

AGENDA
Board of Library Commissioners
of the City of Grand Rapids

September 30, 2025 – 5:15 pm
111 Library Street NE – Board Room

Our Purpose

To reflect and connect our community to trusted
resources and each other.

Our Mission

Inspiring opportunity, connection, and innovation.

1. Roll Call
- A, E 2. Approval of Minutes of the Regular Board Meetings on August 26, 2025
3. Board Comments
4. Committee Reports
 - a. Legislative
 - b. Policy
 - c. Board Retreat
- E 5. Staff & Foundation Reports
 - a. Library Director's Report
 - i. GRPL + GREIU Collective Bargaining
 - E b. Financial Report
 - c. Foundation Update
6. Old Business
7. New Business
 - A, E a. FY26 Budget Amendment – Patron Printing
8. Information Items
 - E a. Media Index
 - E b. Staffing Report
 - E c. Statistical Report for August 2025
9. Grand Rapids Employees Independent Union
10. Agenda Items for the Regular Board Meeting on October 21, 2025
11. Public Comments
12. Adjournment

A – Action Item

E – Enclosure

* – Special Meeting

Board of Library Commissioners of the City of Grand Rapids

Regular Meeting Agenda Calendar

January

- Election of Board Officers (A)
- Review of Committee Assignments
- Foundation Board Appointment by Board President
- BoLC Policy Manual Approval (A)
- Attendance Record from Previous Year (E)
- Voluntary Commitment to Serve (E)

February

- ALA Midwinter Conference Report
- Budget Information Review (E)

March

- Director Evaluation Documents (E)
- Budget Approval (A)

April

- Director Evaluation (*)

May

June

July

- ALA Annual Conference Reports

August

- Year End Reports (E)

September

October

- Summer Reading Program Evaluation (E)

November

- Policy Review Committee Update
- Nominating Committee Appointment

December

- Approval of Meeting Schedule (A)
- Closing Calendar (A)
- BoLC Policy Manual Updates (E)

Committee Meeting Calendar

January

- GRPL Foundation Representatives

February

March

April

- GRPL Foundation Representatives

May

June

July

August

- GRPL Foundation Representatives

September

October

- Budget Review Committee
- Policy Review Committee

November

December

- GRPL Foundation Representatives
- Nominating Committee for Board Officers



MINUTES**BOARD OF LIBRARY COMMISSIONERS
OF THE CITY OF GRAND RAPIDS**

August 26, 2025 | 5:15 pm

111 Library St NE | Board Room

Anderson called the meeting to order at 5:15 pm.**1. ROLL CALL**

Board Members Present:	Rachel Anderson, Kelly Boston, Justine Bryant, Kathryn Dilley, Kevin Peterson, Lauren Woolsey
Board Members Absent:	Bryan Holt (with notice)
Administration Present:	Robert Adcock, Natalie Drew, Lindsay Laplow, John McNaughton, Jen Vander Heide, Katie Zychowski, Patrick Beatty
Staff Present:	Megan Biggins, John Bosma, Erin Hart, Erin Keener, Hannah Snow
Public Present:	Dustin Hunt (via Google Meet); Rachel Diener, GREIU; Dan Poortenga, GRPLF

2. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON JULY 29, 2025

MOTION: By Commissioner Woolsey, supported by Commissioner Bryant, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular Board meeting of July 29, 2025.

Peterson states that his comment in Item 3 should read "13 year old niece." Laplow says she will make the correction.

ACTION: AYES 6 – 0

Motion passed.

3. BOARD COMMENTS

Peterson comments that he went to the River For All Festival this past weekend and saw a lot of people engaging with the GRPL booths. He adds a congratulations to HR Director, Natalie Drew, for being accepted into Leadership Grand Rapids.

Woolsey comments that she has heard a lot of people saying good things about Comics Plus and is glad to see how much it's being used already.

4. COMMITTEE REPORTS

a. Legislative

No comments.

b. Policy

No comments.

c. Board Retreat

No comments.

5. STAFF & FOUNDATION REPORTS

a. Library Director's Report

McNaughton states that the Staffing Assessment and Strategic Plan need to be done with community and Board involvement, so GRPL is working with Method + Craft for the Strategic Plan. He details the timeline and concludes that they are hoping to have a plan completed by early February. Anderson asks if Method + Craft will be doing interviews and surveys and whether they can use part of the survey for McNaughton's annual evaluation. McNaughton answers yes.

McNaughton introduces Deputy Director, Jen Vander Heide. Vander Heide talks about folios and deaccessioned items found in the Main Library's basement, which are mostly in the French language and were first assessed in 2015. GRPL has reexamined them and determined that these items are outside of the library's scope and don't belong within GRPL's collection. GRPL is looking at trying to sell the rest in a public auction because of the space needed in the basement for available and accessible items for the community that are within GRPL's collections scope. Woolsey asked if these were taken out of circulation in 2015. Vander Heide answers that they were never in circulation. Dilley asks if there are items in other languages than French. Vander Heide says she will need to look at the list, but knows it's predominantly French. Boston asks if GRPL has reached out to Frederick Meijer Gardens because they have an art library. Vander Heide says she will look into that. Anderson congratulates Director of Collections, Ann Neff-Rohs, in cleaning out the basement.

McNaughton introduces Director of Marketing and Communications, Katie Zychowski. Zychowski speaks about GRPL's General Awareness Campaign. She explains that it's a marketing effort to let the community know that the library exists and explains the details of the campaign. She adds that GRPL has partnered with many local businesses for discounts. Woolsey asks if the discounts are only through September. Zychowski answers yes. Peterson asks about how GRPL will be tracking engagement with the local businesses. Zychowski says GRPL will be tracking it through a QR code located within the spaces.

i. GRPL + GREIU Contract Negotiations

Drew states that GRPL had a session on August 21 and the next 3 sessions are scheduled for September 2, 4, and 9. She adds that GRPL remains committed to getting the contract resolved. The Board thanks Drew for her ongoing work. Anderson asks if the other city departments have completed the ratification of their contracts. McNaughton answers that he believes so.

b. Financial Report

Adcock states that he anticipates having the final FY25 numbers next month and should have a full report each month now going forward.

c. Foundation Update

Poortenga comments that GRPLF approved \$52,000 in grants for GRPL programs including AAPI, Black History, the Van Belkum Mural Reveal Party, and One Book One City.

