



JUNE
2025

Kent
District
Library



BOARD OF TRUSTEES PACKET

DRAFT



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

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

DATE & TIME

Thursday, June 12, 2025, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: May 15, 2025
- C. Request: Alto Branch request to close Thursday, July 3 and Saturday, July 5 due to brick repair of the building.

4. 2024 AUDIT REPORT Maner Costerisan

5. FINANCE REPORTS – May 2025*

6. DIRECTOR’S REPORT – May 2025

7. OLD BUSINESS

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

8. NEW BUSINESS

- A. Policy Manual Section 1 – Collection and Reference*

9. LIAISON REPRESENTATIVE COMMENTS

10. PUBLIC COMMENTS**

11. BOARD MEMBER COMMENTS

12. MEETING DATES

Next Regular Meeting: Thursday, July 17, 2025 – KDL – Lowell Branch, 4:30 PM

13. ADJOURNMENT*

* Requires Action

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



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Kent District Library Kentwood (Richard L. Root) Branch

DATE

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

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

BOARD ABSENT: Amanda Schrauben and Tracy Chrenka

STAFF PRESENT: Josh Bernstein, Angela Culp, Jennifer DeVault, Randy Goble, Kiosha Jeltema, Kim Lindsay, Brian Mortimore, Josh Mosey, Elvia Myers, Kurt Stevens, Leigh Verburg, Lance Werner

GUESTS PRESENT: Unnamed members of the public

1. CALL TO ORDER

Chair Dykhuis called the meeting to order at 4:33 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

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

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

Support: Supported by VerHeulen.

RESULT: Motion carried.

4. KDL COMMUNITY IMPACT SCHOLARSHIP CEREMONY

Chair Dykhuis congratulated Jamie Elgrably and Ania Fleszar for being selected as recipients of the first annual KDL Community Impact Scholarship! Their applications stood out among a remarkable group of individuals passionate about learning, service, and making a difference.

The review committee was deeply impressed by their vision, commitment to the community, and leadership potential. A check was presented to the candidates in recognition of their achievements.

5. REGIONAL MANAGER UPDATE – Gaines Township and Kentwood (Richard L. Root) Branches

Regional Manager I Kiosha Jeltema gave an update:

- The library maintains a close working relationship with the City of Kentwood. Department of Public Works staff are placed at the library almost full time, ensuring quick attention to various needs that arise. The Branch Librarian workroom renovation is happening this week. Additionally, the community room tables and chairs will be replaced in early June, benefiting the library due to the heavy use of the room.
- The library's gaming lab features six gaming computers. The City of Kentwood has budgeted to purchase new tables for the lab, which will allow the library to return the current tables that are on loan from the Service Center.
- The library's biggest draws include special programming during which the beautiful courtyard is utilized, animal programs, and singalong programs. On June 5, 2025, the library will host a Summer Wonder Kickoff Celebration.

6. FINANCE REPORTS – February 2025*

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

- Attached are the April financial reports for review. The format has been slightly changed on the first two pages. Feedback is requested on whether this new format is preferred or if the old format should be reinstated.
- The cash and investment position at the end of April was \$29.6M, which is approximately \$3.3M higher than at the same time last year. This increase is primarily due to additional property taxes collected from higher taxable values and continued strong investment performance, coupled with reduced expenditures to date.
- Revenues through April were nearly \$28.1M, representing just over 91% of the annual revenue budget. Total revenues have increased by nearly \$2.1M compared to the previous year for the same reasons mentioned above. Local property tax collection has concluded, with the last substantial collection expected from the County in late May or early June for remaining delinquent real property taxes. Investment returns for April were over \$151K, comprising \$90K of growth and income from Atlanta Capital and \$60K of growth and income from holdings in the Huntington portfolio.

Additionally, official notification has been received of a substantial bequest (over \$200K) to be directed to the Comstock Park Branch and the Collection Development department, with funds expected to be disbursed in the next few months.

- Expenditures through April were just shy of \$9.7M, or 31.5% of the annual expenditure budget. Expenditure is down by nearly \$1.0M compared to the previous year. Capital outlay is down \$206K, as last year included the Board Room refresh and Sorter expenditures. Digital collections are down \$248K due to the timing of deposit payments to vendors. The spending plan versus the budget is tracking nicely through April. Some expenditures to note are:
 - A/C 5718 Employee Health Benefits: The check register shows a disbursement to Priority Health for \$62K, covering stub coverage on lagging claims and a claims processing fee. This was not anticipated when the budget was prepared. However, 86% of the budget line item remains, so this is not expected to impact projections significantly.
- Negative current month expenditures: These are due to accounting reclassifications to correctly categorize individual disbursements.
- Disbursements over \$50,000 for the month include:
 - Overdrive, Inc - \$302,955.50 for electronic materials
 - Priority Health - \$62,045.10 (mentioned above)
- A few other notes of interest:
 - The Board's selected scholarship recipients have provided proof of enrollment, initiating the process of transferring scholarship funds to their college accounts.
 - Auditors worked on the KDL audit during the week of April 21st and are using this week to wrap up open items. The pension actuarial valuations are the last major piece needed for audit completion. The goal is to issue the audit by the end of May and present it at the June meeting.

The Board members asked questions. The staff responded.

Motion: Gilreath-Watts moved to receive and file the April 2025 finance reports as presented.

Support: Supported by Erlewein.

RESULT: Motion carried.

7. DIRECTOR'S REPORT – April 2025

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

- Werner has been attending community reports in different regions, and they have been going great. He expressed gratitude to the board members who were able to attend the Believe the Child luncheon for the Children's Advocacy Center. Werner enjoyed the All Staff IMLS in-service, noting that the day turned out to be beautiful, allowing everyone to enjoy Frederik Meijer Gardens. The Talking Book and Braille Center is excited about an upcoming visit from a librarian from Lithuania. IT Director Kurt Stevens placed documents at each board member's seat, detailing the number of launches each e-game has had per month, along with tips on how to access KDL email.

The Board members asked questions. The staff responded.

8. OLD BUSINESS

A. Issue Analysis: BibliocCommons AI Development Work *

Motion: Tazelaar moved to approve the Issue Analysis: BiblioCommons AI Development Work as presented.

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

9. NEW BUSINESS

A. Issue Analysis: Author Booking for On the Same Page 2026 Event*

- a. The Board will have a second reading of the Issue Analysis: Author Booking for On the Same Page 2026 event as presented.

10. LIAISON REPRESENTATIVE COMMENTS – None

11. PUBLIC COMMENTS – The Director of Community Engagement shared words given to him by his father, who recently passed.**

12. BOARD MEMBER COMMENTS

Dykhuys – Dykhuys expressed gratitude to the Kentwood Branch for hosting the KDL Board of Trustees Meeting. He presented the Grandville community report, highlighting various initiatives and events. The Board Retreat is scheduled for July 18 with the location to be confirmed, from 9:00 AM to 3:30 PM.

Erlewein – Erlewein is eagerly anticipating the last Saturday in May, when the Reading Rocks in Rockford event will take place. This event promises to be a highlight, featuring engaging activities and opportunities for the community to come together and celebrate the joy of reading. Erlewein is excited to see the positive impact it will have on participants and the community as a whole.

Gilreath- Watts – Gilreath-Watts is eagerly anticipating the arrival of summer weather.

Moyer Hotz – Moyer Hotz expressed enthusiasm for the All Staff / IMLS in-service, describing it as a fabulous opportunity for professional development and team building. Moyer Hotz encouraged the board members to attend, highlighting the value of engaging with staff all at once.

Tazelaar – Tazelaar appreciates the enthusiasm surrounding the organization's values. She found it encouraging to see everyone at On the Same Page.

VerHeulen – VerHeulen expressed appreciation to Trustee Sheri Gilreath-Watts for being emcee at the recent On the Same Page author event. She acknowledged efforts and dedication in pursuing MeLCaT.

13. MEETING DATES

Next Regular Meeting: Thursday, June 12, 2025 – Kent District Library Service Center, 4:30 PM.

14. ADJOURNMENT

Motion: VerHeulen moved for adjournment at 5:27 PM.

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

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

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

June 9, 2025

KDL Board of Trustees
Kent district Library
814 West River Center Drive NE
Comstock Park, MI

Dear KDL Board Members,

The Alto DDA has requested the closure of the Alto Branch on Thursday July 3 and Saturday July 5. This is to perform some needed brick repair of the building. They will shut off the electricity on the morning of 7/3, and it will remain off through 7/6 to access the area where the repairs will happen. During the shut-down, there would not be any staff present at the Alto location. KDL staff members will be given the opportunity to work at another KDL location that week.

Sincerely,

Kurt Lardie

Kurt Lardie

Regional Manager I

Kent District Library | Alto and Englehardt (Lowell) Branches as well as Grattan Express Library

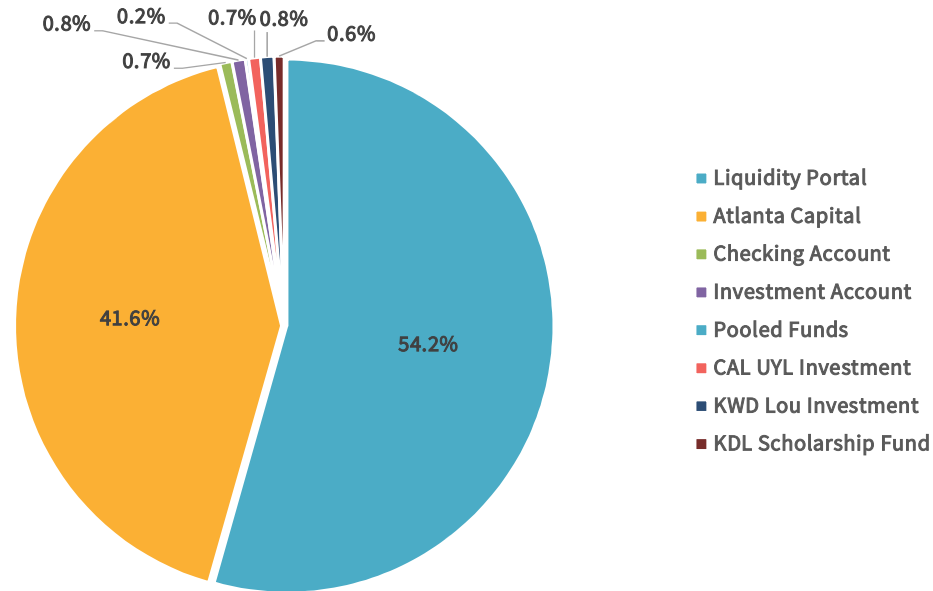
PO Box 65 6071 Linfield, Alto, MI 49302 | 200 N Monroe, Lowell, MI 49331

