



**MARCH**  
**2025**

Kent  
District  
Library



# BOARD OF TRUSTEES PACKET

# DRAFT



## BOARD OF TRUSTEES

### Meeting Agenda

#### LOCATION

Kent District Library East Grand Rapids Branch, 746 Lakeside Dr SE, East Grand Rapids, MI

#### DATE & TIME

Thursday, March 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: February 20, 2025
- C. Request: Gaines Township Branch request to open from 5:30 – 7:00 PM on Wednesday, April 23, 2025, to accommodate special event for school group only.
- D. Request: Grandville Branch request to close at 9:00 PM on Friday, May 2, 2025, to accommodate City of Grandville Art and Chocolate Walk.
- E. Request: Krause Memorial Branch request to open at 1:00 PM on Saturday, June 7, 2025, to accommodate Rockford's annual Start of Summer Parade.
- F. Request: East Grand Rapids Branch request to open at 11:00 AM on Saturday, June 28, 2025, to accommodate Reed Lake Run.
- G. Request: East Grand Rapids Branch request to open at 11:00 AM on Saturday, September 6, 2025, to accommodate Rhoades McKee Triathlon.

#### 4. REGIONAL MANAGER UPDATE

#### 5. FINANCE REPORTS – February 2025\*

#### 6. DIRECTOR'S REPORT – February 2025

#### 7. OLD BUSINESS

- A. Policy Manual: New Section: 4.2.2 Pest Management\* *Second Reading*

#### 8. NEW BUSINESS

- A. Policy Manual: Section 6.4.3, 6.4.4 and 6.7.3 Earned Sick Time Act\*
- B. KDL Scholarship Selection Process

#### 9. LIAISON REPRESENTATIVE COMMENTS

#### 10. PUBLIC COMMENTS\*\*

#### 11. BOARD MEMBER COMMENTS

#### 12. CLOSED SESSION\*

Legal Counsel

*Roll Call-Vote*

#### 13. MEETING DATES

Next Regular Meeting: Thursday, April 17, 2025 – KDL – Service Center, 4:30 PM

#### 14. 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 and Meeting Center, Comstock Park, MI

### DATE

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

**BOARD PRESENT:** Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Carla Moyer Hotz, Amanda Schrauben, Christina Tazelaar and Norma VerHeulen

**BOARD ABSENT:** Sheri Gilreath Watts

**STAFF PRESENT:** Jaci Cooper, Jennifer DeVault, Sheri Glon, Randy Goble, Liz Guarino, Kim Lindsay, Brian Mortimore, Elvia Myers, Deb Schultz, Kurt Stevens, Hennie Vaandrager and Lance Werner

**GUESTS PRESENT:** Linda Grit, Steve Grimm and Penny Weller

#### 1. CALL TO ORDER

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

#### 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.

**Motion:** VerHeulen moved to approve the consent agenda as presented.

**Support:** Supported by Erlewein.

**RESULT:** Motion carried.

#### 4. FINANCE REPORTS – January 2025\*

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

- At the end of January, the cash and investment position stood at \$21.7 million, compared to \$19.5 million at the same time last year. In January, \$8.4 million was invested into the Huntington Liquidity investment portfolio from property taxes collected in excess of current cash flow needs.
- Revenues for the month of January were just over \$14 million, representing approximately 46% of the annual revenue budget. The increase in property tax values and the timing of collections resulted in a \$1.9 million increase in January property tax

revenue compared to 2024. Property tax inflows are expected to continue through early March. Investment returns remain strong as the Federal Reserve has decided to hold off on changing the federal funds borrowing rates for another quarter.

- Expenditures for the month were \$3.5M or 11.5% of our expenditure budget. January is a month in which many annual renewals and annual licensing fees are paid so expenditures are a bit distorted from a 1/12th scenario. Some items/areas to note:
  - Digital Collections – the first installments on digital materials took place in January using 20% of their annual budget.
  - Website (5873) and ILS Fees (5890) had annual licensing/subscription fees paid in January.
  - Branch Maintenance Fees (5928) – the first quarter payments were made to our municipal partners.
  - Insurance (5935) and Workers Compensation Insurance (5939) – annual premiums were paid, with cost savings achieved via our new insurance broker advocate.
  - Employee Health Benefits (5718) – January shows a negative expense. These are the employee withholdings for their portion of the cost.
- The majority of 2024 year-end accruals have been completed. There will still be a few remaining items and additional audit-related entries as the audit preparation process continues. The revised December 2024 financials have been attached to show the tentative final results at this point.
- Disbursements over \$50,000 for the month included:
  - **OverDrive, Inc.:** \$340,299.00 for the purchase of digital materials
  - **BiblioCommons Corp:** \$166,556.15 for software annual subscriptions
  - **Ingram Library Services:** \$136,919.74 for collection materials
  - **Midwest Tape:** \$125,306.24 for collection materials

There are also several disbursements to Priority Health for the payment of runout claims on the previous health coverage, all accrued back to 2024 as the claims were incurred before December 31.

Audit preparation will begin in earnest over the month of February, as year-end tax reporting and accrual work is nearing completion.

**Motion:** Erlewein moved to receive and file the January 2025 finance reports as presented.

**Support:** Supported by Tazelaar.

**RESULT:** Motion carried.

## 5. DIRECTOR'S REPORT – January 2025



Executive Director Werner shared updates with the Board regarding recent developments within the organization.

- Werner states the past month has been both productive and transformational. Visits to various branches and connecting with everyone have been enjoyable, with a goal of visiting three branches each week.
- Several productive meetings and conversations took place, including a lunch with Plainfield Township Superintendent Cameron VanWyngarden to discuss potential partnerships for raising funds for branch hygiene lockers and food pantries. This project could lead to a broader initiative between KDL and the municipalities to fund in all branches.
- Preliminary conversations with state-wide stakeholders were also held to schedule a discussion and hopefully kick off a planning session to ensure the Michigan Electronic Library (MeL) remains operational and viable if federal funding becomes unavailable. MeL is crucial for statewide resource sharing among public, academic, corporate, and school libraries, and its loss would significantly impact libraries and residents across the state. Local solutions are also being explored.
- Discussions with OverDrive regarding eBook pricing continue to progress.
- Werner invited Kurt Stevens, IT Director, to speak about the esports Rice Bowl on Saturday, February 1, 2025. Stevens reported that several local high school players participated in three different games – Rocket League, Super Smash Bros, and Mario Kart. College esports coaches were present to observe the players and answer questions about the esports landscape, including financial aid, scholarships, college programs, occupations, and esports competitions. The event, spearheaded by Northview Esports Coach Mark Lago, is already being promoted in the community with hopes of making it an annual event. A total of 88 people attended.
- Werner acknowledged Deb Schultz, the Volunteer Coordinator, for her contributions. Schultz elaborated on the extensive volunteer work at KDL, highlighting the dedication and efforts of numerous volunteers who support various programs and initiatives. She emphasized the critical role volunteers play in enhancing the library's services and community outreach. Schultz also shared stories of impactful volunteer projects and expressed gratitude for the volunteers' commitment and passion. Through their collective efforts, the volunteers help create a welcoming and resourceful environment for all library patrons.

The Board members asked questions. The staff responded.

## 6. NEW BUSINESS

### A. Policy Manual: NEW Section: 4.2.2 Pest Management\*

**Motion:** Tazelaar proposed to have a second reading on the Policy Manual: NEW Section 4.2.2 Pest Management as presented.

**Support:** Supported by Chrenka.

**RESULT:** Motion carried.

## 7. LIAISON REPRESENTATIVE COMMENTS – None

## 8. PUBLIC COMMENTS\*\* – None

## 9. BOARD MEMBER COMMENTS

**Chrenka** – Chrenka attended the Nelson Branch “Mending” program and found it to be well attended and very impressive.

**Dykhuis** – Dykhuis is initiating a revamp of the survey sent out to the Leadership Team for the Executive Director Evaluation and is seeking a Board Member to assist with the Board Retreat scheduled for June or July.

**Erlewein** – No comment.

**Moyer Hotz** – Moyer Hotz attended the Friends of the Library Alliance meeting and was highly impressed by their incredible work and significant fundraising efforts for the library. Moyer Hotz expressed immense appreciation for their contributions.

**Schrauben** – Schrauben visited the Alto Branch and met with Regional Manager Kurt Lardie. During the visit, Schrauben observed the preconstruction of shelving and expressed anticipation for the outcome.

**Tazelaar** – Tazelaar’s daughter received a Nessie bookmark for completing the Legendary Readers program, which felt very celebratory and aligned perfectly with the program’s intention. During the winter break, she attended the Pirates vs. Viking Weapons Showdown program, which was phenomenal for all attendees.

**VerHeulen** – VerHeulen suggested to her niece that she should attend a Storytime Program, and the niece went to the Comstock Park Branch Storytime. There, Branch Librarian David “Fletch” Fletcher made Storytime a memorable event.

## 10. CLOSED SESSION

**Motion:** Erlewein moved to go into closed session as permitted under Section 8(1)(h) of Michigan’s Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute, namely a written legal opinion subject to the attorney-client privilege from counsel dated February 20, 2025, at 5:12 PM.

**Support:** Supported by VerHeulen.

**Ms. Chrenka** – Yes

**Mr. Dykhuis** – Yes

**Mr. Erlewein** – Yes

**Ms. Moyer Hotz** – Yes

**Ms. Schrauben** –

**Ms. Tazelaar** – Yes

**Ms. VerHeulen** – Yes

**Yes**

**RESULT:** Motion Carried 7-0.

## 11. CLOSED SESSION

**Motion:** Erlewein moved to go into closed session as permitted under Section 8(1)(h) of Michigan's Open Meeting Act to consider material exempt from discussion or disclosure by state or federal statute, Collective Bargaining dated February 20, 2025 at 5:47 PM.

**Support:** Supported by Schrauben.

Ms. Chrenka – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Moyer Hotz – Yes

Ms. Schrauben –

Ms. Tazelaar – Yes

Ms. VerHeulen – Yes

Yes

**RESULT:** Motion Carried 7-0.

**Motion:** VerHeulen moved to adjourn the closed session and resume the Regular Board Meeting at 6:17 PM.

**Support:** Supported by Schrauben.

**RESULT:** Motion carried.

## 12. MEETING DATES

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

## 13. ADJOURNMENT

**Motion:** Chrenka moved for adjournment at 6:17 PM

**Support:** Supported by Erlewein.

**RESULT:** Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



March 20, 2025

KDL Board of Trustees  
Kent District Library  
814 West River Center Drive NE  
Comstock Park, Michigan 49321

Dear KDL Board Members,

The Gaines Township Branch staff would like to accommodate a request received from Townline Elementary School. Staff would offer a special event at the branch on Wednesday, April 23<sup>rd</sup>. After closing at the regular time of 5:00pm, the branch would re-open at 5:30pm specifically for the school group until 7:00pm. Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Kiosha Jeltema".

Kiosha Jeltema  
Regional Manager I – Kentwood (Richard L. Root) and Gaines Township Branches



March 5, 2025

Board of Trustees  
Kent District Library  
814 West River Center Dr. NE  
Comstock Park, MI 49321

Dear Board of Trustees:

Every Spring the City of Grandville holds a very popular event called the Art and Chocolate walk to help showcase art (both children's and adult) throughout venues in downtown Grandville, while providing some chocolate treats to participants. This year the event will be on Friday, May 2 from 5:00pm to 9:00pm. Typically the Grandville branch would close at 6:00 pm on a Friday.

We have acted as a venue for this event past years, many of which we have been approved to stay open until 9:00pm to provide full library access during the event. This is always a big success as we have had a few thousand people come through the event, many of whom were new to the library. This gave people an opportunity, not just to enjoy the art and chocolate, but to also explore the library, sign up for library cards, and learn more about all of the services we offered.

As such, with community spirit in mind, I am requesting that we keep the library open during the event again this year and close at 9:00 pm on Friday, May 2. This will provide a great opportunity to partner with the city and provide excellent service to the community. All library services will be available during this time.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Bernstein", with a stylized flourish at the end.

Josh Bernstein

Regional Manager I

cc: Lance Werner, KDL Executive Director



5 March 2025

Board of Trustees  
Kent District Library  
814 West River Center Drive NE  
Comstock Park MI 49321

Dear Board of Trustees:

I am writing to request permission for a late opening of the Krause Memorial Branch on Saturday, June 7, 2025 in order to participate in Rockford's annual Start of Summer Parade. The library will be closed in the morning, opening at 1:00pm, and will maintain its normal Saturday hours thereafter.

We have received many positive comments from the public over the years concerning our participation in the Rockford Start of Summer Parade. Participation in the Rockford Start of Summer Parade is a great means by which to heighten the branch's visibility in the community, especially with the building expansion project.

Thank you for your consideration.

Sincerely,

Jennifer German  
Regional Manager I  
Krause Memorial | Nelson Township | Spencer Township Branches

cc: Lance Werner, KDL Executive



March 7, 2025

Board of Trustees  
Kent District Library  
814 West River Center Dr. NE  
Comstock Park, MI 49321

Dear Board of Trustees:

Every June, the City of East Grand Rapids holds the Reeds Lake Run. This year the event is scheduled to start at 8:00am on Saturday, June 28. The start and finish of this race will be in front of the Library on Lakeside Dr. East Grand Rapids hopes to have a couple thousand people participate in the event.

