



**OCTOBER**  
**2025**

Kent  
District  
Library



# BOARD OF TRUSTEES PACKET



# BOARD OF TRUSTEES

## Meeting Agenda

### LOCATION

Kent District Library Service + Meeting Center

### DATE & TIME

Thursday, October 16, 2025, at 4:30 PM.

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: September 18, 2025
- C. Approval of Minutes: September 29, 2025
- D. Request: Alpine Branch to close on Friday, November 28, 2025, for carpet cleaning throughout the building.

#### 4. FINANCE REPORTS – September 2025\*

#### 5. DIRECTOR’S REPORT – September 2025

#### 6. OLD BUSINESS

- A. Policy Manual: Section 4 – Patron Behavior\*

#### 7. NEW BUSINESS

- A. 2026 Budget
- B. Resolution: First General Fund Budget Amendment\* *Roll Call Vote*
- C. Resolution: Scholarship Fund Budget Amendment\* *Roll Call Vote*
- D. 3<sup>rd</sup> Quarter Strategic Plan & KPI Update
- E. Policy Manual: Section 5 - Budget and Finance\*
- F. Pension and Retirement System Update

#### 8. LIAISON REPRESENTATIVE COMMENTS

#### 9. PUBLIC COMMENTS\*\*

#### 10. BOARD MEMBERS COMMENTS

#### 11. MEETING DATES

Next Regular Meeting: Thursday, November 20, 2024 –Kent District Library Tyrone Branch, 4:30 PM

#### 12. ADJOURNMENT\*



# BOARD OF TRUSTEES

## Meeting Minutes

### LOCATION

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

### DATE + TIME

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

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

**BOARD ABSENT:** None

**STAFF PRESENT:** Josh Bernstein, Jaci Cooper, Jennifer DeVault, Jennifer German, Randy Goble, Kim Lindsay, Elvia Myers, Hennie Vaandrager, Lance Werner and Penni Zurgable

**GUESTS PRESENT:** None

#### 1. CALL TO ORDER

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

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: August 21, 2025
- C. Request: One-day closure of the Krause Memorial Branch on Thursday, October 9 or Thursday, October 16, 2025, for Consumers Energy to disconnect power and assist with relocating service to support the library expansion.

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

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

**RESULT: Motion carried.**

#### 4. FINANCE REPORTS – August 2025\*

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

- As of the end of August, KDL's cash and investment position stood at \$22.6 million, reflecting an increase of approximately \$3.4 million compared to the same period last year. This growth is attributed to a year-to-date net revenue increase, driven by a \$2.2 million rise in overall revenue and a \$1.2 million reduction in expenditures year over year.
- Key fluctuations highlighted on page 5 of the attached PDF include:

- Property tax revenue increased by \$2.1 million, primarily due to valuation increases.
- Capital outlay expenditures decreased by \$418,000 as a result of planned and budgeted reductions.
- Contractual and professional services expenditure dropped by \$382,000, also due to planned reductions.
- Collection expenditures declined by \$327,000, though this is attributed to timing; full expenditure is expected by year-end.
- Employee benefits expenditures are down \$102,000. It remains uncertain whether this trend will continue, but monthly claims are currently below budget.
- Year-to-date (YTD) revenues total \$30.6 million, representing 99.6% of the annual estimated revenue budget. The remaining major revenue item is the personal property tax distribution from the Michigan Department of Treasury, expected in October. The Renaissance Zone Reimbursement of \$72,429 was received this month.
- YTD expenditures amount to \$19.2 million, or 62.5% of the annual estimated expenditure budget, aligning well with expectations given that two-thirds of the fiscal year has passed. The line item with the largest positive variance is Employee Health Benefits, with 45% of the budget still unspent. Note: unreimbursed 2025 claims by KDL in January and February 2026 will be accrued back to the 2025 fiscal year.
- One significantly overspent line item is 5873 Website, which includes the approved \$50,000 BiblioCommons pilot program. Two other accounts currently showing overages are:
  - Internet/Telecom Services – reflecting costs from transitioning to Teams and reducing physical phones.
  - Branch Local Misc – Restricted Donation Expenditures – supporting branch items not anticipated during budget planning.
- Individual disbursements over \$50,000 for August:
  - Ingram Library Services: \$61,674.54 and \$50,931.42 for collection materials (total: \$112,605.96)
- Other vendors with monthly totals over \$50,000:
  - Health Insurance Summary:
    - Consociate: \$166,950.82 for employee health premiums and self-funded claims
    - Two Priority Health self-funded claims totaling \$3,908.04 were paid in August.
- Budgeting Note: Leadership Team met on Friday, September 12, for a full-day session to finalize the budget presentation for the October Board Budget Work Session.

The Board asked questions and staff responded.

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

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

**RESULT:** Motion carried.



## **5. DIRECTOR'S REPORT – August 2025**

Executive Director Lance Werner provided an update on the number of meals delivered to the community, clarifying that the total was over 28,000, rather than the previously stated 30,000. A big thank you to Community Engagement Librarian Caleb Perkins, Community Engagement Manager Craig Buno, and Director of Engagement Randy Goble for their outstanding collaboration with Feeding America — great work!

Kudos to Director of Projects and Planning Jaci Cooper for her impactful representation at the county level through her involvement with the Kent County Food Policy Council.

Additionally, efforts are underway to enhance early literacy by building a diverse and representative collection that reflects our community.

## **6. OLD BUSINESS**

### **A. Policy Manual: Section 3 – Facilities and Operations \***

Director of Engagement Randy Goble and Director of Projects and Planning Jaci Cooper provided a brief overview.

**Motion: VerHeulen moved to approve the Policy Manual: Section 3 – Facilities and Operations as presented.**

**Support: Supported by Schrauben.**

**RESULT: Motion carried**

### **B. NEW Policy Section 4.6 Reinstatement After Suspension\***

Director of Projects and Planning Jaci Cooper provided an overview.

**Motion: Tazelaar moved to approve the Policy Manual: Section 4.6 Reinstatement After Suspension as presented.**

**Support: Supported by Schrauben.**

**RESULT: Motion carried.**

## **7. NEW BUSINESS**

### **A. Policy Manual Section 4 – Patron Behavior \***

Director of Projects and Planning Jaci Cooper provided a brief overview.

The Board will have a second reading of the Policy Manual for Section 4 – Patron Behavior as presented.

### **B. 2026 Planned System Closing Schedule\***

Office Manager Elvia Myers provided a brief overview.

**Motion: Tazelaar moved to approve the 2026 Planned System Closing Schedule as presented.**

**Support: Supported by VerHeulen.**

**RESULT: Motion carried.**

**C. 2026 Board of Trustees Schedule\***

Office Manager Elvia Myers provided a brief overview.

**Motion: Tazelaar moved to approve the dates and locations of the 2026 Board of Trustees Schedule as presented.**

**Support: Supported by Chrenka.**

**RESULT: Motion carried.**

**D. Retirement Plan Updates** – Chair Dykhuis provided a brief update on the pension, noting that a more detailed overview will be shared next month. He reported that financial returns have been strong over the last quarter, and the de-risking process — which involves transitioning the pension fund to insurance company management — is actively underway. He also emphasized that the Pension Committee has been well-represented throughout this process.

**8. LIAISON REPRESENTATIVE COMMENTS – None**

**9. PUBLIC COMMENTS\*\* – None**

**10. BOARD MEMBER COMMENTS**

**Chrenka** – No Comment

**Dykhuis** – Dykhuis will be sending a poll to the Board to coordinate a time to meet and discuss the evaluation criteria for the Executive Director.

**Erlewein** – Erlewein congratulated KDL on its great achievement for having the largest programming numbers ever recorded in KDL history.

**Gilreath-Watts** – No Comment

**Moyer Hotz** – Moyer Hotz attended the groundbreaking ceremony at the Krause Memorial Branch and thoroughly enjoyed the event, marking an exciting milestone for the community.

**Schrauben** – No Comment

**Tazelaar** – No Comment

**VerHeulen** – VerHeulen celebrated the record for Summer Wonder participation, marking a major milestone. She also took a moment to congratulate the Service Center staff on their work anniversaries, emphasizing that employee retention is key to building a strong and successful organization.

**11. MEETING DATES**

*Regular Meeting: Thursday, October 16, 2025 – Kent District Library Service and Meeting Center at 4:30 PM.*

**12. ADJOURNMENT**

**Motion:** VerHeulen moved for adjournment at 5:24 PM.

**Support:** Supported by Moyer Hotz.

**RESULT:** Motion carried.

**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**

A handwritten signature in black ink, appearing to read "Lance Werner", written over a horizontal line.

Lance Werner, KDL Executive Director



# BOARD OF TRUSTEES

## Meeting Minutes

### LOCATION

Kent District Library Wyoming Branch, 3350 Michael Ave SW, Wyoming, MI 49509

### DATE + TIME

Monday, September 29, 2025, at 5:00 PM.

**BOARD PRESENT:** Tracy Chrenka, Peter Dykhuis, Sheri Gilreath-Watts, Amanda Schrauben, and Norma VerHeulen

**BOARD ABSENT:** Andrew Erlewein, Christina Tazelaar and Carla Moyer-Hotz

**STAFF PRESENT:** Lance Werner

**GUESTS PRESENT:** None

### 1. CALL TO ORDER

Chair Dykhuis called the meeting to order at 5:03 PM.

### 2. PLEDGE OF ALLEGIANCE

### 3. NEW BUSINESS

#### A. Executive Director Evaluation Framework

The committee reviewed the current evaluation process for the Executive Director and discussed potential improvements to better align with Kent District Library's (KDL) mission and strategic goals.

- a. **Review of Current Process:** The group examined the existing evaluation framework and identified areas for refinement.
- b. **Goal Alignment:** Emphasis was placed on aligning evaluation goals with KDL's mission and organizational objectives.
- c. **Simplification and Measurement:** Members proposed consolidating evaluation metrics to simplify the process and ensure goals are measurable.
- d. **Support for Professional Growth:** The evaluation should serve as a constructive tool to support Executive Director Werner's continued leadership development.
  - a. Werner shared that a successful director's primary role is to foster an environment where library leaders can grow and succeed. He also highlighted the importance of engaging with community stakeholders, including township supervisors, mayors, and the Kent County Board of Commissioners.
  - b. Gilreath-Watts inquired about the original job posting for the Executive Director position, noting its relevance as the document that

initially attracted Lance to the role. The committee agreed it would be beneficial to review its contents.

- e. **Forward Strategy:** Survey results will be directed to the Board Secretary rather than KDL's HR Department. The evaluation questions will remain unchanged for the current year. A working group will be established to refine the evaluation process. Input will be gathered from Werner, Lakeland Library Collaborative Director Carol Dawe, and other library directors regarding the focus of future evaluation questions. The committee will seek examples of exemplary library director evaluations, including models from adjacent industries. The evaluation will be used as an additional tool to ensure KDL continues to meet the needs of the public. The committee expressed interest in incorporating a broad range of perspectives. Gilreath – Watts volunteered to serve as an alternate member of the working group.
- f. **Timeline & Action Items:** Dykhuis will contact Director of Human Resources and Organizational Development Brian Mortimore to obtain the original Executive Director job description.

**4. LIAISON REPRESENTATIVE COMMENTS – None**

**5. PUBLIC COMMENTS\*\* – None**

**6. MEETING DATES**

*Regular Meeting: Thursday, October 16, 2025 – Kent District Library Service and Meeting Center at 4:30 PM.*

**7. ADJOURNMENT**

**Motion:** Chrenka moved for adjournment at 5:45 PM.

**Support:** Supported by Schrauben.

**RESULT:** Motion carried.

**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**

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Lance Werner, Executive Director

Tuesday, October 2, 2025

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

Dear KDL Board of Trustees:


I am writing to you to request permission to close the Alpine Branch on Friday, November 28, 2025.

Alpine Township would like to give a thorough cleaning to the carpet throughout the building.

The branch would reopen with regular hours on Saturday, November 29. We are requesting that the KDL Board of Trustees close the Alpine Township Branch to complete this cleaning.

Thank you for your consideration.

Sincerely,

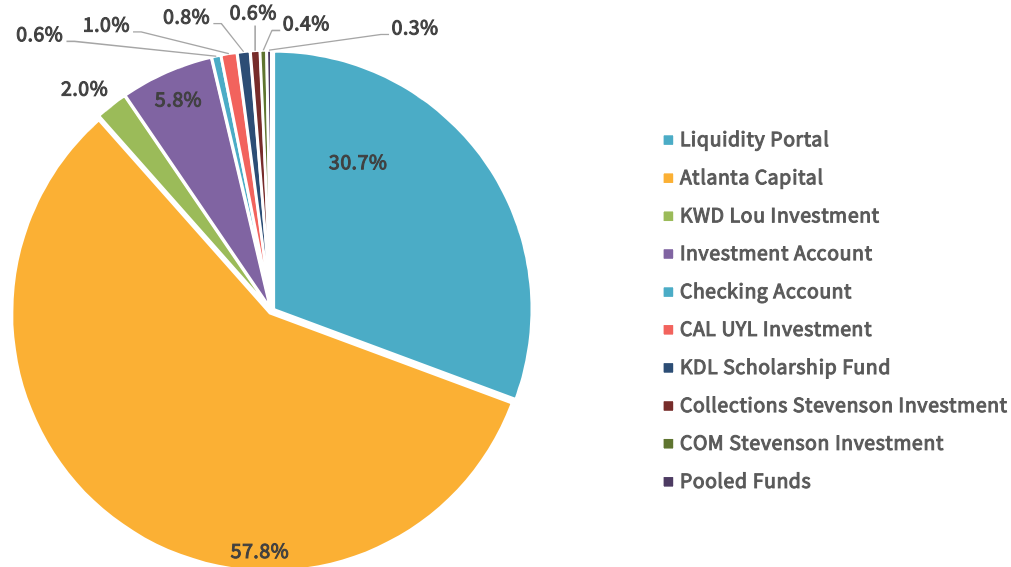
 Liz Knapp

Regional Manager I  
Alpine, Tyrone Township and Walker Branches

CC: Lance Werner, KDL Executive Director



## Monthly Cash Position Per Bank Month Ended September 2025



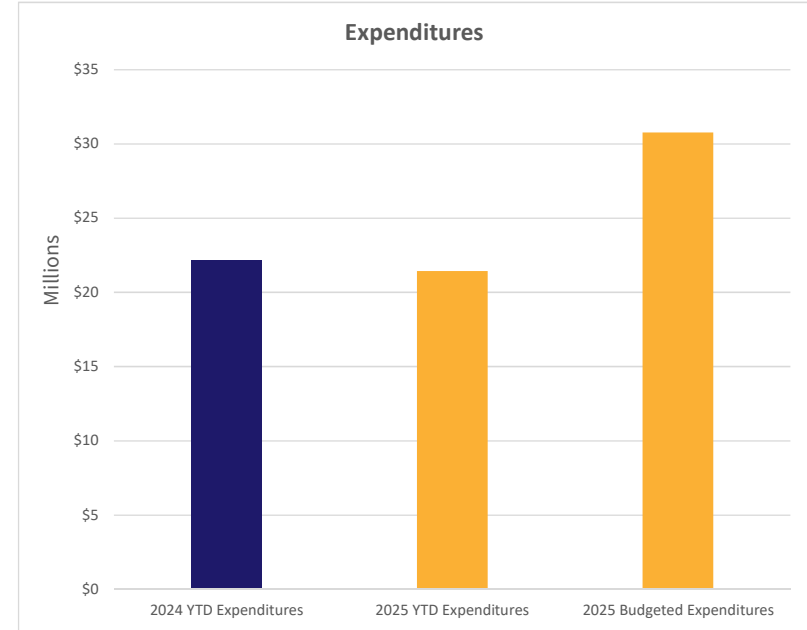
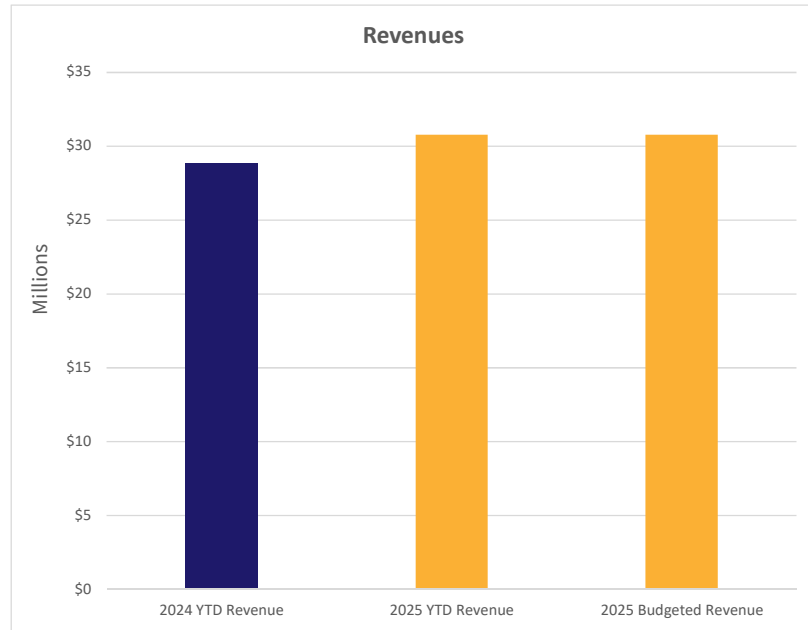
Cash Position with Prior Year Comparison			
Account	Current Interest Rate	Current Amount	Prior Year Amount
Huntington Liquidity Portal	4.060%	\$6,236,928.44	\$4,940,625.89
Atlanta Capital Investments	3.000%	\$11,733,192.00	\$11,218,346.00
KWD Sherri Lou Investment	4.040%	\$419,166.07	\$225,565.65
Huntington Investment Account	2.273%	\$1,196,361.49	\$539,832.51
Huntington Checking Account	0.500%	\$117,711.19	\$295,462.78
Caledonia UYL Investment	3.990%	\$220,069.87	\$210,807.47
KDL Community Scholarship Fund	4.050%	\$177,729.16	\$179,795.64
Collections Stevenson Investment	4.060%	\$126,513.24	\$ -
COM Stevenson Investment	4.030%	\$101,205.15	\$ -
*Kent County Pooled Funds	0.000%	\$61,835.96	\$59,460.27
		<u>\$20,390,712.57</u>	<u>\$17,669,896.21</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 September 2025



Budget to Actual with Prior Year Comparison			
	YTD Actual	Budget	Percent of Budget
2024 Revenues	\$ 28,854,334	\$ 28,791,105	100.2%
2025 Revenues	\$ 30,781,621	\$ 30,779,864	100.0%
2024 Expenditures	\$ 22,184,142	\$ 30,772,917	72.1%
2025 Expenditures	\$ 21,435,339	\$ 30,778,695	69.6%



Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2025 Through 9/30/2025  
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	27,715,950	27,765,820	(49,870)	(0)%
Penal Fines	692,532	675,000	17,532	3 %
Charges for Services	38,029	32,000	6,029	19 %
Interest Income	892,694	450,000	442,694	98 %
Public Donations	480,781	250,000	230,781	92 %
Other Revenue	328,059	506,000	(177,941)	(35)%
State Sources	633,575	1,101,044	(467,469)	(42)%
Total Revenues	30,781,621	30,779,864	1,757	0 %
Expenditures				
Salaries and Wages	10,160,811	14,543,794	4,382,983	30 %
Employee Benefits	2,839,550	4,440,235	1,600,685	36 %
Collections - Digital	2,663,528	3,178,195	514,667	16 %
Collections - Physical	1,211,073	1,817,840	606,767	33 %
Supplies	439,557	747,142	307,585	41 %
Contractual and Professional Services	1,543,955	2,100,941	556,986	27 %
Programming and Outreach	329,563	518,810	189,247	36 %
Maintenance and Utilities	1,608,393	2,322,668	714,275	31 %
Staff Development	138,925	314,100	175,175	56 %
Board Development	14,935	18,625	3,690	20 %
Other Expenditures	343,577	399,420	55,843	14 %
Capital Outlay	141,471	376,925	235,454	62 %
Total Expenditures	21,435,339	30,778,695	9,343,357	30 %
Excess Revenue Over (Under) Expenditures	9,346,282	1,169	9,345,114	799,739 %

