AGENDA

Board of Library Commissioners of the City of Grand Rapids

December 16, 2025 – 5:15 pm 111 Library Street NE – Board Room

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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

October 21, 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,

Kevin Peterson, Lauren Woolsey

Board Members Absent: Kathryn Dilley (with notice), Bryan Holt (with notice)

Administration Present: Robert Adcock, Natalie Drew, Lindsay Laplow,

John McNaughton, Jen Vander Heide;

Patrick Beatty

Staff Present: Matt Black, Megan Biggins, Ashley Bovin,

Amy Cochran, Nic Coppernoll, Erin Hart,

Jen Heatley, JR Martin, Willow Tyler, Aubrey Wagg,

Monica Willits

Public Present: Jay Vissers, The Rapidian

2. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON SEPTEMBER 30, 2025

MOTION: By Commissioner Woolsey, supported by Commissioner Boston, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular Board meeting of September 30, 2025.

No comments.

ACTION: AYES 3 - NAYS 0 - ABSTAIN 2

Motion passed.

3. BOARD COMMENTS

Woolsey comments that she visited Cellar Bird Books in September and saw all the GRPL-themed items there for Library Card Sign up Month.

Boston attended the Van Belkum Mural Party in August and had a great time. She adds that she received a piece of feedback that parents would like to see more step stools in bathrooms across all branches as well the soap and paper towel dispensers at a reachable height.

Peterson acknowledges that it is Friends of the Library Appreciation Week and thanks all of GRPL's Friends. He also states that he attended the Book Sale in October.

Bryant states that she attended the Volunteer Appreciation event last week with Library Commissioner Dilley.

4. COMMITTEE REPORTS

a. Legislative

No comments.

b. Policy

Anderson states that they are still waiting to hear from the City Attorney's office about the edited policy before bringing it for approval to the Board.

c. Board Retreat

No comments.

5. STAFF & FOUNDATION REPORTS

a. Library Director's Report

McNaughton comments that GRPL is very busy with Strategic Plan work and states that Board involvement will be coming up soon. He also thanks all of the volunteers that attended the Volunteer Celebration last week. He concludes that he is grateful that the GRPL + GREIU contracts will be ratified this evening.

Boston states that she was blown away by the reported attendance of the embroidery event and suggests GRPL host more of these programs.

b. Financial Report

Adcock states that property tax revenue came in in September and adds that GRPL is starting the FY27 budgeting season.

Boston asks about line 9 being lower than last year. Adcock answers that it gets credited differently each year and comes in sporadically so he is not concerned about it. Boston also asks if State Aid is still received in March. Adcock states that GRPL receives State Aid twice a year. Boston also asks about line 28 being at 81% already in the fiscal year. Adocock answers that GRPL still has plenty of the budget left to cover the rest of the fiscal year.

c. Foundation Update

No comments.

6. OLD BUSINESS

None.

7. NEW BUSINESS

a. Summer Reading Program Evaluation

McNaughton introduces Youth Services Manager, Amy Cochran and Adult Services Manager, Nic Coppernoll. Cochran and Coppernoll present on the 2025 Summer Reading Challenge.

Woolsey comments that the statistics look great compared to last year. She adds that she appreciates that they heard feedback from last year and acted on it for this year.

Boston asks how people can sign up for Books by Mail. Coppernoll answers that there are forms that patrons complete. Peterson asks if there are groups in the same communities that participate. Coppernoll answers that many are from the same communities.

Woolsey suggests having a graphic for finishers to post on social media when they complete the challenge for further promotion.

b. GRPL and GREIU Bargaining Agreements

i. Rank and File

MOTION: By Commissioner Peterson, supported by Commissioner Boston, that the Board of Library Commissioners of the City of Grand Rapids approve the collective bargaining agreement with the GREIU for the Rank & File Unit classifications through June 30, 2028.

No comments.

ACTION: AYES 4 - NAYS 0 - ABSTAIN 1

Motion passed.

ii. Supervisory

MOTION: By Commissioner Bryant, supported by Commissioner Boston, that the Board of Library Commissioners of the City of Grand Rapids approve the collective bargaining agreement with the GREIU for the Supervisory Unit classifications through June 30, 2028.

No comments.

ACTION: AYES 4 - NAYS 0 - ABSTAIN 1

Motion passed.

c. Management and Confidential Fringe Benefits

MOTION: By Commissioner Boston, supported by Commissioner Bryant, that the Board of Library Commissioners of the City of Grand Rapids approve the changes to the Fringe Benefits Handbook for the Management & Confidential classifications through June 30, 2028.

No comments.

ACTION: AYES 4 - NAYS 0 - ABSTAIN 1

Motion passed.

8. INFORMATION ITEMS

a. Media Index

No comments.

b. Staffing Report

Anderson comments that there are 2 staff celebrating their 38 year anniversaries.

c. Statistical Reports for September 2025

Boston asks if the physical items borrowed by branch are based from where the material is checked out. Vander Heide answers yes. Peterson asks if this includes MeLCat. Vander Heide answers yes.

Woolsey comments that Ottawa Hills Branch is the smallest branch but their numbers are quite high. She asks if that is due to population density within the area. Vander Heide answers that the patrons that frequent this branch are heavy traditional library service users, such as physical material and holds.

Peterson asks if GRPL is seeing more patrons utilizing their new library cards after the card campaign last month. Vander Heide answers that she does not have the numbers right now and will get back to him.

9. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION

No comments.

10. AGENDA ITEMS FOR REGULAR BOARD MEETING: NOVEMBER 18, 2025

Nominating Committee Appointment

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

11. PUBLIC COMMENTS

Matt Black, staff member, comments on the Summer Reading Challenge.

Aubrey Wagg, staff member, comments that most of Pages are thrilled that the Rank & File contract has been approved and thanks everyone who made it happen.

Ashley Bovin, staff member, comments that she is relieved to hear that the contracts have been approved and expresses gratitude to everyone involved, as well as the Pages, in their efforts. She adds that the Library is hosting a Media Literacy Event on Saturday and invites all to attend.

12. ADJOURNMENT

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

Meeting adjourned at 5:48 pm.



