



FEBRUARY
2025

Kent
District
Library



BOARD OF TRUSTEES PACKET

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BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library Service & Meeting Center, 814 West River Center Dr NE, Comstock Park, MI, 49321

DATE & TIME

Thursday, February 20, 2025, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: January 16, 2025
- C. Lakeland Library Cooperative Board Minutes: January 9, 2025

4. FINANCE REPORTS – January 2025*

5. DIRECTOR’S REPORT – January 2025

6. NEW BUSINESS

- A. Policy Manual: NEW Section: 4.2.2 Pest Management *

7. LIAISON REPRESENTATIVE COMMENTS

8. PUBLIC COMMENTS**

9. BOARD MEMBER COMMENTS

10. CLOSED SESSION* Legal Counsel *Roll Call-Vote*

11. CLOSED SESSION* Collective Bargaining *Roll Call-Vote*

12. MEETING DATES

Next Regular Meeting: Thursday, March 20, 2025 – KDL Kent District Library - East Grand Rapids Branch, 4:30 PM

13. ADJOURNMENT*

* Requires Action

** According to Kent District Library Board of Trustee Bylaws, Article VII, Item 7.1.3, “Public comments will be limited to 3 minutes per person or group and 15 minutes per subject.”



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Kent District Library Service + Meeting Center, 814 West River Center Drive NE, Comstock Park, MI

DATE + TIME

Thursday, January 16, 2025, at 4:30 PM.

BOARD PRESENT: Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Carla Moyer Hotz, Amanda Schrauben, Christina Tazelaar (teleconference) and Norma VerHeulen.

BOARD ABSENT: None.

STAFF PRESENT: Lulu Brown, Craig Buno, Anjie Christiansen, Jennifer DeVault, Sheri Glon, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens, Lance Werner and Penni Zurgable

GUESTS PRESENT: Penny Weller and Rob VerHeulen

1. CALL TO ORDER

Chair Dykhuis called the meeting to order at 4:30 PM.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTION OF NEW KDL BOARD MEMBER

Chair Dykhuis warmly welcomed the two new Board Members, Norma VerHeulen and Amanda Schrauben, to the meeting. He invited the Board of Trustees to provide brief introductions. Amanda Schrauben, representing Region 4, shared a short introduction and expressed her excitement about joining and serving on the KDL Board.

Norma VerHeulen, representing Region 3, also gave a brief introduction, highlighting her enthusiasm for contributing as a member of the KDL Board of Trustees.

4. OATH OF OFFICE + KDL Bylaws

The Executive Director administered the Oath of Office to the Board Chair, who subsequently administered the oath to each member of the Board. Following this, they were requested to sign the Oath of Office document for filing.

5. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: December 19, 2024, Open & Closed Sessions.
- C. Lakeland Library Cooperative Board Minutes: November 14, 2024.

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- D. Request: Grandville Branch request to have a delayed opening on January 24 to accommodate a scheduled power outage.
- E. Request: Cascade Township Branch request for three Sunday closures in February to accommodate the upcoming branch refresh.
- F. Request: Kelloggsville Branch request for an adjustment to the summer operating hours.

Motion: Erlewein moved to add item F. Request: Kelloggsville Branch to New Business for further discussion.

Support: Supported by VerHeulen.

RESULT: Motion carried.

Motion: Erlewein moved to approve the consent agenda as presented with the exception of item F to New Business.

Support: Supported by Chrenka.

RESULT: Motion carried.

6. FINANCE REPORTS – December 2024*

The Acting Director of Finance Kim Lindsay gave a brief overview of year-to-date financials:

- Cash and investments as of December 31st were just over \$13M as opposed to \$12.4M at the end of 2023. Property tax collections for the fiscal year 2025 budget have begun to arrive and replenish the operating cash accounts.
- Revenues through December amounted to just over \$29.5M, which is roughly \$1M less than total revenues last year.
- Expenditures through December amounted to \$29.2M as compared to \$31.8M for last year.
- Checks and Direct Deposit for over \$50K for December 2024 included:
 - Lake Michigan Credit Union for \$336,400 for the 2025 employee HSA deposits
 - Gibson Insurance Agency for \$109,150 for annual insurance premium for various policies
 - Ingram Library Services for \$97,499.96 for physical collection materials
 - Priority Health \$73,298.84 and \$71,937.31 for self-insurance claims
 - IP Consulting \$52,618.92 for IT colocation monthly payment and SOPHOS (security) software renewal

Motion: Erlewein moved to receive and file the December 2024 finance reports as presented.

Support: Supported by Gilreath-Watts.

RESULT: Motion carried.

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7. DIRECTOR'S REPORT – December 2024

Executive Director Werner held talks with OverDrive executives. He also participated in a lunch meeting with the Director of Grand Rapids Public Library to explore potential collaborations between the systems, focusing on joint efforts to address critical societal needs like food insecurity, as necessary. Regional Manager Lulu Brown provided updates on the changes occurring at the Cascade Township Branch.

The Board posed inquiries to the staff, and the staff provided responses.

8. NEW BUSINESS

A. Conflict of Interest Statements and Board Code of Ethics

The Board received Conflict-of-Interest Statements and Board Code of Ethics forms for 2025. They were asked to review the documents and give signed copies for filing.

B. 2025 Credit Card Agreement

The Board received Credit Card Agreement forms for 2025 and were asked to review the documents and give signed copies for filing.

C. Fourth Quarter Strategic Plan, KPI Review, and Annual KPI Review

Director of Projects and Planning Jaci Cooper gave a Fourth Quarter Strategic Plan, KPI Review, and Annual KPI Review Update.

The Board posed inquiries to the staff, and the staff provided responses.

D. Amended Item: Kelloggsville Branch request an adjustment to the summer operating hours*

Regional Manager I Anjie Christiansen shared the request for Kelloggsville Branch summer operating hours. The Board posed inquiries to the staff, and the staff provided responses.

Motion: Chrenka moved to approve the Kelloggsville Branch request for an adjustment to the summer operating hours as presented.

Support: Supported by Gilreath-Watts.

RESULT: Motion carried.

E. Executive Director's Evaluation*

Chair Dykhuis discussed that the Board of Trustees discussed the Executive Director Evaluation 2024 and the 2025 Compensation Package.

Motion: Erlewein moved to receive and file the Executive Director Evaluation 2024, and the 2025 Compensation Packet as discussed.

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

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9. **LIAISON REPRESENTATIVE COMMENTS – None.** The Board of Trustees took a moment to recognize Plainfield Township Liaison Representative Bill Brinkman who passed away earlier this month at the age of 94.

10. **PUBLIC COMMENTS** – None**

11. BOARD MEMBER COMMENTS

Chrenka – Chrenka is excited about the opportunities and possibilities that 2025 holds for KDL.

Dykhuis – Dykhuis extends his thanks to the new members and is delighted to see former Board Member Penny Weller still attending meetings and sharing her signature cupcakes. Monday carries great significance as we honor and serve in recognition of MLK Day.

Erlewein – Erlewein is thrilled to see an increase in KDL's programming attendance numbers and has signed up to join KDL staff at the Equestrian Center.

Sheri Gilreath-Watts – Gilreath-Watts welcomed the new board members! She is excited for 2025 and the accomplishments ahead for KDL. Monday holds significant importance as we honor and serve in recognition of MLK Day.

Carla Moyer Hotz – Moyer Hotz welcomed the new board members! She invites them to tour the Green Machine at the Service Center and encourages all Board members to attend the Calvin University January Series and explore the newly renovated Hekman Library.

Amanda Schrauben – Schrauben expressed deep appreciation for the opportunity to serve as a board member and enjoyed a wonderful afternoon meeting with the KDL Leadership Team.

Christina Tazelaar – No comment.

Norma VerHeulen – VerHeulen expressed gratitude to the Leadership Team for taking the time to meet with her and is looking forward to attending the Calvin University January Series and exploring all that KDL has to offer.

12. MEETING DATES

Regular Meeting: Thursday, February 20, 2025 – Kent District Library Service and Meeting Center, 4:30 PM.

13. ADJOURNMENT

Motion: VerHeulen moved for adjournment at 5:30 PM.

Support: Supported by Schrauben.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

DRAFT

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, January 9, 2025 at 9:30 a.m.
Kent District Library Service Center**

Present: Diane Kooiker (HO), John McNaughton (GRPL), Carol Dawe (LLC), Maggie McKeithan (OS), Ron Suszek (MADL), Jessica Hunt (NG), Dale Parus (IC), Abby Black (OA), Lance Werner (KDL)

Lakeland Staff Present: Amber McLain, Ann Langlois

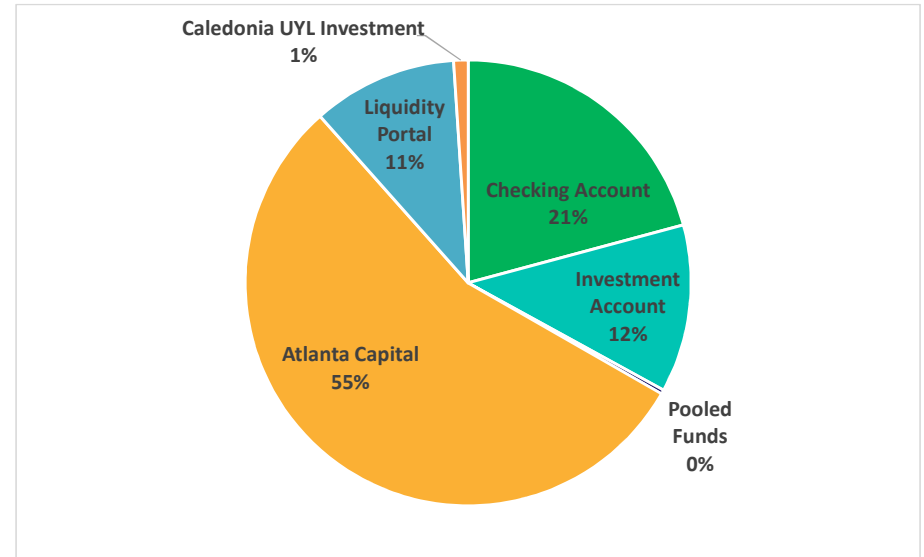
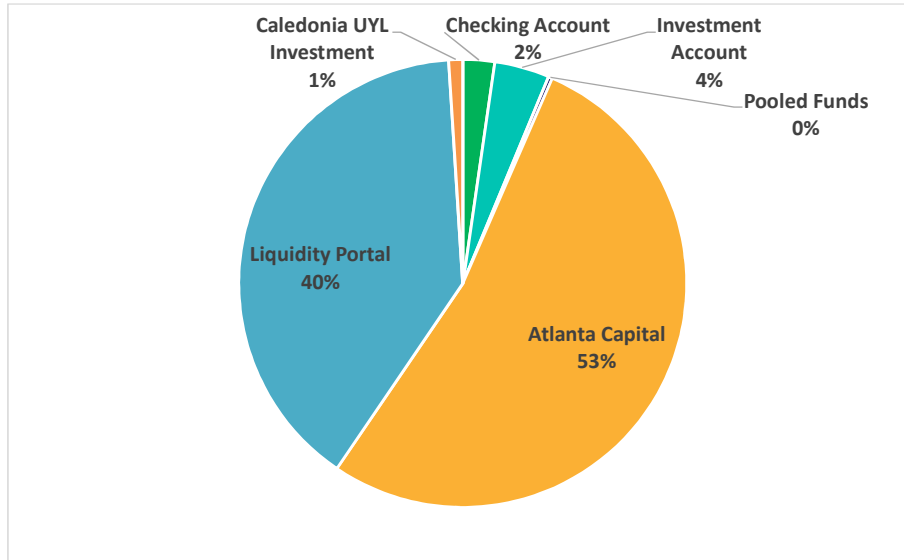
Absent: Rob Bristow (OG)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30 by John McNaughton.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Ron Suszek, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Abby Black moved, supported by Jessica Hunt, to approve the board minutes from November 14, 2024 – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) November & December Financials and Check Register: Lance Werner moved, supported by Ron Suszek, to approve the November & December Financials as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT**
 - a) Nothing to report.
- 8) **DIRECTOR'S REPORT**
 - a) The Chapter & Verse podcast from MLA featuring Virginia DeMumbrum and Carol Dawe is now published on all podcast platforms.
 - b) Lakeland's State Aid has been submitted and Carol encouraged all who have not submitted theirs to submit ASAP.
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Committee Minutes from October included for Informational purposes.
- 10) **ONGOING/NEW BUSINESS:**
 - a) *Budget Amendments* – There was an error in the submitted budget with the amount of state aid LLC would be receiving. The shortfall was reduced to \$6,000 and that deficit was recommended to be taken from the fund balance. Lance Werner moved, supported by Jessica Hunt, to amend the budget re: taking the \$6,000 from the fund balance – *motion carried*.
 - b) *Cooperative Director Evaluation* – Carol received a favorable review and a 5% pay increase. Carol is also looking at succession planning as she plans to retire relatively soon. Lance Werner moved, Maggie McKeithan supported, to adopt a 5% pay raise for Carol Dawe – *motion carried*.
 - c) **PUBLIC COMMENTS:** None.
- 11) **BOARD MEMBER COMMENTS:**
 - a) Lance Werner – Lance Werner shared that Michigan Libraries are invited to attend Secret Service led safety and Security training led by the secret service.
 - b) Diane Kooiker – Herrick is mostly done with their renovations!
 - c) Maggie McKeithan – OS is dealing with a patron who is upset that Spring Lake has “too many murder books.”
- 12) **NEXT MEETING:** Thursday, February 13, 2025 at 9:30 a.m. at KDL Service Center.
- 13) **ADJOURNMENT:** Lance Werner moved, supported by Abby Black, to adjourn at 9:44- *motion carried*.

