

**LOCATION:** KDL Meeting Center (814 West River Center NE, Comstock Park, MI 49321)

**DATE:** Thursday, December 20, 2018 at 4:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- \* III. CONSENT AGENDA
  - A. Approval of Agenda
  - B. Approval of Minutes – November 15, 2018
- IV. AWARD CEREMONY – Library Champion Award for Amy Van Andel
- V. LIAISON REPRESENTATIVE COMMENTS
- VI. PUBLIC COMMENTS\*\*
- \* VII. FINANCE REPORTS – November 2018
- VIII. LAKELAND LIBRARY COOPERATIVE REPORT
- IX. DIRECTOR’S REPORT – November 2018
- XI. NEW BUSINESS
  - \* A. 2019 Election of Officers
  - \* B. 2019 Trustee Board Assignments
  - C. KDL Policy Manual – Section 6: Personnel (*first reading*)
  - \* D. Resolution: Health Insurance Funding *Roll-Call Vote*
- XII. LIAISON REPRESENTATIVE COMMENTS
- XIII. PUBLIC COMMENTS\*\*
- XIV. BOARD MEMBER COMMENTS
- XV. MEETING DATES  
***Regular Meeting: Thursday, January 17, 2019 – KDL Meeting Center – 4:30 p.m.***
- \* XVI. CLOSED SESSION – Director’s Performance Evaluation *Roll-Call Vote*
- XVII. DIRECTOR’S ANNUAL PERFORMANCE REVIEW
- \* XVIII. 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.”*

**LOCATION:** KDL Cascade Township Branch (2870 Jacksmith Ave. SE, Grand Rapids, MI 49546)

**DATE:** Thursday, November 15, 2018 at 7:00 p.m.

Board Present: Andrew Erlewein, Sheri Gilreath-Watts, Allie Bush Idema, Charles R. Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

Board Absent: Shirley Bruursema

Staff Present: Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Claire Horlings, Laura Powers, Kurt Stevens, Vanessa Walstra, Lance Werner

Guests Present: Bill Brinkman

I. CALL TO ORDER

Chair Weller called the meeting to order at 7:02 p.m.

II. PLEDGE OF ALLEGIANCE

III. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes – October 25, 2018

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

**Support:** Supported by Mr. Erlewein.

**RESULT:** Motion carried.

IV. PUBLIC HEARING – 2019 Budget

*Roll-Call Vote*

**Motion:** Mr. Noreen moved to recess the Kent District Library Board meeting at 7:06 p.m. to commence the public hearing on the 2019 Budget.

**Support:** Supported by Ms. Oliver.

Ms. Bruursema – Absent	Mr. Erlewein – Yes	Ms. Gilreath-Watts – Yes	Ms. Idema – Yes
Mr. Myers – Yes	Mr. Noreen – Yes	Ms. Oliver – Yes	Ms. Weller – Yes

**RESULT:** Motion carried 7-0.

There were no public comments regarding the 2019 budget.

**Motion:** Ms. Oliver moved to close the public hearing and reconvene the regular Board meeting at 7:07 p.m.

**Support:** Supported by Mr. Erlewein.

- V. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman announced that the PFAS in the water supply are under control in Plainfield Township and down to zero. Plainfield Township recently renamed the Rogue River Campground to Grand River Park, and they took the contamination and building signs down.

VI. PUBLIC COMMENTS- None.

# Draft

## VII. BRANCH MANAGER'S REPORT – Vanessa Walstra

Ms. Walstra gave an update about the recent changes and upcoming events at the Cascade Branch:

- In 2018, the Cascade Branch has been focusing on building community. Staff began this journey by looking at the set-up of public spaces and determining ways to adapt those spaces to encourage the public to see the library as a community space. This led Cascade staff to:
  - Move magazines to the front to raise their visibility and encourage people to sit and read
  - Create more conversational seating spaces by rearranging recently returned books
  - Add more work spaces near windows
  - Re-introduce coffee to the library
  - Expand the KDLville space to allow for more children's activities
- Staff hosted the Cascade Walk Photo Challenge. Patrons submitted photos from locations in the Cascade area; 40 photos were selected to be made into decorative canvasses for the library. The public was then encouraged to vote for their favorites, and the top three received a Kindle Fire.
- Cascade started a new partnership with the Mary Free Bed YMCA, and continue outreach to five area senior living centers, bringing books, activities, and library love to the local seniors.
- Youth staff remain active in the local schools by doing weekly summer story times, bringing monthly KDL Lab activities to the schools, bringing weekly activities to local after-school care programs, and through a new parent-child book club with two local middle schools.
- Staff members look forward to new stand-up checkout stations that will be placed throughout the branch and to piloting a new computer kiosk this year that would allow patrons to check out laptops or Chromebooks to use in convenient spaces in the library.

Ms. Walstra concluded by sharing an impactful story about a young 5<sup>th</sup> grade patron who gave her a button she won at summer camp and note saying she wanted to give it to her favorite person and only friend. Ms. Walstra wanted to emphasize the importance of building relationships with patrons.

The Board asked questions of Ms. Walstra, including her history with KDL and the aspirations she has for the Cascade branch, and Ms. Walstra answered.

## VIII. FINANCE REPORTS – October 2018

The Director of Finance gave a brief overview of the October cash report and revenues and expenditures. Cash appears to be up \$6 million over last year because \$3 million of that sum was transferred between Kent County Pool Fund (KCPF) and Huntington Bank. The KCPF statement runs one month behind, so the \$3 million was technically counted twice in this dashboard but was reported appropriately in the financials. Cash is actually up about \$3 million, which is expected. KDL is 83.3% through the fiscal year. Expenditures are at 73.4% and revenues are at 102.2%.

Ms. Powers pointed out a coding error posting the Personal Property Tax Reimbursement in the October statements. The property tax line item was overstated by approximately \$450,000 and state sources line item was understated by approximately \$450,000. It will be corrected on the November statements.

The largest check this month was to Arrow Roofing at just over \$200k for the KDL Service Center's new roof.

Ms. Powers noted that KDL plans to roll over a smaller figure into the fund balance than last year. Some of the fund balance was spent down by increasing collection materials to benefit taxpayers and patrons. Prior to the end of the year, Collection Development will spend approximately an additional \$650k on collection materials.

**Motion:** Mr. Myers moved to receive and file October 2018 finance reports as presented.

**Support:** Supported by Ms. Oliver.

**RESULT:** Motion carried.

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## IX. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema was absent and could not provide an update, but according to the minutes, the following motion item was approved at the November 11, 2018 Lakeland Library Cooperative Board meeting:

- The Non-Resident Card recommendation was approved as submitted by the ILS council to remove wording in the policy about purchasing cards, so now patrons will have one per each library rather than one card listing all applicable libraries.

## X. DIRECTOR'S REPORT – October 2018

Director Werner highlighted the following items:

- The theme for the branch updates this month was the daily huddle, and the huddle is paying big dividends as a communication tool. Ms. Dorfman worked hard to institute the huddle and Director Werner wanted to recognize her for her efforts.
- The BookMark assessment tool that HR Director Brian Mortimore designed is taking off. Libraries around the country are starting to use it, and even a library in Canada. KDL wants to help ensure that libraries are successful and hiring the right people, and the assessment tool helps to provide unbiased support.

The Board asked questions of staff and staff responded.

## XI. OLD BUSINESS

### A. KDL Policy Manual – Section 4: Patron Behavior (*second reading*)

Ms. Dorfman spoke to the changes that were made. The Board's suggestions from the first reading and a few other changes that Youth Staff suggested were highlighted in the packet in yellow.

**Motion: Ms. Idema moved to approve the Section 4 Policy Manual changes as presented.**

**Support: Supported by Ms. Gilreath-Watts.**

**RESULT: Motion carried.**

## XII. NEW BUSINESS

### A. 2018 Strategic Plan Update

Ms. Boisvenue-Fox gave an update on the activities for the 2018 Strategic Plan and showed the Board which activities were completed, which are ongoing, and which have new target dates. In light of new Board members, Ms. Boisvenue-Fox gave a brief overview of the crowd-sourcing feedback origin of the plan.

### B. 2019-2020 Strategic Plan Activities

Ms. Boisvenue-Fox presented the new activities that staff drafted in order to fulfill the goals of the 2018-2020 Strategic Plan, which was approved by the Board last December.

### C. Director's Evaluation: Request for December Closed Session

Director Werner requested a closed session at the December Board meeting for a discussion of his annual performance evaluation.

**Motion: Mr. Myers moved to call a closed session at the December 20, 2018 meeting of the KDL Board of Trustees to discuss the Director's performance evaluation.**

**Support: Supported by Mr. Noreen.**

**RESULT: Motion carried.**

### D. Resolution: Fund Type for Consulting

*Roll-Call Vote*

**Motion: Mr. Erlewein moved to approve the dissolution of the Business Consulting Special Revenue Fund budget as presented and record consulting activities using an Enterprise Fund.**

**Support: Supported by Ms. Oliver.**

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Ms. Bruursema – Absent	Mr. Erlewein – Yes	Ms. Gilreath-Watts – Yes	Ms. Idema – Yes
Mr. Myers – Yes	Mr. Noreen – Yes	Ms. Oliver – Yes	Ms. Weller – Yes

**RESULT: Motion carried 7-0.**

- E. Resolution: 6<sup>th</sup> Budget Amendment

*Roll-Call Vote*

**Motion: Mr. Noreen moved to approve the 6<sup>th</sup> budget amendment as presented.**

**Support: Supported by Mr. Erlewein.**

Ms. Bruursema – Absent	Mr. Erlewein – Yes	Ms. Gilreath-Watts – Yes	Ms. Idema – Yes
Mr. Myers – Yes	Mr. Noreen – Yes	Ms. Oliver – Yes	Ms. Weller – Yes

**RESULT: Motion carried 7-0.**

- F. Resolution: Approval of 2019 Original Budget

*Roll-Call Vote*

**Motion: Mr. Myers moved to approve the proposed 2019 Budget as presented.**

**Support: Supported by Mr. Erlewein.**

Ms. Bruursema – Absent	Mr. Erlewein – Yes	Ms. Gilreath-Watts – Yes	Ms. Idema – Yes
Mr. Myers – Yes	Mr. Noreen – Yes	Ms. Oliver – Yes	Ms. Weller – Yes

**RESULT: Motion carried 7-0.**

- XIII. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman noted that Plainfield Township also passed their budget this past Monday night. He shared that he was recently invited to Kent City High School for a special Veterans Day event. The school's band and choir performed, and they treated veterans to lunch and breakfast. He believe the event was a wonderful way to teach younger generations patriotism and he wished more schools did the same.

- XIV. PUBLIC COMMENTS – None.

- XV. BOARD MEMBER COMMENTS

Mr. Erlewein: Mr. Erlewein said that before the meeting, he caught a little bit of a program the KDL Rockford branch was putting on tonight on how to send your kids off to college. He said it was less focused on the financial aspect and more on the emotional: how to select the right school and how to step back as a parent.

Ms. Idema: Ms. Idema expressed her gratitude to everyone for their hard work. She said that going through the Strategic Plan was fascinating and made her more aware of all of the really good work KDL is doing to change lives.

Mr. Myers: Mr. Myers said that he is excited to be back on the Board.

Mr. Noreen: Mr. Noreen had a great opportunity this afternoon to attend the KDL Friends Appreciation Luncheon. A member of the Cascade Friends group won the Volunteer of the Year Award. Mr. Noreen expressed his gratitude for all those who volunteer for the various Friends groups within KDL.

Ms. Oliver: Ms. Oliver mentioned Christmas Through Lowell—an event this weekend and encouraged everyone to attend.

Ms. Gilreath-Watts: Ms. Gilreath-Watts said this is the season of thanks and she is grateful to be part of a great Board. She mentioned that she visited the Wyoming branch last Friday to meet staff. She looks forward to the opportunity of serving on the Board.

Ms. Weller: Ms. Weller expressed her excitement about having a full board for the first time in her term as KDL Board Chair. Earlier in the day, she attended the Friends Volunteer Appreciation Luncheon and reported it was a great success, celebrating a wonderful bunch of people that do so much for KDL.

## Draft

XVI. MEETING DATES

*Regular Meeting: Thursday, December 20, 2018 – KDL Meeting Center – 4:30 p.m.*

XVII. ADJOURNMENT

**Motion:** Ms. Idema moved for adjournment at 8:11 p.m.

**Support:** Supported by Mr. Erlewein.

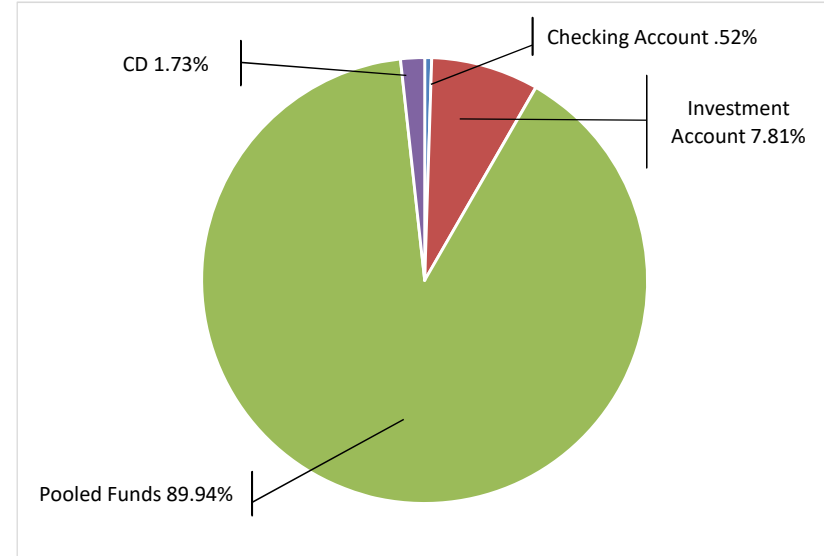
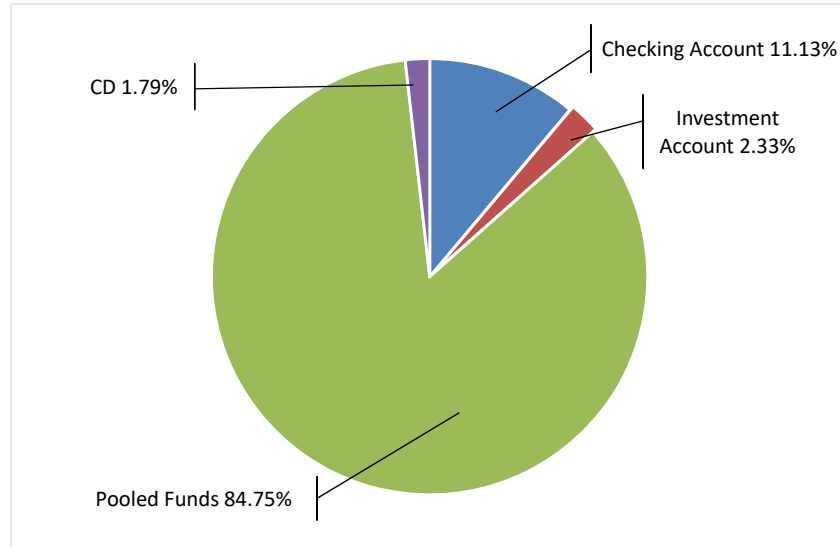
**RESULT:** Motion carried.



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ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

## Monthly Cash Position Per Bank Month ended November 30



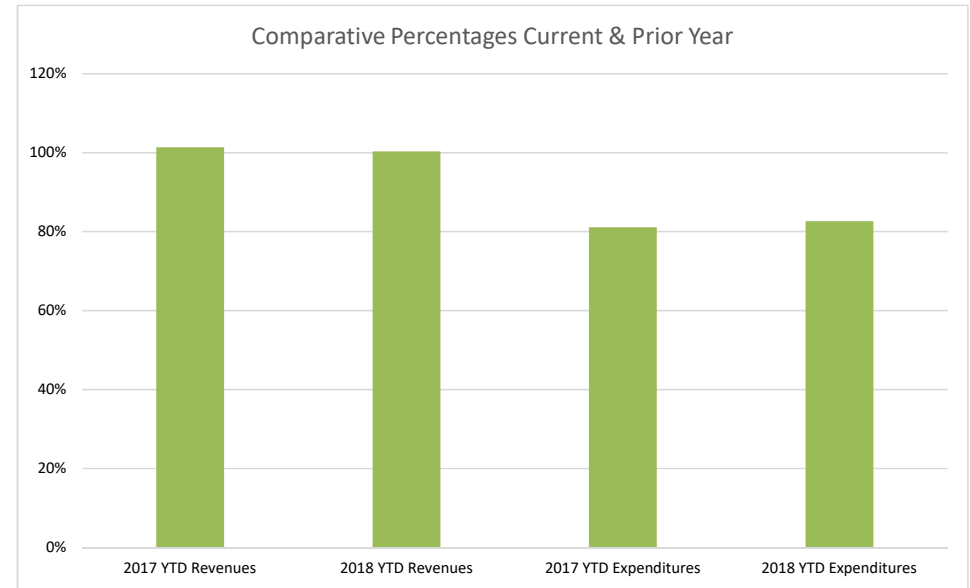
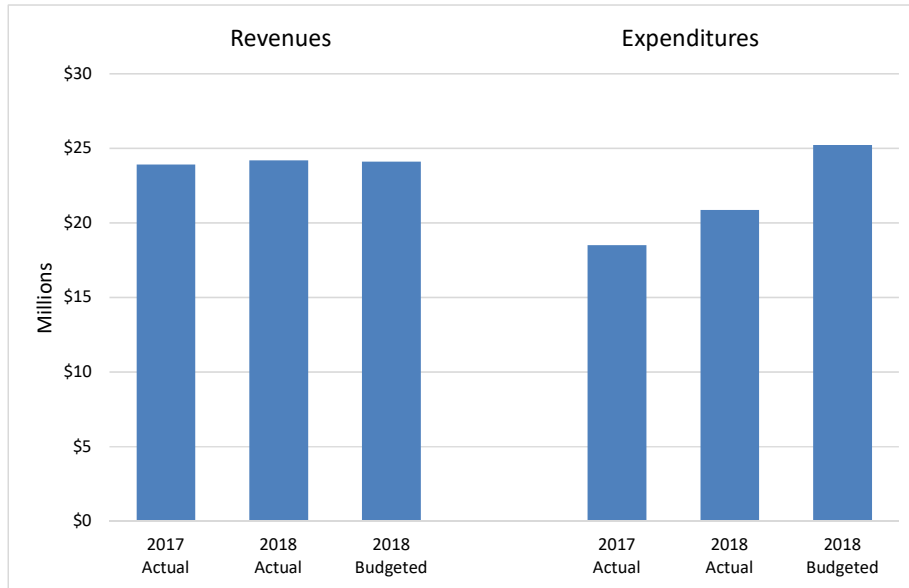
2018		
Account	Rate	Amount
Huntington Checking Account	0.166%	\$1,635,454.07
Huntington Investment Account	0.300%	\$342,472.40
*Kent County Pooled Funds	0.956%	\$12,455,516.86
First National Bank	1.240%	\$263,016.15
		<u>\$14,696,459.48</u>

2017		
Account	Rate	Amount
Huntington Checking Account	0.150%	\$77,655.94
Huntington Investment Account	0.300%	\$1,171,538.34
*Kent County Pooled Funds	0.845%	\$13,500,967.83
First National Bank	1.045%	\$259,428.68
		<u>\$15,009,590.79</u>