Strategic Framework Project Updates

October and November 2025

LOOKING OUTWARD

Understanding Our Community

- In September, October, and November, 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:
 - Eastown Street Fair
 - Samaritas Meet Your Neighbor
 - Veterans Stand Down
 - Fall Harvest Celebration at Eastern Lofts Apartments
 - Creative Mornings
 - o Family engagement events at Leonard & Henry Head Starts
 - Wealthy Street Block Party
 - Family engagement event at Avenida Brillante
 - Fall Family Fun Night at Sherwood Park Academy
 - ArtPrize storytimes
 - Uptown First Friday
 - LOOP afterschool visits to Dickinson Elementary & Westwood Middle School
 - Trunk or Treats with the Urban League/King Park Neighbors, Healthy Homes Coalition, Roosevelt Park Neighborhood Association and West Grand Neighborhood Organization
 - STEAM Night at Wellspring Prep Academy
 - A Coat Drive sponsored by the Hispanic Center
 - City of Grand Rapids' Commission Night Out
 - Family Night Carnival at Campus Elementary
 - City of Grand Rapids Santa Parade & Tree Lighting
- As part of GRPL's continuing partnership with Grand Rapids Red Project, a repurposed newspaper box has been placed on the grass at the northeast exterior of the Main Library, at the corner of Library Plaza and Fountain St. The box contains naloxone (Narcan) rescue kits that are available to the public for free. The Red Project is working closely with the Kent County Health Department and is regularly maintaining and re-stocking the box. The Red Project and Kent County are placing 100 of these boxes across the community. They identified general locations based on research

determining where the most overdoses occur and where people are at higher risk for overdose.

- A patron had been struggling for several months to find housing assistance. They came to the library and spoke to the Resource Navigator and were subsequently referred to a local organization, which quickly resulted in housing for the patron. The patron said that the library was their "last hope".
- The Resource Navigator spent several hours with a patron in a mental health crisis. After talking
 extensively and working together to reach out to local organizations, the patron was able to
 access needed services the same-day.
- A patron disclosed suicidal ideation to staff and the Resource Navigator was contacted. The Resource Navigator talked with the patron for some time and connected them to emergency services and a community organization.
- A patron disclosed suicidal ideation while also displaying unsafe and disruptive behavior towards other patrons. Multiple staff members engaged with the patron to prevent further interactions with other patrons while helping to connect them with mental health services. Ultimately the patron exited library property before mental health professionals could arrive, so staff called 911 for assistance. Emergency personnel responded quickly and immediately worked to locate the patron.

CREATING INSPIRING SPACES & EXPERIENCES

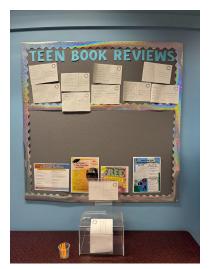
- To better support wayfinding at the Main Library, a directory with restrooms and key areas has been installed throughout the building.
- At the end of the month, all monument signage across the system will have been updated.





• GRPL began implementing the LibCal platform for both our notary appointments and Small Business Resource Center (SBRC) consultations in mid-October. Spearheaded by Director of Collections, Ann Neff-Rohs, and Platform Administrator, Tim Gloege, the rollout has been very smooth and has already resulted in improved service for both our consultation offerings and our notary services. As of November 3, there have already been more SBRC consultations scheduled for the month of November than the previous year, and our notary scheduling has already saved staff a significant amount of effort and time.

- Restrooms can be difficult to monitor from a safety and security perspective due to visibility and the reality that roving only monitors a restroom at a specific point-in-time. Smart sensors were installed in the Main Library's Lower Level restrooms that detect vape, smoke, THC, abrupt spikes in sound (signaling possible vandalism), as well as sustained spikes in sound (signaling possible aggression). Signage is posted in the restroom and when one of the aforementioned events takes place, a pre-recorded announcement plays in English and Spanish that indicates what has been detected and that security has been notified. The sensors have been helpful several times already and additional functionality is being added in the coming weeks that will alert personnel when there is an extended stay in the restroom, which can be helpful for a variety of reasons, including medical events and overdoses. After this new functionality is added and tested, more sensors will be installed in other Main restrooms and specific branch locations.
- Identifying banned patrons can sometimes be challenging and that can be compounded if there
 is difficulty locating the incident report and banning letter. Community Support & Safety
 Specialist, Neni Andrade, worked with GRPL's IS Department to implement a solution that allows
 staff to search through incident reports by incident location, which can speed up the process,
 especially for staff at GRPL's branch locations.



• A new addition was made to the teen area at the Main Library: a space for teens to share book recommendations with each other. Teens can fill out a slip of paper and staff will put them on a bulletin board. There have already been multiple teens contributing! It can be hard to see how our teens are using our collections, since they are often hesitant to talk to library staff about the books they're reading or ask for help finding something. This provides a way for teens to get ideas for books to read and to share their enthusiasm for reading with other teens.

- The Ottawa Hills Branch Halloween-themed Seek and Find was a huge hit with younger patrons. It
 was wonderful to see their excitement, offer them clever hints, and watch them proudly show off
 their Halloween stickers and tattoos. It is especially fun seeing them learn about different parts of
 the library, such as the Dewey Decimal signs, the book drop, and various book sections.
- During the Ottawa Hills Branch's final Tales for Tails event, a volunteer shared how she has been
 coming to this library since childhood and expressed her deep appreciation for the space. It's
 heartwarming to see patrons with such long-standing relationships with the library also become
 involved through volunteering and partnerships.

TRANSFORMING OUR CULTURE

- GRPL's annual Fall Staff Day, a time for all staff from GRPL to gather together to learn and connect, was held on November 19, 2025. Staff that attended all day went to two sessions:
 Bridges Out of Poverty training presented by Anne de Irala, CNP and Zoe Lyons, CNP and GRPL Strategic Vision workshop hosted by GRPL Executive team members and consultants Kait Torres-Smith and Jenna Weiler from Method & Craft. Comments from staff regarding their favorite part of the day included:
 - "I really enjoyed the Strategic Vision session. I really appreciated how much thought was put into it. You could tell that this is something that has been thought through with a lot of intention."
 - "Collaborating with peers throughout the day."
 - "The Bridges Out of Poverty training was very informative and I really appreciated the discussions with co-workers."
 - "Always great to see everyone!"
- Youth Outreach Librarian, Erin Antes, had the opportunity to attend the Association for Bookmobile & Outreach Services Annual Conference in St. Louis, MO. She was able to connect with folks around the country and learn how others are approaching outreach and community engagement.
- A 5th-grade teacher was seeking interactive ways to teach her class about Día de los Muertos and was thrilled to discover the Ottawa Hills Branch Día de los Muertos kits and Loteria game. It's great that the library continues to be a dependable resource for teachers looking to enhance their classroom activities.

