



**AUGUST**  
**2025**

Kent  
District  
Library



# BOARD OF TRUSTEES PACKET

# DRAFT



## BOARD OF TRUSTEES

### Meeting Agenda

#### LOCATION

Kent District Library Service Center, 814 West River Center Dr, MI 49321

#### DATE & TIME

Thursday, August 21, 2025, at 4:30 PM.

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: July 17, 2025
- C. Request: Caledonia Township Branch Saturday, September 27, 2025, for closure to accommodate Harvest Festival.
- D. Request: Cascade Branch Friday, October 24<sup>th</sup>, 2025, for extended hours to accommodate Special Library Program.
- E. Inform: Operations Hours during the for Krause Memorial Branch Expansion

#### 4. FINANCE REPORTS – July 2025\*

#### 5. DIRECTOR’S REPORT – July 2025

#### 6. TRUTH IN TAXATION

- |  |                       |
|--|-----------------------|
| Public Hearing*                            | <i>Roll Call Vote</i> |
| Resolution: 2026 Millage Tax Rate Request* | <i>Roll Call Vote</i> |

#### 7. OLD BUSINESS

- |   |                       |
|---|-----------------------|
| A. Policy Manual Section 2 – Circulation* | <i>Second Reading</i> |
|---|-----------------------|

#### 8. NEW BUSINESS

- |   |                      |
|---|----------------------|
| A. Policy Manual Section 3 – Facilities and Operations*   | <i>First Reading</i> |
| B. NEW Policy Section 4.6 Reinstatement After Suspension* | <i>First Reading</i> |

#### 9. LIAISON REPRESENTATIVE COMMENTS

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

#### 11. BOARD MEMBER COMMENTS

#### 12. MEETING DATES

Next Regular Meeting: Thursday, September 18, 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, Englehardt Branch, 200 N. Monroe St., Lowell, MI 49331

### DATE

Thursday, July 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:** Jaci Cooper, Jennifer DeVault, Randy Goble, Kurt Lardie, Deb Schultz, Lance Werner and Emily Whalen

**GUESTS PRESENT:** Larry Fernandez, Linda Shuster and Penny Weller

#### 1. CALL TO ORDER

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

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: June 12, 2025.

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

**Support:** Supported by Schrauben.

**RESULT:** Motion carried.

#### 4. REGIONAL MANAGER UPDATE – Alto and Englehardt Branches

**Regional Manager I Kurt Lardie gave an update:**

- Lardie welcomed the board, staff and guests to the Englehardt Branch, where he has been Regional Manager I since 2023. He also included the Alto Branch and the Grattan Twp. Express Library in his comments. He shared the following:
  - The goal was to expand programming at the branches, and they successfully achieved this with noticeable increases in participation.

- Community Outreach moved from Boulder Ridge Wild Animal Park (Alto) to Alto Meadows Community with improved interaction with Kent County residents. Crafts, S.T.E.A.M tubs and manipulatives are offered.
- Partnership with Lowell Area Arts Council during the Summer Sizzling Concerts.
- Gather to Grow program shows marked increases as Flat River Outreach Ministries (FROM) no longer offers summer lunches.
- Offered thanks to several staff members who help promote and take action in community outreach. (Cathy G. and Maddie B.)
- Discussion concerning the Express Library in Grattan Township. Thoughts included should an outdoor machine be used (Erlewein) and how success can be determined (Dykhuis). Leadership responded that the Grattan community is very pleased with the services, Storytimes and programs offered. The idea of an outdoor machine was considered and found to be quite expensive.
- Tazelaar asked Lardie to describe the communities he manages. Lardie responded that Alto is small where everyone knows everyone, and the library is the center point of interest. Lowell is busy and friendly with well recognized patrons and staff interactions.

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

Finance Manager Emily Whalen gave a brief overview of year-to-date financials:

- At the end of June, the cash and investment position were \$26.5 million, an increase of approximately \$3.5 million from the same time in 2024. This month's figures include a bequest from the Stevenson Estate of just over \$225,000, designated for the Collections department and the Comstock Park branch. The organization is now holding just over \$1 million in restricted funds from donors to the KDL system, with investment returns remaining very strong.
- Revenues to date are \$29.3 million, or just over 95% of the annual budgeted amount. Major sources of revenue have been received, except for Penal Fines (expected in August), the second half of state aid \$240,000 (July and August), and the personal property tax reimbursement from the state of Michigan (October). Overall revenues have increased by \$2.3 million from 2024, with property taxes up by \$2.1 million and investment earnings up by \$242,000.
- Expenditures through June are \$13.9 million, or 45% of the annual budgeted amount. Overall expenditures have decreased by \$1.3 million from 2024. Significant differences include Collections expenditures (\$595,000 due to timing), Contractual and Professional Services (budgeted less due to negotiated/bid rates on tech services and

discontinuance of some services, including a \$148,000 savings on e-rate), and Capital Outlay (due to projects completed in 2024).

- A thorough review of the budget to date indicates a favorable position for the year. Therefore, a budget amendment is not anticipated until November. However, results will continue to be monitored, and an amendment will be proposed if necessary before then.
- Disbursements over \$50,000 for the month included:
  - OverDrive: \$224,500 for electronic collection materials
  - Midwest Tape: \$132,093.54 for collection materials (total for June: \$137,457.89)
  - Baker & Taylor: \$54,150.04 for collection materials (total for June: \$69,875.19)
  - Ingram Library Services: \$50,168.69 for collection materials (total for June: \$98,010.92)
- Health insurance disbursements for the month were:
  - Consociate: \$129,565.73
  - Priority Health: \$4,333.11

The Board members asked questions. The staff responded.

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

**Support:** Supported by Erlewein.

**RESULT:** Motion carried.

## **6. DIRECTOR'S REPORT – June 2025**

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

- Werner shared that he attended the ALA Conference in Philadelphia at the invitation of the Kline Foundation. Together with City of Walker Mayor Gary Cary and the Director of the Cedar Rapids Public Library, we presented a well-received session titled "*Priority One: Local Government Engagement.*" Our panel was even featured in *Library Journal* in an article titled "*Civic Lessons: Building Strong Relationships with Local Government,*" which explored strategies for fostering and sustaining effective partnerships between public libraries and municipal governments.
- Hosted International visitors from Ukraine via U.S. Dept of State. Included tour and discussion of library practices.

- The Talking Book and Braille Center received the National Library Service Award. Michelle Roossien (Accessibility & Inclusion Specialist) and Morgan Hanks (User Experience Manager) will travel to Washington D.C. to receive the award.
- In response to growing concerns about food insecurity in our community, we engaged with Congressman Moolenaar and local councils to foster support and collaboration. In 2024, our Gather to Grow initiative distributed over 10,000 meals, making a significant impact on families in need.
- Book distribution affected by Baker & Taylor financial difficulties.
- Director of Engagement Randy Goble stated that two branches operated under capacity (building and remodel), but Summer Wonder numbers are on track.
- The Cascade Township Branch ribbon cutting is scheduled for Wednesday, July 23.

The Board members asked questions. The staff responded.

## **7. OLD BUSINESS**

### **A. Policy Manual Section 1 – Collection and Reference\***

**Motion:** VerHeulen moved to approve the Policy Manual Section 1 – Collection and Reference as presented.

**Support:** Supported by Moyer Hotz.

**RESULT:** Motion carried.

## **8. NEW BUSINESS**

### **A. Policy Manual Section 2 – Circulation\***

The Board will have a second reading of the Policy Manual for Section 2 – Circulation as presented. Cooper presented the need for policy edits regarding teacher cards. In summary, the project was proposed five years ago, but the cards were still categorized as pilot cards. Therefore, no fines or bills for lost books were applied. In research, it was discovered that a new protocol was needed to clarify usage and expectations. The new policy would allow teacher cards to be issued with school identification and used for professional, not personal materials. A threshold of less than \$200 in billed items would be established.

### **B. Second Quarter Strategic Plan and KPI Review**

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

Cooper shared that 100% of the projects are on time and gave accolades to Kelsey Little (PMO Administrative Assistant) for keeping managers on track.

Initiatives being discussed include:

- School Outreach Menu – how to meet the needs and advantages of schools. Will be led by Cooper, Morgan Hanks (User Experience Manager), Rochelle Ball (Systems Librarian Analyst) and Julie Ralston (Branch Outreach and Programming Specialist).
- Community Mapping led by Craig Buno (Community Outreach Manager) – focus on regional outcomes, opportunities, partnerships and concrete ways to use data.
- Tech Tutoring – defines what an appointment will offer with parameters, set up in Microsoft Bookings.
- E-sports and Switch tournaments have been growing in popularity.
- Core Programs – next Project Charter led by Hennie Vaandrager (Manager of Outreach and Programming). This will help establish core programs that will include how to define, train, promote, budget and set goals.

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

**9. LIAISON REPRESENTATIVE COMMENTS – None**

**10. PUBLIC COMMENTS\*\* – None**

**11. BOARD MEMBER COMMENTS**

**Chrenka** – Witnessed the busy activity of the Englehardt Branch and was pleased to see the staff acting with extreme patience and kindness.

**Dykhuys** – Thanked staff and board members for support and input.

**Erlewein** – Shared the approved bond from the City of Rockford.

**Gilreath-Watts** – ALA was amazing and was proud to see how well known KDL is to peers. Visited Kentwood Branch after Juneteenth and was pleased that staff took advantage of the day off to honor the day in private and used the day off as a way to explain and educate patrons. Also thanked Jennifer Zeilbeck for her support at the job fair at Gilreath-Watt's church. Reminded the Board that tomorrow (Friday) they would be holding a day of retreat at the Ada Branch from 8:30 AM - 3:30 PM.

**Moyer Hotz** – none

**Schrauben** – none

**Tazelaar** – The Gaines Twp. community report showed true appreciation for KDL and staff.

**VerHeulen** – Walker branch is moving along with the first hearing of intent. Randy Goble and Jennifer DeVault offered excellent input on architectural design. Also witnessed Teen Crew members participating with programs at Walker and Alpine Twp. Branches.

## **12. MEETING DATES**

*Next Regular Meeting: Thursday, August 21, 2025 – Kent District Library Service Center, 4:30 PM.*

## **13. ADJOURNMENT**

**Motion:** Tazelaar moved for adjournment at 5:47 P.M.

**Support:** Supported by Gilreath-Watts.

**RESULT:** Motion carried.

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

**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**





Monday, August 4, 2025

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

Dear KDL Board of Trustees:

I am writing today to request a branch closure for the Caledonia Township Branch on Saturday, September 27<sup>th</sup> 2025. This closure is requested to accommodate the Caledonia Township Harvest festival being held that day, which involves closing the road to the branch. The library staff will be participating in this festival by providing activities.

The local Chamber of Commerce has requested our closure to accommodate pedestrian traffic on 92nd and for safety reasons. Thank you for your consideration.

Sincerely,

Lulu Brown  
Regional Manager I  
Caledonia Township and Cascade Branches

CC: Lance Werner, KDL Executive Director



Monday, August 4, 2025

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

Dear KDL Board of Trustees:

I am writing to request approval for the Cascade Library to remain open beyond our regular closing time on October 24<sup>th</sup> to accommodate a special library program. The event, titled Soiree in the Stacks is scheduled from 6:00pm to 8:00pm and we anticipate strong attendance from the community and library lovers throughout the state.

This program is designed to build community among readers who enjoy fantasy and romance genres, promote our physical collection, and encourage participation in Stampworthy and Let It Snow. By creating engaging, interest-driven programming, we are able to connect with new and returning patrons, highlight the depth of our resources, and encourage continued participation in library initiatives.

Staff and volunteers will be in place to ensure smooth operations. The proposed extended closing time is 8:00pm. We believe this event is a valuable opportunity to strengthen community connections and further our strategic goals. Thank you for your consideration.

Sincerely,

Lulu Brown  
Regional Manager I  
Caledonia Township and Cascade Branches

CC: Lance Werner, KDL Executive Director

August 6, 2025

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

Dear KDL Board Members,

I am writing to inform you of an adjustment to the operating hours of the Krause Memorial Branch of the Kent District Library. This change of hours will be in effect during the time in our temporary location at the Rockford Community Cabin [roughly January/February 2026 until December 2026] while the current building undergoes an expansion/renovation project.

In identifying our temporary operating hours, the goal was to maintain convenient open hours that include both mornings and evenings, while maintaining Saturday hours to best serve the entire community.

These revised hours will allow us to optimize staffing by minimizing overlapping shifts, which is especially important given the reduced workspace available in our temporary location.

In short, to optimize staffing and standardize branch hours, I propose that the Krause Memorial Branch operate:

#### **Current Hours:**

- **Monday - Wednesday:** 9:30 AM –8:00 PM
- **Thursday:** 12:00 PM – 8:00 PM
- **Friday & Saturday:** 9:30 AM – 5:00 PM

#### **Temporary Location Hours:**

- **Monday, Wednesday, Friday and Saturday:** 9:30-5:00 PM
- **Tuesday & Thursday:** 12:00-8:00 PM

I have spoken with the City Manager, Thad Beard, regarding the proposed hours of operation and he is supportive of this plan. Thad did express gratitude that we will maintain both morning and evening options available to the public.

Thank you for reviewing these as I believe that this adjustment will better serve our community and make more efficient use of our resources during the Krause Branch Transition.

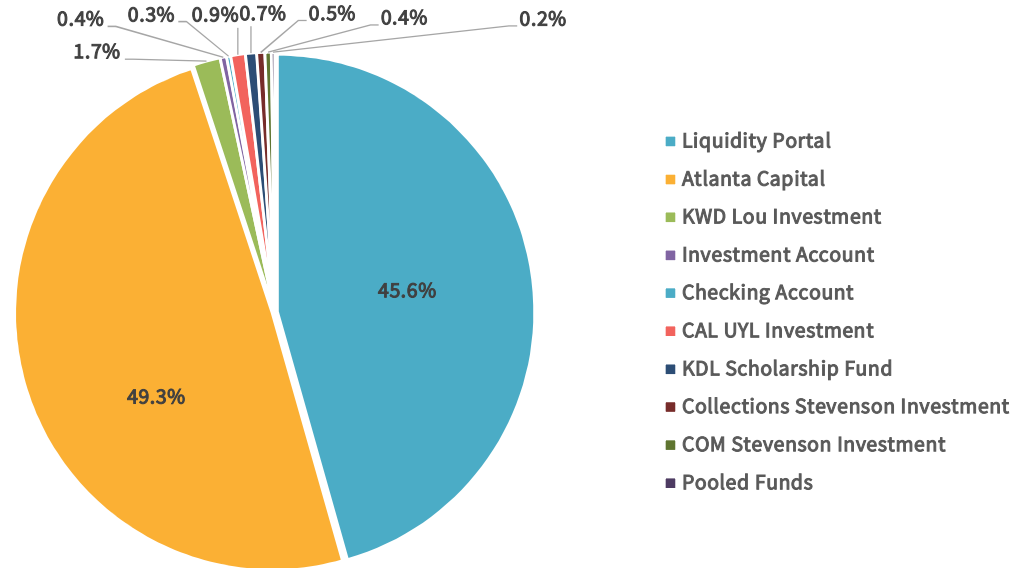
Sincerely,

**Jennifer German**

Regional Manager 1

Krause Memorial, Nelson and Spencer Township Branches

## Monthly Cash Position Per Bank Month Ended July 2025

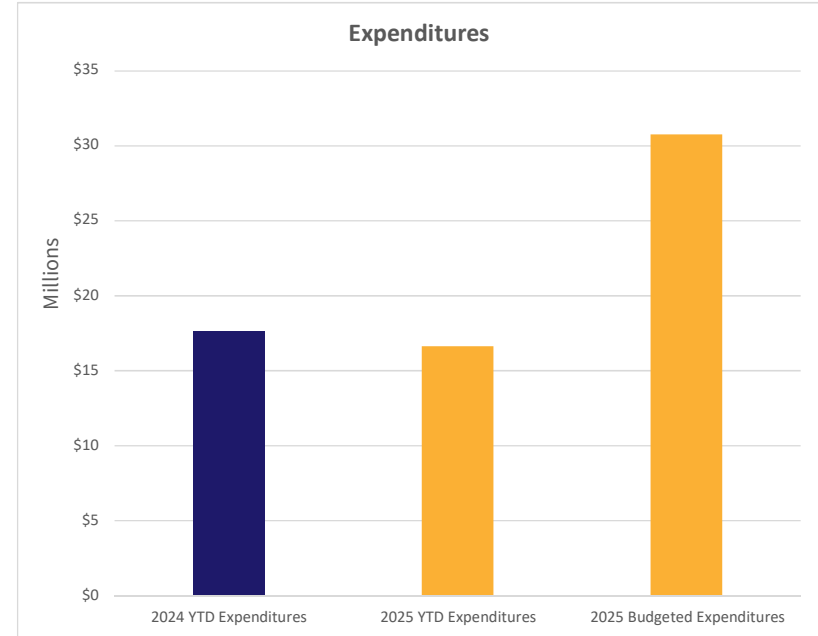
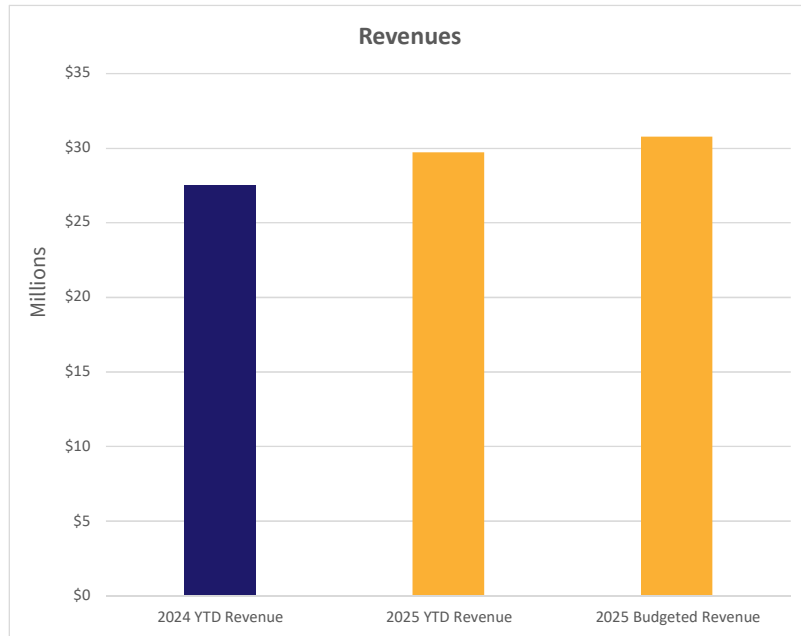