Kent District Library  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 9/1/2025 Through 9/30/2025  
(In Whole Numbers)

	2025 YTD Actual	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	5,822	4,000	1,822	46 %
Public Donations	1,308	1,000	308	31 %
Total Revenues	7,131	5,000	2,131	43 %
Expenditures				
Scholarships	10,000	15,000	5,000	33 %
Total Expenditures	10,000	15,000	5,000	33 %
Excess Revenue Over (Under) Expenditures	(2,869)	(10,000)	7,131	(71)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2025 Through 9/30/2025  
(In Whole Numbers)

	YTD Ending Sept 2025	YTD Ending Sept 2024	Total Variance
Revenues			
Property Taxes	27,715,950	25,544,149	2,171,800
Penal Fines	692,532	692,190	343
Charges for Services	38,029	31,933	6,096
Interest Income	892,694	913,301	(20,607)
Public Donations	480,781	562,488	(81,707)
Other Revenue	328,059	559,230	(231,171)
State Sources	633,575	551,044	82,532
Total Revenues	30,781,621	28,854,334	1,927,286
Expenditures			
Salaries and Wages	10,160,811	10,081,736	79,075
Employee Benefits	2,839,550	2,856,799	(17,248)
Collections - Digital	2,663,528	2,504,136	159,392
Collections - Physical	1,211,073	1,376,873	(165,800)
Supplies	439,557	464,395	(24,838)
Contractual and Professional Services	1,543,955	1,917,467	(373,511)
Programming and Outreach	329,563	328,700	863
Maintenance and Utilities	1,608,393	1,561,373	47,021
Staff Development	138,925	138,058	867
Board Development	14,935	12,912	2,023
Other Expenditures	343,577	380,859	(37,282)
Capital Outlay	141,471	560,836	(419,366)
Total Expenditures	21,435,339	22,184,142	(748,804)
Excess Revenue Over (Under) Expenditures	9,346,282	6,670,192	2,676,090

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 9/1/2025 Through 9/30/2025  
(In Whole Numbers)

	YTD Ending Sept 2025	YTD Ending Sept 2024	Total Variance
Revenues			
Interest Income	5,822	3,522	2,300
Public Donations	1,308	176,974	(175,666)
Total Revenues	7,131	180,496	(173,366)
Expenditures			
Scholarships	10,000	0	10,000
Total Expenditures	10,000	0	10,000
Excess Revenue Over (Under) Expenditures	(2,869)	180,496	(183,366)

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2025 Through 9/30/2025  
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
Property Taxes					
4402 Current property taxes	2,581	27,515,498	27,569,884	(54,386)	(0)%
4412 Delinquent personal property taxes	1,928	5,670	5,000	670	13 %
4432 DNR - PILT	0	16,207	40,000	(23,793)	(59)%
4437 Industrial facilities taxes	0	178,575	150,936	27,639	18 %
Total Property Taxes	4,508	27,715,950	27,765,820	(49,870)	(0)%
Penal Fines					
4581 Penal fines	0	692,532	675,000	17,532	3 %
Total Penal Fines	0	692,532	675,000	17,532	3 %
Charges for Services					
4660 Other Patron Fees	33	1,565	0	1,565	0 %
4685 Materials replacement charges	3,392	36,464	32,000	4,464	14 %
Total Charges for Services	3,425	38,029	32,000	6,029	19 %
Interest Income					
4662 Interest Earned on Uyl Investment	734	6,815	0	6,815	0 %
4663 Interest Earned on Investment	2,183	12,428	0	12,428	0 %
4664 Interest Earned on Restricted Investments	0	1,363	0	1,363	0 %
4665 Interest earned on deposits and investments	67,977	870,099	450,000	420,099	93 %
4666 Interest Earned - Property Taxes	512	1,988	0	1,988	0 %
Total Interest Income	71,407	892,694	450,000	442,694	98 %
Public Donations					
4673 Restricted donations	9,010	467,142	250,000	217,142	87 %
4674 Unrestricted donations	2,511	13,639	0	13,639	0 %
Total Public Donations	11,521	480,781	250,000	230,781	92 %
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	94	2,177	6,000	(3,823)	(64)%
4686 Sale of Equipment	1,265	3,046	0	3,046	0 %
4688 Miscellaneous	140	36,789	0	36,789	0 %
4695 Health Insurance Plan Experience Rebate	0	5,458	0	5,458	0 %
Total Other Revenue	1,499	328,059	506,000	(177,941)	(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	0	72,429	61,745	10,684	17 %
4549 Personal Property tax reimbursement	0	0	550,000	(550,000)	(100)%
4569 State Grants - Other	42,922	42,922	0	42,922	0 %
Total State Sources	42,922	633,575	1,101,044	(467,469)	(42)%
Total Revenues	135,282	30,781,621	30,779,864	1,757	0 %
<b>Expenditures</b>					
Salaries and Wages					
5700 Board Stipend	240	2,070	3,900	1,830	47 %
5706 Extra duty stipends	200	2,800	0	(2,800)	0 %
5713 Salary & Wages	1,067,215	10,155,941	14,539,894	4,383,953	30 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2025 Through 9/30/2025  
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
Total Salaries and Wages	<u>1,067,655</u>	<u>10,160,811</u>	<u>14,543,794</u>	<u>4,382,983</u>	<u>30 %</u>
Employee Benefits					
5709 FICA	77,573	751,894	1,112,303	360,409	32 %
5717 Defined Contribution Pension Plan Contributions	53,763	505,789	646,414	140,625	22 %
5718 Employee Health Benefits	199,405	1,184,063	2,198,718	1,014,655	46 %
5720 HSA/Flex	0	339,067	392,000	52,933	14 %
5730 Other Employee Benefits	<u>5,352</u>	<u>58,737</u>	<u>90,800</u>	<u>32,063</u>	<u>35 %</u>
Total Employee Benefits	336,093	2,839,550	4,440,235	1,600,685	36 %
Collections - Digital					
5785 Cloud Library/OverDrive	340,000	1,763,373	2,103,500	340,127	16 %
5786 Hoopla	0	621,090	755,000	133,910	18 %
5787 Digital Collection	1,145	78,249	82,157	3,908	5 %
5788 Miscellaneous Electronic Access	<u>0</u>	<u>200,816</u>	<u>237,538</u>	<u>36,722</u>	<u>15 %</u>
Total Collections - Digital	341,145	2,663,528	3,178,195	514,667	16 %
Collections - Physical					
5791 Subscriptions	1,641	69,040	69,040	0	0 %
5871 Branch Local Materials - Restricted Donation Expenditures	483	3,456	0	(3,456)	0 %
5982 Collection Materials - Depreciable	114,797	922,360	1,434,500	512,140	36 %
5983 CD/DVD Collection Materials - Non-Depreciable	22,395	214,494	297,300	82,806	28 %
5984 Beyond Books Collection - Non-Depreciable	<u>320</u>	<u>1,724</u>	<u>17,000</u>	<u>15,276</u>	<u>90 %</u>
Total Collections - Physical	139,637	1,211,073	1,817,840	606,767	33 %
Supplies					
5750 Collection Processing & AV Supplies	8,659	66,069	108,000	41,931	39 %
5751 Supplies	8,619	81,102	149,785	68,683	46 %
5760 Technology & Accessories <\$1000	1,984	18,935	59,115	40,180	68 %
5764 KDL Staff Event, Supplies & Awards	149	62,759	93,400	30,641	33 %
5768 Promotions Supplies	433	16,566	31,860	15,294	48 %
5770 Other Awards/Prizes	1,281	127,012	192,425	65,413	34 %
5790 Books (not for circulation)	0	12,387	20,500	8,113	40 %
5799 Miscellaneous Supplies	0	(2)	0	2	0 %
5851 Mail/Postage	561	5,753	7,057	1,304	18 %
5900 Copier/Printer Usage Charges	<u>7,019</u>	<u>48,976</u>	<u>85,000</u>	<u>36,024</u>	<u>42 %</u>
Total Supplies	28,704	439,557	747,142	307,585	41 %
Contractual and Professional Services					
5792 Software	15,528	359,369	618,113	258,744	42 %
5801 Professional & Other Contracted Services	31,453	408,106	505,475	97,369	19 %
5813 Delivery Services	16,027	118,045	165,556	47,511	29 %
5814 Security Services	1,932	15,832	33,000	17,168	52 %
5817 Lakeland Library Co-op services	0	5,123	6,830	1,708	25 %
5827 Catering	644	4,665	20,450	15,785	77 %
5873 Website	7	239,919	193,550	(46,369)	(24)%
5875 Advertising	7,089	52,029	94,500	42,471	45 %
5890 ILS Fees	44,157	167,963	165,075	(2,888)	(2)%
5891 Licenses and Fees	8,855	100,985	186,892	85,907	46 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2025 Through 9/30/2025  
(In Whole Numbers)

	Current Month	2025 YTD	2025 Budget	2025 Budget to Actual Variance	Percent Remaining
5901 Outsourced Printing & Publishing	621	71,919	111,500	39,581	35 %
Total Contractual and Professional Services	126,312	1,543,955	2,100,941	556,986	27 %
Programming and Outreach					
5795 Programming & Outreach Supplies	7,830	88,289	179,400	91,111	51 %
5885 Speakers/Performers	3,378	225,457	301,400	75,943	25 %
5906 Community Outreach	916	15,818	38,010	22,192	58 %
Total Programming and Outreach	12,124	329,563	518,810	189,247	36 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	86,187	375,016	560,000	184,985	33 %
5822 Maintenance Contracts	0	36,521	37,035	514	1 %
5848 Mobile Hotspots	25,296	221,466	346,689	125,223	36 %
5849 Cell Phones/ Stipends	1,641	11,665	18,125	6,460	36 %
5850 Telephones	2,592	50,926	60,000	9,074	15 %
5852 Internet/Telecomm Services	(32,866)	143,231	150,460	7,229	5 %
5919 Waste Disposal	559	5,494	8,200	2,706	33 %
5920 Utilities	6,406	44,182	71,000	26,818	38 %
5925 Lawncare & Snowplowing	665	16,793	43,000	26,207	61 %
5928 Branch Maintenance Fees	0	424,577	566,102	141,526	25 %
5930 Repairs & Maintenance	4,367	37,134	109,620	72,486	66 %
5933 Software & IT Hardware Maintenance Agreements	0	95,016	163,085	68,069	42 %
5940 Rentals & Leases	4,683	146,373	189,352	42,979	23 %
Total Maintenance and Utilities	99,531	1,608,393	2,322,668	714,275	31 %
Staff Development					
5910 Staff Development & Conferences	8,705	138,925	314,100	175,175	56 %
Total Staff Development	8,705	138,925	314,100	175,175	56 %
Board Development					
5908 Board Development	0	14,935	18,625	3,690	20 %
Total Board Development	0	14,935	18,625	3,690	20 %
Other Expenditures					
5759 Gas, Oil, Grease	629	3,571	7,660	4,089	53 %
5860 Parking	169	1,749	2,435	686	28 %
5861 Mileage Reimbursement	3,519	37,646	56,550	18,904	33 %
5870 Branch Local Misc - Restricted Donation Expenditures	26,720	158,635	103,850	(54,785)	(53)%
5915 Memberships, Dues & Fees	0	(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	2,574	2,794	30,000	27,206	91 %
5959 Sales Taxes	(12)	(53)	100	153	153 %
5964 Property Tax Reimbursement	4,910	25,774	40,000	14,226	36 %
5965 MEL Return Items	283	1,717	3,000	1,283	43 %
Total Other Expenditures	38,792	343,577	399,420	55,843	14 %
Capital Outlay					
5977 Technology - Non-Depreciable (\$1000-4999)	0	54,873	90,300	35,427	39 %
5978 Technology - Depreciable (5,000+)	(1,738)	31,889	256,625	224,736	88 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2025 Through 9/30/2025  
(In Whole Numbers)

		<u>Current Month</u>	<u>2025 YTD</u>	<u>2025 Budget</u>	<u>2025 Budget to Actual Variance</u>	<u>Percent Remaining</u>
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	0	20,514	30,000	9,486	32 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	34,195	0	(34,195)	0 %
	Total Capital Outlay	<u>(1,738)</u>	<u>141,471</u>	<u>376,925</u>	<u>235,454</u>	<u>62 %</u>
	Total Expenditures	<u>2,196,960</u>	<u>21,435,339</u>	<u>30,778,695</u>	<u>9,343,357</u>	<u>30 %</u>
	Excess Revenue Over (Under) Expenditures	<u>(2,061,678)</u>	<u>9,346,282</u>	<u>1,169</u>	<u>9,345,114</u>	<u>799,739 %</u>



**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 9/1/2025 Through 9/30/2025  
(In Whole Numbers)

	<u>Current Month</u>	<u>2025 YTD</u>	<u>2025 Budget</u>	<u>2025 Budget to Actual Variance</u>	<u>Percent Remaining</u>
Revenues					
Interest Income					
4663 Interest Earned on Investment	<u>620</u>	<u>5,822</u>	<u>4,000</u>	<u>1,822</u>	<u>46 %</u>
Total Interest Income	<u>620</u>	<u>5,822</u>	<u>4,000</u>	<u>1,822</u>	<u>46 %</u>
Public Donations					
4673 Restricted donations	<u>100</u>	<u>1,308</u>	<u>1,000</u>	<u>308</u>	<u>31 %</u>
Total Public Donations	<u>100</u>	<u>1,308</u>	<u>1,000</u>	<u>308</u>	<u>31 %</u>
Total Revenues	<u>720</u>	<u>7,131</u>	<u>5,000</u>	<u>2,131</u>	<u>43 %</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>720</u>	<u>(2,869)</u>	<u>(10,000)</u>	<u>7,131</u>	<u>(71)%</u>

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 9/1/2025 Through 9/30/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
89272	Romeo District Library	14.74	9/18/2025
89226	Orion Township Public Library	9.99	9/3/2025
89239	Timothy C. Hauenstein Reynolds Township Library	9.95	9/3/2025
2025-1028	Jessica Salo	8.40	9/3/2025
89246	Brittany Leanne Gibson	8.00	9/18/2025
89249	Delta Township District Library	7.99	9/18/2025
89219	Hart Area Public Library	2.00	9/3/2025
Report Total		<u>963,806.46</u>	

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 9/1/2025 Through 9/30/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-1087	Overdrive, Inc	340,000.00	9/18/2025
2025-1033	Midwest Tape LLC	131,999.23	9/3/2025
AP-CS091625	Consociate, Inc. dba Consociate Health	61,342.82	9/22/2025
2025-1078	IP Consulting, Inc.	53,224.65	9/18/2025
AP-CS090925	Consociate, Inc. dba Consociate Health	43,989.41	9/15/2025
2025-1026	IP Consulting, Inc.	36,709.05	9/3/2025
AP-CS092325	Consociate, Inc. dba Consociate Health	36,072.47	9/29/2025
2025-1024	Ingram Library Services Llc	31,722.56	9/3/2025
2025-0999	Consociate, Inc. dba Consociate Health	30,072.88	9/3/2025
AP-CS082625	Consociate, Inc. dba Consociate Health	26,825.37	9/8/2025
2025-1031	Macmillan Holdings, LLC	25,000.00	9/3/2025
2025-1095	LearnUpon Limited	24,780.00	9/18/2025
89265	LearnUpon Limited	24,780.00	9/18/2025
AP-6120660223	Verizon Wireless - MiFi Routers & Cell phones	24,600.08	9/2/2025
AP-CS090225	Consociate, Inc. dba Consociate Health	24,100.09	9/8/2025
2025-1076	Ingram Library Services Llc	18,874.91	9/18/2025
2025-1041	RNL Graphics Solutions, LLC	14,131.39	9/3/2025
2025-1045	Submittable	13,767.00	9/3/2025
2025-1089	Rehmann Robson LLC	13,400.00	9/18/2025
2025-1003	Everstream Holding LLC- Michigan	13,130.00	9/3/2025
89201	4imprint, Inc.	11,468.18	9/3/2025
2025-1048	Warner Norcross & Judd Llp	10,179.00	9/3/2025
2025-1039	Playaway Products LLC	9,524.22	9/3/2025
89237	Star Bright Books, Inc.	9,174.90	9/3/2025
2025-1091	Same Day Delivery, Inc	8,925.21	9/18/2025
2025-1008	Holland Litho Printing Services	7,986.00	9/3/2025
2025-1025	FE Technologies	7,436.00	9/3/2025
AP-06548640	Paycor, Inc.	6,957.80	9/8/2025
2025-1059	Comerica Bank	6,860.78	9/18/2025
2025-1077	Interphase Office Interiors, Inc.	6,851.72	9/18/2025
2025-0996	Comerica Bank	6,832.16	9/3/2025
89278	Zoobean, Inc.	6,389.25	9/18/2025
2025-1057	Baker & Taylor	6,160.65	9/18/2025
2025-0991	Baker & Taylor	5,953.16	9/3/2025
2025-1046	Thomas Klise/Crimson Multimedia	5,240.00	9/3/2025
89224	Kent Intermediate School District	5,000.00	9/3/2025
89263	Kent County Treasurer-Mi Tax Tribunal Refunds	4,907.18	9/18/2025
AP-207148109...	Consumers Energy	4,100.34	9/3/2025
AP-Sept 2025	PLIC - SBD Grand Island	3,722.87	9/3/2025
2025-1084	Midwest Tape LLC	3,452.10	9/18/2025
2025-1064	Five9, Inc	3,318.77	9/18/2025
89223	Kent County Treasurer-Mi Tax Tribunal Refunds	3,308.03	9/3/2025
2025-1092	Springshare Llc	3,000.00	9/18/2025
AP-40886992	Marlin Leasing Corporation / PEAC Solutions	2,904.22	9/5/2025
2025-1054	AMAZON CAPITAL SERVICES, INC	2,610.23	9/18/2025
2025-1093	UAW Local 2600	2,510.68	9/18/2025
2025-1090	Rhiannan Bigard dba Rhiannan Sibbald Studio	2,495.00	9/18/2025
2025-1042	Same Day Delivery, Inc	2,303.28	9/3/2025
AP-201009534...	Consumers Energy	2,246.33	9/5/2025
89277	Unique	2,068.12	9/18/2025
89242	Triumph Music Academy	2,000.00	9/3/2025
2025-1044	Steven Figge	2,000.00	9/3/2025