BEING VISIBLE & VALUABLE TO THE COMMUNITY

- The Urban Core Collective visited the Main Library to learn more about the library, from funding to book bans. 15 city residents of all ages attended an information session hosted by Director of Collections, Ann Neff-Rohs, and Grand Rapids History Center Manager, Julie Tabberer, followed by a library tour. The Urban Core Collective is a group that helps residents get involved in civic activities and focuses on building democracy muscles around the city.
- GRPL hosted the Media Literacy Roundtable at the Main Library in October. This panel discussion
 was led by Library Assistant II, Ashley Bovin. Panelists discussed media literacy topics, including
 access to free, open, and authoritative sources; diversity in media representation; and the need
 for understanding information sources and funding. Panel members included journalists and
 educators with expertise in media literacy. Comments following the event were highly positive
 and panelists hope the library can continue raising awareness of media literacy.

VALUES

Inclusion

We model respect and embrace difference. We are a welcoming place for all.

- A regular patron at the Ottawa Hills Branch who often brings us beautiful flowers from his garden noticed other patrons admiring them. He decided to create a contact card so he could share his flowers with more people in the neighborhood.
- The West Leonard Branch will begin hosting a play and learn group in partnership with The Comprehensive Therapy Center to provide an opportunity for families of children with disabilities to connect and play in our space. The Comprehensive Therapy Center will drop in for several weeks with toys and special activities to share with their clients and community members, potentially exposing new families to our space.
- St. Cecilia Music Center in October. This
 Native American dance group
 demonstrated and explained several
 traditional Native American dances,
 including traditional and fancy styles. Over
 200 people of all ages attended the
 program. Along with dance performances,
 Reg and his family spoke eloquently about
 the need for all people to respect each
 other, the land, and future and past
 generations. Comments following the event
 described it as "beautiful" and "perfect".



At Ottawa Hills Branch's Halloween Storytime and Dinovember Storytime events, there were 37
patrons that attended each. There was much joy shared among all the reading, dancing, and
singing. It's fantastic to see our patrons enjoying these events and forging new friendships in
their neighborhood.

Access

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

 GRPL is committed to addressing the early literacy needs of the community. Recently one of the GRPL early literacy programs, 1000 Books Before Kindergarten, was updated to increase access to the program. It is now available in English and Spanish, patrons can sign up both in the library and during outreach, and it is no longer tied to having a library card which was a barrier for signups pre-update. Patrons will also now receive an age appropriate book to keep at signup.

Collaboration

We seek partnerships and build strong teams. We co-create with our community.

Due to recent funding changes on a national, state, and county level, many local organizations
who serve young children and their caregivers have had to make changes to their services
provided. Two organizations whose playgroups regularly meet at GRPL locations needed to
decrease the amount of playgroups offered but will continue to meet at GRPL.

Learning

We embrace life-long learning. We support literacy, curiosity, and cultural enrichment. We uphold everyone's right to privacy, to seek information, and to voice diverse points of view.

- At the October 8 Encore! program, two Grand Rapids authors were the guest speakers. They discussed their book, The Power of Friendship, in which they share their lives from girlhood, at age 6, to today as octogenarians. The book is a part of our Books By the stacks reading club, so members were able to check out the books to read prior to the meeting. The audience really resonated with the authors' antidotes of funny stories, period nostalgia and heart-wrenching moments with which they could relate. The room was filled and Encore! members were very pleased to hear them speak. One member said,
 - "Thank you, for arranging great speakers and interesting topics!" and "...great agenda for the next few months!"
- On October 18 and November 15, GRPL hosted Introduction to Speed Puzzling. Community
 Support & Safety Specialist, Neni Andrade, created and led this program following the success of
 its first instance in January. Over 30 community members were in attendance at each event.
 Participants were grouped into teams of three or four and, after Neni shared an overview of speed
 puzzling, they worked together to build their puzzles as quickly as possible. Survey feedback
 included:
 - "Extremely well run event with friendly staff. :)"
 - "Thank you! I love that the library has interesting and unique activities and events."

Financial Summary through October 2025

Operating Fund 2710

Revenues

• In the previous year, the library received their annual Personal Property Tax Loss reimbursement (line 4) in October. With the transition to Oracle this year, some revenue items are having a delay in their processing for different funds. We expect to be credited with all revenue items over the course of the full fiscal year. It may occur later than in past years because of the transition. This is also the reason for interest revenue (line 9) tracking different from the previous year.

Expenditures

- Compensation continues to track within 1% of budget projections for the fiscal year. For the upcoming fiscal year, it is likely we will request an increase to the overtime budget based on recent spending trends.
- For Contractual Services Training (line 28), approximately 40k in spending is associated with one request for Life Labs training for the executive staff. The full cost has been paid for the year which is the reason this line is tracking above 80% through four months. It is not expected to impact the budget over the course of the full fiscal year.
- Advertising (line 36) spending has been higher in FY26 through four months due to an
 increased investment to promote library card sign up month in September. It is not
 expected to impact the budget over the course of the full fiscal year.
- Maintenance Repair (line 46) are the annual costs associated with keeping all GRPL facilities in quality operating condition. In recent years, these costs have seen significant increases, and that trend has continued this year with the spending level tracking at approximately 41% through four months. As a result, it is likely that we will request an increase to the FY27 budget for this line item.

Capital Fund 2711

Revenues

No revenue activity occurred in October for this fund.

Expenditures

 A first installment payment towards a boiler replacement at the Main location occurred in October. This represents the vast majority of spending activity for FY26 through four months.