Cash Position with Prior Year Comparison			
Account	Current Interest Rate	Current Amount	Prior Year Amount
Huntington Liquidity Portal	4.250%	\$10,724,968.62	\$8,281,096.16
Atlanta Capital Investments	3.000%	\$11,598,179.00	\$11,024,949.00
KWD Sherri Lou Investment	4.230%	\$416,266.90	\$223,659.85
Huntington Investment Account	2.273%	\$108,613.78	\$313,195.62
Huntington Checking Account	0.500%	\$59,096.35	\$770,396.09
Caledonia UYL Investment	4.220%	\$218,558.98	\$209,032.92
KDL Community Scholarship Fund	4.220%	\$186,443.73	\$178,269.11
Collections Stevenson Investment	4.200%	\$125,636.26	\$ -
COM Stevenson Investment	4.200%	\$100,507.40	\$ -
*Kent County Pooled Funds	3.704%	\$61,835.96	\$59,214.63
		<u>\$23,600,106.98</u>	<u>\$21,059,813.38</u>

\* Includes Trust Pooled fund balances

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

## Monthly Cash Position Per Bank Month Ended July 2025



### Budget to Actual with Prior Year Comparison

	Budget	YTD Actual	Percent of Budget
2024 Revenues	\$ 28,484,689	\$ 27,549,260	96.7%
2025 Revenues	\$ 30,779,864	\$ 29,718,707	96.6%
2024 Expenditures	\$ 30,595,677	\$ 17,632,669	57.6%
2025 Expenditures	\$ 30,778,695	\$ 16,629,256	54.0%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 7/1/2025 Through 7/31/2025  
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	27,699,361	27,765,820	(66,459)	(0)%
Penal Fines	0	675,000	(675,000)	(100)%
Charges for Services	30,579	32,000	(1,421)	(4)%
Interest Income	687,636	450,000	237,636	53 %
Public Donations	457,781	250,000	207,781	83 %
Other Revenue	325,125	506,000	(180,875)	(36)%
State Sources	518,225	1,101,044	(582,819)	(53)%
Total Revenues	29,718,707	30,779,864	(1,061,157)	(3)%
Expenditures				
Salaries and Wages	7,451,928	14,543,794	7,091,866	49 %
Employee Benefits	2,110,291	4,440,235	2,329,945	52 %
Collections - Digital	2,188,400	3,178,195	989,795	31 %
Collections - Physical	927,934	1,817,840	889,906	49 %
Supplies	363,196	747,142	383,946	51 %
Contractual and Professional Services	1,328,951	2,100,941	771,990	37 %
Programming and Outreach	311,800	518,810	207,010	40 %
Maintenance and Utilities	1,403,289	2,322,668	919,379	40 %
Staff Development	106,360	314,100	207,740	66 %
Board Development	13,962	18,625	4,663	25 %
Other Expenditures	279,936	399,420	119,484	30 %
Capital Outlay	143,209	376,925	233,716	62 %
Total Expenditures	16,629,256	30,778,695	14,149,439	46 %
Excess Revenue Over (Under) Expenditures	13,089,451	1,169	13,088,282	1,120,073 %

Kent District Library  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 7/1/2025 Through 7/31/2025  
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	4,537	4,000	537	13 %
Public Donations	1,058	1,000	58	6 %
Total Revenues	5,595	5,000	595	12 %
Expenditures				
Scholarships	10,000	15,000	5,000	33 %
Total Expenditures	10,000	15,000	5,000	33 %
Excess Revenue Over (Under) Expenditures	(4,405)	(10,000)	5,595	(56)%



**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 7/1/2025 Through 7/31/2025  
(In Whole Numbers)

	YTD Ending July 2025	YTD Ending July 2024	Total Variance
Revenues			
Property Taxes	27,699,361	25,531,289	2,168,072
Charges for Services	30,579	26,499	4,081
Interest Income	687,636	654,613	33,023
Public Donations	457,781	525,391	(67,610)
Other Revenue	325,125	322,170	2,955
State Sources	518,225	489,299	28,926
Total Revenues	29,718,707	27,549,260	2,169,447
Expenditures			
Salaries and Wages	7,451,928	7,496,509	(44,581)
Employee Benefits	2,110,291	2,163,498	(53,208)
Collections - Digital	2,188,400	2,208,927	(20,527)
Collections - Physical	927,934	1,071,182	(143,248)
Supplies	363,196	367,357	(4,162)
Contractual and Professional Services	1,328,951	1,636,881	(307,929)
Programming and Outreach	311,800	299,562	12,238
Maintenance and Utilities	1,403,289	1,370,721	32,568
Staff Development	106,360	115,016	(8,655)
Board Development	13,962	12,526	1,436
Other Expenditures	279,936	330,324	(50,388)
Capital Outlay	143,209	560,165	(416,956)
Total Expenditures	16,629,256	17,632,669	(1,003,413)
Excess Revenue Over (Under) Expenditures	13,089,451	9,916,591	3,172,860

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 7/1/2025 Through 7/31/2025  
(In Whole Numbers)

	YTD Ending July 2025	YTD Ending July 2024	Total Variance
Revenues			
Interest Income	4,537	1,996	2,541
Public Donations	1,058	176,724	(175,666)
Total Revenues	5,595	178,720	(173,125)
Expenditures			
Scholarships	10,000	0	10,000
Total Expenditures	10,000	0	10,000
Excess Revenue Over (Under) Expenditures	(4,405)	178,720	(183,125)

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 7/1/2025 Through 7/31/2025  
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
Property Taxes					
4402 Current property taxes	3,831	27,511,410	27,569,884	(58,474)	(0)%
4412 Delinquent personal property taxes	7	3,699	5,000	(1,301)	(26)%
4432 DNR - PILT	1,674	5,677	40,000	(34,323)	(86)%
4437 Industrial facilities taxes	0	178,575	150,936	27,639	18 %
Total Property Taxes	5,512	27,699,361	27,765,820	(66,459)	(0)%
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	147	1,429	0	1,429	0 %
4685 Materials replacement charges	4,646	29,150	32,000	(2,850)	(9)%
Total Charges for Services	4,793	30,579	32,000	(1,421)	(4)%
Interest Income					
4662 Interest Earned on Uyl Investment	781	5,304	0	5,304	0 %
4663 Interest Earned on Investment	2,296	7,954	0	7,954	0 %
4664 Interest Earned on Restricted Investments	576	1,363	0	1,363	0 %
4665 Interest earned on deposits and investments	46,642	671,578	450,000	221,578	49 %
4666 Interest Earned - Property Taxes	83	1,436	0	1,436	0 %
Total Interest Income	50,377	687,636	450,000	237,636	53 %
Public Donations					
4673 Restricted donations	67,348	448,441	250,000	198,441	79 %
4674 Unrestricted donations	823	9,340	0	9,340	0 %
Total Public Donations	68,171	457,781	250,000	207,781	83 %
Other Revenue					
4502 Universal Service Fund - eRate	0	280,215	500,000	(219,785)	(44)%
4651 Admission/Entry fees	0	374	0	374	0 %
4668 Royalties	500	1,693	6,000	(4,307)	(72)%
4686 Sale of Equipment	28	736	0	736	0 %
4688 Miscellaneous	35	36,649	0	36,649	0 %
4695 Health Insurance Plan Experience Rebate	0	5,458	0	5,458	0 %
Total Other Revenue	563	325,125	506,000	(180,875)	(36)%
State Sources					
4540 State Aid	241,619	477,153	448,226	28,927	6 %
4541 State aid - LBPH/TBBC	20,536	41,072	41,073	(1)	(0)%
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	262,155	518,225	1,101,044	(582,819)	(53)%
Total Revenues	391,571	29,718,707	30,779,864	(1,061,157)	(3)%
<b>Expenditures</b>					
Salaries and Wages					
5700 Board Stipend	240	1,590	3,900	2,310	59 %
5706 Extra duty stipends	500	2,300	0	(2,300)	0 %
5713 Salary & Wages	1,096,476	7,448,038	14,539,894	7,091,856	49 %
Total Salaries and Wages	1,097,216	7,451,928	14,543,794	7,091,866	49 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 7/1/2025 Through 7/31/2025  
(In Whole Numbers)

		Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
	Employee Benefits					
5709	FICA	80,913	552,366	1,112,303	559,938	50 %
5717	Defined Contribution Pension Plan Contributions	53,966	371,098	646,414	275,316	43 %
5718	Employee Health Benefits	175,031	799,216	2,198,718	1,399,502	64 %
5720	HSA/Flex	0	339,067	392,000	52,933	14 %
5730	Other Employee Benefits	8,427	48,544	90,800	42,256	47 %
	Total Employee Benefits	318,337	2,110,291	4,440,235	2,329,945	52 %
	Collections - Digital					
5785	Cloud Library/OverDrive	339,000	1,423,373	2,103,500	680,127	32 %
5786	Hoopla	127,340	490,430	755,000	264,570	35 %
5787	Digital Collection	8,620	76,961	82,157	5,196	6 %
5788	Miscellaneous Electronic Access	19,311	197,636	237,538	39,902	17 %
	Total Collections - Digital	494,272	2,188,400	3,178,195	989,795	31 %
	Collections - Physical					
5791	Subscriptions	(1,368)	67,399	69,040	1,641	2 %
5871	Branch Local Materials - Restricted Donation Expenditures	0	2,972	0	(2,972)	0 %
5982	Collection Materials - Depreciable	104,848	692,124	1,434,500	742,376	52 %
5983	CD/DVD Collection Materials - Non-Depreciable	20,624	164,070	297,300	133,230	45 %
5984	Beyond Books Collection - Non-Depreciable	121	1,370	17,000	15,630	92 %
	Total Collections - Physical	124,226	927,934	1,817,840	889,906	49 %
	Supplies					
5750	Collection Processing & AV Supplies	7,320	50,692	108,000	57,308	53 %
5751	Supplies	10,818	61,706	149,785	88,079	59 %
5760	Technology & Accessories <\$1000	216	16,575	59,115	42,540	72 %
5764	KDL Staff Event, Supplies & Awards	1,881	51,142	93,400	42,258	45 %
5768	Promotions Supplies	135	9,426	31,860	22,434	70 %
5770	Other Awards/Prizes	5,422	117,944	192,425	74,481	39 %
5790	Books (not for circulation)	0	7,078	20,500	13,422	65 %
5851	Mail/Postage	184	4,132	7,057	2,925	41 %
5900	Copier/Printer Usage Charges	17,659	44,500	85,000	40,500	48 %
	Total Supplies	43,636	363,196	747,142	383,946	51 %
	Contractual and Professional Services					
5792	Software	47,534	329,094	618,113	289,019	47 %
5801	Professional & Other Contracted Services	68,570	346,904	505,475	158,571	31 %
5813	Delivery Services	22,482	96,068	165,556	69,488	42 %
5814	Security Services	2,372	12,582	33,000	20,418	62 %
5817	Lakeland Library Co-op services	1,708	5,123	6,830	1,708	25 %
5827	Catering	344	3,839	20,450	16,611	81 %
5873	Website	50,907	235,991	193,550	(42,441)	(22)%
5875	Advertising	18,406	34,900	94,500	59,600	63 %
5890	ILS Fees	0	123,806	165,075	41,269	26 %
5891	Licenses and Fees	12,893	82,916	186,892	103,976	56 %
5901	Outsourced Printing & Publishing	1,339	57,729	111,500	53,771	48 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 7/1/2025 Through 7/31/2025  
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Total Contractual and Professional Services	226,553	1,328,951	2,100,941	771,990	37 %
Programming and Outreach					
5795 Programming & Outreach Supplies	12,308	76,254	179,400	103,146	57 %
5885 Speakers/Performers	102,368	220,879	301,400	80,521	27 %
5906 Community Outreach	826	14,667	38,010	23,343	61 %
Total Programming and Outreach	115,502	311,800	518,810	207,010	40 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	50,620	238,208	560,000	321,792	57 %
5822 Maintenance Contracts	26,213	32,404	37,035	4,631	13 %
5848 Mobile Hotspots	56,006	196,035	346,689	150,654	43 %
5849 Cell Phones/ Stipends	1,883	9,023	18,125	9,102	50 %
5850 Telephones	1,990	45,313	60,000	14,687	24 %
5852 Internet/Telecomm Services	15,140	146,107	150,460	4,353	3 %
5919 Waste Disposal	1,215	4,376	8,200	3,824	47 %
5920 Utilities	7,275	31,111	71,000	39,889	56 %
5925 Lawncare & Snowplowing	665	15,463	43,000	27,537	64 %
5928 Branch Maintenance Fees	141,526	424,577	566,102	141,526	25 %
5930 Repairs & Maintenance	1,134	29,830	109,620	79,790	73 %
5933 Software & IT Hardware Maintenance Agreements	1,832	95,016	163,085	68,069	42 %
5940 Rentals & Leases	7,696	135,826	189,352	53,526	28 %
Total Maintenance and Utilities	313,194	1,403,289	2,322,668	919,379	40 %
Staff Development					
5910 Staff Development & Conferences	20,359	106,360	314,100	207,740	66 %
Total Staff Development	20,359	106,360	314,100	207,740	66 %
Board Development					
5908 Board Development	(414)	13,962	18,625	4,663	25 %
Total Board Development	(414)	13,962	18,625	4,663	25 %
Other Expenditures					
5759 Gas, Oil, Grease	469	2,538	7,660	5,122	67 %
5860 Parking	470	887	2,435	1,548	64 %
5861 Mileage Reimbursement	4,696	27,171	56,550	29,379	52 %
5870 Branch Local Misc - Restricted Donation Expenditures	16,408	118,901	103,850	(15,051)	(14)%
5935 Insurance	0	95,230	120,825	25,595	21 %
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)	(55)	100	155	155 %
5964 Property Tax Reimbursement	1,909	17,556	40,000	22,444	56 %
5965 MEL Return Items	475	1,156	3,000	1,844	61 %
Total Other Expenditures	24,424	279,936	399,420	119,484	30 %
Capital Outlay					
5977 Technology - Non-Depreciable (\$1000-4999)	0	54,873	90,300	35,427	39 %
5978 Technology - Depreciable (5,000+)	0	33,628	256,625	222,997	87 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	1,117	20,514	30,000	9,486	32 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 7/1/2025 Through 7/31/2025  
(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	34,195	0	(34,195)	0 %
Total Capital Outlay	<u>1,117</u>	<u>143,209</u>	<u>376,925</u>	<u>233,716</u>	<u>62 %</u>
Total Expenditures	<u>2,778,421</u>	<u>16,629,256</u>	<u>30,778,695</u>	<u>14,149,439</u>	<u>46 %</u>
Excess Revenue Over (Under) Expenditures	<u>(2,386,850)</u>	<u>13,089,451</u>	<u>1,169</u>	<u>13,088,282</u>	<u>1,120,073 %</u>

