

# BOARD OF TRUSTEES PACKET

Kent District Library



## FEBRUARY 2026



**DRAFT**



**BOARD OF TRUSTEES**

**Meeting Agenda**

**LOCATION**

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

**DATE & TIME**

THURSDAY, FEBRUARY 19, 2026, at 4:30 PM.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. CONSENT AGENDA\***

- A. Approval of Agenda
- B. Approval of Minutes: January 15, 2026

**4. FINANCE REPORTS - January 2026\***

**5. DIRECTOR’S REPORT - January 2026**

**6. NEW BUSINESS**

- A. Policy Manual Section 1 - Collection and Reference\*
- B. Policy Manual Section 6.7.5 - Family & Medical Leave Act (FMLA)\*
- C. Resolution: Authorizing Execution of the Fifth Third Private Bank Distribution Consent Form\* *Roll Call Vote*
- D. Pension Update *Roll Call Vote*

**7. LIAISON REPRESENTATIVE COMMENTS**

**8. PUBLIC COMMENTS\*\***

**9. BOARD MEMBER COMMENTS**

**10. MEETING DATES**

Next Regular Meeting: Thursday, March 19, 2026 – 4:30 PM  
 KDL – Spencer Branch, 14960 Meddler AVE. Gowen, MI, 49326

**11. ADJOURNMENT\***

\* Requires Action

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



# BOARD OF TRUSTEES

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## Meeting Minutes

### LOCATION

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

### DATE + TIME

Thursday, January 15, 2026, at 4:30 PM.

**BOARD PRESENT:** Tracy Chrenka, Kristen Covelle, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Amanda Schrauben, Christina Tazelaar and Norma VerHeulen.

**BOARD ABSENT:** None.

**STAFF PRESENT:** Jaci Cooper, Jennifer DeVault, Sheri Glon, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens, Hennie Vandraager and Lance Werner

**GUESTS PRESENT:** Penny Weller and Guest

#### 1. CALL TO ORDER

Chair Dykhuis called the meeting to order at 4:31 PM.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. INTRODUCTION OF NEW KDL BOARD MEMBER

Chair Dykhuis warmly welcomed newly appointed Board Member Kristen Covelle to the meeting and invited the Board of Trustees to share brief introductions.

Representing Region 5, Kristen Covelle offered a short introduction and expressed her enthusiasm for joining and serving on the KDL Board. Following her remarks, the KDL Team introduced themselves.

#### 4. OATH OF OFFICE + KDL Bylaws

The Executive Director administered the Oath of Office to the Board Chair, who subsequently administered the oath to each member of the Board. Following this, they were requested to sign the Oath of Office document for filing.

#### 5. CONSENT AGENDA\*

A. Approval of Agenda

B. Approval of Minutes: December 18, 2025

**Motion:** Gilreath-Watts moved to approve the consent agenda as presented.

**Support:** Supported by VerHeulen.

**RESULT:** Motion carried.

# DRAFT

## 6. FINANCE REPORTS – December 2025\*

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

- Cash and investments are reported with the exception of the January 2, 2026, payroll run, which has been accrued back to December and is reflected in December expenses. All other year-end accruals—for payables, receivables, and run-out payments on the self-insured health plan—will occur over the next 60 days as invoices are issued, received, and processed.
  - Total cash and investment holdings stand at \$15.4 million, compared to \$13 million at the same time last year. This increase is attributable to underspending within the expenditure budget, stronger-than-expected revenues, and robust investment returns. Holdings with Atlanta Capital increased from \$11.2 million to nearly \$11.9 million, representing approximately \$640,000 in growth.
  - Included in the current cash and investment balance is \$1.27 million in restricted donations and scholarship fund holdings—an increase of \$586,000 from the prior year. Additionally, the organization is in the process of receiving \$285,000 from the Adolph Wandler Trust, designated to support the KDL Lab Experience redesign.
- Revenues through December totaled nearly \$31.8 million, compared to \$29.5 million in the prior year. The majority of this increase is attributable to property tax revenue, which rose by approximately \$2.15 million. Overall investment returns for 2025 were just under \$1.1 million.
- Expenditures through December were just under \$28.9 million, compared to \$29.3 million in the prior year. The primary year-over-year decreases were in two areas:
  - Contractual and Professional Services (down \$440,000), reflecting budget reductions tied to non-renewed services and lower costs for certain technology-hosted services resulting from the E-Rate bidding process.
  - Capital Outlay (down \$409,000), as the prior year included several conference room technology upgrades and the purchase of the sorter.
- Checks and Direct Deposit for over \$50K for December 2025 included:
  - OverDrive – \$340,127.40 for digital materials
  - CDW Government – \$308,100.48 laptops for staff refresh
  - Consociate – \$183,888.41 for employee health benefits
  - Midwest Tape – \$143,793.60 for collection materials
  - Ebsco Information Services – \$104,364.97 for annual database subscriptions
  - Ingram – \$100,926.75 for collection materials

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

**Support: Supported by Tazelaar.**

**RESULT: Motion carried.**

# DRAFT

## 7. DIRECTOR'S REPORT – December 2025

Executive Director Werner, accompanied by Director of Human Resources Brian Mortimore, completed the final visit to the Rockford Branch before staff transition to their temporary location during the branch's construction and expansion project. The Leadership Team participated in a tour of the Walker Branch organized by the Director of Library Operations Jennifer DeVault.

Executive Director Werner met with representatives from Family Promise and expressed enthusiasm for future partnership opportunities focused on supporting early childhood literacy. He also connected with Guiding Light's men's group regarding the use of Book-Club-in-a-Bag materials.

In addition, he met with Chris Brown, CEO of Chicago Public Library, for a discussion that included Mississippi's significant literacy improvement—rising from one of the lowest-ranked states to 10th in recent assessments.

Executive Director Werner is collaborating with Bob DeVries on reviewing local ordinances related to the Freedom to Read and advancing approval processes. He is also working with Steve Potash, President of OverDrive, on a new pilot project involving KDL, as well as with Wimee creator Michael Hyacinthe on Sora collection collaborations.

He highlighted the exemplary leadership of Patron Services Department Manager Morgan Hanks, noting her outstanding management contributions.

AI Guidelines will be shared with Board Members in advance of a deeper discussion regarding KDL's approach and strategic standpoint.

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

## 8. NEW BUSINESS

### A. Conflict of Interest Statements and Board Code of Ethics

The Board received Conflict-of-Interest Statements and Board Code of Ethics forms for 2026. They were asked to review the documents and give signed copies for filing.

### B. Fourth Quarter Strategic Plan, KPI Review, and Annual KPI Review

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

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

### C. Executive Director's Evaluation\*

Chair Dykhuis discussed that the Board of Trustees discussed the Executive Director Evaluation 2025 and the 2026 Compensation Package.

# DRAFT

**Motion:** Schrauben moved to receive and file the Executive Director Evaluation 2025, and the 2026 Compensation Packet as discussed.

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

**RESULT:** Motion carried.

## 9. LIAISON REPRESENTATIVE COMMENTS – None.

## 10. PUBLIC COMMENTS\*\* – None

## 11. BOARD MEMBER COMMENTS

**Chrenka** – no comment

**Covelle** – Covelle thanked everyone for the warm welcome.

**Dykhuis** – no comment

**Erlewein** – Erlewein welcome Kristen Covelle to the KDL Board of Trustees.

**Gilreath-Watts** – Gilreath-Watts acknowledged the MLK events, noting their alignment with celebrating collective progress, and highlighted KDL’s Legislators Day. She also extended a warm welcome to Kristen Covelle.

**Schrauben** – Schrauben is looking forward to a great year and being on the KDL Board.

**Tazelaar** – no comment

**VerHeulen** – VerHeulen has begun her role as the KDL Alliance of Friends representative and looks forward to serving on behalf of the KDL Board.

## 12. MEETING DATES

*Regular Meeting: Thursday, February 19, 2026 – Kent District Library Service and Meeting Center, 4:30 PM.*

## 13. ADJOURNMENT

**Motion:** VerHeulen moved for adjournment at 5:39 PM.

**Support:** Supported by Covelle.

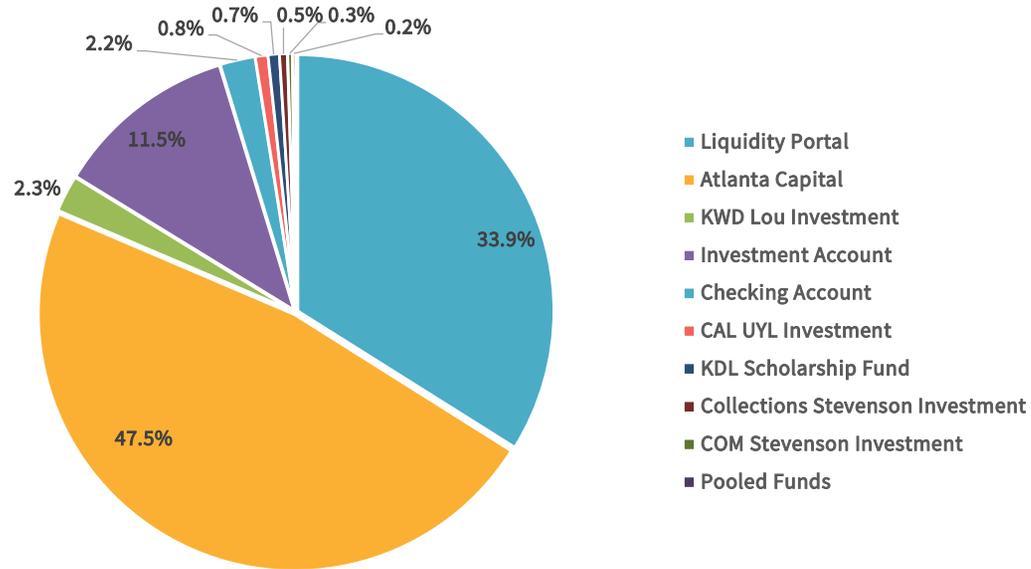
**RESULT:** Motion carried.



**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**



## Monthly Cash Position Per Bank Month Ended January 2026



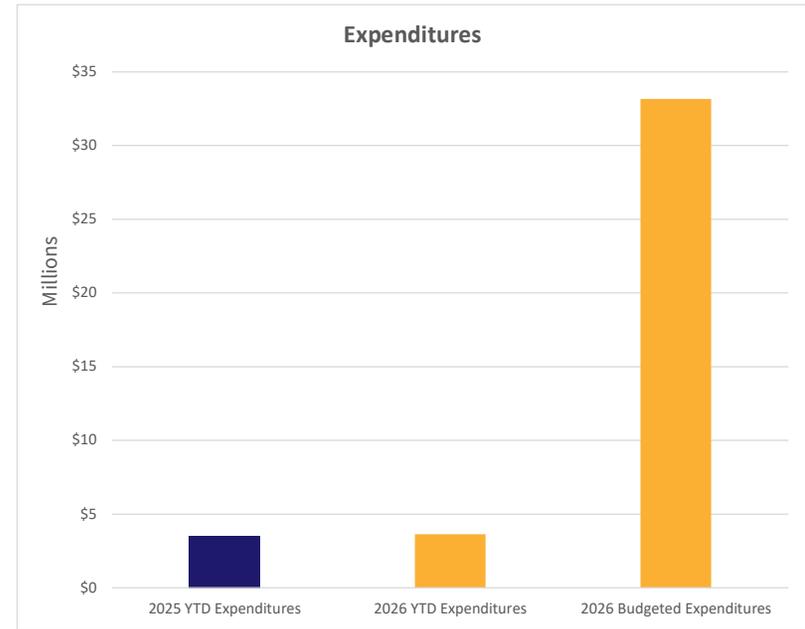
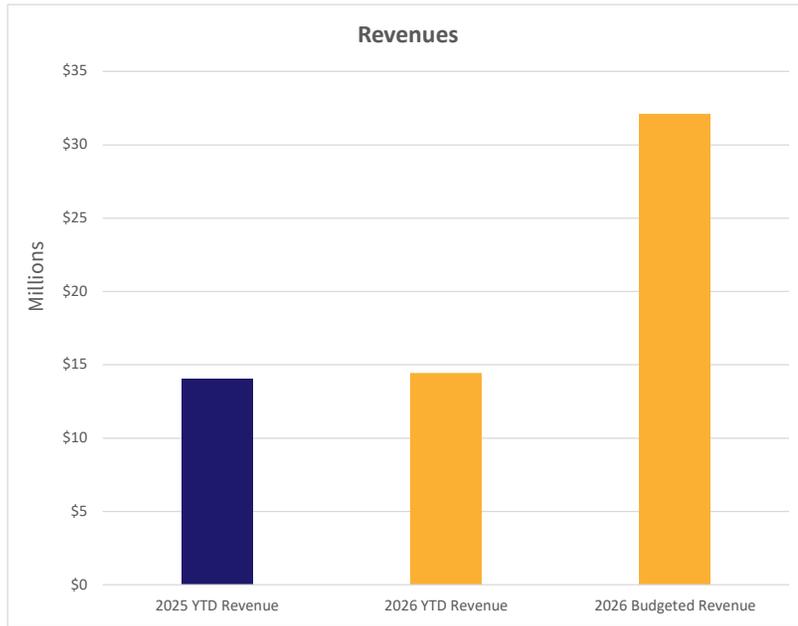
Cash Position with Prior Year Comparison			
Account	Current Interest Rate	Current Amount	Prior Year Amount
Huntington Liquidity Portal	3.610%	\$8,540,729.22	\$8,422,597.99
Atlanta Capital Investments	3.000%	\$11,925,579.00	\$11,294,713.00
KWD Sherri Lou Investment	3.600%	\$601,253.25	\$229,044.86
Huntington Investment Account	1.611%	\$2,898,644.93	\$846,659.60
Huntington Checking Account	0.500%	\$553,276.67	\$489,193.65
Caledonia UYL Investment	3.570%	\$222,879.30	\$214,031.09
KDL Community Scholarship Fund	3.610%	\$182,641.94	\$182,573.73
Collections Stevenson Investment	3.620%	\$128,151.69	\$ -
COM Stevenson Investment	3.610%	\$79,181.88	\$ -
*Kent County Pooled Funds	0.500%	\$61,990.71	\$60,472.96
		\$25,194,328.59	\$21,739,286.88