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

BOARD APPROVED BUDGET FY 2026 through Expenditure FY25 33% of Year	FY 2024 Actual Final 12,095,203 (26,786) 881,088 223,436 14,769 70,956 38,789 168,195 13,465,649 424,140 285,965 201,716 94,060 20,938 1,026,819
Real property tax 13,279,656 13,446,478 12,891,513 Taxes-Assessments Canceled (18,500) - (1,942) Personal property tax 936,326 972,850 927,055 Personal property tax 90,102 - 90,292 Industrial/commercial facilities 14,209 14,700 14,069 Payment in lieu of taxes (PILOT) 77,270 14,761 4,606 Interest/Penalties on delinquent taxes 29,500 16,315 10,426 Tax Capture Rebates 14,598,563 14,474,455 13,946,302 Interest on investments 391,065 494 75,029 Penal Fines 290,000 313,657 313,502 State Aid to Libraries 120,000 - 102,857 Misc service fees, contributions, room rent, parking 60,000 32,605 29,653 Library book fines 70d 70d	Actual Final 12,095,203 (26,786) 881,088 223,436 14,769 70,956 38,789 168,195 13,465,649 424,140 285,965 201,716 94,060 20,938 1,026,819
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Real property tax	12,095,203 (26,786) 881,088 223,436 14,769 70,956 38,789 168,195 13,465,649 424,140 285,965 201,716 94,060 20,938 1,026,819
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Total Other Revenues 896,065 357,893 537,810	1,026,819
Total Revenues 15,494,628 14,832,349 95.7% 14,484,111	
14 Retiree Health Care 117,254 36,797 31.4% 35,860 15 Full Time Employees 4,614,434 1,491,474 32.3% 1,521,347	107,316 4,339,422
16 Part Time Employees 2,292,756 784,070 34.2% 713,196	2,044,534
17 Shift Differential 45,000 12,741 28.3% 11,478	49,341
18 Over Time @ 1.5 35,000 24,514 70.0% 18,870	65,932
19 Acting Assignment 1,000 - 0.0% -	-
20 Unemployment Comp 6,500 2,432 37.4% 2,029	5,800
21 Employers Social Security 528,622 172,198 32.6% 169,426	480,007
22 Hospitalization Insurance 872,976 230,361 26.4% 279,556	698,123
23 Retirement Fund Contribution 993,545 329,450 33.2% 324,036	943,019
24 Vacancy & Turnover Lapse (50,000) - - Total Compensation 9,457,087 3,084,038 32.6% 3,075,798	8,733,495
25 Supplies 160,000 61,772 38.6% 75,300	162,378
26 Postage	11,543
27 Contractual Services 522,232 257,911 49.4% 92,066	263,795
28 Contractual Services - Training 55,690 45,300 81.3% 3,000	109,050
29 Professional Development 15,000 6,393 42.6% 4,248	21,193
30 Conferences and Travel 45,000 14,153 31.5% 13,301	51,464
31 Local Business Expense 15,000 6,333 42.6% 6,509	17,538
32 Bank Fees 2,000 1,100 55.0% 725 33 Memberships 35,000 8,936 25.5% 7,788	2,080 30,442
33 Memberships 35,000 6,350 23.5% 7,768 34 Community Promotion 150,000 22,505 15.0% 24,678	130,547
35 Printing and Publishing 110,000 22,061 20.1% 13,080	126,711
36 Advertising 62,000 40,442 65.2% 13,611	59,379
37 Liability Insurance 122,526 40,842 33.3% 38,486	108,453
38 Property Insurance 65,237 65,237 100.0% 63,781	53,272
39 Electricity 320,000 122,664 38.3% 101,324	301,467
40 Water 37,500 11,792 31.4% 15,726	33,860
41 Natural Gas 115,000 13,983 12.2% 14,585	108,197
42 Telephone 25,000 3,536 14.1% 8,846	23,881
43 Internet Services 120,000 25,779 21.5% 13,011 44 Software 37,500 7,193 19.2% -	87,577
44 Software 37,500 7,193 19.2% - 45 Software Maintenance Fees 242,504 25,455 10.5% 24,751	86,479 125,667
45 Software Maintenance Pees 242,304 25,405 10.376 24,701 46 Maintenance Repair 490,000 200,096 40.8% 142,809	530,741
47 Equipment Rentals or Lease 50,000 18,569 37.1% 15,425	59,040
48 Mileage reimbursement 10,000 5,514 55.1% 2,169	9,742
49 Tuition reimbursement 10,000 - 0.0% -	2,499
50 Refuse Collection 20,000 3,858 19.3% 3,105	11,520
51 Asset Management Allocation 750,000 - 0.0% 150,000	
52 Books/Other Materials 1,730,000 478,638 27.7% 595,435	1,503,470
53 Furniture 123,000 63,944 52.0% 12,421	58,253
54 Equipment 30,000 5,895 19.7% - 55 Computer Equipment 90,000 - 0.0% 56,660	83,042 58 145
55 Computer Equipment 90,000 - 0.0% 56,660 56 Vehicles 0.0% -	58,145 40,752
57 Operating Transfers Out (City Mgmt fee) 446,708 148,903 33.3% 170,800	432,276
Total Operating Expenditures 6,021,897 1,736,820 28.8% 1,690,229	4,704,452
TOTAL EXPENDITURES 15,478,984 4,820,857 31.1% 4,766,027	13,437,946
TOTAL REVENUE 15,494,628 14,832,349 95.7% 14,484,111	14,492,468
SURPLUS (DEFICIT) 15,644 10,011,491 9,718,084	1,054,521