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 7/1/2025 Through 7/31/2025  
(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>665</u>	<u>4,537</u>	<u>4,000</u>	<u>537</u>	<u>13 %</u>
Total Interest Income	<u>665</u>	<u>4,537</u>	<u>4,000</u>	<u>537</u>	<u>13 %</u>
Public Donations					
4673 Restricted donations	<u>100</u>	<u>1,058</u>	<u>1,000</u>	<u>58</u>	<u>6 %</u>
Total Public Donations	<u>100</u>	<u>1,058</u>	<u>1,000</u>	<u>58</u>	<u>6 %</u>
Total Revenues	<u>765</u>	<u>5,595</u>	<u>5,000</u>	<u>595</u>	<u>12 %</u>
Expenditures					
Scholarships					
5895 Scholarship Awards	<u>0</u>	<u>10,000</u>	<u>15,000</u>	<u>5,000</u>	<u>33 %</u>
Total Scholarships	<u>0</u>	<u>10,000</u>	<u>15,000</u>	<u>5,000</u>	<u>33 %</u>
Total Expenditures	<u>0</u>	<u>10,000</u>	<u>15,000</u>	<u>5,000</u>	<u>33 %</u>
Excess Revenue Over (Under) Expenditures	<u>765</u>	<u>(4,405)</u>	<u>(10,000)</u>	<u>5,595</u>	<u>(56)%</u>

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 7/1/2025 Through 7/31/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0834	Overdrive, Inc	339,000.00	7/23/2025
2025-0829	Midwest Tape LLC	131,043.31	7/23/2025
AP-CS071525	Consociate, Inc. dba Consociate Health	93,147.08	7/21/2025
2025-0805	Envisionware, Inc.	54,844.15	7/23/2025
2025-0823	IP Consulting, Inc.	50,620.05	7/23/2025
89064	BiblioCommons Corp.	50,000.00	7/9/2025
2025-0776	Midwest Collaborative For Library Services	42,822.90	7/9/2025
2025-0768	Ingram Library Services Llc	39,084.68	7/9/2025
2025-0822	Ingram Library Services Llc	32,305.90	7/23/2025
2025-0747	Consociate, Inc. dba Consociate Health	30,213.34	7/9/2025
AP-CS07-22-25	Consociate, Inc. dba Consociate Health	29,402.15	7/28/2025
AP-6115645282	Verizon Wireless - MiFi Routers & Cell phones	27,531.57	7/1/2025
AP-6118156744	Verizon Wireless - MiFi Routers & Cell phones	27,196.26	7/31/2025
2025-0782	OrangeBoy, Inc.	25,000.00	7/9/2025
2025-0744	City Of Wyoming - Treasurer's Office	20,513.50	7/9/2025
89074	City Of Kentwood Treasurer	20,482.50	7/9/2025
AP-CS070825	Consociate, Inc. dba Consociate Health	16,437.56	7/14/2025
2025-0738	Baker & Taylor	16,349.82	7/9/2025
AP-CS070125	Consociate, Inc. dba Consociate Health	15,539.18	7/7/2025
89073	City Of East Grand Rapids	13,475.00	7/9/2025
2025-0837	Rehmann Robson LLC	13,400.00	7/23/2025
AP-August 2025	BrightBenefits	13,393.71	7/30/2025
2025-0806	Everstream Holding LLC- Michigan	13,130.00	7/23/2025
89144	Pam Spring Advertising, Llc	13,015.00	7/23/2025
89099	Plainfield Charter Township	12,565.50	7/9/2025
2025-0743	City Of Grandville	11,624.00	7/9/2025
89071	Cascade Charter Township	10,956.50	7/9/2025
2025-0781	Midwest Tape LLC	10,789.68	7/9/2025
2025-0734	Continental American Insurance Company dba AFLAC Group	10,778.78	7/9/2025
2025-0803	Ebsco Information Services	10,396.00	7/23/2025
89056	Ada Township	10,320.50	7/9/2025
89122	Critter Barn	9,744.54	7/23/2025
2025-0826	Maner Costerisan	9,500.00	7/23/2025
2025-0827	Michigan Office Solutions (MOS)	9,335.78	7/23/2025
2025-0795	Baker & Taylor	8,773.39	7/23/2025
89101	Rabble LLC	8,250.00	7/9/2025
89068	Caledonia Township	7,732.00	7/9/2025
2025-0746	Comerica Bank	7,312.14	7/9/2025
AP-06420466	Paycor, Inc.	7,075.32	7/8/2025
2025-0799	Comerica Bank	6,796.58	7/23/2025
2025-0793	AMAZON CAPITAL SERVICES, INC	6,635.43	7/23/2025
2025-0785	Same Day Delivery, Inc	6,621.93	7/9/2025
89104	The Rosen Publishing Group, Inc.	6,509.41	7/9/2025
89146	Semcycle, Inc. / Cirque Amongus	6,500.00	7/23/2025
89119	Cameron Zvara	6,400.00	7/23/2025
89143	Nick Thomas Entertainment	6,330.00	7/23/2025
89067	Byron Township	6,305.00	7/9/2025
89149	Stephen Jack Laubaugh	6,205.00	7/23/2025
89081	Eric Litwin	5,701.00	7/9/2025
2025-0787	Thomas Klise/Crimson Multimedia	5,690.00	7/9/2025
2025-0838	Scholastic Library Publishing	5,578.00	7/23/2025



Kent District Library  
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Check Number	Vendor Name	Check Amount	Check Date
89070	Carr Engineering, Inc.	5,473.41	7/9/2025
2025-0833	North Sky Raptor Sanctuary	5,244.00	7/23/2025
89082	Gaines Charter Township	4,630.00	7/9/2025
2025-0733	Adtegrity / Media Place Partners	4,590.34	7/9/2025
2025-0840	Thomas Klise/Crimson Multimedia	4,590.00	7/23/2025
2025-0749	Five9, Inc	4,341.52	7/9/2025
89076	City Of Rockford	4,277.50	7/9/2025
AP-207059520...	Consumers Energy	4,065.26	7/3/2025
89113	Atlanta Capital Management Co, LLC	3,979.00	7/23/2025
89095	Nelson Township	3,943.00	7/9/2025
2025-0843	Warner Norcross & Judd Llp	3,915.00	7/23/2025
89075	City Of Lowell	3,870.50	7/9/2025
89055	ABDO-Spotlight-Magic-Wagon	3,866.30	7/9/2025
89117	Brad Stephen Lancaster	3,825.00	7/23/2025
89107	Walker City Treasurer	3,800.00	7/9/2025
89123	David Critchlow / Critchlow Alligator Sanctuary	3,750.00	7/23/2025
AP-July 2025	PLIC - SBD Grand Island	3,726.17	7/1/2025
89135	Kushner & Company Inc	3,665.00	7/23/2025
89096	Outdoor Discovery Center	3,654.00	7/9/2025
89151	Talewise LLC / Science Heroes	3,100.00	7/23/2025
AP-40569983	Marlin Leasing Corporation / PEAC Solutions	2,904.22	7/15/2025
AP-40674520	Marlin Leasing Corporation / PEAC Solutions	2,904.22	7/17/2025
2025-0797	Christina Threlloff	2,750.00	7/23/2025
89157	William T. Oltman / Will Juggle LLC	2,750.00	7/23/2025
89066	Bowne Township	2,736.00	7/9/2025
2025-0789	UAW Local 2600	2,650.80	7/9/2025
89139	Mel Hatch Douglas	2,560.00	7/23/2025
2025-0841	UAW Local 2600	2,525.49	7/23/2025
2025-0783	Performance Assessment Network	2,500.00	7/9/2025
89118	BubblesRFun LLC	2,450.00	7/23/2025
89115	Bellwether Media, LLC	2,301.68	7/23/2025
2025-0790	Ulliance, Inc.	2,250.36	7/9/2025
89158	William Wolf	2,250.00	7/23/2025
89072	Cherry Lake Publishing/Sleeping Bear Press	2,237.80	7/9/2025
2025-0825	Mad Science of Detroit	2,200.00	7/23/2025
89114	Banner Life Insurance Company	2,104.99	7/23/2025
89159	WIMAGE	2,100.00	7/23/2025
89150	Steven Figge	2,000.00	7/23/2025
2025-0839	TelNet Worldwide, Inc.	1,989.65	7/23/2025
2025-0770	Joseph Reilly	1,950.00	7/9/2025
89156	Wendy Kuzma	1,800.00	7/23/2025
2025-0788	Tyrone Township	1,790.50	7/9/2025
2025-0784	Playaway Products LLC	1,788.44	7/9/2025
2025-0775	Matthew Eickhoff / Here's your host LLC	1,750.00	7/9/2025
89134	Kristen VanDussen	1,750.00	7/23/2025
AP-698627	123.Net, Inc	1,724.00	7/11/2025
89136	Lakeland Library Cooperative	1,707.50	7/23/2025
AP-203411844...	Consumers Energy	1,662.23	7/8/2025
89155	Wade Gugino / GooGenious, LLC	1,650.00	7/23/2025
89089	The Kalamazoo Aviation History Museum dba Air Zoo	1,646.64	7/9/2025
89077	Corinne Roberts Illustration, LLC	1,600.00	7/9/2025

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Check Number	Vendor Name	Check Amount	Check Date
89063	Benjamin Kolk	1,600.00	7/9/2025
89126	Equest Center for Therapeutic Riding Inc	1,600.00	7/23/2025
89154	Unique	1,560.93	7/23/2025
89059	Alpine Township	1,503.50	7/9/2025
2025-0807	Graffix Plus / Extreme Graffix Inc.	1,501.43	7/23/2025
89086	Jerry Berg / Swordsmanship Museum and Academy	1,500.00	7/9/2025
2025-0792	Abila / Community Brands Holdco, LLC	1,493.05	7/23/2025
89116	Bloom Sluggett, PC	1,394.00	7/23/2025
2025-0742	Central Michigan Paper	1,360.00	7/9/2025
2025-0830	TELUS HEALTH (US) LTD.	1,348.62	7/23/2025
89141	Morgan Hanks	1,200.00	7/23/2025
2025-0832	Nationwide	1,181.51	7/23/2025
2025-0769	Interphase Office Interiors, Inc.	1,117.02	7/9/2025
89152	Ten Finger Fish	1,097.00	7/23/2025
2025-0786	Scholastic Library Publishing	1,077.38	7/9/2025
2025-0773	Library Ideas, Llc	1,001.70	7/9/2025
89142	Motherland Cultural Connections LLC	1,000.00	7/23/2025
89102	Spencer Township	1,000.00	7/9/2025
89080	Elm Usa	990.00	7/9/2025
2025-0831	Natali Rose / The Motley Misfits	975.00	7/23/2025
AP-6118276398	Verizon Wireless - MiFy Routers & Cell phones	915.11	7/31/2025
AP-6115764040	Verizon Wireless - MiFy Routers & Cell phones	915.11	7/1/2025
89069	Carl L. Winters	900.00	7/9/2025
2025-0842	Uline Shipping Supply Specialists	884.86	7/23/2025
89097	Pam Spring Advertising, Llc	855.00	7/9/2025
2025-0748	DK Security	790.56	7/9/2025
89132	John Ball Zoo	718.00	7/23/2025
2025-0802	DK Security	702.72	7/23/2025
89121	Comprenew	689.35	7/23/2025
2025-0824	Lindenmeyr Munroe	662.05	7/23/2025
89106	Vanguard Fire & Security Systems Inc	556.00	7/9/2025
89140	Michelle Roossien	541.36	7/23/2025
AP-3150471	Arrowaste	525.62	7/16/2025
AP-CWO-43662	AT&T CWO	500.00	7/18/2025
89112	Angelina L Bertoni	500.00	7/23/2025
89111	Allison Blovits	500.00	7/23/2025
89137	Madeline Fellows	500.00	7/23/2025
89127	Gordon M Russ Sr./Gordon the Magician	500.00	7/23/2025
89085	Hispanic Center of Western Michigan	500.00	7/9/2025
89057	AED Authority	490.00	7/9/2025
89133	Koshie Lamptey	485.00	7/23/2025
89147	Shenanigans Ponies and Petting Zoo	475.00	7/23/2025
2025-0741	Capstone Press, Inc	463.06	7/9/2025
2025-0745	Cloud 616 LLC	450.00	7/9/2025
89110	Absopure Water Company	403.85	7/23/2025
2025-0739	BattleGR	400.00	7/9/2025
89128	Grand Rapids Children's Museum	400.00	7/23/2025
89060	Aqua Blue Aquarium Solutions	378.00	7/9/2025
2025-0772	Katherine Baumann	375.00	7/9/2025
AP-203267570...	Dte Energy	362.99	7/7/2025
2025-0800	Corrigan Moving Systems-Grand Rapids, Inc.	340.00	7/23/2025

Kent District Library  
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Check Number	Vendor Name	Check Amount	Check Date
89131	Hannah Lewis	334.00	7/23/2025
89138	Mariely Velazquez	301.00	7/23/2025
89061	B.A.B.S (Burgers and Bomb Sandwiches)	300.00	7/9/2025
2025-0801	Craig Buno	288.37	7/23/2025
AP-0018438-06...	Comcast Cable	258.85	7/9/2025
2025-0740	Blackstone Audio Inc	245.00	7/9/2025
89090	Lectorum Publications	231.89	7/9/2025
2025-0835	Pareto Health Intermediate Holdings, Inc.	230.00	7/23/2025
2025-0804	Elyssa Nicole Steward	225.00	7/23/2025
2025-0774	Lindenmeyr Munroe	213.88	7/9/2025
89078	Elizabeth Green	200.00	7/9/2025
89079	Elizabeth Guarino-Kozlowicz	200.00	7/9/2025
89058	Alison Kuchta	200.00	7/9/2025
89103	Stacey Brander	200.00	7/9/2025
AP-3507483	TASC	198.32	7/28/2025
AP-017676	Medtipster.com, LLC.	174.30	7/21/2025
89124	David Palma	167.63	7/23/2025
AP-00062025	State Of Michigan	165.00	7/1/2025
89088	K & S Plumbing Co., Inc.	159.17	7/9/2025
89145	Rebecca Rodriguez	150.00	7/23/2025
2025-0791	Vital Records Holdings, LLC / VRC Companies, LLC	141.47	7/9/2025
2025-0798	City Of Wyoming - Treasurer's Office	138.41	7/23/2025
AP-0021585-07...	Comcast Cable	126.90	7/25/2025
89083	Grand Valley State University Libraries	125.00	7/9/2025
AP-0260158-06...	Comcast Cable	123.90	7/21/2025
2025-0751	Grainger	111.59	7/9/2025
AP-6118174130	Verizon Wireless - MiFi Routers & Cell phones	108.03	7/31/2025
AP-6115662490	Verizon Wireless - MiFi Routers & Cell phones	108.03	7/1/2025
2025-0771	Kalamazoo Sanitary Supply / KSS Enterprises	89.89	7/9/2025
AP-6117469110	Verizon Wireless - MiFi Routers & Cell phones	83.16	7/21/2025
2025-0796	Blackstone Audio Inc	69.99	7/23/2025
2025-0750	Cengage Learning	52.43	7/9/2025
89087	Joyanne Huston-Swanson	51.14	7/9/2025
2025-0836	Playaway Products LLC	45.85	7/23/2025
89105	Traverse Area District Library	39.95	7/9/2025
89148	Southfield Public Library, ATTN: Diane Mulhinch	39.00	7/23/2025
89065	Bloomfield Township Public Library ATTN: Deb Smith	35.00	7/9/2025
89084	Hart Area Public Library	33.00	7/9/2025
89092	Madelyn Besaw	32.97	7/9/2025
AP-8641512-05...	T-Mobile USA Inc.	31.15	7/3/2025
89129	Grand Rapids Public Library	26.99	7/23/2025
89091	Mackinaw Area Public Library	26.95	7/9/2025
89130	Gretchan Fenske	24.99	7/23/2025
89153	Township of Barry / Delton District Library	19.95	7/23/2025
89120	Clare O'Tsuij	19.12	7/23/2025
89125	Debra Ann Relph	16.99	7/23/2025
89108	White Pine District Library	15.35	7/9/2025
89100	Public Libraries of Saginaw	11.00	7/9/2025
89098	Pentwater Township Library	11.00	7/9/2025
89093	Michigan State University	8.00	7/9/2025

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 7/1/2025 Through 7/31/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
89094	Mulliken District Library	7.99	7/9/2025
89062	Bay County Library System	7.99	7/9/2025
Report Total		<u>1,547,070.03</u>	

Kent District Library  
Check/Voucher Register - Voided Checks  
From 7/1/2025 Through 7/31/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
89149	Stephen Jack Laubaugh	(6,205.00)	7/24/2025
AP-2911282-04...	Comcast Cable	(223.90)	7/23/2025
Report Total		<u>(6,428.90)</u>	

# Director's Report July 2025



## From the Desk of Lance Werner, Executive Director

It's been a busy month, but a good one. I had a great time visiting branches and have been enjoying the summer by spending a lot of time taking folks out fishing—like my friend Steve Potash, CEO of OverDrive, and Dr. William Pink, President of Ferris State University.

Jaci Cooper and I had a meaningful conversation with Al Vanderberg, Kent County Administrator about food insecurity and the possibility of creating community garden space. I also attended an incredible ribbon-cutting ceremony at our Cascade Branch to celebrate their epic remodel—it was truly inspiring to see the transformation.

