

BOARD OF TRUSTEES PACKET

Kent
District
Library



MARCH 2026



DRAFT



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library, Spencer Branch, 14960 Meddler Ave., Gowen, MI 49326

DATE & TIME

THURSDAY, MARCH 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: February 19, 2026
- C. Request: Krause Memorial Branch late opening on Saturday, June 6, 2026, to participate in Rockford's annual Start of Summer Parade.
- D. Request: East Grand Rapids Branch opening late on Saturday, June 27, 2026, due to Reeds Lake Run.
- E. Request: East Grand Rapids Branch opening late on Saturday, September 12, 2026, due to Rhoades McKee Triathlon.
- F. Request: Amy Van Andel Library late closing on Friday, December 4 due to Tinsel, Treats and Trolleys.

4. REGIONAL MANAGER UPDATE

5. FINANCE REPORTS – February 2026*

6. DIRECTOR'S REPORT – February 2026

7. OLD BUSINESS

- A. Policy Manual Section 6.7.5* *Second Reading*

8. NEW BUSINESS

- A. Policy Manual Section 2* *First Reading*
- B. KDL Scholarship Selection Process

9. LIAISON REPRESENTATIVE COMMENTS

10. PUBLIC COMMENTS**

11. BOARD MEMBER COMMENTS

12. MEETING DATES

Next Regular Meeting: Thursday, April 16, 2026 – 4:30PM

KDL – Service Center, 814 West River Center Drive, Comstock Park, MI 49321

13. ADJOURNMENT*

* Requires Action

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

DRAFT



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, February 19, 2026, at 4:30 PM.

BOARD PRESENT: Tracy Chrenka, Kristen Covelle (4:45 PM), Peter Dykhuis, Andrew Erlewein (4:35 PM), Sheri Gilreath-Watts, Amanda Schrauben, Christina Tazelaar and Norma VerHeulen

BOARD ABSENT: None

STAFF PRESENT: Jaci Cooper, Jennifer DeVault, Megan Eastman, Sheri Glon, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Holland Rietberg-Miller, Deb Schultz, Karen Small, Kurt Stevens, Lance Werner and Penni Zurgable

GUESTS PRESENT: Marge Ohlman, Linda Grit, Susan Marshall, and Penny Weller

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: January 15, 2025

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

Support: Supported by Chrenka.

RESULT: Motion carried.

4. FINANCE REPORTS – January 2025*

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

- KDL's cash and investment position at the end of January was just under \$25.2 million. It is expected to reach its high point in February as the final major wave of property tax collections arrives from taxpayers who wait until the deadline to pay their municipalities. Investment returns continue to generally exceed 3%.
- Revenues through January totaled just over \$14.4 million, with nearly all of that amount — \$14.3 million — coming from property tax collections. This total represents

DRAFT

45% of the organization's budgeted revenues for 2026. Additionally, the organization received nearly \$48,000 in donations during January.

- Expenditures through January were \$3.6 million, or 11% of the annual expenditure budget. Many annual subscriptions and licenses renew and are paid in January, which inflates the year-to-date expenditure percentage compared to the annual budget. Several items of note include:
 - Account 5720 (HSA/Flex) is funded 100% in January for all eligible employees, resulting in expenditures of nearly \$321,000, or 91% of its annual budget.
 - Account 5873 (Website) expended 93% of its budgeted line item for the annual fee.
 - Account 5890 (ILS Fees) expended 74% of its annual budget for the annual BiblioCommons renewal.
 - Account 5928 (Branch Maintenance Fees) incurred \$141,526 in expenditures for first-quarter maintenance payments to host municipalities.
- Regarding expenditures, it is also worth noting that system-wide changes to the free printing program — implemented to ensure long-term sustainability — resulted in a 32% reduction in printing costs. The target was a 30% reduction, and patron service levels were maintained with minimal issues. Emily Whalen and the implementation team were recognized for achieving this cost-saving goal.
- Expenditures exceeding \$50,000 during January included:
 - **HealthEquity, Inc.** – \$327,067.97 for annual Health Savings Account contributions and employee withholding remittances
 - **BiblioCommons Corp** – \$174,051.16 for the annual software package renewal
 - **Ingram Library Services** – \$126,703.12 for collection materials
 - **IP Consulting, Inc.** – \$119,606.91
 - **The Hanover Insurance Group** – \$74,847.00 for annual insurance premiums
 - **Kanopy, Inc.** – \$63,214.95 for the annual content deposit
 - **HMA** – \$74,150.22 total for January, reflecting costs for the new employee health insurance carrier.

Motion: Tazelaar moved to receive and file the January 2026 finance reports as presented.

Support: Supported by Schrauben.

RESULT: Motion carried.

5. DIRECTOR'S REPORT – January 2026

Executive Director Werner shared that this winter brought some of the most challenging weather conditions staff could remember. Despite severe storms, the organization avoided full-day closures. Instead, facilities opened late or closed early to allow employees time to travel safely. One especially difficult day involved a major pileup on M-6, during which the Cascade Twp. Branch served as an emergency shelter. Staff responded calmly and effectively. As always, determining whether to open or close remained a complex judgment call.

DRAFT

Another significant moment occurred during a visit to the Krause Memorial Branch with Regional Manager I Jennifer German and Director of Community Engagement Randy Goble. Seeing the branch's progress, especially when compared to the tense early days of the project — including a memorable, contentious meeting at East Rockford Middle School with multiple municipal boards and over 200 frustrated residents — was emotional. The transformation from that environment to the organization's current position is remarkable. Much of the credit goes to Regional Manager I Jennifer German, who has been a steadfast and driving force behind the project's success. She remained committed through every challenge and played a central role in moving the effort forward.

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

6. NEW BUSINESS

A. Policy Manual Section 1 – Collection and Reference

The Board of Trustees reviewed Policy Manual Section 1 as presented and confirmed that no edits were necessary.

B. Policy Manual Section 6.7.5 – Family & Medical Leave Act (FMLA)*

The Board will conduct a second reading of Policy Manual Section 6.7.5 – Family & Medical Leave, alongside Brian Mortimore, Director of Human Resources and Organizational Development, including clarification to item G.

C. Resolution: Authorizing Execution of the Fifth Third Private Bank Distribution Consent Form*

Roll Call Vote

Motion: Tazelaar moved to approve Resolution: Authorizing Execution of the Fifth Third Private Bank Consent Form as presented.

Support: Supported by Schrauben.

Chrenka – Yes

Covelle – Yes

Dykhuis – Yes

Erlewein – Yes

Gilreath-Watts – Yes

Schrauben – Yes

Tazelaar – Yes

VerHeulen – Yes

RESULT: Motion Carried 8-0.

D. Pension Update

Brian Mortimore, Director of Human Resources and Organizational Development, reviewed the pension plan's history, including the 1995 creation of the KDL Employees Retirement System and subsequent growth in assets and liabilities. From 2023–2025, the Board explored Pension Risk Transfer (PRT) options; legal review confirmed no safety net for retirees in a failed millage, leading to selection of Gallagher as advisor and investment de-risking aligning returns with liabilities. The presentation emphasized that the pension is currently at its strongest point in the system's history.

7. LIAISON REPRESENTATIVE COMMENTS – None.

8. PUBLIC COMMENTS** – Representatives of the Friends of the Library wanted to celebrate Volunteer Coordinator Deb Schultz and noted that she has their full support — she is truly

DRAFT

special. They are also very appreciative of Board of Trustees Norma VerHeulen and Pension Board Member Penny Weller for all the work they do for the Alliance of Friends.

Volunteer Coordinator Deb Schultz stated that the Seed Library featured seed this year is the *Calendula Pacific Beauty*. KDL will receive it in about a week. Susan Marshall is one of the volunteers who has helped with the project over the past three weeks. Today alone, they packed 2,070 envelopes of seeds, bringing the current total to 9,490, with a goal of surpassing 11,000.

9. BOARD MEMBER COMMENTS

Chrenka – Chrenka shared that she recently took on an interesting personal challenge through a women’s group she belongs to. The group has been doing short, five-minute PowerPoint presentations — similar to the popular versions seen on social media — where each person talks about something they are passionate about. She chose to present on KDL services to a diverse group of women of various ages. It was especially gratifying because, even though some attendees were avid library users, she was still able to surprise them with information they didn’t know. She also expressed her appreciation to Director of Community Engagement Randy Goble for helping her by providing a high-quality, non-pixelated logo for her presentation.

Covelle – Covelle attended the five-year birthday celebration for the Amy Van Andel Library and had the opportunity to meet Amy Van Andel for the first time, which was a lovely experience. She arrived just in time to see the first prize of the day awarded to a young boy who seemed a bit overwhelmed by the moment, unsure of what was happening while everyone around him was very excited. She also took photos with Katie L. and admired the ice sculpture. Overall, it was a wonderful event.

Dykhuis – No comment.

Erlewein – Erlewein, who also serves as a KDL Pension Board member, provided insight into how other public library pensions are funded. The City of Grand Rapids library system is funded at 73%, and the City of Lansing is funded at 85%. Unfortunately, the City of Chicago is funded at only 30%, leaving 70% of its liabilities unfunded.

Gilreath-Watts – Gilreath-Watts also attended the special birthday celebration at the Amy Vandel Library and enjoyed receiving a wonderful bag of treats. The event reminded her of the pride others feel for their communities — much like her own pride in Wyoming. She shared that she is originally from Inkster, a small city outside the Detroit area, and mentioned it because of its significance in Black history. Inkster once hosted Jesse Jackson, who was the only presidential candidate to make a campaign stop there during his presidential run. Regardless of personal political views, she still appreciates that he visited the city when she was younger, and she remembers the impact of his campaign and the message, “I am

DRAFT

somebody.” His visit deeply resonated with Inkster residents and remains a meaningful memory for her.

Schrauben – Schrauben is enjoying the On the Same Page clues that have been posted on social media.

Tazelaar – Tazelaar attended a program at the Gaines Twp. Branch about Olaudah Equiano: Formerly Enslaved Pioneer of Abolition and a Drawing without Fear program at the Kentwood Branch.

VerHeulen – VerHeulen reported changes at the City of Walker and noted that Darryl Schmalzel is retiring, and that Shay Gallagher will be the next City Manager.

10. MEETING DATES

Regular Meeting: Thursday, March 19, 2026 – Kent District Library Spencer Twp. Branch, 4:30 PM.

11. ADJOURNMENT

Motion: Gilreath-Watts moved for adjournment at 5:43 PM.

Support: Supported by VerHeulen.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



27 February 2026

Board of Trustees
Kent District Library
814 West River Center Drive NE
Comstock Park MI 49321

Dear Board of Trustees:

I am writing to request permission for a late opening of the Krause Memorial Branch on Saturday, June 6, 2026 in order to participate in Rockford's annual Start of Summer Parade. The library will be closed in the morning, opening at 1:00pm, and will maintain its normal Saturday hours thereafter.

Additionally, our temporary location at the Rockford Community Cabin is on the parade route, meaning that vehicles will not have access to our parking lot the morning of June 6.

We have received many positive comments from the public over the years concerning our participation in the Rockford Start of Summer Parade. Participation in the Rockford Start of Summer Parade is a great means by which to heighten the branch's visibility in the community, especially with the building expansion project underway.