Respectfully submitted by,
Amber McLain



Monthly Cash Position Per Bank Month ended January 2025



2025		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$489,193.65
Huntington Investment Account	2.273%	\$846,659.60
*Kent County Pooled Funds	3.969%	\$60,472.96
Atlanta Capital Investments	3.000%	\$11,294,713.00
Huntington Liquidity Portal	4.800%	\$8,422,597.99
Caledonia UYL Investment	4.280%	\$214,031.09
KWD Sherri Lou Investment	4.300%	\$229,044.86
KDL Community Scholarship Fund	4.300%	\$182,573.73
		<u>\$21,739,286.88</u>

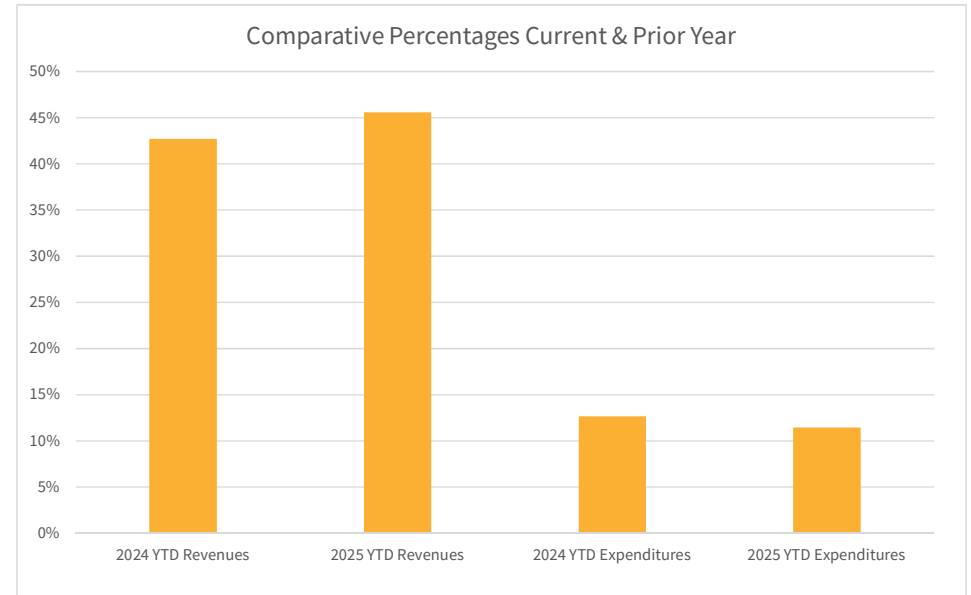
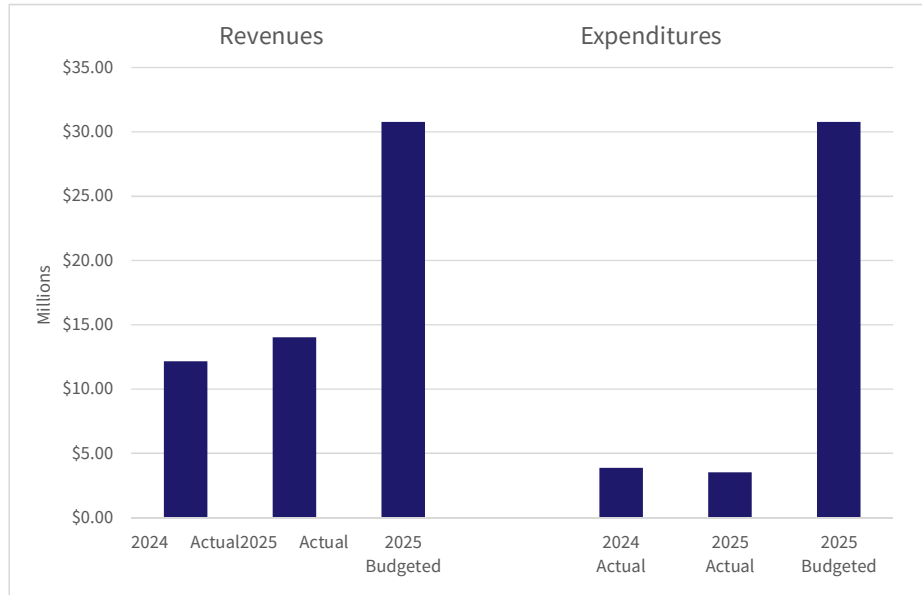
2024		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$4,048,695.54
Huntington Investment Account	3.289%	\$2,369,846.89
*Kent County Pooled Funds	3.774%	\$58,059.70
Atlanta Capital Investments	0.000%	\$10,732,394.00
Huntington Liquidity Portal	0.000%	\$2,043,229.62
Caledonia UYL Investment	0.000%	\$203,684.11
		<u>\$19,455,909.86</u>

* Includes Trust Pooled fund balances

NOTE: Totals do not include Petty Cash or Branch Cash drawer balances



Monthly Revenues and Expenditures Month ended January 2025



Budget to Actual with Prior Year Comparison		
Revenues		
2024 Actual	\$	12,164,716
2025 Actual	\$	14,032,328
2025 Budgeted	\$	30,779,864
Expenditures		
2024 Actual	\$	3,875,446
2025 Actual	\$	3,528,584
2025 Budgeted	\$	30,778,695

Comparative Percentages Current & Prior Year	
Account	Budget Percentage
2024 YTD Revenues	42.7%
2025 YTD Revenues	45.6%
2024 YTD Expenditures	12.7%
2025 YTD Expenditures	11.5%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2025 Through 1/31/2025
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	13,953,130	27,765,820	(13,812,690)	(50)%
Penal Fines	0	675,000	(675,000)	(100)%
Charges for Services	3,600	32,000	(28,400)	(89)%
Interest Income	63,875	450,000	(386,125)	(86)%
Public Donations	11,013	250,000	(238,987)	(96)%
Other Revenue	709	506,000	(505,291)	(100)%
State Sources	0	1,101,044	(1,101,044)	(100)%
Total Revenues	14,032,328	30,779,864	(16,747,536)	(54)%
Expenditures				
Salaries and Wages	1,321,703	14,543,794	13,222,091	91 %
Employee Benefits	122,676	4,440,235	4,317,559	97 %
Collections - Digital	645,989	3,178,195	2,532,206	80 %
Collections - Physical	178,365	1,817,840	1,639,475	90 %
Supplies	27,497	747,142	719,645	96 %
Contractual and Professional Services	654,134	2,100,941	1,446,808	69 %
Programming and Outreach	45,772	518,810	473,038	91 %
Maintenance and Utilities	365,533	2,322,668	1,957,135	84 %
Staff Development	23,740	314,100	290,360	92 %
Board Development	3,519	18,625	15,106	81 %
Other Expenditures	114,599	399,420	284,821	71 %
Capital Outlay	25,056	376,925	351,869	93 %
Total Expenditures	3,528,584	30,778,695	27,250,112	89 %
Excess Revenue Over (Under)	10,503,744	1,169	10,502,576	898,793 %
Expenditures				

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 1/1/2025 Through 1/31/2025
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	667	4,000	(3,333)	(83)%
Public Donations	350	1,000	(650)	(65)%
Total Revenues	1,017	5,000	(3,983)	(80)%
Expenditures				
Supplies	0	15,000	15,000	100 %
Total Expenditures	0	15,000	15,000	100 %
Excess Revenue Over (Under)	1,017	(10,000)	11,017	(110)%
Expenditures				

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2025 Through 1/31/2025
(In Whole Numbers)

	YTD Ending January 31, 2025	YTD Ending January 31, 2024	Total Variance
Revenues			
Property Taxes	13,953,130	12,038,846	1,914,284
Charges for Services	3,600	5,108	(1,508)
Interest Income	63,875	58,668	5,207
Public Donations	11,013	20,314	(9,301)
Other Revenue	709	44,929	(44,219)
Total Revenues	14,032,328	12,167,865	1,864,463
Expenditures			
Salaries and Wages	1,321,703	753,743	567,960
Employee Benefits	122,676	474,976	(352,300)
Collections - Digital	645,989	761,022	(115,032)
Collections - Physical	178,365	183,401	(5,036)
Supplies	27,497	12,479	15,017
Contractual and Professional Services	654,134	765,310	(111,177)
Programming and Outreach	45,772	59,278	(13,506)
Maintenance and Utilities	365,533	393,123	(27,590)
Staff Development	23,740	9,626	14,114
Board Development	3,519	3,519	0
Other Expenditures	114,599	157,095	(42,496)
Capital Outlay	25,056	271,654	(246,598)
Total Expenditures	3,528,584	3,845,226	(316,642)
Excess Revenue Over (Under) Expenditures	10,503,744	8,322,639	2,181,105

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 1/1/2025 Through 1/31/2025
(In Whole Numbers)

	<u>YTD Ending January 31, 2025</u>	<u>YTD Ending January 31, 2024</u>	<u>Total Variance</u>
Revenues			
Interest Income	667	0	667
Public Donations	350	50	300
Total Revenues	<u>1,017</u>	<u>50</u>	<u>967</u>
Excess Revenue Over (Under) Expenditures	<u>1,017</u>	<u>50</u>	<u>967</u>

Kent District Library
Statement of Revenues and Expenditures

101 - General Fund
From 1/1/2025 Through 1/31/2025
(In Whole Numbers)