\* Includes Trust Pooled fund balances

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

## Monthly Revenues and Expenditures Month ended November 30



### Budget to Actual with Prior Year Comparison

#### Revenues

2017 Actual	\$	23,923,175
2018 Actual	\$	24,204,007
2018 Budgeted	\$	24,114,791

#### Expenditures

2017 Actual	\$	18,522,461
2018 Actual	\$	20,877,423
2018 Budgeted	\$	25,244,703

### Comparative Percentages Current & Prior Year

#### Account

#### Amount

2017 YTD Revenues	101.4%
2018 YTD Revenues	100.4%
2017 YTD Expenditures	81.2%
2018 YTD Expenditures	82.7%



Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2018 Through 11/30/2018  
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	21,187,193	21,261,500	(74,307)	(0)%
Penal Fines	831,140	754,000	77,140	10 %
Charges for Services	259,035	150,000	109,035	73 %
Interest Income	189,263	76,000	113,263	149 %
Public Donations	299,871	361,500	(61,629)	(17)%
Other Revenue	573,720	701,791	(128,071)	(18)%
State Sources	863,786	810,000	53,786	7 %
Total Revenues	24,204,007	24,114,791	89,216	0 %
Expenditures				
Salaries and Wages	9,886,534	11,030,339	1,143,805	10 %
Employee Benefits	2,622,128	3,200,721	578,593	18 %
Collections - Digital	1,510,092	1,540,334	30,242	2 %
Collections - Physical	2,020,626	2,543,995	523,369	21 %
Supplies	613,267	796,452	183,185	23 %
Contractual and Professional Services	1,021,443	1,386,596	365,153	26 %
Programming and Outreach	211,971	300,055	88,084	29 %
Maintenance and Utilities	1,589,075	1,978,223	389,148	20 %
Staff Development	168,616	276,810	108,194	39 %
Board Development	10,914	14,900	3,986	27 %
Other Expenditures	526,717	722,520	195,803	27 %
Capital Outlay	696,041	1,453,757	757,716	52 %
Total Expenditures	20,877,423	25,244,703	4,367,279	17 %
Excess Revenue Over (Under) Expenditures	3,326,584	(1,129,912)	4,456,495	(394)%

Kent District Library  
Statement of Revenues and Expenditures  
245 - Business Consulting Special Revenue Fund  
From 1/1/2018 Through 11/30/2018  
(In Whole Numbers)

	YTD Actual
Revenues	
Charges for Services	58,939
Total Revenues	58,939
Expenditures	
Salaries and Wages	25,471
Employee Benefits	6,283
Contractual and Professional Services	34,009
Maintenance and Utilities	2,200
Staff Development	3,394
Other Expenditures	4,336
Total Expenditures	75,692
Excess Revenue Over (Under) Expenditures	(16,754)

Kent District Library  
Statement of Revenues and Expenditures  
496 - Bookmobile Capital Projects Fund  
From 1/1/2018 Through 11/30/2018  
(In Whole Numbers)

	YTD Actual
Revenues	
Other Revenue	104,000
Total Revenues	104,000
Expenditures	
Supplies	375
Contractual and Professional Services	4,225
Capital Outlay	176,637
Total Expenditures	181,236
Excess Revenue Over (Under)	(77,236)
Expenditures	

Kent District Library  
Board Prior Year Comparison  
From Jan 1st Through November 30th  
101 - General Fund

	YTD Ending November 30, 2017	YTD Ending November 30, 2018	Total Variance
Revenues			
Property Taxes	20,550,747	21,187,193	636,446
Penal Fines	790,072	831,140	41,067
Charges for Services	365,942	259,035	(106,907)
Interest Income	130,608	189,263	58,655
Public Donations	261,928	299,871	37,943
Other Revenue	641,166	573,720	(67,446)
State Sources	1,182,712	863,786	(318,926)
Total Revenues	23,923,175	24,204,007	280,832
Expenditures			
Salaries and Wages	8,938,415	9,886,534	948,119
Employee Benefits	2,234,026	2,622,128	388,102
Collections - Digital	1,175,107	1,510,092	334,985
Collections - Physical	1,723,675	2,020,626	296,951
Supplies	232,586	613,267	380,681
Contractual and Professional Services	1,783,267	1,021,443	(761,824)
Programming and Outreach	289,628	211,971	(77,657)
Maintenance and Utilities	599,847	1,589,075	989,228
Staff Development	145,713	168,616	22,903
Board Development	12,725	10,914	(1,811)
Other Expenditures	547,591	526,717	(20,875)
Capital Outlay	839,879	696,041	(143,838)
Total Expenditures	18,522,461	20,877,423	2,354,962
Other Financing Uses			
Transfers Out	-	-	-
Total Other Financing Uses	-	-	-
Excess Revenue Over (Under) Expenditures	5,400,714	3,326,584	(2,074,130)

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 11/1/2018 Through 11/30/2018  
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
Property Taxes					
4402 Current property taxes	6,562	21,016,555	21,075,000	(58,445)	(0)%
4412 Delinquent personal property taxes	(453,046)	7,899	12,000	(4,101)	(34)%
4432 DNR - PILT	0	16,554	9,500	7,054	74 %
4437 Industrial facilities taxes	62	146,185	165,000	(18,815)	(11)%
Total Property Taxes	(446,422)	21,187,193	21,261,500	(74,307)	(0)%
Penal Fines					
4581 Penal fines	0	831,140	754,000	77,140	10 %
Total Penal Fines	0	831,140	754,000	77,140	10 %
Charges for Services					
4650 Printing/fax fees	4,935	90,915	50,000	40,915	82 %
4658 Overdue fines	6,202	145,353	75,000	70,353	94 %
4685 Materials replacement charges	1,846	22,767	25,000	(2,233)	(9)%
Total Charges for Services	12,983	259,035	150,000	109,035	73 %
Interest Income					
4665 Interest earned on deposits and investments	20,906	187,641	75,000	112,641	150 %
4666 Interest Earned - Property Taxes	133	1,622	1,000	622	62 %
Total Interest Income	21,039	189,263	76,000	113,263	149 %
Public Donations					
4673 Restricted donations	15,680	282,315	238,000	44,315	19 %
4674 Unrestricted donations	4,111	17,556	65,000	(47,444)	(73)%
4675 Sponsorships	0	0	58,500	(58,500)	(100)%
Total Public Donations	19,791	299,871	361,500	(61,629)	(17)%
Other Revenue					
4502 Universal Service Fund - eRate	0	467,437	621,786	(154,349)	(25)%
4583 Contributions from public schools	0	82,267	25,000	57,267	229 %
4642 Sales	0	2,395	5,000	(2,605)	(52)%
4643 Ticket Sales	0	0	22,005	(22,005)	(100)%
4644 Book sales	0	0	5,000	(5,000)	(100)%
4651 Admission/Entry fees	323	453	0	453	0 %
4667 Building rental	1,398	10,617	7,500	3,117	42 %
4668 Royalties	27	3,662	2,500	1,162	46 %
4672 Local grants	0	860	10,000	(9,140)	(91)%
4677 Program contributions	0	2,132	0	2,132	0 %
4686 Sale of Equipment	0	65	0	65	0 %
4688 Miscellaneous	241	3,832	3,000	832	28 %
Total Other Revenue	1,989	573,720	701,791	(128,071)	(18)%
State Sources					
4540 State Aid	0	290,147	300,000	(9,853)	(3)%
4541 State aid - LBPH	0	41,072	0	41,072	0 %
4548 Renaissance Zone reimbursement	0	83,517	60,000	23,517	39 %
4549 Personal Property tax reimbursement	449,050	449,050	450,000	(950)	(0)%
Total State Sources	449,050	863,786	810,000	53,786	7 %
Total Revenues	58,430	24,204,007	24,114,791	89,216	0 %

**Expenditures**  
**Salaries and Wages**

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 11/1/2018 Through 11/30/2018  
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5700	Board Stipend	420	2,460	3,360	900	27 %
5701	Administrator wages	100,826	804,886	849,839	44,952	5 %
5702	Managers wages	240,778	1,891,227	2,204,159	312,932	14 %
5703	Support Staff wages	464,570	3,770,148	4,237,588	467,440	11 %
5704	Operations	381,256	3,008,258	3,290,807	282,548	9 %
5705	Interns	2,629	45,408	77,587	32,179	41 %
5706	Extra duty stipends	84,100	84,100	120,000	35,900	30 %
5708	Subs	48,731	291,486	247,000	(44,486)	(18)%
5710	Contra Salaries and Wages - Consulting Admin	(11,440)	(11,440)	0	11,440	0 %
	Total Salaries and Wages	1,311,869	9,886,534	11,030,339	1,143,805	10 %
	Employee Benefits					
5709	FICA	90,960	717,599	836,178	118,579	14 %
5716	Defined Benefit Pension Plan Expenditures	10,680	86,144	108,267	22,123	20 %
5717	Defined Contribution Pension Plan Contributions	30,081	194,800	267,979	73,179	27 %
5718	Employee Health Benefits	92,554	1,075,310	1,357,309	281,999	21 %
5719	Part-time Employee Health Benefits	31,520	142,703	220,000	77,297	35 %
5720	HSA/Flex	(396)	346,029	336,000	(10,029)	(3)%
5723	Retiree Health Care OPEB	153	1,681	1,500	(181)	(12)%
5724	Life Insurance	3,861	24,003	25,483	1,480	6 %
5725	Additional Life Insurance	0	7,785	14,100	6,315	45 %
5726	Housing Allowance	1,000	11,000	12,000	1,000	8 %
5727	Gradifi Student Loan Assistance	1,075	12,125	15,750	3,625	23 %
5728	YMCA Membership Support	80	1,010	1,800	790	44 %
5730	Other Employee Benefits	474	4,800	4,355	(445)	(10)%
5735	Contra Employee Benefits - Consulting Admin	(2,860)	(2,860)	0	2,860	0 %
	Total Employee Benefits	259,181	2,622,128	3,200,721	578,593	18 %
	Collections - Digital					
5785	Cloud Library	335,000	1,000,000	937,680	(62,320)	(7)%
5786	Hoopla	0	227,000	312,000	85,000	27 %
5787	Digital Collection	(29)	108,932	109,546	614	1 %
5788	Miscellaneous Electronic Access	0	174,160	181,108	6,948	4 %
	Total Collections - Digital	334,971	1,510,092	1,540,334	30,242	2 %
	Collections - Physical					
5791	Subscriptions	3,525	58,112	68,615	10,503	15 %
5815	KDL Cruisers	0	24,968	30,000	5,032	17 %
5871	Restricted Donation Expenditures-Branch Materials	1,598	7,758	54,000	46,242	86 %
5982	Collection Materials - Depreciable	178,310	1,247,936	1,440,055	192,119	13 %
5983	CD/DVD Collection Materials - Non-Depreciable	142,947	605,560	711,550	105,990	15 %
5984	Beyond Books Collection - Non-Depreciable	39,664	76,291	239,775	163,484	68 %
	Total Collections - Physical	366,044	2,020,626	2,543,995	523,369	21 %
	Supplies					
5750	Processing Supplies	14,181	127,814	169,700	41,886	25 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 11/1/2018 Through 11/30/2018  
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5751	Office Supplies	7,481	44,520	46,310	1,790	4 %
5752	Paper	1,247	21,881	19,095	(2,786)	(15)%
5753	AV Supplies	2,020	15,323	17,000	1,677	10 %
5754	Disposable Technology <\$1000	33,603	197,380	311,145	113,765	37 %
5755	Maintenance Supplies - Custodial	329	3,561	5,160	1,599	31 %
5756	Water Cooler	635	6,832	2,300	(4,532)	(197)%
5757	Meeting Center Supplies	167	1,468	3,000	1,532	51 %
5760	Technology Accessories	2,648	15,199	0	(15,199)	0 %
5765	Wellness Supplies	1,175	5,609	5,000	(609)	(12)%
5766	Team KDL Supplies	0	0	1,000	1,000	100 %
5767	New EE Shirts/Tote Bags	1,129	2,628	4,000	1,372	34 %
5768	Promotions Supplies	171	16,696	39,020	22,324	57 %
5769	Service Awards	(1,965)	5,273	4,200	(1,073)	(26)%
5770	Other Awards/Prizes	2,050	82,592	84,550	1,958	2 %
5771	Beverages	0	3,080	1,500	(1,580)	(105)%
5790	Books (not for circulation)	0	8,752	0	(8,752)	0 %
5799	Miscellaneous Supplies	3,903	16,608	35,790	19,182	54 %
5851	Mail/Postage	721	4,861	9,805	4,944	50 %
5900	Printing and Publishing	40	33,192	37,877	4,685	12 %
	Total Supplies	69,534	613,267	796,452	183,185	23 %
	Contractual and Professional Services					
5792	Software	6,899	224,984	86,881	(138,103)	(159)%
5801	Professional Services	9,438	16,438	20,000	3,562	18 %
5802	Public Relations Consultant	203	16,703	10,000	(6,703)	(67)%
5803	IT Consultant - Consulting Svcs.	0	0	8,400	8,400	100 %
5804	Other Consultants	150	13,850	20,000	6,150	31 %
5805	Audit Services	0	24,000	31,500	7,500	24 %
5806	Legal Services	2,775	48,464	16,500	(31,964)	(194)%
5808	ILS Consultant	0	86,000	200,000	114,000	57 %
5809	Temporary Contracted Employees	0	54,543	0	(54,543)	0 %
5811	IT Contracted Services	9,413	84,950	113,400	28,450	25 %
5812	HR Contracted Services	23	5,549	2,000	(3,549)	(177)%
5813	Delivery Services	14,942	113,963	130,000	16,037	12 %
5814	Security Services	2,466	72,471	43,400	(29,071)	(67)%
5816	Employment Recruiter	113	1,513	5,000	3,488	70 %
5817	Lakeland Library Co-op services	0	3,885	4,500	615	14 %
5818	Shredding services	0	396	1,050	654	62 %
5819	Drug Screenings/background checks	734	2,743	3,500	757	22 %
5820	Other Professional Services	0	825	7,000	6,175	88 %
5823	Inspection Services	0	1,081	1,500	419	28 %
5827	Catering	0	20,030	31,250	11,220	36 %
5829	Custodial/cleaning services	499	5,006	18,810	13,805	73 %
5830	Other Contracted Services	0	26,811	48,400	21,589	45 %
5834	Wellness Services	0	842	5,000	4,158	83 %
5835	Team KDL Services	0	8,208	10,000	1,792	18 %
5836	Employee & Partner Care (Flowers, Etc)	2,672	3,193	0	(3,193)	0 %
5890	ILS Fees	960	102,768	237,200	134,432	57 %
5891	Licenses and Fees	0	614	7,975	7,361	92 %
5892	DO NOT USE - Software Licenses	(2,582)	0	241,930	241,930	100 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 11/1/2018 Through 11/30/2018  
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5893	Marc Records License	592	2,692	7,500	4,808	64 %
5956	Other Benefits Administration Fees	454	7,207	300	(6,907)	(2,302)%
5957	Pension Administration Fees	0	2,649	3,000	351	12 %
5958	Payroll processing fees	8,632	57,586	55,000	(2,586)	(5)%
5960	Banking Fees	324	3,666	7,500	3,834	51 %
5961	TSYS/Credit Card Fees	812	7,814	8,100	286	4 %
	Total Contractual and Professional Services	59,516	1,021,443	1,386,596	365,153	26 %
	Programming and Outreach					
5794	Outreach Supplies	3,055	22,381	15,085	(7,296)	(48)%
5795	Programming Supplies	3,589	56,420	70,570	14,150	20 %
5796	Youth Programming Supplies	2,104	12,225	42,600	30,375	71 %
5797	Teen Programming Supplies	11	5,072	8,770	3,698	42 %
5798	Adult Programming Supplies	218	7,812	5,900	(1,912)	(32)%
5865	Programming Services	1,766	17,921	24,380	6,459	26 %
5866	Youth Programming Services	0	0	250	250	100 %
5867	Teen Programming Services	201	1,426	370	(1,056)	(285)%
5868	Adult Programming Services	25	1,925	6,500	4,575	70 %
5885	Speakers/Performers	2,785	86,789	120,830	34,041	28 %
5950	Airport Free Library	0	0	4,800	4,800	100 %
	Total Programming and Outreach	13,754	211,971	300,055	88,084	29 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	1,400	4,300	2,900	67 %
5848	Mobile Hotspots	7,498	66,820	81,625	14,805	18 %
5849	Cell Phones/ Stipends	2,413	22,831	33,540	10,709	32 %
5850	Telephones	5,730	55,590	77,111	21,521	28 %
5852	Internet/Telecomm Services	55,896	586,638	672,500	85,862	13 %
5918	Water/Sewer	1,338	6,029	3,500	(2,529)	(72)%
5919	Waste Disposal	323	4,989	7,200	2,211	31 %
5920	Electric	5,062	61,415	68,000	6,585	10 %
5921	Natural Gas	389	8,978	7,500	(1,478)	(20)%
5925	Snowplowing	297	9,939	8,115	(1,824)	(22)%
5926	Lawn/Landscaping	200	3,709	3,700	(9)	(0)%
5928	Branch Maintenance Fees	0	384,756	387,282	2,526	1 %
5929	Land Repair and Maintenance	180	2,059	1,000	(1,059)	(106)%
5930	Building Repair and Maintenance	(207,601)	17,912	39,500	21,588	55 %
5931	Equipment Repair and Maintenance	1,605	8,716	219,240	210,524	96 %
5932	Vehicle Repairs and Maintenance	76	1,425	4,070	2,645	65 %
5933	Software & IT Hardware Maintenance Agreements	52,599	272,959	278,540	5,581	2 %
5934	Other Repair and Maintenance	0	709	0	(709)	0 %
5940	Rentals	188	18,678	17,055	(1,623)	(10)%
5941	Printer/Copier Leases	0	55,724	64,445	8,721	14 %
5943	Contra Maintenance & Utilities - Consulting Admin	(2,200)	(2,200)	0	2,200	0 %
	Total Maintenance and Utilities	(76,006)	1,589,075	1,978,223	389,148	20 %
	Staff Development					
5910	Professional Development	4,072	66,713	103,995	37,282	36 %
5911	Conferences	1,494	30,327	59,805	29,478	49 %
5913	Travel/Lodging	5,857	71,576	113,010	41,434	37 %



