



MAY
2025

Kent
District
Library



BOARD OF TRUSTEES PACKET

DRAFT



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library, Kentwood Branch

DATE & TIME

Thursday, May 15, 2025, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: April 17, 2025
- C. Request: Kelloggsville Branch on June 30, July 1-3 is requesting closure to accommodate Kelloggsville School District closure.
- D. Request: Amy Van Andel on December 5, 2025 requesting late closure to accommodate Tinsel, Treat and Trolly.

4. KDL Community Impact Scholarship Ceremony

5. FINANCE REPORTS – April 2025*

6. DIRECTOR’S REPORT – April 2025

7. OLD BUSINESS

- A. Issue Analysis: Bibliocommons AI Development Work*

8. NEW BUSINESS

- A. Issue Analysis: Author Booking for “On the Same Page” 2026*

9. LIAISON REPRESENTATIVE COMMENTS

10. PUBLIC COMMENTS**

11. BOARD MEMBER COMMENTS

12. MEETING DATES

Next Regular Meeting: Thursday, June 12, 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 Center

DATE

Thursday, April 17, 2025, at 4:30 PM

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

BOARD ABSENT: None

STAFF PRESENT: Craig Buno, Jaci Cooper, Jennifer DeVault, Sheri Glon, Liz Guarino, Randy Goble (teleconference), Kim Lindsay, Brian Mortimore, Elvia Myers, Remington Steed, Kurt Stevens, Hennie Vaandrager and Lance Werner

GUESTS PRESENT: Two unnamed members of the public.

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: March 20, 2025.
- C. Request: Tyrone Township Branch request for late closing on Friday, June 27, 2025, to accommodate Annual Independence Day Celebration.
- D. Request: Comstock Park Branch request May 14, 15 and 16, 2025 to be closed to accommodate installation of new carpet.

Motion: Tazelaar moved to approve the consent agenda as presented.

Support: Supported by Gilreath-Watts.

RESULT: Motion carried.

4. FINANCE REPORTS – March 2025*

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

- At the end of March, the cash and investment positions were \$31.6 million, compared to \$28.3 million at the same time last year. Most of this increase is attributed to higher

property tax collections and increased investment values. The performance of bank deposits and investment holdings continues to be strong.

- Revenues through March were \$27.7 million, or 90.1% of the budget. Property tax collections have increased by over \$2.1 million from 2024 due to higher property valuations. The organization collected the first half of state aid (\$256,000) in March, along with the first installment of E-Rate funding (\$132,000).
- Expenditures through March were \$7.6 million, just shy of a quarter of the expenditure budget. Notable expenditure items for March include:
 - **Salary & Wages:** March expenditures totaled approximately \$726,000, net of a reclassification of the 2025 HSA contribution of \$336,400. This amount was initially charged to wages when reversed from prepaid expenses in January and was corrected to A/C 5720 HSA contributions this month. Without the reclassification, the monthly wage total was just shy of \$1.1 million, as expected. Year-to-date amounts for both accounts are now accurate.
 - **Employee Health Benefits:** The organization is now receiving weekly billings for self-insured coverage from Consociate. The Check Register shows that a little less than \$136,000 was paid in March for the normal monthly premium and weekly billings for self-insurance.
 - **Branch Maintenance Fees:** The second quarter payments to municipal partners were processed in March, reflecting that 50% of the budget for this line item has been expended.
- Disbursements over \$50,000 for the month included:
 - Overdrive: \$215,720.65 for electronic materials
 - Midwest Tape: \$122,903.83 for collection materials
 - Consociate: \$89,051.02 for employee health benefits
 - IP Consulting: \$72,319.48 for Microsoft Teams Calling shared services and Teams Calling licenses (new phone system), monthly Colocation services, and Meraki security monitoring services

The Board members asked questions. The staff responded.

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

Support: Supported by VerHeulen.

RESULT: Motion carried.

5. DIRECTOR'S REPORT – March 2025

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

- Werner discussed the ongoing progress of discussions with OverDrive.
- An initiative has taken place with cultural leaders to promote the concept of gardening in residential yards. This effort aims to empower community members to grow their own food.

- Additionally, establishing a Cultural Leaders Forum where leaders can share expertise and assist neighbors. These forums would be to foster community engagement, provide valuable insights, and support residents in various aspects of community development.

The Board members asked questions. The staff responded.

6. OLD BUSINESS

A. Policy Manual: Section 6.4.3, 6.4.4 and 6.7.3 Earned Sick Time Act *

Motion: Moyer Hotz moved to approve the Policy Manual: Section 6.4.3, 6.4.4 and 6.7.3 Earned Sick Time Act as presented.

Support: Supported by Schrauben.

RESULT: Motion carried.

7. NEW BUSINESS

A. Issue Analysis: BiblioCommons AI Development Work*

The Board will have a second reading of the Issue Analysis: BiblioCommons AI Development Work as presented.

B. Strategic Plan + KPI Review

Director of Projects and Planning, Jaci Cooper, presented a report of the first quarter Strategic Plan + KPI Review. Community Engagement Manager, Craig Buno, presented on the KDL Outreach Toolkit and its partnership within the community. Director of Library Operations, Jennifer DeVault, presented on KDL System-Wide Branch Outreach Priorities.

C. KDL Scholarship Selection*

Motion: Moyer Hotz moved to approve applicant #11 to be a recipient of the 2025 KDL Community Impact Scholarship for \$5,000.

Support: Supported by Gilreath-Watts.

RESULT: Motion carried.

Motion: Moyer Hotz moved to approve applicant #35 to be a recipient of the 2025 KDL Community Impact Scholarship for \$5,000.

Support: Supported by Schrauben.

RESULT: Motion carried.

8. LIAISON REPRESENTATIVE COMMENTS – None

9. PUBLIC COMMENTS – None**

10. BOARD MEMBER COMMENTS

Chrenka – Chrenka had no comment.

Dykhuis – Dykhuis was amazed with the tedious work that goes into the KDL Seed library.

Erlewein – Erlwein highlighted the invaluable contributions of the library staff and the positive impact they have on the community.

Gilreath- Watts – Gilreath-Watts expressed gratitude towards KDL in recognition of Library Appreciation week and commended KDL for their dedication and hard work.

Moyer Hotz – Moyer Hotz had no comment.

Schrauben – Schrauben had no comment.

Tazelaar – Tazelaar had no comment.

VerHeulen – VerHeulen had no comment.

11. MEETING DATES

Next Regular Meeting: Thursday, May 15, 2025 – Kent District Library Kentwood Branch at 4:30 PM.

12. ADJOURNMENT

Motion: Moyer Hotz moved for adjournment at 5:55 PM.

Support: Supported by Erlewein.

RESULT: Motion carried.

A handwritten signature in black ink, appearing to read "Sandra M. Moyer", with a long horizontal line extending to the right.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



April 24, 2025.

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

Dear KDL Board Members,

The Kelloggsville School District has requested the closure of the Kelloggsville Branch on June 30, July 1, July 2, and July 3. During that week, the school district will shut down operations and no district staff will be available to provide tech support, maintenance, trash removal, or security for the library. KDL staff members will be given the opportunity to work at another KDL location that week.

Sincerely,

Anjie Christiansen

Anjie Christiansen
Regional Manager 1
Wyoming and Kelloggsville Branches



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

May 7, 2025

Dear Board of Trustees:

On Friday, December 5, 2025, the Ada Business Association and the ADA Downtown Development Association will be hosting a community event called Tinsel Treats and Trolleys. This evening event will host many holiday activities including a trolley that makes stops around the downtown area.

The Amy Van Andel Library has accepted a request to be a stop for this event which runs from 5:00pm – 8:30pm. The Library will be hosting crafts and programming (Sled Dogs) from 6:00-8:00pm. Since the library normally closes at 5:00pm, we are requesting to stay open until 8:30pm on Friday December 5 to correspond with the end of the event.

The library will remain open for normal services during the event.

We thank you for considering,

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

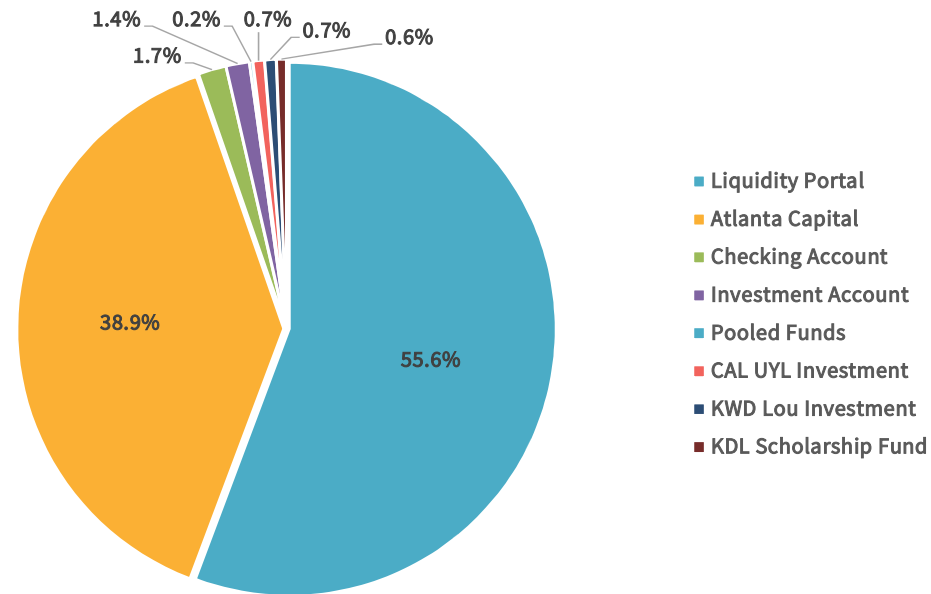
Scott Ninemeier

East Grand Rapids and Amy Van Andel Libraries | Regional Manager

cc: Lance Werner, KDL Executive Director



Monthly Cash Position Per Bank Month Ended April 2025



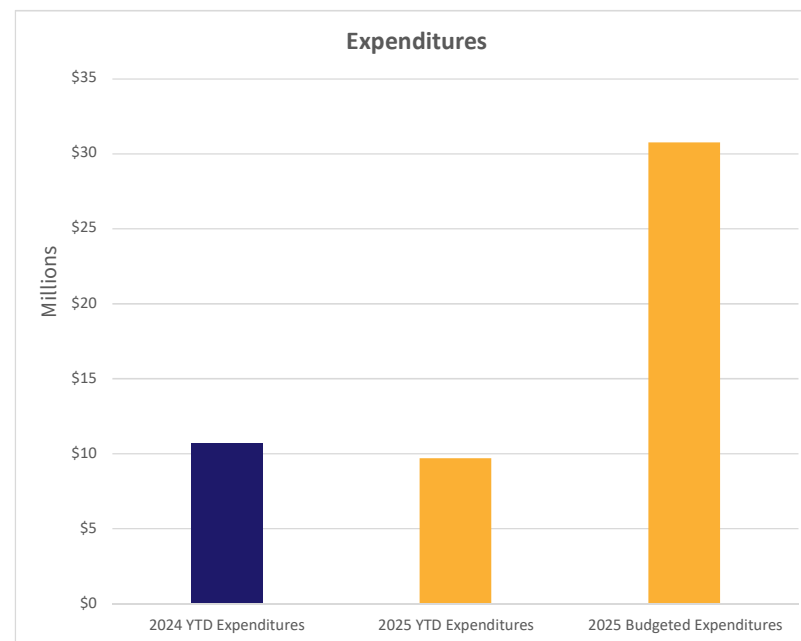
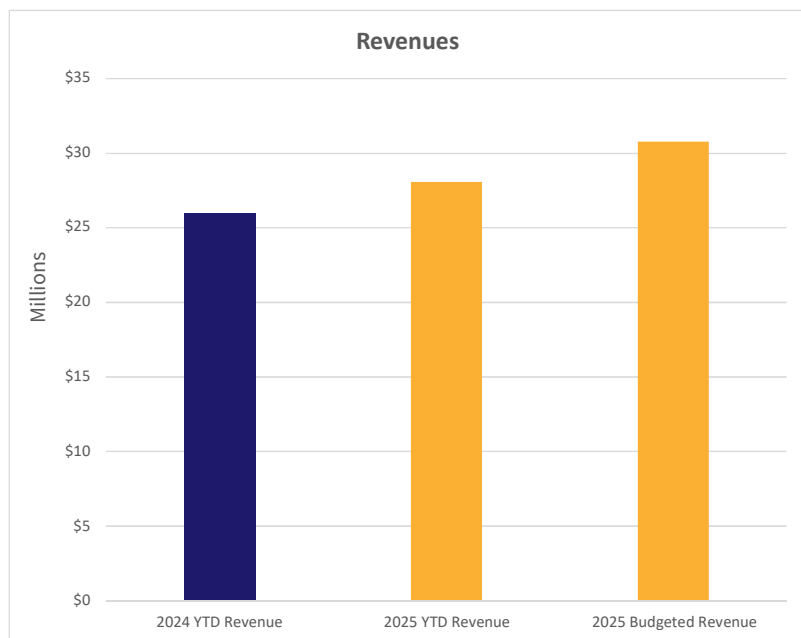
Cash Position with Prior Year Comparison			
Account	Current Interest Rate	Current Amount	Prior Year Amount
Huntington Checking Account	0.500%	\$500,547.23	\$532,329.55
Huntington Investment Account	2.273%	\$419,634.34	\$1,977,335.80
*Kent County Pooled Funds	3.834%	\$61,061.55	\$58,615.84
Atlanta Capital Investments	3.000%	\$11,526,757.00	\$10,754,263.00
Huntington Liquidity Portal	4.280%	\$16,476,050.04	\$12,563,296.86
Caledonia UYL Investment	4.240%	\$216,253.00	\$206,312.27
KWD Sherri Lou Investment	4.270%	\$231,433.87	\$220,751.94
KDL Community Scholarship Fund	4.250%	\$184,479.00	\$ -
		<u>\$29,616,216.03</u>	<u>\$26,312,905.26</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month Ended April 2025