6. OLD BUSINESS

a. Van Belkum Branch Mural Presentation

McNaughton introduces Van Belkum Branch Manager, Erin Keener. Keener presents on the Mural Project. She thanks the Board and Lions and Rabbits for providing input and for the work done so far. She says that GRPL is hosting a mural Paint by Numbers event for the community on September 13.

Keener introduces the mural artist, Dustin Hunt. Hunt presents the draft of the mural. Boston asks if the mural will be wrapped or painted on the wall. Keener answers that it will be painted. She explains that maintenance is contracted through Lions and Rabbits for 3 years and she is working on a longevity plan.

7. NEW BUSINESS

a. Salary Ordinance Amendment

McNaughton states that the current scope of work has exceeded what the Communications Assistant position was created for so GRPL is proposing changing the classifications of the Communications Assistant positions to Graphic Designer and Digital Communications Specialist. Anderson asks if these will replace the Communications Assistant positions. McNaughton and Drew answer yes.

MOTION: By Commissioner Woolsey, supported by Commissioner Dilley, that the Board of Library Commissioners of the City of Grand Rapids approve the proposed salary ordinance amendment, effective August 26, 2025.

Peterson asks if the current staff in these roles will see the changes immediately due to the listed effective date. McNaughton answers yes. Anderson asks what wage step they will be at. Drew answers they would stay at their current step. Boston and Woolsey ask to confirm that these positions replace the Communications Assistant classification. McNaughton answers yes.

ACTION: AYES 6 – 0

Motion passed.

8. INFORMATION ITEMS

a. Year End Reports

Woolsey comments on the Security Report and asks if Community Services Manager, John Bosma is still comfortable with the classifications and framework chosen. Bosma answers yes. Anderson states that this continues to be something the Board needs to pay attention to. McNaughton adds that it's important that the Board is fully informed. Boston states that she appreciates the security team. Peterson states that he appreciates all of the new community partners GRPL has been able to bring in.

Anderson comments on the HR Report and asks if the FY25 turnover rate is considered low. Drew answers yes.

McNaughton thanks Library Analyst, Rebecca Near for creating the FY25 Snapshot. Peterson asks what is driving the increase in programs. McNaughton and Biggins answer. Woolsey said it's good to see that GRPL's checkouts are back to pre-COVID numbers and adds that the digital checkouts have now surpassed physical.

b. Media Index

No comments.

c. Staffing Report

No comments.

d. Statistical Reports for July 2025

No comments.

9. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION

No comments.

10. AGENDA ITEMS FOR REGULAR BOARD MEETING: SEPTEMBER 30, 2025

Anderson asks the Board to please let her and McNaughton know if they would like anything added to the agenda.

11. PUBLIC COMMENTS

No comments.

12. ADJOURNMENT

MOTION: By Commissioner Peterson that the Board of Library Commissioners of the City of Grand Rapids adjourn the meeting.

Meeting adjourned at 5:58 pm.



Strategic Framework Project Updates

August 2025

LOOKING OUTWARD

Understanding Our Community

- GRPL staff attended the following outreach events where library resources and events were shared, library card sign-ups were offered, and the Library was promoted with giveaways:
 - Hispanic Festival
 - National Nights Out sponsored by West Grand Neighborhood Association and Ottawa Hills Neighborhood Association
 - Comprehensive Therapy Center's End of Summer Celebration
 - Fulton Street Market
 - Fiesta del Pueblo
 - Back to School Open Houses at Burton Elementary, Coit Creative Arts Academy, Brookside Elementary, Mulick Park Elementary, and the Early Learning Center
 - Family Fiesta at Roberto Clemente Park
 - In the Image SHOES giveaway
 - Quiet Read GR with the Grand Rapids Art Museum
 - Great Start Collaborative's Community Baby Shower
 - Great Start Collaborative's Storywalk Ribbon Cutting
 - Baxter Community KickBack
 - Roosevelt Park Farmers Market
- The Mobile Library concluded its third year of regular summer routes. Over 10 weeks, community members who engaged with the Mobile Library were able to sign up for a library card, check out books and movies, access free WiFi and printing services, and participate in the Summer Reading Challenge.
- A patron stopped by the Grand Rapids History Center looking for information on who built their home as well as specific details about the home's construction. While this information can be extremely rare to find for an older home, there happened to be an article in the Grand Rapids Herald that listed the names of the builders, architect, electricians, and plumbers, as well as certain building materials used. It's rare to find so much detail about a home, and the patron was very excited and grateful for the help.

- On August 12, GRPL hosted an Open Mic Night event, facilitated by local poet Mike Sikkema. There was an incredible roster of poets that came to speak, from all ages and all walks of life. The program ran for an hour and a half instead of the planned hour, just to make sure everyone could get a chance to speak. 92 people attended, and the feedback forms reflect how excited patrons were about the event:

- "Excellent event that brought the GR poetry scene into the public eye! I will definitely come to any events like this in the future."*
- "I got chills, it was great!"*
- "I loved it. You should do more of these. Wonderful diversity among race/age/topics. Keep up the good work."*
- "Thank you for offering this beautiful, inclusive, meaningful event BRAVO!"*



CREATING INSPIRING SPACES & EXPERIENCES

- A patron came into the Main Library to look at gardening books and asked about seed libraries. She said going to the library made her feel so much more connected than looking online.
- A family was collecting their Summer Reading Challenge prizes in the Youth Services Department at the Main Library when the mom shared that her 6 year old had started the summer reading level 1, and by the end of summer, she had advanced to reading chapter books. She also shared that her child was asked to bring in three things that represent her during her first week of school, and for one of her three things, she brought in her library card.
- All GRPL locations had water bottle filling stations installed earlier in the summer. On August 19, a regular patron was very emphatic in expressing to staff how grateful he is that GRPL has these installed now and explained that it fills a great need that patrons have had for a long time.

