

# BOARD OF TRUSTEES PACKET

Kent District Library



## JUNE 2026



**DRAFT**



**BOARD OF TRUSTEES**

**Meeting Agenda**

**LOCATION**

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

**DATE & TIME**

Thursday, June 18, 2026, at 4:30 PM.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. CONSENT AGENDA\***

- A. Approval of Agenda
- B. Approval of Minutes: May 21, 2026
- C. Request: Kelloggsville Branch on June 29 –July 2 is requesting closure to accommodate Kelloggsville School District closure.
- D. Request: Plainfield Branch request for closure for two days the week of July 27 due to parking lot pavement to be completed.
- E. Request: Krause (Rockford), Nelson and Spencer Branches are requesting an in-service date change to the Rockford Branch Grand Opening.

**4. KDL COMMUNITY IMPACT SCHOLARSHIP CEREMONY**

**5. KDL LITERACY CHAMPION AWARD CEREMONY**

**6. FINANCE REPORTS – May 2026\***

**7. DIRECTOR’S REPORT – May 2026**

**8. OLD BUSINESS**

- A. Policy Manual Section 4\* *Second Reading*

**9. NEW BUSINESS**

- A. Policy Manual Section 5\* *First Reading*

**10. LIAISON REPRESENTATIVE COMMENTS**

**11. PUBLIC COMMENTS\*\***

**12. BOARD MEMBER COMMENTS**

**13. MEETING DATES**

Next Regular Meeting: Thursday, July 16, 2026 – 4:30 PM  
 KDL – Service Center, 814 West River Center Dr NE, Comstock Park, MI, 49321

**14. ADJOURNMENT\***

\* *Requires Action*

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



# BOARD OF TRUSTEES

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## Meeting Minutes

### LOCATION

Kent District Library Byron Township Branch

### DATE + TIME

Thursday, May 21, 2026, at 4:30 PM.

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

**BOARD ABSENT:** Sheri Gilreath-Watts

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

**GUESTS PRESENT:** Byron Township Friends of the Library Linda Grit

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

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

**Support: Supported by Covelle.**

**RESULT: Motion carried.**

#### 4. REGIONAL MANAGER UPDATE

Regional Manager II Eric DeHaan shared that circulation and usage at the Byron Twp. Branch rival those of some larger locations. In the past year, the branch hosted approximately 10,500 attendees across 289 programs, reached nearly 6,000 people through 82 outreach events, had 126,000 visits and circulated just over 350,000 items. These figures are especially notable for a medium-sized branch and reflect both high activity levels and staff effectiveness in meeting demand.

## DRAFT

He also highlighted the Byron Friends group, established about three years ago, with Linda Grit recognized for her leadership in its formation. The group has made meaningful contributions, including the creation of the mural on the back wall, developed in partnership with a local artist and the community. Community members participated in painting sections of the mural, and the project concluded with a well-attended unveiling event.

The Friends group has supported additional initiatives, such as funding programs, replacing furniture and carpeting, and helping organize the building's 20th anniversary celebration in collaboration with local organizations. Members also contribute significant volunteer time, lead fundraising efforts, and host book sales.

In addition, the Friends group serves as an advocacy body, strengthening relationships with the community, township, and local organizations to support library initiatives. Their contributions are highly valued.

The Board shared a gratitude story related to the Byron Twp. Branch.

The Board asked questions and staff responded.

### 5. FINANCE REPORTS – April 2026\*

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

- At the end of April, cash and investment balances totaled just over \$33.1 million, compared to \$29.6 million at the same time last year. The Atlanta Capital portfolio is highlighted this month, with a value nearing \$12 million at month-end — an increase of approximately \$456,000, or just under 4%, over the past year. Investments held at Huntington Bank continue to yield returns exceeding 3.5%.
- Total revenues through April were just under \$29.6 million, representing 92% of the annual budget. The real property tax revolving check from Kent County is expected within the next three to four weeks, which will complete most current-year levy collections. Property tax collections have increased by \$1.35 million compared to the prior year. Additionally, the first installment of E-Rate funding was received in April in the amount of \$72,157, representing reimbursements for eligible expenses incurred between July 1, 2025, and December 31, 2025. Preliminary property tax valuation information for December 1, 2026, levy has been received and is under review, with an update to be provided to the Board at the upcoming meeting.
- Total expenditures through April were \$9.9 million, or 30% of the annual budget, aligning well with expectations one-third into the fiscal year. Overall spending is tracking appropriately against the budget. Notable items include: (1) account 5718 (Employee Health Benefits) reflecting a negative expenditure of \$41,000 due to bill run sequencing issues and the return of a check exceeding \$100,000 that was not reissued in April; (2) account 5716 (Pension Plan), which has an approved budget of \$400,000 and may be reduced later in the year following the recent pension board meeting; and (3) account 5928 (Branch Maintenance Fees), for which the second-quarter disbursement to hosting municipalities was completed in early April.

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- Expenditures over \$50,000 for the month included:
  - OverDrive (\$300,000 for electronic materials)
  - Ingram (\$125,005.31 cumulative for collection materials)
  - HMA (\$66,896.76 cumulative for employee health benefits)
  - IP Consulting (\$56,674.89 cumulative for managed services, Sophos licensing, and Meraki monitoring)

The Board asked questions and staff responded.

**Motion: Erlwein moved to receive and file the April 2026 finance reports as presented.**

**Support: Supported by Tazelaar.**

**RESULT: Motion carried.**

### 6. DIRECTOR'S REPORT – April 2026

Executive Director Werner highlighted the following items:

- Werner expressed strong pride in the organization, particularly the IT team after a cybersecurity incident throughout the organization, for their ability to come together during challenging moments. He highlighted how the team consistently rises to meet obstacles, working collaboratively to address issues ahead of time and effectively “save the day.” He noted that it continues to be impressive how the entire organization unites and tackles each challenge head-on with reliability and resilience.
- Werner mentioned that the On the Same Page Program led to unexpectedly high demand, causing the website to crash just as complaints began to surface online. Despite the initial setback, the team quickly mobilized. Within hours, staff members pivoted and transformed the situation into a highly successful and impactful program. Additional efforts, including securing sponsorships, further elevated the initiative.
- He emphasized that this type of response is consistent across challenges — whether facing a cybersecurity incident or program-related issues, the organization consistently comes together to address problems directly and effectively. Werner noted that demand for services and materials often exceeded expectations, reflecting strong community engagement.
- Werner shared appreciation for the strong support shown at the “Believe the Children” luncheon, noting gratitude for the attendance and participation of both leadership team and board members.
- He also reflected on attending the ULC Directors Round Table in Chicago, where discussions centered on fostering civil conversations in a time of ongoing change. Werner highlighted that KDL continues to be recognized as a forward-thinking organization for navigating complex challenges. In conversations with colleagues and retired educators, there was a shared interest in staying engaged and understanding how to contribute during this time. He emphasized the importance of acting, noting that meaningful change depends on people stepping forward rather than remaining passive, especially during critical moments.
- Werner asked that IT Director Kurt Stevens give an update on the cybersecurity incident. Stevens explained that the organization immediately engaged its insurance provider following the cybersecurity incident. In response, the insurer connected them

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with a specialized firm and legal counsel, who provided a clear, structured approach outlining the information needed right away. The team responded quickly, gathering the required details under intense and fast-moving conditions.

- Through this process, Stevens gained insight into the complexity of the dark web, describing it as a specialized economy with different actors performing distinct roles — some focused on gaining access, others on exploiting systems, and others on causing disruption or extracting data.
- As the response progressed through multiple phases, the organization reached a point where investigators determined that the threat was no longer active. Responsibility then shifted back to the organization to review affected files and move into the notification phase, following required processes for identifying and addressing any impacted information.
- Stevens explained that the investigation is still ongoing following the cybersecurity incident, and it is guided by legal counsel and Michigan-specific notification laws, which differ from those in other states. This process is similar to other large-scale breaches, where individuals may be notified after an investigation confirms what information was affected.
- The organization is actively reviewing its files to assess potential impacts and identify any required notifications. As part of this effort, staff are being encouraged to take precautionary steps, such as resetting passwords and avoiding reuse of passwords across systems.
- Stevens also noted that existing system architecture helped protect sensitive areas, such as payroll and HR systems, which are managed separately through secure external platforms. While the incident caused several days of operational disruption and some anxiety among patrons, the impact was largely contained to internal files such as documents and presentations.
- Overall, the focus remains on careful review, compliance with legal requirements, and supporting staff and patrons through the recovery process.

The Board asked questions and staff responded.

### 7. OLD BUSINESS

#### A. Policy Manual: Section 3\*

Director of Library Operations Jennifer DeVault provided a summary of the recent revisions to Policy Manual Section 3.

**Motion: Tazelaar moved to approve the Policy Manual: Section 3 as presented.**

**Support: Supported by Covelle.**

**RESULT: Motion carried.**

### 8. NEW BUSINESS

#### A. Policy Manual: Section 4\*

The Board members requested a second reading of Section 4.1.10, along with recommended updates to the language, and asked for follow-up on when the section was last reviewed by legal counsel.

#### B. KDL Scholarship Selection\*

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Director of Projects and Planning Jaci Cooper presented the KDL Scholarship selection process. The Board of Trustees collaboratively reviewed 83 applicants, discussed the three finalists, and selected two recipients.

**Motion: Covelle moved to approve Candidates 102 and 009 as the winners of the KDL Community Impact Scholarship Award for 2026.**

**Support: Supported by Schrauben.**

**RESULT: Motion carried.**

C. Executive Director's New Evaluation Process\*

Board Vice Chair Tracy Chrenka presented and reviewed the new evaluation process, developed in collaboration with Board Secretary Sheri Gilreath-Watts and Board Treasurer Christina Tazelaar.

**Motion: Tazelaar move to approve the Executive Director's New Evaluation Process.**

**Support: Supported by VerHeulen.**

**RESULT: Motion carried.**

**9. LIAISON REPRESENTATIVE COMMENTS** – None.

**10. PUBLIC COMMENTS\*\*** – Byron Township Branch Friend Linda Grit shared her passion for KDL.

**11. BOARD MEMBER COMMENTS**

**Chrenka** – Chrenka expressed appreciation for Stevens' patience, noting a personal experience where he provided thoughtful support with an iPad. She also observed a positive shift at the Tyrone Twp. Branch during after-school hours — while patron laptops were unavailable, teens who would typically play video games instead engaged in puzzles, conversation, and group activities. This unexpected change fostered meaningful interaction and community connection among the teens.

**Covelle** – Covelle shared that during visits to her branches, she consistently heard high praise for the IT team. She noted how impressed people were with the team's quick response and coordination, and that several individuals specifically mentioned feeling a sense of "safety" knowing issues could be addressed so efficiently. She also noted the general excitement about the indoor book drop at the Amy Van Andel Library.

**Dykhuis** – Dykhuis shared a personal update that his child recently returned from college and shifted their studies from medicine to theoretical mathematics, now spending time working on Python-based models and group theory. He noted how rewarding it is to see that level of focus and engagement. He also expressed appreciation for recent marketing and social media efforts, particularly posts that highlight data — such as collection size and circulation — as these provide meaningful insight and resonate with those who enjoy that level of detail.

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He concluded by thanking staff for their continued professionalism and positive attitude in responding to recent challenges, acknowledging that while some patrons have been impatient, the team has remained welcoming and resilient.

### **Erlewein – no comment**

**Schrauben** – Schrauben echoed Tazelaar’s remarks and commended the team’s ability to pivot, particularly highlighting the “On the Same Page” event that engaged over 10,000 attendees. She noted the team’s success in turning a challenging situation into a positive outcome, demonstrating strong collaboration and responsiveness. She also emphasized that this approach helped build greater trust with patrons by showing that the library listens, acknowledges issues, and takes action to address them.

**Tazelaar** – Tazelaar expressed her appreciation to the team for hosting the meeting at the Byron Twp. Branch and shared positive feedback following the recent cybersecurity incident. She noted that in speaking with staff across three different branches affected by the same incident, she consistently heard high praise for IT Director Kurt Stevens and the IT team. She emphasized that the team’s work has been widely recognized as outstanding and wanted to ensure that acknowledgment extended beyond leadership to the entire IT team.

**VerHeulen** – VerHeulen attended the Friends of the Library “Linking” luncheon event at the Service Center on May 12, organized by Volunteer Coordinator Deb Schultz. The featured speaker, Lakeland Library Cooperative Director Carol Dawe, delivered an engaging presentation. During her remarks, she referenced KDL’s purpose to further all people and shared a quote from Werner encouraging staff to “be sneaky, tell the truth.”

## **12. MEETING DATES**

Regular Meeting: Thursday, June 18, 2026 – Kent District Library Service Center at 4:30 PM.

## **13. ADJOURNMENT**

**Motion: Chrenka moved for adjournment at 6:22 PM.**

**Support: Supported by Tazelaar.**

**RESULT: Motion carried.**

## **ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**



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Lance Werner, KDL Executive Director



Dear KDL Board Members,

I am writing to respectfully request approval for the temporary closure of the Kelloggsville Branch during the week of June 29-July 2.

This request is based on the scheduled closure of the Kelloggsville School District during the week of July 4<sup>th</sup>. As the branch operates within the school facility, we rely on the district for essential maintenance and building support services. During this period, those services will not be available, which would limit our ability to safely and effectively operate the branch.

In addition, historical activity suggests that patron traffic is significantly reduced during the holiday week. Given the combination of limited operational support and anticipated low usage, closing the branch for this week is a responsible and practical decision. Kelloggsville staff members will be given the option of working at the Wyoming Branch that week instead.