	-Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	13,944,512	13,944,512	27,569,884	(13,625,372)	(49)%
4412 Delinquent personal property taxes	217	217	5,000	(4,783)	(96)%
4432 DNR - PILT	0	0	40,000	(40,000)	(100)%
4437 Industrial facilities taxes	8,401	8,401	150,936	(142,535)	(94)%
Total Property Taxes	13,953,130	13,953,130	27,765,820	(13,812,690)	(50)%
Penal Fines					
4581 Penal fines	0	0	675,000	(675,000)	(100)%
Total Penal Fines	0	0	675,000	(675,000)	(100)%
Charges for Services					
4660 Other Patron Fees	354	354	0	354	0 %
4685 Materials replacement charges	3,246	3,246	32,000	(28,754)	(90)%
Total Charges for Services	3,600	3,600	32,000	(28,400)	(89)%
Interest Income					
4662 Interest Earned on Uyl Investment	777	777	0	777	0 %
4663 Interest Earned on Investment	837	837	0	837	0 %
4665 Interest earned on deposits and investments	62,234	62,234	450,000	(387,766)	(86)%
4666 Interest Earned - Property Taxes	27	27	0	27	0 %
Total Interest Income	63,875	63,875	450,000	(386,125)	(86)%
Public Donations					
4673 Restricted donations	9,052	9,052	250,000	(240,948)	(96)%
4674 Unrestricted donations	1,961	1,961	0	1,961	0 %
Total Public Donations	11,013	11,013	250,000	(238,987)	(96)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	500,000	(500,000)	(100)%
4651 Admission/Entry fees	374	374	0	374	0 %
4668 Royalties	245	245	6,000	(5,755)	(96)%
4686 Sale of Equipment	90	90	0	90	0 %
Total Other Revenue	709	709	506,000	(505,291)	(100)%
State Sources					
4540 State Aid	0	0	448,226	(448,226)	(100)%
4541 State aid - LBPH/TBBC	0	0	41,073	(41,073)	(100)%
4548 Renaissance Zone reimbursement	0	0	61,745	(61,745)	(100)%
4549 Personal Property tax reimbursement	0	0	550,000	(550,000)	(100)%
Total State Sources	0	0	1,101,044	(1,101,044)	(100)%
Total Revenues	14,032,328	14,032,328	30,779,864	(16,747,536)	(54)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	180	180	3,900	3,720	95 %
5713 Salary & Wages	1,321,523	1,321,523	14,539,894	13,218,371	91 %
Total Salaries and Wages	1,321,703	1,321,703	14,543,794	13,222,091	91 %
Employee Benefits					
5709 FICA	77,242	77,242	1,112,303	1,035,062	93 %
5717 Defined Contribution Pension Plan Contributions	51,079	51,079	646,414	595,335	92 %
5718 Employee Health Benefits	(13,970)	(13,970)	2,198,718	2,212,688	101 %
5720 HSA/Flex	145	145	392,000	391,855	100 %

Kent District Library
Statement of Revenues and Expenditures

101 - General Fund
From 1/1/2025 Through 1/31/2025
(In Whole Numbers)

		Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
5730	Other Employee Benefits	8,181	8,181	90,800	82,619	91 %
	Total Employee Benefits	122,676	122,676	4,440,235	4,317,559	97 %
	Collections - Digital					
5785	Cloud Library/OverDrive	340,000	340,000	2,103,500	1,763,500	84 %
5786	Hoopla	118,000	118,000	755,000	637,000	84 %
5787	Digital Collection	52,604	52,604	82,157	29,553	36 %
5788	Miscellaneous Electronic Access	135,385	135,385	237,538	102,153	43 %
	Total Collections - Digital	645,989	645,989	3,178,195	2,532,206	80 %
	Collections - Physical					
5791	Subscriptions	67,939	67,939	69,040	1,101	2 %
5871	Branch Local Materials - Restricted Donation Expenditures	273	273	0	(273)	0 %
5982	Collection Materials - Depreciable	85,888	85,888	1,434,500	1,348,613	94 %
5983	CD/DVD Collection Materials - Non-Depreciable	24,265	24,265	297,300	273,035	92 %
5984	Beyond Books Collection - Non-Depreciable	0	0	17,000	17,000	100 %
	Total Collections - Physical	178,365	178,365	1,817,840	1,639,475	90 %
	Supplies					
5750	Collection Processing & AV Supplies	6,092	6,092	108,000	101,908	94 %
5751	Supplies	3,748	3,748	149,785	146,037	97 %
5760	Technology & Accessories <\$1000	4,662	4,662	59,115	54,453	92 %
5764	KDL Staff Event, Supplies & Awards	4,920	4,920	93,400	88,480	95 %
5768	Promotions Supplies	0	0	31,860	31,860	100 %
5770	Other Awards/Prizes	8,864	8,864	192,425	183,561	95 %
5790	Books (not for circulation)	0	0	20,500	20,500	100 %
5851	Mail/Postage	925	925	7,057	6,132	87 %
5900	Copier/Printer Usage Charges	(1,714)	(1,714)	85,000	86,714	102 %
	Total Supplies	27,497	27,497	747,142	719,645	96 %
	Contractual and Professional Services					
5792	Software	180,620	180,620	618,113	437,493	71 %
5801	Professional & Other Contracted Services	112,135	112,135	505,475	393,340	78 %
5813	Delivery Services	14,813	14,813	165,556	150,743	91 %
5814	Security Services	1,103	1,103	33,000	31,897	97 %
5817	Lakeland Library Co-op services	1,708	1,708	6,830	5,123	75 %
5827	Catering	683	683	20,450	19,767	97 %
5873	Website	184,068	184,068	193,550	9,482	5 %
5875	Advertising	3,051	3,051	94,500	91,449	97 %
5890	ILS Fees	123,806	123,806	165,075	41,269	26 %
5891	Licenses and Fees	12,647	12,647	186,892	174,245	93 %
5901	Outsourced Printing & Publishing	19,498	19,498	111,500	92,002	83 %
	Total Contractual and Professional Services	654,134	654,134	2,100,941	1,446,808	69 %
	Programming and Outreach					
5795	Programming & Outreach Supplies	2,544	2,544	179,400	176,856	99 %
5885	Speakers/Performers	42,979	42,979	301,400	258,422	86 %
5906	Community Outreach	250	250	38,010	37,760	99 %
	Total Programming and Outreach	45,772	45,772	518,810	473,038	91 %

Kent District Library
Statement of Revenues and Expenditures

101 - General Fund
From 1/1/2025 Through 1/31/2025
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	35,905	35,905	560,000	524,095	94 %
5822 Maintenance Contracts	4,338	4,338	37,035	32,697	88 %
5848 Mobile Hotspots	28,196	28,196	346,689	318,493	92 %
5849 Cell Phones/ Stipends	376	376	18,125	17,749	98 %
5850 Telephones	2,564	2,564	60,000	57,436	96 %
5852 Internet/Telecomm Services	21,317	21,317	150,460	129,143	86 %
5919 Waste Disposal	526	526	8,200	7,674	94 %
5920 Utilities	185	185	71,000	70,815	100 %
5925 Lawncare & Snowplowing	639	639	43,000	42,361	99 %
5928 Branch Maintenance Fees	141,526	141,526	566,102	424,577	75 %
5930 Repairs & Maintenance	4,855	4,855	109,620	104,765	96 %
5933 Software & IT Hardware Maintenance Agreements	80,385	80,385	163,085	82,700	51 %
5940 Rentals & Leases	44,722	44,722	189,352	144,630	76 %
Total Maintenance and Utilities	365,533	365,533	2,322,668	1,957,135	84 %
Staff Development					
5910 Staff Development & Conferences	23,740	23,740	314,100	290,360	92 %
Total Staff Development	23,740	23,740	314,100	290,360	92 %
Board Development					
5908 Board Development	3,519	3,519	18,625	15,106	81 %
Total Board Development	3,519	3,519	18,625	15,106	81 %
Other Expenditures					
5759 Gas, Oil, Grease	0	0	7,660	7,660	100 %
5860 Parking	14	14	2,435	2,421	99 %
5861 Mileage Reimbursement	950	950	56,550	55,600	98 %
5870 Branch Local Misc - Restricted Donation Expenditures	2,170	2,170	103,850	101,680	98 %
5935 Insurance	94,788	94,788	120,825	26,037	22 %
5939 Workers Compensation Insurance	16,562	16,562	35,000	18,438	53 %
5955 Miscellaneous	0	0	30,000	30,000	100 %
5959 Sales Taxes	(10)	(10)	100	110	110 %
5964 Property Tax Reimbursement	0	0	40,000	40,000	100 %
5965 MEL Return Items	125	125	3,000	2,875	96 %
Total Other Expenditures	114,599	114,599	399,420	284,821	71 %
Capital Outlay					
5977 Technology - Non-Depreciable (\$1000-4999)	4,829	4,829	90,300	85,471	95 %
5978 Technology - Depreciable (5,000+)	20,228	20,228	256,625	236,397	92 %
5979 Equipment/Furniture - Non-Depreciable (\$0- 4999)	0	0	30,000	30,000	100 %
Total Capital Outlay	25,056	25,056	376,925	351,869	93 %
Total Expenditures	3,528,584	3,528,584	30,778,695	27,250,112	89 %
Excess Revenue Over (Under) Expenditures	10,503,744	10,503,744	1,169	10,502,576	898,793 %