BEING VISIBLE & VALUABLE TO THE COMMUNITY

- GRPL developed materials for a "Digital Outreach Kit" in partnership with staff. The materials are designed for staff use and are available digitally or for print-on-demand distribution to partners, organizations, and more. These pieces were both written and translated by staff who identified the need for a library handout with general information.
- GRPL deployed "Lapsed Patron" & "Rising Adult" eNewsletters. This initiative focuses on launching two targeted eNewsletters: the "Lapsed Patron" and the "Rising Adult" newsletters. The "Lapsed Patron" newsletter aims to re-engage inactive library members, while the "Rising Adult"

newsletter is designed to connect with young adults transitioning to more independent library use. Both newsletters will highlight relevant services, programs, and updates to re-engage and inform these specific audience segments.

VALUES

Access

We are flexible, transparent, and trusted. We provide equal access to information, programs, and services.

- A patron that was visiting the Main Library mentioned that they've been in a Spanish reading group for 35 years. They told staff that they're very impressed with how many books they've been able to find in English and in Spanish at GRPL.
- A patron was overheard telling her children as they looked through the new picture books in the Youth Services Department that, *"these days, there are lots more picture books that appeal to many kinds of people. It used to be less diverse, and the library is doing such a good job with characters from different backgrounds."*

Excellence

We put people first. We provide exceptional experiences and hold ourselves to the highest standards. We are empathetic and responsive.

- Catherine's Health Center recently added a new mobile health van as part of their Healthcare for the Homeless program. The van (nicknamed "Dr. Van-Go") travels all over Grand Rapids, and that now includes GRPL's Main Library on the second and fourth Thursday of each month. The blue and purple van will typically be parked on Library Plaza, and Catherine's Health Center is planning to have a staff member tabling inside of the Main Library at the same time to help make patrons aware of the service.
 - A professor from Tokyo visited the Grand Rapids History Center several times over a couple of weeks, doing research on housing, industry, and populations here. She and her colleagues are developing strategies to keep young professionals and industry in their mid-sized cities. They are looking at similar cities in the United States to get ideas, including Grand Rapids. After her visit, she emailed and said *"I sincerely appreciate all the support you and your colleagues extended to me during my visit... I learned a great deal from the experience, and it reminded me how impressive history centers in the United States are. In Japan, we have often overlooked the importance of carefully preserving and making accessible the historical record, and my time at the Grand Rapids History Center gave me new insights into how vital such institutions are for both scholarship and the community."*
-

Financial Summary through August 2025

Operating Fund 2710

Revenues

- In August, the library's operating fund received their portion of county penal fines (line 10) for the fiscal year. This amount came in approximately 23k above budget projections. No other notable activity occurred in the last month for revenues. We expect to see property tax revenues on the September report.

Expenditures

- Compensation is tracking within 1% of budget projections for the fiscal year. All operating expenditures are tracking within their expected levels through two months of FY26.

Capital Fund 2711

Revenues

- No revenue activity occurred in August for this fund.

Expenditures

- No spending activity has yet to occur for FY26 in this fund.

Grand Rapids Public Library
Revenue and Expense Statement
Operating Fund
Month Ended August 2025

