



SEPTEMBER
2025

Kent
District
Library



BOARD OF TRUSTEES PACKET

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BOARD OF TRUSTEES

Meeting Agenda

LOCATION

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

DATE & TIME

Thursday, September 18, 2025, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: August 21, 2025

4. FINANCE REPORTS – August 2025*

5. DIRECTOR’S REPORT – August 2025

6. OLD BUSINESS

- A. Policy Manual Section 3 – Facilities and Operations* *Second Reading*
- B. NEW Policy Section 4.6 Reinstatement After Suspension* *Second Reading*

7. NEW BUSINESS

- A. Policy Manual Section 4 – Patron Behavior * *First Reading*
- B. 2026 Planned System Closing Schedule*
- C. 2026 Board of Trustees Schedule*
- D. Retirement Plan Updates

8. LIAISON REPRESENTATIVE COMMENTS

9. PUBLIC COMMENTS**

10. BOARD MEMBER COMMENTS

11. MEETING DATES

Next Regular Meeting: Thursday, October 16, 2025 – KDL Service Center, 4:30 PM

12. 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.”

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BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

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

BOARD PRESENT: Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Carla Moyer Hotz (4:32 PM), Amanda Schrauben, Christina Tazelaar and Norma VerHeulen

BOARD ABSENT: None

STAFF PRESENT: Jaci Cooper, Jennifer DeVault, Jennifer German, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Hennie Vaandrager and Lance Werner

GUESTS PRESENT: Penny Weller and 2 unnamed members of the public.

1. CALL TO ORDER

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

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 Township Branch, Friday, October 24, 2025, for extended hours to accommodate Special Library Program.
- E. Inform: Operations Hours for Krause Memorial Branch Expansion

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

Support: Supported by Schrauben.

RESULT: Motion carried.

4. FINANCE REPORTS – July 2025*

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

- KDL's cash and investment position at the end of July was \$23.6 million, compared to \$21.1 million at the same time last year. The year continues to perform as expected, with strong investment returns. Included in the total are just over \$1.1 million in restricted-use funds, received through donations or designated for scholarships.

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Additionally, KDL received notice in recent weeks of a potential substantial bequest that may be forthcoming later this year.

- Revenues through July totaled \$29.7 million, representing nearly 97% of the annual revenue budget. KDL is still expecting its share of Kent County penal fines, budgeted at \$675,000, to be received later this month. All other revenue line items are tracking on target or exceeding budget expectations.
- Expenditures through July amounted to \$16.6 million, or 54% of the annual expenditure budget, indicating that spending is well within expected levels. A few notable highlights include:
 - Employee Health Benefits: Monthly expenditures were just over \$175,000. Billing issues with Corewell Health providers are beginning to be resolved, and July included catch-up payments for older claims. Year-to-date, only 36% of this budget line has been used, keeping it under budget.
 - Website: This line item is currently over budget due to a \$50,000 deposit for a pilot project with BiblioCommons to enhance AI features on the website.
 - Branch Maintenance Fees: Third-quarter maintenance fees were paid to municipalities in July.
- Individual disbursements over \$50,000 for July included:
 - OverDrive, Inc. – \$339,000 (deposit for electronic materials)
 - Midwest Tape – \$131,043.31 (collection materials; total for the month: \$141,832.99)
 - Consociate – \$93,147.08 (employee health benefits; total for the month: \$184,739.31; no payments to Priority Health)
 - Envisionware – \$54,844.15 (annual maintenance agreements for wands, sorter, and Grattan Library Cabinet)
 - IP Consulting – \$50,620.05 (Colocation services and Meraki network monitoring)
 - BiblioCommons Corp. – \$50,000 (AI pilot program)
- Other vendors with cumulative disbursements over \$50,000:
 - Ingram Library Services – \$71,390.58 (collection materials)
 - Verizon – \$56,857.27 (hotspots and wireless phone services)
- The 2026 budget process officially began last Friday with a presentation to all KDL managers. Managers are expected to submit their individual budgets and requests by the end of August. Finance and the Leadership Team will meet in mid-September to finalize the budget, which will be presented to the Board at the October budget workshop, with final adoption scheduled for the November meeting.

The Board asked questions and staff responded.

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

Support: Supported by VerHeulen.

RESULT: Motion carried.

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5. DIRECTOR'S REPORT – July 2025

Executive Director Werner recognized three staff members for reaching an impressive milestone of 30 or more years of service at KDL. He also represented Ithaca S+R as a project board member during a multi-day meeting in New York, where participants debriefed and brainstormed new models for partnerships between public libraries and community colleges. Reflecting on the trip, he shared that he was pleasantly surprised by how much he enjoyed New York. Additionally, he was elected Vice Chair of the Children's Advocacy Center. He attended a YMCA meeting focused on addressing food insecurity and discussed initiatives related to after-school programming.

The Board asked questions and staff responded.

6. A. PUBLIC HEARING - TRUTH IN TAXATION

Motion: Tazelaar moved to recess the Kent District Library Board meeting at 4:54 PM to commence the public hearing on TRUTH IN TAXATION.

Support: Supported by Gilreath-Watts.

Chrenka - Yes

Dykhuis - Yes

Erlewein - Yes

Gilreath-Watts - Yes

Moyer Hotz - Yes

Schrauben - Yes

Tazelaar - Yes

VerHeulen - Yes

RESULT: 8-0

Motion: Gilreath-Watts moved to close the public hearing and reconvene the regular Board Meeting at 5:06 PM.

Support: Supported by Schrauben.

RESULT: Motion carried.

B. RESOLUTION: 2026 Millage Tax Rate Request

Motion: Moyer Hotz moved to approve the Resolution: 2025 Millage Tax Rate Request as presented.

Support: Supported by VerHeulen.

Chrenka - Yes

Dykhuis - Yes

Erlewein - Yes

Gilreath-Watts - Yes

Moyer Hotz - Yes

Schrauben - Yes

Tazelaar - Yes

VerHeulen - Yes

RESULT: 8-0

7. OLD BUSINESS

A. Policy Manual: Section 2 - Circulation *

Director of Projects and Planning Jaci Cooper provided a brief overview of the recent edits made to Policy Manual sections 2.1.4 (Cards for Visiting Students) and 2.1.5 (Teacher Cards).

Motion: Chrenka moved to approve the Policy Manual: Section 2 - Circulation as presented.

Support: Supported by Gilreath-Watts.

RESULT: Motion carried.

8. NEW BUSINESS

A. Policy Manual: Section 3 - Facilities and Operations*

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Director of Engagement Randy Goble provided an overview of the proposed edits to Policy Manual Section 3: Facilities and Operations. He offered detailed insight into the rationale behind the guidance in Section 3.2, explaining that the information outlined there reflects practices he has consistently communicated to branch staff over the years. His goal is to ensure this guidance is formally documented within the policy manual for clarity and consistency.

Board Member VanHeulen requested that the Section 3.2, second paragraph be rewritten to state (words in **bold** are the additions): *Many KDL **Branches** have bulletin boards for the posting of materials, **as well as** designated areas (such as literature racks and spaces on the countertops and tables) for the passive distribution of literature and informational tables.* Goble provided a detailed explanation of the edits to Section 3.4, emphasizing the importance of aligning the policy with First Amendment protections. He stressed the need to carefully define what constitutes a public forum to ensure legal clarity and compliance. Director of Engagement Randy Goble also noted the proposed edits to Section 3.6 of the Policy Manual. In response, Chair Dykhuis and other board members recommended that KDL consult with legal counsel to ensure the revisions are in alignment with applicable regulations and best practices.

B. NEW Policy Section 4.6 Reinstatement After Suspension*

Director of Projects and Planning Jaci Cooper presented an overview of the newly introduced Policy Section 4.6: Reinstatement After Suspension. She clarified that this is a brand-new policy, as no prior procedures existed. To support the policy, a succession rubric was developed, along with a 90-day probation period for patrons who have been suspended for one year. Reinstatement would require these patrons to sign an agreement. Both the policy and its appendix have been reviewed by legal counsel.

Board Chair Dykhuis requested the policy language: *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.* The intent is for the Regional Manager to establish a clear communication about the controlled and supportive environment during the reinstatement process. The Director of Library Operations will share the Suspension Letter with the Board of Trustees.

9. LIAISON REPRESENTATIVE COMMENTS – None.

10. PUBLIC COMMENTS**

A member of the public inquired about the best way to engage with the board, as well as the differences in process and pricing between digital books and hard copies, asking whether these were consistent across the system. Executive Director Werner responded by noting that pricing and procedures can vary depending on the publishing house, highlighting the inconsistencies in the current process. He also expressed his appreciation for the diligence and care demonstrated within KDL's operations.

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11. BOARD MEMBER COMMENTS

Chrenka – Chrenka was grateful for contributing to the discussion regarding Policy Manual Section 2.1.4: *Cards for Visiting Students*.

Dykhuis – No comment.

Erlewein – Erlewein visited the Haskill Free Library, acknowledging the founder’s vision of using libraries as a way to bring communities together.

Gilreath-Watts – Gilreath-Watts was appreciative for contributing to the discussion regarding Policy Manual Section 2.1.4: *Cards for Visiting Students*. The board retreat was noted as a great success, and commendations were given for the excellent execution of the *Summer Wonder* program.

Moyer Hotz – Moyer Hotz expressed admiration for the Cascade Township Branch, describing it as an impressive and inspiring space. She extended congratulations to everyone involved in its development and success. She also met with the Friends of the Library (FOL), where members voted in favor of the proposed changes to the realignment plan. The group discussed ways to support one another and strengthen collaboration moving forward.

Schrauben – Schrauben expressed appreciation to Gilreath-Watts for her thoughtful planning and execution of the Board retreat. She also shared how impressed she is with the work being done across the library system.

Tazelaar – Tazelaar extended thanks for another successful Summer Wonder program, commending the team for their great work and dedication.

VerHeulen – No comment.

12. MEETING DATES

Regular Meeting: Thursday, September 18, 2025 – Kent District Library Service and Meeting Center at 4:30 PM.

13. ADJOURNMENT

Motion: VerHeulen moved for adjournment at 5:44 PM.

Support: Supported by Erlewein.

RESULT: Motion carried.

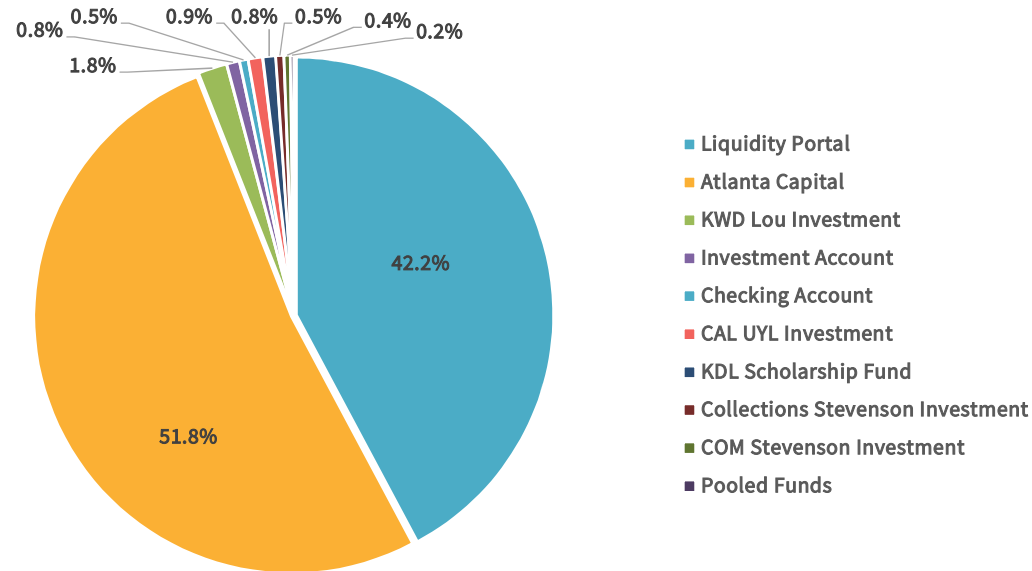
ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

