



KDL®

**BOARD OF TRUSTEES
MEETING PACKET**

09

SEPTEMBER 2019

DRAFT



BOARD OF TRUSTEES MEETING AGENDA

LOCATION

KDL Nelson / Sand Lake Branch: 88 Bass Lake Rd, Sand Lake, MI 49343

DATE

Thursday, September 19, 2019 at 4:30 p.m.

- I. Call To Order
- II. Pledge Of Allegiance
- III. Liaison Representative Comments
- IV. Public Comments**
- * V. Consent Agenda
 - A. Approval of Agenda
 - B. Approval of Minutes – August 15, 2019
- VI. Branch Manager Update – Paula Wright
- * VII. Finance Reports – August 2019
- VIII. Lakeland Library Cooperative Report
- IX. Director's Report – August 2019
- X. New Business
 - A. KDL Policy Manual – Section 6: Personnel *First Reading*
 - B. Issue Analysis: RFP for New Human Resources Information System (HRIS) *First Reading*
 - C. Issue Analysis: Bookmobile Building Update *First Reading*
 - * D. 2020 Board of Trustees Meeting Schedule
 - * E. 2020 Planned Branch and System Closings Schedule
 - F. 2020 Board Budget Discussion and Review
 - G. ALA Annual Conference 2019 Presentation
- XI. Liaison Representative Comments
- XII. Public Comments**
- XIII. Board Member Comments
- XIV. Meeting Dates
 - Special Budget Meeting: Thursday, October 10, 2019 - KDL Service & Meeting Center***
 - Next Regular Meeting: Thursday, October 24, 2019 – KDL Englehardt Branch***
- * XV. 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."*

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KDL
Kent District Library

**Information.
Ideas.
Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

KDL Meeting Center (814 West River Center Dr., Comstock Park, MI 49321)

DATE

Thursday, August 15, 2019 at 4:30 p.m.

BOARD PRESENT: Shirley Bruursema, Andrew Erlewein, Sheri Gilreath-Watts, Allie Bush Idema, Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

BOARD ABSENT: None

STAFF PRESENT: Jaci Cooper, Lindsey Dorfman, Joyanne Huston-Swanson, Anjie Gleisner, Randy Goble, Claire Horlings, Brian Mortimore, Laura Powers, Kurt Stevens, Carrie Wilson

GUESTS PRESENT: Bill Brinkman, Tim Brown, Warren Mason

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:37 p.m.

II. PLEDGE OF ALLEGIANCE

III. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman reported on the recent happenings in Plainfield Charter Township:

- The Grand Rogue Park plans to open late fall. The township obtained 24 additional acres for more fishing access through a deed.
- Versluis Park is hosting a triathlon this weekend.

IV. PUBLIC COMMENTS – None.

***V. CONSENT AGENDA**

- A. Approval of Agenda
- B. Approval of Minutes – July 18, 2019

Motion: Mr. Noreen moved to approve the consent agenda as presented.

Support: Supported by Ms. Idema.

RESULT: Motion carried.

***VI. FINANCE REPORTS** – July 2019

The Director of Finance gave a brief overview of the June cash report:

- Cash is up \$1 million over the same time period in the prior year. KDL is 58% through the fiscal year and has received 95% of budgeted revenues, and has spent 51% of budgeted expenditures.
- KDL and Library for the Blind and Physically Handicapped received their second state aid payments.
- The largest check issued for July was to bibliotheca for eContent.

Motion: Mr. Myers moved to receive and file July 2019 finance reports as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

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VII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema reported on the following item(s) from the August 8 LLC meeting:

- The operating budget, pass through budget, and capital fund budget
- A server upgrade with a hosted server solution
- A health insurance resolution to ensure LLC I compliant with the law
- A one-time vacation payout exception
- The tabling of the Board Slate of Nominees until September

Ms. Bruursema also announced that GRPL strategic plan passed and that their board nominations were underway.

VIII. DIRECTOR'S REPORT – July 2019

- Ms. Dorfman introduced Ms. Gleisner as the new branch manager for the Wyoming and Kelloggsville branches. Lori Holland, the longtime Wyoming and Kelloggsville branch manager, retired in July, and Ms. Gleisner resumed the role in August. Ms. Gleisner has been KDL for ten years, first as a children's librarian at Wyoming and most recently as the Gaines Branch Manager. Ms. Gleisner is pleased to work in the Wyoming community again excited to be part of a vibrant library system.
- Ms. Horlings announced that the 2019 Literary Libations gala is sold out. Mission: Read! will be the focus of the gala this year. Ms. Horlings spoke about the logistics of the day and what the board can expect.
- KDL is offering 25 scholarships to Career Online High School students. Of total 8 scholarships, 3 have been funded by friends groups.

The Board asked questions of staff and staff responded.

