



MARCH
2025

Kent
District
Library



BOARD OF TRUSTEES PACKET



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. Lakeland Library Cooperative Board Minutes: February 13, 2025
- D. 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.
- E. Request: Grandville Branch request to close at 9:00 PM on Friday, May 2, 2025, to accommodate City of Grandville Art and Chocolate Walk.
- F. 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.
- G. Request: East Grand Rapids Branch request to open at 11:00 AM on Saturday, June 28, 2025, to accommodate Reed Lake Run.
- H. Request: East Grand Rapids Branch request to open at 11:00 AM on Saturday, September 6, 2025, to accommodate Rhoades McKee Triathlon.

4. FINANCE REPORTS – February 2025*

5. DIRECTOR’S REPORT – February 2025

6. OLD BUSINESS

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

7. 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

8. LIAISON REPRESENTATIVE COMMENTS

9. PUBLIC COMMENTS**

10. BOARD MEMBER COMMENTS

11. CLOSED SESSION* Legal Counsel

Roll Call-Vote

12. MEETING DATES

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

13. ADJOURNMENT*

* Requires Action

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



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Kent District Library Service 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/subscriptions 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 – Yes	Ms. Tazelaar – Yes	Ms. VerHeulen – 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 – Yes 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

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

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

Lakeland Staff Present: Amber McLain, Ann Langlois

Absent: Rob Bristow (OG)

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

Respectfully submitted by,
Amber McLain



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 23rd. 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 long horizontal flourish extending to the right.

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,

A handwritten signature in cursive script that reads "Jennifer German".

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 horizontal line.

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.

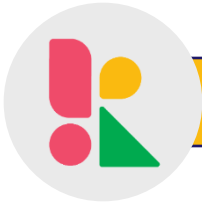
Sincerely,

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

Scott Ninemeier

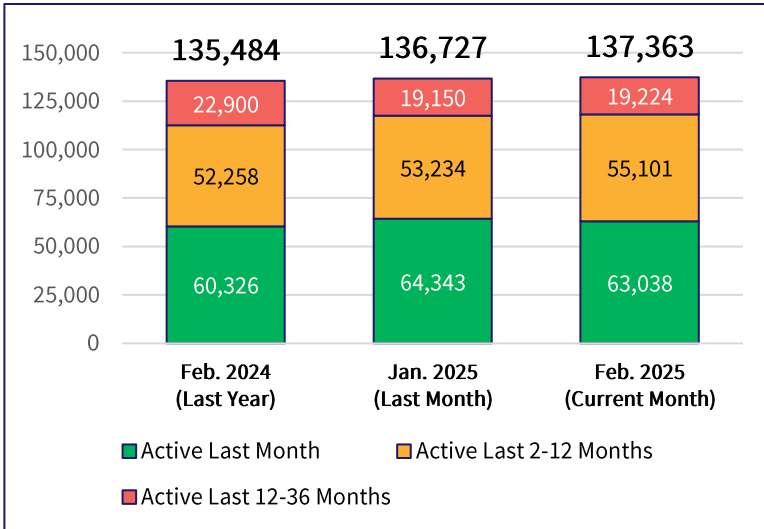
East Grand Rapids and Amy Van Andel Libraries | Regional Manager I

cc: Lance Werner, KDL Executive Director



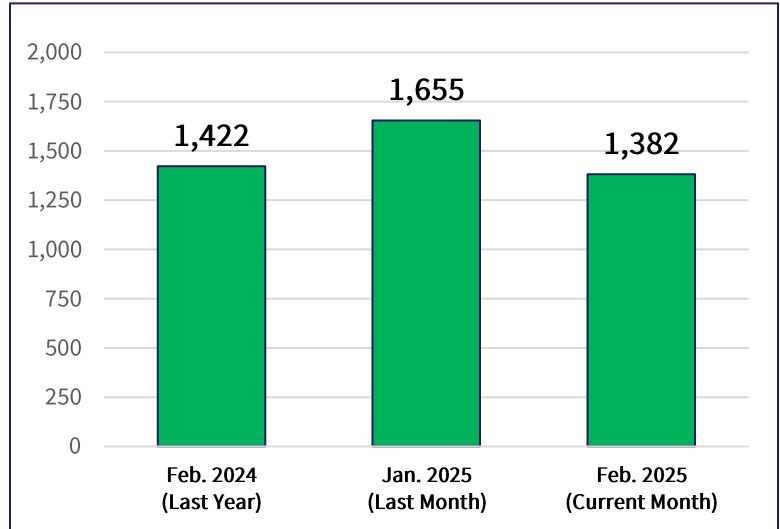
FEBRUARY 2025 STATISTICAL SUMMARY

Active KDL Patrons:



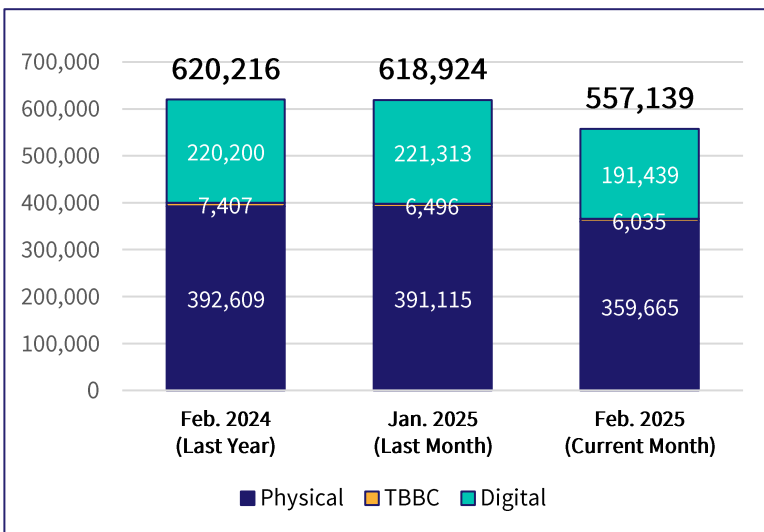
Active KDL Patrons are **up 0.5%** from last month and **up 1%** from the same month last year.

New KDL Cards Added:



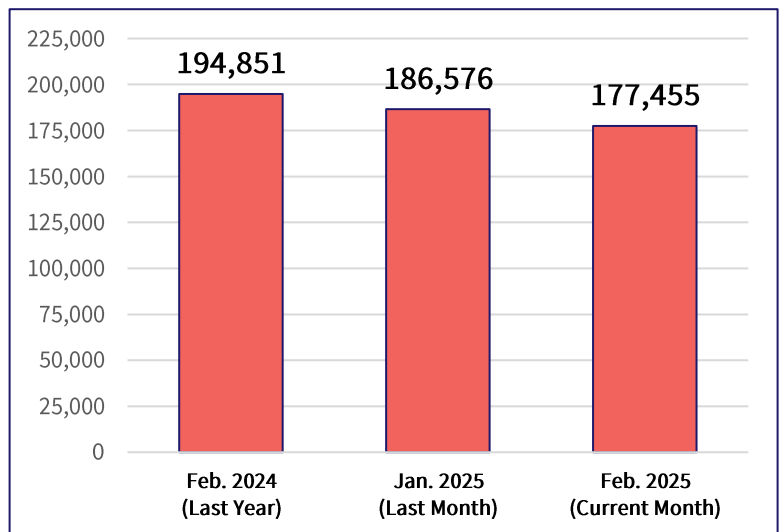
New KDL Cards Added are **down 16%** from last month and **down 3%** from the same month last year.

Total Circulation:



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

Visitor Count:

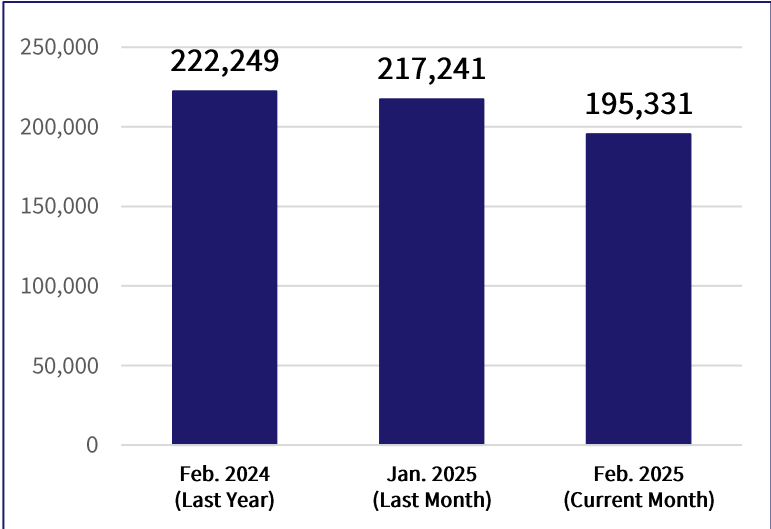


Branch Visitors are **down 5%** from last month and **down 9%** from the same month last year.