Kent District Library
Statement of Revenues and Expenditures

157 - Scholarship Fund
From 1/1/2025 Through 1/31/2025
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues					
Interest Income					
4663 Interest Earned on Investment	667	667	4,000	(3,333)	(83)%
Total Interest Income	667	667	4,000	(3,333)	(83)%
Public Donations					
4673 Restricted donations	350	350	1,000	(650)	(65)%
Total Public Donations	350	350	1,000	(650)	(65)%
Total Revenues	1,017	1,017	5,000	(3,983)	(80)%
Expenditures					
Supplies					
5895 Scholarship Awards	0	0	15,000	15,000	100 %
Total Supplies	0	0	15,000	15,000	100 %
Total Expenditures	0	0	15,000	15,000	100 %
Excess Revenue Over (Under) Expenditures	1,017	1,017	(10,000)	11,017	(110)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 1/1/2025 Through 1/31/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0133	Overdrive, Inc	340,299.00	1/22/2025
88574	BiblioCommons Corp.	166,556.15	1/8/2025
2025-0068	Ingram Library Services Llc	136,919.74	1/8/2025
2025-0130	Midwest Tape LLC	125,306.24	1/22/2025
AP-PH01-03-25	Priority Health	49,960.86	1/3/2025
2025-0020	Ebsco Information Services	46,998.00	1/8/2025
2025-0124	Kanopy Inc.	45,925.00	1/22/2025
AP-PH1-10-25	Priority Health	44,724.38	1/10/2025
2025-0122	IP Consulting, Inc.	41,755.45	1/22/2025
2025-0010	Baker & Taylor	38,167.76	1/8/2025
2025-0070	IP Consulting, Inc.	33,272.48	1/8/2025
AP-6103224648	Verizon Wireless - MiFi Routers & Cell phones	27,685.75	1/31/2025
88653	Newsbank, Inc.	25,993.00	1/22/2025
2025-0082	Midwest Tape LLC	25,676.13	1/8/2025
2025-0127	Michigan Office Solutions (MOS)	23,710.42	1/22/2025
88630	City Of Wyoming - Treasurer's Office	20,513.50	1/22/2025
88626	City Of Kentwood Treasurer	20,482.50	1/22/2025
88638	Grand Rapids Chamber of Commerce Capital Campaign	20,000.00	1/22/2025
2025-0096	HWC Consultants, LLC	17,000.00	1/8/2025
88582	HWC Consultants, LLC	17,000.00	1/8/2025
2025-0092	Thomas Klise/Crimson Multimedia	16,135.00	1/8/2025
AP-Dec 2024	American Heritage Life Insurance Company / Allstate Benefits	14,133.59	1/16/2025
AP-PH01-17-25	Priority Health	13,760.15	1/17/2025
2025-0017	Comerica Bank	13,734.30	1/8/2025
2025-0121	Ingram Library Services Llc	13,601.77	1/22/2025
88624	City Of East Grand Rapids	13,475.00	1/22/2025
2025-0135	Rehmann Robson LLC	13,400.00	1/22/2025
88660	Plainfield Charter Township	13,147.48	1/22/2025
2025-0021	Everstream Holding LLC- Michigan	13,130.00	1/8/2025
2025-0086	ProQuest LLC	12,969.22	1/8/2025
2025-0143	Urban Libraries Council	12,000.00	1/22/2025
88625	City Of Grandville	11,624.00	1/22/2025
88623	Cascade Charter Township	10,956.50	1/22/2025
88609	Ada Township	10,320.50	1/22/2025
2025-0088	Same Day Delivery, Inc	10,268.79	1/8/2025
88597	Playaway Products LLC	10,254.01	1/8/2025
AP-PH01-24-25	Priority Health	8,019.95	1/24/2025
88591	Midwest Collaborative For Library Services	7,845.05	1/8/2025
2025-0106	Comerica Bank	7,828.85	1/22/2025
2025-0069	FE Technologies / Invengo American Corp	7,772.00	1/8/2025
88622	Caledonia Township	7,732.00	1/22/2025
2025-0001	AMAZON CAPITAL SERVICES, INC	7,224.69	1/8/2025
2025-0103	Baker & Taylor	7,214.24	1/22/2025
2025-0098	AMAZON CAPITAL SERVICES, INC	7,088.41	1/22/2025
88639	HighPoint Electric, Inc.	6,736.81	1/22/2025
AP-05998639	Paycor, Inc.	6,720.14	1/7/2025
88621	Byron Township	6,305.00	1/22/2025
88602	Tun-Dra Kennels	5,400.00	1/8/2025
88614	American Society of Composers, Authors and Publishers	4,980.00	1/22/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 1/1/2025 Through 1/31/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0087	RNL Graphics Solutions, LLC	4,875.00	1/8/2025
2025-0094	UAW Local 2600	4,811.77	1/8/2025
88635	Gaines Charter Township	4,630.00	1/22/2025
88667	Ten Finger Fish	4,499.80	1/22/2025
88662	SofterWare, Inc.	4,472.28	1/22/2025
88599	Ten Finger Fish	4,319.43	1/8/2025
88629	City Of Rockford	4,277.50	1/22/2025
88610	All Season Lawn Care	4,169.25	1/22/2025
88652	Nelson Township	3,943.00	1/22/2025
88674	Walker City Treasurer	3,914.93	1/22/2025
88615	Atlanta Capital Management Co, LLC	3,874.00	1/22/2025
88627	City Of Lowell	3,870.50	1/22/2025
88643	Kushner & Company Inc	3,695.00	1/22/2025
AP-Jan 2025	PLIC - SBD Grand Island	3,443.92	1/2/2025
2025-0136	RNL Graphics Solutions, LLC	3,414.97	1/22/2025
2025-0137	Same Day Delivery, Inc	3,345.65	1/22/2025
88670	Triangle Constructors	2,910.00	1/22/2025
2025-0095	Xerox Financial Services LLC	2,904.22	1/8/2025
88618	Bowne Township	2,736.00	1/22/2025
88669	Ebiz Technology LLC / Traction Consulting Group	2,730.00	1/22/2025
88600	The Creative Company	2,727.10	1/8/2025
2025-0141	UAW Local 2600	2,633.63	1/22/2025
88566	616 Amusements LLC	2,600.00	1/8/2025
2025-0091	TelNet Worldwide, Inc.	2,564.17	1/8/2025
2025-0012	Canva US, Inc.	2,502.00	1/8/2025
88620	Bubbles r Fun LLC	2,450.00	1/22/2025
AP-207059285...	Consumers Energy	2,337.95	1/3/2025
AP-PH01-31-20...	Priority Health	2,292.90	1/31/2025
2025-0142	Ulliance, Inc.	2,277.72	1/22/2025
88645	Liberty Mutual Insurance	2,200.00	1/22/2025
88580	Graffix Plus / Extreme Graffix Inc.	2,125.83	1/8/2025
88570	Andrew Vanden Heuvel/AVH Consulting	2,100.00	1/8/2025
2025-0145	Warner Norcross & Judd Llp	2,040.00	1/22/2025
88671	Tyrone Township	1,790.50	1/22/2025
2025-0002	American Society of Employers Inc.	1,752.80	1/8/2025
AP-677306	123.Net, Inc	1,724.00	1/10/2025
88587	Lakeland Library Cooperative	1,707.50	1/8/2025
2025-0022	Cengage Learning	1,675.47	1/8/2025
88573	Bellwether Media, LLC	1,596.00	1/8/2025
88576	Capstone Press, Inc	1,535.73	1/8/2025
88612	Alpine Township	1,503.50	1/22/2025
2025-0125	Pre-Paid Legal Services, Inc.	1,476.50	1/22/2025
2025-0083	TELUS HEALTH (US) LTD.	1,392.51	1/8/2025
2025-0131	TELUS HEALTH (US) LTD.	1,388.52	1/22/2025
88617	Bloom Sluggett, PC	1,349.00	1/22/2025
2025-0014	Central Michigan Paper	1,320.00	1/8/2025
88661	Playaway Products LLC	1,277.84	1/22/2025
AP-203267571...	Dte Energy	1,210.90	1/3/2025
2025-0072	Lindenmeyr Munroe	1,163.70	1/8/2025
2025-0097	Advanced Benefit Solutions, Inc / Acrisure, LLC	1,145.50	1/22/2025
2025-0139	Thomas Klise/Crimson Multimedia	1,130.00	1/22/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 1/1/2025 Through 1/31/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0019	DK Security	1,103.44	1/8/2025
AP-204212473...	Consumers Energy	1,027.79	1/6/2025
2025-0132	Nationwide	1,010.88	1/22/2025
88654	OrangeBoy, Inc.	1,000.00	1/22/2025
2025-0100	Anthony Carpenter	1,000.00	1/22/2025
88663	Spencer Township	1,000.00	1/22/2025
88651	Natali Rose / The Motley Misfits	975.00	1/22/2025
88633	Deidra Mayweather / West MI Travel and Tour	950.00	1/22/2025
2025-0084	Nationwide	931.38	1/8/2025
AP-6103341479	Verizon Wireless - MiFi Routers & Cell phones	849.41	1/31/2025
88603	Unique	825.37	1/8/2025
2025-0146	Xerox Financial Services LLC	815.64	1/22/2025
88594	Pam Spring Advertising, Llc	807.00	1/8/2025
88585	Jason Richard Spears	800.00	1/8/2025
2025-0085	Privus PLC	745.00	1/8/2025
88601	Thomson Reuters- West Publishing Corp.	704.00	1/8/2025
2025-0107	DK Security	679.04	1/22/2025
88650	Mermaid Molly Entertainment LLC	677.50	1/22/2025
88590	Michigan Department Of State	670.00	1/8/2025
88593	Natali Rose / The Motley Misfits	650.00	1/8/2025
2025-0126	Lindenmeyr Munroe	624.85	1/22/2025
88636	Grand Rapids Asian-Pacific Foundation	600.00	1/22/2025
88641	Jennifer Tompkins	600.00	1/22/2025
88608	Absopure Water Company	537.97	1/22/2025
AP-3029099	Arrowaste	526.03	1/16/2025
88656	Patricia Reid	523.89	1/22/2025
2025-0018	Cristian Perez Ruiz	500.00	1/8/2025
88605	William Wolf	500.00	1/8/2025
88584	Jacob Huber	473.00	1/8/2025
88655	Rollins Inc	456.07	1/22/2025
2025-0016	Cloud 616 LLC	450.00	1/8/2025
88579	Clare O'Tsuji	387.00	1/8/2025
88569	Alyson Cryderman	387.00	1/8/2025
88583	Ian Borton	300.00	1/8/2025
88675	Wolverine Power Systems	299.00	1/22/2025
88577	Center Point Publishing	294.84	1/8/2025
2025-0011	Blackstone Audio Inc	284.99	1/8/2025
AP-2911282-01...	Comcast Cable	251.85	1/9/2025
88568	Absopure Water Company	249.30	1/8/2025
88595	Patricia Reid	236.00	1/8/2025
AP-0260158-01...	Comcast Cable	233.90	1/31/2025
2025-0134	Performance Assessment Network	210.00	1/22/2025
AP-3354827	TASC	205.76	1/28/2025
88666	Steven Ngo	200.00	1/22/2025
88659	Piatt Brickz, LLC	200.00	1/22/2025
88648	Mapers	200.00	1/22/2025
88640	Huy Pham	200.00	1/22/2025
88642	Jessica Bratt	200.00	1/22/2025
88613	Alvin Ly	200.00	1/22/2025
88619	Brandon Nguyen	200.00	1/22/2025
88616	Benny La	200.00	1/22/2025
88664	State of Michigan	180.00	1/22/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 1/1/2025 Through 1/31/2025

Check Number	Vendor Name	Check Amount	Check Date
88673	University of Michigan Dearbon	180.00	1/22/2025
88631	Comstock Park Rotary	154.00	1/22/2025
88665	Stephen Kopp	150.00	1/22/2025
88634	Emily Whalen	145.00	1/22/2025
88637	Grand Rapids Community Foundation	144.00	1/22/2025
2025-0071	Library Ideas, Llc	143.10	1/8/2025
88575	Blandford Nature Center	139.00	1/8/2025
88571	Aqua Blue Aquarium Solutions	127.50	1/8/2025
AP-0021585-01...	Comcast Cable	126.90	1/27/2025
2025-0108	Everlasting Green Plantscape LLC	122.00	1/22/2025
2025-0015	Christina Tazelaar	120.51	1/8/2025
88586	Kent County Treasurer-Mi Tax Tribunal Refunds	119.56	1/8/2025
88649	Melissa DeJong	114.43	1/22/2025
AP-6103241828	Verizon Wireless - MiFy Routers & Cell phones	108.03	1/31/2025
2025-0144	Vital Records Holdings, LLC / VRC Companies, LLC	105.66	1/22/2025
88592	Multicultural Books and Videos	104.48	1/8/2025
88672	Uline Shipping Supply Specialists	104.02	1/22/2025
88644	Lands End, Inc / Lands End Business Outfitters	100.82	1/22/2025
AP-017323	Medtipster.com, LLC.	95.09	1/15/2025
88647	Madelyn Besaw	85.40	1/22/2025
AP-6102560505	Verizon Wireless - MiFy Routers & Cell phones	83.16	1/22/2025
88581	Van Wylen Library - Hope College	65.00	1/8/2025
AP-8641512-11...	T-Mobile USA Inc.	62.30	1/3/2025
2025-0109	Cengage Learning	57.58	1/22/2025
2025-0140	Tracy Chrenka	57.16	1/22/2025
2025-0093	Tracy Chrenka	56.00	1/8/2025
2025-0104	Carla Hotz	52.68	1/22/2025
2025-0013	Carla Hotz	51.71	1/8/2025
2025-0138	Sheri Gilreath-Watts	50.58	1/22/2025
88572	Ashley Davis	50.00	1/8/2025
88589	Maria Page	50.00	1/8/2025
2025-0090	Sheri Gilreath-Watts	49.70	1/8/2025
88658	Peter Dykhuis	49.32	1/22/2025
88596	Peter Dykhuis	48.49	1/8/2025
2025-0099	Andrew Erlewein	42.74	1/22/2025
2025-0003	Andrew Erlewein	42.19	1/8/2025
2025-0089	Sarah Ann Weller	37.10	1/8/2025
88668	Thomas R McDonald	35.02	1/22/2025
2025-0110	Grainger	34.05	1/22/2025
2025-0123	Kalamazoo Sanitary Supply / KSS Enterprises	32.75	1/22/2025
88611	Alma College	30.00	1/22/2025
2025-0105	Christina Tazelaar	30.00	1/22/2025
88588	Mackinaw Area Public Library	28.95	1/8/2025
88567	Abby Vanderploeg	21.99	1/8/2025
88632	Cornell University Library	20.00	1/22/2025
88646	Loutit District Library	16.95	1/22/2025
88657	Penn State University - Business Office	15.00	1/22/2025
88604	Vermontville Township Library	15.00	1/8/2025
88628	City of Madison Heights / Madison Heights Public Library	14.00	1/22/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 1/1/2025 Through 1/31/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
88598	Township of Richland - Richland Township Library	12.99	1/8/2025
88578	Chippewa River District Library	8.99	1/8/2025
AP-ConsociateH	Consociate, Inc. dba Consociate Health	0.84	1/17/2025
Report Total		<u>1,727,396.94</u>	

Kent District Library
Check/Voucher Register - Voided Checks
From 1/1/2025 Through 1/31/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
88582	HWC Consultants, LLC	(17,000.00)	1/8/2025
Report Total		<u>(17,000.00)</u>	

Director's Report January 2025



From the Desk of Lance Werner, Executive Director

The past month has been both productive and transformative. I've enjoyed visiting various branches and connecting with everyone, aiming to visit three branches each week. It's been a pleasure getting to know Amanda and Norma, and I look forward to collaborating with them.