Due to road closures before, during, and after the race I am requesting the Library open at 11:00am instead of 9:30am. At this time patrons and employees will be able to park and access Lakeside Drive to enter the Library.

This is consistent with decisions to open late during previous Reeds Lake Runs, including 2024.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Ninemeier", is written over a light blue rectangular background.

Scott Ninemeier

East Grand Rapids and Amy Van Andel Libraries | Regional Manager I

cc: Lance Werner, KDL Executive Director



March 7, 2025

Board of Trustees  
Kent District Library  
814 West River Center Dr. NE  
Comstock Park, MI 49321

Dear Board of Trustees:

Every year on the first Saturday after Labor Day, the City of East Grand Rapids holds the Rhoades McKee Triathlon. This year the event is scheduled to start at 8:00am on Saturday, September 6. This event attracts thousands of athletes and spectators and runs from 8:00am-11:00am.

Due to road closures on Lakeside Drive before, and during the race I am requesting the Library open at 11:00am instead of 9:30am. At this time patrons and employees will be able to access Lakeside Drive to enter the Library.

This is consistent with decisions to open late in years past during the Rhoades McKee Triathlon.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Ninemeier", is written over a light blue rectangular background.

Scott Ninemeier

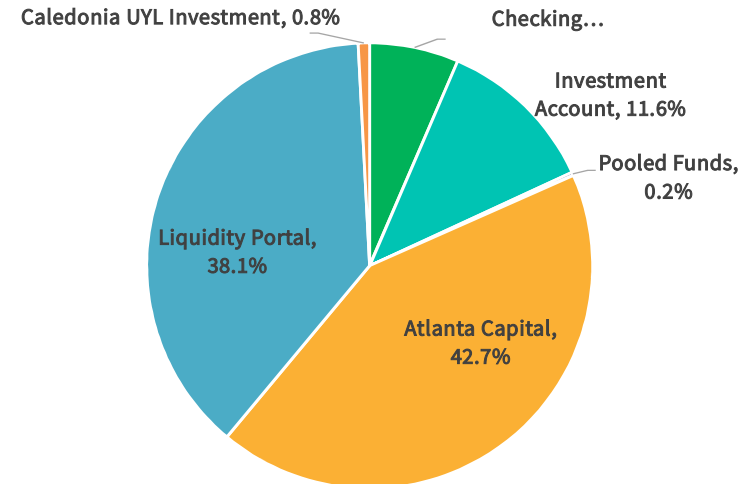
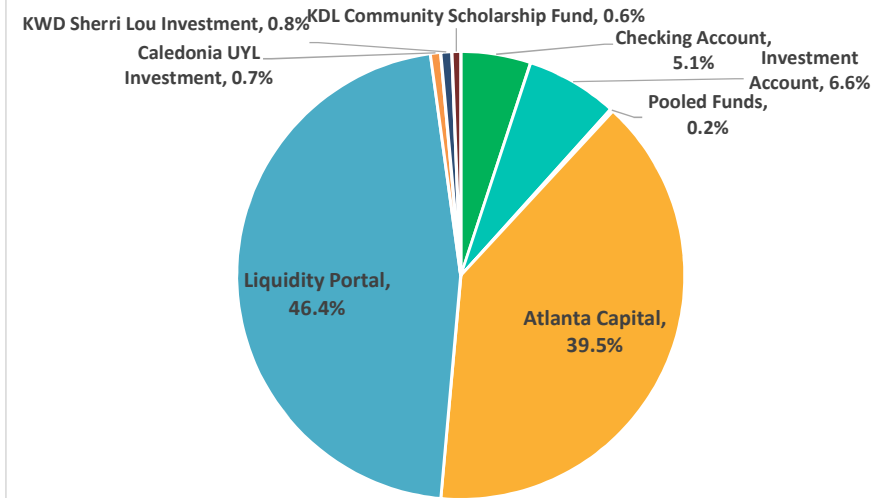
East Grand Rapids and Amy Van Andel Libraries | Regional Manager I

cc: Lance Werner, KDL Executive Director





## Monthly Cash Position Per Bank Month Ended February 28



2025		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$1,455,300.85
Huntington Investment Account	2.273%	\$1,904,179.89
*Kent County Pooled Funds	3.907%	\$60,676.81
Atlanta Capital Investments	3.000%	\$11,380,212.00
Huntington Liquidity Portal	4.290%	\$13,354,879.76
Caledonia UYL Investment	4.250%	\$214,731.41
KWD Sherri Lou Investment	4.280%	\$229,795.87
KDL Community Scholarship Fund	4.290%	\$183,173.85
		<u>\$28,782,950.44</u>

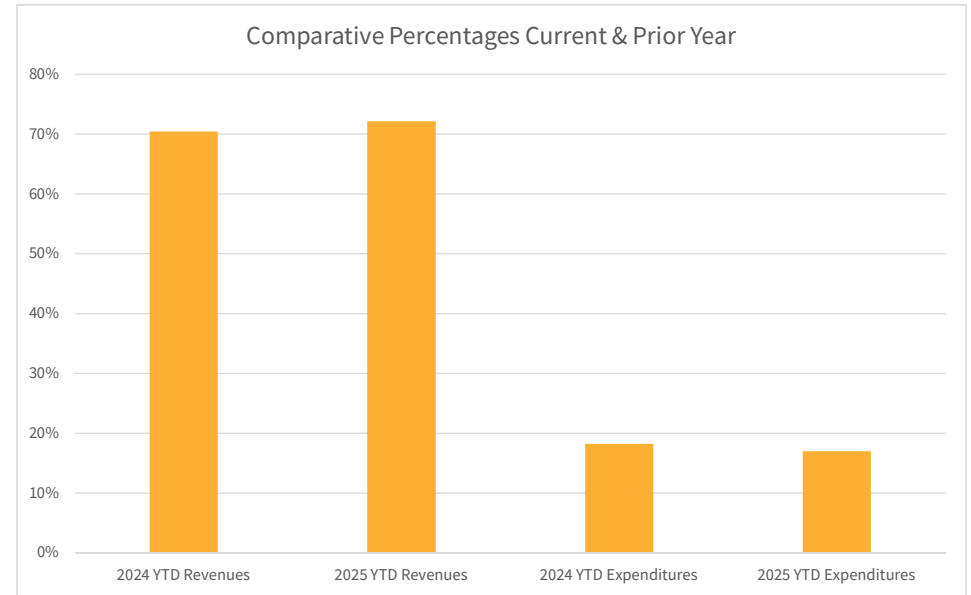
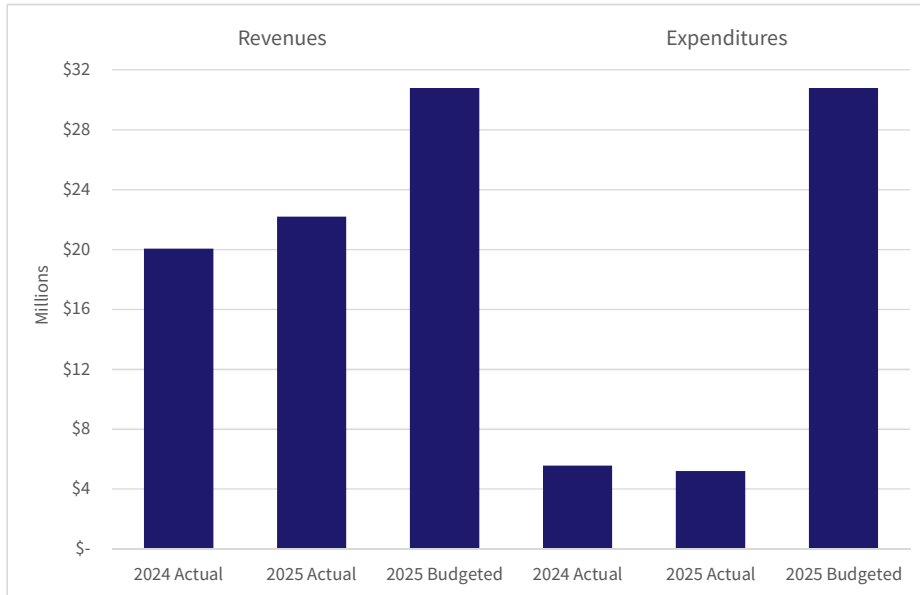
2024		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$1,622,190.77
Huntington Investment Account	3.289%	\$2,921,672.27
*Kent County Pooled Funds	3.774%	\$58,245.80
Atlanta Capital Investments	0.000%	\$10,716,169.00
Huntington Liquidity Portal	0.000%	\$9,559,248.82
Caledonia UYL Investment	0.000%	\$204,527.77
		<u>\$25,082,054.43</u>

\* Includes Trust Pooled fund balances

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



## Monthly Revenues and Expenditures Month Ended February 28



### Budget to Actual with Prior Year Comparison

#### Revenues

2024 Actual	\$	20,053,205
2025 Actual	\$	22,195,280
2025 Budgeted	\$	30,779,864

#### Expenditures

2024 Actual	\$	5,571,327
2025 Actual	\$	5,217,897
2025 Budgeted	\$	30,778,695

### Comparative Percentages Current & Prior Year

#### Account

#### Amount

2024 YTD Revenues	70.4%
2025 YTD Revenues	72.1%
2024 YTD Expenditures	18.2%
2025 YTD Expenditures	17.0%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2025 Through 2/28/2025  
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	21,960,843	27,765,820	(5,804,977)	(21)%
Penal Fines	0	675,000	(675,000)	(100)%
Charges for Services	7,514	32,000	(24,486)	(77)%
Interest Income	185,666	450,000	(264,334)	(59)%
Public Donations	35,344	250,000	(214,656)	(86)%
Other Revenue	5,914	506,000	(500,086)	(99)%
State Sources	0	1,101,044	(1,101,044)	(100)%
Total Revenues	22,195,280	30,779,864	(8,584,584)	(28)%
Expenditures				
Salaries and Wages	2,394,589	14,543,794	12,149,205	84 %
Employee Benefits	266,232	4,440,235	4,174,004	94 %
Collections - Digital	650,907	3,178,195	2,527,288	80 %
Collections - Physical	273,833	1,817,840	1,544,007	85 %
Supplies	50,915	747,142	696,227	93 %
Contractual and Professional Services	771,285	2,100,941	1,329,656	63 %
Programming and Outreach	69,094	518,810	449,716	87 %
Maintenance and Utilities	511,093	2,322,668	1,811,575	79 %
Staff Development	32,240	314,100	281,860	90 %
Board Development	3,519	18,625	15,106	81 %
Other Expenditures	130,358	399,420	269,062	67 %
Capital Outlay	63,832	376,925	313,093	83 %
Total Expenditures	5,217,897	30,778,695	25,560,799	83 %
Excess Revenue Over (Under) Expenditures	16,977,383	1,169	16,976,215	1,452,796 %

Kent District Library  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 2/1/2025 Through 2/28/2025  
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	1,267	4,000	(2,733)	(68)%
Public Donations	450	1,000	(550)	(55)%
Total Revenues	1,717	5,000	(3,283)	(66)%
Expenditures				
Supplies	0	15,000	15,000	100 %
Total Expenditures	0	15,000	15,000	100 %
Excess Revenue Over (Under) Expenditures	1,717	(10,000)	11,717	(117)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2025 Through 2/28/2025  
(In Whole Numbers)

	YTD Ending February 28, 2025	YTD Ending February 29, 2024	Total Variance
Revenues			
Property Taxes	21,960,843	19,665,612	2,295,232
Charges for Services	7,514	32,220	(24,706)
Interest Income	185,666	44,215	141,450
Public Donations	35,344	248,154	(212,810)
Other Revenue	5,914	45,619	(39,705)
State Sources	0	20,536	(20,536)
Total Revenues	22,195,280	20,056,355	2,138,925
Expenditures			
Salaries and Wages	2,394,589	1,788,874	605,714
Employee Benefits	266,232	636,226	(369,995)
Collections - Digital	650,907	762,597	(111,690)
Collections - Physical	273,833	317,219	(43,387)
Supplies	50,915	52,823	(1,907)
Contractual and Professional Services	771,285	865,263	(93,978)
Programming and Outreach	69,094	80,993	(11,898)
Maintenance and Utilities	511,093	492,388	18,705
Staff Development	32,240	37,882	(5,642)
Board Development	3,519	6,181	(2,662)
Other Expenditures	130,358	187,054	(56,696)
Capital Outlay	63,832	314,626	(250,794)
Total Expenditures	5,217,897	5,542,125	(324,229)
Excess Revenue Over (Under) Expenditures	16,977,383	14,514,229	2,463,154

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 2/1/2025 Through 2/28/2025  
(In Whole Numbers)

	YTD Ending February 28, 2025	YTD Ending February 29, 2024	Total Variance
Revenues			
Interest Income	1,267	0	1,267
Public Donations	450	1,125	(675)
Total Revenues	1,717	1,125	592
Excess Revenue Over (Under) Expenditures	1,717	1,125	592