Thank you for your consideration.

Sincerely,

Jennifer German
Regional Manager I
Krause Memorial | Nelson Township | Spencer Township Branches

cc: Lance Werner, KDL Executive Director



March 11, 2026

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

Dear Board of Trustees:

Every June, the City of East Grand Rapids holds the Reeds Lake Run. This year the event is scheduled to start at 8:00am on Saturday, June 27. The start and finish of this race will be in front of the Library on Lakeside Dr. East Grand Rapids hopes to have a couple thousand people participate in the event.

Due to road closures before, during, and after the race I am requesting the library open at 11:00am instead of 9:30am. At this time, patrons and employees will be able to park and access Lakeside Drive to enter the library.

This is consistent with decisions to open late during previous Reeds Lake Runs, including 2025.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Ninemeier", is written over a light blue rectangular background.

Scott Ninemeier

East Grand Rapids and Amy Van Andel Libraries | Regional Manager I

cc: Lance Werner, KDL Executive Director



March 11, 2026

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

Dear Board of Trustees:

Every year on the first Saturday after Labor Day, the City of East Grand Rapids holds the Rhoades McKee Triathlon. This year the event is scheduled to start at 8:00am on Saturday, September 12. This event attracts thousands of athletes and spectators and runs from 8:00am-11:00am.

Due to road closures on Lakeside Drive before, and during the race I am requesting the library open at 11:00am instead of 9:30am. At this time, patrons and employees will be able to access Lakeside Drive to enter the library.

This is consistent with decisions to open late in years past during the Rhoades McKee Triathlon.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Ninemeier", is written over a light blue rectangular background.

Scott Ninemeier

East Grand Rapids and Amy Van Andel Libraries | Regional Manager I

cc: Lance Werner, KDL Executive Director



March 11, 2026
Board of Trustees
Kent District Library
814 West River Center Dr. NE
Comstock Park, MI 49321

Dear Board of Trustees:

On Friday, December 4, 2026, the Ada Business Association and the ADA Downtown Development Association will be hosting a community event called Tinsel Treats and Trolleys. This evening event will host many holiday activities including a trolley that makes stops around the downtown area.

The Amy Van Andel Library has accepted a request to be a stop for this event which runs from 5:00pm – 8:30pm. The Library will be hosting crafts and programming from 6:00-8:00pm. Since the library normally closes at 5:00pm, we are requesting to stay open until 8:30pm on Friday, December 4 to correspond with the end of the event.

The library will remain open for normal services during the event.

We thank you for considering,

A handwritten signature in black ink, appearing to read "Scott Ninemeier", is written over a light gray rectangular background.

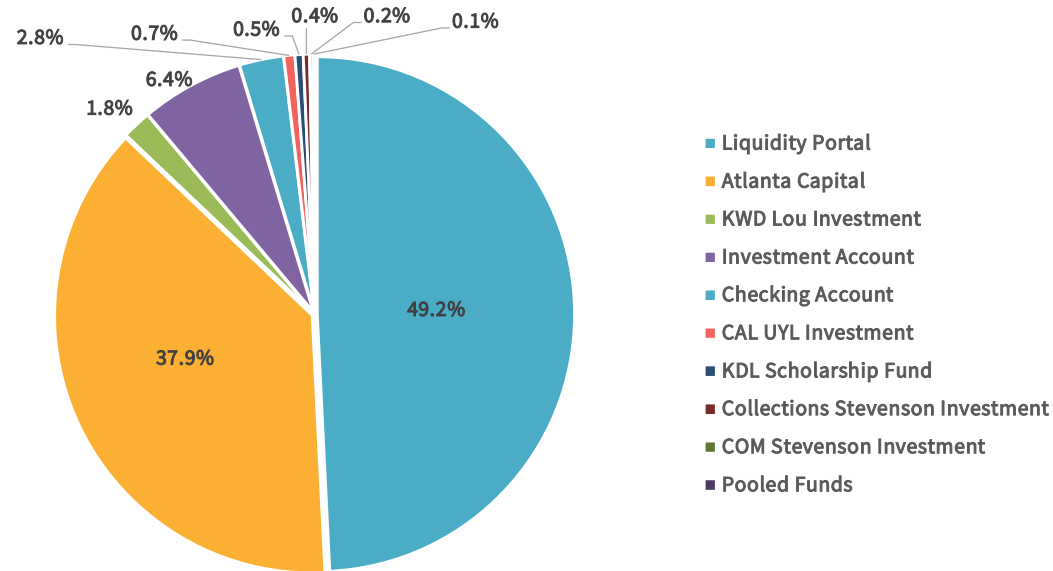
Scott Ninemeier

East Grand Rapids and Amy Van Andel Libraries | Regional Manager

cc: Lance Werner, KDL Executive Director



Monthly Cash Position Per Bank Month Ended February 2026



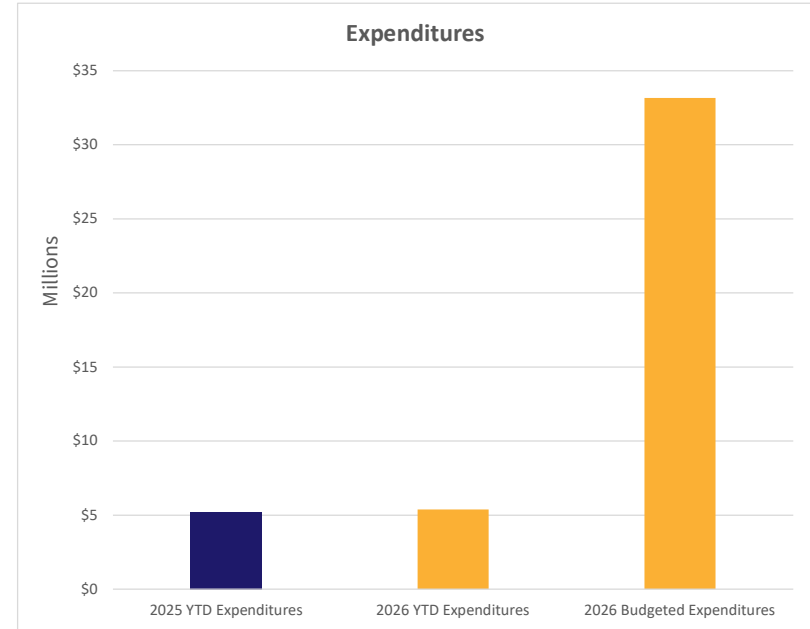
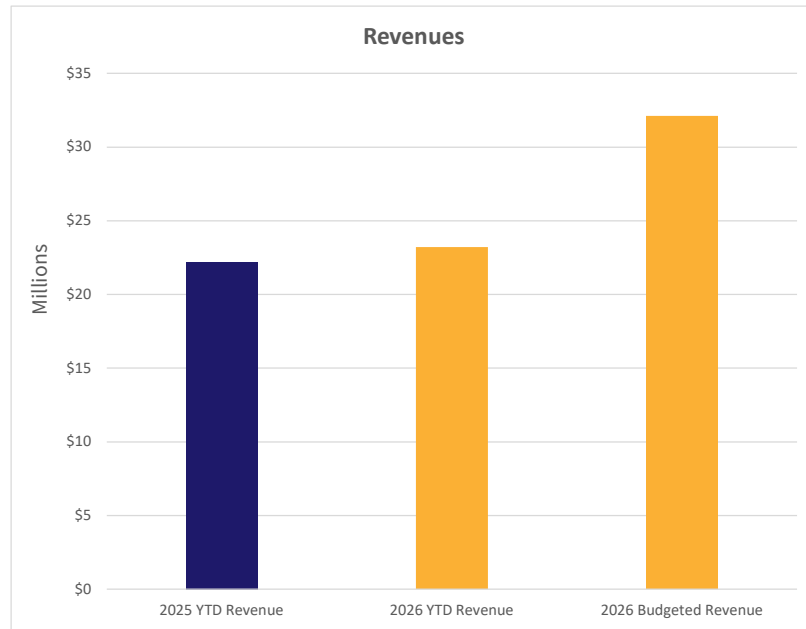
Cash Position with Prior Year Comparison			
Account	Current Interest Rate	Current Amount	Prior Year Amount
Huntington Liquidity Portal	3.610%	\$15,572,954.17	\$13,354,879.76
Atlanta Capital Investments	3.000%	\$11,993,924.00	\$11,380,212.00
KWD Sherri Lou Investment	3.600%	\$602,901.73	\$229,795.87
Huntington Investment Account	1.611%	\$2,036,325.47	\$1,904,179.89
Huntington Checking Account	0.500%	\$874,878.46	\$1,455,300.85
Caledonia UYL Investment	3.570%	\$223,489.18	\$214,731.41
KDL Community Scholarship Fund	3.610%	\$183,145.52	\$183,173.85
Collections Stevenson Investment	3.620%	\$128,505.81	\$ -
COM Stevenson Investment	3.610%	\$79,400.55	\$ -
*Kent County Pooled Funds	0.500%	\$62,016.54	\$60,676.81
		<u>\$31,757,541.43</u>	<u>\$28,782,950.44</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month Ended February 2026



Budget to Actual with Prior Year Comparison			
	YTD Actual	Budget	Percent of Budget
2025 Revenues	\$ 22,195,280	\$ 30,779,864	72.1%
2026 Revenues	\$ 23,223,505	\$ 32,106,843	72.3%
2025 Expenditures	\$ 5,217,619	\$ 30,778,695	17.0%
2026 Expenditures	\$ 5,389,546	\$ 33,165,842	16.3%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2026 Through 2/28/2026
(In Whole Numbers)

	2026 YTD Actual	2026 Budget	2026 Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	22,969,472	29,139,951	(6,170,479)	(21)%
Penal Fines	0	675,000	(675,000)	(100)%
Charges for Services	6,584	34,000	(27,416)	(81)%
Interest Income	169,715	672,900	(503,185)	(75)%
Public Donations	62,992	265,000	(202,008)	(76)%
Other Revenue	501	315,275	(314,774)	(100)%
State Sources	14,242	1,004,817	(990,575)	(99)%
Total Revenues	23,223,505	32,106,943	(8,883,438)	(28)%
Expenditures				
Salaries and Wages	2,143,490	15,254,012	13,110,522	86 %
Employee Benefits	708,079	5,055,038	4,346,959	86 %
Collections - Digital	735,988	3,416,753	2,680,765	78 %
Collections - Physical	300,907	2,056,198	1,755,291	85 %
Supplies	56,231	784,535	728,303	93 %
Contractual and Professional Services	714,754	2,297,548	1,582,794	69 %
Programming and Outreach	81,525	550,665	469,139	85 %
Maintenance and Utilities	464,830	2,334,416	1,869,586	80 %
Staff Development	33,672	311,382	277,710	89 %
Board Development	518	24,075	23,557	98 %
Other Expenditures	140,085	605,450	465,365	77 %
Capital Outlay	9,465	475,770	466,305	98 %
Total Expenditures	5,389,546	33,165,842	27,776,296	84 %
Excess Revenue Over (Under) Expenditures	17,833,960	(1,058,899)	18,892,859	(1,784)%

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 2/1/2026 Through 2/28/2026
(In Whole Numbers)

