

BOARD OF TRUSTEES PACKET

Kent District Library



MAY 2026





BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library, Byron Branch, 8191 Byron Center Ave, SW, Byron Center, MI 49315

DATE & TIME

THURSDAY, MAY 21, 2026, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: April 16, 2026
- C. Request: Tyrone Branch is requesting late closure on Friday, June 26, 2026, due to the Kent City Annual Independence Day Celebration.
- D. Request: Alpine, Tyrone and Walker Branches are requesting in-service date change to the Walker Branch Grand Opening.

4. REGIONAL MANAGER UPDATE

5. FINANCE REPORTS - April 2026*

6. DIRECTOR'S REPORT - April 2026

7. OLD BUSINESS

- A. Policy Manual Section 3* *Second Reading*

8. NEW BUSINESS

- A. Policy Manual Section 4* *First Reading*
- B. KDL Scholarship Selection*
- C. Executive Directors New Evaluation Process*

9. LIAISON REPRESENTATIVE COMMENTS

10. PUBLIC COMMENTS**

11. BOARD MEMBER COMMENTS

12. MEETING DATES

Next Regular Meeting: Thursday, June 18, 2026 – 4:30 PM
 KDL Service & Meeting 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."



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, April 16, 2026, at 4:30 PM.

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

BOARD ABSENT: None

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

GUESTS PRESENT: Jennifer Brown

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: March 19, 2026

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

Support: Supported by Covelle.

RESULT: Motion carried.

4. FINANCE REPORTS – March 2026*

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

- KDL’s Cash and investment positions at the end of March totaled just under \$34.7 million, an increase of \$3.1 million compared to the same period last year. Of this total, \$33.17 million represents KDL operational funds, with the remainder consisting of restricted funds and donations. Investment returns remain above 3%. For the first time in several months, the market valuation of the Atlanta Capital funds experienced a slight decline.
- Revenues through March 31 totaled \$28.9 million, representing 90.1% of the amount budgeted for the year. Notable items this month include receipt of the first half of the regular state aid allocation and a \$290,000 distribution from the Wendler Trust. To

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date, 97% of budgeted property taxes have been collected. The revolving check for the remaining real property taxes is expected to be received from the County in early June.

- Expenditures through March 31 totaled \$7.75 million, or 23.4% of the annual expenditure budget. The budget continues to track well within normal expenditure timing and patterns. Included in the budget is a \$400,000 placeholder for a potential additional contribution to the defined benefit plan. The final actuarial valuation is pending and will determine whether some or all of the budgeted amounts will be required.
- In the employee benefits area, only 8% of the Health Benefits line item has been expended to date. This category is typically lower early in the year, with higher expenditures occurring in the fall, and will continue to be monitored. Additionally, account 5964 – Property Tax Reimbursement recorded \$18,753 in expenditures this month. This account records reimbursements to municipalities for taxpayers who have successfully appealed through the Board of Review and/or the Michigan Tax Tribunal. In these cases, municipalities reimburse the taxpayers and KDL reimburses its proportional share.
- Expenditures exceeding \$50,000 for the month included:
 - OverDrive – \$244,000 for a digital materials deposit
 - Midwest Tape – \$144,004.76 for collection materials
 - IP Consulting – \$119,234.65 (cumulative) for IT COLO services covering two months
 - City of Walker – \$50,000 for a Kline award payout related to the building project
 - Ingram Library Services – \$94,937.31 (cumulative) for collection materials
 - HMA / Healthcare Management Administrators – \$86,769.56 (cumulative) for healthcare services

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

Support: Supported by Schrauben.

RESULT: Motion carried.

5. DIRECTOR'S REPORT – March 2026

Executive Director Werner shared that he will be visiting branches to present employee staff awards recognizing KDL Core Values. He attended an excellent presentation and interview with author Curtis Chin (*Everything I Learned, I Learned in a Chinese Restaurant*), which drew about 45 attendees and featured engaging panelists. He presented the KDL Community Report to the City of Plainfield and attended a Children Advocacy Center luncheon with employees and will be attending the Children Advocacy Center: Believe the Child Luncheon on May 7.

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

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6. OLD BUSINESS

A. Policy Manual Section 2*

Second Reading

Tazelaar requested that Policy 2.5 have the amount of \$50.00, rather than the proposed \$40.00. Gilreath-Watts approved the revision.

Motion: Erlewein moved to approve the revision of Policy Manual Section 2.

Support: Supported by VerHeulen.

RESULT: Motion carried.

7. NEW BUSINESS

A. Policy Manual Section 3*

First Reading

The Board Members requested that the second reading reflect a change to the grammar on KDL Policy 3.6. The Board deferred Policy Manual Section 3 for a second reading.

B. Strategic Plan & KPI Quarter Review

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

8. LIAISON REPRESENTATIVE COMMENTS – None.

9. PUBLIC COMMENTS** – Volunteer Coordinator Deb Schultz introduced KDL Ambassador Jennifer Brown and shared that Jennifer provided feedback that was assisted with improvements made to the *Book Club in a Bag* website.

10. BOARD MEMBER COMMENTS

Chrenka – Chrenka is working with other board members on revamping the Library Executive Director timeline and evaluation while aligning core principles.

Covelle – No comment.

Dykhuis – No comment.

Erlewein – Erlewein congratulated Executive Director Lance Werner on his 15-year anniversary with KDL.

Gilreath-Watts – Gilreath-Watts enjoyed attending PLA and noted that KDL is ahead of the curve. She emphasized that KDL is taking the necessary steps to ensure the organization is meeting the needs of county residents.

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Schrauben – Schrauben shared her excitement regarding the Teen Crew program her son participates in as a volunteer.

Tazelaar – Tazelaar echoed Gilreath-Watts as she also attended the PLA Conference and was impressed by the opportunities KDL provides to patrons.

VerHeulen – VerHeulen values KDL’s core programming approach, which ensures that all branches experience the best KDL has to offer. Recognizing that some branches have Friends groups while others do not, it is impressive to see KDL provide programming equitably across all locations. She is excited about seeing the KDL yard signs again.

11. MEETING DATES

Regular Meeting: Thursday, May 21, 2026 – Kent District Library ByronTwp. Branch, 4:30 PM.

12. ADJOURNMENT

Motion: VerHeulen moved for adjournment at 5:33 PM.

Support: Supported by Tazelaar.

RESULT: Motion carried.

A handwritten signature in black ink, appearing to read "Sandra M. [unclear]", with a long horizontal line extending to the right.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Thursday, April 2, 2026

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

Dear KDL Board of Trustees:

I am writing to you to request permission to keep the Tyrone Branch open until 7:00 pm on Friday, June 26. This would be two hours later than our normal closing time.

Kent City is holding its Annual Independence Day Celebration, which takes place on Main Street surrounding the library. The event starts at 6pm with activities throughout the downtown area. We would like to keep the library open for the beginning of the event, offering services to community members attending the event. The celebration is a well-attended event, both by Tyrone Township residents, and those from surrounding communities who come especially for the event. Remaining open would allow us to participate in this community event, and welcome patrons new and old into the library building.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Liz Knapp".

Liz Knapp
Walker, Alpine Township & Tyrone Township Regional Manager

CC: Lance Werner, KDL Executive Director



Tuesday, May 14, 2026

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

Dear KDL Board of Trustees:

I am writing to you to request permission to close the Alpine, Walker and Tyrone Township Branches on September 25, 2026 for our annual region in-service day.

This replaces our previously scheduled date of November 11, 2026.

The reason for this change is that the Walker Branch will be opening in late fall 2026, and the previous date would have involved closing the library for the day shortly after the new branch opens to the public. The intention is to prevent disruption to patrons who will already have been impacted by the closure of the temporary space while staff move to the new library.

Thank you for your consideration.

Sincerely,

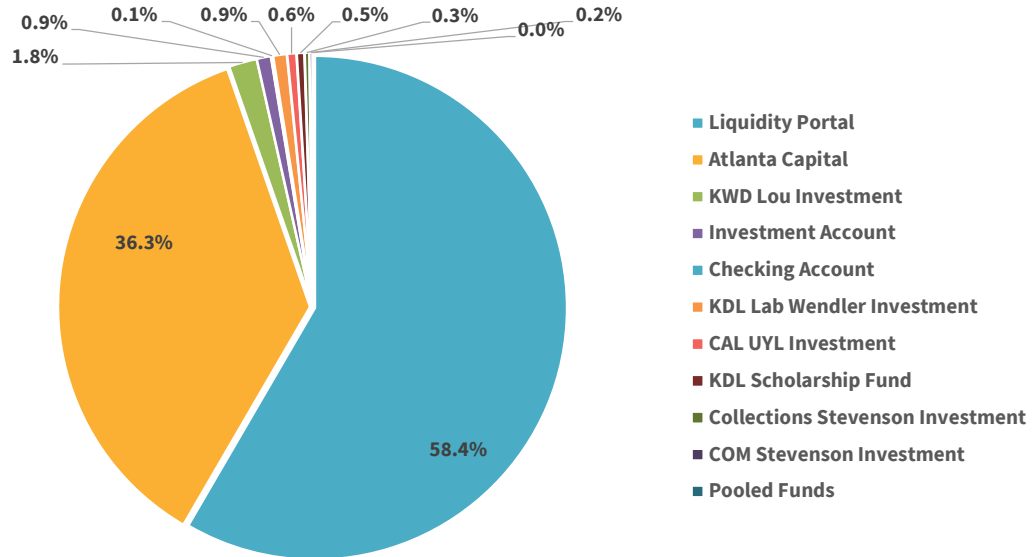
 Liz Knapp

Regional Manager I
Alpine, Tyrone Township and Walker Branches

CC: Lance Werner, KDL Executive Director



Monthly Cash Position Per Bank Month Ended April 2026



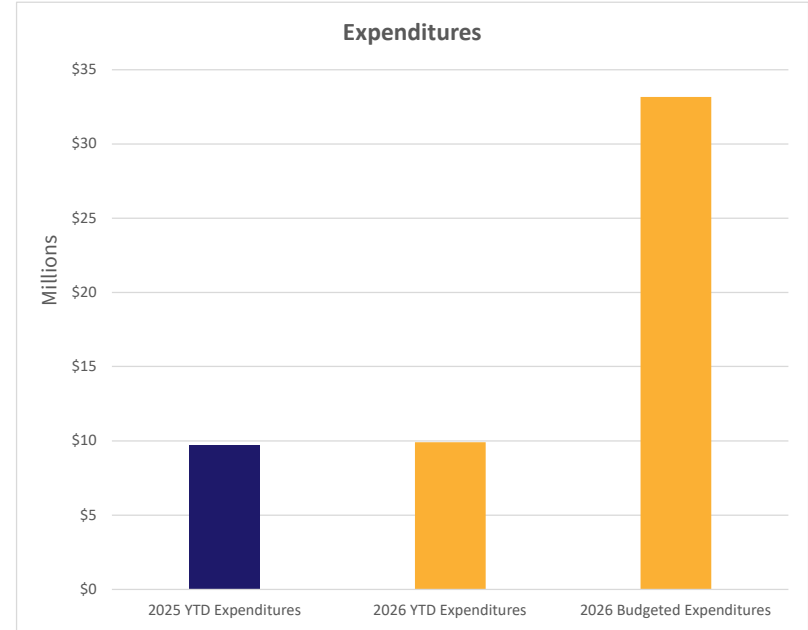
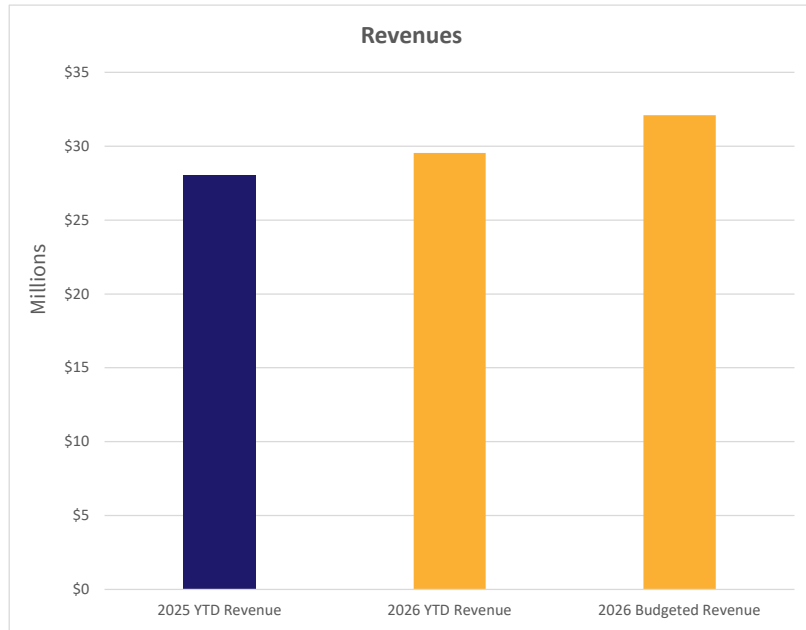
Cash Position with Prior Year Comparison			
Account	Current Interest Rate	Current Amount	Prior Year Amount
Huntington Liquidity Portal	3.570%	\$19,240,441.75	\$16,476,050.04
Atlanta Capital Investments	3.000%	\$11,982,607.00	\$11,526,757.00
KWD Sherri Lou Investment	3.550%	\$606,490.45	\$231,433.87
Huntington Investment Account	1.611%	\$328,213.58	\$419,634.34
*Huntington Checking Account	0.500%	\$39,802.93	\$500,547.23
KDL Lab Wendler Investment	3.550%	\$291,527.70	\$ -
Caledonia UYL Investment	3.540%	\$224,818.41	\$216,253.00
KDL Community Scholarship Fund	3.560%	\$184,238.61	\$184,479.00
Collections Stevenson Investment	3.550%	\$129,272.56	\$ -
COM Stevenson Investment	3.550%	\$79,874.28	\$ -
*Kent County Pooled Funds	0.000%	\$ -	\$61,061.55
		\$33,107,287.27	\$29,616,216.03