Thank you for your time and continued commitment to serving our communities.

Sincerely,

Anjie Christiansen  
Regional Manager I



June 3, 2026

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

Dear KDL Board Members,

I am requesting approval for a two-day closure of the Plainfield Branch during the parking lot reconstruction project this summer. The library will remain open through the rest of construction as able, while prioritizing ADA accessibility.

We expect approximately two closure days while the parking lot paving is completed. **Paving is scheduled to begin the week of July 27. Exact dates are not yet known as they depend on weather and contractor scheduling.** Contractors will be able to clarify dates nearer the end of July.

Thank you for considering this request.

Sincerely,

A handwritten signature in blue ink that reads "Tricia JK Hetrick".

Tricia Hetrick  
Regional Manager II – Plainfield + Comstock Park Branches



10 June 2026

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

Dear Board of Trustees:

I am writing to request approval to reschedule the Krause (Rockford), Nelson, and Spencer Branches' staff inservice day from November 3 to September 3, 2026.

Based on the current construction timeline, the expanded Krause Memorial Branch is anticipated to open between late October and mid-November 2026. As a result, branch staff will likely be engaged in preparations and the transition from our temporary location at the Rockford Community Cabin back into the expanded facility during the period when the inservice day is currently scheduled.

Moving the in-service day to September 3 would allow staff from the Krause, Nelson, and Spencer Branches to fully participate in professional development opportunities without conflicting with the demands of the relocation process. In addition, the earlier date would provide valuable time for staff to collaborate on planning and logistical preparations for the move, helping to ensure a smooth and successful transition into the completed expanded library.

Thank you for your consideration of this request. I appreciate the Board's support as we work to prepare our staff and facilities for this exciting next chapter for the Krause Memorial Branch.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer German".

Jennifer German

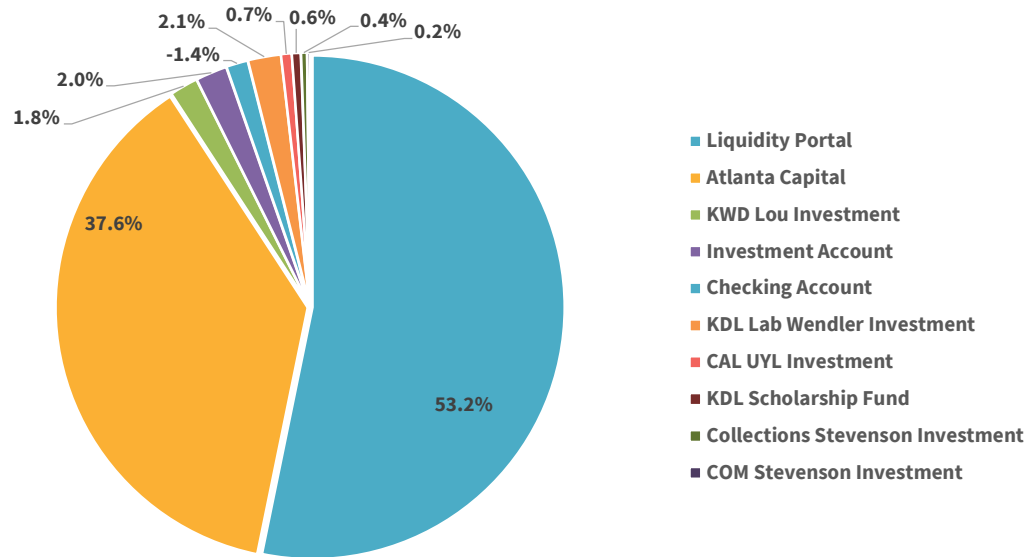
Regional Manager I

Krause Memorial | Nelson Township | Spencer Township Branches

cc: Lance Werner, KDL Executive Director



## Monthly Cash Position Per Bank Month Ended May 2026



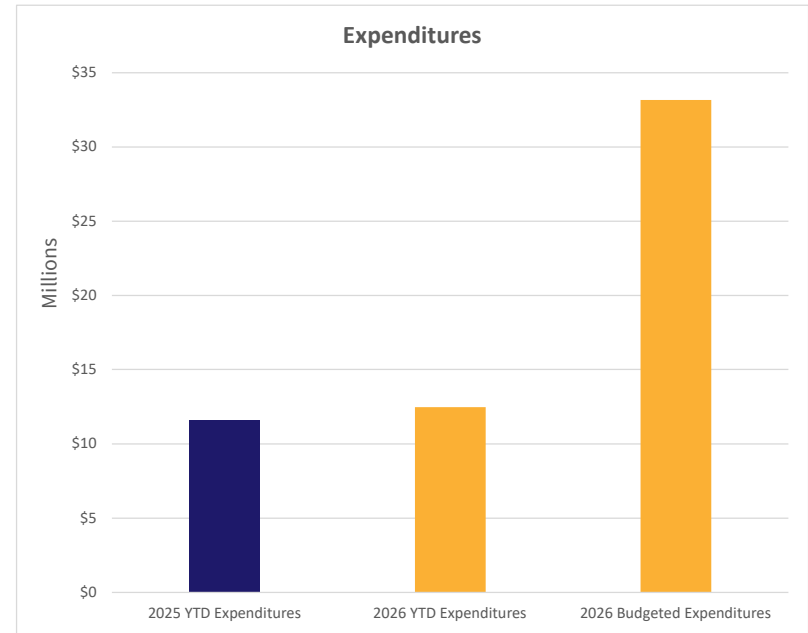
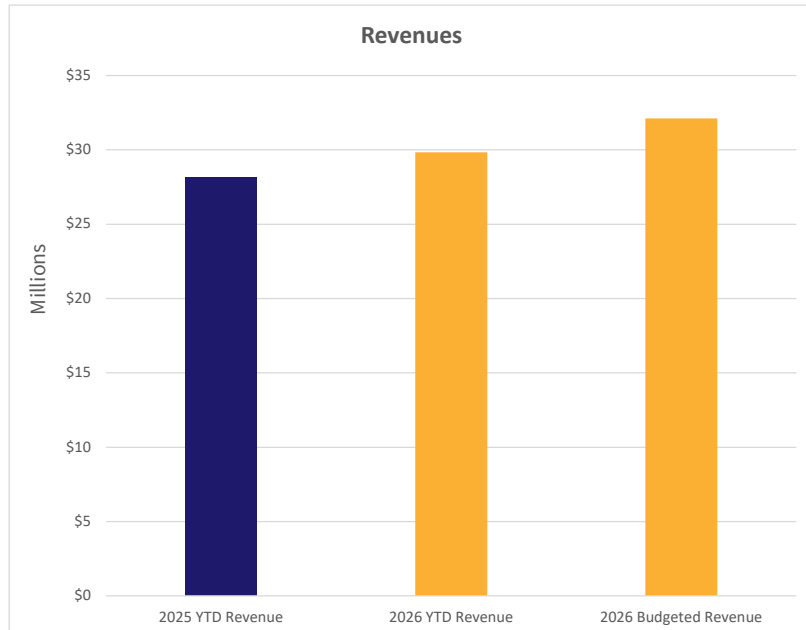
Cash Position with Prior Year Comparison			
Account	Current Interest Rate	Current Amount	Prior Year Amount
Huntington Liquidity Portal	3.560%	\$16,994,363.27	\$15,032,586.73
Atlanta Capital Investments	3.000%	\$12,001,104.00	\$11,522,392.00
KWD Sherri Lou Investment	3.550%	\$608,302.40	\$232,265.01
Huntington Investment Account	1.611%	\$675,667.24	\$239,844.67
*Huntington Checking Account	0.500%	-\$442,209.85	\$203,331.92
KDL Lab Wendler Investment	3.540%	\$292,403.96	\$ -
Caledonia UYL Investment	3.540%	\$225,491.00	\$217,028.56
KDL Community Scholarship Fund	3.550%	\$184,790.14	\$185,139.28
Collections Stevenson Investment	3.540%	\$129,659.04	\$ -
COM Stevenson Investment	3.540%	\$80,113.44	\$ -
*Kent County Pooled Funds		\$ -	\$61,260.41
		\$30,749,684.64	\$27,693,848.58

\* 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 May 2026



Budget to Actual with Prior Year Comparison			
	YTD Actual	Budget	Percent of Budget
<b>2025 Revenues</b>	\$ 28,163,722	\$ 30,779,864	91.5%
<b>2026 Revenues</b>	\$ 29,835,105	\$ 32,106,843	92.9%
<b>2025 Expenditures</b>	\$ 11,605,800	\$ 30,778,695	37.7%
<b>2026 Expenditures</b>	\$ 12,461,589	\$ 33,165,842	37.6%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2026 Through 5/31/2026  
(In Whole Numbers)

	2026 YTD Actual	2026 Budget	2026 Budget to Actual Variance	Percent Remaining
<b>Revenues</b>				
Property Taxes	28,417,297	29,139,951	(722,654)	(2)%
Penal Fines	0	675,000	(675,000)	(100)%
Charges for Services	15,269	34,000	(18,731)	(55)%
Interest Income	363,922	672,900	(308,978)	(46)%
Public Donations	425,570	265,000	160,570	61 %
Other Revenue	174,886	315,275	(140,389)	(45)%
State Sources	438,160	1,004,817	(566,657)	(56)%
Total Revenues	29,835,105	32,106,943	(2,271,838)	(7)%
<b>Expenditures</b>				
Salaries and Wages	5,541,622	15,254,012	9,712,390	64 %
Employee Benefits	1,295,393	5,055,038	3,759,646	74 %
Collections - Digital	1,841,889	3,416,753	1,574,864	46 %
Collections - Physical	817,509	2,056,198	1,238,689	60 %
Supplies	178,055	784,535	606,480	77 %
Contractual and Professional Services	1,183,531	2,297,548	1,114,017	48 %
Programming and Outreach	188,865	550,665	361,799	66 %
Maintenance and Utilities	1,020,616	2,334,416	1,313,800	56 %
Staff Development	96,562	311,382	214,820	69 %
Board Development	8,440	24,075	15,635	65 %
Other Expenditures	233,987	605,450	371,463	61 %
Capital Outlay	55,120	475,770	420,649	88 %
Total Expenditures	12,461,589	33,165,842	20,704,253	62 %
Excess Revenue Over (Under) Expenditures	17,373,516	(1,058,899)	18,432,415	(1,741)%

Kent District Library  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 5/1/2026 Through 5/31/2026  
(In Whole Numbers)

	2026 YTD Actual	2026 Budget	2026 Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	2,706	4,000	(1,294)	(32)%
Public Donations	550	1,000	(450)	(45)%
Total Revenues	<u>3,256</u>	<u>5,000</u>	<u>(1,744)</u>	<u>(35)%</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>3,256</u>	<u>(5,000)</u>	<u>8,256</u>	<u>(165)%</u>

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2026 Through 5/31/2026  
(In Whole Numbers)

	YTD Ending May 31, 2025	YTD Ending May 31, 2026	Total Variance
<b>Revenues</b>			
Property Taxes	27,077,093	28,417,297	1,340,205
Charges for Services	21,814	15,269	(6,544)
Interest Income	512,259	363,922	(148,338)
Public Donations	130,481	425,570	295,089
Other Revenue	166,006	174,886	8,880
State Sources	256,070	438,160	182,091
Total Revenues	28,163,722	29,835,105	1,671,383
<b>Expenditures</b>			
Salaries and Wages	5,275,959	5,541,622	265,663
Employee Benefits	1,443,859	1,295,393	(148,467)
Collections - Digital	1,345,539	1,841,889	496,351
Collections - Physical	647,416	817,509	170,092
Supplies	257,478	178,055	(79,424)
Contractual and Professional Services	1,040,022	1,183,531	143,510
Programming and Outreach	168,443	188,865	20,423
Maintenance and Utilities	1,003,165	1,020,616	17,451
Staff Development	80,834	96,562	15,728
Board Development	6,605	8,440	1,835
Other Expenditures	221,590	233,987	12,396
Capital Outlay	114,916	55,120	(59,795)
Total Expenditures	11,605,827	12,461,589	855,763
Excess Revenue Over (Under) Expenditures	16,557,895	17,373,516	815,620

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 5/1/2026 Through 5/31/2026  
(In Whole Numbers)

	YTD Ending May 31, 2025	YTD Ending May 31, 2026	Total Variance
Revenues			
Interest Income	3,232	2,706	(526)
Public Donations	750	550	(200)
Total Revenues	<u>3,982</u>	<u>3,256</u>	<u>(726)</u>
Excess Revenue Over (Under) Expenditures	<u>3,982</u>	<u>3,256</u>	<u>(726)</u>

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2026 Through 5/31/2026  
(In Whole Numbers)