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

Lance Werner, KDL Executive Director

Monthly Cash Position Per Bank Month Ended August 2025

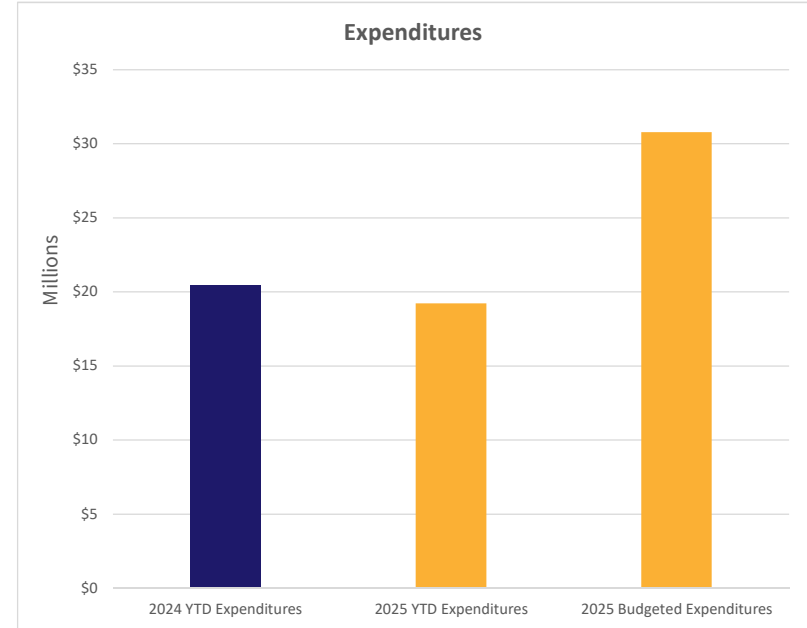
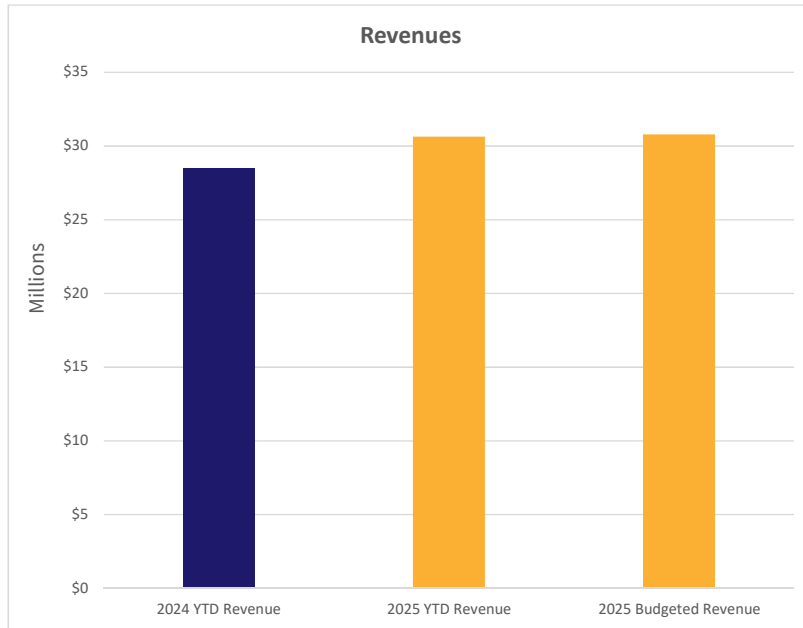


Cash Position with Prior Year Comparison			
Account	Current Interest Rate	Current Amount	Prior Year Amount
Huntington Liquidity Portal	4.190%	\$9,510,771.68	\$7,015,565.26
Atlanta Capital Investments	3.000%	\$11,692,630.00	\$11,123,922.00
KWD Sherri Lou Investment	4.230%	\$417,751.70	\$224,639.19
Huntington Investment Account	2.273%	\$192,327.71	\$188,573.66
Huntington Checking Account	0.500%	\$121,858.26	\$214,175.94
Caledonia UYL Investment	4.150%	\$219,335.69	\$209,948.78
KDL Community Scholarship Fund	4.190%	\$187,109.22	\$179,054.24
Collections Stevenson Investment	4.200%	\$126,085.00	\$ -
COM Stevenson Investment	4.180%	\$100,864.86	\$ -
*Kent County Pooled Funds	2.273%	\$61,835.96	\$59,420.09
		<u>\$22,630,570.08</u>	<u>\$19,215,299.16</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 August 2025



Budget to Actual with Prior Year Comparison

	YTD Actual	Budget	Percent of Budget
2024 Revenues	\$ 28,489,033	\$ 28,484,689	99.0%
2025 Revenues	\$ 30,646,339	\$ 30,779,864	99.6%
2024 Expenditures	\$ 20,452,014	\$ 30,595,677	66.5%
2025 Expenditures	\$ 19,238,360	\$ 30,778,695	62.5%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2025 Through 8/31/2025
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	27,711,441	27,765,820	(54,379)	(0)%
Penal Fines	692,532	675,000	17,532	3 %
Charges for Services	34,604	32,000	2,604	8 %
Interest Income	821,287	450,000	371,287	83 %
Public Donations	469,260	250,000	219,260	88 %
Other Revenue	326,560	506,000	(179,440)	(35)%
State Sources	590,654	1,101,044	(510,390)	(46)%
Total Revenues	30,646,339	30,779,864	(133,525)	(0)%
Expenditures				
Salaries and Wages	9,093,155	14,543,794	5,450,639	37 %
Employee Benefits	2,503,457	4,440,235	1,936,778	44 %
Collections - Digital	2,322,383	3,178,195	855,812	27 %
Collections - Physical	1,071,436	1,817,840	746,404	41 %
Supplies	410,834	747,142	336,308	45 %
Contractual and Professional Services	1,417,643	2,100,941	683,298	33 %
Programming and Outreach	317,440	518,810	201,370	39 %
Maintenance and Utilities	1,508,863	2,322,668	813,805	35 %
Staff Development	130,219	314,100	183,881	59 %
Board Development	14,935	18,625	3,690	20 %
Other Expenditures	304,785	399,420	94,635	24 %
Capital Outlay	143,209	376,925	233,716	62 %
Total Expenditures	19,238,360	30,778,695	11,540,336	37 %
Excess Revenue Over (Under) Expenditures	11,407,979	1,169	11,406,811	976,176 %

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 8/1/2025 Through 8/31/2025
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	5,202	4,000	1,202	30 %
Public Donations	1,208	1,000	208	21 %
Total Revenues	6,411	5,000	1,411	28 %
Expenditures				
Scholarships	10,000	15,000	5,000	33 %
Total Expenditures	10,000	15,000	5,000	33 %
Excess Revenue Over (Under) Expenditures	(3,589)	(10,000)	6,411	(64)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2025 Through 8/31/2025
(In Whole Numbers)

	YTD Ending Aug 2025	YTD Ending Aug 2024	Total Variance
Revenues			
Property Taxes	27,711,441	25,543,743	2,167,698
Penal Fines	692,532	692,190	343
Charges for Services	34,604	29,009	5,595
Interest Income	821,287	791,101	30,186
Public Donations	469,260	541,241	(71,981)
Other Revenue	326,560	343,854	(17,294)
State Sources	590,654	551,044	39,610
Total Revenues	30,646,339	28,492,182	2,154,157
Expenditures			
Salaries and Wages	9,093,155	9,069,587	23,568
Employee Benefits	2,503,457	2,605,209	(101,752)
Collections - Digital	2,322,383	2,501,427	(179,044)
Collections - Physical	1,071,436	1,218,901	(147,465)
Supplies	410,834	413,443	(2,609)
Contractual and Professional Services	1,417,643	1,799,169	(381,526)
Programming and Outreach	317,440	308,734	8,706
Maintenance and Utilities	1,508,863	1,466,100	42,762
Staff Development	130,219	129,119	1,100
Board Development	14,935	12,526	2,409
Other Expenditures	304,785	366,776	(61,992)
Capital Outlay	143,209	560,836	(417,627)
Total Expenditures	19,238,360	20,451,829	(1,213,469)
Excess Revenue Over (Under) Expenditures	11,407,979	8,040,353	3,367,626

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 8/1/2025 Through 8/31/2025
(In Whole Numbers)

	YTD Ending Aug 2025	YTD Ending Aug 2024	Total Variance
Revenues			
Interest Income	5,202	2,781	2,422
Public Donations	1,208	176,874	(175,666)
Total Revenues	6,411	179,655	(173,244)
Expenditures			
Scholarships	10,000	0	10,000
Total Expenditures	10,000	0	10,000
Excess Revenue Over (Under) Expenditures	(3,589)	179,655	(183,244)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2025 Through 8/31/2025
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	1,507	27,512,917	27,569,884	(56,967)	(0)%
4412 Delinquent personal property taxes	44	3,743	5,000	(1,257)	(25)%
4432 DNR - PILT	10,530	16,207	40,000	(23,793)	(59)%
4437 Industrial facilities taxes	0	178,575	150,936	27,639	18 %
Total Property Taxes	12,080	27,711,441	27,765,820	(54,379)	(0)%
Penal Fines					
4581 Penal fines	692,532	692,532	675,000	17,532	3 %
Total Penal Fines	692,532	692,532	675,000	17,532	3 %
Charges for Services					
4660 Other Patron Fees	103	1,532	0	1,532	0 %
4685 Materials replacement charges	3,922	33,072	32,000	1,072	3 %
Total Charges for Services	4,025	34,604	32,000	2,604	8 %
Interest Income					
4662 Interest Earned on Uyl Investment	777	6,081	0	6,081	0 %
4663 Interest Earned on Investment	2,291	10,245	0	10,245	0 %
4664 Interest Earned on Restricted Investments	0	1,363	0	1,363	0 %
4665 Interest earned on deposits and investments	130,544	802,122	450,000	352,122	78 %
4666 Interest Earned - Property Taxes	40	1,476	0	1,476	0 %
Total Interest Income	133,651	821,287	450,000	371,287	83 %
Public Donations					
4673 Restricted donations	9,692	458,132	250,000	208,132	83 %
4674 Unrestricted donations	1,788	11,128	0	11,128	0 %
Total Public Donations	11,479	469,260	250,000	219,260	88 %
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	390	2,083	6,000	(3,917)	(65)%
4686 Sale of Equipment	1,045	1,781	0	1,781	0 %
4688 Miscellaneous	0	36,649	0	36,649	0 %
4695 Health Insurance Plan Experience Rebate	0	5,458	0	5,458	0 %
Total Other Revenue	1,435	326,560	506,000	(179,440)	(35)%
State Sources					
4540 State Aid	0	477,153	448,226	28,927	6 %
4541 State aid - LBPH/TBBC	0	41,072	41,073	(1)	(0)%
4548 Renaissance Zone reimbursement	72,429	72,429	61,745	10,684	17 %
4549 Personal Property tax reimbursement	0	0	550,000	(550,000)	(100)%
Total State Sources	72,429	590,654	1,101,044	(510,390)	(46)%
Total Revenues	927,632	30,646,339	30,779,864	(133,525)	(0)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	240	1,830	3,900	2,070	53 %
5706 Extra duty stipends	300	2,600	0	(2,600)	0 %
5713 Salary & Wages	1,640,687	9,088,725	14,539,894	5,451,169	37 %
Total Salaries and Wages	1,641,227	9,093,155	14,543,794	5,450,639	37 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2025 Through 8/31/2025
(In Whole Numbers)

		Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
	Employee Benefits					
5709	FICA	121,956	674,322	1,112,303	437,982	39 %
5717	Defined Contribution Pension Plan Contributions	80,929	452,027	646,414	194,387	30 %
5718	Employee Health Benefits	185,441	984,657	2,198,718	1,214,061	55 %
5720	HSA/Flex	0	339,067	392,000	52,933	14 %
5730	Other Employee Benefits	4,841	53,385	90,800	37,415	41 %
	Total Employee Benefits	393,167	2,503,457	4,440,235	1,936,778	44 %
	Collections - Digital					
5785	Cloud Library/OverDrive	0	1,423,373	2,103,500	680,127	32 %
5786	Hoopla	130,660	621,090	755,000	133,910	18 %
5787	Digital Collection	143	77,105	82,157	5,052	6 %
5788	Miscellaneous Electronic Access	3,180	200,816	237,538	36,722	15 %
	Total Collections - Digital	133,983	2,322,383	3,178,195	855,812	27 %
	Collections - Physical					
5791	Subscriptions	0	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	115,439	807,563	1,434,500	626,937	44 %
5983	CD/DVD Collection Materials - Non-Depreciable	28,029	192,099	297,300	105,201	35 %
5984	Beyond Books Collection - Non-Depreciable	34	1,403	17,000	15,597	92 %
	Total Collections - Physical	143,502	1,071,436	1,817,840	746,404	41 %
	Supplies					
5750	Collection Processing & AV Supplies	6,718	57,410	108,000	50,590	47 %
5751	Supplies	10,777	72,484	149,785	77,301	52 %
5760	Technology & Accessories <\$1000	357	16,932	59,115	42,183	71 %
5764	KDL Staff Event, Supplies & Awards	11,468	62,610	93,400	30,790	33 %
5768	Promotions Supplies	6,707	16,133	31,860	15,727	49 %
5770	Other Awards/Prizes	7,787	125,731	192,425	66,694	35 %
5790	Books (not for circulation)	5,309	12,387	20,500	8,113	40 %
5799	Miscellaneous Supplies	(2)	(2)	0	2	0 %
5851	Mail/Postage	1,060	5,192	7,057	1,865	26 %
5900	Copier/Printer Usage Charges	(2,542)	41,957	85,000	43,043	51 %
	Total Supplies	47,639	410,834	747,142	336,308	45 %
	Contractual and Professional Services					
5792	Software	14,747	343,841	618,113	274,272	44 %
5801	Professional & Other Contracted Services	29,749	376,653	505,475	128,822	25 %
5813	Delivery Services	5,950	102,018	165,556	63,538	38 %
5814	Security Services	1,318	13,899	33,000	19,101	58 %
5817	Lakeland Library Co-op services	0	5,123	6,830	1,708	25 %
5827	Catering	183	4,022	20,450	16,428	80 %
5873	Website	3,921	239,912	193,550	(46,362)	(24)%
5875	Advertising	10,041	44,941	94,500	49,559	52 %
5890	ILS Fees	0	123,806	165,075	41,269	26 %
5891	Licenses and Fees	9,214	92,130	186,892	94,762	51 %
5901	Outsourced Printing & Publishing	13,569	71,298	111,500	40,202	36 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2025 Through 8/31/2025
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Total Contractual and Professional Services	88,692	1,417,643	2,100,941	683,298	33 %
Programming and Outreach					
5795 Programming & Outreach Supplies	4,204	80,459	179,400	98,941	55 %
5885 Speakers/Performers	1,200	222,079	301,400	79,321	26 %
5906 Community Outreach	235	14,902	38,010	23,108	61 %
Total Programming and Outreach	5,639	317,440	518,810	201,370	39 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	50,620	288,828	560,000	271,172	48 %
5822 Maintenance Contracts	4,116	36,521	37,035	514	1 %
5848 Mobile Hotspots	135	196,170	346,689	150,519	43 %
5849 Cell Phones/ Stipends	1,000	10,023	18,125	8,102	45 %
5850 Telephones	3,021	48,334	60,000	11,666	19 %
5852 Internet/Telecomm Services	29,991	176,097	150,460	(25,637)	(17)%
5919 Waste Disposal	559	4,935	8,200	3,265	40 %
5920 Utilities	6,665	37,776	71,000	33,224	47 %
5925 Lawncare & Snowplowing	665	16,128	43,000	26,872	62 %
5928 Branch Maintenance Fees	0	424,577	566,102	141,526	25 %
5930 Repairs & Maintenance	2,587	32,767	109,620	76,853	70 %
5933 Software & IT Hardware Maintenance Agreements	0	95,016	163,085	68,069	42 %
5940 Rentals & Leases	5,865	141,690	189,352	47,662	25 %
Total Maintenance and Utilities	105,224	1,508,863	2,322,668	813,805	35 %
Staff Development					
5910 Staff Development & Conferences	23,859	130,219	314,100	183,881	59 %
Total Staff Development	23,859	130,219	314,100	183,881	59 %
Board Development					
5908 Board Development	973	14,935	18,625	3,690	20 %
Total Board Development	973	14,935	18,625	3,690	20 %
Other Expenditures					
5759 Gas, Oil, Grease	404	2,942	7,660	4,718	62 %
5860 Parking	693	1,580	2,435	855	35 %
5861 Mileage Reimbursement	6,955	34,127	56,550	22,423	40 %
5870 Branch Local Misc - Restricted Donation Expenditures	13,014	131,916	103,850	(28,066)	(27)%
5915 Memberships, Dues & Fees	(50)	(50)	0	50	0 %
5935 Insurance	0	95,230	120,825	25,595	21 %
5939 Workers Compensation Insurance	0	16,562	35,000	18,438	53 %
5955 Miscellaneous	229	220	30,000	29,780	99 %
5959 Sales Taxes	14	(41)	100	141	141 %
5964 Property Tax Reimbursement	3,308	20,864	40,000	19,136	48 %
5965 MEL Return Items	279	1,435	3,000	1,565	52 %
Total Other Expenditures	24,848	304,785	399,420	94,635	24 %
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)	0	20,514	30,000	9,486	32 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2025 Through 8/31/2025
(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>0</u>	<u>143,209</u>	<u>376,925</u>	<u>233,716</u>	<u>62 %</u>
	Total Expenditures	<u>2,608,754</u>	<u>19,238,360</u>	<u>30,778,695</u>	<u>11,540,336</u>	<u>37 %</u>
	Excess Revenue Over (Under) Expenditures	<u>(1,681,121)</u>	<u>11,407,979</u>	<u>1,169</u>	<u>11,406,811</u>	<u>976,176 %</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 8/1/2025 Through 8/31/2025
(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>5,202</u>	<u>4,000</u>	<u>1,202</u>	<u>30 %</u>
Total Interest Income	<u>665</u>	<u>5,202</u>	<u>4,000</u>	<u>1,202</u>	<u>30 %</u>
Public Donations					
4673 Restricted donations	<u>150</u>	<u>1,208</u>	<u>1,000</u>	<u>208</u>	<u>21 %</u>
Total Public Donations	<u>150</u>	<u>1,208</u>	<u>1,000</u>	<u>208</u>	<u>21 %</u>
Total Revenues	<u>815</u>	<u>6,411</u>	<u>5,000</u>	<u>1,411</u>	<u>28 %</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>815</u>	<u>(3,589)</u>	<u>(10,000)</u>	<u>6,411</u>	<u>(64)%</u>

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2025 Through 8/31/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0897	Ingram Library Services Llc	61,674.54	8/6/2025
2025-0963	Ingram Library Services Llc	50,931.42	8/20/2025
AP-CS081925	Consociate, Inc. dba Consociate Health	39,223.38	8/26/2025
AP-CS07-29-25	Consociate, Inc. dba Consociate Health	36,158.99	8/4/2025
AP-CS08-05-25	Consociate, Inc. dba Consociate Health	33,034.79	8/11/2025
2025-0866	Gallagher Benefit Services, Inc dba Gallagher Fiduciary Advi	32,967.00	8/6/2025
2025-0861	Consociate, Inc. dba Consociate Health	30,072.88	8/6/2025
AP-CS08-12-25	Consociate, Inc. dba Consociate Health	28,460.78	8/18/2025
2025-0938	Gallup, Inc.	24,927.00	8/20/2025
2025-0964	IP Consulting, Inc.	17,434.70	8/20/2025
2025-0973	Rehmann Robson LLC	13,400.00	8/20/2025
AP-25936389	BrightBenefits	13,150.61	8/15/2025
2025-0865	Everstream Holding LLC- Michigan	13,130.00	8/6/2025
2025-0915	Same Day Delivery, Inc	11,900.28	8/6/2025
2025-0853	Baker & Taylor	10,975.96	8/6/2025
2025-0847	Continental American Insurance Company dba AFLAC Group	10,709.44	8/6/2025
2025-0906	Michigan Office Solutions (MOS)	10,438.09	8/6/2025
2025-0937	Cengage Learning	7,631.68	8/20/2025
AP-06485181	Paycor, Inc.	7,085.80	8/8/2025
2025-0931	Comerica Bank	6,813.84	8/20/2025
2025-0860	Comerica Bank	6,780.36	8/6/2025
2025-0913	Quipu Group, LLC	6,420.00	8/6/2025
2025-0855	Cameron Zvara	6,400.00	8/6/2025
2025-0910	Midwest Tape LLC	6,294.93	8/6/2025
89185	Stephen Jack Laubaugh	5,845.00	8/6/2025
2025-0971	Midwest Tape LLC	5,193.91	8/20/2025
AP-207148070...	Consumers Energy	4,197.40	8/4/2025
AP-August 2025	PLIC - SBD Grand Island	3,722.87	8/1/2025
AP-PH08-08-25	Priority Health	3,710.22	8/8/2025
2025-0975	Same Day Delivery, Inc	3,646.86	8/20/2025
2025-0917	Thomas Klise/Crimson Multimedia	3,510.00	8/6/2025
2025-0936	Five9, Inc	3,296.61	8/20/2025
AP-IN79430	TelNet Worldwide, Inc.	3,020.88	8/25/2025
AP-40780626	Marlin Leasing Corporation / PEAC Solutions	2,904.22	8/5/2025
2025-0928	Central Michigan Paper	2,720.00	8/20/2025
2025-0922	Adtegrity / Media Place Partners	2,641.65	8/20/2025
89162	Bellwether Media, LLC	2,623.06	8/6/2025
2025-0926	Baker & Taylor	2,576.58	8/20/2025
2025-0919	UAW Local 2600	2,518.51	8/6/2025
2025-0979	UAW Local 2600	2,515.40	8/20/2025
AP-203767822...	Consumers Energy	2,430.93	8/7/2025
2025-0977	Thomas Klise/Crimson Multimedia	2,360.00	8/20/2025
2025-0849	AMAZON CAPITAL SERVICES, INC	1,848.30	8/6/2025
2025-0914	Rehmann Robson LLC	1,800.00	8/6/2025
AP-702406	123.Net, Inc	1,724.00	8/13/2025
89189	West Michigan Therapy Dog Association	1,600.00	8/6/2025
2025-0904	Maner Costerisan	1,500.00	8/6/2025
2025-0844	Abila / Community Brands Holdco, LLC	1,493.05	8/6/2025
2025-0902	Library Ideas, Llc	1,431.00	8/6/2025
2025-0901	Pre-Paid Legal Services, Inc.	1,414.70	8/6/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2025 Through 8/31/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-0972	TELUS HEALTH (US) LTD.	1,403.52	8/20/2025
2025-0966	Pre-Paid Legal Services, Inc.	1,399.75	8/20/2025
2025-0857	Central Michigan Paper	1,360.00	8/6/2025
2025-0923	Advanced Benefit Solutions, Inc / Acrisure, LLC	1,210.90	8/20/2025
2025-0846	Advanced Benefit Solutions, Inc / Acrisure, LLC	1,203.90	8/6/2025
2025-0905	Melissa Priebe	1,200.00	8/6/2025
89182	Plainfield Charter Township	1,184.89	8/6/2025
89187	Unique	1,065.05	8/6/2025
89175	Kent County Treasurer-Mi Tax Tribunal Refunds	1,031.11	8/6/2025
2025-0978	Troost Service Company	1,018.00	8/20/2025
2025-0927	BattleGR	992.59	8/20/2025
2025-0912	Playaway Products LLC	933.87	8/6/2025
2025-0903	Lindenmeyr Munroe	911.88	8/6/2025
2025-0863	DK Security	878.40	8/6/2025
2025-0867	Graffix Plus / Extreme Graffix Inc.	861.00	8/6/2025
89198	Pam Spring Advertising, Llc	855.00	8/20/2025
2025-0859	City Of Wyoming - Treasurer's Office	739.41	8/6/2025
2025-0974	RNL Graphics Solutions, LLC	706.78	8/20/2025
89186	Ten Finger Fish	699.75	8/6/2025
89160	All Season Lawn Care	665.00	8/6/2025
89191	Center Point Publishing	614.25	8/20/2025
AP-3174600	Arrowaste	559.01	8/18/2025
2025-0982	Wolverine Printing Company	557.65	8/20/2025
89194	Holly Goulet	458.36	8/20/2025
2025-0934	DK Security	439.20	8/20/2025
89167	Cherry Lake Publishing/Sleeping Bear Press	407.55	8/6/2025
89200	Unique	374.50	8/20/2025
2025-0862	Cross Ventures/Fish Window Cleaning	350.00	8/6/2025
2025-0932	Corrigan Moving Systems-Grand Rapids, Inc.	340.00	8/20/2025
2025-0924	Anthony Carpenter	300.00	8/20/2025
89176	Kent County Treasurer	300.00	8/6/2025
89174	K & S Plumbing Co., Inc.	282.67	8/6/2025
AP-0018438-07...	Comcast Cable	258.85	8/11/2025
2025-0854	Blackstone Audio Inc	234.39	8/6/2025
2025-0845	Absopure Water Company	209.30	8/6/2025
89197	Mlive Media Group	202.88	8/20/2025
89171	Friends of the Krause Memorial Library	200.00	8/6/2025
AP-3533300	TASC	198.32	8/26/2025
AP-PH082925	Priority Health	197.82	8/29/2025
2025-0939	Grainger	152.48	8/20/2025
2025-0899	Lauren Hagerman Tekelly	150.00	8/6/2025
2025-0921	Absopure Water Company	148.90	8/20/2025
2025-0967	Library Ideas, Llc	143.10	8/20/2025
AP-0021585-08...	Comcast Cable	126.90	8/25/2025
AP-02601580725	Comcast Cable	123.90	8/20/2025
2025-0864	Everlasting Green Plantscape LLC	122.00	8/6/2025
2025-0935	Everlasting Green Plantscape LLC	122.00	8/20/2025
89164	The Lillie Labor Law Firm P.C.	121.50	8/6/2025
89163	Brian Mortimore	114.23	8/6/2025
2025-0976	Scholastic Library Publishing	110.32	8/20/2025
2025-0920	William McAfee	102.00	8/6/2025
2025-0900	Leah Ivory	100.00	8/6/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2025 Through 8/31/2025