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 9/1/2025 Through 9/30/2025

Check Number	Vendor Name	Check Amount	Check Date
AP-706124	123.Net, Inc	1,724.00	9/10/2025
AP-6120777533	Verizon Wireless - MiFi Routers & Cell phones	1,565.10	9/2/2025
2025-1049	Wolverine Printing Company	1,526.30	9/3/2025
2025-0998	Confluence CCG	1,500.00	9/3/2025
2025-0997	Community on Canvas	1,500.00	9/3/2025
89240	Today's Business Solutions, Inc.	1,497.00	9/3/2025
2025-1050	Abila / Community Brands Holdco, LLC	1,493.05	9/18/2025
89245	Affordable Limousine LLC	1,461.00	9/18/2025
2025-1085	TELUS HEALTH (US) LTD.	1,403.52	9/18/2025
2025-1029	Lighthouse Services L.L.C.	1,400.00	9/3/2025
89216	Eric Litwin	1,375.00	9/3/2025
2025-0994	Central Michigan Paper	1,360.00	9/3/2025
2025-1062	Ebsco Information Services	1,319.07	9/18/2025
2025-1034	Nationwide	1,232.53	9/3/2025
2025-1086	Nationwide	1,229.17	9/18/2025
2025-0985	ACP Entertainment, Inc.	1,219.27	9/3/2025
2025-1053	Advanced Benefit Solutions, Inc / Acrisure, LLC	1,207.40	9/18/2025
89221	Joyful Wildcrafting/Lea Kay Sevigny	1,200.00	9/3/2025
2025-1080	Library Ideas, Llc	1,144.80	9/18/2025
2025-1061	DK Security	1,054.08	9/18/2025
89241	Triangle Constructors	1,050.00	9/3/2025
89225	Mark Lavengood / Bear Mark LLC	1,000.00	9/3/2025
2025-1001	DK Security	878.40	9/3/2025
89207	Bloom Sluggett, PC	875.00	9/3/2025
89230	Robert Greene	750.00	9/3/2025
2025-0987	AMAZON CAPITAL SERVICES, INC	673.15	9/3/2025
89202	All Season Lawn Care	665.00	9/3/2025
2025-1027	Irie-AT, Inc.	570.00	9/3/2025
AP-3196069	Arrowwaste	559.01	9/16/2025
89211	Christopher Cranick dba Overdrive Orchestra LLC	500.00	9/3/2025
2025-1035	Nicholas Thomasma	500.00	9/3/2025
89269	Nicholas Thomasma	500.00	9/18/2025
89244	Tamara Rosier Emigh / ADHD Center of West Michigan	500.00	9/18/2025
2025-1081	Mad Science of Detroit	478.00	9/18/2025
2025-1058	Cloud 616 LLC	450.00	9/18/2025
89273	Serendipity Media LLC	444.00	9/18/2025
2025-0984	Absopure Water Company	433.75	9/3/2025
2025-1030	Lindenmeyr Munroe	427.30	9/3/2025
2025-1040	Randall Goble	423.00	9/3/2025
2025-1063	Everlasting Green Plantscape LLC	418.00	9/18/2025
2025-0992	Blackstone Audio Inc	408.99	9/3/2025
89250	Donald Snoeyink / Thornapple Woodlands, LLC	400.00	9/18/2025
89212	Comstock Park Rotary	346.00	9/3/2025
2025-1060	Corrigan Moving Systems-Grand Rapids, Inc.	340.00	9/18/2025
89210	Center Point Publishing	332.61	9/3/2025
89271	Phil Stagg Photography, Inc.	326.36	9/18/2025
89208	Caitlin Cusack / Immortelle Music LLC	300.00	9/3/2025
89205	Anthony Peter Halchak	300.00	9/3/2025
89267	Mlive Media Group	288.74	9/18/2025
2025-1052	Adtegrity / Media Place Partners	260.75	9/18/2025

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 9/1/2025 Through 9/30/2025

Check Number	Vendor Name	Check Amount	Check Date
89233	Schepers, Inc.	260.00	9/3/2025
AP-0018438-08...	Comcast Cable	258.85	9/9/2025
2025-1004	Gemaryah Whitley	250.00	9/3/2025
89231	Sabopr	243.25	9/3/2025
2025-1038	Penworthy Co.	239.52	9/3/2025
2025-1037	Pareto Health Intermediate Holdings, Inc.	230.00	9/3/2025
2025-1088	Pareto Health Intermediate Holdings, Inc.	230.00	9/18/2025
2025-1006	Hannah Moulds	212.00	9/3/2025
2025-1007	Hennie Vaandrager	212.00	9/3/2025
2025-1000	Craig Buno	212.00	9/3/2025
89209	Catherine Jandernoa / Rin Tarsy	200.00	9/3/2025
2025-1047	Tracy Chrenka	179.94	9/3/2025
89229	Rebecca Rodriguez	150.00	9/3/2025
89270	Occupational Health Centers of Michigan, P.C.	142.00	9/18/2025
89232	Saginaw Valley State University	138.00	9/3/2025
AP-00215850925	Comcast Cable	126.90	9/25/2025
AP-02601580825	Comcast Cable	123.90	9/22/2025
2025-1002	Everlasting Green Plantscape LLC	122.00	9/3/2025
2025-1079	Joyanne Huston-Swanson	117.45	9/18/2025
2025-1051	Absopure Water Company	108.45	9/18/2025
AP-6120677415	Verizon Wireless - MiFy Routers & Cell phones	108.03	9/2/2025
89217	Griffin Randall Cobean	107.55	9/3/2025
2025-1043	Sheri Gilreath-Watts	96.64	9/3/2025
2025-1094	Vital Records Holdings, LLC / VRC Companies, LLC	95.00	9/18/2025
AP-PH09-19-25	Priority Health	94.06	9/19/2025
AP-6122473219	Verizon Wireless - MiFy Routers & Cell phones	83.20	9/22/2025
2025-0993	Carla Hotz	79.84	9/3/2025
2025-0986	Amanda B Schrauben	75.78	9/3/2025
2025-1082	Madelyn Besaw	72.74	9/18/2025
89220	Hurst Mechanical	72.65	9/3/2025
2025-0995	Christina Tazelaar	71.86	9/3/2025
2025-1036	Norma J. VerHeulen	68.22	9/3/2025
2025-0988	Andrew Erlewein	65.84	9/3/2025
AP-017779	Medtipster.com, LLC.	62.72	9/19/2025
89227	Peter Dykhuis	61.78	9/3/2025
89243	Wayne State University	60.00	9/3/2025
89247	Clinton-Macomb Public Library	59.90	9/18/2025
AP-203267570...	Dte Energy	59.58	9/5/2025
89268	Monica Walen	57.58	9/18/2025
89261	Kalamazoo Public Library	50.00	9/18/2025
89253	Genesee District Library	45.00	9/18/2025
09022025	State Of Michigan	45.00	9/2/2025
2025-1005	Grainger	42.82	9/3/2025
89259	Julie Lee	41.98	9/18/2025
89266	Loutit District Library	39.90	9/18/2025
89254	Georgetown Library-Og	37.95	9/18/2025
89213	Daniel Palasek	35.83	9/3/2025
89222	Karen Chilvere	32.00	9/3/2025
89276	Tracie Creighton	32.00	9/18/2025
AP-8641512-07...	T-Mobile USA Inc.	31.35	9/2/2025
89228	Rebeca Coleman	31.03	9/3/2025

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 9/1/2025 Through 9/30/2025

Check Number	Vendor Name	Check Amount	Check Date
89235	Southfield Public Library, ATTN: Diane Mulhinch	30.00	9/3/2025
89255	Grand Rapids Public Library	29.99	9/18/2025
89204	Anne Kim	29.99	9/3/2025
89251	Dowling Public Library	29.95	9/18/2025
89238	Tammy Jean Miedema	27.99	9/3/2025
89260	Julie Spahn	27.00	9/18/2025
2025-0989	Audrey Barker	25.00	9/3/2025
89218	Hackley Public Library	24.00	9/3/2025
89236	Spring Lake District Library	24.00	9/3/2025
89264	Kiosha Jeltema	23.92	9/18/2025
89275	Teresa Wahl	22.49	9/18/2025
89274	Susan Erhardt	21.00	9/18/2025
89257	Holly Township Library	20.00	9/18/2025
89215	Dowling Public Library	20.00	9/3/2025
89248	Cornerstone University	20.00	9/18/2025
89262	Katrina Taylor	18.99	9/18/2025
89203	Alvah N Belding Memorial Library	18.00	9/3/2025
89252	Gardella M Sydney	17.99	9/18/2025
89214	Daniel Rose	17.99	9/3/2025
89256	Hart Area Public Library	17.00	9/18/2025
89206	Bay County Library System	16.95	9/3/2025
89258	Jackson District Library	15.16	9/18/2025
89234	Shelby Area District Library	14.95	9/3/2025
89272	Romeo District Library	14.74	9/18/2025
89226	Orion Township Public Library	9.99	9/3/2025
89239	Timothy C. Hauenstein Reynolds Township Library	9.95	9/3/2025
2025-1028	Jessica Salo	8.40	9/3/2025
89246	Brittany Leanne Gibson	8.00	9/18/2025
89249	Delta Township District Library	7.99	9/18/2025
89219	Hart Area Public Library	2.00	9/3/2025
Report Total		<u>1,205,464.96</u>	

Kent District Library  
Check/Voucher Register - Voided Checks  
From 9/1/2025 Through 9/30/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-1027	Irie-AT, Inc.	(570.00)	9/8/2025
2025-1035	Nicholas Thomasma	(500.00)	9/5/2025
79708	Sarah Scott	(50.00)	9/26/2025
79865	Teresa Wahl	(22.49)	9/12/2025
80151	Grandville Public Schools	(150.00)	9/24/2025
80297	Michael Fornes / Sundown Productions	(300.00)	9/24/2025
82543	Cheryl Blackington / Mindful Meus	(290.00)	9/24/2025
82853	Julie Lee	(41.98)	9/12/2025
84739	Becca Stam	(44.99)	9/24/2025
86583	Monica Walen	(57.58)	9/18/2025
86801	Julie Goldsby	(39.00)	9/24/2025
87113	Kuyper College	(24.00)	9/26/2025
87750	Katrina Taylor	(18.99)	9/12/2025
87830	Julie Spahn	(27.00)	9/12/2025
88284	Gardella M Sydney	(17.99)	9/12/2025
88497	Brittany Leanne Gibson	(8.00)	9/12/2025
88778	Leah Hansen	(39.59)	9/29/2025
89219	Hart Area Public Library	(2.00)	9/15/2025
89265	LearnUpon Limited	(24,780.00)	9/18/2025
Report Total		(26,983.61)	

# Director's Report September 2025

Kent  
District  
Library



## From the Desk of Lance Werner, Executive Director

I'm especially pleased with how smoothly our budgetary meeting went—arguably one of the most seamless we've ever had. I want to extend my sincere thanks to everyone who contributed to its success, with special appreciation to Emily Whalen for her outstanding efforts.

The State of the County event felt like a reunion, and it was heartening to see such strong community support for KDL. Our annual report was well received by the County Commission, which is a testament to the dedication and collaboration of our team.

We were also honored to host a group of managers from the St. Joe County Public Library in Indiana for a tour, which provided a great opportunity to share ideas and showcase our work. Additionally, I've been working on an opinion piece for the Detroit News in support of MiRighttoRead, and I'm grateful to have been invited to contribute to this important initiative.

And on a more personal note, my family and I had a wonderful time at Team KDL's employee event at Fruit Ridge Farms this past weekend—it was a joyful reminder of the incredible spirit and camaraderie within our organization.

Team KDL continues to impress me every day. I feel truly fortunate to be part of the magic that happens here.





# Director's Report September 2025



## ALPINE

At the Alpine Branch, storytimes are the most consistently successful programs both inside and outside of the library. For years now, the Alpine Township and Tyrone Township branches have partnered to present storytime at Schwallier's Country Basket. This well-attended partner program has served as an inspiration for similar programs both in the region and in the system. On September 30, Branch Outreach and Programming Specialist Brittany Zuehlke and Branch Librarian Laura DeJong observed Alpine Branch Librarian Anne Bartsch leading a storytime at the farm. The event that day was attended by 97 community members.



*(left to right) Brittany Zeuhlke, Laura DeJong, and Anne Bartsch at the farm!*

## TYRONE

At Tyrone, the newest successful program is Homeschool Hangout! Branch Librarian Katie Mitchell has a solid group of regulars who attend; it's been a great way to introduce these families to the many resources KDL has to offer to them, specifically. Each week, Katie highlights a different resource and integrates it seamlessly into her lesson plan, from learning about animals on Encyclopedia Britannica database to learning about other languages and cultures on CultureGrams and LittlePim.

## WALKER

The Walker Branch gets large numbers and community participation when partnering with the city of Walker for large community events. Annual events such as Splash Party, Summer Kickoff, the Walker Easter Egg hunt, and Pumpkin Bash are attended by hundreds each year, and strengthen partnerships within the community.

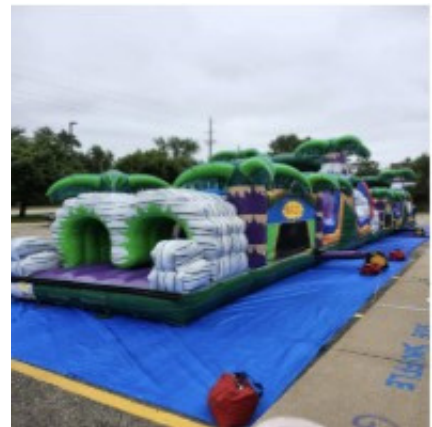


*Walker's 2025 Splash Party*

## PLAINFIELD



*Northview High School's Jazz Band*

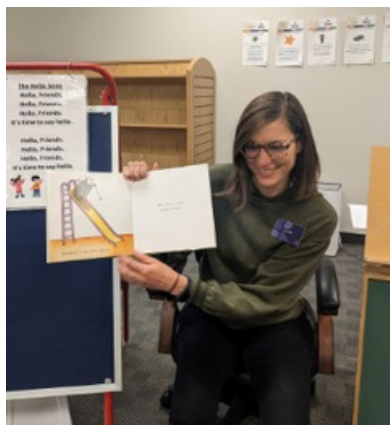


*Plainfield's Summer Wonder Bash*

At the Plainfield branch, seasonal parties draw the largest crowds. The Summer Wonder bash this year came in second place to last year's Winter Fun party. Winter Fun included the Northview High Jazz Band at one end of the library, seasonal crafts in the children's wing and reindeer outside. Attendees had the chance to tour the library from one side to the other and notice all the parts of the Wonder Knook, the beautiful mural on the stairway down to the program room, the comfortable seating and used book sale in the magazine room, and the many spaces in the adult room to meet, work, read or use public computers. These events not only provide festive community experiences but also highlight the range of resources and spaces available at the Plainfield Branch.

The most consistently successful events at the Plainfield Branch are the early literacy programs. Each week, the branch offers Baby Time, Toddler Time, and Preschool Storytime, all carefully tailored to meet the developmental needs of young children.

Led by dedicated and professional youth librarians, these programs incorporate the Five Success Basics through books, rhymes, songs, and crafts. Just as importantly, they create a welcoming space for families to connect with one another and build a strong sense of community.



*Branch Librarian Laura DeJong at a Plainfield Storytime*



## COMSTOCK PARK

The Comstock Park Branch consistently draws strong attendance for animal-themed programs, with Critter Barn and the Sled Dogs ranking as the top two. Recently, however, librarians are especially encouraged by the enthusiastic response to new adult-focused programming.

One standout has been Adult Bingo. Initially launched as a trial after open crafting sessions saw limited participation, Bingo was planned only for the school year. Its popularity quickly changed that plan—participants requested it continue year-round. Attendance now regularly includes retired seniors and individuals from MOKA (an organization supporting people with disabilities). Far from a traditional quiet Bingo game, these sessions are lively, collaborative, and celebratory, with participants cheering one another on, especially when someone wins for the first time.

Building on this success, Comstock Park is launching a new program in January: Awesome Adults. This offering will focus on open LEGO building and is designed specifically with MOKA and similar community groups in mind. Staff are optimistic it will achieve the same positive engagement and sense of community that Bingo has generated. In addition, librarians can share with these awesome adults and seniors the many other resources and programs available to them throughout KDL.



*Critter Barn*



*The Sled Dogs in action!*

# Featured Department: Community Engagement

The Community Engagement Department experienced a successful year, marked by a vibrant summer of programming and outreach. The Bookmobile continued its seasonal service by distributing Gather 2 Grow lunches at three community locations: York Creek Apartments, Woodfield Apartments, and Brookhaven Park. A total of 383 meals were provided.

New this summer, the team introduced weekly storytimes at Millennium Park, hosting eight sessions that welcomed 293 attendees. Additionally, the department expanded its Summer Wonder program by bringing four performers to four different county parks, further enriching community engagement.

The Concerts for the Community initiative, a collaborative effort with Frederik Meijer Gardens and the Steve and Amy Van Andel Foundation, also saw continued success. This summer, the program connected 14 partner organizations with 420 concert tickets across 30 different shows. This initiative plays a vital role in offering community members access to concert experiences at Frederik Meijer Gardens that they might not otherwise be able to enjoy.



# Featured Department: Community Engagement

The Community Engagement Department launched its recurring Bookmobile routes in the fall of last year and now visits 23 different locations at least once per month. As the team approaches the one-year anniversary of this initiative, schedules and stop times have been refined for greater efficiency. Regular routes currently run Monday through Wednesday, with Thursday stops now being added. Thursday and Friday mornings are reserved for partnerships with Great Start Collaborative Bright Beginnings playgroups. This scheduling approach also provides flexibility for staff to participate in weekend and evening community events.

The Bookmobile serves as a key outreach tool for the department, which also engages with the public by attending events and festivals, often hosting informational tables. Over the past year, the team has participated in more than 300 events or Bookmobile stops, connecting with over 9,500 individuals.

A notable addition this year includes monthly Bookmobile visits to Woodfield Apartments, located in a culturally diverse neighborhood. Despite language barriers, the sense of community among families at Woodfield is strong and heartfelt. One particularly meaningful moment occurred last spring when a young boy, full of excitement, regularly visited the Bookmobile. Without a library card, he was limited to selecting free books from the Little Free Library shelf, often leaving disappointed. During a summer visit, he returned with his mother, determined to obtain a library card. Although she spoke only Kinyarwanda, a community partner at the site spent over 30 minutes using Google Translate to assist her in completing the registration form. The boy, beaming with joy, checked out more than twenty books. This small but powerful moment underscores the department's mission — every child deserves the opportunity to experience the joy of reading.



## **LEIGH VERBURG - Branch Outreach & Programming Specialist CASCADE**

**Nominated By: Ashley Smolinski**

**Core Value: Helpful**

“You did an excellent job last night when the rain started to come in the basement at Cascade. I really appreciated the phone call, the follow-up, and the signs you made so everyone would know what was going on and be safe from the electrical outlet. Thanks for your calm in the storm and for thinking/acting quickly.”

## **ASHLEY GEGLIO - Branch Librarian CASCADE**

**Nominated By: Ashley Smolinski**

**Core Value: Helpful**

“I appreciate how you're willing to help out other branch librarians with their programs - you're there when people need you and you're willing to give more than what's on your one plate. Thank you for going further for your teammates.”

## **MOLLY MARSHALL - Assistant Branch Librarian CASCADE**

**Nominated By: Michael Golczynski**

**Core Value: Authentic**

“I'm convinced that Molly can pretty much do anything. Solving problems, making patrons feel welcome all the time and being a positive influence around the branch, especially when it comes to training and mentoring new ABLs.”

# Upcoming Meetings + Dates of Interest

## Upcoming Meetings

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](http://kdl.org)



Information  
Ideas  
Excitement!





# MONTHLY PROJECT REPORT

SEPTEMBER  
2025

1

New project approved

4

In queue

1

Declined

9

Active Approved  
Projects



On Track, no extensions 8



1 Extension, at risk 1



2+ Extensions, late 0



Completed since  
January 2025 6

## Cross Promotion



**Project Lead:** Lulu Brown

**Status:** On Track - NEW

**Approval Date:** 09.24.2025

**Due Date:** 03.04.2026



KDL's current promotional efforts for many programs and services lack a cohesive strategy, which limits visibility and engagement across branches. This results in missed opportunities to reach wider audiences and maximize the impact of our offerings. The Cross Promotion initiative will establish a clear framework and annual timeline for cross-promotion and invite-back strategies, ensuring consistent and effective messaging. This initiative will strengthen existing programs by highlighting opportunities that help patrons discover and engage with the full range of KDL services. Lulu Brown, Regional Manager 1, will lead this initiative, and the project's kickoff meeting will take place October 8.

## Community Partnerships Evaluation



**Project Lead:** Craig Buno

**Status:** On Track

**Approval Date:** 12.04.2024

**Due Date:** 01.31.2026

This month, Regional Manager 1s (RM1s) and Branch Outreach & Programming Specialists (BOPS) are 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.

KDL's Salesforce consultant has updated the Salesforce Partnership Meeting form, which will be ready to roll out with a Communication Bulletin in the coming month, streamlining how meetings are recorded and engagement is tracked. The Partnership Meeting form will allow staff to select organizations that are entered in Salesforce and select who the contact person is for the meeting. Collecting this data will show where KDL is showing up for partners that do not result in events and help analyze future priorities. A key update to the partnership guide was also made clarifying the distinction between system-wide partnerships and local, branch-level partnerships. This is to ensure that communication avoids partnership overlap and that the Community Engagement department and/or the Accessibility & Inclusion Specialist are included when working with organizations that have a county-wide presence.

The next step is to create a dedicated space on Sharepoint to serve as a central hub for all relevant partnership documents and data that are not suitable for the procedural Info Hub. This will make it easier for staff to access the quick guides, *My Community Maps*, and other resources. The focus moving forward will be on the successful implementation of the new Salesforce form and the rollout of the partnership guidelines, ensuring all staff are equipped with the tools and knowledge to foster impactful and coordinated community partnerships.