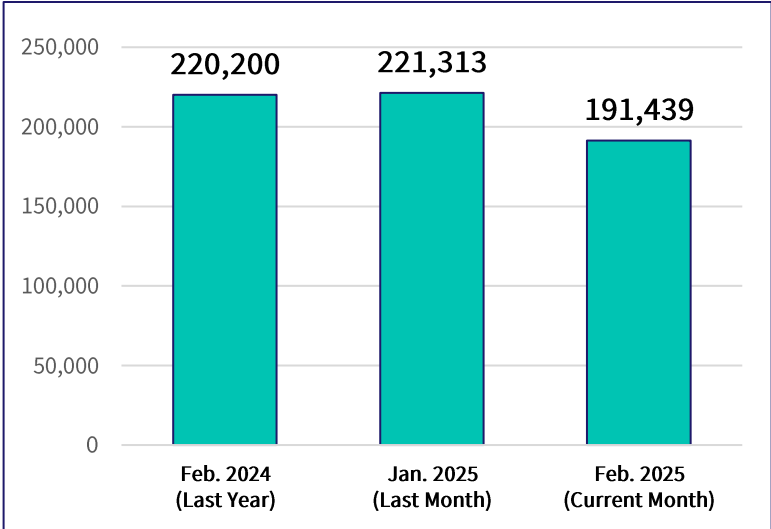
FEBRUARY 2025 STATISTICAL SUMMARY

Physical Items Checked Out:



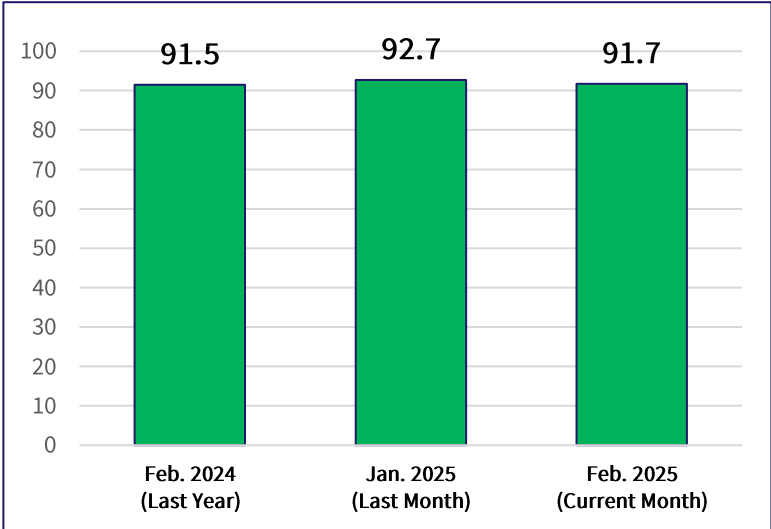
Physical checkouts are **down 10%** from last month and **down 12%** from the same month last year.

Digital Items Checked Out:



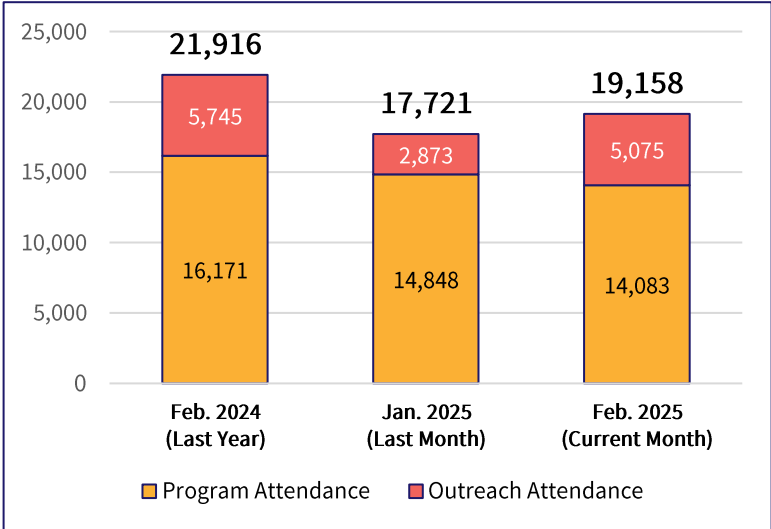
Digital checkouts are **down 13%** from last month and **down 13%** from the same month last year.