	BOARD APPROVED BUDGET FY 2026	Actual FY 2026 through 2 months	Expenditure % of Budget	For Month Ended August FY25 16.7% of Year	FY 2024 Actual Final
Description					
1 Real property tax	13,279,656	-		-	12,095,203
2 Taxes-Assessments Canceled	(18,500)	-		-	(26,786)
3 Personal property taxes	936,326	-		-	881,088
4 Personal property tax loss Reimbursement	90,102	-		-	223,436
5 Industrial/commercial facilities	14,209	-		-	14,769
6 Payment in lieu of taxes (PILOT)	77,270	-		-	70,956
7 Interest/Penalties on delinquent taxes	29,500	181		6,081	38,789
8 Tax Capture Rebates	190,000	-		10,283	168,195
Total Tax Revenues	14,598,563	181		16,364	13,465,649
9 Interest on investments	391,065	494		-	424,140
10 Penal Fines	290,000	313,657		313,502	285,965
11 State Aid to Libraries	120,000			102,857	201,716
12 Misc service fees, contributions, room rent, parking	60,000	8,039		13,189	94,060
13 Library book fines	35,000	7,107		14,203	20,938
Total Other Revenues	896,065	329,297		443,752	1,026,819
Total Revenues	15,494,628	329,478	2.1%	460,116	14,492,468
14 Retiree Health Care	117,254	18,259	15.6%	18,923	107,316
15 Full Time Employees	4,614,434	740,964	16.1%	844,803	4,339,422
16 Part Time Employees	2,292,756	384,392	16.8%	375,247	2,044,534
17 Shift Differential	45,000	431	1.0%	102	49,341
18 Over Time @ 1.5	35,000	10,572	30.2%	8,850	65,932
19 Acting Assignment	1,000	-	0.0%	-	-
20 Unemployment Comp	6,500	998	15.4%	1,087	5,800
21 Employers Social Security	528,622	84,643	16.0%	92,366	480,007
22 Hospitalization Insurance	872,976	130,999	15.0%	134,865	698,123
23 Retirement Fund Contribution	993,545	164,148	16.5%	60,263	943,019
24 Vacancy & Turnover Lapse	(50,000)	-	-	-	-
Total Compensation	9,457,087	1,535,406	16.2%	1,536,506	8,733,495
25 Supplies	160,000	22,974	14.4%	31,028	162,378
26 Postage	15,000	3,868	25.8%	3,278	11,543
27 Contractual Services	522,232	32,721	6.3%	42,335	263,795
28 Contractual Services - Training	55,690	39,650	71.2%	3,000	109,050
29 Professional Development	15,000	494	3.3%	3,317	21,193
30 Conferences and Travel	45,000	10,650	23.7%	2,906	51,464
31 Local Business Expense	15,000	2,298	15.3%	2,573	17,538
32 Bank Fees	2,000	645	32.3%	68	2,080
33 Memberships	35,000	6,126	17.5%	5,966	30,442
34 Community Promotion	150,000	10,817	7.2%	9,248	130,547
35 Printing and Publishing	110,000	4,912	4.5%	5,195	126,711
36 Advertising	62,000	11,341	18.3%	5,474	59,379
37 Liability Insurance	122,526	20,462	16.7%	19,243	108,453
38 Property Insurance	65,237	65,237	100.0%	63,781	53,272
39 Electricity	320,000	52,903	16.5%	41,790	301,467
40 Water	37,500	8,136	21.7%	10,138	33,860
41 Natural Gas	115,000	4,749	4.1%	5,184	108,197
42 Telephone	25,000	1,383	5.5%	6,860	23,881
43 Internet Services	120,000	12,655	10.5%	6,561	87,577
44 Software	37,500	1,091	2.9%	-	86,479
45 Software Maintenance Fees	242,504	18,753	7.7%	18,129	125,667
46 Maintenance Repair	490,000	60,104	12.3%	80,784	530,741
47 Equipment Rentals or Lease	50,000	8,878	17.8%	7,996	59,040
48 Mileage reimbursement	10,000	2,923	29.2%	486	9,742
49 Tuition reimbursement	10,000	-	0.0%	-	2,499
50 Refuse Collection	20,000	910	4.6%	852	11,520
51 Asset Management Allocation	750,000	-	0.0%	150,000	-
52 Books/Other Materials	1,730,000	228,916	13.2%	281,534	1,503,470
53 Furniture	123,000	27,288	22.2%	8,160	58,253
54 Equipment	30,000	4,897	16.3%	-	83,042
55 Computer Equipment	90,000	-	0.0%	30,209	58,145
56 Vehicles	-	-	0.0%	-	40,752
57 Operating Transfers Out (City Mgmt fee)	446,708	74,600	16.7%	85,400	432,276
Total Operating Expenditures	6,021,897	740,381	12.3%	931,495	4,704,452
TOTAL EXPENDITURES	15,478,984	2,275,787	14.7%	2,468,001	13,437,946
TOTAL REVENUE	15,494,628	329,478	2.1%	460,116	14,492,468
SURPLUS (DEFICIT)	15,644	(1,946,309)		(2,007,885)	1,054,521

Grand Rapids Public Library

Revenue and Expense Statement

Capital Fund

Month Ended August 2025

	Description	BOARD APPROVED BUDGET FY 2026	Actual FY 2026 through 2 months	Expenditure % of Budget	For Month Ended August FY25 16.7% of Year	FY 2024 Actual Final
1	Operating Fund Transfer In	750,000	-		150,000	-
2	Interest on Investments	39,345	-		-	206,289
	Total Revenues	789,345	-		150,000	206,289
3	Building Additions/Improvements	313,100	-		3,901	925,544
	Total Asset Management Expenditures	313,100	-	0.0%	3,901	925,544
	TOTAL EXPENDITURES	313,100	-	0.0%	3,901	925,544
	TOTAL REVENUE	789,345	-	0.0%	150,000	206,289
	Fund 2711 SURPLUS (DEFICIT)	476,245	-		146,100	(719,255)

Total Revenues	15,494,628	329,478	2.1%	460,116
Total Expenditures	15,478,984	2,275,787	14.7%	2,468,001
Fund 2710 SURPLUS (DEFICIT)	15,644	(1,946,309)		(2,007,885)

TOTAL BOTH FUNDS:

Total Revenues	16,283,973	329,478	2.0%	610,116
Total Expenditures	15,792,084	2,275,787	14.4%	2,471,901
SURPLUS (DEFICIT)	491,889	(1,946,309)		(1,861,785)

Financial Summary Year End FY25

Operating Fund 2710

Revenues

- For FY25, the library received approximately 104% of budgeted property tax revenues (lines 1-8). Overall, the library received actual property tax, and other revenues (lines 9-13) of approximately 108% of total budgeted FY25 revenue. This was primarily due rebates, and reimbursements coming in higher than expected budget levels.

Expenditures

- Compensation expenditures (lines 14-24) finished the year within one percent of budgeted amount.
- The library Operating Fund's actual spending level was approximately 99% of budgeted expenditures for FY25.

Overall, the library Operating Fund closed FY25 with a surplus of approximately \$1.32 million that will go back into the library's operating fund balance.

Capital Fund 2711

Revenues

- For FY25, the library Capital Fund received approximately 101% of budgeted revenues.

Expenditures

- All FY25 asset management projects were completed and paid for by the end of the fiscal year. The most notable project and majority of spending was for water bottle filling stations across the system. The actual spending level was approximately 84% of budgeted expenditures for FY25 asset management projects.

Overall, the library Capital Fund closed FY25 with a surplus of approximately 99k that will go back into the library's capital fund balance.