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2025 Through 2/28/2025  
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
Property Taxes					
4402 Current property taxes	7,908,972	21,853,484	27,569,884	(5,716,400)	(21)%
4412 Delinquent personal property taxes	433	650	5,000	(4,350)	(87)%
4432 DNR - PILT	0	0	40,000	(40,000)	(100)%
4437 Industrial facilities taxes	98,308	106,709	150,936	(44,227)	(29)%
Total Property Taxes	8,007,713	21,960,843	27,765,820	(5,804,977)	(21)%
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	302	656	0	656	0 %
4685 Materials replacement charges	3,612	6,858	32,000	(25,142)	(79)%
Total Charges for Services	3,914	7,514	32,000	(24,486)	(77)%
Interest Income					
4662 Interest Earned on Uyl Investment	700	1,477	0	1,477	0 %
4663 Interest Earned on Investment	751	1,588	0	1,588	0 %
4664 Interest Earned on Restricted Investments	204	204	0	204	0 %
4665 Interest earned on deposits and investments	120,064	182,299	450,000	(267,701)	(59)%
4666 Interest Earned - Property Taxes	71	98	0	98	0 %
Total Interest Income	121,791	185,666	450,000	(264,334)	(59)%
Public Donations					
4673 Restricted donations	24,004	33,057	250,000	(216,944)	(87)%
4674 Unrestricted donations	326	2,287	0	2,287	0 %
Total Public Donations	24,330	35,344	250,000	(214,656)	(86)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	500,000	(500,000)	(100)%
4651 Admission/Entry fees	0	374	0	374	0 %
4668 Royalties	276	521	6,000	(5,479)	(91)%
4686 Sale of Equipment	63	153	0	153	0 %
4688 Miscellaneous	4,866	4,866	0	4,866	0 %
Total Other Revenue	5,204	5,914	506,000	(500,086)	(99)%
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	8,162,952	22,195,280	30,779,864	(8,584,584)	(28)%
<b>Expenditures</b>					
Salaries and Wages					
5700 Board Stipend	270	450	3,900	3,450	88 %
5706 Extra duty stipends	500	500	0	(500)	0 %
5713 Salary & Wages	1,072,115	2,393,639	14,539,894	12,146,255	84 %
Total Salaries and Wages	1,072,885	2,394,589	14,543,794	12,149,205	84 %
Employee Benefits					
5709 FICA	78,715	155,957	1,112,303	956,347	86 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2025 Through 2/28/2025  
(In Whole Numbers)

		Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
5717	Defined Contribution Pension Plan Contributions	52,915	103,994	646,414	542,420	84 %
5718	Employee Health Benefits	3,901	(10,070)	2,198,718	2,208,788	100 %
5720	HSA/Flex	(145)	0	392,000	392,000	100 %
5730	Other Employee Benefits	8,169	16,351	90,800	74,449	82 %
	Total Employee Benefits	143,555	266,232	4,440,235	4,174,004	94 %
	Collections - Digital					
5785	Cloud Library/OverDrive	0	340,000	2,103,500	1,763,500	84 %
5786	Hoopla	0	118,000	755,000	637,000	84 %
5787	Digital Collection	286	52,891	82,157	29,267	36 %
5788	Miscellaneous Electronic Access	4,632	140,017	237,538	97,521	41 %
	Total Collections - Digital	4,918	650,907	3,178,195	2,527,288	80 %
	Collections - Physical					
5791	Subscriptions	536	68,475	69,040	565	1 %
5871	Branch Local Materials - Restricted Donation Expenditures	553	826	0	(826)	0 %
5982	Collection Materials - Depreciable	75,684	161,572	1,434,500	1,272,928	89 %
5983	CD/DVD Collection Materials - Non-Depreciable	18,560	42,826	297,300	254,474	86 %
5984	Beyond Books Collection - Non-Depreciable	134	134	17,000	16,866	99 %
	Total Collections - Physical	95,468	273,833	1,817,840	1,544,007	85 %
	Supplies					
5750	Collection Processing & AV Supplies	6,424	12,516	108,000	95,484	88 %
5751	Supplies	8,251	12,014	149,785	137,771	92 %
5760	Technology & Accessories <\$1000	1,864	6,526	59,115	52,589	89 %
5764	KDL Staff Event, Supplies & Awards	109	5,029	93,400	88,371	95 %
5768	Promotions Supplies	0	0	31,860	31,860	100 %
5770	Other Awards/Prizes	0	9,014	192,425	183,411	95 %
5790	Books (not for circulation)	0	0	20,500	20,500	100 %
5851	Mail/Postage	238	1,163	7,057	5,894	84 %
5900	Copier/Printer Usage Charges	6,368	4,653	85,000	80,347	95 %
	Total Supplies	23,254	50,915	747,142	696,227	93 %
	Contractual and Professional Services					
5792	Software	33,850	214,471	618,113	403,642	65 %
5801	Professional & Other Contracted Services	9,459	121,593	505,475	383,882	76 %
5813	Delivery Services	10,734	25,547	165,556	140,009	85 %
5814	Security Services	2,037	3,141	33,000	29,859	90 %
5817	Lakeland Library Co-op services	0	1,708	6,830	5,123	75 %
5827	Catering	193	876	20,450	19,574	96 %
5873	Website	427	184,495	193,550	9,055	5 %
5875	Advertising	11,090	14,141	94,500	80,359	85 %
5890	ILS Fees	0	123,806	165,075	41,269	26 %
5891	Licenses and Fees	47,918	60,565	186,892	126,327	68 %
5901	Outsourced Printing & Publishing	1,445	20,943	111,500	90,557	81 %
	Total Contractual and Professional Services	117,152	771,285	2,100,941	1,329,656	63 %
	Programming and Outreach					



**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2025 Through 2/28/2025  
(In Whole Numbers)

		Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
5795	Programming & Outreach Supplies	7,798	10,401	179,400	169,000	94 %
5885	Speakers/Performers	11,140	54,119	301,400	247,282	82 %
5906	Community Outreach	4,325	4,575	38,010	33,435	88 %
	Total Programming and Outreach	23,263	69,094	518,810	449,716	87 %
	Maintenance and Utilities					
5810	IT COLO Infrastructure Services	35,905	71,811	560,000	488,189	87 %
5822	Maintenance Contracts	0	4,338	37,035	32,697	88 %
5848	Mobile Hotspots	83	28,279	346,689	318,410	92 %
5849	Cell Phones/ Stipends	1,000	1,376	18,125	16,749	92 %
5850	Telephones	2,567	5,131	60,000	54,869	91 %
5852	Internet/Telecomm Services	23,152	44,468	150,460	105,992	70 %
5919	Waste Disposal	528	1,054	8,200	7,146	87 %
5920	Utilities	1,535	1,720	71,000	69,281	98 %
5925	Lawn care & Snowplowing	7,260	7,900	43,000	35,101	82 %
5928	Branch Maintenance Fees	0	141,526	566,102	424,577	75 %
5930	Repairs & Maintenance	9,272	14,151	109,620	95,469	87 %
5933	Software & IT Hardware Maintenance Agreements	0	80,385	163,085	82,700	51 %
5940	Rentals & Leases	64,234	108,956	189,352	80,396	42 %
	Total Maintenance and Utilities	145,537	511,093	2,322,668	1,811,575	79 %
	Staff Development					
5910	Staff Development & Conferences	8,500	32,240	314,100	281,860	90 %
	Total Staff Development	8,500	32,240	314,100	281,860	90 %
	Board Development					
5908	Board Development	0	3,519	18,625	15,106	81 %
	Total Board Development	0	3,519	18,625	15,106	81 %
	Other Expenditures					
5759	Gas, Oil, Grease	233	233	7,660	7,427	97 %
5860	Parking	36	50	2,435	2,385	98 %
5861	Mileage Reimbursement	3,690	4,639	56,550	51,911	92 %
5870	Branch Local Misc - Restricted Donation Expenditures	11,027	13,197	103,850	90,653	87 %
5935	Insurance	(2,192)	92,596	120,825	28,229	23 %
5939	Workers Compensation Insurance	0	16,562	35,000	18,438	53 %
5955	Miscellaneous	641	641	30,000	29,359	98 %
5959	Sales Taxes	(5)	(15)	100	115	115 %
5964	Property Tax Reimbursement	2,196	2,196	40,000	37,804	95 %
5965	MEL Return Items	134	259	3,000	2,741	91 %
	Total Other Expenditures	15,759	130,358	399,420	269,062	67 %
	Capital Outlay					
5977	Technology - Non-Depreciable (\$1000-4999)	0	4,829	90,300	85,471	95 %
5978	Technology - Depreciable (5,000+)	0	20,228	256,625	236,397	92 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	10,357	10,357	30,000	19,643	65 %
5980	Equipment/Furniture - Depreciable (\$5000+)	28,419	28,419	0	(28,419)	0 %
	Total Capital Outlay	38,775	63,832	376,925	313,093	83 %
	Total Expenditures	1,689,066	5,217,897	30,778,695	25,560,799	83 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2025 Through 2/28/2025  
(In Whole Numbers)

	<u>Current Month</u>	<u>2025 YTD</u>	<u>2025 Budget</u>	<u>2025 Budget to Actual Variance</u>	<u>Percent Remaining</u>
Excess Revenue Over (Under) Expenditures	6,473,886	16,977,383	1,169	16,976,215	1,452,796 %

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 2/1/2025 Through 2/28/2025  
(In Whole Numbers)

	<u>Current Month</u>	<u>2025 YTD</u>	<u>2025 Budget</u>	<u>2025 Budget to Actual Variance</u>	<u>Percent Remaining</u>
Revenues					
Interest Income					
4663 Interest Earned on Investment	<u>600</u>	<u>1,267</u>	<u>4,000</u>	<u>(2,733)</u>	<u>(68)%</u>
Total Interest Income	<u>600</u>	<u>1,267</u>	<u>4,000</u>	<u>(2,733)</u>	<u>(68)%</u>
Public Donations					
4673 Restricted donations	<u>100</u>	<u>450</u>	<u>1,000</u>	<u>(550)</u>	<u>(55)%</u>
Total Public Donations	<u>100</u>	<u>450</u>	<u>1,000</u>	<u>(550)</u>	<u>(55)%</u>
Total Revenues	<u>700</u>	<u>1,717</u>	<u>5,000</u>	<u>(3,283)</u>	<u>(66)%</u>
Expenditures					
Supplies					
5895 Scholarship Awards	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>	<u>100 %</u>
Total Supplies	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>	<u>100 %</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>	<u>100 %</u>
Excess Revenue Over (Under) Expenditures	<u>700</u>	<u>1,717</u>	<u>(10,000)</u>	<u>11,717</u>	<u>(117)%</u>

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 2/1/2025 Through 2/28/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0205	Corrigan Moving Systems-Grand Rapids, Inc.	60,450.00	2/5/2025
88682	Corrigan Moving Systems-Grand Rapids, Inc.	60,450.00	2/5/2025
2025-0185	Ingram Library Services Llc	49,829.36	2/5/2025
2025-0239	IP Consulting, Inc.	43,530.48	2/21/2025
2025-0206	Advanced Benefit Solutions, Inc / Acrisure, LLC	38,048.16	2/21/2025
AP-CH02-18-25	Consociate, Inc. dba Consociate Health	36,513.90	2/24/2025
2025-0238	Ingram Library Services Llc	32,617.34	2/21/2025
2025-0154	Baker & Taylor	19,058.59	2/5/2025
2025-0209	AVI Systems, Inc.	18,418.66	2/21/2025
2025-0220	Five9, Inc	15,700.00	2/21/2025
2025-0201	Vistage Worldwide, Inc.	15,471.00	2/5/2025
2025-0193	Midwest Tape LLC	14,507.34	2/5/2025
2025-0253	Rehmann Robson LLC	13,400.00	2/21/2025
2025-0219	Everstream Holding LLC- Michigan	13,130.00	2/21/2025
2025-0158	Demco, Inc	12,385.44	2/5/2025
2025-0187	Issue Media Group, LLC	12,000.00	2/5/2025
2025-0256	Same Day Delivery, Inc	10,447.43	2/21/2025
2025-0244	Michigan Office Solutions (MOS)	9,023.21	2/21/2025
2025-0212	Baker & Taylor	8,813.73	2/21/2025
2025-0199	Same Day Delivery, Inc	8,059.77	2/5/2025
2025-0197	PBC Guru LLC	7,500.00	2/5/2025
AP-06091576	Paycor, Inc.	7,374.48	2/7/2025
88677	All Season Lawn Care	7,260.25	2/5/2025
88678	BookPage	7,224.00	2/5/2025
2025-0215	Comerica Bank	6,982.67	2/21/2025
2025-0247	Midwest Tape LLC	6,941.38	2/21/2025
2025-0157	Comerica Bank	6,926.78	2/5/2025
2025-0221	Cengage Learning	6,478.97	2/21/2025
2025-0148	AMAZON CAPITAL SERVICES, INC	6,203.66	2/5/2025
88719	Graffix Plus / Extreme Graffix Inc.	6,057.31	2/21/2025
AP-Feb 2025	PLIC - SBD Grand Island	3,843.85	2/3/2025
2025-0254	Rhiannan Bigard dba Rhiannan Sibbald Studio	3,750.00	2/21/2025
88740	Troost Service Company	3,683.87	2/21/2025
AP-PH02-07-20...	Priority Health	3,292.37	2/7/2025
2025-0147	Abila / Community Brands Holdco, LLC	2,986.11	2/5/2025
2025-0204	Xerox Financial Services LLC	2,904.22	2/5/2025
2025-0242	Lindenmeyr Munroe	2,769.28	2/21/2025
AP-L9311683-25	Prudential	2,745.00	2/25/2025
2025-0216	Demco, Inc	2,683.59	2/21/2025
2025-0200	Staples Business Advantage	2,624.94	2/5/2025
2025-0202	TelNet Worldwide, Inc.	2,567.29	2/5/2025
2025-0258	UAW Local 2600	2,548.34	2/21/2025
88704	Ebiz Technology LLC / Traction Consulting Group	2,535.00	2/5/2025
AP-207147843...	Consumers Energy	2,387.67	2/3/2025
2025-0195	Newsbank, Inc.	2,260.00	2/5/2025
88724	Kent County Treasurer-Mi Tax Tribunal Refunds	2,195.70	2/21/2025
88739	Today's Business Solutions, Inc.	1,908.72	2/21/2025
AP-203267570...	Dte Energy	1,797.21	2/3/2025
2025-0203	Thomas Klise/Crimson Multimedia	1,765.00	2/5/2025
AP-680762	123.Net, Inc	1,724.00	2/14/2025
2025-0207	AMAZON CAPITAL SERVICES, INC	1,675.15	2/21/2025