* Includes Trust Pooled fund balances transferred in July 2025

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



Monthly Revenues and Expenditures Month Ended April 2026



Budget to Actual with Prior Year Comparison			
	YTD Actual	Budget	Percent of Budget
2025 Revenues	\$ 28,068,094	\$ 30,779,864	91.2%
2026 Revenues	\$ 29,550,819	\$ 32,106,943	92.0%
2025 Expenditures	\$ 9,692,287	\$ 30,778,695	31.5%
2026 Expenditures	\$ 9,913,628	\$ 33,165,842	29.9%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2026 Through 4/30/2026
(In Whole Numbers)

	2026 YTD Actual	2026 Budget	2026 Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	28,410,592	29,139,951	(729,359)	(3)%
Penal Fines	0	675,000	(675,000)	(100)%
Charges for Services	14,341	34,000	(19,659)	(58)%
Interest Income	286,663	672,900	(386,237)	(57)%
Public Donations	385,970	265,000	120,970	46 %
Other Revenue	73,184	315,275	(242,091)	(77)%
State Sources	380,069	1,004,817	(624,748)	(62)%
Total Revenues	29,550,819	32,106,943	(2,556,124)	(8)%
Expenditures				
Salaries and Wages	4,379,185	15,254,012	10,874,828	71 %
Employee Benefits	1,062,488	5,055,038	3,992,550	79 %
Collections - Digital	1,441,446	3,416,753	1,975,307	58 %
Collections - Physical	608,367	2,056,198	1,447,831	70 %
Supplies	137,482	784,535	647,053	82 %
Contractual and Professional Services	978,372	2,297,548	1,319,176	57 %
Programming and Outreach	145,775	550,665	404,890	74 %
Maintenance and Utilities	860,170	2,334,416	1,474,246	63 %
Staff Development	78,914	311,382	232,468	75 %
Board Development	6,972	24,075	17,103	71 %
Other Expenditures	200,173	605,450	405,277	67 %
Capital Outlay	14,284	475,770	461,485	98 %
Total Expenditures	9,913,628	33,165,842	23,252,214	70 %
Excess Revenue Over (Under) Expenditures	19,637,191	(1,058,899)	20,696,090	(1,954)%

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 4/1/2026 Through 4/30/2026
(In Whole Numbers)

	2026 YTD Actual	2026 Budget	2026 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	2,155	4,000	(1,845)	(46)%
Public Donations	450	1,000	(550)	(55)%
Total Revenues	<u>2,605</u>	<u>5,000</u>	<u>(2,395)</u>	<u>(48)%</u>
Expenditures				
Scholarships	0	10,000	10,000	100 %
Total Expenditures	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>100 %</u>
Excess Revenue Over (Under) Expenditures	<u>2,605</u>	<u>(5,000)</u>	<u>7,605</u>	<u>(152)%</u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2026 Through 4/30/2026
(In Whole Numbers)

	YTD Ending April 30, 2025	YTD Ending April 30, 2026	Total Variance
Revenues			
Property Taxes	27,060,363	28,410,592	1,350,229
Charges for Services	18,715	14,341	(4,374)
Interest Income	457,387	286,663	(170,725)
Public Donations	121,797	385,970	264,173
Other Revenue	153,762	73,184	(80,578)
State Sources	256,070	380,069	124,000
Total Revenues	28,068,094	29,550,819	1,482,725
Expenditures			
Salaries and Wages	4,195,020	4,379,185	184,164
Employee Benefits	1,206,300	1,062,488	(143,812)
Collections - Digital	1,339,339	1,441,446	102,107
Collections - Physical	497,476	608,367	110,891
Supplies	117,389	137,482	20,093
Contractual and Professional Services	930,870	978,372	47,502
Programming and Outreach	131,082	145,775	14,693
Maintenance and Utilities	894,603	860,170	(34,433)
Staff Development	70,049	78,914	8,865
Board Development	5,975	6,972	997
Other Expenditures	192,868	200,173	7,305
Capital Outlay	111,316	14,284	(97,032)
Total Expenditures	9,692,287	9,913,628	221,341
Excess Revenue Over (Under) Expenditures	18,375,807	19,637,191	1,261,384

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 4/1/2026 Through 4/30/2026
(In Whole Numbers)

	YTD Ending April 30, 2025	YTD Ending April 30, 2026	Total Variance
Revenues			
Interest Income	2,572	2,155	(417)
Public Donations	650	450	(200)
Total Revenues	<u>3,222</u>	<u>2,605</u>	<u>(617)</u>
Excess Revenue Over (Under) Expenditures	<u>3,222</u>	<u>2,605</u>	<u>(617)</u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2026 Through 4/30/2026
(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					
Property Taxes					
4402	364,201	28,300,854	28,916,304	(615,450)	(2)%
4412	269	3,123	6,000	(2,877)	(48)%
4432	0	6,964	40,000	(33,036)	(83)%
4437	0	99,650	177,647	(77,997)	(44)%
	<u>364,470</u>	<u>28,410,592</u>	<u>29,139,951</u>	<u>(729,359)</u>	<u>(3)%</u>
Penal Fines					
4581	0	0	675,000	(675,000)	(100)%
	<u>0</u>	<u>0</u>	<u>675,000</u>	<u>(675,000)</u>	<u>(100)%</u>
Charges for Services					
4660	119	1,134	0	1,134	0 %
4685	3,996	13,207	34,000	(20,793)	(61)%
	<u>4,115</u>	<u>14,341</u>	<u>34,000</u>	<u>(19,659)</u>	<u>(58)%</u>
Interest Income					
4662	655	2,616	0	2,616	0 %
4663	3,227	11,199	0	11,199	0 %
4665	94,130	271,533	672,900	(401,367)	(60)%
4666	119	1,315	0	1,315	0 %
	<u>98,130</u>	<u>286,663</u>	<u>672,900</u>	<u>(386,237)</u>	<u>(57)%</u>
Public Donations					
4673	16,258	374,943	265,000	109,943	41 %
4674	2,698	11,027	0	11,027	0 %
	<u>18,956</u>	<u>385,970</u>	<u>265,000</u>	<u>120,970</u>	<u>46 %</u>
Other Revenue					
4502	72,197	72,197	305,275	(233,078)	(76)%
4668	144	810	0	810	0 %
4686	0	73	0	73	0 %
4688	35	105	10,000	(9,895)	(99)%
	<u>72,376</u>	<u>73,184</u>	<u>315,275</u>	<u>(242,091)</u>	<u>(77)%</u>
State Sources					
4540	0	235,455	477,000	(241,545)	(51)%
4541	20,536	20,536	41,072	(20,536)	(50)%
4548	0	0	61,745	(61,745)	(100)%
4549	0	0	425,000	(425,000)	(100)%
4569	58,730	124,079	0	124,079	0 %
	<u>79,266</u>	<u>380,069</u>	<u>1,004,817</u>	<u>(624,748)</u>	<u>(62)%</u>
	<u>637,312</u>	<u>29,550,819</u>	<u>32,106,943</u>	<u>(2,556,124)</u>	<u>(8)%</u>
Expenditures					
Salaries and Wages					
5700	240	960	3,900	2,940	75 %
5706	650	1,250	0	(1,250)	0 %
5713	1,112,892	4,376,975	15,250,112	10,873,138	71 %
	<u>1,113,782</u>	<u>4,379,185</u>	<u>15,254,012</u>	<u>10,874,828</u>	<u>71 %</u>
Employee Benefits					
5709	81,898	323,513	1,166,634	843,121	72 %
5716	0	0	400,000	400,000	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2026 Through 4/30/2026
(In Whole Numbers)

	Current Month	2026 YTD	2026 Budget	Budget to Actual Variance	Percent Remaining	
5717	Defined Contribution Pension Plan Contributions	55,552	224,378	672,634	448,256	67 %
5718	Employee Health Benefits	(40,998)	155,061	2,366,770	2,211,709	93 %
5720	HSA/Flex	0	320,951	354,000	33,049	9 %
5730	Other Employee Benefits	5,910	38,586	95,000	56,414	59 %
	Total Employee Benefits	102,361	1,062,488	5,055,038	3,992,550	79 %
	Collections - Digital					
5785	Cloud Library/OverDrive	300,000	913,000	2,285,000	1,372,000	60 %
5786	Hoopla	0	264,090	829,540	565,450	68 %
5787	Digital Collection	716	80,219	93,850	13,631	15 %
5788	Miscellaneous Electronic Access	0	184,137	208,363	24,226	12 %
	Total Collections - Digital	300,716	1,441,446	3,416,753	1,975,307	58 %
	Collections - Physical					
5791	Subscriptions	0	63,077	62,258	(819)	(1)%
5871	Branch Local Materials - Restricted Donation Expenditures	8,540	18,908	0	(18,908)	0 %
5982	Collection Materials - Depreciable	119,238	433,846	1,687,140	1,253,294	74 %
5983	CD/DVD Collection Materials - Non-Depreciable	27,173	91,196	289,800	198,604	69 %
5984	Beyond Books Collection - Non-Depreciable	40	1,339	17,000	15,661	92 %
	Total Collections - Physical	154,990	608,367	2,056,198	1,447,831	70 %
	Supplies					
5750	Collection Processing & AV Supplies	7,325	27,331	136,300	108,969	80 %
5751	Supplies	13,576	39,726	146,313	106,587	73 %
5760	Technology & Accessories <\$1000	6,458	7,902	117,920	110,018	93 %
5764	KDL Staff Event, Supplies & Awards	758	2,734	36,750	34,016	93 %
5768	Promotions Supplies	107	878	43,185	42,307	98 %
5770	Other Awards/Prizes	1,328	24,026	176,000	151,974	86 %
5790	Books (not for circulation)	(3,136)	(297)	23,500	23,797	101 %
5851	Mail/Postage	183	2,619	8,567	5,948	69 %
5900	Copier/Printer Usage Charges	27,112	32,564	96,000	63,436	66 %
	Total Supplies	53,711	137,482	784,535	647,053	82 %
	Contractual and Professional Services					
5792	Software	56,960	331,246	651,289	320,043	49 %
5801	Professional & Other Contracted Services	17,037	161,379	649,575	488,196	75 %
5813	Delivery Services	13,181	52,841	168,872	116,031	69 %
5814	Security Services	10,333	25,194	33,000	7,806	24 %
5817	Lakeland Library Co-op services	1,825	3,649	7,450	3,801	51 %
5827	Catering	786	2,802	15,950	13,148	82 %
5873	Website	7	184,952	198,405	13,453	7 %
5875	Advertising	765	15,249	76,500	61,251	80 %
5890	ILS Fees	0	132,470	180,000	47,530	26 %
5891	Licenses and Fees	12,838	49,733	181,007	131,274	73 %
5901	Outsourced Printing & Publishing	(162)	18,857	135,500	116,643	86 %
	Total Contractual and Professional Services	113,570	978,372	2,297,548	1,319,176	57 %
	Programming and Outreach					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2026 Through 4/30/2026
(In Whole Numbers)