	<u>Current Month</u>	<u>2026 YTD</u>	<u>2026 Budget</u>	<u>Budget to Actual Variance</u>	<u>Percent Remaining</u>
<b>Revenues</b>					
<b>Property Taxes</b>					
4402	5,598	28,306,451	28,916,304	(609,853)	(2)%
4412	819	3,942	6,000	(2,058)	(34)%
4432	0	6,964	40,000	(33,036)	(83)%
4437	289	99,940	177,647	(77,707)	(44)%
	<u>6,706</u>	<u>28,417,297</u>	<u>29,139,951</u>	<u>(722,654)</u>	<u>(2)%</u>
<b>Penal Fines</b>					
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>
<b>Charges for Services</b>					
4660	70	1,204	0	1,204	0 %
4685	858	14,065	34,000	(19,935)	(59)%
	<u>928</u>	<u>15,269</u>	<u>34,000</u>	<u>(18,731)</u>	<u>(55)%</u>
<b>Interest Income</b>					
4662	673	3,289	0	3,289	0 %
4663	3,314	14,513	0	14,513	0 %
4665	72,886	344,419	672,900	(328,481)	(49)%
4666	387	1,702	0	1,702	0 %
	<u>77,259</u>	<u>363,922</u>	<u>672,900</u>	<u>(308,978)</u>	<u>(46)%</u>
<b>Public Donations</b>					
4673	37,587	412,531	265,000	147,531	56 %
4674	2,012	13,039	0	13,039	0 %
	<u>39,600</u>	<u>425,570</u>	<u>265,000</u>	<u>160,570</u>	<u>61 %</u>
<b>Other Revenue</b>					
4502	95,922	168,118	305,275	(137,157)	(45)%
4668	107	917	0	917	0 %
4686	0	73	0	73	0 %
4688	35	140	10,000	(9,860)	(99)%
4695	5,638	5,638	0	5,638	0 %
	<u>101,702</u>	<u>174,886</u>	<u>315,275</u>	<u>(140,389)</u>	<u>(45)%</u>
<b>State Sources</b>					
4540	0	235,455	477,000	(241,545)	(51)%
4541	0	20,536	41,072	(20,536)	(50)%
4548	0	0	61,745	(61,745)	(100)%
4549	0	0	425,000	(425,000)	(100)%
4569	58,091	182,170	0	182,170	0 %
	<u>58,091</u>	<u>438,160</u>	<u>1,004,817</u>	<u>(566,657)</u>	<u>(56)%</u>
	<u>284,286</u>	<u>29,835,105</u>	<u>32,106,943</u>	<u>(2,271,838)</u>	<u>(7)%</u>
<b>Expenditures</b>					
<b>Salaries and Wages</b>					
5700	210	1,170	3,900	2,730	70 %
5706	350	1,600	0	(1,600)	0 %
5713	1,161,877	5,538,852	15,250,112	9,711,260	64 %
	<u>1,162,437</u>	<u>5,541,622</u>	<u>15,254,012</u>	<u>9,712,390</u>	<u>64 %</u>
<b>Employee Benefits</b>					
5709	85,764	409,277	1,166,634	757,357	65 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2026 Through 5/31/2026  
(In Whole Numbers)

	Current Month	2026 YTD	2026 Budget	Budget to Actual Variance	Percent Remaining
5716 Defined Benefit Pension Plan Expenditures	0	0	400,000	400,000	100 %
5717 Defined Contribution Pension Plan Contributions	57,352	281,730	672,634	390,905	58 %
5718 Employee Health Benefits	83,209	238,270	2,366,770	2,128,500	90 %
5720 HSA/Flex	0	320,951	354,000	33,049	9 %
5730 Other Employee Benefits	6,579	45,166	95,000	49,834	52 %
Total Employee Benefits	232,904	1,295,393	5,055,038	3,759,646	74 %
Collections - Digital					
5785 Cloud Library/OverDrive	256,000	1,169,000	2,285,000	1,116,000	49 %
5786 Hoopla	136,700	400,790	829,540	428,750	52 %
5787 Digital Collection	6,580	86,799	93,850	7,051	8 %
5788 Miscellaneous Electronic Access	1,164	185,301	208,363	23,062	11 %
Total Collections - Digital	400,444	1,841,889	3,416,753	1,574,864	46 %
Collections - Physical					
5791 Subscriptions	40	63,116	62,258	(858)	(1)%
5871 Branch Local Materials - Restricted Donation Expenditures	7,533	26,441	0	(26,441)	0 %
5982 Collection Materials - Depreciable	168,600	602,446	1,687,140	1,084,694	64 %
5983 CD/DVD Collection Materials - Non-Depreciable	29,449	120,646	289,800	169,154	58 %
5984 Beyond Books Collection - Non-Depreciable	3,520	4,859	17,000	12,141	71 %
Total Collections - Physical	209,142	817,509	2,056,198	1,238,689	60 %
Supplies					
5750 Collection Processing & AV Supplies	12,190	39,521	136,300	96,779	71 %
5751 Supplies	9,652	49,378	146,313	96,935	66 %
5760 Technology & Accessories <\$1000	2,482	10,384	117,920	107,536	91 %
5764 KDL Staff Event, Supplies & Awards	1,666	4,400	36,750	32,350	88 %
5768 Promotions Supplies	3,098	3,975	43,185	39,209	91 %
5770 Other Awards/Prizes	9,779	33,805	176,000	142,195	81 %
5790 Books (not for circulation)	0	(297)	23,500	23,797	101 %
5851 Mail/Postage	106	2,725	8,567	5,842	68 %
5900 Copier/Printer Usage Charges	1,600	34,163	96,000	61,837	64 %
Total Supplies	40,573	178,055	784,535	606,480	77 %
Contractual and Professional Services					
5792 Software	35,219	366,464	651,289	284,825	44 %
5801 Professional & Other Contracted Services	100,629	262,008	649,575	387,567	60 %
5813 Delivery Services	6,142	58,984	168,872	109,889	65 %
5814 Security Services	20,460	45,655	33,000	(12,655)	(38)%
5817 Lakeland Library Co-op services	0	3,649	7,450	3,801	51 %
5827 Catering	1,244	4,046	15,950	11,904	75 %
5873 Website	606	185,558	198,405	12,847	6 %
5875 Advertising	1,013	16,261	76,500	60,239	79 %
5890 ILS Fees	0	132,470	180,000	47,530	26 %
5891 Licenses and Fees	8,077	57,811	181,007	123,197	68 %
5901 Outsourced Printing & Publishing	31,769	50,625	135,500	84,875	63 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2026 Through 5/31/2026  
(In Whole Numbers)

	Current Month	2026 YTD	2026 Budget	Budget to Actual Variance	Percent Remaining
Total Contractual and Professional Services	205,159	1,183,531	2,297,548	1,114,017	48 %
Programming and Outreach					
5795 Programming & Outreach Supplies	24,069	66,106	193,200	127,094	66 %
5885 Speakers/Performers	18,110	111,918	318,750	206,832	65 %
5906 Community Outreach	912	10,842	38,715	27,873	73 %
Total Programming and Outreach	43,090	188,865	550,665	361,799	66 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	46,986	251,053	460,000	208,947	45 %
5822 Maintenance Contracts	259	31,498	74,907	43,409	58 %
5848 Mobile Hotspots	24,087	97,117	353,189	256,072	73 %
5849 Cell Phones/ Stipends	1,451	5,993	18,130	12,137	67 %
5852 Internet/Telecomm Services	19,236	93,276	274,100	180,824	66 %
5919 Waste Disposal	727	2,968	13,000	10,032	77 %
5920 Utilities	6,907	23,399	71,000	47,601	67 %
5925 Lawncare & Snowplowing	700	13,073	43,000	29,927	70 %
5928 Branch Maintenance Fees	0	283,051	572,302	289,251	51 %
5930 Repairs & Maintenance	7,474	33,741	127,260	93,519	73 %
5933 Software & IT Hardware Maintenance Agreements	10,403	80,803	149,500	68,697	46 %
5940 Rentals & Leases	42,218	104,647	178,028	73,382	41 %
Total Maintenance and Utilities	160,447	1,020,616	2,334,416	1,313,800	56 %
Staff Development					
5910 Staff Development & Conferences	17,648	96,562	311,382	214,820	69 %
Total Staff Development	17,648	96,562	311,382	214,820	69 %
Board Development					
5908 Board Development	1,467	8,440	24,075	15,635	65 %
Total Board Development	1,467	8,440	24,075	15,635	65 %
Other Expenditures					
5759 Gas, Oil, Grease	399	1,968	7,660	5,692	74 %
5860 Parking	191	990	6,225	5,235	84 %
5861 Mileage Reimbursement	7,523	22,135	62,145	40,010	64 %
5870 Branch Local Misc - Restricted Donation Expenditures	19,618	79,547	308,320	228,773	74 %
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	0	(35)	100	135	135 %
5964 Property Tax Reimbursement	5,902	26,957	40,000	13,043	33 %
5965 MEL Return Items	181	626	3,000	2,374	79 %
Total Other Expenditures	33,814	233,987	605,450	371,463	61 %
Capital Outlay					
5974 Land Improvements - Depreciable	0	0	20,000	20,000	100 %
5977 Technology - Non-Depreciable (\$1000-4999)	39,268	51,301	79,960	28,659	36 %
5978 Technology - Depreciable (5,000+)	0	2,251	286,125	283,874	99 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	1,568	1,568	89,685	88,117	98 %
Total Capital Outlay	40,836	55,120	475,770	420,649	88 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2026 Through 5/31/2026  
(In Whole Numbers)

	<u>Current Month</u>	<u>2026 YTD</u>	<u>2026 Budget</u>	<u>Budget to Actual Variance</u>	<u>Percent Remaining</u>
Total Expenditures	<u>2,547,961</u>	<u>12,461,589</u>	<u>33,165,842</u>	<u>20,704,253</u>	<u>62 %</u>
Excess Revenue Over (Under) Expenditures	<u>(2,263,675)</u>	<u>17,373,516</u>	<u>(1,058,899)</u>	<u>18,432,415</u>	<u>(1,741)%</u>

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 5/1/2026 Through 5/31/2026  
(In Whole Numbers)

	<u>Current Month</u>	<u>2026 YTD</u>	<u>2026 Budget</u>	<u>Budget to Actual Variance</u>	<u>Percent Remaining</u>
Revenues					
Interest Income					
4663	552	2,706	4,000	(1,294)	(32)%
	552	2,706	4,000	(1,294)	(32)%
Public Donations					
4673	100	550	1,000	(450)	(45)%
	100	550	1,000	(450)	(45)%
	<u>652</u>	<u>3,256</u>	<u>5,000</u>	<u>(1,744)</u>	<u>(35)%</u>
Expenditures					
Scholarships					
5895	0	0	10,000	10,000	100 %
	0	0	10,000	10,000	100 %
	0	0	10,000	10,000	100 %
Excess Revenue Over (Under) Expenditures	<u>652</u>	<u>3,256</u>	<u>(5,000)</u>	<u>8,256</u>	<u>(165)%</u>

Kent District Library  
 Check/Voucher Register - Check Register - Board Report  
 From 5/1/2026 Through 5/31/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2026-0846	Overdrive, Inc	256,000.00	5/27/2026
2026-0842	Midwest Tape LLC	136,700.00	5/27/2026
2026-0784	Ingram Library Services Llc	90,023.81	5/13/2026
2026-0834	IP Consulting, Inc.	55,974.10	5/27/2026
2026-0786	IP Consulting, Inc.	47,072.63	5/13/2026
2026-0678	Ingram Library Services Llc	43,818.58	5/4/2026
89683	OCLC, Inc.	35,124.17	5/4/2026
AP-173688	HMA/Healthcare Management Administrators	33,293.70	5/28/2026
2026-0814	Wolverine Printing Company	31,768.50	5/13/2026
89719	Today's Business Solutions, Inc.	31,132.39	5/13/2026
2026-0824	CDW Government, Inc.	28,860.00	5/27/2026
AP-6140693389	Verizon Wireless - MiFy Routers & Cell phones	24,002.33	5/1/2026
89678	Grand Rapids Area Chamber Of Commerce	20,000.00	5/4/2026
2026-0840	Maner Costerisan	20,000.00	5/27/2026
2026-0829	DK Security	17,354.20	5/27/2026
AP-05-2026Princ	PLIC - SBD Grand Island	15,885.16	5/1/2026
2026-0722	Comerica Bank	15,422.18	5/13/2026
2026-0709	Xerox Corporation	14,919.74	5/4/2026
AP-174140	HMA/Healthcare Management Administrators	14,403.12	5/22/2026
AP-172313	HMA/Healthcare Management Administrators	14,218.36	5/1/2026
2026-0802	Rehmann Robson LLC	14,000.00	5/13/2026
2026-0718	Bluebird Fiber	13,131.64	5/13/2026
2026-0811	SMG	12,500.00	5/13/2026
2026-0712	Continental American Insurance Company dba AFLAC Group	10,554.75	5/13/2026
89701	Critter Barn	10,274.80	5/13/2026
AP-173227	HMA/Healthcare Management Administrators	9,349.02	5/15/2026
89714	Salesforce, Inc.	8,247.00	5/13/2026
2026-0794	Maxorplus LTD	7,888.13	5/13/2026
2026-0700	Same Day Delivery, Inc	7,710.90	5/4/2026
2026-0694	OrangeBoy, Inc.	7,500.00	5/4/2026
2026-0792	Library Ideas, Llc	7,276.02	5/13/2026
2026-0827	Comerica Bank	7,101.65	5/27/2026
89682	MLA- Michigan Library Association	7,038.00	5/4/2026
2026-0820	AMAZON CAPITAL SERVICES, INC	6,787.83	5/27/2026
2026-0841	Maxorplus LTD	6,760.79	5/27/2026
AP-INV07131323	Paycor, Inc.	6,238.56	5/7/2026
AP-172768	HMA/Healthcare Management Administrators	6,062.45	5/8/2026
2026-0798	Midwest Tape LLC	6,062.28	5/13/2026
89731	Kent County Treasurer-Mi Tax Tribunal Refunds	5,901.80	5/27/2026
89670	All Season Lawn Care	5,731.00	5/4/2026
2026-0806	Vistage Worldwide, Inc.	5,580.00	5/13/2026
2026-0731	HighPoint Electric, Inc.	5,505.46	5/13/2026
2026-0831	Educational Furniture, Ltd.	5,236.87	5/27/2026
2026-0809	UAW Local 2600	5,171.94	5/13/2026
2026-0688	Macmillan Holdings, LLC	5,000.00	5/4/2026
2026-0850	Same Day Delivery, Inc	4,798.50	5/27/2026
2026-0713	AMAZON CAPITAL SERVICES, INC	4,352.14	5/13/2026
89681	Kushner & Company Inc	4,215.00	5/4/2026
2026-0828	Demco, Inc	4,152.08	5/27/2026
89696	Atlanta Capital Management Co, LLC	4,084.00	5/13/2026
2026-0692	Midwest Tape LLC	4,067.97	5/4/2026