Budget to Actual with Prior Year Comparison			
	Budget	YTD Actual	Percent of Budget
2024 Revenues	\$ 28,484,689	\$ 25,993,088	91.3%
2025 Revenues	\$ 30,779,864	\$ 28,068,094	91.2%
2024 Expenditures	\$ 30,595,677	\$ 10,675,687	34.9%
2025 Expenditures	\$ 30,778,695	\$ 9,692,287	31.5%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2025 Through 4/30/2025
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	27,060,363	27,765,820	(705,457)	(3)%
Penal Fines	0	675,000	(675,000)	(100)%
Charges for Services	18,715	32,000	(13,285)	(42)%
Interest Income	461,685	450,000	11,685	3 %
Public Donations	117,500	250,000	(132,500)	(53)%
Other Revenue	153,762	506,000	(352,238)	(70)%
State Sources	256,070	1,101,044	(844,974)	(77)%
Total Revenues	28,068,094	30,779,864	(2,711,770)	(9)%
Expenditures				
Salaries and Wages	4,195,020	14,543,794	10,348,773	71 %
Employee Benefits	1,206,300	4,440,235	3,233,935	73 %
Collections - Digital	1,339,339	3,178,195	1,838,856	58 %
Collections - Physical	497,476	1,817,840	1,320,364	73 %
Supplies	117,389	747,142	629,753	84 %
Contractual and Professional Services	930,870	2,100,941	1,170,071	56 %
Programming and Outreach	131,082	518,810	387,728	75 %
Maintenance and Utilities	894,603	2,322,668	1,428,066	61 %
Staff Development	70,049	314,100	244,051	78 %
Board Development	5,975	18,625	12,650	68 %
Other Expenditures	192,868	399,420	206,552	52 %
Capital Outlay	111,316	376,925	265,609	70 %
Total Expenditures	9,692,287	30,778,695	21,086,409	69 %
Excess Revenue Over (Under) Expenditures	18,375,807	1,169	18,374,639	1,572,471 %

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 4/1/2025 Through 4/30/2025
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	2,572	4,000	(1,428)	(36)%
Public Donations	650	1,000	(350)	(35)%
Total Revenues	3,222	5,000	(1,778)	(36)%
Expenditures				
Supplies	0	15,000	15,000	100 %
Total Expenditures	0	15,000	15,000	100 %
Excess Revenue Over (Under) Expenditures	3,222	(10,000)	13,222	(132)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2025 Through 4/30/2025
(In Whole Numbers)

	YTD Ending April 2025	YTD Ending April 2024	Total Variance
Revenues			
Property Taxes	27,060,363	24,976,009	2,084,354
Charges for Services	18,715	63,719	(45,004)
Interest Income	461,685	181,690	279,995
Public Donations	117,500	472,376	(354,876)
Other Revenue	153,762	57,634	96,129
State Sources	256,070	241,661	14,409
Total Revenues	28,068,094	25,993,088	2,075,006
Expenditures			
Salaries and Wages	4,195,020	4,390,260	(195,240)
Employee Benefits	1,206,300	1,268,682	(62,382)
Collections - Digital	1,339,339	1,587,830	(248,491)
Collections - Physical	497,476	595,185	(97,710)
Supplies	117,389	120,046	(2,658)
Contractual and Professional Services	930,870	1,089,129	(158,259)
Programming and Outreach	131,082	128,127	2,956
Maintenance and Utilities	894,603	877,496	17,107
Staff Development	70,049	69,531	518
Board Development	5,975	9,761	(3,786)
Other Expenditures	192,868	221,801	(28,934)
Capital Outlay	111,316	317,837	(206,521)
Total Expenditures	9,692,287	10,675,687	(983,400)
Excess Revenue Over (Under) Expenditures	18,375,807	15,317,401	3,058,406

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 4/1/2025 Through 4/30/2025
(In Whole Numbers)

	YTD Ending April 2025	YTD Ending April 2024	Total Variance
Revenues			
Interest Income	2,572	0	2,572
Public Donations	650	176,274	(175,624)
Total Revenues	3,222	176,274	(173,052)
Excess Revenue Over (Under) Expenditures	3,222	176,274	(173,052)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2025 Through 4/30/2025
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	63,864	26,873,267	27,569,884	(696,617)	(3)%
4412 Delinquent personal property taxes	1,302	1,978	5,000	(3,022)	(60)%
4432 DNR - PILT	4,901	6,543	40,000	(33,457)	(84)%
4437 Industrial facilities taxes	1,155	178,575	150,936	27,639	18 %
Total Property Taxes	71,222	27,060,363	27,765,820	(705,457)	(3)%
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	222	1,134	0	1,134	0 %
4685 Materials replacement charges	6,861	17,581	32,000	(14,419)	(45)%
Total Charges for Services	7,083	18,715	32,000	(13,285)	(42)%
Interest Income					
4662 Interest Earned on Uyl Investment	749	2,999	0	2,999	0 %
4663 Interest Earned on Investment	808	3,226	0	3,226	0 %
4664 Interest Earned on Restricted Investments	183	589	0	589	0 %
4665 Interest earned on deposits and investments	151,306	454,047	450,000	4,047	1 %
4666 Interest Earned - Property Taxes	360	825	0	825	0 %
Total Interest Income	153,406	461,685	450,000	11,685	3 %
Public Donations					
4673 Restricted donations	72,038	112,045	250,000	(137,955)	(55)%
4674 Unrestricted donations	1,451	5,454	0	5,454	0 %
Total Public Donations	73,489	117,500	250,000	(132,500)	(53)%
Other Revenue					
4502 Universal Service Fund - eRate	0	131,813	500,000	(368,187)	(74)%
4651 Admission/Entry fees	0	374	0	374	0 %
4668 Royalties	125	741	6,000	(5,259)	(88)%
4686 Sale of Equipment	440	593	0	593	0 %
4688 Miscellaneous	15,376	20,242	0	20,242	0 %
Total Other Revenue	15,941	153,762	506,000	(352,238)	(70)%
State Sources					
4540 State Aid	0	235,534	448,226	(212,692)	(47)%
4541 State aid - LBPH/TBBC	0	20,536	41,073	(20,537)	(50)%
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	256,070	1,101,044	(844,974)	(77)%
Total Revenues	321,141	28,068,094	30,779,864	(2,711,770)	(9)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	210	900	3,900	3,000	77 %
5706 Extra duty stipends	650	1,150	0	(1,150)	0 %
5713 Salary & Wages	1,073,668	4,192,970	14,539,894	10,346,923	71 %
Total Salaries and Wages	1,074,528	4,195,020	14,543,794	10,348,773	71 %
Employee Benefits					
5709 FICA	78,968	312,952	1,112,303	799,351	72 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2025 Through 4/30/2025
(In Whole Numbers)

		Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
5717	Defined Contribution Pension Plan Contributions	53,102	209,721	646,414	436,693	68 %
5718	Employee Health Benefits	169,902	316,239	2,198,718	1,882,479	86 %
5720	HSA/Flex	0	336,400	392,000	55,600	14 %
5730	Other Employee Benefits	(13,018)	30,988	90,800	59,812	66 %
	Total Employee Benefits	288,954	1,206,300	4,440,235	3,233,935	73 %
	Collections - Digital					
5785	Cloud Library/OverDrive	299,956	855,676	2,103,500	1,247,824	59 %
5786	Hoopla	0	239,000	755,000	516,000	68 %
5787	Digital Collection	13,018	66,338	82,157	15,819	19 %
5788	Miscellaneous Electronic Access	37,708	178,325	237,538	59,213	25 %
	Total Collections - Digital	350,682	1,339,339	3,178,195	1,838,856	58 %
	Collections - Physical					
5791	Subscriptions	0	68,766	69,040	274	0 %
5871	Branch Local Materials - Restricted Donation Expenditures	548	1,428	0	(1,428)	0 %
5982	Collection Materials - Depreciable	93,443	340,219	1,434,500	1,094,281	76 %
5983	CD/DVD Collection Materials - Non-Depreciable	22,973	87,302	297,300	209,998	71 %
5984	Beyond Books Collection - Non-Depreciable	(942)	(239)	17,000	17,239	101 %
	Total Collections - Physical	116,022	497,476	1,817,840	1,320,364	73 %
	Supplies					
5750	Collection Processing & AV Supplies	6,101	28,792	108,000	79,208	73 %
5751	Supplies	8,846	33,980	149,785	115,805	77 %
5760	Technology & Accessories <\$1000	2,177	11,157	59,115	47,958	81 %
5764	KDL Staff Event, Supplies & Awards	9,217	14,961	93,400	78,439	84 %
5768	Promotions Supplies	1,487	1,918	31,860	29,942	94 %
5770	Other Awards/Prizes	2,354	15,697	192,425	176,728	92 %
5790	Books (not for circulation)	560	560	20,500	19,940	97 %
5851	Mail/Postage	321	2,684	7,057	4,373	62 %
5900	Copier/Printer Usage Charges	(2,607)	7,639	85,000	77,361	91 %
	Total Supplies	28,456	117,389	747,142	629,753	84 %
	Contractual and Professional Services					
5792	Software	(8,750)	237,482	618,113	380,631	62 %
5801	Professional & Other Contracted Services	39,645	180,083	505,475	325,392	64 %
5813	Delivery Services	10,077	51,505	165,556	114,051	69 %
5814	Security Services	1,757	6,960	33,000	26,040	79 %
5817	Lakeland Library Co-op services	1,708	3,415	6,830	3,415	50 %
5827	Catering	822	2,532	20,450	17,918	88 %
5873	Website	7	184,955	193,550	8,595	4 %
5875	Advertising	457	16,002	94,500	78,498	83 %
5890	ILS Fees	0	123,806	165,075	41,269	26 %
5891	Licenses and Fees	29,525	101,279	186,892	85,613	46 %
5901	Outsourced Printing & Publishing	1,260	22,851	111,500	88,649	80 %
	Total Contractual and Professional Services	76,507	930,870	2,100,941	1,170,071	56 %
	Programming and Outreach					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2025 Through 4/30/2025
(In Whole Numbers)

		Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
5795	Programming & Outreach Supplies	7,270	24,283	179,400	155,117	86 %
5885	Speakers/Performers	5,135	96,763	301,400	204,637	68 %
5906	Community Outreach	759	10,036	38,010	27,974	74 %
	Total Programming and Outreach	13,164	131,082	518,810	387,728	75 %
	Maintenance and Utilities					
5810	IT COLO Infrastructure Services	35,905	143,622	560,000	416,378	74 %
5822	Maintenance Contracts	0	5,158	37,035	31,877	86 %
5848	Mobile Hotspots	114	84,340	346,689	262,349	76 %
5849	Cell Phones/ Stipends	1,000	4,258	18,125	13,867	77 %
5850	Telephones	1,864	38,385	60,000	21,615	36 %
5852	Internet/Telecomm Services	21,214	86,896	150,460	63,564	42 %
5919	Waste Disposal	527	2,109	8,200	6,091	74 %
5920	Utilities	6,713	14,165	71,000	56,835	80 %
5925	Lawn care & Snowplowing	1,018	13,468	43,000	29,532	69 %
5928	Branch Maintenance Fees	0	283,051	566,102	283,051	50 %
5930	Repairs & Maintenance	1,331	13,764	109,620	95,856	87 %
5933	Software & IT Hardware Maintenance Agreements	10,403	90,788	163,085	72,297	44 %
5940	Rentals & Leases	716	114,600	189,352	74,752	39 %
	Total Maintenance and Utilities	80,805	894,603	2,322,668	1,428,066	61 %
	Staff Development					
5910	Staff Development & Conferences	17,650	70,049	314,100	244,051	78 %
	Total Staff Development	17,650	70,049	314,100	244,051	78 %
	Board Development					
5908	Board Development	736	5,975	18,625	12,650	68 %
	Total Board Development	736	5,975	18,625	12,650	68 %
	Other Expenditures					
5759	Gas, Oil, Grease	489	1,316	7,660	6,344	83 %
5860	Parking	219	271	2,435	2,164	89 %
5861	Mileage Reimbursement	4,997	12,687	56,550	43,863	78 %
5870	Branch Local Misc - Restricted Donation Expenditures	37,799	64,130	103,850	39,720	38 %
5935	Insurance	1,195	93,775	120,825	27,050	22 %
5939	Workers Compensation Insurance	0	16,562	35,000	18,438	53 %
5955	Miscellaneous	0	(9)	30,000	30,009	100 %
5959	Sales Taxes	(9)	(26)	100	126	126 %
5964	Property Tax Reimbursement	315	3,558	40,000	36,442	91 %
5965	MEL Return Items	188	603	3,000	2,397	80 %
	Total Other Expenditures	45,193	192,868	399,420	206,552	52 %
	Capital Outlay					
5977	Technology - Non-Depreciable (\$1000-4999)	36,837	43,395	90,300	46,905	52 %
5978	Technology - Depreciable (5,000+)	0	33,628	256,625	222,997	87 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	0	5,875	30,000	24,125	80 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	28,419	0	(28,419)	0 %
	Total Capital Outlay	36,837	111,316	376,925	265,609	70 %
	Total Expenditures	2,129,534	9,692,287	30,778,695	21,086,409	69 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2025 Through 4/30/2025
(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	<u>(1,808,393)</u>	<u>18,375,807</u>	<u>1,169</u>	<u>18,374,639</u>	<u>1,572,471 %</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 4/1/2025 Through 4/30/2025
(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>642</u>	<u>2,572</u>	<u>4,000</u>	<u>(1,428)</u>	<u>(36)%</u>
Total Interest Income	<u>642</u>	<u>2,572</u>	<u>4,000</u>	<u>(1,428)</u>	<u>(36)%</u>
Public Donations					
4673 Restricted donations	<u>100</u>	<u>650</u>	<u>1,000</u>	<u>(350)</u>	<u>(35)%</u>
Total Public Donations	<u>100</u>	<u>650</u>	<u>1,000</u>	<u>(350)</u>	<u>(35)%</u>
Total Revenues	<u>742</u>	<u>3,222</u>	<u>5,000</u>	<u>(1,778)</u>	<u>(36)%</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>742</u>	<u>3,222</u>	<u>(10,000)</u>	<u>13,222</u>	<u>(132)%</u>

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2025 Through 4/30/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0440	Overdrive, Inc	302,955.50	4/16/2025
AP-PHIC790242	Priority Health	62,045.10	4/2/2025
2025-0432	IP Consulting, Inc.	43,530.48	4/16/2025
2025-0490	Ingram Library Services Llc	41,271.35	4/30/2025
2025-0465	Dell Marketing LP	37,821.75	4/30/2025
AP-CH04-01-25	Consociate, Inc. dba Consociate Health	37,364.87	4/7/2025
2025-0400	Ingram Library Services Llc	34,727.52	4/2/2025
88875	OCLC, Inc.	33,692.25	4/16/2025
88930	Today's Business Solutions, Inc.	32,460.01	4/30/2025
88856	Cascade Charter Township	31,520.00	4/16/2025
2025-0413	The Tuesday Agency	30,000.00	4/2/2025
2025-0426	Consociate, Inc. dba Consociate Health	28,999.62	4/16/2025
2025-0437	Midwest Collaborative For Library Services	26,888.74	4/16/2025
2025-0409	OrangeBoy, Inc.	25,000.00	4/2/2025
AP-PH04-25-25	Priority Health	24,694.31	4/25/2025
AP-CS04-22-25	Consociate, Inc. dba Consociate Health	21,606.51	4/28/2025
2025-0375	City Of Wyoming - Treasurer's Office	20,513.50	4/2/2025
88824	City Of Kentwood Treasurer	20,482.50	4/2/2025
2025-0493	Linkedin Corporation	20,000.00	4/30/2025
2025-0459	Baker & Taylor	17,796.39	4/30/2025
2025-0451	Advanced Benefit Solutions, Inc / Acrisure, LLC	16,641.47	4/30/2025
2025-0411	Same Day Delivery, Inc	15,880.89	4/2/2025
88823	City Of East Grand Rapids	13,475.00	4/2/2025
2025-0382	Esports Entertainment Group Inc / ggCircuit, LLC	13,400.00	4/2/2025
2025-0443	Rehmann Robson LLC	13,400.00	4/16/2025
2025-0430	Everstream Holding LLC- Michigan	13,130.00	4/16/2025
88843	Plainfield Charter Township	12,565.50	4/2/2025
2025-0421	Agilis Partners LLC	11,967.00	4/16/2025
2025-0367	Baker & Taylor	11,758.32	4/2/2025
2025-0371	City Of Grandville	11,624.00	4/2/2025
88822	Cascade Charter Township	11,029.15	4/2/2025
88814	Ada Township	10,320.50	4/2/2025
2025-0500	Same Day Delivery, Inc	10,076.85	4/30/2025
2025-0406	Midwest Tape LLC	9,900.74	4/2/2025
88860	Critter Barn	9,335.16	4/16/2025
AP-CH04-15-25	Consociate, Inc. dba Consociate Health	8,802.60	4/21/2025
88923	Rabble LLC	8,775.00	4/30/2025
88880	Ten Finger Fish	8,531.50	4/16/2025
88877	Salesforce, Inc.	8,205.00	4/16/2025
88819	Caledonia Township	7,732.00	4/2/2025
2025-0422	AMAZON CAPITAL SERVICES, INC	7,434.49	4/16/2025
2025-0425	Comerica Bank	7,170.46	4/16/2025
2025-0376	Comerica Bank	7,027.91	4/2/2025
2025-0464	Comerica Bank	7,003.85	4/30/2025
AP-06224171	Paycor, Inc.	6,620.08	4/7/2025
2025-0442	Quipu Group, LLC	6,500.00	4/16/2025
88818	Byron Township	6,305.00	4/2/2025
2025-0435	Library Ideas, Llc	6,293.70	4/16/2025
2025-0503	Thomas Klise/Crimson Multimedia	6,055.00	4/30/2025
2025-0364	Authors Unbound Agency	5,200.00	4/2/2025
2025-0497	Midwest Tape LLC	5,125.98	4/30/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2025 Through 4/30/2025

Check Number	Vendor Name	Check Amount	Check Date
AP-CH04-08-25	Consociate, Inc. dba Consociate Health	4,711.09	4/14/2025
88829	Gaines Charter Township	4,630.00	4/2/2025
88826	City Of Rockford	4,277.50	4/2/2025
88848	SWANK Movie Licensing	4,015.00	4/2/2025
88911	Literacy Center of West Michigan	4,000.00	4/30/2025
88870	Kushner & Company Inc	3,980.00	4/16/2025
88840	Nelson Township	3,943.00	4/2/2025
88893	Atlanta Capital Management Co, LLC	3,931.00	4/30/2025
88825	City Of Lowell	3,870.50	4/2/2025
88850	Walker City Treasurer	3,800.00	4/2/2025
AP-April 2025	PLIC - SBD Grand Island	3,648.53	4/1/2025
2025-0419	Abila / Community Brands Holdco, LLC	2,986.10	4/16/2025
AP-40362373	Marlin Leasing Corporation / PEAC Solutions	2,904.22	4/22/2025
AP-PH04-18-25	Priority Health	2,805.24	4/18/2025
88922	Playaway Products LLC	2,801.09	4/30/2025
88817	Bowne Township	2,736.00	4/2/2025
2025-0423	Central Michigan Paper	2,680.00	4/16/2025
2025-0418	Warner Norcross & Judd Llp	2,653.20	4/2/2025
AP-207147919...	Consumers Energy	2,636.06	4/2/2025
2025-0449	Voices for Health, Inc.	2,572.00	4/16/2025
2025-0446	UAW Local 2600	2,524.48	4/16/2025
2025-0505	UAW Local 2600	2,504.21	4/30/2025
2025-0417	UAW Local 2600	2,480.49	4/2/2025
2025-0506	Warner Norcross & Judd Llp	2,438.50	4/30/2025
AP-203267570...	Dte Energy	2,283.63	4/2/2025
2025-0447	Ulliance, Inc.	2,243.52	4/16/2025
2025-0410	RNL Graphics Solutions, LLC	2,070.27	4/2/2025
88881	Unique	1,938.02	4/16/2025
2025-0445	TelNet Worldwide, Inc.	1,864.21	4/16/2025
2025-0416	Tyrone Township	1,790.50	4/2/2025
AP-687760	123.Net, Inc	1,724.00	4/10/2025
88871	Lakeland Library Cooperative	1,707.50	4/16/2025
2025-0380	Fidelity Security Life Insurance Company	1,700.13	4/2/2025
88815	Alpine Township	1,503.50	4/2/2025
2025-0434	Pre-Paid Legal Services, Inc.	1,414.70	4/16/2025
2025-0444	RNL Graphics Solutions, LLC	1,410.00	4/16/2025
88864	Laura A Hoekstra /Grace in the Leaving End of Life Doula LLC	1,400.00	4/16/2025
AP-181862934-...	Banner Life Insurance Company	1,387.79	4/8/2025
2025-0438	TELUS HEALTH (US) LTD.	1,344.63	4/16/2025
88835	The Kalamazoo Aviation History Museum dba Air Zoo	1,336.34	4/2/2025
AP-203233736...	Consumers Energy	1,277.51	4/7/2025
2025-0507	Wolverine Printing Company	1,260.00	4/30/2025
2025-0439	Nationwide	1,247.77	4/16/2025
2025-0468	Cengage Learning	1,217.09	4/30/2025
88868	Jonathan Rinehart	1,200.00	4/16/2025
AP-4223486358	The Hanover Insurance Group	1,195.00	4/11/2025
88915	Matthew Eickhoff / Here's your host LLC	1,050.00	4/30/2025
2025-0414	Thomas Klise/Crimson Multimedia	1,040.00	4/2/2025
88887	All Season Lawn Care	1,018.00	4/30/2025
88830	Grand Rapids Public Library	1,000.00	4/2/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2025 Through 4/30/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0433	Kristi Veltkamp/The Cheftitian LLC dba The Faith Filled Diet	1,000.00	4/16/2025
88847	Spencer Township	1,000.00	4/2/2025
2025-0428	DK Security	878.40	4/16/2025
2025-0466	DK Security	878.40	4/30/2025
88861	DearReader.Com LLC	875.00	4/16/2025
2025-0362	AMAZON CAPITAL SERVICES, INC	874.08	4/2/2025
88925	Sabopr	870.45	4/30/2025
88833	James E. McGrath/Nature Discovery	860.00	4/2/2025
88919	Pam Spring Advertising, Llc	855.00	4/30/2025
88844	Playaway Products LLC	827.88	4/2/2025
2025-0379	Emmanuela Jannaro	813.00	4/2/2025
2025-0420	ACP Entertainment, Inc.	800.00	4/16/2025
88928	Tambra S Craven / Tams Sunshine House	750.00	4/30/2025
88929	The Library Store, Inc.	734.63	4/30/2025
88867	Hispanic Center of Western Michigan	660.00	4/16/2025
2025-0436	Lindenmeyr Munroe	629.35	4/16/2025
88878	Stephanie Condon	600.00	4/16/2025
88834	Joel Tacey / Tiptop Entertainment LLC	575.00	4/2/2025
88858	Clare O'Tsuji	558.37	4/16/2025
88821	Cameron Zvara	550.00	4/2/2025
2025-0450	ACP Entertainment, Inc.	546.22	4/30/2025
AP-3084505	Arrowaste	526.64	4/16/2025
88921	Plainfield Charter Township	515.39	4/30/2025
2025-0492	Lindenmeyr Munroe	501.85	4/30/2025
2025-0467	Five9, Inc	500.00	4/30/2025
2025-0462	Carla Hotz	482.78	4/30/2025
88927	Susan Erhardt	451.73	4/30/2025
2025-0424	Cloud 616 LLC	450.00	4/16/2025
2025-0377	DK Security	439.20	4/2/2025
88837	Kent County Treasurer-Mi Tax Tribunal Refunds	435.95	4/2/2025
88828	David Critchlow / Critchlow Alligator Sanctuary	435.00	4/2/2025
2025-0402	Library Ideas, Llc	429.30	4/2/2025
88910	Lance Werner	414.00	4/30/2025
88898	David Palma	414.00	4/30/2025
88897	Clare O'Tsuji	414.00	4/30/2025
88894	Christine Bylsma	414.00	4/30/2025
88888	Amber Elder	414.00	4/30/2025
88890	Angela Deckard	414.00	4/30/2025
88892	Anna-Marie Boss	414.00	4/30/2025
88886	Adrianna Triche	414.00	4/30/2025
88918	Natalie Karsten	414.00	4/30/2025
88914	Mariely Velazquez	414.00	4/30/2025
88916	Meredith Schickel	414.00	4/30/2025
88917	Michelle Roossien	414.00	4/30/2025
88926	Samantha Hodge	414.00	4/30/2025
88874	Native American Student Organization Western Mich University	400.00	4/16/2025
88854	Andrea Koster	400.00	4/16/2025
2025-0460	BattleGR	400.00	4/30/2025
88879	Susan Erhardt	396.70	4/16/2025
AP-PH04-04-25	Priority Health	380.66	4/4/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2025 Through 4/30/2025