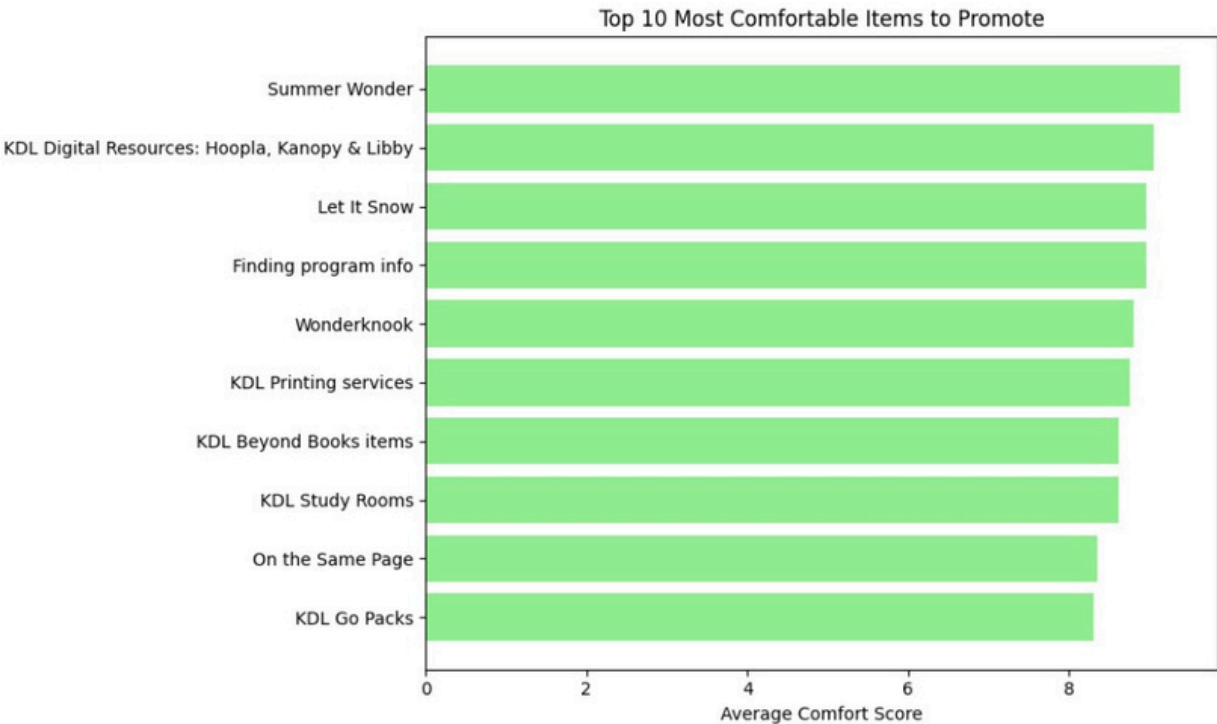
A snapshot of the updated Partnership Meeting Form

## Define Core Programs

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

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

The project team has finished Phase One of the project with the completion of the information gathering survey. The team has collected and arranged the data for easy assessment. This has not only informed the team but also cemented the path needed to create clarity and boundaries around programming at KDL. The team has split into subgroups for Phase Two. The groups will tackle assessment schedules, KPIs, staff time, the influence of Friends money, and pathways for KDL’s *Core* programs. The result will not only be clarity around all our programs, but also boundaries that ensure quality programming across our system. Here is an example of data procured from the survey. These are the top ten offerings that KDL staff are most comfortable promoting:



## Expand Esports

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

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

In late August, project leader Kurt Stevens, Director of IT, reviewed the project's goals and deliverables and determined it was ready to close ahead of schedule. The Project Management Office (PMO) prepared and distributed a rollout survey to branches with gaming labs, the IT department, and the project team. Feedback revealed some opportunities for greater clarity around lab operations. Stevens and the PMO will meet with stakeholders in early October to review the input and decide on any necessary adjustments before the project is officially closed out.

## Intranet Revamp

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

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

Project leader Jaci Cooper, Director of Projects and Planning, and Dhanya Ravi from IT are preparing to meet in order to schedule the global permission changes and to design a clear table or chart that will help managers understand exactly what is being updated. To support this effort, administrators Kelsey Little and Jessie Salo have already drafted a Communication Bulletin that will be shared with staff to explain the changes. With that piece underway, the team is shifting its attention toward department prototypes. A meeting has been scheduled with members from Programming, Community Engagement, and the BOPS team to introduce the prototype, decide where the key documents from the 2025 strategic initiatives will be housed, and assign point people for oversight. Departments have been advised to tidy their files in advance so the transition to the new structure begins on a solid foundation.

## School Outreach Menu

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


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

The project team is pleased to share that the updated [Teaching Resources page](#) and the new *School Partnership Menu* have been published! Related Communication Bulletins and Training Plans are coming or have been released regarding Teacher Cards and the updated Issuing KDL Cards to Minors procedures. The project group members are also working to wrap up the Outreach Staff Time Guidelines and complete the training video and training plan to introduce staff to these changes. Plans to fully train branch librarian staff at the upcoming summits are also in development with hopes of closing out the project on time in November.



Find the Teaching Resources Page at  
[kdl.org/teaching](http://kdl.org/teaching)

## Tech Tutoring Revamp


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

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

The Tech Tutoring Revamp project continues to make steady progress. Recent discussions have focused on creating regional appointment models that will allow staff to better manage demand and provide more consistent service across locations. To support this, a single centralized Microsoft Booking page is in development, which will include an intake questionnaire to help staff prepare for each session and ensure patrons are matched with the right support. The project group is preparing to launch pilots in two regions. These pilots will serve as important test cases, providing insights and feedback that will guide refinements before a system-wide rollout. The project team is conducting an environmental scan of other technology help resources available in KDL's service area. This work will help strengthen staff referral processes and ensure KDL's offerings complement, rather than duplicate, existing community services.

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## Teen Graphic Novel Contest

 **Project Lead:** Madelyn Besaw  
**Status:** 1 Extension - At Risk

**Approval Date:** 07.17.2024  
**Due Date:** 12.19.2025 - *Extended*

September was an exciting and busy month for the Graphic Novel team! The contest officially wrapped up its submission period on August 31 with 61 entries! The team carried out the initial round of reviews, narrowing the field down to 42 semi-finalists which were passed on to judges on September 12. The judging period ends on October 10, when the judges will present their first-place winner, four runners-up, and top ten finalists for publication.


Staff were also finally able to meet with Mark Hodges of Grand Rapids ComicCon and come to a mutually beneficial arrangement. KDL will have a promotional booth space as a sponsor of the convention's author panel events, which Graphic Novel Project group members will staff on Saturday, November 15 to promote the Graphic Novel Award Ceremony (which will be the following weekend), the other teen contests, and general library services. KDL will be assisting ComicCon with promoting author events and educational packets. Director of Engagement Randy Goble was also able to negotiate for the donation of 10 weekend passes to the convention for the top 10 Graphic Novel Contest winners!

As the month wrapped up, the team focused on the logistics of staffing and gathering materials for the promotional booth and is looking forward to seeing the judges' final verdict!

The project timeline was extended to allow time after the award ceremony to distribute a rollout survey and gather feedback.

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## Website & Discovery Layer AI Enhancements

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

**Approval Date:** 05.21.2025  
**Due Date:** 03.25.2026

BiblioCommons reported that they have chosen a development partner, Yonder, and started sorting out the first use case - creating a summary of comments for each item in KDL's catalog. They are seeking input about which comments are most useful and why. KDL voiced security concerns about known vulnerabilities when a Language Learning Model (LLM) processes content from the public. BiblioCommons hosted a meeting this month and is scheduling additional meetings to allow for listening to library partner concerns. KDL continues to provide important questions and ideas to this development process.

# BUILDING PROJECTS

## Krause Memorial (Rockford)

**Project Lead:** Jennifer German

**Status:** N/A

**Approval Date:** N/A

**Due Date:** N/A

Construction on the Krause Memorial Branch expansion and renovation is moving forward and on schedule. The foundation is slated to be poured the week of October 6, a major milestone that will start to bring the project visibly to life for staff and the community.

Behind the scenes, planning is underway for the move to the temporary location at the Rockford Community Cabin, expected in January/February 2026. The KDL Marketing and Communications team is collaborating with Regional Manager 1 and Regional Manager 2, Jennifer German and Laura Youells, to develop a comprehensive communication plan. This plan will ensure that patrons stay informed and supported throughout both the construction process and the upcoming transition to the temporary space.

While much of the work this month has been preparatory, Krause is entering an exciting stretch where the project will begin to take more visible shape.

## Tyrone Township

**Project Lead:** Liz Knapp

**Status:** N/A

**Approval Date:** N/A

**Due Date:** N/A

Tyrone Township continues to research options for grant funding to fund the new library project.

## Walker

**Project Lead:** Liz Knapp

**Status:** N/A

**Approval Date:** N/A

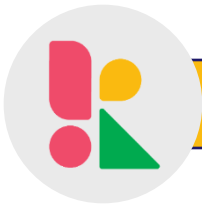
**Due Date:** N/A

Construction on the new Walker Branch Library is on schedule for the shell of the building to be mostly enclosed by winter so that interior work can continue uninterrupted over the season. Recently the roof started to take shape when a large crane lifted the glulam beams into place. The city of Walker posted an aerial view explaining, "These large beams are stronger than steel and are specially designed to span wide spaces. They will help create a warm and welcoming atmosphere and serve as a signature design feature of the Kent District Library - Walker Branch!"



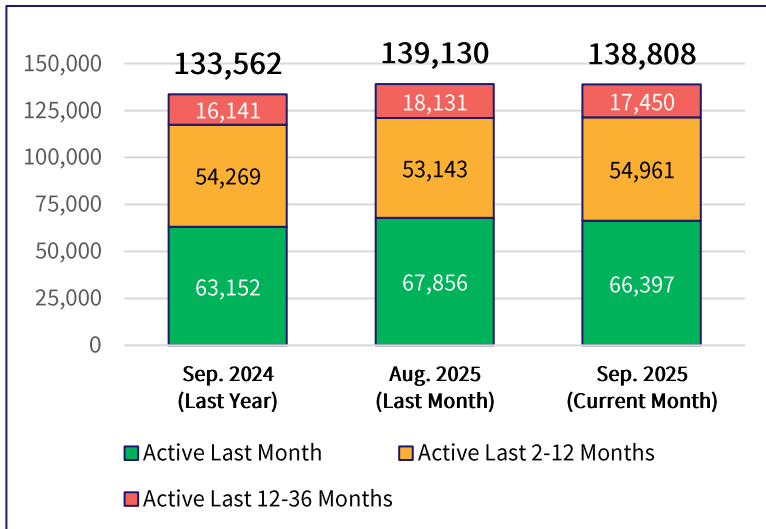
*Progress continues on the Walker Expansion*





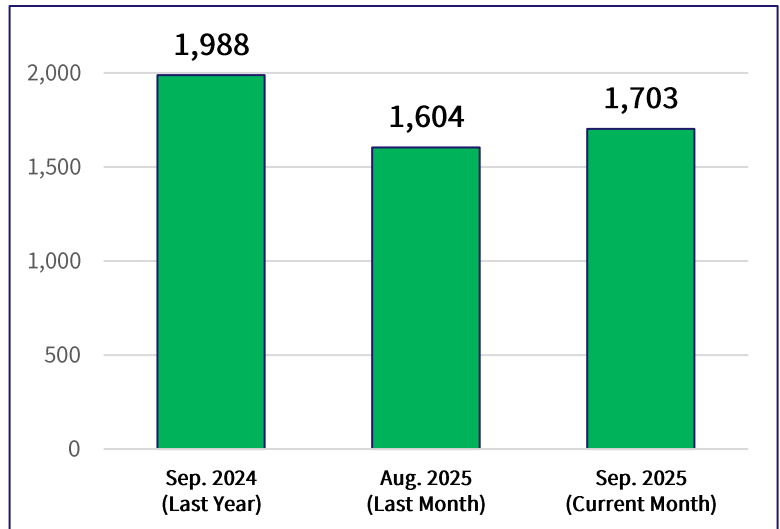
## SEPTEMBER 2025 STATISTICAL SUMMARY

### Active KDL Patrons:



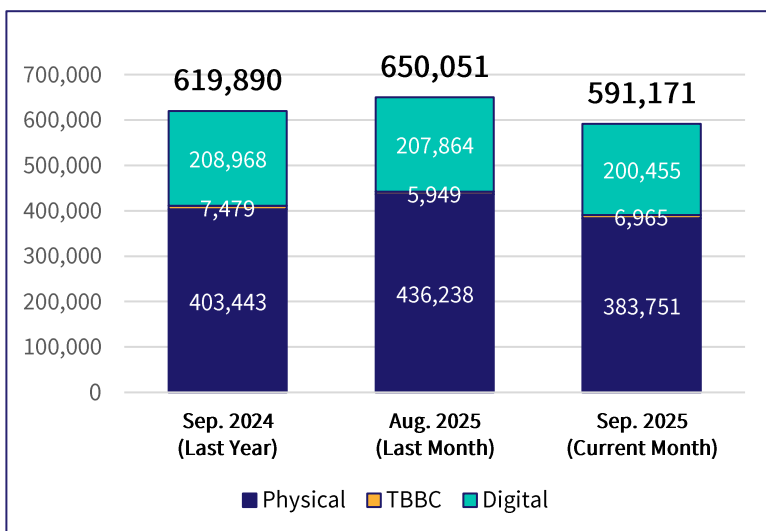
Active KDL Patrons are **down 0.2%** from last month and **up 4%** from the same month last year.

### New KDL Cards Added:



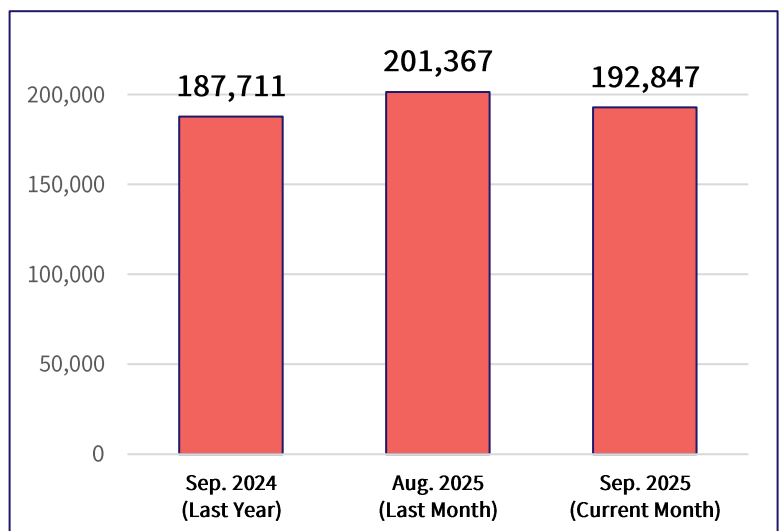
New KDL Cards Added are **up 6%** from last month and **down 14%** from the same month last year.

### Total Circulation:



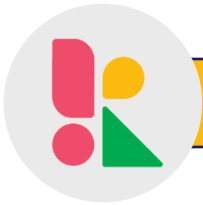
Total Circulation is **down 9%** from last month and **down 5%** from the same month last year.

### Visitor Count:



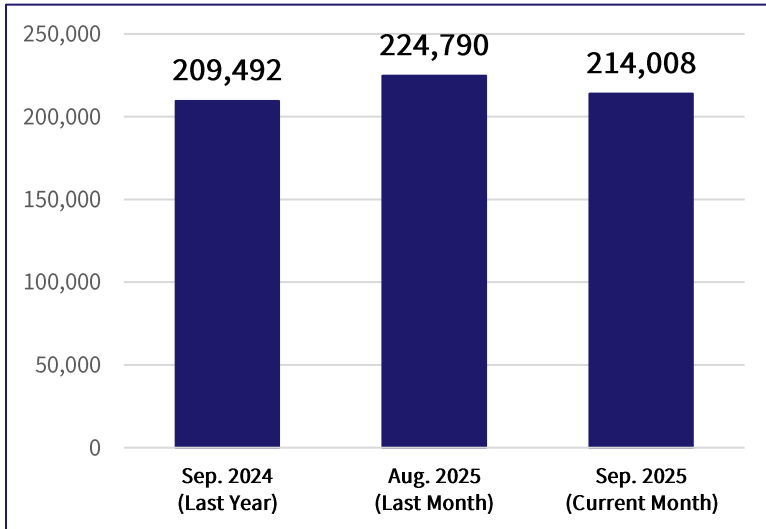
Branch Visitors are **down 4%** from last month and **up 3%** from the same month last year.





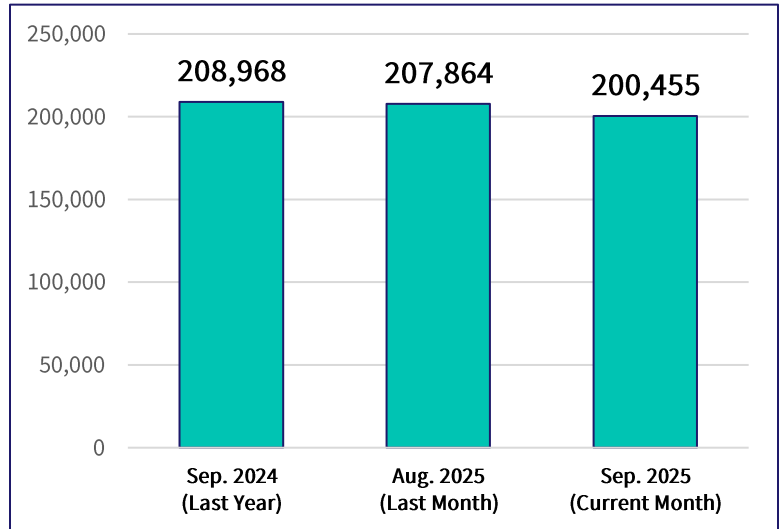
## SEPTEMBER 2025 STATISTICAL SUMMARY

### Physical Items Checked Out:



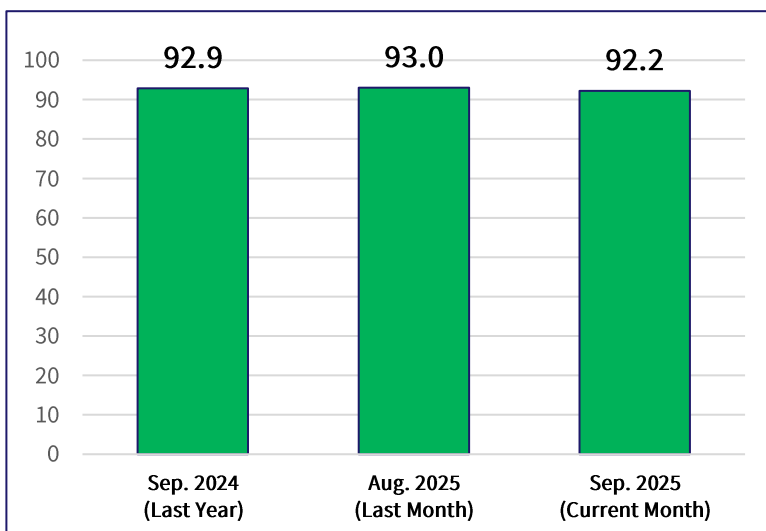
Physical checkouts are **down 5%** from last month and **up 2%** from the same month last year.