I had a check-in with John Chraska, Director of EveryLibrary, where we discussed emerging issues and strategy. On top of that, I've been busy with my Board responsibilities at the Children's Advocacy Center and was honored to be elected Interim Vice-Chair.

I also participated in a multi-day meeting as a project board member on behalf of Ithaka S+R, where we debriefed and brainstormed around building a new model for partnerships between public libraries and community colleges. That trip took me to New York—and surprisingly, I loved it.

And finally, I managed to squeeze in a non-work-related trip and went camping with my daughter. It was a much-needed and refreshing break.



# Director's Report July 2025



## KELLOGGSVILLE + WYOMING

Technology tutoring remains a highly valued service at the Wyoming Branch, where several librarians offer one-on-one appointments to assist patrons with a wide range of digital needs. These sessions cover topics such as applying for government assistance, using Microsoft Excel, and organizing and preserving family photographs. While public demand for support with artificial intelligence platforms has been limited, some staff members have begun integrating AI tools into their workflows to enhance productivity.

At the Wyoming Branch, efforts to bridge the digital divide are rooted in providing friendly, non-judgmental support to individuals who may face challenges due to literacy or language barriers. Many patrons rely on the library to develop essential computer skills needed to access online resources and complete important forms.

Meanwhile, at the Kelloggsville Branch, Assistant Branch Librarian Dan Nguyen continues to offer outstanding technical support to middle and high school students utilizing the gaming lab. This summer, the branch introduced a gaming leaderboard featuring a “Player of the Week.” Players enjoyed the friendly competition, with winners receiving recognition on the branch’s digital signage and a small prize.



## KENTWOOD + GAINES

At both the Kentwood and Gaines Township branches, staff offering tech tutoring do a great job of meeting patrons where they're at in terms of knowledge and comfort with technology. Some patrons arrive with a solid understanding and are looking to learn a specific skill, while many others are just beginning their tech journey. Staff take the time to listen, assess the patron's needs, and walk them through each step of the process with patience and clarity.

While there hasn't been significant demand from patrons to learn about AI tools, some staff have independently explored this area and found ways to incorporate it into their daily work. For example, staff are using AI to revise emails for clarity or streamline work.

The gaming lab at the Kentwood branch has become a favorite hangout for young patrons. They enjoy gathering with friends to play games or even just watch others play, creating a social atmosphere. This has been a great way to build community, encourage regular library visits, and provide an engaging space for youth after school hours and during breaks.





## ROCKFORD + NELSON + SPENCER

At the Nelson, Spencer and Krause Memorial branches, adapting tech tutoring to keep pace with AI and emerging technologies has been a collaborative and evolving effort. Staff have engaged in professional development focused on AI, expanding the tools and knowledge they bring to patron support. By fostering curiosity and a team-centered approach, staff create an environment where patrons feel encouraged and supported as they explore new technologies.

Staff at the Krause Memorial branch support patrons with tech appointments or general tech assistance at the front desk, each question posing unique challenges. Youth Librarian Kelsey Malone shared, “We see a wide range of devices and apps, and they all work a little bit differently. Therefore, listening and asking questions is essential to gauge how to best support each patron.” Staff also collaborate and share their strengths to problem-solve and continuously improve service. Adult Librarian Jake Huber shared, “Becoming more familiar with AI and its capabilities has enabled staff to have a wider breadth of resources to draw from when offering tech tutoring services to patrons.”

The Spencer Township library may be small, but it is one of KDL’s highest circulating branches for hotspots. Patrons who do not have internet access or reliable internet access are incredibly grateful for this library resource which helps them stay connected.

Nelson Township Youth Librarian Bethany Metivier shared that part of the library’s approach includes being transparent about the limitations of generative AI, especially for research purposes. In these cases, staff suggest more reliable alternatives such as the library databases. By focusing on what the patron truly needs or hopes to achieve, staff are able to guide them toward the most effective resources and outcomes.

Additionally, the Nelson Township library introduced its new esports lab this summer, which has been an exciting entry point for patrons who are new to digital spaces. This initiative has helped Nelson Township library engage a broader audience by blending fun with foundational digital literacy skills.

# Featured Department: Facilities

The Facilities Department plays a vital role in maintaining the smooth operation for the Service Center along with providing supplies to the 20 branches. This dedicated team oversees the Service Center, which serves as the central hub for logistics, maintenance, and supply coordination across all branches.

## Key Responsibilities:

**Service Center Management:** The department ensures the Service Center is fully operational, supporting administrative functions and acting as the distribution point for supplies.

## Supply Orders:

They handle the procurement, inventory, and delivery of essential supplies to each branch, ensuring consistency and efficiency in resource management.

## Maintenance & Custodial Services:

With one Office Manager and two Custodians, the team is responsible for maintaining clean, safe, and welcoming environments at the Service Center. This includes routine cleaning, minor repairs, and coordinating with external vendors for larger maintenance needs.

## Team Composition:

**Elvia Myers, Office Manager:** Oversees departmental operations, manages budgets, and ensuring adherence to safety and maintenance standards.

**Jennifer Wheaton and Luke Ayuso, Custodians:** Provide hands-on support for cleaning and service center upkeep, maintaining service center databases and minor repairs, and manage the distribution of supplies to the branch locations.



## **Julita Fenneuff - IT & Engagement Administrative Assistant Service Center**

**Nominated By: Emily Whalen**

### **Core Value: Helpful**

“Julita has been an absolute rock star in her role mastering Microix in record time for multiple departments -- Programming, Bookmobile, Community Engagement, MarCom, and IT ... all before even hitting her one year mark! 🙌 She processed 109 credit card transactions in June alone (more than any non-Finance user!) and has already submitted over 100 invoices this year – all on time, all correctly coded, and always with detailed information that makes our lives easier.

“Julita’s support is truly world-class and her Microix skills are unmatched. Her commitment, accuracy, and positive attitude shine through in everything she does. We are so lucky to have her. Thank you, Julita, for being amazing! 🌞”

**Nominated By: Hennie Vaandrager**

### **Core Value: Helpful**

“Julita is kind, conscientious, and a great team member. She handles Microix for FOUR Service Center departments (just PRO alone has hundreds of transactions a month!). We just finished up another month of Microix and she was flawless once again. It’s no easy task working with multiple teams with different priorities and tasks.

“Julita handles it all with professionalism and has a great attitude. I have enjoyed working with her in her new role at the SC. I look forward to working with her more closely.”

**Nominated By: Randy Goble**

### **Core Value: Authentic**

“I wish I could check all the boxes for these badges because you truly check all the boxes. Your help with Confluence, budgeting / planning for digital signage and more are so greatly appreciated. You are an amazing! I am so glad that you are part of our team.”

# Katie Kudos

July 2025

## **Sarah McAnally – Assistant Branch Librarian Caledonia Township**

**Nominated By: Shannon Cameron**

**Core Value: Authentic**

“It is always great to work with Sarah when I sub at the Caledonia Township branch. She is always positive, helpful, and collaborative. Thank you, Sarah!”

**Nominated By: Samantha Holland**

**Inclusive**

“You have the best taste in books! Your book display was wildly popular. We could barely keep up with the checkouts. I also had a patron let me know that you recommended them a book which they loved and wanted to thank you. You’re doing an amazing job creating connections with our patrons!”

## **Hennie Vaandrager – Programming and Outreach Manager Service Center**

**Nominated By: Jordan Perkins**

**Core Value: Courageous**

“Thank you all so much for your immediate response to help fix a tough situation. I really appreciate everything you do to keep summer programming excellent at KDL – scheduling presenters, coordinating tub routes, and SO much more! I appreciate your support to us in the branches especially when things don’t go as planned. Having hard conversations isn’t easy, but you handle them with kindness and clear boundaries. Thank you all so much 😊!”

**Nominated By: Randy Goble**

**Core Value: Helpful**

“Thank you for taking on a super-quick interview request with WOOD TV, Hennie! You always represent KDL so well and inspire so many people on what you share. I certainly appreciate your quick availability.”

**Nominated By: Susan Erhardt**

**Core Value: Authentic**

“Hennie came to our ocean adventure program and offered to wear the shark costume when she realized none of my teen volunteers wanted to wear it. It was actually great that she was the person wearing it because her nephew was terrified of the shark until he realized it was Aunt Hennie inside there!”

# Upcoming Meetings + Dates of Interest

## Upcoming Meetings

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

Regular Board Meeting,  
Budget Work Session and  
Executive Director Evaluation  
Thursday, October 16, 2025  
KDL Service + Meeting Center

Regular Board Meeting and Executive  
Director Evaluation  
Thursday, November 20, 2025  
Tyrone Township Branch

## Dates of Interest

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

Michigan Library Association Conference  
October 29-31, 2025  
Lansing, MI

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

Kent  
District  
Library  
  
kdl.org



Information  
Ideas  
Excitement!



# MONTHLY PROJECT REPORT

**JULY  
2025**

**1**

New project approved

**7**

In queue

**0**

Declined

**8**

Active Approved  
Projects



On Track, no extensions 8



1 Extension, at risk 0



2+ Extensions, late 0



Completed since  
January 2025 6

## Define Core Programs



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

**Approval Date:** 07.23.2025  
**Due Date:** 03.11.2026



KDL offers a wide variety of programs that can differ significantly between branches, sometimes leading to confusion about what qualifies as a *Core* program. This project, a 2025 Strategic Initiative, aims to define both system-wide Core programs and branch-specific offerings, helping staff understand which programs to prioritize in promotion and how to communicate their unique value to patrons. A rubric and reassessment schedule will also be developed to ensure these Core programs remain relevant and continue to engage the community.

Hennie Vaandrager, Programming and Outreach Manager, will lead this initiative, with the official kickoff scheduled for August 12. The first phase of the project will focus on compiling a comprehensive list of current KDL programs, analyzing program data from previous years, and surveying staff to assess current understanding of Core programming.

## Community Partnerships Evaluation



**Project Lead:** Craig Bunio  
**Status:** On Track

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

In July, the *My Community Maps* and *Community Needs Assessment* procedure was presented to Regional Managers. Project leader Craig Bunio, Community Engagement Manager, provided an overview of the project's progress to date and introduced the community map tool. Branch Outreach and Programming Specialists and Regional Managers will meet to review their region's data and complete their maps by the end of August.

The *Partnership Meeting Form* was updated this month to better capture partners or groups KDL interacts with, even if these meetings don't involve collaborative events or programs. The updated form will include a definition of partnership meeting, what should be counted, and what does not need to be entered. The form will also include examples, so that staff have clarity about what information should be entered - including whether or not the meeting was virtual. Project team members have started to enter their partner meetings into the form to test and refine it. Sheri Glon, Data Coordinator, reviewed census data and added updates to the *Savannah Community Needs Assessment* document to ensure staff will have the most accurate data available as they complete their assessments.

## Expand Esports

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

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

After exploring the possibility of participating in the *Confluence* festival, KDL ultimately decided not to take part in this year's event. While the team appreciated the invitation and initial conversations, the concept for the mainstage event evolved in a direction that no longer aligned with KDL's goals for esports engagement. KDL will remain in contact with the *Confluence* team and is open to future opportunities that may be a better fit.

## Intranet Revamp

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

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

On July 16, a training plan was rolled out to all KDL staff on best practices for document creation, storage and sharing using Microsoft 365. Staff will have until August 1 to complete the training and integrate these best practices into their routines. During this period, the team is preparing for subsequent tasks, such as building a prototype for departments' SharePoint sites. The goal is to ensure each department's site reflects its specific needs while maintaining consistent navigation across all sites. After discussion, the team determined to start with the administrative site, as it is frequently used by project team members. After the current training is complete, a communication bulletin will be developed on upcoming global permissions changes.

## Legendary Readers

✓ **Project Lead:** Monica Walen  
**Status:** Complete

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

The *Legendary Readers* team is delighted to have closed out the program's first year, and with it, the official close of the project! The results published from the PMO rollout survey were overwhelmingly positive and offered several suggestions that will be implemented in the coming year, as the *Legendary Readers* program will transition to the Youth Programming Group. The goal of this project was to create a more achievable and sustainable reading program for school-age children, and thanks to the efforts of the project team, there is confidence that participation in *Legendary Readers* will only continue to grow.

The PMO would like to thank Monica Walen for her leadership over a nearly 2-year project, as well as her dedicated team: Alyson Cryderman, Heidi Fifield, Hennie Vaandrager, Jaci Cooper, Joyanne Huston-Swanson, Keeva Filipek, Katie Zuidema, Brad Baker and Dave Palma.



*The 2025-2026 cryptid will feature Bigfoot!  
The program will launch in early September*



## On the Same Page 2025



**Project Lead:** Hennie Vaandrager  
**Status:** Complete

**Approval Date:** 06.01.2024  
**Due Date:** 12.01.2025

On July 18, project leader Hennie Vaandrager, Programming and Outreach Manager, met with the PMO to officially close *On the Same Page 2025*. This project aimed to establish *On the Same Page* as a signature KDL tradition that brings people together through a shared love of reading year after year. Vaandrager and the project team refined all aspects of the program, including planning, promotion, registration and acquiring physical and digital copies of the authors' work. Now that the project is closed, the Adult Programming Workgroup will oversee *On the Same Page* each year.

The PMO would like to thank Vaandrager for her vision and leadership, along with her team: Randy Goble, Amber Elder, Angela Deckard, Joel Kibbe, Josh Bernstein, Josh Mosey, Katie Zuidema, Susan Erhardt, Keeva Filipek, Lauren Hagerman Tekelly, Omar Velazquez, Remington Steed, Samantha Hodge and Shelby Toren, and those who helped make the event run smoothly the night of: Michelle Rossien, Morgan Hanks, Leigh Verburg, Sheri Gilreath-Watts, Greg Lewis, Jaci Cooper, Liz Guarino and Scott Ninemeier.

## School Outreach Menu

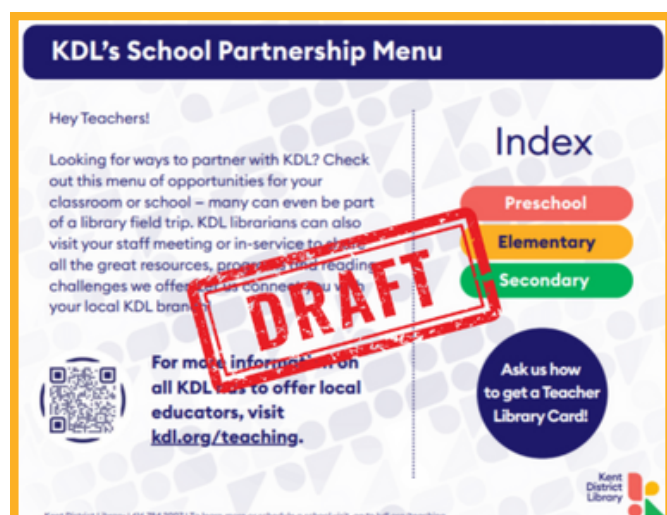


**Project Lead:** Julie Ralston  
**Status:** On Track

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

The School Outreach Menu project is moving right along, and the team is happy to report that most Phase Two deliverables are either wrapping up or near completion. A sub-group of the team who focused on the menu gathered feedback from team members, BOPS, Branch Librarians and KDL board members to inform final edits on the soon-to-be-finalized menu. Work is also underway to finalize the teaching webpage on [kdl.org](http://kdl.org) and add promotional toolkits for KDL initiatives like Summer Wonder, Legendary Readers and Write Michigan.

Another deliverable of this project is establishing guidelines for staff for school outreach. The team developed recommended guidelines, which are under evaluation and review by management and frontline staff to ensure they are a useful resource for guiding new managers and Branch Librarians developing their outreach efforts.




Enjoy a sneak peek of the School Outreach Menu



Along with the School Outreach Menu, the team is working on updating the teaching webpage on [kdl.org](http://kdl.org)



## Tech Tutoring Revamp

 **Project Lead:** Morgan Hanks  
**Status:** On Track


**Approval Date:** 03.26.2025  
**Due Date:** 04.01.2026

Phase One was successfully closed out and the team has begun categorizing Tech Tutor appointments by type to better understand patron needs and match them with the right staff support. Crystal Logan-Syrewicze, Branch Librarian (Kentwood), has preliminarily identified a way to tier Bookings appointments to support more effective routing, which the team is excited to explore further. Work is also underway to create an intake form to ensure the right information is collected from the start.

The team also spent time reviewing the current Tech Tutoring processes at both Kentwood and Cascade to identify practices that could inform future pilots. As part of the experimentation, the team recently hosted its first group Tech Tutor appointment with the West Michigan Therapy Dogs organization, helping their board learn how to better use Google Drive to support their mission. The team will be discussing whether this type of group appointment should be offered more broadly.