**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 11/1/2018 Through 11/30/2018  
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Total Staff Development	11,423	168,616	276,810	108,194	39 %
Board Development					
5908 Board Development	340	2,550	2,500	(50)	(2)%
5909 Board Travel/Lodging	986	8,364	12,400	4,036	33 %
Total Board Development	1,326	10,914	14,900	3,986	27 %
Other Expenditures					
5759 Gas, Oil, Grease	267	1,212	3,500	2,288	65 %
5860 Parking	68	624	1,490	866	58 %
5861 Mileage Reimbursement	7,106	33,104	47,957	14,853	31 %
5869 Restricted Donations Expenditures	0	500	0	(500)	0 %
5870 Restricted Donation Expenditures-Branch Misc	12,174	92,714	164,000	71,286	43 %
5873 Website	22,894	100,221	118,845	18,624	16 %
5874 Employment Advertising	0	190	1,500	1,310	87 %
5875 System Advertising - Print	1,566	36,624	57,500	20,876	36 %
5876 System Advertising - Radio	0	300	5,000	4,700	94 %
5877 System Advertising - TV	0	9,941	20,000	10,060	50 %
5878 System Advertisting - Social Media	38	8,529	14,100	5,571	40 %
5882 Branch Advertising - Social Media	0	164	0	(164)	0 %
5884 Photography	1,500	3,954	7,200	3,246	45 %
5901 Printing and Publishing - Kaleidoscope	0	10,485	15,000	4,515	30 %
5906 Promotions/Marketing	263	9,854	9,590	(264)	(3)%
5907 Sponsorships/Donations	0	0	2,000	2,000	100 %
5912 Meetings	1,975	8,989	14,250	5,261	37 %
5915 Memberships	2,927	25,777	42,223	16,446	39 %
5916 Dues and Fees	572	4,930	6,540	1,610	25 %
5935 Property Liability Insurance	0	55,532	57,200	1,668	3 %
5936 Vehicle Liability Insurance	0	4,116	0	(4,116)	0 %
5937 Flood Insurance	0	5,750	5,800	50	1 %
5938 Bond Insurance	0	9,204	11,160	1,956	18 %
5939 Workers Compensation Insurance	0	39,955	27,000	(12,955)	(48)%
5955 Miscellaneous	16,899	20,161	14,170	(5,991)	(42)%
5959 Sales Taxes	4	162	495	333	67 %
5964 Property Tax Reimbursement	0	41,173	75,000	33,827	45 %
5965 MEL Return Items	92	2,552	1,000	(1,552)	(155)%
Total Other Expenditures	68,344	526,717	722,520	195,803	27 %
Capital Outlay					
5971 Land	0	213	0	(213)	0 %
5974 Land Improvements - Depreciable	0	46,432	18,000	(28,432)	(158)%
5975 Building Improvements - Non-Depreciable	8,175	11,267	8,200	(3,067)	(37)%
5976 Building Improvements - Depreciable	209,558	259,423	429,000	169,577	40 %
5977 Technology - Non-Depreciable (\$1000-4999)	50,311	145,477	223,991	78,513	35 %
5978 Technology - Depreciable (5,000+)	14,328	114,215	533,025	418,810	79 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	4,656	59,438	120,742	61,304	51 %
5980 Equipment/Furniture - Depreciable (\$5000+)	0	59,575	120,800	61,225	51 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 11/1/2018 Through 11/30/2018  
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Total Capital Outlay	<u>287,028</u>	<u>696,041</u>	<u>1,453,757</u>	<u>757,716</u>	<u>52 %</u>
Total Expenditures	<u>2,706,984</u>	<u>20,877,423</u>	<u>25,244,703</u>	<u>4,367,279</u>	<u>17 %</u>
Excess Revenue Over (Under) Expenditures	<u>(2,648,554)</u>	<u>3,326,584</u>	<u>(1,129,912)</u>	<u>4,456,495</u>	<u>(394)%</u>

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 11/1/2018 Through 11/30/2018

Check Number	Vendor Name	Check Amount	Check Date
10152018	The Huntington Bank - Michigan	43,447.49	11/1/2018
11152018	The Huntington Bank - Michigan	76,589.67	11/15/2018
1734783	Arrowaste	323.29	11/14/2018
182880000439	Priority Health	124,312.75	11/1/2018
353269	Paychex	112.50	11/20/2018
400691	123.Net, Inc	4,571.55	11/7/2018
616-R10 4031 10	At&T	4,148.25	11/2/2018
6169842022 11	At&T	153.86	11/26/2018
72856	CareATC, INC	16,000.00	11/1/2018
72857	A Rifkin	500.00	11/14/2018
72858	Abc Clio, Inc	46.00	11/14/2018
72860	Absopure Water Company	323.45	11/14/2018
72861	Adam Schuitema	150.00	11/14/2018
72862	Adtegrity	195.47	11/14/2018
72863	All Season Lawn Care	497.00	11/14/2018
72864	ALLIANCE OF FRIENDS	7.00	11/14/2018
72865	Allie Marie Idema	30.00	11/14/2018
72866	Amanda Altoft	9.99	11/14/2018
72867	Andrew Erlewein	235.02	11/14/2018
72868	Angela Culp	55.40	11/14/2018
72869	Anna Dyer	320.11	11/14/2018
72870	At&T Long Distance	34.58	11/14/2018
72871	Audrey Barker	219.98	11/14/2018
72885	Baker & Taylor	51,683.46	11/14/2018
72886	Barbara D. Ziemann	150.00	11/14/2018
72887	Betty Epperly	150.00	11/14/2018
72888	Bibliotheca, Llc	335,000.00	11/14/2018
72889	Blackstone Audio Inc	1,816.39	11/14/2018
72890	Caitlin S. Oliver	204.40	11/14/2018
72891	Caledonia Chamber Of Commerce	80.00	11/14/2018
72892	CareATC, INC	15,520.00	11/14/2018
72893	CDW Government, Inc.	17,039.61	11/14/2018
72894	Center Point Publishing	133.02	11/14/2018
72895	Central Michigan Paper	839.57	11/14/2018
72896	Citizens Insurance Company	194.00	11/14/2018
72897	Clarkston Independence District Library	16.00	11/14/2018
72898	Comcast Cable	214.90	11/14/2018
72899	Comcast Cable	134.90	11/14/2018
72900	Comerica Bank	19,636.93	11/14/2018
72901	Comstock Park Rotary	126.50	11/14/2018
72902	Craig Buno	76.62	11/14/2018
72903	Deb Schultz	19.37	11/14/2018
72904	Diane Cutler	134.56	11/14/2018
72905	DK Security	2,943.30	11/14/2018
72906	Employment Screening Resources	350.95	11/14/2018
72907	Engineered Protection Systems Inc	356.10	11/14/2018
72908	Everstream Holding LLC- Michigan	50,949.28	11/14/2018
72909	Findaway World, Llc	7,458.02	11/14/2018
72910	Findaway World, Llc	3,585.35	11/14/2018
72912	Gale/Cengage Learning	1,672.19	11/14/2018
72913	Grainger	26.24	11/14/2018
72914	Grand River Signs	1,400.50	11/14/2018

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 11/1/2018 Through 11/30/2018

Check Number	Vendor Name	Check Amount	Check Date
72915	Grass Roots Press	1,691.00	11/14/2018
72916	Greatamerica Financial Svcs.	5,035.92	11/14/2018
72917	Heart Of West Michigan United Way	219.00	11/14/2018
72918	Hennie Vaandrager	151.90	11/14/2018
72929	Ingram Library Services Llc	37,792.85	11/14/2018
72930	Interpersonal Frequency	6,431.25	11/14/2018
72931	Jill Graybill	12.99	11/14/2018
72932	John Robert Otterbacher	300.00	11/14/2018
72933	Julie Roossien	26.99	11/14/2018
72934	Kushner & Company Inc	881.66	11/14/2018
72935	Lasers Resource	486.20	11/14/2018
72936	Legal Shield	322.95	11/14/2018
72937	Lewis Paper	803.02	11/14/2018
72938	Library Ideas, Llc	1,120.00	11/14/2018
72939	Lisa McNeille	400.00	11/14/2018
72940	Lyrasis	2,500.00	11/14/2018
72941	Mapers	200.00	11/14/2018
72942	Mason County District Library	14.00	11/14/2018
72943	Melanie Rundhaug	10.99	11/14/2018
72944	Michael Alex Mossey Library	84.00	11/14/2018
72945	Michelle Boisvenue-Fox	947.69	11/14/2018
72946	Michelle Sprague	4.99	11/14/2018
72947	Mideastern Michigan Library Cooperative	50.00	11/14/2018
72952	Midwest Tape	10,543.61	11/14/2018
72953	Mitch Ranger Photography	1,500.00	11/14/2018
72954	Mlive Media Group	1,186.00	11/14/2018
72955	MorningStar Health	4,953.75	11/14/2018
72956	MSU Extension	150.00	11/14/2018
72957	Nicholas Thomasma	250.00	11/14/2018
72958	Orca Book Publishers	1,432.80	11/14/2018
72959	Paige Leyh	1,950.00	11/14/2018
72960	Pam Spring Advertising, Llc	1,557.50	11/14/2018
72961	Parchment Community Library	9.00	11/14/2018
72962	Pat Rosloniec	53.69	11/14/2018
72963	Patrick Richard Prominski	300.00	11/14/2018
72964	Penguin Random House, Llc.	1,629.75	11/14/2018
72965	Penworthy Co.	1,975.92	11/14/2018
72966	Plainfield Charter Township	1,337.54	11/14/2018
72967	PLIC - SBD Grand Island	2,561.32	11/14/2018
72968	PM Engraving Company	52.75	11/14/2018
72969	Polly Von Eschen	1,800.00	11/14/2018
72970	Presidio Networked Solutions Group, Llc	231,899.64	11/14/2018
72972	RECORDED BOOKS, INC	4,272.37	11/14/2018
72973	Robin Darling	29.64	11/14/2018
72974	Same Day Delivery, Inc	4,820.00	11/14/2018
72975	Sarah Ann Weller	296.69	11/14/2018
72976	Shirley Bruursema	105.92	11/14/2018
72977	Showcases	435.24	11/14/2018
72978	Sign Works	4,500.00	11/14/2018
72979	Sirsidynix	960.00	11/14/2018
72982	Staples Business Advantage	3,115.70	11/14/2018
72983	Joanna Hogan / Strategic Fundraising Coach	3,500.00	11/14/2018

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 11/1/2018 Through 11/30/2018

Check Number	Vendor Name	Check Amount	Check Date
72984	Swivl	930.65	11/14/2018
72985	TerHorst & Rinzema Construction Co.	3,675.00	11/14/2018
72986	Theo Productions, LLC	1,300.00	11/14/2018
72987	Thomas Noreen	70.33	11/14/2018
72988	Traction Consulting Group	9,412.50	11/14/2018
72989	Trivalent Group, Inc-Systems Division	25,915.33	11/14/2018
72990	Troost Service Company	32,926.07	11/14/2018
72991	UAW Local 2600	3,456.99	11/14/2018
72992	Uline Shipping Supply Specialists	426.17	11/14/2018
72993	Vander Mill, LLC	160.00	11/14/2018
72994	Vivi Hoang	10.00	11/14/2018
72995	Warner Norcross & Judd Llp	508.50	11/14/2018
72996	Vertigo Music	10,453.50	11/15/2018
72997	17th Street Photo Supply, Inc.	19,580.00	11/29/2018
72998	Absopure Water Company	199.75	11/29/2018
72999	Advantage Label & Packaging, Inc	195.00	11/29/2018
73000	Alicia Manning	11.24	11/29/2018
73001	Allie Marie Idema	51.80	11/29/2018
73002	Andrew Erlewein	50.71	11/29/2018
73003	Angie Stout	9.99	11/29/2018
73004	Audrey Creasey	25.00	11/29/2018
73013	Baker & Taylor	35,080.18	11/29/2018
73014	Bibliotheca, Llc	21,266.88	11/29/2018
73016	Blackstone Audio Inc	2,539.86	11/29/2018
73017	Brodart	2,142.00	11/29/2018
73018	Bruce R. Lillie P.C.	117.00	11/29/2018
73019	Caitlin S. Oliver	40.90	11/29/2018
73020	Calvin College Hekman Library	50.00	11/29/2018
73021	CareATC, INC	15,520.00	11/29/2018
73022	Caroline J. Davies	100.00	11/29/2018
73023	Center Point Publishing	1,200.81	11/29/2018
73024	Charles R. Myers	40.90	11/29/2018
73025	Comcast Cable	239.90	11/29/2018
73026	Comcast Cable	134.90	11/29/2018
73027	Comerica Bank	9,732.93	11/29/2018
73028	Comprise Technologies, Inc	80,335.00	11/29/2018
73029	Dana Tigelaar	13.99	11/29/2018
73030	Data Strategy, LLC	2,006.13	11/29/2018
73031	Demco, Inc	1,948.05	11/29/2018
73032	DK Security	703.50	11/29/2018
73033	DWD Technology Group	12,544.00	11/29/2018
73034	Elaine Martinez Vasquez	16.00	11/29/2018
73035	Employment Screening Resources	30.00	11/29/2018
73036	Eric DeHaan	43.24	11/29/2018
73037	Federal Armored Truck, Inc	122.55	11/29/2018
73038	Findaway World, Llc	599.28	11/29/2018
73039	Foster, Swift, Collins & Smith, P.C.	2,375.00	11/29/2018
73041	Gale/Cengage Learning	5,866.21	11/29/2018
73042	Gordon Water Systems	132.00	11/29/2018
73043	Grand Rapids Building Services	430.00	11/29/2018
73044	Grand Valley State University Libraries	62.71	11/29/2018
73045	Guitars for veterans Inc	800.00	11/29/2018

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 11/1/2018 Through 11/30/2018

Check Number	Vendor Name	Check Amount	Check Date
73046	Heart Of West Michigan United Way	104.50	11/29/2018
73047	Heidi Fifield	400.00	11/29/2018
73048	Heidi Fitzgibbon	25.95	11/29/2018
73066	Ingram Library Services Llc	68,045.80	11/29/2018
73067	International Minute Press	147.04	11/29/2018
73068	Jackie Boss	48.82	11/29/2018
73069	John Schumacher	1,770.00	11/29/2018
73070	Joyanne Huston-Swanson	36.46	11/29/2018
73071	Katy Held	350.00	11/29/2018
73072	Keweenaw Community Foundation	547.00	11/29/2018
73073	Library Ideas, Llc	23,100.30	11/29/2018
73074	Meghann Soliz	7.49	11/29/2018
73075	Merrill District Library	15.00	11/29/2018
73087	Midwest Tape	37,444.83	11/29/2018
73088	Nationwide	502.40	11/29/2018
73089	Occupational Health Centers of Michigan, P.C.	83.00	11/29/2018
73090	Penguin Random House, Llc.	1,755.75	11/29/2018
73091	Penworthy Co.	2,772.92	11/29/2018
73093	RECORDED BOOKS, INC	3,357.32	11/29/2018
73094	Rivistas Subscription Services	20.00	11/29/2018
73095	RNL Graphics Solutions, LLC	1,259.77	11/29/2018
73096	Ronald F. Ferguson	3,500.00	11/29/2018
73097	Sabopr	203.10	11/29/2018
73098	Same Day Delivery, Inc	5,784.00	11/29/2018
73099	Sandy Graham	26.51	11/29/2018
73100	Sarah Ann Weller	47.44	11/29/2018
73101	Sarah Linson	14.24	11/29/2018
73102	Scholastic Library Publishing	2,573.00	11/29/2018
73103	Shanika Carter/ The Write Flow & Vibe, LLC	200.00	11/29/2018
73104	Shannon VanderHyde	104.94	11/29/2018
73105	Sheri Gilreath-Watts	54.53	11/29/2018
73106	Solarwinds	9,398.00	11/29/2018
73107	Tammy Johnson	600.00	11/29/2018
73108	The Book Farm, Inc.	777.40	11/29/2018
73109	The Wall Street Journal	3,141.00	11/29/2018
73110	Thomas Noreen	87.77	11/29/2018
73111	USI Educational and Government Sales	107.12	11/29/2018
73112	Via Design	5,487.70	11/29/2018
73113	Warner Norcross & Judd Llp	282.50	11/29/2018
73114	West Michigan Office Interiors	301.47	11/29/2018
73115	Wolverine Printing Company	331.40	11/29/2018
8547714400	At&T	1,427.63	11/23/2018
910020326757 11	Dte Energy	389.49	11/30/2018
9815656336	Verizon Wireless - Hot Spots and Service	5,934.87	11/5/2018
9815694686	Verizon Wireless - Router and Data Services	83.12	11/5/2018
9817535503	Verizon Wireless - MiFy Routers & Cell phones	2,933.68	11/5/2018
Elec MC 11-2018	Consumers Energy	869.67	11/9/2018
Elec SC 11-2018	Consumers Energy	4,192.27	11/6/2018
RIS0002046604	Delta Dental Of Michigan	285.41	11/13/2018
Report Total		1,627,396.81	

## **BRANCH UPDATES**

Libraries make an impact on patron's lives, so Branch Managers were asked to share their biggest impact story for 2018.

### **Alpine**

During a Ruff Reader program an adult patron came in and was dealing with something pretty heavy and you could see she was having a rough day. I suggested she spend some time with the Ruff Reader dog. After all, he is a therapy dog. She said yes, she'd love to hug the dog before she left. She ended up sitting with the handler and talking all night. At one point, I let the handler know that she could leave since there were no children arriving for the program. The handler said, "We're having a good talk. I'm right where I need to be tonight." The Ruff Reader handler left a nice note about her night at the library on her Facebook page: "I had an amazing time tonight. Being present and open to everyone at the Library tonight left a smile on my heart."

### **Alto**

During spring break, Alto had a STEAM activity every afternoon. One boy came to every one of them and at the end of the week he thanked staff and said it was the best week ever in his life. His gratitude was appreciated, as was his grandmothers', who brought him. She and her husband came from out of town to stay with the kids that week and wondered what they were going to do. The boy's younger sister also came to a couple of programs and the grandparents were thrilled to have something close by, fun and free to do as a family. They were surprised by KDL and all the offerings that are were available to the community.

### **Byron**

In May of this year, one of Byron's long-time youth librarians, Barb DeYoung, announced her plan to retire. During the 11 years in this role, Barb had made a tremendous impact on Byron community through numerous outreach efforts and personal interactions with library patrons. One of the most common questions received at the library every day was always, "Is Miss Barb here?" Children from local schools would greet her with a special hand sign they learned from her many visits and, at one point, Barb was honored with a "hometown hero" award by a local radio station. Staff knew after her years of service that many of the people whose lives she had touched would want the opportunity to say goodbye before she departed, so, in order to give her a proper sendoff, a farewell event for the public was planned. During this four hour event, she greeted, hugged, and said goodbye to a constant flow of people. Some brought gifts, some wanted pictures, and some just wanted to share their personal memories. The event culminated with a visit from Representative Tommy Brann, who presented her with an honorary citation from Governor Snyder for her service to children and literacy. It was an amazing moment for everyone in attendance, particularly for Miss Barb, and a great testament to the impact one librarian can have on an entire community.

### **Caledonia**

Caledonia's new Youth Paraprofessional, Audrey, used to work at a local school with special education students. When Audrey joined the Caledonia team she told staff a story about the free Kindles that KDL was distributing. Thanks to Carrie Wilson and Michelle Boisvenue-Fox, the students were able to get access to all kinds of books:

"Working in special education can be a challenge, but there is no bigger hurdle than when a special needs kid who struggles with reading doesn't have books at home. Every day was a struggle to make the kids keep reading. It's a snowball effect. When a kid doesn't read, they struggle more and more. When they struggle, they hate reading more and more. And finding the right book that meets their more grown up interests while accommodating their lower ability is similar to finding a needle in a haystack.

Last spring, one of my sixth grade students was telling me all about his extensive gaming systems, so I asked what he planned to read over the summer. He ducked his head and said he didn't have any books at home. I gasped, and then moved on with the assignment I was helping him with.

That night, I couldn't sleep. This student, as well as another who had mentioned needing books at home, broke my heart. Despite these two students being sixth and seventh graders, they struggled to read second grade texts. We live in a

marvelous community and I felt like it was my job to help these little birdies fly. Not only that, but these kids were absolutely marvelous humans.

I recalled seeing a KDL Poster about the new cloudLibrary app. Kindles to utilize the new service were offered, but very limited I assumed. I emailed in to KDL with my long shot request for any spare Kindles for these kids.