D 616.784.2007 | M 616.915.2541

Information  **Ideas**  **Excitement!** 



Monthly Cash Position Per Bank Month Ended May 2025



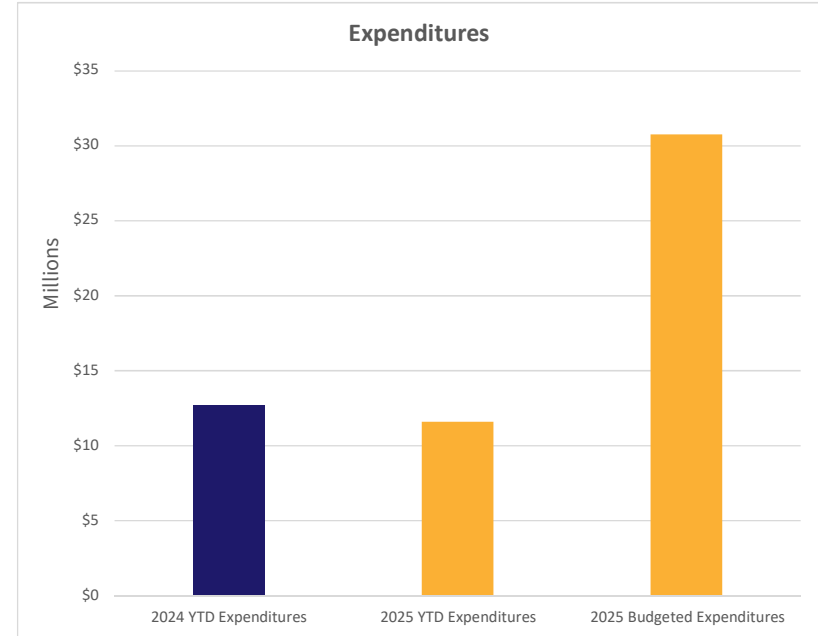
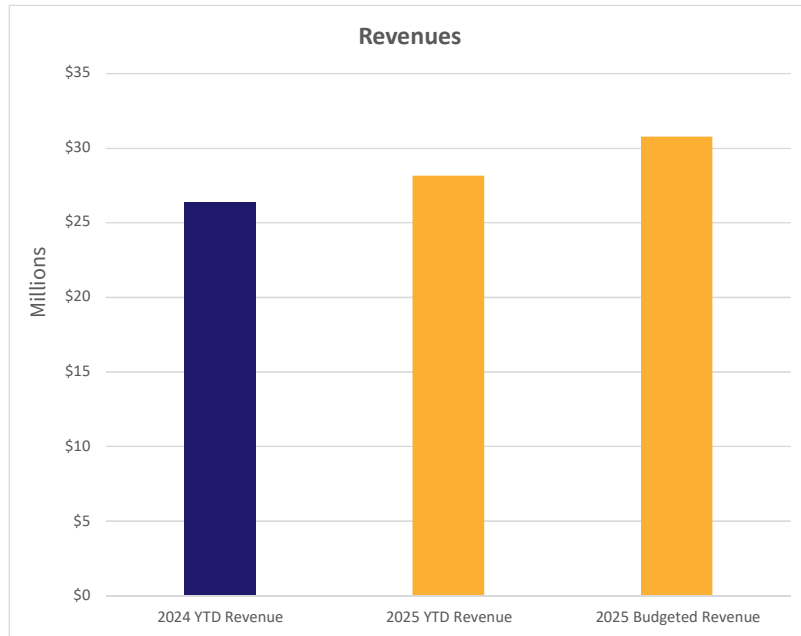
Cash Position with Prior Year Comparison			
Account	Current Interest Rate	Current Amount	Prior Year Amount
Huntington Checking Account	0.500%	\$203,331.92	\$883,992.95
Huntington Investment Account	2.273%	\$239,844.67	\$131,569.97
*Kent County Pooled Funds	3.833%	\$61,260.41	\$58,814.60
Atlanta Capital Investments	3.000%	\$11,522,392.00	\$10,832,277.00
Huntington Liquidity Portal	4.240%	\$15,032,586.73	\$12,442,292.65
Caledonia UYL Investment	4.230%	\$217,028.56	\$207,226.49
KWD Sherri Lou Investment	4.240%	\$232,265.01	\$221,727.68
KDL Community Scholarship Fund	4.220%	\$185,139.28	\$176,726.92
		<u>\$27,693,848.58</u>	<u>\$24,954,628.26</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month Ended May 2025



Budget to Actual with Prior Year Comparison			
	Budget	YTD Actual	Percent of Budget
2024 Revenues	\$ 28,484,689	\$ 26,343,621	92.5%
2025 Revenues	\$ 30,779,864	\$ 28,163,722	91.5%
2024 Expenditures	\$ 30,595,677	\$ 12,659,056	41.4%
2025 Expenditures	\$ 30,778,695	\$ 11,605,800	37.7%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 5/1/2025 Through 5/31/2025
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	27,077,093	27,765,820	(688,728)	(2)%
Penal Fines	0	675,000	(675,000)	(100)%
Charges for Services	21,814	32,000	(10,186)	(32)%
Interest Income	516,557	450,000	66,557	15 %
Public Donations	126,184	250,000	(123,816)	(50)%
Other Revenue	166,006	506,000	(339,994)	(67)%
State Sources	256,070	1,101,044	(844,974)	(77)%
Total Revenues	28,163,722	30,779,864	(2,616,142)	(8)%
Expenditures				
Salaries and Wages	5,275,959	14,543,794	9,267,835	64 %
Employee Benefits	1,443,859	4,440,235	2,996,376	67 %
Collections - Digital	1,345,539	3,178,195	1,832,656	58 %
Collections - Physical	647,416	1,817,840	1,170,424	64 %
Supplies	257,452	747,142	489,690	66 %
Contractual and Professional Services	1,040,022	2,100,941	1,060,919	50 %
Programming and Outreach	168,443	518,810	350,367	68 %
Maintenance and Utilities	1,003,165	2,322,668	1,319,503	57 %
Staff Development	80,834	314,100	233,266	74 %
Board Development	6,605	18,625	12,020	65 %
Other Expenditures	221,590	399,420	177,830	45 %
Capital Outlay	114,916	376,925	262,009	70 %
Total Expenditures	11,605,800	30,778,695	19,172,895	62 %
Excess Revenue Over (Under) Expenditures	16,557,922	1,169	16,556,753	1,416,899 %

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 5/1/2025 Through 5/31/2025
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	3,232	4,000	(768)	(19)%
Public Donations	750	1,000	(250)	(25)%
Total Revenues	3,982	5,000	(1,018)	(20)%
Expenditures				
Scholarships	0	15,000	15,000	100 %
Total Expenditures	0	15,000	15,000	100 %
Excess Revenue Over (Under) Expenditures	3,982	(10,000)	13,982	(140)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 5/1/2025 Through 5/31/2025
(In Whole Numbers)

	YTD Ending May 2025	YTD Ending May 2024	Total Variance
Revenues			
Property Taxes	27,077,093	24,982,061	2,095,031
Charges for Services	21,814	90,514	(68,700)
Interest Income	516,557	295,790	220,767
Public Donations	126,184	457,803	(331,619)
Other Revenue	166,006	278,943	(112,937)
State Sources	256,070	241,661	14,409
Total Revenues	28,163,722	26,346,770	1,816,951
Expenditures			
Salaries and Wages	5,275,959	5,426,842	(150,882)
Employee Benefits	1,443,859	1,486,520	(42,661)
Collections - Digital	1,345,539	1,594,556	(249,017)
Collections - Physical	647,416	772,593	(125,176)
Supplies	257,452	254,250	3,201
Contractual and Professional Services	1,040,022	1,209,557	(169,535)
Programming and Outreach	168,443	180,656	(12,213)
Maintenance and Utilities	1,003,165	1,027,090	(23,925)
Staff Development	80,834	99,033	(18,200)
Board Development	6,605	12,526	(5,921)
Other Expenditures	221,590	276,334	(54,744)
Capital Outlay	114,916	320,300	(205,384)
Total Expenditures	11,605,800	12,660,258	(1,054,458)
Excess Revenue Over (Under) Expenditures	16,557,922	13,686,513	2,871,409

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 5/1/2025 Through 5/31/2025
(In Whole Numbers)

	YTD Ending May 2025	YTD Ending May 2024	Total Variance
Revenues			
Interest Income	3,232	453	2,779
Public Donations	750	176,419	(175,669)
Total Revenues	3,982	176,873	(172,890)
Excess Revenue Over (Under) Expenditures	3,982	176,873	(172,890)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 5/1/2025 Through 5/31/2025
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	18,535	26,891,802	27,569,884	(678,082)	(2)%
4412 Delinquent personal property taxes	735	2,713	5,000	(2,287)	(46)%
4432 DNR - PILT	(2,540)	4,003	40,000	(35,997)	(90)%
4437 Industrial facilities taxes	0	178,575	150,936	27,639	18 %
Total Property Taxes	16,730	27,077,093	27,765,820	(688,728)	(2)%
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	113	1,247	0	1,247	0 %
4685 Materials replacement charges	2,986	20,567	32,000	(11,433)	(36)%
Total Charges for Services	3,099	21,814	32,000	(10,186)	(32)%
Interest Income					
4662 Interest Earned on Uyl Investment	776	3,774	0	3,774	0 %
4663 Interest Earned on Investment	831	4,057	0	4,057	0 %
4664 Interest Earned on Restricted Investments	199	787	0	787	0 %
4665 Interest earned on deposits and investments	52,866	506,913	450,000	56,913	13 %
4666 Interest Earned - Property Taxes	201	1,026	0	1,026	0 %
Total Interest Income	54,872	516,557	450,000	66,557	15 %
Public Donations					
4673 Restricted donations	8,137	120,182	250,000	(129,818)	(52)%
4674 Unrestricted donations	547	6,001	0	6,001	0 %
Total Public Donations	8,684	126,184	250,000	(123,816)	(50)%
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	308	1,049	6,000	(4,951)	(83)%
4686 Sale of Equipment	105	698	0	698	0 %
4688 Miscellaneous	6,372	26,614	0	26,614	0 %
4695 Health Insurance Plan Experience Rebate	5,458	5,458	0	5,458	0 %
Total Other Revenue	12,243	166,006	506,000	(339,994)	(67)%
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	95,628	28,163,722	30,779,864	(2,616,142)	(8)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	210	1,110	3,900	2,790	72 %
5706 Extra duty stipends	650	1,800	0	(1,800)	0 %
5713 Salary & Wages	1,080,079	5,273,049	14,539,894	9,266,845	64 %
Total Salaries and Wages	1,080,939	5,275,959	14,543,794	9,267,835	64 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 5/1/2025 Through 5/31/2025
(In Whole Numbers)

		Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
	Employee Benefits					
5709	FICA	79,329	392,281	1,112,303	720,022	65 %
5717	Defined Contribution Pension Plan Contributions	53,896	263,617	646,414	382,797	59 %
5718	Employee Health Benefits	96,411	412,650	2,198,718	1,786,068	81 %
5720	HSA/Flex	2,667	339,067	392,000	52,933	14 %
5730	Other Employee Benefits	5,256	36,244	90,800	54,556	60 %
	Total Employee Benefits	237,559	1,443,859	4,440,235	2,996,376	67 %
	Collections - Digital					
5785	Cloud Library/OverDrive	4,196	859,873	2,103,500	1,243,627	59 %
5786	Hoopla	0	239,000	755,000	516,000	68 %
5787	Digital Collection	2,003	68,341	82,157	13,816	17 %
5788	Miscellaneous Electronic Access	0	178,325	237,538	59,213	25 %
	Total Collections - Digital	6,200	1,345,539	3,178,195	1,832,656	58 %
	Collections - Physical					
5791	Subscriptions	0	68,766	69,040	274	0 %
5871	Branch Local Materials - Restricted Donation Expenditures	1,569	2,996	0	(2,996)	0 %
5982	Collection Materials - Depreciable	118,445	458,664	1,434,500	975,836	68 %
5983	CD/DVD Collection Materials - Non-Depreciable	28,668	115,971	297,300	181,329	61 %
5984	Beyond Books Collection - Non-Depreciable	1,258	1,019	17,000	15,981	94 %
	Total Collections - Physical	149,940	647,416	1,817,840	1,170,424	64 %
	Supplies					
5750	Collection Processing & AV Supplies	7,342	36,135	108,000	71,865	67 %
5751	Supplies	9,760	43,740	149,785	106,045	71 %
5760	Technology & Accessories <\$1000	427	11,584	59,115	47,531	80 %
5764	KDL Staff Event, Supplies & Awards	31,433	46,394	93,400	47,006	50 %
5768	Promotions Supplies	6,843	8,761	31,860	23,099	73 %
5770	Other Awards/Prizes	76,162	91,860	192,425	100,565	52 %
5790	Books (not for circulation)	0	560	20,500	19,940	97 %
5851	Mail/Postage	1,000	3,685	7,057	3,372	48 %
5900	Copier/Printer Usage Charges	7,095	14,734	85,000	70,266	83 %
	Total Supplies	140,063	257,452	747,142	489,690	66 %
	Contractual and Professional Services					
5792	Software	18,521	256,003	618,113	362,110	59 %
5801	Professional & Other Contracted Services	26,396	206,480	505,475	298,995	59 %
5813	Delivery Services	13,052	64,557	165,556	100,999	61 %
5814	Security Services	2,108	9,068	33,000	23,932	73 %
5817	Lakeland Library Co-op services	0	3,415	6,830	3,415	50 %
5827	Catering	125	2,657	20,450	17,793	87 %
5873	Website	123	185,077	193,550	8,473	4 %
5875	Advertising	435	16,437	94,500	78,063	83 %
5890	ILS Fees	0	123,806	165,075	41,269	26 %
5891	Licenses and Fees	38,843	140,122	186,892	46,770	25 %
5901	Outsourced Printing & Publishing	9,549	32,400	111,500	79,100	71 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 5/1/2025 Through 5/31/2025
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Total Contractual and Professional Services	<u>109,152</u>	<u>1,040,022</u>	<u>2,100,941</u>	<u>1,060,919</u>	<u>50 %</u>
Programming and Outreach					
5795 Programming & Outreach Supplies	23,012	47,295	179,400	132,105	74 %
5885 Speakers/Performers	11,190	107,953	301,400	193,447	64 %
5906 Community Outreach	<u>3,159</u>	<u>13,195</u>	<u>38,010</u>	<u>24,815</u>	<u>65 %</u>
Total Programming and Outreach	37,361	168,443	518,810	350,367	68 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	35,905	179,527	560,000	380,473	68 %
5822 Maintenance Contracts	1,033	6,191	37,035	30,844	83 %
5848 Mobile Hotspots	27,808	112,148	346,689	234,541	68 %
5849 Cell Phones/ Stipends	1,441	5,699	18,125	12,426	69 %
5850 Telephones	3,043	41,428	60,000	18,572	31 %
5852 Internet/Telecomm Services	22,858	109,753	150,460	40,707	27 %
5919 Waste Disposal	527	2,636	8,200	5,564	68 %
5920 Utilities	4,774	18,939	71,000	52,061	73 %
5925 Lawncare & Snowplowing	665	14,133	43,000	28,867	67 %
5928 Branch Maintenance Fees	0	283,051	566,102	283,051	50 %
5930 Repairs & Maintenance	3,700	17,464	109,620	92,156	84 %
5933 Software & IT Hardware Maintenance Agreements	2,396	93,184	163,085	69,901	43 %
5940 Rentals & Leases	<u>4,411</u>	<u>119,011</u>	<u>189,352</u>	<u>70,341</u>	<u>37 %</u>
Total Maintenance and Utilities	108,563	1,003,165	2,322,668	1,319,503	57 %
Staff Development					
5910 Staff Development & Conferences	<u>10,785</u>	<u>80,834</u>	<u>314,100</u>	<u>233,266</u>	<u>74 %</u>
Total Staff Development	10,785	80,834	314,100	233,266	74 %
Board Development					
5908 Board Development	<u>630</u>	<u>6,605</u>	<u>18,625</u>	<u>12,020</u>	<u>65 %</u>
Total Board Development	630	6,605	18,625	12,020	65 %
Other Expenditures					
5759 Gas, Oil, Grease	417	1,733	7,660	5,927	77 %
5860 Parking	123	394	2,435	2,041	84 %
5861 Mileage Reimbursement	5,011	17,698	56,550	38,852	69 %
5870 Branch Local Misc - Restricted Donation Expenditures	12,224	76,354	103,850	27,496	26 %
5935 Insurance	0	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	(3)	(29)	100	129	129 %
5964 Property Tax Reimbursement	10,911	14,469	40,000	25,531	64 %
5965 MEL Return Items	<u>39</u>	<u>642</u>	<u>3,000</u>	<u>2,358</u>	<u>79 %</u>
Total Other Expenditures	28,723	221,590	399,420	177,830	45 %
Capital Outlay					
5977 Technology - Non-Depreciable (\$1000-4999)	0	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)	3,600	9,475	30,000	20,525	68 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 5/1/2025 Through 5/31/2025
(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>
5980	Equipment/Furniture - Depreciable (\$5000+)	0	28,419	0	(28,419)	0 %
	Total Capital Outlay	<u>3,600</u>	<u>114,916</u>	<u>376,925</u>	<u>262,009</u>	<u>70 %</u>
	Total Expenditures	<u>1,913,513</u>	<u>11,605,800</u>	<u>30,778,695</u>	<u>19,172,895</u>	<u>62 %</u>
	Excess Revenue Over (Under) Expenditures	<u>(1,817,885)</u>	<u>16,557,922</u>	<u>1,169</u>	<u>16,556,753</u>	<u>1,416,899 %</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 5/1/2025 Through 5/31/2025
(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>660</u>	<u>3,232</u>	<u>4,000</u>	<u>(768)</u>	<u>(19)%</u>
Total Interest Income	<u>660</u>	<u>3,232</u>	<u>4,000</u>	<u>(768)</u>	<u>(19)%</u>
Public Donations					
4673 Restricted donations	<u>100</u>	<u>750</u>	<u>1,000</u>	<u>(250)</u>	<u>(25)%</u>
Total Public Donations	<u>100</u>	<u>750</u>	<u>1,000</u>	<u>(250)</u>	<u>(25)%</u>
Total Revenues	<u>760</u>	<u>3,982</u>	<u>5,000</u>	<u>(1,018)</u>	<u>(20)%</u>
Expenditures					
Scholarships					
5895 Scholarship Awards	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>	<u>100 %</u>
Total Scholarships	<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>760</u>	<u>3,982</u>	<u>(10,000)</u>	<u>13,982</u>	<u>(140)%</u>

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 5/1/2025 Through 5/31/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0592	Ingram Library Services Llc	50,509.42	5/28/2025
2025-0534	IP Consulting, Inc.	41,755.45	5/14/2025
AP-PH052325	Priority Health	38,068.68	5/23/2025
2025-0533	Ingram Library Services Llc	31,946.16	5/14/2025
2025-0516	Consociate, Inc. dba Consociate Health	29,932.42	5/14/2025
2025-0608	RNL Graphics Solutions, LLC	27,416.89	5/28/2025
AP-6110636431	Verizon Wireless - MiFi Routers & Cell phones	27,112.22	5/1/2025
2025-0553	Advanced Benefit Solutions, Inc / Acrisure, LLC	26,875.40	5/28/2025
88941	Frederik Meijer Gardens & Sculpture Park	23,168.25	5/14/2025
2025-0563	Baker & Taylor	20,949.54	5/28/2025
AP-CS05-13-20...	Consociate, Inc. dba Consociate Health	19,778.19	5/19/2025
AP-CS05-06-25	Consociate, Inc. dba Consociate Health	18,758.75	5/12/2025
2025-0607	Rehmann Robson LLC	13,400.00	5/28/2025
AP-May 2025	BrightBenefits	13,158.66	5/16/2025
2025-0520	Everstream Holding LLC- Michigan	13,130.00	5/14/2025
AP-June 2025	BrightBenefits	13,037.94	5/16/2025
88939	City Of Kentwood Treasurer	10,911.01	5/14/2025
2025-0554	Continental American Insurance Company dba AFLAC Group	10,789.57	5/28/2025
2025-0508	Continental American Insurance Company dba AFLAC Group	10,781.18	5/14/2025
2025-0549	Tyrone Township	10,519.24	5/14/2025
2025-0536	Michigan Office Solutions (MOS)	9,306.32	5/14/2025
88958	Ten Finger Fish	8,900.53	5/14/2025
2025-0521	Holland Litho Printing Services	8,506.93	5/14/2025
2025-0568	Five9, Inc	8,155.28	5/28/2025
2025-0598	Maner Costerisan	8,000.00	5/28/2025
2025-0515	Comerica Bank	7,023.24	5/14/2025
2025-0602	Midwest Tape LLC	7,006.99	5/28/2025
2025-0566	Comerica Bank	6,925.26	5/28/2025
2025-0511	Baker & Taylor	6,915.71	5/14/2025
AP-06293365	Paycor, Inc.	6,702.20	5/7/2025
2025-0555	Alexander Threats	6,513.36	5/28/2025
AP-CH04-29-25	Consociate, Inc. dba Consociate Health	6,351.02	5/5/2025
2025-0545	Same Day Delivery, Inc	5,278.35	5/14/2025
2025-0593	Interphase Office Interiors, Inc.	5,277.50	5/28/2025
2025-0594	IP Consulting, Inc.	4,792.54	5/28/2025
2025-0604	Overdrive, Inc	4,196.40	5/28/2025
88977	Literacy Center of West Michigan	4,000.00	5/28/2025
2025-0556	AMAZON CAPITAL SERVICES, INC	3,873.84	5/28/2025
88970	David Critchlow / Critchlow Alligator Sanctuary	3,750.00	5/28/2025
AP-May 2025	PLIC - SBD Grand Island	3,712.77	5/1/2025
88950	Kathy M. Forzley	3,520.00	5/14/2025
2025-0538	Midwest Tape LLC	3,472.62	5/14/2025
2025-0543	Playaway Products LLC	3,078.02	5/14/2025
88952	Library Design Associates Inc.	3,069.00	5/14/2025
2025-0547	TelNet Worldwide, Inc.	3,043.00	5/14/2025
2025-0606	Playaway Products LLC	2,927.07	5/28/2025
2025-0611	Thomas Klise/Crimson Multimedia	2,920.00	5/28/2025
2025-0570	EasyVista, Inc.	2,900.00	5/28/2025
AP-207147955...	Consumers Energy	2,598.42	5/2/2025
2025-0610	Springshare Llc	2,597.00	5/28/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 5/1/2025 Through 5/31/2025