Check Number	Vendor Name	Check Amount	Check Date
88852	Absopure Water Company	353.85	4/16/2025
AP-PH04-11-25	Priority Health	341.21	4/11/2025
2025-0427	Corrigan Moving Systems-Grand Rapids, Inc.	340.00	4/16/2025
2025-0407	Natali Rose / The Motley Misfits	325.00	4/2/2025
88862	Elyssa Nicole Steward	323.40	4/16/2025
88900	Gary Carey	322.00	4/30/2025
2025-0502	Sheri Gilreath-Watts	322.00	4/30/2025
88857	City Of Kentwood Treasurer	314.95	4/16/2025
2025-0441	Performance Assessment Network	310.00	4/16/2025
2025-0372	City Of Wyoming - Treasurer's Office	308.88	4/2/2025
2025-0381	Cengage Learning	305.49	4/2/2025
88885	Absopure Water Company	288.50	4/30/2025
88853	Alaina Taylor Leo / CloudKBD	275.00	4/16/2025
AP-2911282-04...	Comcast Cable	258.85	4/9/2025
88891	Anna Small Roseboro	250.00	4/30/2025
88873	Mokaya Inc	250.00	4/16/2025
88813	Absopure Water Company	246.40	4/2/2025
2025-0461	Blackstone Audio Inc	230.53	4/30/2025
2025-0499	Pareto Health Intermediate Holdings, Inc.	230.00	4/30/2025
88909	Kiosha Jeltema	225.41	4/30/2025
88838	Meena Ariagno	225.00	4/2/2025
88846	Shenanigans Ponies and Petting Zoo	200.00	4/2/2025
88924	Rachael Hamlet	200.00	4/30/2025
88906	Jairimi Driesenga	200.00	4/30/2025
88866	Green Projects Group, LLC	200.00	4/16/2025
88831	Jaci Cooper	183.75	4/2/2025
88899	Deb Schultz	176.00	4/30/2025
2025-0401	Kalamazoo Sanitary Supply / KSS Enterprises	171.65	4/2/2025
88827	Clock Mobility	169.95	4/2/2025
AP-3431395	TASC	168.56	4/25/2025
AP-017503	Medtipster.com, LLC.	165.98	4/18/2025
2025-0501	Scholastic Library Publishing	145.60	4/30/2025
2025-0491	Library Ideas, Llc	143.10	4/30/2025
AP-0021585-04...	Comcast Cable	126.90	4/25/2025
AP-0260158-04...	Comcast Cable	123.90	4/21/2025
88895	Christine Lohman	123.39	4/30/2025
2025-0429	Everlasting Green Plantscape LLC	122.00	4/16/2025
2025-0448	Vital Records Holdings, LLC / VRC Companies, LLC	105.66	4/16/2025
88859	Central Michigan University	105.00	4/16/2025
88855	Annette Miller - KDL	102.00	4/16/2025
88820	Calvin University - Hekman Library	100.00	4/2/2025
2025-0374	City Of Wyoming - Treasurer's Office	91.05	4/2/2025
88908	Jennifer Savage-Dura	86.85	4/30/2025
88872	MLA- Michigan Library Association	85.00	4/16/2025
88907	Jennifer German	84.00	4/30/2025
AP-6109954852	Verizon Wireless - MiFy Routers & Cell phones	83.16	4/21/2025
88841	Oakfield Township	77.35	4/2/2025
2025-0415	Tracy Chrenka	70.60	4/2/2025
2025-0370	Christina Tazelaar	67.52	4/2/2025
2025-0452	Amanda B Schrauben	62.62	4/30/2025
88920	Peter Dykhuis	61.92	4/30/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2025 Through 4/30/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0498	Norma J. VerHeulen	61.92	4/30/2025
2025-0373	City Of Wyoming - Treasurer's Office	61.71	4/2/2025
88842	Peter Dykhuis	60.94	4/2/2025
2025-0504	Tracy Chrenka	58.00	4/30/2025
2025-0463	Christina Tazelaar	56.74	4/30/2025
2025-0363	Andrew Erlewein	55.90	4/2/2025
2025-0361	Amanda B Schrauben	53.66	4/2/2025
88816	Ashley Davis	50.00	4/2/2025
88845	Rebecca Johnson / Melody and Harmony	50.00	4/2/2025
2025-0412	Sheri Gilreath-Watts	47.92	4/2/2025
2025-0408	Norma J. VerHeulen	44.98	4/2/2025
2025-0453	Andrew Erlewein	44.42	4/30/2025
88863	Genesee District Library	44.00	4/16/2025
2025-0431	Grainger	42.72	4/16/2025
2025-0369	Carla Hotz	38.68	4/2/2025
88913	Madelyn Besaw	35.97	4/30/2025
88902	Grand Rapids Public Library	35.00	4/30/2025
AP-8641512-02...	T-Mobile USA Inc.	31.15	4/7/2025
AP-AP-0000425	State Of Michigan	30.00	4/29/2025
88882	Waterford Township Public Library	30.00	4/16/2025
88896	Christine Paige	27.77	4/30/2025
88901	Georgetown Library-Og	26.99	4/30/2025
88883	White Cloud Community Library	20.00	4/16/2025
88865	Graphic Arts Service & Supply	17.50	4/16/2025
88903	Graphic Arts Service & Supply	17.50	4/30/2025
88849	Tory Albertson	16.99	4/2/2025
AP-050300-0325	State Of Michigan	15.00	4/1/2025
88851	White Pine District Library	14.00	4/2/2025
88912	MacDonald Public Library	13.95	4/30/2025
88832	Jackson District Library	13.34	4/2/2025
88889	Amethyst Cederholm	13.00	4/30/2025
88836	Katie Baker	10.00	4/2/2025
88839	Michigan Department Of State	10.00	4/2/2025
88876	Reed City Area District Library	10.00	4/16/2025
88905	Holly Goulet	9.47	4/30/2025
2025-0368	Blackstone Audio Inc	7.96	4/2/2025
88869	Kiosha Jeltema	7.38	4/16/2025
88904	Hart Area Public Library	6.99	4/30/2025
2025-0378	Ebsco Information Services	5.69	4/2/2025
Report Total		<u>1,348,520.07</u>	

Kent District Library
Check/Voucher Register - Voided Checks
From 4/1/2025 Through 4/30/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
88079	Christine Paige	(27.77)	4/29/2025
88509	OrangeBoy, Inc.	(25,000.00)	4/2/2025
88553	Jennifer Savage-Dura	(86.85)	4/29/2025
88832	Jackson District Library	(13.34)	4/16/2025
88882	Waterford Township Public Library	(30.00)	4/25/2025
Report Total		<u>(25,157.96)</u>	

Director's Report

April 2025



From the Desk of Lance Werner, Executive Director

I am pleased to note that winter appears to have come to an end. I have enjoyed initiating our Annual Community Report for our municipalities, and we have much to be proud of. Visiting the branches has been a pleasure, and I am consistently impressed by everyone's dedication to customer service.

I was grateful to have Board of Trustees Sheri Gilreath Watts and Carla Moyer Hotz accompany me to the Children's Advocacy Center's Believe the Child Luncheon. Our table included several staff members from the offices of area elected officials, as well as the County Supervisor and Deputy Supervisor.

The KDL All Staff event was a wonderful experience, and I appreciated the opportunity to speak with everyone. Mychael Threets delivered an outstanding presentation, and I am thankful for the efforts that contributed to making it a success. I believe it was our best event yet.

Lastly, I had the opportunity to spend nearly a week in the woods around Irons, Michigan, which was incredibly rejuvenating. I always cherish any time spent in nature, whether in the woods or on the water, as it is my favorite place.



Director's Report

April 2025



Kelloggsville and Wyoming

One of the most significant partners within the Wyoming Kelloggsville region is the Kelloggsville School District. The branch, located within the High School, collaborates closely with the administration and the District Media Specialist to address various aspects, including student behavior, discipline, class visits, and programming. The library serves as a shared space utilized by both the school district and Kent District Library (KDL). This partnership enables both school and library staff to gain a deeper understanding of each institution's role.

At the Wyoming Branch, staff work in close collaboration with public schools to support student learning. Teachers advocate for the library's use by students and parents, and library staff participate in literacy nights to inform school families about library programs and services. Several staff members at the Wyoming Branch are mentors with Affinity Mentoring, providing mentorship to students in the Godfrey Lee School District. This partnership fosters relationships with school support staff and enhances the understanding of the schools' needs within the region. Students also benefit from one-on-one time with a caring adult.

Additionally, the Wyoming Branch recently partnered with Versiti to host a community Blood Drive. This event provides an opportunity for patrons and staff to support the community by donating to the blood bank.



Director's Report

April 2025



Kentwood and Gaines

At both the Kentwood and Gaines Township branches, staff actively collaborate with local schools by offering to visit classrooms or host student visits at the library. Inviting students into KDL spaces helps them experience the magic of the library firsthand and builds a lasting connection. Recently, the Gaines Township branch hosted a special after-hours “library takeover” for students, which turned into a lively, math-themed evening that brought entire families together for learning and fun.

Gaines Township Branch staff have also deepened their relationship with Streams, a local nonprofit dedicated to strengthening the community through educational support, food assistance, and access to health services. Staff have participated in several Streams events, helping to reinforce the partnership and KDL’s commitment to community engagement.

Meanwhile, the Kentwood branch has hosted two successful blood drives in partnership with Versiti, with more planned in the future. Each drive met or exceeded Versiti’s goals, thanks in large part to the leadership of Branch Librarian Christine Bylsma, who organized and coordinated the events. These drives not only support a critical need but also bring new visitors into the branch, offering a chance to introduce them to the many resources and services KDL provides.

Director's Report

April 2025



Krause, Nelson, and Spencer

Through the connection with the Community Schools Leadership Team in Cedar Springs, the Nelson and Spencer branches have had many opportunities to build community partnerships with other service organizations in the northern Kent County service area.