Much to my surprise, they not only got back to me, but said they would love to help. Again, I gasped. A few days later, I was told that the stars had aligned and KDL had just received two extra Kindles. They were going to raffle them off to staff, but decided to give them to my students instead. I gasped. And sobbed. A few days later, I was told they were waiting for me to pick up. I had to make a quick stop because I was certain I would cry. Luckily, I made it to my car, where I cried tears of joy. The kids benefited tremendously, of course. I now work for KDL Caledonia and hear nearly weekly about what the kids are reading. My students come in often to ask for recommendations and to say hi. They are often downloading audiobooks to listen to as they follow along reading, which is one of the most marvelous ways to learn how to read.

In the end, they are reading. Thank you for helping me reach them. Thank you for helping them come one step closer to loving reading.”

### **Cascade**

As wonderful as new technology can be, it is a source of extreme frustration for those who struggle to learn it. Many of those individuals have found a welcoming home at the library, where their questions get answered and staff take their time in explaining how to use their various gadgets and devices. Cascade has invested significant time into 1:1 technology tutoring sessions and leads a monthly Apple Users Group. Vanessa Walstra, Cascade Branch Manager, was able to help lead one of the groups, and several attendees made her swear that she wouldn't cancel it. “I wouldn't know how to do anything on my iPad, if it weren't for this group,” one attendee told Vanessa. Another said, “This group has helped me learn to Facetime my family.” Vanessa's favorite comment, though, was from a patron who told her, “Coming to this group makes it possible for me not to argue with my kids about technology. They are all, ‘Click, click, click, got it?’ That drives me crazy.” Cascade's technology programs are one way for staff to forge relationships with patrons, and it helps the patrons forge better relationships with the people in their lives as well. Cascade staff are so pleased to offer this service.

### **East Grand Rapids**

Holly Goulet, Youth Parapro at EGR, partners with Ken-o-sha during Toddlertimes and is making a big impact on the childrens' social routine and language development. Sometimes the parents can be apprehensive about bringing their child with special needs or developmental delays to public events because they don't “behave” like neuro-typical children. Holly makes sure they are welcome and children and parents feel comfortable in the Toddlertime setting. Once they realize the neuro-typical children are running around the room too, parents relax. Holly's structure works well for this group, as it is very repetitive and the children respond positively. Holly even learned to use sign language and started pointing to the pictures of the book to help the children. Now all the kids are running up to the front of the room to point to the pictures when she uses sign language. It is the best thing in the whole world to see these children following along and engaged. Their parents are super appreciative and are constantly taking video and pictures. Some of the children who have graduated out of the school program continue to come and are now regulars.

### **Englehardt**

The most impactful story of 2018 was Heather Wood-Gramza's legacy. In her time as branch manager she worked with a wonderful staff to make the library a warm and vital part of the Lowell Community. She was also more widely involved as an active member of the Lowell Rotary Club, and carried on regular communications with the curriculum director of Lowell Area Schools. She was a great local partner in KDL activities and her impact on the Lowell neighborhood was appreciated by MANY.

### **Grandville**

The KDL Way has been a huge impact for KDL and a patron submitted this letter to Grandville Branch Manager, Josh Bernstein:

“Dear KDL staff,

I just want to tell you how much your staff did for my sister-in-law! I was in the Grandville location with my sister-in-law on Friday. I went in with her to pay fines she had accumulated while living in Kent County and using your libraries. She



moved to another Lakeland library area this past summer and was looking to go to the nearest library, but they said she had to pay her fines at KDL before they would give her a card. She had been in a controlling and abusive relationship and was limited to where and when she could go out. So when her and her kids were able to go out they had gone to the Library because they all love books and reading, and with not much funds it became an escape from the reality they were living in. But they would get stuck at home and couldn't return their books on time and began collecting late fees. They also moved several times and ended up misplacing a few books as they packed and unpacked. Then this fall after things came to the light, she and her children were able to get away from the situation they were in, and have begun to rebuild their lives with the help of the state, church, and relatives. As we have been working with them to figure out life, we found out they were denied a card at Lakeland, until their fines were paid at KDL. And one of her kids once told me they were so bummed they couldn't go get books, especially now that they had freedom to go anytime. So that's what brought us in that Friday. I am a huge fan/advocate of libraries, I think books are one of the most amazing tools in our lives. And every kid should experience reading and the imagination that it brings. When Lakeland had told her she had fines, it was a feasible amount, and my husband and I were happy to take care of it. But once we got to your library it turned out to be a much more substantial amount. But your staff (taller lady with glasses) that day blew us both away, she gave my sister the chance to go find those books she had misplaced and worked with us on the amount due. By the end of the day my sister in law walked out with a zero balance, and the ability to enjoy all that the library has to offer her and her kids. We are so thankful for the time you took with us and the mercy you showed her. You are so appreciated and we can't thank you enough!! May God bless you all and the staff member who worked so kindly with us ♥."

## **FEATURED DEPARTMENT: IT**

In 2019, KDL will continue to look for solutions that bring value to Patrons and Staff. Below is a sneak peek at a few:

- IT will examine options to improve Patron Management Solutions. Today, KDL uses Comprise to handle Point of Sale transactions, manage the Patron PC experience, and for a few other services. IT is in the process of documenting desired functionality for the next 3 – 5 years, and will soon be posting an RFP to determine if KDL will be better served with a new solution, or by implementing the Comprise upgrade.
- IT will pilot a Laptop Kiosk where Patrons can use their library cards to check out a Laptop and sit anywhere in the branch to do what they desire.
- IT will continue to leverage the power of Office 365 and its online collaboration tools.

### **Office 365**

KDL is taking a phased approach to utilizing different resources of Office 365. Phase 1 was migrating KDL's email up to Office 365. Phase 2 is migrating the SharePoint site to 365. Phase 3, 4, and 5 will depend on what is determined is needed by KDL. The IT Team is working with Leadership and the IT Advisory Board to determine what types of training will be needed for the various modules to make Office 365 successful for KDL. The current progress of the project is below.

#### Phase 1 - Email Migration:

- All staff email has been migrated to Office 365
- 90+% of all group/shared email accounts have been migrated
- Over 200 email accounts have been weeded out – they were deemed not needed through the audit process of this migration

#### Phase 2 - KDL Intranet (SharePoint)

Traction, a Michigan-based consulting firm, is helping KDL with migrating from SharePoint 2007 On Premise to Office 365/SharePoint Online. The SharePoint Migration Team (involving KDL staff from various departments and branches) has been providing feedback on the design of the new Intranet.

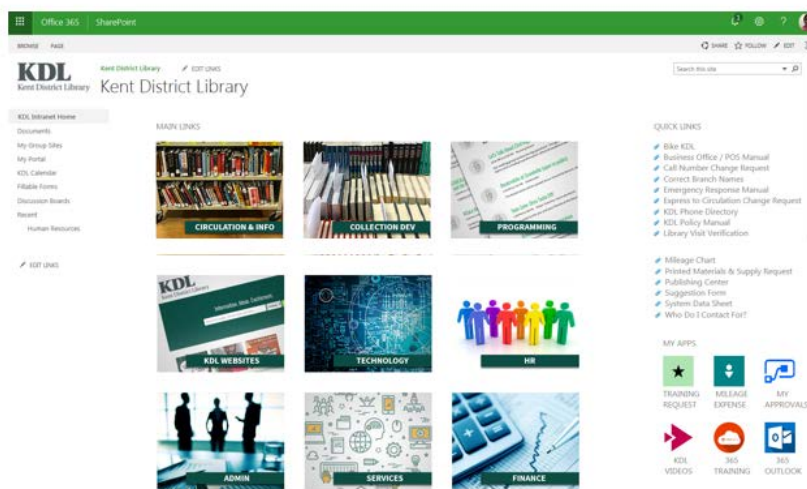
The home page is set up and populated with links and documents. The next steps will be migrating the most-used documents from the current Intranet to the SharePoint online. IT is also working on converting InfoPath forms to PowerApps and Microsoft forms. By using PowerApps staff can now access all forms on mobile devices. For example, the Mileage Expense log, which is created using PowerApps, can be accessed on any mobile device anywhere.

#### Phase 3 and Beyond - Current Testing:

- Word, Excel, and PowerPoint – available in a web browser that provides the ability to have multiple people edit one document at the same time – true live collaboration

- Planner - a project management tool that IT and the MARCOM team are utilizing for variously size projects
- One Note - online note taking application that syncs to all devices
- Office Online - Forms - a simple questionnaire form like Google Forms
- Sway - online document creator for newsletters and presentations – Lindsey Dorman has a team testing this program out for KDL
- Teams - group chat software like Slack, utilizes channels to create locations for relevant conversations and files in one spot
- Stream - an internal YouTube for KDL – IT has been testing this for internal training, and the automatic transcription feature will aid hearing-impaired staff

Below is a sneak peek at the initial SharePoint home page layout:



## Phishing Attacks

Tis the season. What is Phishing? It is the fraudulent practice of sending emails purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers. How do you prevent being snared by phishing scams? Think before you click. Read emails carefully and hover over links that you are unsure of before clicking on them. Do they lead to the correct location? When in doubt, do NOT click on any links or open any attachments. Even internet browsers / webpages may show links that can lead users to a phishing webpage. As a general rule, you should never share personal or financially sensitive information over the Internet. Also, make it a habit to check the address of the website. A secure website always starts with "https". Remember to be cautious.

## AirWatch

IT has been working on rolling out the new AirWatch MDM (Mobile Device Management) solution to manage staff and patron iPads. This tool allows KDL to keep a standard image for the patron iPad that is easy to refresh after a device is checked back in to a branch. It also links all of KDL's iPads to the organization, so KDL digitally owns them, to prevent theft. IT has the ability to track those assets if they are reported as lost or stolen to KDL. All branch staff have direct access to wipe an iPad or clear a passcode to aid a patron that may have forgot theirs. Staff currently only have CAL, CAS, WYO and LOW left to deploy for Patron iPads and then will start swapping out Staff devices. On the staff side it allows easy email setup on new iPads and staff can push out standardized KDL applications. It also gives staff visibility into who has what for inventory purposes and technical assistance.

## SelfCheckOUT Upgrade project

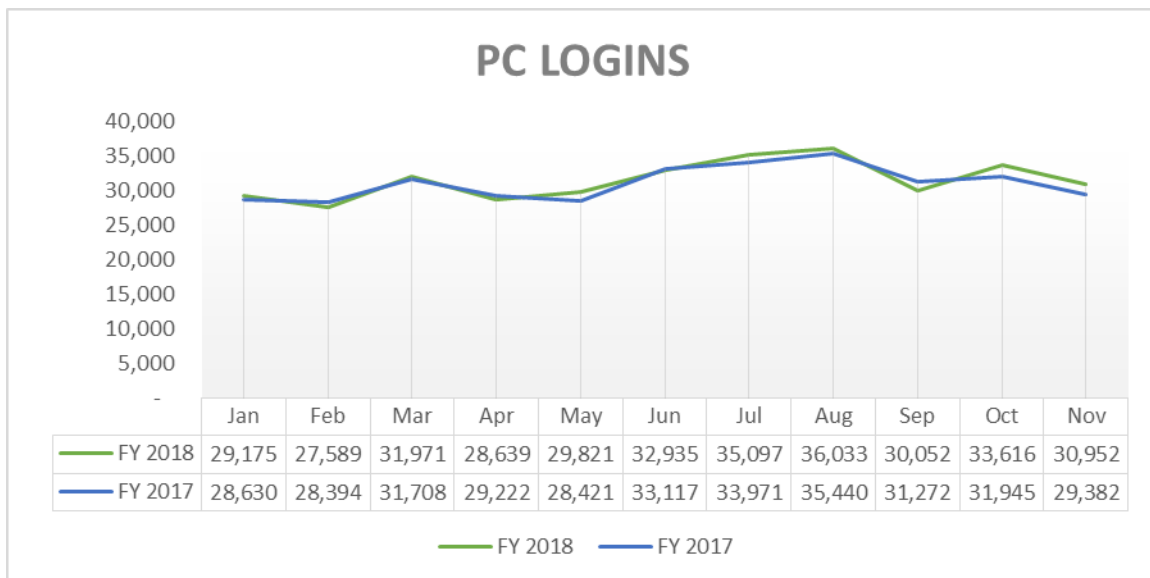
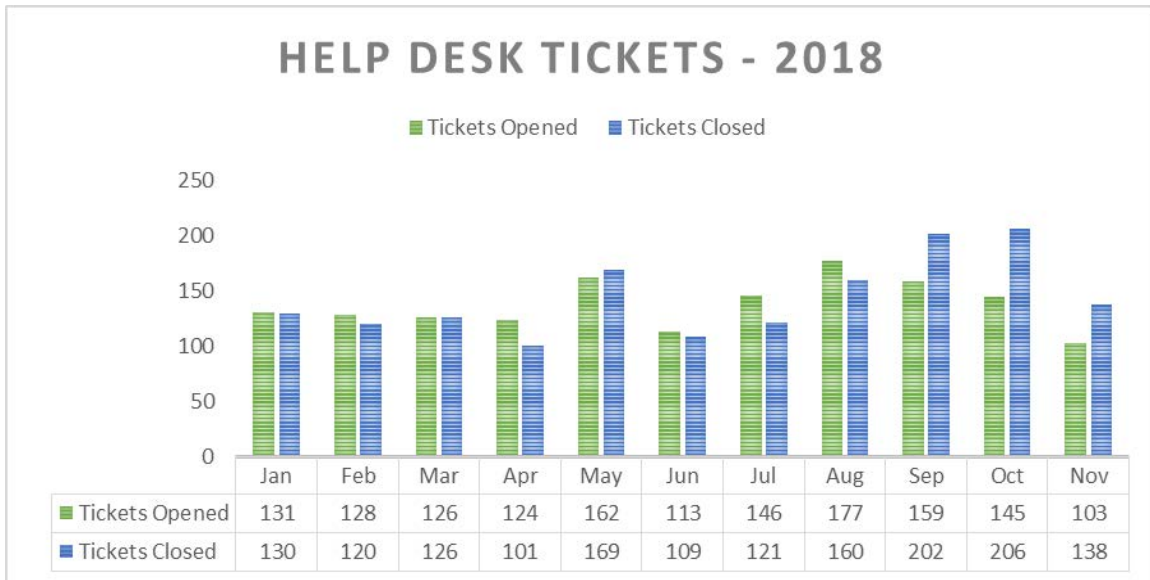
This fall IT began the process of upgrading all of the existing SelfCheckOUT stations to new stations supported by Bibliotheca. Some staff may recall that roughly three years ago a hardware upgrade occurred but was limited to just the PCs & monitors – the RFID pads and receipt printers were not updated – so after nearly 10 years of continual service, those too are being replaced.

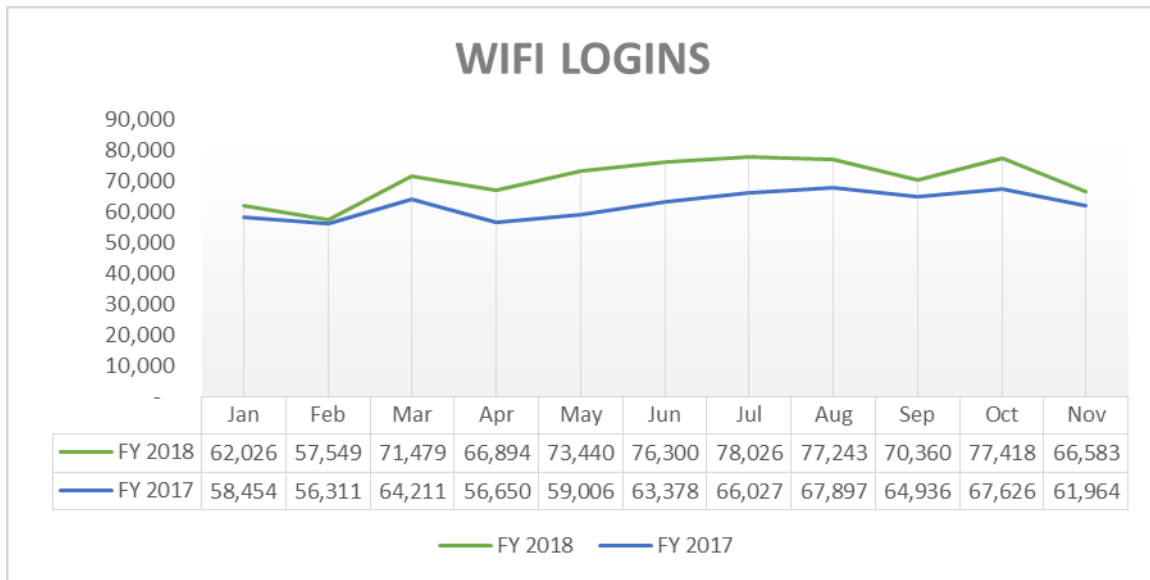
This new equipment offers much better support for multiple languages, more screen surface to provide for KDL promotional events, and a far better consistency of appearance for patrons. Behind the scenes, KDL has chosen to have the Library Connect console installed, meaning IT and Marketing will have more tools available in-house to provide marketing and support updates and services. The project is 95% complete, with just one location remaining to be updated.

## FAX24 Kiosk project

This project aims to provide a FAX Kiosk that patrons can use with far less staff intervention required. Spencer and Tyrone have been using these units for a while now. By the end of the year, 13 branches will have this service.

## FEATURED STATS: IT





## WHAT'S GOING ON AT KDL

### Building Update: Amy Van Andel Branch and Community Center

In November, the building committee for the Amy Van Andel Library and Community Center was still unsatisfied with the restrictions to the design of the building and grounds inherent in the proposed site. It was suggested that the committee look at the site just on the other side of Headley, which was the original site proposed by Ada Township officials.

On November 14, 2018, Progressive A & E presented pros and cons of Site 1.0 (south of Headley) and Site 2.0 (north of Headley) to the DDA, Ada Township Board, Building Committee and the public. It was decided that they move forward with Site 2.0 and a formal presentation to the DDA, and then if accepted, a presentation to the Ada Board on November 26, 2018. The presentation was made and brought to a vote by the Ada Township Board on November 27, 2018. The change in site was passed and the building committee attended a three day design workshop November 28, 29 and 30, 2018, ending in a new overall design for the site across Headley.

### Building Update: Krause

All four municipalities have signed a Letter of Intent, agreeing to form a committee to explore establishing a joint building authority, as well as to determine an equitable way to share costs for building and maintaining a new library. Appointed representatives from the City of Rockford, as well as Algoma, Cannon, and Courtland Townships, will begin meeting in the near future. Also, the house located on the property adjacent to the Krause Branch on the south side (18 S. Monroe St.) has been demolished. The lot is now vacant and ready for a new library building!

### Building Update: Walker

Current Mayor Mark Huizinga was elected to the State House of Representatives, so pro-term Mayor Gary Carey will be taking over. Once this change occurs, it is anticipated that the building process will gain some steam again.

### Building Update: Grandville

The fundraising project for the Grandville expansion is now underway, with the second cabinet meeting occurring in early December. Currently, the group is looking at finalizing marketing materials, and preparing and fundraising in earnest will begin in the New Year. However, requests for donations have already been made to leadership members of the city, library, and city council, and over \$140,000 has already been raised toward the \$1,000,000 state goal.