	2026 YTD Actual	2026 Budget	2026 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	1,062	4,000	(2,938)	(73)%
Public Donations	250	1,000	(750)	(75)%
Total Revenues	1,312	5,000	(3,688)	(74)%
Expenditures				
Scholarships	0	10,000	10,000	100 %
Total Expenditures	0	10,000	10,000	100 %
Excess Revenue Over (Under) Expenditures	1,312	(5,000)	6,312	(126)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2026 Through 2/28/2026
(In Whole Numbers)

	YTD Ending February 28, 2025	YTD Ending February 28, 2026	Total Variance
Revenues			
Property Taxes	21,960,843	22,969,472	1,008,628
Charges for Services	7,514	6,584	(930)
Interest Income	181,368	169,715	(11,653)
Public Donations	39,641	62,992	23,351
Other Revenue	5,914	501	(5,412)
State Sources	0	14,242	14,242
Total Revenues	22,195,280	23,223,505	1,028,226
Expenditures			
Salaries and Wages	2,394,589	2,143,490	(251,098)
Employee Benefits	266,232	708,079	441,848
Collections - Digital	650,907	735,988	85,081
Collections - Physical	273,833	300,907	27,074
Supplies	51,037	56,231	5,194
Contractual and Professional Services	770,829	714,754	(56,075)
Programming and Outreach	69,094	81,525	12,431
Maintenance and Utilities	511,093	464,830	(46,263)
Staff Development	32,295	33,672	1,377
Board Development	3,519	518	(3,001)
Other Expenditures	130,359	140,085	9,726
Capital Outlay	63,832	9,465	(54,367)
Total Expenditures	5,217,619	5,389,546	171,927
Excess Revenue Over (Under) Expenditures	16,977,661	17,833,960	856,299

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 2/1/2026 Through 2/28/2026
(In Whole Numbers)

	YTD Ending February 28, 2025	YTD Ending February 28, 2026	Total Variance
Revenues			
Interest Income	1,267	1,062	(205)
Public Donations	450	250	(200)
Total Revenues	1,717	1,312	(405)
Excess Revenue Over (Under) Expenditures	1,717	1,312	(405)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2026 Through 2/28/2026
(In Whole Numbers)

	Current Month	2026 YTD	2026 Budget	Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	8,598,124	22,910,589	28,916,304	(6,005,715)	(21)%
4412 Delinquent personal property taxes	133	2,850	6,000	(3,150)	(52)%
4432 DNR - PILT	0	0	40,000	(40,000)	(100)%
4437 Industrial facilities taxes	48,842	56,033	177,647	(121,614)	(68)%
Total Property Taxes	8,647,099	22,969,472	29,139,951	(6,170,479)	(21)%
Penal Fines					
4581 Penal fines	0	0	675,000	(675,000)	(100)%
Total Penal Fines	0	0	675,000	(675,000)	(100)%
Charges for Services					
4660 Other Patron Fees	427	896	0	896	0 %
4685 Materials replacement charges	2,540	5,688	34,000	(28,312)	(83)%
Total Charges for Services	2,967	6,584	34,000	(27,416)	(81)%
Interest Income					
4662 Interest Earned on Uyl Investment	610	1,287	0	1,287	0 %
4663 Interest Earned on Investment	2,221	4,697	0	4,697	0 %
4665 Interest earned on deposits and investments	102,700	163,396	672,900	(509,504)	(76)%
4666 Interest Earned - Property Taxes	47	334	0	334	0 %
Total Interest Income	105,578	169,715	672,900	(503,185)	(75)%
Public Donations					
4673 Restricted donations	10,846	56,309	265,000	(208,691)	(79)%
4674 Unrestricted donations	4,409	6,683	0	6,683	0 %
Total Public Donations	15,255	62,992	265,000	(202,008)	(76)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	305,275	(305,275)	(100)%
4668 Royalties	180	359	0	359	0 %
4686 Sale of Equipment	73	73	0	73	0 %
4688 Miscellaneous	70	70	10,000	(9,930)	(99)%
Total Other Revenue	323	501	315,275	(314,774)	(100)%
State Sources					
4540 State Aid	0	0	477,000	(477,000)	(100)%
4541 State aid - LBPH/TBBC	0	0	41,072	(41,072)	(100)%
4548 Renaissance Zone reimbursement	0	0	61,745	(61,745)	(100)%
4549 Personal Property tax reimbursement	0	0	425,000	(425,000)	(100)%
4569 State Grants - Other	13,819	14,242	0	14,242	0 %
Total State Sources	13,819	14,242	1,004,817	(990,575)	(99)%
Total Revenues	8,785,041	23,223,505	32,106,943	(8,883,438)	(28)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	240	480	3,900	3,420	88 %
5706 Extra duty stipends	350	350	0	(350)	0 %
5713 Salary & Wages	1,109,885	2,142,660	15,250,112	13,107,452	86 %
Total Salaries and Wages	1,110,475	2,143,490	15,254,012	13,110,522	86 %
Employee Benefits					
5709 FICA	81,730	159,001	1,166,634	1,007,633	86 %
5716 Defined Benefit Pension Plan	0	0	400,000	400,000	100 %
Expenditures					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2026 Through 2/28/2026
(In Whole Numbers)

		Current Month	2026 YTD	2026 Budget	Budget to Actual Variance	Percent Remaining
5717	Defined Contribution Pension Plan Contributions	55,235	112,460	672,634	560,175	83 %
5718	Employee Health Benefits	38,636	97,862	2,366,770	2,268,908	96 %
5720	HSA/Flex	0	320,951	354,000	33,049	9 %
5730	Other Employee Benefits	9,992	17,806	95,000	77,194	81 %
	Total Employee Benefits	185,593	708,079	5,055,038	4,346,959	86 %
	Collections - Digital					
5785	Cloud Library/OverDrive	0	369,000	2,285,000	1,916,000	84 %
5786	Hoopla	0	130,490	829,540	699,050	84 %
5787	Digital Collection	2,147	69,903	93,850	23,947	26 %
5788	Miscellaneous Electronic Access	600	166,595	208,363	41,768	20 %
	Total Collections - Digital	2,747	735,988	3,416,753	2,680,765	78 %
	Collections - Physical					
5791	Subscriptions	0	63,114	62,258	(856)	(1)%
5871	Branch Local Materials - Restricted Donation Expenditures	6,023	6,093	0	(6,093)	0 %
5982	Collection Materials - Depreciable	108,129	190,910	1,687,140	1,496,230	89 %
5983	CD/DVD Collection Materials - Non-Depreciable	21,003	40,493	289,800	249,307	86 %
5984	Beyond Books Collection - Non-Depreciable	296	296	17,000	16,704	98 %
	Total Collections - Physical	135,452	300,907	2,056,198	1,755,291	85 %
	Supplies					
5750	Collection Processing & AV Supplies	7,501	12,102	136,300	124,198	91 %
5751	Supplies	9,801	14,036	146,313	132,277	90 %
5760	Technology & Accessories <\$1000	738	738	117,920	117,182	99 %
5764	KDL Staff Event, Supplies & Awards	1,305	1,305	36,750	35,445	96 %
5768	Promotions Supplies	0	0	43,185	43,185	100 %
5770	Other Awards/Prizes	18,500	19,055	176,000	156,945	89 %
5790	Books (not for circulation)	0	0	23,500	23,500	100 %
5851	Mail/Postage	106	1,161	8,567	7,406	86 %
5900	Copier/Printer Usage Charges	10,160	7,834	96,000	88,166	92 %
	Total Supplies	48,111	56,231	784,535	728,303	93 %
	Contractual and Professional Services					
5792	Software	12,011	207,200	651,289	444,089	68 %
5801	Professional & Other Contracted Services	26,242	110,374	649,575	539,201	83 %
5813	Delivery Services	11,900	24,305	168,872	144,567	86 %
5814	Security Services	1,985	2,775	33,000	30,225	92 %
5817	Lakeland Library Co-op services	0	1,825	7,450	5,625	76 %
5827	Catering	1,720	2,020	15,950	13,930	87 %
5873	Website	7	184,383	198,405	14,022	7 %
5875	Advertising	950	13,712	76,500	62,788	82 %
5890	ILS Fees	0	132,470	180,000	47,530	26 %
5891	Licenses and Fees	9,339	25,822	181,007	155,185	86 %
5901	Outsourced Printing & Publishing	9,285	9,867	135,500	125,633	93 %
	Total Contractual and Professional Services	73,440	714,754	2,297,548	1,582,794	69 %
	Programming and Outreach					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2026 Through 2/28/2026
(In Whole Numbers)

		Current Month	2026 YTD	2026 Budget	Budget to Actual Variance	Percent Remaining
5795	Programming & Outreach Supplies	9,688	20,516	193,200	172,684	89 %
5885	Speakers/Performers	13,800	59,375	318,750	259,375	81 %
5906	Community Outreach	1,304	1,634	38,715	37,081	96 %
	Total Programming and Outreach	24,792	81,525	550,665	469,139	85 %
	Maintenance and Utilities					
5810	IT COLO Infrastructure Services	55,047	110,094	460,000	349,906	76 %
5822	Maintenance Contracts	1,379	31,239	74,907	43,668	58 %
5848	Mobile Hotspots	24,399	24,399	353,189	328,790	93 %
5849	Cell Phones/ Stipends	1,561	1,561	18,130	16,569	91 %
5852	Internet/Telecomm Services	20,317	38,578	274,100	235,522	86 %
5919	Waste Disposal	552	1,108	13,000	11,892	91 %
5920	Utilities	475	475	71,000	70,525	99 %
5925	Lawn care & Snowplowing	5,977	6,642	43,000	36,358	85 %
5928	Branch Maintenance Fees	0	141,526	572,302	430,776	75 %
5930	Repairs & Maintenance	1,127	4,052	127,260	123,208	97 %
5933	Software & IT Hardware Maintenance Agreements	0	67,650	149,500	81,850	55 %
5940	Rentals & Leases	948	37,506	178,028	140,522	79 %
	Total Maintenance and Utilities	111,782	464,830	2,334,416	1,869,586	80 %
	Staff Development					
5910	Staff Development & Conferences	17,633	33,672	311,382	277,710	89 %
	Total Staff Development	17,633	33,672	311,382	277,710	89 %
	Board Development					
5908	Board Development	518	518	24,075	23,557	98 %
	Total Board Development	518	518	24,075	23,557	98 %
	Other Expenditures					
5759	Gas, Oil, Grease	175	175	7,660	7,485	98 %
5860	Parking	223	227	6,225	5,998	96 %
5861	Mileage Reimbursement	2,663	4,937	62,145	57,208	92 %
5870	Branch Local Misc - Restricted Donation Expenditures	23,155	30,475	308,320	277,845	90 %
5935	Insurance	2,029	80,436	133,000	52,564	40 %
5939	Workers Compensation Insurance	0	20,327	25,000	4,673	19 %
5955	Miscellaneous	417	880	20,000	19,120	96 %
5959	Sales Taxes	(10)	(13)	100	113	113 %
5964	Property Tax Reimbursement	172	2,302	40,000	37,698	94 %
5965	MEL Return Items	224	338	3,000	2,662	89 %
	Total Other Expenditures	29,049	140,085	605,450	465,365	77 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	0	20,000	20,000	100 %
5977	Technology - Non-Depreciable (\$1000-4999)	3,846	4,463	79,960	75,497	94 %
5978	Technology - Depreciable (5,000+)	0	5,001	286,125	281,124	98 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	0	0	89,685	89,685	100 %
	Total Capital Outlay	3,846	9,465	475,770	466,305	98 %
	Total Expenditures	1,743,436	5,389,546	33,165,842	27,776,296	84 %
	Excess Revenue Over (Under) Expenditures	7,041,605	17,833,960	(1,058,899)	18,892,859	(1,784)%