\* Includes Trust Pooled fund balances

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



## Monthly Cash Position Per Bank Month Ended January 2026



Budget to Actual with Prior Year Comparison			
	YTD Actual	Budget	Percent of Budget
<b>2025 Revenues</b>	\$ 14,032,328	\$ 30,779,864	45.6%
<b>2026 Revenues</b>	\$ 14,438,464	\$ 32,106,843	45.0%
<b>2025 Expenditures</b>	\$ 3,528,383	\$ 30,778,695	11.5%
<b>2026 Expenditures</b>	\$ 3,646,109	\$ 33,165,842	11.0%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2026 Through 1/31/2026  
(In Whole Numbers)

	2026 YTD Actual	2026 Budget	2026 Budget to Actual Variance	Percent Remaining
<b>Revenues</b>				
Property Taxes	14,322,373	29,139,951	(14,817,578)	(51)%
Penal Fines	0	675,000	(675,000)	(100)%
Charges for Services	3,617	34,000	(30,383)	(89)%
Interest Income	64,136	672,900	(608,764)	(90)%
Public Donations	47,737	265,000	(217,263)	(82)%
Other Revenue	179	315,275	(315,096)	(100)%
State Sources	423	1,004,817	(1,004,395)	(100)%
Total Revenues	14,438,464	32,106,943	(17,668,479)	(55)%
<b>Expenditures</b>				
Salaries and Wages	1,033,016	15,254,012	14,220,997	93 %
Employee Benefits	522,486	5,055,038	4,532,552	90 %
Collections - Digital	733,242	3,416,753	2,683,511	79 %
Collections - Physical	165,455	2,056,198	1,890,743	92 %
Supplies	8,120	784,535	776,415	99 %
Contractual and Professional Services	641,314	2,297,548	1,656,234	72 %
Programming and Outreach	56,734	550,665	493,931	90 %
Maintenance and Utilities	353,048	2,334,416	1,981,368	85 %
Staff Development	16,039	311,382	295,343	95 %
Board Development	0	24,075	24,075	100 %
Other Expenditures	111,036	605,450	494,414	82 %
Capital Outlay	5,619	475,770	470,151	99 %
Total Expenditures	3,646,109	33,165,842	29,519,733	89 %
Excess Revenue Over (Under) Expenditures	10,792,355	(1,058,899)	11,851,254	(1,119)%

Kent District Library  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 1/1/2026 Through 1/31/2026  
(In Whole Numbers)

	2026 YTD Actual	2026 Budget	2026 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	558	4,000	(3,442)	(86)%
Public Donations	150	1,000	(850)	(85)%
Total Revenues	<u>708</u>	<u>5,000</u>	<u>(4,292)</u>	<u>(86)%</u>
Expenditures				
Scholarships	0	10,000	10,000	100 %
Total Expenditures	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>100 %</u>
Excess Revenue Over (Under) Expenditures	<u>708</u>	<u>(5,000)</u>	<u>5,708</u>	<u>(114)%</u>

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2026 Through 1/31/2026  
(In Whole Numbers)

	YTD Ending January 31, 2025	YTD Ending January 31, 2026	Total Variance
<b>Revenues</b>			
Property Taxes	13,953,130	14,322,373	369,243
Charges for Services	3,600	3,617	16
Interest Income	59,577	64,136	4,559
Public Donations	15,311	47,737	32,427
Other Revenue	709	179	(531)
State Sources	0	423	423
Total Revenues	14,032,328	14,438,464	406,136
<b>Expenditures</b>			
Salaries and Wages	1,321,703	1,033,016	(288,687)
Employee Benefits	122,676	522,486	399,810
Collections - Digital	645,989	733,242	87,252
Collections - Physical	178,365	165,455	(12,910)
Supplies	27,670	8,120	(19,549)
Contractual and Professional Services	653,677	641,314	(12,363)
Programming and Outreach	45,831	56,734	10,903
Maintenance and Utilities	365,556	353,048	(12,508)
Staff Development	23,740	16,039	(7,701)
Board Development	3,519	0	(3,519)
Other Expenditures	114,599	111,036	(3,562)
Capital Outlay	25,056	5,619	(19,438)
Total Expenditures	3,528,383	3,646,109	117,727
Excess Revenue Over (Under) Expenditures	10,503,945	10,792,355	288,410

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 1/1/2026 Through 1/31/2026  
(In Whole Numbers)

	YTD Ending January 31, 2025	YTD Ending January 31, 2026	Total Variance
Revenues			
Interest Income	667	558	(109)
Public Donations	350	150	(200)
Total Revenues	<u>1,017</u>	<u>708</u>	<u>(309)</u>
Excess Revenue Over (Under) Expenditures	<u>1,017</u>	<u>708</u>	<u>(309)</u>

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2026 Through 1/31/2026  
(In Whole Numbers)

	<u>Current Month</u>	<u>2026 YTD</u>	<u>2026 Budget</u>	<u>Budget to Actual Variance</u>	<u>Percent Remaining</u>
<b>Revenues</b>					
Property Taxes					
4402	14,312,465	14,312,465	28,916,304	(14,603,839)	(51)%
4412	2,717	2,717	6,000	(3,283)	(55)%
4432	0	0	40,000	(40,000)	(100)%
4437	7,191	7,191	177,647	(170,456)	(96)%
	<u>14,322,373</u>	<u>14,322,373</u>	<u>29,139,951</u>	<u>(14,817,578)</u>	<u>(51)%</u>
Penal Fines					
4581	0	0	675,000	(675,000)	(100)%
	<u>0</u>	<u>0</u>	<u>675,000</u>	<u>(675,000)</u>	<u>(100)%</u>
Charges for Services					
4660	469	469	0	469	0 %
4685	3,148	3,148	34,000	(30,852)	(91)%
	<u>3,617</u>	<u>3,617</u>	<u>34,000</u>	<u>(30,383)</u>	<u>(89)%</u>
Interest Income					
4662	677	677	0	677	0 %
4663	2,476	2,476	0	2,476	0 %
4665	60,696	60,696	672,900	(612,204)	(91)%
4666	287	287	0	287	0 %
	<u>64,136</u>	<u>64,136</u>	<u>672,900</u>	<u>(608,764)</u>	<u>(90)%</u>
Public Donations					
4673	45,464	45,464	265,000	(219,536)	(83)%
4674	2,274	2,274	0	2,274	0 %
	<u>47,737</u>	<u>47,737</u>	<u>265,000</u>	<u>(217,263)</u>	<u>(82)%</u>
Other Revenue					
4502	0	0	305,275	(305,275)	(100)%
4668	179	179	0	179	0 %
4688	0	0	10,000	(10,000)	(100)%
	<u>179</u>	<u>179</u>	<u>315,275</u>	<u>(315,096)</u>	<u>(100)%</u>
State Sources					
4540	0	0	477,000	(477,000)	(100)%
4541	0	0	41,072	(41,072)	(100)%
4548	0	0	61,745	(61,745)	(100)%
4549	0	0	425,000	(425,000)	(100)%
4569	423	423	0	423	0 %
	<u>423</u>	<u>423</u>	<u>1,004,817</u>	<u>(1,004,395)</u>	<u>(100)%</u>
	<u>14,438,464</u>	<u>14,438,464</u>	<u>32,106,943</u>	<u>(17,668,479)</u>	<u>(55)%</u>
<b>Expenditures</b>					
Salaries and Wages					
5700	240	240	3,900	3,660	94 %
5713	1,032,776	1,032,776	15,250,112	14,217,337	93 %
	<u>1,033,016</u>	<u>1,033,016</u>	<u>15,254,012</u>	<u>14,220,997</u>	<u>93 %</u>
Employee Benefits					
5709	77,271	77,271	1,166,634	1,089,363	93 %
5716	0	0	400,000	400,000	100 %
5717	57,224	57,224	672,634	615,410	91 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2026 Through 1/31/2026  
(In Whole Numbers)

	Current Month	2026 YTD	2026 Budget	Budget to Actual Variance	Percent Remaining
5718 Employee Health Benefits	59,226	59,226	2,366,770	2,307,544	97 %
5720 HSA/Flex	320,951	320,951	354,000	33,049	9 %
5730 Other Employee Benefits	7,815	7,815	95,000	87,185	92 %
Total Employee Benefits	522,486	522,486	5,055,038	4,532,552	90 %
Collections - Digital					
5785 Cloud Library/OverDrive	369,000	369,000	2,285,000	1,916,000	84 %
5786 Hoopla	130,490	130,490	829,540	699,050	84 %
5787 Digital Collection	67,757	67,757	93,850	26,093	28 %
5788 Miscellaneous Electronic Access	165,995	165,995	208,363	42,368	20 %
Total Collections - Digital	733,242	733,242	3,416,753	2,683,511	79 %
Collections - Physical					
5791 Subscriptions	63,114	63,114	62,258	(856)	(1)%
5871 Branch Local Materials - Restricted Donation Expenditures	70	70	0	(70)	0 %
5982 Collection Materials - Depreciable	82,781	82,781	1,687,140	1,604,359	95 %
5983 CD/DVD Collection Materials - Non-Depreciable	19,490	19,490	289,800	270,310	93 %
5984 Beyond Books Collection - Non-Depreciable	0	0	17,000	17,000	100 %
Total Collections - Physical	165,455	165,455	2,056,198	1,890,743	92 %
Supplies					
5750 Collection Processing & AV Supplies	4,601	4,601	136,300	131,699	97 %
5751 Supplies	4,235	4,235	146,313	142,078	97 %
5760 Technology & Accessories <\$1000	0	0	117,920	117,920	100 %
5764 KDL Staff Event, Supplies & Awards	0	0	36,750	36,750	100 %
5768 Promotions Supplies	0	0	43,185	43,185	100 %
5770 Other Awards/Prizes	555	555	176,000	175,445	100 %
5790 Books (not for circulation)	0	0	23,500	23,500	100 %
5851 Mail/Postage	1,054	1,054	8,567	7,513	88 %
5900 Copier/Printer Usage Charges	(2,325)	(2,325)	96,000	98,325	102 %
Total Supplies	8,120	8,120	784,535	776,415	99 %
Contractual and Professional Services					
5792 Software	195,189	195,189	651,289	456,100	70 %
5801 Professional & Other Contracted Services	84,132	84,132	649,575	565,443	87 %
5813 Delivery Services	12,405	12,405	168,872	156,467	93 %
5814 Security Services	791	791	33,000	32,209	98 %
5817 Lakeland Library Co-op services	1,825	1,825	7,450	5,625	76 %
5827 Catering	300	300	15,950	15,650	98 %
5873 Website	184,376	184,376	198,405	14,029	7 %
5875 Advertising	12,762	12,762	76,500	63,738	83 %
5890 ILS Fees	132,470	132,470	180,000	47,530	26 %
5891 Licenses and Fees	16,483	16,483	181,007	164,524	91 %
5901 Outsourced Printing & Publishing	582	582	135,500	134,918	100 %
Total Contractual and Professional Services	641,314	641,314	2,297,548	1,656,234	72 %
Programming and Outreach					
5795 Programming & Outreach Supplies	10,828	10,828	193,200	182,372	94 %
5885 Speakers/Performers	45,575	45,575	318,750	273,175	86 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2026 Through 1/31/2026  
(In Whole Numbers)