### Building Update: Tyrone Township

Tyrone Township made steady progress in November and the early part of December on the new library building project. In November, Adam from FTCH met with the New Library Building Committee, Tyrone Township Branch Manager Liz Knapp, and KDL Director of Branch Services and Operations, Lindsey Dorfman, for feedback on the draft of the conceptual design. Based on that input, Adam presented a draft for consideration at the Building Committee meeting on

December 6, 2018. The updated draft included expanded space for the community room, and added a quiet reading space. Adam will present the final draft of the conceptual model at the next Building Committee meeting on Thursday, January 31, 2019 at 6pm. Meanwhile, Township Supervisor, Bob Sarachman, is continuing work to expand the Fundraising Committee. The committee held its first meeting on December 6, 2018, following the Building Committee meeting. The committee will continue to pursue new members, investigate funding options, and seek out the input of others who have recently completed a building project throughout the month of January in preparation for their next meeting on January 31, 2019.

### **KDL Reading Booster Packs: Comstock Park Pilot**

These booster packs were presented at the Youth Summit in early December so branch staff would understand what the pilot would test, and get a chance to see a booster pack. Each pack includes books, games and activities for parents to work on with their child to focus on five literacy skills. These packs are associated with the Mission: Read project and help to meet the needs of students in reaching 3<sup>rd</sup> grade reading proficiency. KDL plans to promote these with the Library Card Challenge newsletter that goes to teachers and parents. In addition, staff can talk about these with patrons and teachers. The timeline is to have them in branches in April 2019.

### **SAD (Seasonal Affective Disorder) Lamps**

Light box therapy is one way to counter Seasonal Affective Disorder without using medication. Many libraries around the country now offer these in their libraries. Lamps have now been distributed to all 19 locations and can be found in branch seating areas for patron use. Each lamp is accompanied by a sign with information on light box therapy and Seasonal Affective Disorder. Word is already getting out as the Director of Innovation has been contacted by other libraries in the area and media outlets. Staff will collect feedback from patrons and note the lamps' usage over this winter to find out if KDL should circulate them next winter in the Beyond Books Collection.

### **Statistics from Bibliotheca (November)**

- New Patrons: **823**
- Checkouts on the cloudLibrary: **55,124**
- Pay Per Use Checkouts: **11,038** (Avg. cost per Checkout \$2.49)
- KDL Patron cloudLink Checkouts: **4,656**
- CloudLink libraries include:
  - Clinton-Macomb
  - East Lansing Public Library
  - Muskegon Area District Library
  - Rochester Hills
  - Kalamazoo Public Library
  - Chesterfield Township
  - Salem-South Lyon District Library
  - Farmington Community Library
- **Total Circulation: 70,818 (Checkouts, PPU and cloudLink)**

### **Comparison data for OverDrive (2017)**

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
79,751	70,699	81,598	73,305	75, 152	75, 840	80,356	79,598	71,484	74,722	70,162	25,310

### **Feeding America Partnership**

Three branches will join Kelloggsville in Summer 2019 to offer the Eat Up/Meet Up program, which is federally funded through KDL's partnership with Feeding America. New information and updates this year allowed the program to be more flexible, with branches offering a lunch option most days they are open (M-F). New branches include Comstock Park, Kentwood and Nelson Township/Sand Lake. Others did consider this but some didn't meet the 50% Free and Reduced-Price lunch requirement, or there was already a lunch program going near the library at a school.

Feeding America is a very enthusiastic partner who is interested in using KDL's model to grow this to other libraries in Michigan – especially in the Upper Peninsula.

### **Library of Things**

Meetings in early December with M-Tec and an individual known for community building went really well. The concept and approach for creating a center to help individuals, families and communities get access to things they need has been received with surprise, support and enthusiasm.

KDL will spend a year in conversation and planning, along with fundraising, before any implementation happens in 2020. The most important part of the approach acknowledged by all partners and individuals KDL has talked with is that the community gives input.

### **Workforce Development Meetings**

As KDL prepares to increase the focus in 2019 on workforce development and education, conversations continue with more partners that see the library's involvement as growing their offerings for adult education. A recent meeting with Rockford Public Schools showed more options for programming and outreach related to area businesses that they are working with.

## **KDL FREE LIBRARY PROJECTS**

### **Books on the Bus**

This is up and running! Marketing/Communications is working to launch a press release in December. Volunteers are still being trained, but the feedback so far is wonderful.

### **Airport**

In the past two months, KDL has seen a decline in the number of volunteers, or just the times they can help. Additionally, KDL has seen an increase in usage. As a result, the Airport Little Free Library was getting empty faster than expected. Staff then increased the number of the books brought from 40 to 100, two times a week. This took care of the problem. At the moment, KDL has added one more volunteer and they seem to be able to keep up. KDL's contact at the airport will let staff know if the volume starts to get lower again.

## **IMMIGRANT INITIATIVES**

### **Picture Library Card**

As a result of the Spanish Think Tank last spring, interest has grown in KDL offering a picture library card from various groups in underserved communities. KDL is exploring this direction with legal counsel. The library cards cannot be used for legal purposes, other than what they are intended for, but may facilitate the lives of these individuals in ways those who have not gone through immigration cannot begin to understand.

### **Books for Displaced Children**

Through a partnership with local foster care agencies, staff maintain materials for a KDL Free Library in Spanish for children that are under the care of foster or group homes. Additionally, this month staff visited the School/Detention Center twice and read stories in Spanish to approximately 45 children in four classrooms. This is one of the projects that staff enjoy the most since the kids are always so excited to hear stories in their own language. For the second visit, KDL brought the bookmobile and checked out new materials for them.

### **Language Accessibility Initiatives**

KDL started conversations regarding language accessibility in the KDL service area with translation, interpretation agencies and service providers. As a result, KDL purchased four sets of simultaneous interpretation equipment (two digital and two radio) with 25 receptors each. One set is for internal use and three are offered to patrons to check out and be used for community meetings. KDL do not provide interpreters, but refer interested patrons to local agencies that provide those services.

### **Bookmobile**

Staff took the bookmobile to Bethany Christian Services ESL classes to speak with new immigrants about the library, how it works, why they don't have to pay, to explain the lending process, how to return items, what happens if they don't return them, what else they can do at the library, how to get there, and more. The advantage is that KDL can provide a full library experience right where they are! Staff often issue library cards and give people information about their closest branch and how to get there by walking, on public transportation or driving. KDL can provide this service in Spanish, but sometimes there are also interpreters of African languages, French or Vietnamese languages.

### **End-of-Year Receiving**

At the beginning of November, in the Collection Materials budget there was a “free” balance of \$265,839.65, and the amount on order/encumbered was \$274,992.75. Also, on November 5th, 2018, an additional \$91,000 was added on top of the \$240,000 previously added in October.

To show the volume of Collection materials coming in during November, staff decided to keep track of the number of boxes coming from UPS and FedEx. In November there was an average of 55 boxes each day, for a total of 1091 boxes being delivered in November.

The Collection Services and Collection Development departments have a substantial backlog of materials, especially book carts that came through without holds at the time of unpacking and receiving/invoicing. Staff are trying to keep up with getting items out to patrons that have holds. After unpacking and receiving/invoicing, some materials are being packed up back into boxes, as there are not enough book carts or room to hold all the incoming materials.

### **New Vinyl Collection: Pilot at Plainfield**

Brad has been working on bringing over vinyl bibliographic records from SkyRiver for records that were purchased for the vinyl pilot project that will be starting next year at Plainfield. This will be a new format that will be handled by Collection Services. Circulating vinyl record players will also be part of this pilot project.

### **KDL Booster Packs (K-3<sup>rd</sup> Grade)**

Yuko has been working on the Booster Pack pilot project for Comstock Park. Yuko completed the 3rd grade reading level packs, which consist of five packs of books, games and activities. It took 22 hours for Yuko to complete all of the work that went into cataloging and processing one grade of the booster packs. Some of the work involved consists of:

- Creating the bibliographic record (4 hours)
- Counting the pieces in all the games
- Creating contents list with pictures and how many pieces, which goes in each game box
- Repackaging game piece contents and creating numerous labels
- Creating a bag contents list and pictures of which books, games, etc. are in the booster pack
- Creating luggage tags with contents for each pack

### **KDL LAB Experience Extravaganza**

The KDL LAB Work Group hosted the KDL LAB Experience Extravaganza at the Service Center on November 16 and 17, 2018. 172 patrons participated in hands-on projects from KDL and local partners, including the EGR Middle School Robotics Team, The National Science Institute (formerly named The Geek Group), WMCAT, Grand Rapids Public Museum and John Ball Zoo.

### **Write Michigan Short Story Contest**

The entries are in for this year’s Write Michigan Short Story Contest. The contest received the most entries in the history of the contest with a total of 1,318 entries, a 46% increase over last year’s contest. The greatest increase was in the Spanish language category with 119 entries.

The stories will be reviewed with the semi-finalists announced on January 11, 2019. Public voting and the judges’ review of the semi-finalists runs January 11 through January 31, 2019 with the winners announced on February 5, 2019.

### **Teen Poetry**

Offerings for teen poets are being planned for 2019. In addition to the Teen Poetry Contest and Teen Poetry Slam, KDL will host a Teen Poetry Conference. The half-day conference will feature presentations from local poets, two workshops, a chance for patrons to have their work reviewed, and lunch. More information will be coming on this March 2019 program, which will be held at the Kentwood branch.

## KATIE KUDOS – November Winners

### Mark Dunham (Rockford) . . .

- Nominated by Robin Darlings because, “He stayed after work on Friday evening and decorated the Krause Library for the holidays! It looks wonderful! I so appreciate seeing the wreaths and the lights with the displays! Thanks for making the branch look so festive!”

### Scott Small (Cascade Branch) ...

- Nominated by Vanessa Walstra because, “Scott was an assembler extraordinaire! We got two new office chairs and he took charge and got them assembled in no time. This was immensely helpful, and (since I didn't assemble) greatly increases the likelihood that they will stay together. Thank you, Scott!”



### Jessine VanLopik (Comstock Park)...

- Nominated by Hannah Lewis because, “Jessine was a rock star and helped a patron find a bajillion and a half picture books by diverse authors! She made her day and made her ‘love libraries again!’ Good work!”

## PRAISE FROM PATRONS

### ○ Englehardt Branch

- “Englehardt has now added an extensive art collection. Stephanie was acquainted with Sandi Brogger, of the Grand Valley Artists, and made the connection. We now have many items of the cooperative on display in the branch that the patrons are enjoying and commenting on. These will change out every two months.”

### ○ Walker Branch

- “Staff received a plate of goodies with a lovely note. It stated, ‘We are so thankful for all of the time and energy that you all put into making the library an amazing place for people of all ages. Our favorite part is all of the books you choose and provide. Thank you! Todd, Andrea, Makena & Trinity.’”

### ○ Outreach Visits

- “One of our regular patrons came in yesterday raving about the KDL Lab program (KDL LAB Extravaganza) at the Service Center on Saturday. Her 8-year-old and 2-year-old were both occupied for two hours and she was extremely impressed. She hopes you’ll continue to do these, as she’s already told several of her friends about the event. Great job!”

## UPCOMING MEETINGS AND EVENTS OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs. Jan. 17, 2019	7:00 PM	KDL Meeting Center
KDL Regular Board Meeting	Thurs, Feb. 21, 2019	4:30 PM	KDL Plainfield Branch
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Weds., Feb. 20, 2019	1:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
ALA Midwinter Conference	January 25-29, 2019	All Day	Seattle, WA



NEW APPOINTMENTS	POSITION	EFFECTIVE
Annette Miller	General Accountant – Service Center	December 12
Marcia VanDrunen	Shelver – Grandville	December 12
Marlys Davis	Substitute Information Staff	December 12
Jacque Hobson	Substitute Information Staff	January 3

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Donna Cowart	Shelver – Wyoming	Circulation Assistant – Tyrone Township	November 19
Terri Goff	Circulation Assistant - Wyoming	Collection Services Assistant – Service Center	December 3
Jennifer Spangler	Substitute Circulation Assistant	Circulation Assistant – Wyoming/Kelloggsville	December 3
Jacqueline Jurgens	Circulation Assistant - Cascade	Patron Services Associate – Service Center	December 4
Jeremy Coldicott	Circulation Assistant – East Grand Rapids	Patron Services Associate	December 4
Gwen Genzink	Substitute Circulation Assistant	Substitute Information Staff	December 10
Bob McVay	Substitute Circulation Assistant	Substitute Information Staff	December 17
Jake Ryan	Substitute Circulation Assistant	Circulation Assistant – Plainfield	December 17
Misgana Kurban	Substitute Circulation Assistant	Circulation Assistant – Kentwood	December 17
Tricia van Zelst	Substitute Circulation Assistant	Circulation Assistant – Cascade	January 2

OPEN POSITIONS	TYPE
Circulation Assistant – Wyoming (2 positions)	Part-time
Circulation Assistant – Kentwood	Part-time
Circulation Assistant – Gaines Township	Part-time
Shelver – Wyoming	Part-time
Shelver – Plainfield	Part-time
Substitute Circulation Assistants	Temporary

DEPARTURES	POSITION	EFFECTIVE
Ally Militello	Circulation Assistant – Kentwood	November 16
Cara Medvedenko	Patron Services Associate – Service Center	November 23

EMPLOYEE ANNIVERSARIES (JANUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Pat Rosloniec	Cascade	26 years
Loretta Downer	Wyoming	22 years
Amy Bouma	Collection Services	21 years
Ray Mysels	Information Technology	20 years
Kelaine Mish	East Grand Rapids/Bookmobile	19 years
Tammy Schneider	Collection Development	19 years
Margo Bird	East Grand Rapids	17 years
Mark Dunham	Krause Memorial	15 years
Mary Oosterbaan	Grandville	11 years
Adam Oster	Kentwood	9 years
Katie Zuidema	Communications	9 years
Trevor Zuidema	Grandville	8 years
Kate Campbell	Grandville	7 years
Amanda Harbison	Plainfield	7 years
Clyde Waltenbaugh	Spencer Township	5 years
Janice Donahue	Sub Info Pool	4 years
Kristi Kaluski	Grandville	4 years
Sarah VanTassell	Comstock Park	4 years
Shirley Blackler	Sub Info Pool	3 years
Calli Crow	Administration	3 years
Sam Jewett	Wyoming	3 years
Sara McMullin	Alto/Cascade	3 years
Chloe Stegman	Plainfield	3 years
Morgan Hanks	Plainfield	2 years
Terese Hendershot	Sub CA Pool	2 years
Brianna Bricker	Tyrone Township	1 year
Mara Deckinga	Gaines Township	1 year
Ashley Geglio	Cascade	1 year
Sarah Krebs	Cascade	1 year
Philip Kunnen	Kelloggsville	1 year
Rebecca Vaughn-Stepter	Kelloggsville	1 year
Nanette Zorn	Cascade	1 year



Kent District Library

**Information.  
Ideas.  
Excitement!**

## Board of Trustees Attendance

2018

(X = present)

(X = present)	Shirley Bruursema	Lee Cook	Andrew Erlewein	Tom Noreen	Caitie S. Oliver	Penny Weller	Craig Wilson	Sherrie Barber Willson
January 18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
February 15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
March 15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
April 19	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
May 17	<input checked="" type="checkbox"/>	Allie Bush Idema	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
June 14	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sheri Gilreath- Watts
July 19	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
August 16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Charles R. Myers	
September 20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
October 11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
October 25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
November 15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
December 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Board Participation via Conference Call or WebEx

Trustee Name	Meeting Date	Trustee Name	Meeting Date
Tom Noreen	4/19/18		
Tom Noreen	5/17/18		
Tom Noreen	7/19/18		

# Trustee Officer Assignments

As of December 20, 2018

BOARD CHAIR			
<i>Trustee</i>	<i>Appointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Penny Weller	December 21, 2017	1 year	Appointed by Board Motion
BOARD VICE CHAIR			
<i>Trustee</i>	<i>Appointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Shirley Bruursema	December 21, 2017	1 year	Appointed by Board Motion
BOARD TREASURER			
<i>Trustee</i>	<i>Appointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Andrew Erlewein	December 21, 2017	1 year	Appointed by Board Motion
BOARD SECRETARY			
<i>Trustee</i>	<i>Appointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Allie Bush Idema	July 19, 2018	5 months	Appointed by Board Motion

# Trustee Board Assignments

*As of December 20, 2018*

<b>KDL ALLIANCE OF FRIENDS (MEETS BI-MONTHLY)</b>			
<i>Trustee</i>	<i>Appointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Penny Weller	December 21, 2016	1 year	Appointed by Board Motion
<b>KDL PENSION BOARD (MEETS QUARTERLY)</b>			
<i>Trustee</i>	<i>Appointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Charles R. Myers	January 18, 2001	16 years, 11 months	Appointed by Board Motion
Penny Weller	January 17, 2013	4 year, 11 months	Appointed by Board Motion
<b>LAKELAND LIBRARY COOPERATIVE (LLC) BOARD (MEETS MONTHLY)</b>			
<i>Trustee</i>	<i>Appointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Shirley Bruursema	July 21, 1994	24 years, 5 months	Appointed by Board Motion

## Section 6: Personnel

### [Introduction](#)

#### 6.1 [Equal Employment Opportunity](#)

##### 6.1.1 [Harassment](#)

##### 6.1.2 [Americans With Disabilities Act \(ADA\)](#)

#### 6.2 [Position Authorization](#)

##### 6.2.1 [Applications](#)

##### 6.2.1.1 [Internships](#)

##### 6.2.2 [Interview and Selection](#)

##### 6.2.3 [Initial Employment Period](#)

##### 6.2.4 [Promotions](#)

##### 6.2.5 [Nepotism](#)

##### 6.2.6 [“Acting” Capacity](#)

##### 6.2.7 [Outside Employment](#)

##### 6.2.8 [Employee Termination of Employment](#)

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##### 6.3.1 [Access to Employee File Information](#)

##### 6.3.2 [Continuous Length of Service](#)

##### 6.3.3 [Disclosure of Employee File Information](#)

##### 6.3.4 [Employee References](#)

##### 6.3.5 [Applicant/Employee Background Verification and Drug Screening](#)

##### ~~6.3.6 [Volunteer Background Verification](#)~~ **MOVE**

##### 6.3.7 [Social Security Numbers Privacy](#)

#### 6.4 [Compensation](#)

##### 6.4.1 [Performance Evaluation](#)

- 6.4.2 [Benefits](#)
- 6.4.3 [Sick Leave](#)
- 6.4.4 [Sick Time Payment](#)
- 6.4.5 [Disability Leave of Absence](#)
- 6.4.6 [Workers' Disability Compensation Supplemental Pay](#)
- 6.4.7 [Emergency Closing Compensation](#)
- 6.5 [Work Week](#)
- 6.6 [Progressive Action Policy](#)
  - 6.6.1 [Complaint Resolution Process](#)
- 6.7 [Vacation Eligibility](#)
  - 6.7.1 [Vacation - Part Time](#)
  - 6.7.2 [Vacation - Carry Forward](#)
  - 6.7.3 [Payment of Unused Leave & Paid Time Off \(PTO\)](#)
  - 6.7.4 [Bereavement Leave](#)
  - 6.7.5 [Family and Medical Leave Act Leave \(FMLA\)](#)
  - 6.7.6 [Personal Leave of Absence Without Pay](#)
  - 6.7.7 [Personal Leave of Absence With Pay](#)
  - 6.7.8 [Jury Leave](#)
  - 6.7.9 [Military Leave](#)
  - 6.7.10 [Holiday Accrual & Eligibility](#)
- 6.8 [Transportation Reimbursement](#)
  - 6.8.1 [Honoraria](#)
  - 6.8.2 [Professional Association/Community Organization Memberships](#)
- 6.9 [Drug-Free Workplace](#)
- 6.10 [Electronic Communications Policy](#)
- 6.11 [Whistleblower Policy](#)
- ~~6.12 [Tuition Reimbursement](#)~~ REMOVE
- 6.13 [Board Member Compensation](#)
- 6.14 [Conference Attendance – Board and Staff](#)
- 6.15 [Volunteers](#) MOVE/CHANGE

#### 6.15.1 Volunteer Background Verification **MOVE**

\* Policy numbering will change to reflect the removal and addition of policies



## INTRODUCTION

All Library employees are employed at will unless expressly provided otherwise in the collective bargaining agreement or other written employment contract.