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 2/1/2025 Through 2/28/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0198	RNL Graphics Solutions, LLC	1,612.96	2/5/2025
2025-0249	Nationwide	1,515.39	2/21/2025
2025-0240	Pre-Paid Legal Services, Inc.	1,448.60	2/21/2025
2025-0208	Autumn Shattuck / Fig & Table	1,400.00	2/21/2025
2025-0248	TELUS HEALTH (US) LTD.	1,380.54	2/21/2025
2025-0155	Central Michigan Paper	1,320.00	2/5/2025
2025-0217	DK Security	1,188.32	2/21/2025
AP-201720774...	Consumers Energy	1,171.43	2/5/2025
88690	Janyre Tromp	1,100.00	2/5/2025
2025-0257	Thomas Klise/Crimson Multimedia	1,060.00	2/21/2025
88723	Kathleen Wojtowicz	1,050.00	2/21/2025
88742	Unique	1,013.24	2/21/2025
2025-0255	RNL Graphics Solutions, LLC	1,000.00	2/21/2025
AP-PH02-14-25	Priority Health	939.90	2/14/2025
88726	Marjorie Goosen	840.00	2/21/2025
2025-0160	Emmanuela Jannaro	812.00	2/5/2025
88703	Town & Country Technologies	809.98	2/5/2025
2025-0243	Mad Science of Detroit	800.00	2/21/2025
2025-0186	IP Consulting, Inc.	720.00	2/5/2025
88696	Matthew Eickhoff / Here's your host LLC	700.00	2/5/2025
88741	Uline Shipping Supply Specialists	664.77	2/21/2025
88734	Playaway Products LLC	661.91	2/21/2025
2025-0241	Library Ideas, Llc	572.40	2/21/2025
AP-PH02-28-25	Priority Health	566.91	2/28/2025
88698	Plainfield Charter Township	554.34	2/5/2025
2025-0218	Ebsco Information Services	536.40	2/21/2025
AP-3048402	Arrowaste	528.06	2/19/2025
88705	Wolverine Power Systems	501.00	2/5/2025
88695	Louis Moore	500.00	2/5/2025
2025-0214	Christina Threlloff	450.00	2/21/2025
2025-0156	Cloud 616 LLC	450.00	2/5/2025
88687	Grand Rapids African American Museum and Archives	450.00	2/5/2025
88702	The Creative Company	449.10	2/5/2025
2025-0262	Wolverine Printing Company	435.00	2/21/2025
2025-0159	DK Security	424.40	2/5/2025
2025-0252	Performance Assessment Network	420.00	2/21/2025
88718	Giving Back Realty	400.00	2/21/2025
88693	Koshie Lamptey	395.00	2/5/2025
88707	Absopure Water Company	391.40	2/21/2025
88681	Cooley & Oswald Inc dba Cousins Tasty Chicken	382.93	2/5/2025
88728	Michelle Roossien	376.97	2/21/2025
88711	Center Point Publishing	336.78	2/21/2025
2025-0194	Natali Rose / The Motley Misfits	325.00	2/5/2025
88729	MLA- Michigan Library Association	300.00	2/21/2025
88738	State Of Michigan	300.00	2/21/2025
88685	El Granjero Mexican Grill	300.00	2/5/2025
2025-0213	Blackstone Audio Inc	286.96	2/21/2025
88699	Playaway Products LLC	276.53	2/5/2025
2025-0162	Cengage Learning	263.93	2/5/2025
AP-2911282-02...	Comcast Cable	258.85	2/10/2025
2025-0188	Kristi Sue Gingrich	250.00	2/5/2025

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 2/1/2025 Through 2/28/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0251	Penworthy Co.	246.48	2/21/2025
2025-0196	Pareto Health Intermediate Holdings, Inc.	230.00	2/5/2025
2025-0250	Pareto Health Intermediate Holdings, Inc.	230.00	2/21/2025
AP-3383539	TASC	205.76	2/26/2025
2025-0261	Warner Norcross & Judd Llp	200.00	2/21/2025
2025-0222	Grainger	156.52	2/21/2025
AP-0260158-02...	Comcast Cable	153.30	2/20/2025
88692	K & S Plumbing Co., Inc.	148.00	2/5/2025
2025-0189	Library Ideas, Llc	143.10	2/5/2025
88700	Salesforce, Inc.	140.25	2/5/2025
AP-017414	Medtipster.com, LLC.	127.39	2/14/2025
AP-0021585-02...	Comcast Cable	126.90	2/25/2025
AP-PH02-21-20...	Priority Health	125.85	2/21/2025
2025-0161	Everlasting Green Plantscape LLC	122.00	2/5/2025
88709	Calvin University - Hekman Library	100.00	2/21/2025
88732	Patricia Reid	99.90	2/21/2025
2025-0259	Vital Records Holdings, LLC / VRC Companies, LLC	95.00	2/21/2025
AP-6104998877	Verizon Wireless - MiFy Routers & Cell phones	83.16	2/21/2025
88676	Absopure Water Company	60.95	2/5/2025
88701	Susan Roth	58.95	2/5/2025
88717	Genesee District Library	52.00	2/21/2025
88689	Jacob Huber	46.85	2/5/2025
88694	Lance Werner	45.83	2/5/2025
88731	Norma J. VerHeulen	45.12	2/21/2025
88714	Dawn Heerspink	44.00	2/21/2025
88684	Dorr Township Library	38.95	2/5/2025
88715	Deb Schultz	33.75	2/21/2025
AP-8641512-12...	T-Mobile USA Inc.	31.15	2/3/2025
AP-AP-0000125	State Of Michigan	30.00	2/4/2025
88688	Hart Area Public Library	30.00	2/5/2025
88735	Reilly Brady	27.78	2/21/2025
88712	Charlevoix Public Library	27.00	2/21/2025
88720	Grand Rapids Public Library	26.00	2/21/2025
2025-0260	Voices for Health, Inc.	25.33	2/21/2025
88716	Gary Byker Memorial Library of Hudsonville	24.99	2/21/2025
88683	Delta College	24.95	2/5/2025
88736	Romeo District Library	19.58	2/21/2025
88725	Loutit District Library	18.99	2/21/2025
88730	Muskegon Area District Library	17.99	2/21/2025
88679	Cadillac-Wexford County Public Library	17.99	2/5/2025
88722	Jessica Salo	17.79	2/21/2025
88721	Graphic Arts Service & Supply	17.50	2/21/2025
88691	Julie Vermeer	16.00	2/5/2025
88686	Georgetown Library-Og	15.99	2/5/2025
88708	Alma College	15.00	2/21/2025
88733	The Pennsylvania State University	15.00	2/21/2025
88710	Capital Area District Libraries	13.50	2/21/2025
88713	Cornerstone University	13.00	2/21/2025
88697	Nichole Ann Purvis	10.99	2/5/2025
88680	Clinton-Macomb Public Library	8.95	2/5/2025
88727	Mason County District Library	8.00	2/21/2025

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 2/1/2025 Through 2/28/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
88737	Shelby Area District Library	7.99	2/21/2025
Report Total		<u>653,983.69</u>	

Kent District Library  
Check/Voucher Register - Voided Checks  
From 2/1/2025 Through 2/28/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2025-0085	Privus PLC	(745.00)	2/24/2025
88682	Corrigan Moving Systems-Grand Rapids, Inc.	(60,450.00)	2/5/2025
Report Total		<u>(61,195.00)</u>	



# Director's Report February 2025



## From the Desk of Lance Werner, Executive Director

I am encouraged by the arrival of spring. I have had the pleasure of visiting various branches, sometimes accompanied by Brian Mortimore. I am particularly proud of the progress we are making with our branch expansions and renovations. The Overdrive project continues to advance and is now live. This is a significant first step, and we are hopeful for its success.

Additionally, I coordinated a meeting with state library leaders to discuss and plan for the funding and services of the Michigan Electronic Library (MeL). Following this, I have engaged in further discussions with stakeholders and have scheduled a follow-up meeting.

I was honored to speak at Grand Valley State University (GVSU) about book challenges and have been invited by the American Library Association to participate in congressional discussions. I also reconnected with a national lobbying firm introduced to me by Penguin Random House, where we discussed state-level efforts and my national political perspectives, which they affirmed.

As a board member, I attended the Michigan State Archives and Records Advisory Board meeting. Unfortunately, my family and I experienced illness this past month, resulting in a few sick days.



# Director's Report February 2025



## Amy Van Andel and East Grand Rapids

At the Amy Van Andel location, many new faces are appearing due to the Cascade Renovation. It is exciting that even after being open for four years, new people are still being met for the first time.

Additionally, the location is able to participate in three elementary school literacy nights. Forest Hills Public Schools have made some changes during literacy month, and it is great to be involved.

A new program at the Amy Van Andel Library this year is a podcast discussion series hosted by Meena Ariano. For three consecutive weeks, Meena will host a discussion related to a recent episode of her podcast. The first discussion was on March 5, titled "Leading with Generosity." Mike Goorhouse attended and helped facilitate a wonderful conversation.

In East Grand Rapids, love is in the air! Two former employees recently got engaged at the library. They met while working at the East Grand Rapids, and the proposal included a scavenger hunt through town, ending with a couple of clues hidden in the stacks. Congratulations to them both!

Operationally, East is proud of the sustainable neighbor's adult programming series. It is a collaboration between the Friends of the Library and E-Green. The Friends will also be hosting their semi-annual book sale on Saturday, March 29, and Sunday, March 30.



# Director's Report February 2025

Kent  
District  
Library



## Alto and Engelhardt

Starting in January 2024, the number of programs offered at Alto and Lowell was increased, and it truly paid off. The team did a wonderful job with energetic Storytimes, Homeschool Hangouts, Craft and Creates, and Kidzones. As a result, program attendance increased by 64% at Lowell and 18% at Alto from 2023 to 2024.

The big news in Alto is the replacement of the shelves. Dave Palma, Regional Manager II, orchestrated an impressive feat by obtaining shelving from Walker to replace the wooden shelves in Alto. This resulted in about 20% more floor space and allowed for a 20% increase in the collection.



# Director's Report February 2025



## Byron and Grandville

At Grandville, many new visitors are arriving due to the renovation at the Walker branch, creating a fun new reality that will continue for the foreseeable future.

Both branches are excited about an upcoming author visit featuring Cherry Mo, a recent Caldecott Honor-winning author/illustrator. She will visit both Grandville schools and several schools in Byron, discussing her book *Home in a Lunch Box* and meeting hundreds of school-age children.

Continuing with the theme of connecting kids with authors, Grandville recently hosted another successful Battle of the Books event this month. They were thrilled to have one of the authors join the event to surprise some of the participants. Another author plans to join virtually as a surprise at the Battle of the Books wrap-up party celebration later this month.





# Featured Department

## Finance

It has now been a full year since the Finance Department restructured, reducing the FTE by one. The team embraced new responsibilities, expanded skill sets, and job-shadowed each other to gain a broader understanding of the department. This cross-training was essential in ensuring seamless operations, especially during vacations and absences.

The transition to MIP Cloud has played a key role in increasing efficiencies, making the restructuring successful. Since implementing electronic payments, the department has reduced printed and mailed checks by 49%—a decrease of 1,089 checks compared to 2022!