	Current Month	2026 YTD	2026 Budget	Budget to Actual Variance	Percent Remaining
5795 Programming & Outreach Supplies	7,693	42,037	193,200	151,163	78 %
5885 Speakers/Performers	16,738	93,808	318,750	224,942	71 %
5906 Community Outreach	<u>1,025</u>	<u>9,930</u>	<u>38,715</u>	<u>28,785</u>	<u>74 %</u>
Total Programming and Outreach	25,455	145,775	550,665	404,890	74 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	46,986	204,067	460,000	255,933	56 %
5822 Maintenance Contracts	0	31,239	74,907	43,668	58 %
5848 Mobile Hotspots	115	73,030	353,189	280,159	79 %
5849 Cell Phones/ Stipends	1,080	4,542	18,130	13,588	75 %
5852 Internet/Telecomm Services	18,434	74,040	274,100	200,060	73 %
5919 Waste Disposal	576	2,241	13,000	10,759	83 %
5920 Utilities	7,693	16,492	71,000	54,508	77 %
5925 Lawncare & Snowplowing	5,731	12,373	43,000	30,627	71 %
5928 Branch Maintenance Fees	141,526	283,051	572,302	289,251	51 %
5930 Repairs & Maintenance	16,321	26,266	127,260	100,994	79 %
5933 Software & IT Hardware Maintenance Agreements	2,750	70,400	149,500	79,100	53 %
5940 Rentals & Leases	<u>2,121</u>	<u>62,428</u>	<u>178,028</u>	<u>115,600</u>	<u>65 %</u>
Total Maintenance and Utilities	243,332	860,170	2,334,416	1,474,246	63 %
Staff Development					
5910 Staff Development & Conferences	<u>29,861</u>	<u>78,914</u>	<u>311,382</u>	<u>232,468</u>	<u>75 %</u>
Total Staff Development	29,861	78,914	311,382	232,468	75 %
Board Development					
5908 Board Development	<u>4,356</u>	<u>6,972</u>	<u>24,075</u>	<u>17,103</u>	<u>71 %</u>
Total Board Development	4,356	6,972	24,075	17,103	71 %
Other Expenditures					
5759 Gas, Oil, Grease	804	1,569	7,660	6,091	80 %
5860 Parking	484	799	6,225	5,426	87 %
5861 Mileage Reimbursement	6,191	14,612	62,145	47,533	76 %
5870 Branch Local Misc - Restricted Donation Expenditures	4,348	59,929	308,320	248,391	81 %
5935 Insurance	0	80,436	133,000	52,564	40 %
5939 Workers Compensation Insurance	0	20,327	25,000	4,673	19 %
5955 Miscellaneous	0	1,036	20,000	18,964	95 %
5959 Sales Taxes	(20)	(35)	100	135	135 %
5964 Property Tax Reimbursement	0	21,055	40,000	18,945	47 %
5965 MEL Return Items	<u>44</u>	<u>444</u>	<u>3,000</u>	<u>2,556</u>	<u>85 %</u>
Total Other Expenditures	11,851	200,173	605,450	405,277	67 %
Capital Outlay					
5974 Land Improvements - Depreciable	0	0	20,000	20,000	100 %
5977 Technology - Non-Depreciable (\$1000-4999)	7,961	12,033	79,960	67,927	85 %
5978 Technology - Depreciable (5,000+)	(2,750)	2,251	286,125	283,874	99 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	0	0	89,685	89,685	100 %
Total Capital Outlay	<u>5,211</u>	<u>14,284</u>	<u>475,770</u>	<u>461,485</u>	<u>98 %</u>
Total Expenditures	<u>2,159,195</u>	<u>9,913,628</u>	<u>33,165,842</u>	<u>23,252,214</u>	<u>70 %</u>
Excess Revenue Over (Under) Expenditures	<u>(1,521,883)</u>	<u>19,637,191</u>	<u>(1,058,899)</u>	<u>20,696,090</u>	<u>(1,954)%</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 4/1/2026 Through 4/30/2026
(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	538	2,155	4,000	(1,845)	(46)%
	538	2,155	4,000	(1,845)	(46)%
Public Donations					
4673	100	450	1,000	(550)	(55)%
	100	450	1,000	(550)	(55)%
	<u>638</u>	<u>2,605</u>	<u>5,000</u>	<u>(2,395)</u>	<u>(48)%</u>
Expenditures					
Scholarships					
5895	0	0	10,000	10,000	100 %
	0	0	10,000	10,000	100 %
	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>100 %</u>
Excess Revenue Over (Under) Expenditures	<u>638</u>	<u>2,605</u>	<u>(5,000)</u>	<u>7,605</u>	<u>(152)%</u>

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 4/1/2026 Through 4/30/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2026-0620	Overdrive, Inc	300,000.00	4/15/2026
2026-0610	Ingram Library Services Llc	87,834.61	4/15/2026
2026-0611	IP Consulting, Inc.	55,090.35	4/15/2026
2026-0513	Ingram Library Services Llc	37,170.70	4/1/2026
AP-171420	HMA/Healthcare Management Administrators	33,307.00	4/30/2026
2026-0550	City Of Wyoming - Treasurer's Office	20,513.50	4/15/2026
89648	City Of Kentwood Treasurer	20,482.50	4/15/2026
2026-0520	Linkedin Corporation	20,000.00	4/1/2026
89632	Plainfield Charter Township	18,734.78	4/1/2026
AP-04-2026Princ	PLIC - SBD Grand Island	16,394.11	4/1/2026
2026-0531	Same Day Delivery, Inc	15,355.20	4/1/2026
2026-0480	Bluebird Fiber	14,778.36	4/1/2026
2026-0485	Consociate, Inc. dba Consociate Health	14,707.50	4/1/2026
2026-0638	Xerox Corporation	14,085.65	4/15/2026
2026-0626	Rehmann Robson LLC	14,000.00	4/15/2026
2026-0544	Bluebird Fiber	13,955.00	4/15/2026
2026-0548	City Of East Grand Rapids	13,475.00	4/15/2026
89662	Plainfield Charter Township	12,733.44	4/15/2026
AP-171863	HMA/Healthcare Management Administrators	12,622.41	4/27/2026
2026-0549	City Of Grandville	11,624.00	4/15/2026
89645	Cascade Charter Township	10,956.50	4/15/2026
2026-0541	Continental American Insurance Company dba AFLAC Group	10,595.43	4/15/2026
89636	Ada Township	10,320.50	4/15/2026
2026-0487	DK Security	9,976.70	4/1/2026
89633	Rabble LLC	9,600.00	4/1/2026
2026-0556	DK Security	9,424.20	4/15/2026
2026-0619	Midwest Tape LLC	8,642.23	4/15/2026
AP-170059	HMA/Healthcare Management Administrators	7,880.31	4/3/2026
89644	Caledonia Township	7,732.00	4/15/2026
2026-0529	PBC Guru LLC	7,500.00	4/1/2026
2026-0484	Comerica Bank	7,150.94	4/1/2026
2026-0552	Comerica Bank	7,122.64	4/15/2026
2026-0625	Quipu Group, LLC	6,760.00	4/15/2026
AP-170510	HMA/Healthcare Management Administrators	6,572.99	4/10/2026
2026-0525	Midwest Tape LLC	6,516.37	4/1/2026
AP-170961	HMA/Healthcare Management Administrators	6,514.05	4/17/2026
89643	Byron Township	6,305.00	4/15/2026
2026-0613	Library Ideas, Llc	6,284.98	4/15/2026
AP-INV07066844	Paycor, Inc.	6,158.48	4/7/2026
2026-0627	Same Day Delivery, Inc	5,470.29	4/15/2026
2026-0488	Educational Furniture, Ltd.	5,169.35	4/1/2026
89651	Complete Fleet Corporation / Complete Fleet & Auto	5,121.69	4/15/2026
AP-CH03-31-20...	Consociate, Inc. dba Consociate Health	4,676.11	4/6/2026
2026-0522	Maxorplus LTD	4,657.48	4/1/2026
89654	Gaines Charter Township	4,630.00	4/15/2026
2026-0476	AMAZON CAPITAL SERVICES, INC	4,439.13	4/1/2026
2026-0630	Thomas Klise/Crimson Multimedia	4,430.00	4/15/2026
2026-0623	Playaway Products LLC	4,419.96	4/15/2026
AP-HSA041026	HealthEquity, Inc.	4,374.99	4/9/2026
89650	City Of Rockford	4,277.50	4/15/2026

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 4/1/2026 Through 4/30/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
89612	Atlanta Capital Management Co, LLC	4,065.00	4/1/2026
89634	SWANK Movie Licensing	4,046.00	4/1/2026
2026-0471	616 Amusements LLC	4,000.00	4/1/2026
89620	Governmental Consultant Services Inc.	4,000.00	4/1/2026
89661	Nelson Township	3,943.00	4/15/2026
89649	City Of Lowell	3,870.50	4/15/2026
2026-0637	Walker City Treasurer	3,800.00	4/15/2026
2026-0536	Warner Norcross & Judd Llp	3,715.20	4/1/2026
AP-203267570...	Dte Energy	3,493.99	4/2/2026
2026-0558	Five9, Inc	3,303.60	4/15/2026
89609	ABDO-Spotlight-Magic-Wagon	3,011.70	4/1/2026
2026-0634	Uline Shipping Supply Specialists	2,961.34	4/15/2026
AP-HSA042426	HealthEquity, Inc.	2,824.99	4/23/2026
89641	Bowne Township	2,736.00	4/15/2026
AP-203234275...	Consumers Energy	2,652.29	4/2/2026
2026-0481	Central Michigan Paper	2,640.00	4/1/2026
2026-0534	UAW Local 2600	2,581.59	4/1/2026
2026-0633	UAW Local 2600	2,567.77	4/15/2026
2026-0559	Cengage Learning	2,540.51	4/15/2026
2026-0635	Ulliance, Inc.	2,460.00	4/15/2026
2026-0629	TelNet Worldwide, Inc.	2,229.15	4/15/2026
89658	Lakeland Library Cooperative	1,824.60	4/15/2026
2026-0632	Tyrone Township	1,790.50	4/15/2026
AP-744889	123.Net, Inc	1,724.00	4/10/2026
2026-0557	Fidelity Security Life Insurance Company	1,723.62	4/15/2026
2026-0546	Children's Plus, Inc. - Libraria	1,685.95	4/15/2026
2026-0547	Children's Plus, Inc. - Libraria	1,665.00	4/15/2026
2026-0492	Gordon M Russ Sr./Gordon the Magician	1,620.00	4/1/2026
2026-0543	Bio-Serv Corporation / Rose Pest Colutions	1,595.00	4/15/2026
2026-0514	IP Consulting, Inc.	1,584.54	4/1/2026
89666	Ten Finger Fish	1,506.96	4/15/2026
89637	Alpine Township	1,503.50	4/15/2026
2026-0486	Criteria Corp.	1,500.00	4/1/2026
2026-0636	Unique	1,469.26	4/15/2026
AP-181862934-...	Banner Life Insurance Company	1,387.79	4/7/2026
89635	Tiha Kabir	1,350.00	4/1/2026
2026-0553	Corrigan Moving Systems-Grand Rapids, Inc.	1,340.00	4/15/2026
AP-206971098...	Consumers Energy	1,335.31	4/7/2026
89629	Mermaid Molly Entertainment LLC	1,313.00	4/1/2026
2026-0540	Advanced Benefit Solutions, Inc / Acrisure, LLC	1,222.10	4/15/2026
2026-0473	Advanced Benefit Solutions, Inc / Acrisure, LLC	1,215.10	4/1/2026
2026-0519	Lindenmeyr Munroe	1,208.74	4/1/2026
2026-0545	BrightStar Consulting Group, LLC	1,065.90	4/15/2026
89639	Bevin Cohen	1,050.00	4/15/2026
2026-0628	Spencer Township	1,000.00	4/15/2026
89611	Angelina L Bertoni	900.00	4/1/2026
2026-0551	Cloud 616 LLC	900.00	4/15/2026
2026-0535	Vanguard Fire & Security Systems Inc	895.00	4/1/2026
2026-0621	Pam Spring Advertising, Llc	855.00	4/15/2026
89615	David Critchlow / Critchlow Alligator Sanctuary	810.00	4/1/2026
2026-0528	Pam Spring Advertising, Llc	807.50	4/1/2026
89626	Mapers	800.00	4/1/2026