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## Teen Graphic Novel Contest

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


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

To kickoff July, Josh Mosey, Digital Marketing Strategist, participated in a 10-minute interview on WZZM to promote the contest. This month, the project team began to focus on planning both the Award Ceremony and an outreach booth at Grand Rapids ComicCon. For the ceremony, a draft of topics for the panel discussion with judges was developed, along with a rough timeline of the event. For Grand Rapids ComicCon, the team compiled swag ideas to engage attendees.

In response to teen feedback, the team revised the wording of one frequently asked question. The original phrasing, stating that submissions should be suitable for a “general audience,” was being interpreted as “kid-friendly,” which discouraged some teens from submitting thematically complex or serious (but still age-appropriate) content. The updated guidance now clarifies that entries should “*avoid Mature Content to remain in the spirit of a teen competition.*”

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## Website & Discovery Layer AI Enhancements

 **Project Lead:** Remington Steed  
**Status:** On Track

**Approval Date:** 05.21.2025  
**Due Date:** 04.01.2026 (tentative)

BiblioCommons hosted its kickoff meeting in July, offering more insight into the direction of the AI Assistant project. With input from three participating library systems - including KDL - BiblioCommons aims to deliver a prototype for library patrons within the next six months. The partner libraries will define and prioritize use cases, select a third-party developer to build the prototype, and provide testing and feedback throughout development. While a successful prototype would still be far from a public release, this phase marks a critical step toward identifying solutions that are both practical and beneficial. Some current use cases under consideration include: Quick response to common patron questions, natural language catalog searching, personalized recommendations, AI-generated review summaries and support with account-related tasks like holds, renewals and preferences. Many of these use cases are in early development. As the the project moves forward, KDL will continue advocating for its patrons, staff, and values every step of the way.

# BUILDING PROJECTS

## Cascade Township

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

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

On July 23, 2025, the Cascade Branch of Kent District Library celebrated the grand opening of its fully renovated space with a festive ribbon-cutting ceremony. Attendees were welcomed with self-guided tours, vendor tables hosted by project partners, a collaborative community puzzle, and complimentary refreshments from local businesses. This event marked a major milestone in the renovation project, as final details are being completed. In August, the branch will see the installation of the cupola chandelier and additional bookstore shelving. Renovations to the Wisner Center will also begin and are scheduled for completion by September 5. The township continues to evaluate options for the permanent relocation of township board meetings. As part of this process, they are exploring new ways to collaborate with library staff to expand engagement opportunities through community partnerships.



*Regional Managers I & II, Lulu Brown and Ashley Smolinski and Lance Werner join Cascade Township officials in the ribbon cutting event*



*Attendees touring the renovated space, with Director of Projects and Planning, Jaci Cooper, working the front desk*



*KDL Trustees and staff touring the new space*



*Cascade Assistant Branch Librarians, Taylor LaBash, Neil Rajala & Beth Johnstone*

# BUILDING PROJECTS

## Krause Memorial (Rockford)

**Project Lead:** Jennifer German

**Status:** N/A

**Approval Date:** N/A

**Due Date:** N/A

The Krause Memorial expansion/renovation project continues to move forward and plans for operating in the temporary location (Rockford Community Cabin) are beginning to take shape. Regional Manager I, Jennifer German, is working with Kim Lindsay, Interim Finance Director, and Emily Whalen, Finance Manager, to secure estimates/bids for moving and storage of the Krause collection.

Through the generosity of the Rockford Public Schools community partners, Krause will be able to offer nearly all regular weekly story programs at Parkside Elementary, now an early childhood center, beginning January 2026. Additionally, the City of Rockford has agreed to host two monthly adult book discussions, along with some presenter-led programs at City Hall.

German and Laura Youells, Regional Manager II, took measurements of the Community Cabin and are developing a plan for which areas of the current collection to relocate and which will need to go into storage. Rich Nagel, Network Systems Specialist, is in contact with the City of Rockford regarding preparing the Community Cabin for KDL's tech needs during temporary occupancy.

## Tyrone Township

**Project Lead:** Liz Knapp

**Status:** N/A

**Approval Date:** N/A

**Due Date:** N/A

There are no new developments to share at this time.

## Walker

**Project Lead:** Liz Knapp

**Status:** N/A

**Approval Date:** N/A

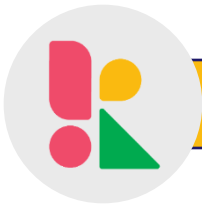
**Due Date:** N/A

Construction of the new Walker library is on target for completion in fall of 2026. After a pause to allow subcommittees to complete necessary planning work, the Walker New Library steering committee will reconvene on August 14.



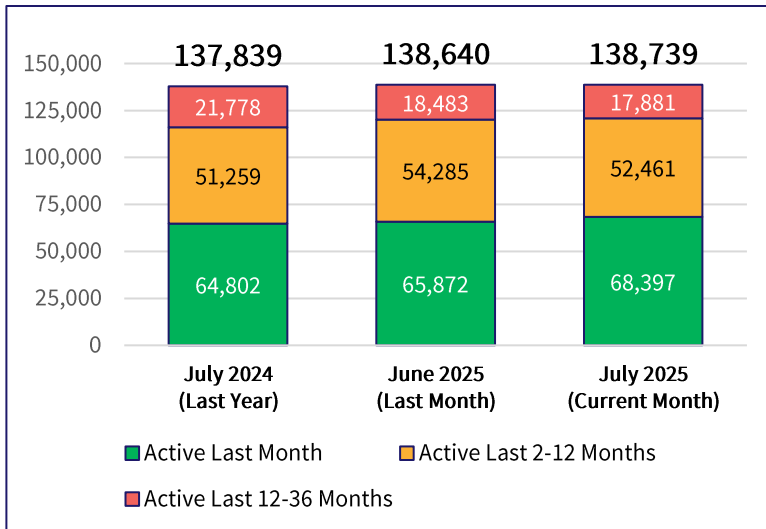
*Most recent photos of the building progress*





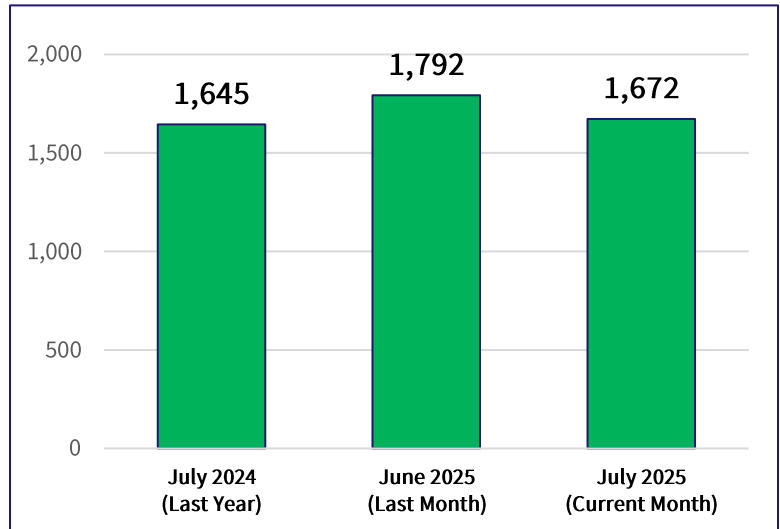
## JULY 2025 STATISTICAL SUMMARY

### Active KDL Patrons:



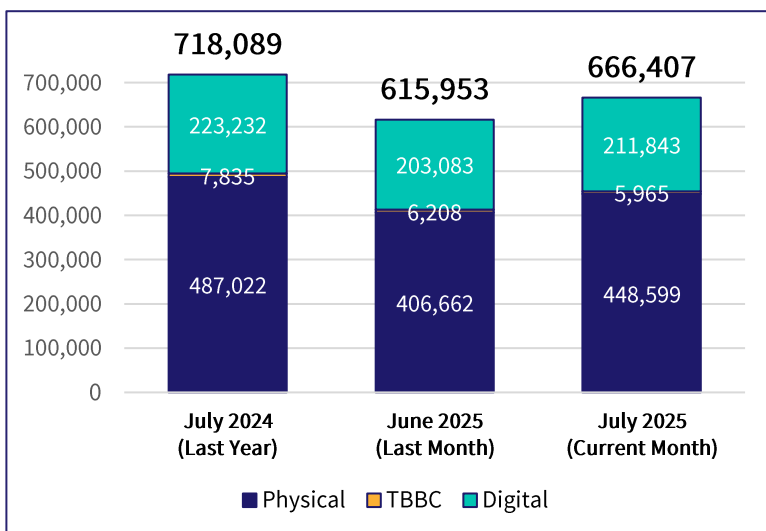
Active KDL Patrons are **up 0.1%** from last month and **up 1%** from the same month last year.

### New KDL Cards Added:



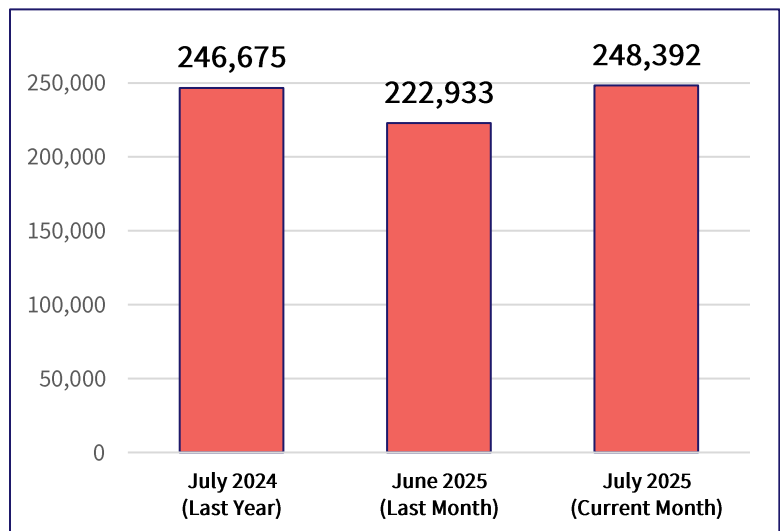
New KDL Cards Added are **down 7%** from last month and **up 2%** from the same month last year.

### Total Circulation:



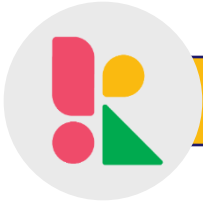
Total Circulation is **up 8%** from last month and **down 7%** from the same month last year.

### Visitor Count:



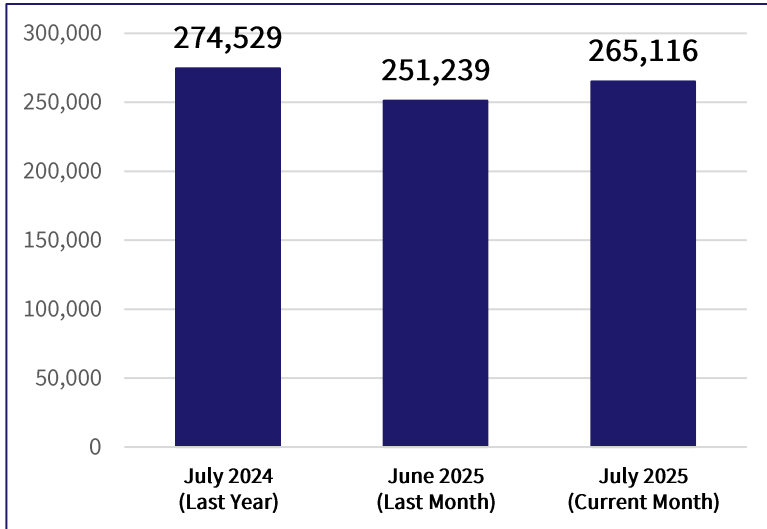
Branch Visitors are **up 11%** from last month and **up 1%** from the same month last year.





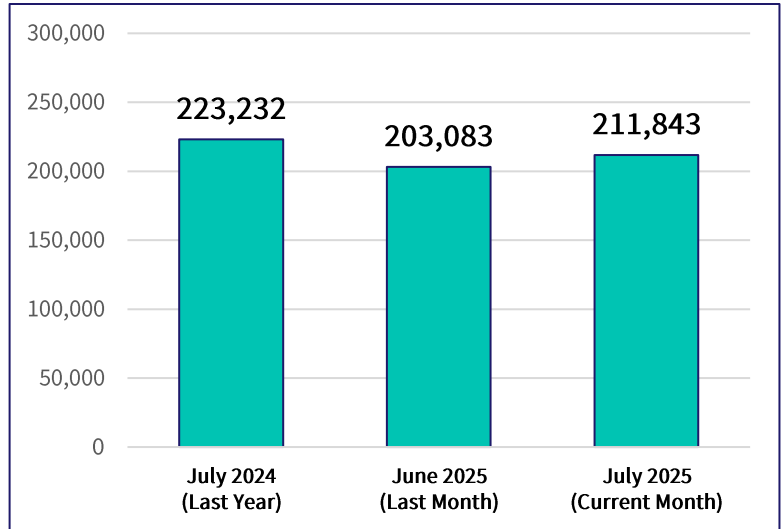
## JULY 2025 STATISTICAL SUMMARY

### Physical Items Checked Out:



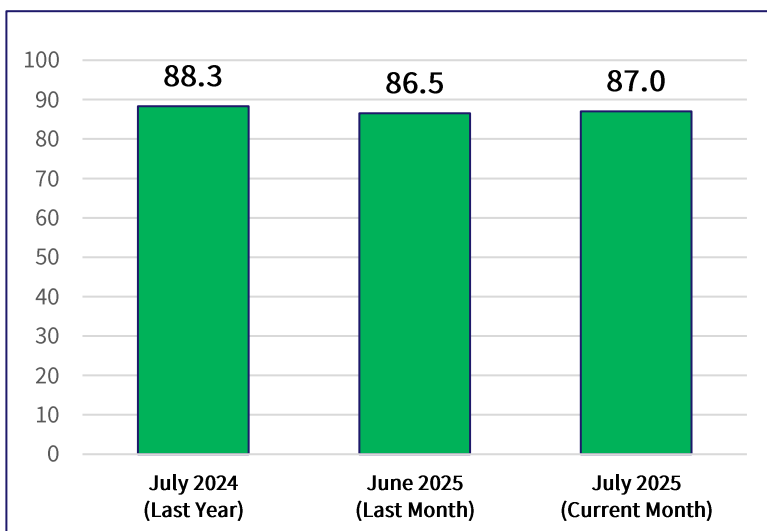
Physical checkouts are **up 6%** from last month and **down 3%** from the same month last year.

### Digital Items Checked Out:



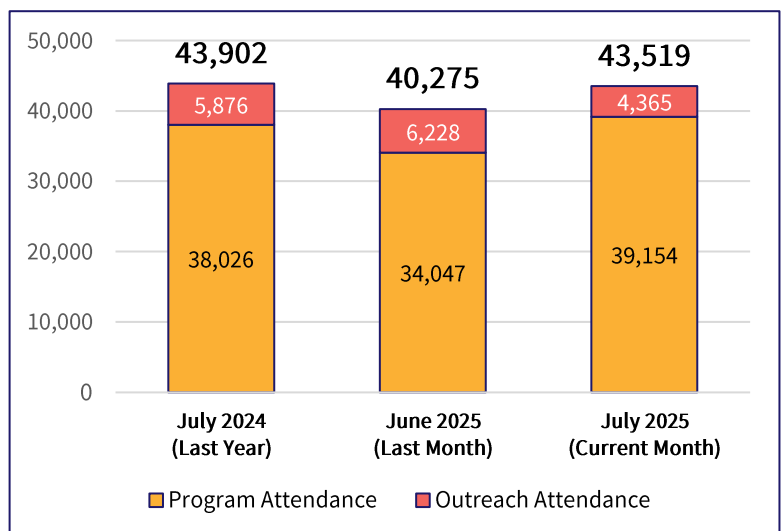
Digital checkouts are **up 4%** from last month and **down 5%** from the same month last year.

### Net Promoter Score (NPS):



Net Promoter Score is **up 0.5%** from last month and **down 1.3%** from the same month last year.