The department also reassessed insurance coverage and partnered with Gibson Insurance Agency, which specializes in library coverage. Their expertise helped identify unnecessary policies, such as flood zone coverage no longer needed for the Service Center, while also addressing coverage gaps, including abuse and molestation protection. This change resulted in a savings of over \$26,000 year-over-year.

Finance also collaborated with IT to evaluate KDL's eRate consultant, selecting a more specialized firm that aligns with KDL's needs, provides better guidance, and hopefully will accelerate funding recovery.

### Team Highlights

- **Annette Miller, Governmental Accountant** – After bravely battling and winning against breast cancer this past year, Annette continued leveraging her data analytics certification to improve processes. She played a key role in budgeting and 1099 processes and remains active in the Accounting & Financial Women's Alliance and Michigan Women in Finance. Annette was also featured in her gym's newsletter for her resilience and return to her favorite activities—brisk walking, archery, and supporting her kids. KDL is very proud of the connections she has made in these organizations, but even more proud of her personal accomplishments.
- **Janelle Waugh, Governmental Accountant** – A proud first-time homeowner, Janelle and her family have settled in Kent City and are regular visitors of the Tyrone Branch. She took on a significant portion of Annette's workload during her leave, even discovering a love for counting cash! Janelle continues to refine processes, train staff, and contribute to budgeting and 1099 efficiencies. Janelle is also still a member of the Accounting and Financial Women's Alliance and has started attending events to expand her network; which is one of her professional goals this year. Janelle is enjoying all the moments of watching her kids grow and KDL is grateful for her contributions to the team.
- **Jessie Salo, Administrative Assistant** – Since joining Finance part-time in April 2023, Jessie has mastered DonorPerfect, streamlining donation tracking and saving time and money. She also maintains vendor records in MIP Cloud, supports admin transitions in Microix, and ensures smooth logistics for staff conferences. She is a member of Women in Development, and balances work with an active role in her daughters' many activities—including Rockford's Spanish Immersion, Odyssey of the Mind, musical endeavors, Girls on the Run, drama, and capoeira. One of her girls and her husband recently competed (and placed!) in the 2025 Rockford's Got Talent fundraiser, supporting the Krause Memorial Library expansion. The love for KDL is a whole family passion!
- **Emily Whalen, Finance Manager** – Emily spearheaded the department restructuring and earned her Certified Government Financial Manager (CGFM) designation last year. She attended AGA's national training in Denver, where she was recognized for this achievement, and now serves as President of the AGA West Michigan Chapter. She also contributed to the Free Printing Sustainability Project and continues to serve on the EDI Advisory Group. Outside of work, Emily plays softball for the KDL BOOKS, coached her son's Fall soccer team, and volunteers weekly at his school.

# Featured Department Finance

- **Kim Lindsay, Director of Finance** – A mentor to the entire team, Kim played a crucial role in KDL’s gap millage strategy, providing financial forecasting and strategic insights. A Certified Public Accountant and Chartered Global Management Accountant, Kim is also a passionate University of Michigan fan, cyclist, golfer, and occasional KDL softball player. He’s been on a health kick this year—but still enjoys a Reese’s Cup now and then!



2024 Finance Department Holiday Lunch



Emily Whalen AGA Denver honored for CGFM



2024 Finance Department In-Service



Annette Miller competing in SC Olympic Games

# Katie Kudos

February 2025

## **Emma Brisson – Assistant Branch Librarian Plainfield Township**

Nominated By: Sarah Krishef

### **Courageous**

“Kat, Faye, Alyssa, and Emma were all working on swapping our Teen Room and A/V collections today. This is such a huge undertaking. They were all doing an amazing job! Can’t wait to come back and see the results.”

Nominated By: Katherine Glardon

### **Courageous**

“Book challenges are never fun, but Emma handled one this morning beautifully. She listened to the patron’s complaint. Then, she showed the patron where the forms for reconsideration and recommendations could be found. She did this with kindness and great customer service.”

## **Natalie Karsten – Branch Librarian Byron Center**

Nominated By: Dawn Heerspink

### **Helpful**

“I overheard Natalie talking with one of our moms in the stacks about book recommendations for her daughter. You were helpful, informative, and transparent about content (and honest when you didn’t remember everything about a book – we can’t know it all!) I appreciated your conversational and open style of making those recommendations for her. Book recommending is one of your strengths!”

# Katie Kudos

February 2025

## **Lulu Brown – Regional Manager I Cascade Township & Caledonia Township**

Nominated By: Tricia van Zelst

Authentic

**“Thank you for juggling a dozen moving pieces, pivoting when things don’t go as planned, problem solving continuously and smiling during the chaos! Your commitment to the CAS team is evident. Your attention to detail is why our transition to our temporary space has been successful so far. I appreciate your positive attitude and support!”**

Nominated By: Beth Johnstone

Courageous

“Lulu has been a fearless and tireless champion of our refresh project. She has devoted so much time, energy, and brain space to get this project rolling while keeping us open to the public. She has imagined and reimaged scenarios to make our temporary space the best it can be for the staff and patrons too. Thank you, Lulu! You are so very appreciated!”

Nominated By: Samantha Holland

Courageous

“Thank you both for your quick responses and support both in-person and over the phone during a stressful patron situation today. I am thankful to you both that you had our backs and supported our decisions. Plus, you both checked in with us afterwards.”

Nominated By: Kathleen Latreille

Courageous

“Lulu and Ashley have done an AMAZING job juggling all the ins and outs of our move! They have gone above and beyond handling the majority of the load for our remodel. If I could nominate them for all the CORE values, I would!”

Nominated By: Deborah Lilly

Courageous

“A huge kudos to Lulu and Ashley for all their prep work leading up to our refresh! We have been using their detailed checklists to make the transition as seamless as possible. I am a very detail-oriented person and so impressed by the way they have thought through all that needs to be done! There is A LOT going on, yet they continue to make any necessary adjustments with good humor.”



# Katie Kudos

February 2025

## **Lulu Brown – Regional Manager I**

### **Cascade Township & Caledonia Township (Continued)**

Nominated By: Sara Mosely

#### **Courageous**

“Lulu and Ashley have worked incredibly hard to plan and prepare for our upcoming branch refresh. They have taken on unexpected roles and challenges such as shifting course with little notice, prepared contingency plans, and kept track of hundreds of details all while keeping up their daily responsibilities at two branches. Thanks for all you are doing, Ashley and Lulu. We appreciate you both! It is all going to be worth it!”

Nominated By: Ashley Smolinski

#### **Inclusive, Positive and Courageous**

“You are FANTASTIC at communication when it comes to letting people know priorities, what is needed, but also at pausing to give us space for relationships. I see this with the way you respond to the partnerships you have developed and how you balance time with patrons and our team. This week is a great example of the seamless ways you handle the ebb and flow.” **AND** “This kudos is all about relationship building and your ability to save money! Thank you for communicating so deliberately with the construction company. Plus, maintaining where we can save money where we want to. This week, because of that you saved us five grand – it wouldn’t have happened without your attention to detail. You are amazing at catching each piece that even trained eyes have missed. I am grateful for your hyperfocus on what’s important this week!” **AND** “Thank you for becoming an expert on furniture this week and for quickly pivoting when the Township Manager couldn’t attend a furniture bidding meeting. You were amazing as you answered design and bid process questions and handled things way outside your wheelhouse. Thank you for dedicating the extra time and effort to learn so much for our team, so we can get what we need by summer!”

# Upcoming Meetings + Dates of Interest

## Upcoming Meetings

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

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

Regular Board Meeting  
Thursday, June 12, 2025  
KDL Services + Meeting Center

## Dates of Interest

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

Kent  
District  
Library  
[kdl.org](http://kdl.org)



Information  
Ideas  
Excitement!



# MONTHLY PROJECT REPORT

**FEBRUARY  
2025**

**0** New projects approved

**8** In queue

**0** Declined

**10**

Active Approved  
Projects

● On Track, no extensions 8

● 1 Extension, at risk 0

● 2+ Extensions, late 2

✓ Completed since  
January 2025 1

## Balancing Using Central Sorter

● **Project Lead:** Liz Guarino  
**Status:** On Track

**Approval Date:** 01.15.2025  
**Due Date:** 05.23.2025

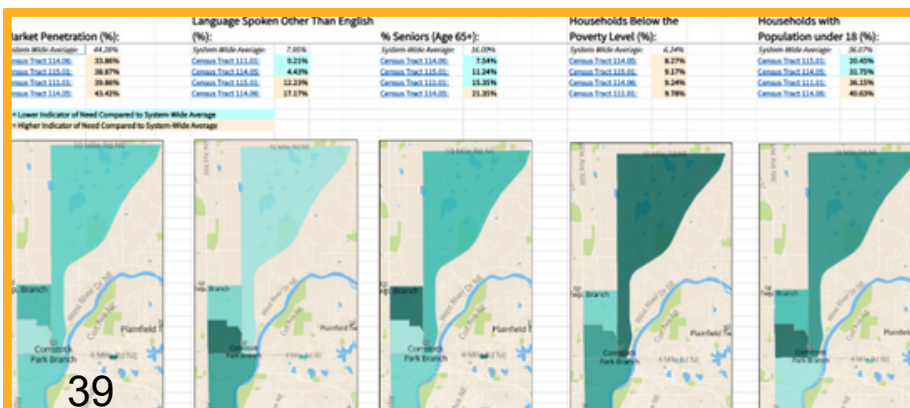
The project team met on February 4 for their kickoff meeting and reviewed the project's goals, deliverables, and timeline. Liz Guarino, along with Rochelle Ball and Gwennan Lawcock, met with the Sorting & Materials Retrieval Manager at Cincinnati Public Library (CPL) to learn how CPL has successfully used the Lyngsoe Central Sorter for over four years to balance materials. Additionally, branch staff on the project team met with Liz and Rochelle to discuss item criteria for balancing and to refine the current balancing procedure with the updated process.

## Community Partnerships Evaluation

● **Project Lead:** Craig Buno  
**Status:** On Track


**Approval Date:** 12.04.2024  
**Due Date:** 01.31.2026

The project team is continuing its deep dive into data. Using insights from Savannah, the team has identified areas for increased outreach specific to each branch and region. To strengthen partnerships, the team is developing interview questions focused on mission alignment, partnership intake processes, efficiency and success measurement. In March, project team members will conduct one-on-one interviews and report back to the team as a whole in April. The team has selected nine outreach and partnership toolkits for review to inform the creation of a KDL-specific toolkit to guide future partnership initiatives.



Data Coordinator Sheri Glon provided the team with data on KDL's market penetration, languages spoken other than English, percentage of seniors, households under the poverty level and households under 18. This branch-specific data will help identify areas in the community that may need more outreach to increase KDL's presence.

## Expand Esports

 **Project Lead:** Kurt Stevens  
**Status:** On Track

**Approval Date:** 01.08.2025  
**Due Date:** 12.31.2025


The Plainfield Twp. Branch’s esports lab is now open, making it the fifth branch with egaming capabilities. Six new gaming stations were added to the revamped AV/gaming room, with teen materials relocated to the adult wing.

There has been an increase in demand and requests for new competitive games to be added to the catalog. The project team is developing criteria for adding new games, balancing patron requests with KDL’s mission. They are also exploring ways to incorporate esports into Summer Wonder to increase attendance at the labs.

Looking ahead, KDL has been invited to run the open-play area at the 2025 Michigan High School Esports Federation (MiHSEF) regional high school championship at Grand Rapids Comic Con. Discussions are underway to determine equipment needs and KDL’s role at the event.

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## Free Printing Sustainability Plan

 **Project Lead:** Faye Harbison  
**Status:** Late, 2+ extensions

**Approval Date:** 06.26.2024  
**Due Date:** Extended - 03.24.2025


Nearly two months into the new printing system, patrons and staff alike are becoming more familiar and comfortable with the new process. A majority of patrons are printing within the 50-free page limit and patron logins are consistently trending toward library card numbers instead of usernames and emails, enabling patrons to use the printing system independently and at no cost. Frontline staff have been diligent in reporting issues, allowing IT to troubleshoot and make necessary fixes and adjustments with short turnaround times.

A rollout survey was sent out on February 19 to give staff the opportunity to provide insight into any remaining concerns. To ensure all issues are addressed before closing out, the project’s due date has been extended to March 24.

The outcomes of the project are positive in the early stages, with the most recent data showing an 11% reduction in pages printed and a 23% reduction in costs compared to the same timeframe in 2024.

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## In-Branch Experience

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

**Approval Date:** 02.28.2024  
**Due Date:** Extended - 03.28.2025

A training for branch staff to learn the new procedure and explore the guide went live on February 12. A new “Experience KDL” blogging series has also been created, featuring a different region each month, where Social Media Branch Champions can highlight a current experience at their branch. Branches have also been encouraged to refresh or add an experience to their space.

A few staff members have reached out to the project team with minor corrections to the guide, but otherwise, it has launched successfully. The Services Advisory Group now houses all relevant documentation for the guide and will maintain it following the project’s completion. The team will hold its final celebratory meeting on March 17.