Net Promoter Score (NPS):

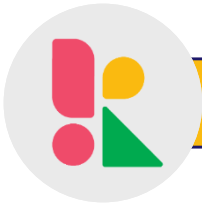


Net Promoter Score is **down 1%** from last month and **up 0.2%** from the same month last year.

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):

Title	Checkouts
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):

Title	Holds
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):

Title	Checkouts
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 & 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):

Title	Holds
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

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



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, March 20, 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



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

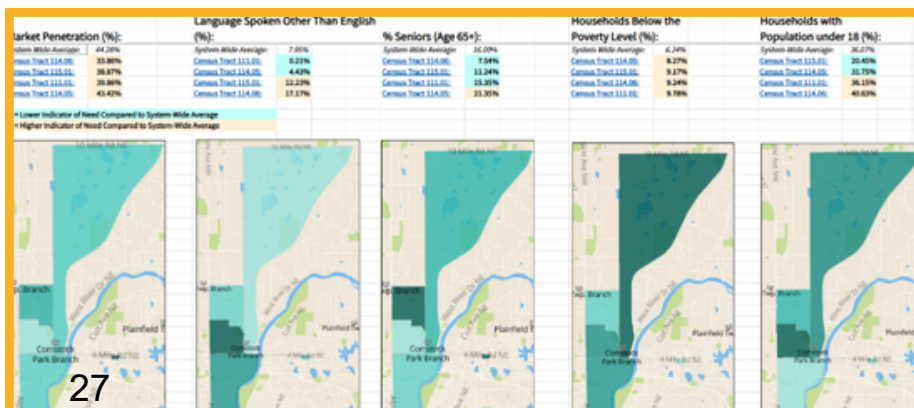
The project team met on February 4 for their kickoff meeting and reviewed the project’s goals, deliverables, and timeline. Liz Guarino, along with Rochelle Ball and Gwennan Lawcock, met with the Sorting & Materials Retrieval Manager at Cincinnati Public Library (CPL) to learn how CPL has successfully 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.

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.

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!

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.

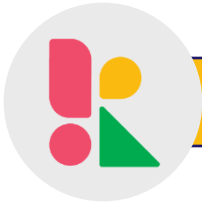


Branch Librarian Lynne Haley and Branch Outreach & Programming Specialist Brittany Zuehlke leading Babytime at the temporary Walker location



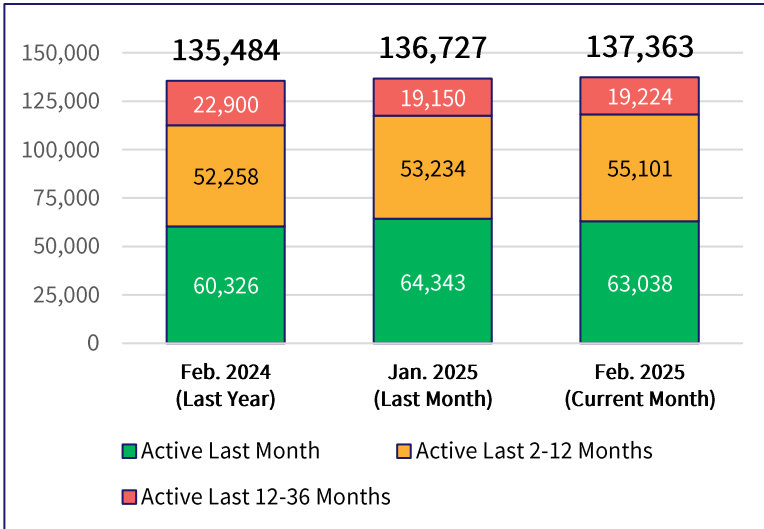
Little learners and parents enjoying Babytime

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.”