	<u>Current Month</u>	<u>2026 YTD</u>	<u>2026 Budget</u>	<u>Budget to Actual Variance</u>	<u>Percent Remaining</u>
5906 Community Outreach	330	330	38,715	38,385	99 %
Total Programming and Outreach	56,734	56,734	550,665	493,931	90 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	55,047	55,047	460,000	404,953	88 %
5822 Maintenance Contracts	29,860	29,860	74,907	45,047	60 %
5848 Mobile Hotspots	0	0	353,189	353,189	100 %
5849 Cell Phones/ Stipends	0	0	18,130	18,130	100 %
5852 Internet/Telecomm Services	18,261	18,261	274,100	255,839	93 %
5919 Waste Disposal	557	557	13,000	12,443	96 %
5920 Utilities	0	0	71,000	71,000	100 %
5925 Lawncare & Snowplowing	665	665	43,000	42,335	98 %
5928 Branch Maintenance Fees	141,526	141,526	572,302	430,776	75 %
5930 Repairs & Maintenance	2,924	2,924	127,260	124,336	98 %
5933 Software & IT Hardware Maintenance Agreements	67,650	67,650	149,500	81,850	55 %
5940 Rentals & Leases	36,558	36,558	178,028	141,470	79 %
Total Maintenance and Utilities	353,048	353,048	2,334,416	1,981,368	85 %
Staff Development					
5910 Staff Development & Conferences	16,039	16,039	311,382	295,343	95 %
Total Staff Development	16,039	16,039	311,382	295,343	95 %
Board Development					
5908 Board Development	0	0	24,075	24,075	100 %
Total Board Development	0	0	24,075	24,075	100 %
Other Expenditures					
5759 Gas, Oil, Grease	0	0	7,660	7,660	100 %
5860 Parking	4	4	6,225	6,221	100 %
5861 Mileage Reimbursement	2,274	2,274	62,145	59,871	96 %
5870 Branch Local Misc - Restricted Donation Expenditures	7,320	7,320	308,320	301,000	98 %
5935 Insurance	78,407	78,407	133,000	54,593	41 %
5939 Workers Compensation Insurance	20,327	20,327	25,000	4,673	19 %
5955 Miscellaneous	463	463	20,000	19,537	98 %
5959 Sales Taxes	(3)	(3)	100	103	103 %
5964 Property Tax Reimbursement	2,130	2,130	40,000	37,870	95 %
5965 MEL Return Items	114	114	3,000	2,886	96 %
Total Other Expenditures	111,036	111,036	605,450	494,414	82 %
Capital Outlay					
5974 Land Improvements - Depreciable	0	0	20,000	20,000	100 %
5977 Technology - Non-Depreciable (\$1000-4999)	617	617	79,960	79,343	99 %
5978 Technology - Depreciable (5,000+)	5,001	5,001	286,125	281,124	98 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	0	0	89,685	89,685	100 %
Total Capital Outlay	5,619	5,619	475,770	470,151	99 %
Total Expenditures	3,646,109	3,646,109	33,165,842	29,519,733	89 %
Excess Revenue Over (Under) Expenditures	10,792,355	10,792,355	(1,058,899)	11,851,254	(1,119)%

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 1/1/2026 Through 1/31/2026  
(In Whole Numbers)

	<u>Current Month</u>	<u>2026 YTD</u>	<u>2026 Budget</u>	<u>Budget to Actual Variance</u>	<u>Percent Remaining</u>
Revenues					
Interest Income					
4663	558	558	4,000	(3,442)	(86)%
	558	558	4,000	(3,442)	(86)%
Public Donations					
4673	150	150	1,000	(850)	(85)%
	150	150	1,000	(850)	(85)%
	708	708	5,000	(4,292)	(86)%
Expenditures					
Scholarships					
5895	0	0	10,000	10,000	100 %
	0	0	10,000	10,000	100 %
	0	0	10,000	10,000	100 %
Excess Revenue Over (Under) Expenditures	708	708	(5,000)	5,708	(114)%

Kent District Library  
 Check/Voucher Register - Check Register - Board Report  
 From 1/1/2026 Through 1/31/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
AP-HealthEq2026	HealthEquity, Inc.	304,550.99	1/5/2026
2026-0009	BiblioCommons Corp.	174,051.16	1/7/2026
89481	BiblioCommons Corp.	174,051.16	1/21/2026
2026-0090	Ingram Library Services Llc	126,703.12	1/7/2026
2026-0135	IP Consulting, Inc.	119,606.91	1/21/2026
AP-HAN1126-1...	The Hanover Insurance Group	74,847.00	1/22/2026
2026-0138	Kanopy Inc.	63,214.25	1/21/2026
AP-161526	HMA/Healthcare Management Administrators	33,700.92	1/23/2026
AP-164212	HMA/Healthcare Management Administrators	33,490.66	1/30/2026
89473	Tun-Dra Kennels	21,600.00	1/7/2026
2026-0098	Midwest Collaborative For Library Services	20,614.63	1/7/2026
2026-0127	City Of Wyoming - Treasurer's Office	20,513.50	1/21/2026
89490	City Of Kentwood Treasurer	20,482.50	1/21/2026
2026-0143	Governmentjobs.com, Inc	17,701.82	1/21/2026
2026-0014	Comerica Bank	16,174.02	1/7/2026
2026-0104	Midwest Tape LLC	14,311.42	1/7/2026
89483	BrightBenefits	14,102.13	1/21/2026
2026-0132	Everstream Holding LLC- Michigan	13,955.00	1/21/2026
89489	City Of East Grand Rapids	13,475.00	1/21/2026
2026-0146	ProQuest LLC	13,423.14	1/21/2026
2026-0097	Michigan Office Solutions (MOS)	12,890.06	1/7/2026
89510	Plainfield Charter Township	12,565.50	1/21/2026
2026-0092	Issue Media Group, LLC	12,000.00	1/7/2026
2026-0113	TeamSense, Inc.	11,880.00	1/7/2026
2026-0007	AMLD Consulting LLC / Stratus ip	11,635.00	1/7/2026
2026-0126	City Of Grandville	11,624.00	1/21/2026
89487	Cascade Charter Township	10,956.50	1/21/2026
AP-HealthEq26B	HealthEquity, Inc.	10,763.00	1/8/2026
2026-0110	RNL Graphics Solutions, LLC	10,615.32	1/7/2026
2026-0004	Continental American Insurance Company dba AFLAC Group	10,425.02	1/7/2026
89477	Ada Township	10,320.50	1/21/2026
89463	OCLC, Inc.	10,072.72	1/7/2026
2026-0091	FE Technologies	7,772.00	1/7/2026
89485	Caledonia Township	7,732.00	1/21/2026
2026-0133	Gibson Insurance Agency Inc.	7,700.00	1/21/2026
2026-0129	Comerica Bank	7,467.96	1/21/2026
89444	All Season Lawn Care	7,277.00	1/7/2026
AP-HSA2026C	HealthEquity, Inc.	6,878.99	1/15/2026
89468	SenSource, Inc.	6,830.00	1/7/2026
89484	Byron Township	6,305.00	1/21/2026
2026-0148	RNL Graphics Solutions, LLC	6,290.95	1/21/2026
2026-0019	Cengage Learning	6,107.51	1/7/2026
2026-0134	Innovative Sound Solutions	6,052.38	1/21/2026
2026-0114	Thomas Klise/Crimson Multimedia	5,970.00	1/7/2026
89516	The Library Store, Inc.	5,905.37	1/21/2026
2026-0116	UAW Local 2600	5,339.03	1/7/2026
89446	American Society of Composers, Authors and Publishers	5,130.00	1/7/2026
2026-0122	Authors Unbound Agency	5,100.00	1/21/2026
AP-INV06841238	Paycor, Inc.	5,098.28	1/7/2026
2026-0111	Same Day Delivery, Inc	4,798.50	1/7/2026

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 1/1/2026 Through 1/31/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
AP-INV06907186	Paycor, Inc.	4,663.00	1/14/2026
AP-Wk012326...	HMA/Healthcare Management Administrators	4,632.68	1/30/2026
89498	Gaines Charter Township	4,630.00	1/21/2026
89513	SofterWare, Inc.	4,600.69	1/21/2026
89491	City Of Rockford	4,277.50	1/21/2026
AP-01-2026PLIC	PLIC - SBD Grand Island	4,032.54	1/2/2026
89453	Governmental Consultant Services Inc.	4,000.00	1/7/2026
89488	CAZ Productions, LLC	3,965.00	1/21/2026
89509	Nelson Township	3,943.00	1/21/2026
89507	Lowell Charter Township	3,870.50	1/21/2026
2026-0003	Advanced Benefit Solutions, Inc / Acrisure, LLC	3,869.70	1/7/2026
89519	Walker City Treasurer	3,800.00	1/21/2026
89506	Kushner & Company Inc	3,762.50	1/21/2026
2026-0149	Same Day Delivery, Inc	3,646.86	1/21/2026
2026-0021	Grey House Publishing Inc	3,595.00	1/7/2026
2026-0018	Five9, Inc	3,278.66	1/7/2026
2026-0006	AMAZON CAPITAL SERVICES, INC	3,200.70	1/7/2026
2026-0118	Wellness Coach	2,976.75	1/7/2026
AP-HSA013026	HealthEquity, Inc.	2,874.99	1/29/2026
2026-0108	Pareto Health Intermediate Holdings, Inc.	2,870.00	1/7/2026
AP-L0156277464	State Of Michigan - Unemployment Agency	2,841.00	1/21/2026
2026-0152	UAW Local 2600	2,817.07	1/21/2026
89482	Bowne Township	2,736.00	1/21/2026
2026-0124	Canva US, Inc.	2,502.00	1/21/2026
2026-0001	616 Amusements LLC	2,500.00	1/7/2026
2026-0155	Vervint LLC	2,500.00	1/21/2026
AP-201721274...	Consumers Energy	2,495.95	1/5/2026
AP-203267571...	Dte Energy	2,463.49	1/5/2026
AP-Wk011626...	HMA/Healthcare Management Administrators	2,325.96	1/23/2026
2026-0117	Ulliance, Inc.	2,308.62	1/7/2026
2026-0154	Unique	2,217.12	1/21/2026
2026-0150	TelNet Worldwide, Inc.	2,056.29	1/21/2026
AP-HealthEq26D	HealthEquity, Inc.	2,000.00	1/13/2026
89447	ASLdeafined	2,000.00	1/7/2026
89458	Lakeland Library Cooperative	1,824.60	1/7/2026
2026-0151	Tyrone Township	1,790.50	1/21/2026
2026-0017	Fidelity Security Life Insurance Company	1,750.26	1/7/2026
AP-725049	123.Net, Inc	1,724.00	1/13/2026
89464	Pam Spring Advertising, Llc	1,662.50	1/7/2026
2026-0153	Uline Shipping Supply Specialists	1,639.10	1/21/2026
89456	HighPoint Electric, Inc.	1,590.00	1/7/2026
89478	Alpine Township	1,503.50	1/21/2026
2026-0106	Natali Rose / The Motley Misfits	1,487.50	1/7/2026
2026-0130	Demco, Inc	1,459.97	1/21/2026
2026-0105	TELUS HEALTH (US) LTD.	1,400.49	1/7/2026
2026-0125	Central Michigan Paper	1,320.00	1/21/2026
AP-201009726...	Consumers Energy	1,250.65	1/6/2026
2026-0015	DK Security	1,229.76	1/7/2026
89457	Joel Tacey / Tiptop Entertainment LLC	1,170.00	1/7/2026
89462	Meyers Cleaning Service, Inc	1,080.00	1/7/2026
2026-0011	BrightStar Consulting Group, LLC	1,065.90	1/7/2026
2026-0144	OrangeBoy, Inc.	1,000.00	1/21/2026

Kent District Library  
 Check/Voucher Register - Check Register - Board Report  
 From 1/1/2026 Through 1/31/2026

Check Number	Vendor Name	Check Amount	Check Date
89514	Spencer Township	1,000.00	1/21/2026
89494	Deidra Mayweather / West MI Travel and Tour	950.00	1/21/2026
2026-0022	Ice Sculptures LTD	915.08	1/7/2026
2026-0094	Library Ideas, Llc	858.60	1/7/2026
2026-0109	Playaway Products LLC	812.44	1/7/2026
2026-0131	DK Security	790.56	1/21/2026
89502	Jason Richard Spears	700.00	1/21/2026
89469	State Of Michigan	670.00	1/7/2026
2026-0095	Lindenmeyr Munroe	651.18	1/7/2026
89493	Crown Lift Trucks	636.00	1/21/2026
89486	Carey and Paul Group / Bands Galore Enterprises Inc.	595.00	1/21/2026
89476	Wolverine Power Systems	583.50	1/7/2026
AP-3280563	Arrowaste	556.88	1/16/2026
2026-0093	Jacob Huber	506.00	1/7/2026
89505	Kenneth Kraegel	500.00	1/21/2026
89511	Rusty F. Ammerman	500.00	1/21/2026
89449	Center Point Publishing	495.60	1/7/2026
2026-0128	Cloud 616 LLC	450.00	1/21/2026
89466	Plainfield Charter Township	426.54	1/7/2026
2026-0020	Gibson Insurance Agency Inc.	410.80	1/7/2026
89461	Mermaid Molly Entertainment LLC	400.00	1/7/2026
89504	Kathleen Latreille	400.00	1/21/2026
2026-0141	Maxorplus LTD	354.37	1/21/2026
2026-0002	Absopure Water Company	336.80	1/7/2026
89445	Anne Schroeder	325.73	1/7/2026
89452	Clock Mobility	310.95	1/7/2026
89495	El Granjero Mexican Grill	300.00	1/21/2026
2026-0156	Wolverine Printing Company	291.60	1/21/2026
2026-0121	Absopure Water Company	288.90	1/21/2026
2026-0142	Michelle Roossien	280.00	1/21/2026
AP-0018438-12...	Comcast Cable	266.85	1/9/2026
89480	Arrow Roofing & Supply	254.00	1/21/2026
89455	Henry Wierenga	250.00	1/7/2026
2026-0010	Blackstone Audio Inc	247.19	1/7/2026
89460	Mapers	200.00	1/7/2026
89492	Comstock Park Rotary	181.00	1/21/2026
89515	State of Michigan	180.00	1/21/2026
2026-0123	Bio-Serv Corporation / Rose Pest Colutions	178.00	1/21/2026
2026-0145	Piatt Brickz, LLC	170.00	1/21/2026
AP-0260158-12...	Comcast Cable	131.90	1/21/2026
AP-0021585-01...	Comcast Cable	126.90	1/26/2026
2026-0016	Everlasting Green Plantscape LLC	126.00	1/7/2026
89503	Justin Tiemeyer	100.00	1/21/2026
AP-017908	Medtipster.com, LLC.	95.66	1/23/2026
2026-0147	Reperio Health, Inc.	95.00	1/21/2026
89496	Erin Kroll	93.18	1/21/2026
AP-6132467272	Verizon Wireless - MiFy Routers & Cell phones	83.20	1/21/2026
2026-0096	Madelyn Besaw	81.00	1/7/2026
2026-0112	Sheri Gilreath-Watts	77.46	1/7/2026
2026-0139	Lindenmeyr Munroe	72.45	1/21/2026
2026-0136	Jacob Huber	70.00	1/21/2026