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2026 Through 4/30/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2026-0521	Matthew Eickhoff / Here's your host LLC	800.00	4/1/2026
89622	James G. Perry / Fun Stuff Productions	800.00	4/1/2026
89614	Bull and Monkey, LLC	750.00	4/1/2026
2026-0615	Maxorplus LTD	746.42	4/15/2026
89627	Mason Dynamics, Inc.	672.12	4/1/2026
89659	Le Thi Tuyet Tran	600.00	4/15/2026
89657	Julie Sizemore	600.00	4/15/2026
89624	The Kalamazoo Aviation History Museum dba Air Zoo	582.25	4/1/2026
AP-3341966	Arrowwaste	576.09	4/16/2026
2026-0516	ENCLAVE COMMUNICATIONS USA	547.48	4/1/2026
2026-0622	Penworthy Co.	544.96	4/15/2026
2026-0483	Christina Tazelaar	536.37	4/1/2026
2026-0532	Sheri Gilreath-Watts	432.62	4/1/2026
2026-0491	Cengage Learning	365.24	4/1/2026
2026-0631	Troost Service Company	360.00	4/15/2026
2026-0539	Absopure Water Company	357.23	4/15/2026
89647	Center Point Publishing	306.84	4/15/2026
89655	Gary F Korreck	300.00	4/15/2026
2026-0472	Absopure Water Company	299.85	4/1/2026
AP-00184380326	Comcast Cable	266.85	4/8/2026
2026-0624	Privus PLC	250.00	4/15/2026
89646	Catering By Martha's	245.00	4/15/2026
AP-IN3734291	TASC	229.32	4/28/2026
89619	Emily Zoladz	225.00	4/1/2026
2026-0527	OrangeBoy, Inc.	225.00	4/1/2026
89621	Alliance for Environmental Sustainability dba GreenHome Inst	221.62	4/1/2026
AP-011035-0226	Plainfield Charter Township	211.19	4/6/2026
2026-0517	Kalamazoo Sanitary Supply / KSS Enterprises	204.15	4/1/2026
89628	Meena Ariagno	200.00	4/1/2026
89638	Anna Small Roseboro	200.00	4/15/2026
89663	Rachael Hamlet	200.00	4/15/2026
89617	Elliot Sedlecky / Magical Mystery Meadows	180.00	4/1/2026
2026-0478	Bio-Serv Corporation / Rose Pest Colutions	178.00	4/1/2026
89664	State Of Michigan	155.00	4/15/2026
89665	State Of Michigan	155.00	4/15/2026
89640	Bloom Sluggett, PC	150.00	4/15/2026
2026-0537	Wolverine Printing Company	138.00	4/1/2026
AP-02601580326	Comcast Cable	131.90	4/20/2026
2026-0479	Blackstone Audio Inc	128.26	4/1/2026
AP-00215850426	Comcast Cable	126.90	4/27/2026
2026-0490	Everlasting Green Plantscape LLC	126.00	4/1/2026
2026-0482	Children's Plus, Inc. - Libraria	119.60	4/1/2026
89630	Peter Dykhuis	118.31	4/1/2026
2026-0612	Lance Werner	115.00	4/15/2026
2026-0518	Kristen Covell	100.62	4/1/2026
2026-0474	Amanda B Schrauben	99.17	4/1/2026
2026-0526	Norma J. VerHeulen	96.71	4/1/2026
89660	MLA- Michigan Library Association	85.00	4/15/2026
AP-6140014132	Verizon Wireless - MiFy Routers & Cell phones	83.20	4/21/2026
2026-0515	Jared Russell Seigel	77.00	4/1/2026

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 4/1/2026 Through 4/30/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2026-0554	Craig Buno	70.00	4/15/2026
89642	Brooke Collier	65.97	4/15/2026
2026-0533	Tracy Chrenka	63.21	4/1/2026
2026-0477	Andrew Erlewein	56.39	4/1/2026
2026-0493	Grainger	48.24	4/1/2026
89618	Emily Deleeuw	44.16	4/1/2026
89625	Karen Small	41.16	4/1/2026
2026-0614	Lindenmeyr Munroe	38.15	4/15/2026
89623	Jordanna Kuiper	37.98	4/1/2026
2026-0555	Deb Schultz	36.79	4/15/2026
2026-0560	Hennie Vaandrager	35.00	4/15/2026
89616	Dowling Public Library	35.00	4/1/2026
AP-8641512-02...	T-Mobile USA Inc.	31.35	4/6/2026
89610	Andrea Steiner	24.99	4/1/2026
89613	Bridgman Public Library	24.99	4/1/2026
89652	Cornerstone University	20.00	4/15/2026
89656	Graphic Arts Service & Supply	18.40	4/15/2026
2026-0489	Erin Bonham	17.15	4/1/2026
89653	Dexter District Library	16.00	4/15/2026
89631	Peter White Public Library	14.99	4/1/2026
2026-0542	AMAZON CAPITAL SERVICES, INC	13.99	4/15/2026
89667	Zoe Post	10.00	4/15/2026
2026-0530	Playaway Products LLC	2.99	4/1/2026
Report Total		1,074,621.10	

Kent District Library
Check/Voucher Register - Voided Checks
From 4/1/2026 Through 4/30/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
89602	Plainfield Charter Township	(167.94)	4/2/2026
Report Total		(167.94)	

Director's Report April 2026



From the Desk of Lance Werner, Executive Director

It has been a wild month since my last update. The Leadership Team had an amazing couple of days visiting branches to present employee awards. I couldn't be prouder of our crew. We also enjoyed a terrific worksite tour of the expanded Krause Branch project in Rockford. It was inspiring to see the progress being made.

We have come so far and none of it would have been possible without the leadership and tenacity of Jennifer German. Friday morning (April 24th), I was in the office early and started my computer at 6:45 am. I immediately saw the message that our system had been compromised. I called Kurt and we got the ball rolling on addressing and remedying our network attack issue. I can't say enough about our entire team and especially our IT Department's efforts to get us back on track. They are miracle workers and have inspired us all.

Our On The Same Page tickets sold out in 15 minutes, and we have worked on a solution that should make everyone happy and make KDL history. Hennie, Randy and the MARCOM team are amazing and have turned lemons into lemonade.

I spoke at the Believe the Child Luncheon on behalf of the Children's Advocacy Center and appreciated all the support from our KDL team and area legislators. It was a fantastic event. Jaci also arranged with the Kent County Essential Needs Taskforce (where she represents KDL) for a showing of the film: Did you Guys Eat? Ya Comieron? It was a terrific event, and we had over 50 attendees.

I also attended the ULC Director's Roundtable in Chicago where we discussed relationship building with civic partners. I was asked to speak about our efforts around protecting intellectual freedom. It was great to see my colleagues from around North America. I also had a chance to visit the Obama Presidential Center, and it is amazing.

Finally, I continued my work on the local ordinance project and a bill idea that would provide a state tax credit for taxpayers that sign their children up for summer reading. It is an effort to incentivize families to combat the summer slide and utilize our services in an effort to combat Michigan's dismal 3rd grade reading scores.

Director's Report April 2026



KELLOGGSVILLE + WYOMING

At the Wyoming Branch, defining key community partners allows librarians to connect with local organizations that provide meaningful value to library patrons. Understanding the mission and services of community partners—such as Cherry Health Services—enables staff to make informed referrals to resources in the immediate area. These partnerships also support the branch’s efforts to expand outreach and engagement by connecting with new audiences.

For example, Branch Librarian Jackie Boss is planning to deliver an introductory storytime at the Hispanic Center to introduce its patrons to library programming. The Hispanic Center will provide on-site translation, helping to ensure accessibility and inclusion. This collaboration is expected to increase the library’s visibility, build trust within the community, and reinforce its role as a welcoming and supportive resource.

Partnerships have also strengthened the Wyoming Branch’s connections with municipal partners. The branch participated in the opening of the new Godwin Mercado, managed by the City of Wyoming Parks and Recreation Department, by providing activities for attendees. Following this collaboration, the Parks and Recreation team invited the Friends of the Wyoming Library to host a Used Book Sale at the Mercado. Proceeds from this event directly support and enhance library programming and services.

Similarly, at the Kelloggsville Branch, librarian Lucy Angers recently visited The Dock Ministries, an organization located directly across the parking lot that offers afterschool programming for Kelloggsville students. Many teens regularly move between the library and The Dock each day, presenting a strong opportunity for partnership and coordinated engagement with local youth.



KENTWOOD + GAINES

Defining key community partnerships has strengthened the library experience by making services more responsive, relevant, and connected to patron needs. Working through a community mapping process has been especially beneficial in identifying both established and potential partners, which has led to new outreach and increase efforts currently planned or underway. This includes work with the West Michigan Friendship Center in Kentwood and a senior community in Gaines Township.

Staff have also built partnerships organically by leveraging their own connections and engaging directly with patrons. For example, Ashley Meadows (Assistant Branch Librarian at Kentwood) connected Branch Librarians with a charter school she previously worked at, resulting in a new outreach opportunity, and Spencer Hansen (Assistant Branch Librarian at Kentwood) helped connect a group of individuals with intellectual disabilities visiting the branch with a manager to better understand and support the group's needs.

A surprising impact has been how these efforts reveal unmet needs and open opportunities for service, while also reinforcing the library's role as a trusted, welcoming community hub.

ROCKFORD + NELSON + SPENCER

The most valuable impact from the work done to define key community partnerships can be seen in Krause Memorial branch's experience in moving to a temporary location. Despite relocating to a small temporary facility during the construction process, the branch has been able to continue offering key patron experiences due to the generosity and strong cooperation of partnerships with Rockford Public Schools and the City of Rockford. Both organizations have gone above and beyond to support programming in their facilities, even implementing changes to comply with offering public services within a school building. Schools and the City have remained highly responsive to evolving needs by continuing communication with community members during inadvertent scheduling changes. Observing the extent to which these community partners support programs and services has been both humbling and a source of pride, reflecting a strong foundation and history of collaboration with both the City and the schools.

According to Sara Magnuson (Krause/Nelson/Spencer Branch Outreach and Programming Specialist), a key takeaway from the data gathered during community mapping and analysis was the lack of access to disability services in the northern region. In response, efforts have been made to strengthen the partnership with Disability Advocates across the KDL system. Goals include increasing awareness of services, sharing KDL resources with the organization, and developing strategies to enhance visibility within northern communities. Sara is currently working to create branch-specific presentations with Disability Advocates for Fall 2026, along with discussions about the potential for a future career fair in the northern region to highlight workplace opportunities for individuals with disabilities.

Efforts in the Nelson and Spencer branches resulted in meeting projected KPIs over the past year, despite being located in areas with limited organizations available for outreach partnerships. Both Nelson and Spencer branches are looking forward to a monthly partnership with North Kent Connect for visits this summer as they roll out their new mobile food pantry to address food insecurities in these communities.

By continuing to prioritize new partnership opportunities, Krause Memorial, Nelson Township, and Spencer Township branches will continue to develop creative approaches to reaching community members and reducing barriers to access.

Featured Department: Collection Services

The Collection Services Team works behind the scenes to ensure patrons have access to the materials they need for information, learning, literature, and recreation. The department is made up of 25 dedicated staff members, including sixteen Collection Services Assistants, five Collection Development Librarians, an Acquisitions Paraprofessional, a Cataloging Paraprofessional, a Cataloging Specialist and a Collection Services Team Lead. In 2025, the Collection Development Librarians purchased 119,647 physical items for the library's collection, including books, DVDs, CDs, audiobooks, vinyl records, and more. Rachel Cruzan, Collection Services Team Lead also trained 3 new staff members in cataloging and is currently training a 4th.