Check Number	Vendor Name	Check Amount	Check Date
89195	Julie Gillich	100.00	8/20/2025
2025-0980	Vital Records Holdings, LLC / VRC Companies, LLC	95.00	8/20/2025
2025-0898	IP Consulting, Inc.	93.75	8/6/2025
2025-0918	Tracy Chrenka	87.96	8/6/2025
89178	Madelyn Besaw	87.84	8/6/2025
89196	MLA- Michigan Library Association	85.00	8/20/2025
AP-6119986679	Verizon Wireless - MiFi Routers & Cell phones	83.16	8/21/2025
89181	Peter Dykhuis	79.98	8/6/2025
2025-0916	Sheri Gilreath-Watts	76.20	8/6/2025
89193	City of Holland	66.98	8/20/2025
2025-0858	Christina Tazelaar	66.68	8/6/2025
2025-0850	Andrew Erlewein	65.56	8/6/2025
2025-0911	Norma J. VerHeulen	64.30	8/6/2025
AP-00082025	State Of Michigan	60.00	8/6/2025
2025-0933	Crystal Logan-Syrewicze	55.45	8/20/2025
2025-0930	Clare O'Tsui	54.20	8/20/2025
89199	The Creative Company	51.92	8/20/2025
AP-8641512-06...	T-Mobile USA Inc.	51.35	8/4/2025
AP-017728	Medtipster.com, LLC.	50.99	8/18/2025
89166	Center Point Publishing	50.34	8/6/2025
2025-0965	Leah Ivory	50.00	8/20/2025
89173	Jamestown Charter Township	49.99	8/6/2025
89177	Kurt Lardie	49.55	8/6/2025
2025-0856	Carla Hotz	48.62	8/6/2025
89183	Rachel Diane Sturgeon	45.95	8/6/2025
AP-203267570...	Dte Energy	36.84	8/5/2025
89172	Grand Rapids Public Library	36.00	8/6/2025
89180	Pentwater Township Library	35.00	8/6/2025
89179	Margot Therese Gagnon	33.44	8/6/2025
89168	Chippewa River District Library	32.50	8/6/2025
2025-0848	Amanda B Schrauben	30.84	8/6/2025
89190	White Pine District Library	29.95	8/6/2025
2025-0981	Voices for Health, Inc.	28.31	8/20/2025
2025-0929	Christine Paige	27.77	8/20/2025
89165	Capital Area District Libraries	25.99	8/6/2025
89184	Saugatuck-Douglas District Library	24.95	8/6/2025
89170	Cornerstone University	23.00	8/6/2025
89192	Graphic Arts Service & Supply	18.40	8/20/2025
89169	Christopher Doherty	16.95	8/6/2025
89188	University of Michigan Dearbon	15.00	8/6/2025
2025-0968	Madelyn Besaw	14.89	8/20/2025
89161	Bellevue Township Library	10.02	8/6/2025
80940	Joshua Bernstein	(2.11)	8/18/2025
79312	MLA- Michigan Library Association	(85.00)	8/18/2025
Report Total		<u>588,728.01</u>	

Kent District Library
Check/Voucher Register - Voided Checks
From 8/1/2025 Through 8/31/2025

Check Number	Vendor Name	Check Amount	Check Date
73824	Karen Chilvere	(32.00)	8/21/2025
79312	MLA- Michigan Library Association	0.00	8/11/2025
79325	SofterWare, Inc.	(59.00)	8/18/2025
79794	Daniel Palasek	(35.83)	8/21/2025
80940	Joshua Bernstein	0.00	8/11/2025
81756	Michigan State University	(100.00)	8/20/2025
82733	Grayson Barton	(200.00)	8/20/2025
86701	Daniel Rose	(17.99)	8/21/2025
87216	Dowling Public Library	(20.00)	8/21/2025
88768	Clare O'Tsuji	(54.20)	8/14/2025
88896	Christine Paige	(27.77)	8/20/2025
88995	Crystal Logan-Syrewicze	(55.45)	8/20/2025
89119	Cameron Zvara	(6,400.00)	8/4/2025
89150	Steven Figge	(2,000.00)	8/21/2025
Report Total		<u>(9,002.24)</u>	

Director's Report August 2025



From the Desk of Lance Werner, Executive Director

KDL has had a busy summer, distributing over 30,000 meals, and we anticipate that food insecurity will remain a significant challenge for area residents—especially children.

Randy and I were approached by the Steelcase Foundation and had a productive conversation about potential future projects. We also met with leadership from John Ball Zoo to offer support for their upcoming millage efforts and explore possible partnerships around future installations, including the planned aquarium.

Kurt and I connected with Parti, a new esports streaming platform. It's encouraging to see new options emerging in that space.

Additionally, our leadership team toured the Children's Advocacy Center, which was a meaningful experience.

Overall, it's been a good month with promising conversations and opportunities for collaboration.



Director's Report August 2025



ALTO + LOWELL + GRATTAN

All staff are expected to provide technical assistance to some degree. Most patrons' technical questions center around accessing digital materials from Libby or Hoopla on phones or tablets. Providing help with printing various documents is also very common.

Within tech tutoring there are two Branch Librarians that handle more in-depth technology questions. Questions usually regard working with Google docs, general file maintenance, and basic navigation of Microsoft Products. There has only been one direct question during a tech tutoring session where a patron asked, "What is AI?" That being said, staff demonstrate AI technology to patrons quite often. When patrons are asking Reading Advisory type questions (Who is a similar author? or What is a similar book?), the staff generally use AI for the answer. While doing this they show the patron, if interested, in how to utilize it.

EAST GRAND RAPIDS + ADA

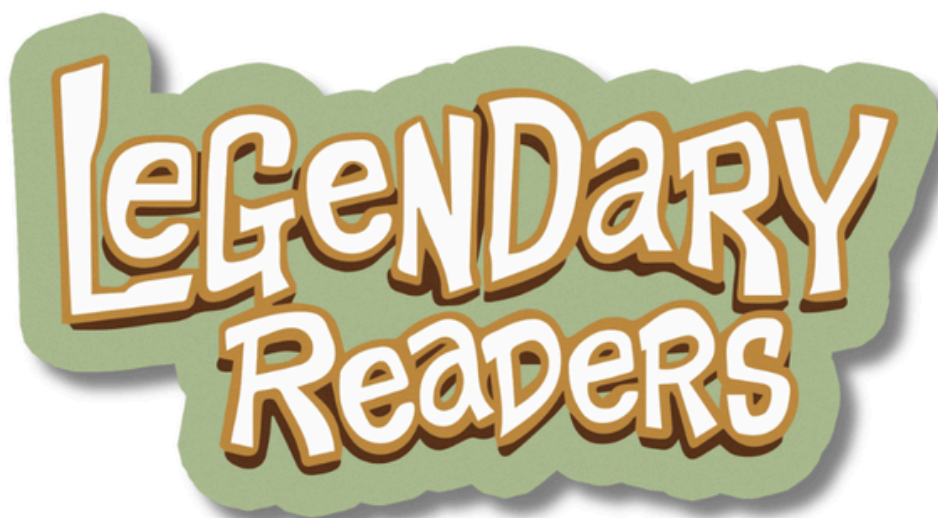
In Ada and East Grand Rapids, staff have been really pleased to see increases in adult programming and adult outreach. A way staff are able to impact this group is through Branch Librarians, Angela Deckard in Ada, and Toby Schuler of East Grand Rapids. Both have been active in keeping up with the best uses of AI. It's important so that when the Branch Librarians offer tech tutoring, they can effectively explain to patrons what AI is, and what it is not. They both are also able to help patrons interested in AI understand some of the most common applications for AI at home such as help with writing and editing.

Staff are so grateful that Angela and Toby offer tech tutoring at the branches. It's very common for patrons to come in seeking help with printing or to ask a question and are unaware that tech tutoring is even offered at KDL. This assistance is usually sought by the group that is most affected by the increasing digital divide and the small amount of time they spend with a librarian can be incredibly impactful. While staff still help patrons set up e-readers, far more often help is spent navigating newer technology and online applications that are required for everything from medical appointments to government forms, to job applications.

BYRON CENTER + GRANDVILLE

Tech tutoring at its core is primarily about bridging the digital divide and that is something the tech tutors at both Byron and Grandville branches (Jocelyn Yost, Trevor Zuidema, Meredith Schickel, and Maria Paige) are all very good at. Each tech tutoring session is so different that it really is hard to have a strategy beyond being open and patient. Oftentimes it can involve helping with job applications, setting up a new phone, accessing a device that someone is locked out of, learning to utilize email or anything else that people might need. One of the main strategies to be able to be successful in offering and extending help is to stay up on technology through using it personally, reading about it, etc.

More important than knowing how to do something is being aware of how to look up the information that might be needed to help a patron. AI is one of those newer tools that can help in the process of looking up information needed to help get a patron to the place they want to go. AI may not yet be the thing patrons are asking about regularly but, being aware of, and utilizing AI with patrons to help answer questions can go a long way toward helping bridge that divide and help patrons with their tasks. This is where our team shines.



Featured Department: Programming

As we wind down from another amazing summer at KDL, it is an excellent time to give an update on the Programming Department (PRO). This department has four staff members. Hennie Vaandrager is the Manager of Outreach and Programming (MOP!). She oversees PRO and Craig Buno, the Manager of Community Engagement. Keeva Filipek and Amber Elder are Programming Specialists who work with scheduling, contracting, paying and developing KDL's many presenters and performers. Lauren Hagerman Tekelly is the Programming Specialist who handles all of the purchasing, from WonderKnook manipulatives to routed program supplies to new crayons for storytime. Together, the PRO team works hard to support the 5,000+ programs that happen each year at our twenty branches.

This year, we have two milestones to celebrate. First, July saw the highest program attendance of any month in KDL history with 39,154 patrons in attendance. Second, we once again set an all-time Summer Wonder record at 20,411 completers. These numbers are impressive but it is important to recognize the amount of hard work that goes into all the things that make a KDL summer special... hosting a presenter, leading a rocking storytime, purchasing and prepping prizes for branches, developing routed programs, creating marketing, running a Teen Zone, mentoring Teen Crew volunteers, processing an extra-large delivery, shelving the 10th cart of Early Readers and engaging with the thousands of patrons. It is one big team effort by the best and most award-winning team in the biz...KDL!! Kudos to the entire organization for a great summer. Special shout out to the Summer Wonder Programming Group who works the entire year to coordinate and spearhead Summer Wonder. PRO is thrilled to support you all and help make you shine!

Looking ahead, the team is excited to bring in some unique programming with [Elect Her](#) and our annual [World Affairs Council series](#) on global health coming in the fall. Of course, we are beyond thrilled with the new On the Same Page initiative we are announcing in November. Hennie is leading the Core Programming project which kicked off in August. KDL programming has exploded over the last few years. It is important to refine and provide clarity around KDL's processes and boundaries as we continue to provide quality and impactful programs... while also keeping an eye on capacity, equity and fiscal responsibility.



NAME - SAM ALLEN - Assistant Branch Librarian East Grand Rapids

Nominated By: Sarah Fox

Core Value: Courageous

“I appreciate Sam jumping into EGR life with both feet! From showing up at the summer staff party only days after starting the job and working a split shift yesterday, it is clear they are committed and (hopefully) excited to be here. I’m certainly glad you are here at EGR, Sam!”