I've also had several productive meetings and conversations. For instance, I had lunch with Plainfield Charter Township Superintendent Cameron VanWyngarden to discuss potential partnerships for raising funds for branch hygiene lockers. This project could potentially lead to a broader initiative between KDL and local municipalities to fund lockers across all branches.

Additionally, I've had preliminary discussions with statewide stakeholders to schedule a planning session aimed at ensuring the Michigan Electronic Library (MeL) remains operational and viable, even if federal funding becomes unavailable. MeL is crucial for statewide resource sharing among public, academic, corporate, and school libraries, and its loss would be a significant detriment to libraries and residents across Michigan. We're also exploring local solutions.

Lastly, our discussions with Overdrive regarding eBook pricing are progressing well.



Director's Report January 2025



Kelloggsville and Wyoming

In 2025, both the Wyoming Branch and the Kelloggsville Branch will welcome new branch librarians. Cameron Holmes, the current branch librarian at the Kelloggsville Branch, is leaving KDL to take up a position at Herrick District Library. A new teen librarian will be joining the Kelloggsville team soon. Additionally, the public hours at the Kelloggsville Branch will change this summer to provide a more consistent schedule, with the library now open from 12:00 PM to 6:30 PM during the summer months.

The Wyoming Branch welcomed Nathan Bartos as a full-time teen branch librarian on February 3rd. Both branches will place a stronger emphasis on school and community outreach in 2025. Regional Manager Anjie Christiansen will work with the City of Wyoming on a furniture refresh for the Wyoming Branch.

At the Wyoming Branch, librarians offer free family movies on Saturdays during the winter months. Branch Librarian Tabby Carter-Schaub is hosting a Bingo program for adults, while Branch Librarians Adrianna Triche and Anna-Marie Boss provide popular craft and painting programs for adults. The team is proud to offer free programming for families and adults, especially at a time when many entertainment options are costly.

Kentwood and Gaines

In 2025, both the Kentwood and Gaines Township branches will continue to offer quality and beloved programs. Leading up to the new year, the Kentwood branch hosted "Happy Noon Year," allowing young patrons to celebrate the new year at a more accessible time of day. Winter has been successful so far. In January, the Gaines Township branch's Common Reader Book Club welcomed author Susie Finkbeiner to its monthly meeting. This provided an amazing opportunity for attendees to discuss her book, *The All American*, with the author herself and ask questions. Both branches also offer puzzle tables that foster a sense of community year-round.

Staff and patrons alike are looking forward to Summer Wonder later in the year, with planning for the summer season already underway. This year will continue the tradition of Kent District Library being a community hub full of excitement and unique opportunities for families.

Director's Report January 2025



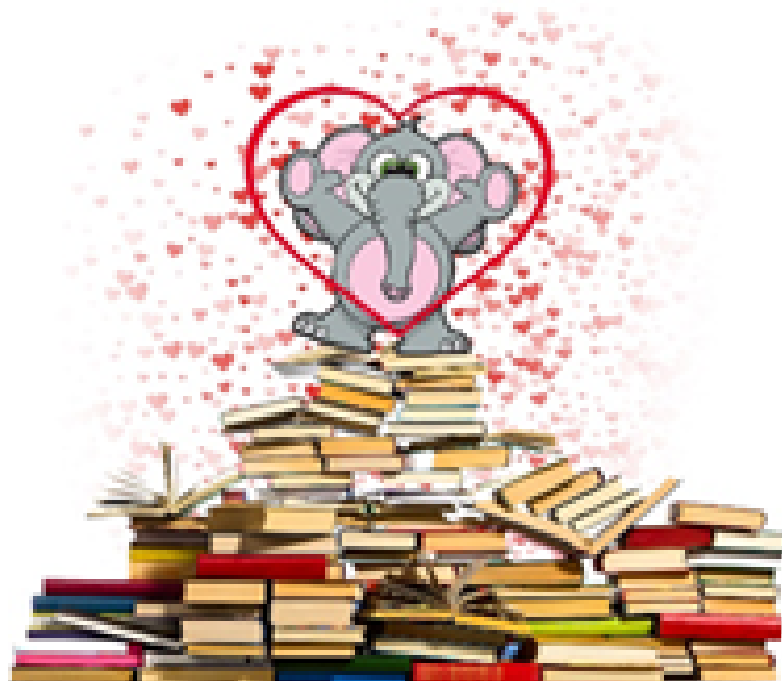
Krause, Nelson and Spencer

The Spencer Township branch continues to foster strong partnerships with local schools and senior centers. Branch Librarians Heidi Fifield and Clyde Waltenbaugh, along with Branch Outreach and Programming Specialist Sara Magnuson, make monthly outreach visits, providing engaging programming that connects patrons of all ages with library resources and services.

At the Nelson Township branch, several spring cleaning projects are underway to refresh and improve storage areas and staff workspaces, ensuring a more efficient and functional environment.

2025 is a milestone year for the Krause Memorial branch. After decades of need and years of dedicated fundraising, the long-awaited expansion project is moving forward, with groundbreaking scheduled for the fall. This marks the beginning of the active construction phase, bringing the branch one step closer to enhancing its services and facilities for the community.

The reindeer and sled dog programs are perennial favorites for staff and patrons alike at the Krause Memorial, Nelson Township, and Spencer Township branches. Animal programs, especially these, resonate with the community during the winter months. Patrons also enjoy participating in Let It Snow, a fun way to pass the colder months, with many collecting the mugs.



Featured Department Volunteer Services

It is a pleasure to review the year from the Volunteer Department. In this role, the Volunteer Coordinator oversees the planning, preparation, and participation of various Kent District Library activities, as well as the volunteers who provide hours of service.

MLK Motivate! Week

KDL honors Martin Luther King Jr. with staff and volunteers participating in partnering organizations and relevant programs. In 2025, KDL offered 3-hour shifts to staff and volunteers, with 82 participants registered in 23 events throughout the week. Despite many events being canceled due to frigid weather, the warmth from caring and support was truly felt through inclusive partnerships.

KDL Seed Library

This anticipated program saw volunteers distributing 8,765 sample packets of a wide variety of seeds to all 20 branches, the Bookmobile, and the Grattan Express Branch in 2024. The total commitment included 63 volunteers and 169 hours of preparation, helping to get gardens started for patrons and community members.

Summer Teen Crew

As branches prepared for the Summer Wonder programs and events, youth librarians offered exciting experiences for local teens. Last summer, 281 KDL teens applied for volunteer roles, accumulating a total of 3,974 hours. These hours are recorded and finalized by the Volunteer Coordinator, who also visits branch programs throughout the summer season.

Write Michigan Short Story Contest

With the recent conclusion of the 2024 short story contest, the Volunteer Coordinator reports that 124 volunteers helped review the 1,018 entries submitted. With individuals averaging 45 minutes to read, evaluate, score, and issue comments on each story (read by two different volunteers), a total of 1,399 volunteer hours were recorded. This feat covers the entire state of Michigan, supported by local volunteers and those from other library systems and regions.

Alliance of KDL Friends of the Library (FOL) Groups

With a total of 254 FOL members, the Volunteer Coordinator meets bi-monthly with the Alliance group, consisting of board members, voting representatives, and guests. This group also hosts a Linking Event, and all members are invited to the yearly Appreciation Luncheon held in November. At the recent luncheon, milestone year pins representing 5, 10, 15, 20, and a lifetime of service were awarded to 32 FOL members. The Presidential Volunteer Service Award pins were also distributed (bronze-45, silver-10, gold-10) based on volunteer hours per year to teen, adult, and FOL volunteers.

Volunteer Department Outreach in 2024

In the final overview, the Volunteer Coordinator shares a few fun facts and numbers:

- Empower U small groups of students provide service at East Grand Rapids, Grandville, Plainfield, and Wyoming Branches.
- The Volunteer Coordinator has coordinated Court Appointed Community Service hours with seven volunteers.
- Twenty-seven Ambassador volunteers are registered and advocate for KDL through various impact challenges.
- The Volunteer Coordinator met with and provided onboarding for thirty-four new volunteers.
- The Volunteer Department schedules twelve volunteers on a weekly/monthly basis.
- Total registered adult volunteers with KDL are 921.

Katie Kudos

January 2025

Jennifer Fitzgerald - Branch Librarian Kentwood

Nominated By: Angela Culp

Helpful

“Jennifer and Christine ran a very successful holiday book sale at the Kentwood branch. I know that it was a hit because we sent more money to the Finance Department (even before the printing system started) than we have in a long time. Thank you for finding ways to make money and help get rid of our glut of book sale items.”

Nominated By: Audrey Barker

Authentic

“We recently asked on our Facebook page which programs stood out the most to patrons. Jennifer’s thoughtful and well planned ‘Craft and Create’ program was mentioned as a favorite. Jennifer, you are so appreciated by your co-workers and patrons alike!” 😊

Rachel Minor - Shelver Wyoming

Nominated By: Karen Small

Helpful

“Rachel worked with Zack & Liesl to reduce our sorting carts from 5 hours to 4 hours, so the carts can fill faster, and items get on the shelves quicker. In less than an hour, the team reduced the carts to 4 hours, moved the carts out of visible sight from the customers, created new signage, and made space in the Sort Assistant / Drop Room. It looks and feels great! They were so efficient! Thank you, Rachel, for working together to make this new process a success!”

Samantha Hodge -Branch Librarian Collection Development

Nominated By: Johanna Boyle

Positive

“Thank you to Holly, Sarah, Marie, Ali, Tammy, Sam, and Liz for making sure my duties are covered until someone can be hired into my role. You are all great! I appreciate you all very much!”

Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, March 20, 2025
KDL East Grand Rapids Branch

Regular Board Meeting
Thursday, April 17, 2025
KDL Service + Meeting Center

Regular Board Meeting
Thursday, May 15, 2025
KDL Kentwood Branch

Dates of Interest

KDL Pension Meeting
May 21, 2025
1:00 PM
KDL Service + Meeting Center

Kent
District
Library
kdl.org



Information
Ideas
Excitement!



MONTHLY PROJECT REPORT

**JANUARY
2025**

3 New projects approved

4 In queue

1 Declined

10
Active Approved
Projects

	On Track, no extensions	8
	1 Extension, at risk	1
	2+ Extensions, late	1
	Completed since January 2025	1

Balancing Using Central Sorter

Project Lead: Liz Guarino
Status: On Track - NEW

Approval Date: 01.15.2025
Due Date: 05.23.2025



Currently, KDL's balancing process is time-consuming and inconsistent. To address this, software from the new sorter will create a distribution system based on a pre-determined scale of each branch's needs, allowing for automatic redistribution of excess materials. This solution will streamline the balancing process, improve efficiency, save staff time and reduce the number of items unnecessarily discarded.

Expand Esports

Project Lead: Kurt Stevens
Status: On Track - NEW

Approval Date: 01.08.2025
Due Date: 12.31.2025



As part of KDL's 2025 strategic initiatives, this project will focus on expanding esports through both gaming labs and programming. The Plainfield Twp. Branch has expressed interest in launching an egaming lab similar to those at Kentwood and Kelloggsville, with dedicated space already identified. Data from previous phases of the project will help shape future programming, with a particular focus on STEAM-related programs as part of Summer Wonder.

In January, the team got right to work, with Kurt Stevens and the project team preparing for *The Rice Bowl*, an esports tournament for West Michigan high schools. Participants and spectators came to the Service and Meeting Center to battle head-to-head playing Mario Kart, Super Smash Bros., Ultimate and Rocket League. The event drew over 80 visitors, demonstrating the continued excitement surrounding esports.

SPECTATORS WELCOME
THE INAUGURAL WEST MICHIGAN RICE BOWL
SPRING ESPORTS SEASON KICKOFF | WEST MICHIGAN INVITATIONAL

WHEN Saturday, Feb. 1st, 10:00 AM - 4:00 PM
WHERE Kent District Library Service and Meeting Center
814 W River Center Dr NE, Comstock Park, MI 49321
WHO Some of the very best W. MI high school esports teams in Smash, Kart, and Rocket League competing for glory... and rice!