Check Number	Vendor Name	Check Amount	Check Date
88962	Unique	2,591.80	5/14/2025
2025-0550	UAW Local 2600	2,558.17	5/14/2025
2025-0613	UAW Local 2600	2,547.97	5/28/2025
AP-691318	123.Net, Inc	1,724.00	5/14/2025
2025-0596	Library Ideas, Llc	1,717.20	5/28/2025
88960	Today's Business Solutions, Inc.	1,644.00	5/14/2025
2025-0552	ACP Entertainment, Inc.	1,640.00	5/28/2025
2025-0569	Cengage Learning	1,576.14	5/28/2025
AP-PH05-09-25	Priority Health	1,501.77	5/9/2025
88968	Community Reconciliation Center - Dispute Resolution Center	1,500.00	5/28/2025
2025-0544	RNL Graphics Solutions, LLC	1,447.00	5/14/2025
2025-0595	Pre-Paid Legal Services, Inc.	1,414.70	5/28/2025
88951	Katie Vanechuk / In Your Element Wellness	1,408.00	5/14/2025
2025-0540	TELUS HEALTH (US) LTD.	1,368.57	5/14/2025
2025-0513	Central Michigan Paper	1,360.00	5/14/2025
88984	Ten Finger Fish	1,356.55	5/28/2025
88944	Godwin Heights High School	1,300.00	5/14/2025
2025-0541	Nationwide	1,295.82	5/14/2025
AP-203233781...	Consumers Energy	1,273.21	5/7/2025
2025-0612	Troost Service Company	1,033.40	5/28/2025
88949	Katherine Riedel / Making Space Organization, LLC	1,000.00	5/14/2025
88942	Friends of the Krause Memorial Library	925.00	5/14/2025
AP-6110754928	Verizon Wireless - MiFi Routers & Cell phones	915.11	5/1/2025
88948	John Ball Zoo	912.00	5/14/2025
AP-203267570...	Dte Energy	902.39	5/1/2025
2025-0567	DK Security	878.40	5/28/2025
88954	Pam Spring Advertising, Llc	807.00	5/14/2025
2025-0535	Lindenmeyr Munroe	806.98	5/14/2025
88971	Grand Rapids Event Rentals LLC/Ryan Rogers	798.00	5/28/2025
2025-0519	DK Security	790.56	5/14/2025
88945	HighPoint Electric, Inc.	768.66	5/14/2025
2025-0539	Monica Rickert-Bolter	750.00	5/14/2025
2025-0509	AMAZON CAPITAL SERVICES, INC	723.28	5/14/2025
88933	All Season Lawn Care	665.00	5/14/2025
88964	Bellwether Media, LLC	629.10	5/28/2025
2025-0558	Authors Unbound Agency	611.95	5/28/2025
AP-3105758	Arrowaste	527.04	5/16/2025
2025-0614	Wolverine Printing Company	522.20	5/28/2025
88938	City Of East Grand Rapids	500.00	5/14/2025
2025-0514	Cloud 616 LLC	450.00	5/14/2025
88946	Ian Borton	450.00	5/14/2025
AP-PH5-2-25	Priority Health	405.29	5/2/2025
88934	Andrea Koster	400.00	5/14/2025
88940	DAD'S Tents	376.50	5/14/2025
88987	Vanguard Fire & Security Systems Inc	375.00	5/28/2025
2025-0517	Corrigan Moving Systems-Grand Rapids, Inc.	340.00	5/14/2025
88967	Clock Mobility	324.95	5/28/2025
88966	Center Point Publishing	318.81	5/28/2025
88943	Gary F Korreck	300.00	5/14/2025
88980	Penny L Folsom	300.00	5/28/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 5/1/2025 Through 5/31/2025

Check Number	Vendor Name	Check Amount	Check Date
88976	Katelyn Webb	300.00	5/28/2025
88931	Absopure Water Company	297.40	5/14/2025
2025-0548	Toyish Labs Inc	279.92	5/14/2025
88932	Ada Township	275.00	5/14/2025
AP-2911282-05...	Comcast Cable	258.85	5/9/2025
2025-0518	Demco, Inc	245.94	5/14/2025
2025-0605	Pareto Health Intermediate Holdings, Inc.	230.00	5/28/2025
2025-0597	Lindenmeyr Munroe	205.50	5/28/2025
88956	Steven Zaagman	200.00	5/14/2025
88972	Green Space Buns/Rachel Gorter	200.00	5/28/2025
AP-3457085	TASC	198.32	5/28/2025
2025-0542	Performance Assessment Network	190.00	5/14/2025
88957	Susan Erhardt	182.89	5/14/2025
88985	Therapeutic Horse Connection / Karin's Horse Connection	170.00	5/28/2025
AP-0021585-05...	Comcast Cable	126.90	5/27/2025
AP-0260158-05...	Comcast Cable	123.90	5/20/2025
AP-6110653678	Verizon Wireless - MiFi Routers & Cell phones	108.03	5/1/2025
2025-0603	Norma J. VerHeulen	94.40	5/28/2025
88963	Absopure Water Company	90.45	5/28/2025
2025-0609	Sheri Gilreath-Watts	89.50	5/28/2025
AP-017593	Medtipster.com, LLC.	88.04	5/14/2025
AP-6112450215	Verizon Wireless - MiFi Routers & Cell phones	83.16	5/21/2025
2025-0565	Christina Tazelaar	64.16	5/28/2025
88981	Peter Dykhuis	57.44	5/28/2025
2025-0557	Andrew Erlewein	57.30	5/28/2025
88969	Cornerstone University	55.00	5/28/2025
88937	Center Point Publishing	50.34	5/14/2025
2025-0546	Sheri Gilreath-Watts	50.16	5/14/2025
88935	Ashley Davis	50.00	5/14/2025
2025-0564	Carla Hotz	49.60	5/28/2025
88959	Thomas Noreen	35.90	5/14/2025
2025-0512	Blackstone Audio Inc	34.99	5/14/2025
AP-8641512-03...	T-Mobile USA Inc.	31.15	5/5/2025
88979	Morgan Hanks	31.03	5/28/2025
88947	Jeanne Logan	28.00	5/14/2025
88936	Brian Mortimore	24.92	5/14/2025
88961	Ty Papke	24.50	5/14/2025
88965	Carlye Molyneux	21.99	5/28/2025
88982	Peter White Public Library	20.00	5/28/2025
88983	Putnam District Library	16.99	5/28/2025
88955	The Pennsylvania State University	15.00	5/14/2025
88986	Timothy C. Hauenstein Reynolds Township Library	14.00	5/28/2025
88978	Madelyn Besaw	12.99	5/28/2025
88973	Jackson District Library	11.47	5/28/2025
AP-PH05-16-20...	Priority Health	11.37	5/16/2025
88953	Marjory Kopp	10.95	5/14/2025
88975	Judith C Thompson	6.99	5/28/2025
88974	Janelle Aimee Mahlmann	6.99	5/28/2025
2025-0551	Voices for Health, Inc.	2.98	5/14/2025
Report Total		<u>662,878.27</u>	

Kent District Library
Check/Voucher Register - Voided Checks
From 5/1/2025 Through 5/31/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
88784	Monroe County Library System	(17.99)	5/1/2025
88844	Playaway Products LLC	(827.88)	5/9/2025
88922	Playaway Products LLC	(2,801.09)	5/22/2025
Report Total		<u>(3,646.96)</u>	

Director's Report May 2025



From the Desk of Lance Werner, Executive Director

Over the past few weeks, I have been actively engaged in various activities and meetings. Visiting our branches has been a delightful experience, and I have greatly valued reconnecting with everyone. The annual reports are progressing smoothly, and we have received a warm welcome at each location.

I had the honor of attending the West Michigan Asian Association celebration, where we recognized the new President, Dr. Yilin Wendland-Lui. I am arranging a follow-up meeting to discuss how KDL can enhance its support for the Asian American community in Kent County.

Additionally, I had a productive conversation with lobbyists from Penguin Random House regarding our national strategy. As an Executive Committee board member, I also participated in a Children's Advocacy Center (CAC) board meeting.

During my explorations, I visited Exalta Health on South Division. They have expressed interest in providing remote medical services, and there is potential for KDL to collaborate with them.

Lastly, I enjoyed a wonderful vacation with my family in Toronto.



Director's Report May 2025



ALTO, LOWELL and GRATTAN

Alto and Lowell libraries have been extremely busy this past May. Both locations have had LEAP visits from a total of 3 elementary schools. There have also been lots of field trips to the schools. Alto had 148 students visit and Lowell had 349. Most trips were broken into three sections: the kids received information about what items their card can be used for as well as a discussion about programs and Summer Wonder, and the other two sections were a craft station and a tour of the library.