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 2/1/2026 Through 2/28/2026
(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 Interest Earned on Investment	<u>504</u>	<u>1,062</u>	<u>4,000</u>	<u>(2,938)</u>	<u>(73)%</u>
Total Interest Income	<u>504</u>	<u>1,062</u>	<u>4,000</u>	<u>(2,938)</u>	<u>(73)%</u>
Public Donations					
4673 Restricted donations	<u>100</u>	<u>250</u>	<u>1,000</u>	<u>(750)</u>	<u>(75)%</u>
Total Public Donations	<u>100</u>	<u>250</u>	<u>1,000</u>	<u>(750)</u>	<u>(75)%</u>
Total Revenues	<u>604</u>	<u>1,312</u>	<u>5,000</u>	<u>(3,688)</u>	<u>(74)%</u>
Expenditures					
Scholarships					
5895 Scholarship Awards	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>100 %</u>
Total Scholarships	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>100 %</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>100 %</u>
Excess Revenue Over (Under) Expenditures	<u>604</u>	<u>1,312</u>	<u>(5,000)</u>	<u>6,312</u>	<u>(126)%</u>

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2026 Through 2/28/2026

Check Number	Vendor Name	Check Amount	Check Date
2026-0236	Overdrive, Inc	369,000.00	2/4/2026
2026-0234	Midwest Tape LLC	144,390.49	2/4/2026
AP-CH02-10-20...	Consociate, Inc. dba Consociate Health	105,583.50	2/25/2026
2026-0219	Ingram Library Services Llc	84,205.98	2/4/2026
2026-0290	Ingram Library Services Llc	62,188.97	2/18/2026
2026-0220	IP Consulting, Inc.	48,124.94	2/4/2026
AP-CH01-06-26	Consociate, Inc. dba Consociate Health	35,930.81	2/3/2026
2026-0294	Legend Holdings LLC	35,366.62	2/18/2026
AP-CH01-27-20...	Consociate, Inc. dba Consociate Health	25,612.92	2/17/2026
AP-6133146172	Verizon Wireless - MiFi Routers & Cell phones	24,346.47	2/2/2026
AP-CH01-13-26	Consociate, Inc. dba Consociate Health	21,234.96	2/3/2026
2026-0227	Lyngsoe Systems, Inc.	18,225.00	2/4/2026
AP-02-2026Princ	PLIC - SBD Grand Island	16,401.49	2/3/2026
2026-0172	Gibson Insurance Agency Inc.	16,187.00	2/4/2026
2026-0257	Everstream Holding LLC- Michigan	13,955.00	2/18/2026
AP-01-2026Princ	PLIC - SBD Grand Island	12,830.54	2/3/2026
2026-0252	Continental American Insurance Company dba AFLAC Group	10,641.10	2/18/2026
2026-0319	Xerox Corporation	9,931.35	2/18/2026
AP-CH02-03-20...	Consociate, Inc. dba Consociate Health	9,088.40	2/25/2026
2026-0239	Same Day Delivery, Inc	8,445.36	2/4/2026
2026-0167	Comerica Bank	7,072.24	2/4/2026
2026-0254	Comerica Bank	7,062.80	2/18/2026
AP-INV06932937	Paycor, Inc.	6,674.84	2/9/2026
2026-0320	RNL Graphics Solutions, LLC	6,477.12	2/19/2026
2026-0300	Midwest Tape LLC	6,081.21	2/18/2026
AP-CH01-20-20...	Consociate, Inc. dba Consociate Health	5,483.99	2/17/2026
2026-0243	Thomas Klise/Crimson Multimedia	5,350.00	2/4/2026
2026-0313	Thomas Klise/Crimson Multimedia	5,215.00	2/18/2026
89540	All Season Lawn Care	4,632.00	2/18/2026
2026-0310	Same Day Delivery, Inc	4,126.71	2/18/2026
89546	Governmental Consultant Services Inc.	4,000.00	2/18/2026
89526	City Of Lowell	3,870.50	2/4/2026
2026-0170	Five9, Inc	3,412.65	2/4/2026
AP-203267570...	Dte Energy	3,310.97	2/2/2026
AP-HSA021326	HealthEquity, Inc.	2,874.99	2/12/2026
AP-HSA022726	HealthEquity, Inc.	2,874.99	2/26/2026
2026-0240	Sammy's Party on Wheels LLC	2,850.00	2/4/2026
AP-L9311683-26	Prudential	2,745.00	2/25/2026
2026-0293	Pre-Paid Legal Services, Inc.	2,701.80	2/18/2026
AP-166453	HMA/Healthcare Management Administrators	2,692.02	2/20/2026
2026-0295	Library Ideas, Llc	2,662.27	2/18/2026
AP-202255291...	Consumers Energy	2,629.17	2/3/2026
2026-0315	UAW Local 2600	2,557.15	2/18/2026
2026-0164	Canva US, Inc.	2,502.00	2/4/2026
2026-0303	Nationwide	2,432.81	2/18/2026
AP-CH12-02-20...	Consociate, Inc. dba Consociate Health	2,404.54	2/2/2026
AP-Wk020626...	HMA/Healthcare Management Administrators	2,386.21	2/13/2026
2026-0309	RNL Graphics Solutions, LLC	2,379.51	2/18/2026
2026-0258	Cengage Learning	2,207.62	2/18/2026
2026-0316	Uline Shipping Supply Specialists	2,206.02	2/18/2026
2026-0173	HighPoint Electric, Inc.	2,140.88	2/4/2026

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2026 Through 2/28/2026

Check Number	Vendor Name	Check Amount	Check Date
2026-0221	Jacob Huber	2,132.00	2/4/2026
89532	Kent County Treasurer-Mi Tax Tribunal Refunds	2,129.84	2/4/2026
2026-0242	TelNet Worldwide, Inc.	2,056.29	2/4/2026
AP-Wk013026...	HMA/Healthcare Management Administrators	1,979.78	2/6/2026
2026-0222	Jania Taylor / Magic By Jania	1,800.00	2/4/2026
89551	Kristen VanDussen	1,800.00	2/18/2026
2026-0225	Library Ideas, Llc	1,737.00	2/4/2026
AP-732892	123.Net, Inc	1,724.00	2/10/2026
2026-0169	Fidelity Security Life Insurance Company	1,723.62	2/4/2026
2026-0237	Penworthy Co.	1,663.84	2/4/2026
2026-0256	Educational Furniture, Ltd.	1,648.84	2/18/2026
2026-0255	DK Security	1,530.24	2/18/2026
2026-0302	TELUS HEALTH (US) LTD.	1,400.49	2/18/2026
2026-0291	Joseph R Chirco	1,350.00	2/18/2026
2026-0165	Central Michigan Paper	1,320.00	2/4/2026
2026-0305	Playaway Products LLC	1,308.61	2/18/2026
2026-0259	Graffix Plus / Extreme Graffix Inc.	1,293.75	2/18/2026
2026-0304	Penworthy Co.	1,280.60	2/18/2026
AP-207059813...	Consumers Energy	1,265.42	2/5/2026
2026-0292	Kalamazoo Sanitary Supply / KSS Enterprises	1,260.75	2/18/2026
89533	Mary Kathleen Arnett	1,250.00	2/4/2026
89555	Ten Finger Fish	1,249.44	2/18/2026
2026-0248	Warner Norcross & Judd Llp	1,235.70	2/4/2026
2026-0159	Advanced Benefit Solutions, Inc / Acrisure, LLC	1,204.60	2/4/2026
89544	Edith E Hyde	1,200.00	2/18/2026
2026-0307	Rawan Shatara	1,200.00	2/18/2026
2026-0317	Unique	1,175.44	2/18/2026
2026-0297	Maxorplus LTD	1,106.00	2/18/2026
2026-0163	BrightStar Consulting Group, LLC	1,065.90	2/4/2026
89541	Animal Magic	1,000.00	2/18/2026
89530	Janyre Tromp	1,000.00	2/4/2026
2026-0308	Rehmann Robson LLC	950.00	2/18/2026
89553	Pam Spring Advertising, Llc	855.00	2/18/2026
2026-0296	Lindenmeyr Munroe	811.61	2/18/2026
2026-0228	Matthew Eickhoff / Here's your host LLC	800.00	2/4/2026
AP-167351	HMA/Healthcare Management Administrators	765.58	2/27/2026
2026-0247	Unique	763.14	2/4/2026
89523	Bayscan Technologies	763.10	2/4/2026
2026-0246	Trevor McDaniel	736.00	2/4/2026
2026-0318	Warner Norcross & Judd Llp	711.00	2/18/2026
2026-0249	Wolverine Printing Company	678.50	2/4/2026
89520	All Season Lawn Care	665.00	2/4/2026
AP-6133263243	Verizon Wireless - MiFy Routers & Cell phones	620.45	2/2/2026
2026-0314	Trevor McDaniel	609.50	2/18/2026
AP-3302428	Arrowaste	551.54	2/18/2026
89557	Wolverine Power Systems	523.50	2/18/2026
89554	Sophia Brewer	500.00	2/18/2026
2026-0226	Lindenmeyr Munroe	473.25	2/4/2026
2026-0229	Maxorplus LTD	451.97	2/4/2026
89545	Eric Michael Washington	450.00	2/18/2026
89549	Kathleen Latreille	400.00	2/18/2026
2026-0250	Xerox Corporation	350.00	2/4/2026