The Life Cycle of a KDL Collection Item

Every item in the collection begins with the work of a Collection Development Librarian. They evaluate journal reviews, monitor national and local trends, analyze circulation data, and respond to requests from both patrons and staff. Branch staff also play an important role in shaping the collection by sharing insights about local interests and emerging community needs.

Once selections are made, Laurie Winkler, Acquisitions Paraprofessional, oversees the ordering process for all materials requested by the Collection Development Librarians. When items arrive, Collection Services Assistants unpack and inspect them for damage or missing components before ensuring each item is accurately cataloged and processed. This work makes materials discoverable in the library catalog and ready for patrons to find on the shelves.

When items need original cataloging or special processes, Cataloging Specialist Brad Allen and Cataloging Paraprofessional Yuko Roberts complete the necessary steps.

After processing is complete, materials are routed through the Automated Materials Handler, where they are sorted into the appropriate branch bins for delivery across KDL.

Digital Collection

KDL's digital collection also continued to grow and evolve in 2025. Collection Development Librarian Alison Kuchta carefully curates digital materials to meet the increasing demand for eBooks and eAudiobooks.

Libby eBook circulation increased by 1% over the previous year, while Libby eAudiobook circulation saw an 11% increase. Despite this continued growth in popularity and overall usage, Libby wait times decreased by 49% compared to the same time last year. This significant improvement is largely attributed to hold limit changes implemented by KDL in October 2024, as well as updates to the Suspend feature and wait time calculations introduced by OverDrive in September 2025. Together, these changes have helped improve access to digital materials while demand for the collection continues to rise.

Featured Department: Collection Services

Patron Requests for Purchase

Patron requests remain an important way materials are added to KDL's collection. Each year, the five Collection Development Librarians review nearly 15,000 patron requests, carefully evaluating whether each title is a good fit for the collection and community needs. In 2025, KDL purchased 69% of requested items, adding nearly 9,000 patron-requested materials to the collection.

MelCat

KDL also recognizes the value of resource sharing and collaboration among libraries across the state. Through MelCat, Michigan's statewide interlibrary loan service, KDL patrons borrowed 40,249 items in 2025, while KDL shared more than 26,000 items with library users throughout Michigan.

Walker and Rockford Expansions

In January of 2025 the Collection Services Team began the process of purchasing new items to fill the shelves at the new Walker and Rockford branches slated to open in fall of 2026. This project will keep the team busy well into 2027, as we anticipate high circulation of materials at both locations.



Some pictures of the Collection Services Team from our Annual Inservice Day. We visited BattleGR for a fun afternoon of axe throwing, archery, and fowling.

Katie Kudos

April 2026

SANDY FEUTZ, ASSISTANT BRANCH LIBRARIAN

Plainfield Township

Nominated by: Laura DeJong

Core Value: Helpful

"If there is a missing parts issue, Sandy is the one to go to for help! She knows the details and how to fix the problem. Thank you for your help with this today, Sandy."

ASHLEY MEADOWS, ASSISTANT BRANCH LIBRARIAN

Kentwood (Richard L Root)

Nominated by: Drew Pearson

Core Value: Positive

"It's always great working with Ashley. She's helpful, funny, and a joy whether she is assisting patrons or you're working with her on desk! Thanks for all you do!"

LIESL DEJONGE, ASSISTANT BRANCH LIBRARIAN

Wyoming

Nominated by: Anna-Marie Boss

Core Value: Courageous

"We had a mouse out on the patron floor today and Liv and Liesl worked together to catch it and bring it outside to the woods behind the branch. Thanks for your brave actions!!!"



Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, June 18
KDL Service Center

Regular Board Meeting
Thursday, July 16
KDL Service Center

Regular Board Meeting
Thursday, August 20
KDL Service Center

Dates of Interest

KDL Pension Meeting

- August 5, 2026
- November 4, 2026

1:00 PM

KDL Service + Meeting Center

Kent
District
Library
kdl.org



Information ●
Ideas ▽
Excitement!

April 2026 | Monthly Project Report

PMO Activity

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

Project Status

8

Active Projects

- On Track, no extensions 5
- 1 Extension, at risk 1
- 2+ Extensions, late 2
- Completed since January 2026 3

Strategic Pillars

- 1 Strengthening Community
- 4 Technology
- 3 Core Programming

Note: Following KDL's recent ransomware incident, project timelines may be adjusted to accommodate recovery efforts and lost work time. These extensions will not be counted as "at risk" or "late" in project status reporting, and any timeline changes will be clearly noted in individual project updates.

Community Memory Project




Project Lead: Tricia Hetrick
Status: On Track - NEW

Approval Date: 04.01.2026
Due Date: 07.12.2026

In an increasingly digital and fast-paced world, local and personal histories – especially from underrepresented communities – are at risk of being lost, as many families lack the tools and platforms to preserve their stories across generations. Traditional library archives have largely prioritized official records over everyday lived experiences. This initiative shifts that focus from passive collection to active partnership by inviting the community to co-create a more inclusive historical record.

As part of [KDL's 2026 Strategic Plan](#), this project will explore opportunities to collect, preserve, and share stories from Kent County residents through a public submission portal, browsable digital archive, and programming that encourages community participation. This initiative aims to strengthen inter-generational connections and long-term access to community history.

Cross Promotion


 **Project Lead:** Lulu Brown
Status: 2+ Extensions - Late

Approval Date: 09.24.2025
Due Date: 06.24.2026 - *Extended*

The Cross Promotion team spent the month of April finalizing the remaining deliverables of the project, with overall success hinging on effective staff training. This training will be delivered in two parts to support understanding and buy-in from staff. The first component is a self-paced training, allowing staff to complete it at their own pace, while offering an overview of the Cross Promotion framework and how to connect patrons with relevant library resources through the lens of the KDL Way.

At the May Summits, members of the project team will revisit this material, reinforcing key concepts through learning activities and providing opportunities for questions and clarification.

Define Core Programs


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

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

The Define Core Programs project is a wrap. The group celebrated the successful completion of all set deliverables at their closeout meeting with the PMO on April 7. Rollout survey results showed appreciation for clarity around programs, budget and terminology and the team discussed what went well and what could be approved upon in the future. Since the training, the Programming Department has noticed a marked upgrade in staff understanding of branch-sponsored versus Core programming and the hope is that refinement to these standards can continue so that KDL can provide consistent, high-quality programming to patrons across the county.

The PMO extends its deepest thanks to Hennie Vaandrager and her team, who took a thoughtful, intentional approach to bring much-needed clarity and structure to programs across KDL: Amber Elder, Jennifer DeVault, Jocelyn Yost, Keeva Filipek, Kiosha Jeltema, Lauren Hagerman Tekelly, Leigh Verburg, Monica Walen, Natalie Karsten, Susan Erhardt and Will McAfee.

Intranet Revamp

 **Project Lead:** Jaci Cooper
Status: 2+ Extensions - Late

Approval Date: 09.04.2024
Due Date: 12.31.2026 - *Extended*

In April, the team reviewed plans for revamping the IT intranet page as part of the broader intranet project, focusing on consistency, usability and clearer guidance for staff. Key decisions included adopting the standard intranet page template, simplifying IT content by removing a seldom updated status table, and purging old and outdated folders/documents. The group discussed adding infographics about the importance of submitting IT tickets, explaining the difference between IT and Central Services/IPC requests, and reducing outdated documentation to avoid confusion (especially with Copilot/AI search). A major idea the group agreed to test was using a prominent intranet banner for major IT outages or issues, linking to brief, up-to-date details and encouraging ticket submission. IT and the intranet team will collaborate on piloting the banner approach, purging old content, and drafting lightweight explanatory content (e.g., why tickets matter and who IPC is), with IT helping maintain timely updates.

KDL Lab Revamp

Project Lead: Brittany Zuehlke
Status: On Track

Approval Date: 02.25.2026
Due Date: 02.26.2027

This month, the team discussed project inspiration from peer institutions and some intriguing technologies like projection mapping or NFC (Near Field Communication) tags. The team also began curating questions for potential developers, local STEM leaders and peer institutions to gather recommendations for KDL's Lab spaces. Questions include topics such as maintenance, technology, accessibility, cost, sanitation, storage, electrical requirements and more. Subgroups are continuing to meet to develop the vision of the spaces, review existing spaces in pilot branches, research peer institutions, and create a research and development budget rubric.

People Counter Pilot

Project Lead: Scott Ninemeier
Status: On Track

Approval Date: 12.10.2025
Due Date: 08.07.2026

In April, the team planned for piloting two additional people counter models from a second vendor. These will be installed at the Cascade and Caledonia branches. The vendor received strong professional references, and their units are expected to perform comparably to those currently in use. Installation costs for these models are significantly lower, while annual subscription costs remain similar to SenSource. So far, the group has identified strong value in implementing a system that provides reliable visitor counts, automates data submission, and supports easy-to-read data and graphs.

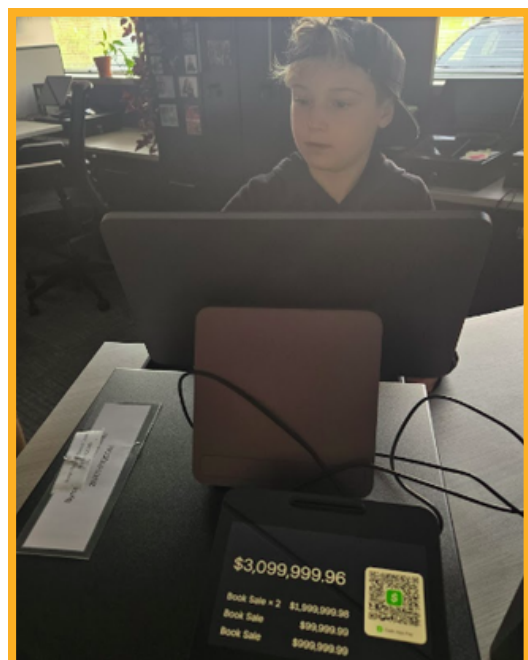
Point of Sale Refresh

Project Lead: Emily Whalen
Status: On Track

Approval Date: 10.22.2025
Due Date: 06.10.2026


April presented an unexpected disruption just as the project neared full systemwide deployment. Despite this, the team's progress ahead of schedule allowed Square to implement a temporary cash-only payment solution at most branches – faster than would have been possible with the legacy system.

During the outage, the project team was able to troubleshoot scenarios as they arose – strengthening overall understanding of the software. The focus is now on restoring credit transaction capabilities and the team will offer demo sessions at the May Summits to support staff readiness.



April 23 was Bring Your Child to Work Day at KDL. A few students tested Square to its limits with million-dollar transactions! It was both fun and gave them the opportunity to see how frontline staff assist patrons with payments.

Tech Tutoring Revamp

 **Project Lead:** Morgan Hanks
Status: Complete


Approval Date: 03.26.2025
Due Date: 04.01.2026

The Tech Tutoring Revamp project is officially complete, with the closeout meeting completed and the final round of staff training scheduled for the Adult Branch Librarian Summit in May. This marks the transition from project work to ongoing delivery.

Throughout the project, a clear and growing need for accessible, personalized technology support was identified within KDL communities. The work completed by the project team has laid a strong foundation for more consistent walk-in support and has better equipped staff to meet patrons where they are. With the project now closed, the Services Advisory Group will assume ongoing ownership. Their leadership will guide continued development and help ensure the service remains aligned with organizational priorities and community needs.

The PMO extends its thanks to Morgan Hanks and her team for their thorough and thoughtful work: Beth Green, Dustin Arnett, Eric DeHaan, Gwennan Lawcock, Jennifer German, Katie Blakeslee, Paula Wright, Quinn Davey, Remington Steed, Sara Moseley, Taylor LaBash, Toby Schuler, Trish Reid, and Yuliya Bunker.

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 progressed Phase One work, including drafting key deliverables such as orientation standards, training for staff (to be provided at the May Summits), and pre-orientation surveys for teens and guardians. A major decision was finalized to use a registration model (with clear caps and deadlines) rather than an application process, aligning with KDL's processes for other programs. The team also continued refining the program's purpose, emphasizing its role as a Core program that supports community engagement and library understanding and advocacy. Discussions addressed policy considerations, including attendance expectations, procedures of addressing behavioral concerns, and the need for clear staff guidance and change management planning.