The focus on Outreach is going very well. Storytimes were held at Great Start Readiness Program and STEM activities were done at the YMCA after school program. Alto secured a large Outreach opportunity this year to set up a craft and STEM tubs at Alto Meadows, a large development near the library. The Outreach Opportunity resulted in a large tent, table, and chairs for library use, so Alto and Lowell can provide STEM tubs and coloring sheets every Friday through the entirety of the Summer Wonder program.

EAST GRAND RAPIDS and ADA

Both the East Grand Rapids and Amy Van Andel Branches are excited for another great summer of partnering with local business associations. Both communities are growing and it's amazing to see the momentum building in the associations. East Grand Rapids is excited for the EGR After Dark event on Saturday June 7 and the Taste of East event on August 20. Both events draw people in from within the East Grand Rapids area and all over Kent County. The Library loves participating and engaging with new faces.

Once again the Ada library will bring storytimes on the road to the farmer's market every Tuesday beginning June 3. In addition, the library has a great relationship with the ADA Business Association and the Downtown Development Authority, ensuring that Kent District Library is present and welcome to all community events.

**Pictured below: 3 new study rooms are being installed at the East Grand Rapids branch thanks to the Friends of the EGR Library. They will be completed on June 5th.



BYRON and GRANDVILLE

The Grandville Branch is always excited to partner with members of the community. One of the most regular and ongoing partners is the city of Grandville and the Grandville DDA. Kent District Library's Grandville location works with them to join forces on almost every big event that happens in the city, from the Fall Festival to Christmas at the Commons. The library often acts as the anchor space for these events, helping to tie everything together. This summer the DDA will be hosting summer concerts in the library amphitheater on Friday nights, and a big summer street fair in August. The library will host the annual splash party (foam cannons and a fire truck to spray water) in conjunction with the street fair.

In Byron there are a variety of partnerships the library participates in as well. Between being a part of the chamber (Byron's Regional Manager, Josh, sits on the chamber scholarship board, helping to assign the 4 scholarships awarded each year), partnering with local schools to build relationships with teachers and students, and partnering with local businesses, the branch keeps plenty busy. One partnership that the branch really loves is partnering with The Hangar. The Hangar is an after-school program for kids to have a safe place after school. Julie Gillich, Byron's Teen Services Librarian, regularly brings KDL Lab activities and other fun or book related activities to the after school program. Its a great way to connect with teens and to bring the library to the community.



Featured Department

IT

The Information Technology team at KDL is responsible for ensuring that staff and patrons of KDL are able to use technology effectively, as well as providing support when problems arise. This team is also responsible for ensuring useful life, identifying when technology and their procedures need to be updated to be more user-friendly and effective for KDL as a whole. Detailed below are some of the projects that the IT team has been working on to improve KDL for staff and patrons alike.

Retiring iPads

Our current iPad fleet is out of date, and many of them are unable to install the newest software updates. These iPads have historically been available for checkout by patrons, staff usage, and to trustees to access their KDL communications. Due to decreasing circulation by patrons, declining staff usage, and other options for trustees, we will not be renewing our contract for the software used to manage these iPads. As a result, the iPads will become standalone devices that staff and trustees can continue to use, while the iPads in the collection will be removed from circulation. Unused iPads will be sent to the Service Center, where Curtis will wipe them and remove our management software.

Cisco Phone System to Microsoft (MS) Teams Phone Migration

Dhanya and Curtis worked together to move our phone system from Cisco to Microsoft Teams Phone. The MS Teams Phone integrates into the Teams client, so staff are able to make and take calls on any device that MS Teams is installed on. This was done to save costs and reduce the number of physical phones deployed. With Cisco, we had over 400 phone accounts, including softphones, and we now have only 80 physical phones and 80 softphones.

Printer Sustainability Project

With the amount of patron printing increasing steadily since Free Printing was initiated at KDL, it became necessary to implement a process to track the amount of pages that patrons were printing and give branch staff a better understanding of how much patrons needed to pay once they went over their 50-page-a-week limit. Ray and Gwennan worked with a group of branch staff persons to create a system that assigns 50 credits to a library card per week. When patrons scan their card to start a print job, the applicable credits (one per page, front and back) are removed from their card. If the patron needs more than 50 pages, they can visit the front desk to pay 10 cents per additional page.

Featured Department

IT

Printer Sustainability Project

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Automated Patron Suspension Letters

To save managers time and to speed up writing suspension letters, Gwennan has used Power Automate to create a form for managers to fill out which then generates a suspension letter automatically. Managers can fill out the form with the suspended patron's name, the date, the incident prompting the suspension, and the appropriate suspension time. They can also link any relevant information to the suspension. Lance, Elvia Myers and Jennifer DeVault have the ability to approve the suspension, at which point a suspension letter is generated and uploaded to SharePoint. All managers have access to these suspension letters, and they can be quickly printed to be handed to the patron when necessary.

SharePoint Permissions

IT and the Intranet Project Revamp Team are working on organizing and revamping the existing intranet. The home page on the intranet has been updated to make it more interactive with dynamic content and has gone live. Currently, the content and layout of other sites, including team sites, are being reviewed and crafted to become more accessible and are being updated with useful information. Duplicate documents and content are being removed across all SharePoint sites. This team is also working on permissions for all SharePoint sites to make the content more secure and to ensure that staff have access to the sites and documents they need.

Expand Esports Project

This past school year we provided two high schools with access to gaming equipment at the Service Center to allow them to offer an esports team. We also hosted a great esports event called the Rice Bowl, which was put on by Northview High School and brought students from various schools to the Service Center to compete. This event involved five high schools that were joined by five college coaches who shared information about collegiate-level esports with students and family. KDL continues to expand our internal esports offerings by installing new labs at the Plainfield and Nelson Township branches.

Katie Kudos

May 2025

Katerine Glardon - Branch Librarian Plainfield Township

Nominated By: Laura DeJong

Core Value: Inclusive

“Today was PFD’s Teen Crew orientation. Kat did such an amazing job leading it. The kids were able to learn all about what to expect this summer at the library through Kat’s creativity.”

Nominated By: Katie Blakeslee

Core Value: Authentic

“Last week, Kat gave me a tour of the Plainfield Township Gaming Lab. She let me “pick her brain” about how their lab is used and any issues they have run into, as well as future goals for space. It was nice to be able to see the space, but it was even better to meet Kat and find another source of support in the new gaming lab thing. I am excited to see what the future holds for gaming at KDL. I am excited to work with Kat on some of these ventures going forward. Thanks for having me!”

Mikki Henry - Branch Librarian Comstock Park

Nominated By: Orion Kimmel

Core Value: Courageous

“Mikki escorted a sizeable 8 - legged friend outside.”

Nominated By: Tricia Hetrick

Core Value: Courageous

“Mikki had two very different patron incident reports within the span of an hour. She courageously handled both with grace and kindness. Thank you for being you, Mikki!”

Katie Kudos

May 2025

Yannick Kpachavi - Assistant Branch Librarian Caledonia Township

Nominated By: Alyson Cryderman

Core Value: Helpful

“Thank you SO much for helping me with all our LEAP cards this season. There were so many cards ... 200 cards. I appreciate each and every button pressed.”



Upcoming Meetings + Dates of Interest

Upcoming Meetings

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

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

Regular Board Meeting
Thursday, September 18, 2025
KDL Service + Meeting Center

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

Dates of Interest

KDL Pension Meeting
August 20, 2025
1:00 PM
KDL Service + Meeting Center

Kent
District
Library
kdl.org



Information
Ideas
Excitement!



MONTHLY PROJECT REPORT

**MAY
2025**

1

New projects approved

5

In queue

0

Declined

10

Active Approved
Projects



On Track, no extensions 9



1 Extension, at risk 1



2+ Extensions, late 0



Completed since
January 2025 3

Website & Discovery Layer AI Enhancements



Project Lead: Remington Steed
Status: On Track

Approval Date: 05.21.2025
Due Date: TBD



This project will explore how artificial intelligence (AI) can transform search and discovery across KDL's website, vent catalog, and discovery layer. In collaboration with BiblioCommons and other participating library systems, this initiative will explore the integration of AI-powered search features such as natural language queries, personalized recommendations and smarter filters, with the goal of creating a more inclusive, accessible and dynamic search experience that better serves all patrons. While details such as timeline and deliverables remain in development due to coordination with external partners, more clarity is expected following an initial project kickoff meeting with BiblioCommons.

Balancing Using Central Sorter



Project Lead: Liz Guarino
Status: 1 Extension, at risk

Approval Date: 01.15.2025
Due Date: Extended - 07.02.2025

Merchandising Champion and Regional Managers received training on the new balancing process in early May followed by a Communication Bulletin shared with all staff on May 14. The team initiated a trial period of the new process with all branch levels set to low through June 15. Throughout this time, project leader Liz Guarino, Systems Librarian Analyst Rochelle Ball and Network Systems Specialist Gwennan Lawcock will monitor the process and gather feedback. To allow branches time to adjust to the new process before providing feedback and closing out the project, the PMO approved this project to be extended to July 2.

Community Partnerships Evaluation



Project Lead: Craig Buno
Status: On Track

Approval Date: 12.04.2024
Due Date: 01.31.2026

As May progresses, the project is moving into Phase 2, shifting from data collection to an assessment of community needs and a strategy for partnership planning. The primary goal is to assess existing community resources and proactively identify opportunities for collaboration and highlight areas where KDL can increase outreach efforts.

A key deliverable in this phase is the development of “Who Is My Community” maps at the branch level, built from Phase 1 data. To ensure consistency across branches, a standardized template will be created to offer a cohesive understanding of community landscapes across the entire project.

To better track and evaluate outreach efforts, Community Engagement Librarian Hannah Lewis is working with KDL’s Salesforce contractor to develop two new forms: a meeting evaluation form and a one-on-one partnership meeting form. These forms are designed to capture the often-overlooked early stages of partnership development by recording who is being met and how often. This data will be instrumental in understanding the scope of engagement and identifying areas for growth.

Expand Esports



Project Lead: Kurt Stevens
Status: On Track

Approval Date: 01.08.2025
Due Date: 12.31.2025

May brought the implementation of KDL’s sixth gaming lab, located at the Nelson Twp. Branch. Project leader Kurt Stevens and Network Systems Analyst Ray Mysels oversaw the setup of six gaming stations using the same technology as the Service Center lab. New furniture was installed and shelving adjusted to make room for the new gaming space.

In addition to this installation, Mysels created a living document that tracks the number of times a game is launched on the gaming PCs. This data was provided to the Board of Trustees’ May 2025 meeting and will be an important resource in shaping KDL’s gaming collection.