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2026 Through 2/28/2026

Check Number	Vendor Name	Check Amount	Check Date
AP-IN3673032	TASC	294.84	2/10/2026
AP-IN3673100	TASC	294.84	2/10/2026
2026-0158	Absopure Water Company	294.80	2/4/2026
2026-0251	Absopure Water Company	279.40	2/18/2026
2026-0238	Playaway Products LLC	277.04	2/4/2026
AP-0018438-01...	Comcast Cable	266.85	2/9/2026
89556	Walgreen Co	259.00	2/18/2026
89521	Allison Houlihan	200.00	2/4/2026
2026-0244	Tim Kleyn	200.00	2/4/2026
2026-0162	Bio-Serv Corporation / Rose Pest Colutions	178.00	2/4/2026
89550	Kent County Treasurer-Mi Tax Tribunal Refunds	172.25	2/18/2026
89537	Plainfield Charter Township	159.37	2/4/2026
2026-0223	Jennifer Feeny	150.00	2/4/2026
2026-0312	Shelby Toren	135.00	2/18/2026
AP-0260158-01...	Comcast Cable	131.90	2/19/2026
2026-0171	Cengage Learning	127.94	2/4/2026
AP-0021585-02...	Comcast Cable	126.90	2/24/2026
2026-0168	Everlasting Green Plantscape LLC	126.00	2/4/2026
89531	Kelly Garvin	104.48	2/4/2026
89539	Southfield Public Library, ATTN: Diane Mulhinch	99.00	2/4/2026
2026-0260	Grainger	90.65	2/18/2026
AP-000012026	State Of Michigan	90.00	2/3/2026
89535	Oakland University	90.00	2/4/2026
AP-017967	Medtipster.com, LLC.	88.44	2/17/2026
AP-6134969637	Verizon Wireless - MiFy Routers & Cell phones	83.20	2/23/2026
2026-0253	AMAZON CAPITAL SERVICES, INC	77.98	2/18/2026
89536	Peter Dykhuis	76.26	2/4/2026
89543	Center Point Publishing	73.71	2/18/2026
2026-0224	Kristen Covell	70.32	2/4/2026
2026-0301	Mike Golczynski	66.00	2/18/2026
2026-0160	Amanda B Schrauben	65.24	2/4/2026
2026-0306	Randall Goble	63.57	2/18/2026
89552	Melanie Moore	60.00	2/18/2026
2026-0166	Christina Tazelaar	58.57	2/4/2026
2026-0245	Tracy Chrenka	58.13	2/4/2026
2026-0241	Sheri Gilreath-Watts	51.32	2/4/2026
89522	Audiocraft Publishing Inc	46.94	2/4/2026
2026-0235	Norma J. VerHeulen	45.66	2/4/2026
2026-0161	Andrew Erlewein	43.20	2/4/2026
AP-8641512-12...	T-Mobile USA Inc.	31.35	2/2/2026
89527	City of Midland	27.95	2/4/2026
89548	James Dee Cotter	26.95	2/18/2026
89542	Capital Area District Libraries	20.60	2/18/2026
89534	Muskegon Area District Library	19.99	2/4/2026
89547	Grand Rapids Public Library	16.00	2/18/2026
2026-0311	Scholastic Library Publishing	15.30	2/18/2026
89525	Capital Area District Libraries	10.39	2/4/2026
89529	Hackley Public Library	10.00	2/4/2026
89528	Dorr Township Library	7.99	2/4/2026
89538	Putnam District Library	6.99	2/4/2026
89524	Bethany Sanford	5.99	2/4/2026
Report Total		1,251,605.50	

Kent District Library
Check/Voucher Register - Voided Checks
From 2/1/2026 Through 2/28/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
87886	Walker City Treasurer	(50,000.00)	2/23/2026
Report Total		<u>(50,000.00)</u>	

Director's Report February 2026



From the Desk of Lance Werner, Executive Director

Every year for the last 14 years, Brian Mortimore and I have had the same March discussion. It goes something like this, "Brian, what is going on with everyone? Everybody seems stressed out and slightly threadbare." Brian responds, "It's the same as it is every year. Winter and darkness create a sense of angst and when the sun finally comes out and it warms up later this month, people will feel the warmth and react accordingly." He has been right every year. No matter what is going on in the world, spring always arrives like an old friend and picks everyone up. Myself included.

I have been busy since my last report. I have enjoyed visiting branches, sometimes with Brian, sometimes alone, and catching up with everyone. I have also continued working on the Penguin Random House intellectual freedom/local ordinance project and had another call with Kalamazoo. I heard from Grand Rapids that they elected to work on amending an existing equal rights ordinance, which will check the box for the larger project. Randy and I are working on a major media project with the Steelcase and Kellogg Foundations, which will hopefully serve to highlight local stories and strengthen journalistic practices. Randy and I also had a nice meeting with the Urban League of West Michigan to discuss future partnership and collaboration. We also met with Microsoft and invited them to participate in our strategic planning endeavors. Finally, I feel blessed to have been elected Chair of the Children's Advocacy Center Board and look forward to helping the CAC achieve its goals. Onward!



Director's Report February 2026



ALTO + LOWELL

Alto has had an eventful February. As well as all the wonderful programs, outreach and patron interactions there has been construction! The Alto DDA had a drywall company come in to fix some water damage as well as all other dings and scrapes. This is preparation for new paint and flooring that we hope to have completed this spring.

Program attendance continues to climb, with the Storytimes being the most consistently attended. Alto's Branch Librarian Phil Sawyer saw his largest Rhyme Time to date on a cold Friday morning in February.

The Englehardt branch and the Lowell Area Historical Museum have teamed up for a "Community Read" celebrating the 250th anniversary of the Declaration of Independence. The Museum chose four different books on Paul Revere's life. Library Collections Manager, Elizabeth Guarino-Kozlowicz, purchased additional copies so they would be available at Lowell KDL.

The pictures below are from February 7, during "Take Your Child to the Library". The seasonal program the kids are enjoying is called Polar Pals.



EAST GRAND RAPIDS + ADA

Ada was fortunate enough to add Youth Librarian Kali Nelson to the team. So along with Angela Deckard, and Liz Wierenga we've been able to find more opportunities for programs and outreach. This intentional growth last year will certainly continue in 2026. Staff are pleased to more thoroughly involve Forest Hills Public Schools through book talks in the middle school and promoting legendary readers in K-5. In February, the Amy Van Andel turned 5 years old and it's amazing to see an increase in growth each year.

The East Grand Rapids branch is continuing to look at the facility with the City of East Grand Rapids and the Friends of the Library. In September of last year three new study rooms opened with help from the Friends. Through collaboration with the City this year, it was possible to replace the carpets on the lower level and some furniture replacement is being considered to enhance this space. The team at EGR is incredible and Managers grateful that the facility is getting closer to matching the quality of personnel working here. In 2026, we're excited to use are new space on the lower level for increasing what we have available for gross motor play and creating a space for adults to spend time with children that may be too little for the Wonderknook.

Pictured below: New carpet in EGR provided by the City of EGR

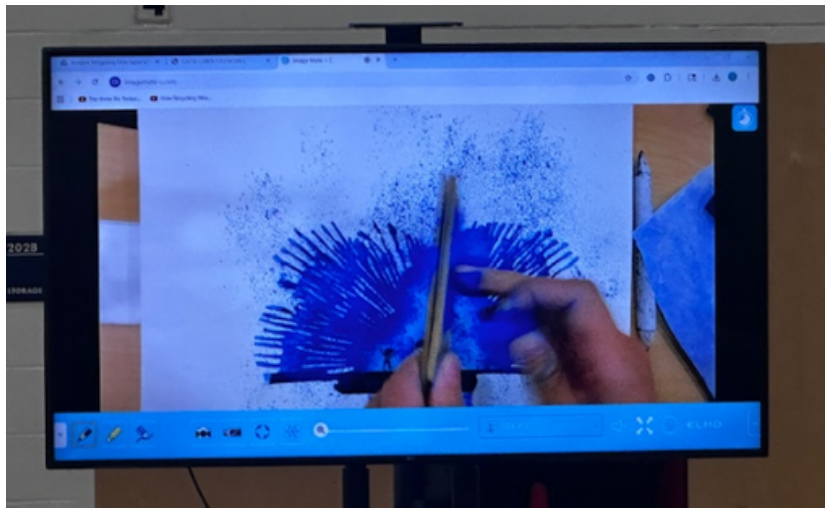


Pictured left:
Amy VanAndel with
Ada team members
celebrating the library's
5th anniversary

BYRON + GRANDVILLE

At both branches staff are always thinking continuously about programming and outreach, what is successful, what is not, and how to improve if/where it might be needed. Last year the goal was to maintain as there were some new staff members and getting up to speed was more important than change. This year with some new KPIs for staff and the new staffing standardization the focus is on making sure all programming and outreach is the best it can be, while having an eye to extraneous things or items that aren't working.

One of those outreaches that exemplifies this and works great is a yearly author visit. Each year staff work with area schools to bring in an author or illustrator, thanks to sponsorship from the Byron and Grandville Friends Groups. Grandville schools host a mock Caldecott program with the 3rd and 4th graders so the goal each year is to attempt to bring in one of the authors/illustrators students learned about. This year that individual is Catia Chien, illustrator of picture book Fireworks. As luck would have it, while plans for her visit were being finalized, she won the real Caldecott medal for that book, so Grandville got to host a Caldecott winner! She made 9 visits over 3 days to Grandville and Byron public schools and a few of the private/charter schools near the branches to talk about her process, the book, and about her life experiences that made her who she is as an illustrator today. She spoke to about 1,350 kids while she was visiting.



Project Management Office

Annual Update

Over the past year, the PMO has continued to strengthen its role as a both strategic lead and systemwide support to help ensure that projects across the organization are well-planned, clearly communicated, and aligned with priorities. The PMO works in close partnership with staff and leadership to bring structure to complex work, improve visibility into organizational capacity, and support informed decision-making. The PMO also leads strategic planning efforts, internal communication, and performance metrics.

Key initiatives and accomplishments this year include:

- Strategic initiative lifecycle management: Launching, assessing, and closing out organizational strategic initiatives, ensuring clear scope, timelines, documentation, and outcomes.
- KDL Community Impact Scholarship: Launching and supporting the first annual scholarship cycle, including application coordination, review processes, and reporting.
- KPI development: Establishing and refining KPI ranges for programming and outreach events to support clearer performance measurement and systemwide consistency.
- Intranet Revamp: Leading the intranet redesign, including implementing global permission changes, developing standardized department site templates, Wednesday Weekly newsletter format, cleaning up and archiving outdated files and sites, and introducing new naming conventions to improve navigation, ownership, and long-term maintenance.
- Future planning: Designing focus groups and surveys to support the 2027-2028 Strategic Plan process, ensuring community and staff input informs the next planning cycle.

Team Member Updates



Jaci Cooper, Director of Projects & Planning | Since completing her dual master's degrees in May 2025 and as the PMO approaches its five-year anniversary, Jaci's work has focused on sustaining a mature and stable project management function. Internal PMO processes are well established, clearly documented, and consistently understood by staff, allowing projects to move forward with clearer expectations around approval, timelines, reporting, and closeout.

With this internal foundation in place, Jaci has increasingly focused on idea-sharing, external engagement, and identifying trends affecting the communities served. This includes serving on the Kent County Food Policy Council, participating on the Michigan Library Association Advocacy and Legislative Committee, and attending external events such as the Economic Forecast events hosted by The Right Place and the Chamber, as well as community focus groups and listening sessions.

Jaci has also collaborated with User Experience Manager Morgan Hanks on emerging conversations around artificial intelligence, co-presenting “What If Libraries Led the AI Movement? AI and Its Impacts on the Library Profession” at MLA in October. The presentation will be repeated at the PLA Conference in April, and has led to several additional speaking invitations with libraries, cooperatives, and webinar audiences. Jaci will also be running in the MLA Board election, with the election period beginning March 31.



Kelsey Little, PMO Administrative Assistant | Kelsey continues to keep the functions of the PMO moving, but also continuously assesses them for how they can be better. She coordinates monthly project updates for Board packets, maintains the project register, and supports project teams with timelines, schedules, documentation, and reporting guidance. This year, we have observed stronger communication and clearer expectations with the implementation of phased check-ins for project leaders and the PMO and full-team project close-outs, both of which were Kelsey’s process improvement ideas.