Grand Rapids Public Library Revenue and Expense Statement

Revenue and Expense Statement Capital Fund Month Ended October 2025

		BOARD	Actual FY		For Month	
		APPROVED	2026		Ended October	
		BUDGET FY	through	Expenditure	FY25 33% of	FY 2024
	Description	2026	4 months	% of Budget	Year	Actual Final
1	Operating Fund Transfer In	750,000	_		150,000	-
	Interest on Investments	39,345	-		-	206,289
	Total Revenues	789,345	-		150,000	206,289
3	Building Additions/Improvements	313,100	57,789		3,901	925,544
	Total Asset Management Expenditures	313,100	57,789	18.5%	3,901	925,544
	TOTAL EXPENDITURES	313,100	57,789	18.5%	3,901	925,544
	TOTAL REVENUE	789,345	-	0.0%	150,000	206,289
	Fund 2711 SURPLUS (DEFICIT)	476,245	(57,789)		146,100	(719,255)
			44.000.040		44.404.444	
	Total Revenues	15,494,628	14,832,349	95.7%		
	Total Expenditures	15,478,984	4,820,857	31.1%		
	Fund 2710 SURPLUS (DEFICIT)	15,644	10,011,491		9,718,084	
	TOTAL BOTH FUNDS:					
	Total Revenues	16,283,973	14,832,349	91.1%		
	Total Expenditures	15,792,084	4,878,646	30.9%		
	SURPLUS (DEFICIT)	491,889	9,953,702		9,864,183	

GRAND RAPIDS PUBLIC LIBRARY FUND BALANCE REPORT FISCAL YEARS 2021-2025

Recommended Target for Operating Fund15% of Operating Expenses	UNRESTRICTED OPERATING FUND 2710	DESIGNATED FOR ASSET MANAGEMENT PLAN FUND 2711	TRUST FUND BALANCES FUND 2712	DESIGNATED FOR COMPENSATED ABSENCES FUND 2710
Fund Balance 6/30/2021 42.0%	\$ 4,818,837	\$ 1,406,563	\$ 450,962	\$ 632,728
Surplus (Deficit) FY 2022	(24,757)	14,375	6,837	(50,960)
Fund Balance 6/30/2022 39.9%	\$ 4,794,080	\$ 1,420,938	\$ 457,799	\$ 581,768
Surplus (Deficit) FY 2023	(874,171)	(74,406)	5,125	96,508
Fund Balance 6/30/2023 28.0%	\$ 3,919,909	\$ 1,346,532	\$ 462,924	\$ 678,276
Surplus (Deficit) FY 2024	1,054,521	(719,255)	13,207	21,498
Fund Balance 6/30/2024 37.0%	\$ 4,974,430	\$ 627,277	\$ 476,131	\$ 699,774
Surplus (Deficit) FY 2025	1,324,069	99,507	26,839	446,831
Fund Balance 6/30/2025 42.6%	\$ 6,298,499	\$ 726,784	\$ 502,970	\$ 1,146,605

Financial Summary December 2025

FY25 Adjustments

In recent weeks, it has come to the library's attention that there may potentially be adjustments pending for final FY25 numbers in Oracle. If any adjustments apply for the library, an updated year-end financial statement will be included in the first board packet subsequent to any adjustments.

Compensated Absences Accrual

The final column of the Fund Balance report reflects the library's vacation liability accrual. In the past year, the City was required to adopt a new accounting pronouncement that alters how sick time is incorporated into the calculation.

In prior years, the sick pay calculation was based off City policy and when the employer would pay out should the employee leave. The new accounting pronouncement requires the City to look at what is actually being used or could potentially be used while the employee is still employed; as well as what could be paid out should the employee leave. The estimate under the new standard looks at prior years' usage of sick time versus what each employee earned. Across the City employees use approximately 60% of the sick time they earn in any given fiscal year. Therefore, liability estimates across all City departments increased based on this new calculation.



Date: December 16, 2025

To: Board of Library Commissioners

From: John McNaughton, Library Executive Director

Re: Update to Policy 40-1 | Asset Management

The proposed updates to Policy 40-1 | Asset Management provides clarity to patrons and GRPL staff regarding the management of library assets.

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

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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

Proposed resolution:

RESOLVED that the Board of Library Commissioners of the City of Grand Rapids approve the proposed updates to Policy 40-1 | Asset Management.

Board of Library Commissioners **Policy Manual**

Policy 40-1 | Asset Management

The following shall govern the management of library assets:

1. Land & Buildings

The acquisition, development, or sale of real estate shall be governed by the Real Estate Transactions Policy approved by the Board of Library Commissioners (the "Board" herein).

2. Furniture & Equipment (delegated to the Library Executive Director and governed by the Purchasing Policy approved by the Board)

It is the policy of the Grand Rapids Public Library to dispose of library furniture and equipment that are no longer functional or useful in a manner that serves the best interests of the Library and to the extent possible, the best interests of the community.

When the Facilities Manager determines that an item of furniture or equipment, other than computer or electronic equipment, is no longer functional or of use to the Library it will be removed from inventory and disposed of in one of the following ways:

- A. Items of no value or marginal value will be donated to a non-profit/charitable organization or discarded.
- B. Items of value will be sold via auction or public sale with proceeds deposited in the General Fund of the Library. If items of value do not sell through auction or public sale, they may be discarded in the best interest of the Library. Trade-in allowances on any item of equipment being replaced or upgraded may be accepted.

When the Information Systems Manager determines that computer or electronic equipment is no longer functional or of use to the Library, it may be donated directly to another non-profit/charitable organization, sold via auction or public sale, or disposed of through a technology recycling company.

3. Collections (delegated to the Library Executive Director and governed by the Collection Development Policies approved by the Board)

The divestiture or removal of any major collection will require Board approval.

Gifts and deaccessioned items that have not been added to the collections or are considered to be discarded and in sellable condition will be provided to the Friends of the Library. In the rare occurrence of the sale of special items/materials, these will be sold through the most appropriate public forum for the items or materials.

4. Art & Decorative Furniture

To the extent possible, the terms of the original gift(s) will be honored as per the Board's directive within the City Charter. Some items may be deemed to be an integral part of the historic collections in addition to serving as decorative objects that enhance the architecture and ambiance of the buildings. Items lacking clear provenance and that have been considered to be a part of the Grand Rapids Public Library's permanent collections are considered to be grandfathered. Funds have been expended on these items to insure that they have been carefully moved, cleaned, and in some instances, rebound or reupholstered. In the rare occurrence of the sale of objects of art, these items would need to be handled in a public manner and through the most appropriate public auction house or forum as may be warranted by the object(s).

5. Leases & Loans

Space may be approved for leasing by the Board to non-profit organizations or City departments that are consistent with the mission of the Grand Rapids Public Library.