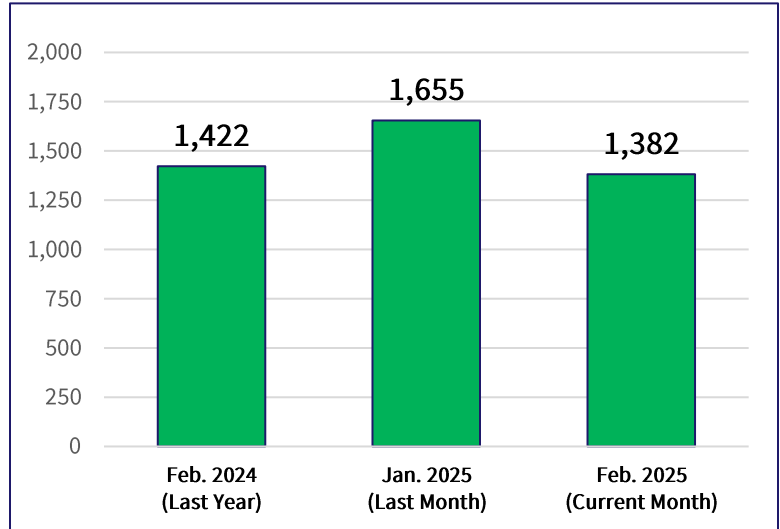
FEBRUARY 2025 STATISTICAL SUMMARY

Active KDL Patrons:



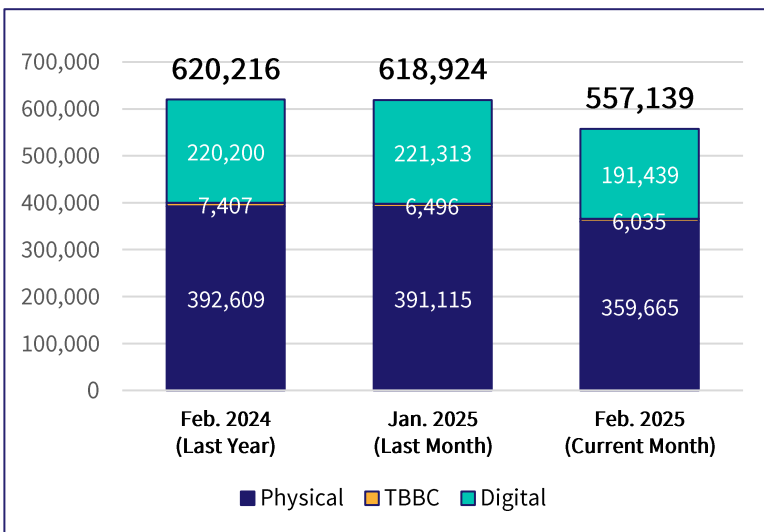
Active KDL Patrons are **up 0.5%** from last month and **up 1%** from the same month last year.

New KDL Cards Added:



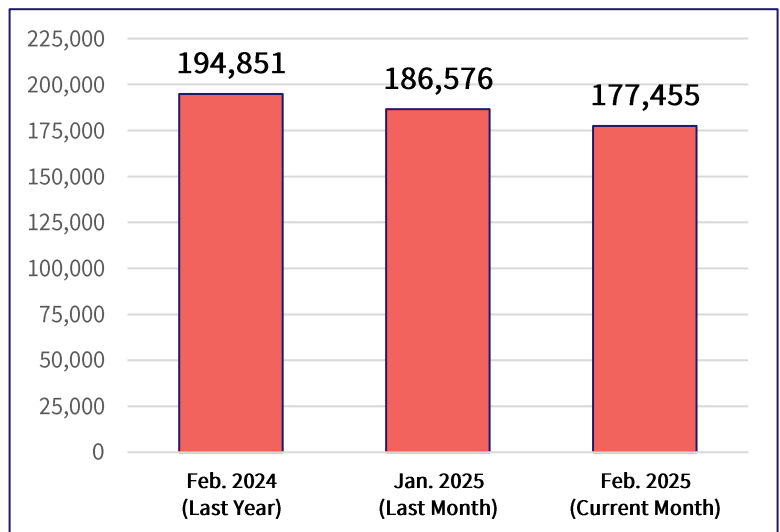
New KDL Cards Added are **down 16%** from last month and **down 3%** from the same month last year.

Total Circulation:

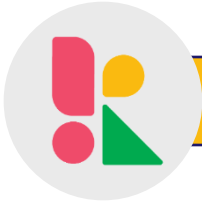


Total Circulation is **down 10%** from last month and **down 10%** from the same month last year.