Bright Beginnings has hosted playgroups at the Spencer Branch this spring, bringing additional opportunities for parents to learn about important early childhood milestones and address developmental concerns in order to get their children ready for school. Library staff are hoping to expand these play group opportunities to the Nelson branch in the fall.

Conversations with the Kent County Health Department led to branch programming opportunities at Krause Memorial, Nelson, and Spencer branches in the Spring season. Shanda Ward of the Kent County Health Department presented the Lead-Free Living program to share important information about lead hazards. Patrons brought items from home to be tested with the Kent County Health Department x-ray fluorescence scanner to determine lead content and also learned about resources available for lead abatement in Kent County.

We are also in conversation with the northern Kent County Health Department office to help spread the word about WIC resources and their breastfeeding support group, with plans for a program at the Nelson Branch this fall.

The Krause Memorial/Nelson/Spencer Branch Outreach and Programming Specialist, Sara Magnuson, is participating in the strategic initiative plan to develop a KDL partnership toolkit, which has resulted in one-on-one discussions with local schools regarding ways we can better partner with them. There are plans in place to offer professional development to Tri County elementary teachers about reading resource materials at KDL this fall.

Featured Department Collection Services

Collection Services Department

It was an exciting year for the Collection Services department. The team embraced emerging technologies to improve workflow both within the department and across KDL's branches through the implementation of the 46-bin Central Sorter. The team worked to improve the discoverability of materials and added new Beyond Books Materials through community partnerships and patron requests. KDL reached new heights with digital circulation, reaching over 1.9 million digital checkouts. MelCat circulation increased, engaging more patrons than ever before.

Purchasing, Receiving, Cataloging, Processing and MelCat Statistics

In 2024, the team accomplished an impressive range of work across multiple areas. A total of 110,542 items were barcoded, with September standing out as the busiest month at 13,705 items. Items processed reached 123,837 for the year, peaking in October with 14,071 items. Delivery operations were equally busy, with 49,665 bins handled, and July topping the charts with 5,222 bins.

MeL borrowing activity accounted for 41,747 items, with January leading at 4,377 items, while 25,645 items were loaned through MeL, also hitting a high in January with 2,498 items.

Additionally, Brad Allen, Cataloging Specialist, created 450 original bibliographic records, with June seeing the most activity at 63 bibliographics.

These numbers highlight a year of consistent productivity and strong performance across all areas.



Collection Services

In 2023 Collection Services, IT and branch staff members visited Dayton Metro Library and Cincinnati Public Library in Ohio to research the possibility of adding a central sorter to streamline the delivery process at KDL. On May 24, 2024 the Collection Services team used the brand new 46-bin Central Sorter to complete the delivery process for the first time. The first year with the sorter has created many efficiencies:

- To date, almost 100,000 items have traveled through the sorter.
- Delivery times at the SC have been cut in half, saving over 650 hours of time spent in delivery in the first year.

Delivery Before the Sorter:

- Hours per day: 5 hours
- Days per week: 5 days
- Number of staff: 5 workers
- Total weekly hours: 25 hours/week

Delivery With the Sorter:

- Hours per day: 2 hours
- Days per week: 5 days
- Number of staff: 6 workers
- Total weekly hours: 10 hours/week

Collection Services team members adapted to the new workflow with the help of documentation written by Collection Services Assistant Jill Essenburg. All Collection Services team members played an integral role in developing best practices for using the sorter.

Central Sorter



Collection Services

Community Partnership Beyond Books Items & Discoverability of Beyond Books Materials

Former Collection Development Librarian Johanna Boyle and Cataloging Paraprofessional Yuko Roberts worked closely with Administrative Assistant Kelsey Little and Director of Engagement Randall Goble on adding Blood Pressure Monitors to the Beyond Books Collection. The monitors were added to the collection through a partnership with the American Heart Association and have already circulated 117 times since they were added last summer. Financial Literacy Themed Go Packs! were added to the collection through a generous donation from Centennial Securities.

When we realized our Go Packs! weren't displaying in a user-friendly manner, Cataloging Paraprofessional Yuko Roberts took on the task of individually cataloging each item, making it much easier for patrons and staff to find them.



Libby Digital Circulations Reach 1.9 million

In 2024 there were a total of 1,953,261 digital checkouts on the Libby app, a 17% increase over 2023's 1,670,563 checkouts. Collection Development Librarian Alison Kuchta works hard to keep up with patron demand, making tough decisions about selecting titles that will provide the best cost per use possible. "We've got voracious readers, they support literacy," she said. "And they're making good use of their resources."

Katie Kudos

April 2025

Janine Elliott **Collections Services Assistant**

Nominated By: Liz Guarino - Kozlowski
Core Value: Authentic

“The Mel Team worked together effectively while the DCB was down this week. They spent last week preparing carts and getting the items ready to go. They sent out 27 bins of Mel Cat today. Looking at our backlog of carts, you wouldn’t even know we were without an essential part of our process. Thank you all for your hard work!

Nominated By: Cathy Rinzema
Core Value: Helpful

“A huge shout out to my fellow Melpers ... Janine, Jess, and Brock! Thank you so much for all of your efforts to get Mel back on track after being shut down for the past 3 days. Janine killed the Paging Slips & Matching and processing 3 days' worth of Green Slips all by herself. Brock organized and packed up books like nobody’s business. I am proud to be on your team!”

Amanda Raklovits **Grandville Branch Librarian**

Nominated By: Megan Russ
Core Value: Helpful

“Amanda has hit the ground running as our new Teen Librarian. She has saved the day so many times already. She is such a valuable addition to our team. I am so glad she is here!”

Katie Kudos

April 2025 Continued...

Luke Ayuso

Service Center - Custodian Facilities Department

Nominated By: Jennifer Wheaton

Core Value: Inclusive

“I am very thankful to have a cohort who is very much like minded! Thank you for being you!”

Nominated By: Alison Kuchta

Core Value: Authentic

“Thank you, Luke, for taking the time to share your creative thoughts and ideas! You often brighten my day! Thank you for being you and thank you for the work you do here at the Service Center!”

Nominated By: Jennifer Zeilbeck

Core Value: Helpful

“I appreciate Luke and so glad he joined the KDL family! When he sees me doing something, he is always asking me if I need help. I usually say no, but this time, I said yes. He carried the box from the trailer onto a flatbed. What a huge help and time he saved me! You are a great ASSET to KDL, Luke! We all appreciate YOU very much!”

Upcoming Meetings + Dates of Interest

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

Regular Board Meeting
Thursday, July 17, 2025
KDL Engelhardt Branch

Regular Board Meeting
Thursday, May 21, 2025
KDL Service + Meeting Center

<https://kdl.org/about/board/2025-board-meeting-schedule/>

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

**APRIL
2025**

0

New projects approved

6

In queue

0

Declined

9

Active Approved
Projects



On Track, no extensions 9



1 Extension, at risk 0



2+ Extensions, late 0



Completed since
January 2025 3

Balancing Using Central Sorter



Project Lead: Liz Guarino

Status: On Track

Approval Date: 01.15.2025

Due Date: 05.23.2025

There has been great progress toward completing this project. Systems Librarian Analyst Rochelle Ball finished creating the *Item Balance Level Selections & Request for Materials* form, which the project team tested and provided feedback. Gwennan Lawcock from IT built the sort plan, which includes a set of rules for each item category. These rules identify items by type, call number and shelving location at the branch level. Branch staff sent Large Print and DVDs in delivery to test a pilot sort plan and the testing has provided positive feedback and results.

Liz Guarino, Rachel Cruzan and Sarah Foster from KDL's Collection Team reviewed the proposed changes with the Collection Services department. Ashten VanderPloeg, Kentwood Branch Librarian, designed a presentation in preparation for live virtual trainings for both Regional Managers and Merchandising Champions, scheduled for May 5 and May 8. A Training Plan for all branch staff will be released on May 14, with the team hoping to roll out the new balance process the week of May 26.

Community Partnerships Evaluation



Project Lead: Craig Buno

Status: On Track

Approval Date: 12.04.2024

Due Date: 01.31.2026

In April, the team completed the final Phase 1 deliverables by scheduling and conducting interviews with 29 of the 44 identified past and current KDL partners. From the interviews, many partners expressed a desire for KDL to promote their services, as well as to advocate for their initiatives and participate in project teams. While these interviews will not directly inform the KDL toolkit, they did affirm the importance of maintaining strong, ongoing communication with community partners.

The team also began work on KDL's Partnership Toolkit. This toolkit will help evaluate and guide relationships between KDL and outside organizations.

The team began with crafting a definition of a KDL partnership.

KDL Partnership Definition:

“A library partnership is an organization, institution, or individual that collaborates with KDL to achieve a common goal. Partners share community insights, ensure mission alignment, and contribute diverse perspectives. These collaborations offer a means for the library to learn about the agency’s services, connect with their clients, and offer relevant presentations and/or promote KDL resources. All partnerships should be viewed and evaluated according to the current KDL Strategic Plan initiatives.”

Finally, before meeting with the PMO to close out Phase 1 in May, infographics for the toolkit were developed to explain the different levels of partnership categories and what tools should be used for each level. These infographics were created for staff to visualize the process, who to involve and determine which procedures apply to ensure thoughtful, strategic partnerships that align with KDL’s vision and Strategic Plan.



This infographic details different partnership types

Expand Esports

Project Lead: Kurt Stevens
Status: On Track

Approval Date: 01.08.2025
Due Date: 12.31.2025

On April 19, members of the project team attended the Kent County Cup, a high school *Super Smash Bros. Ultimate* competition, hosted by KISD (Kent Intermediate School District). This is the second annual Kent County Cup, and having attended the inaugural event in 2024, KDL was eager to be at this year’s competition and build upon its esports presence.

April also saw more preparations made for the new lab at the Nelson Twp. Branch. All of the equipment has been ordered and preparations are being made for the lab space itself. Installation is tentatively set to begin the week of May 12.



Katie Blakeslee (Kentwood Branch Librarian) and Dan Nguyen (Kelloggsville Assistant Branch Librarian) hosted a table with swag, buttons and a sample of games available for checkout

Intranet Revamp

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

Approval Date: 09.04.2024
Due Date: 11.03.2025

This month, the team completed a thorough clean-up and reorganization of the Administration SharePoint site. As part of this work, all data and statistics files were moved to the Project Management site to better align with department responsibilities, since the Data Coordinator is part of that team. A new subsite was created for easy access to frequently used internal and external links, and another subsite focusing on KDL's Strategic Plan is in development.

In late April, Jessie Salo (Finance Admin) and Kelsey Little (PMO Admin) continued developing a training plan on setting file-sharing permissions to help staff understand the nuances and establish best practices before IT makes global changes that will keep things more organized. The team will liaise with Trish Reid (Training Manager) to ensure the content is integrated into onboarding and delivered consistently across KDL.

Legendary Readers

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

Approval Date: 09.27.2023
Due Date: 07.31.2025

As Summer Wonder approaches, the Legendary Reader team is preparing to wrap up the 2024-2025 year! All documents for next year have been submitted to MarCom for design – including thousands of bookmarks that will be placed in Summer Wonder prize materials. A Communication Bulletin will be shared with staff outlining the process for wrapping up the Loch Ness Monster year, including details on grand prize winners. To help spread the word to patrons, a Facebook reminder about turning in completed logs will be posted, and staff are encouraged to promote this during the end-of-year school visits.

On the Same Page 2025

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

Approval Date: 06.01.2024
Due Date: 12.01.2025

The second annual *On the Same Page* program was held at Godwin Heights High School Auditorium on April 30 and was a resounding success, with 1100 in attendance and a waitlist of 800. The energy and excitement from Kaveh Akbar and John Green resonated deeply with the audience. The conversational format was once again a major highlight, with themes of empathy, grace and the power of community emerging throughout the evening. This incredible and successful program would not have been possible without the dedication, creativity, and collaboration of both the Project Team and many staff members who stepped up to help the night-of – each one playing a vital role in making *On the Same Page 2025* an unforgettable evening.



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 is excited to be moving into Phase 2 of the project! In this phase the team will take the research gathered from Phase 1 to develop the heart of the project: the menu itself. The team has been divided into subgroups. The first team is focusing on the content for the menu, paying close attention to all the ways KDL staff partner with local schools, while centering all offerings on the needs of educators and students. The second group is leading the discussion on staff time as it relates to outreach work at KDL and creating clear guidelines, aimed at helping managers and staff balance this work effectively.