Lastly the team reviewed the current state of kdl.org/ gaming and began identifying improvements to enhance its visual appeal and user experience. Administrative Assistant Julita Fenneuff liaised with both Webmaster Remington Steed and Creative Services Coordinator Brad Baker to integrate esports offerings into both the summer Kaleidoscope and the KDL website, encouraging participants to explore the esports labs as part of their Summer Wonder STEAM activities.



Stop by the Nelson Twp. Branch and check out their new gaming lab!




Intranet Revamp

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

Approval Date: 09.04.2024
Due Date: 11.03.2025

In May, the team identified a need for clearer staff guidance on the differences between cloud-based and local storage, as well as best practices for organizing files, ahead of upcoming global permissions changes. Training manager Trish Reid joined the project team for a meeting to help shape a more comprehensive Microsoft 365 training approach. She proposed a two-part training plan: the first will cover file storage best practices, such as when to use OneDrive versus SharePoint, while the second will explain the upcoming shift in sharing defaults from “edit” to “view only,” and how to adjust permissions when needed. The training is slated to launch in July, after the start of Summer Wonder. Simultaneously, the team will begin reviewing departmental SharePoint pages to identify desired features and establish a revamp schedule.


Legendary Readers

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

Approval Date: 09.27.2023
Due Date: 07.31.2025

Legendary Readers will wrap up Year One on Friday, June 13. More than 980 completers have been logged so far, with the Cascade Twp. Branch leading the way with 158 completers. A Communication Bulletin was published in late May, reminding staff of the deadline for turning in reading logs and instructions for handling leftover materials. The 2025/2026 program will launch September 2 with a brand-new legendary creature, and promotional materials will begin arriving at branches later this summer.

On the Same Page 2025

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

Approval Date: 06.01.2024
Due Date: 12.01.2025

Planning for the 2026 *On the Same Page* program has started with negotiations already underway for prospective authors. It’s important to finalize authors soon because there are only a few venue options within the KDL service area that are large enough for the main event. The first two years of *On the Same Page* were managed by a special project team and going forward this program will be managed and sustained by the Adult Programming Group. Because *On the Same Page* features dozens of book clubs and in-person programs at branches, the Adult Programming Group is perfectly positioned to carry this program forward.

School Outreach Menu



Project Lead: Julie Ralston
Status: On Track

Approval Date: 01.29.2024
Due Date: 11.05.2025

The School Outreach Menu project is really picking up momentum as Phase 2 moves into full swing. A draft of the menu is coming to life while team members contribute input on categories, descriptions and content. Another group has begun coordinating with Webmaster Remington Steed, to design and refine the look and function of KDL's online resources for educators. The team has also continued work on fine tuning a survey for teachers and initiated conversations with Quipu about creating a webform to simplify student card sign-ups. Staff time guidelines are also under review as the team works to balance outreach capacity with demand. In the coming weeks, the team will share its progress with a broader group of KDL staff to garner input to help finalize content and design decisions.

Tech Tutoring Revamp



Project Lead: Morgan Hanks
Status: On Track

Approval Date: 03.26.2025
Due Date: 04.01.2026

The Tech Tutoring Revamp project is off to a strong start following a productive kickoff meeting focused on the future of digital literacy and the evolving role of librarians as digital navigators. The team is energized by the opportunity to reimagine one-on-one tech help in a way that is both accessible and responsive to community needs. A design thinking session scheduled for May 28 will help refine next steps and shape the direction of the project.

Teen Graphic Novel Contest



Project Lead: Madelyn Besaw
Status: On Track

Approval Date: 07.17.2024
Due Date: 11.24.2025

May 3 marked the official start of public promotion of the Teen Graphic Novel Contest with local comic book shops handing out bookmarks and posters. A staff-wide Communication Bulletin followed, providing details to promote the program and help get teens excited. The team has finalized the timeline for judging and printing to ensure there is enough time for the anthology of the top ten finalists to be printed. Final edits to the website including Contest Guidelines, Judges' Rubric and FAQs are nearly complete, with updates scheduled to go live before submissions open on July 1.

BUILDING PROJECTS

Cascade Township

Project Lead: Lulu Brown
Status: N/A

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

The renovations at the Cascade Library are nearing completion. Staff are expected to receive temporary occupancy in early June. This includes reopening the external book drop and shifting staff to allow for printing access. There have been a few delays in receiving materials held in ports which impacted some of the tile in the bathrooms, furniture, and library shelves. It is anticipated that we will have a soft opening on June 30 to provide access to full library services. The grand opening is currently slated for July 23 at 5:30pm to ensure the Cascade Township Board will be able to see the space. Construction for the Wisner Center is slated to begin July 28 and expected to last one month to fix the broken room divider, update carpet, and wallpaper to make the space more cohesive. In the fall the township plans to update the technology in the branch.



Chapter Two Bookstore Expansion – The square footage of the bookstore increased significantly in the refresh to accommodate the needs of the Friends. Due to cost savings, the project team was able to expand the quantity of shelving in the space.



Living Room – This is a view patrons will have when entering the library. The carpet selections and space really focus on highlighting the intention to make the space feel cozy and timeless with an artist flair.



The circulation desk remains in its original location with additional storage added. There is a wooden tile being installed on June 2 to add texture and to connect the lighter wood tones in the living room and coffee bar with the desk.



Children's Entrance – The new layout was designed with the fish tank in mind. The fish are offsite being cared for by AquaBlu until they return in June. New additions include a family restroom, lactation room & youth program room. The entrance to the children's area has custom changing lights that can be altered based on library programs and holidays.

BUILDING PROJECTS

Krause Memorial (Rockford)

Project Lead: Jennifer German

Status: N/A

Approval Date: N/A

Due Date: N/A

The Krause Building Committee is working with Progressive to finalize the floor plan and to begin the planning process for the “Secret Garden” off the children’s area. Regional Manager I Jennifer German and Regional Manager II Laura Youells are beginning preparations for the move to the temporary location in the Rockford Community Cabin and the logistics involved in that transition, which will occur in late 2025.

Tyrone Township

Project Lead: Liz Knapp

Status: N/A

Approval Date: N/A

Due Date: N/A

Tyrone Township continues to work on fundraising efforts for the next stage of the project.

Walker

Project Lead: Liz Knapp

Status: N/A

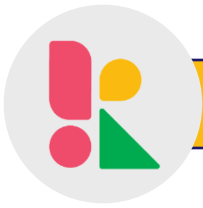
Approval Date: N/A

Due Date: N/A

A subgroup of KDL team members and Studio GC met in May to discuss furniture and shelving. The larger new library steering committee has moved to meeting monthly. The project is on schedule to be completed in the fall of 2026. Staff have been excited to see the progress on the new library site.

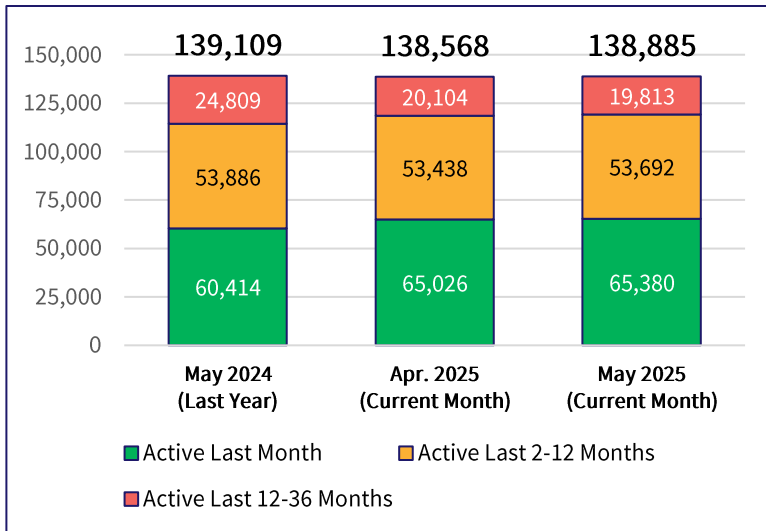


Recent photos of the Walker Library Construction. The new branch will be three times larger than it was before and will open in the fall of 2026.



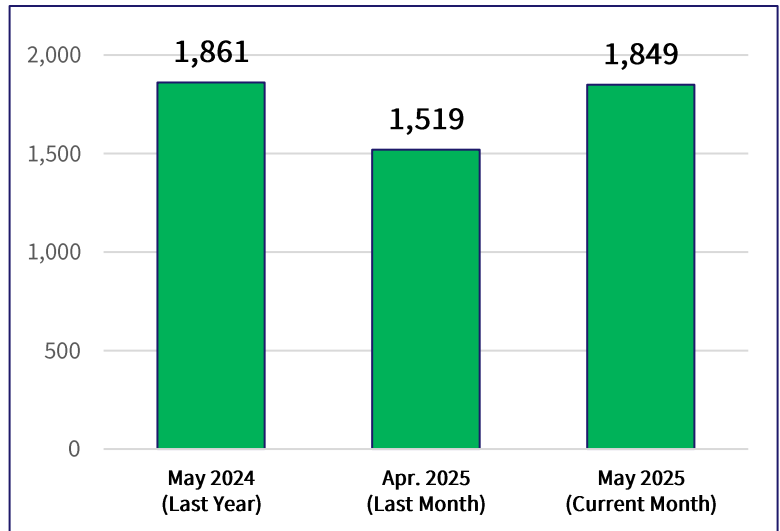
MAY 2025 STATISTICAL SUMMARY

Active KDL Patrons:



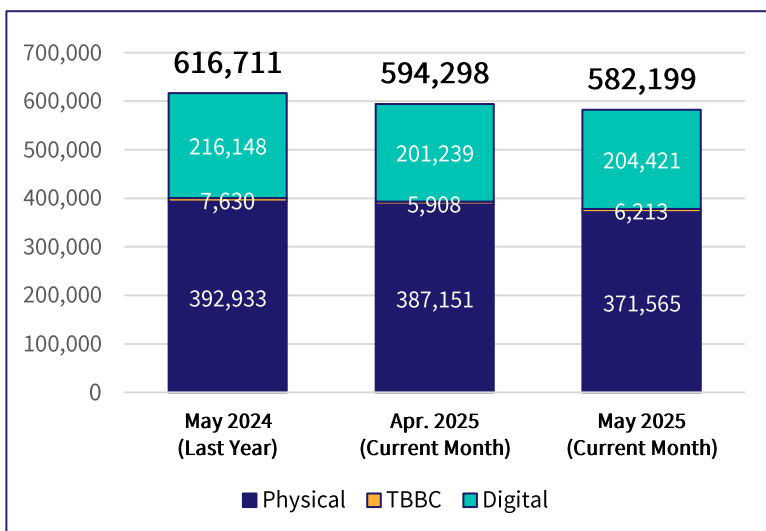
Active KDL Patrons are **up 0.2%** from last month and **down 0.2%** from the same month last year.