Objects of art or collections may be loaned for a limited period of time to museums or public organizations where the items will be available for public viewing. These loans may be made for a period not to exceed six (6) months unless otherwise approved by the Board. All expenses for packing and shipping to and from the institution borrowing the items will be borne by the borrowing institution. Items loaned must be insured by the borrowing institution and a copy of the proof of insurance to cover the item while in transit and while on display at the borrowing institution provided to the Grand Rapids Public Library. Under no circumstance may the borrowing institution transfer or loan the object(s) while the object(s) are on loan.

No leases will be made to an individual or individuals, inclusive of equipment, collections, objects of art, or decorative furniture, and all other assets of the Grand Rapids Public Library.

Cross Reference: Rescinded Policy 10-2

Adopted: November 20, 2012

Amended: May 28, 2013, January 27, 2015, December 17, 2024, December 16, 2025



Date: December 16, 2025

To: Board of Library Commissioners

From: John McNaughton, Library Executive Director

Re: Resolution to Adopt 80%/20% Employer/Employee Health Care Cost

Option as Set Forth in 2011 Public Act 152

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Yankee Clipper Branch 2025 Leonard St NE Grand Rapids, MI 49505 616.988.5415 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011.

The Act contains three options for complying with the requirements of the Act. The three options are as follows:

- Section 3 "Hard Caps" Option limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- Section 4 "80%/20%" Option limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 "Exemption" Option a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual % vote of the governing body.

In compliance with the Act, Grand Rapids Public Library proposes to continue to practice the 80%/20% option for the medical benefit plan 2026 coverage year.

Proposed resolution:

RESOLVED that the Board of Library Commissioners of the City of Grand Rapids elects to adopt the 80%/20% option as its choice of compliance under the 2011 Public Act 152 for the medical benefit plan 2026 coverage year.



Date: December 16, 2025

To: Board of Library Commissioners

From: John McNaughton, Library Executive Director

Re: FY26 Michigan Arts and Culture Council Grant Application

Each year, the Grand Rapids Public Library Foundation (GRPLF) applies for the Michigan Arts and Culture Council (MACC) grant on behalf of Grand Rapids Public Library to support School Years Literature Programming including Summer Reading Challenge and One Book, One City for Kids in the amount of \$20,000.

In order to submit the application again on our behalf, GRPLF needs approval by the Board of Library Commissioners.

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Proposed resolution:

RESOLVED that the Board of Library Commissioners of the City of Grand Rapids approve for the GRPLF to submit the Michigan Arts and Culture Council (MACC) grant application for FY26.



Date: December 16, 2025

To: Board of Library Commissioners

From: John McNaughton, Library Executive Director

Re: Resolution to Approve Board Meeting Schedule for 2026

Please review the following proposed Board meeting schedule for 2026, all to be held in the Board Room at the Main Library (111 Library St NE) at 5:15 pm.

*The June, October, November, and December proposed meeting dates are not the last Tuesday of the month due to conflicts with library conferences and holidays.

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Regular Meetings

January 27, 2026	May 26, 2026	September 29, 2026
February 24, 2026	June 23, 2026*	October 20, 2026*
March 31, 2026	July 28, 2026	December 8, 2026*
April 28, 2026	August 25, 2026	

Special Meeting

April 28, 2026 - 3:30 pm

Proposed resolution:

RESOLVED that the Board of Library Commissioners of the City of Grand Rapids approve the proposed Board meeting schedule for 2026.



Date: December 16, 2025

To: Board of Library Commissioners

From: John McNaughton, Library Executive Director

Re: Resolution to Approve the Library Closing Calendar 2026 - 2028

Please see the reverse of this page for the proposed closing calendar for years 2026 – 2028.

grpl.org

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

Proposed resolution:

RESOLVED that the Board of Library Commissioners of the City of Grand Rapids approve the proposed library closing calendar for years 2026 - 2028.

Grand Rapids Public Library

Closing Calendar

2026 - 2027

2026	Date	Location
New Year's Day	Thu, Jan 1	ALL
Sunday Closure	Sun, Apr 5	ALL
Spring Staff Day	Wed, May 13	ALL
	Sat, May 23	GM, GO, GC, GW
Memorial Day	Sun, May 24	ALL
	Mon, May 25	ALL
Founth of July	Fri, Jul 3	ВО
Fourth of July	Sat, Jul 4	ALL
	Sat, Sep 5	GM, GO, GC, GW
Labor Day	Sun, Sep 6	ALL
	Mon, Sep 7	ALL
Fall Staff Day	Wed, Nov 18	ALL
Thankasivins	Wed, Nov 25	All locations close at 6:00 pm
Thanksgiving	Thu, Nov 26	ALL
Christmas Eve	Thu, Dec 24	ALL
Christmas Day	Fri, Dec 25	ALL
Christmas Day	Sat, Dec 26	GS, GN, GY
Sunday Closure	Sun, Dec 27	ALL
New Year's Eve	Thu, Dec 31	All locations close at 6:00 pm

во	Business Office
GC	Van Belkum
GM	Madison Square
GN	West Leonard
GO	Ottawa Hills
GS	Seymour
GW	West Side
GY	Yankee Clipper

2027	Date	Location
New Year's Day	Fri, Jan 1	ALL
New Year's Day	Sat, Jan 2	GS, GN, GY
Sunday Closure	Sun, Mar 28	ALL
Spring Staff Day	Wed, May 19	ALL
	Sat, May 29	GM, GO, GC, GW
Memorial Day	Sun, May 30	ALL
	Mon, May 31	ALL
Fourth of July	Sat, Jul 3	ALL
roul til of July	Mon, Jul 5	ВО
	Sat, Sep 4	GM, GO, GC, GW
Labor Day	Sun, Sep 5	ALL
	Mon, Sep 6	ALL
Fall Staff Day	Wed, Nov 17	ALL
Thanksgiving	Wed, Nov 24	All locations close at 6:00 pm
TildlikSgivilig	Thu, Nov 25	ALL
Christmas Eve	Thu, Dec 23	GS, GN, GY
Cillistillas Eve	Fri, Dec 24	ALL
Christmas Day	Sat, Dec 25	ALL
Cili istilias Day	Mon, Dec 27	ВО
Sunday Closure	Sun, Dec 26	ALL
New Year's Eve	Fri, Dec 31	All locations close at 6:00 pm