Kent District Library  
 Check/Voucher Register - Check Register - Board Report  
 From 1/1/2026 Through 1/31/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2026-0013	Christina Tazelaar	67.38	1/7/2026
2026-0005	Amanda B Schrauben	64.02	1/7/2026
89465	Peter Dykhuis	62.20	1/7/2026
2026-0115	Tracy Chrenka	57.16	1/7/2026
89474	University of Illinois at Urbana-Champaign	55.00	1/7/2026
2026-0012	CDW Government, Inc.	48.00	1/7/2026
2026-0140	Madelyn Besaw	47.96	1/21/2026
2026-0107	Norma J. VerHeulen	45.12	1/7/2026
89499	Grand Rapids Public Library	45.00	1/21/2026
2026-0008	Andrew Erlewein	42.74	1/7/2026
89454	Grand Rapids Public Library	41.94	1/7/2026
89518	Walgreen Co	37.00	1/21/2026
89450	City of Ironwood	34.95	1/7/2026
AP-8641512-11...	T-Mobile USA Inc.	31.35	1/5/2026
89512	Saranac Clarksville District Library	28.99	1/21/2026
89501	Janet Timmer	28.99	1/21/2026
89471	Tracie Creighton	26.99	1/7/2026
89472	Trisha Feringa	26.05	1/7/2026
2026-0137	Joyanne Huston-Swanson	24.99	1/21/2026
89479	Ann Arbor District Library	24.95	1/21/2026
89508	Marita Lyn Damghani	24.74	1/21/2026
89451	City of Midland	20.99	1/7/2026
89497	Frankenmuth Wickson District Library	20.99	1/21/2026
89448	Canton Public Library	20.95	1/7/2026
89500	Graphic Arts Service & Supply	18.40	1/21/2026
89470	Tory Albertson	15.99	1/7/2026
89475	University of Iowa	15.00	1/7/2026
89467	Putnam District Library	15.00	1/7/2026
2026-0119	William McAfee	14.48	1/7/2026
89517	Vicksburg District Library	14.00	1/21/2026
89459	Lyons Township District Library	13.95	1/7/2026
89443	Adam D'Archangel	7.00	1/7/2026
Report Total		1,696,692.81	

Kent District Library  
Check/Voucher Register - Voided Checks  
From 1/1/2026 Through 1/31/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2026-0009	BiblioCommons Corp.	(174,051.16)	1/14/2026
2026-0124	Canva US, Inc.	(2,502.00)	1/26/2026
89507	Lowell Charter Township	(3,870.50)	1/26/2026
Report Total		<u>(180,423.66)</u>	

# Director's Report January 2026



## From the Desk of Lance Werner, Executive Director

What a wild winter! We have had a run on late openings and early closings lately. Weather calls are always challenging. On days when the forecast looks grim, I wake up extra early and check the weather forecast and for area closures. After checking the forecast and closures, I drive around the county. Usually, I stay north and don't get on the highway. I drive for about a half an hour to 45 minutes. At the conclusion of my drive, I make the call. If we are going to have a late opening and/or early closing. You might wonder why we don't usually close all day? Some people rely on our branches to warm up and if we were closed they couldn't. If we can make a difference without putting ourselves at too much risk, we should try. My goal of late opening and early closing is to try to get everyone to and from work during daylight hours. The roads are challenging, but everything seems compounded in the dark. Please be careful and don't be afraid to call in if you cannot make it to work. (from the 1.28.26 Wednesday Weekly).

I have also been engaged with Penguin Random House and the Freedom to Read group. I have continued working on the local ordinance project and had a meeting with colleagues in Kalamazoo. I have asked Jaci to join me on these meetings and she has graciously agreed to be a part of the project. Thanks, Jaci! We are waiting for a draft ordinance from Grand Rapids and have upcoming conversations with colleagues in Lansing.

I have been out and about, but not to the extent that I am in warmer months. I had a chance to visit the Krause Branch construction and had a moment with Jennifer German where we discussed how standing in the construction area was surreal. We had a long and arduous journey to realize a dream of a larger branch in Rockford. It would not have been possible without Jennifer's leadership and perseverance. I also went to Carla's retirement at Calvin and was so happy to have an opportunity to celebrate her. She is all moved in, in Georgia and doing well. I am also thrilled that Kristen is with us, and she seems to be pre-equipped with the KDL Way.

I am glad the days are getting longer, and winter feels like it is retreating.



# Director's Report January 2026

## **KELLOGGSVILLE & WYOMING BRANCHES**

One of the Wyoming Branch Librarians' primary goals for 2025 was to increase outreach visits to local schools. Historically, the branch has taken a responsive approach, relying on schools to contact the library and coordinate with Ty Papke, the Branch Outreach & Programming Specialist for the region (BOPS), to fulfill those requests. Outreach requests declined sharply during the pandemic and have only gradually begun returning to pre-pandemic levels. Despite this slow recovery, school outreach increased significantly in 2025.

In 2026, Wyoming Branch staff will continue supporting requests from area schools while also implementing a more proactive outreach strategy. Staff will intentionally reach out to school districts identified as high-need on the Community Map and work to establish consistent, recurring outreach events in those areas. The community mapping process was instrumental in helping staff identify where to prioritize outreach in the coming year.

The Kelloggsville Branch is still relatively new, and staff continue to learn how the space is utilized by the community as well as the students and teachers from the high school. In 2026, staff will maintain a strong focus on teen programming during the school year, and family programming during the summer. In-branch experiences—such as card and board games, and drop-in crafts—remain especially popular among teens, while family-oriented programs see the most success in the summer months.

This year, Branch Librarian Lucy Angers will lead outreach efforts to Kelloggsville elementary schools. Additionally, first-grade classes will be invited to participate in LEAP programming at the Wyoming Branch to help introduce new families to KDL and strengthen early connections to library services.

# Director's Report January 2026

## **KENTWOOD & GAINES BRANCHES**

Reflecting on 2025, one of the biggest takeaways for both the Kentwood and Gaines Township branches is the value of being visible and connected within our communities. In 2026, there will be more intentionality about increasing outreach efforts. Doing so will build stronger relationships with community partners, meet patrons where they already are, and finding new ways to invite people into the library.

At the Kentwood branch specifically, ways of expanding opportunities connected to the gaming lab are being explored. In 2026 the plan is to be more strategic about offering programs and experiences that highlight this resource while making it accessible to a wider range of patrons.

At both branches, plan are in place to continue focusing on providing excellent customer service and meaningful programs for patrons.

# Director's Report January 2026

## **ROCKFORD, NELSON, & SPENCER BRANCHES**

In 2025, the Krause Memorial, Nelson Township, and Spencer Township branches shared a common goal: ensuring staff had the materials, equipment, and training necessary to effectively carry out their work. This broad goal encompassed physical resources, technology, and professional development. To support this effort, Regional Managers conducted mid-year, branch-specific meetings to assess existing equipment and staff training needs, while ongoing staff input—particularly through quarterly meetings—helped identify priorities and opportunities for improvement.

The results have been notably improved work environments across all three branches. Highlights include the addition of a color printer and second wand at Krause; staff lockers and new or updated shelving in the Nelson workroom and kitchen area; and a repaired safe, monitor arms for service desk computers, a reconfigured staff workroom at Spencer; and additional training in the form of a workshop on evaluating programming in libraries. Staff were deeply engaged in evaluating workflow and space usage, and their thoughtful contributions led to meaningful, practical improvements.

Based on what we learned in 2025, this collaborative, staff-driven approach is one we could continue in 2026. Continuing regular, intentional evaluation of equipment and training needs, and inviting early staff involvement will allow us to make proactive adjustments that support staff efficiency and morale—ultimately strengthening the quality of service we provide to our communities in 2026 and beyond.

# Featured Department: Volunteer Services

Volunteering with Kent District Library is more than a term; it is a friend, a mentor, a partner, and an ambassador. In 2025-26, KDL partnered with 28 charitable organizations to provide opportunities for staff and volunteers to work a three-hour shift during MLK Motivate Week, January 20-23, 2025, and during United to Serve Days on September 10-11, 2025. Though the weather had hindered many of the shifts, the time shared was substantial. As one volunteer, Anne Throop, remarked, "I love that KDL has made these partnerships with others so that I can explore the great work that is being done in Grand Rapids." She went one to thank the Volunteer Department for the dedicated work that is being done to inspire others in the community.

The next month, volunteers also participated in preparing the annual Seed Library program that supplies small packets of donated seeds to all 20 branches, the Grattan Express Library, the Bookmobile, and even the Service Center! In 2025, we distributed 10,783 packets with the work of 21 volunteers and 127 hours of service. These seeds came to us from two supportive vendors, Flowerland on Alpine Ave and Sage Garden Sales, in addition to a total amount of 13,012 donated seed packages for our 2026 season.

On top of the donated seeds, over 600 intriguing buttons were made with beautiful images from the seed packages. As you can imagine, buttons with Falcor the cat from Cat Grass, buzzing bees from the Fairy Meadow Garden Mix, and exotic Moonflowers were quite popular for patrons to choose from. To continue the work in 2026, the Volunteer Coordinator traveled to GVSU on a day of service with 33 Thompson Scholars accumulating 47 hours of packaging over 1,000 seed envelopes. Days of service have also been planned with students from Grand Rapids Adventist Academy in February 2025 and 2026.

The KDL Volunteer Department continues to coordinate an ongoing stream of eager patrons that serve the purpose of supporting branches in a variety of ways. In 2025, KDL had 510 registered adult volunteers, (including 6 court appointed members, 29 Empower U students, 99 active Write Michigan Reviewers, 45 Assigned in Branches Weekly or Monthly, and 32 Ambassadors), 277 Friend of the Library Members, and 317 Teen Crew Members. These volunteers have spent numerous hours helping with tasks at the Service Center, in branches and from homes. Without a doubt, KDL service is enhanced by the passion and dedication that is shown by these volunteers, and the Volunteer Department!



# Gratitude Stories

"We love the library and the programs they offer. With young children, it's a great opportunity to socialize, learn and play in a setting outside of our home. We love to check out new books (my children and myself) and have a huge love of reading." (Caledonia Twp. patron)

"I love the library!!!! I tell everyone I know who doesn't have a card to get one - there's nothing more fun than getting a hold you've been waiting for or for looking at the shelves for a new favorite!!!" (Caledonia Twp. patron)

"Books, ebooks, movies, recordings, smiling faces that are extremely helpful, educational programs, crafts, free online research resources, and a multitude of other resources all available to all without charge. Pretty awesome place!" (Spencer Twp. patron)

"The library is a service that, like little else in the world these days, isn't trying to extract every dollar possible from you. The library is full of people who are trying to help you and make their community a better place. They offer so many services and opportunities for engaging with your community, and everyone should be trying them out, especially since their tax dollars are going toward it." (Kentwood patron)

"I cannot imagine life without reading. In my elementary years, I spent my summers loading up with books from the Bookmobile. Middle school years, the library was a couple miles away and I gladly walked that distance to load up with more books. My children had library cards and regular library visits very early in their lives. All are avid readers today, and my grandkids are no exception. Online is great, but in my rural community, the local branch, and help and friendship of a great library staff is a real blessing." (Alto patron)

"I tell people all the time how great the KDL system is. Before buying a house on the W side of MI, I made sure we would be close to a library. I really hit the jackpot with KDL." (Ada patron)

"The Library is the most important public institution on earth. Where else can you go as often as you want for as long as want and have the world, universe, and anything you can imagine, want to learn, at your fingertips all for free." (Tyrone Twp. patron)

# Katie Kudos

January 2026

## **FAYE HARBISON, BRANCH LIBRARIAN**

**Plainfield Township**

**Nominated by: Penni Zurgable**

**Core Value: Helpful**

“Faye is not even in our Services Advisory Group, but she looked over our new printing instructions and gave her helpful expert advise. Thanks, Faye!”