Due to the technology disruption, a one-month extension for Phase One has been approved by the PMO to support the team and ensure quality progress.

Website & Discovery Layer AI Enhancements

 **Project Lead:** Remington Steed
Status: 1 Extension, At Risk

Approval Date: 05.21.2025
Due Date: 06.02.2026 – *Extended*

The final report from BiblioCommons has not yet been received; however, several key updates were shared. BiblioCommons indicated that they are accelerating development of AI-related features, reallocating additional resources to advance this work more quickly than originally planned. They will host a webinar on May 14 to share what was accomplished and learned during the project, along with proposed next steps. The final report is expected to be delivered by mid-May.

Due to the recent ransomware attack, the PMO approved extending this project to June 2.

BUILDING PROJECTS

Krause Memorial (Rockford)

Project Lead: Jennifer German

Status: N/A

Approval Date: N/A

Due Date: N/A

The Krause expansion project is steadily progressing. The boarded-up exterior conceals the hive of activity taking place inside. Painting has begun in the addition, while framing and drywall installation are moving ahead in the renovated space. In late-April, tours were made available to KDL Leadership Team, Friends, and the local Krause Library Board. It's exciting to watch the interior come together and to imagine the expanded facility becoming a valued and well-used space for the community.



Krause Construction Tour



Old meets new inside Krause Memorial



Future children's garden at Krause Memorial

Tyrone Township

Project Lead: Liz Knapp

Status: N/A

Approval Date: N/A

Due Date: N/A

The project is paused while Tyrone Township works to secure funding.

BUILDING PROJECTS

Walker

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

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

The Walker new library project is progressing on schedule. On May 5, the Friends of the Walker Library and the Walker Branch staff had the opportunity to tour the library. With drywall up, and the walls beginning to be painted, attendees could visualize the finished space, and were excited about the new spaces for programming, play, work and relaxation.



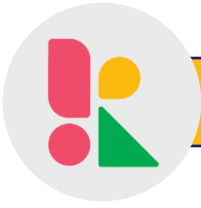
Walker Friends of the Library Tour



Walker Branch Library Staff in the beacon corner during the tour

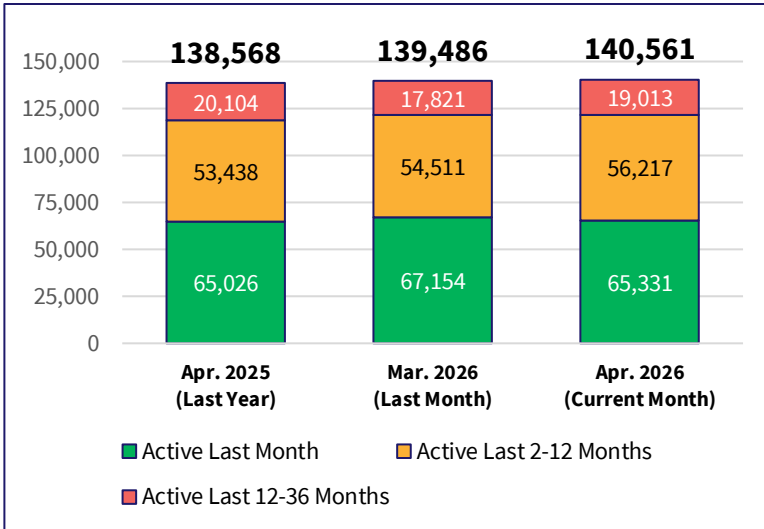


View from second floor study rooms



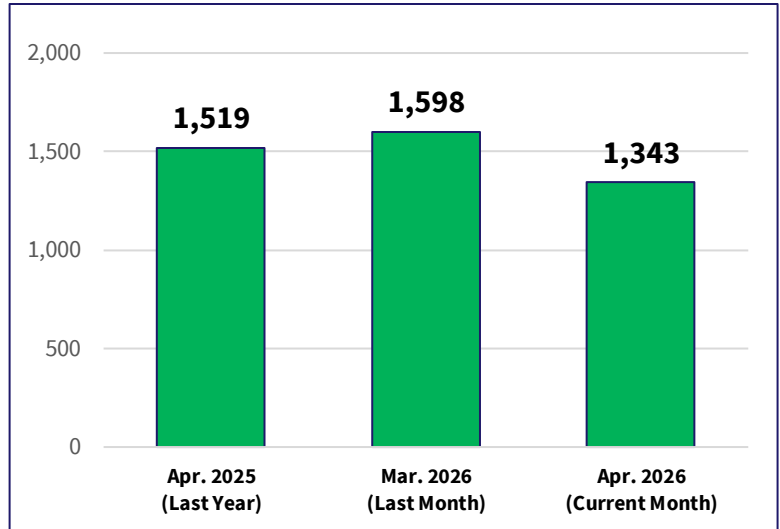
APRIL 2026 STATISTICAL SUMMARY

Active KDL Patrons:



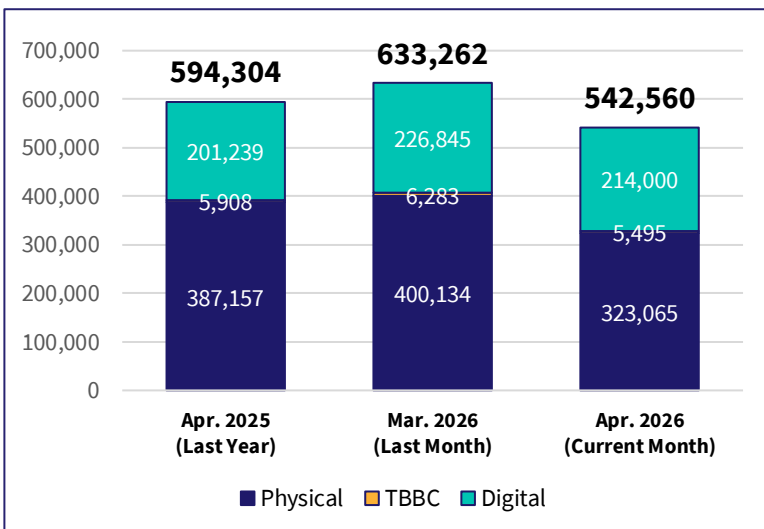
Active KDL Patrons are **up 1%** from last month and **up 1%** from the same month last year.

New KDL Cards Added:



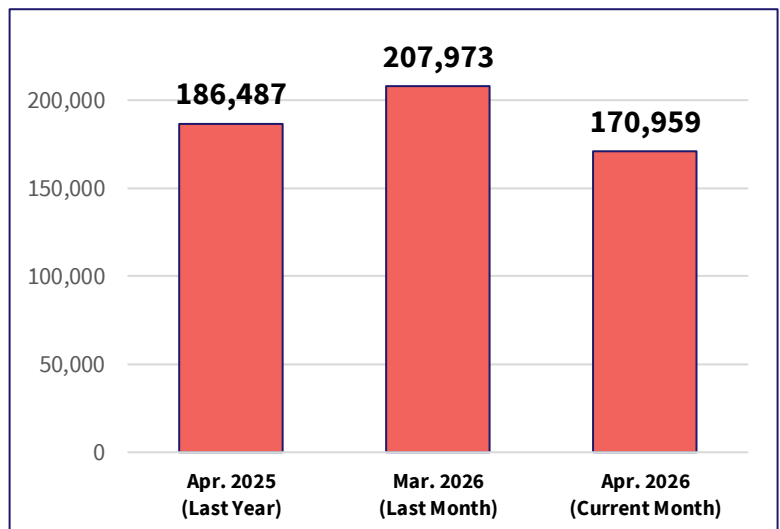
New KDL Cards Added are **down 16%** from last month and **down 12%** from the same month last year.

Total Circulation:

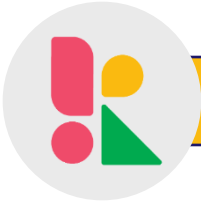


Total Circulation is **down 14%** from last month and **down 9%** from the same month last year.

Visitor Count:

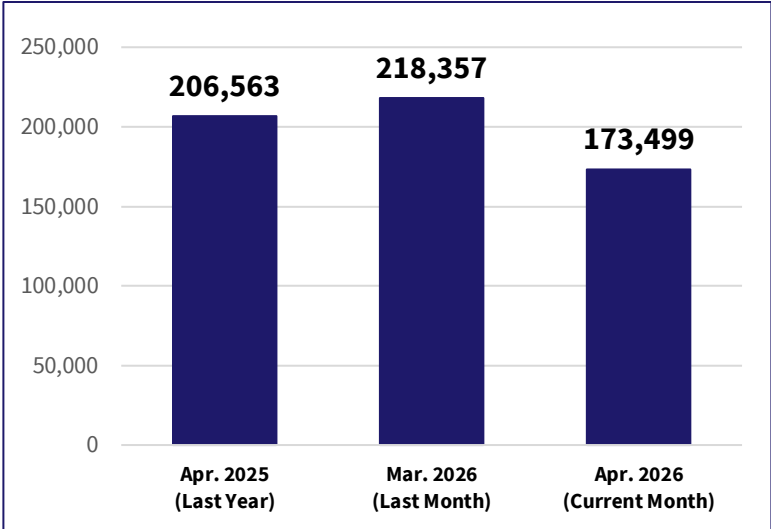


Branch Visitors are **down 18%** from last month and **down 8%** from the same month last year.



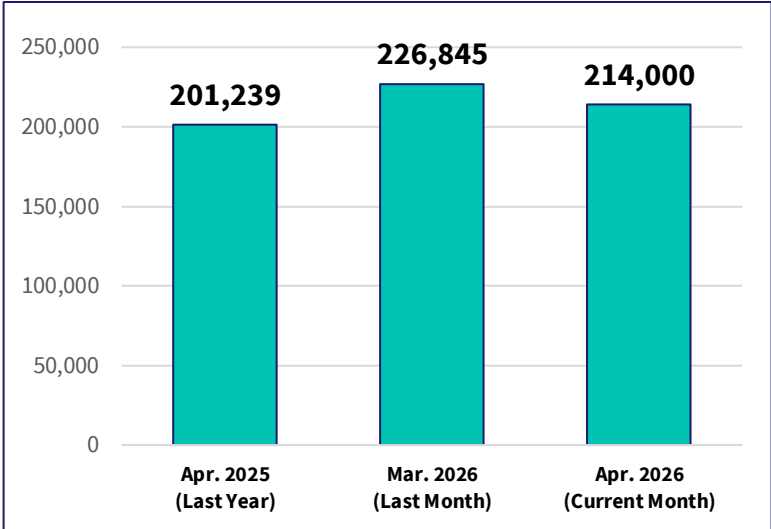
APRIL 2026 STATISTICAL SUMMARY

Physical Items Checked Out:



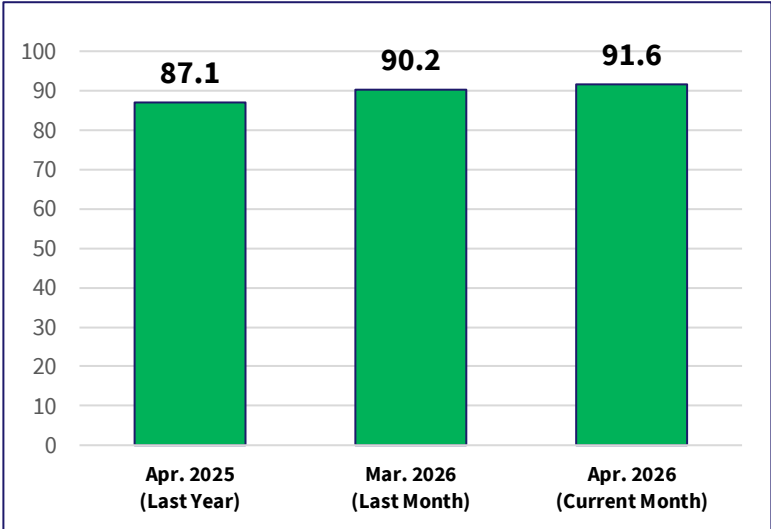
Physical checkouts are **down 21%** from last month and **down 16%** from the same month last year.