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2026 Through 5/31/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
89702	Governmental Consultant Services Inc.	4,000.00	5/13/2026
89674	Complete Fleet Corporation / Complete Fleet & Auto	3,426.52	5/4/2026
89675	David Critchlow / Critchlow Alligator Sanctuary	3,425.00	5/4/2026
2026-0805	Springshare Llc	3,237.00	5/13/2026
2026-0728	Five9, Inc	3,223.69	5/13/2026
89679	Joel Tacey / Tiptop Entertainment LLC	3,162.50	5/4/2026
2026-0730	EasyVista, Inc.	3,030.50	5/13/2026
2026-0856	Warner Norcross & Judd Lip	3,011.85	5/27/2026
89671	Bellwether Media, LLC	3,000.00	5/4/2026
2026-0813	Wellness Coach	2,976.75	5/13/2026
AP-202433404...	Consumers Energy	2,959.29	5/5/2026
2026-0679	Interphase Office Interiors, Inc.	2,948.60	5/4/2026
2026-0808	Thomas Klise/Crimson Multimedia	2,900.00	5/13/2026
AP-HSA05082026	HealthEquity, Inc.	2,824.99	5/7/2026
2026-0724	DK Security	2,651.44	5/13/2026
AP-HSA0520226	HealthEquity, Inc.	2,634.99	5/21/2026
2026-0854	UAW Local 2600	2,614.77	5/27/2026
2026-0643	Capstone Press, Inc	2,531.71	5/4/2026
2026-0725	Engineering Supply & Imaging Inc	2,528.01	5/13/2026
AP-203267570...	Dte Energy	2,333.51	5/4/2026
2026-0843	Newsbank, Inc.	2,328.00	5/27/2026
2026-0807	TelNet Worldwide, Inc.	2,229.15	5/13/2026
89699	Bellwether Media, LLC	2,213.38	5/13/2026
89692	ABDO-Spotlight-Magic-Wagon	2,182.15	5/13/2026
2026-0849	RNL Graphics Solutions, LLC	2,107.30	5/27/2026
2026-0790	Lauren Rogers	1,800.00	5/13/2026
AP-748961	123.Net, Inc	1,724.00	5/13/2026
2026-0727	Fidelity Security Life Insurance Company	1,709.70	5/13/2026
2026-0720	Capstone Press, Inc	1,574.96	5/13/2026
2026-0711	ACP Entertainment, Inc.	1,565.00	5/13/2026
2026-0803	RNL Graphics Solutions, LLC	1,522.62	5/13/2026
89705	Greg Bodker / Backyard Birds and Beyond	1,470.00	5/13/2026
89691	The Creative Company	1,469.62	5/4/2026
2026-0647	Dell Marketing LP	1,453.22	5/4/2026
AP-206793368...	Consumers Energy	1,406.30	5/8/2026
89718	Tiha Kabir	1,350.00	5/13/2026
2026-0804	Same Day Delivery, Inc	1,343.58	5/13/2026
2026-0685	Pre-Paid Legal Services, Inc.	1,331.95	5/4/2026
2026-0838	Pre-Paid Legal Services, Inc.	1,331.95	5/27/2026
2026-0644	Central Michigan Paper	1,330.00	5/4/2026
2026-0825	Central Michigan Paper	1,330.00	5/27/2026
2026-0810	Unique	1,290.88	5/13/2026
2026-0851	Staples Business Advantage	1,225.30	5/27/2026
2026-0817	Advanced Benefit Solutions, Inc / Acrisure, LLC	1,215.10	5/27/2026
89730	K & S Plumbing Co., Inc.	1,206.89	5/27/2026
2026-0690	Matthew Eickhoff / Here's your host LLC	1,200.00	5/4/2026
2026-0706	Two The Rescue L.L.C.	1,200.00	5/4/2026
2026-0695	PetPartners, Inc.	1,181.30	5/4/2026
2026-0847	PetPartners, Inc.	1,181.30	5/27/2026
2026-0719	BrightStar Consulting Group, LLC	1,065.90	5/13/2026
2026-0791	Lerner Group	1,049.62	5/13/2026

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2026 Through 5/31/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
89732	Kim Blovits	1,000.00	5/27/2026
89746	West Michigan Asian American Association, Inc.	1,000.00	5/27/2026
2026-0652	Cengage Learning	982.34	5/4/2026
89720	Bloom Sluggett, PC	975.00	5/27/2026
2026-0835	Francisco J Lemus-Vargas JL Entertainment	955.00	5/27/2026
2026-0648	DK Security	909.20	5/4/2026
89703	Grand Rapids Event Rentals LLC/Ryan Rogers	853.86	5/13/2026
2026-0723	Corrigan Moving Systems-Grand Rapids, Inc.	840.00	5/13/2026
2026-0799	Pam Spring Advertising, Llc	807.50	5/13/2026
2026-0855	Veronika Kudina	800.00	5/27/2026
89690	Susie Finkbeiner	750.00	5/4/2026
89706	Ian Borton	750.00	5/13/2026
89710	Lindsay Capel / Every Body Therapy and Consulting	750.00	5/13/2026
AP-3365033	Arrowaste	726.68	5/18/2026
2026-0696	Playaway Products LLC	718.08	5/4/2026
2026-0686	Library Ideas, Llc	715.50	5/4/2026
2026-0789	Lance Werner	711.48	5/13/2026
2026-0687	Lindenmeyr Munroe	705.85	5/4/2026
89708	Jennifer Helner / Scripted Expressions	700.00	5/13/2026
89693	All Season Lawn Care	700.00	5/13/2026
2026-0788	Joseph Reilly	650.00	5/13/2026
2026-0793	Lindenmeyr Munroe	624.58	5/13/2026
89716	Shenanigans Ponies and Petting Zoo	600.00	5/13/2026
89722	Carey and Paul Group / Bands Galore Enterprises Inc.	595.00	5/27/2026
2026-0853	Trevor McDaniel	580.75	5/27/2026
2026-0715	BattleGR	570.00	5/13/2026
89712	Patricia Visner	520.00	5/13/2026
89737	Sabopr	518.15	5/27/2026
2026-0801	Privus PLC	500.00	5/13/2026
AP-6140810754	Verizon Wireless - MiFy Routers & Cell phones	460.18	5/1/2026
2026-0721	Cloud 616 LLC	450.00	5/13/2026
2026-0729	Cengage Learning	431.91	5/13/2026
2026-0683	Karen Small	430.35	5/4/2026
89735	Patricia Reid	429.15	5/27/2026
89738	Shenanigans Ponies and Petting Zoo	425.00	5/27/2026
89726	Holly Goulet	406.40	5/27/2026
2026-0839	Lindenmeyr Munroe	405.85	5/27/2026
89697	Automatic Equipment Sales & Service, Inc.	403.14	5/13/2026
2026-0816	ACP Entertainment, Inc.	400.00	5/27/2026
2026-0699	Regenail Thomas	400.00	5/4/2026
89684	Opera Grand Rapids	400.00	5/4/2026
2026-0845	Oceanic Entertainment LLC	394.60	5/27/2026
2026-0703	Thomas Klise/Crimson Multimedia	390.00	5/4/2026
2026-0702	Susan Erhardt	375.25	5/4/2026
2026-0651	Everlasting Green Plantscape LLC	353.50	5/4/2026
2026-0815	Absopure Water Company	327.67	5/27/2026
89727	Ian Borton	300.00	5/27/2026
2026-0785	INTERLINK Care Management, LLC	300.00	5/13/2026
2026-0833	INTERLINK Care Management, LLC	300.00	5/27/2026
89686	Peter Vu	300.00	5/4/2026

Kent District Library  
 Check/Voucher Register - Check Register - Board Report  
 From 5/1/2026 Through 5/31/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2026-0800	Playaway Products LLC	283.22	5/13/2026
89668	Ada Farmers Market	275.00	5/4/2026
AP-00184380426	Comcast Cable	266.85	5/8/2026
2026-0812	Warner Norcross & Judd Llp	264.90	5/13/2026
89695	Arrow Roofing & Supply	259.00	5/13/2026
89669	Ada Township	250.00	5/4/2026
89689	Sandra Wilson	250.00	5/4/2026
89729	James G. Perry / Fun Stuff Productions	225.00	5/27/2026
AP-IN3754904	TASC	223.86	5/27/2026
2026-0832	Alliance for Environmental Sustainability dba GreenHome Inst	221.62	5/27/2026
2026-0705	Troost Service Company	210.00	5/4/2026
AP-011035-0326	Plainfield Charter Township	207.63	5/21/2026
89707	Jairimi Driesenga	200.00	5/13/2026
89704	Green Space Buns/Rachel Gorter	200.00	5/13/2026
2026-0653	Grainger	195.93	5/4/2026
2026-0649	Elvia Myers	191.99	5/4/2026
2026-0710	Absopure Water Company	187.90	5/13/2026
2026-0716	Bio-Serv Corporation / Rose Pest Colutions	178.00	5/13/2026
2026-0698	Raymond Mysels	176.42	5/4/2026
89713	Raymond Mysels	176.42	5/13/2026
89733	MLA- Michigan Library Association	170.00	5/27/2026
89717	Therapeutic Horse Connection / Karin's Horse Connection	169.60	5/13/2026
2026-0726	Everlasting Green Plantscape LLC	161.00	5/13/2026
89688	Rich Nagel	158.36	5/4/2026
2026-0822	Ashley Davis	150.00	5/27/2026
2026-0697	Randall Goble	149.81	5/4/2026
89700	Center Point Publishing	148.62	5/13/2026
89680	Kurt Stevens	132.28	5/4/2026
AP-02601580526	Comcast Cable	131.90	5/19/2026
89672	Brian Mortimore	128.85	5/4/2026
2026-0837	Kristen Covell	127.59	5/27/2026
AP-00215850526	Comcast Cable	126.90	5/26/2026
AP-018016	Medtipster.com, LLC.	123.96	5/4/2026
89721	Braydon Booher	120.00	5/27/2026
2026-0852	Tracy Chrenka	112.94	5/27/2026
2026-0818	Amanda B Schrauben	106.42	5/27/2026
2026-0642	Blackstone Audio Inc	105.00	5/4/2026
2026-0639	Absopure Water Company	103.95	5/4/2026
AP-018093	Medtipster.com, LLC.	102.91	5/15/2026
2026-0680	Jaci Cooper	100.91	5/4/2026
89734	Northern Michigan University	100.00	5/27/2026
2026-0826	Christina Tazelaar	92.65	5/27/2026
2026-0848	Riverbend Body Shop	85.00	5/27/2026
AP-6142528519	Verizon Wireless - MiFy Routers & Cell phones	83.20	5/21/2026
89742	University of Detroit Mercy	80.00	5/27/2026
89715	Schepers, Inc.	80.00	5/13/2026
2026-0646	Craig Buno	75.23	5/4/2026
2026-0682	Julita Fenneuff	72.32	5/4/2026
2026-0681	Jill Anderson	70.00	5/4/2026
2026-0650	Erica Huyster	70.00	5/4/2026

Kent District Library  
 Check/Voucher Register - Check Register - Board Report  
 From 5/1/2026 Through 5/31/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2026-0708	William McAfee	70.00	5/4/2026
2026-0823	Ashten Vanderploeg	69.93	5/27/2026
2026-0821	Andrew Erlewein	69.88	5/27/2026
2026-0693	Norma J. VerHeulen	67.71	5/4/2026
2026-0844	Norma J. VerHeulen	65.97	5/27/2026
2026-0640	Amanda B Schrauben	65.09	5/4/2026
89685	Peter Dykhuis	63.06	5/4/2026
2026-0704	Tracy Chrenka	59.00	5/4/2026
2026-0645	Christina Tazelaar	57.84	5/4/2026
89736	Peter Dykhuis	55.24	5/27/2026
2026-0684	Kristen Covell	53.64	5/4/2026
2026-0701	Sheri Gilreath-Watts	51.03	5/4/2026
89677	Gwennan Lawcock	49.75	5/4/2026
2026-0689	Madelyn Besaw	48.36	5/4/2026
2026-0641	Andrew Erlewein	43.20	5/4/2026
89728	Jackie Boss	39.94	5/27/2026
89676	Dhanyasree Ravi	38.86	5/4/2026
89709	Jennifer Jackson	37.98	5/13/2026
2026-0787	Jill Anderson	35.00	5/13/2026
2026-0717	Blackstone Audio Inc	35.00	5/13/2026
2026-0836	Joyanne Huston-Swanson	34.21	5/27/2026
AP-8641512-03...	T-Mobile USA Inc.	31.35	5/4/2026
89723	Genesee District Library	28.00	5/27/2026
89725	Hart Area Public Library	27.00	5/27/2026
89744	White Pine District Library	26.00	5/27/2026
89745	William P. Faust Public Library of Westland	25.00	5/27/2026
89739	Spring Lake District Library	24.00	5/27/2026
2026-0714	Annette Miller - KDL	22.00	5/13/2026
2026-0707	Voices for Health, Inc.	21.32	5/4/2026
89743	University of Wisconsin Madison	20.00	5/27/2026
89698	Bay County Library System	19.99	5/13/2026
89694	Alvah N Belding Memorial Library	18.00	5/13/2026
89687	Portage District Library	17.93	5/4/2026
89711	Lyons Township District Library	16.50	5/13/2026
89740	Sturgis District Library	15.49	5/27/2026
89724	Grant Area District Library	13.99	5/27/2026
89741	Township of Barry / Delton District Library	12.39	5/27/2026
89673	Brown City District Library	10.00	5/4/2026
2026-0830	Ebsco Information Services	2.42	5/27/2026
Report Total		<u>1,309,201.02</u>	

Kent District Library  
Check/Voucher Register - Voided Checks  
From 5/1/2026 Through 5/31/2026

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2026-0698	Raymond Mysels	(176.42)	5/6/2026
89621	Alliance for Environmental Sustainability dba GreenHome Inst	(221.62)	5/20/2026
89721	Braydon Booher	(120.00)	5/29/2026
Report Total		<u>(518.04)</u>	

# Director's Report May 2026



## From the Desk of Lance Werner, Executive Director

I have thoroughly enjoyed visiting branches and catching up with everyone. I have appreciated the opportunity to present the KDL Community Reports to municipalities, and the reception has been wonderful. I had a terrific lunch with Dr. Ron Gorman, the Superintendent of the Kent ISD and we talked shop, and I had a chance to invite him to meet with the leadership of the CAC. I was part of a CAC tour for Representative Glanville (who was a guest of mine at the Believe the Child Luncheon).