Other areas of focus include streamlining student and teacher library card processes, examining KDL's web presence for teachers and students, and developing surveys for teachers and students to get feedback on KDL's outreach efforts. These insights will help inform decisions on the content and development of the menu and overall outreach at KDL.

Tech Tutoring Revamp

Project Lead: Morgan Hanks
Status: On Track

Approval Date: 03.26.2025
Due Date: 04.01.2026

The Tech Tutoring project officially kicked off on April 23. Jaci Cooper, serving as both PMO director and project sponsor, opened the meeting with an overview of team roles and responsibilities. The project team consists of 16 members and brings together voices from across the system to ensure a wide range of perspectives as the work moves forward.

Morgan Hanks led the kickoff by outlining the project's goals, phases and deliverables. The team's first task is to divide into three sub-groups: one will define a shared language for existing tech tutoring services, another will create talking points for tech needs requiring appointments beyond basic help, and the third will collaborate with the AI Advisory Group to develop training materials for tech tutoring and staff summits.

Teen Graphic Novel Contest

Project Lead: Madelyn Besaw
Status: On Track

Approval Date: 07.17.2024
Due Date: 11.24.2025

With the majority of contest details planned and ready, the Graphic Novel Team is preparing for launch, which is fast approaching at the beginning of summer! A staff-facing Communication Bulletin is being drafted, which will share all of the details frontline staff will need to know to share and promote the program – including ideas for graphic-novel-related in-branch experiences (such as creating a mini-comic pane) to help increase awareness. Team members have been out visiting local comic book shops to ask for help distributing promotional materials over Free Comic Book Day. Response from the owners and employees have been overwhelmingly positive and these businesses are excited to help spread the word.



Josh Mosey, Digital Marketing Strategist, will be doing a Facebook "teaser" for the contest and sharing the names of the comic book shops that are handing out bookmarks

BUILDING PROJECTS

Cascade Township

Project Lead: Lulu Brown
Status: N/A

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

The library refresh is progressing ahead of schedule. Major milestones include flooring installation from May 5-23 and furniture deliveries beginning May 19. Custer was awarded the contract for all carpet and tile work, as well as the majority of the furniture. Currently backroom setup is anticipated to begin the week of Memorial Day.

A delay in shelving due to steel supply issues may result in a soft opening to accommodate the 50% of patrons who rely on study rooms, printing and computer services. The full grand opening is tentatively planned for July 9 at 5:30pm. The time was selected based on the Cascade Township Board's availability to see the impact of their decision to fund the refresh.



Progress continues on the library's interior, with visible updates taking shape as work moves forward. Stay tuned for more developments as the transformation unfolds!

Krause Memorial (Rockford)

Project Lead: Jennifer German
Status: N/A

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

Fundraising for the Krause Library expansion project continues as the City of Rockford moves forward with the planning process. The Krause Memorial Branch will operate out of a temporary location for most of the duration of the expansion and renovation. The most likely temporary location is the Rockford Community Cabin, which is just down the street from the existing building.

There is a grassroots community group that has helped with several fundraising events for the Krause expansion. Most recently, they hosted a booth at the Rockford Cinco de Mayo block party to raise not only money, but awareness of the need for the expansion.

In April, the Rockford Area Community Foundation presented a check for \$100,000 to the City of Rockford for the expansion. The foundation raised the funds over the past three years through the annual Rockford's Got Talent event.

BUILDING PROJECTS

Tyrone Township

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

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

Tyrone Township continues to fundraise for the next stage of the library project, including exploring further grant opportunities and soliciting community donations.

Walker

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

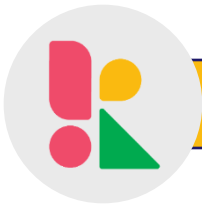
Approval Date: N/A
Due Date: N/A

The City of Walker and KDL team are excited to see the walls start to rise on the new library building. In the May *City of Walker Newsletter*, Mayor Gary Carey shared, “Our new Walker Library continues to move along at a fast pace. In the coming weeks, you will start to notice that as the foundation walls are completed, the steel beams will begin to be put into place. It may look messy and muddy out there right now, but that will change soon. The past couple of weeks have given us some favorable working conditions to stay on schedule, and we are planning for the same with the May weather outlook.”

The Walker New Library Steering Committee meets bi-weekly to continue work on furniture and interior design. At the same time, the Collection Development Team and Walker Team are working together to plan for the collection of the new library.

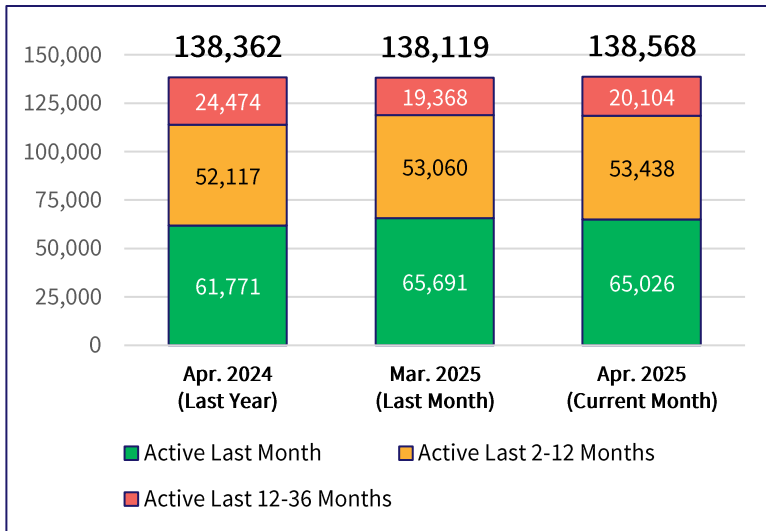


Aerial footage of the progress made to the Walker Library building project



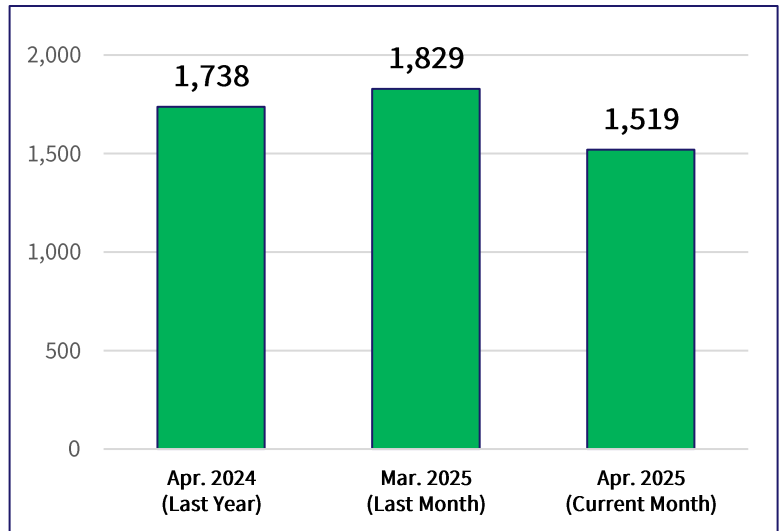
APRIL 2025 STATISTICAL SUMMARY

Active KDL Patrons:



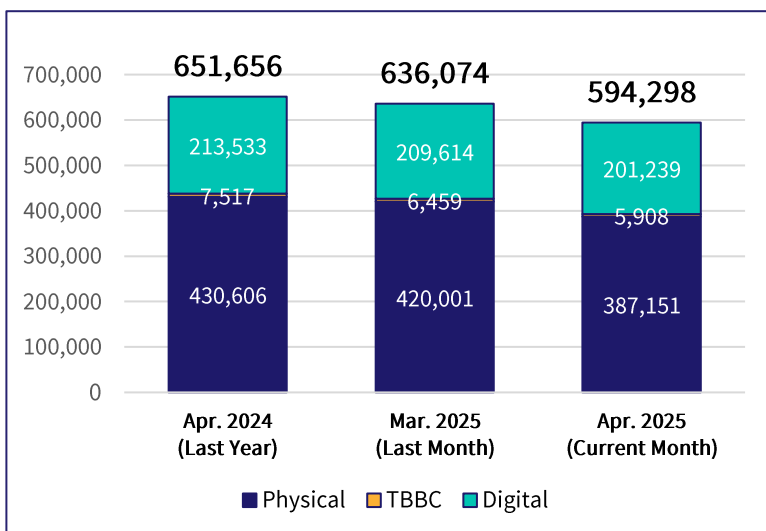
Active KDL Patrons are **up 0.3%** from last month and **up 0.1%** from the same month last year.

New KDL Cards Added:



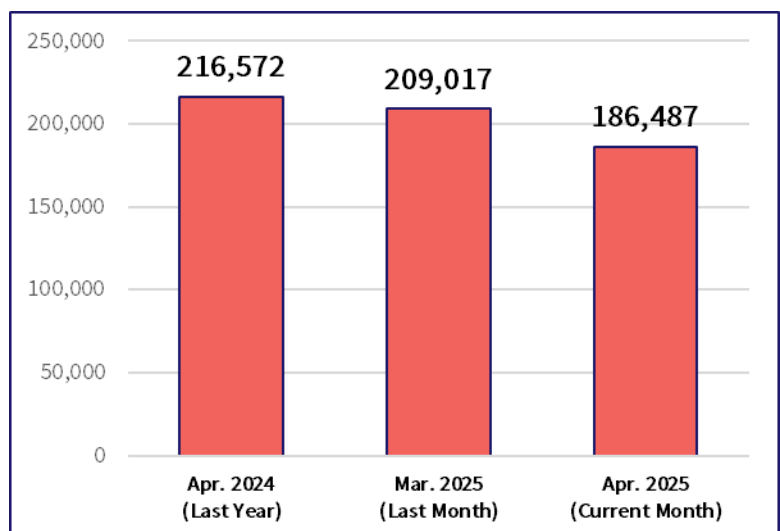
New KDL Cards Added are **down 17%** from last month and **down 13%** from the same month last year.

Total Circulation:

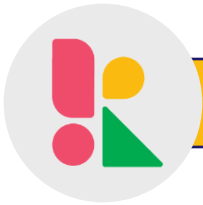


Total Circulation is **down 7%** from last month and **down 9%** from the same month last year.

Visitor Count:

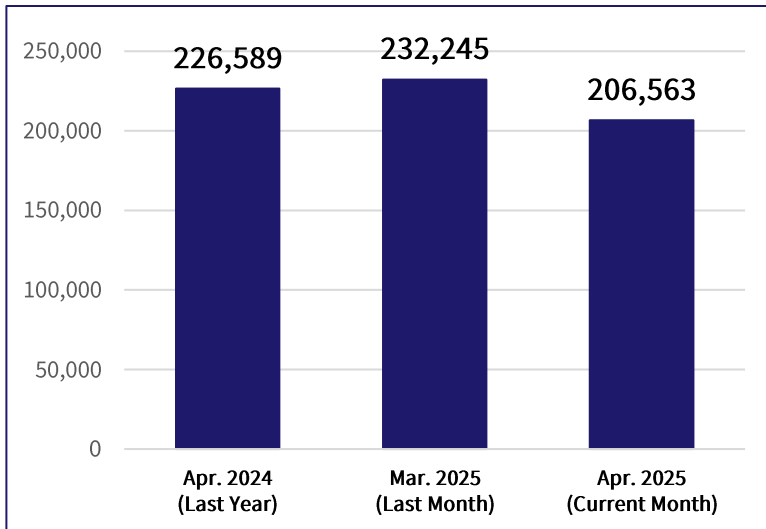


Branch Visitors are **down 11%** from last month and **down 14%** from the same month last year.