Kelsey is currently pursuing the Certified Associate in Project Management (CAPM) credential. She has also played a key role in piloting Microsoft Copilot AI and Microsoft Loop, identifying practical applications for project coordination and meetings, but also for administrative tasks. Kelsey has also been instrumental on the SharePoint and Intranet project, not just by helping create guidance, but teaching skills to her peers. She consistently translates new tools into practical workflows that save time and improve clarity for colleagues.



Sheri Glon, Data Coordinator | Sheri played a key role in advancing data-informed decision-making across the organization in 2025. She was instrumental in the Community Partnerships strategic initiative, where she pulled, analyzed, and synthesized data from Savannah / OrangeBoy and demographic census sources to support outreach planning, identify gaps and opportunities, and provide a clearer picture of community needs. Her work helped translate complex data sets into usable insights that directly informed project direction and outcomes, and helped to assess future collection growth changes for the Krause Memorial and Walker branch expansions.

Sheri was also central to launching a pilot project for cloud-based people counters at the East Grand Rapids and Cascade Twp. branches. She gathered the technical and operational information needed to move the pilot forward and helped set up dashboards to monitor usage and evaluate the success of the pilot. In addition to her project-specific work, Sheri serves on the ENTF Data Action Team and the Women in Data Collective, contributing to broader community conversations around data standards, analysis, and best practices both within and beyond the organization.

Katie Kudos

February 2026

LAURIE WINKLER, ACQUISITIONS PARAPROFESSIONAL Service Center

Nominated by: Jennifer Savage-Dura

Core Value: Courageous

"An order line didn't show up on an Ingram order, for some strange reason, and instead of just ignoring the problem, I love that Laurie took the time to investigate the issue with me. Thanks for your attention to detail and willingness to tackle mysteries, and ultimately, solve important problems!"

KRISTIN SCHUTTE, ASSISTANT BRANCH LIBRARIAN Ada

Nominated by: Angela Deckard

Core Value: Helpful

"Shout out to Kristin for helping us navigate the new POS system. You have been doing SUCH a great job of keeping us informed of new developments and ensuring we have all the information we need for a smooth transition. Kristin, we are so lucky to have you at the Ada branch! <3"

ZURINA ZAINAL ARIFFIN, ASSISTANT BRANCH LIBRARIAN Cascade Township

Nominated by: Cody Ketchum

Core Value: Positive

"Thank you, Zurina, for helping us out and staying a couple hours longer on Monday. Not only did you shelve a large number of books, but you also brought a lot of laughs."



Upcoming Meetings + Dates of Interest

Upcoming Meetings

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

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

Regular Board Meeting
Thursday, June 18, 2026
KDL Service Center

Dates of Interest

KDL Pension Meeting

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

1:00 PM

KDL Service + Meeting Center

Kent
District
Library
kdl.org



Information
Ideas
Excitement!

February 2026 | Monthly Project Report

PMO Activity

1 New project approved
6 In queue
0 Declined

Project Status

9

Active Projects



Strategic Pillars

0 Strengthening Community
5 Technology
4 Core Programming

KDL Lab Revamp



Project Lead: Brittany Zuehlke
Status: On Track - NEW

Approval Date: 02.25.2026
Due Date: 02.26.2027

KDL Lab Spaces were introduced over ten years ago to provide school-age children a dedicated place to explore hands-on STEAM (Science, Technology, Engineering, Art and Math) learning. Since then, educational needs, and the ways children and families engage with learning, have evolved rapidly – particularly around digital literacy and self-guided discovery. The current KDL Lab model has not kept pace with these changes. Many Lab Spaces lack visibility, are not strong destination draws, and do not have clearly defined learning or engagement outcomes, which limits impact.

This 2026 strategic initiative aims to establish a clear, modern vision for KDL Lab Spaces focused on STEAM learning and opportunities for inter-generational exploration. Through branch pilots, KDL will test immersive digital and physical experiences, spatial layouts, and activity models designed to maximize engagement while requiring minimal staff facilitation. The pilot will generate data, design standards, and operational insights to inform a strategy for system-wide implementation.

Cross Promotion

 **Project Lead:** Lulu Brown
Status: 1 Extension - At Risk

Approval Date: 09.24.2025
Due Date: 05.06.2026 - *Extended*

The Cross Promotion team wrapped up the month by completing all Phase Two deliverables, including a presentation from the project's sponsor and Director of Engagement, Randy Goble, on how MarCom applies patron personas. Key decisions were finalized to remove the gamification component, support branch autonomy for beyond-book displays, and establish three staff focus areas: literary focus, a database-driven materials focus for year one, and relevant services. A February meeting also produced a comprehensive three-year brainstorm that reflects diverse perspectives and highlights priority services and resources. March will focus on consolidating all feedback and insights from Phase Two with the goal of preparing a rollout and training during the Spring Summits in May.

To accommodate holiday season impacts on meeting schedules, this project has been extended to May 6.

Define Core Programs

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

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

This project is nearing completion as the group works on the final deliverables. The Core Programming training has been released to staff and is seeing positive feedback. One staff member commented, "I genuinely didn't know that Core Programs were anything put together by workgroups, MarCom or PRO. And I didn't realize Bingo wasn't a Core program. So, I learned from your training." Another said, "I appreciate the distinctions in the funding, and I also love all of the transparency and your explaining of why money can or can't go towards something." Results from the survey also show an elevated understanding of both Core and branch-sponsored programs. The project team is scheduled to have its closeout meeting on April 7.

Intranet Revamp

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

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

In early February project leader and Director of Projects and Planning, Jaci Cooper, revisited the Intranet Revamp's project charter with the team to assess progress and clarify the distinction between project deliverables and ongoing operational work. As part of that review, the deliverable to clean up a shared hard drive was reclassified as ongoing administrative work rather than a finite project task. To support sustained progress, Kelsey Little, administrative assistant, proposed dedicating a short, recurring work session to address document cleanup and maintenance.

At the February 19 meeting, IT was identified as the next department to engage in the site redesign process, while progress continued on a phased, department-by-department approach to site updates. Dhanya Ravi, Network Systems Specialist, completed significant cleanup and infrastructure work informed by Cooper, Little and the management team, by creating new email groups that align with established naming conventions and removing numerous outdated pages and groups identified during review. SharePoint assets, templates, best practices, and audit checklists are now being centrally stored within the Administration SharePoint site to support long-term sustainability.

People Counter Pilot

Project Lead: Scott Ninemeier
Status: On Track

Approval Date: 12.10.2025
Due Date: 08.07.2026

In February, the team reviewed the potential costs associated with initial implementation and the anticipated annual subscription fees for an automated people-counter system. Data from the two pilot locations has already demonstrated a high level of accuracy, and the group discussed the value and convenience of using SenSource technology. Over the next few weeks, Regional Managers Ashten VanderPloeg and Scott Ninemeier will provide a recommendation to the project team on whether this project should be presented to the Leadership Team for system-wide rollout. Considerations include how to evaluate the startup costs, which may be approximately ten times the annual subscription fees; however, the expected lifespan of the hardware exceeds ten years. The technology has performed as expected at the two large branch pilot locations and has proven to be reliable, helpful and more convenient than the current system.



This heatmap visualizes hourly visitor traffic at the East Grand Rapids Branch

Point of Sale Refresh

Project Lead: Emily Whalen
Status: On Track

Approval Date: 10.22.2025
Due Date: 06.10.2026

Pilot deployment of Square Registers at the Ada, Nelson Township, and Wyoming Branches has been successful over the month of February. The Wyoming Branch previously operated two legacy point-of-sale systems and is currently piloting both a Square Register and a Square Terminal. The Square Terminal is a handheld, 3-in-1 device that functions as a point-of-sale system, card reader, and receipt printer. The team determined the terminal as best suited for branches operating two registers.

Staff and patron feedback has been overwhelmingly positive, and all pilot locations have completed weekly cash closeouts successfully, with staff reporting a significantly streamlined process. The team has developed a terms and definitions guide and is incorporating receipt-related communication into staff training to ensure consistency. In the next phase, regional partners of the pilot branches – East Grand Rapids, Krause Memorial, and Spencer Twp. – will be first to receive site visits and deployments.



Staff at the Nelson Twp. Branch piloting the new Square Register

Tech Tutoring Revamp

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

Approval Date: 03.26.2025
Due Date: 04.01.2026

The Tech Tutor Revamp is nearing completion, and it has been rewarding to see it working well in real time across the system. The project also created an opportunity to update a training checklist, which ultimately gives staff more flexibility to respond to patron tech needs in the moment. This work made expectations clearer and more practical for day-to-day service. Targeted follow-up training will be offered at upcoming summits to support continued growth in this area for branch librarians and frontline staff. A marketing strategy is now underway as the project moves into its final phase.

Teen Crew Program Revamp

 **Project Lead:** Christine Bylsma
Status: On Track

Approval Date: 01.07.2026
Due Date: 09.30.2027

Over the past month, the Teen Crew Program Revamp team began work on Phase One. Subgroups researched industry standards and developed branch participation requirements (including a flexible branch-based cap of 2-30 volunteers and first-come, first-served-style registration with limited veto discretion) and a system-wide program timeline. The team also emphasized the need for meaningful skill-building work for teens and began identifying educational opportunities aligned with library priorities, while drafting early concepts for a volunteer recognition system to aid retention. Important discussions centered on balancing consistency with branch flexibility and clarifying expectation surrounding the registration process. Current areas of focus include standardizing communications, refining the volunteer recognition system, and developing plans for enhanced educational content.

Website & Discovery Layer AI Enhancements

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

Approval Date: 05.21.2025
Due Date: 03.25.2026

This month, the project team leaders submitted the assessment survey from BiblioCommons, which focused on how BiblioCommons ran this project as well as KDL's evaluation of the outcomes so far. BiblioCommons is spending the month analyzing results and preparing a consolidated report with recommended next steps, which will be discussed in early March. All bi-weekly meetings for February were canceled to allow time for this analysis. Now the team is awaiting the findings, which will help determine the next steps for KDL.

BUILDING PROJECTS

Krause Memorial (Rockford)

Project Lead: Jennifer German

Status: N/A

Approval Date: N/A

Due Date: N/A

Work on the Krause Memorial Library building project continues to progress on schedule. Construction of the expansion is moving forward as planned, and demolition of the original building continues in preparation for the renovation phase.

At the same time, interior planning for the completed space is beginning to take shape. The building committee has begun the process of reviewing furniture and shelving to ensure the renovated library will be both functional and welcoming for patrons.

March 2 will mark one month of operating out of the temporary location in the Rockford Community Cabin. Patrons continue to express gratitude and delight in continuing to receive KDL library services during the project.



Recent photos of the expansion

Tyrone Township

Project Lead: Liz Knapp

Status: N/A

Approval Date: N/A

Due Date: N/A

Tyrone Township continues to investigate grant opportunities to fund the next phase of the new library project.

BUILDING PROJECTS

Walker

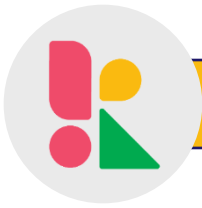
Project Lead: Liz Knapp
Status: N/A

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

On February 24, the Walker Branch Team and a few other KDL guests visited the new Walker Library. While Gabe Baumann from OAK led the team on a tour, tradesmen were hard at work framing, drywalling and plumbing the inside of the building. After the tour, the Walker crew held their first quarter branch staff meeting in the city chambers next to the new library.