I had a follow up meeting with Kalamazoo and colleagues at Penguin Random House and received a legal opinion from Bloom Sluggett, PC as part of the local ordinance project. I talked with Bob DeVries about another legislative project and will have a meeting with a State Representative later this summer to work on incentivizing library card sign up.

The big news of course was our world record On the Same Page event. I couldn't be prouder of our team and thankful to our sponsors and authors. It was amazing! I was part of an MLA panel that discussed legislative activities in Lansing. I managed to get out walleye fishing for two days with my friends on the St. Clair river and we limited out.

It is parade season, and I was so happy to walk in the Start of Summer Parade in Rockford.

Finally, on June 9th I celebrated my four-year sobriety anniversary and I feel so much gratitude for everyone's support. It is the best thing I have ever done for myself, family, and friends.



# Director's Report May 2026



## ALTO + LOWELL + GRATTAN TWP BRANCHES

Alto and Lowell had an extremely busy May with the region's largest community partner, Lowell's school system. LEAP visits were held in many different classes across four different elementary schools. Both libraries have also hosted many different grades for field trips in May before school is out for the summer. All of these visits allow opportunities to share the wonderful things the library has to offer as well as promote Summer Wonder to hundreds of kids in the communities.

Planning for the Grattan Library's' Touch a Truck celebration is going extremely well. The event will be held on July 7 from 10-11am and is expected to bring a lot of new people to the library.



Lowell repurposed a computer station into an additional New and Express book display while the computers are out of service.

## ADA + EAST GRAND RAPIDS BRANCHES

East Grand Rapids and Ada both benefit from a very tight knit community. It's common for city and township events to include local businesses, the school district, the library, and local fire department. For patrons, seeing many different entities working and spending time together builds trust and improves communication. One example is both communities have their own Farmer's Markets which start the first week of June. This season, it's been a pleasant surprise to notice how well informed these communities are. There are so many people staff have spoken to that are familiar with what KDL is offering, are aware of upcoming local city projects, are interested in public safety information provided by GVSU, and remember seeing KDL librarians in the schools. It's a real full circle moment when staff are working with community partners and encounter familiar patrons known from other spaces or events! These experiences are reminders of how impactful KDL is and how important community outreach is.

Pictured below:

Left: Kali Nelson leading story time at the Ada Farmer's Market

Right: Marlena Lalick and Kait DeKruyter working outreach at the EGR Farmer's Market.



## **BYRON + GRANDVILLE BRANCHES**

The project to define community partnerships for each branch was helpful in that it guided each branch to narrow the focus to areas where libraries can have the most impact and to see fully who the key partners enable the library to potentially go further for.

At Byron, it was no surprise that the biggest community partner is the school system, as well as a few of the smaller private and charter schools. That said, just because there is already a strong partnership in place doesn't mean more can't be done. This year as part of that focus Byron staff were able to add an author visit with the school which is something that hadn't been done before.

In Grandville, the school system is also a key partner, but so is the city, especially the city event planner. The library has long worked on collaborating with the event planner, which has been a huge boon to patrons who experience seamless events where both the city, DDA, and library are all working together to create successful and giant events. This past year that event planner left for a new job, and it gave the Grandville Branch an opportunity to grow the partnership with the DDA and with the Chamber of Commerce to help fill the void with some of those key events while the city worked to define the event planner roll and rehire for it. It was that existing strong partnership with the city, and the ability to work at creating strong partnerships through the DDA and Chamber that allowed all 4 entities to work together to keep things moving in the right direction and help community members continue to enjoy the same level of events they have enjoyed in the past.

# Featured Department: IT

Over the past year, the IT department has worked diligently to implement improvements benefiting both KDL staff and patrons.

One major initiative was the transition of all staff laptops to updated machines. The effort, led by Network Systems Specialists Curt Kieliszewski, Gwennan Lawcock, and Rich Nagel, focused on automating the rollout through a new cloud-based process. This approach enabled the team to deploy laptops quickly without needing to configure each device individually. The automated system proved highly efficient during the initial rollout and later helped streamline the redistribution of laptops following a major incident.

The new devices run on Windows 11, providing an upgrade for staff. Alongside this transition, IT implemented a revised laptop allocation model. While Branch Librarians (BLs), BOPS, and managers continue to have individually assigned laptops, Assistant Branch Librarians (ABLs) and shelvers now utilize shared devices. This decision was based on the part-time status of ABLs and the reduced need for consistent laptop access in their daily responsibilities. As a result, KDL reduced the total number of laptops purchased, achieving significant cost savings while still ensuring that all staff have access to a device when needed. Additional laptops have recently been ordered to maintain spare inventory. During this period, IT also partnered with the Finance department to replace all legacy Magnum POS systems with Square systems, which are more user-friendly. Finance coordinated with branch managers, while IT staff visited branches to complete the hardware transitions.

In summer 2025, the Nelson branch opened a new gaming lab, becoming KDL's fifth esports lab, with a sixth planned for the Walker branch later this year. KDL's growing esports offerings have attracted interest from schools and libraries seeking guidance. IT staff have participated in multiple calls and in-person meetings to share their expertise. Most recently, Ray led a session with Hudsonville Public Schools, demonstrating the use of ggLeap and ggRock, the esports management platforms used at KDL.

The department also issued a request for proposals (RFP) for a new printer vendor following the conclusion of its Xerox/MOS contract this spring. Several vendors were evaluated, with consideration given not only to print quality and user experience but also to service reliability and timely delivery of consumables such as ink and toner.

IT engaged in community outreach by participating in the Grand Rapids Public Museum's Engineering Day in January, where esports equipment was showcased for students. The team also contributed to the Grand Rapids Comic Con in April by partnering with the Michigan High School Esports Federation (MiHSEF) and providing gaming equipment for the spring regional championship tournament. This event offered valuable experience supporting a competitive esports environment.

Work on the Intranet Revamp Project continued, with Dhanya leading efforts to strengthen SharePoint security. Updates included restricting external access to files, enhancing protections against unauthorized editing, and cleaning up email aliases by removing several hundred outdated entries. These improvements have made the system more secure and easier to navigate.

Gwennan also played a key role in evaluating a new cloud-based people counter from Sensource at the Cascade and East Grand Rapids branches. While the trial provided useful insights, the team will continue to explore additional options to ensure the best balance of functionality and cost.

The IT department remains committed to maintaining reliable and effective technology systems. Regular maintenance of the sorter continues, along with periodic check-ins with the vendor. The team has also evaluated a new self-check kiosk from Bibliotheca but plans to delay replacements until wireless kiosk options become available. Looking ahead, IT will collaborate with the MarCom team to procure televisions and a double-sided kiosk for the new Walker branch this summer.

# Katie Kudos

May 2025

## **AMY RICHARDSON, BRANCH LIBRARIAN**

**Engelhardt (Lowell)**

**Nominated by: Hollis Goulet**

**Core Value: Authentic**

“WHOA! I am blown away by the work ethic this group possesses. Not only have they worked super hard for months creating programs for Summer, but they knocked it out of the park on packing day. There was such great energy! It helped get us through the hard-working day - so did Brittany's sourdough bread!! This team is amazing! Thanks for being loyal to our patrons who are bound to LOVE our programs this summer.”

## **TAYLOR LABASH, BRANCH LIBRARIAN**

**Cascade Township**

**Nominated by: Chloe Ford**

**Core Value: Inclusive**

“Thank you so so much for diligently cleaning up all the tea in the Wonderknook. I really appreciate you!”



# Upcoming Meetings + Dates of Interest

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

Regular Board Meeting  
Thursday, August 20, 2026  
KDL Service Center

Regular Board Meeting  
Thursday, September 17, 2026  
KDL Plainfield Branch

## Dates of Interest

KDL Pension Meeting  
• August 5, 2026  
• November 4, 2026

1:00 PM

KDL Service + Meeting Center

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



Information ●  
Ideas ▽  
Excitement!

# May 2026 | Monthly Project Report

## PMO Activity

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

## Project Status

9

Active Projects

- On Track, no extensions 6
- 1 Extension, at risk 1
- 2+ Extensions, late 2
- Completed since January 2026 3

## Strategic Pillars

- 2 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.

## Mabel Day

- Project Lead:** Josh Mosey
- Status:** On Track - NEW

**Approval Date:** 05.13.2026  
**Due Date:** 05.20.2027



This project will focus on designing a unifying way to recognize KDL's somewhat complex history through establishing an annual celebration, focusing on the life and legacy of Mabel Balyeat and her role in the origins of Kent District Library. This project will create a consistent and meaningful systemwide tradition that highlights KDL's roots in community service and education.

The project will work to define the scope and structure of "Mabel Day," develop clear messaging, and identify historical content that supports a compelling and accessible narrative for staff and the public. This includes exploring how the celebration could take share across the county – whether through branch-level programming, a shared systemwide experience, or a combination of both.

Phases will focus on designing promotional materials, participation options, building awareness and readiness and preparing for Mabel Day to launch on April 26, 2027. The date April 26 was selected as it honors Mabel Balyeat's birthday.

This initiative aims to strengthen community connection, encourage engagement with KDL's history, and establish a sustainable annual tradition that can evolve over time.

## Community Memory Project

**Project Lead:** Tricia Hetrick  
**Status:** On Track

**Approval Date:** 04.01.2026  
**Due Date:** 07.12.2026

On May 18 the team met to begin exploring potential hosting platforms, community partnerships, moderation and consent considerations, and possible branch-level implementation pathways. One major deliverable completed this month was the creation of a detailed Platform Analysis Spreadsheet to organize research and support vendor comparisons. Platforms currently under investigation include StoryCorps, Community Webs, Omeka, Aviary, TheirStory, Oria, Recollect, BiblioBoard, and possible custom KDL.org solutions.

The team also developed a standardized list of vendor evaluation questions focused on hosting models and storage, public submission and moderation workflows, search and metadata capabilities, accessibility and mobile usability, consent and release support, and long-term preservation sustainability.

Next steps include continuing platform and vendor research, beginning communication with local storytelling and oral history organizations, and narrowing platform options to assess long-term feasibility for KDL.

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## Cross Promotion

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

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

This month, staff received official training on the Cross Promotion 2025 Strategic Initiative through Spring Summits and the LearnUpon LMS platform. The training focused on ensuring consistent understanding of processes, expectations and tools like a great monthly guide to support effective cross-promotion across locations and teams.

Staff are beginning to apply what they learned in day-to-day workflows. This is helping build shared language and more consistent practices across the system. A staff survey will be distributed in June to gather feedback on the training experience, identify areas for clarification, and inform any needed adjustments or additional support moving forward.

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## Intranet Revamp

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

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

The team has begun to develop an agency-specific records retention framework to provide clearer, more detailed guidance for staff while aligning with Michigan's General Schedule 17 requirements. This approach will allow for compliance with state standards but offer clearer day-to-day direction on how long materials should be retained across departments and functions. Project leader Jaci Cooper, Director of Projects and Planning, stressed the importance of the department admin role evolving to deeply understand the maintenance of and automation opportunities within SharePoint sites and to help support departments to adhere to retention rules. After standards are developed, the team will bring in the rest of the admin team to the process.

Additionally, Dhanya Ravi, Network Systems Specialist, reconfigured branch and department email addresses in May to follow a consistent, systemwide naming convention and so they are set up in a uniform manner. This standardization reduces confusion, supports clearer ownership, and aligns with earlier efforts to adopt consistent naming across sites and communications.

## KDL Lab Revamp

● **Project Lead:** Brittany Zuehlke  
**Status:** On Track

**Approval Date:** 02.25.2026  
**Due Date:** 02.26.2027

The team is making steady progress with each Phase One deliverable. A vision statement has been created and is receiving final tweaks. Existing branch Lab spaces are being visited by a subgroup to better understand constraints for future technology, furniture and activities. A selection of museums and libraries is being researched and will soon be contacted about their own spaces and activities. A research and development rubric has been created and is pending final review by the team.