### Programs & Outreach:



Program & Outreach Attendance is **up 8%** from last month and **down 1%** 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                        | 628 |
| 2. <i>Great Big Beautiful Life</i> by Emily Henry | 281 |
| 3. <i>Do Not Disturb</i> by Freida McFadden       | 168 |
| 4. <i>The Crash</i> by Freida McFadden            | 164 |
| 5. <i>The Women</i> by Kristin Hannah             | 144 |
| 6. <i>Strangers in Time</i> by David Baldacci     | 143 |
| 7. <i>James</i> by Percival Everett               | 135 |
| 8. <i>My Friends</i> by Fredrik Backman           | 127 |
| 9. <i>Nightshade</i> by Michael Connelly          | 125 |
| 10. <i>One Golden Summer</i> by Carley Fortune    | 123 |

### All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
--------------	--------------

- |  |     |
|--|-----|
| 1. KDL WiFi Mobile Hotspot                           | 427 |
| 2. <i>My Friends</i> by Fredrik Backman              | 373 |
| 3. <i>Atmosphere</i> by Taylor Jenkins Reid          | 348 |
| 4. <i>The Let Them Theory</i> by Mel Robbins         | 325 |
| 5. (tie) <i>Don't Let Him In</i> by Lisa Jewell      | 324 |
| (tie) <i>Great Big Beautiful Life</i> by Emily Henry | 324 |
| 7. <i>Sunrise on the Reaping</i> by Suzanne Collins  | 257 |
| 8. <i>One Golden Summer</i> by Carley Fortune        | 212 |
| 9. <i>Broken Country</i> by Clare Leslie Hall        | 208 |
| 10. <i>The Tenant</i> by Freida McFadden             | 195 |

### OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
--------------	------------------

- |   |     |
|---|-----|
| 1. <i>The Tenant</i> by Freida McFadden (audio)                 | 555 |
| 2. <i>The Perfect Divorce</i> by Jeneva Rose (audio)            | 287 |
| 3. <i>Shield of Sparrows</i> by Devney Perry (audio)            | 180 |
| 4. <i>Demon Copperhead</i> by Barbara Kingsolver (audio)        | 169 |
| 5. <i>Onyx Storm</i> by Rebecca Yarros (audio)                  | 163 |
| 6. <i>The Perfect Marriage</i> by Jeneva Rose (audio)           | 154 |
| 7. <i>Quicksilver</i> by Callie Hart (audio)                    | 151 |
| 8. <i>The Storyteller's Death</i> by Ann Dávila Cardinal        | 150 |
| 9. <i>Great Big Beautiful Life</i> by Emily Henry               | 145 |
| 10. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio) | 144 |

### OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
--------------	--------------

- |   |     |
|---|-----|
| 1. <i>The Anxious Generation</i> by Jonathan Hadt (audio)   | 985 |
| 2. <i>Great Big Beautiful Life</i> by Emily Henry           | 979 |
| 3. <i>Great Big Beautiful Life</i> by Emily Henry (audio)   | 909 |
| 4. <i>The Let Them Theory</i> by Mel Robbins                | 766 |
| 5. <i>The Wedding People</i> by Alison Espach               | 626 |
| 6. <i>Sunrise on the Reaping</i> by Suzanne Collins         | 602 |
| 7. <i>Atmosphere</i> by Taylor Jenkins Reid                 | 599 |
| 8. <i>Sunrise on the Reaping</i> by Suzanne Collins (audio) | 596 |
| 9. <i>Say You'll Remember Me</i> by Abby Jimenez            | 550 |
| 10. <i>Say You'll Remember Me</i> by Abby Jimenez (audio)   | 542 |

NEW HIRES	POSITION	EFFECTIVE
Grace Farina	Assistant Branch Librarian – Kentwood	August 18
Kelly Nguyen	Assistant Branch Librarian – Cascade	August 18

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Allana Patterson	Summer Library Intern – Grandville	Assistant Branch Librarian – Grandville	July 14

DEPARTURES	POSITION	EFFECTIVE
Janice Greer	Administrative Assistant – Marketing/Communications	July 24
Julian Sugameli	Assistant Branch Librarian – East Grand Rapids	August 9
Sammantha Harvin	Assistant Branch Librarian – East Grand Rapids	August 13
Kathy Pluymert	Collection Services Assistant – Service Center	August 20
Jennifer Nguyen	Assistant Branch Librarian – Kentwood	August 21

OPEN POSITIONS	TYPE
Collection Services Assistant – Service Center (3 positions)	Part-time
Branch Librarian – Grandville	Part-time
Assistant Branch Librarian – East Grand Rapids	Part-time
Assistant Branch Librarian – Kentwood	Part-time

EMPLOYEE ANNIVERSARIES (SEPTEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Susan Erhardt	Plainfield	33 years
Michelle Toren	Gaines Township	31 years
Rich Nagel	Information Technology	30 years
Beth Green	Gaines Township	24 years
Ali Kuchta	Collection Development	24 years
Meredith Schickel	Byron Township	23 years
Sheri Glon	Project Management Office	20 years
Kathleen Knott	Gaines Township	16 years

EMPLOYEE ANNIVERSARIES (SEPTEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Craig Buno	Community Engagement	15 years
Vanessa Fisk	Nelson Township	13 years
Megan Russ	Grandville	12 years
Mary Valentine	Patron Services	12 years
Kate Allen	Patron Services	11 years
Jaime Brooks	Plainfield	10 years
Jaci Cooper	Project Management Office	9 years
Audrey Barker	Kentwood	7 years
Kelly Garvin	Grandville	7 years
Maggie Jones	Nelson Township	7 years
Margaret Taylor	Caledonia	7 years
Brynn Doering	Patron Services	6 years
Jason Hetrick	Sub Pool	6 years
Alicia Carlson	Spencer Township	5 years
Kurt Lardie	Englehardt / Alto	4 years
Katie Brainard	East Grand Rapids	3 years
Molly Dixon	Tyrone Township	3 years
Diana Gray	Sub Pool	3 years
Jessica Hannah	Collection Services	3 years
Mary Pawnseshing	Krause Memorial	3 years
Kent Byerly	Sub Pool	2 years
Ruben Campos	Sub Pool	2 years
Catherine Gispert	Sub Pool	2 years
Michael Golczynski	Cascade	2 years
Virginia Kenyon	Sub Pool	2 years
Yannick Kpachavi	Caledonia	2 years
Hailey Mramor	Comstock Park	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 12, 2025	X	X	X	X	X	X	X	X
July 17, 2025	X	X	X	X	X	X	X	X
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



## RESOLUTION

### Truth in Taxation—2025 Millage Tax Rate Request

#### MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held on August 21, 2025 at 4:30 PM.

The meeting was called to order by \_\_\_\_\_.

**PRESENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

#### RESOLUTION

**WHEREAS,** the Kent District Library was established pursuant to the Kent District Library Agreement; and

**WHEREAS,** the district of the Kent District Library ("District") consists of the entire geographic area of Kent County except for the City of Grand Rapids, the City of Cedar Springs, Solon Township, Sparta Township, the Village of Sparta, and those portions of Bowne Township and Caledonia Township which are located within the Thornapple Kellogg school district; and

**WHEREAS,** pursuant to the District Library Establishment Act, 1989 PA 24, as amended (“DLEA”), the Board is authorized to levy a tax upon all taxable property within the District, provided that the districtwide tax is authorized by the electors of the District; and

**WHEREAS,** on November 7, 2023, the electors of the District authorized the Board to levy a districtwide property tax in the amount of 1.10 mills for fifteen (15) years to provide funds for district library purposes; and

**WHEREAS,** the Library held a public hearing on the proposed millage rate to be levied in 2025 at the regular meeting on August 21, 2025, and the hearing complied with the requirements of the General Property Tax Act, including MCL 211.24e (Truth in Taxation); and

**WHEREAS,** as authorized by the General Property Tax Act, the Library Board desires to levy a millage rate of 1.0832 mills;

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board hereby certifies that the electors of the District approved a maximum annual tax rate of 1.0832 mills (\$1.0832 per \$1,000) for fifteen (15) years at an election held on November 7, 2023, to be used for district library purposes.
3. Pursuant to Act 24, the Board hereby levies on December 1, 2025, a property tax upon all taxable property within the District in the amount of 1.0832 mills (1.0832 per \$1,000) on the taxable value of

such property, as finally equalized, to provide funds for district library purposes.

4. The Board hereby certifies that the millage to be levied on all taxable property in the District has been reduced, if necessary, to comply with Article 9, Section 6 of the Michigan Constitution of 1963 and that the millage to be levied has also been reduced, if necessary, to comply with MCLA 211.24e and 211.34.
5. The Executive Director is hereby authorized and directed to provide a certified copy of this Resolution and the 2025 Tax Rate Request on Michigan Department of Treasury Form L-4029 to the Kent County Clerk, the Kent County Equalization Department, and to each Township and City Clerk included in the District in the form attached as Exhibit A.

THE FOREGOING RESOLUTION was adopted on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_. Upon a roll call vote, the following voted aye: \_\_\_\_\_. The following voted nay: \_\_\_\_\_. The Chair declared the motion carried and the Resolution duly adopted on the 21<sup>st</sup> day of August 2025.

Adopted this 21st day of August 2025.

**RESOLUTION DECLARED ADOPTED.**

**CERTIFICATION**

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on August 21, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: August 21, 2025

\_\_\_\_\_  
Peter Dykhuis, KDL Board Chair

\_\_\_\_\_  
Carla Moyer Hotz, KDL Board Secretary

## 2025 TAX RATE REQUEST

## MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	2025 Taxable Value (All)	2025 Taxable minus RenZones
KENT	27,101,785,473	27,101,785,473
KENT COUNTY LIBRARY AUTHORITY		
Local Government Unit		

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

**PLEASE READ THE  
ENCLOSED  
INSTRUCTIONS  
CAREFULLY.**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Millage Authorized by Election, Charter, etc.	2024 Millage Rate Permanently Reduced by MCL 211.34d	2025 Current Year Millage Reduction Fraction	2025 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Millage Rollback Fraction	Maximum allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
VOTED LIBRARY AUTHORITY		11/7/2023	1.1000	1.0921	0.9919	1.0832	1.0000	1.0832			12/31/2039
				Total Operating Allowed	1.0832						
Prepared by <b>Megan VanHoose</b>	Co-Sign - Prepared/Verified <b>Kim W. Lindgren</b>	Title Equalization Director	Co-Sign Title <b>Alicia Emma Dreier</b>		CED-Date 5/7/2025	Co-date 8-21-2025					

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.121(3).

PLEASE ENTER REQUESTED MILLAGE IN COLUMN'S 10 AND/OR 11

Name		Signature		Type Name	Date
<input type="checkbox"/>	Clerk				
<input type="checkbox"/>	Secretary				
<input type="checkbox"/>	Chairperson				
<input type="checkbox"/>	President				

\*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base rate but not larger than the rate in column 9.

**\*\*\* IMPORTANT:** See instructions on the reverse side for the correct method of calculating the mileage rate in column (5).



# Policy Manual

EDITS 2025 Section 2

# KDL POLICY MANUAL TABLE OF CONTENTS:

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KDL Policy 2.1.21	<a href="#">Institutional Cards</a>
KDL Policy 2.1.23	<a href="#">Non-Resident Cards</a>
KDL Policy 2.1.34	<a href="#">Student Cards</a>
<del>KDL Policy 2.1.4</del>	<del><a href="#">Cards for Visiting Students</a></del>
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KDL Policy 2.1.65	<a href="#">Temporary Cards for Adults</a>
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KDL Policy 2.7	<a href="#">Beyond Books Collection</a>

## KDL Policy 2.1

### Library Card Registration

LAST REVISED 9.19.24

All residents within the Kent District Library service area are eligible for a library card. Persons living outside the Kent District Library service area who pay property taxes that include payment of the KDL millage to a governmental unit within the District are also eligible for a Kent District Library card.

Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued.

Minor (under age 18) registrations may be signed by any adult (age 18 or older) willing to assume legal responsibility for library resources. Signatures indicate an acceptance of responsibility for:

- the minor's use of all library resources including access to the Internet;
- supervision of the minor's choice of materials;
- return of all materials when due;
- all losses and damages to materials and equipment borrowed.

When a minor patron turns 18 years of age, he/she assumes responsibility for the library account bearing his/her name including all borrowed items on that account. Any bills for lost or damaged items on the card may be moved to the co-signer's card. If the co-signer does not have a card, a bill will be mailed.

Library cards will have an expiration date to update accounts as needed.

#### KDL Policy 2.1.1

#### Cards for Visiting Students

LAST REVISED 2.16.17

~~High school exchange students and college students residing in the Kent District Library service area while attending high school or college are eligible for a Kent District Library card.~~

#### KDL Policy 2.1.12

#### Institutional Cards

LAST REVISED 5.19.19

If an agency, institution, or business within the Kent District Library service area requests a library card for use by its residents or staff (in their institutional role), a card may be issued if the institution's head or director agrees in writing that the institution will be responsible for bills on any materials lost or damaged items. Such a card may be used by residents or staff of the institution at the discretion of the institution's director. The card itself must be presented to be honored. KDL will not accept personal identification in lieu of the institutional card. Institutional cards will allow remote access to electronic databases and the digital collection for demonstration purposes.

Exceptions for issuing non-resident institutional cards may be made for non-profit organizations that

serve patrons within the KDL service area and are recognized as systemwide partners, with approval from the Executive Director or their designee.

## KDL Policy 2.1.23 Non-Resident Cards

LAST REVISED 9.19.24

Ensley Township residents who do not qualify for a library card at any Lakeland Library Cooperative location may purchase a KDL non-resident library card for an annual fee of \$84.00 or a monthly fee of \$7.00 per month. The fee covers all family members in one household and each family member may be issued their own non-resident card. Residents of areas previously covered by library services overturned by a vote of the people are not eligible for KDL non-resident library cards. Non-resident cardholders will be issued full access KDL cards, allowing cardholders the same access as standard KDL service area resident cardholders, including KDL's digital collection and Michigan eLibrary (MeL) access. Exceptions to full-service usage are Lakeland Library Cooperative reciprocal borrowing privileges. Non-resident cards may only be used at the issuing library and are distinguishable from regular resident cards.

## KDL Policy 2.1.34 Student Cards

LAST REVISED 9.19.24

Students who attend any K-12 school in the Kent District Library service area are eligible for a limited access student card with co-signer notification. Students need not to be residents. A maximum of three lost books will be allowed on this card. The card will be deactivated after three lost books.

Students who are residents may upgrade their student card to a full access standard KDL minor library card with a co-signer's valid form of identification to record on file.

## KDL Policy 2.1.4 Cards for Visiting Students

LAST REVISED 2.16.17

High school exchange students and college students residing in the Kent District Library service area while attending high school or college are eligible for a Kent District Library card.

## KDL Policy 2.1.5

### Teacher Cards

**NEW 6.24.25**

Teachers who are employed at a school located within the Kent District Library service area are eligible for a Teacher Card in addition to any personal library card they may hold.

This card is intended to support classroom libraries, curriculum materials for students, and professional

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development. Teachers must provide school ID to register for a card, and a maximum of \$200 lost items will be waived for the life of the card. If threshold is met, the card will be deactivated and will not be eligible for renewal

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## KDL Policy 2.1.65 Temporary Cards for Adults

LAST REVISED 3.16.23

Adults who are unable to provide proof of residency, either because they are new to the area or are traveling, can have access to library services with a Temporary Card for Adults. This card does not require proof of residency, but adults do need to show an ID card to verify their identity. A maximum of three items in any format may be checked out on this card, excluding Beyond Book items. Internet access will also be available. Temporary Cards for Adults will expire after one year and full privilege cards may be obtained with proof of residency.

## KDL Policy 2.2 Lakeland Library Cooperative Member Library Cards

LAST REVISED 5.19.11

All current Lakeland Library Cooperative member library cards will be honored by Kent District Library with the exception of:

- non-resident local use library cards;
- underfunded contract service area cards; and
- institutional cards.

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## KDL Policy 2.3 Lost or Stolen Library Cards

LAST REVISED 5.19.19

It is the patron's responsibility to notify Kent District Library promptly of a lost or stolen library card. If the loss or theft is not reported, the patron is responsible for all materials charged to the library card.

Patrons will be held responsible for lost and damaged item bills accrued prior to the date the loss or theft of the library card is reported. Patrons will not be held responsible for bills accrued after the date on which the loss or theft is reported.

## KDL Policy 2.4 Privacy of User Records

LAST REVISED 10.23.14

Kent District Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a "library record" is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron's name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a "library record" is not subject to disclosure under the

Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Kent District Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law. A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Executive Director.

## **KDL Policy 2.4.1**

### **Library Documents**

LAST REVISED 5.19.16

Library documents and records (other than patron records covered by the Michigan Library Privacy Act [PA 455 of 1982]) shall be available to the public in accordance with the Michigan Freedom of Information Act (FOIA) [PA 442 of 1976] upon a request which precisely describes the exact library public records desired. The Library need not create new public records to satisfy a request, nor must the Library make a compilation, summary or report of information. Costs associated with responding to a request will be charged to the requester.

The Kent District Library Board of Trustees authorizes the Executive Director to serve as the FOIA Coordinator and to accept and process requests for public records. The Director shall report action taken on FOIA requests at the next regularly scheduled Kent District Library Board of Trustees meeting.

Upon providing Kent District Library’s FOIA Coordinator with a written request that describes a public record sufficiently to enable KDL to find the public record, a person has a right to inspect, copy, or receive copies of the requested public record.

A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Executive Director.

Kent District Library may charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record. The Library may also require a good faith deposit from the person requesting the public record or series of public records, if the fee exceeds \$50.00. The deposit shall not exceed half of the total fee.

## **KDL Policy 2.5**

### **Lost and/or Damaged Materials**

LAST REVISED 5.19.19

Kent District Library is not required to send notices for lost or damaged materials, and failure to receive a notice does not relieve the borrower of responsibility to return materials when due.