*IX. TRUTH IN TAXATION

A. Public Hearing

Roll-Call Vote

Motion: Ms. Bruursema moved to recess the Kent District Library Board meeting at 5:10 p.m. to commence the Public Hearing on the 2019 Millage Tax Rate Request.

Supported by Mr. Erlewein.

Ms. Bruursema – Yes 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 8-0.

There were no public comments.

Motion: Mr. Noreen moved to close the Public Hearing on the 2019 Millage Tax Rate Request and reconvene the regular Board meeting at 5:14 p.m.

Support: Supported by Ms. Gilreath-Watts.

B. Resolution: 2019 Millage Tax Rate Request

Roll-Call Vote

Motion: Mr. Noreen moved to approve the truth in taxation resolution to establish proposed additional millage as presented.

Support: Supported by Mr. Myers.

Ms. Bruursema – Yes 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 8-0.

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NEW BUSINESS

A. KDL Policy Manual – Section 5: Budget + Finance

First Reading

Minor wording changes for consistency and to reflect current titles are shown in the packet in red. Section 5.6 was expanded to include two new sections on Event Sponsorships and Acknowledging Sponsorship of Equipment, Furniture, and Fixtures.

Motion: Ms. Idema moved to approve the Section 5: Budget + Finance changes to the KDL Policy Manual as presented.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

B. KDL Logo Redesign Presentation

- Mr. Goble introduced Mr. Brown and Mr. Mason from the Highland Group and explained how they brought the essence of what KDL is with a single icon. Mr. Brown led strategy and Mr. Warren led creative.
- Mr. Brown and Mr. Mason used KDL's tagline, Information, Ideas, Excitement! to create a foundation for the logo and to visually represent what KDL does for its community. The new logo and color palette have storytelling ability and much more versatility.
- Mr. Goble reviewed the timeline for the new logo rollout and shared some branded materials with the Board.

C. KDL Board of Trustees 2020 Conference Attendance - Ms. Weller opened discussion for how many board members to budget for 2020 conferences. After some conversation, the board asked staff to conduct research on how much other peer libraries spent on trustee conferences and development and how that compares to staff conferences and development in order to make an informed decision.

X. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman announced that Governor Whitmer recently visited Plainfield Township.

XI. PUBLIC COMMENTS – None

XII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema reported that Dorr lost their library millage, but it was within 100 votes so the gap is closing. Ms. Bruursema attended the 2019 SuperPartyWonderDay and knows how much planning goes into that and she appreciates everyone's efforts.

Mr. Erlewein: Mr. Erlewein unable to go to SuperPartyWonderDay and was sorry he missed it.

Ms. Gilreath-Watts: Ms. Gilreath-Watts said the energy at SuperPartyWonderDay was amazing, that the event was well planned out, and that it made her even more proud to be a part of KDL. She shared something special she experienced at SuperPartyWonderDay: an out-of-town couple stopped her on their way out and told her they saw the billboard on their way to Grand Haven for vacation and told her they had an amazing time and that the food truck food was the best they had ever had. Ms. Gilreath-Watts recorded their positive testimonial.

Ms. Idema: Ms. Idema attended SuperPartyWonderDay and her toddler is still talking about the Touch-a-Truck event he enjoyed there. She and her husband had a wonderful time and they both volunteered to work the event next year.

Mr. Noreen: Mr. Noreen missed SuperPartyWonderDay and was sorry that he did.

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Mr. Myers: Mr. Myers loves the new logo and recognized some staff members that he has worked with on their anniversaries: Rich Nagel for 24 years, Jaci Cooper for 3 years, and Laura Powers for 2 years.

Ms. Oliver: Ms. Oliver worked the League of Women Voters voter registration booth at SuperPartyWonderDay, where she handed out absentee voter ballots, informational resources and stickers and she eported a positive experience doing so.

Ms. Weller: Ms. Weller thought SuperPartyWonderDay was a wonderful event again this year.

XIII. MEETING DATES

Regular Meeting: Thursday, September 19, 2019 – KDL Nelson/Sand Lake Branch – 4:30 p.m.

XIV. ADJOURNMENT

Motion: Ms. Oliver moved for adjournment at 6:20 p.m.