Digital Items Checked Out:



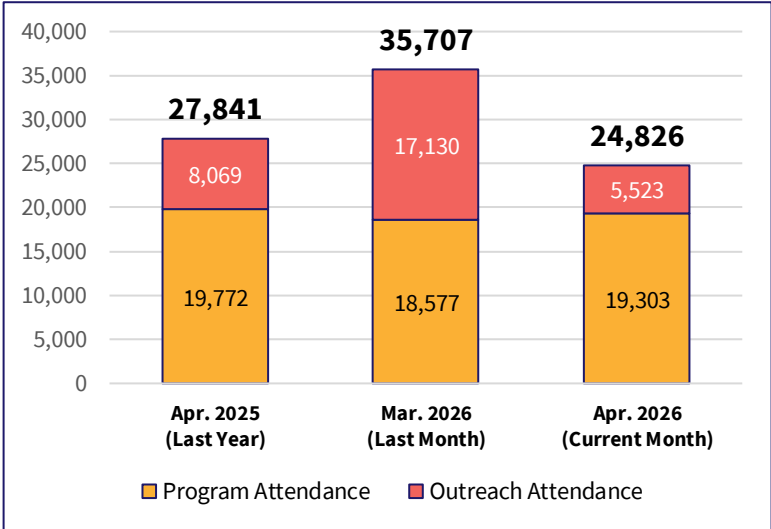
Digital checkouts are **down 6%** from last month and **up 6%** from the same month last year.

Net Promoter Score (NPS):

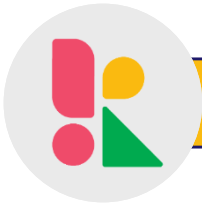


Net Promoter Score is **up 1.4%** from last month and **up 4.5%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 30%** from last month and **down 11%** 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	459
2. The Women by Kristin Hannah	192
3. The Correspondent by Virginia Evans	185
4. The Night We Met by Abby Jimenez	142
5. My Husband's Wife by Alice Feeney	140
6. The Widow by John Grisham	139
7. Theo of Golden by Allen Levi	118
8. Woman Down by Colleen Hoover	113
9. Judge Stone by Viola Davis & James Patterson	100
10. Dear Debbie by Freida McFadden	98

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. Theo of Golden by Allen Levi	620
2. The Correspondent by Virginia Evans	413
3. Yesteryear by Caro Claire Burke	366
4. Project Hail Mary by Andy Weir	313
5. The Night We Met by Abby Jimenez	309
6. Hope Rises by David Baldacci	261
7. My Husband's Wife by Alice Feeney	239
8. Strangers by Belle Burden	178
9. Dear Debbie by Freida McFadden	175
10. KDL WiFi Mobile Hotspot	173

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. The Correspondent by Virginia Evans	348
2. The Correspondent by Virginia Evans (audio)	343
3. Dungeon Crawler Carl by Matt Dinniman	299
4. Rites of the Starling by Devney Perry (audio)	294
5. Margo's Got Money Troubles by Ruffalo (audio)	258
6. Harry Potter and the Sorcerer's Stone by J. K. Rowling (audio)	216
7. The Mad Wife by Meagan Church (audio)	209
8. The Astral Library by Kate Quinn	208
9. The Wedding People by Alison Espach	200
10. The Let Them Theory by Mel Robbins	198

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. Theo of Golden by Allen Levi (audio)	1,241
2. The Correspondent by Virginia Evans (audio)	1,127
3. Theo of Golden by Allen Levi	1,092
4. Project Hail Mary by Andy Weir	984
5. The Correspondent by Virginia Evans	746
6. The Anxious Generation by Jonathan Haidt (audio)	641
7. The Night We Met by Abby Jimenez	608
8. My Husband's Wife by Alice Feeney (audio)	601
9. Yesteryear by Caro Claire Burke	583
10. Yesteryear by Caro Claire Burke (audio)	509

NEW HIRES	POSITION	EFFECTIVE
Sydney Golding	Assistant Branch Librarian – Cascade	May 6
Madeline Brookman	Assistant Branch Librarian – Kentwood	June 1
Chelsea Kuklewski	Assistant Branch Librarian – Krause Memorial	June 1
Melissa English	Assistant Branch Librarian – Krause Memorial	June 1
Rory Kehr	Assistant Branch Librarian – Krause Memorial	June 1
Emilie Roepcke	Assistant Branch Librarian – Krause Memorial	June 1
Kara Meade	Assistant Branch Librarian – Krause Memorial	June 8
Kendall Reister	Assistant Branch Librarian – Krause Memorial	June 8

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Sandy Feutz	Assistant Branch Librarian – Plainfield	Assistant Branch Librarian Sub	July 9
Susan Erhardt	Branch Outreach & Programming Specialist – Plainfield/Comstock Park	Assistant Branch Librarian Sub	August 21

DEPARTURES	POSITION	EFFECTIVE
Jonah Chickering	Assistant Branch Librarian – Kentwood	May 1

OPEN POSITIONS	TYPE
Seasonal Intern – Community Engagement	Temporary
Assistant Branch Librarian (9 positions) – Walker	Part-time
Assistant Branch Librarian – Kentwood	Part-time
Assistant Branch Librarian – Plainfield	Part-time
Regional Manager I – Plainfield / Comstock Park	Full-time

EMPLOYEE ANNIVERSARIES (JUNE)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Karen Small	Wyoming / Kelloggsville	40 years
Jocelyn Yost	Grandville	32 years
Lynne Eder	Walker	21 years

EMPLOYEE ANNIVERSARIES (JUNE)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Amy Waite	Krause Memorial	18 years
Shannon Vanderhyde	Krause Memorial	15 years
Linda Pyne	Nelson Township	14 years
Adam Flynn	Alto / Englehardt	12 years
Liz Knapp	Walker / Alpine / Tyrone Township	12 years
Paula Wright	Comstock Park	10 years
Catherine Gutowski	Alto	9 years
Leigh Verburg	Cascade	9 years
Brad Baker	MarCom	8 years
Julie Gillich	Byron Township	8 years
Alyssa Coe	Plainfield	7 years
Tabitha Schaub-Carter	Wyoming	7 years
Sarah Johnston	Patron Services	6 years
Brandy Boyington	Sub Pool	5 years
Sandy Feutz	Plainfield	5 years
Rachel Minor	Wyoming	5 years
Mary DeBoode	Krause Memorial	4 years
Ben Eastman	Collection Services	4 years
Joshua Garvelink	Grandville	4 years
Kiosha Jeltema	Kentwood / Gaines Township	4 years
April Koehler	Caledonia	4 years
Caleb Perkins	Community Engagement	4 years
Anne Schroeder	Sub Pool	4 years
Katherine Muszkiewicz	Englehardt	3 years
Bernice Oliver	Kentwood	3 years
Starla Webster	Krause Memorial	3 years
Laine Apsey	Wyoming	2 years
Alexis Chandler	Caledonia	2 years
Joe Kulpa	Gaines Township	2 years
Alanna Patterson	Grandville	1 year
Connie Wheat	Sub Pool	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	X	X	X	X	X	X	X	X
April 16, 2026	X	X	X	X	X	X	X	X
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 April 2026

SECTION 3: FACILITIES AND OPERATIONS

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

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KDL Policy 3.1

Exhibits

LAST REVISED 7.18.24

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

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

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

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

KDL Policy 3.2

Literature Display, Distribution and Tabling

LAST REVISED 9.18.25

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

Bulletin Boards and Distribution Areas - Reserved for Use by KDL

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

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

Other Bulletin Boards and Distribution Areas

A limited number of bulletin boards and distribution areas are available within the KDL system for the posting and passive distribution of materials provided by nonprofit organizations, educational institutions and governmental agencies. In each facility, the Regional Manager or designee may designate specific areas as available for these purposes and must authorize all posting and distribution before it occurs. For the display and distribution of materials in more than one library branch, requests are reviewed and considered by the KDL Marketing Communications Department. Authorization will be based on the provisions of this policy and not on the viewpoint, beliefs, or affiliations of the nonprofit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate KDL's endorsement of the ideas, issues, or events promoted by those materials.

Tabling (Informational Tables)

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

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

The following will not be accepted for tabling.

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

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

General Rules

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

- **Bulletin Boards - Event Announcements** - Bulletin board space is provided for announcements of dated local events whose principal sponsors are nonprofit organizations. Individual KDL branches may give priority to announcements for events scheduled to take place in a geographic area near the library.
- **Distribution Areas** - Nonprofit organizations may provide, for passive distribution only, dated materials related to their nonprofit purpose. These materials may only be displayed in the areas designated for this purpose. Passive distribution means leaving the materials with KDL staff for library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging library visitors to review or take any materials with them.
- **Prohibitions** - The Regional Manager or their designee may decline requests to display materials due to, and not limited to:
 - information promoting or condoning illegal activity, violence, discrimination and profanity

- commercial for-profit promotion
- fundraising or sales, except for Friends Group used book sales
- local relevance
- lack of available space within the designated distribution area or bulletin board
- **Election-Related Information**
 - Before an election, branches may have available, equally, voter information and campaign literature about political candidates appearing on local ballots. Any materials that directly or indirectly refer to an election or a candidate must be removed prior to Election Day if within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
 - Prior to an election, campaign material relating to ballot issues may be placed in library branches for display and/or distribution to the public. If there is formal opposition to a ballot issue, equal consideration shall be given. Campaign materials that directly or indirectly refer to a ballot issue must be removed prior to Election Day if located within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
 - Petitions may not be displayed or circulated in library buildings except as permitted by local municipal ordinance.

Terms for Use

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

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

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

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

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

KDL Policy 3.3

Media Inquiries and Public Relations

LAST REVISED 7.18.24

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

The Director of Engagement serves as media liaison for the Board and the Library Administration. Whenever official media statements are required pertaining to library operations (emergencies; or

policies, procedures, programs, services, positions on district-wide issues, etc.) the Marketing Communications Department will coordinate with local newspapers, magazines, professional journals, radio and television stations. Staff are not to provide “off the record” comments to the media.

KDL Policy 3.4 Websites, Privacy and Online Accessibility

New 7.18.25

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

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

KDL Policy 3.4.1 Social Media

New 9.18.25

Social Media Usage Rules

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

- 1. Privacy:** Users should have no expectation of privacy when commenting on KDL posts or tagging KDL. Comments and posts may be read by anyone once posted, regardless of one’s friends, followers or subscribers list. KDL advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
- 2. Library’s Rights:** KDL reserves the right to reproduce comments and posts tagging KDL in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained.
- 3. No Endorsement:** KDL is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees or any individual Board member.
- 4. Unauthorized Content:** To ensure a healthy, safe space to discuss Library services, resources and events, content containing any of the following may be removed immediately from any Library social media forum:
 - Obscene, illegal, sexually harassing, threatening or abusive speech or nudity.
 - Any post that affects the safety and security of the Library, its property, patrons and staff or creates a hostile work environment.

- Private or personal information, including phone numbers and addresses, or requests for personal information.
 - Any statement by a user under a false name or any falsification of identity.
 - Comments, links or information unrelated to the purpose of the limited public forum.
 - Spam or other commercial messages.
 - Any postings that would violate the Michigan Campaign Finance Act, KDL Privacy Act or other Michigan or federal laws.
 - Solicitation of funds.
 - Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
 - Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
 - Any post that violates any Library policy.
 - Any images, links or other content that falls into the above categories.
5. **Third Party Usage Rules:** In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state laws.

Violations and Appeals of Usage Rules

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

Privacy Information

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

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

Third-Party Services

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

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

1. Personal identifiable information you knowingly provide, including when you register for the site, provide feedback and suggestions, request information or create shared content;
2. Other information that could be used to identify you, such as your IP address, search history, location-based data and device ID;
3. Non-personally identifiable information, such as your ad views, analytics, browser information (type and language), cookie data, date/time of your request, demographic data,

hardware/software type, interaction data, serving domains, pageviews and the web page you have visited immediately prior to visiting the site; and

4. Other data that third-party services may collect as described in the vendor's privacy policy and terms of use.

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

Cookies

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

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

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

Privacy Statement for kdl.org

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

Commitment to Online Accessibility for kdl.org

1. Kdl.org is maintained to comply with Web Content Accessibility Guidelines (WCAG). Specific details may be found at kdl.bibliocommons.com/info/accessibility/.
2. Restrictions and Terms of Use.
 - a. Because communication via social media constitutes a limited public forum, KDL reserves the right to reject, restrict, remove, or block any content or user, that it deems to be in violation of this Policy or any applicable law.
 - b. Comments shall relate to the topic being discussed in KDL's original post and should be intended to further civil discussion.
 - c. Content and comments posted to KDL social media accounts that contain any of the following shall not be permitted and are subject to removal and/or restriction by KDL social media account managers:
 - i. Discriminatory messages and hateful speech of any kind toward any individual or group, including, but not limited to, age, gender, race, religion, nationality, sexual orientation, or disability.