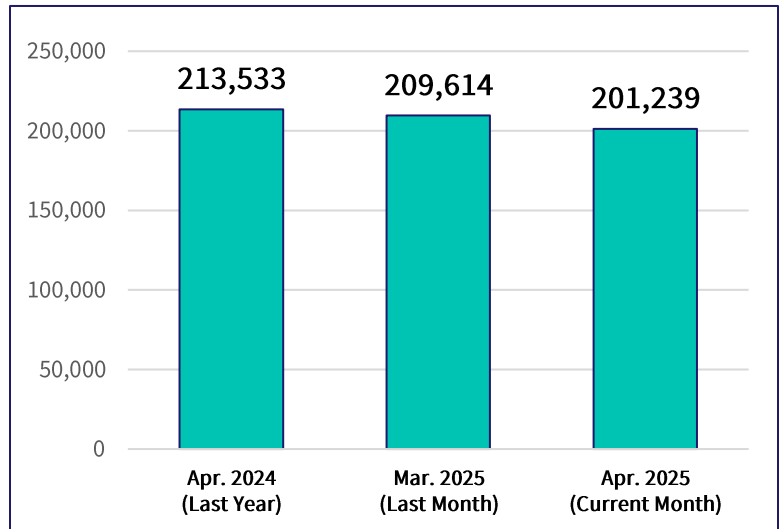
APRIL 2025 STATISTICAL SUMMARY

Physical Items Checked Out:



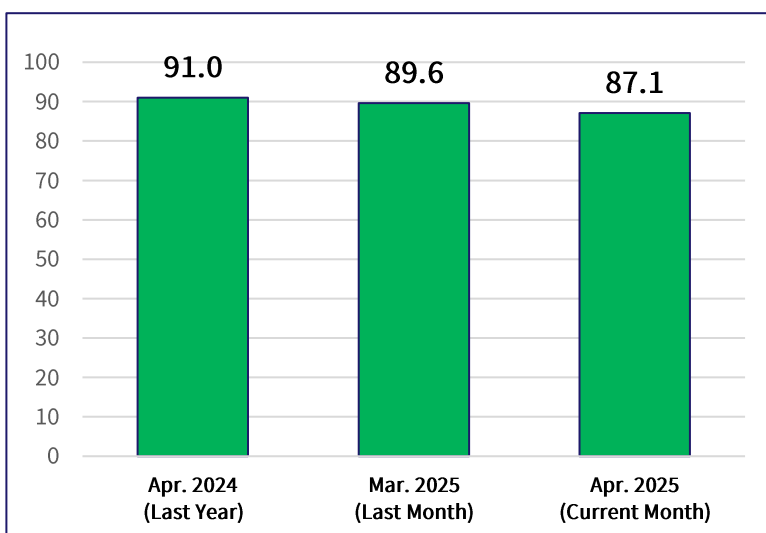
Physical checkouts are **down 11%** from last month and **down 9%** from the same month last year.

Digital Items Checked Out:



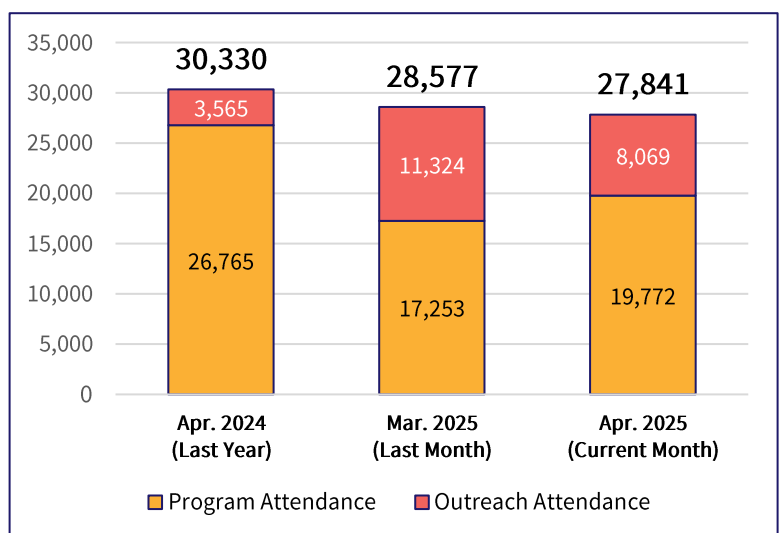
Digital checkouts are **down 4%** from last month and **down 6%** from the same month last year.

Net Promoter Score (NPS):



Net Promoter Score is **down 2.5%** from last month and **down 3.9%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 3%** from last month and **down 8%** 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 | 604 |
| 2. <i>The Women</i> by Kristin Hannah | 165 |
| 3. <i>Say You'll Remember Me</i> by Abby Jimenez | 163 |
| 4. <i>The Crash</i> by Freida McFadden | 157 |
| 5. (tie) <i>Martyr!</i> by Kaveh Akbar | 134 |
| (tie) <i>Onyx Storm</i> by Rebecca Yarros | 134 |
| 7. <i>Everything Is Tuberculosis</i> by John Green | 130 |
| 8. <i>The Boyfriend</i> by Freida McFadden | 111 |
| 9. <i>To Die For</i> by David Baldacci | 104 |
| 10. (tie) <i>All the Colors of the Dark</i> by Chris Whitaker | 103 |
| (tie) <i>Dog Man: Big Jim Begins</i> by Dav Pilkey | 103 |

All Physical Items (Most Holds):

Title	Holds
-------	-------

- | | |
|--|-----|
| 1. <i>Great Big Beautiful Life</i> by Emily Henry | 691 |
| 2. (tie) <i>The Let Them Theory</i> by Mel Robbins | 464 |
| (tie) <i>Sunrise on the Reaping</i> by Suzanne Collins | 464 |
| 4. <i>Say You'll Remember Me</i> by Abby Jimenez | 298 |
| 5. <i>Broken Country</i> by Clare Leslie Hall | 262 |
| 6. <i>The God of the Woods</i> by Liz Moore | 239 |
| 7. <i>The Wedding People</i> by Alison Espach | 223 |
| 8. <i>The Frozen River</i> by Ariel Lawhon | 192 |
| 9. KDL WiFi Mobile Hotspot | 174 |
| 10. <i>James</i> by Percival Everett | 170 |

OverDrive Items (Most Checkouts):

Title	Checkouts
-------	-----------

- | | |
|--|-----|
| 1. <i>Everything Is Tuberculosis</i> by John Green (audio) | 416 |
| 2. <i>Onyx Storm</i> by Rebecca Yarros (audio) | 382 |
| 3. <i>The Crash</i> by Freida McFadden (audio) | 214 |
| 4. <i>Everything Is Tuberculosis</i> by John Green | 208 |
| 5. <i>The Locked Door</i> by Freida McFadden (audio) | 200 |
| 6. <i>The Perfect Divorce</i> by Jeneva Rose | 195 |
| 7. <i>The Perfect Divorce</i> by Jeneva Rose (audio) | 191 |
| 8. <i>Remarkably Bright Creatures</i> by Shelby Van Pelt (audio) | 182 |
| 9. <i>Quicksilver</i> by Callie Hart (audio) | 178 |
| 10. <i>Martyr!</i> by Kaveh Akbar (audio) | 127 |

OverDrive Items (Most Holds):

Title	Holds
-------	-------

- | | |
|---|-----|
| 1. <i>The Let Them Theory</i> by Mel Robbins | 974 |
| 2. <i>The Anxious Generation</i> by Jonathan Hadt (audio) | 929 |
| 3. <i>Great Big Beautiful Life</i> by Emily Henry | 888 |
| 4. <i>The Women</i> by Kristin Hannah | 868 |
| 5. <i>Sunrise on the Reaping</i> by Suzanne Collins | 752 |
| 6. <i>The Wedding People</i> by Alison Espach | 719 |
| 7. <i>Sunrise on the Reaping</i> by Suzanne Collins (audio) | 708 |
| 8. <i>Onyx Storm</i> by Rebecca Yarros | 692 |
| 9. <i>Say You'll Remember Me</i> by Abby Jimenez | 690 |
| 10. <i>The God of the Woods</i> by Liz Moore | 683 |

NEW HIRES	POSITION	EFFECTIVE
Sammantha Harvin	Assistant Branch Librarian – East Grand Rapids	April 21
Julian Sugameli	Assistant Branch Librarian – East Grand Rapids	April 21
Erin Bonham	Assistant Branch Librarian – East Grand Rapids	April 21
Taylor Harwood	Assistant Branch Librarian – Grandville	May 27
Maddie Kogler	Assistant Branch Librarian – Wyoming	May 27

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Sarah Fox	Branch Librarian – Kentwood	Branch Librarian – East Grand Rapids	April 28
Kali Nelson	Assistant Branch Librarian – East Grand Rapids	Branch Librarian – Amy Van Andel / Ada	May 19

DEPARTURES	POSITION	EFFECTIVE
Daniel VanDyke	Assistant Branch Librarian – Kentwood	May 18
Connie Wheat	Assistant Branch Librarian – Krause Memorial	June 25

OPEN POSITIONS	TYPE
Assistant Branch Librarian – Englehardt / Alto	Part-time
Assistant Branch Librarian – Gaines Township	Part-time
Seasonal Library Intern – various branches (21 positions)	Temporary
Branch Librarian – Kentwood	Part-time
Branch Librarian – Walker	Part-time
Assistant Branch Librarian – Cascade	Part-time
Assistant Branch Librarian – East Grand Rapids	Part-time

EMPLOYEE ANNIVERSARIES (JUNE)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Karen Small	Wyoming / Kelloggsville	39 years
Jocelyn Yost	Grandville	31 years
Connie Wheat	Krause Memorial	25 years
Lynne Eder	Walker	20 years

EMPLOYEE ANNIVERSARIES (JUNE)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Amy Waite	Krause Memorial	17 years
Shannon Vanderhyde	Krause Memorial	14 years
Linda Pyne	Nelson Township	13 years
Liz Knapp	Walker / Alpine / Tyrone Township	11 years
Adam Flynn	Alto	11 years
Paula Wright	Comstock Park	9 years
Leigh Verburg	Cascade	8 years
Catherine Gutowski	Alto	8 years
Brad Baker	MarCom	7 years
Julie Gillich	Byron Township	7 years
Heather Blake	Grandville	6 years
Tabitha Schaub-Carter	Wyoming	6 years
Alyssa Coe	Plainfield	6 years
Sarah Johnston	Patron Services	5 years
Sandy Feutz	Plainfield	4 years
Brandy Boyington	Sub Pool	4 years
Rachel Minor	Wyoming	4 years
Ben Eastman	Collection Services	3 years
Sarah Foster	Collection Services	3 years
Caleb Perkins	Community Engagement	3 years
Anne Schroeder	Sub Pool	3 years
Mary DeBoode	Krause Memorial	3 years
Joshua Garvelink	Grandville	3 years
Kiosha Jeltema	Kentwood / Gaines Township	3 years
April Koehler	Caledonia	3 years
Starla Webster	Krause Memorial	2 years
Lynne Haley	Walker	2 years
Katherine Muszkiewicz	Englehardt	2 years
Bernice Oliver	Kentwood	2 years
Alexis Chandler	Caledonia	1 year
Joe Kulpa	Gaines Township	1 year
Sierra Hieshetter	Sub Pool	1 year
Laine Apsey	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	X	X	X	X	X	X	X	X
April 17, 2025	X	X	X	X	X	X	X	X
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

INTRO

AGENDA ITEM FOR CONSIDERATION: Bibliocommons AI Development Work

BOARD MEETING DATES: Thursday, April 17, 2025 (*first reading*)

TIMELINE: Work would begin upon approval from the KDL Board of Trustees

BUDGET LINE ITEM(S): 840-1070-5873 (website)

TOTAL ESTIMATED COST: \$50,000

PURPOSE

This recommendation seeks approval for the Kent District Library to request board approval to pursue sponsored development work for integrating artificial intelligence (AI) into the library website's discovery layer, enhancing user experience, improving resource discoverability, and preparing the library for future digital user expectations.

OVERVIEW/NEEDS/BACKGROUND INFO

Library patrons increasingly expect intuitive, conversational search experiences, influenced by platforms like Google, ChatGPT, and voice assistants. Current discovery layers on KDL.org and within KDL's catalog and event calendar often rely on traditional keyword-based searching, which can present barriers to access—particularly for new users, youth, ESL patrons, or those unfamiliar with specific library keywords or knowing that you must search within each function (i.e. separate searches between the events, website, and catalog).

AI integration into the discovery layer can bridge this gap by offering natural language search, personalized recommendations, and dynamic query refinement. These features would enable patrons to engage with the library collection and digital resources more intuitively, increasing the usability and perceived value of the library's offerings.

Currently, the library's discovery layer does not support AI-driven search, and search results are siloed based upon type. Development work would begin with a feasibility study and partnership exploration to secure funding and sponsorship, assess ethical considerations, and build a roadmap.