### Digital Items Checked Out:



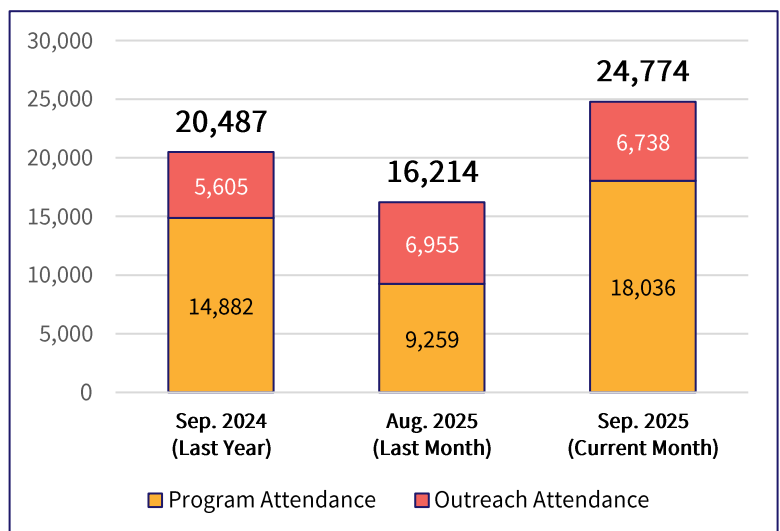
Digital checkouts are **down 4%** from last month and **down 4%** from the same month last year.

### Net Promoter Score (NPS):

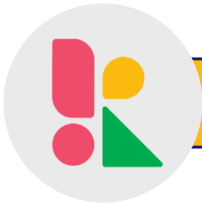


Net Promoter Score is **down 0.8%** from last month and **down 0.7%** from the same month last year.

### Programs & Outreach:



Program & Outreach Attendance is **up 53%** from last month and **up 21%** 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	590
2. <i>Great Big Beautiful Life</i> by Emily Henry	235
3. <i>Do Not Disturb</i> by Freida McFadden	141
4. <i>Strangers in Time</i> by David Baldacci	126
5. (tie) <i>The Secret of Secrets</i> by Dan Brown	117
(tie) <i>The Surrogate Mother</i> by Freida McFadden	117
7. (tie) <i>My Friends</i> by Fredrik Backman	116
(tie) <i>The Tenant</i> by Freida McFadden	116
9. <i>Nightshade</i> by Michael Connelly	115
10. <i>Don't Let Him In</i> by Lisa Jewell	114

### All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>My Friends</i> by Fredrik Backman	299
2. <i>The Academy</i> by Elin Hilderbrand	296
3. KDL WiFi Mobile Hotspot	285
4. <i>The Let Them Theory</i> by Mel Robbins	227
5. <i>The Secret of Secrets</i> by Dan Brown	188
6. <i>Atmosphere</i> by Taylor Jenkins Reid	178
7. <i>Buckeye</i> by Patrick Ryan	176
8. <i>The Correspondent</i> by Virginia Evans	172
9. <i>Broken Country</i> by Clare Leslie Hall	170
10. <i>Theo of Golden</i> by Allen Levi	160

### OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>The Housemaid</i> by Freida McFadden (audio)	239
2. <i>The Housemaid's Secret</i> by Freida McFadden (audio)	226
3. <i>The Tenant</i> by Freida McFadden (audio)	205
4. <i>The Perfect Divorce</i> by Jeneva Rose (audio)	185
5. <i>Say You'll Remember Me</i> by Abby Jimenez	177
6. <i>The Housemaid Is Watching</i> by Freida McFadden (audio)	174
7. <i>The Crash</i> by Freida McFadden (audio)	169
8. <i>The Perfect Marriage</i> by Jeneva Rose (audio)	165
9. <i>The Women</i> by Kristin Hannah (audio)	158
10. <i>Atmosphere</i> by Taylor Jenkins Reid	156

### OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Anxious Generation</i> by Jonathan Hadt (audio)	991
2. <i>Great Big Beautiful Life</i> by Emily Henry (audio)	792
3. <i>Great Big Beautiful Life</i> by Emily Henry	720
4. <i>The Let Them Theory</i> by Mel Robbins	623
5. <i>Atmosphere</i> by Taylor Jenkins Reid (audio)	576
6. <i>My Friends</i> by Fredrik Backman (audio)	546
7. <i>Atmosphere</i> by Taylor Jenkins Reid	538
8. <i>My Friends</i> by Fredrik Backman	523
9. <i>Sunrise on the Reaping</i> by Suzanne Collins (audio)	474
10. <i>Broken Country</i> by Clare Leslie Hall	452



PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Elizabeth Rethman	Shelver – Amy Van Andel/Ada	Collection Services Assistant – Service Center	October 6
Tabitha Frazier	Shelver – East Grand Rapids	Collection Services Assistant – Service	October 20

DEPARTURES	POSITION	EFFECTIVE
Sierra Hieshetter	Assistant Branch Librarian Sub	September 11
Sarah Fontaine	Assistant Branch Librarian – Gaines Township	September 30
Jennifer Zeilbeck	HR Administrative Assistant – Service Center	October 3
Jessica Davis	Assistant Branch Librarian – Wyoming	October 13
Amanda Raklovits	Branch Librarian – Grandville	October 17
Ashley Smolinski	Regional Manager II – Cascade/Caledonia	October 18

OPEN POSITIONS	TYPE
Teen Library Intern – Kelloggsville	Temporary
Assistant Branch Librarian – East Grand Rapids	Part-time
Assistant Branch Librarian – Amy Van Andel/Ada	Part-time
Branch Librarian – Grandville	Part-time
Assistant Branch Librarian – Wyoming	Part-time
Assistant Branch Librarian – Gaines Township	Part-time
Human Resources Representative – Service Center	Part-time
Regional Manager II – Cascade/Caledonia	Full-time

EMPLOYEE ANNIVERSARIES (NOVEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Linda Byington	Byron Township	31 years
David Shaw	Plainfield	23 years
Brian Mortimore	Human Resources	22 years
Judy Pawloski	Collection Services	21 years
Shaunna Martz	East Grand Rapids / Amy Van Andel/Ada	20 years
Zurina Zainal Ariffin	Cascade	18 years

EMPLOYEE ANNIVERSARIES (NOVEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jennifer Wheaton	Building Maintenance	17 years
Anjie Christiansen	Wyoming / Kelloggsville	15 years
Kaitlin Dekruyter	East Grand Rapids	15 years
Therese Goff	Collection Services	15 years
Tricia Hetrick	Plainfield / Comstock Park	15 years
Jill Anderson	Wyoming	10 years
Krista Beach	Sub Pool	10 years
Jessica Nelson	Human Resources	10 years
Gwennan Lawcock	Information Technology	9 years
Clare O'Tsuij	Kentwood / Gaines Township	9 years
Shelby Toren	Caledonia	8 years
Chloe Schmidt	Wyoming	7 years
Katie Blakeslee	Kentwood	6 years
Dan Nguyen	Kelloggsville	6 years
Hannah Moulds	Community Engagement	5 years
Jennifer DeVault	Administration	4 years
Kelsey Little	Project Management Office	4 years
Emily Whalen	Finance	4 years
Michael Ensing	Gaines Township	3 years
Jordan Perkins	Gaines Township	3 years
Elizabeth Rethman	Amy Van Andel/Ada	3 years
Lorraine Worden	Amy Van Andel/Ada	3 years
Kelsey Malone	Krause Memorial	2 years
Caitlin Huston	Plainfield	1 year
Emily Moss	Community Engagement	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	X	X	X	X	X	X	X	X
September 29, 2025	X	X		X			X	X
October 16, 2025								
November 20, 2025								
December 18, 2025								

\*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE



# Policy Manual

EDITS SEPTEMBER 2025

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## 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 ~~his or her~~ 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, ~~his or her~~ 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 ~~any Kent District Library branch~~ 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 ~~users~~ 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 ~~his or her~~ their job is prohibited.

### **KDL Policy 4.1.18**

#### **Identification**

LAST REVISED 10.25.18

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 ~~is~~ 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 "cChild" 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 he/she/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 ~~branch~~ [Regional mManager](#) 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 ~~branch~~ [Regional mManager](#) 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 with-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, ~~he or she~~they will be asked to leave the building for the day. If ~~he or she~~they refuses, 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 ~~his/her~~ 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 OPERATING BUDGET

Property Taxes	29,139,951
Penal Fines	675,000
Charges for services	34,000
Interest Income	672,900
Public Donations	265,000
Other Revenue	315,275
State Sources	1,004,817
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>32,106,943</b>

Salaries and Wages	15,254,012
Employee Benefits	4,999,538
Collections - Digital	3,416,753
Collections - Physical	2,056,198
Supplies	784,535
Contractual and Professional Services	2,297,397
Programming and Outreach	550,665
Maintenance and Utilities	2,371,416
Staff Development	311,382
Board Development	24,075
Other Expenditures	605,450
Capital Outlay	475,770
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>33,147,191</b>

20,253,550 61%

**92%**

REVENUES OVER (UNDER) EXPENDITURES	(1,040,248)
---------------------------------------	-------------

Local Misc.	308,320.00
	(731,928)

Estimated Unassigned 12-31-25 Fund Balance	7,959,560
--------------------------------------------	-----------

Adjusted Budgeted Increase (Decrease)	(1,040,248)
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<b>Budgeted 12-31-2026 Fund Balance</b>	<b>6,919,312</b>
-----------------------------------------	------------------

<b>Budgeted Unrestricted 12-31-2025 Fund Balance</b>	<b>6,919,312</b>
------------------------------------------------------	------------------

<b>Fund Balance as a % of Total Expenditures</b>	<b>20.87%</b>
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## 2025 OPERATING BUDGET - AMENDED

Property Taxes	27,765,820
Penal Fines	692,532
Charges for services	35,000
Interest Income	1,000,000
Public Donations	500,000
Other Revenue	322,865
State Sources	1,058,651
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>31,374,868</b>

Salaries and Wages	14,543,794
Employee Benefits	4,390,235
Collections - Digital	3,178,195
Collections - Physical	1,820,840
Supplies	744,142
Contractual and Professional Services	2,153,941
Programming and Outreach	518,810
Maintenance and Utilities	2,421,768
Staff Development	314,100
Board Development	18,625
Other Expenditures	480,982
Capital Outlay	706,120
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>31,291,552</b>

REVENUES OVER (UNDER) EXPENDITURES	83,316
---------------------------------------	--------

\$ CHANGE	% CHANGE
1,374,131	4.95%
(17,532)	-2.53%
(1,000)	-2.86%
(327,100)	-32.71%
(235,000)	-47.00%
(7,590)	-2.35%
(53,834)	-5.09%
732,075	2.33%

710,218	4.88%
609,303	13.88%
238,558	7.51%
235,358	12.93%
40,393	5.43%
143,456	6.66%
31,855	6.14%
(50,352)	-2.08%
(2,718)	-0.87%
5,450	29.26%
124,468	25.88%
(230,350)	-32.62%
1,855,639	5.93%

(1,123,564)	-1348.56%
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**KENT DISTRICT LIBRARY**  
**2026 SCHOLARSHIP BUDGET**

**REVENUES:**

Interest Income	4,000
Public Donations	1,000
Transfers In	-
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>5,000</b>

**EXPENDITURES:**

Scholarship Awards	10,000
Transfers Out	-
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>10,000</b>

REVENUES OVER  
(UNDER) EXPENDITURES

(5,000)
---------

**KENT DISTRICT LIBRARY**  
**2025 SCHOLARSHIP BUDGET - AMENDED**

**REVENUES:**

Interest Income	6,400
Public Donations	1,500
Transfers In	-
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>7,900</b>

**EXPENDITURES:**

Scholarship Awards	10,000
Transfers Out	-
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>10,000</b>

REVENUES OVER  
(UNDER) EXPENDITURES

(2,100)
---------

\$ CHANGE	% CHANGE
(2,400)	-37.50%
(500)	-33.33%
-	-
(2,900)	-36.71%
-	0.00%
-	-
-	0.00%
(2,900)	138.10%

## **MAJOR CHANGES / ASSUMPTIONS IN 2026 BUDGET**

*Narrative below compares estimated total 2025 to budgeted 2026, see pages 5-8*

### **Revenues**

**Overall revenues budgeted at \$843,614 more than our projected 2025 actual revenues.**

- 1 Actual taxable value from the county levied at 1.10 mills with and anticipated 98.5% collection rate for 2026 budget. This is roughly an increase of \$1,387,376 from our estimated actual 2025.
- 2 Interest/Investment Income is conservatively budgeted at \$672,900 to reflect a decrease in the current interest rate environment.
- 3 Donations budgeted at \$265,000 reflecting a more "normal" year.
- 4 Ergate revenue is projected up slightly in 2026 due to the removal of hotspot eligibility, offset by category 2 - 80 % reimbursement for Walker and Krause expansions.

### **Expenditures**

**Overall expenditures budgeted at an \$2,362,677 increase compared to our projected 2025 actual expenditures; which is in support of two branch expansions in 2026 and other factors below.**

- 5 Wages reflect year 2 of the union contract ongoing labor agreement and discussions with HR on staffing needs. All vacant, sub and intern positions are included in the budget. An overall increase of \$707,528 over estimated 2025 actuals.
- 6 Increase in employee benefits mainly due to contribution to Defined Benefit Pension Plan (\$400,000 DB Plan contribution included in the proposed budget). No rebates anticipated in 2026. We continue to be in a partially self-insured healthcare plan. Overall increase for employee benefits estimated at \$530,689.
- 7 Year over year, the digital collection spend increases 7% overall to match patron appetite for digital materials and cost increases with Hoopla and Libby.
- 8 The Physical collection increases by 12% compared to the 2025 budget, due to 21,500 items needed for Walker and Krause expansions
- 9 The supplies budget increases by 13% compared to the estimated 2025 actuals, due to one-time expenses for the Walker and Krause expansions
- 10 Contractual and Professional Services increase of 8% for increases Professional Fees and replacing a part-time employee in MarCom (reflected in budgeted wages and benefits for MarCom)
- 11 Maintenance & Utilities increase of 7% to reflect moving and storage to support expansions, as well as increase in Branch Maintenance Fees starting in Q4 2026
- 12 Staff development maintained at 2% of wages budgeted
- 13 Other expenditures increased to reflect branch budgets spending their respective restricted donations
- 14 Capital outlay decreased due to purchase new staff laptops in 2025 instead of 2026; 2026 includes some staff furniture and a new generator and parking lot work (back section) at the Service Center

KENT DISTRICT LIBRARY  
PROPERTY TAX VALUATION AND LEVY HISTORY (LAST 5 YEARS)

Taxable	KDL Funding	Taxable	Increase from	%	Millage	Potential	Increase from	%
Year	Year	Value	Previous Year	Increase	Rate Levied	Tax Generated	Previous Year	Increase
2025	12/31/2026	\$ 27,101,785,473	\$ 1,656,576,897	6.51%	1.0832	\$ 29,356,654	\$ 1,366,925	4.884%
2024	12/31/2025	\$ 25,445,208,576	\$ 2,058,469,345	8.80%	1.1000	\$ 27,989,729	\$ 2,264,316	8.802%
2023	12/31/2024	\$ 23,386,739,231	\$ 1,845,887,086	8.57%	1.1000	\$ 25,725,413	\$ (888,310)	-3.338%
2022	12/31/2023	\$ 21,540,852,145	\$ 1,384,385,152	6.87%	1.2355	\$ 26,613,723	\$ 1,450,389	5.764%
2021	12/31/2022	\$ 20,156,466,993	\$ 869,672,363	4.51%	1.2484	\$ 25,163,333	\$ 898,617	3.703%
2020	12/31/2021	\$ 19,286,794,630	\$ 860,042,390	4.67%	1.2581	\$ 24,264,716	\$ 934,605	4.006%
2018	12/31/2019	\$ 17,458,730,231			1.2733	\$ 22,230,201		

Headlee				
Reduction				
Factor	0.9621	Includes 2 years of reductions based on election date		
No Reduction				
0.9897	Average	0.99196	26,221,000	0.9852
0.9897				
0.9923				
0.9937				
			24,785,883	0.9850
			24,006,516	0.9894
			21,899,031	0.9851

Property Taxes

12-1-25 Levy @ 100%	\$ 29,356,654
Historical collection rate	98.50%
Projected revenue	28,916,304 (1)

IFT's

Total Value	478,325,600
Less: Cedar Springs	(3,427,500)
City of GR	(39,494,100)
Solon	(11,443,200)
Sparta Twp	(13,956,800)
	410,004,000
	50%
	205,002,000
/ 1000	1.0832
	222,058
Historical Collection Rate	80%

Projected Revenue	177,647 (2)
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Info from 2025 Kent County  
Equalization Report  
[2025 Equalization Report.indd \(accesskent.com\)](#)

Pages 59-62 [www.kentcountymi.gov/archivecenter/viewfile/item/283](http://www.kentcountymi.gov/archivecenter/viewfile/item/283)

4402 Current Property Taxes	28,916,304 (1)	
4412 Delinquent Personal Property Taxes	6,000	Based on past receipts
4432 DNR - PILT	40,000	Based on past receipts
4437 Industrial Facilities Taxes	177,647 (2)	
Total Property Taxes	29,139,951	
4581 Penal Fines	675,000	2024 Actual 692,190.00
4660 Charges for Services	34,000	
4665 Interest Income	672,900	Anticipating rate reductions - thru July = 687,636
4674 Public Contributions	265,000	
4502 Universal Service Fund - E-rate	224,021.70	E*rate reimbursements on recurring items

81,253.20	305,275	E*rate reimbursements on capital expenditure items
	-	Expecting -0- for 2026 based on self-funding model
	10,000	Royalties/Sale of Equipment/Miscellaneous revenue based on past receipts
	315,275	

4695 Health Insurance Plan Rebate	477,000	No changes anticipated - use 2025 actuals
4688 Other revenues	41,072	No changes anticipated - use 2025 actuals
Total Other Revenues	61,745	No changes anticipated - use 2025 actuals
4540 State Aid	425,000	Personal Property Tax Reimbursements (michigan.gov)
4541 LBPH/TBBC	1,004,817	
4548 Renaissance Zone Reimbursement		
4549 Personal Property Tax Reimbursement		
Total State Sources		

E\*Rate - 7/1/25-6/30/26

Recurr Category 1 = 90%	
Everstream	156,600.00
IP Consulting	63,180.00
Verizon	
Comcast	4,241.70
T-mobile	
	224,021.70
Cat 2 - IP Consulting 85%	
	81,253.20

No info for 2025 yet - comes out end of October  
PY 478,051



REVENUES		% of Total Revenues/ Expenditures	1.1 Mill	1.1000 Mill		2026 Budget to 2025 Estimated Actual Change	
			Estimated 2026	Estimated Actual 2025	Budget 2025		
	4402 Current Property Taxes		28,916,304	27,540,000	27,569,884		
	4412 Delinquent Personal Property Taxes		6,000	4,000	5,000		
	4432 DNR - PILT		40,000	30,000	40,000		
	4437 Industrial Facilities Taxes		177,647	178,575	150,936		
	Total Property Taxes	<b>90.8%</b>	29,139,951	27,752,575	27,765,820	1,387,376	5%
	<b>1</b>						
	4581 Penal Fines	<b>2.1%</b>	675,000	692,532	675,000	(17,532)	
	4685 Charges for Services	<b>0.1%</b>	34,000	38,900	32,000	(4,900)	
	4665 Interest Income	<b>2.1%</b>	672,900	930,889	450,000	(257,989)	
	<b>2</b>						
	4673 Public Contributions	<b>0.8%</b>	265,000	505,000	250,000	(240,000)	-91%
	<b>3</b>						
	4502 Universal Service Fund - Erate		305,275	280,215	500,000		
	4695 Health Insurance Plan Rebate		-	5,458	-		
	4688 Other revenues		10,000	42,106	6,000		
	Total Other Revenues	<b>1.0%</b>	315,275	327,779	506,000	(12,504)	-4%
	<b>4</b>						
	4540 State Aid		477,000	477,153	448,226		
	4541 LBPH/TBBC		41,072	41,072	41,073		
	4548 Renaissance Zone Reimbursement		61,745	72,429	61,745		
	4549 Personal Property Tax Reimbursement		425,000	425,000	550,000		
	Total State Sources	<b>3.1%</b>	1,004,817	1,015,654	1,101,044	(10,837)	
	TOTAL REVENUES	<b>100.0%</b>	32,106,943	31,263,329	30,779,864	843,614	3%