2028	Date	Location
New Year's Day	Fri, Dec 31	ВО
New Year's Day	Sat, Jan 1	ALL
Sunday Closure	Sun, Apr 16	ALL
Spring Staff Day	Wed, May 17	ALL
	Sat, May 27	GM, GO, GC, GW
Memorial Day	Sun, May 28	ALL
	Mon, May 29	ALL
Fourth of July	Tue, Jul 4	ALL
	Sat, Sep 2	GM, GO, GC, GW
Labor Day	Sun, Sep 3	ALL
	Mon, Sep 4	ALL
Fall Staff Day	Wed, Nov 15	ALL
Thanksgiving	Wed, Nov 22	All locations close at 6:00 pm
Thanksgiving	Thu, Nov 23	ALL
	Fri, Dec 22	ВО
Christmas Eve	Sat, Dec 23	ALL
	Sun, Dec 24	ALL
Christmas Day	Mon, Dec 25	ALL
Christmas Day	Tue, Dec 26	GM, GO, GC, GW
Sunday Closure	Sun, Dec 31	ALL

Grand Rapids Public Library October – November 2025 Media Index

Media Mentions by Topic

Programs	3	Digital Media	0
General	9	Television	0
GR History Center	0	Radio	0
Staff/Board	0	Print publications	0
GRPL Foundation	0		
Outreach	2	Total number of mentions:	12

Key Articles and Interviews

- Get books for 50 cents during this two-day Michigan library sale MLive.com
- Grand Rapids Library Hosts Popular Book Sale This Weekend WOOD Radio iHeart
- Libraries in Kent County see delays as book supplier announces closure FOX 17
- Gemini Moon Concert in the Stacks Grand Haven Tribune Events
- Operation Green Light returns to honor Veterans FOX 17
- Kent County residents can pick up free lightbulbs to honor veterans | wzzm13.com
- Why 2,000 free light bulbs will turn Kent County green to support veterans MLive.com
- How you can help 'light the county green' to support veterans WOODTV.com
- Annual Operation Green Light initiative in Kent County to honor veterans
- Revealing Ghostly and Spooky Places in Grand Rapids! NewsBreak
- Grand Rapids ghost hunt tour brings history and hauntings alive Rapid Growth Media
- Morning Buzz: September 30, 2025 FOX 17

Social Media Comments

My Library Stories - Videos

- Yeah, Jax!! Thanks for your strong support of the library! (Jax Library Story)
- "i hold my library card near and dear to my heart" so real and absolutely a mood. i used to volunteer at KDL over the summers and it instilled such a love and respect for our libraries. (Jax Library Story)
- What a fun friendship story. Love the library and all it offers to these superhero moms.
 (Lis and Sarah Library Story)

• Two of the best mamas right here. 👏 (Lis and Sarah Library Story)

General

- Thanks, Kal!!! (Tips for Friends Book Sale)
- Yay Kal!! 65 (Tips for Friends Book Sale)
- Are booked sorted for the book sale, like by genre or by author last name? (Book Sale)
- Looks fabulous! (Van Belkum Mural)
- THIS IS GREAT and SO important!! @cadlibrary can we have it too?! (Media Literacy Roundtable)
- YEAH, ASHLEY!!!! 🙌 (Media Literacy Roundtable)
- A much needed workshop! (Media Literacy Roundtable)
- This event was so much fun! Any chance of getting the answers to the authors, book covers and other questions in the packet? (Trivia Night)
- I would LOVE to get the answers! Great event. Looking forward to the next one. (Trivia Night)
- We utilized GRPL to research our Riverside Gardens home after we bought it in 2014.
 We learned so many things about the families who had lived here before us, including a lot about the family who built the home in the 1920s. The staff were incredibly helpful and kept finding more resources on the shelves for us to check. I tell everyone to look up their old home at the library, it's a treasure trove of information!!
- This was so good it also helped my daughter understand some things gs since they are learning about different Native Americans in school. Absolutely loved it!!!! They need to do more events like this. (Native American Dancers)
- Grateful for this partnership. (Tails & Tales)
- ooooo this is really cool! (Comics Plus)

General Awareness Campaign

- @hiii_itsmare this is the highlight of my morning! @grmuseum look how adorable these two are & (From Databases to Date Night)
- Hi, Micah and Mare! Love this video, @grandrapidspubliclibrary! (From Databases to Date Night)
- Looove my library card & my cute friends!!! (From Databases to Date Night)

Grand Rapids Public Library November – December 2025 Media Index

Media Mentions by Topic

Programs	4	Digital Media	0
General	0	Television	0
GR History Center	1	Radio	0
Staff/Board	0	Print publications	0
GRPL Foundation	0		
Outreach	3	Total number of mentions:	8

Key Articles and Interviews

- How to watch the **Grand Rapids** Santa Parade and tree lighting WOODTV.com
- Grand Rapids Santa Parade and tree lighting kicks off the holiday season this weekend
- Local events to enjoy this weekend FOX 17
- Christmas festivities begin in **Grand Rapids** with tree installation this week MLive.com
- Morning Buzz: November 7, 2025 FOX 17
- Michigan Indigenous shop advocates for support beyond Native American Heritage Month
- Morning Buzz: November 7, 2025 FOX 17
- Michigan Indigenous shop advocates for support beyond Native American Heritage Month
- Hanging with Harry: Revisiting one of Houdini's stops in **Grand Rapids** Yahoo

Social Media Comments

General

- How many people can you accommodate? (Bead and Powwow Event)
- Hi! 😌 We are members. Do any of the locations have kids tablets to check out?