## **PATRICIA REID, LIBRARY TRAINING MANAGER**

**Service Center**

**Nominated by: Hatka Kecalovic**

**Core Value: Helpful**

“When Trish asked for feedback and suggestions on the upcoming WonderKnook training, Adam, Ty, Jordan, and Jaci responded immediately with thoughtful, detailed input to help strengthen and refine the content. Trish was equally quick to incorporate those updates, making timely improvements to the training. The turnaround was so efficient that by the time I returned from vacation, there was very little left to add. Thank you all for your diligence, collaboration, and quick response in helping enhance this training for staff.”

## **TOBY SCHULER, BRANCH LIBRARIAN**

**East Grand Rapids**

**Nominated by: Anna Dyer**

**Core Value: Helpful**

“I'm so grateful to Toby and Scott for taking on the tricky project of moving and relocating some cumbersome furniture and organizing replacement options that work much better for the space. We have a weirdly shaped building and finding the right pieces to fit the space and the patrons' needs is tricky! I appreciate Toby's thoughtful planning and Scott's positivity and motivation to get it all accomplished.”

# Upcoming Meetings + Dates of Interest

## Upcoming Meetings

Regular Board Meeting  
Thursday, March 19, 2026  
KDL Spencer Branch

Regular Board Meeting  
Thursday, April 16, 2026  
KDL Service Center

Regular Board Meeting  
Thursday, May 21, 2026  
KDL Byron Township Branch

## Dates of Interest

KDL Pension Meeting

- May 6, 2026
- August 5, 2026
- November 4, 2026

1:00 PM

KDL Service Center

Kent  
District  
Library  
[kdl.org](http://kdl.org)



Information ●  
Ideas ▽  
Excitement!

# January 2026 | Monthly Project Report

## PMO Activity

**1** New project approved  
**7** In queue  
**0** Declined

## Project Status

**8**  
Active Projects

.....

-  On Track, no extensions **6**
-  1 Extension, at risk **2**
-  2+ Extensions, late **0**
-  Completed since January 2026 **1**

## Strategic Pillars

**0** Strengthening Community  
**5** Technology  
**3** Core Programming

## Teen Crew Program Revamp

 **Project Lead:** Christine Byslma  
**Status:** On Track - New

**Approval Date:** 01.07.2026  
**Due Date:** 09.30.2027



There is ongoing confusion about whether Teen Crew functions as a structured program or simply a summertime volunteer opportunity, resulting in differing interpretations and standards regarding registration processes, communication practices, and expectations for participating teens. These variations have created uneven experiences for both staff and teens.

This initiative aims to establish Teen Crew as a clearly defined, structured Core Program, centered on teaching and providing teens 11-17 with experience that focus on volunteer service, civic engagement, and community. Standardized processes, consistent orientation and end-of-program offboarding, and increased staff support will streamline planning and ensure reliable experiences across all branches.

The 2026 season will serve as a learning year to gather data and refine the model before full implementation in 2027.

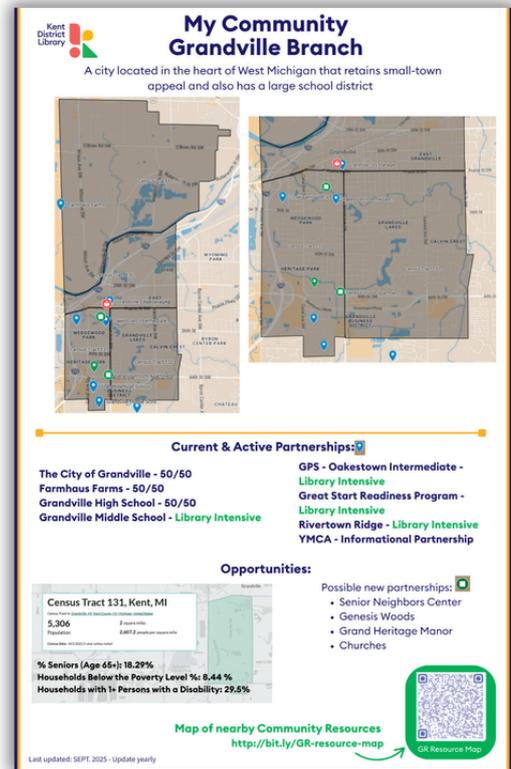
## Community Partnerships Evaluation



**Project Lead:** Craig Buno  
**Status:** Complete

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

In January, all project-related tools were transitioned from the project’s files to centrally located SharePoint sites in preparation for the final Communication Bulletin. This bulletin outlined where staff can locate partnership forms, guides, and the My Community Maps, as well as the timeline for their annual updates. A mid-January rollout survey gathered feedback on staff understanding and confidence in training or explaining the initiative, with results showing strong clarity and appreciation for the new resources – with particular enthusiasm for the *My Community Maps*. On January 30, the project team met to officially close out the initiative and recognize the team’s outstanding efforts. The PMO extends its gratitude to Craig Buno, Community Engagement Manager, along with the entire project team: Adam Flynn, Brittany Zuehlke, Clare O’Tsuiji, Hannah Lewis, Hennie Vaandrager, Josh Bernstein, Jennifer DeVault, Julie Ralston, Kurt Lardie, Leigh Verburg, Monica Walen, Randy Goble, Sara Magnuson, Shelley Roossien, Sheri Glon, Susan Erhardt and Ty Papke.



*The rollout survey included many positive comments on the project’s My Community Maps*

## Cross Promotion



**Project Lead:** Lulu Brown  
**Status:** On Track

**Approval Date:** 09.24.2025  
**Due Date:** 04.22.2026

The team made steady progress on Phase Two deliverables over the month of January. Cross-promotion efforts were limited as changes were made with the project team due to capacity, as additional clarity and alignment was needed around shared priorities, timing and roles. Staff have expressed interest in more structured guidance to help ensure that future cross-promotion efforts are intentional, coordinated, and mutually beneficial. Gathering this input will allow the team to develop a clearer framework and move forward with greater consistency and impact.

## Define Core Programs

● **Project Lead:** Hennie Vaandrager  
**Status:** 1 Extension - At Risk

**Approval Date:** 07.23.2025  
**Due Date:** 04.08.2026 - *Extended*

The systemwide training on Core Programs has been completed and is now getting a final overview from the group. The project team reviewed the updated *Core Programming Project Survey* that was sent out in September. Attaching the same survey questions about core programs to the training will allow the team to quickly assess the effectiveness and gauge how much awareness has improved. The Programming Department also updated 24 procedures to reflect current terminology. Additionally, branch-sponsored programs will now be permanently tagged as such, improving clarity for branches, patron services, branch outreach and programming specialists, and managers when pulling location-specific programming data. In-person training has been completed with Leadership, RM1s, RM2s and BOPS.

The project timeline was extended to account for mandatory compliance trainings scheduled in the first part of the year.

## Intranet Revamp

● **Project Lead:** Jaci Cooper  
**Status:** 1 Extension - At Risk

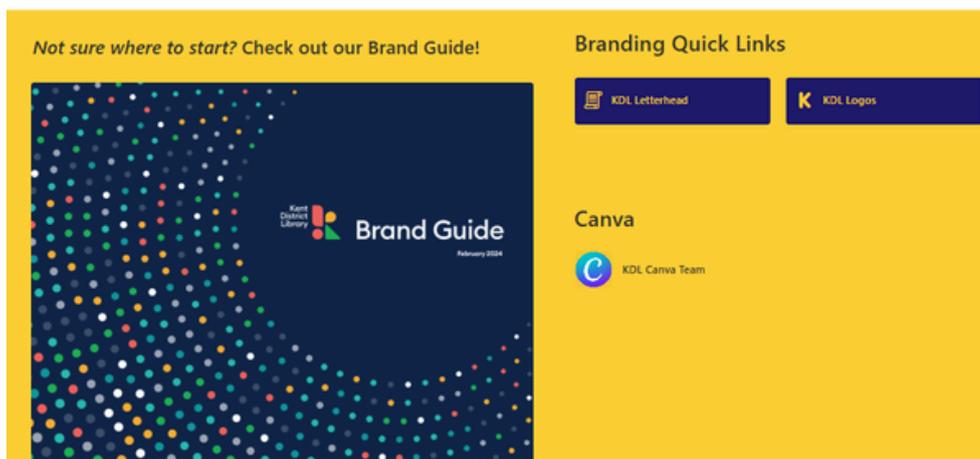
**Approval Date:** 09.04.2024  
**Due Date:** 03.01.2026 - *Extended*

The project team met with the entire MarCom department to review the ongoing intranet revamp and outline a clear, more consistent structure for department SharePoint sites. They discussed standardizing headers, navigation, and ownership while reducing clutter and improving cross-department usability. MarCom has agreed to pilot several new subsites – including a centralized organizational photo gallery, branding hub, and social media resources – and identified point people to help maintain each area. The group emphasized the importance of clean, well-organized content not only to support future Copilot integration, but to make it easier for staff who frequently visit their department page for their MarCom needs. The first iteration of this department’s standardization and cleanup will be done by the end of February.



## Branding

This page equips staff with the tools and guidance needed to create clear, consistent, and accessible materials that reflect KDL's identity across our libraries and communities



## People Counter Pilot

**Project Lead:** Scott Ninemeier  
**Status:** On Track

**Approval Date:** 12.10.2025  
**Due Date:** 08.07.2026

The project team continued to make strong progress in February, with Phases 2 and 3 nearing completion. Testing at the East Grand Rapids and Cascade Township Branches showed the new sensors to be highly accurate, and the team also reached out to the Louisville Free Public Library, San Francisco Public Library, and Tampa-Hillsborough County Public Library – who all confirmed the technology’s reliability and value. These systems primarily use the technology for visitor counts and have attributed some programming and operational-hours decisions to data from SenSource. In February, the team will continue to gather data and begin evaluating the long-term costs associated with implementing this technology and do an analysis of staffing per hour versus visitors per hour. At the next meeting, the team will review initial findings and begin to consider whether a systemwide implementation is recommended.

## Point of Sale Refresh

**Project Lead:** Emily Whalen  
**Status:** On Track

**Approval Date:** 10.22.2025  
**Due Date:** 06.10.2026

Over the past month, the team worked through many nuances with patron refunds, paying fees for lost items, and staff access. A new refund procedure will roll out systemwide on February 25, and the team confirmed that the online payment portal remains the only method that automatically syncs fees to patron records. The project team and manager team both brought up separately the current patron account suspension threshold. Patron accounts are not to exceed \$20, which has not changed since 2016 and often results in payments to unlock accounts, then returning a single item for a refund. Putting forth a recommendation to increase threshold will alleviate some of these occurrences and will be brought to the board for approval. Site visits were conducted at the Ada, Nelson Township and Wyoming branches and are ready for pilot deployment of Square Registers in the coming weeks.