Personnel policies apply to all Kent District Library employees. The provisions of any existing Library labor agreement supersede the provisions found in this Policy Manual for those employees within the collective bargaining unit.

## **KDL Policy 6.1**

### **EQUAL EMPLOYMENT OPPORTUNITY**

***Last Revised 6-19-08***

Kent District Library will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, disability, or veteran status. No personnel action will unlawfully discriminate against an individual based on any of these characteristics. Personnel actions include, but are not limited to: recruitment, employment, promotion, transfer, disciplinary action, lay-off, termination, rates of pay or other forms of compensation, and selection for training.

Except where permitted by law, the Library will not deny an individual the full and equal enjoyment of its goods, services, facilities, privileges, advantages, or accommodations because of race, color, religion, national origin, age, sex, height, weight, sexual orientation, marital status, disability, or veteran status.

Kent District Library will observe federal and state laws concerning equal employment opportunity. The Library will make reasonable accommodations, as required by law, for the disabilities of otherwise qualified employees or applicants, which will not impose undue hardship on the Library.

All persons hired by the Library must be eligible to work in the United States pursuant to the [Immigration Reform and Control Act of 1986](#).

## **KDL Policy 6.1.1**

### **HARASSMENT**

***Last Revised 9-17-09***

Kent District Library is committed to providing a work place free from harassment. Therefore, Kent District Library prohibits harassment of employees or members of the public by an employee. Harassment can occur with a single incident or through a pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment can result from a broad range of actions, which might include, but are not limited to, the following:

- physical or verbal intimidation;
- racial, gender, or age insults;
- derogatory ethnic jokes;
- religious slurs; or
- sexual harassment (as defined below).

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
- submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or

- such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

This policy against harassment also prohibits acts of non-employees which result in an intimidating, hostile, or offensive employment environment or unreasonably interferes with an individual's employment.

An employee who believes that he or she has been harassed shall promptly report the incident to their immediate supervisor, Library Director, or the Human Resources Department.

Kent District Library will conduct a prompt and thorough investigation of each incident and, if a violation is found, will take prompt and appropriate action against the person, or persons, responsible.

Employees who violate the policy will be subject to discipline up to and including discharge. Kent District Library prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including discharge.

Non-employees who violate this policy shall be considered in violation of Section 4.4 of the Policy Manual on Disruptive Behavior (including the Patron Rules and Responsibilities) and may be barred from use of the library for specified periods of time as provided in Section 4.4.

## **KDL Policy 6.1.2**

### **AMERICANS WITH DISABILITIES ACT (AD)**

***Last Revised 2-18-16***

Kent District Library is subject to the provision of the [Americans with Disabilities Act \(ADA\) of 1992](#), and the [Michigan Handicappers Civil Rights Act](#).

KDL has further established itself as an employer of choice through collaboration with the Disability Advocates of West Michigan. Through these efforts, KDL staff are working to make for a more inclusive and accessible environment for both customers and staff.

The Library does not discriminate on the basis of disability in admission or access to programs or activities, or in Library employment policies and practices. Reasonable accommodations will be made upon request from either the public or employees.

Individuals needing special auxiliary aids or services for access to Library programs and meetings should contact the Library (616-784-2007) at least 72 hours in advance of the program/meeting in order that appropriate arrangements can be made.

## **KDL Policy 6.2**

### **POSITION AUTHORIZATION**

***Last Revised 2-16-12***

The Kent District Library Board shall budget annually for staffing resources. The Library Director is responsible for identifying staffing allocations for the entire Library system. The criteria for establishing staffing levels and needs are determined by statistical reports and other measurement tools.

The supervisor of the proposed/vacated position is responsible for analyzing the position with administration to make a determination of whether the position is needed and is classified appropriately. Positions may be restructured in regard to hours, location, and classification to meet the organizational needs within the established staffing budget.

New classifications or staffing positions needed beyond the available budget must receive Board approval.

Once a final determination is made, authorization paperwork must be completed and forwarded to the Human Resources Department to begin the recruitment process.

## **KDL Policy 6.2.1**

### **APPLICATIONS**

***Last Revised 6-19-08***

Kent District Library shall accept applications for employment only when a posted position opportunity exists. All employment applications shall be processed centrally at the Human Resources Department in accordance with established personnel procedures.

All applications for a posted vacancy must be submitted via the electronic applicant database and received in the Human Resources Department by the designated deadline.

## **KDL Policy 6.2.1.1**

### **INTERNSHIPS**

***Last Revised 2-18-16***

Kent District Library provides opportunities for student interns to be appointed for up to twelve months to allow students to gain work-related experience in their field of study.

Interns can serve in the following ways:

- assisting and learning from experienced employees;
- completing short-term assignments;
- assisting during peak work-load periods; and
- assisting in research or project teams.

Interns must go through an informal interview process with the supervisor in order to be selected for an internship. Intern selection will be coordinated with the Human Resources Department. Intern eligibility will be contingent on background verification and drug screening per the standards stated in [Policy 6.3.5](#).

Interns are expected to follow a written education plan, as well as the same policies and procedures as regular KDL employees.

Supervisors will be expected to provide leadership and guidance to the intern by meeting with the intern on a regular basis. Upon completion of the internship, both the supervisor and the intern shall complete an internship evaluation form rating the overall internship experience, along with any documentation required by the intern's educational institution (when applicable).

## **KDL Policy 6.2.2**

### **INTERVIEW & SELECTION**

***Last Revised 2-16-12***

Interview teams for both individual and group candidate hiring will include, at a minimum, a Human Resources Department staff member and the hiring supervisor.

The hiring supervisor is responsible for the hiring decision. Hiring decisions must be reviewed and approved by the Library Director.

For branch manager positions, a representative from the local governmental unit shall be afforded the opportunity for:

- discussion with the Kent District Library Director concerning the position;
- participation in the interview process; and
- input regarding the candidates interviewed prior to final selection.

Recognizing that the final hiring decision rests with the Kent District Library Director, the local governmental unit shall have no veto or voting rights regarding the selection of the branch manager.

## **KDL Policy 6.2.3**

### **INITIAL EMPLOYMENT PERIOD**

***Last Revised 4-19-07***

All employees shall serve an initial employment period of six (6) months. During the initial employment period, employees shall receive a performance evaluation. During the initial employment period, a newly hired employee may be dismissed at the sole discretion of the Library Director.

The initial employment period may be extended with the approval of the Library Director. After completion of the initial employment period, the Library retains the right to terminate, in its sole discretion, but may provide a maximum of two (2) weeks' notice

and/or two weeks termination pay before acting to terminate an employment relationship.

Newly hired employees serving the initial employment period shall not have access to the grievance procedure.

## **KDL Policy 6.2.4**

### **PROMOTIONS**

***Last Revised 11-18-10***

Employees who wish to be considered for a promotional opportunity must apply through the established procedure.

When an employee is reclassified to a classification in a higher salary range, the employee's salary shall be adjusted to the minimum of the range for the new classification or to that salary step which is at least equivalent to one pay step increment above the employee's present rate, whichever is higher.

## **KDL Policy 6.2.5**

### **NEPOTISM**

***Last Revised 5-15-14***

Kent District Library will not hire immediate relatives of current employees who would work within the same branch or department, or who would supervise one another. Under no circumstance may relatives currently on staff (or those who become relatives while on staff) work within the same branch or department, or supervise one another. Exceptions to this policy may be granted only by the Board of Trustees, upon recommendation of the Library Director, for reasons clearly in the best interests of the Library.

An immediate relative is defined as a spouse/partner, father, mother, sister, brother, son, daughter, aunt, uncle, niece, nephew, first cousin, and in-law equivalence, or any other relative living in the same household.

Consideration for promotion, transfer, or other actions of employee movement will not be given if such actions would place relatives in a work location or work relationship as described above.

If a marriage causes a violation of this policy, the Library shall try to transfer one of the employees. If a transfer is not feasible, the employees will be permitted to decide which of them will resign. Failure to select shall result in the Library making the determination based on its view of the best interests of the Library.

## **KDL Policy 6.2.6**

### **“ACTING” CAPACITY**

***Last Revised 11-18-10***

The Library Director may appoint a qualified employee to fill a vacant position in an "Acting" capacity. During this assignment, the employee shall be paid an additional 5% of his/her current salary.

At the end of the "Acting" assignment, the employee will be returned to his/her regular position and original pay rate. An evaluation of his/her performance in the "Acting" position shall be made and placed in the employee's permanent personnel file.

## **KDL Policy 6.2.7**

### **OUTSIDE EMPLOYMENT**

***Last Revised 12-19-02***

Kent District Library employees may engage in outside employment. However, this employment may not be conducted within a Kent District Library facility and may not use Kent District Library materials or equipment nor other Kent District Library personnel beyond those resources that would be available to any member of the public. The employee may not engage in this outside employment during the employee's regular-scheduled working hours. This outside employment must not cause a conflict of interest or the appearance of a conflict of interest with Library employment and must not interfere with the satisfactory performance of the employee.

## **KDL Policy 6.2.8**

### **EMPLOYEE TERMINATION OF EMPLOYMENT**

***Last Revised 5-19-05***

Employees are free to resign at any time and for any reason. During the initial employment period, Kent District Library reserves the right to terminate the employment of bargaining unit employees and non-bargaining unit employees at any time and for any reason with or without cause, and with or without notice. After the initial employment period, Kent District Library reserves the right to terminate employment of non-bargaining unit employees at any time and for any reason with or without cause, and with or without notice. After the initial employment period, Kent District Library may terminate bargaining unit employees for just cause as set forth in the Labor Agreement.

Upon termination of employment for any reason, employees must return to their supervisor any Kent District Library property, including, but not limited to: keys, supplies, equipment, manuals, computer records, and name badges, on or before their last day of employment. Upon termination of Kent District Library employment, all staff privileges will cease.

Benefit and final pay information regarding the terminating employee will be provided through an Exit Interview conducted by the Human Resources Department, or as soon as the amounts can, with due diligence, be determined.

In general, sick and vacation leave and holidays will not be approved after an employee gives notice of leaving employment. The Library Director must approve exceptions. Employees who resign or are terminated shall be entitled to receive payment for accrued, but unused, vacation time only after twenty-four months (2 years) of continuous service.



## **KDL Policy 6.3**

### **PERSONNEL FILES & EMPLOYEE RECORDS**

***Last Revised 5-19-05***

The Human Resources Department is authorized to maintain the official personnel files and records for all Library employees. Information which is not contained within the official Library personnel file may be restricted from use in any subsequent action pertaining to the employee.

The history record for each Library employee shall include the employee's name, address, date of employment, job classification, salary rate, and such other employment information as the Library Director deems necessary.

The employee record-keeping system shall be sufficient to administer the personnel program for all Library employees and shall comply with legal record-keeping and file retention requirements.

The system of checking payrolls shall determine that all persons in Library service are being employed and paid in accordance with the personnel policies, procedures, rules, and regulations.

Supervisors are responsible to forward all pertinent employee documents for inclusion in the official personnel files, and to prepare and submit all documents necessary to carry out the Library personnel program. Supervisory notes (i.e., informal documentation of coaching or observations) may be maintained confidentially by the supervisor.

## **KDL Policy 6.3.1**

### **ACCESS TO EMPLOYEE FILE INFORMATION**

***Last Revised 2-23-06***

Access to information contained in Library personnel files shall be limited to Human Resources Department personnel, the Library Director, the employee's department head or branch manager, the employee's immediate supervisor on a "need to know" basis, and the individual employee, upon request, in accordance with his/her statutory access rights. Files pertaining to employees who are bona fide candidates for interdepartmental transfer will be accessible to the prospective supervisor.

The confidentiality of social security numbers contained in personnel files or employment records shall be maintained in compliance with the [Michigan Social Security Number Privacy Act \(P.A. 454 of 2004\)](#) and the Kent District Library Social Security Numbers Privacy Policy ([Policy 6.3.7](#)).

Access to employment records containing private health information are limited to the Library Director, Human Resources Department personnel and the employee, and will only be used in the administration of policies or procedures (e.g., FMLA, Workers

Compensation, etc.) that require such records of information. Employee concerns about private health information should be submitted to the Library Director in writing.

### **KDL Policy 6.3.2**

#### **CONTINUOUS LENGTH OF SERVICE**

***Last Revised 9-17-09***

Continuous length of service means uninterrupted service from the date of hire. Continuous service is not recognized until the employee completes the initial employment period at which time the employee's length of service shall include the period from the date of his/her hire.

Irregular or temporary service, which immediately precedes the transfer of an employee to a full-time or part-time position in the same job classification, shall be given full credit in computing continuous service.

Time spent on approved leaves of absence shall be included in continuous length of service as follows:

- Disability Leave: First continuous twelve (12) months of such leave.
- Military Leave: Entire period of such legitimate leave.
- Workers' Disability Compensation Leave: First continuous twelve (12) months of such leave.
- Personal Leave: No credit for such leave. However, no loss of previous credit. Exceptions may be authorized by the Library Director, not to exceed the first continuous twelve (12) months of such leave.
- FMLA Leave: Entire period of such legitimate leave.

### **KDL Policy 6.3.3**

#### **DISCLOSURE OF EMPLOYEE FILE INFORMATION**

***Last Revised 2-23-16***

The Human Resources Department shall be responsible to uniformly handle all requests for disclosure of employee file information.

Disclosure of employee information shall be handled in accordance with the following:

- All requests for information contained within employee personnel files, including requests for employment verification and job references, shall be forwarded to Human Resources. No supervisor shall respond to such requests.
- Upon receiving a request for information, the Human Resources Department shall require authorization from the individual about whom information is being requested before releasing any information, unless the request is pursuant to a subpoena or request from a governmental agency. The authorization must be in writing and signed by the individual who is the subject of the request. It must

state the type of information that may be released and the party to whom information may be supplied.

- The information requested shall be released only to the party authorized to receive it.  
This information may be provided by Human Resources or, in the case of recommendations, by a supervisor, after receiving the approval of the Library Director or his/her designee.
- The confidentiality of social security numbers contained in personnel files or employment records shall be maintained in compliance with the [Michigan Social Security Number Privacy Act \(P.A. 454 of 2004\)](#) and the Kent District Library Social Security Numbers Privacy Policy ([Policy 6.3.7](#)).

### **KDL Policy 6.3.4**

#### **EMPLOYEE REFERENCES**

***Last Revised 5-15-14***

Kent District Library shall not give information on an employee's performance to external reference seekers, except on written request of the current or former employee. Outsiders contacting the Library for references on past or present employees are told only the date of hire, position title, and whether the person is currently employed with the Library. The Human Resources staff may also verify the employee's current salary as well as provide other information as required by law. Those desiring reference information of greater detail will be advised to either send a letter requesting the specific reference information, or provide their contact information which will be forwarded to the employee for follow up.

References prepared by supervisors or anyone other than the Human Resources Department/Library Director are considered "personal references" in that Kent District Library cannot substantiate as "official" any statements not contained in employee personnel files. Any "personal reference" that a supervisor may decide to give should state that the reference is personal. The Library assumes no responsibility for references of this nature.

### **KDL Policy 6.3.5**

#### **APPLICANT/EMPLOYEE BACKGROUND VERIFICATION AND DRUG SCREENING**

***Last Revised 11-18-10***

Kent District Library requires, as a condition of employment, that all candidates consent to and authorize both a pre-employment verification of the background information submitted and a pre-employment drug screen prior to being interviewed. This release and authorization acknowledges that Kent District Library may obtain the following: a pre-employment drug screen; verification of education; verification of previous employment/work history; personal references; a motor vehicle record; and any criminal history record information pertaining to the employee which may be in the files of any federal, state, or local criminal justice agency in Michigan or any other

states/countries of origin; and/or information as deemed necessary, relevant and applicable to job requirements. Kent District Library will not obtain any type of information from the applicant/employee's personal credit/financial history record.

The results of this verification process will be used to determine employment eligibility under Kent District Library's employment policies. No offer of employment will be made without the completion of the background verification and drug screening process. KDL cannot be held liable for inaccurate information received when performing background verification checks and drug screens.

Refusal to consent to and authorize a pre-employment verification of background information and a pre-employment drug screen will result in immediate disqualification of consideration for any open position and any future positions.

Kent District Library will not hire anyone with a positive drug screen or who has been convicted of any felony. Kent District Library will not hire anyone who has been convicted of a misdemeanor offense for assault; child abuse; criminal sexual conduct; use, possession, or sale of weapons; or violations of Article 7 of the Michigan Public Health Code (Controlled Substances) (MCL 333.7101 et seq.) The Human Resources Department will review all other convictions and pending criminal charges of a candidate on an individual basis with the final decision resting with the Library Director.

Kent District Library will provide a candidate, whose information found in a background check or drug screen results in an adverse action, with the information as required by the Fair Credit Reporting Act.

All results that are obtained by the background verification and drug screening process will be proprietary and kept confidential to the extent permitted by law. The information obtained will not be provided to any parties other than to designated Kent District Library personnel or legal counsel with a need to know.

## **KDL Policy 6.3.6**

### **MOVE TO NEW VOLUNTEER SECTION**

#### **VOLUNTEER BACKGROUND VERIFICATION**

***Last Revised 5-19-05***

Kent District Library requires, as a condition of volunteering, that regular volunteers over the age of 18 (excluding Friends) consent to and authorize a verification of the background information submitted.

This release and authorization acknowledges that Kent District Library may obtain the following: any criminal history record information pertaining to the volunteer which may be in the files of any federal, state, or local criminal justice agency in Michigan or any other states/countries of origin; and/or information as deemed necessary, relevant and applicable to volunteer requirements. Kent District Library will not obtain any type of information from the volunteer's personal credit/financial history record.

The results of this verification process will be used to determine volunteer eligibility under Kent District Library's policies. No volunteer opportunities will be made available without the completion of the background verification process. KDL cannot be held liable for inaccurate information received when performing background verification checks.

Refusal to consent to and authorize a verification of background information will result in immediate disqualification of consideration for any volunteer opportunities.

Kent District Library will not allow individuals to volunteer who have been convicted of any felony or who have been convicted of a misdemeanor offense for assault; child abuse; criminal sexual conduct; use, possession, or sale of weapons; or violations of Article 7 of the Michigan Public Health Code (Controlled Substances) (MCL 333.7101 et seq.) The Human Resources Department will review all other convictions and pending criminal charges of a potential volunteer on an individual basis with the final decision resting with the Library Director.

Kent District Library will provide a volunteer, whose information found in a background check results in an adverse action, with the information as required by the Fair Credit Reporting Act.

All results that are obtained by the background verification process will be proprietary and kept confidential, to the extent permitted by law. The information obtained will not be voluntarily provided to any parties other than to designated Kent District Library personnel or legal counsel with a need to know.