3 PERSON CREW BATTLES
SUPER SMASH BROS. ULTIMATE
3 V 3, BEST OF 5
ROCKET LEAGUE
4V4, BEST OF 3 SETS, 6 RACE SETS
MARIO KART DELUXE

Prizes for first, second, and third place in each game. Receive bragging rights and bags of rice!

For more information about this event, reach out to: mlago@nvps.net
Hosted by

Kent District Library | KDL Service & Meeting Center
814 West River Center Drive, Comstock Park, MI 49321

School Outreach Menu

Project Lead: Julie Ralston
Status: On Track - NEW

Approval Date: 01.29.2024
Due Date: 11.05.2025



This project aims to create a structured and effective framework for engaging with students and educators. A comprehensive outreach menu will be developed to outline partnership opportunities and set clear expectations for staff. The project will also address the student card sign-up process, improve promotional materials, and enhance the visibility of available resources. By gathering data, refining outreach strategies, and providing staff training, this initiative will ensure more impactful and sustainable connections with schools.

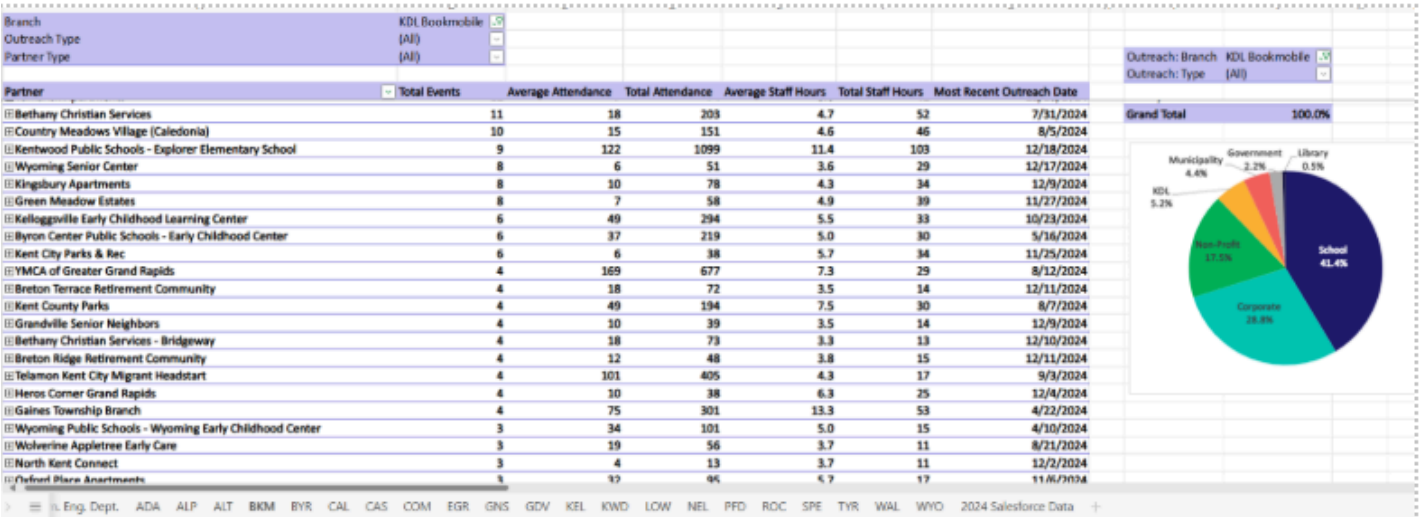
Community Partnerships Evaluation

Project Lead: Craig Buno
Status: On Track

Approval Date: 12.04.2024
Due Date: 01.31.2026

The project team came together for its kickoff meeting to review the project charter, deliverables and timeline. With sixteen members, this project team is large, ensuring all stakeholders’ voices are represented throughout the project. Early stages will focus on analyzing partnership data in Salesforce and Savannah (Orange Boy) which includes insights into whether a branch is above or below the system-wide average for market penetration, languages spoken, unemployment rate and housing status.

Next, the team will focus on defining KDL partnerships with four preliminary categories identified: 50-50 partnerships, library-led partnerships, partner-led partnerships and informational partnerships.



Data Coordinator Sheri Glon created a spreadsheet with outreach data specific to each branch and how they compare to other branches and regions.

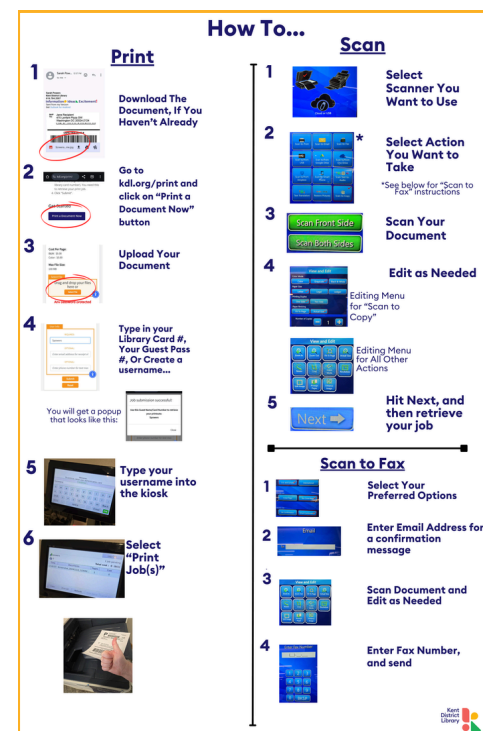
Free Printing Sustainability Plan

Project Lead: Faye Harbison
Status: On Track, 1 extension

Approval Date: 06.26.2024
Due Date: Extended - 03.05.2025

The final phase of the project, including the printing credits and adjacent payment system, went live on January 13. Given the complexity of the rollout, technical issues were expected and the team worked together in real-time to document and resolve issues as they arose. Ray Mysels dedicated extensive time to troubleshooting, refining the system and working with vendors to ensure that the printing systems work consistently and at the high level of service that patrons count on KDL to provide.

With the final phase now in place, the team is focusing on refining instructional signage, tracking daily printer usage, and establishing long-term monitoring guidelines.



The team also created new, step-by-step directions for retrieving various print jobs.

In-Branch Experience

Project Lead: Laura Youells
Status: Late, 2+ extensions

Approval Date: 02.28.2024
Due Date: Extended - 03.28.2025

The In-Branch Experience guide is complete, featuring over 35 initial ideas. A Training Plan will soon be released to introduce KDL staff to the guide, along with a prompt encouraging them to refresh or create new experiences in their branches. Ownership and maintenance of the guide, as well as collecting new ideas to add, will transition over the Services Advisory group for long term sustainability. The project team is also working with MarCom to develop signage, including a red “Try This” pin drop, to highlight experiences in branches and enhance discoverability.


Intranet Revamp

Project Lead: Jaci Cooper
Status: On Track

Approval Date: 09.04.2024
Due Date: 11.03.2025

In January, the project team implemented feedback on the intranet homepage and finalized a scavenger hunt-style training plan for staff to familiarize themselves with the new features and design of the page. On January 27, the new intranet home was launched with no major issues. In February, the team will focus on creating a workflow for the Wednesday Weekly Newsletter and then train managers on the process. Simultaneously, a cleanup of outdated SharePoint content is underway, starting with the Administration SharePoint site.


Legendary Readers

**Project Lead:** Monica Walen
Status: On Track

Approval Date: 09.27.2023
Due Date: 07.31.2025

At the end of January, the active promotion of Legendary Readers concluded, and KDL’s website was updated accordingly. Branches received a Communication Plan with tips for smaller, ongoing promotions to maintain excitement, since there are no longer enough days for new readers to complete the program. Completers have been steadily coming in throughout the month, and the team is eager to see how completion rates continue into the spring season!


LibCal for Managing Book Club in a Bag Reservations

**Project Lead:** Morgan Hanks
Status: Complete

Approval Date: 09.25.2024
Due Date: Extended - 02.05.2025

LibCal is officially live, and most deliverables were successfully met. The only remaining task is developing a training plan for book club leaders, which is in progress. Patrons are excited to have access to reserving book club kits again, and the system is already proving to be a valuable resource. A rollout survey was sent to staff and feature enhancements have been submitted based on feedback. These include improving real-time kit availability checks and allowing patrons to view their reservation history without staff assistance. Thank you to Morgan Hanks for leading this project along with her team: Joel Kibbe, Kate Allen, Michelle Toren, Anna Dyer, Sam Hodge, Rochelle Ball and Nanette Zorn.

On the Same Page 2025

**Project Lead:** Hennie Vaandrager
Status: On Track

Approval Date: 06.01.2024
Due Date: 12.01.2025

The project team visited the venue at Godwin Heights High School in January and left feeling excited about the space and its possibilities. Speaking roles and event tasks are now being assigned. Both titles continue to circulate well, with positive feedback from book clubs and patron interactions. Marketing efforts are ramping up for supportive programming including *Brief Practices in Mindfulness*, *Tiny Death Terrariums*, *The History and Impact of American Indian Boarding Schools*, *The Work and Value of Death Doulas* and *Helping a Loved One with Addiction*. Blog posts and subscriber messaging continue to generate high interest and record engagement.

Teen Graphic Novel Contest



Project Lead: Madelyn Besaw

Status: On Track

Approval Date: 07.17.2024

Due Date: 11.24.2025

After reviewing the project charter's goals and deliverables, the project team decided to table the idea of a summer workshop and to focus on the core elements of the Graphic Novel contest and its award ceremony. In place of a workshop, Programming has agreed to add an additional Summer Wonder presenter to help support contestants. The list of potential presenters – all Michigan-based graphic novelists, comic book creators or cartoonists – will serve as a pool for contest judges. Members of the team plan to contact top choices for judging, and work is also beginning on the official design for marketing materials.

BUILDING PROJECTS

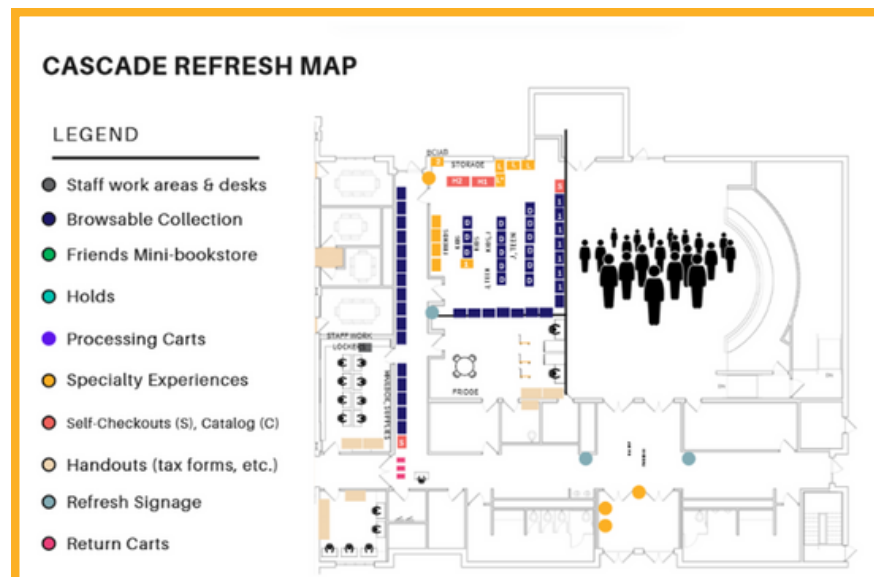
Cascade Township

Project Lead: Lulu Brown
Status: N/A

Approval Date: N/A
Due Date: N/A

On January 22, the Cascade Township Board approved an additional \$500,000 in funding for furniture, including carpeting for the Wisner Center.

The Friends of Library generously covered the cost of packing the collection and a furniture sale brought in an additional \$3400 for the library. The temporary transition into the Wisner Center is set for mid-February.