- There's no way to capture everything the Grand Rapids Public Library offers but I
 wanted to say thank you. For standing up for what's right, creating a safe space for all,
 allowing me to check out arms-full of books and being the best library in the state.
 - 🌼 📚 These flowers are for you 🥰 💐
- ****** Chanksgiving Daily Update Notes)
- I'm thankful for the knowledgeable and helpful staff at the Grand Rapids History Center. (Thanksgiving - Daily Update Notes)

Patron Story

• Nice I love the confidence in you keep the nice work up! (Stephanie Sueros)

Announcements

- Dope!!!! (Notary Services)
- Great idea! (Notary Services)
- This is awesome (Notary Services)
- Thank you GRPL! (Notary Services)
- Now this isnoteworthy (Notary Services)

Staff Videos

• I like these armchair mini-lessons! (How to Find Nonfiction Material)

STAFFING REPORT



-	10to	ber 2025 -	Docom	hor 2025

NEW				STAFF		
HIRES	EFFECTIVE	POSITION	LOCATION	ANNIVERSARIES	POSITION	TIME
Valen Vennard	10/8/2025	Library Page	Main Library	Matt Loch	Librarian I	20 years
Harry Coffill	10/13/2025	Library Assistant II	North Region	Andrea Small	Library Page	19 years
Lydia Bell	10/13/2025	Library Page	North Region	Nathan Mabie	Library Assistant II	10 years
Jax Johnson	10/27/2025	Library Page	Main Library	Andrea Cosier	Librarian III	8 years
Duane Young	10/27/2025	Library Custodian	Main Library	Carla Palmer	Library Page Director of Marketing &	6 years
Kirk Morrison	11/24/2025	Librarian I	South Region	Katie Zychowski	Communications	6 years
				Tiha Kabir	Library Assistant II	5 years
DEPARTURES				Megan Biggins	Librarian IV	4 years
Elise Gooding	11/8/2025	Library Assistant II	South Region	Anthony Deans	Library Custodian	4 years
Natalie Drew	11/13/2025	Library Director of Human Resources	Main Library	Erin Hart	Librarian I	4 years
Brian Hall	11/28/2025	Library Assistant II	Main Library	Gabbie Obiden	Library Page	4 years
				Sterling Warners	Library Assistant II	4 years
OPEN				Celeste Diehm	Library Assistant II	2 years
POSITIONS				Courtnei Moyses	Librarian III	2 years
Librarian IV (1)	Library Assist	ant II (2)		Tamara Blair	Library Assistant II	1 year
Library Help Desk Technician (1)	Katherine Searcy	Library Assistant II	1 year			
				Michelle Shakinis	Library Assistant II	1 year

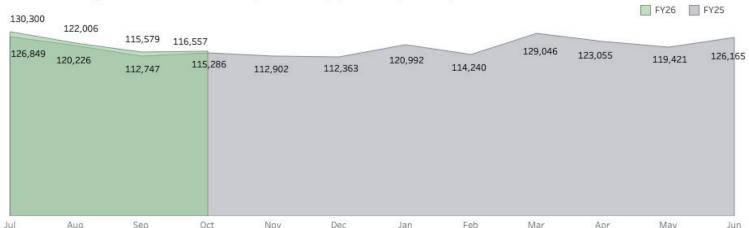
TOTAL			MONTHLY			
TURNOVER			TURNOVER*			
FY26*			October 4, 2025 - December 2, 2025			
All staff	7.45%	12 people	All staff	1.86%	3 people	
Part-time staff	6.21%	10 people	Part-time staff	1.24%	2 people	
Full-time staff	1.24%	2 people	Full-time staff	0.62%	1 person	

*Does not include retirements 12/2/2025

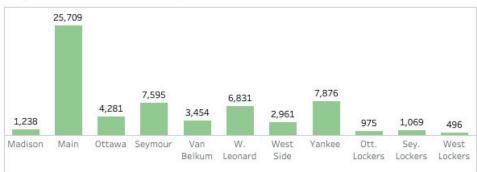
October 2025

STATISTICAL REPORT

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



Physical Items Borrowed by Branch

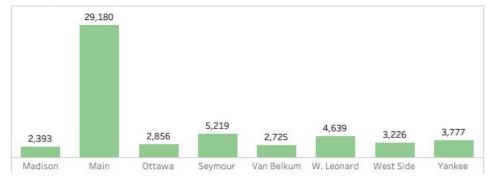


Unique Borrowers by Month



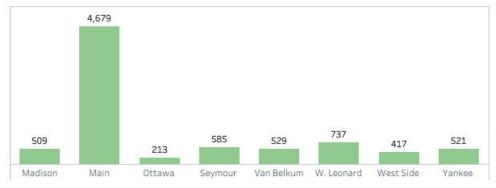


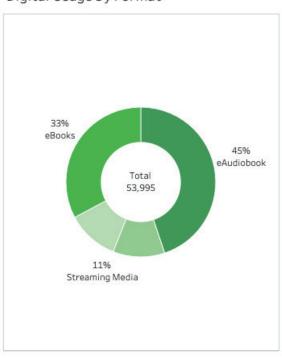
Library Visits by Branch



Digital Usage by Format

Public Computer Use by Branch





97 Library Programs

1,988 program attendance

10 Outreach Events

1,849 outreach attendance

9 Classes **4 School Visits / Tours** 10 1-on-1 Tech Help **7 Business Consultations**

17,140

Database Page Views

54,015

Library Visits

116,557

2026 FYTD: 207,340 ↑14%

Total Items Borrowed

2026 FYTD: 484.442 ↑**2**%

Email Reference Questions Answered

24,935

Digital Archival Items Viewed

14,739

202

796

62,562

53,995

New Cardholders

2026 FYTD: 3,740 **√2%**

Physical Items Borrowed 2026 FYTD: 266.541 ↑**2%**

Digital Items Borrowed

2026 FYTD: 217,901 ↑**2**%

Physical Holds Fulfilled

8,190

65

Public Computer Sessions

WiFi Hotspot Checkouts

Social Media

4,813 interactions 43,398 followers 608,796 impressions

Community Connections

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

- Arbor Circle Street Outreach
- Catherine's Health Center
- Cincinnati Public Library
- Eastown Community Assoc.
- Goodwill

- Grand Rapids Urban League
- GRPS Sherwood Park Global Studies
- Healthy Homes Coalition of W. Mich.
- Matthew's House
- Network180

- Ottawa Hills Neighborhood Assoc.
- Pine Rest StreetReach
- Roosevelt Park Neighborhood Assoc.
- Sandford House
- Trinity Health

Popular Titles this Month