Grand Rapids Public Library
Revenue and Expense Statement
Operating Fund
Year End 2025

	BOARD APPROVED BUDGET FY 2025	Actual FY 2025 through Year End	Expenditure % of Budget	For Year End FY24 100% of Year	FY 2023 Actual Final
Description					
1 Real property tax	12,881,888	12,890,887		12,095,203	11,122,698
2 Taxes-Assessments Canceled	(18,500)	(14,401)		(26,786)	(25,760)
3 Personal property taxes	889,899	927,055		881,088	869,161
4 Personal property tax loss Reimbursement	106,353	245,564		223,436	228,947
5 Industrial/commercial facilities	14,843	14,069		14,769	13,487
6 Payment in lieu of taxes (PILOT)	65,661	78,684		70,956	65,689
7 Interest/Penalties on delinquent taxes	29,500	39,818		38,789	32,462
8 Tax Capture Rebates	130,000	430,703		168,195	201,627
Total Tax Revenues	14,099,644	14,612,378		13,465,649	12,508,311
9 Interest on investments	294,843	860,222		424,140	118,444
10 Penal Fines	290,000	313,502		285,965	285,803
11 State Aid to Libraries	120,000	209,533		201,716	100,150
12 Misc service fees, contributions, room rent, parking	60,000	59,313		94,060	69,013
13 Library book fines	35,000	47,012		20,938	31,360
Total Other Revenues	799,843	1,489,582		1,026,819	604,770
Total Revenues	14,899,487	16,101,961	108.1%	14,492,468	13,113,081
14 Retiree Health Care	114,950	109,703	95.4%	107,316	116,123
15 Full Time Employees	4,484,446	4,511,334	100.6%	4,339,422	4,109,914
16 Part Time Employees	2,305,881	2,230,504	96.7%	2,044,534	1,787,819
17 Shift Differential	45,000	57,500	127.8%	49,341	45,068
18 Over Time @ 1.5	35,000	73,620	210.3%	65,932	43,851
19 Acting Assignment	1,000	-	0.0%	-	-
20 Unemployment Comp	6,500	6,294	96.8%	5,800	5,404
21 Employers Social Security	519,857	512,006	98.5%	480,007	440,711
22 Hospitalization Insurance	806,200	839,478	104.1%	698,123	662,308
23 Retirement Fund Contribution	1,018,435	990,419	97.2%	943,019	871,839
24 Vacancy & Turnover Lapse	(50,000)	-	-	-	-
Total Compensation	9,287,269	9,330,858	100.5%	8,733,495	8,083,036
25 Supplies	130,000	201,921	155.3%	162,378	107,933
26 Postage	9,000	19,954	221.7%	11,543	7,369
27 Contractual Services	544,600	653,640	120.0%	263,795	523,397
28 Contractual Services - Training	45,250	16,410	36.3%	109,050	40,857
29 Professional Development	55,000	10,777	19.6%	21,193	61,891
30 Conferences and Travel	40,000	37,667	94.2%	51,464	34,288
31 Local Business Expense	10,000	27,410	274.1%	17,538	12,092
32 Bank Fees	2,000	2,190	109.5%	2,080	2,275
33 Memberships	35,000	26,901	76.9%	30,442	27,154
34 Community Promotion	200,000	113,498	56.7%	130,547	80,841
35 Printing and Publishing	111,200	81,015	72.9%	126,711	49,702
36 Advertising	62,000	59,717	96.3%	59,379	47,640
37 Liability Insurance	115,458	115,458	100.0%	108,453	92,950
38 Property Insurance	60,105	63,781	106.1%	53,272	49,496
39 Electricity	336,750	320,770	95.3%	301,467	305,095
40 Water	35,300	37,879	107.3%	33,860	23,232
41 Natural Gas	112,450	116,226	103.4%	108,197	119,574
42 Telephone	40,000	17,762	44.4%	23,881	20,489
43 Internet Services	130,250	87,599	67.3%	87,577	818
44 Software	4,500	30	0.7%	86,479	24,042
45 Software Maintenance Fees	324,618	231,027	71.2%	125,667	28,451
46 Maintenance Repair	444,500	574,060	129.1%	530,741	416,392
47 Equipment Rentals or Lease	48,634	54,529	112.1%	59,040	62,801
48 Mileage reimbursement	10,000	8,478	84.8%	9,742	8,459
49 Tuition reimbursement	10,000	1,250	12.5%	2,499	3,500
50 Refuse Collection	17,000	9,964	58.6%	11,520	24,472
51 Asset Management Allocation	150,000	150,000	0.0%	-	1,500,000
52 Books/Other Materials	1,730,000	1,691,291	97.8%	1,503,470	1,571,513
53 Furniture	35,000	29,671	84.8%	58,253	150,722
54 Equipment	52,600	23,861	45.4%	83,042	100,169
55 Computer Equipment	144,000	149,898	104.1%	58,145	50,781
56 Vehicles	-	-	0.0%	40,752	-
57 Operating Transfers Out (City Mgmt fee)	510,734	512,400	100.3%	432,276	355,824
Total Operating Expenditures	5,555,949	5,447,034	98.0%	4,704,452	5,904,216
TOTAL EXPENDITURES	14,843,218	14,777,892	99.6%	13,437,946	13,987,252
TOTAL REVENUE	14,899,487	16,101,961	108.1%	14,492,468	13,113,081
SURPLUS (DEFICIT)	56,269	1,324,069		1,054,521	(874,171)

Grand Rapids Public Library

Revenue and Expense Statement

Capital Fund

Year End 2025

	Description	BOARD APPROVED BUDGET FY 2025	Actual FY 2025 through Year End	Expenditure % of Budget	For Year End FY24 100% of Year	FY 2023 Actual Final
1	Operating Fund Transfer In	150,000	150,000		-	1,500,000
2	Interest on Investments	60,659	63,428		206,289	90,475
	Total Revenues	210,659	213,428		206,289	1,590,475
3	Building Additions/Improvements	136,000	113,921		925,544	1,664,881
	Total Asset Management Expenditures	136,000	113,921	83.8%	925,544	1,664,881
	TOTAL EXPENDITURES	136,000	113,921	83.8%	925,544	1,664,881
	TOTAL REVENUE	210,659	213,428	101.3%	206,289	1,590,475
	Fund 2711 SURPLUS (DEFICIT)	74,659	99,507		(719,255)	(74,406)