Krause Memorial (Rockford)

Project Lead: Jennifer German
Status: N/A

Approval Date: N/A
Due Date: N/A

Fundraising efforts for the Krause Memorial Library expansion continue to bring positive momentum. The fourth annual Rockford's Got Talent event took place on January 25. The annual talent show, sponsored by the Rockford Area Community Foundation, raised \$30,000 toward the project.

Tyrone Township

Project Lead: Liz Knapp
Status: N/A

Approval Date: N/A
Due Date: N/A

The project remains paused for the season. Work is expected to continue in the spring.

BUILDING PROJECTS

Walker

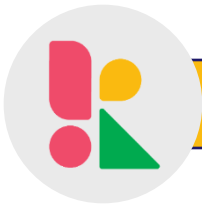
● **Project Lead:** Liz Knapp
Status: N/A

Approval Date: N/A
Due Date: N/A

On January 18, the Walker library temporarily closed to move to the Temporary Location in Standale Plaza. The move wouldn't have been possible without the Walker staff, who worked to complete the move in two short weeks. Many departments pitched in, including Collection Services, IT, MarCom and volunteers – including Regional Manager Joyanne Huston-Swanson's husband Jason, who volunteered time to build the slatwall frames for the service desk.

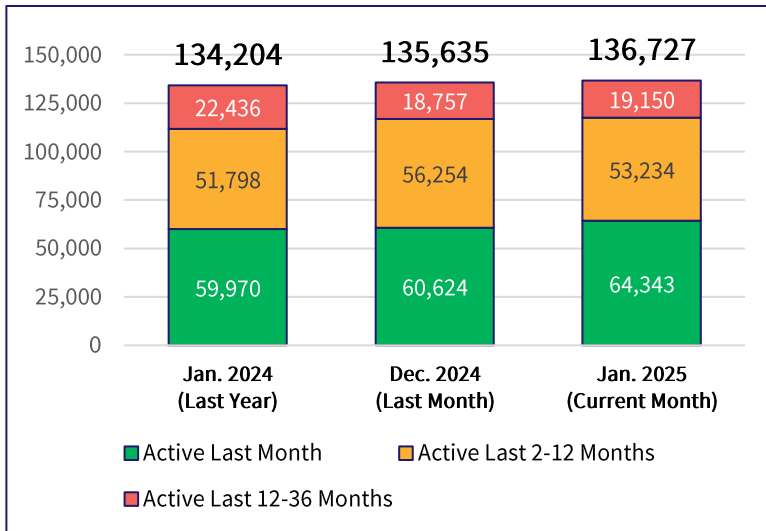
Staff were excited to see regular patrons again as well as new friends. The move to the temporary location will allow work to be completed more quickly and the project is expected to be complete in Fall 2026.





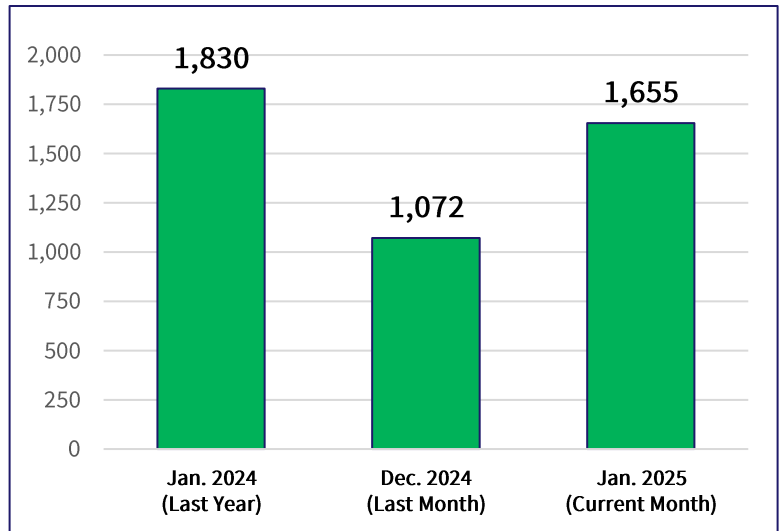
JANUARY 2025 STATISTICAL SUMMARY

Active KDL Patrons:



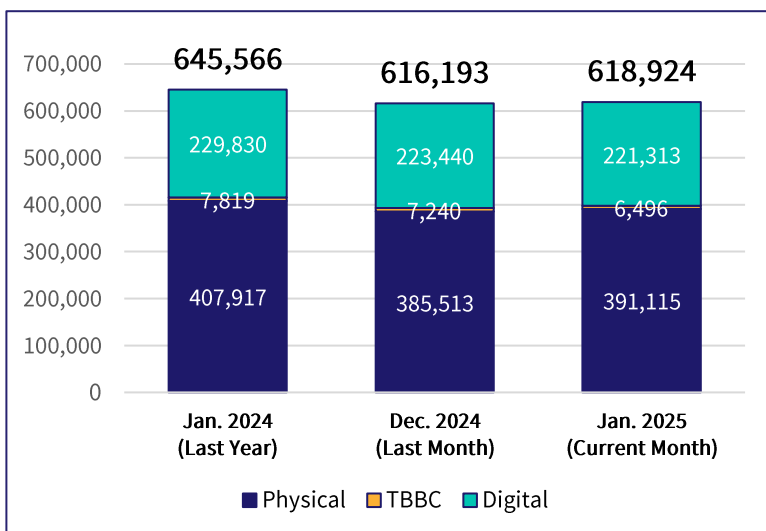
Active KDL Patrons are **up 1%** from last month and **up 2%** from the same month last year.

New KDL Cards Added:



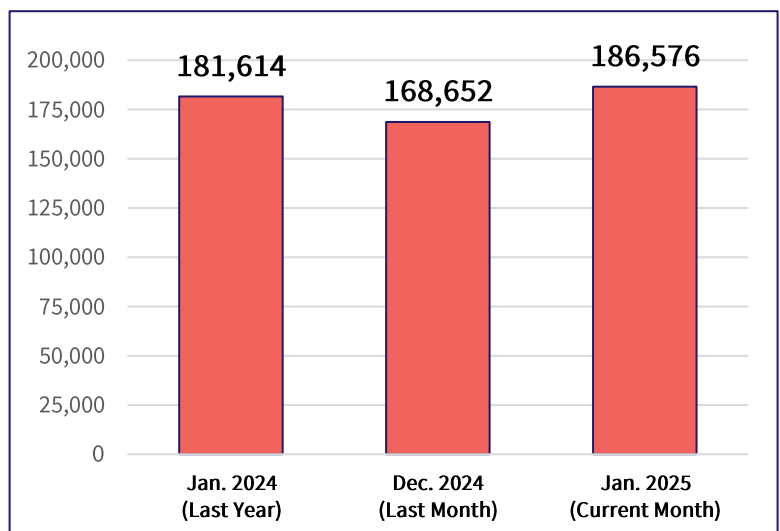
New KDL Cards Added are **up 54%** from last month and **down 10%** from the same month last year.

Total Circulation:

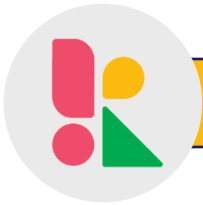


Total Circulation is **up 0.4%** from last month and **down 4%** from the same month last year.

Visitor Count:

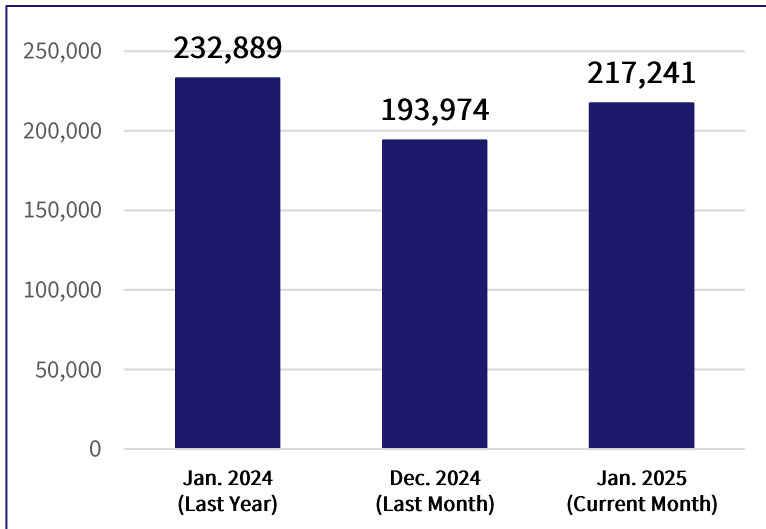


Branch Visitors are **up 11%** from last month and **up 3%** from the same month last year.



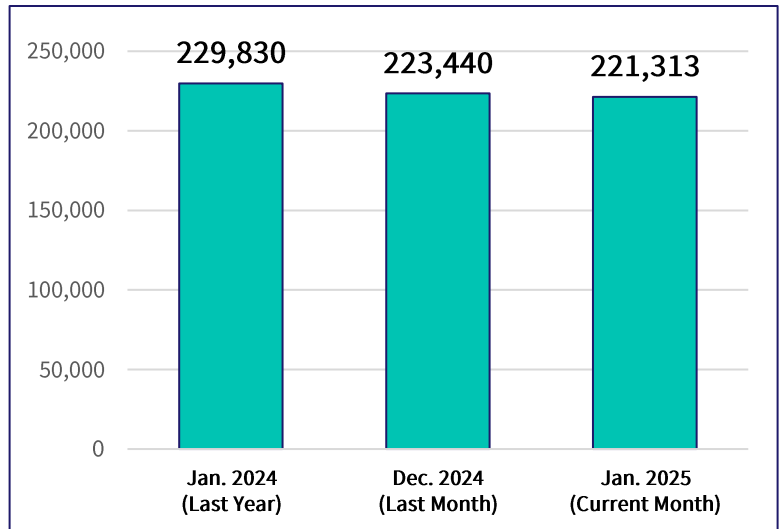
JANUARY 2025 STATISTICAL SUMMARY

Physical Items Checked Out:



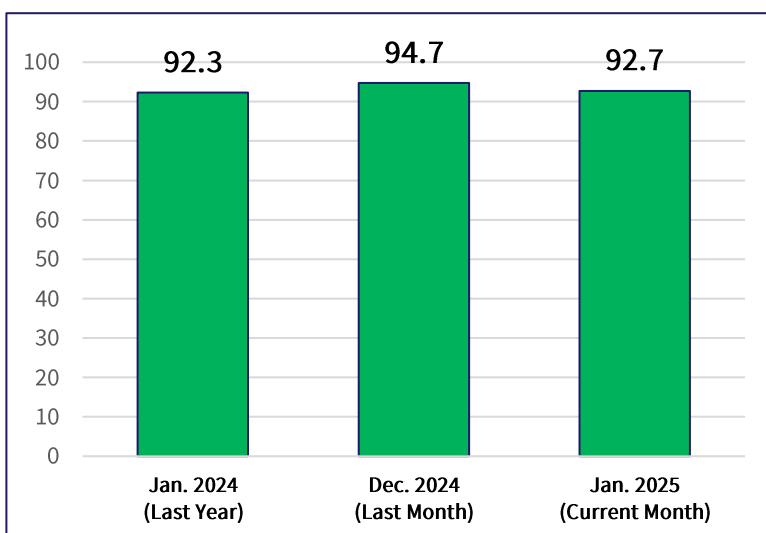
Physical checkouts are **up 12%** from last month and **down 7%** from the same month last year.