## Intranet Revamp

● **Project Lead:** Jaci Cooper  
**Status:** On Track

**Approval Date:** 09.04.2024  
**Due Date:** 11.03.2025

The team celebrated the successful launch of the intranet home page! Jessie Salo and Kelsey Little designed a scavenger hunt and training plan and drew a winner from the completers. Very little feedback has been given on the launch; all comments have been positive! Since KDL's Think Tank and All Company are more prominently displayed, there has been an uptick in conversations on each.

Next up was launching the new Wednesday Weekly newsletter template and procedure. Jaci Cooper and Dhanya Ravi thoroughly tested the process and features and developed a procedure for weekly guest authors to follow. Hennie Vaandrager was the first to test it on February 19 with the launch going smoothly. A few minor lessons learned will guide future enhancements to the newsletter.

The team is now busy moving on to the organization and document permission strategy of each department page. Work is underway to clean up documents and pages related to the main intranet and Administration page.



*KDL's Wednesday Weekly Newsletter got a fresh new look! A little pop of color goes a long way in keeping updates and information fresh and exciting!*

## Legendary Readers

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

**Approval Date:** 09.27.2023  
**Due Date:** 07.31.2025

Planning for next year's Legendary Readers program is underway! The team has requested a variety of prize options and is in the process of evaluating them to select a final item that will excite participants and align with program goals. Meanwhile, submissions continue to roll in from all branches, reflecting strong engagement as the team prepares for June, when the program will pause before a new challenge begins in September.

## 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 is a flurry of activity as April 30 approaches. A parking team of four has been created to help outside the event with directions and information. A photographer and videographer are contracted. A few team members are working with local high schools to arrange a meet and greet with the authors prior to the event. March 17 is an exciting day as registration goes live at 9:00am. We are eager to see how the community responds to this year's lineup. The team is also focusing on a fun addition to the program that will provide some local texture and connections. The circulation of both titles and the open rate of the dedicated newsletter remain high.

## School Outreach Menu

● **Project Lead:** Julie Ralston  
**Status:** On Track

**Approval Date:** 01.29.2024  
**Due Date:** 11.05.2025

The School Outreach Menu team held its first official meeting in February, where tasks for Phase 1 – research and planning – were assigned. The team is actively working on gathering data from branch staff about the current state of school outreach across KDL. This includes identifying how branches are connecting with schools and potential opportunities for future school partnerships throughout the county. To guide the project's direction, a short survey was distributed to branch staff to gather insights that will inform the development of the outreach menu in Phase 2.

Another critical piece of Phase 1 involves evaluating the processes for issuing Student and Teacher cards. A team is working to synchronize these processes with the goals of the outreach menu, ensuring the new offerings are integrated seamlessly with KDL's current system.

## Teen Graphic Novel Contest

● **Project Lead:** Madelyn Besaw  
**Status:** On Track

**Approval Date:** 07.17.2024  
**Due Date:** 11.24.2025

The team made progress on several project pieces this month! They made first contact with potential judges and are currently addressing their questions and awaiting replies to confirm availability. Design mockups for promotional materials are ready to go and the contest is featured in the [Spring Kaleidoscope](#) with a couple of "Stay Tuned" messages.

The team is also working with KDL's Webmaster, Remington Steed, to create the first draft of the contest webpage, which will be hosted on the Write Michigan website in preparation for the promotional push starting in May.



*A sneak peek at the promotional art for the Teen Graphic Novel Contest. Look for it in upcoming news and announcements!*



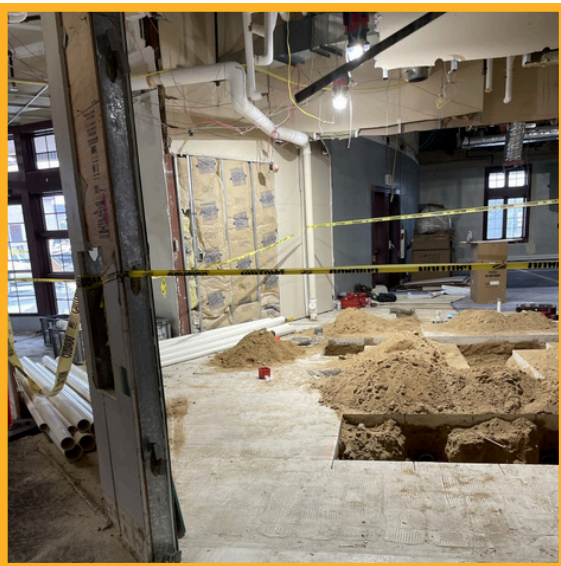
# BUILDING PROJECTS

## Cascade Township

**Project Lead:** Lulu Brown  
**Status:** N/A

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

The renovations were able to start early due to moving into the temporary location in the Wisner Center a week ahead of schedule. In the first two weeks, the majority of demolition was completed and CarbonSix will manage the project for the month of March. Rich Nagel and Kurt Stevens have been instrumental in helping to navigate moving the IT server cabinet and keeping the branch connected during the refresh. CarbonSix expects framing to be completed by March 14. By the end of March, the project will have completed its first inspection with the intention of having the drywalling completed and the new walls prepped for paint.



*Restrooms*



*Former Teen Section*



*Staff Workroom*



*Service Desk*

# BUILDING PROJECTS

## Krause Memorial (Rockford)

● **Project Lead:** Jennifer German  
**Status:** N/A

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

At their February 10 meeting, Rockford City Council voted to contract with Progressive Companies (formerly known as Progressive A+E) for the Krause Memorial Library expansion project. Fundraising for the expansion project continues, as there is a \$800,000 gap to goal, with the proposed \$1 million from the federal government budget currently in question. The finish line is in sight!

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## Tyrone Township

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

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

The first phase of the project included demolishing the old church, completing preliminary site work, such as curb cuts for a future parking lot, and installing a play area for community use. The township is now focused on fundraising for the next stage, which does not yet have a projected start date.





# BUILDING PROJECTS

## Walker



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

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

Programming has resumed in the Walker Temporary Library location. Josh Mosey, KDL Digital Marketing Strategist, joined Babytime to take some pictures. Since the temporary space does not have a programming room, programs take place on the library floor. Regional Manager Liz Knapp heard from several library patrons who were delighted to see the babies enjoying the program while helping patrons on the front desk.

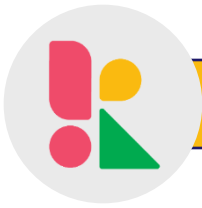


*Branch Librarian Lynne Haley and Branch Outreach & Programming Specialist Brittany Zuehlke leading Babytime at the temporary Walker location*



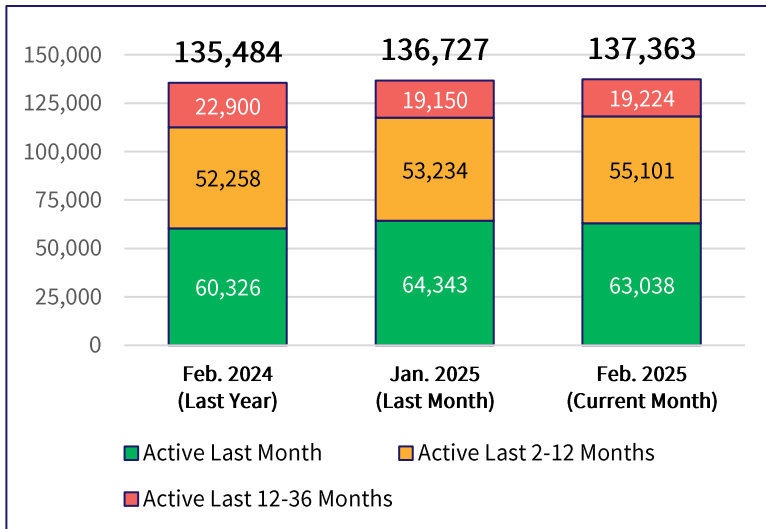
*Little learners and parents enjoying Babytime*

Meanwhile, work on the new library continues. Walker Mayor Gary Carey had this to share in the Walker March e-newsletter about the progress: “The demolition and underground work with the new library are coming along well. The warmer weather and early onset of spring are giving us a great boost. If you glance at the old library, you will notice the shell is removed. The new design considers the footprint of the old building and repurposes the underground infrastructure as the base for the updated building. The design also calls for a new roof on the old structure. The roof will be elevated to allow additional light into the community meeting rooms and administration offices. With the removal of walls for old windows, much of the interior block wall structure has been removed. We also made the decision to peel off the remaining brick facade from the existing wall sections. It is extremely hard to match new and existing brick colors, and we were able to have the removal done very efficiently to ensure that all the brick facades on the reconstruction and expansion will match. Over the next month, we will see the excavation for and installation of the new basement under the expansion. Underground work will continue to ensure that when our new facility comes out of the ground, the site will come together to allow for critical City functions throughout 2025. It will be extremely exciting to see steel arrive onsite in late April.”



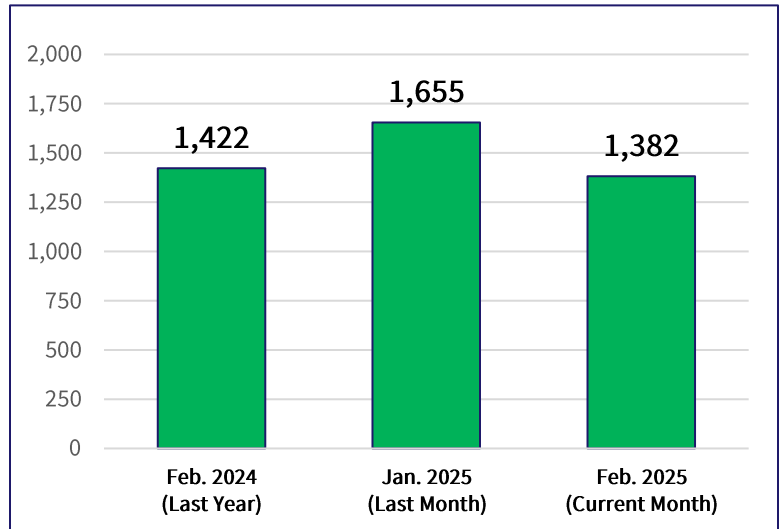
## FEBRUARY 2025 STATISTICAL SUMMARY

### Active KDL Patrons:



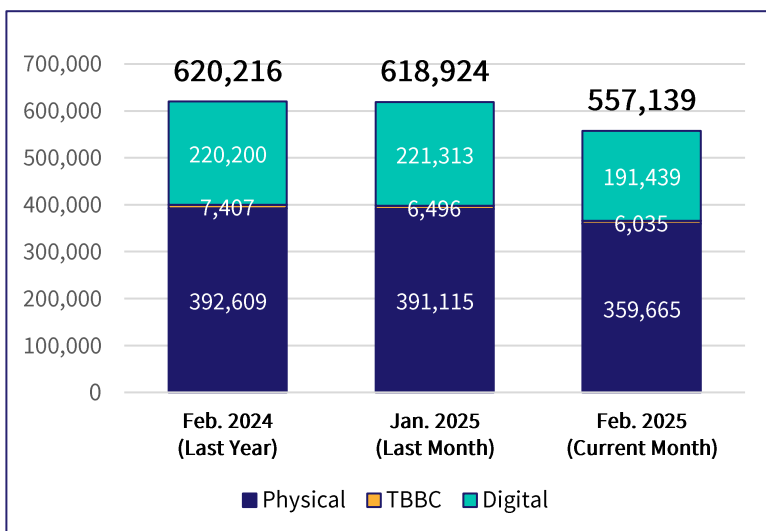
Active KDL Patrons are **up 0.5%** from last month and **up 1%** from the same month last year.

### New KDL Cards Added:



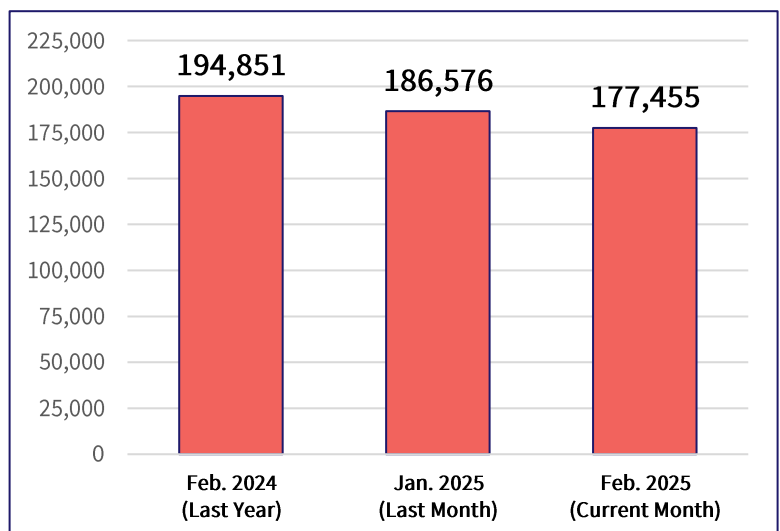
New KDL Cards Added are **down 16%** from last month and **down 3%** from the same month last year.

### Total Circulation:

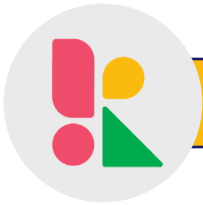


Total Circulation is **down 10%** from last month and **down 10%** from the same month last year.