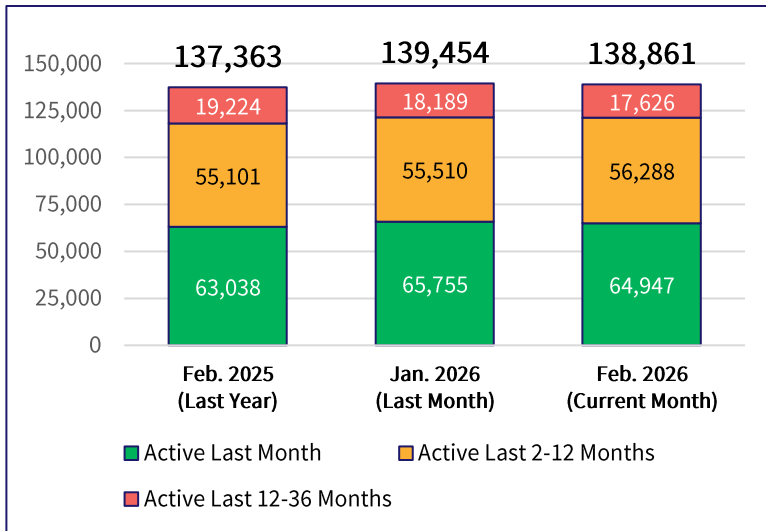


Recent photos of the tour and expansion



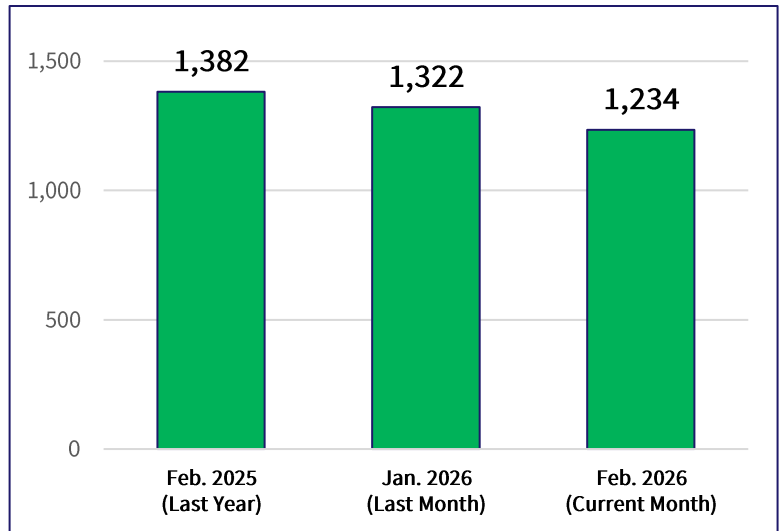
FEBRUARY 2026 STATISTICAL SUMMARY

Active KDL Patrons:



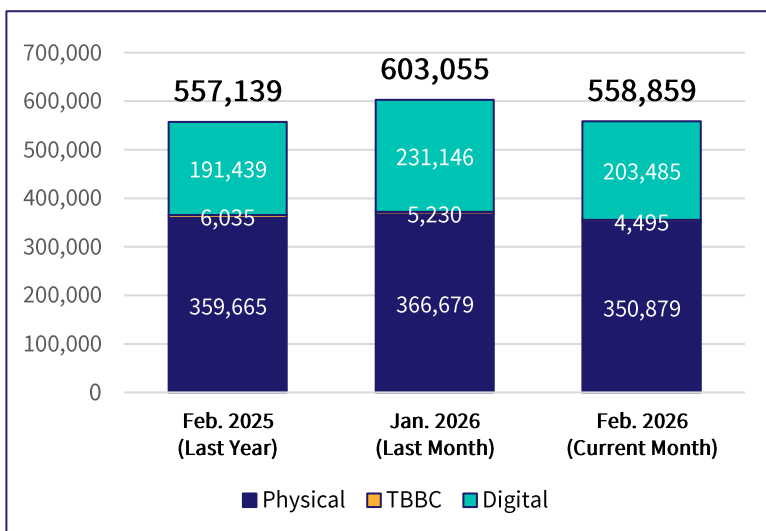
Active KDL Patrons are **down 0.4%** from last month and **up 1%** from the same month last year.

New KDL Cards Added:



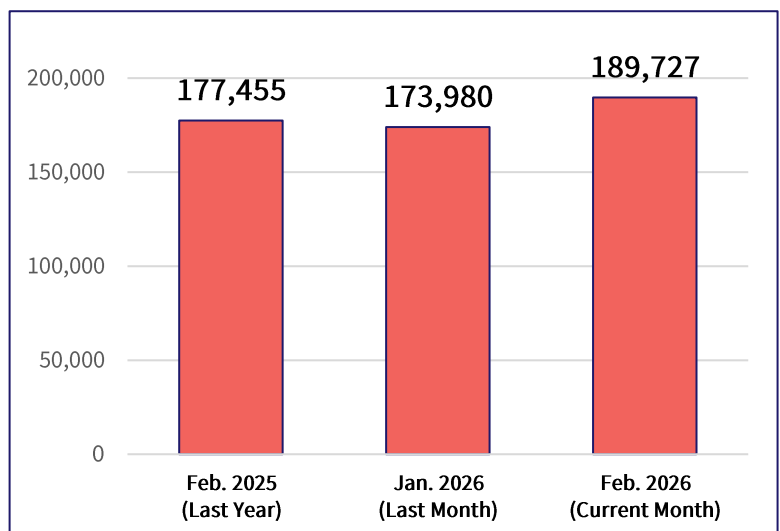
New KDL Cards Added are **down 7%** from last month and **down 11%** from the same month last year.

Total Circulation:

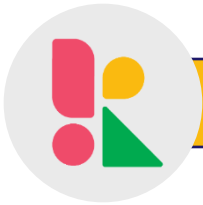


Total Circulation is **down 7%** from last month and **up 0.3%** from the same month last year.

Visitor Count:

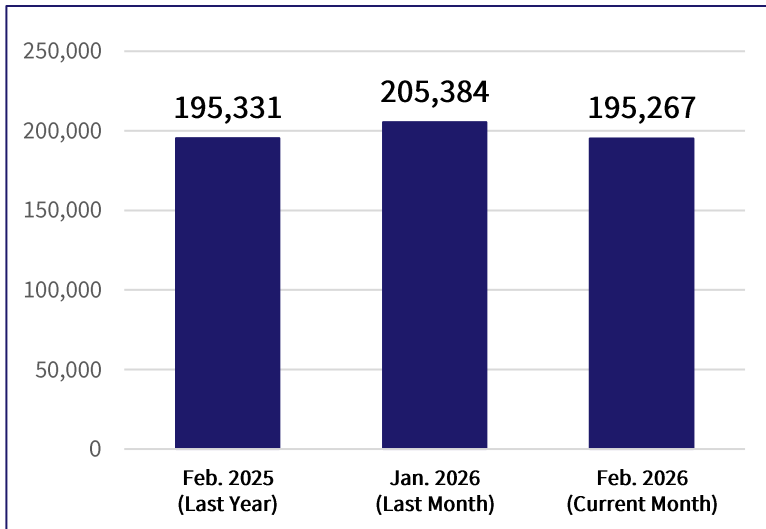


Branch Visitors are **up 9%** from last month and **up 7%** from the same month last year.



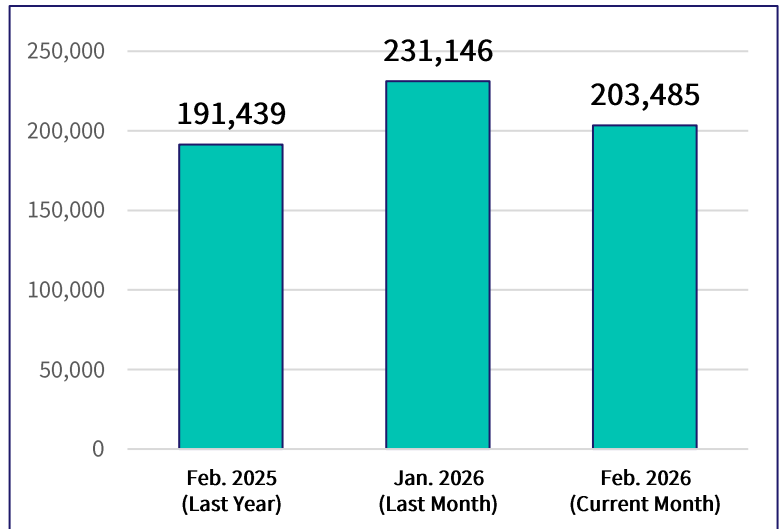
FEBRUARY 2026 STATISTICAL SUMMARY

Physical Items Checked Out:



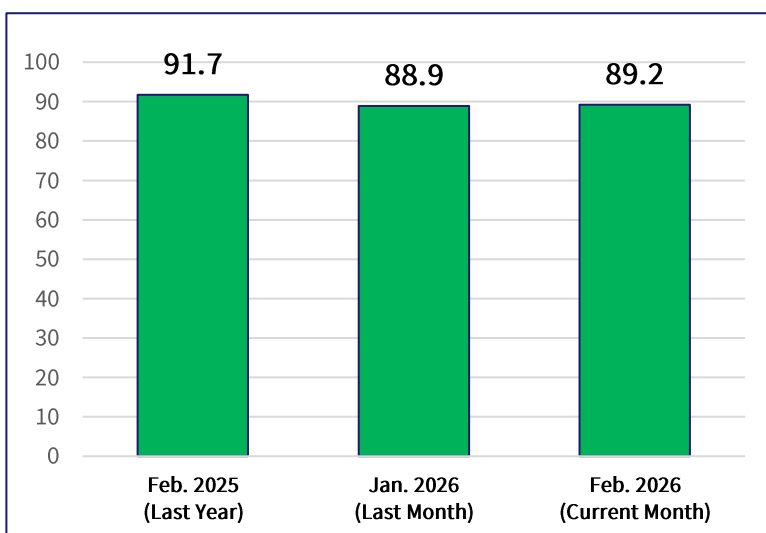
Physical checkouts are **down 5%** from last month and **down 0.03%** from the same month last year.

Digital Items Checked Out:



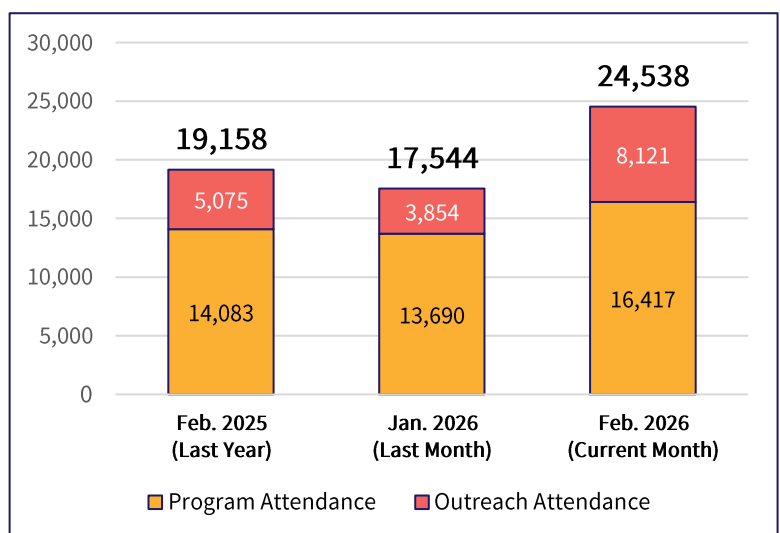
Digital checkouts are **down 12%** from last month and **up 6%** from the same month last year.