Amber Elder -Programming Specialist Service Center

Nominated By: Lynn Goldberg

Core Value: Authentic

- ““Thank you so much for all your help throughout the prize book process! You helped me keep everything on track. You were amazing at getting items out to the branches when they needed them.

Thanks for packing up over 2,000 books in the past 4 weeks to get to the branches. This is on top of everything you have done to help make this a very successful summer in the branches. You are a superhero!”

Margaret Taylor - Assistant Branch Librarian East Grand Rapids

Nominated By: Ashley Smolinski

Core Value: Inclusive

“Thank you for looking so quickly into our accessibility when it comes to making sure the branch layout works for people in wheelchairs or other accessibility needs. I appreciate you!”

Upcoming Meetings + Dates of Interest

Upcoming Meetings

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

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

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

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

Dates of Interest

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

KDL Pension Meeting
November 19, 2025
1:00 PM
KDL Service + Meeting Center

Kent
District
Library
kdl.org



Information
Ideas
Excitement!



MONTHLY PROJECT REPORT

**AUGUST
2025**

0

New projects approved

6

In queue

1

Declined

8

Active Approved
Projects



On Track, no extensions 8



1 Extension, at risk 0



2+ Extensions, late 0



Completed since
January 2025 6

Community Partnerships Evaluation



Project Lead: Craig Buno

Status: On Track

Approval Date: 12.04.2024

Due Date: 01.31.2026

August marked the close of Phase Two of the project. Regional Managers 1s (RM1s) and Branch Outreach and Programming Specialists (BOPS) have begun working on their community needs assessments using the outline and procedures created by the project team. They have provided feedback on the collected data and suggested ways to make it more consumable and easier to analyze. Suggestions included adding all private schools in the KDL service area to the School Data spreadsheet, along with their census tracts and associated branches. Census tracts were also added for bookmobile stops so branches could more easily track outreach locations and avoid duplicating efforts when exploring new partnerships.

The RM1s and BOPS are now identifying their top partnerships and evaluating them, while also beginning to pinpoint additional opportunities based on community needs. The *My Community Maps* are coming together as this data is entered for each branch.

Define Core Programs



Project Lead: Hennie Vaandrager

Status: On Track

Approval Date: 07.23.2025

Due Date: 03.11.2026

The project kicked off on August 12, followed by a very fruitful brainstorming session on August 26. The team has already developed standardized language to use internally to guide the creation of guidelines, boundaries, and thresholds for systems and processes around programming.

A staff survey will be sent out on September 3 via a Communication Bulletin to gauge awareness and knowledge of KDL's Core programming, in addition to services and collections for the upcoming cross promotion strategic initiative. The results will help steer the project's focus, especially in shaping training to ensure all staff feel comfortable promoting and participating in Core programs.

Expand Esports

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

Approval Date: 01.08.2025
Due Date: 12.31.2025

Gaming PC logins remained high over the summer, peaking at 61 logins on August 6 and still averaging around 30 launched per day after summer's end. The team also met with a technology librarian at the Shelby Township Library, who expressed curiosity and interest in starting an esports program. Project leader Kurt Stevens, Director of IT, Ray Mysels, Network Systems Specialist, and Julita Fenneuff, Administrative Assistant - IT & Engagement, shared logistics, answered questions and provided written materials with follow-up information.

Kent Intermediate School District (KISD) contacted KDL in August to help promote the next *Kent County Cup* on October 18. Flyers will be distributed to branches with labs, and KDL will once again have staff attend this event.

Intranet Revamp

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

Approval Date: 09.04.2024
Due Date: 11.03.2025

In August the team met to review feedback from the July training on best practices for document creation and determined that a Communication Bulletin would be the most effective way to announce upcoming global permissions changes, rather than developing another training. Jessie Salo, Administrative Assistant - Finance, and Kelsey Little, Administrative Assistant - PMO, drafted an outline detailing the new stricter controls and instructions on how to adjust sharing settings. Jaci Cooper, Director of Projects and Planning, and Dhanya Ravi from IT will present the changes to managers during their October meeting to address potential questions before the Communication Bulletin is published.

School Outreach Menu

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

Approval Date: 01.29.2024
Due Date: 11.05.2025

The project team is thrilled to be putting the finishing touches on KDL's new School Outreach Menu! The menu includes pages tailored to preschool, elementary and secondary levels, and also includes a section for educators. The menu will be available in print as well as the KDL website. The team is also ready to publish the new, improved webpage for *Teaching Resources*, focusing on a clean, user-friendly layout that highlights key information for local educators.

In addition, the team is finalizing staff time guidelines and student and teacher card policies, with plans to roll out the information in upcoming Communication Bulletins and Training Plans. Next steps include completing these details and preparing for staff training.



The School Outreach Menu highlights opportunities for educators to partner with KDL

Tech Tutoring Revamp

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

Approval Date: 03.26.2025
Due Date: 04.01.2026

The team is making good progress while carefully considering the nuances of this project. Quinn Davey, Patron Services Librarian, created a prototype intake form using a new tool, and their thoughtful assessment of its strengths and limitations helped guide the decision to pursue a different direction. The team also discussed system-wide scheduling and will be developing guidelines to help staff manage appointment times and ensure availability is spread across the county. Additionally, the early stages of planning a pilot at four branches has begun. The next focus will be on establishing clear boundaries and processes for same-day needs and availability.

Teen Graphic Novel Contest

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

Approval Date: 07.17.2024
Due Date: 11.24.2025

At the very end of July, the team realized they had missed the window to secure a vendor space in the main convention hall for *Grand Rapids Comic Con*. In August, they began exploring alternatives by connecting with the vendor coordinator, who put them in touch with the event director, who expressed excitement to work with KDL. While discussions are ongoing, one option may include presence at the author panels. As a contingency plan, the team also reached out to Julita Fenneuff, who is involved in KDL's esports initiative, which has a table in the esports area. If needed, materials promoting the Graphic Novel Contest and Award Ceremony could be shared at that table.

The team also finalized the timeline for the Award Ceremony, narrowed down questions for the judges' discussion panel, and celebrated the close of contest submissions at midnight on August 31, with 60 entries received for this inaugural year.

Website & Discovery Layer AI Enhancements

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

Approval Date: 05.21.2025
Due Date: 03.25.2026 (updated)

BiblioCommons shared further details on the use cases being explored for the six-month AI Assistant prototype. The most complex use case, *Account Management*, has been paused for now due to the level of care required with user data and interactions. Work is continuing on three other use cases: *Ask the Library* (an AI assistant that answers patron questions using existing website content and resources), *Discover Catalog Titles* (AI-generated book recommendations with explanations) and *Summarized Comments* (concise, unbiased summaries of community reviews on catalog titles).

BiblioCommons also provided example prompts and outputs for each use case, illustrating how the assistant might support patrons with research, event details, reading suggestions, or navigating differing reviews. A longer partner meeting will be scheduled soon, giving KDL and the other development libraries an opportunity to set priorities and raise additional questions as the project advances.

BUILDING PROJECTS

Cascade Township

Project Lead: Lulu Brown
Status: N/A

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

The Wisner Center renovation is complete. Updates began on July 28 and access to the space will resume in September. The Wisner updates included replacing stained carpeting, replacing the wallpaper, fixing wood trim and holes, and updating the furniture. The Wisner Center walls became lighter with darker floors to increase accessibility. By pairing light and dark shades, the updated space should help highlight edges, boundaries, and key landmarks in the space to help everyone navigate with confidence. Longer-term updates, including roof improvements and additional upgrades to the technology in the Wisner Center, are planned over the next three to five years.



View of Friends Room



View of Board Dais



33 *View of Good/Skutt Area*



Hallway

BUILDING PROJECTS

Krause Memorial (Rockford)

Project Lead: Jennifer German

Status: N/A

Approval Date: N/A

Due Date: N/A

The groundbreaking ceremony for the Krause Memorial Branch expansion project took place on Tuesday, September 2 under brilliant sunny skies and with more than 100 people in attendance. (De)construction has officially begun!



Board members, library directors and managers of Krause Memorial gathered to celebrate the groundbreaking for the expansion project



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.

BUILDING PROJECTS

Walker

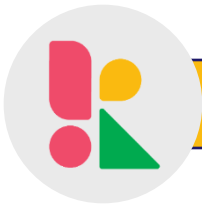
● **Project Lead:** Liz Knapp
Status: N/A

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

The construction on the new Walker Library is progressing. In the September Walker eNewsletter Mayor Gary Carey said, “The new Walker library has recently had the concrete floors poured, steel beams put in place, as well as other major milestones. In the coming months, you will see a focus on enclosing the building before winter arrives and the interior work begins.” Meanwhile, planning continues for the next stages of the project. The Walker New Library Steering Committee meets to continue to plan for the library interiors on Thursday, September 11.

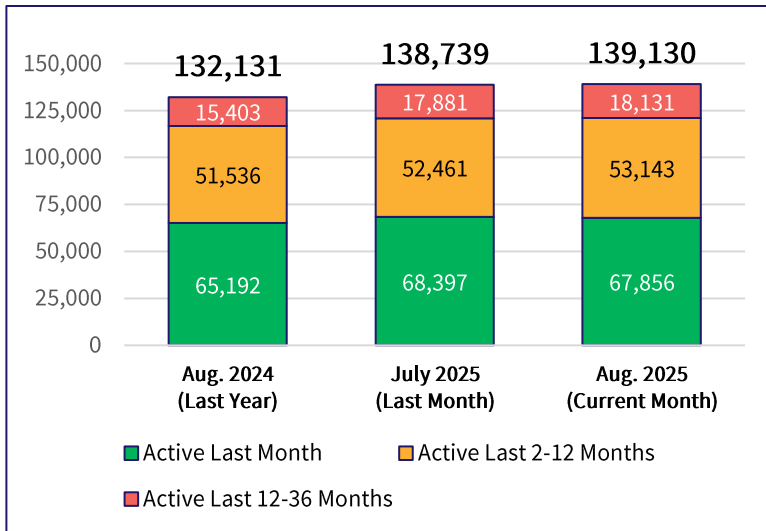


Progress continues on the Walker Expansion



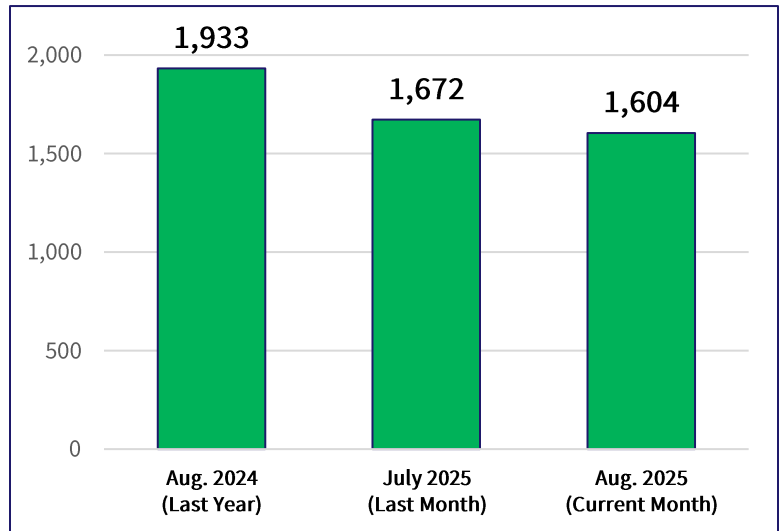
AUGUST 2025 STATISTICAL SUMMARY

Active KDL Patrons:



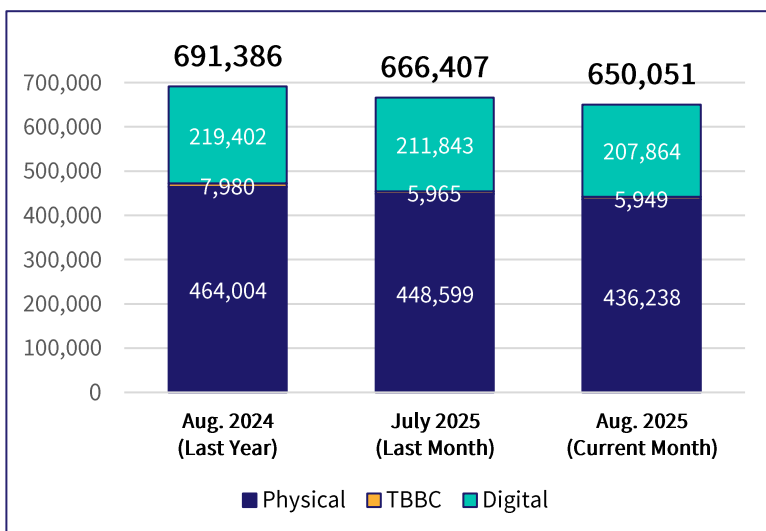
Active KDL Patrons are **up 0.3%** from last month and **up 5%** from the same month last year.