New KDL Cards Added:



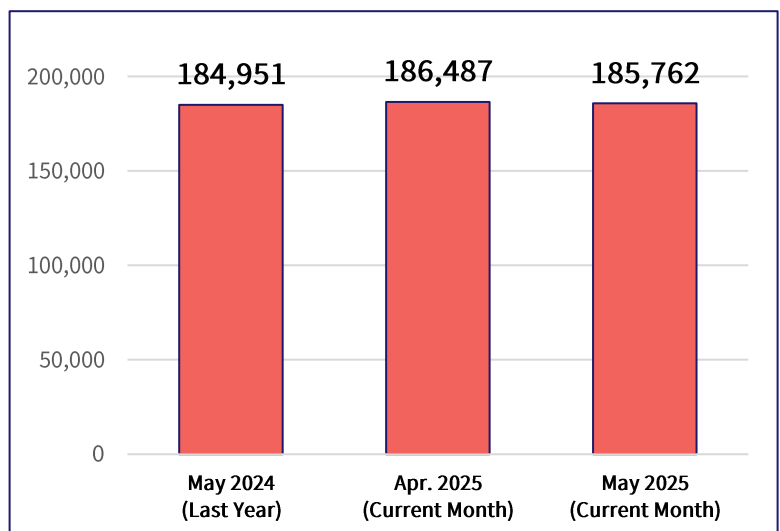
New KDL Cards Added are **up 22%** from last month and **down 1%** from the same month last year.

Total Circulation:

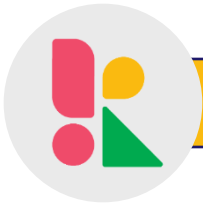


Total Circulation is **down 2%** from last month and **down 6%** from the same month last year.

Visitor Count:

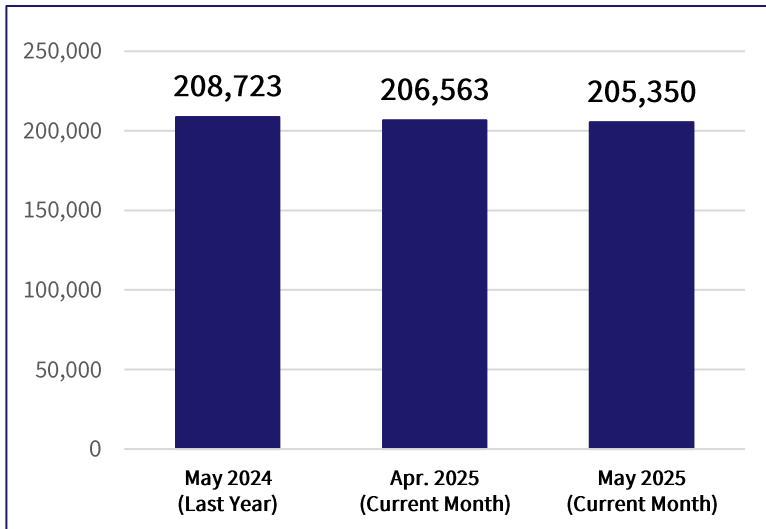


Branch Visitors are **down 0.4%** from last month and **up 0.4%** from the same month last year.



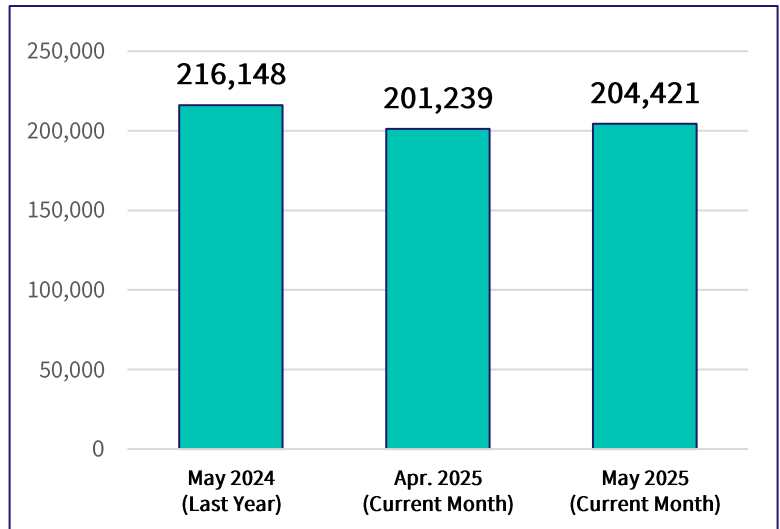
MAY 2025 STATISTICAL SUMMARY

Physical Items Checked Out:



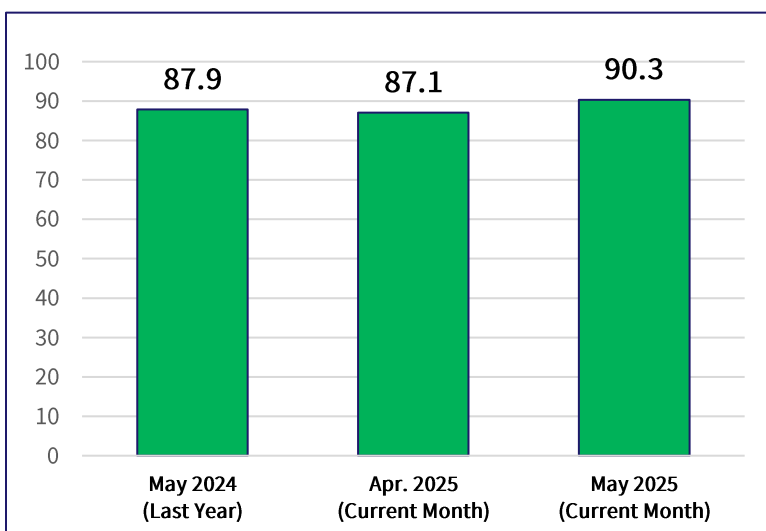
Physical checkouts are **down 1%** from last month and **down 2%** from the same month last year.

Digital Items Checked Out:



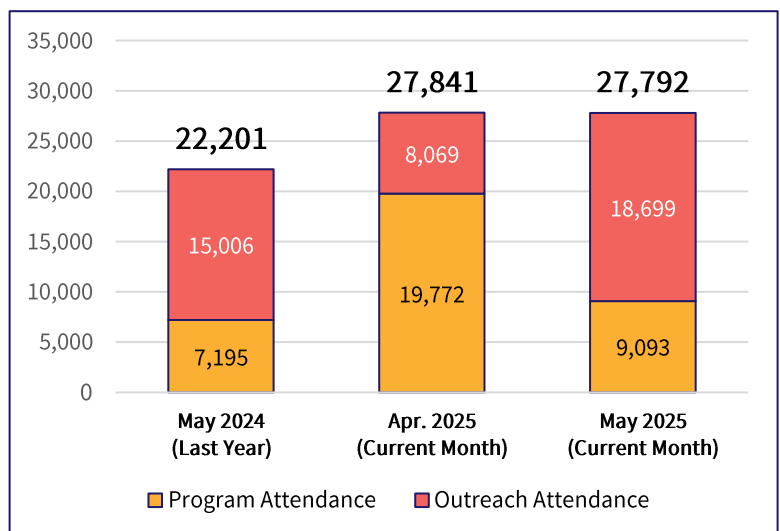
Digital checkouts are **up 2%** from last month and **down 5%** from the same month last year.

Net Promoter Score (NPS):



Net Promoter Score is **up 3.2%** from last month and **up 2.4%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 0.2%** from last month and **up 25%** 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	661
2. <i>Great Big Beautiful Life</i> by Emily Henry	240
3. <i>The Women</i> by Kristin Hannah	158
4. <i>Onyx Storm</i> by Rebecca Yarros	150
5. (tie) <i>The Crash</i> by Freida McFadden	137
(tie) <i>Strangers in Time</i> by David Baldacci	137
7. (tie) <i>All the Colors of the Dark</i> by Chris Whitaker	126
(tie) <i>Say You'll Remember Me</i> by Abby Jimenez	126
9. <i>The Boyfriend</i> by Freida McFadden	112
10. <i>James</i> by Percival Everett	109

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>Great Big Beautiful Life</i> by Emily Henry	634
2. <i>The Let Them Theory</i> by Mel Robbins	431
3. <i>Sunrise on the Reaping</i> by Suzanne Collins	426
4. <i>My Friends</i> by Fredrik Backman	357
5. <i>The Tenant</i> by Freida McFadden	309
6. KDL WiFi Mobile Hotspot	303
7. <i>Broken Country</i> by Clare Leslie Hall	291
8. <i>One Golden Summer</i> by Carley Fortune	254
9. <i>Say You'll Remember Me</i> by Abby Jimenez	234
10. <i>Wild Dark Shore</i> by Charlotte McConaghy	227

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>The Tenant</i> by Freida McFadden (audio)	678
2. <i>The Perfect Divorce</i> by Jeneva Rose (audio)	407
3. <i>Onyx Storm</i> by Rebecca Yarros (audio)	232
4. <i>The Perfect Divorce</i> by Jeneva Rose	217
5. <i>The Crash</i> by Freida McFadden (audio)	215
6. <i>Shield of Sparrows</i> by Devney Perry (audio)	204
7. (tie) <i>Lights Out</i> by Navessa Allen (audio)	191
(tie) <i>The Boyfriend</i> by Freida McFadden (audio)	191
9. <i>Remarkably Bright Creatures</i> by Shelby Van Pelt (audio)	174
10. <i>Quicksilver</i> by Callie Hart (audio)	173

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>Great Big Beautiful Life</i> by Emily Henry	1,095
2. <i>The Anxious Generation</i> by Jonathan Hadt (audio)	970
3. <i>The Let Them Theory</i> by Mel Robbins	966
4. <i>Great Big Beautiful Life</i> by Emily Henry (audio)	904
5. <i>Sunrise on the Reaping</i> by Suzanne Collins	716
6. <i>The Women</i> by Kristin Hannah	715
7. <i>The Wedding People</i> by Alison Espach	690
8. <i>Say You'll Remember Me</i> by Abby Jimenez	677
9. <i>Sunrise on the Reaping</i> by Suzanne Collins (audio)	660
10. <i>The God of the Woods</i> by Liz Moore	628