STEAM leaders (youth-focused) will be invited to the Economic & Tech Development focus group on June 25, and some questions will be tailored to support the project. The project team will also attend the focus group. A presentation and set of questions are being developed for software developers to help identify potential activities and technologies that could be supported in these spaces.

Next steps include gathering staff input on the direction of the project and developing success metrics for pilot locations.



*Current Lab Spaces at the Caledonia Twp. and Gaines Twp. Branches*

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## People Counter Pilot

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

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

In May, project leader Scott Ninemeier, along with team members Gwennan Lawcock and Sheri Glon, assisted with the installation of SMS Storetraffic people counters in the Cascade Twp. and Caledonia Twp. Branches. They are functioning properly, and training on the new software has been scheduled for June. A recommendation from the group will likely be made in July for the upcoming budget season that begins in August.

The pilot is primarily focused on determining what operational decisions can be made based on the data provided by the reporting software, and whether those insights justify the annual licensing costs. SMS Storetraffic offers a free app that provides 30 days of historical data and the sensors are more accurate, and more efficient for staff to access than the current process. It is also possible that a recommendation will be made to use existing software to retain historical data while still benefiting from reliable, digitally accessible counters.

## Point of Sale Refresh

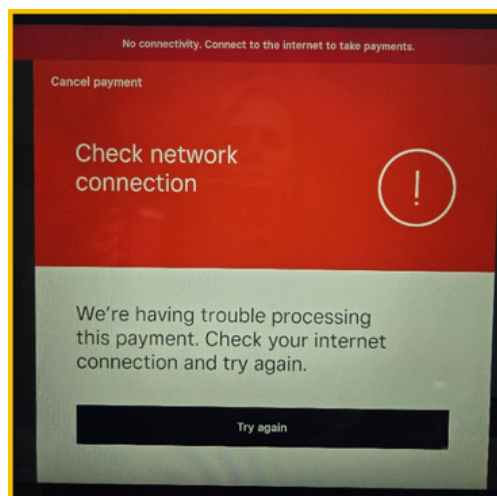
**Project Lead:** Emily Whalen  
**Status:** On Track

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

The Point of Sale Refresh Project remained on schedule while successfully rolling out a training plan and transitioning new procedures to Info Hub. Team member Susan Olep had the excellent idea to offer Square demonstrations during the May Summits, which were well received by both experienced and new staff. These sessions provided a valuable hands-on learning environment where staff could ask questions, practice transactions, and share feedback in real time.

Being ahead of schedule on this project enabled quick action after the ransomware attack. Most branches had their Square set up already, and equipment deployment was completed at the final two branches when KDL returned to operations. The IT Team was able to reset all network ports required for credit card transactions. While one piece of equipment required replacement, all Point-of-Sale systems were fully operational by May 18.

The final remaining task is the creation of a dedicated Teams chat for staff to report issues and share questions. A formal ticketing system was evaluated but is not necessary at this time given the project's scope and support needs. The project rollout survey launched on May 27, and we look forward to celebrating its successful completion together on June 16. This team consistently showed up prepared, collaborative, and solution-focused throughout the project. Thank you to everyone involved, and a special shout-out to IT for their partnership and support every step of the way.



*While this photo may look alarming, it captures a valuable learning opportunity and a challenge the team worked through together!*

## 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 completed several major Phase One deliverables, including the creation of pre-orientation surveys for teens and guardians and a resource guide for building a sense of community among volunteers and staff, which are being distributed before the launch of Summer Wonder. The team has also developed a resource guide for volunteers and staff, and a structure for Teen Crew with clear processes and expectations for teens, Teen Crew coordinators, and branch staff. Project team members also led training sessions at the Spring Summits, where they shared the purpose of Teen Crew, introduced the project and its goals, and provided staff with an overview of what to expect from the updated program. The project is currently in the Phase One final stage, with team members providing feedback on completed deliverables and identifying any final revisions needed.

## 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*

BiblioCommons shared a pre-release version of the BiblioAI report and presented a webinar covering the same information. A key takeaway is the BiblioCommons is investing additional resources in developing AI features while maintaining a strong focus on library values, including privacy, sustainability, accuracy, safety and patron trust. They are leaning away from releasing an open-ended chat feature and instead focusing on narrower integrations, such as adding natural language search to the existing search bar and incorporating features like “find more books like this” within catalog records. These tools would require a clear opt-in from patrons before use.

BiblioCommons has also indicated interest in additional rounds of library feedback, and further opportunities for engagement are expected. KDL will consider these opportunities as they arise but plans to formally close this phase of the project in June.

# BUILDING PROJECTS

## Krause Memorial (Rockford)

● **Project Lead:** Jennifer German  
**Status:** N/A

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

Construction on the Krause Memorial Library expansion and renovation continues to be on schedule. The interiors package was approved by Rockford City Council last month. Regional Manager I Jennifer German is looking forward to scheduling more tours in the coming month.

## 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.

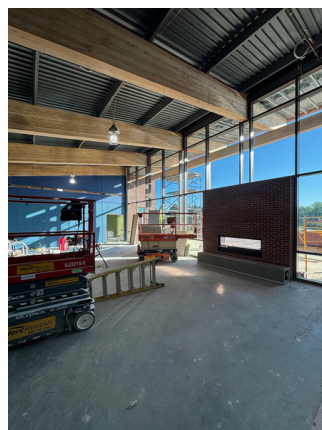
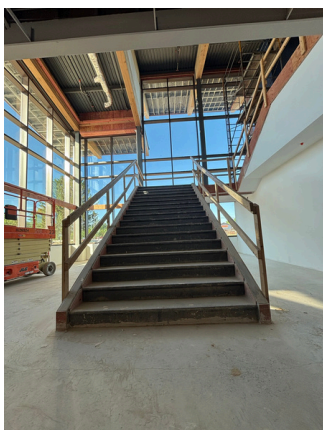
## Walker

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

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

The new library steering committee continues to meet to work toward finalizing furniture for the new library. KDL Board Member Norma VerHeulen has been attending the steering committee meetings to represent both the KDL Board and the Walker Friends of the Library. At the most recent meeting, the steering committee discussed plans for the Walker Friends of the Library to donate a children's sound garden. The Walker Friends of the Library Sound Garden would include outdoor musical instruments from Percussion Play. The sound garden will be a fantastic addition to the new library!

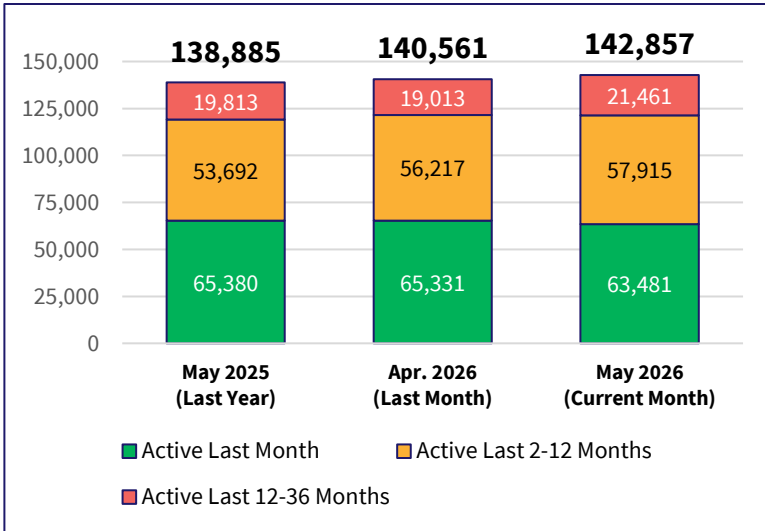
As the opening of the new library gets closer, target groups of KDL and City of Walker staff are meeting to coordinate technology in the new library, and collection book ends and book supports. KDL Human Resources and Regional Manager II Joyanne Huston-Swanson have interviewed and selected Assistant Branch Librarians who will work and train in the branches this summer to be ready to help open the new Walker Library this fall. The hiring process is now beginning for Branch Librarian positions. Many hands across KDL, the City of Walker, O.A.K. and Studio GC are working to keep the new Walker Library on target to open in the fall.





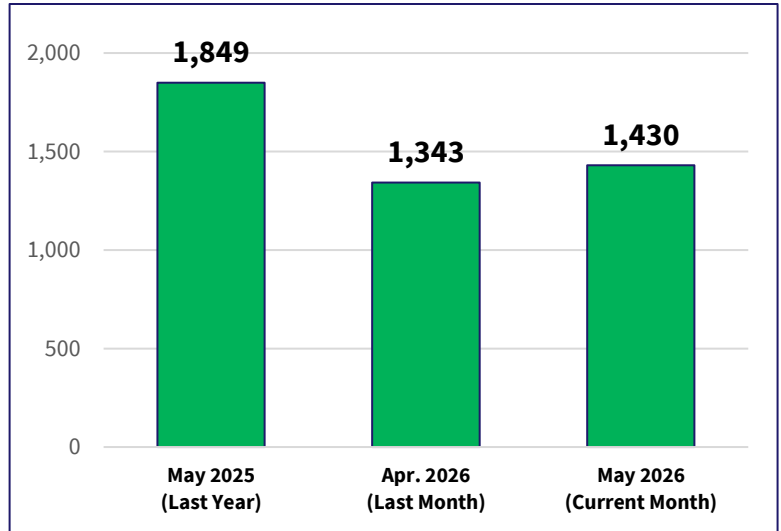
# MAY 2026 STATISTICAL SUMMARY

## Active KDL Patrons:



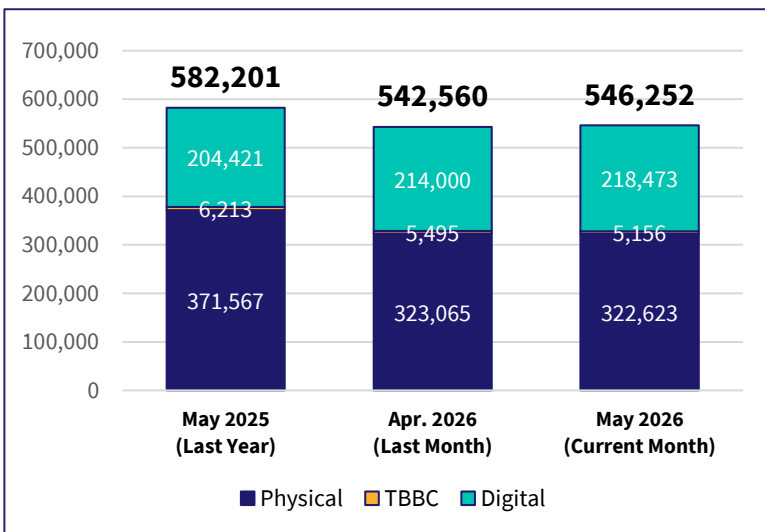
Active KDL Patrons are **up 2%** from last month and **up 3%** from the same month last year.

## New KDL Cards Added:



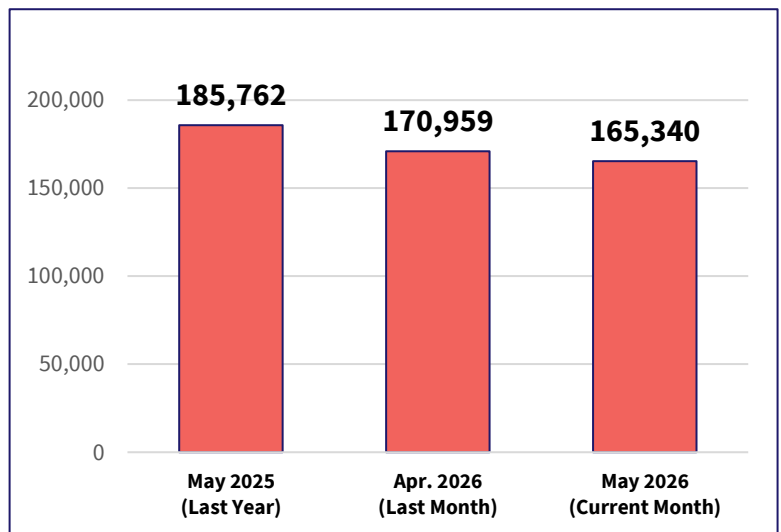
New KDL Cards Added are **up 6%** from last month and **down 23%** from the same month last year.

## Total Circulation:

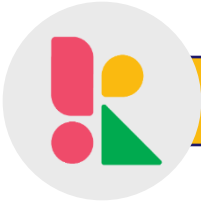


Total Circulation is **up 1%** from last month and **down 6%** from the same month last year.

## Visitor Count:

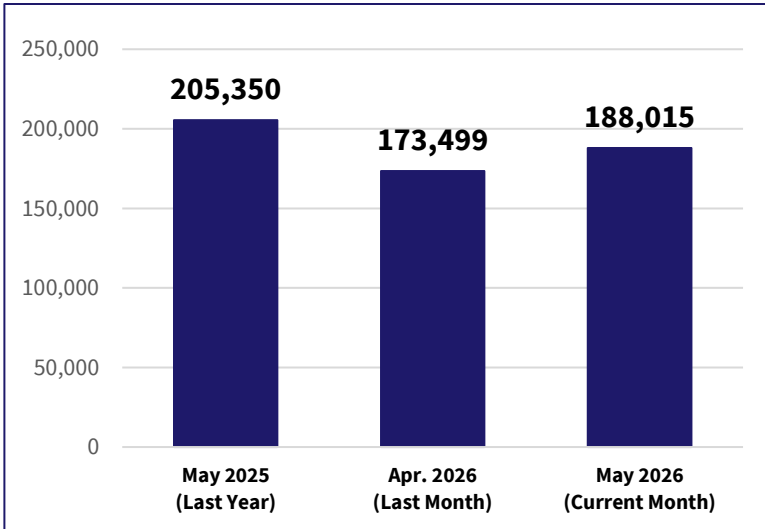


Branch Visitors are **down 3%** from last month and **down 11%** from the same month last year.