## **KDL Policy 6.3.7**

### **SOCIAL SECURITY NUMBERS PRIVACY**

***Last Revised 2-23-06***

In compliance with the [Michigan Social Security Number Privacy Act, P.A. 454 of 2004](#) (the "Act"), Kent District Library will ensure, to the extent practicable, the confidentiality of social security numbers it possesses, uses, or disposes of. For the purpose of this policy, SSN refers to the use of more than 4 sequential numbers of an individual's social security number.

Kent District Library will not:

- Publicly display more than 4 sequential numbers of an individual's complete social security number;
- Use the SSN as the primary account number for any individual;
- Visibly print the SSN on any identification badge or card, membership card, or permit or license;
- Require an individual to use or transmit the SSN over the internet or computer system unless the connection is secure or the transmission is encrypted;
- Require an employee to transmit the SSN to gain access to an internet website or computer system network unless the connection is secure, the transmission is encrypted, or a password or other authentication device is required to gain access;

- Include the SSN in or on any document sent to an individual if the numbers are visible on or, without manipulation, from outside of the envelope or packaging;
- Include the SSN in or on any document or information mailed to an individual, except in accordance with the Act or other applicable laws, rules, or regulations; or
- Unlawfully disclose social security numbers in violation of the Act or other applicable laws, rules, and regulations.

Only personnel authorized by the Library Director or the Human Resources Department will have access to documents that contain social security numbers. Documents containing social security numbers will be disposed of in an appropriate manner that protects their confidentiality, such as shredding, when no longer needed and in accordance with the requirements of state and federal law. Penalties for violating this Policy may include discipline up to and including dismissal, and violations of the Act are punishable to the extent of the law ([P.A. 454 of 2004](#)).

## **KDL Policy 6.4**

### **COMPENSATION**

***Last Revised 11-18-10***

Wage payment plans for employees of Kent District Library shall be approved by the Board of Trustees. Granting of pay increases is dependent upon the availability of funds and individual work performance.

Bargaining unit employees shall be compensated as specified in the agreement with the United Auto Worker's Union Local 2600.

The Board of Trustees annually approves the pay ranges for management and administrative staff.

## **KDL Policy 6.4.1**

### **PERFORMANCE EVALUATION**

***Last Revised 9-17-09***

Kent District Library shall require regular performance evaluations of all staff. Performance evaluations provide a means of recognizing job strengths, as well as developmental opportunities, and help staff to reach their full potential.

Merit increases shall be based upon a rating of the employee's work performance and budget availability. Such ratings shall be prepared at the completion of the initial employment period and on an employee's anniversary of hire date thereafter.

## **KDL Policy 6.4.2**

### **BENEFITS**

***Last Revised 3-21-13***

Regular employees will receive benefits as outlined in the benefit schedules maintained in the Human Resources Department.

The Library provides health, vision, and dental insurance under a program approved by the Board of Trustees for all eligible full-time employees on the active payroll and their qualified dependents. Benefits and employee contribution amounts are subject to change as the Library deems necessary.

The Library provides life insurance for full-time employees on the active payroll provided that such life insurance shall only apply to deaths which are not compensable under the Worker's Compensation Laws of the State of Michigan or where the death benefits under such laws are less than the face amount of the life insurance policy.

Additional benefits may also be offered at the discretion of the Library.

Summary Plan descriptions of all insurance programs are provided to all employees by the Human Resources Department.

### **KDL Policy 6.4.3**

#### **SICK LEAVE**

***Last Revised 3-21-13***

The Library provides pay during disability leave of absence and sick leave days for full-time and part-time employees who have accrued sick time in accordance with the following:

- After the completion of the orientation period, full-time employees will begin earning eight (8) hours of sick leave on the first day of the month following employment and will earn eight (8) hours of sick leave on the first day of each month thereafter, exclusive of unpaid leaves of absence.
- Part-time employees working twenty (20) or more hours per week shall, upon completion of their orientation period, be credited with pro-rata sick leave benefits based on the remaining months in the calendar year and upon the ratio of their hired hours to a full-time (40-hour) position. Thereafter, sick leave will be credited on the same pro-rata basis annually each January 1. A part-time employee must work a minimum of either 1) their hired hours multiplied by the number of weeks employed in the preceding calendar year or 2) 1,000 hours, in order to retain sick leave eligibility, exclusive of Section 11.3(b) of the labor agreement. Part-time employees hired after December 31, 2009 shall earn Paid Time Off (PTO) in lieu of sick time, at a rate specified by the labor agreement.
- Sick time may accumulate up to a maximum of one thousand four hundred and forty (1,440) hours.
- Any unused and accumulated sick leave earned during full-time employment shall be placed in escrow when the employee transfers to part-time employment and shall be unavailable for use by the employee until the employee returns to full-time employment, provided however, a full-time employee transferring to a part-time position may utilize his/her accumulated sick leave while in such position in an amount not to exceed twenty-four (24) hours times his/her years of continuous full-time employment.

### **KDL Policy 6.4.4**

#### **SICK TIME PAYMENT**

***Last Revised 3-21-13***

Payment of accrued sick leave/Paid Time Off (PTO) will be authorized in the following instances:

- When it is established to the Library's satisfaction that an employee is incapacitated from the safe performance of his/her job duties because of sickness or injury. No sick leave/PTO will be granted for minor ailments which would not affect the safety of the employee, other persons, or property while performing the job duties. Sick leave/PTO will not be granted to a terminating employee after the last day worked.



- Sick leave/PTO may be granted when unusual situations or emergencies exist in the employee's immediate family. Such leave must be approved by the department head or branch manager.
- Sick leave/PTO may be granted for necessary doctor/dental appointments. Except in the case of an emergency, such leave must be approved by the department head or branch manager in advance.
- An employee who retires under the Kent District Retirement Plan and who has on the date of his or her retirement an accumulated and unused sick leave balance of 240 hours (i.e., the equivalent of 30 days) or more, shall receive one-thousand dollars (\$1,000) upon retirement.

### **KDL Policy 6.4.5**

#### **DISABILITY LEAVE OF ABSENCE**

***Last Revised 5-19-05***

A disability leave of absence will not be granted for a period longer than one (1) year, except that in special circumstances an employee may, at the discretion of the Library, be granted disability leave for a period of up to two (2) years with approval of the supervisor and the Library Director. Disability leaves are only authorized for the period of time that an employee is disabled and employees are required to report their availability for work as soon as their physical condition permits.

Employees are required to return to work as soon as they are medically capable of performing their job. Where the work situation and the employee's medical condition permit, the Library may allow the employee to return to limited duties with the review and approval of the supervisor. The Library will provide reasonable accommodation to the extent required by the ADA and other applicable laws to employees who have permanent medical restrictions placed on their work activities. The Library may, at its discretion, attempt to reinstate employees returning from extended disability leaves of absence to their former positions, but such reinstatement is not guaranteed. The Library will determine whether it is necessary to fill the employee's position while the employee is on disability leave.

### **KDL Policy 6.4.6**

#### **WORKERS' DISABILITY COMPENSATION SUPPLEMENTAL PAY**

***Last Revised 3-21-13***

In the case of incapacitating injuries or illnesses for which employees are, or may be, eligible for disability benefits under the workers' compensation law of the State of Michigan, such employees, with the approval of the Library Director, shall be allowed salary payments, which with their compensation benefit, equal their regular net pay.

The period covered by the above shall not exceed six (6) calendar weeks, after which accrued sick time/Paid Time Off (PTO) may be utilized to maintain the difference

between the compensation payment and the employee's regular net pay. Upon the exhaustion of accrued sick time, vacation leave and holiday time may be utilized to maintain the difference between the compensation payment and the employee's regular net pay

After exhaustion of these benefits, the employee shall be entitled only to those benefits payable under the workers' compensation laws of the State of Michigan. All absence from work due to work related injury or illness must be accurately reported on the employee time report. Where applicable, all absences that likewise qualify as being covered under the Family Medical Leave Act shall be recorded as such concurrently.

### **KDL Policy 6.4.7**

#### **EMERGENCY CLOSING COMPENSATION**

***Last Revised 5-15-14***

When emergency conditions require that a Kent District Library facility be closed, employees may choose to utilize vacation time/holiday time/Paid Time Off (PTO), or, if approved by their supervisor, they may work alternate hours during the same pay period (provided overtime is not incurred) or be assigned to another location.

If a Library facility remains closed due to emergency conditions, an interim work schedule will be developed to handle work needs and employees will continue to receive pay based on authorized hours. Job descriptions or duties may be temporarily altered or reassigned. Reasonable effort will be made to maintain a useful work schedule and provide continuous employment for staff affected by an emergency closing.

If the entire Library system experiences a short-term closure due to life-threatening emergency weather conditions, employees will continue to receive pay based on authorized hours.

## **KDL Policy 6.5**

### **WORK WEEK**

***Last Revised 5-19-05***

The work week begins at 12:01 a.m. Monday and ends at midnight on Sunday.

Full-time employees shall be required to work 40 hours per week. Part-time employees are scheduled an average number of hours per week which amounts to less than 40 hours. Daily scheduled hours may vary from day to day and may change as scheduling priorities dictate. All employees are scheduled according to Library needs. Changes are left to the discretion of the supervisor.

Employees are subject to scheduling requirements that include all KDL operational hours and locations.

## **KDL Policy 6.6**

### **PROGRESSIVE ACTION POLICY**

***Last Revised 5-19-05***

Kent District Library employees are expected to conduct themselves and their work in accordance with Kent District Library policies when they are on duty in the Library and when they serve as representatives of the Library. All Kent District Library employees are subject to disciplinary action as established by the Library for various offenses or infractions that conflict in spirit or letter with responsibilities of being a Library employee and representative. The degree of discipline will vary according to the magnitude or severity of the offenses, as determined by the Library Director. Disciplinary action may take the form of verbal and written warnings, suspension, or dismissal.

If an employee's work record is free of discipline for a period of two (2) years, the employer will not take into account any prior infractions more than two (2) years old in imposing discipline, except in cases of physical violence, sexual harassment, or dishonesty.

While disciplinary records shall be retained by the employer, disciplinary actions shall remain in the employee's personnel file for a period of twenty-four (24) months for the purpose of progressive discipline.

## **KDL Policy 6.6.1**

### **COMPLAINT RESOLUTION PROCESS**

***Last Revised 5-19-05***

1. The provisions of this section shall apply exclusively to non-bargaining unit staff. Such staff may file concerns regarding hours of work, wages, and benefits. Such concerns shall be submitted to the Library Director in writing. Written concerns shall be investigated and addressed by the Library Director or his/her designee, and care will be taken to keep the staff member informed of the status of the decision. If the concern is not addressed to the staff member's satisfaction, he or she may document their lack of satisfaction in a letter to the Library Director and copied to the staff member's personnel file.
2. In cases of disciplinary action, including but not limited to suspension, demotion, or discharge, the employee shall be given written notice of the action taken and provided an opportunity to respond. Any non-bargaining unit employee may request a hearing with the Library Director for review of disciplinary action taken against him/her. Such a hearing must be requested in writing within five (5) days of the action precipitating the need for the hearing. In any hearing, the employee has the right to have an attorney or another person present and to present testimony on his/her behalf. The Library Director's decision will be provided in writing within fourteen (14) days of the conclusion of the hearing. This decision will be final.

3. Nothing contained in this policy is intended to create a just-cause employment relationship or to establish a disciplinary policy that precludes the Library from discharging an employee at will.

## **KDL Policy 6.7**

### **VACATION ELIGIBILITY**

***Last Revised 7-17-14***

Employees are eligible for vacation entitlement if they work or are on paid leaves of absence during each day during the preceding calendar year that they are scheduled to work; provided, however, that full-time employees may have up to one hundred seventy-six (176) hours of employment in an unpaid status in any calendar year without affecting their vacation eligibility. In the event that any full-time employee has one hundred seventy-seven (177) or more hours of employment in an unpaid status in one calendar year, that employee's vacation entitlement shall be reduced on a pro-rata basis for all hours of employment in an unpaid status in excess of one hundred seventy-six (176).

Employees are expected to utilize accrued vacation leave/Paid Time Off (PTO) during the calendar year in which it is credited to them. Unused vacation leave/PTO may be carried over to the next calendar year as provided in [Policy 6.7.2](#).

Employees earn paid vacation leave/PTO based upon their length of service with the Library. Vacation leave/PTO accrues on a calendar year basis and is credited to eligible employees on January 1, provided they work through December 31 of the previous year. Benefit schedules detailing allotted vacation leave/PTO for employees are maintained in the Human Resources Department.

## **KDL Policy 6.7.1**

### **VACATION – PART TIME**

***Last Revised 1-31-17***

A part-time employee hired prior to January 1, 2010 who regularly works twenty (20) or more hours per week or forty (40) or more hours per pay period shall be eligible for a vacation benefit in accordance with part-time vacation schedules. A part-time employee hired after January 1, 2010 shall earn Paid Time Off (PTO) in lieu of vacation time.

## **KDL Policy 6.7.2**

### **VACATION - CARRY FORWARD**

***Last Revised 4-19-12***

Requests to carry forward vacation leave resulting in an excess of 26 days (208 hours) in the employee's vacation leave bank shall be made in writing to the employee's supervisor and must note the anticipated dates that the excess leave will be used. All carry forward of vacation leave must be approved by both the supervisor and the Library Director. Such carry forward leave shall be allowed only for special personal reasons and for no longer than six months after the year in which the carry forward was credited. Kent District Library shall not be required to reimburse an employee for

such unused carry forward leave upon voluntary separation if it exceeds the 26 day maximum, or is not used within the six (6) month limit.

### **KDL Policy 6.7.3**

#### **PAYMENT OF UNUSED LEAVE & PAID TIME OFF (PTO)**

***Last Revised 7-17-14***

Following twenty-four months (2 years) of service, those employees in good standing shall receive payment for all accrued but unused vacation leave, holiday leave, and Paid Time Off (PTO) upon termination of their employment with the Library provided they have given proper notice. Employees who retire after meeting or exceeding Kent District Library's normal retirement age shall accrue a pro-rata vacation entitlement as of their last day of employment.

### **KDL Policy 6.7.4**

#### **BEREAVEMENT LEAVE**

***Last Revised 5-16-13***

Upon notice to the supervisor, leave shall be given to attend the funeral or attend to personal family matters when a death occurs in the employee's immediate family (this shall apply if the relationship is natural, by marriage, adoptive, step, or foster) according to the following procedure:

- a. Spouse/partner, child, father, mother, sister, brother, or equivalent as determined by the employer—up to five (5) days. Employees will receive bereavement pay for the first three (3) days without charge to sick leave/Paid Time Off (PTO). The remaining two (2) days will be charged to sick leave/PTO.
- b. Father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, or grandchild—up to three (3) days, the first day without charge to sick leave/PTO. The remaining two (2) days will be charged to sick leave/PTO.
- c. Aunt, uncle, niece or nephew—up to two (2) days pay will be charged to the employee's sick leave/PTO.
- d. General Bereavement Leave (for individuals not listed above)—not to exceed eight (8) hours of unpaid or vacation/PTO leave.
- e. The Human Resources Department may grant additional unpaid leave for necessary travel. Employees may be permitted to substitute vacation time/PTO for unpaid leave when they prefer, if consistent with vacation/PTO and unpaid leave requests. Requests shall be in writing and copied to the employee's supervisor.

## **KDL Policy 6.7.5**

### **FAMILY AND MEDICAL LEAVE ACT LEAVE (FMLA)**

**Last Revised 6-18-09**

The Library offers family and medical leave as provided by the [Family and Medical Leave Act of 1993](#) (FMLA). This law allows a maximum of twelve (12) weeks of leave during a 12-month period of time, except for eligible employees who may take up to 26 weeks of leave to care for a covered military service member during a 12-month period measured from the first day that leave is taken to care for a covered military service member.

Leave time under this federal law and Library policy is subject to certain requirements and obligations.

A. FMLA Leave Eligibility – an employee is eligible for FMLA leave if the employee has been employed by the Library for at least twelve (12) months and has worked 1,250 hours during the most recent 12-month period. Leave can only be taken for any one, or more, of the following reasons:

- 1) Birth of the employee's child and subsequent care after birth; \*
- 2) Placement of a child with the employee for adoption or foster care; \*
- 3) To care for the employee's spouse/partner, child, or parent who has a serious health condition;
- 4) For a serious health condition that makes the employee unable to perform the employee's job;
- 5) To care for a family member or next of kin who has experienced a serious illness or injury related to his or her active military duty; or
- 6) To prepare for or attend to the immediate needs associated with the absence or pending absence of a spouse/partner, child, or parent of an employee who is a member of the National Guard or Reserves.

\*Leave for birth, child care, adoption, and foster care must occur within the twelve months following the event.

B. Definition of Serious Health Condition – A serious health condition generally is an illness, injury, impairment, or physical or mental condition requiring either inpatient care or continuing treatment by a health care provider resulting in necessary absences from work on a recurring basis. Specifically, continuing treatment must involve one of the following:

1. A period of incapacity requiring absence from work, school or other regular daily activities, of more than three consecutive calendar days, and also involving two or more visits to a health care provider or one visit to a health care provider and a regimen of continuing treatment;
2. A chronic serious health condition that continues over an extended period of time, requires periodic visits to a health care provider, and may involve episodes of incapacity;
3. A permanent or long-term period of incapacity for which treatment may not be effective;



4. Multiple treatments for restorative surgery or for a condition likely to result in incapacity for more than three days if not treated; or
5. Prenatal care or incapacity due to pregnancy.

Routine preventative physical and dental exams are excluded.

- C. Intermittent or Reduced FMLA Leave Schedule – If leave is for the purposes of caring for a sick family member's or the employee's own serious health condition, or as permitted under the military care provisions, leave may be requested on an intermittent or a reduced leave (work) schedule if medically necessary. Certification of the medical necessity of intermittent leave or reduced leave (work) schedule is required by the Library from a health care provider (See "Medical Certification" below).

Leave for other purposes may be taken intermittently or on a reduced leave (work) schedule only if first approved by the Library.

- D. Payment of Accrued Benefit Time – Ordinarily, FMLA leave is unpaid. However, depending upon the purpose for the leave, certain kinds of accrued paid benefit time off of work may be applied to the FMLA leave at either the employee's or the Library's option. All paid leaves can be applied to any unpaid FMLA leave relating to birth, placement of a child for adoption or foster care, or care for a family member. The Library will require applying accrued paid leaves to FMLA leave. However, employees may request to retain up to one-half (1/2) of their accrued vacation time/Paid Time Off (PTO) as of the date the Family and Medical Leave began. Such requests must be made in writing prior to the commencement of the leave unless the employee is prohibited from doing so because of an emergency.
- E. FMLA Notification Requirements – An employee must give the Library at least thirty (30) days advance notice when the leave is foreseeable. If this is not possible, or the need for the leave is not foreseeable, then notice is to be given as soon as practicable. When requesting any leave (including sick leave, personal leave, personal days, and vacation), an employee must provide sufficient information to the Library to establish a qualifying reason for the leave so the Library is aware of the employee's entitlement, if any, to FMLA leave. An employee using other paid leave for FMLA leave purposes who seeks to extend the leave for FMLA leave purposes must advise the Library of the reasons before any extension.

Employees are expected to follow all other notice and procedural requirements established by the Library for requesting leaves and in such cases employees are expected to give as much advance notice as possible.