*Register kits and terminals are nearly ready for branches to pilot*

## Tech Tutoring Revamp

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

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

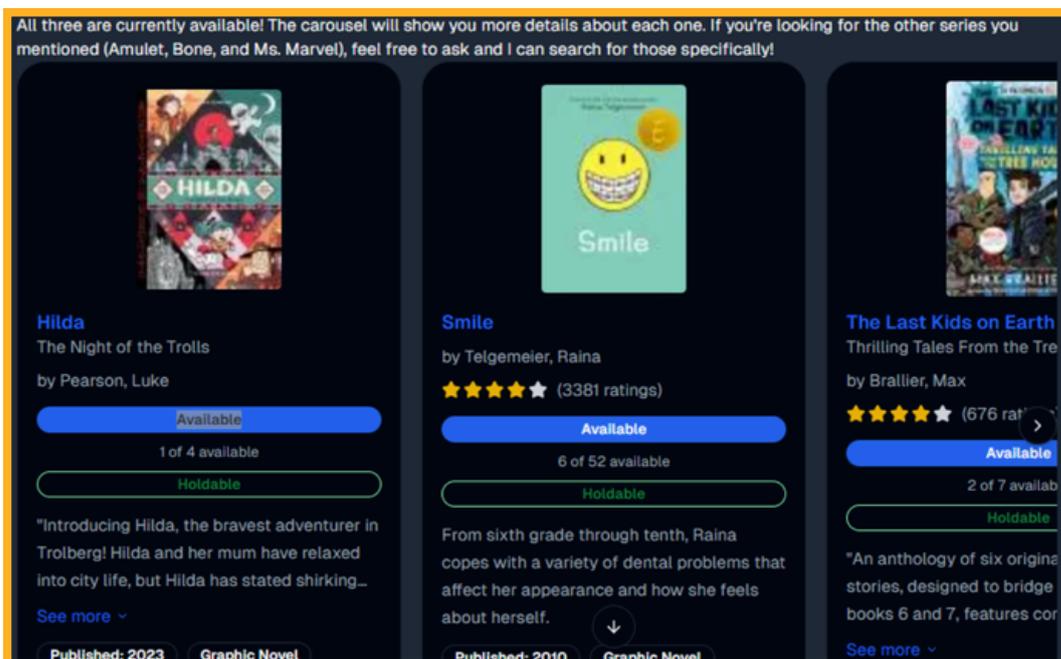
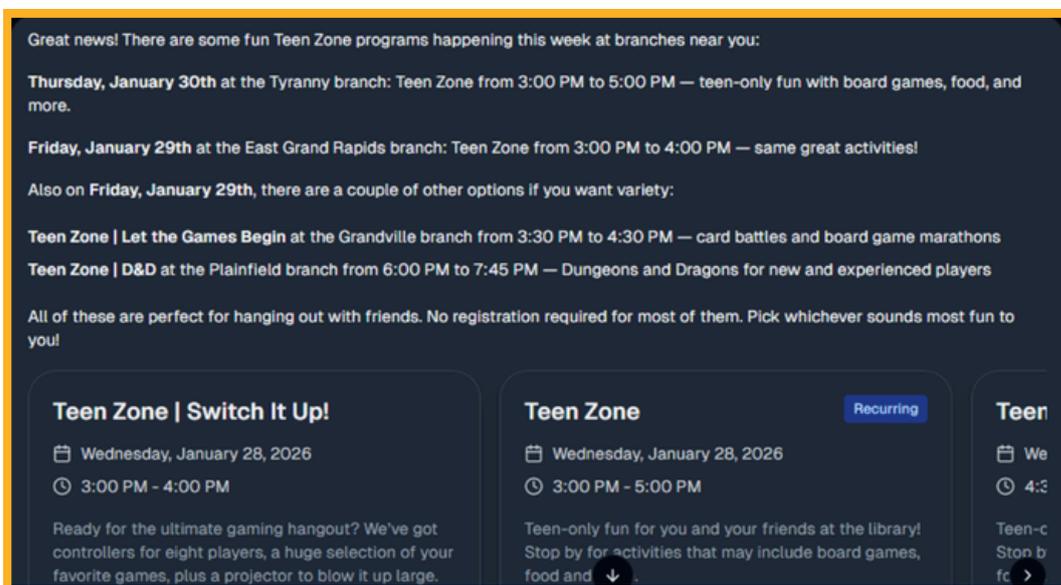
The Tech Tutor Revamp continued steady progress through January, with rollout branches launching the updated Bookings system and holding meetings to prepare staff for the new scheduling procedures. Managers at active branches now meet weekly to share feedback and address issues in real time, strengthening consistency across locations. Staff have reported positive responses from patrons and frontline teams, especially regarding the increased level of tech help now available on a walk-in basis. Ongoing refinements to the webpage, resource listings, and Bookings setup continue to improve clarity and accessibility, and the team will begin conducting audits to ensure each location is configured correctly. In addition, the project is expanding its reach by offering TBBC tech help appointments to better support patrons with accessibility needs.

# Website & Discovery Layer AI Enhancements

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

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

On January 21, the team received a demonstration of improvements with significant progress with architectural enhancements, faster performance, expanded multilingual support, and more accurate, conversational responses informed by staff feedback. The latest release demonstrates clear movement toward expected outcomes, including better relevance, improved book-information answers, stronger follow-up questions, and richer event and branch-specific results. BiblioCommons has distributed a survey to project members about the project, and they will compile a report with recommended next steps. Although some accessibility and edge-case issues still require attention, the project continues to advance steadily and shows strong potential for meeting both staff and patron needs. There is still no confirmed timeline for public availability as this is just a prototype, but the upcoming report expected in early March will offer more clarity.



Examples from the newest prototype model

# BUILDING PROJECTS

## Krause Memorial (Rockford)

**Project Lead:** Jennifer German

**Status:** N/A

**Approval Date:** N/A

**Due Date:** N/A

The Krause Memorial Branch was closed from January 19 - 31 in order to vacate the existing library building and move into a smaller temporary location at the Rockford Community Cabin. This was no small feat, but the Krause team rose to the challenge with exceptional teamwork and creativity. Together, staff created a welcoming play space for children, thoughtfully curated a small but meaningful collection, and transformed a kitchen into a fully functional staff work area. Through careful planning, organization, and dedication, they successfully converted a community cabin into a warm, inviting library space for the community. The Krause branch opened in its temporary location on Monday, February 2 to the delight of the community.



*Home away from home! The Krause Branch at the Rockford Community Cabin*

Construction continues to move forward on schedule. Exterior masonry work is underway, with the new brick closely matching the original structure. Now that the building is vacant, the renovation phase of the project has begun, including demolition of the older portion of the facility.

Overall, the project is progressing well, and exciting developments are on the horizon.



*Demo begins at the Krause Memorial Branch*



*Exterior masonry work in progress*

# BUILDING PROJECTS

## Tyrone Township

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

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

Tyrone Township continues to work on investigating funding options for a new library.

## Walker

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

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

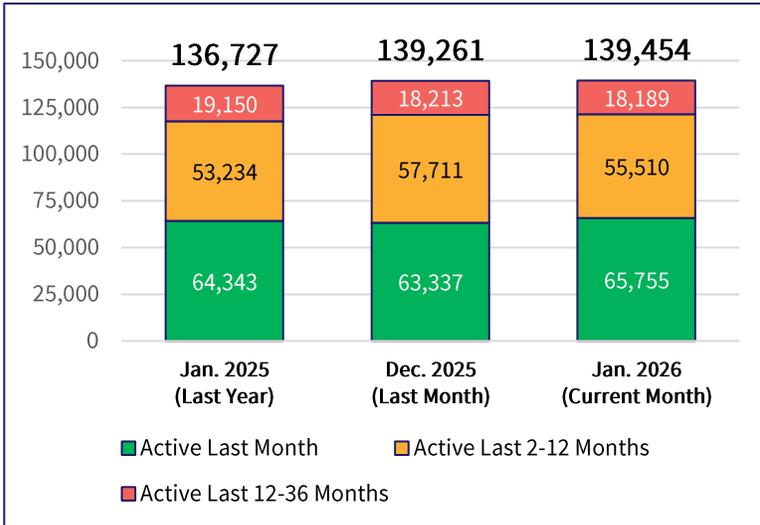
Construction on the new Walker Library continues to move forward on schedule. Excitement is growing among patrons and staff as the exterior of the library nears completion with the installation of the windows and work on the interior continues throughout the winter. Walker Branch staff are planning to visit the new library later this month, after the initial visit was rescheduled due to the weather, and are looking forward to it.





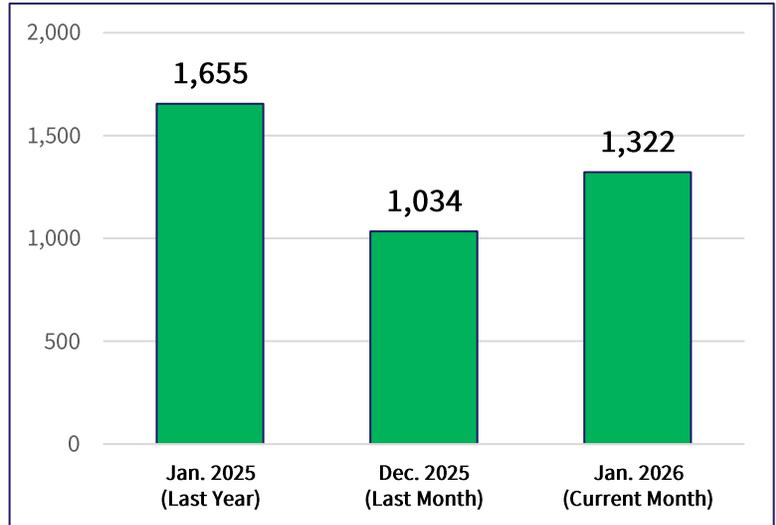
# JANUARY 2026 STATISTICAL SUMMARY

## Active KDL Patrons:



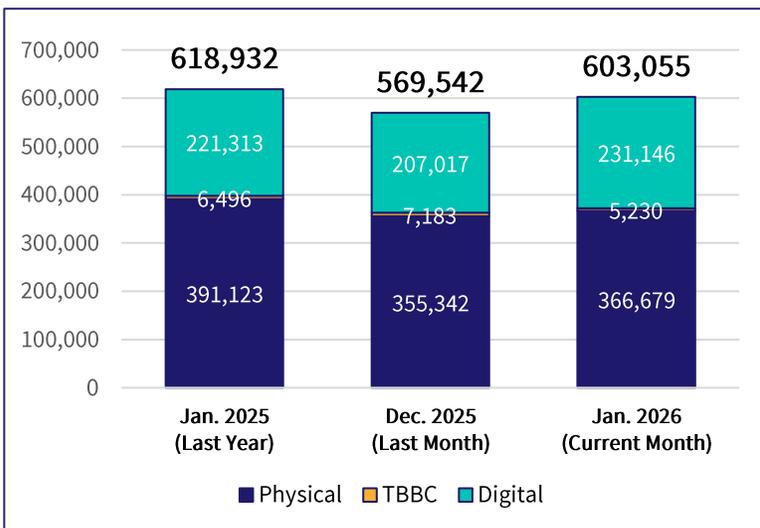
Active KDL Patrons are **up 0.1%** from last month and **up 2%** from the same month last year.

## New KDL Cards Added:



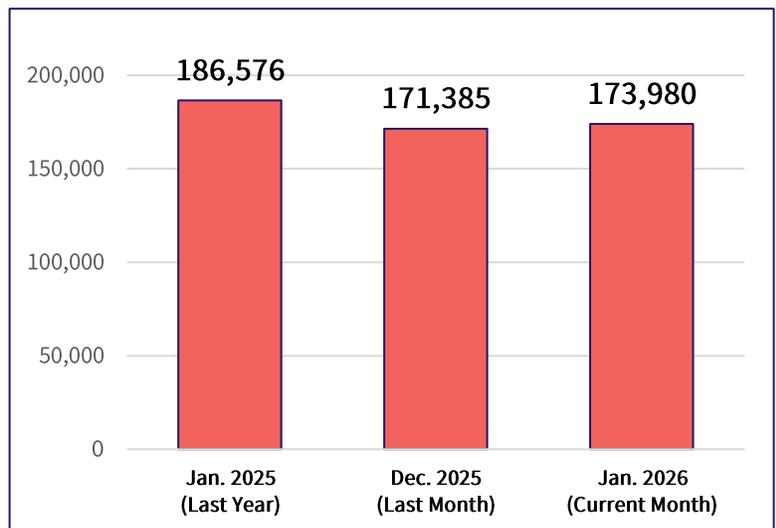
New KDL Cards Added are **up 28%** from last month and **down 20%** from the same month last year.

## Total Circulation:

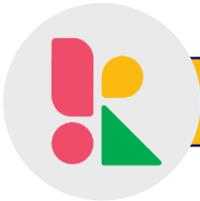


Total Circulation is **up 6%** from last month and **down 3%** from the same month last year.

## Visitor Count:

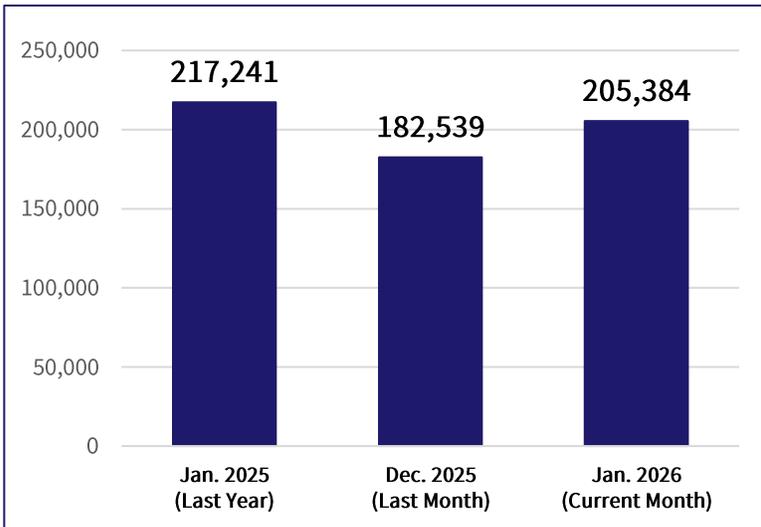


Branch Visitors are **up 2%** from last month and **down 7%** from the same month last year.