Total Revenues	14,899,487	16,101,961	108.1%	14,492,468
Total Expenditures	14,843,218	14,777,892	99.6%	13,437,946
Fund 2710 SURPLUS (DEFICIT)	56,269	1,324,069		1,054,521

TOTAL BOTH FUNDS:

Total Revenues	15,110,146	16,315,389	108.0%	14,698,757
Total Expenditures	14,979,218	14,891,813	99.4%	14,363,490
SURPLUS (DEFICIT)	130,928	1,423,576		335,267



Memorandum

Date: September 30, 2025
To: Board of Library Commissioners
From: John McNaughton, Library Executive Director
Re: FY26 Budget Amendment - Patron Printing

grpl.org

Main Library
 111 Library St NE
 Grand Rapids, MI 49503
 616.988.5400

Madison Square Branch
 1201 Madison Ave SE
 Grand Rapids, MI 49507
 616.988.5411

Ottawa Hills Branch
 1150 Giddings Ave SE
 Grand Rapids, MI 49506
 616.988.5412

Seymour Branch
 2350 Eastern Ave SE
 Grand Rapids, MI 49507
 616.988.5413

Van Belkum Branch
 1563 Plainfield Ave NE
 Grand Rapids, MI 49505
 616.988.5410

West Leonard Branch
 1017 Leonard St NW
 Grand Rapids, MI 49504
 616.988.5416

West Side Branch
 713 Bridge St NW
 Grand Rapids, MI 49504
 616.988.5414

Yankee Clipper Branch
 2025 Leonard St NE
 Grand Rapids, MI 49505
 616.988.5415

Over the past few months, the library has been reassessing the current model for patron printing. During this time, staff met with several vendors to familiarize themselves with the solutions available in the current marketplace. The main goals of this project are to have a mechanism in place to restrict the number of free prints while minimizing staff intervention.

After conducting interviews with seven different vendors, the library has selected Today's Business Solutions (TBS) to partner with for our new patron printing model. The most significant factors that set them apart from other options was their experience in the public library sector, ability to customize hardware and software to the library's evolving needs, and being a one vendor solution for all hardware and software needs.

In the current year, this will require up front implementation costs. Once all hardware costs are paid off, the library's annual budget impact will be approximately 20k for licensing and maintenance fees. The FY26 budget impact and coding is as follows:

<u>Sources/Appropriations</u>	<u>Codes</u>	<u>Amount (From)/To</u>
Library Operating Fund	2710-790-6200-Fund Balance	(\$70,000)
Contractual Services	2710-790-6200-8010	\$70,000

Thank you for your consideration in this request.

Proposed resolution:

RESOLVED that the Board of Library Commissioners of the City of Grand Rapids approve the above FY26 budget amendment, effective September 30, 2025.

Grand Rapids Public Library July – August 2025 Media Index

Media Mentions by Topic

Programs	2	Digital Media	0
General	3	Television	0
GR History Center	6	Radio	0
Staff/Board	0	Print publications	0
GRPL Foundation	0		
Outreach	0	Total number of mentions:	11

Key Articles and Interviews

- [Thousands of books, movies discounted at GRPL book sale - WZZM 13](#)
- [The 30 things everyone in **Grand Rapids** should try out at least once, according to Tripadvisor - MSN](#)
- [The **City of Grand Rapids** celebrates 175 years - WOODTV.com](#)
- [Kingmaker: How the 'Home Front' toppled Frank McKay - Yahoo](#)
- [Grand Rapids museum, library team up for citywide shark hunt - WOODTV.com](#)
- [Homeless service center OK'd for Leonard Street corridor after months of controversy](#)
- [Matthew's House Ministry gets final approval for new location - FOX 17](#)
- [Morning Buzz: August 18, 2025 - FOX 17](#)
- [Waffle House in **Grand Rapids**? AI Got It Wrong](#)
- [The Meijer Members-Only Store That No One Remembers - NewsBreak](#)
- [What's open & closed in GR Labor Day Weekend - **Grand Rapids** Magazine](#)

Social Media Comments

Staff - Videos

- Oh my god this is awesome 😄 (That is so right about never having the perfect afternoon for reading if you have kids) (Adult Services - How to Read Reel)
- Currently resting a running injury and reading my little heart out (Adult Services - How to Read Reel)
- Steeeve the Librarian! Love the Mike Tyson roll. Great advice (Adult Services - How to Read Reel)

- We need a whole Steve video series, this slaps (Adult Services - How to Read Reel)

General

- Hello I was wondering if your libraries will be getting all schools supplies this year
- What a fab extension of library programming! Thank you! (Civic Engagement Event)
- Is there a minimum age group requirement? My daughter is a freshman. (Civic Engagement Event)
- How often do yall do this?! (Open Mic Night)
- Completed **@grandrapidspubliclibrary** 2025 Summer Reading Challenge! It also came with a glass straw. Also in the running for a yeti cooler! Love my library! (Summer Reading Challenge)
- Yay! This is awesome. This will be our 5th year going we started in pre-k. Its such a great program and if you need volunteers please let me know! (Social Justice Begins with ME)
- Thank you for having this challenge! I use my glass almost every day! (Summer Reading Challenge)
- Am I able to bring my child who is 17m to the Social Justine begins with me event/group? (Social Justice Begins with ME)
- Is this open to all? (Cozy Mystery Book Club)
- Dustin is so talented! What a get! 🙌❤️ (Van Belkum Mural Party)