New KDL Cards Added:



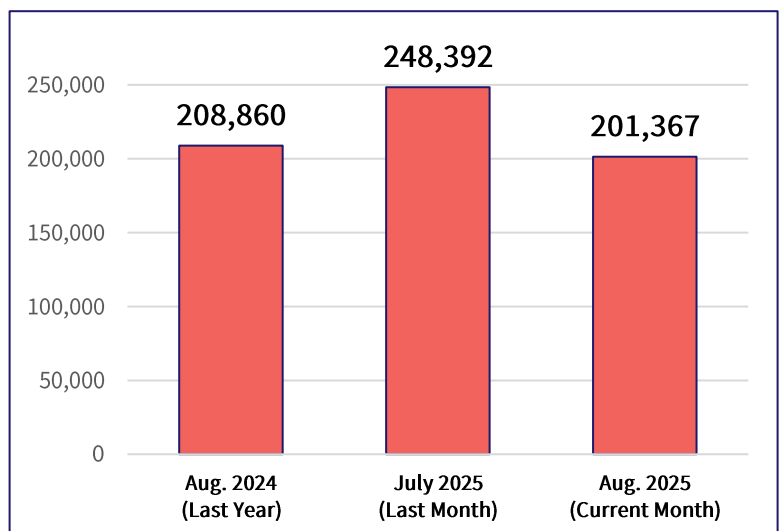
New KDL Cards Added are **down 4%** from last month and **down 17%** from the same month last year.

Total Circulation:

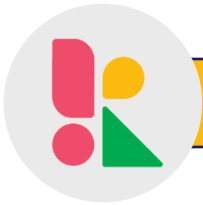


Total Circulation is **down 2%** from last month and **down 6%** from the same month last year.

Visitor Count:

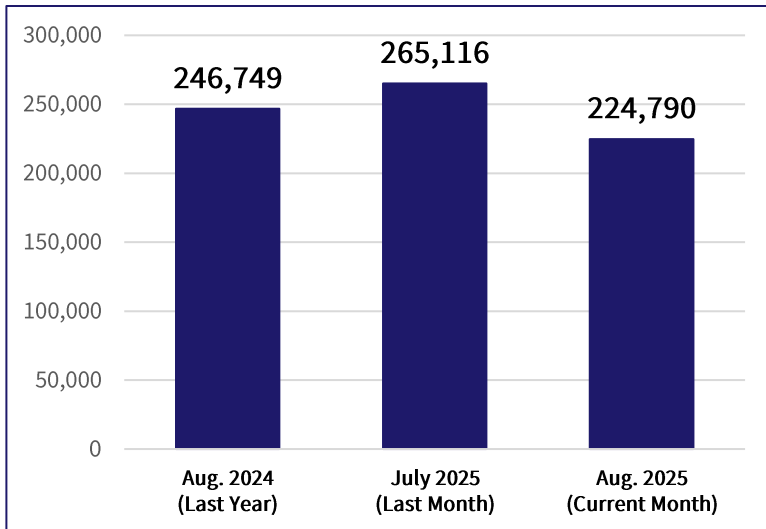


Branch Visitors are **down 19%** from last month and **down 4%** from the same month last year.



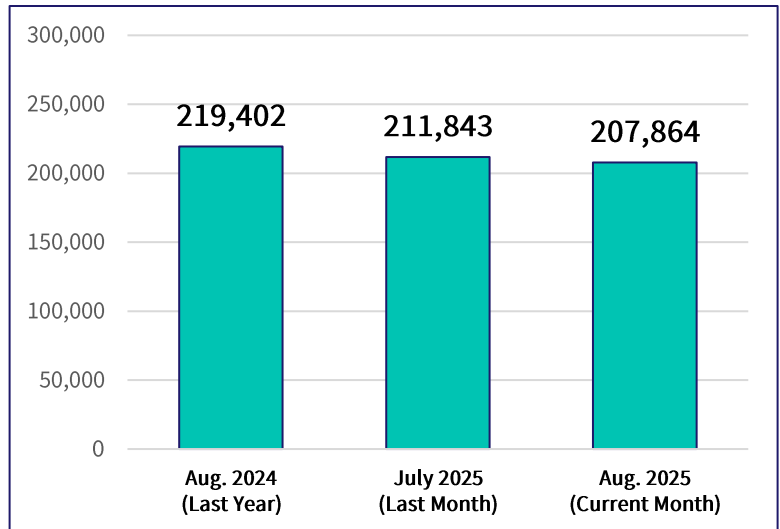
AUGUST 2025 STATISTICAL SUMMARY

Physical Items Checked Out:



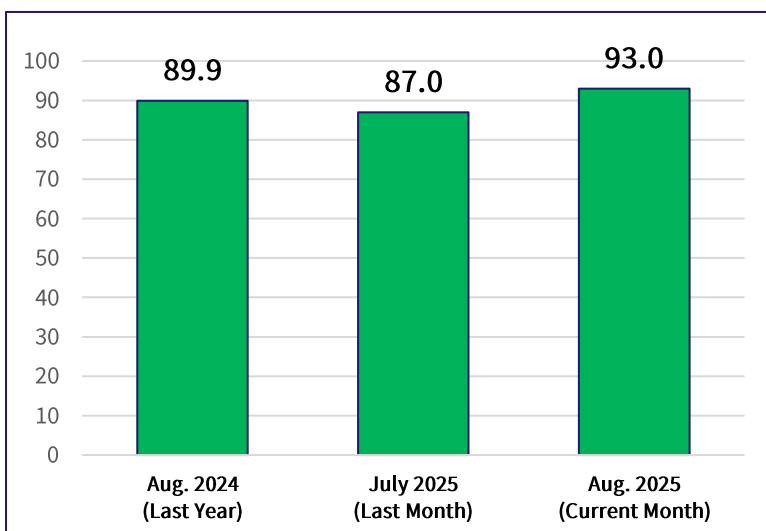
Physical checkouts are **down 15%** from last month and **down 9%** from the same month last year.

Digital Items Checked Out:



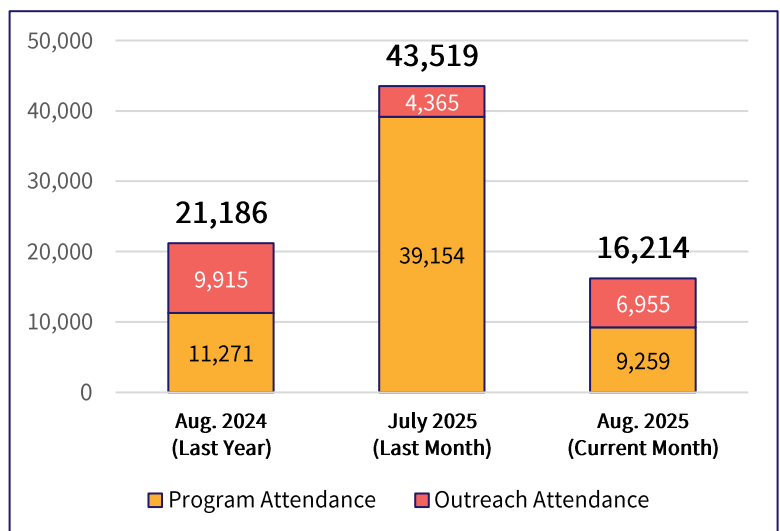
Digital checkouts are **down 2%** from last month and **down 5%** from the same month last year.

Net Promoter Score (NPS):



Net Promoter Score is **up 6%** from last month and **up 3.1%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 63%** from last month and **down 23%** 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	607
2. <i>Great Big Beautiful Life</i> by Emily Henry	234
3. <i>Do Not Disturb</i> by Freida McFadden	155
4. <i>Don't Let Him In</i> by Lisa Jewell	139
5. <i>Strangers in Time</i> by David Baldacci	138
6. <i>The Women</i> by Kristin Hannah	136
7. <i>My Friends</i> by Fredrik Backman	135
8. (tie) <i>Atmosphere</i> by Taylor Jenkins Reid	130
(tie) <i>The Crash</i> by Freida McFadden	130
10. (tie) <i>James</i> by Percival Everett	116
(tie) <i>Say You'll Remember Me</i> by Abby Jimenez	116

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. KDL WiFi Mobile Hotspot	381
2. <i>My Friends</i> by Fredrik Backman	334
3. <i>The Let Them Theory</i> by Mel Robbins	280
4. <i>Atmosphere</i> by Taylor Jenkins Reid	263
5. <i>Broken Country</i> by Clare Leslie Hall	228
6. <i>Don't Let Him In</i> by Lisa Jewell	224
7. <i>One Golden Summer</i> by Carley Fortune	176
8. <i>These Summer Storms</i> by Sarah MacLean	172
9. <i>The Tenant</i> by Freida McFadden	158
10. <i>We Are All Guilty Here</i> by Karin Slaughter	143

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>The Housemaid</i> by Freida McFadden (audio)	269
2. <i>The Tenant</i> by Freida McFadden (audio)	237
3. <i>Say You'll Remember Me</i> by Abby Jimenez	198
4. <i>Accomplice to the Villain</i> by Hannah Nicole Maehrer (audio)	197
5. (tie) <i>Dead Med</i> by Freida McFadden (audio)	182
(tie) <i>The Housemaid's Secret</i> by Freida McFadden (audio)	182
7. <i>Great Big Beautiful Life</i> by Emily Henry	179
8. <i>The Housemaid is Watching</i> by Freida McFadden (audio)	175
9. <i>The Wedding People</i> by Alison Espach	157
10. <i>Atmosphere</i> by Taylor Jenkins Reid	155

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Anxious Generation</i> by Jonathan Hadt (audio)	1,004
2. <i>Great Big Beautiful Life</i> by Emily Henry (audio)	862
3. <i>Great Big Beautiful Life</i> by Emily Henry	855
4. <i>The Let Them Theory</i> by Mel Robbins	676
5. <i>Atmosphere</i> by Taylor Jenkins Reid	598
6. <i>Atmosphere</i> by Taylor Jenkins Reid (audio)	570
7. <i>Sunrise on the Reaping</i> by Suzanne Collins (audio)	521
8. <i>My Friends</i> by Fredrik Backman (audio)	518
9. <i>The Wedding People</i> by Alison Espach	513
10. <i>My Friends</i> by Fredrik Backman	506

NEW HIRES	POSITION	EFFECTIVE
Ashley Meadows	Assistant Branch Librarian – Kentwood	August 18
Melanie Trudeau-Bilbrey	Collection Services Assistant – Service Center	September 15
Kaitlynn Cesarek	Assistant Branch Librarian – East Grand Rapids	September 15
Michaeline Cooper-Winters	Branch Librarian – Grandville	September 15

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Megan Russ	Branch Librarian – Grandville	Assistant Branch Librarian – Grandville	September 1
Zack Bergers	Shelver – Wyoming	Assistant Branch Librarian – Kentwood	September 15
Jenny Furner	Assistant Branch Librarian – East Grand Rapids	Collection Services Assistant – Service Center	September 29

DEPARTURES	POSITION	EFFECTIVE
Lauren Heyboer	Collection Services Assistant – Service Center	July 24
Jill Essenburg	Collection Services Assistant – Service Center	August 24
Julie Myszak	Collection Services Assistant – Service Center	August 28

OPEN POSITIONS	TYPE
Assistant Branch Librarian – East Grand Rapids	Part-time
Student Library Intern – Kelloggsville	Temporary

EMPLOYEE ANNIVERSARIES (OCTOBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Angela Vanderwest	Byron Township	22 years
Monica Walen	East Grand Rapids / Amy Van Andel	15 years
Amber Hath	Krause Memorial	14 years
Hannah Moeggenborg	Alpine	11 years
Ashley Smolinski	Cascade / Caledonia	11 years
Sarah Fox	East Grand Rapids	10 years
Dawn Heerspink	Byron Township	10 years
Heidi Fifield	Spencer Township	9 years