		% of Total  Revenues/ Expenditures	1.1 Mill Estimated  2026	1.1000 Mill Estimated Actual  2025	Budget  2025	2026 Budget to 2025 Estimated Actual Change	
EXPENDITURES							
Salaries and Wages							
5700	Board Stipend		3,900	2,790	3,900		
5706	Extra duty stipends		-	3,800	-		
5713	Salary & Wages		15,250,112	14,539,894	14,539,896		
Total Salaries and Wages	5	46.0%	15,254,012	14,546,484	14,543,796	707,528	5%
Employee Benefits							
5709	FICA		1,166,634	1,112,806	1,112,302	53,828	5%
5716	Defined Benefit Pension Plan Expenditures		400,000				
5717	Defined Contribution Pension Plan Contributions		617,134	727,324	646,414	(110,190)	-18%
5718	Employee Health Benefits		2,366,770	2,198,718	2,198,718	168,052	7%
5720	HSA/Flex		354,000	350,000	392,000	4,000	1%
5730	Other Employee Benefits		95,000	80,000	90,800	15,000	16%
5842	Unemployment Claims		-			2026 to 2025 Change	
Total Employee Benefits	6	15.1%	4,999,538	4,468,848	4,440,234	530,689	11%
Collections - Digital							
5785	OverDrive		2,285,000	2,103,500	2,103,500	181,500	8%
5786	Hoopla		829,540	755,000	755,000	74,540	9%
5787	Other Digital Collection		93,850	82,157	82,157		
5788	Electronic Resources		208,363	237,538	237,538	2026 to 2025 Change	
Total Collections - Digital	7	10.3%	3,416,753	3,178,195	3,178,195	238,558	7%
Collections - Physical							
5791	Subscriptions		62,258	67,399	69,040	(5,141)	-8%
5871	Branch Local Mat'l - Rest Donation Exp		-	2,972	-		
5982	Collection Materials - Depreciable		1,687,140	1,434,500	1,434,500	252,640	15%
5983	CD/DVD Collection Materials - Non Depr		289,800	297,300	297,300	(7,500)	-3%
5984	Beyond Books Collection - Non Depr		17,000	17,000	17,000	2026 to 2025 Change	
Total Collections - Physical	8	6.2%	2,056,198	1,819,171	1,817,840	237,027	12%
Supplies							
5750	Collection Processing		136,300	108,000	108,000	28,300	21%
5751	Supplies		146,313	125,000	149,785	21,313	15%
5760	Technology & Accessories < \$1,000		117,920	50,000	59,115	67,920	58%
5764	KDL Staff Event, Supplies & Awards		36,750	78,000	93,400	(41,250)	-112%
5768	Promotions Supplies		43,185	25,000	31,860		
5770	Other Awards/Prizes		176,000	175,000	192,425	1,000	1%
5790	Books (not for circulation)		23,500	18,000	20,500		
5851	Mail/Postage		8,567	8,000	7,057		
5900	Copier/Printer Usage Charges		96,000	97,000	85,000	2026 to 2025 Change	
Total Supplies	9	2.4%	784,535	684,000	747,142	100,535	13%

		% of Total	1.1 Mill Estimated	1.1000 Mill Estimated Actual	Budget			
		Revenues/ Expenditures	2026	2025	2025	2026 Budget to 2025 Estimated Actual Change		
Contractual and Professional Services						2026 to 2025 Change		
5792	Software		651,289	600,000	618,113	51,289	8%	
5801	Professional and Other Contracted Services		649,575	505,475	505,475	144,100	22%	
5813	Delivery Services		168,872	165,556	165,556	3,316	2%	
5814	Security Services		33,000	22,000	33,000	11,000	33%	
5817	Lakeland Library Co-op Services		7,299	6,830	6,830	469	6%	
5827	Catering		15,950	12,000	20,450	3,950	25%	
5873	Website		198,405	245,000	193,550	(46,595)	-23%	
5875	Advertising		76,500	94,500	94,500	(18,000)	-24%	
5890	ILS Fees		180,000	163,075	165,075	16,925	9%	
5891	Licenses and Fees		181,007	186,892	186,892	(5,885)	-3%	
5901	Outsourced Printing & Publishing		135,500	111,500	111,500	24,000	18%	
Total Contractual & Professional Services		10	6.9%	2,297,397	2,112,828	2,100,941	184,569	8%
Programming and Outreach								
5795	Programming & Outreach Supplies		193,200	150,000	179,400			
5906	Community Outreach		38,715	30,000	38,010			
5885	Speakers/Performers		318,750	280,000	301,400	2026 to 2025 Change		
Total Programming and			1.7%	550,665	460,000	518,810	90,665	16%
Maintenance and Utilities								
5810	IT COLO Infrastructure Services		460,000	490,000	560,000	(30,000)	-7%	
5822	Maintenance Contracts		74,907	38,000	37,035			
5848	Mobile Hotspots		353,189	320,000	346,689	33,189	9%	
5849	Cell Phones/Stipends		18,130	16,000	18,125			
5850	Telephones		-	90,000	60,000			
5852	Internet/Telecomm Services		274,100	224,097	150,460	50,003	18%	
5919	Waste Disposal		13,000	7,500	8,200			
5920	Utilities		71,000	62,000	71,000			
5925	Lawn care & Snowplowing		43,000	32,000	43,000			
5928	Branch Maintenance Fees		572,302	566,102	566,102	6,200	1%	
5930	Repairs & Maintenance		127,260	70,000	109,620			
5933	Software & IT Hardware Maintenance Agreements		149,500	125,000	163,085			
5940	Rentals & Leases		215,028	170,000	189,352	2026 to 2025 Change		
Total Maintenance and Utilities		11	7.2%	2,371,416	2,210,699	2,322,668	160,717	7%

		% of Total  Revenues/ Expenditures	1.1 Mill Estimated  2026	1.1000 Mill Estimated Actual  2025	Budget  2025	2026 Budget to 2025 Estimated Actual Change		
<b>Staff Development</b>								
5910	Staff Development, Conferences & Dues		311,382	200,000	314,100	2026 to 2025 Change		
<b>Total Staff Development</b>		<b>12</b>	<b>0.9%</b>	311,382	200,000	314,100	111,382	36%
			<b>2.0%</b>					
<b>Board Development</b>								
5908	Board Development, Conferences		24,075	17,000	18,625	2026 to 2025 Change		
<b>Total Board Development</b>			<b>0.1%</b>	24,075	17,000	18,625	7,075	29%
<b>Other Expenditures</b>								
5759	Gas & Oil		7,660	6,000	7,660			
5860	Parking		6,225	2,200	2,435			
5861	Mileage Reimbursement		62,145	55,000	56,550			
5870	Branch Local Mis - Restricted Donation Exp		308,320	200,000	103,850	108,320	35%	
5935	Insurance		133,000	95,230	120,825			
5939	Workers Compensation Insurance		25,000	16,562	35,000			
5955	Miscellaneous		20,000	5,000	30,000	15,000	75%	
5959	Sales Taxes		100	100	100			
5964	Property Tax Reimbursement		40,000	40,000	40,000			
5965	MEL Return Items		3,000	3,000	3,000			
						2026 to 2025 Change		
<b>Total Other Expenditures</b>		<b>13</b>	<b>1.8%</b>	605,450	423,092	399,420	182,358	30%
<b>Capital Outlay</b>								
5974	Land Improvements - Depreciable		20,000	-	-			
5976	Building Improvements - Depreciable		-	-	-			
5977	Technology - Non-Depreciable		79,960	570,000	90,300			
5978	Technology - Depreciable (5,000+)		286,125	35,000	256,625			
5979	Equipment/Furniture - Non Depreciable		89,685	25,000	30,000			
5980	Equipment/Furniture - Depreciable		-	34,195	-	2026 to 2025 Change		
<b>Total Capital Outlay</b>		<b>14</b>	<b>1.4%</b>	475,770	664,196	376,926	(188,426)	-40%
<b>Transfers Out</b>								
5995	Transfers Out		-	-	-			
<b>Total Transfers Out</b>				-	-			
						2026 to 2025 Change		
<b>Total Expenditures</b>			<b>102%</b>	33,147,191	30,784,513	30,778,697	2,362,677	7.1%



## **RESOLUTION**

### **First 2025 Budget Amendment**

#### **MEETING INFORMATION**

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Service Center, on October 16, 2025, at 4:30 PM.

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

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

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

#### **RESOLUTION**

**WHEREAS**, pursuant to Act 2, Public Acts of 1968, MCL 141.421 et seq., as amended, it is necessary for the Board of the Kent District Library to adopt a General Fund Budget supported by the Library’s millage levy, and to amend a budget when resources so dictate.

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

The Board hereby approves and adopts the General Fund Budget Amendment for 2025 attached here to and made a part hereof.

THE FOREGOING RESOLUTION was adopted on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_. Upon roll call vote, the following voted aye: \_\_\_\_\_. The following voted nay: \_\_\_\_\_. The Chair declared the motion carried and the Resolution duly adopted on the 16<sup>th</sup> day of October 2025.

#### **RESOLUTION DECLARED ADOPTED.**

#### **CERTIFICATION**

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on October 16, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: October 16, 2025

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

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



**KENT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
2025**

**FIRST BUDGET AMENDMENT**

**EXPLANATION OF REQUESTED AMENDMENT**

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The following suggested amendment to the General Fund budget is designed to reflect the increase in overall anticipated revenues for 2025 and increase in overall expenditures for 2025. The budget amendment is proposed to keep KDL within the requirements of the State Budgeting Act and to fund various KDL initiatives. The composition of the proposed budget amendment has been reviewed by the Leadership Team and the components of the assorted items in the proposed amendment were developed based upon consultation with KDL managers and reflect changes in operations and initiatives and operating results that have occurred since the 2025 original budget you approved in November 2024. The amendment's impact is to increase the amount of fund equity to be added in fiscal year 2025 by \$82,147. Attached to this document is a summary of the proposed changes by budget area and below are explanations for some of the more significant items:

**1. \$550,000 Increase to Interest Income**

Our investment portfolio with Atlanta Capital has continued to perform well and we have been able to take advantage of investing excess operating funds from the timing of our tax collections in the Huntington Government Investment fund, which has resulted in a nice return.

**2. \$183,135 Decrease to Other Revenue**

The decrease to other revenue is from reduced E-Rate reimbursements received.

**3. \$250,000 Increase to Donations**

Public donations have continued to flow into KDL beyond the amount we had included in the original. This adjustment reflects those additional donations expected through the end of 2025.

**4. \$329,195 Increase to Capital Outlay**

This adjustment is being made to reflect technology purchases for staff computer replacement that is being advanced to the 4<sup>th</sup> quarter of 2025. This was originally planned for 2026.

**5. \$99,100 increase to Maintenance and Utilities**

This adjustment reflects an increase in the amount we pay Everstream for internet services (\$68,000) and the cost of going to Team's for phone service (\$31,100).

**KENT DISTRICT LIBRARY  
GENERAL FUND BUDGET AMENDMENT #1  
October 2025**

<b>REVENUES:</b>	<b>Budget</b>	<b>Amendment</b>	<b>Revised Budget</b>
Property Taxes	27,765,820	-	27,765,820
Penal Fines	675,000	17,532	692,532
Charges for services	32,000	3,000	35,000
Interest Income	450,000	550,000	1,000,000
Public Donations	250,000	250,000	500,000
Other Revenue	506,000	(183,135)	322,865
State Sources	1,101,044	(42,393)	1,058,651
Transfers In	-		-
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>30,779,864</b>	<b>595,004</b>	<b>31,374,868</b>

<b>EXPENDITURES:</b>			
Salaries and Wages	14,543,794	-	14,543,794
Employee Benefits	4,440,235	(50,000)	4,390,235
Collections - Digital	3,178,195	-	3,178,195
Collections - Physical	1,817,840	3,000	1,820,840
Supplies	747,142	(3,000)	744,142
Contractual and Professional Services	2,100,941	53,000	2,153,941
Programming and Outreach	518,810	-	518,810
Maintenance and Utilities	2,322,668	99,100	2,421,768
Staff Development	314,100	-	314,100
Board Development	18,625	-	18,625
Other Expenditures	399,420	81,562	480,982
Capital Outlay	376,925	329,195	706,120
Transfers Out	-	-	-
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>30,778,695</b>	<b>512,857</b>	<b>31,291,552</b>

<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>1,169</b>	<b>82,147</b>	<b>83,316</b>
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**KENT DISTRICT LIBRARY  
SCHOLARSHIP FUND BUDGET AMENDMENT #1  
October 2025**

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<b>REVENUES:</b>	<b>Budget</b>	<b>Amendment</b>	<b>Revised Budget</b>
Interest Income	4,000	2,400	6,400
Public Donations	1,000	500	1,500
Transfers In	-	-	-
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>5,000</b>	<b>2,900</b>	<b>7,900</b>

<b>EXPENDITURES:</b>			
Scholarship Awards	15,000	(5,000)	10,000
Transfers Out	-	-	-
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>15,000</b>	<b>(5,000)</b>	<b>10,000</b>

<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(10,000)</b>	<b>7,900</b>	<b>(2,100)</b>
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**RESOLUTION**

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**Final Scholarship Fund 2025 Budget Amendment**

**MEETING INFORMATION**

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Service Center, on October 16th, 2025, at 4:30 PM.

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

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

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

**RESOLUTION**

**WHEREAS**, pursuant to Act 2, Public Acts of 1968, MCL 141.421 et seq., as amended, it is necessary for the Board of the Kent District Library to adopt a budget for any special revenue fund (Scholarship Fund), and to amend a budget when resources so dictate.

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

The Board hereby approves and adopts the Scholarship Fund Budget Amendment for 2025 attached here to and made a part hereof.

THE FOREGOING RESOLUTION was adopted on a motion made by \_\_\_\_\_and seconded by \_\_\_\_\_. Upon roll call vote, the following voted aye: \_\_\_\_\_. The following voted nay: \_\_\_\_\_. The Chair declared the motion carried out and the Resolution duly adopted on the 16<sup>th</sup> day of October 2025.

**RESOLUTION DECLARED ADOPTED.**

**CERTIFICATION**

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on October 16<sup>th</sup>, 2025 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: October 16<sup>th</sup>, 2025

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

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

**‘24-‘26**

# Strategic Plan .

## 3rd Quarter Update 2025



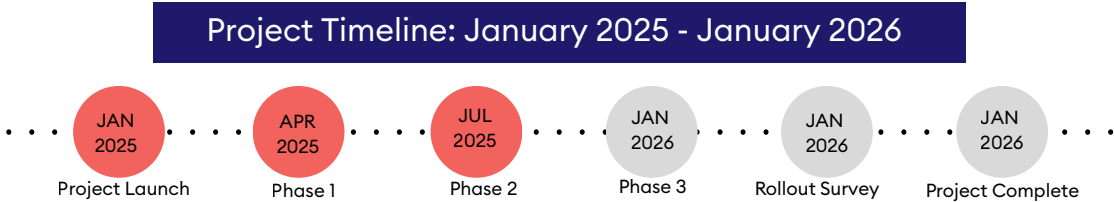
# 2024-2026 Strategic Goal:

Celebrate distinctive communities by proactively prioritizing meaningful partnerships and patron relationships, finding commonalities with our neighbors, and intentionally connecting resources.



## 2025 Initiative #1

Evaluate community partnerships by accessing data to establish reciprocity and shared goals, develop a partnership intake process and prioritize relationships and partnerships at the branch and system levels to reveal where there may be gaps or overlaps. Create a “Who is My Community” sheet & map for each branch so key partnerships are highlighted and communicated.



## 2025 Q3 Update

On Track    Paused/Delayed    Canceled    Completed

This third quarter saw significant progress for this initiative. In July, Phase Two of the project was completed, paving the way for Phase Three: the development of the *Who is My Community* map. Designed by the project team, this template will allow Regional Managers and Branch Outreach & Programming Specialists (BOPS) to customize a detailed snapshot of their communities, including demographic data and key local partners. In August, the BOPS, who are all members of the project team, were tasked with working with Regional Managers to begin populating the maps using a draft outline and procedure. Feedback from managers prompted updates to the procedure, ensuring greater clarity for the future. The team anticipates that enough of the maps will be complete in time for managers to share about the maps with their staff during branch in-services this November.

Another major deliverable the team is focused on is the creation of a new meeting form in Salesforce, which will allow staff to record meetings with outside organizations or potential partners. This form will specifically ensure that non-event interactions are captured, supporting a more strategic approach to outreach.

As we review this project’s progress, it is already clear that the work being done will strengthen KDL’s ability to build impactful partnerships, while avoiding duplication and inefficiencies. By aligning data insights, local relationships, and system-wide processes, this initiative is laying the groundwork for deeper and stronger engagement in the years ahead.

Strengthening Community

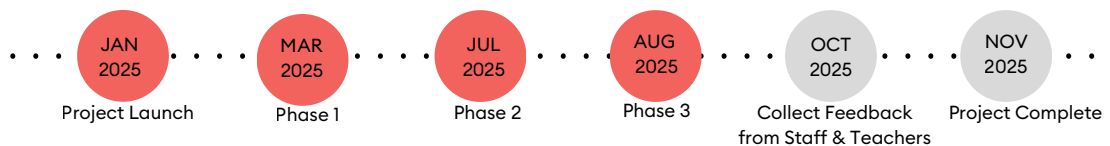
# 2024-2026 Strategic Goal:

Celebrate distinctive communities by proactively prioritizing meaningful partnerships and patron relationships, finding commonalities with our neighbors, and intentionally connecting resources.

## 2025 Initiative #2

Develop a comprehensive school outreach menu for branches, showcasing various ways to partner and collaborate with teachers and students. Establish clear boundaries for staff prep time and designate specific months for focused outreach efforts. This initiative aims to engage students and educators effectively while respecting the unique dynamics of each partnership.

### Project Timeline: January 2025 - November 2025



## 2025 Q3 Update

On Track

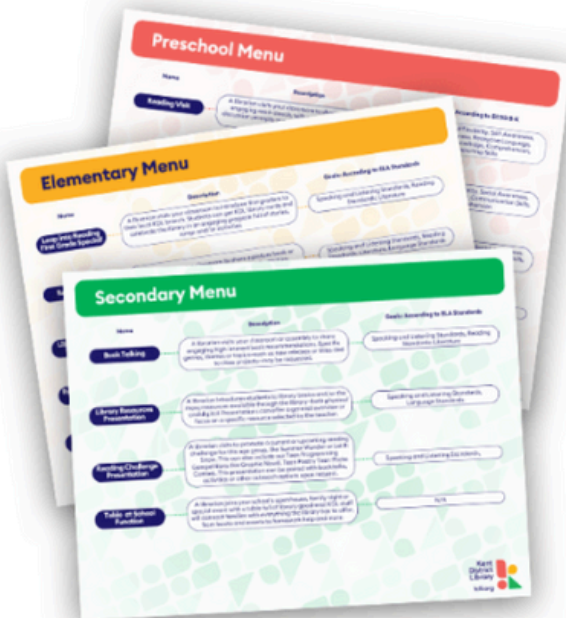
Paused/Delayed

Canceled

Completed

In July, project leader Julie Ralston, BOPS, met with the PMO to review and close out Phase Two of the School Outreach Menu Initiative, with a few deliverables shifted into Phase Three due to delays with Quipu, the library software company KDL uses. One of the most significant challenges addressed by this project has been the longstanding confusion around teacher card profiles, associated rules and student card registration requirements. Ralston ensured that key stakeholders were engaged in the process of revising and improving these systems, and while updates from Quipu took longer than expected, the team was ultimately able to roll out training for staff with the new changes only a few weeks after the start of the school year.

Alongside this work, the team refreshed KDL's [teaching resources webpage](#), making it both inviting and informative. The page now highlights the value educators bring to KDL and features digital versions of the *School Partnership Menu*, with sections tailored to preschool, elementary, and secondary levels, as well as a dedicated page for educators. Looking ahead, the team plans to complete outreach staff time guidelines and develop training materials to introduce staff to these updates, with dedicated time at the youth summits in the winter to ensure full understanding and implementation.