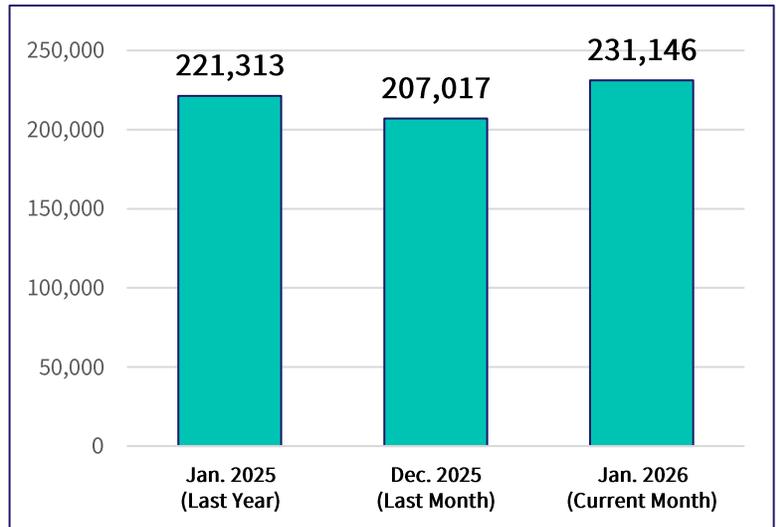
# JANUARY 2026 STATISTICAL SUMMARY

## Physical Items Checked Out:



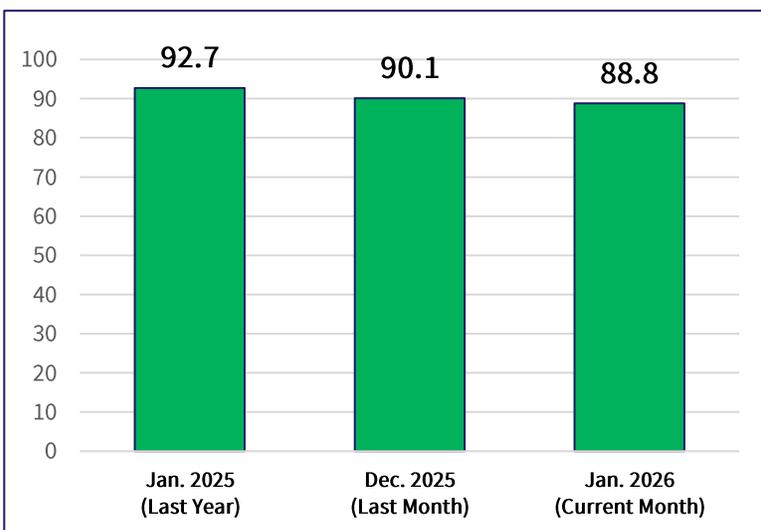
Physical checkouts are **up 13%** from last month and **down 5%** from the same month last year.

## Digital Items Checked Out:



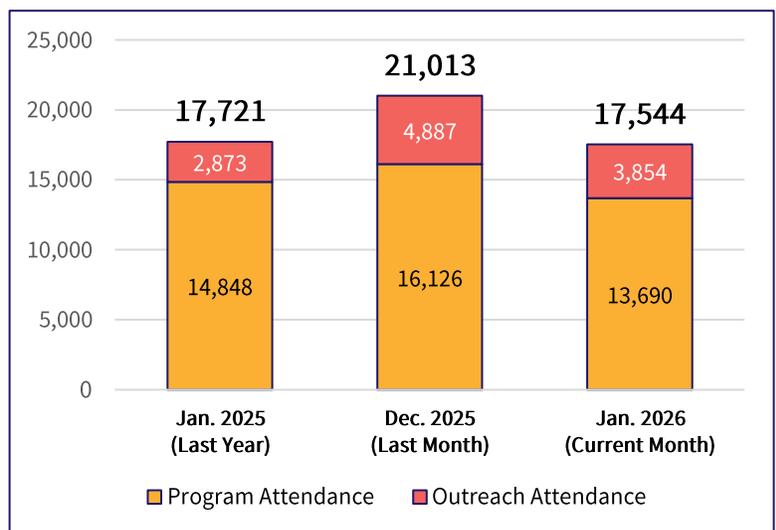
Digital checkouts are **up 12%** from last month and **up 4%** from the same month last year.

## Net Promoter Score (NPS):

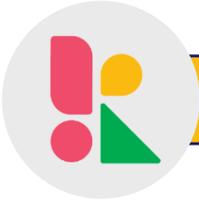


Net Promoter Score is **down 1.3%** from last month and **down 3.9%** from the same month last year.

## Programs & Outreach:



Program & Outreach Attendance is **down 17%** from last month and **down 1%** from the same month last year.



## MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

### All Physical Items (Most Checkouts):

Title	Checkouts
1. KDL WiFi Mobile Hotspot	575
2. <i>The Widow</i> by John Grisham	176
3. <i>Great Big Beautiful Life</i> by Emily Henry	149
4. <i>My Friends</i> by Fredrik Backman	138
5. (tie) <i>Do Not Disturb</i> by Freida McFadden	126
(tie) <i>The Secret of Secrets</i> by Dan Brown	126
7. (tie) <i>The Academy</i> by Elin Hilderbrand	123
(tie) <i>The Intruder</i> by Freida McFadden	123
9. (tie) <i>The First Time I Saw Him</i> by Laura Dave	119
(tie) <i>The Impossible Fortune</i> by Richard Osman	119

### All Physical Items (Most Holds):

Title	Holds
1. <i>The Correspondent</i> by Virginia Evans	512
2. <i>Theo of Golden</i> by Allen Levi	475
3. <i>Woman Down</i> by Colleen Hoover	246
4. <i>The First Time I Saw Him</i> by Laura Dave	195
5. <i>My Friends</i> by Fredrik Backman	192
6. <i>The Gales of November</i> by John U. Bacon	182
7. (tie) <i>Buckeye</i> by Patrick Ryan	178
(tie) <i>Heart the Lover</i> by Lily King	178
9. <i>Wild Dark Shore</i> by Charlotte McConaghy	160
10. <i>Nobody's Girl</i> by Virginia Roberts Giuffre	159

### OverDrive Items (Most Checkouts):

Title	Checkouts
1. <i>Heated Rivalry</i> by Rachel Reid (audio)	290
2. <i>Game Changer</i> by Rachel Reid (audio)	238
3. <i>Say You'll Remember Me</i> by Abby Jimenez	217
4. <i>The Housemaid</i> by Freida McFadden (audio)	193
5. <i>The Wedding People</i> by Alison Espach	192
6. <i>Wuthering Heights</i> by Emily Brontë	186
7. <i>Atmosphere</i> by Taylor Jenkins Reid	185
8. <i>The Let Them Theory</i> by Mel Robbins	184
9. <i>Sunrise on the Reaping</i> by Suzanne Collins	183
10. <i>Pride and Prejudice</i> by Jane Austen (audio)	182

### OverDrive Items (Most Holds):

Title	Holds
1. <i>The Correspondent</i> by Virginia Evans (audio)	1,081
2. <i>The Anxious Generation</i> by Jonathan Hadt (audio)	926
3. <i>The Correspondent</i> by Virginia Evans	865
4. <i>Great Big Beautiful Life</i> by Emily Henry (audio)	805
5. <i>My Friends</i> by Fredrik Backman (audio)	741
6. <i>Atmosphere</i> by Taylor Jenkins Reid (audio)	664
7. <i>My Friends</i> by Fredrik Backman	609
8. <i>Theo of Golden</i> by Allen Levi (audio)	554
9. <i>The Widow</i> by John Grisham	549
10. <i>The Let Them Theory</i> by Mel Robbins	528



## STAFF CHANGES & ANNIVERSARIES

### *February 2026*

NEW HIRES	POSITION	EFFECTIVE
Spencer Hansen	Assistant Branch Librarian – Kentwood	February 9
Loia Yost	Assistant Branch Librarian -Wyoming	February 9
Kylie Golden	Assistant Branch Librarian – Englehardt	February 9

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Erin Bonham	Assistant Branch Librarian – East Grand Rapids	Administrative Assistant – Finance	February 2

DEPARTURES	POSITION	EFFECTIVE
Dan Nguyen	Assistant Branch Librarian – Kelloggsville	January 29
Sophia Bailey	Assistant Branch Librarian – Cascade	February 11

OPEN POSITIONS	TYPE
Assistant Branch Librarian – East Grand Rapids	Part-time
Assistant Branch Librarian – Kelloggsville	Part-time
Assistant Branch Librarian – Cascade	Part-time
Patron Services Librarian – Service Center	Part-time

EMPLOYEE ANNIVERSARIES (MARCH)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Diane Damuth	Human Resources	22 years
Josh Bernstein	Grandville / Byron Township	18 years
Brad Allen	Collection Services	16 years
Melody Kastanek	Englehardt	16 years
Hollis Goulet	East Grand Rapids	15 years
Laura Youells	Krause Memorial	12 years
Janine Elliott	Collection Services	11 years
Dave Palma	Englehardt / Alto	11 years
Aude Shattuck	Walker	11 years
Jennifer Furner	Collection Development	10 years

<b>EMPLOYEE ANNIVERSARIES (MARCH)</b>	<b>BRANCH OR DEPARTMENT</b>	<b>LENGTH OF SERVICE</b>
Barbara Schantz	Walker	10 years
Jared Seigel	Cascade	10 years
Anne Bartsch	Alpine	9 years
Jacquelyn Boss	Wyoming	9 years
Jacqueline Jurgens	Patron Services	9 years
Adam Marth	Wyoming	9 years
Brittany Zuehlke	Walker	8 years
Jacob Hop	Wyoming	7 years
Rachel McDonald	Grandville	7 years
Amy Richardson	Englehardt	6 years
Laura DeJong	Plainfield	5 years
Taylor Docter	Spencer Township	5 years
Amra Hrnjic	Kentwood	5 years
Abby Lynn	Patron Services	5 years
Kristen Vandussen	Sub Pool	5 years
Madelyn Besaw	Englehardt	4 years
Sidra Elvey	East Grand Rapids	4 years
Brock Gabbert	Collection Services	4 years
Lauren Hagerman Tekelly	Programming	4 years
Jacob Huber	Krause Memorial	4 years
Cari Kovach	Sub Pool	4 years
Mariangela McNair	Sub Pool	4 years
Janelle Waugh	Finance	4 years
Luke Ayuso	Building Maintenance	3 years
Jordan Falk	Plainfield	2 years
Kali Nelson	Amy Van Andel / Ada	2 years
Ryllie Rivard	Alpine	2 years
Erica Huyser	Tyrone Township	1 year
Marlena Lalick	East Grand Rapids	1 year
Jennifer Marks	Grandville	1 year
Stephanie Peterson	Walker	1 year



# BOARD OF TRUSTEES ATTENDANCE - 2026

	TRACY CHRENKA	KRISTEN COVELLE	PETER DYKHUIS	ANDREW ERLEWEIN	SHERI GILREATH WATTS	CHRISTINA TAZELAAR	AMANDA SCHRAUBEN	NORMA VERHEULEN
January 15, 2026	X	X	X	X	X	X	X	X
February 19, 2026								
March 19, 2026								
April 16, 2026								
May 21, 2026								
June 18, 2026								
July 16, 2026								
August 20, 2026								
September 17, 2026								
October 15, 2026								
November 19, 2026								
December 17, 2026								

\*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE



No Edits, Annual Review February 2026

# SECTION 1: COLLECTION AND REFERENCE

KDL POLICY 1.1

KDL POLICY 1.2

KDL POLICY 1.3

KDL POLICY 1.4

KDL POLICY 1.5

KDL POLICY 1.6

KDL POLICY 1.7

[Materials Selection](#)

[Gifts](#)

[Intellectual Freedom](#)

[Collection Maintenance](#)

[Reference & Research](#)

[Shared Collection](#)

[Inter-Library Loan](#)

# **KDL Policy 1.1**

## **Materials Selection**

LAST REVISED 2.16.23

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

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

### **STANDARDS FOR SELECTION**

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

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

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

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

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

**Media** – The Library recognizes its responsibility to provide access to information, cultural enrichment and recreation through as wide a variety of media as possible. Media is evaluated by the same criteria as printed materials. As new technologies are developed, the Library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

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

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

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

## **KDL Policy 1.2**

### **Gifts**

LAST REVISED 7.17.25

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

#### **Gift for the Collection**

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

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

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

#### **Other Gifts**

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

## **KDL Policy 1.3**

### **Intellectual Freedom**

LAST REVISED 2.15.2024

Kent District Library upholds the principles of intellectual freedom as a basic right that is guaranteed by the First Amendment of the United States Constitution. By virtue of the Fourteenth Amendment, the First Amendment's constitutional right of free speech and intellectual freedom also applies to state and local

governments. Government agencies and government officials are forbidden from regulating or restricting speech or other expression based on its content or viewpoint.