### Visitor Count:

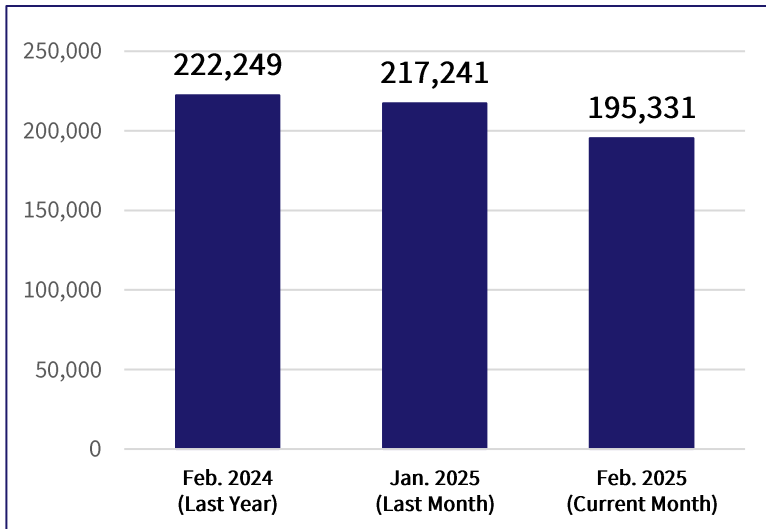


Branch Visitors are **down 5%** from last month and **down 9%** from the same month last year.



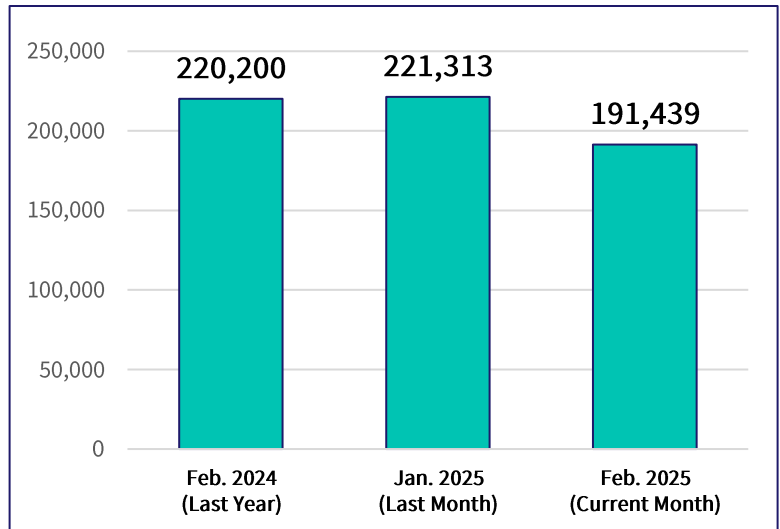
## FEBRUARY 2025 STATISTICAL SUMMARY

### Physical Items Checked Out:



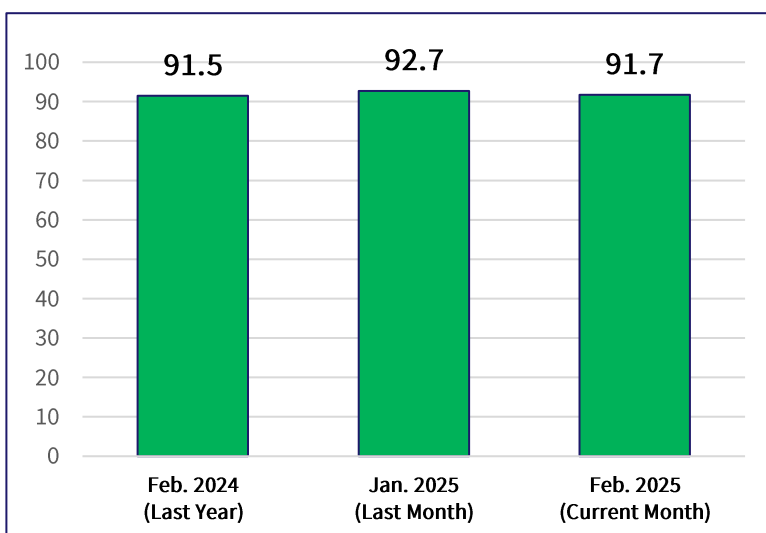
Physical checkouts are **down 10%** from last month and **down 12%** from the same month last year.

### Digital Items Checked Out:



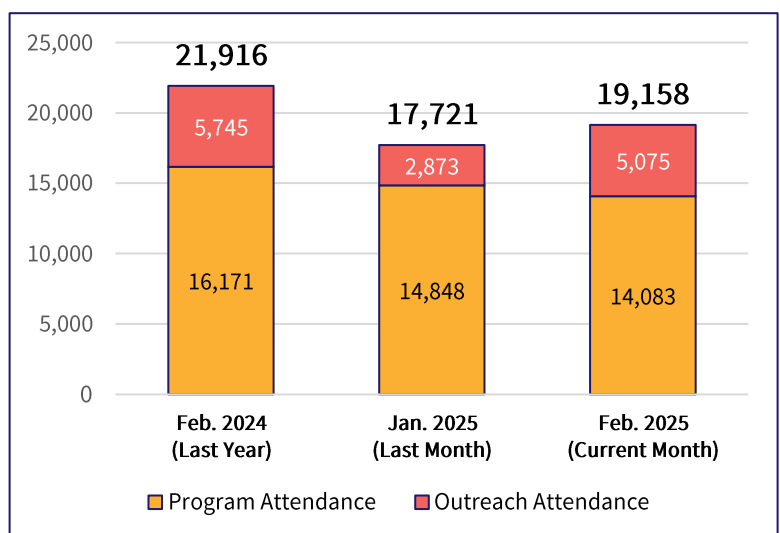
Digital checkouts are **down 13%** from last month and **down 13%** from the same month last year.

### Net Promoter Score (NPS):



Net Promoter Score is **down 1%** from last month and **up 0.2%** from the same month last year.

### Programs & Outreach:



Program & Outreach Attendance is **up 8%** from last month and **down 13%** 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	467
2. <i>The Women</i> by Kristin Hannah	171
3. <i>Onyx Storm</i> by Rebecca Yarros	163
4. <i>Martyr!</i> by Kaveh Akbar	136
5. <i>Wandering Stars</i> by Tommy Orange	127
6. <i>All the Colors of the Dark</i> by Chris Whitaker	110
7. (tie) <i>The Boyfriend</i> by Freida McFadden	107
(tie) <i>The Grey Wolf</i> by Louise Penny	107
9. <i>Dog Man: Big Jim Begins</i> by Dav Pilkey	106
10. <i>The Crash</i> by Freida McFadden	100

### All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Crash</i> by Freida McFadden	401
2. <i>The Let Them Theory</i> by Mel Robbins	387
3. <i>Onyx Storm</i> by Rebecca Yarros	355
4. <i>James</i> by Percival Everett	261
5. <i>The Wedding People</i> by Alison Espach	237
6. <i>The Frozen River</i> by Ariel Lawhon	227
7. <i>We All Live Here</i> by Jojo Moyes	221
8. <i>Beautiful Ugly</i> by Alice Feeney	213
9. <i>Wicked</i> DVD	193
10. <i>Super Mario Party Jamboree</i> videogame	168

### OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Onyx Storm</i> by Rebecca Yarros (audio)	802
2. <i>The Crash</i> by Freida McFadden (audio)	523
3. <i>The Boyfriend</i> by Freida McFadden (audio)	238
4. <i>Iron Flame</i> by Rebecca Yarros (audio)	235
5. <i>Lights Out</i> by Navessa Allen (audio)	193
6. <i>Scythe &amp; Sparrow</i> by Brynne Weaver (audio)	188
7. <i>Fourth Wing</i> by Rebecca Yarros (audio)	181
8. <i>The Widow's Husband's Secret Lie</i> by Freida McFadden (audio)	138
9. <i>The Things We Leave Unfinished</i> by Rebecca Yarros (audio)	136
10. <i>The Women</i> by Kristin Hannah (audio)	135

### OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	1,078
2. <i>The Anxious Generation</i> by Jonathan Hadt (audio)	847
3. <i>Onyx Storm</i> by Rebecca Yarros	845
4. <i>The Let Them Theory</i> by Mel Robbins	787
5. <i>The Women</i> by Kristin Hannah (audio)	769
6. <i>The God of the Woods</i> by Liz Moore	693
7. <i>The Wedding People</i> by Alison Espach	690
8. <i>Funny Story</i> by Emily Henry	645
9. <i>All the Colors of the Dark</i> by Chris Whitaker	607
10. <i>The God of the Woods</i> by Liz Moore (audio)	516

NEW HIRES	POSITION	EFFECTIVE
Jennifer Woollatt	Assistant Branch Librarian – Grandville	March 17
Erica Huyser	Branch Librarian – Tyrone Township	March 17
Marlena Lalick	Assistant Branch Librarian – East Grand Rapids	March 17
Stephanie Peterson	Assistant Branch Librarian – Walker	March 17

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Will McAfee	Branch Librarian – Englehardt / Alto	Branch Librarian – Walker	March 3
Katie Blakeslee	Assistant Branch Librarian – East Grand Rapids	Branch Librarian – Kentwood	March 17
Lucy Angers	Assistant Branch Librarian – Wyoming	Branch Librarian - Kelloggsville	March 17
Jenny Savage-Dura	Branch Librarian – East Grand Rapids	Collection Development Librarian – Service Center	March 24

DEPARTURES	POSITION	EFFECTIVE
Tony Senna	Sub	January 24
Jeanine Heemstra	Branch Librarian – Walker	January 24
Abbigail Hale	Branch Librarian – Englehardt / Alto	February 24
Heidi Glynn	Assistant Branch Librarian – Cascade	March 7
Immanuel Deliyannides	Assistant Branch Librarian – East Grand Rapids	March 7
Jamerson Ries	Shelver – Alto	March 14

OPEN POSITIONS	TYPE
Branch Librarian – East Grand Rapids	Part-time
Assistant Branch Librarian – Englehardt / Alto	Part-time
Assistant Branch Librarian – East Grand Rapids (3 positions)	Part-time
Branch Librarian – Englehardt / Alto (2 positions)	Part-time
Assistant Branch Librarian – Plainfield	Part-time
Graphic Design Intern – Service Center	Temporary

EMPLOYEE ANNIVERSARIES (APRIL)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jennifer German	Krause / Nelson Twp / Spencer Twp.	36 years
Sarah Yoder	East Grand Rapids	27 years
Hennie Vaandrager	Programming	26 years
Dhanya Ravi	Information Technology	22 years
Liz Guarino-Kozlowicz	Collection Services	19 years
Joyanne Huston-Swanson	Walker / Alpine / Tyrone Twp.	15 years
Kathy Pluymert	Collection Services	15 years
Ty Papke	Wyoming	13 years
Ashten Vanderploeg	Kentwood	13 years
Scott Small	Cascade	11 years
Yuliya Bunker	Patron Services	10 years
Samantha Hodge	Collection Development	10 years
Julie Myszak	Collection Services	10 years
Hannah Lewis	Community Engagement	9 years
Keeva Filipek	Programming	6 years
Chloe Ford	Cascade	5 years
Martha Lin	Gaines Township	4 years
Annie Albury	Englehardt	3 years
Katherine Baumann	Kentwood	3 years
Rebecca Behrens	Plainfield	3 years
Krysia DeGraaf	Grandville	3 years
Stephanie Groen	Wyoming	3 years
Mikki Henry	Comstock Park	3 years
Beth Ciangi	Englehardt	2 year
Theresa Duffy	Sub Pool	2 year
Holly Holtzclaw	Plainfield	2 year
Alyssa Johansen	Plainfield	2 year
Jessie Salo	Finance	2 year
Grace Cole	East Grand Rapids	1 year
Kristen Lach	East Grand Rapids	1 year
Holland Rietberg-Miller	Wyoming	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	X	X	X		X	X	X	X
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**