- II. Information that may compromise the safety or security of the public or public systems.
 - III. Links to outside sites.
 - IV. Statements that are defamatory, harassing, threatening, profane, obscene, violent, bullying, sexual in nature and/or containing sexual references, libelous, or knowingly false with reckless disregard for the truth.
 - V. Comments that suggest, promote, or encourage illegal activity.
 - VI. Copyrighted material posted without permission or content that violates the legal ownership interests of another party.
 - VII. Personal information, including, but not limited to, identification numbers, home addresses, personal phone numbers, email addresses, or other sensitive information.
 - VIII. Commercial advertisement or solicitation.
 - IX. Comments and/or hyperlinks that are not topically related or out of context to the particular social media post or article being commented on.
 - X. Multiple or repetitive posts that are copied and pasted.
 - XI. Details about an ongoing investigation or legal or administrative proceeding that could prejudice the process or could interfere with an individual's rights and may interfere with or compromise current investigations, police tactics, and the safety or security of public safety staff and/or the public or public systems.
 - XII. Comments with attached documents of any kind.
 - XIII. Posts or links that contain malicious software (malware) such as viruses, worms, trojans, rootkits, spyware, adware, or any other software.
 - XIV. Anonymous postings or multiple postings by the same user or individual using a fictitious or different name.
- d. Emergency Situations, Issue Reporting, and General Questions.
- i. KDL social media accounts are not constantly monitored by KDL social media administrators, and the public should not report a crime, emergency, make general reports, or submit questions on social media. If you have an emergency, need immediate assistance, or want to report a crime, call 911.
- e. Responsibility for Content.
- i. KDL is not responsible for and neither endorses nor opposes comments placed by visitors on KDL's social media pages or accounts. Commenters are personally responsible for their own comments, username, and any information they post to this page.
 - ii. Users should keep in mind that KDL's social media channels are Internet pages that are owned and operated by private corporations. Each of these corporations have their own policies and standards regarding what may or may not be posted and the actions they may take regarding unauthorized posts, and users are responsible for reviewing and complying with all such policies.
 - iii. KDL reserves the right to reproduce comments and posts tagging KDL in other public venues (e.g., testimonials).
- f. Content Removal and Access Restriction.
- i. KDL social media accounts are monitored during normal business hours. Content that a KDL social media account manager determines violates this Social Media Policy, based on the criteria defined above, may be removed from KDL social media accounts. By utilizing or posting comments to any KDL social media account, a user agrees to the same.

- ii. KDL reserves the right to block users or restrict access to users that violate applicable law or violate this Policy based on the criteria defined above.
- g. Archives and Record Retention.
 - i. KDL reserves the right to remove and archive its posts when no longer relevant or timely (e.g., after an event announced has taken place, etc.), and will otherwise remove its posts on a regular schedule as determined by KDL.
 - ii. KDL reserves the right to archive all content posted by members of the public, and such content may be subject to disclosure under the Michigan Freedom of Information Act (FOIA).

KDL Policy 3.5

Library Programs

LAST REVISED 7.18.24

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

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

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

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

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

KDL Policy 3.6

Lost + Found Policy

LAST REVISED 9.18.25

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

If a purse or wallet is found, staff will look through the item to identify information and call the patron, if possible, to arrange a time for pickup. ID or credit/debit cards or cash in a wallet will be put in the safe for

patrons to reclaim at the desk. These items will be dated. Branches should keep them for two weeks and then hand them over to the ~~local office~~ [Kent County Sheriff's Department](#).

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

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

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

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

KDL Policy 3.7

Branch Library Locations

LAST REVISED 7.18.24

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

KDL Policy 3.7.1

Building, Enlarging or Renovating Library Buildings

LAST REVISED 7.18.24

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

When library buildings are being built, expanded, or renovated, KDL will provide the same services that were provided prior to the building changes. In addition, KDL staff will work with the governmental units to provide desired changes within both KDL budget constraints and strategic plan goals. KDL must balance the needs of the whole system while considering the desires of individual branches. Changes may include additional open hours, personnel, computers, equipment and moving expenses for KDL- owned computers, equipment and materials. If library buildings are downsized, library services will be re-evaluated in conjunction with the governmental units affected.

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

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

KDL Policy 3.7.2

Support for Building Projects

LAST REVISED 7.18.24

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

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

KDL Policy 3.7.3

Acceptance of Non-KDL Technology

LAST REVISED 7.18.24

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

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

KDL Policy 3.8

Meeting Room Use

LAST REVISED 7.18.24

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

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

KDL Policy 3.9

Planned Closings

LAST REVISED 5.20.21

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

KDL Policy 3.9.1

Emergency Closings

LAST REVISED 5.20.21

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

KDL Policy 3.9.2

Bereavement or Funeral Closings

LAST REVISED 4.19.19

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

KDL Policy 3.10

Library + Personal Vehicles

LAST REVISED 7.18.24

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

KDL Policy 3.11

Building Safety

LAST REVISED 7.18.24

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

KDL Policy 3.11.1

Keys to Buildings

LAST REVISED 5.20.21

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

KDL Policy 3.11.2

Library Access When Closed

LAST REVISED 7.18.24

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



Edit May 2026 – NO EDITS

SECTION 4: PATRON BEHAVIOR

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Library Patron Responsibilities

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

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

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

KDL Policy 4.1

Safety & Personal Behavior

LAST REVISED 10.17.24

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

a community resource enriching life, stimulating intellectual curiosity, fostering literacy and encouraging an informed citizenry.

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

KDL Policy 4.1.1

Violations of Law

LAST REVISED 10.17.24

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

KDL Policy 4.1.2

Weapons

LAST REVISED 10.25.18

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

KDL Policy 4.1.3

Drugs, Alcohol & Smoking

LAST REVISED 10.17.24

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

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

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

KDL Policy 4.1.4

Animals

LAST REVISED 6.14.19

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

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

KDL Policy 4.1.5

Personal Property

LAST REVISED 10.20.25

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

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

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

KDL Policy 4.1.6

Blocking of Aisles, Doors & Entrances

LAST REVISED 10.17.24

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

KDL Policy 4.1.7

Staff-Only Areas

LAST REVISED 10.20.25

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

KDL Policy 4.1.8

Interference with Staff

LAST REVISED 10.17.24

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

KDL Policy 4.1.9

Unauthorized Use

LAST REVISED 10.20.25

Patrons must leave the Library at closing time and may not use the library after closing time unless

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

KDL Policy 4.1.10

Considerate Use

LAST REVISED 10.25.18

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

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

KDL Policy 4.1.11

Noise

LAST REVISED 10.20.25

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

KDL Policy 4.1.12

Odor

LAST REVISED 10.20.25

Offensive odor, including odor due to poor hygiene or overpowering perfume or cologne that causes a nuisance, is prohibited.

KDL Policy 4.1.13

Bodily Fluids & Waste

New 3.18.21

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

KDL Policy 4.1.14

Food & Drink

LAST REVISED 10.20.25

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

KDL Policy 4.1.15

Restrooms

LAST REVISED 5.18.23

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

KDL Policy 4.1.16

Dress Code

LAST REVISED 10.25.18

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

KDL Policy 4.1.17

Harassment

LAST REVISED 10.20.25

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

KDL Policy 4.1.18

Identification

LAST REVISED 10.25.18

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

KDL Policy 4.1.19

Recreational Equipment & Personal Transport Devices

LAST REVISED 10.17.24

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

KDL Policy 4.1.20

Panhandling, Solicitation & Selling

LAST REVISED 6.14.19

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

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

KDL Policy 4.1.21

Campaigning, petitioning, interviewing, etc.

LAST REVISED 10.20.25

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

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

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

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

KDL Policy 4.1.22

Children in the Library

LAST REVISED 10.25.18

Use by Children

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

Rules and Regulations Regarding Children

1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
2. Parents, guardians and caregivers are responsible for the behavior, safety, and supervision of their children regardless of age while in the Library or on Library property.

65 3. Library staff will not be expected to supervise or monitor children's behavior. Children under the

age of 8 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times, within reach. If a child under the age of 8 is attending a Library- sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program. If a child under the age of 5 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to accompany the child for the entire duration of the program.

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

Contact of Parent or Guardian

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

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

Unattended Children at Closing

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

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

KDL Policy 4.1.23

Face Mask Requirement During Pandemic

LAST REVISED 10.20.25

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

all KDL locations.

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

Curbside service will be offered as a reasonable accommodation to those without medical conditions who do not wish to wear a mask.

KDL Policy 4.1.24 Sleeping in the Library

New 5.18.23

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

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

KDL Policy 4.2 Use & Preservation of Library Materials & Property

LAST REVISED 10.20.25

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

KDL Policy 4.2.1 Pest Management

New 03.20.2025

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

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

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

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

1. Patron will receive a warning, be informed of this policy, and be provided with resources on pest identification and eradication.

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

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

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

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

KDL Policy 4.2.2

Copyright Policy

LAST REVISED 5.18.23

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

KDL Policy 4.3

Acceptable Technology Use

LAST REVISED 10.20.25

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

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

Consistent with the Library Privacy Act, MCL 397.601 et seq. ("Privacy Act"), and this Acceptable Use Policy, Kent District Library respects the privacy of patrons when they use a Library computer. The Library

reserves the right, however, to monitor a patron's use of a Library computer for compliance with this Acceptable Use Policy. Although the Library generally shall not retain a record of a patron's use of a Library computer beyond 24 hours, the Library may retain such a record for any investigation and determination of a potential or actual violation of this Policy (including appeals).

In particular, and without limiting the foregoing, Library staff may produce a record of site visited of a Library computer for evidentiary purposes if a Library staff member has a reasonable suspicion that a patron is using the computer in violation of this Acceptable Use Policy. Any record of a patron's use shall be retained by the Library only so long as appropriate for any investigation and determination regarding a potential or actual violation. By accepting this Policy prior to using a Library computer, a patron is consenting to monitoring of the patron's use of the Library computer.

Filtering

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

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

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

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

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

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

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

guidelines below:

1. Never give out identifying information such as home address, school name, or telephone number.
2. Let parents or guardians decide whether personal information such as age or financial information should be provided online.
3. Never arrange a face-to-face meeting with someone through a computer without parent or guardian approval.
4. Never respond to messages that are suggestive, obscene, or threatening.
5. Remember that people online may not be who they say they are.

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

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

Violations

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

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

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

Time and Other Limits

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

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

Precautions

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

Library's computers.

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

KDL Policy 4.3.1

Photography & Recording Policy

LAST REVISED 10.20.25.

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

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

KDL Policy 4.4

Disciplinary Process for Library Facilities

LAST REVISED 10.20.25

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

A. Incident Reports

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

B. Violation of the Policy - Suspension of Privileges

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

- 71 1. *Initial Violation:* Library patrons observed violating this policy will be asked to cease the

violation with a verbal request. If the patron does not comply with the request, they will be asked to leave the building for the day. If they refuse, the police may be called.

2. *Subsequent Violations:* The Executive Director or the Executive Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security

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

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

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

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

KDL Policy 4.5 Right of Appeal

LAST REVISED 10.25.18

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

KDL 4.6 Reinstatement after Suspension

New 9.18.2025

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

During the meeting, the Regional Manager will review the KDL Library Patron Responsibilities statement and related KDL Policies with the patron. Further, the patron must sign a Reinstatement Agreement before their privileges will be reinstated. Once the patron has signed the Reinstatement Agreement the patron

will be placed on a 90-day probationary period. Any policy violation during the probationary period will result in the patron's library privileges being again suspended for one year.

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

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