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

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

## **KDL Policy 1.4**

### **Collection Maintenance**

LAST REVISED 7.17.25

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

## **KDL Policy 1.5**

### **Reference & Research**

LAST REVISED 7.17.25

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

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

## **KDL Policy 1.6**

### **Shared Collection**

LAST REVISED 1.19.18

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

## **KDL Policy 1.7**

### **Inter-Library Loan**

LAST REVISED 3.17.11

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

## SECTION 6: PERSONNEL

KDL Policy 6.1	<a href="#"><u>Equal Employment Opportunity</u></a>
KDL Policy 6.1.1	<a href="#"><u>Harassment</u></a>
KDL Policy 6.1.2	<a href="#"><u>Americans with Disabilities Act (ADA)</u></a>
KDL Policy 6.2	<a href="#"><u>Position Authorization</u></a>
KDL Policy 6.2.1	<a href="#"><u>Applications</u></a>
KDL Policy 6.2.1.1	<a href="#"><u>Internships</u></a>
KDL Policy 6.2.2	<a href="#"><u>Interview &amp; Selection</u></a>
KDL Policy 6.2.3	<a href="#"><u>Initial Employment Period</u></a>
KDL Policy 6.2.4	<a href="#"><u>Promotions</u></a>
KDL Policy 6.2.5	<a href="#"><u>Nepotism</u></a>
KDL Policy 6.2.6	<a href="#"><u>“Acting” Capacity</u></a>
KDL Policy 6.2.7	<a href="#"><u>Outside Employment</u></a>
KDL Policy 6.2.8	<a href="#"><u>Employee Termination of Employment</u></a>
KDL Policy 6.3	<a href="#"><u>Personnel Files &amp; Employee Records</u></a>
KDL Policy 6.3.1	<a href="#"><u>Access to Employee File Information</u></a>
KDL Policy 6.3.2	<a href="#"><u>Continuous Length of Service</u></a>
KDL Policy 6.3.3	<a href="#"><u>Disclosure of Employee File Information</u></a>
KDL Policy 6.3.4	<a href="#"><u>Employee References</u></a>
KDL Policy 6.3.5	<a href="#"><u>Applicant/Employee Background Verification &amp; Drug Screening</u></a>
KDL Policy 6.3.6	<a href="#"><u>Social Security Numbers Privacy</u></a>
KDL Policy 6.4	<a href="#"><u>Compensation</u></a>
KDL Policy 6.4.1	<a href="#"><u>Performance Evaluation</u></a>
KDL Policy 6.4.2	<a href="#"><u>Benefits</u></a>
KDL Policy 6.4.3	<a href="#"><u>Sick Leave and the Earned Sick Time Act (ESTA)</u></a>
KDL Policy 6.4.4	<a href="#"><u>Disability Leave of Absence</u></a>
KDL Policy 6.4.5	<a href="#"><u>Workers’ Disability Compensation Supplemental Pay</u></a>
KDL Policy 6.4.6	<a href="#"><u>Emergency Closing Compensation</u></a>
KDL Policy 6.5	<a href="#"><u>Work Week</u></a>
KDL Policy 6.6	<a href="#"><u>Progressive Action Policy</u></a>

KDL Policy 6.6.1	<a href="#">Complaint Resolution Process</a>
KDL Policy 6.7	<a href="#">Vacation Eligibility</a>
KDL Policy 6.7.1	<a href="#">Vacation—Part Time</a>
KDL Policy 6.7.2	<a href="#">Vacation—Carry Forward</a>
KDL Policy 6.7.4	<a href="#">Bereavement Leave</a>
KDL Policy 6.7.5	<a href="#">Family &amp; Medical Leave Act (FMLA) <b>EDITS</b></a>
KDL Policy 6.7.6	<a href="#">Personal Leave of Absence without Pay</a>
KDL Policy 6.7.7	<a href="#">Personal Leave of Absence with Pay</a>
KDL Policy 6.7.8	<a href="#">Jury Leave</a>
KDL Policy 6.7.9	<a href="#">Military Leave</a>
KDL Policy 6.7.10	<a href="#">Holiday Accrual &amp; Eligibility</a>
KDL Policy 6.8	<a href="#">Transportation Reimbursement</a>
KDL Policy 6.8.1	<a href="#">Honoraria</a>
KDL Policy 6.8.2	<a href="#">Professional Association/Community Organization Memberships</a>
KDL Policy 6.9	<a href="#">Drug-Free Workplace</a>
KDL Policy 6.10	<a href="#">Electronic Communications Policy</a>
KDL Policy 6.11	<a href="#">Whistleblower Policy</a>
KDL Policy 6.12	<a href="#">Board Member Compensation</a>
KDL Policy 6.13	<a href="#">Conference Attendance—Board &amp; Staff</a>
KDL Policy 6.14	<a href="#">Volunteers</a>
KDL Policy 6.14.1	<a href="#">Volunteer Background Verification</a>

# KDL Policy 6.7.5

## Family & Medical Leave Act (FMLA)

Kent District Library offers family and medical leave as provided by the [Family and Medical Leave Act of 1993 \(FMLA\)](#). ~~This law allows a maximum of twelve (12) weeks of leave during a 12-month period of time, except for eligible employees who may take up to 26 weeks of leave to care for a covered military service member during a 12-month period measured from the first day that leave is taken to care for a covered military service member.~~ **The law allows a maximum of twelve (12) weeks of leave during a 12-month period of time except for eligible employees who may take up to 26 weeks of leave to care for a covered military service member during a single 12-month period measured from the first day that leave is taken to care for a covered military service member. Unless otherwise designated, the FMLA year for purposes of most types of leave will be a rolling 12-month period measured backward from the date the employee uses any FMLA covered leave. The 26 weeks of Service member Care Leave will be measured forward from the first date on which the employee takes such leave. Available leave will be the balance of the applicable 12 weeks or 26 weeks of entitlement which has not been used during this period.**

~~Leave time under this federal law and Kent District Library policy is subject to certain requirements and obligations:~~

- A. FMLA Leave Eligibility – an employee is eligible for FMLA leave if the employee has been employed by the Library for at least twelve (12) months and has worked 1,250 hours during the most recent 12-month period. Leave can only be taken for any one, or more, of the following reasons:
  - 1. Birth of the employee’s child and subsequent care after birth; \*
  - 2. Placement of a child with the employee for adoption or foster care; \*
  - 3. To care for the employee’s spouse/partner, child, or parent who has a serious health condition;
  - 4. For a serious health condition that makes the employee unable to perform the employee’s job;
  - 5. To care for a family member or next of kin who has experienced a serious illness or injury related to active military duty; or
  - 6. ~~To prepare for or attend to the immediate needs~~ For certain reasons associated with the absence or pending absence of a spouse/partner, child, or parent of an employee who is a member of the National Guard or Reserves.

~~\*Leave for birth, child care, adoption, and foster care must occur within the twelve months following the event.~~ **Leave for birth or bonding after birth, adoption, or foster care must occur within the twelve months following the event.**

- B. Definition of Serious Health Condition – A serious health condition generally is an illness, injury, impairment, or physical or mental condition requiring either inpatient care or continuing treatment by a health care provider resulting in necessary absences from work on a recurring basis. Specifically, continuing treatment must involve one of the following:
1. A period of incapacity requiring absence from work, school or other regular daily activities of more than three consecutive calendar days and also involving two or more visits to a health care provider or one visit to a health care provider and a regimen of continuing treatment;
  2. A chronic, serious health condition that continues over an extended period of time, requires ~~period~~ **periodic** visits to a health care provider and may involve episodes of incapacity;
  3. A permanent or long-term period of incapacity for which treatment may not be effective;
  4. Multiple treatments for restorative surgery or for a condition likely to result in capacity for more than three days if not treated; or
  5. Prenatal care ~~of~~ **or** incapacity due to pregnancy.

Routine preventative physical and dental exams are excluded.

- C. Intermittent or Reduced FMLA Leave Schedule – If leave is for the purposes of caring for a sick family member's or the employee's own serious health condition, or as permitted under the military care provisions, leave may be requested on an intermittent or a reduced leave (work) schedule if medically necessary. Certification of the medical necessity of intermittent leave or reduced leave (work) schedule is required by the Library from a health care provider (See "Medical Certification" below).

Leave for other purposes may be taken intermittently or on a reduced leave (work) schedule only if first approved by Kent District Library.

- D. Payment of Accrued Benefit Time – ~~Ordinarily, FMLA leave is unpaid. However, depending upon the purpose for the leave, certain kinds of accrued paid benefit time off of work may be applied to the FMLA leave at either the employee's or Kent District Library's option. All paid leaves can be applied to any unpaid FMLA leave relating to birth, placement of a child for adoption or foster care, or care for a family member. Kent District Library will require applying accrued paid leaves to FMLA leave. However, employees may request to retain up to one-half (1/2) of their accrued vacation time/Paid Time Off (PTO) as of the date the Family and Medical Leave began. Such requests must be made in writing prior to the commencement of the leave unless the employee is prohibited from doing so because of an emergency.~~ **FMLA leave is unpaid. Kent District Library requires employees to use accrued benefit time (e.g., Vacation, Paid Time Off, Floating Holiday, and Sick Pay, as applicable) during FMLA leave. Employees may request to retain up to one-half (1/2) of their accrued Vacation or**

**Paid Time Off (PTO) as of the date the FMLA leave begins. Requests must be submitted in writing prior to the start of the leave, unless an emergency prevents the employee from doing so.**

- E. FMLA Notification Requirements – An employee must give Kent District Library at least thirty (30) days advance notice when the leave is foreseeable. If this is not possible, or the need for the leave is not foreseeable, then notice is to be given as soon as practicable. When requesting any leave (including sick leave, personal leave, personal days, and vacation), an employee must provide sufficient information to Kent District Library to establish a qualifying reason for the leave so the Library is aware of the employee’s entitlement, if any, to FMLA leave. **Simply calling off “sick” is not sufficient.** An employee ~~using other paid leave for FMLA leave purposes~~ who seeks to extend the leave for FMLA leave purposes must advise the Library of the reasons before any extension.

Employees ~~are expected to~~ **must** follow all other notice and procedural requirements established by Kent District Library for requesting leaves and in such cases, employees are expected to give as much advance notice as possible.

**Employees requesting FMLA leave will be notified of their eligibility and their rights and responsibilities, and whether the leave qualifies for FMLA protection.**

- F. FMLA Medical Certification — Kent District Library requires timely medical certification from a health care provider to support leaves requested because of a serious health condition of the employee or family member and may, at its expense, require second or third opinions. Additional medical certifications or recertification may be required in certain circumstances. Employees requesting FMLA leave for the birth of a child, adoption, or foster care placement will be required to submit proof of the qualifying event.

An employee seeking to return to work from leave involving the employee’s own serious health condition will first be required to submit a fitness-for-duty medical certification from a health care provider. Failure to do so may delay returning to work.

- G. Health Coverage during FMLA Leave – During the course of the FMLA leave, an employee’s preexisting health coverage benefit program will be maintained under the same terms and conditions established for active employment. This means that an employee is responsible for timely cost payments or contributions (if any) as may be required pursuant to the established Library Policy or applicable bargaining agreement. Except in certain circumstances, if an employee does not return to work from leave, then any health program premiums or payments made by the Library during the leave becomes a debt owed by the employee and must be repaid.
- H. Return from FMLA Leave – Following expiration of the leave and return to work, an employee ordinarily will be reinstated to the employee’s job position held immediately prior to the

leave, or reinstated to an equivalent position. “Key employees” under the law may be denied reinstatement in certain circumstances, and appropriate employees will be advised of their “key” status and conditions for any denial of reinstatement before FMLA leave starts.

During the leave, an employee may be required to advise the Library from time to time regarding status and intent to return to work.

- I. Failure to Follow FMLA Leave Requirements – If notification and certification requirements are not followed by an employee, it may result in **delay or** denial of the requested leave or cancellation of existing leave. **If the employee knowingly submits false or fraudulent information to obtain or continue leave under this policy, the employee will be subject to disciplinary action up to and including termination. Employees on any type of leave, including FMLA, are expected not to be involved in other full-time or part-time professional employment or personal pursuits that are inconsistent with the stated need to be away from work.**

It is the employee’s responsibility to request FMLA leave on the same or next business day after the need for leave becomes known, absent an emergency situation. Employees must submit a completed FMLA request form including the specific reason(s) for the leave request as well as provide other information as requested by Kent District Library.

Kent District Library also adheres to **applicable** temporary leave and **paid sick leave** laws ~~such as these, which may be enacted into law during times of emergency.~~ **To the extent permitted by law, all such leaves will be included in FMLA leave entitlements where the FMLA also applies. It is Kent District Library policy to provide the opportunity for leave for those employees who do not meet the Eligibility requirements for the FMLA as defined in Section A above. Requirements for this Library-sponsored leave will be generally the same as for leave under the FMLA, however the Library reserves the right to make final determinations about the qualification of individual leave requests and the amount of leave available.**



# RESOLUTION

Authorizing Execution of the Fifth Third Private Bank Distribution Consent Form

## MEETING INFORMATION

A regular meeting of the Kent District Library (“KDL”) Board of Trustees (“the Board”) was held at the KDL Service Center on February 19, 2026, at 4:30 PM.

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

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

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

## RESOLUTION

**WHEREAS** the Kent District Library is the designated beneficiary of the Adolph F. Wendler Irrevocable Trust; and

**WHEREAS**, Fifth Third Private Bank has requested formal authorization from KDL to execute the Distribution Consent Form related to the administration of said trust; and

**WHEREAS** the Board of Trustees finds it in the best interest of the Library to authorize its Executive Director to execute the necessary documentation on behalf of KDL.

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

The Kent District Library Board of Trustees hereby authorizes its Executive Director, Lance Werner, to execute the Fifth Third Private Bank Distribution Consent Form for the Adolph F. Wendler Irrevocable Trust as the designated signor on behalf of the Library.

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 19<sup>th</sup> day of February 2026.

**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 February 19, 2026 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: February 19, 2026

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Peter Dykhuis, KDL Board Chair

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Sheri Gilreath-Watts, KDL Board Secretary