When lost and damaged item(s) with a combined total of ~~\$20.01~~ **\$20.00** or more have been on the account for more than sixty (60) days, Kent District Library will invoice the patron. Kent District Library will suspend a patron’s borrowing privileges when the bills on a patron’s account exceed \$20.00. A patron’s borrowing privileges will be restored once the account balance is reduced to \$20.00 or under.

**Commented [RB1]:** This was modified and approved by the board in December 2024, but still displays as the previous \$20.01 dollar amount here.

## **KDL Policy 2.5.1**

### **Fees**

LAST REVISED 3.16.23

Kent District Library may charge a fee for specific library services. These may include, but are not limited to, the following:

- faxing;
- inter-library loan services;
- photocopying;
- printing.

## **KDL Policy 2.6**

### **Audio-Visual Materials Use**

LAST REVISED 3.16.18

Kent District Library assumes no responsibility for damage to patrons' electronic equipment used to play library audio-visual materials.

## KDL Policy 2.7

### Beyond Books Collection

LAST REVISED 9.19.24

#### To borrow a Beyond Books item, the borrower must:

- be 18 years of age or older
- present a valid picture ID
- be a KDL cardholder in good standing

Kent District Library (KDL) reserves the right to refuse service to anyone who damages equipment or exhibits a pattern of returning equipment late, beyond reasonable exception.

#### By borrowing any Beyond Books items from Kent District Library, the borrower agrees to be bound by the terms as identified below:

- I understand that I am financially responsible for the Beyond Books item(s) and accessories borrowed and for the safe and timely return of the item(s) and accessories.
- If the item(s) and/or any of its accessories are damaged, lost or stolen, I understand that I am responsible for all applicable charges to replace the item(s) and agree to pay all costs associated with lost or damaged item(s) that were borrowed on my KDL account. By borrowing any Beyond Books item(s), I agree that I have read, understand, and agree to the [Conditions of Use](#) listed below.
- I agree to use all Beyond Book item(s) at my own risk and that KDL is not responsible for any damages resulting from my use of Beyond Books item(s).
- I agree to return all Beyond Books item(s) by the time and due date listed on all digital or printed receipts. I understand that item(s) not returned by the billing date may be assumed stolen and the authorities could be contacted. I will be financially responsible for replacement costs for the borrowed item(s). I consent to KDL's release of any information or library records to the authorities or third parties who might assist in the recovery of borrowed Beyond Books item(s) or prosecution for item(s) not returned.

#### CONDITIONS OF USE

KDL Beyond Books item(s) are for use by authorized borrowers of Kent District Library who have no outstanding library obligations.

With the KDL Go Pro Camera, authorized borrowers must provide their own Micro SD card and remove it before returning the item to the library. KDL is not responsible for lost or stolen Micro SD cards. Hotspots may only be used in the continental US. In other words, they cannot be used in Alaska, Hawaii, Canada or Mexico. Any charges accrued for using a mobile Hotspot outside of the continental U.S. will be the patron's responsibility.

#### OVERDUE HOTSPOTS

At ten days overdue, the KDL Hotspot will be deactivated and the borrower will be charged the replacement cost.

#### REPLACEMENT/DAMAGE COSTS

If Beyond Books items and/or accessories are lost, stolen or damaged, the borrower will be held responsible by KDL for all applicable costs as determined by the Library's cost paid at the original time of purchase. More information may be obtained by asking a staff member or by calling KDL at 616-784-2007.



# Policy Manual

Edits August 2025

## SECTION 3: FACILITIES AND OPERATIONS

KDL Policy 3.1	<a href="#">Exhibits</a>
KDL Policy 3.2	<a href="#">Literature Display, + Distribution and Tabling</a>
KDL Policy 3.3	<a href="#">Media Inquiries and Public Relations</a>
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KDL Policy 3.5	<a href="#">Library Programs</a>
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KDL Policy 3.9.2	<a href="#">Bereavement or Funeral Closings</a>
KDL Policy 3.10	<a href="#">Library + Personal Vehicles</a>
KDL Policy 3.11	<a href="#">Building Safety</a>
KDL Policy 3.11.1	<a href="#">Keys to Buildings</a>
KDL Policy 3.11.2	<a href="#">Library Access When Closed</a>

## KDL Policy 3.1 Exhibits

LAST REVISED 7.18.24

Kent District Library (KDL) provides a venue for local artists/exhibitors to display visual art and artifacts to increase awareness and appreciation of history and the arts.

Suitable space for exhibits is not available at all branches. Some local governmental units may have guidelines on how and where materials are displayed in the facility, and KDL will honor those guidelines.

The Regional Manager will work with staff members (or a local community committee) to make decisions regarding the selection of materials to be displayed. In making decisions regarding the suitability of the work to be exhibited, the branch manager or his/her designee will take into consideration the use of the library by all segments of the community and all age groups. Selection priority may be given to local artists/exhibitors and those who have not previously exhibited in the library.

The exhibit space shall not be used for advertising or political purposes. The artist/exhibitor assumes all liability for the loss of, or damage to, materials on display. The library reserves the right to cancel the exhibition for any reason.

## KDL Policy 3.2 Literature Display, + Distribution and Tabling

LAST REVISED 7.18.24

KDL adheres to the principle that the Library is ~~the an institution in our society which that reflects the community and is a venue for provides materials representing~~ all points of view ~~in all fields~~ including political, social, and religious, no matter how controversial or objectionable these views may be to some people. To support this basic principle and to foster positive relationships within the community, this policy has been established.

~~In many of its facilities, Many KDL maintains one or more have public~~ bulletin boards for the posting of materials, ~~as well as~~ designated areas (such as literature racks and spaces on countertops and tables) for the passive distribution of ~~printed information literature and informational tables. This policy provides a guide for the use and regulation of bulletin boards and information distribution areas.~~

### Bulletin Boards and Distribution Areas - Reserved for Use by KDL

In areas reserved for KDL's exclusive use, KDL posts and distributes materials:

1. ~~•~~ Related to KDL services, programs and events.
2. ~~•~~ Provided by the Friends groups of KDL.
3. ~~•~~ Provided by other governmental entities such as city and townships within the KDL service area, Kent County, state and federal governments.

### Other Bulletin Boards and Distribution Areas

A limited number of bulletin boards and distribution areas are available within the KDL system for the posting and passive distribution of materials provided by nonprofit organizations, educational institutions and governmental agencies. In each facility, the ~~branch~~ Regional Manager (or designee) may designate specific areas as available for these purposes and must authorize all posting and distribution before it

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occurs. For the display and distribution of materials in more than one library branch, requests are reviewed and considered by the KDL Marketing Communications Department. Authorization will be based on the provisions of this policy and not on the viewpoint, beliefs, or affiliations of the nonprofit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate KDL's endorsement of the ideas, issues, or events promoted by those materials.

### **Tabling (Informational Tables)**

Tabling for non-profit organizations, educational institutions or governmental agencies may be considered to provide information to the public about their services. Providing the space does not imply a Library endorsement of the tabling organization or the services they provide.

1. Requests to have an informational table must first be approved by the Regional Manager of the library branch, then approved by the local municipality.
2. The space provided cannot be used to provide a forum for the expression of views or opinions of individuals or groups. The only purpose is to provide information about programs and services that members of the community might be interested in.
3. The tabling organization must provide the table and seating.
4. The name of the organization must be prominently displayed on the table.
5. In fairness to the numerous community organizations, the Library may limit the frequency with which an organization may use the space. Organizations that provide services to the KDL service area will have priority.
6. Table must be staffed by someone from the exhibiting organization and may be located outside of the library or between doorways, so it does not interfere with traffic entering or leaving the library.
7. Library management has the right to limit the size, location of the space and length of time that the organization has access to the space. The requirements of the Library and the municipality take precedence over those of outside organizations.
8. No selling or fundraising is permitted.
9. Neither the Library nor the Library's Board of Trustees accepts responsibility for loss or damage of materials or equipment brought in by the organization.

The following will not be accepted for tabling.

- Organizations endorsing or opposing the election of any candidates for public office.
- Organizations endorsing or opposing the adoption of federal, state or local legislation.
- Organization promoting commercial products or services.

Tabling authorization is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations permitted to table. Failure to comply with this policy may result in denial of tabling privileges.

### **General Rules**

The amount of bulletin board and distribution area space ~~is varied and varies and is~~ limited. To provide KDL visitors with the opportunity to review materials from nonprofit organizations that they might not otherwise have the opportunity to review, the following rules apply:

- **Bulletin Boards - Event Announcements** - Bulletin board space is provided for announcements of dated local events whose principal sponsors are nonprofit organizations. Individual KDL branches may give priority to announcements for events scheduled to take place in a geographic area near the library.



- **Distribution Areas** - Nonprofit organizations may provide, for passive distribution only, dated materials related to their nonprofit purpose. These materials may only be displayed in the areas designated for this purpose. Passive distribution means leaving the materials with KDL staff for library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging library visitors to review or take any materials with them.
- **Prohibitions** - The ~~branch~~ Regional Manager (or their designee) may decline requests to display materials due to, and not limited to:
  - information promoting or condoning illegal activity, violence, discrimination and profanity
  - commercial for-profit promotion
  - fundraising or sales, except for Friends Group used book sales
  - local relevance
  - lack of available space within the designated distribution area or bulletin board
- **Election-Related Information**
  - Before an election, branches may have available, equally, voter information and campaign literature about political candidates appearing on local ballots. Any materials that directly or indirectly refer to an election or a candidate must be removed prior to Election Day if within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
  - Prior to an election, campaign material relating to ballot issues may be placed in library branches for display and/or distribution to the public. If there is formal opposition to a ballot issue, equal consideration shall be given. Campaign materials that directly or indirectly refer to a ballot issue must be removed prior to Election Day if located within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
  - Petitions may not be displayed or circulated in library buildings except as permitted by local municipal ordinance.

### Terms for Use

All materials posted or distributed must comply with this policy and any other applicable Library policy, procedure or guideline. No other materials may be posted or distributed.

To ensure equitable access to limited display space available at each facility, a ~~branch~~ Regional Manager or his/her designee may establish criteria for that facility regarding posting and distribution of materials, including:

- The maximum size of material to be posted or distributed.
- The maximum length of time that materials may remain posted or displayed.
- The maximum amount of time before or after an event a posting may occur.
- The frequency with which material may be posted or displayed by the same nonprofit organization.
- Consistent methods for allocating space, should the amount of material exceed the space available for posting or distribution.

All posting and placement of materials in distribution areas shall be done by Library staff. Individuals requesting posting or distribution shall not themselves post or leave materials in distribution areas. Materials left for posting or distribution without authorization from the Library will be discarded.

The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

### KDL Policy 3.3

#### Media Inquiries and Public Relations

LAST REVISED 7.18.24

The Chairperson of the Library Board of Trustees is the official spokesperson for the Board. The Executive Director is the official spokesperson for the Library.

The Director of Engagement serves as media liaison for the Board and the Library Administration. Whenever official media statements are required pertaining to library operations (emergencies; or policies, procedures, programs, services, positions on district-wide issues, etc.) the Marketing Communications Department will coordinate with local newspapers, magazines, professional journals, radio and television stations. Staff are not to provide "off the record" comments to the media.

### KDL Policy 3.4

#### Websites, ~~Social Media~~, Privacy and Online Accessibility

New 7.18.24

Kent District Library (KDL) utilizes its websites and ~~social media~~other online platforms to connect with its patrons by informing them of Library services and providing a forum for public feedback. All such sites will have prior authorization from KDL's Marketing Communications office to act as official KDL sites and will be branded in accordance with KDL standards.

KDL recognizes and respects differences in opinion. Comments, posts and messages are welcome and will be reviewed. Content deemed inappropriate may be removed. However, KDL is not obligated to take such actions, and will not be responsible or liable for content posted by users of KDL sites or social media platforms.

#### Social Media Usage Rules

KDL operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events and activities. Although KDL welcomes the comments, posts and messages of other social media users and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. KDL reserves the right to (but is not required to) remove any comment, post or message that it deems in violation of this Policy. The Rules are as follows:

1. **Privacy:** Users should have no expectation of privacy when commenting on KDL posts or tagging KDL. Comments and posts may be read by anyone once posted, regardless of one's friends, followers or subscribers list. KDL advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. **Library's Rights:** KDL reserves the right to reproduce comments and posts tagging KDL in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained.
3. **No Endorsement:** KDL is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers and others who may post comments. Public posts by

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third parties do not reflect the positions of the Library, its employees or any individual Board member.

4. **Unauthorized Content:** To ensure a healthy, safe space to discuss Library services, resources and events, content containing any of the following may be removed immediately from any Library social media forum:

1. **Obscene, illegal, sexually harassing, threatening or abusive speech or nudity.**
2. **Any post that affects the safety and security of the Library, its property, patrons and staff or creates a hostile work environment.**
3. **Private or personal information, including phone numbers and addresses, or requests for personal information.**
4. **Any statement by a user under a false name or any falsification of identity.**
5. **Comments, links or information unrelated to the purpose of the limited public forum.**
6. **Spam or other commercial messages.**
7. **Any postings that would violate the Michigan Campaign Finance Act, KDL Privacy Act or other Michigan or federal laws.**
8. **Solicitation of funds.**
9. **Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.**
10. **Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.**
11. **Any post that violates any Library policy.**
12. **Any images, links or other content that falls into the above categories.**

5. **Third Party Usage Rules:** In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state laws.

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## Violations and Appeals of Usage Rules

KDL reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. To the extent KDL has sufficient contact information, KDL will message users who have been blocked or whose content is deleted to explain the issue and notify the person of the action. Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the KDL Board. The appeal should be sent to KDL Executive Director within 10 business days of the (1) decision to block or ban or (2) deletion of the post or comment, whichever is applicable. The KDL Board shall decide the appeal.

## Privacy Information

KDL takes very seriously the issue of patron privacy. We ask all patrons, including minors, using services on the website or on websites affiliated with KDL to limit the amount of personal information they provide. We do not require more personal information than is necessary to participate and providing additional information is optional. We encourage everyone to be mindful of (i) not revealing personal information online and (ii) asking for permission before giving their last name or personal information to any website. The latter is particularly important for parents and caregivers to oversee and inform their children about the importance of privacy.

For details on privacy of user records, refer to KDL Policy 2.4.

## Third-Party Services

KDL enters into agreements with third parties to provide online services, digital collections and streaming media content, as well as to improve the website. When using some of these services, you may also connect with social networks and other users of these services.

Third-party services may gather and disclose your information, including:

1. Personal identifiable information you knowingly provide, including when you register for the site, provide feedback and suggestions, request information or create shared content;
2. Other information that could be used to identify you, such as your IP address, search history, location-based data and device ID;
3. Non-personally identifiable information, such as your ad views, analytics, browser information (type and language), cookie data, date/time of your request, demographic data, hardware/software type, interaction data, serving domains, pageviews and the web page you have visited immediately prior to visiting the site; and
4. Other data that third-party services may collect as described in the vendor's privacy policy and terms of use.

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For more information on these services and the specific types of data that may be gathered and disclosed by each service, please refer to the Terms of Use and Privacy Policies for the services you use. You may choose not to use these third-party services if you do not accept their Terms of Use and Privacy Policies; please read them carefully. In cases where patrons leave the Library's website to visit one of its partners' websites, patrons are encouraged to learn about the privacy policies of the websites they visit.

### Cookies

A cookie is a small amount of data, which often includes a unique identifier that is sent to your computer, mobile phone or device browser from a website's computer and is stored on your device's hard drive. Each website can send its own cookie to your browser if your browser preferences are set to allow it. Many websites do this whenever a user visits their website to track online traffic flows. Websites also use cookies to customize your user experience to your preferences.

KDL uses cookies to verify that you are an authorized user in order to allow access to licensed KDL resources, to customize web pages for your use, to help make the website more useful to visitors and to learn about the number of visitors to the website and the types of technology that visitors use.

Some of the applications or external sites that you may be referred to from KDL web pages, devices or equipment also use cookies. For more information on the use of cookies by each service, please refer to the Terms of Use and Privacy Policies for the services you use. You may set the preferences in your web browser to refuse cookies or to tell you when a cookie is being sent. This may result in an inability to access some KDL services from computers outside the Library.

### Privacy Statement for kdl.org

Kdl.org is the primary website used for online access to resources and information about services, including programs. Most of the information on kdl.org may be used anonymously. Users with a valid KDL card may log in to access additional information that is specific to their account and use of library services. Specific details on privacy for use of kdl.org may be found at [kdl.bibliocommons.com/info/privacy](http://kdl.bibliocommons.com/info/privacy).

### Commitment to Online Accessibility for kdl.org

- (1) Kdl.org is maintained to comply with Web Content Accessibility Guidelines (WCAG). Specific details may be found at [kdl.bibliocommons.com/info/accessibility/](http://kdl.bibliocommons.com/info/accessibility/).