STAFFING REPORT



August 2025 - September 2025

NEW						STAFF		
HIRES		EFFECTIVE	POSITION		LOCATION	ANNIVERSARIES	POSITION	TIME
Macy Lydigsen		8/4/2025	Library Assistant II		South Region	Kevin Sage	Library Assistant II	25 years
Elexus Berry		9/2/2025	Library Page		South Region	Tonya Deans	Office Assistant II	22 years
						Amy Alber	Library Assistant II	19 years
PROMOTIONS						Thomas Terrell, Jr.	Facilities Assistant	17 years
Rachel Britton		9/4/2025	Facilities Assistant		Main Library	Julie Tabberer	Librarian III	15 years
						Hannah Snow	Library Communications Assistant	12 years
DEPARTURES						Nic Coppernoll	Librarian III	11 years
Cody Coppernoll		8/13/2025	Library Page		North Region	JR Martin	Library Page	11 years
Kameron Kempker		8/19/2025	Library Custodian		Main Library	Meghan Elwell	Librarian III	8 years
Meghan Martinez		8/20/2025	Library Assistant II		South Region	Patrick Quist	Library Custodian	7 years
Alexis Asaro		8/23/2025	Library Page		Main Library	Monica Willits	Librarian I	6 years
Wyatt Lardie		8/30/2025	Library Page		Main Library	Laura Bishop	Library Assistant II	4 years
						Hannah Marshall	Library Assistant II	4 years
OPEN						Ed McIntyre	Library Page	4 years
POSITIONS						Raven Phalen-Price	Library Assistant II	4 yeras
Librarian IV (1)		Library Assistant II (2)		Library Page (3)		Jason Palmer	Library Page	3 years
Library Help Desk Technician (1)		Librarian I (1)		Library Custodian (2)		Britt Boza	Library Page	2 years
						Lara Mues	Library Page	2 years
TOTAL			MONTHLY			BreAsha Palmer	Library Page	2 years
TURNOVER			TURNOVER*			Jason Kotarski	Librarian III	1 year
FY26*			August 2, 2025 - September 5, 2025			Wyatt Lardie	Library Page	1 year
All staff	4.35%	7 people	All staff	3.11%	5 people	Anna Rennick	Library Assistant II	1 year
Part-time staff	3.73%	6 people	Part-time staff	3.11%	5 people	Jen Vander Heide	Deputy Director	1 year
Full-time staff	0.62%	1 person	Full-time staff	0.00%	0 people			