EMPLOYEE ANNIVERSARIES (OCTOBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Omar Velazquez	Wyoming	9 years
David Fletcher	Comstock Park	8 years
Randy Goble	Marketing/Communications	8 years
Natalie Karsten	Byron Township	8 years
Bastian Bouman	Wyoming	7 years
Robin Darling	Sub Pool	6 years
Jennifer Fitzgerald	Kentwood	6 years
Tabitha Frazier	East Grand Rapids	6 years
Kathryn Cheney	Plainfield	5 years
Elvia Myers	Administration	5 years
Lucy Angers	Kelloggsville	4 years
Katie Baker	Administration	4 years
Isabela Gave	Krause Memorial	4 years
Sue Olep	Wyoming	4 years
Allison Blovits	Amy Van Andel / Ada	3 years
Amber Calderon	Grandville	3 years
Amber Elder	Programming	3 years
Kathy Naber	Sub Pool	3 years
Ruth VanWalsum	Walker	3 years
Ezra Awdey	Wyoming	2 years
Colleen Comstock	Tyrone Township	2 years
Emmett Hein	Comstock Park	2 years
Emily LaJoie	Cascade	2 years
Camille Lewis	Sub Pool	2 years
Nadia Simons	Sub Pool	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	X	X	X	X	X	X	X	X
September 18, 2025								
October 16, 2025								
November 20, 2025								
December 18, 2025								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE



Policy Manual

Edits ~~August~~September 2025

SECTION 3: FACILITIES AND OPERATIONS

KDL Policy 3.1	Exhibits
KDL Policy 3.2	Literature Display, + Distribution and Tabling
KDL Policy 3.3	Media Inquiries and Public Relations
KDL Policy 3.4	Websites, Social Media, Privacy and Online
Accessibility	
KDL Policy 3.4.1	Social Media
KDL Policy 3.5	Library Programs
KDL Policy 3.6	Lost + Found Policy
KDL Policy 3.7	Branch Library Locations
KDL Policy 3.7.1	Building, Enlarging Or Renovating Library Buildings
KDL Policy 3.7.2	Support For Building Projects
KDL Policy 3.7.3	Acceptance of Non-KDL Technology
KDL Policy 3.8	Meeting Room Use
KDL Policy 3.9	Planned Closings
KDL Policy 3.9.1	Emergency Closings
KDL Policy 3.9.2	Bereavement or Funeral Closings
KDL Policy 3.10	Library + Personal Vehicles
KDL Policy 3.11	Building Safety
KDL Policy 3.11.1	Keys to Buildings
KDL Policy 3.11.2	Library Access When Closed

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.~~

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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.

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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

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.

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/.

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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 may 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. If KDL staff encounter any illegal or unknown substances, loose needles, or unmarked/loose pills on KDL property, staff should immediately contact law enforcement to take possession of any such items.~~

~~If a purse or wallet is found, staff may inspect the item to locate identifying information and attempt to contact the patron to arrange a pickup time. Any ID cards, credit/debit cards, or cash found inside will be secured in the safe and dated for tracking. These items should be held at the branch for two weeks before being turned over to local law enforcement.~~

~~If KDL staff discover any illegal or unidentified substances, loose needles, or unmarked/loose pills on library property, they must immediately contact law enforcement to take possession of the items.~~

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.

KDL

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

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

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KDL Policy 4.6

[Copyright Policy](#)

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[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: _____



Policy Manual

EDITS SEPTEMBER 2025

SECTION 4: PATRON BEHAVIOR

KDL Policy 4.1

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KDL Policy 4.3.1

Library Patron Responsibilities

Safety & Personal Behavior

Violations of Law

Weapons

Drugs, Alcohol & Smoking

Animals

Personal Property

Blocking of Aisles, Doors & Entrances

Staff-Only Areas

Interference with Staff

Unauthorized Use

Considerate Use

Noise

Odor

Bodily Fluids & Waste

Food + Drink

Restrooms

Dress Code

Harassment

Identification

Recreational Equipment & Personal Transport Devices

Panhandling, Solicitation & Selling

Campaigning, Petitioning, Interviewing, Etc.

Children in the Library

Face Mask Requirement during Pandemic

Sleeping in the Library

Use & Preservation of Library Materials & Property

Pest Management

Copyright Policy

Acceptable Technology Use

Photography & Recording Policy

KDL Policy 4.4
KDL Policy 4.5

Disciplinary Process for Library Facilities
Right of Appeal



Library Patron Responsibilities

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. Stealing, defacing, or damaging library equipment, materials, or facilities is not allowed.
- Respect other patrons and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance.
- Solicitation and loitering are not allowed.
- For your children's safety, do not leave them unattended.
- To protect your personal belongings, do not leave them unattended.
- Shirt and shoes are required.
- The library is a smoke-free building.
- No pets allowed in the library.
**Service and therapy animals are permitted.*
- Offensive odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne, that causes a nuisance is not allowed.
- Sleeping, when disruptive to others, is prohibited in the library.

Patrons who violate these rules and responsibilities will be asked to leave the library. They can appeal this decision by contacting the Executive Director, or the Executive Director's authorized designee, in accordance with KDL Policy 4.5: Right of Appeal.

KDL Policy 4.1

Safety & Personal Behavior

LAST REVISED 10.17.24

The Kent District Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches—interior and exterior—and all grounds controlled and operated by the Library (“Library facilities”) and to all persons entering in or on the premises, unless otherwise specified.

KDL Policy 4.1.1 Violations of Law

LAST REVISED 10.17.24

Committing or attempting to commit any act that violates federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, and removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.

KDL Policy 4.1.2 Weapons

LAST REVISED 10.25.18

Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.

KDL Policy 4.1.3 Drugs, Alcohol & Smoking

LAST REVISED 10.17.24

Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; Alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library, and within compliance of state and local laws.

Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

Smoking, e-cigarettes, vaping, and chewing tobacco are prohibited on Library property.

KDL Policy 4.1.4

Animals

LAST REVISED 6.14.19

Animals are not permitted in the Library other than therapy animals and service animals (as defined by law) for those individuals with disabilities, those used in law enforcement, or for Library programming.

Patrons are legally responsible for the behavior of their service and therapy animals. Per state law, animals will be asked to leave if the animal is out of control and causes a significant disturbance, or if the animal is not housebroken, has an accident, or otherwise damages or soils Library property.

KDL Policy 4.1.5

Personal Property

LAST REVISED 10.25.18

Personal property brought into the Library is subject to the following:

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items. For example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags.
2. The Library is not responsible for personal belongings left unattended.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space if needed by others.

The Executive Director, or the Executive Director's authorized designee, may make exceptions and accommodations for patrons.

KDL Policy 4.1.6

Blocking of Aisles, Doors & Entrances

LAST REVISED 10.17.24

All doors, aisles, and entrances must remain obstacle-free to keep in compliance with fire code and to prevent tripping hazards for other patrons. This includes prohibiting the running of power cords across aisles or other areas that are used for walking.

KDL Policy 4.1.7

Staff-Only Areas

LAST REVISED 5.18.23

Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Executive Director, or the Executive Director's authorized designee or accompanied by a staff member.

KDL Policy 4.1.8

Interference with Staff

LAST REVISED 10.17.24

Patrons may not interfere with staff performing their duties in the Library or on Library property. This includes conversation or behavior that monopolizes or forces staff attention for a long time on non-library-related topics, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

KDL Policy 4.1.9

Unauthorized Use

LAST REVISED 6.14.19

Patrons must leave the Library at closing time and may not use the Library after closing time unless authorized by the Executive Director or the Executive Director's authorized designee. Furthermore, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Executive Director, the Executive Director's authorized designee, or the Library Board.

KDL Policy 4.1.10

Considerate Use

LAST REVISED 10.25.18

Behaviors that disrupt the library use of other individuals or in any way endanger staff or other patrons are prohibited. Such behaviors include but are not limited to:

1. Spitting;
2. Running, pushing, shoving or other unsafe physical behavior;
3. Climbing furniture;
4. Using obscene or threatening language or gestures.

KDL Policy 4.1.11

Noise

LAST REVISED 10.25.18

Producing or allowing any loud, unreasonable, or disturbing noises in designated "quiet areas" of the Library that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Youth areas are not designated as a quiet area and may have more noise.

KDL Policy 4.1.12

Odor

LAST REVISED 10.17.24

Offensive odor, including odor due to poor hygiene or overpowering perfume or cologne that causes a

nuisance, is prohibited.

KDL Policy 4.1.13

Bodily Fluids & Waste

New 3.18.21

Patrons may not be in the library with bodily fluids and/or waste on themselves, their clothes or their belongings. Patrons must also not allow bodily fluids or waste to spill onto others or otherwise come in contact with furniture or other surfaces in the Library where patrons or staff could be exposed.

KDL Policy 4.1.14

Food & Drink

LAST REVISED 10.25.18

Eating or drinking may occur in designated areas of the Library. Eating or drinking in Library meeting rooms is subject to rules of the local governmental unit.

KDL Policy 4.1.15

Restrooms

LAST REVISED 5.18.23

Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, sexual activity and cooking is prohibited. Library materials may not be taken into restrooms.

KDL Policy 4.1.16

Dress Code

LAST REVISED 10.25.18

Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.

KDL Policy 4.1.17

Harassment

LAST REVISED 10.25.18

Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library patrons or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do their job is prohibited.

KDL Policy 4.1.18

Identification

LAST REVISED 10.25.18

Patrons must provide identification to Library staff when requested. Reasons for identification include but are not limited to safety, the filing of an incident report, and library card registration.

KDL Policy 4.1.19

Recreational Equipment & Personal Transport Devices

LAST REVISED 10.17.24

Use of skateboards, rollerblades, roller skates, or other wheeled forms of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs and other personal transport devices are permitted by those individuals with disabilities or injuries.

KDL Policy 4.1.20

Panhandling, Solicitation & Selling

LAST REVISED 6.14.19

Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Executive Director.

Selling merchandise on Library property without prior permission from the Executive Director is prohibited.

KDL Policy 4.1.21

Campaigning, petitioning, interviewing, etc.

LAST REVISED 10.17.24

Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.

Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:

- a. Persons or groups are required to notify staff at the Service Desk in advance.
- b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
- c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building are determined by the municipality that owns the Library facility.
- d. No person shall block ingress or egress from the Library building.
- e. Permitted times will be limited to the operating hours of the Library.

Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

KDL Policy 4.1.22

Children in the Library

LAST REVISED 10.25.18

Use by Children

Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child. A "child" means a minor under the age of 18.

Rules and Regulations Regarding Children

1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
2. Parents, guardians and caregivers are responsible for the behavior, safety, and supervision of their children regardless of age while in the Library or on Library property.
3. Library staff will not be expected to supervise or monitor children's behavior. Children under the age of 8 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times, within reach. If a child under the age of 8 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program. If a child under the age of 5 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to accompany the child for the entire duration of the program.

4. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
5. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 8 years or older who may be asked to leave the Library if the child is in violation of Library policy.
6. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.
7. Children 8 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy to not pick up your unattended child immediately if the Library calls.

Contact of Parent or Guardian

Library staff may attempt to contact a parent, legal guardian, custodian or caregiver when:

- The health or safety of an unattended child is in doubt.
- A child is frightened while alone at the Library.
- A child has been left unattended for an extended period of time, or multiple times.
- The unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 8 or the child needs assistance procuring transportation.

Unattended Children at Closing

If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff may contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this policy.

KDL Policy 4.1.23

Face Mask Requirement During Pandemic

LAST REVISED 10.17.24

It is the policy of the Kent District Library (KDL) to follow all federal, state and local orders, including the Executive Orders of the Michigan Department of Health and Human Services (MDHHS). **When there is a federal, state or local order requiring people to wear face coverings (as defined by such order) while in indoor public spaces, KDL shall also require all patrons to wear face coverings while visiting all KDL locations.**

Refusing to follow the mask requirement will be considered a violation of the Library Patron Responsibilities. Patrons who violate these rules and responsibilities will be asked to leave the library. Patrons may appeal this decision by contacting the Executive Director, or the Executive Director's authorized designee, in accordance with KDL Policy 4.5: Right of Appeal.

do not wish to wear a mask.

KDL Policy 4.1.24

Sleeping in the Library

New 5.18.23

Sleeping in the library is prohibited when the behavior is disruptive to others using the Library. Staff may intervene when the sleeping is disruptive, if the patron may need medical help, or if the patron is unresponsive. Behaviors that may be considered disruptive include but not limited to:

1. fully laying out on a couch with feet on the furniture;
2. snoring loudly;
3. occupying multiple workspaces;
4. sleeping at a public PC that is needed by others;
5. leaving a child unattended while sleeping.