BENEFITS

If development goes according to plan, KDL would benefit by:

- *Improved Discoverability Across Services:* AI integration into the discovery layer would significantly enhance the ability of patrons to find not just books, but related programs,

services, databases, and other digital content. For example, a patron searching for “cryptids” wouldn’t just be shown books—they could also discover our Legendary Readers reading incentive program, upcoming Summer Learning events tied to folklore or local legends, and even related eResources or blog content. This seamless connection of materials and services makes the library ecosystem more visible and valuable to users.

- *Contextual, Conversational Search:* AI-powered search allows users to type or speak queries in plain language (e.g., “What are some good mystery books for a 5th grader?”) and receive meaningful, nuanced results. This reduces frustration for users who may not know exact titles or subject headings.
- *Equity & Access:* By eliminating the need for specialized search skills, AI helps level the playing field for English language learners, people with disabilities, youth, and new library users—supporting our commitment to inclusive access.
- *Ethical and Library-Aligned Development:* Partnering with a vendor like BiblioCommons ensures AI integration is built with libraries in mind and gives KDL the opportunity to be at the table to define functionality. BiblioCommons works exclusively with public libraries and has a strong track record of prioritizing patron privacy, data security, and ethical search experiences. This alignment means we can pursue innovation without compromising trust or values. In contrast, using an independent developer or off-the-shelf AI tools may lack this deep understanding of library principles and expose us to unintended risks.
- *Personalization:* Patrons can receive curated recommendations based on borrowing history, saved lists, or preferred genres—similar to how streaming platforms suggest new content. The current web site search function treats everyone as if it’s their first time on the site. This new functionality could, if users wish, consider their prior visits and preferences into their search/discovery experience. This can increase engagement, circulation, and return visits.
- *Operational Efficiency:* AI tools can support staff by enhancing metadata, identifying popular topics, and uncovering trends in usage that help with collection development, programming decisions, and marketing.
- *Strategic Positioning:* Exploring AI tools reinforces the library’s relevance in a rapidly changing digital environment. It shows our commitment to anticipating user needs, promoting digital literacy skills, and remaining a trusted, modern source of knowledge and exploration.

DISADVANTAGES

- *Privacy Concerns:* While BiblioCommons is library-focused and privacy-conscious, any AI system that personalizes recommendations or analyzes user behavior must handle sensitive patron data. Robust policies and opt-in transparency will be required to maintain patron trust.
- *Algorithmic Bias and Transparency:* AI systems can inadvertently reflect societal biases present in their training data. We must ensure the AI logic behind recommendations is understandable, regularly reviewed, and does not reinforce stereotypes or inequities in resource visibility.
- *Cost and Long-Term Support:* Even with external sponsorship for development, AI tools can lead to ongoing costs—whether through licensing, staff training, or infrastructure upgrades. A clear long-term funding and support plan will be necessary.
- *Risk of Vendor Lock-In:* Developing AI through a single vendor could limit future flexibility. Any contracts or implementation strategy must ensure long-term sustainability and options for transitioning if needed.

- *User Adaptation Curve:* Not all patrons will immediately embrace AI tools. Some may prefer traditional catalog search or may be skeptical of “automated” suggestions. Clear communication, opt-out options, and training will be essential.

COST

\$50,000 for sponsored development, charged to 840-1070-5873 (website).

IMPLEMENTATION

KDL will assemble an internal project team to assess needs and guide development. The team will be led by KDL’s Webmaster and include the User Experience Manager, Director of Projects & Planning, Director of Engagement, representatives from the Patron Services department, and front-line staff from a few branches. This team will collaborate with BiblioCommons to define technical requirements and develop a roadmap that aligns with patron needs and staff capacity.

This team will collaborate with BiblioCommons and two additional library systems to define technical requirements and develop a roadmap that aligns with patron needs and staff capacity (e.g., must-have features like natural language search, prompted filters, and availability-aware suggestions; and nice-to-have features like branded AI personality, image-based search, and location-aware recommendations). This project will conclude with the building of a prototype automated assistant using artificial intelligence that is tailored for public libraries. BiblioCommons will provide each of the Founding Partner Libraries an exemption from any applicable Implementation Fees and a discount of 25% on the Subscription Fees for the initial term of their subscription, not to exceed 3 years, to the resulting product, should the Initiative result in a commercially available product.

RECOMMENDATION

It is recommended that the Board approve \$50,000 sponsored development work to explore the integration of artificial intelligence into the library’s discovery layer, using BiblioCommons as a sole source provider for this phase of the project. KDL’s clause is as follows:

“Policy 5.2 Purchasing Policy

Sole Source Purchases

The number of bids or quotes requirement can be foregone if the purchase can only be made from a single source. Justification for each sole source purchase shall be documented in writing and approved by the Library Board of Trustees prior to any purchase. The sole source justification does not relieve the responsibility of the purchaser to obtain a fair and reasonable price. Sole source purchases may include:

- Product or service is available from only one vendor
- Purchase must match an existing product or service
- There is a compelling and valid interest in selecting a particular vendor
- The proposed vendor is uniquely qualified to provide the product or service

1. Product or Service is Available from Only One Vendor

- a. If your discovery layer is a proprietary system provided by a single company and no other vendor can modify it, this criterion is met.

2. Purchase Must Match an Existing Product or Service

- a. If the custom work is an enhancement or modification to an existing system already in use, this strengthens the sole source argument.

3. There is a Compelling and Valid Interest in Selecting a Particular Vendor

- a. If integration with your current website and library systems is a priority and no other vendor can provide this integration effectively, this applies.

4. The Proposed Vendor is Uniquely Qualified

- a. If the vendor owns the discovery layer's source code or proprietary technology, they are uniquely qualified."

BiblioCommons is uniquely positioned to support this initiative due to their exclusive focus on public libraries, their deep understanding of library discovery systems, and their demonstrated commitment to patron privacy and ethical design. Their proprietary platform offers distinctive features—such as integrated discovery, personalization, and program visibility—specifically tailored to public library environments. In accordance with the library's Sole Source Provider Policy, competitive bidding requirements may be waived when a product or service is available only from a single source and offers functionality that cannot be reasonably duplicated. In this case, pursuing AI development with BiblioCommons ensures both alignment with our values and infrastructure, and avoids the risks associated with less specialized or non-library-focused vendors.

Document History:

- 1. First Draft – Jaci Cooper, Randall Goble
- 2. Revision – Morgan Hanks, & Remington Steed
- 3. Final Draft – Lance Werner, Jaci Cooper & Randall Goble

INTRO

AGENDA ITEM FOR CONSIDERATION: Author engagement for 2026 On the Same Page event

BOARD MEETING DATES: May 15, 2025 (first reading); June 19, 2025 (second reading)

TIMELINE: 2026

BUDGET LINE ITEM(S): 840-1075-5885 (Programming Speakers/Performers)

TOTAL ESTIMATED COST: \$50,000

PURPOSE

To continue the incredible success of the On the Same Page (OTSP) event, KDL must present national or global authors who are extremely popular and who write on topics of timely interest. Next year will be KDL's third year presenting OTSP.

OVERVIEW/NEEDS/BACKGROUND INFO

The goal for OTSP author visits is to hold a galvanizing Community Reads program that will create goodwill and visibility for the library throughout our service area as well as to bring our community together in an increasingly divisive world. The public library has a unique role as a place of unity and community, where all can feel safe, welcomed and connected. Through the shared love and reading of books—and through this event where people gather to learn more about these books and authors—we strive to create and grow that connection and community within our service area. This model has been a success for us for the last two years and we hope to continue.

This event stands out from the standard One Book, One Community model in that it brings together two authors with a personal connection and one book from each author's catalog and invites the authors to chat about the things related to their work that they are passionate about. As with One Book, One Community events, we encourage all our patrons to read the selected books, discuss them in our book clubs, and attend library programs designed to explore themes from each book. We have discovered that by bringing two books and authors in conversation together, rather than one author and one book, our Author Visit becomes a hugely impactful yet intimate final event. There's a personal connection folks get when not being talked to but instead are invited into a conversation that could be happening anywhere between two talented friends. It is this connection that has made this event something truly unique and spectacular for both our patrons and our authors.

More about the event this year and a brief two-minute video from last year can be found on our webpage at kdl.org/samepage/. We also have complete videos from year 1 (Ann Patchett and Kevin Wilson) and year 2 (Kaveh Akbar and John Green) available that we could send if you would like to see these complete recordings and get a sense for them. This year's event is viewable at <https://www.youtube.com/watch?v=YHnZ-nnQA8Q> until May 14th, but we can provide a downloadable copy after that date.

The 2025 OTSP event resulted in:

- 1,100 guests at the live event plus 800 on the waitlist.
- 21 book clubs.
- 19 additional in-branch programs with several hundred attendees.
- Thousands of expected views of the recorded event afterwards.
- Significant primary news and social media coverage plus secondary publicity from attendees who shared their experience. Another goal of this event is for it to be one of the most talked about and coveted experiences brought to the community by Kent District Library. This continues the tradition of KDL as a community innovator and leader, building bridges and engaging the community.

BENEFITS

Our proposed author for 2026 has published more than 20 novels, including:

- An international blockbuster that was named Goodreads Best Historical Fiction for 2015, Best Book of the Year by Amazon, iTunes, BuzzFeed, The Wall Street Journal, Paste and The Week.
- Another novel that was an instant New York Times #1 bestseller and named the Best Historical Novel of the Year by Goodreads.
- A third novel published in 2021 became an immediate #1 hit on the New York Times, Wall Street Journal, USA Today and Indie bookstores' bestseller lists. Also named in numerous book club picks including the Book of the Month Club, which named it the best book of 2021.
- Another novel that is currently in production with TriStar Pictures and yet another that has been optioned for movie development.
- Yet another novel that became a #1 Netflix series.

This author's most recent novel is presently the #1 physical book in circulation at KDL and has a current holds list of 1,365. Checkouts of all of this author's novels are nearly 13,000 for physical and 45,000 for digital.

The incredible popularity of this author guarantees that the 2026 event will "sell out" extremely quickly and stimulate an extremely high level of engagement in new programs and book clubs. As mentioned above, one of the goals of this event is for it to be one of the most talked about and coveted experiences brought to the community by Kent District Library. The Literary Libations Gala had similar costs and allowed only 300-400 people to be present. OTSP is truly a community-wide event that has no cost for admission, meaning there are no barriers to access and a significantly greater impact.

DISADVANTAGES

The potential cost of this author is higher than that of previous authors.

If this author declines our offer, the OTSP project team will continue the search with other author candidates.

COST

The total cost for this author is \$50,000 plus travel and accommodation. For comparison:

- 2024, Ann Patchett was \$43,750 and Kevin Wilson was \$8,750 for a total of \$52,500 plus travel and accommodations.
- 2025, Kaveh Akbar and Tommy Orange were \$20,000 each, for a total of \$40,000 plus travel and accommodations.
- Our discussions with this author's agent are based upon the total cost, **including** a second author.

There are options to offset this higher cost, including:

- Applying funds from unrestricted donations, which totaled \$38,952 in 2024.
- Conducting a fundraising campaign to raise additional support. The campaign would be conducted with existing staff and not incur any outside expenses. Donors could be recognized in the event program. History shows that people are inspired to donate when causes are exciting and personal to them. OTSP fits this perfectly.
- Seeking underwriters and sponsors. The growing success and visibility of this event is something that organizations would like to become a part of.

IMPLEMENTATION

A draft agreement has been created and requires the approval of the Board of Trustees due to the dollar amount, as well as approval by the Executive Director.

The OTSP project will be administrated by the KDL Adult Services Workgroup, with Leadership Team sponsorship.

RECOMMENDATION

It is recommended that the Board of Trustees approve \$50,000 as a binding offer to this author as the featured speaker for the 2026 On the Same Page event. This author is a bit unique because they are exceptionally popular and can therefore require a binding signed offer from us before they consider and decide upon their appearance. Approval by the board for this request is not a guarantee that they will agree to be at OTSP. If they decline the offer, the OTSP team will continue the search with other author candidates.

As detailed above, this author would not only continue the incredible success of this event but raise the bar in terms of community-wide excitement and engagement, fulfilling the purpose of OTSP.

Document History:

1. First Draft – Randy Goble
2. Revision – Janice Greer and Josh Bernstein
3. Final Draft – Randy Goble