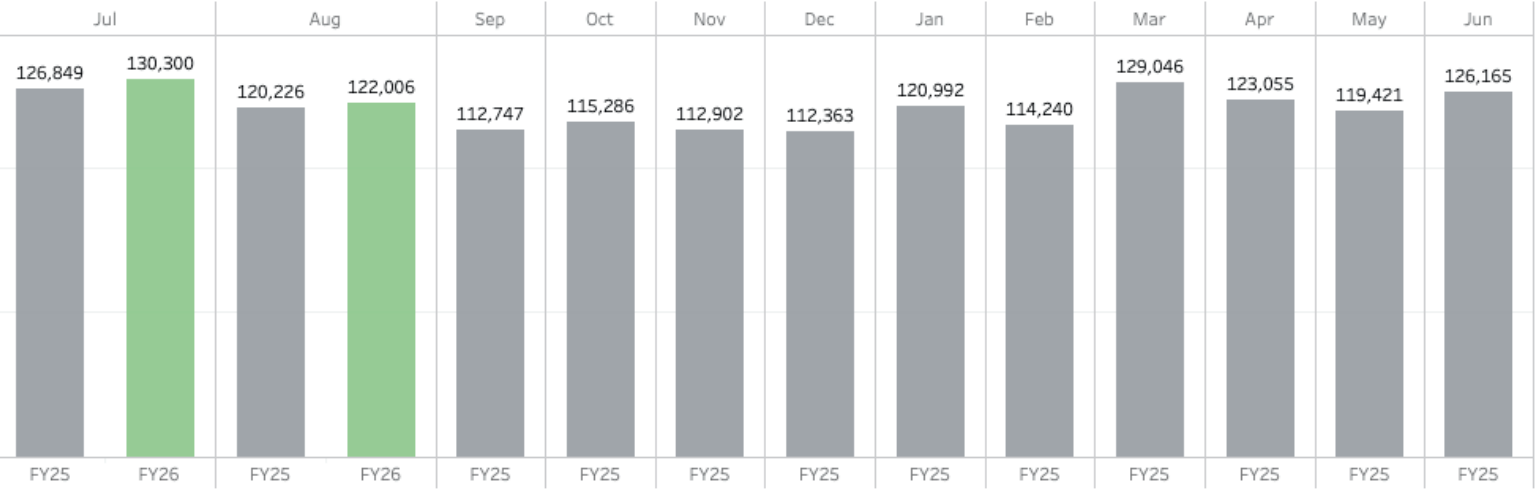
*Does not include retirements

9/5/2025

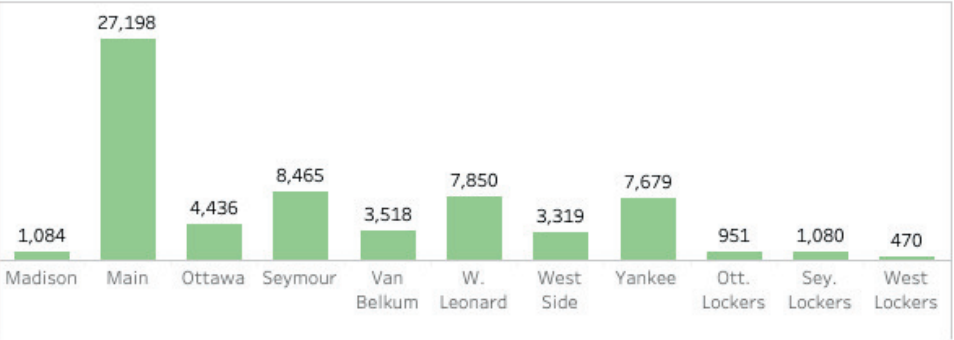
August 2025

STATISTICAL REPORT

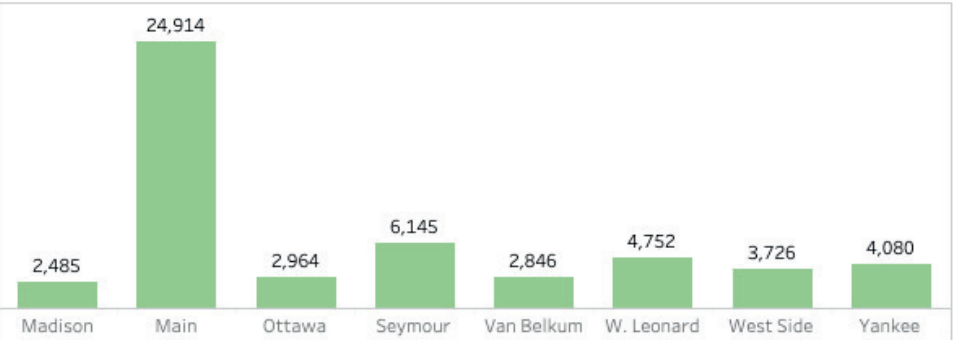
Items Borrowed by Fiscal Year and Month (includes both physical and digital items)



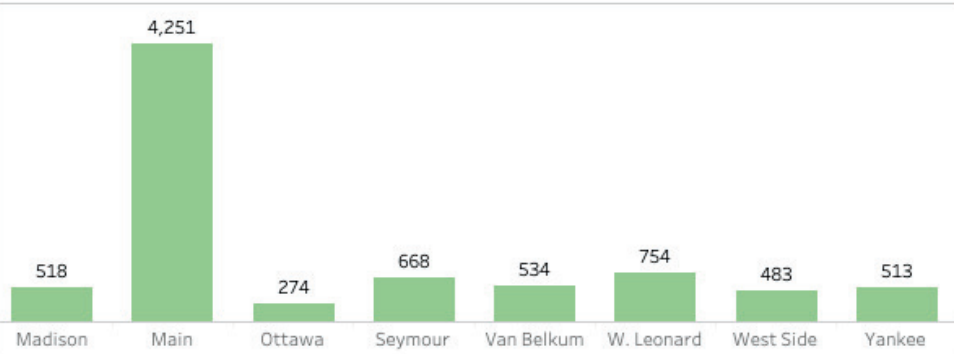
Physical Items Borrowed by Branch



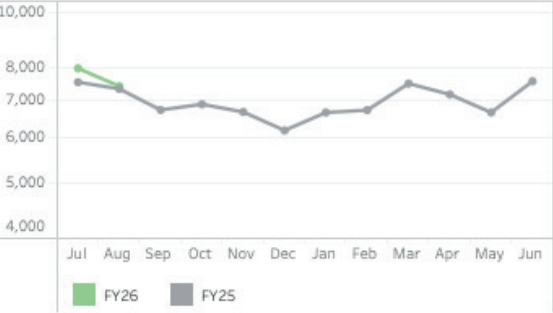
Library Visits by Branch



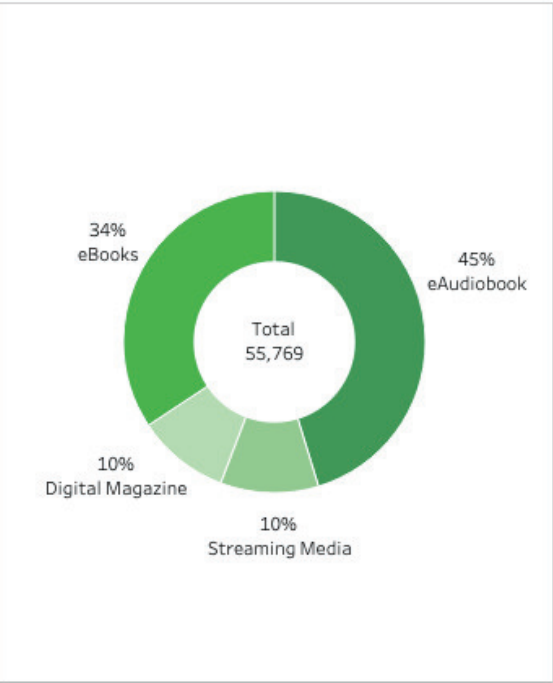
Public Computer Use by Branch



Unique Borrowers by Month
Indicates patrons checking out physical materials



Digital Usage by Format



51,912

Library Visits

2026 FYTD: 100,519 ↑10%
2025 FYTD: 91,513

878

New Cardholders

2026 FYTD: 1,880 ↓8%
2025 FYTD: 2,048

122,006

Total Items Borrowed

2026 FYTD: 252,306 ↑2%
2025 FYTD: 247,075

66,237

Physical Items Borrowed

2026 FYTD: 140,052 ↑1%
2025 FYTD: 138,951

55,769

Digital Items Borrowed

2026 FYTD: 112,254 ↑4%
2025 FYTD: 108,124

24 Library Programs

577 program attendance

20 Outreach Events

2,672 outreach attendance

0 Classes

8 School Visits / Tours

5 1-on-1 Tech Help

9 Business Consultations

23,907

Database Page Views

161

Email Reference
Questions Answered

7,995

Public Computer Sessions

Social Media

5,110 interactions
42,308 followers
456,974 impressions

12,484

Digital Archival Items
Viewed

15,118

Physical Holds Fulfilled

55

WiFi Hotspot Checkouts

Community Connections

A selection of organizations that GRPL staff connected with this month:

- Alger Heights Neighborhood Assoc.
- AYA Youth Collective
- Family Futures
- Goodwill Pathfinders
- Grace’s Table
- Grand Rapids Art Museum
- Great Start Collaborative
- Huron Potawatomi Head Start
- Kent County Veteran Services
- Mich. Dept. of Health and Human Services
- Ottawa Hills Neighborhood Assoc.
- Pine Rest StreetReach
- Trinity Health
- Safe Haven
- West Leonard Business Assoc.

Popular Titles this Month