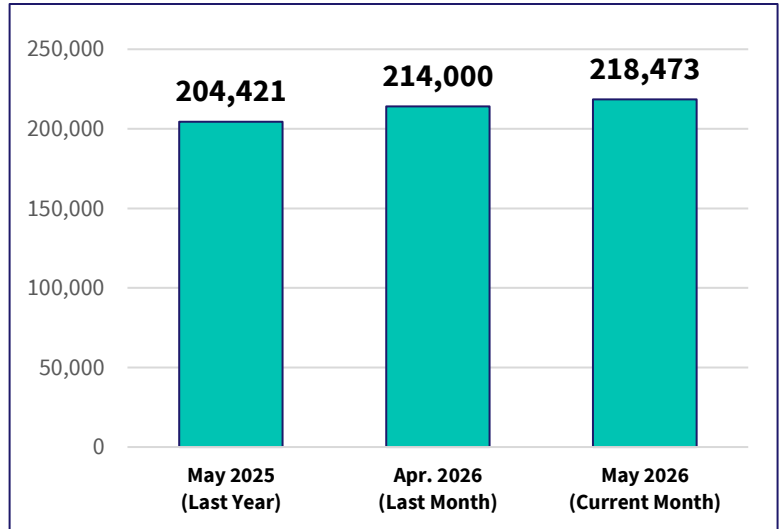
# MAY 2026 STATISTICAL SUMMARY

## Physical Items Checked Out:



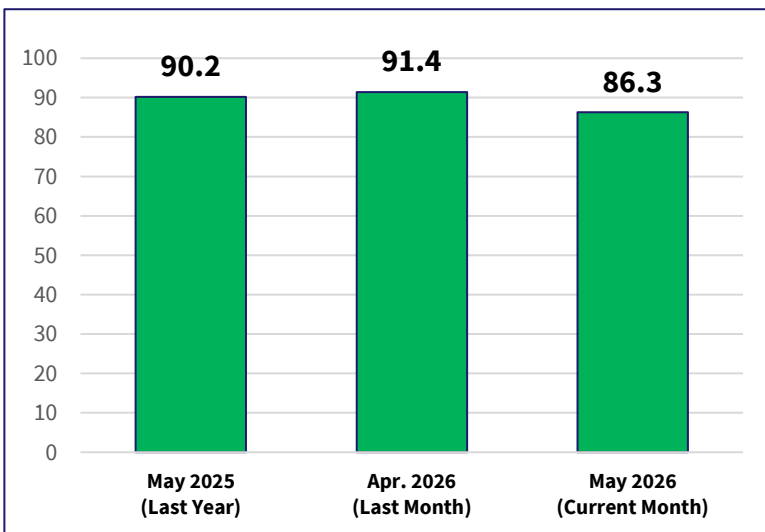
Physical checkouts are **up 8%** from last month and **down 8%** from the same month last year.

## Digital Items Checked Out:



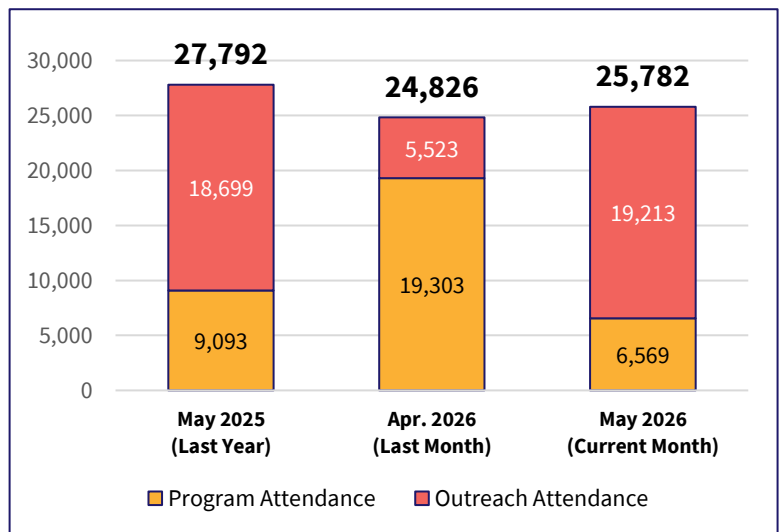
Digital checkouts are **up 2%** from last month and **up 7%** from the same month last year.

## Net Promoter Score (NPS):

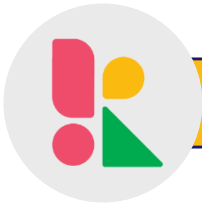


Net Promoter Score is **down 5.1%** from last month and **down 3.9%** from the same month last year.

## Programs & Outreach:



Program & Outreach Attendance is **up 4%** from last month and **down 7%** 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. <b>KDL WiFi Mobile Hotspot</b>	506
2. <b>The Women</b> by Kristin Hannah	215
3. <b>The Correspondent</b> by Virginia Evans	194
4. <b>Hope Rises</b> by David Baldacci	162
5. (tie) <b>The Night We Met</b> by Abby Jimenez	139
(tie) <b>Theo of Golden</b> by Allen Levi	139
7. <b>Woman Down</b> by Colleen Hoover	136
8. <b>The Widow</b> by John Grisham	134
9. <b>My Husband's Wife</b> by Alice Feeney	132
10. <b>Want to Know a Secret?</b> by Freida McFadden	128

### All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <b>Theo of Golden</b> by Allen Levi	638
2. <b>Yesteryear</b> by Caro Claire Burke	534
3. <b>The Correspondent</b> by Virginia Evans	362
4. <b>KDL WiFi Mobile Hotspot</b>	285
5. <b>The Calamity Club</b> by Kathryn Stockett	280
6. <b>Our Perfect Storm</b> by Carley Fortune	254
7. <b>Project Hail Mary</b> by Andy Weir	244
8. <b>The Things We Never Say</b> by Elizabeth Strout	223
9. <b>The Night We Met</b> by Abby Jimenez	220
10. <b>Mad Mabel</b> by Sally Hepworth	186

### OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <b>The Calamity Club</b> by Kathryn Stockett (audio)	505
2. <b>The Nightingale</b> by Kristin Hannah (audio)	467
3. <b>The Calamity Club</b> by Kathryn Stockett	428
4. <b>The Women</b> by Kristin Hannah (audio)	423
5. <b>The Correspondent</b> by Virginia Evans	353
6. <b>The Correspondent</b> by Virginia Evans (audio)	346
7. <b>Dungeon Crawler Carl</b> by Matt Dinniman	305
8. <b>Margo's Got Money Troubles</b> by Ruffi Thorpe (audio)	266
9. <b>Remarkably Bright Creatures</b> by Shelby Van Pelt	222
10. <b>The Mad Wife</b> by Meagan Church (audio)	214

### OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <b>Theo of Golden</b> by Allen Levi (audio)	1,404
2. <b>Theo of Golden</b> by Allen Levi	1,166
3. <b>The Correspondent</b> by Virginia Evans (audio)	1,057
4. <b>Project Hail Mary</b> by Andy Weir	938
5. <b>Yesteryear</b> by Caro Claire Burke	867
6. <b>Yesteryear</b> by Caro Claire Burke (audio)	844
7. <b>The Correspondent</b> by Virginia Evans	625
8. <b>My Husband's Wife</b> by Alice Feeney (audio)	597
9. <b>Our Perfect Storm</b> by Carley Fortune	594
10. <b>The Night We Met</b> by Abby Jimenez	579

NEW HIRES	POSITION	EFFECTIVE
Sarah Hortig	Assistant Branch Librarian - Krause Memorial	June 1
Callum Krueger	Assistant Branch Librarian - Walker	June 8
Mercedes Applegate	Assistant Branch Librarian - Walker	June 8
Ellia Quist	Assistant Branch Librarian - Walker	June 8
Keo Foster	Assistant Branch Librarian – Walker	June 8
Nancy Bell	Assistant Branch Librarian - Walker	June 8
Jennifer Popp	Seasonal Library Intern - Community Engagement	June 8
Faith Chipman	Seasonal Library Intern - Englehardt	June 8
Anne Moore	Assistant Branch Librarian - Walker	June 15
Kaitlin Hammis	Assistant Branch Librarian - Walker	June 15
Ash Hendricks	Assistant Branch Librarian – Kentwood	June 15
Jessa Morren	Assistant Branch Librarian – Plainfield/Comstock Park	June 15
Anna Konold	Assistant Branch Librarian - Walker	July 13

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Kathy Naber	Assistant Branch Librarian Sub	Assistant Branch Librarian - Walker	June 1
Maria Page	Branch Librarian - Grandville	Regional Manager I - Plainfield / Comstock Park	June 30
Jordan Falk	Assistant Branch Librarian – Plainfield	Assistant Branch Librarian Sub	July 3

DEPARTURES	POSITION	EFFECTIVE
Lynne Haley	Assistant Branch Librarian Sub	May 27
Jennifer Doornbos	Assistant Branch Librarian - Grandville	June 2
Camille Lewis	Assistant Branch Librarian Sub	June 3
Cynthia Fisher	Collection Services Assistant - Service Center	June 4

OPEN POSITIONS	TYPE
Assistant Branch Librarian - Grandville (2 positions)	Part-time
Branch Librarian - Walker (2 positions)	Full-time

<b>EMPLOYEE ANNIVERSARIES (JULY)</b>	<b>BRANCH OR DEPARTMENT</b>	<b>LENGTH OF SERVICE</b>
Rachel Cruzan	Collection Services	28 years
Kathe Latreille	Cascade	27 years
Julie Ralston	Grandville	23 years
Yuko Roberts	Collection Services	22 years
Cheryl Chalker	Byron Township	21 years
Holly Newcomer	Collection Services	18 years
Dana Banks	Krause Memorial	15 years
Elise Paasche	Sub Pool	14 years
Alyson Cryderman	Caledonia	12 years
Anna Dyer	East Grand Rapids	12 years
Marie Mulder	Collection Development	12 years
Jessica McLeod-Sopczynski	Englehardt	8 years
Benjamin Brugger	Cascade	7 years
Liesl DeJonge	Wyoming	6 years
Remington Steed	MarCom	6 years
Joshua Mosey	MarCom	5 years
Trina Den Braber	Sub Pool	4 years
Orion Kimmel	Comstock Park	4 years
Lauren Phan	Wyoming	4 years
Phillip Sawyer	Alto	4 years
Shannon Cameron	Sub Pool	3 years
Donna Cowart	Sub Pool	3 years
Julita Fenneuff	Information Technology / MarCom	2 years
Sarah McAnally	Caledonia	2 years
Sam Allen	East Grand Rapids	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	X	X	X	X		X	X	X
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



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Edits June 2026 –

## SECTION 4: PATRON BEHAVIOR

- KDL Policy 4.1
- KDL Policy 4.1.1
- KDL Policy 4.1.2
- KDL Policy 4.1.3
- KDL Policy 4.1.4
- KDL Policy 4.1.5
- KDL Policy 4.1.6
- KDL Policy 4.1.7
- KDL Policy 4.1.8
- KDL Policy 4.1.9
- KDL Policy 4.1.10
- KDL Policy 4.1.11
- KDL Policy 4.1.12
- KDL Policy 4.1.13
- KDL Policy 4.1.14
- KDL Policy 4.1.15
- KDL Policy 4.1.16
- KDL Policy 4.1.17
- KDL Policy 4.1.18
- KDL Policy 4.1.19
  
- KDL Policy 4.1.20
- KDL Policy 4.1.21
- KDL Policy 4.1.22
- KDL Policy 4.1.23
- KDL Policy 4.1.24
- KDL Policy 4.2
- KDL Policy 4.2.1
- KDL Policy 4.2.2
- KDL Policy 4.3
- KDL Policy 4.3.1

### Library Patron Responsibilities EDITS

- Safety & Personal Behavior
- Violations of Law
- Weapons
- Drugs, Alcohol & Smoking
- Animals EDITS
- Personal Property
- Blocking of Aisles, Doors & Entrances
- Staff-Only Areas
- Interference with Staff
- Unauthorized Use
- Considerate Use EDITS
- Noise EDITS
- Odor
- Bodily Fluids & Waste
- Food & Drink EDITS
- Restrooms
- Dress Code
- Harassment
- Identification
- Recreational Equipment & Personal Transport Devices EDITS
- Panhandling, Solicitation & Selling
- Campaigning, Petitioning, Interviewing, Etc. EDITS
- Children in the Library EDITS
- Face Mask Requirement during Pandemic EDITS
- Sleeping in the Library
- Use & Preservation of Library Materials & Property
- Pest Management
- Copyright Policy
- Acceptable Technology Use EDITS
- Photography & Recording Policy

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KDL Policy 4.4  
KDL Policy 4.5  
KDL Policy 4.6

[Disciplinary Process for Library Facilities](#)  
[Right of Appeal](#)  
[Reinstatement After Suspension](#)



## Library Patron Responsibilities

[LEGAL REVIEW 6.3.2026](#)

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 [are](#) allowed in the library.\*  
*\*Service ~~and therapy~~ animals are permitted*
- Offensive odors, including, but not limited to odors due to poor personal hygiene or overpowering perfume or cologne, that causes a nuisance ~~is-are~~ 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

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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 6.31.26 14.19

[LEGAL REVIEW 6.3.2026](#)

Animals are not permitted in the Library, except for the following: other than therapy animals and service animals (as defined by law) for those individuals with disabilities, animals those used in law enforcement by law enforcement personnel, or therapy for animals apart brought in of as a part of official 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 any library property. Before asking a service animal to leave due to unruly behavior, the Library will attempt in good faith, to seek the handler's cooperation to bring the service animal under control, unless the animal's behavior is unsafe.