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### (3) Restrictions and Terms of Use.

- a) Because communication via social media constitutes a limited public forum, KDL reserves the right to reject, restrict, remove, or block any content or user, that it deems to be in violation of this Policy or any applicable law.
- b) Comments shall relate to the topic being discussed in KDL's original post and should be intended to further civil discussion.
- c) Content and comments posted to KDL social media accounts that contain any of the following shall not be permitted and are subject to removal and/or restriction by KDL social media account managers:
  - i) Discriminatory messages and hateful speech of any kind toward any individual or group, including, but not limited to, age, gender, race, religion, nationality, sexual orientation, or disability.
  - ii) Information that may compromise the safety or security of the public or public systems.
  - iii) Links to outside sites.
  - iv) Statements that are defamatory, harassing, threatening, profane, obscene, violent, bullying, sexual in nature and/or containing sexual references, libelous, or knowingly false with reckless disregard for the truth.
  - v) Comments that suggest, promote, or encourage illegal activity.
  - vi) Copyrighted material posted without permission or content that violates the legal ownership interests of another party.
  - vii) Personal information, including, but not limited to, identification numbers, home addresses, personal phone numbers, email addresses, or other sensitive information.
  - viii) Commercial advertisement or solicitation.
  - ix) Comments and/or hyperlinks that are not topically related or out of context to the particular social media post or article being commented on.
  - x) Multiple or repetitive posts that are copied and pasted.
  - xi) Details about an ongoing investigation or legal or administrative proceeding that could prejudice the process or could interfere with an individual's rights and may interfere with or compromise current investigations, police tactics, and the safety or security of public safety staff and/or the public or public systems.
  - xii) Comments with attached documents of any kind.
  - xiii) Posts or links that contain malicious software (malware) such as viruses, worms, trojans, rootkits, spyware, adware, or any other software.
  - xiv) Anonymous postings or multiple postings by the same user or individual using a fictitious or different name.
- d) Emergency Situations, Issue Reporting, and General Questions.
  - i) KDL social media accounts are not constantly monitored by KDL social media administrators, and the public should not report a crime, emergency, make general reports, or submit questions on social media. If you have an emergency, need immediate assistance, or want to report a crime, call 911.
- e) Responsibility for Content.
  - i) KDL is not responsible for and neither endorses nor opposes comments placed by visitors on KDL's social media pages or accounts. Commenters are personally responsible for their own comments, username, and any information they post to this page.
  - ii) Users should keep in mind that KDL's social media channels are Internet pages that are owned and operated by private corporations. Each of these corporations have their own policies and standards regarding what may or may not be posted and the actions they may take regarding unauthorized posts, and users are responsible for reviewing and complying with all such policies.
  - iii) KDL reserves the right to reproduce comments and posts tagging KDL in other public

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venues (e.g., testimonials).

f) Content Removal and Access Restriction.

- i) KDL social media accounts are monitored during normal business hours. Content that a KDL social media account manager determines violates this Social Media Policy, based on the criteria defined above, may be removed from KDL social media accounts. By utilizing or posting comments to any KDL social media account, a user agrees to the same.
- ii) KDL reserves the right to block users or restrict access to users that violate applicable law or violate this Policy based on the criteria defined above.

g) Archives and Record Retention.

- i) KDL reserves the right to remove and archive its posts when no longer relevant or timely (e.g., after an event announced has taken place, etc.), and will otherwise remove its posts on a regular schedule as determined by KDL.
- ii) KDL reserves the right to archive all content posted by members of the public, and such content may be subject to disclosure under the Michigan Freedom of Information Act (FOIA).

## KDL Policy 3.5

### Library Programs

LAST REVISED 7.18.24

Responsibility for library program development is vested in the ~~Executive~~ Director of Engagement, and such members of the staff whose job descriptions include program responsibilities. Library programs may utilize volunteers and may be developed cooperatively with Friends groups, governmental units, community organizations, and individuals. A program is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Friends, or a partnership including the Library.

Library programs support the KDL mission and strategic plan. They are planned in advance to meet staffing and publicity deadlines. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, performer limitations or other requirements pertaining to safety.

Library programs are funded in part by the operating budget with additional support from KDL fundraising activities, grants, contributions from the Friends, gifts, endowments and partnerships.

No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music). KDL requires a contract to be executed by program presenters.

Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement.

## KDL Policy 3.6

### Lost + Found Policy

LAST REVISED 7.18.24

KDL will retain valuable lost and found items at the branch location where the items are found. When possible, staff will contact the owner to inform him/her that a lost item has been found and note how long the library will hold the item.

~~Debit cards, credit cards, purses, identification, and wallets that are found at KDL locations will be held until the close of business on the following day. Unclaimed debit and credit cards will be reported lost and then destroyed. Unclaimed purses, wallets and identification will be turned over to local police. KDL locations that do not have local police within 10 miles will turn over purses and wallets to the Kent County Sheriff's Department within five days.~~

~~If a purse or wallet is found, staff will look through the item to identify information and call the patron, if possible, to arrange a time for pickup. ID or credit/debit cards or cash in a wallet will be put in the safe for patrons to reclaim at the desk. These items will be dated. Branches should keep them for two weeks and then hand them over to the local police.~~

~~Purses with no money, ID, or cards/cash in them should go in the lost and found.~~

Other valuable items, such as electronics and ~~jewelry~~jewelry, will be held for three months. After three months, all unclaimed items will be turned over to the Kent County Sheriff's Department.

Loose money found at the library will be held until the close of business each day if the amount is less than \$20.00. If unclaimed, it will be donated to the branch's Friends group (or to KDL in the absence of such a group). Loose money in an amount of \$20.00 or more will be retained for a period of three months and then donated to the branch's Friends group (or to KDL in the absence of such a group), if unclaimed.

Non-valuable items (such as clothing) found at KDL locations will be placed in the lost and found bin at the branch where the items are found. As needed, ~~contents~~the contents of these bins will be donated to a local charity.

## KDL Policy 3.7 Branch Library Locations

LAST REVISED 7.18.24

KDL strives to make efficient and effective use of its resources. Therefore, it is the policy of the KDL to work with local communities in locating new branch sites a minimum of four miles apart, unless justified by demographics.

### KDL Policy 3.7.1 Building, Enlarging or Renovating Library Buildings

LAST REVISED 7.18.24

KDL cooperates with all governmental units in making library materials and services available to the public in the buildings owned by the governmental units.

When library buildings are being built, expanded, or renovated, KDL will provide the same services that were provided prior to the building changes. In addition, KDL staff will work with the governmental units to provide desired changes within both KDL budget constraints and strategic plan goals. KDL must

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balance the needs of the whole system while considering the desires of individual branches. Changes may include additional open hours, personnel, computers, equipment and moving expenses for KDL- owned computers, equipment and materials. If library buildings are downsized, library services will be re-evaluated in conjunction with the governmental units affected.

When changes are being considered by the KDL staff or the governmental unit, KDL staff must be involved with personnel from the governmental unit in order to achieve the best possible results for all. When evaluating library facility needs, KDL staff will apply recognized state and national guidelines and standards.

Those municipalities that currently do not have a library facility in their community, but are considering building one, are encouraged to consider partnering with other communities.

### **KDL Policy 3.7.2** **Support for Building Projects**

LAST REVISED 7.18.24

KDL staff will work with local governmental units to plan new buildings or expansions of existing buildings. Staff will advise planners, architects, and elected officials of Library needs and building requirements. In support of the expansion or building improvement efforts of local governmental units, the Marketing Communications Department will provide communications and publicity support. KDL may also provide factual informational mailings to library patrons consistent with campaign and privacy act laws. Informational mailings as well as printing and design support work will be provided as approved by the Executive Director and within budget limitations.

Michigan law forbids the expenditure of public funds to advocate a vote in favor of a millage or bond issue election. Therefore, KDL staff may not, on paid library time, work on political activities to promote millage or bond issue elections, or disseminate materials which advocate a favorable vote on a millage or bond issue election. Nothing in this policy prevents staff members, in their personal time, from expressing their own personal views, expending their own personal funds, or providing their own personal volunteer services consistent with campaign laws.

### **KDL Policy 3.7.3** **Acceptance of Non-KDL Technology**

LAST REVISED 7.18.24

The planning and funding for future technology is the responsibility of KDL. However, KDL constituent communities, if they so desire, may donate monetary funds locally to enhance technology service to their community. These monetary funds will be used to purchase specific technologies that are either new and emerging in nature or consistent with the current year's KDL purchases for other branches.

Specific technology gifts may also be occasionally accepted if they are consistent with the current year's KDL purchases for other branches, and/or approved by KDL Information Technology Director to ensure the devices can be effectively supported and maintained by KDL staff. Any potential technology donation must be coordinated in advance of donation (and, if necessary, actual purchase) with KDL Information Technology Director. The equipment purchased by or with the approval of KDL becomes the property of KDL and its future use and ultimate disposable will be at the sole discretion of KDL.



## **KDL Policy 3.8**

### **Meeting Room Use**

LAST REVISED 7.18.24

Meeting rooms in the Kent District Library Branches are made available for use according to local governmental unit guidelines.

Programs in public meetings room must not disrupt normal Library operations and use. Persons attending the meeting are subject to all Library rules and regulations concerning behavior in the building.

## **KDL Policy 3.9**

### **Planned Closings**

LAST REVISED 5.20.21

Every effort will be made to keep KDL facilities open to serve the public as scheduled. In some instances, however, building closures may be required for the maintenance and upkeep of facilities. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of KDL. All planned closings are approved by the Library Board and announced to the public with as much forewarning as possible.

### **KDL Policy 3.9.1**

#### **Emergency Closings**

LAST REVISED 5.20.21

Every effort will be made to keep KDL facilities open to serve the public as scheduled. Whenever a situation arises that, in the judgment of the branch manager or his/her designee, jeopardizes anyone's personal safety or well-being, the building may be closed. Such situations could include, but are not limited to: power failure, flooding, fire, vandalism, or extreme weather. In certain instances, the KDL Executive Director may close the entire system.

### **KDL Policy 3.9.2**

#### **Bereavement or Funeral Closings**

LAST REVISED 4.19.19

In the event of an employee's death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the Executive Director, closing the library branch(es) for a period of time.

## **KDL Policy 3.10**

### **Library + Personal Vehicles**

LAST REVISED 7.18.24

All employees who operate company and private vehicles on KDL business, as well as employees who are subject to perform any driving duties as assigned must have a valid Michigan driver's license, proof of insurance (if driving their own vehicle) and obey state laws while using KDL and personal vehicles. State Motor Vehicle Records (MVRs) will be obtained and utilized as the source of verifying driver history. MVRs will be obtained and updated by the State of Michigan through subscriptions services to comply with KDL's insurance provider guidelines. KDL will obtain written authorization from employees who drive for regular KDL business. Major violations on the employee record may prohibit an employee from driving on KDL business. Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited in the KDL vans and Bookmobile. Use of cell phones, taking calls, making calls or texting, is prohibited while driving KDL vans or Bookmobile.

## **KDL Policy 3.11**

### **Building Safety**

LAST REVISED 7.18.24

KDL is concerned about the health and welfare of all employees. Therefore, it is the policy of the KDL that no employees work alone at any KDL branch during all open public access hours. Staff scheduling must be arranged in such a way to ensure that there is always a minimum of two Library employees in the building.

## **KDL Policy 3.11.1**

### **Keys to Buildings**

LAST REVISED 5.20.21

In the interests of safety and security, only authorized individuals will be given keys to KDL facilities.

## **KDL Policy 3.11.2**

### **Library Access When Closed**

LAST REVISED 7.18.24

In the interests of safety and Library liability, only authorized individuals or other individuals approved in writing by the KDL Board or the Executive Director may have access to the physical spaces occupied by the KDL Branches when they are closed.



NEW POLICY MANUAL 4.6

## SECTION 4: PATRON BEHAVIOR

### Library Patron Responsibilities

KDL Policy 4.1	<u>Safety &amp; Personal Behavior</u>
KDL Policy 4.1.1	<u>Violations of Law</u>
KDL Policy 4.1.2	<u>Weapons</u>
KDL Policy 4.1.3	<u>Drugs, Alcohol &amp; Smoking</u>
KDL Policy 4.1.4	<u>Animals</u>
KDL Policy 4.1.5	<u>Personal Property</u>
KDL Policy 4.1.6	<u>Blocking of Aisles, Doors &amp; Entrances</u>
KDL Policy 4.1.7	<u>Staff-Only Areas</u>
KDL Policy 4.1.8	<u>Interference with Staff</u>
KDL Policy 4.1.9	<u>Unauthorized Use</u>
KDL Policy 4.1.10	<u>Considerate Use</u>
KDL Policy 4.1.11	<u>Noise</u>
KDL Policy 4.1.12	<u>Odor</u>
KDL Policy 4.1.13	<u>Bodily Fluids &amp; Waste</u>
KDL Policy 4.1.14	<u>Food &amp; Drink</u>
KDL Policy 4.1.15	<u>Restrooms</u>
KDL Policy 4.1.16	<u>Dress Code</u>
KDL Policy 4.1.17	<u>Harassment</u>
KDL Policy 4.1.18	<u>Identification</u>
KDL Policy 4.1.19	<u>Recreational Equipment &amp; Personal Transport Devices</u>
KDL Policy 4.1.20	<u>Panhandling, Solicitation &amp; Selling</u>
KDL Policy 4.1.21	<u>Campaigning, Petitioning, Interviewing, Etc.</u>
KDL Policy 4.1.22	<u>Children in the Library</u>
KDL Policy 4.1.23	<u>Face Mask Requirement during Pandemic</u>
KDL Policy 4.1.24	<u>Sleeping in the Library</u>
KDL Policy 4.2	<u>Use &amp; Preservation of Library Materials &amp; Property</u>
KDL Policy 4.2.1	

KDL Policy 4.2.2

KDL Policy 4.3

KDL Policy 4.3.1

KDL Policy 4.4

KDL Policy 4.5

**KDL Policy 4.6**

[Copyright Policy](#)

[Acceptable Technology Use](#)

[Photography & Recording Policy](#)

[Disciplinary Process for Library Facilities](#)

[Right of Appeal](#)

**[NEW\\*\\*\\*Reinstatement After Suspension \\*\\*\\*NEW](#)**

## **KDL Policy 4.6**

### **Reinstatement After Suspension**

[Date of Adoption]

Patrons who have had their library privileges suspended for one year or longer must first meet with a Regional Manager before they may have their library privileges reinstated. This reinstatement policy will apply regardless of the nature of the policy violation that led to the patron's suspension, and it will apply regardless of whether the patron appealed their suspension to the Library Board.

During the meeting, the Regional Manager will review the KDL Library Patron Responsibilities statement and related KDL Policies with the patron. Further, the patron must sign a Reinstatement Agreement before their privileges will be reinstated. Once the patron has signed the Reinstatement Agreement the patron will be placed on a 90-day probationary period. Any policy violation during the probationary period will result in the patron's library privileges being again suspended for one year.

The patron's privileges will remain suspended until the meeting is completed, and the patron has signed the Reinstatement Agreement.

After the probationary period has elapsed, any further policy violations will be handled in accordance with KDL's standard progressive discipline processes.

## Sample Kent District Library Reinstatement Agreement

Patron Name: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Regional Manager: \_\_\_\_\_

Kent District Library and its branches support the right of all individuals to use the library safely and without discrimination. In order to properly maintain a clean, safe, and comfortable environment for our patrons and employees, the Kent District Library Board has adopted the following rules and responsibilities

- Obey all laws, library policies, and local ordinances.
- Do not steal, deface, or damage library materials, equipment, or property.
- Respect other patrons and staff. Do not harass, argue with, or disrupt others.
- Solicitation and loitering are not allowed.
- Children under 8 must be accompanied by someone aged 14 or older.
- Do not leave personal belongings unattended.
- Shirt and shoes are required.
- The library is a smoke-free building.
- No pets allowed inside (service and therapy animals permitted).
- Offensive odors—including those due to hygiene or strong fragrances—are not allowed.
- Sleeping is not allowed if disruptive to others.

By signing this Reinstatement Agreement, you acknowledge you are being reinstated on a **90-day probationary period**, beginning today. During this time:

- **If you commit any violation of KDL policy**, no matter how small, it will result in a **one-year suspension** of your library privileges.
- KDL staff will be aware you are on probation.
- If you complete the ~~90-day~~ probationary period without incident, you will be returned to standard patron status, and future violations of KDL policy will follow the same tiered disciplinary process as all patrons.

### Acknowledgment & Agreement

I have reviewed the Kent District Library Patron Responsibilities statement, and I understand what is expected of me. I have been offered a copy of the full KDL Policy Manual. I understand that I am being reinstated on a 90-day probationary period, and that any violation of KDL policy during this time will result in my immediate suspension from library privileges for a period of one year. I also understand that if I successfully complete this period without incident, I will return to good standing.

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_