KDL's School Partnership Menu

Strengthening Community

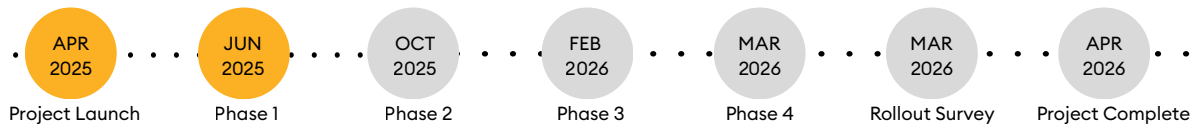
# 2024-2026 Strategic Goal:

Celebrate distinctive communities by proactively prioritizing meaningful partnerships and patron relationships, finding commonalities with our neighbors, and intentionally connecting resources.

## 2025 Initiative #1

Strengthen and promote technology instruction in the library by ensuring staff have the training and equipment to assist patrons at the desk and in one-on-one sessions with emerging technologies. Evaluate tech tutoring to create clarity and centralized processes around offerings and align efforts with ENTf's digital inclusion strategies and the National Digital Inclusion Alliance to tackle the expanding digital divide with best practices and existing framework.

Project Timeline: April 2025 - April 2026



## 2025 Q3 Update

On Track

Paused/Delayed

Canceled

Completed

Over the past three months, Phase Two of this initiative has focused on creating a centralized scheduling process for Tech Tutoring appointments using Microsoft Bookings. The team began by developing categories of Tech Tutor appointments, with the goal to better understand patron needs and connect them with the right staff support. Guidelines are also being created to ensure these services are available across the county and include evenings and weekends.

An intake form was drafted to gather the most helpful information from patrons at the start of their appointment. Staff from the Cascade Twp. and Kentwood branches shared their branch-specific Tech Tutoring processes, helping identify practices to inform the new system.

Finally, four branches (Caledonia Twp., Cascade Twp., Gaines Twp. and Kentwood) were selected to pilot the new processes. The pilots will run for approximately two months, with adjustments made along the way.

A screenshot of a Microsoft Bookings appointment form for 'Caledonia Township Branch'. It includes a title, a description of services, and a duration/price field.

*A sample of the form patrons will complete when scheduling an appointment - helping staff to better understand needs, comfort-level & goals for the session*

A screenshot of a Microsoft Bookings 'PROVIDE ADDITIONAL INFORMATION' form. It contains several dropdown menus for selecting preferences and needs, followed by a text area for additional information and a 'Book' button.

Technology

# 2024-2026 Strategic Goal:

Celebrate distinctive communities by proactively prioritizing meaningful partnerships and patron relationships, finding commonalities with our neighbors, and intentionally connecting resources.



## 2025 Initiative #2

Collect and reflect on the egaming lab data from KDL’s 3 branches. Expand esports as patron interest supports, evolving usage from open play to formal team engagement and game creation, while integrating egaming as a central STEAM component for next summer’s programming to enhance educational and career opportunities for public and homeschool students.

Project Timeline: January 2025 - December 2025



## 2025 Q3 Update

- On Track
- Paused/Delayed
- Canceled
- Completed

Over the summer, project leader Kurt Stevens, Director of IT, explored fall esports opportunities that could extend KDL’s presence beyond library walls, including *Confluence* and *Grand Rapids Comic Con*. These events provide opportunities to introduce esports at KDL to entirely new audiences. The impact of these efforts was powerfully affirmed in August, when Northview High School Esports Coach, Mark Lago shared a letter of support highlighting KDL’s role in the *Rice Bowl* tournament. He described KDL as a vital force in fostering learning and connection, recalling how parents who came only to watch ended up cheering, asking questions, and connecting with one another, and how collegiate coaches engaged students about future opportunities. His testimony underscores the meaningful and inter-generational community engagement esports brings to KDL.

As fall approaches, this initiative is expected to be completed ahead of schedule. In September, a rollout survey was distributed to staff. The project team and PMO will review the survey results in October before formally closing this initiative.

Technology

# 2024-2026 Strategic Goal:

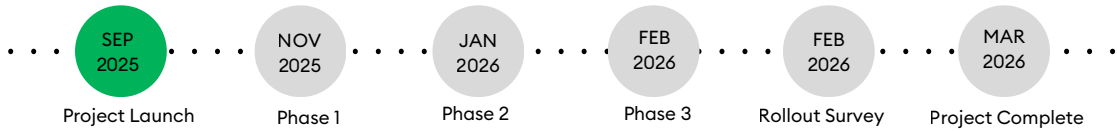
Celebrate distinctive communities by proactively prioritizing meaningful partnerships and patron relationships, finding commonalities with our neighbors, and intentionally connecting resources.



## 2025 Initiative #1

Develop a clear framework and timeline for cross-promotion and invite-back strategies within our programs to enhance visibility and engagement, and to maximize the reach and impact of our services across all branches. Establish guidelines to streamline promotional efforts and ensure consistent messaging.

Project Timeline: September 2025 - March 2026



## 2025 Q3 Update

On Track   Paused/Delayed   Canceled   Completed

Over the summer, the PMO met with project leader Lulu Brown, Regional Manager I, and project sponsor Randy Goble, Director of Engagement, to review the timeline and deliverables of this initiative. Its launch was intentionally scheduled to follow shortly after the *Define Core Programs* project, as the two initiatives are designed to complement and inform one another. To establish a foundation, a systemwide survey was conducted to better understand staff awareness of KDL’s collections and services, helping to identify areas with lower visibility or circulation opportunities for cross-promotion.

The project was formally approved on September 24, with a kickoff meeting scheduled for October 8. At this session, the PMO will introduce the project process and outline team expectations, while Brown will review the project’s goals, deliverables, and provide space for questions as the team begins its work.

Core Programming



# 2024-2026 Strategic Goal:

Celebrate distinctive communities by proactively prioritizing meaningful partnerships and patron relationships, finding commonalities with our neighbors, and intentionally connecting resources.



## 2025 Initiative #2

Define and establish pathways for core programs, ensuring structured development and implementation. Create a schedule to regularly reassess and refine each core program. This initiative aims to maintain program relevance, ownership and effectiveness over time.

Project Timeline: July 2025 - March 2026



## 2025 Q3 Update

On Track

Paused/Delayed

Canceled

Completed

In late July, this initiative was officially approved, and project leader Hennie Vaandrager, Manager of Outreach & Programming, held the kickoff meeting on August 8. The team met later in the month for a brainstorming session where every program was listed and reviewed, sparking early discussions about how to categorize and approach programs as “Core” and whether that designation should be internal or external. Recognizing that staff understanding of KDL’s wide range of programs and reading challenges is central to this project, a systemwide survey was launched on September 3 to gauge awareness and knowledge. The results confirmed the need for greater clarity and boundaries around programming, setting a strong direction for the project.

By late September, Vaandrager met with the PMO to review Phase One deliverables and prepare for the official launch of Phase Two: define and design Core programs. The project team will divide into two subgroups to address assessment schedules, KPIs, staff time, the role of Friends funding, and pathways for programs to become Core programs. The ultimate outcome will be greater clarity and consistency across the system, supported by thoughtful boundaries that ensure high-quality programming at every branch.

Core Programming








# KPI VARIANCE REPORT: BOARD

3rd Quarter 2025 (July - September)

STATUS	KPI	TARGET	ACTUAL	VARIANCE	
	Physical Checkouts	682,049	703,914	3%	PATRON / OPERATIONAL
	Digital Checkouts	617,801	620,162	0.4%	
	Visitor Count	666,887	642,638	-4%	
	Net Promoter Score	85+	90.2	5.2%	
	Programming Attendance	63,150	66,449	5%	
	Branch Outreach Attendance	16,230	12,901	-21%	
	Community Engagement Department Outreach Attendance	9,605	5,157	-46%	
	Engaged Cardholders	122,205	121,358	-1%	
	Tech Effectiveness <i>(Combination of new patron tickets and percentage of resolved patron tickets)</i>	16+ points	16 points (44 avg. new monthly tickets + 74% avg. resolved tickets)	+0 points	INNOVATIO
	Projects on Time	≥ 80%	100% monthly avg.	20%	

	Employee Turnover <i>(Projected annual total, updated quarterly)</i>	< 15%	11%	4%	CULTURE
	Employee Engagement <i>(updated annually)</i>	31% (Gallup National Average)	73%	42%	
	Budget Expenditures <i>(Percentage through the year vs. budget spent)</i>	75%	69.6%	-5.4%	FIN



## KPI VARIANCE REPORT: LT

DEFINITIONS				
KPI	DEFINITION	OWNER	TARGET RANGES	CATEGORY
Physical Checkouts	Number of physical items checked out ( <i>does not include renewals</i> )	Jennifer DeVault	<b>Green:</b> On target or above <b>Yellow:</b> Less than 5% below target <b>Red:</b> More than 5% below target	Patron / Operational
Digital Checkouts	Number of digital items checked out	Jennifer DeVault	<b>Green:</b> On target or above <b>Yellow:</b> Less than 5% below target <b>Red:</b> More than 5% below target	Patron / Operational
Visitor Count	Number of patrons who visit the physical library.	Jennifer DeVault	<b>Green:</b> On target or above <b>Yellow:</b> Less than 5% below target <b>Red:</b> More than 5% below target	Patron / Operational

KPI	DEFINITION	OWNER	TARGET RANGES	CATEGORY
<b>Net Promoter Score</b>	<p>NPS = % of Promoters – % of Detractors</p> <p>Patrons are asked: How likely are you to recommend KDL to others...?" and answer on a scale of 0 to 10</p> <ul style="list-style-type: none"> <li>- "Promoters" rated 9-10</li> <li>- "Detractors" rated 0-6</li> <li>- "Passives" rated 7-8</li> </ul>	Randall Goble	<p><b>Green:</b> 85 or above</p> <p><b>Yellow:</b> 80 - 84.9</p> <p><b>Red:</b> Below 80</p>	<b>Patron / Operational</b>
<b>Programming Attendance</b>	Number of attendees for programs systemwide.	Randall Goble	<p><b>Green:</b> On target or above</p> <p><b>Yellow:</b> Less than 5% below target</p> <p><b>Red:</b> More than 5% below target</p>	<b>Patron / Operational</b>
<b>Outreach Attendance</b>	Number of attendees for outreach events systemwide.	Randall Goble	<p><b>Green:</b> On target or above</p> <p><b>Yellow:</b> Less than 5% below target</p> <p><b>Red:</b> More than 5% below target</p>	<b>Patron / Operational</b>
<b>Engaged Cardholders</b>	Total number of cardholders who have used their card in the last year (opposed to ACTIVE cardholders which is 3 years - a stat required by State Aid). This is a number that is captured at the time the data is collected rather than being a quarterly average.	Randall Goble	<p><b>Green:</b> On target or above</p> <p><b>Yellow:</b> Less than 5% below target</p> <p><b>Red:</b> More than 5% below target</p>	<b>Patron / Operational</b>

KPI	DEFINITION	OWNER	TARGET RANGES	CATEGORY
Tech Effectiveness	A snapshot of patron-facing tickets at month end, including all new tickets opened in comparison to the number of resolved and unresolved tickets.	Kurt Stevens	<p>Criteria 1: Number of New Patron Tickets Opened in a Month</p> <p>Fewer than 30: 10 points  31 - 50: 8 points  51 - 70: 5 points  More than 70: 2 points</p> <p>Criteria 2: Percentage of Resolved Patron Tickets from Total Open Patron Tickets in a Month (Open Tickets at Previous Month's End + New Tickets from Current Month)</p> <p>80% - 100%: 10 points  70% - 79%: 8 points  60% - 69% : 5 points  Less than 60%: 2 points</p> <p>Combine points from both Criteria to score Green / Yellow / Red:</p> <p><b>Green:</b> 16 - 20 Points  <b>Yellow:</b> 12 - 15 Points  <b>Red:</b> 4 - 11 Points</p>	Innovation
Projects on Time	Percentage of total systemwide projects that are on their projected timeline.	Jaci Cooper	<p><b>Green:</b> 80% or above  <b>Yellow:</b> 70-79.9%  <b>Red:</b> Less than 69.9%</p>	Innovation

KPI	DEFINITION	OWNER	TARGET RANGES	CATEGORY
<b>Employee Turnover</b>	Percentage of employee resignations during the last 12 months, divided by the average number of employees for that same period. Excludes retirements, transfers, and promotions.	Brian Mortimore	<b>Green:</b> On target (15%) or below <b>Yellow:</b> 15.1 - 18% <b>Red:</b> More than 18%	<b>Culture</b>
<b>Employee Engagement</b>	KDL partners with Gallup each fall to conduct the Q12, twelve questions that are proven to correlate with and measure employee engagement. Gallup measures the number of engaged employees, not engaged employees, and actively disengaged employee based in their 1-5 numeric ranking of the questions.	Brian Mortimore	Above Gallup's National Average for engaged employees. <b>Green:</b> On target or above <b>Yellow:</b> Less than 5% below target <b>Red:</b> More than 5% below target	<b>Culture</b>
<b>Expenditures: Budget to Actual</b>	The percentage of dollars remaining in the budget compared to the percentage KDL is through the fiscal year.	Lance Werner	<b>Green:</b> 0-2% variation <b>Yellow:</b> 3-5% variation <b>Red:</b> More than 5% variation	<b>Financial</b>



# Policy Manual

Edits October 2025

## SECTION 5: BUDGET AND FINANCE

KDL Policy 5.1	<a href="#"><u>Investments</u></a>
KDL Policy 5.1.1	<a href="#"><u>Annual Budget + Adjustments</u></a>
KDL Policy 5.1.2	<a href="#"><u>Fund Balance</u></a>
KDL Policy 5.2	<a href="#"><u>Purchasing Policy</u></a>
KDL Policy 5.3	<a href="#"><u>Conflict Of Interest—Board &amp; Staff</u></a>
KDL Policy 5.3.1	<a href="#"><u>Contest Participation</u></a>
KDL Policy 5.4	<a href="#"><u>Code of Ethics—Board</u></a>
KDL Policy 5.5	<a href="#"><u>Petty Cash</u></a>
KDL Policy 5.6	<a href="#"><u>Acceptance Of Non-Book Gifts</u></a>
KDL Policy 5.7	<a href="#"><u>Credit Card Use</u></a>
KDL Policy 5.8	<a href="#"><u>Non-Sufficient Funds (Nsf) Check Return Fee</u></a>
KDL Policy 5.9	<a href="#"><u>Fraud Prevention</u></a>
KDL Policy 5.10	<a href="#"><u>Capture Of KDL Millage</u></a>
KDL Policy 5.11	<a href="#"><u>Fundraising</u></a>
KDL Policy 5.12	<a href="#"><u>Records Retention</u></a>
KDL Policy 5.13	<a href="#"><u>Fixed Assets</u></a>



## KDL Policy 5.1 Investments

LAST REVISED 11.21.24

### 1. STATEMENT OF PURPOSE

It is the policy of Kent District Library to invest its funds in accordance with the investment objectives listed below in order to meet the daily cash flow needs of the Library while complying with all state statutes governing the investment of public funds.

### 2. SCOPE OF POLICY

This investment policy applies to all financial assets of Kent District Library. These assets are accounted for in the various funds of the Library and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, fiduciary funds, permanent funds, and any new fund established by Kent District Library.

### 3. INVESTMENT OBJECTIVES

The primary objectives, in priority order, of Kent District Library's investment activities shall be:

- a. **Safety** – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall portfolio.
- b. **Diversification** – The investments ~~will~~**shall** be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- c. **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- d. **Return on Investment** – The investment portfolio shall be designed with the objective of obtaining a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives.

### 4. DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

Authority to manage the investment program is derived from [MCL 397.182](#). Management responsibility for the investment program is hereby delegated to the Board Treasurer (or Director of Finance as designee of the Board Treasurer) who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures shall include references to: Safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board Treasurer. The Board Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The Board Treasurer may delegate any day-to-day functions under this investment policy to the Director of Finance as ~~his or her~~**their** designee.

## 5. LIST OF AUTHORIZED INVESTMENTS

Kent District Library is limited to the following investments authorized by Public [Act 20 of 1943](#), as amended and may invest in the following:

~~a.~~ ~~The Kent County Investment Pool or~~ investment pools organized under the [Local Government Investment Pool Act, 1985 PA 121](#), MCL 129.141 et seq.

~~b.~~ Bonds, securities, and other obligations of the United States or any agency or instrumentality of the United States and investment pool consisting of these securities and other obligations.

~~c.~~ ~~a.~~ Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution as defined in MCLA 129.91 provided that the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of the State of Michigan or the United States.

~~d.~~ ~~b.~~ Repurchase agreements consisting of instruments listed in b., above.

## 6. AUTHORIZED FINANCIAL DEALERS & INSTITUTIONS

Cash equivalents or deposits shall be authorized with those Financial Institution(s) through a Resolution by the Board of Trustees, to perform the banking function of the Organization. The approved financial institution shall certify that they have: (1) received KDL's investment, (2) have read the policy, and (3) will comply with said terms of the policy.

## 7. STATEMENT CONCERNING SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by Kent District Library shall be accounted for via modified accrual basis of accounting. Securities may be held by a third party custodian designated by the Board Treasurer (or Director of Finance as designee of the Board Treasurer) and evidenced by safekeeping receipts as determined by the Board Treasurer (or Director of Finance as designee of the Board Treasurer).

## 8. STANDARD OF PRUDENCE

The Board Treasurer (and the Director of Finance as designee of the Board Treasurer) shall make such investments and only such investments as a prudent person would make in dealing with the property of another having in view the preservation of the principal and the amount and the regularity of the income to be derived.

## 9. STATEMENT OF ETHICS

The Board Treasurer, the Director of Finance as designee of the Board Treasurer, and any other Board members and staff involved in the investment of funds shall refrain from personal business activity that could conflict with the proper execution and management of [Kent](#) District Library investments or that could impair their ability to make impartial investment decisions.

## 10. INVESTMENT ACTIVITY REPORT

The Board Treasurer and the Director of Finance shall provide monthly reports to the Board concerning the investment of District Library funds. The Director of Finance shall provide a detailed annual investment report, including account and fund information. The KDL Board will annually designate its depositories and/or its investment advisors for the coming year during the adoption of the budget.

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## KDL Policy 5.1.1

### Annual Budget &+ Adjustments

LAST REVISED 8.15.19

The Kent District Library Board of Trustees will establish an annual budget at its November meeting for the following calendar year. The Executive Director and Director of Finance will present the annual budget with historical data and future projections to the Board at its annual budget work session in October.

The budget is a working document. Changes in projections, projects, or unknown events are cause for variations from budget to actual numbers. As such, during the course of the fiscal year (January – December), budget adjustments will be presented by the Executive Director and Director of Finance to the Board as needed to keep the budget accurate. Budget adjustments will be requested as needed.

## KDL Policy 5.1.2

### Fund Balance

LAST REVISED 11.21.2024

This policy has been adopted by the Kent District Library Board of Trustees to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs;
- Offset significant economic downturns or revenue shortfalls;
- Provide funds for unforeseen expenditures related to emergencies; and
- Secure and maintain investment grade bond ratings.

The following definitions of fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.

**General Fund** – used to account for all financial resources not accounted for and reported in another fund.

**Special Revenue Fund** – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

**Debt Service Fund** – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.

**Capital Projects Fund** – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisition or construction of capital assets.

**Permanent Funds** – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library’s objectives.

**Internal Service Fund** – used to report an activity that provides services or goods to departments of the library on a cost-reimbursement basis.

The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:

**Non-spendable Fund Balance** – amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact. *Classification* of non-spendable amounts will be determined before all other classifications and consist of the following:

- The Library will maintain a fund balance equal to the balance of any long-term outstanding receivables due from others;
- The Library will maintain a fund balance equal to the value of inventory balances and prepaid items unless those items are offset with liabilities and result in fund balance;
- The Library will maintain a fund balance equal to the principal of any permanent funds that are legally or contractually required to be maintained intact; and
- The Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

**Restricted Fund Balance** – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

**Committed Fund Balance** – amounts that can be used only for the specific purposes determined by a formal action of the KDL Board. (*Authority to Commit:* a majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.)

**Assigned Fund Balance** – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed. In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. (*Authority to Assign:* the KDL Board delegates to the Director of Finance the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available [spendable, unrestricted, uncommitted] fund balance in any individual fund.)

**Unassigned Fund Balance** – is the residual classification for the Library’s General Fund and includes all spendable amounts not included in the other classifications. In other funds, the unassigned classification is used to report a deficit balance from overspending amounts that have been designated as restricted, committed, or assigned.