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

**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.



# Policy Manual

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## SECTION 6: PERSONNEL

KDL Policy 6.1	<a href="#"><u>Equal Employment Opportunity</u></a>
KDL Policy 6.1.1	<a href="#"><u>Harassment</u></a>
KDL Policy 6.1.2	<a href="#"><u>Americans with Disabilities Act (ADA)</u></a>
KDL Policy 6.2	<a href="#"><u>Position Authorization</u></a>
KDL Policy 6.2.1	<a href="#"><u>Applications</u></a>
KDL Policy 6.2.1.1	<a href="#"><u>Internships</u></a>
KDL Policy 6.2.2	<a href="#"><u>Interview &amp; Selection</u></a>
KDL Policy 6.2.3	<a href="#"><u>Initial Employment Period</u></a>
KDL Policy 6.2.4	<a href="#"><u>Promotions</u></a>
KDL Policy 6.2.5	<a href="#"><u>Nepotism</u></a>
KDL Policy 6.2.6	<a href="#"><u>“Acting” Capacity</u></a>
KDL Policy 6.2.7	<a href="#"><u>Outside Employment</u></a>
KDL Policy 6.2.8	<a href="#"><u>Employee Termination of Employment</u></a>
KDL Policy 6.3	<a href="#"><u>Personnel Files &amp; Employee Records</u></a>
KDL Policy 6.3.1	<a href="#"><u>Access to Employee File Information</u></a>
KDL Policy 6.3.2	<a href="#"><u>Continuous Length of Service</u></a>
KDL Policy 6.3.3	<a href="#"><u>Disclosure of Employee File Information</u></a>
KDL Policy 6.3.4	<a href="#"><u>Employee References</u></a>
KDL Policy 6.3.5	<a href="#"><u>Applicant/Employee Background Verification &amp; Drug Screening</u></a>
KDL Policy 6.3.6	<a href="#"><u>Social Security Numbers Privacy</u></a>
KDL Policy 6.4	<a href="#"><u>Compensation</u></a>
KDL Policy 6.4.1	<a href="#"><u>Performance Evaluation</u></a>
KDL Policy 6.4.2	<a href="#"><u>Benefits</u></a>
KDL Policy 6.4.3	<a href="#"><u>Sick Leave</u></a> <b>EDITS</b>
KDL Policy 6.4.4	<a href="#"><u>Sick Time Payment</u></a> <b>EDITS</b>
KDL Policy 6.4.5	<a href="#"><u>Disability Leave of Absence</u></a>
KDL Policy 6.4.6	<a href="#"><u>Workers’ Disability Compensation Supplemental Pay</u></a>

KDL Policy 6.4.7	<a href="#"><u>Emergency Closing Compensation</u></a>
KDL Policy 6.5	<a href="#"><u>Work Week</u></a>
KDL Policy 6.6	<a href="#"><u>Progressive Action Policy</u></a>
KDL Policy 6.6.1	<a href="#"><u>Complaint Resolution Process</u></a>
KDL Policy 6.7	<a href="#"><u>Vacation Eligibility</u></a>
KDL Policy 6.7.1	<a href="#"><u>Vacation—Part Time</u></a>
KDL Policy 6.7.2	<a href="#"><u>Vacation—Carry Forward</u></a>
KDL Policy 6.7.3	<a href="#"><u>Payment of Unused Leave &amp; Paid Time Off (PTO)</u></a>
<b>EDITS</b>	
KDL Policy 6.7.4	<a href="#"><u>Bereavement Leave</u></a>
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KDL Policy 6.7.6	<a href="#"><u>Personal Leave of Absence without Pay</u></a>
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KDL Policy 6.7.8	<a href="#"><u>Jury Leave</u></a>
KDL Policy 6.7.9	<a href="#"><u>Military Leave</u></a>
KDL Policy 6.7.10	<a href="#"><u>Holiday Accrual &amp; Eligibility</u></a>
KDL Policy 6.8	<a href="#"><u>Transportation Reimbursement</u></a>
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KDL Policy 6.8.2	<a href="#"><u>Professional Association/Community Organization Memberships</u></a>
KDL Policy 6.9	<a href="#"><u>Drug-Free Workplace</u></a>
KDL Policy 6.10	<a href="#"><u>Electronic Communications Policy</u></a>
KDL Policy 6.11	<a href="#"><u>Whistleblower Policy</u></a>
KDL Policy 6.12	<a href="#"><u>Board Member Compensation</u></a>
KDL Policy 6.13	<a href="#"><u>Conference Attendance—Board &amp; Staff</u></a>
KDL Policy 6.14	<a href="#"><u>Volunteers</u></a>
KDL Policy 6.14.1	<a href="#"><u>Volunteer Background Verification</u></a>

## KDL Policy 6.4.3

### Sick Leave and the Earned Sick Time Act (ESTA)

LAST REVISED 12.19.24

Kent District Library provides pay during disability leave of absence and sick leave days for full-time and part-time employees who have accrued sick time in accordance with the following:

- ~~Full time employees will begin earning eight (8) hours of sick leave per month following employment and will earn eight (8) hours of sick leave each month thereafter, exclusive of unpaid leaves of absence. Full time employees earn 96 hours of sick leave per year, which accrues biweekly at 1/26th of the annual benefit, exclusive of unpaid leaves of absence.~~
- Part-time employees ~~working twenty (20) or more hours per week shall, upon completion of their orientation period,~~ be credited with pro-rata sick leave benefits ~~based on the remaining months in the calendar year and~~ upon the ratio of their hired hours to a full-time (40-hour) position. ~~Thereafter, sick leave will be credited on the same pro-rata basis annually. A part time employee must work a minimum of either 1) their hired hours multiplied by the number of weeks employed in the preceding calendar year or 2) 1,000 hours, in order to retain sick leave eligibility, exclusive of Section 11.3(b) of the labor agreement.~~ Part-time employees hired after December 31, 2009, shall earn Paid Time Off (PTO) in lieu of sick time, at a rate specified by the labor agreement, and such time may be utilized for reasons covered by ESTA.
- Sick time may accumulate up to a maximum of one thousand four hundred and forty (1,440) hours.
- Substitute employees without regular schedules will not accrue sick time under ESTA.
- Interns will accrue sick time under ESTA. Such time will be available for use if they work for 120 days or more.

~~Any unused and accumulated sick leave earned during full-time employment shall be placed in escrow when the employee transfers to part-time employment and shall be unavailable for use by the employee until the employee returns to full-time employment, provided however, a full-time employee transferring to a part-time position may utilize accumulated sick leave while in such position in an amount not to exceed twenty-four (24) hours times the employee's years of continuous full-time employment.~~

#### Eligibility Requirements



- Because KDL's policies on PTO/sick time provides time off that can be used for the purposes outlined in the Michigan Earned Sick Time Act, as amended (the "Act"), under the same conditions as outlined in the Act, and allows employees to accumulate time at a rate greater than the rate required under the Act, no changes are made to the policy relating to how much time employees can accumulate or use.

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### **Use of Earned Sick Time**

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To the extent permitted by law, earned sick time will run concurrently with leave taken under other KDL policies and under other applicable laws.

Consistent with the ESTA, earned sick time may be used for any of the following purposes:

1. For the diagnosis, care, or treatment of an existing mental or physical illness, injury, or health condition of, or preventative care for, an employee or an employee's family member.
2. If an employee or an employee's family member is a victim of domestic violence or sexual assault, for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or, to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
3. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
4. For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or, when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Under ESTA, the term "family member" means a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of any state or a domestic partner; a grandparent; a grandchild; a biological, foster, or adopted sibling; any individual related by blood to the employee; or any other individual whose close association with the employee is the equivalent of a family relationship.

### Reasonable Notice for the Use of Earned Sick Time

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Unless otherwise determined to be covered by the Family Medical Leave Act (Policy 6.7.5), if an employee knows in advance that the employee will need to use earned sick time, the employee must provide their supervisor with advance notice (up to seven days) before the day the earned sick time is to begin. If an employee's need for earned sick time is unforeseeable, the employee must comply with KDL's usual and customary notice requirements found in both the labor agreement and procedures using the absence reporting system. Failure to comply with the library's notice requirements may result in disciplinary action, up to and including termination of employment.

### Re-employment, Separation and Retirement

#### Re-Employment

Except as provided below, accrued, but unused earned sick time is not paid out upon termination of employment. If an employee leaves KDL but is subsequently re-employed by KDL, within two months of the employee's separation, the employee will have any previously accrued, but unused earned sick time made available to the employee, consistent with ESTA.

Following twenty-four months (2 years) of service, those employees in good standing shall receive payment for all accrued but unused vacation leave, floating holiday leave and Paid Time Off (PTO) upon termination of their employment with the Library provided they have given proper notice and work -out their notice period. Employees who retire after meeting or exceeding Kent District Library's normal retirement age shall accrue a pro-rata vacation entitlement as of their last day of employment.

#### Separation and Retirement

An employee who retires from Kent District Library while having achieved age 62 or older (i.e., normal retirement age), and, who has a sick leave balance of 400 hours or more, shall receive Two Thousand Dollars (\$2,000) compensation upon retirement as a retirement bonus (consistent with the labor agreement).

### Retaliation Prohibited

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Consistent with ESTA, employees will not be disciplined for the lawful use of earned sick time. If an employee feels that the employee is being discriminated or retaliated against for exercising rights provided by the Earned Sick Time Act, as amended, the employee may file a complaint with their supervisor, human resources, or the Michigan Department of Labor and Economic Opportunity.

#### KDL Policy 6.4.4

#### Sick Time Payment

LAST REVISED 12.19.24

Payment of accrued sick leave/Paid Time Off (PTO) will be authorized in the following instances:

- When it is established to the Library's satisfaction that an employee is incapacitated from the safe performance of job duties because of sickness or injury. No sick leave/PTO will be granted for minor ailments which would not affect the safety of the employee, other persons, or property while performing the job duties. Sick leave/PTO will not be granted to a terminating employee after the last day worked.
- Sick leave/PTO may be granted when unusual situations or emergencies exist in the employee's immediate family. Such leave must be approved by the department head or branch manager.
- Sick leave/PTO may be granted for necessary doctor/dental appointments. Except in the case of an emergency, such leave must be approved by the department head or branch manager in advance.
- An employee who retires under the Kent District Retirement Plan and who has, on the date of retirement, an accumulated and unused sick leave balance of 240 hours (i.e., the equivalent of 30 days) or more, shall receive one thousand dollars (\$1,000) upon retirement.

#### **KDL Policy 6.7.3**

##### **Payment of Unused Leave & Paid Time Off (PTO)**

LAST REVISED 12.19.24

Following twenty four months (2 years) of service, those employees in good standing shall receive payment for all accrued but unused vacation leave, holiday leave, and Paid Time Off (PTO) upon termination of their employment with the Library provided they have given proper notice. Employees who retire after meeting or exceeding Kent District Library's normal retirement age shall accrue a pro-rata vacation entitlement as of their last day of employment.

## **Updated Version**

### **KDL Policy 6.4.3**

#### **Sick Leave and the Earned Sick Time Act (ESTA)**

Kent District Library provides pay during disability leave of absence and sick leave days for full-time and part-time employees who have accrued sick time in accordance with the following:

- Full-time employees earn 96 hours of sick leave per year, which accrues biweekly at 1/26<sup>th</sup> of the annual benefit, exclusive of unpaid leaves of absence.
- Part-time employees shall be credited with a pro-rata sick leave benefits upon the ratio of their hours to full-time (40-hour) position. Part-time employees hired after December 31, 2009, shall earn Paid Time Off (PTO) in lieu of sick time, at a rate specified by the labor agreement, and such time may be utilized for reasons covered by ESTA.
- Sick time may accumulate up to a maximum of one thousand four hundred and forty (1,440) hours.
- Substitute employees without regular schedules will not accrue sick time under ESTA.
- Interns will accrue sick time under ESTA. Such time will be available for use if they work for 120 days or more.

#### **Eligibility Requirements**

- Because KDL's policies on PTO/sick time provides time off that can be used for the purposes outlined in the Michigan Earned Sick Time Act, as amended (the "Act"), under the same conditions as outlined in the Act, and allows employees to accumulate time at a rate greater than the rate required under the Act, no changes are made to the policy relating to how much time employees can accumulate or use.

#### **Use of Earned Sick Time**

To the extent permitted by law, earned sick time will run concurrently with leave taken under other KDL policies and under other applicable laws.

Consistent with the ESTA, earned sick time may be used for any of the following purposes:

1. For the diagnosis, care, or treatment of an existing mental or physical illness, injury, or health condition of, or preventative care for, an employee or an employee's family member.
2. If an employee or an employee's family member is a victim of domestic violence or sexual assault, for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or, to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

3. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
4. For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or, when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Under ESTA, the term "family member" means a biological , adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of any state or a domestic partner; a grandparent; a grandchild; a biological, foster, or adopted sibling; any individual related by blood to the employee; or any other individual whose close association with the employee is the equivalent of a family relationship.

#### **Reasonable Notice for the Use of Earned Sick Time**

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#### **Re-employment, Separation and Retirement**

##### **Re-employment**

Except as provided below, accrued, but unused earned sick time is not paid out upon termination of employment. If an employee leaves KDL but is subsequently re-employed by KDL, within two months of the employee's separation, the employee will have any previously accrued, but unused earned sick time made available to the employee, consistent with ESTA.

Following twenty-four months (2 years) of service, those employees in good standing shall receive payment for all accrued but unused vacation leave, floating holiday leave and Paid Time Off (PTO)

upon termination of their employment with the Library provided they have given proper notice and work -out their notice period. Employees who retire after meeting or exceeding Kent District Library's normal retirement age shall accrue a pro-rata vacation entitlement as of their last day of employment.

#### Separation and Retirement

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#### Retaliation Prohibited

Consistent with ESTA, employees will not be disciplined for the lawful use of earned sick time. If an employee feels that the employee is being discriminated or retaliated against for exercising rights provided by the Earned Sick Time Act, as amended, the employee may file a complaint with their supervisor, human resources, or the Michigan Department of Labor and Economic Opportunity.