Visitor Count:

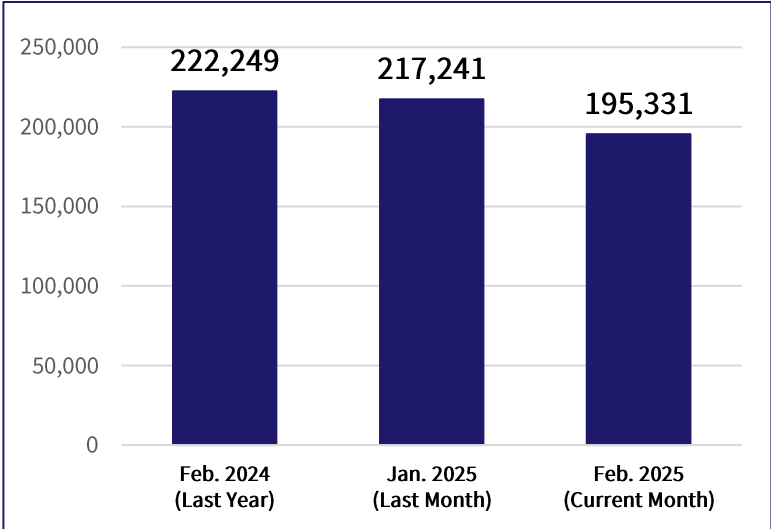


Branch Visitors are **down 5%** from last month and **down 9%** from the same month last year.



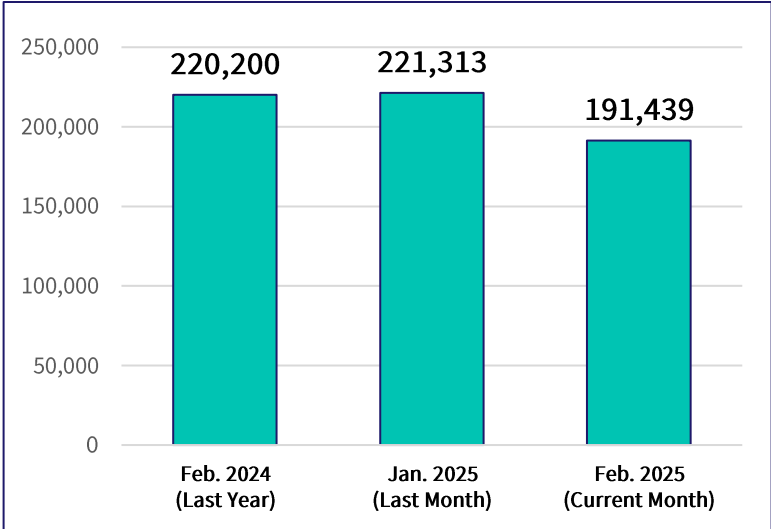
FEBRUARY 2025 STATISTICAL SUMMARY

Physical Items Checked Out:



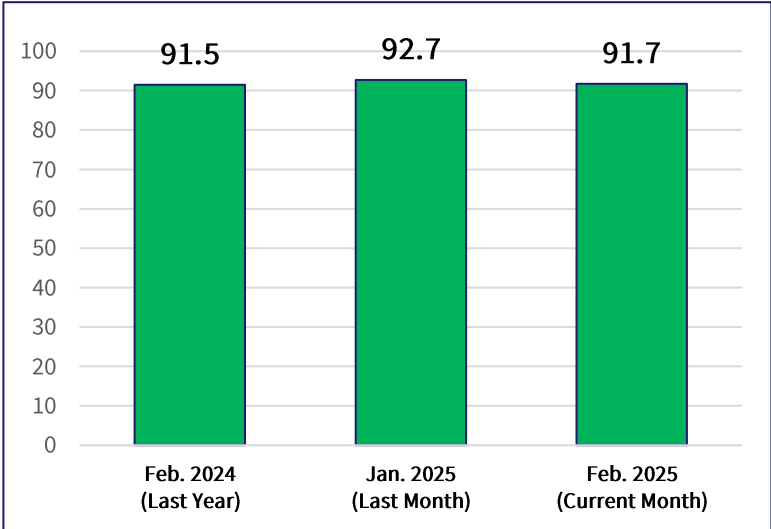
Physical checkouts are **down 10%** from last month and **down 12%** from the same month last year.