The following guidelines address the classification and use of fund balance in governmental funds:

**Classifying Fund Balance Amounts** – Fund balance classifications indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount.

**Prioritization of Fund Balance Use** – When an expenditure is incurred, when both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it will be the policy of the Library to consider restricted amounts to have been reduced first. If an expenditure is made that is applicable to any of the unrestricted fund balance classifications, it will be the policy of the Library to

reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

**Minimum Unassigned Fund Balance** – The Board has designated a minimum unassigned fund balance for the Library’s General Fund of 15-20 percent of the subsequent year’s budget. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. The Executive Director and Director of Finance will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested.

## KDL Policy 5.2

### Purchasing Policy

LAST REVISED 11.21.2024

This policy provides the framework for the purchase of all goods and services by Kent District Library personnel. The purchase of goods or services needed by Kent District Library shall be made using sound purchasing practices and business procedures to ensure the timely receipt of goods, services and works of improvement of a quality appropriate to the needs of the Library at the lowest responsible costs. Guidance and direction for the implementation of this policy and the related acceptable procedures and best practices will be governed by administrative guidelines produced by the Finance Department.

Reason for Policy:

- Provide clear direction to all Kent District Library staff and vendors on the purchasing process.
- Provide institutional consistency, discipline and accountability over all funds entrusted to Kent District Library by taxpayers, donors and other sources of funding.
- Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- Avoid any personal business or professional activity that would create a conflict between personal interests and the interests of Kent District Library.
- Promote positive supplier relationships through professionalism, courtesy and impartiality.
- Ensure procurement is open, non-discriminatory, and fair to all who participate.
- Additionally, we actively seek to provide opportunities for diverse and small local businesses.

The purchases of all goods and services, unless noted by exemption, are subject to the requirements and restrictions in this policy. No purchase of goods or services on Kent District Library’s behalf may be made in any manner, which violates this policy. The amounts below, “Commitment to Purchase”, shall be applied to orders, contracts, agreements, and any other similar arrangement, which obligates or commits Kent District Library’s funds to purchases at these levels. Splitting orders, contracts, or agreements to circumvent these limits is prohibited.

#### Approval Thresholds

For individual purchase transactions and commitments, the Executive Director and Director of Finance are each authorized to make purchases for all items when the cost per item is under \$25,000. For individual purchase transactions and commitments when the cost per item exceeds \$25,000 and is under \$50,000, the Executive Director and Director of Finance are authorized to make purchases after obtaining a minimum of three quotations. The above-noted purchases require the approvals of both the Executive Director and the Director of Finance.

For Commitments to Purchase costing over \$50,000, a Request for Proposal (RFP) will be generated and a bid process will be used. RFPs will be available on the Kent District Library’s website and shall be

advertised once a week for two consecutive weeks in at least one print and one online newspaper of general circulation within Kent County and on other electronic sites that are standard platforms for the goods or services that are being purchased. The Library Board of Trustees' approval is required prior to awarding the contract for such goods or services. Kent District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid.

When necessary, Kent District Library personnel responsible for making the purchase may reach out to one vendor for an estimate so Kent District Library personnel can determine the appropriate approval process. If a quote/competitive proposal/RFP process is determined to be required by Kent District Library personnel, this estimate shall not replace the required quotes, competitive proposals, or RFP responses and the vendor shall be responsible for responding to the same requests required of the other potential vendors. The same information shared with the vendor providing the estimate shall be shared with all other potential vendors and the vendor providing the estimate will not receive preferential treatment.

The following purchases are exempt from the approval thresholds and quote requirements as outlined in this policy and may be awarded without obtaining quotes and/or Library Board of Trustees' approval if the price is considered to be reasonable by the Executive Director or Director of Finance:

- ~~Goods or services accepted by grant, gift, or bequest~~
- Water, sewer, steam, gas, electrical utility, and telephone services
- Library materials (including but not limited to items such as books, databases, subscriptions)
- Other regularly recurring expenditures as approved by the Executive Director and Director of Finance

**Commented [EW2]:** Removal as discussed in the Manager's Q2 meeting earlier this year

Notwithstanding any other provision of this Section 5.2, the Board may waive the requirement for bids for the purchase of goods and services if the Board determines that such action is in the best interest of Kent District Library under the circumstances of a particular contract.

#### **Sole Source Purchases**

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

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

#### **Emergency Purchases**

If there is evidence of imminent danger to persons or property and when deemed necessary to guarantee the safety of patrons, staff, and visitors, emergency purchases may be authorized by the Executive Director or ~~his/her/their~~ designee in excess of the \$25,000 limit outlined above. Emergency purchases may also be necessary if there is an occurrence of technology failure, technology security breach, or other circumstances caused by forces of nature. Prior to authorizing these emergency purchases, the Executive Director must consult with the Chairperson of the Library Board of Trustees or ~~his/her/their~~ designee. The Executive Director shall document the reason for any emergency purchase and inform the Library Board of Trustees at the next regularly scheduled meeting.

#### **Contracts**

The Kent District Library ~~will~~ may have outside legal counsel evaluate all new contracts with a Commitment to Purchase of greater than \$50,000. The Kent District Library shall have the option of renewing expired contracts (up to two times) provided a fair price can be negotiated and the Kent District Library has determined the renewal to be in its best interest. Renewal terms shall not require Library Board of Trustees approval, with the exception of audit and legal services. These services are commissioned by the Library Board of Trustees and will need to be renewed by a majority vote upon contract expiration.

#### **Non-discrimination**

When soliciting and selecting vendors, Kent District Library shall not in any way discriminate against any vendor because of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics and/or any other legally protected class not heretofore mentioned. Nor shall Kent District Library patronize or continue to patronize vendors known to practice any form of discrimination.

#### **Government Contracts**

To obtain the benefits of volume purchasing or reduced administrative expenses when purchasing similar goods and services, Kent District Library may utilize existing governmental contracts. Examples of these could be from the State of Michigan, the Regional Education Media Center (REMC), MiDeal, Sourcewell, MICTA, and NCPA. If an existing, beneficially priced agreement is active, the Kent District Library may forego its normal quoting or bidding process and negotiate for goods and services using the terms of another governmental unit's contract. Any purchase through this process must be documented on the purchase order, with reference to the governmental unit and contract number.

#### **Universal Service Administrative Co. Funding**

For all eRate eligible products and services Kent District Library has applied or will be applying for Universal Service Administrative Co. (USAC) funding or reimbursement, the Kent District Library shall forego the policy outlined here and instead follow the competitive bid process as required by USAC.

## KDL Policy 5.3

### Conflict of Interest—Board & Staff

LAST REVISED 11.24.2024

Kent District Library complies with [Michigan Compiled Laws 15.321 et seq.](#) Members of the Board of Trustees will annually sign a Conflict of Interest Statement (see below) to ensure compliance with the law.

#### CONFLICT OF INTEREST STATEMENT - BOARD

I have read and understand the law pertaining to conflicts of interest (Michigan Compiled Laws 15.321 et seq.), which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

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

DISCLOSURES (Indicate “none” if applicable. Otherwise, please give a brief explanation of the conflict):

Trustees may not use their position or the knowledge gained because of their position for private or personal advantage or to obtain financial gain. Specifically, if a trustee recognizes an actual or potential conflict of interest, the trustee is expected to disclose to the board any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion or voting on any issue that raises such conflict of interest.

#### CONFLICT OF INTEREST STATEMENT – STAFF

Kent District Library respects the rights of its employees in their activities that are private in nature and in no way conflict with or reflect upon the Library. Financial or personal obligations such as part-time employment with outside firms or individuals which affect judgment in carrying out Library business, or that would create the appearance of impropriety, shall be avoided.

To that end, all supervisors and non-union staff will annually read and sign Conflict of Interest Statements. All other staff will sign a Conflict of Interest Statement at the time of hire. If there are any situations which arise during the year that create a potential conflict as described in this policy, the employee shall make a written disclosure to the Executive Director who shall provide it to the Kent District Library Board of Trustees.

#### STAFF CONFLICT OF INTEREST STATEMENT

I have read and understand Kent District Library Policy 5.3 governing conflict of interest. I understand that by signing this statement, I certify that I and my family have no direct or indirect interest in firms or individuals doing business with Kent District Library (other than those disclosed below). I also certify that neither I nor my family act in a fiduciary capacity for firms or individuals doing business with Kent District Library (other than those disclosed below).

I understand and agree that if a potential conflict arises after the filing of this statement, I will disclose it to the Executive Director in writing and receive approval from the Library Board before proceeding to become involved.

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

DISCLOSURES (Indicate “none” if applicable. Otherwise, please give a brief explanation of the conflict):



## **KDL Policy 5.3.1**

### **Contest Participation**

LAST REVISED 8.15.19

To promote Library services and support the Library's mission, KDL sponsors contests for its patrons. Contests are open to all KDL cardholders and interested parties regardless of affiliation with the Library pursuant to the specific rules and regulations of each contest. KDL strives to administer all contests fairly and impartially, awarding prizes in accordance with the specific rules and regulations of each contest.

## KDL Policy 5.4

### Code of Ethics—Board

LAST REVISED 11.21.24

The Kent District Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library Board, promote public confidence, and further the attainment of Library goals. The Board has determined that it is in the Library's best interests to adopt a code of ethics setting forth the following standards of conduct required of all Library Board members.

1. **Mission and Policies:** A trustee shall abide by and support the mission statement of the Library and the policies adopted by the Board.
2. **Matters before the Board:** A trustee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.
3. **Confidential Information:** No trustee shall disclose confidential information acquired ~~by him or her~~ in the course of ~~his or her~~ their official duties or use such information to further ~~his or her~~ their personal interest. In addition, ~~he or she~~ a Trustee shall not disclose information regarding any matters discussed in a closed session of the Board of Trustees.
4. **Board Action:** Unless delegated by the Board, a trustee has no individual authority to bind the Board. Board decisions may only be made by a majority vote at an open meeting. A trustee shall abide by a majority decision of the Board even if ~~he or she~~ they personally disagrees and shall take no public or private action that compromises or disparages Board decisions and actions.
5. **Participation:** A trustee shall participate in official Board discussions and decisions and reach conclusions after deliberation and full public debate with fellow trustees in a public meeting.
6. **Improper Influence:** A trustee shall not improperly influence or attempt to improperly influence other officials, including fellow trustees, to act at ~~his or her~~ their behest. A trustee shall follow only legal and ethical procedures to bring about desired changes.
7. **Cooperation:** A trustee shall work cooperatively and effectively with governmental agencies, political subdivisions, and other organizations to further the interests of the Library.
8. **Gifts:** No trustee shall directly or indirectly solicit, accept, or receive any money or gift, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence ~~him or her~~ them in the performance of ~~his or her~~ their official duties or was intended as a reward for any official action on ~~his or her~~ their part.
9. **Complaints:** A trustee shall not act on complaints from the public or staff on Library matters but shall refer complaints to the Executive Director. Unresolved complaints may be taken up for Board action if a policy revision is necessary or legal consequences result.
10. **Investments in Conflict with Official Duties:** No trustee of the Library shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts with their duties and responsibilities in the Library. When a trustee determines that the possibility of a

personal interest conflict exists, ~~she/het~~they should, prior to the matter being considered by the Board or administration, disclose ~~his/her~~their interest (such disclosure shall become a matter of record in the minutes of the Board).

11. **Private Employment:** No trustee of the Library shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of ~~his-or~~ ~~her~~their official duties.
12. **Use of Library Property:** No Library trustee shall use or permit the use of property, owned or leased by the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.

#### DISTRIBUTION OF THIS CODE

A copy of this code shall be distributed annually to, and acknowledged by, every trustee of the Library. Each trustee appointed thereafter shall be furnished a copy before entering upon the duties of ~~his-or~~ ~~her~~their office and shall acknowledge receipt thereof.

#### CODE OF ETHICS – ACKNOWLEDGEMENT

I understand that the purposes of this policy are to increase the effectiveness of the Library's decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to further Library goals.

I understand that this policy is meant to supplement good judgment and will respect its spirit and wording.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## KDL Policy 5.5

### Petty Cash

LAST REVISED 8.15.19

The Board of Trustees of Kent District Library authorizes individual petty cash funds to exist at the Finance Department and at the branches. The funds are to be used for small miscellaneous purposes. The Director of Finance and the branch managers shall serve as petty cash custodians.

## KDL Policy 5.6

### Acceptance of Non-Book Gifts

LAST REVISED 11.21.24

Kent District Library may accept non-book gifts (e.g., plants, art, musical instruments, aquariums, office equipment, etc.), if the cost of supporting the ongoing maintenance is part of the gift. If maintenance is not part of the original gift, the gift will be accepted only if the funding for the maintenance is within the budget of the Library. Gifts involving ongoing maintenance costs require the approval of the Executive Director prior to acceptance. No gifts are accepted with restrictions. All gifts may be utilized, sold, or disposed of in the best interest of the Library.

#### Program/Event Sponsorships

Programs held-Events that are hosted and promoted as at KDL's branch libraries programs that are underwritten by an individual or corporate sponsor may be acknowledged in promotions and during the event at the branch by appropriate signage. Such signage will be placed close to the event's promotion. The signage shall be removed after the sponsored event has taken place.

#### Acknowledging Sponsorship of Equipment, Furniture, and Fixtures

Signage acknowledging a donor's sponsorship of durable equipment, furniture, and/or fixtures that stay at the branch until and if the Library deems it appropriate to remove it. Such signage shall remain near the sponsored equipment/furniture and will list the name of the donor(s).

The Library reserves the right to have the donor's name engraved on certain types of furniture such as benches, play stations, outdoor playsets, etc.

## KDL Policy 5.7

### Credit Card Use

LAST REVISED 11.24.24

Kent District Library recognizes that bank corporate credit cards offer an alternative to existing procurement processes and provide a convenient, efficient method of purchasing goods and services. Library employees, authorized by the Executive Director, may use credit cards for Library-related purposes and only those types of expenditures that are for the benefit of the Library and service a valid and proper public purpose and only in accordance with this policy, the approved budget, and Library purchasing guidelines. Credit cards shall not be used to circumvent the general purchasing procedures required by Michigan law and Board policy.

The Director of Finance shall be responsible for the issuance, accounting, monitoring, and general oversight of credit card use in the Library system and shall develop the administrative guidelines. The credit limit of individual credit cards shall be authorized and monitored by the Director of Finance.

**Commented [RG3]:** 1) not all programs/events are held at branches, 2) we do not produce event signage and 3) this language needs to be clarified so it clearly applies to KDL programs and not non-library events held in community rooms.

The Director of Finance shall conduct independent regular reviews of each cardholder's activity to verify that the credit card is being used in accordance with this policy and administrative guidelines. Card holders are required to provide receipts for all card usage and provide those as substantiation for purchases.

Cardholders must use common sense and good judgment when using Library resources. This policy and related administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholder's use of the credit card.

Cardholders will immediately surrender their cards upon request of the Director of Finance and shall surrender their cards upon separation from employment. Cardholders are required to take reasonable prudent measures to protect the use and custody of the card and shall immediately notify the Finance Department if the card is lost or stolen.

The credit card may never be used to purchase alcohol or personal items or services. Library issued credit cards may never be attached to an employee's personal accounts. Inappropriate use of a credit card may result in a loss of credit card privileges and other disciplinary action.

The Kent District Library will seek restitution, including any costs associated with obtaining restitution, for any inappropriate charges made to an account.

All credit card charges shall be approved according to the Library's purchasing approval processes prior to payment. All credit card charges will be paid monthly to the issuing financial institution.

## **KDL Policy 5.8**

### **Non-Sufficient Funds (NSF) Check Return Fee**

LAST REVISED 11.21.24

Kent District Library will charge \$30.00 per check for all returned checks. The \$30.00 fee covers the cost of labor to handle the returned check and the bank fee charged to KDL for the return.

## **KDL Policy 5.9**

### **Fraud Prevention**

LAST REVISED 8.15.19

Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, ~~such activities as:~~

- Embezzlement, theft, misappropriation or other financial irregularities.
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files).
- Improprieties in the handling or reporting of financial transactions.
- Misappropriation of funds, securities, supplies, inventory, or any other asset belonging to the Library, its employees, or Library visitors (including collection materials, furniture, fixtures, or equipment).
- Authorizing or receiving payment for goods not delivered/received or services not performed.
- Authorizing or receiving payments for hours not worked.

Fraud or related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Any employee or trustee who knows or has reason to know of fraud or related misconduct shall report that to the Executive Director or the Chair of the Board of Trustees. Trustees and employees are expected to use their best efforts to be aware of indications of fraud and related misconduct in their areas of responsibility.

When fraud or related misconduct is reported, the Director of Finance, under the direction of the Executive Director, will conduct an appropriate investigation and take all necessary action, including reporting such activity to the appropriate authorities.

## **KDL Policy 5.10**

### **Capture of KDL Millage**

LAST REVISED 7.21.17

Kent District Library is a taxing authority permitted to levy ad valorem taxes for library purposes by virtue of a voter approved millage ("Library Millage"). In keeping with the designated purpose of the approved millage, the Kent District Library Board seeks to maintain and preserve Library Millage for library purposes.

Municipalities located within the district served by Kent District Library are authorized to establish various tax increment authorities under state law and to adopt development and tax increment financing plans that may result in the capture of a portion of Library Millage by such authorities. These tax increment authorities may include, but are not limited to, downtown development authorities, local development finance authorities, and corridor improvement authorities.

Under certain circumstances, the Kent District Library Board [of Trustees](#) is authorized to exempt Library Millage from capture by such authorities. As a means of preserving Library Millage for library purposes, the Library Board will exercise its right to exempt Library Millage from capture by such authorities to the extent permitted by law.

## **KDL Policy 5.11**

### **Fundraising**

LAST REVISED 7.21.17

Kent District Library will adhere to the highest ethical standards while engaging in fundraising activities. Kent District Library supports the Association of Fundraising Professionals' [Code of Ethical Principles and Standards](#).

Kent District Library believes that responsible stewardship and respect for donors is essential. Kent District Library supports a [Donor Bill of Rights](#) to direct our relations with current and prospective donors.

## **KDL Policy 5.12**

### **Records Retention**

LAST REVISED 7.21.17

In order to meet the administrative, legal, fiscal, and archival requirements of the State of Michigan, Kent District Library will manage its records in accordance with the [General Schedule #17 \(GS #17\)](#) developed for Michigan public libraries. If and when GS #17 is amended, Kent District Library will modify its procedures as necessary to remain in compliance with this schedule.

## **KDL Policy 5.13**

### **Fixed Assets**

LAST REVISED 11.21.2024

Kent District Library purchases short-term and long-term fixed assets. Fixed Assets include land, land improvements, buildings, building improvements, equipment, furniture, physical collection, and fixtures that:

1. Have a useful life of more than one year;
2. Are acquired for use in the KDL operation; and
3. Are not intended for resale.

#### **Threshold**

The cost of an individual asset item to be capitalized shall exceed \$5,000. Any asset not meeting this threshold shall be expensed in the current period.

#### **Additions**

The acquisition cost of land, buildings, and equipment shall include all reasonable and necessary expenditures to get the item(s) in place and ready for the intended use. This includes, but is not limited to, invoice price, legal fees, installation costs, and freight. All additions shall be made in compliance with Policy 5.2 and recorded in the current period and correctly classified.

#### **Disposals**

No item of property or equipment shall be removed from Library property without the approval of the Finance Department. Furniture and equipment valued at less than \$500 may be offered to KDL employees for purchase at fair market value, determined by the Library, on a first come, first served basis. Furniture and equipment valued at more than \$500 will be offered to the public.

The Library is not responsible or liable for the condition of any surplus furniture or equipment nor will the Library provide support or maintenance for furniture or equipment purchased by staff or through public auction.

When the property is retired, it will be recorded as required by generally accepted accounting principles. When the disposal is via a trade-in of a similar asset, the acquired asset should be recorded at the book value of the trade-in asset plus any additional cash paid. In no instance should such cost exceed the fair market value for the new asset. Fully depreciated assets remain on the fixed asset list with related

accumulated depreciation if the property is still in use.