KDL Policy 4.2

Use & Preservation of Library Materials & Property

LAST REVISED 03.20.25

Patrons must not deface, vandalize, or damage Library property, or improperly remove Library materials, equipment, or furniture. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

KDL Policy 4.2.1

Pest Management

New 03.20.2025

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

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

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

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

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

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

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

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

KDL Policy 4.2.2

Copyright Policy

LAST REVISED 5.18.23

U.S. Copyright law (Title 17 U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Additionally, individuals may not copy or distribute electronic materials including email, text, images, programs, or data without the explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. Kent District Library expressly disclaims any liability or responsibility arising from use of its equipment or technology, including use of information obtained through its electronic information systems.

KDL Policy 4.3

Acceptable Technology Use

LAST REVISED 10.17.24

The Library allows access to a variety of electronic resources. This includes the KDL catalog, the catalogs of other libraries, a variety of databases, and the Internet. The Internet stations also provide access to a variety of office software. No station provides support for all file types, browser plug-ins, or Internet technologies. The Library recognizes this is a dynamic environment with programs and content that constantly changes.

Kent District Library neither has control over resources offered through the Internet nor has complete knowledge of what is on the Internet. Information on the Internet and on large language models (AI) may be reliable and current or may be inaccurate, out-of-date, and unavailable at times. Some content may be offensive. Library users access the Internet, including large language models at their own discretion. The Internet is not governed by any entity, so there are no limits or checks on the kind of information contained there. Only a user can decide on the accuracy, completeness, and currency of the content. The library is not responsible for decisions or actions taken based on information gathered from the Internet or large language models (AI).

Consistent with the Library Privacy Act, MCL 397.601 et seq. ("Privacy Act"), and this Acceptable Use Policy, Kent District Library respects the privacy of patrons when they use a Library computer. The Library reserves the right, however, to monitor a patron's use of a Library computer for compliance with this Acceptable Use Policy. Although the Library generally shall not retain a record of a patron's use of a Library computer beyond 24 hours, the Library may retain such a record for any investigation and determination of a potential or actual violation of this Policy (including appeals).

In particular, and without limiting the foregoing, Library staff may produce a record of site visited of a Library computer for evidentiary purposes if a Library staff member has a reasonable suspicion that a patron is using the computer in violation of this Acceptable Use Policy. Any record of a patron's use shall

be retained by the Library only so long as appropriate for any investigation and determination regarding a potential or actual violation. By accepting this Policy prior to using a Library computer, a patron is consenting to monitoring of the patron's use of the Library computer.

Filtering

In accordance with Federal and State law (the Children's Internet Protection Act, 47 USC §254 and 20 USC §101, and Section 6 of the Privacy Act), all Library computers with Internet access are filtered. Note, however, that no filter is 100% effective. Parents or legal guardians are responsible for their minor child's reading, listening, and viewing of Library material, including the Internet.

Compliance with the Children's Internet Protection Act (CIPA) requires filters that block access to visual depictions that are obscene or child pornography, as defined by 47 USC §254. CIPA also requires protection against access by patrons under age 17 to visual depictions that are harmful to minors, as defined by 47 USC §254. A patron who is at least 17 years of age may request the disabling of software used to filter visual depictions on a computer used by that patron, provided that they will use the unfiltered computer for bonafide research or other lawful purposes. Library staff will not inquire into the reasons for disabling the filter.

Patrons are responsible for complying with this Policy when accessing the Internet. In addition to other provisions of this Policy, patrons (including minors) shall not access visual depictions that are obscene or child pornography as defined by Federal law (47 USC§254(h)(7)(E), (F)) and shall not access or view obscene matter as defined in §2 of 1984 PA 343, MCL 752.362 (PA 343). In addition, patrons who are minors for purposes of Federal law shall not access visual depictions that are harmful to minors as defined by Federal law (47 USC§254(h)(7)(G)) and patrons who are minors under State law shall not access or view sexually explicit matter that is harmful to minors as defined in PA 343. Subject to other demands on staff time for library services, the Library staff will make a good faith effort to periodically monitor the use of Library computers by minors. Notwithstanding the foregoing, the Library holds the parents or legal guardians responsible for their minor children's use of the Internet in light of the fallibilities of filters and other demands on Library staff time.

In order to further comply with CIPA the Library has taken certain measures to assist in the safe and effective use of the Internet by individuals under the age of 17, as follows:

To address the issue of access by minors to inappropriate matter on the Internet, including material that is harmful to minors, the Library:

- a. Maintains the filtering program described above to block Internet access to visual depictions that are obscene, child pornography and, in the case of use by minors, harmful to minors.
- b. Allows adults to request that content filters be turned off.

To address the issue of the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as unauthorized disclosure of, use, and dissemination of personal identification regarding minors, the Library urges minors to follow the safety guidelines below:

1. Never give out identifying information such as home address, school name, or telephone number.
2. Let parents or guardians decide whether personal information such as age or financial information should be provided online.
3. Never arrange a face-to-face meeting with someone through a computer without parent or guardian approval.

4. Never respond to messages that are suggestive, obscene, or threatening.
5. Remember that people online may not be who they say they are.

To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other Library Internet users are required to agree to an online Internet User Agreement that states that "Library computers are not to be used for any illegal activity."

In addition, if a patron requests a specific site to be unblocked from the filtering program, the Regional Manager shall refer the request for review by administrative staff to determine whether it contains obscene matter or sexually explicit matter that is harmful to minors. If it does not, the administrative staff may authorize the system wide unblocking of the site. The patron will be informed of the decision in writing. The decision may be appealed in writing within ten (10) business days to the Executive Director, or the Executive Director's authorized designee, whose decision shall be final.

Violations

The Library's computers, network, and Internet connection may not be used for any illegal activity or in an unauthorized manner in violation of this Acceptable Use Policy. Illegal acts will be prosecuted to the full extent of the law.

Users violating this Policy will first be asked to comply. For individuals who repeatedly violate this Policy after previous warnings, the Library reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period up to 72 hours by action of the Regional Manager or the staff member in charge. An individual may appeal this decision to the Executive Director, or the Executive Director's authorized designee.

The Library also reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period of time exceeding 72 hours by action of the Executive Director. In such instances, an individual will be informed of the decision in writing by certified mail, and may appeal this decision in writing within ten (10) business days to the Executive Director, or the Executive Director's authorized designee, whose decision shall be final.

Time and Other Limits

Each individual is allowed to use the Library's public computers one (1) hour per day. More time may be allowed if computer stations are free. Extensions for additional time are done electronically at those branches with reservation software. At branches without this software, patrons may ask staff to extend the time limit.

All computers will be electronically shut down five (5) minutes before the Library closes.

Precautions

Software and other files downloaded from the Internet may contain viruses or spyware that may infect other computers. Kent District Library is not responsible for damage or loss that may occur from use of the Library's computers.

Since the Internet is not secure, patrons are responsible to ensure that their personal data is not compromised. Sending any information, including credit card numbers, via the Internet is at the sole risk of the user. Kent District Library has no control over the security of this data.

KDL Policy 4.3.1

Photography & Recording Policy

LAST REVISED 01.21.22.

The Kent District Library permits photography and other forms of recording (videography, filming, audio, etc.) under the conditions listed below to the extent that it does not interfere with the operations, programs and activities of the Library.

1. Casual amateur photography and other forms of recording are permitted for patrons and visitors provided it does not interfere with the operations of the Library or individuals using the Library and does not capture any identifiable likenesses of individuals without their permission. Photographers are responsible for securing the necessary releases. Anyone photographing or recording in the Library must respect other patrons and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct or cause a public disturbance (See Library Patron Responsibilities which detailed in Section 4.2).
2. No commercial, media photography or recording may occur in Library facilities without prior written permission.
3. Permission may be revoked at any time if the photographer or person recording fails to comply with the terms of this policy or other rules and regulations of the Library.

KDL Policy 4.4

Disciplinary Process for Library Facilities

LAST REVISED 10.17.24

The Executive Director, or the Executive Director's authorized designee, may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

A. Incident Reports

Library staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in multiple verbal warnings or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Executive Director for logging and review. The report should include physical descriptions in addition to the name of the patron when known.

B. Violation of the Policy – Suspension of Privileges

Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:

1. *Initial Violation:* Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, they will be asked to leave the building for the day. If they refuse, the police may be called.
2. *Subsequent Violations:* The Executive Director, or the Executive Director's authorized designee, may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately if patron is asked to leave and does not comply. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident.

After the investigation is completed, the Executive Director, or the Executive Director's authorized designee, may add additional time to the initial limitation or suspension period.

Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Executive Director, or the Executive Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

KDL Policy 4.5

Right of Appeal

LAST REVISED 10.25.18

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

2026 Planned Closed Dates

DATE	DAY	HOLIDAY/EVENT
01.01.2026	Thursday	New Year's Day
*04.05.2026	Sunday	Easter Sunday
*5.10.2026	Sunday	Mothers' Day
05.25.2026	Monday	Memorial Day
06.19.2026	Friday	Juneteenth National Independence Day
07.03.2026	Friday- Service Center Closed, Patron Services and Branches close at 5PM	Independence Day (observed)
07.04.2026	Saturday	Independence Day
09.07.2026	Monday	Labor Day
11.26.2026	Thursday	Thanksgiving
12.24.2026	Thursday	Christmas Eve
12.25.2026	Friday	Christmas Day
12.31.2026	Thursday	New Years Eve. All locations close at 5PM.

BRANCH IN-SERVICES

11.03.2026 Tuesday Election Day (Observed)

Alto + Lowell
Caledonia + Cascade
Comstock Park + Plainfield
Kentwood + Gaines
Rockford, Spencer, + Nelson

11.20.2026 Friday

11.11.2025 Wednesday

Ada + East Grand Rapids
Alpine, Tyrone + Walker
Byron + Grandville
Kelloggsville + Wyoming

Backup date to be held ONLY in the event of inclement weather or other unforeseeable circumstances.

*unpaid KDL Holiday

2026

Kent District Library

Board of Trustees Meeting Dates

January

Thursday, January 15 at 4:30 PM
KDL Service Center
814 West River Center Drive
Comstock Park, MI 49321
Regular Meeting

February

Thursday, February 19 at 4:30 PM
KDL Service Center
814 West River Center Drive
Comstock Park, MI 49321
Regular Meeting

March

Thursday, March 19 at 4:30 PM
*KDL Spencer Branch
14960 Meddler Ave.
Gowen, Michigan 49326
Regular Meeting

April

Thursday, April 16 at 4:30 PM
KDL Service Center
14 West River Center Drive
Comstock Park, MI 49321
Regular Meeting

May

Thursday, May 21 at 4:30 PM
*KDL Byron Branch
8191 Byron Center Ave. SW
Byron Center, Michigan 49315
Regular Meeting

June

Thursday, June 18 at 4:30 PM
KDL Service Center
814 West River Center Drive
Comstock Park, MI 49321
Regular Meeting

July

Thursday, July 16 at 4:30 PM
KDL Service Center
814 West River Center Drive
Comstock Park, MI 49321
Regular Meeting

August

Thursday, August 20 at 4:30 PM
KDL Service Center
814 West River Center Drive
Comstock Park, MI 49321
Regular Meeting

September

Thursday, September 17 at 4:30 PM
*KDL Plainfield Branch
2650 5 Mile Rd. NE
Grand Rapids, Michigan 49525
Regular Meeting

October

Thursday, October 15 at 4:30 PM
KDL Service Center
814 West River Center Drive
Comstock Park, MI 49321
**Regular Meeting including
Budget Work Session**

November

Thursday, November 19 at 4:30 PM
*KDL Cascade Branch
2870 Jacksmith Ave. SE
Grand Rapids, Michigan 49546
**Regular Meeting including
Budget Hearing**

December

Thursday, December 17 at 4:30 PM
KDL Service Center
814 West River Center Drive
Comstock Park, MI 49321
**Regular Meeting including
Executive Director's Evaluation**

***Indicates a branch-hosted meeting**

The Kent District Library provides access to services and programs without regard to an individual's disabilities. Reasonable accommodation can be provided without charge, including auxiliary aids and services as necessary.

If you have special needs, please contact the Kent District Library Executive Office at least 5 days prior to the meeting at 616-784-6074.

For meeting materials, please visit: kdl.org/about/board/packets.