Net Promoter Score (NPS):

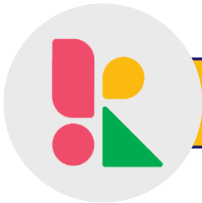


Net Promoter Score is **up 0.3%** from last month and **down 2.5%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **up 40%** from last month and **up 28%** from the same month last year.



MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

All Physical Items (Most Checkouts):

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

- | | |
|---|-----|
| 1. KDL WiFi Mobile Hotspot | 550 |
| 2. <i>The Women</i> by Kristin Hannah | 171 |
| 3. <i>The Widow</i> by John Grisham | 157 |
| 4. <i>Dear Debbie</i> by Freida McFadden | 154 |
| 5. <i>Woman Down</i> by Colleen Hoover | 140 |
| 6. <i>The Intruder</i> by Freida McFadden | 136 |
| 7. <i>The Academy</i> by Elin Hilderbrand | 113 |
| 8. <i>Exit Strategy</i> by Lee Child | 109 |
| 9. <i>Atmosphere</i> by Taylor Jenkins Reid | 108 |
| 10. <i>My Friends</i> by Fredrik Backman | 106 |

All Physical Items (Most Holds):

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

- | | |
|---|-----|
| 1. <i>Theo of Golden</i> by Allen Levi | 543 |
| 2. <i>The Correspondent</i> by Virginia Evans | 493 |
| 3. <i>My Husband's Wife</i> by Alice Feeney | 313 |
| 4. <i>Dear Debbie</i> by Freida McFadden | 270 |
| 5. <i>It's Not Her</i> by Mary Kubica | 206 |
| 6. <i>The First Time I Saw Him</i> by Laura Dave | 175 |
| 7. <i>Woman Down</i> by Colleen Hoover | 174 |
| 8. <i>Nobody's Girl</i> by Virginia Roberts Giuffre | 164 |
| 9. <i>The Gales of November</i>
by John U. Bacon | 155 |
| 10. <i>Project Hail Mary</i> by Andy Weir | 153 |

OverDrive Items (Most Checkouts):

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

- | | |
|--|-----|
| 1. <i>Dear Debbie</i> by Freida McFadden (audio) | 427 |
| 2. <i>Heated Rivalry</i> by Rachel Reid (audio) | 265 |
| 3. <i>Wuthering Heights</i> by Emily Brontë | 236 |
| 4. <i>The Correspondent</i>
by Virginia Evans (audio) | 209 |
| 5. <i>The Mad Wife</i> by Meagan Church (audio) | 208 |
| 6. <i>Game Changer</i> by Rachel Reid (audio) | 205 |
| 7. <i>The Housemaid</i>
by Freida McFadden (audio) | 201 |
| 8. <i>The Correspondent</i> by Virginia Evans | 200 |
| 9. <i>The Wedding People</i> by Alison Espach | 199 |
| 10. <i>My Friends</i> by Fredrik Backman (audio) | 177 |

OverDrive Items (Most Holds):

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

- | | |
|--|-------|
| 1. <i>The Correspondent</i>
by Virginia Evans (audio) | 1,167 |
| 2. <i>The Correspondent</i> by Virginia Evans | 893 |
| 3. <i>The Anxious Generation</i>
by Jonathan Hadt (audio) | 884 |
| 4. <i>Theo of Golden</i> by Allen Levi | 765 |
| 5. <i>Theo of Golden</i> by Allen Levi (audio) | 756 |
| 6. <i>Great Big Beautiful Life</i>
by Emily Henry (audio) | 721 |
| 7. <i>My Friends</i> by Fredrik Backman (audio) | 646 |
| 8. <i>Atmosphere</i> by Taylor Jenkins Reid (audio) | 600 |
| 9. <i>Project Hail Mary</i> by Andy Weir | 564 |
| 10. <i>My Friends</i> by Fredrik Backman | 560 |

NEW HIRES	POSITION	EFFECTIVE
Braylon Butler	Assistant Branch Librarian – East Grand Rapids	March 16

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Emily Moss	Community Engagement Librarian – Service Center	Patron Services Librarian – Service Center	March 30

DEPARTURES	POSITION	EFFECTIVE
Diana Gray	Sub Pool	February 5
Clarissa Hubert	Assistant Branch Librarian – Kentwood	February 22
Mariangela McNair	Sub Pool	February 28

OPEN POSITIONS	TYPE
Assistant Branch Librarian – Kelloggsville / Wyoming	Part-time
Assistant Branch Librarian – Cascade	Part-time
Regional Manager In-Training – Krause Memorial / Nelson / Spencer	Temporary
Assistant Branch Librarian – Kentwood	Part-time
Community Engagement Librarian – Service Center	Full-time

EMPLOYEE ANNIVERSARIES (APRIL)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jennifer German	Krause Memorial / Nelson / Spencer Twp	37 years
Sarah Yoder	East Grand Rapids	28 years
Henrietta Vaandrager	Programming	27 years
Dhanya Ravi	Information Technology	23 years
Liz Guarino-Kozlowicz	Collection Services	20 years
Joyanne Huston-Swanson	Walker / Alpine / Tyrone Twp	16 years
Ty Papke	Wyoming	14 years
Ashten VanderPloeg	Cascade	14 years
Scott Small	Cascade	12 years
Yuliya Bunker	Patron Services	11 years

EMPLOYEE ANNIVERSARIES (APRIL)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Samantha Hodge	Collection Development	11 years
Hannah Lewis	Community Engagement	10 years
Keeva Filipek	Programming	7 years
Chloe Ford	Cascade	6 years
Martha Lin	Gaines Twp	5 years
Annie Albury	Walker	4 years
Rebecca Behrens	Plainfield	4 years
Krysia DeGraaf	Grandville	4 years
Stephanie Groen	Wyoming	4 years
Mikki Henry	Comstock Park	4 years
Beth Ciangi	Englehardt	3 years
Theresa Duffy	Sub Pool	3 years
Holly Holtzclaw	Plainfield	3 years
Alyssa Johansen	Plainfield	3 years
Jessie Salo	Human Resources	3 years
Grace Cole	East Grand Rapids	2 years
Kristen Lach	East Grand Rapids	2 years
Holland Rietberg-Miller	Kentwood	2 years
Erin Bonham	Finance	1 year
Reed Schmitz	Plainfield	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	X	X	X	X	X	X	X	X
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



Policy Manual

Edit March 2026

SECTION 6: PERSONNEL

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

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

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 incapacity 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.**

SECTION 2: CIRCULATION

KDL Policy 2.1	<u>Library Card Registration</u>
KDL Policy 2.1.1	<u>Institutional Cards</u>
KDL Policy 2.1.2	<u>Non-Resident Cards</u>
KDL Policy 2.1.3	<u>Limited Access Student Cards [EDITS]</u>
KDL Policy 2.1.4	<u>Cards for Visiting Students</u>
KDL Policy 2.1.5	<u>Teacher Cards</u>
KDL Policy 2.1.6	<u>Temporary Cards for Adults</u>
KDL Policy 2.2	<u>Lakeland Library Cooperative Member Library Cards</u>
KDL Policy 2.3	<u>Lost or Stolen Library Cards</u>
KDL Policy 2.4	<u>Privacy of User Records</u>
KDL Policy 2.4.1	<u>Library Documents</u>
KDL Policy 2.5	<u>Lost and/or Damaged Materials [EDITS]</u>
KDL Policy 2.5.1	<u>Fees</u>
KDL Policy 2.6	<u>Audio-Visual Materials Use</u>
KDL Policy 2.7	<u>Beyond Books Collection</u>

KDL Policy 2.1 Library Card Registration

LAST REVISED 9.19.24

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

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

Formatted: Font:

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

Formatted: Font:

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

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

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

KDL Policy 2.1.1 Institutional Cards

LAST REVISED 8.21.25

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

Exceptions for issuing non-resident institutional cards may be made for non-profit organizations that serve patrons within the KDL service area and are recognized as systemwide partners, with approval from the Executive Director or their designee.

Formatted: Font:

KDL Policy 2.1.2

Non-Resident Cards

LAST REVISED 9.19.24

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

KDL Policy 2.1.3

Limited Access Student Cards [\[EDITS\]](#)

LAST REVISED 9.19.24

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

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

Formatted: Font:

KDL Policy 2.1.4

Cards for Visiting Students

LAST REVISED 8.21.25

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

KDL Policy 2.1.5

Teacher Cards

NEW 8.21.2025

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

This card is intended to support classroom libraries, curriculum materials for students, and professional development. Teachers must provide school ID to register for a card, and a maximum of \$200 lost items will be waived for the life of the card. If threshold is met, the card will be deactivated and will not be eligible for renewal.

KDL Policy 2.1.6

Temporary Cards for Adults

LAST REVISED 3.16.23

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

KDL Policy 2.2

Lakeland Library Cooperative Member Library Cards

LAST REVISED 5.19.11

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

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

KDL Policy 2.3

Lost or Stolen Library Cards

LAST REVISED 5.19.19

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

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

KDL Policy 2.4

Privacy of User Records

LAST REVISED 10.23.14

Kent District Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a "library record" is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron's name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a "library record" is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Kent District Library will not release nor disclose a "library record" except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the "library record" for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law. A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Executive Director.

KDL Policy 2.4.1

Library Documents

LAST REVISED 5.19.16

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

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

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

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

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

KDL Policy 2.5

Lost and/or Damaged Materials [\[EDITS\]](#)

LAST REVISED 5.19.19

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

When lost and damaged item(s) with a combined total of \$40.00 or more have been on the account for more than sixty (60) days, Kent District Library will invoice the patron. Kent District Library will suspend a patron's borrowing privileges when the bills on a patron's account exceed \$~~24~~40.00. A patron's borrowing privileges will be restored once the account balance is reduced to \$~~24~~40.00 or under.

KDL Policy 2.5.1

Fees

LAST REVISED 3.16.23

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

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

Commented [JC1]: The board discussed having this number be \$50 at the last meeting when they saw in Emily's update that we would be asking for an increase. We currently invoice at the \$40 threshold. We wanted the suspensions of privileges to mirror the invoice threshold. If the board wants to see the number increase to \$50, I would want both figures to be \$50. They can review and accept as revised (\$50) or as presented (\$40)

KDL Policy 2.6

Audio-Visual Materials Use

LAST REVISED 3.16.18

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

KDL Policy 2.7

Beyond Books Collection

LAST REVISED 9.19.24

To borrow a Beyond Books item, the borrower must:

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

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

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

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

CONDITIONS OF USE

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

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

OVERDUE HOTSPOTS

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

REPLACEMENT/DAMAGE COSTS

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