At all times, Aa service animal must be under the control of the person with a disability and must have a harness, leash, or other tether. If the person with a disability is unable because of a disability to use a harness, leash, or other tether or if the use of a harness, leash, or other tether would interfere with the service animal's safe and effective performance of its work or tasks, the service animal must be otherwise under the control of the person with a disability. Violations of this requirement may result in a request that the service animal be brought under control.

## KDL Policy 4.1.5

### Personal Property

LAST REVISED 10.20.25

[LEGAL REVIEW 6.3.2026](#)

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

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items. For example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags.
2. The Library is not responsible for personal belongings left unattended.

3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space if needed by others.

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

### **KDL Policy 4.1.6**

#### **Blocking of Aisles, Doors & Entrances**

LAST REVISED 10.17.24

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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 ~~10.25.19~~ [6.31.26](#)

[LEGAL REVIEW 6.3.2026](#)

Behaviors that disrupt [other patrons' use of](#) 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 [on furniture that is not intended for climbing use to be climbed upon \(such as play furniture\)](#);
4. Using obscene or threatening language or gestures.

### **KDL Policy 4.1.11**

#### **Noise**

LAST REVISED ~~106.203.2526~~

[LEGAL REVIEW 6.3.2026](#)

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 areas, and ~~may have more~~ [greater volumes of](#) noise [will be permitted](#).

### **KDL Policy 4.1.12**

#### **Odor**

LAST REVISED 10.20.25

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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~~ [31.26](#)

[LEGAL REVIEW 6.3.2026](#)

Eating or drinking ~~may occur~~ [is only permitted](#) in designated areas of ~~any~~ the Library. Eating or drinking in Library meeting rooms is subject to rules of the local governmental unit ~~and library~~ [branch](#).

#### **KDL Policy 4.1.15**

##### **Restrooms**

LAST REVISED 5.18.23

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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 ~~6.13.26~~10.17.24

[LEGAL REVIEW 6.3.2026](#)

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. [The use of wheelchairs](#) and other [assistive](#) 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

[LEGAL REVIEW 6.3.2026](#)

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 ~~6.13.26~~10.20.25

[LEGAL REVIEW 6.3.2026](#)

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 ~~10.25.196.13.26~~

LEGAL REVIEW 6.3.2026

### 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 ~~every~~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 responsible caregivers are responsible for the behavior, safety, and supervision of their children regardless of age while in the Library or on Library property. A parent, guardian or responsible caregiver must be at least 14 years old and must be able to manage the child's behavior and safety.
- ~~3. Library staff will not be expected to supervise or monitor children's behavior. Subject to the exceptions below, c~~Children under the age of 8 must be ~~attended~~accompanied 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 immediate vicinity of the child and shall maintain visual contact with the child at all times. ~~Library at all times,~~
4. ~~In the event within reach, that 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 and promptly rejoin the child at the end 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, remain in the immediate vicinity of the child, and maintain visual contact with the child. for the entire duration of the program.
- ~~3.—~~5. The Library and its branches may be equipped with play furniture intended for child use. Such play furniture shall will be located within a designated children's area and shall must not be removed from its designated area. Library staff doesdo not assume the

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responsibility of supervising or monitoring a child's use of heavy play furniture. A child must be accompanied by a parent, guardian, or responsible caregiver as required herein when using any play furniture. The play furniture and any play accessories or toys must be used as intended and shall be used only at the user's own risk.

~~4-~~ ~~6.~~ 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.

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~~5-~~ ~~7.~~ 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.

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~~6-~~ ~~8.~~ 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.

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~~7-~~ ~~9.~~ 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.

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#### 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 responsible 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 ~~10.20.2020~~ ~~11.26~~

LEGAL REVIEW 6.3.2026

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

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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 ~~10.20.256.13.26~~

~~LEGAL REVIEW 6.3.2026~~

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).~~

Library users may encounter various Artificial Intelligence platforms (AI) while using Library owned computers or accessing the internet. Such platforms include but are not limited to AI-powered enhanced search engines, chatbots, or recommendation algorithms. There are risks in using AI, including uncertainty about who owns and can access AI generated content, and privacy concerns with inputting sensitive information into an AI system. Additionally, content generated content via an AI platform may be outdated, misleading, or —(in some cases) —fabricated or fictitious. Library users access and utilize all AI platforms at their own discretion and risk. Unless otherwise explicitly stated, the Library does not endorse any AI platform or product, nor does it claim to confirmed or verify the accuracy of any information generated by an AI platform. —Only a user can decide on the accuracy, completeness, and currency of the content produced by an AI platform. The Library is not responsible for decisions or actions taken based on information gathered from AI generated content.

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 bona fide 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 [and AI platforms are](#) not secure, patrons are responsible to ensure that their personal data is not compromised. Sending [or inputting](#) any information, including credit card numbers, via the Internet [or to an AI platform](#) 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.

[LEGAL REVIEW 6.3.2026](#)

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

[LEGAL REVIEW 6.3.2026](#)

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

#### **A. Incident Reports**

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

### **B. Violation of the Policy – Suspension of Privileges**

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

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

### **C. Violations that Affect Safety and Security**

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

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

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

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

## **KDL Policy 4.5 Right of Appeal**

LAST REVISED 10.25.18

[LEGAL REVIEW 6.3.2026](#)

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

LAST REVISED New 9.18.2025

LEGAL REVIEW 6.3.2026

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.

#### Legal Summary:

1. Section 4.1.4 (Animals) – We believed that this policy read too loosely in distinguishing “service animals” from “therapy animals.” The legal protections for “service animals” exceed those of “therapy animals” or “emotional-support animals.” We tried to include the maximum legal protections permitted under state and federal law if a service animal becomes unruly.
2. Section 4.1.10 (Considerate Use) – We made some changes to address the “play furniture” concern and to clarify the limiting language.
3. Section 4.1.14 (Food & Drink) – We made some minor language-clarification changes to this section.
4. Section 4.1.19 (Recreational Equipment & Personal Transportation Devices) – We made a minor language-clarification change to this section.
5. Section 4.1.21 (Campaigning, Petitioning, Interviewing) – We made a minor language-clarification change to this section. [Note, if the KDL branches have any tackboards or other locations whereby members of the public may be permitted to put up personal notices, this policy may require further revisions on the handling of similar campaign and petitioning notices and any public tackboards.]

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6. Section 4.1.22 (Children in the Library) – We made a number of changes to address the child supervision requirements for caregivers, including the “within reach” requirement.
7. Section 4.1.23 (Face Mask Requirement) – We removed the clause mentioning accommodations “without medical conditions” in the final sentence. In the event that this policy becomes relevant again, there may need to be some further scrutiny and clarification regarding how KDL will handle any member of the public who is requesting not to have to wear on mask on premises as a “reasonable accommodation” to a claimed disability. But under the present circumstances, we don’t think this needs to be addressed at present.
8. Section 4.3 (Acceptable Technology Use) – We made changes to tease out the AI-related portion of this policy into its own paragraph. Our proposed language regarding the use of AI platforms largely mirrors the Internet Use language—because in our opinion, it presently largely the same potential risks.



**Policy  
Manual**

Edits June 2026

## SECTION 5: BUDGET AND FINANCE

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

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## KDL Policy 5.1 Investments

LAST REVISED 12.18.25

### 1. STATEMENT OF PURPOSE

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

### 2. SCOPE OF POLICY

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

### 3. INVESTMENT OBJECTIVES

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

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

### 4. DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

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

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

### 5. LIST OF AUTHORIZED INVESTMENTS

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

- a. Investment pools organized under the [Local Government Investment Pool Act, 1985 PA 121](#), MCL 129.141 et seq.
- b. Bonds, securities, and other obligations of the United States or any agency or instrumentality of the United States and investment pool consisting of these securities and other obligations.
- c. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution as defined in MCLA 129.91 provided that the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of the State of Michigan or the United States.
- d. Repurchase agreements consisting of instruments listed in b., above.

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Commented [EW2]: [MCL - Act 121 of 1985 - Michigan Legislature](#)

Field Code Changed

#### 6. AUTHORIZED FINANCIAL DEALERS & INSTITUTIONS

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

#### 7. STATEMENT CONCERNING SAFEKEEPING AND CUSTODY

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

#### 8. STANDARD OF PRUDENCE

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

#### 9. STATEMENT OF ETHICS

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

#### 10. INVESTMENT ACTIVITY REPORT

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

## KDL Policy 5.1.1 Annual Budget & Adjustments

LAST REVISED 12.18.25

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

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

## KDL Policy 5.1.2 Fund Balance

LAST REVISED 11.21.2024

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## KDL Policy 5.2 Purchasing Policy

LAST REVISED 12.18.2025

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

### Reason for Policy:

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

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

### Approval Thresholds

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

For Commitments to Purchase costing over \$50,000, a Request for Proposal (RFP) will be generated and a bid process will be used. RFPs will be available on the Kent District Library's website and shall be advertised once a week for two consecutive weeks in at least one print and one online newspaper of general circulation within Kent County and on other electronic sites that are standard platforms for the goods or services that are being purchased. The Library Board of Trustees' approval is required prior to awarding the contract for such goods or services. Kent District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid.

When necessary, Kent District Library personnel responsible for making the purchase may reach out to one vendor for an estimate so Kent District Library personnel can determine the appropriate approval process. If a quote/competitive proposal/RFP process is determined to be required by Kent District Library

personnel, this estimate shall not replace the required quotes, competitive proposals, or RFP responses and the vendor shall be responsible for responding to the same requests required of the other potential vendors. The same information shared with the vendor providing the estimate shall be shared with all other potential vendors and the vendor providing the estimate will not receive preferential treatment.

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

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

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

#### **Sole Source Purchases**

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

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

#### **Emergency Purchases**

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

#### **Contracts**

The Kent District Library will have outside legal counsel evaluate all new contracts with a Commitment to Purchase of greater than \$250,000. The Kent District Library shall have the option of renewing expired contracts (up to two times) provided a fair price can be negotiated and the Kent District Library has determined the renewal to be in its best interest. Renewal terms shall not require Library Board of Trustees approval, with the exception of audit and legal services. These services are commissioned by the Library Board of Trustees and will need to be renewed by a majority vote upon contract expiration.

#### **Non-discrimination**

When soliciting and selecting vendors, Kent District Library shall not in any way discriminate against any

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

**Government Contracts**

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

**Universal Service Administrative Co. Funding**

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

## KDL Policy 5.3 Conflict of Interest—Board & Staff

LAST REVISED 11.24.2024

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

### CONFLICT OF INTEREST STATEMENT - BOARD

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

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

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

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

### CONFLICT OF INTEREST STATEMENT – STAFF

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

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

### STAFF CONFLICT OF INTEREST STATEMENT

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

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

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

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

## **KDL Policy 5.3.1 Contest Participation**

LAST REVISED 8.15.19

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

## KDL Policy 5.4 Code of Ethics—Board

LAST REVISED 12.18.25

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

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

personal interest conflict exists, they should, prior to the matter being considered by the Board or administration, disclose they interest (such disclosure shall become a matter of record in the minutes of the Board) and shall not be involved in the deliberation or vote on matters where the disclosed conflict exists.

11. **Private Employment:** No trustee of the Library shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of their official duties.

12. **Use of Library Property:** No Library trustee shall use or permit the use of property, owned or leased by the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.

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#### DISTRIBUTION OF THIS CODE

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

#### CODE OF ETHICS – ACKNOWLEDGEMENT

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

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

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

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

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

## **KDL Policy 5.5**

### **Petty Cash**

LAST REVISED 8.15.19

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

## **KDL Policy 5.6**

### **Acceptance of Non-Book Gifts**

LAST REVISED 12.18.25

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

#### **Program/Event Sponsorships**

Events that are hosted and promoted as KDL programs that are underwritten by an individual or corporate sponsor may be acknowledged in promotions and during the event.

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

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

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

## **KDL Policy 5.7**

### **Credit Card Use**

LAST REVISED 11.24.24

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

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

The Director of Finance shall conduct independent regular reviews of each cardholder's activity to verify

that the credit card is being used in accordance with this policy and administrative guidelines. Card holders are required to provide receipts for all card usage and provide those as substantiation for purchases.

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

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

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

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

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

## **KDL Policy 5.8**

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

LAST REVISED 11.21.24

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

## **KDL Policy 5.9**

### **Fraud Prevention**

LAST REVISED 12.18.25

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

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

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

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

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

### **KDL Policy 5.10** **Capture of KDL Millage**

LAST REVISED 12.18.25

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

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

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

### **KDL Policy 5.11** **Fundraising**

LAST REVISED 7.21.17

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

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

### **KDL Policy 5.12** **Records Retention**

LAST REVISED 7.21.17

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

## **KDL Policy 5.13**

### **Fixed Assets**

LAST REVISED 11.21.2024

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

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

#### **Threshold**

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

#### **Additions**

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

#### **Disposals**

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

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

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