Digital Items Checked Out:



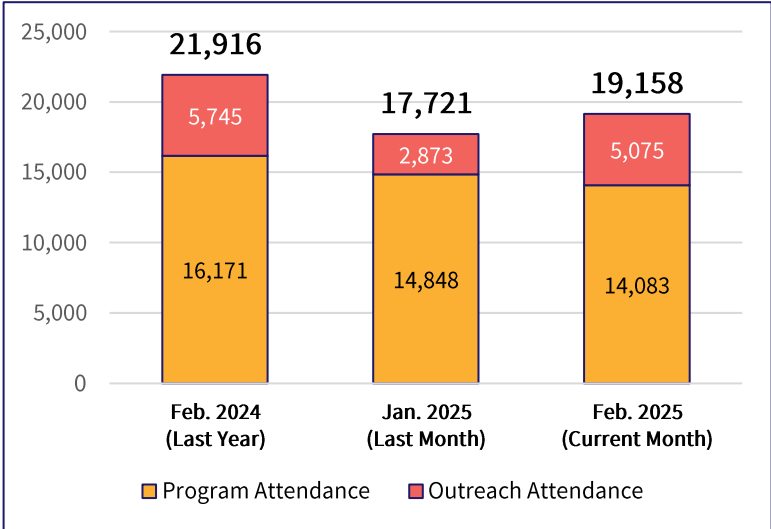
Digital checkouts are **down 13%** from last month and **down 13%** from the same month last year.

Net Promoter Score (NPS):

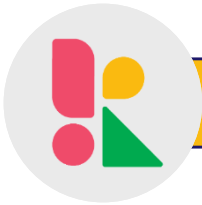


Net Promoter Score is **down 1%** from last month and **up 0.2%** from the same month last year.

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 & 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



SECTION 4: PATRON BEHAVIOR

Library Patron Responsibilities

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

KDL Policy 4.2.1

KDL Policy 4.3

KDL Policy 4.3.1

KDL Policy 4.4

KDL Policy 4.5

[Copyright Policy](#)

[Acceptable Technology Use](#)

[Photography & Recording Policy](#)

[Disciplinary Process for Library Facilities](#)

[Right of Appeal](#)

KDL Policy 4.2

Use & Preservation of Library Materials & Property

LAST REVISED 10.25.18

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

4.2.2 Pest Management

[NEW _____]

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

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

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

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

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

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

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

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



Information
Ideas
Excitement!



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SECTION 6: PERSONNEL

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

KDL Policy 6.4.7	<u>Emergency Closing Compensation</u>
KDL Policy 6.5	<u>Work Week</u>
KDL Policy 6.6	<u>Progressive Action Policy</u>
KDL Policy 6.6.1	<u>Complaint Resolution Process</u>
KDL Policy 6.7	<u>Vacation Eligibility</u>
KDL Policy 6.7.1	<u>Vacation—Part Time</u>
KDL Policy 6.7.2	<u>Vacation—Carry Forward</u>
KDL Policy 6.7.3	<u>Payment of Unused Leave & Paid Time Off (PTO)</u>
EDITS	
KDL Policy 6.7.4	<u>Bereavement Leave</u>
KDL Policy 6.7.5	<u>Family & Medical Leave Act (FMLA)</u>
KDL Policy 6.7.6	<u>Personal Leave of Absence without Pay</u>
KDL Policy 6.7.7	<u>Personal Leave of Absence with Pay</u>
KDL Policy 6.7.8	<u>Jury Leave</u>
KDL Policy 6.7.9	<u>Military Leave</u>
KDL Policy 6.7.10	<u>Holiday Accrual & Eligibility</u>
KDL Policy 6.8	<u>Transportation Reimbursement</u>
KDL Policy 6.8.1	<u>Honoraria</u>
KDL Policy 6.8.2	<u>Professional Association/Community Organization Memberships</u>
KDL Policy 6.9	<u>Drug-Free Workplace</u>
KDL Policy 6.10	<u>Electronic Communications Policy</u>
KDL Policy 6.11	<u>Whistleblower Policy</u>
KDL Policy 6.12	<u>Board Member Compensation</u>
KDL Policy 6.13	<u>Conference Attendance—Board & Staff</u>
KDL Policy 6.14	<u>Volunteers</u>
KDL Policy 6.14.1	<u>Volunteer Background Verification</u>

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 1/26th 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.

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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.

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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.

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