NEW HIRES	POSITION	EFFECTIVE
Ella Hengeveld	Summer Library Intern – Kentwood	May 19
Amorena Wojciakowski	Assistant Branch Librarian – Gaines Township	May 27
Annika Swanstrom	Assistant Branch Librarian – Englehardt / Alto	May 27
Sophia Bailey	Assistant Branch Librarian – Cascade	May 27
Hadley Pyper	Summer Library Intern – Comstock Park	June 9
Cosette Zetocha	Summer Library Intern – Cascade	June 9
Hannah Chun	Summer Library Intern – Cascade	June 9
Jennifer Popp	Summer Library Intern – Community Engagement	June 9
Treasa Bell	Summer Library Intern – Plainfield	June 9
Romy McKellar	Summer Library Intern – Community Engagement	June 9
Ellie Gleason	Summer Library Intern – Plainfield	June 9
Alanna Patterson	Summer Library Intern – Grandville	June 9
Grace Chase	Summer Library Intern – Englehardt	June 9
Makayla Banning	Summer Library Intern – Caledonia	June 9
Jacob Henk	Summer Library Intern – Walker	June 9
Hailey Roossien	Summer Library Intern – Byron Township	June 9
Alejandra Medina	Summer Library Intern – Wyoming	June 9
Stella Haviland	Summer Library Intern – Amy Van Andel / Ada	June 9
Jed DeBoode	Summer Library Intern – Krause Memorial	June 9
Quinten Proctor	Summer Library Intern – Gaines Township	June 9
Jax Johnson	Summer Library Intern – Kelloggsville	June 9
Emmett Shallman	Summer Library Intern – Nelson Twp / Spencer Twp	June 9
Rachel Mulder	Summer Library Intern – Kentwood	June 9
Callum Reid	Summer Library Intern – East Grand Rapids	June 9

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Aude Shattuck	Assistant Branch Librarian – Kentwood	Branch Librarian – Walker	June 2

DEPARTURES	POSITION	EFFECTIVE
Mikki Cronkhite	Assistant Branch Librarian – East Grand Rapids	June 5
MaryAnn Birney	Assistant Branch Librarian – Cascade	June 14
Lisa VanKampen	Assistant Branch Librarian – Grandville	June 27
Chris Lohman	Assistant Branch Librarian Sub	June 30

OPEN POSITIONS	TYPE
Branch Librarian – Kentwood	Part-time
Assistant Branch Librarian – Kentwood (2 positions)	Part-time
Assistant Branch Librarian – East Grand Rapids (2 positions)	Part-time

EMPLOYEE ANNIVERSARIES (JULY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Rachel Cruzan	Collection Services	27 years
Kathe Latreille	Cascade	26 year
Julie Ralston	Grandville	22 years
Yuko Roberts	Collection Services	21 years
Cheryl Chalker	Byron Township	20 years
Holly Newcomer	Collection Services	17 years
Dana Banks	Krause Memorial	14 years
Elise Paasche	Sub Pool	13 years
Jennifer Zeilbeck	Human Resources	12 years
Alyson Cryderman	Caledonia	11 years
Anna Dyer	East Grand Rapids	11 years
Marie Mulder	Collection Development	11 years
Jessica McLeod-Sopczynski	Englehardt	7 years
Benjamin Brugger	Cascade	6 years
Rose Massey	Sub Pool	6 years
Liesl DeJonge	Wyoming	5 years
Remington Steed	Marketing/Communications	5 years
Janice Greer	Marketing/Communications	4 years
Josh Mosey	Marketing/Communications	4 years
Trina Den Braber	Sub Pool	3 years
Orion Kimmel	Comstock Park	3 years
Lauren Plan	Wyoming	3 years

EMPLOYEE ANNIVERSARIES (JULY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Phillip Sawyer	Alto	3 years
Shannon Cameron	Sub Pool	2 years
Donna Cowart	Sub Pool	2 years
MaryAnn Birney	Cascade	1 year
Julita Fenneuff	IT / Marketing/Communications	1 year
Sarah McAnally	Caledonia	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		X	X	X	X	X		X
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: 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



Policy Manual

SECTION 1: COLLECTION AND REFERENCE

KDL Policy 1.1	Materials Selection
KDL Policy 1.2	Gifts
KDL Policy 1.3	Intellectual Freedom
KDL Policy 1.4	Collection Maintenance
KDL Policy 1.5	Reference + Research
KDL Policy 1.6	Shared Collection
KDL Policy 1.7	Inter-Library Loan

Commented [JS1]: change to "&" instead of "+"

KDL Policy 1.1

Materials Selection

LAST REVISED 2.16.23

The purpose of this policy is to: (1) serve as a guide for the librarians of Kent District Library in the process of materials selection; and (2) inform the public of the principles upon which selections for the Library are made. Basic to this policy is the Library Bill of Rights as affirmed by the Kent District Library Board of Trustees.

Kent District Library strives to provide current, factual information to supplement and enrich individual learning, and to provide materials for recreational reading and other leisure time activities. This information should be readily available to the total community regardless of gender, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

STANDARDS FOR SELECTION

Kent District Library is a popular materials library and maintains a varied and up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford all the available materials, it must employ a policy of selectivity. The Executive Director has the overall responsibility for the selection and development of the materials collection according to the principles established by the Materials Selection Policy and other approved policies and procedures. In practice, the responsibility for materials selection is shared with other staff.

Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, social significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on the subject, availability elsewhere, and quality and suitability of format.

Fiction – The Library maintains a representative collection of novels and works of fiction to satisfy a wide range of tastes. Ideas of literary merit vary greatly with individuals. Therefore, the Library purchases fiction in many categories.

Non-Fiction – The Library attempts to provide a large general collection of reliable materials embracing the broader fields of knowledge. Legal and medical works will be selected to the extent that they are useful to the lay person.

Minor – Materials are selected to encourage children and families to discover the joy of reading. In order to meet the varied abilities and interests of children, the collection includes materials covering a wide range of knowledge and reading levels, both fiction and non-fiction. The illustrations in books for young people are given as much critical attention as the literary quality of fiction.

Media – The Library recognizes its responsibility to provide access to information, cultural enrichment and recreation through as wide a variety of media as possible. Media is evaluated by the same criteria

as printed materials. As new technologies are developed, the Library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

Digital Materials – Digital items, such as but not limited to eBooks and eAudiobooks, shall be selected using the same criteria as printed materials as described above.

Online Databases – The Library makes available a variety of online resources purchased to supplement and enhance the Library’s collection. These resources are evaluated on the basis of timeliness, ease of use, and ability to meet patrons’ information needs.

Objects – The Library’s collection makes a variety of objects available to patrons. Objects are typically high-priced items not needed for regular, sustained use and which provide access to technology that is either helpful or enriching. These objects are evaluated based on their benefit to the community, patron demand, and use of library resources, with the goal of increasing access to technology or high-cost items that patrons wouldn’t otherwise have.

KDL Policy 1.2

Gifts

LAST REVISED 2.17.22

Kent District Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.). KDL accepts monetary gifts as well as certain gift materials that reflect the Library’s strategic plan. Gifts must be unconditional and non-~~returnable~~-returnable to be used for the good of the Library System as a whole and housed in the most appropriate location. Gifts of money are acknowledged formally by the Kent District Executive Director, and/or the Fund Development Director.

Gifts for the Collection

Gift materials to be added to the Kent District Library collection must meet the Library’s needs and the general standards of selection, based on the KDL [Materials Selection Policies](#). Any large donations of materials which would comprise a unique or coherent collection would be subject to restrictions as determined by the Kent District Library Board of Trustees.

Gift materials not accepted into the Library collection may be repurposed at the staff’s discretion. Gift materials accepted into the collection become the property of KDL, subject to KDL’s [Materials Selection Policies](#). No monetary appraisal is made of materials donated for the collection. The quantity of gift materials may be acknowledged for tax purposes at the request of the donor.

Gifts of money, including memorial gifts, for the purchase of collection materials are accepted by the Library with the understanding that the Library retains the right to select materials it deems appropriate for the collection.

Other Gifts

Gifts other than collection materials are reported at their estimated fair market value at the time of donation and recorded according to Kent District Library’s Fixed Assets Policy [5.13](#).

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KDL Policy 1.3

Intellectual Freedom

LAST REVISED 2.15.2024

Kent District Library upholds the principles of intellectual freedom as a basic right that is guaranteed by the First Amendment of the United States Constitution. By virtue of the Fourteenth Amendment, the First Amendment's constitutional right of free speech and intellectual freedom also applies to state and local governments. Government agencies and government officials are forbidden from regulating or restricting speech or other expression based on its content or viewpoint.-

- It is the right of every individual to seek and receive information from all points of view without content restriction. It provides free access to expressions of ideas where any and all sides of a question, cause or movement may be explored, including presentation of all points of view on current and historical issues.
- Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- The exchange of information and ideas are supported and facilitated in a democratic society, and with respect to each individual's rights to privacy and choice.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- The core purpose of the Library is to further all people by enriching lives through access and personal discovery for all.

The Library assures equal access, without censorship or scrutiny, to all library resources by patrons within the constraints of Michigan law. Patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Parents or legal guardians have the right and the responsibility to restrict the access of their children to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities shall so advise their children. Library staff lack legal authority to assume the role of parents or the functions of parental authority.

KDL Policy 1.4

Collection Maintenance

LAST REVISED 4.21.16

Kent District Library staff routinely evaluates the collection and removes materials in accordance with KDL's weeding guidelines. These materials include those that are worn out, damaged, out of date, no longer needed in the quantity originally purchased, no longer circulating, or in formats that have become obsolete.

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KDL Policy 1.5

Reference & Research

LAST REVISED 2.22.19

Patrons' questions will receive courteous, prompt, and high-quality service responses with complete confidentiality.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. Staff may not evaluate or interpret the information provided nor may staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. Patrons will be advised to consult with a professional from the fields listed above ~~listed fields~~ for additional information or advice.

KDL Policy 1.6

Shared Collection

LAST REVISED 1.19.18

Kent District Library offers a shared collection whereby most materials travel between all KDL Branches. This practice is necessary to offer patrons access to the full range of the KDL collection and for the efficient use of system-wide resources.

KDL Policy 1.7

Inter-Library Loan

LAST REVISED 3.17.11

Inter-library loan transactions, in which materials are made available from Kent District Library to another library outside of KDL (or vice versa), are an essential library service to patrons. Kent District Library agrees to participate in inter-library loans to and from other libraries. A fee may be charged for this service. Certain types of materials may not be available through inter-library loan.