Digital Items Checked Out:



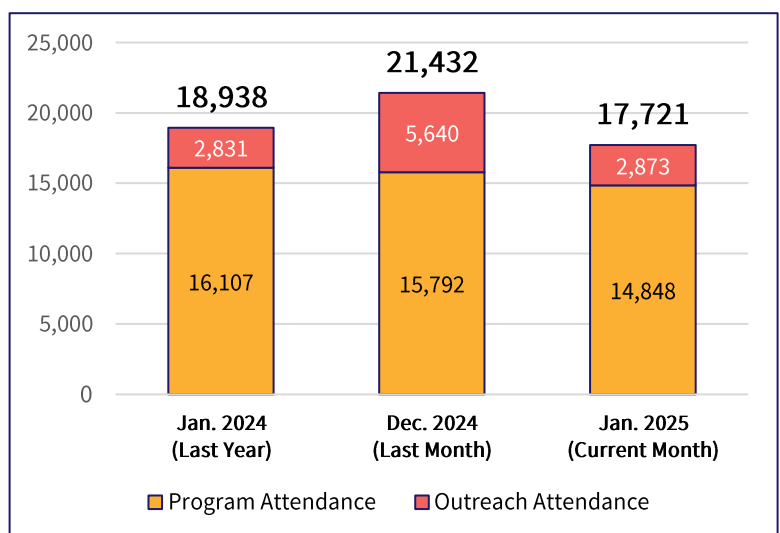
Digital checkouts are **down 1%** from last month and **down 4%** from the same month last year.

Net Promoter Score (NPS):



Net Promoter Score is **down 2%** from last month and **up 0.4%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 17%** from last month and **down 6%** from the same month last year.



MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

All Physical Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. KDL WiFi Mobile Hotspot	585
2. <i>The Women</i> by Kristin Hannah	223
3. <i>Martyr!</i> by Kaveh Akbar	175
4. (tie) <i>Wandering Stars</i> by Tommy Orange	139
(tie) <i>The Grey Wolf</i> by Louise Penny	139
6. <i>The Boyfriend</i> by Freida McFadden	135
7. (tie) <i>All the Colors of the Dark</i> by Chris Whitaker	134
(tie) <i>Now or Never: Thirty-One on the Run</i> by Janet Evanovich	134
9. <i>To Die For</i> by David Baldacci	111
10. <i>By Any Other Name</i> by Jodi Picoult	110

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>Onyx Storm</i> by Rebecca Yarros	522
2. <i>The Crash</i> by Freida McFadden	377
3. <i>The Let Them Theory</i> by Mel Robbins	313
4. <i>The Frozen River</i> by Ariel Lawhon	231
5. <i>The God of the Woods</i> by Liz Moore	230
6. <i>Beautiful Ugly</i> by Alice Feeney	214
7. <i>James</i> by Percival Everett	210
8. <i>All the Colors of the Dark</i> by Chris Whitaker	209
9. <i>The Wedding People</i> by Alison Espach	184
10. <i>Wicked</i> DVD	176

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Onyx Storm</i> by Rebecca Yarros (audio)	1,298
2. <i>The Crash</i> by Freida McFadden (audio)	383
3. <i>The Boyfriend</i> by Freida McFadden (audio)	348
4. <i>Fourth Wing</i> by Rebecca Yarros (audio)	347
5. <i>Iron Flame</i> by Rebecca Yarros (audio)	287
6. <i>Lights Out</i> by Navessa Allen (audio)	270
7. <i>Iron Flame, Part 1</i> by Rebecca Yarros (dramatized audio)	231
8. <i>Iron Flame, Part 2</i> by Rebecca Yarros (dramatized audio)	229
9. <i>Wicked</i> by Gregory Maguire (audio)	213
10. <i>A Court of Mist and Fury</i> by Sarah J. Maas (audio)	190

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	1,161
2. <i>Onyx Storm</i> by Rebecca Yarros	961
3. <i>The Anxious Generation</i> by Jonathan Hadd (audio)	848
4. <i>The Women</i> by Kristin Hannah (audio)	840
5. <i>Funny Story</i> by Emily Henry	721
6. <i>The Wedding People</i> by Alison Espach	686
7. <i>The God of the Woods</i> by Liz Moore	677
8. <i>All the Colors of the Dark</i> by Chris Whitaker	631
9. <i>The Let Them Theory</i> by Mel Robbins	607
10. <i>All the Colors of the Dark</i> by Chris Whitaker (audio)	564

NEW HIRES	POSITION	EFFECTIVE
Michaela Belcher	Assistant Branch Librarian – Comstock Park	February 3
Amanda Raklovits	Branch Librarian – Grandville	February 3

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Greg Lewis	Branch Librarian – Kentwood	Assistant Branch Librarian Sub	January 13
Lynne Haley	Assistant Branch Librarian – Walker	Branch Librarian – Walker	January 27
Katie Baker	Assistant Branch Librarian – Walker	Administrative Assistant – Service Center	January 27
Nathan Bartos	Branch Librarian – Tyrone Township	Branch Librarian – Wyoming	February 3
Sidra Elvey	Assistant Branch Librarian – Walker	Assistant Branch Librarian – East Grand Rapids	February 17

DEPARTURES	POSITION	EFFECTIVE
Johanna Boyle	Collection Development Librarian – Service Center	January 31
Cameron Holmes	Branch Librarian – Kelloggsville	February 6
Sarah Krishef	Shelver – Plainfield	February 12
Margo Bird	Assistant Branch Librarian – East Grand Rapids	March 14

OPEN POSITIONS	TYPE
Assistant Branch Librarian – Grandville	Part-time
Assistant Branch Librarian – East Grand Rapids & Amy Van Andel/Ada	Part-time
Branch Librarian – Walker	Full-time
Assistant Branch Librarian – East Grand Rapids	Part-time
Collection Development Librarian – Service Center	Full-time
Branch Librarian – Tyrone Township	Full-time
Branch Librarian – Kentwood	Part-time
Assistant Branch Librarian – Walker	Part-time
Branch Librarian – Kelloggsville	Full-time

EMPLOYEE ANNIVERSARIES (MARCH)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Diane Damuth	Human Resources	21 years
Josh Bernstein	Grandville / Byron Twp	17 years
Brad Allen	Collection Services	15 years
Melody Kastanek	Englehardt	15 years
Holly Goulet	East Grand Rapids	14 years
Laura Youells	Krause / Nelson Twp / Spencer Twp	11 years
Janine Elliott	Collection Services	10 years
Dave Palma	Englehardt / Alto	10 years
Autumn Shattuck	Kentwood	10 years
Jennifer Furner	Kentwood	9 years
Barbara Schantz	Walker	9 years
Jared Seigel	Cascade	9 years
Anne Bartsch	Alpine	8 years
Jacquelyn Boss	Wyoming	8 years
Jacqueline Jurgens	Patron Services	8 years
Adam Marth	Wyoming	8 years
Brittany Zuehlke	Walker	7 years
Rachel Groters	Grandville	6 years
Jacob Hop	Wyoming	6 years
Amy Richardson	Englehardt	5 years
Laura DeJong	Plainfield	4 years
Taylor Docter	Spencer Twp	4 years
Amra Hrnjic	Kentwood	4 years
Abby Lynn	Patron Services	4 years
Kristen Vandussen	Sub Pool	4 years
Madelyn Besaw	Englehardt	3 years
Sidra Elvey	Walker	3 years
Brock Gabbert	Collection Services	3 years
Lauren Hagerman Tekelly	Programming	3 years
Jacob Huber	Krause Memorial	3 years
Cari Kovach	Sub Pool	3 years
Mariangela McNair	Sub Pool	3 years

EMPLOYEE ANNIVERSARIES (MARCH)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Janelle Waugh	Finance	3 years
Luke Ayuso	Building Maintenance	2 years
Jordan Falk	Plainfield	1 year
Lauren Heyboer	Collection Services	1 year
Kali Nelson	East Grand Rapids	1 year
Ryllie Rivard	Alpine	1 year

BOARD OF TRUSTEES ATTENDANCE - 2025

	TRACY CHRENKA	PETER DYKHUIS	ANDREW ERLEWEIN	SHERRI GILREATH WATTS	CARLA MOYER HOTZ	CHRISTINA TAZELAAR	AMANDA SCHRAUBEN	NORMA VERHEULEN
January 16, 2025	X	X	X	X	X	X*	X	X
February 20, 2025								
March 20, 2025								
April 17, 2025								
May 15, 2025								
June 19, 2025								
July 17, 2025								
August 21, 2025								
September 18, 2025								
October 16, 2025								
November 20, 2025								
December 18, 2025								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE



Policy Manual

SECTION 4: PATRON BEHAVIOR

Library Patron Responsibilities

KDL Policy 4.1	<u>Safety & Personal Behavior</u>
KDL Policy 4.1.1	<u>Violations of Law</u>
KDL Policy 4.1.2	<u>Weapons</u>
KDL Policy 4.1.3	<u>Drugs, Alcohol & Smoking</u>
KDL Policy 4.1.4	<u>Animals</u>
KDL Policy 4.1.5	<u>Personal Property</u>
KDL Policy 4.1.6	<u>Blocking of Aisles, Doors & Entrances</u>
KDL Policy 4.1.7	<u>Staff-Only Areas</u>
KDL Policy 4.1.8	<u>Interference with Staff</u>
KDL Policy 4.1.9	<u>Unauthorized Use</u>
KDL Policy 4.1.10	<u>Considerate Use</u>
KDL Policy 4.1.11	<u>Noise</u>
KDL Policy 4.1.12	<u>Odor</u>
KDL Policy 4.1.13	<u>Bodily Fluids & Waste</u>
KDL Policy 4.1.14	<u>Food & Drink</u>
KDL Policy 4.1.15	<u>Restrooms</u>
KDL Policy 4.1.16	<u>Dress Code</u>
KDL Policy 4.1.17	<u>Harassment</u>
KDL Policy 4.1.18	<u>Identification</u>
KDL Policy 4.1.19	<u>Recreational Equipment & Personal Transport Devices</u>
KDL Policy 4.1.20	<u>Panhandling, Solicitation & Selling</u>
KDL Policy 4.1.21	<u>Campaigning, Petitioning, Interviewing, Etc.</u>
KDL Policy 4.1.22	<u>Children in the Library</u>
KDL Policy 4.1.23	<u>Face Mask Requirement during Pandemic</u>
KDL Policy 4.1.24	<u>Sleeping in the Library</u>
KDL Policy 4.2	<u>Use + Preservation of Library Materials & Property</u>
KDL Policy 4.2.2	<u>Pest Management *NEW*</u>

KDL Policy 4.2.1

KDL Policy 4.3

KDL Policy 4.3.1

KDL Policy 4.4

KDL Policy 4.5

[Copyright Policy](#)

[Acceptable Technology Use](#)

[Photography & Recording Policy](#)

[Disciplinary Process for Library Facilities](#)

[Right of Appeal](#)

KDL Policy 4.2

Use & Preservation of Library Materials & Property

LAST REVISED 10.25.18

Patrons must not deface, vandalize, or damage library property, or improperly remove Library materials, equipment, or furniture. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. ~~Patrons shall not cause damage by returning books containing bedbugs, cockroaches, moths, other bugs or bringing bedbugs into the Library.~~

4.2.2 Pest Management

[NEW _____]

Kent District Library is committed to maintaining a safe and clean environment for all patrons and staff. Library materials and equipment suspected or confirmed to be infested with bed bugs, fleas, cockroaches, or other pests will be isolated, treated, or discarded as necessary.

Patrons experiencing a bed bug or pest infestation in their residence must refrain from borrowing physical materials until the infestation is eradicated.

In addition to KDL Policy 4.1.5, patrons must not bring personal property with evidence of bed bugs or other pests into the Library.

If a patron returns materials with evidence of bed bugs or other pests:

1. Patron will receive a warning, be informed of this policy, and be provided with resources on pest identification and eradication.
2. If a patron returns materials with evidence of pests on more than one occasion, they may be charged for replacement costs and have their borrowing privileges suspended. Written notice of the restriction will be provided, along with additional information and resources.
3. Full borrowing privileges will be restored once the patron provides written proof from a licensed pest control professional confirming their residence has been treated.

Patrons may appeal a borrowing restriction under KDL Policy 4.5 by submitting a written appeal to the Library Board within 10 business days. The Board's decision is final.

Library staff will be trained to inspect all incoming materials for signs of pests and follow proper handling procedures. KDL will maintain supplies for detecting, isolating, treating, or disposing of affected equipment and materials.

Suspected or confirmed infested items will be immediately sealed, treated, or discarded. Staff must notify management when materials are suspected or confirmed to have been exposed to pests.