- F. FMLA Medical Certification – The Library requires timely medical certification from a health care provider to support leaves requested because of a serious health condition of the employee or family member and may, at its expense, require second or third opinions. Additional medical certifications or recertification may be required in certain circumstances. Employees requesting FMLA leave for the birth of a child, adoption, or foster care placement will be required to submit proof of the qualifying event.

An employee seeking to return to work from leave involving the employee's own serious health condition will first be required to submit a fitness-for-duty medical certification from a health care provider. Failure to do so may delay returning to work.

- G. Health Coverage during FMLA Leave – During the course of the FMLA leave, an employee's preexisting health coverage benefit program will be maintained under the same terms and conditions established for active employment. This means that an employee is responsible for timely cost payments or contributions (if any) as may be required pursuant to the established Library Policy or applicable bargaining agreement. Except in certain circumstances, if an employee does not return to work from leave, then any health program premiums or payments made by the Library during the leave becomes a debt owed by the employee and must be repaid.
- H. Return from FMLA Leave – Following expiration of the leave and return to work, an employee ordinarily will be reinstated to the employee's job position held immediately prior to the leave, or reinstated to an equivalent position. "Key employees" under the law may be denied reinstatement in certain circumstances, and appropriate employees will be advised of their "key" status and conditions for any denial of reinstatement before FMLA leave starts.

During the leave, an employee may be required to advise the Library from time to time regarding status and intent to return to work.

- I. Failure to Follow FMLA Leave Requirements – If notification and certification requirements are not followed by an employee, it may result in denial of the requested leave or cancellation of existing leave.

It is the employee's responsibility to request FMLA leave on the same or next business day after the need for leave becomes known, absent an emergency situation. Employees must submit a completed FMLA request form including the specific reason(s) for the leave request as well as provide other information as requested by the Library.

### **KDL Policy 6.7.6**

#### **PERSONAL LEAVE OF ABSENCE WITHOUT PAY**

***Last Revised 4-19-12***

Personal leave of absence without pay may be granted at the discretion of the Library. All requests for a personal leave of absence must be in writing and state the reasons for and the duration of the requested leave. The written request must be signed by the employee. Approval shall be in writing by the employee's supervisor and the Library Director.

Employees on personal leave are required to utilize any banked vacation leave, holiday leave, or Paid Time Off (PTO) to which they are entitled, from the beginning of the leave. Exceptions may be approved by the Library Director.

While on personal leave without pay, an employee does not accumulate continuous service credit, but retains credit for previous service.

Employees who accept other full-time employment while on personal leave will be considered to have resigned their Kent District Library employment.

The Library may, at its discretion, grant reemployment during or at the end of the approved personal leave.

### **KDL Policy 6.7.7**

#### **PERSONAL LEAVE OF ABSENCE WITH PAY**

***Last Revised 5-19-05***

Personal leaves of absence may be granted with pay upon approval of the Library Director. Paid personal leave for educational purposes may be granted by the Library Director when course work is necessary to provide an employee the minimum knowledge necessary to perform the changing job requirements of his/her position.

Employees on personal leaves of absence, including those leaves for educational purposes, do not have reemployment rights to their former position unless reemployment has been agreed to, in writing, by the employee's supervisor and the Library Director prior to the leave.

### **KDL Policy 6.7.8**

#### **JURY LEAVE**

***Last Revised 1-20-11***

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as a juror when the employee otherwise would have worked, the employee shall receive

his/her straight time regular rate of pay for up to eight (8) hours, less any compensation received for jury duty from the court.

## **KDL Policy 6.7.9**

### **MILITARY LEAVE**

***Last Revised 6-19-03***

A military leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with the [Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#). Advance notice of military service is required unless military necessity prevents such notice or if it is otherwise impossible or unreasonable.

Employees who enter active military service in any branch of the Armed Forces of the United States or the National Guard shall be entitled to reemployment rights in accordance with the Federal and State statutes governing such reemployment rights in effect at the time the employee seeks reemployment with the Library.

Under the USERRA statutes, employees who are on military leave will have the right to continuation of health insurance benefits based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals such as vacation, sick, and holiday time will be suspended during the leave and will resume upon the employee's return to active employment.

For each day that a full-time employee is on such non-emergency duty leave, when the employee otherwise would have worked, the employee shall receive the difference between the employee's salary or regular straight time rate of pay for up to eight (8) hours and the amount the employee received for such training for up to a maximum of ten (10) days per year.

For each day that a full-time employee is on such emergency duty leave, when the employee otherwise would have worked, the employee shall receive the difference between the employee's salary or regular straight time rate of pay for up to eight (8) hours and the amount the employee received for such emergency duty for up to a maximum of five (5) days. All other leaves not specified in this policy shall be unpaid.

## **KDL Policy 6.7.10**

### **HOLIDAY ACCRUAL & ELIGIBILITY**

***Last Revised 5-16-13***

Full-time employees shall be entitled to holiday leave with pay for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 24, and Christmas Day.

Full-time employees will also be credited quarterly with floating holidays for the following recognized holidays: Martin Luther King Jr.'s Birthday, Presidents Day, Veterans Day, the day after Thanksgiving, and the Employee's Birthday.

Part-time employees who regularly work not less than twenty (20) hours each week shall receive four (4) floating holidays consisting of eight (8) hours of pay each. Accrual will occur quarterly in recognition of the following holidays: New Year's Day, Memorial Day, Labor Day, and Christmas Day. For part-time employees, floating holidays must be taken on a day when the library system is closed.

Use of a floating holiday is subject to the following conditions:

- It is approved in advance by the employee's supervisor;
- It is taken within twelve (12) months following the day it was credited (floating holidays not taken shall be forfeited); and
- It is compensated at the employee's regular rate.

In order for an employee to be eligible for a holiday with pay, he/she must be an active employee on the day of the holiday.

When one of the recognized holidays falls on a Sunday, Monday shall be observed as a holiday. When a recognized holiday falls on a Saturday, the preceding Friday shall be observed as a holiday.

## **KDL Policy 6.8**

### **TRANSPORTATION REIMBURSEMENT**

***Last Revised 12-19-02***

Kent District Library employees shall be reimbursed for public transportation or mileage and parking expenses incurred while using their private vehicle in the performance of official duties. The employee is responsible for maintaining a record of transportation costs. Mileage shall be reimbursed at the actual IRS rate.

## **KDL Policy 6.8.1**

### **HONORARIA**

***Last Revised 12-19-02***

Kent District Library staff members requested to speak at job-related meetings or workshops are encouraged to do so. Formal presentation proposals must be approved by the Library Director prior to acceptance of the commitment. When engagements of this nature involve an honorarium paid by the sponsor to the staff member, the Library requires the individual to remit this payment to Kent District Library if they attend and participate during Library time (i.e., on a scheduled work day approved and credited as time worked). If, however, the employee participates on the employee's own time (e.g., vacation, holiday, or day off), the employee may keep the honorarium payment.

Kent District Library staff members approved as presenters remain subject to other KDL policies regarding conference attendance and transportation reimbursement.

This policy does not pertain to an employee hired elsewhere to work as a consultant. Such work must be conducted on the employee's own time.

## **KDL Policy 6.8.2**

### **PROFESSIONAL ASSOCIATION/COMMUNITY ORGANIZATION MEMBERSHIPS**

***Last Revised 12-19-02***

Kent District Library encourages employees to actively participate in professional associations and community organizations related to their work which are mutually beneficial to KDL and the professional growth of the employee.

Upon approval by the Director, Kent District Library will pay for memberships which benefit library operations in the following manner:

- Leadership Team and KDL Board members – in areas related to their position.
- Management – one annual professional membership and one annual community membership.

- Other Employees – one annual membership for staff actively engaged in committee work with the approval of their immediate supervisor and the Library Director.

## **KDL Policy 6.9**

### **DRUG-FREE WORKPLACE**

***Last Revised 11-09-09***

It is the right, obligation, and intent of Kent District Library to maintain the highest standards of health, safety, and security for staff, patrons, and the general public to protect Library property and operations, and to comply with both the letter and spirit of the [Drug-free Workplace Act of 1988](#).

The unlawful manufacture, distribution, dispensation, possession, being under the influence or use of an illegal substance on library premises or while conducting library business off the premises is prohibited. Violations of this policy will result in immediate disciplinary action up to and including termination and may have legal consequences.

The Library recognizes drug dependency as a major health problem. The Library also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to seek counseling or treatment as appropriate.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off library premises while conducting library business. A report of a conviction must be made within five days after the conviction; this requirement is mandated by the Federal Drug-free Workplace Act of 1988. Convictions for criminal drug offenses while conducting library business will be subject to discipline up to and including discharge.

Employees are required to submit to a blood, hair follicle, or urinalysis examination for the purpose of detection of the employee's use of unauthorized prescriptive drugs, illegal drugs, controlled substances and/or alcohol in the following circumstances:

At any time, if the Library has a reasonable suspicion that the employee in question:

- a) is under the influence, impaired or otherwise affected by the use of drugs and/or alcohol;
- b) is currently possessing on library premises or in library vehicles unauthorized drugs and/or alcohol; or
- c) has sold or distributed drugs and/or alcohol on library premises or attempted the same.

**Last Chance** – An employee who voluntarily discloses a dependency on drugs/alcohol to the Library and voluntarily undergoes a Library approved supervised detoxification treatment program will be given a leave of absence for such purposes of up to ninety

(90) days and the Library will refrain from taking any disciplinary action against the employee provided that:

- a) such disclosure is the first and only involvement with drugs/alcohol for the employee;
- b) the employee satisfactorily completes the detoxification treatment program as prescribed;
- c) the employee remains free of drug/alcohol use and strictly complies with the employer's drug free program;
- d) the employee submits to periodic drug/alcohol testing upon his/her return to work for a period of two (2) years; and
- e) the employee is not under current disciplinary action.

The Library will not refrain from taking disciplinary action when the employee is being considered for discipline for drug/alcohol use on library premises or for other disciplinary action unrelated to the employee's voluntary disclosure of his/her drug or alcohol dependency.



## **KDL Policy 6.10**

### **ELECTRONIC COMMUNICATIONS POLICY**

***Last Revised 04-19-12***

Telephones, fax machines, voicemail systems, and computers, including electronic mail systems (e-mail) and Internet/Intranet access ("electronic resources") are provided to employees for Library business use, and excessive personal use of these devices is prohibited. Occasional personal use of electronic resources that does not interfere with Library business or employee duties may be permitted at the discretion of supervising staff. Kent District Library owns the computers, software, phones, and fax machines making up the voicemail, fax, e-mail and Internet/Intranet systems and permits employees to use them in performance of their duties.

Communication through electronic resources is subject to monitoring by Kent District Library, and the use of discriminatory, hostile, sexually-oriented, defamatory, or otherwise inappropriate language is strictly prohibited. Use of Kent District Library electronic resources for gambling, obtaining or distributing pornographic materials, and all other illegal activity is strictly forbidden. It is also strictly forbidden to introduce software into any Kent District Library computer system that is potentially harmful to the integrity of the system, or to violate the terms of applicable computer software licensing agreements or copyright laws. Using computer systems for commercial purposes is prohibited. No employee shall use any data or other information on the computer system for personal gain or for the advantage of any outside third party. No employee shall permit any unauthorized person to gain access to the electronic resources.

Kent District Library owns and has the right to monitor, access, retrieve, read, and disclose all information and materials that are created, sent, received, accessed, or stored on its electronic resources. Employees should understand that these resources are intended for business use, and all computer, fax, Internet/Intranet information, voicemail, and electronic mail messages are to be considered as Kent District Library records. Employees should not assume any materials received or stored on Kent District Library's electronic resources are private or confidential or that Kent District Library or its designated representatives will not have a need to access and review this information.

Violation of these guidelines will be considered grounds for disciplinary action, up to and including discharge.

## **KDL Policy 6.11**

### **WHISTLEBLOWER POLICY**

***Last Revised 07-19-12***

Kent District Library adheres to the rules, rights, and responsibilities of employees and employers as defined in the [Whistleblowers' Protection Act 1980 PA 469](#) (as amended). The Library has a responsibility for the stewardship of its resources and, to that end, works to ensure all laws, policies, and procedures are adhered to so as to promote a culture of ethical accountability.

A “whistleblower” as defined by this policy is a Library employee who reports an activity that he/she considers to be illegal, dishonest, or in violation of Library policy (i.e., misconduct). If an employee has knowledge, concern, or suspicion of misconduct of any kind, he/she shall inform, through written memorandum or e-mail: (a) his/her immediate supervisor, (b) the Director of Human Resources and Organizational Development, or (c) the Library Director. Any individual represented by these functions may serve as a complaint investigator.

The Library has an obligation to investigate and report allegations of suspected improper activities and the actions taken by the Library to correct misconduct. Once received, the complaint investigator shall confer with at least one other individual from the above list to ensure that a thorough, appropriate, and timely investigation is conducted. If a complaint investigator has a conflict of interest, an alternate shall be appointed.

While efforts to maintain the confidentiality of the whistleblower will be taken, this shall be secondary to the objective of conducting a thorough investigation. In all cases, the Library, its representatives, and its officers shall not retaliate or discriminate against a whistleblower. This includes, but is not limited to, threats of physical harm, harassment of any kind, and protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or unfavorable work assignments. A whistleblower who suspects they have become a victim of retaliation or discrimination shall document the allegation in a letter to the Chair of the Kent District Library Board of Trustees within seven (7) days of the alleged retaliation or discrimination. The rights of a whistleblower for protection against retaliation or discrimination does not include immunity for any personal wrongdoing that is discovered through the investigation process.

**REMOVE**

**TUITION REIMBURSEMENT**

***Last Revised 07-19-12***

Reimbursement for tuition may be granted when a course contributes to the improved ability of the employee to perform the work of the position. To be eligible for reimbursement, the employee must have completed the initial employment period and have the prior approval of his/her supervisor and the Library Director before registering for the course.

The amount of tuition reimbursement available to eligible employees each year will be determined on an annual basis. Funding for tuition reimbursement is included within KDL's training budget and is dependent on Library budget constraints. Employees must earn a grade of at least a B to be reimbursed.

Time spent in class or studying will not be credited as work time for purposes of compensation.

Should an employee's employment with the Library be separated for any reason prior to completion of one full calendar year following the calendar year of reimbursement, the employee shall repay the Library on the basis of 1/12 of the reimbursement for each month they are short of meeting this one year requirement. By accepting tuition reimbursement, the employee specifically agrees that any such amounts to be repaid may be deducted from any payroll or other check otherwise owing the employee.

## **KDL Policy 6.13**

### **BOARD MEMBER COMPENSATION**

***Last Revised 12-19-02***

Kent District Library may reimburse Board members for KDL Board meetings as well as Board members/representatives who serve as Lakeland Library Cooperative Board members or as members of the KDL Pension Board. They may be paid \$30.00 per such meeting they attend and be reimbursed for mileage.

## **KDL Policy 6.14**

### **CONFERENCE ATTENDANCE – BOARD & STAFF**

***Last Revised 12-19-02***

Board members are encouraged to attend state and national conferences, as well as local workshops, seminars, and meetings. Funds will be budgeted annually to allow for Board member attendance at conferences.

Staff members may be selected to attend conferences or other functions that contribute to their professional growth. Time off with pay, including travel time, may be allowed to attend conferences, workshops, and other meetings. Employees wishing to attend conferences must have prior written approval from their supervisor and the Director of Human Resources and Organizational Development. Conference attendance approval is dependent on scheduling, budgetary constraints, and previous conference attendance. Employees are expected to share their conference and workshop experiences with other KDL staff members.

## **KDL Policy 6.14**

### **MOVED FROM OLD SECTION 4**

#### **VOLUNTEERS**

*Moved 12-20-18*

Kent District Library may use volunteers for a variety of tasks or projects. Volunteers do not displace established staff positions and do not have access to staff computers. Care is taken that assignments do not infringe upon the responsibilities of regular paid staff.

Volunteers must be age 14 or older. Volunteers younger than 18 years of age must complete an application and have it signed by a parent or guardian. Adult volunteers must complete an application including a criminal background check. All volunteers receive orientation and training. A volunteer may work on a short-term project or serve on a regular basis.

## **KDL Policy 6.14**

### **MOVED FROM ABOVE**

#### **VOLUNTEER BACKGROUND VERIFICATION**

*Moved 12-20-18*

Kent District Library requires, as a condition of volunteering, that regular volunteers over the age of 18 (excluding Friends) consent to and authorize a verification of the background information submitted.

This release and authorization acknowledges that Kent District Library may obtain the following: any criminal history record information pertaining to the volunteer which may be in the files of any federal, state, or local criminal justice agency in Michigan or any other states/countries of origin; and/or information as deemed necessary, relevant and applicable to volunteer requirements. Kent District Library will not obtain any type of information from the volunteer's personal credit/financial history record.

The results of this verification process will be used to determine volunteer eligibility under Kent District Library's policies. No volunteer opportunities will be made available without the completion of the background verification process. KDL cannot be held liable for inaccurate information received when performing background verification checks.

Refusal to consent to and authorize a verification of background information will result in immediate disqualification of consideration for any volunteer opportunities.

Kent District Library will not allow individuals to volunteer who have been convicted of any felony or who have been convicted of a misdemeanor offense for assault; child abuse; criminal sexual conduct; use, possession, or sale of weapons; or violations of Article 7 of the Michigan Public Health Code (Controlled Substances) (MCL 333.7101 et seq.) The Human Resources Department will review all other convictions and pending criminal charges of a potential volunteer on an individual basis with the final decision resting with the Library Director.

Kent District Library will provide a volunteer, whose information found in a background check results in an adverse action, with the information as required by the Fair Credit Reporting Act.

All results that are obtained by the background verification process will be proprietary and kept confidential, to the extent permitted by law. The information obtained will not be voluntarily provided to any parties other than to designated Kent District Library personnel or legal counsel with a need to know.

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**RESOLUTION**

**KENT DISTRICT LIBRARY BOARD OF TRUSTEES**

**Health Insurance Funding**

At a regular meeting of the Kent District Library Board of Trustees (the “Library Board”), held on Thursday, December 20, 2018, at 4:30 p.m. at 814 West River Center Dr. NE, Comstock Park, MI 49321.

PRESENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Board member \_\_\_\_\_ and supported by Board member \_\_\_\_\_:

WHEREAS, PA 152 of 2011 (“PA 152”) requires public employers in Michigan to comply with certain limitations on the amount that a public employer offers or contributes to a medical benefit plan for its employees and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs; and

WHEREAS, Kent District Library is a “public employer” as defined in PA 152; and

WHEREAS, Section 3 of PA 152 provides that a public employer shall not pay annual health care costs more than the amounts annually designated by the State of Michigan for single, double, or family coverage.

WHEREAS, PA 152 allows a public employer, by a majority vote of its governing body, to elect to comply with Section 4 of PA 152 instead of the requirements in Section 3; and

WHEREAS, under Section 4 of PA 152, a public employer shall not pay more than 80% of the total annual costs of all medical benefit plans it offers or contributes to for its employees; and

WHEREAS, the Library Board, consistent with past decisions, wishes to elect to comply with Section 4 of PA 152.



NOW, THEREFORE, BE IT RESOLVED that Kent District Library hereby elects to comply with the 80% limitation in Section 4 of PA 152 for medical benefit plan coverage years beginning on or after January 1, 2018.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

The Resolution was thereupon declared adopted this 20th day of December, 2018.

### **CERTIFICATION**

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on December 20, 2018 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: December 20, 2018

\_\_\_\_\_  
Allie Bush Idema, KDL Board Secretary