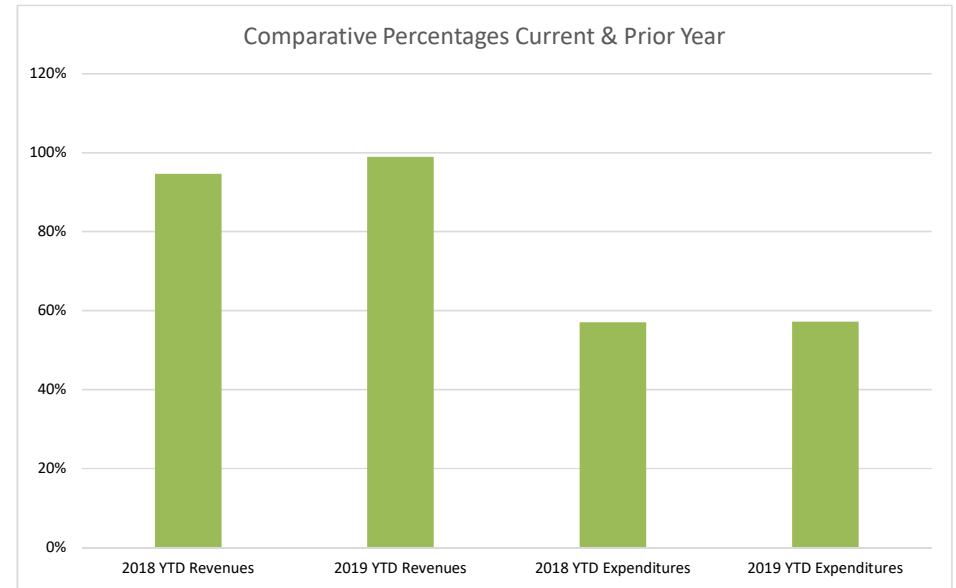
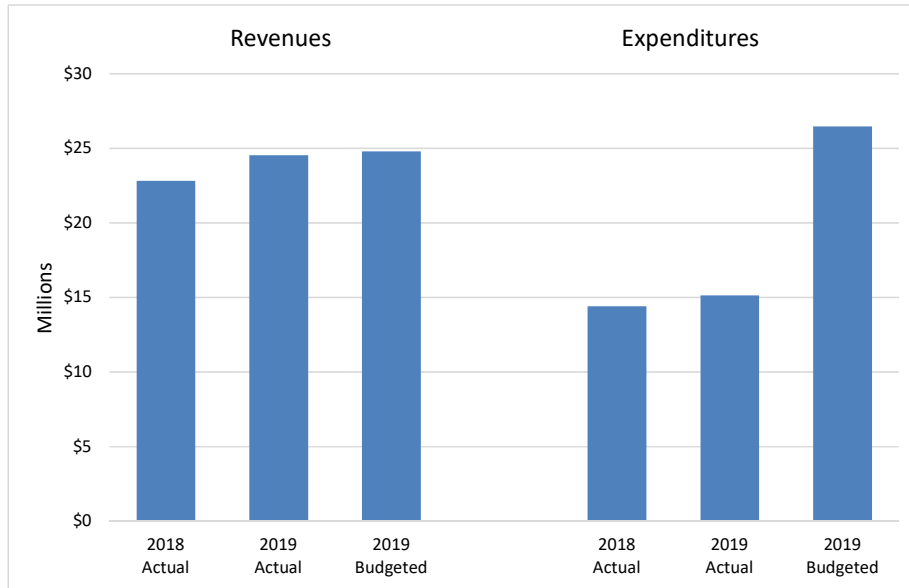
Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

Monthly Revenues and Expenditures Month ended August 31



Budget to Actual with Prior Year Comparison

Revenues

2018 Actual	\$	22,836,264
2019 Actual	\$	24,550,478
2019 Budgeted	\$	24,806,481

Expenditures

2018 Actual	\$	14,407,623
2019 Actual	\$	15,146,768
2019 Budgeted	\$	26,475,962

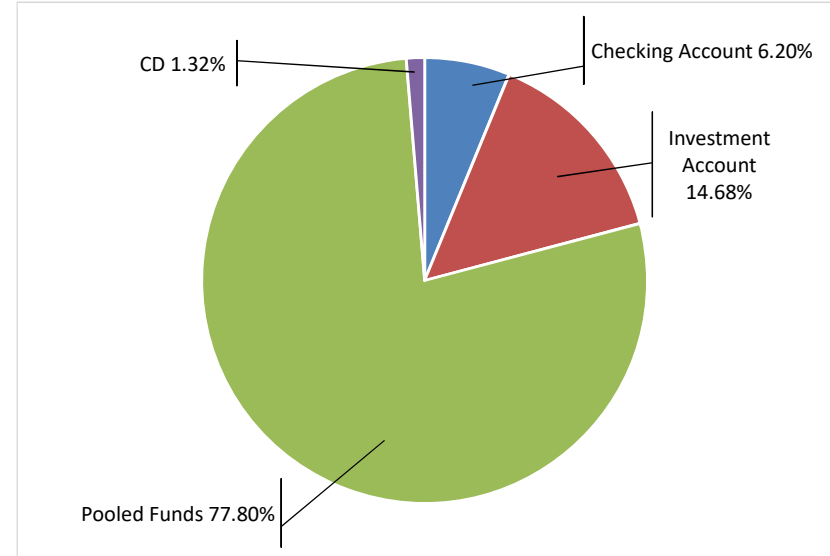
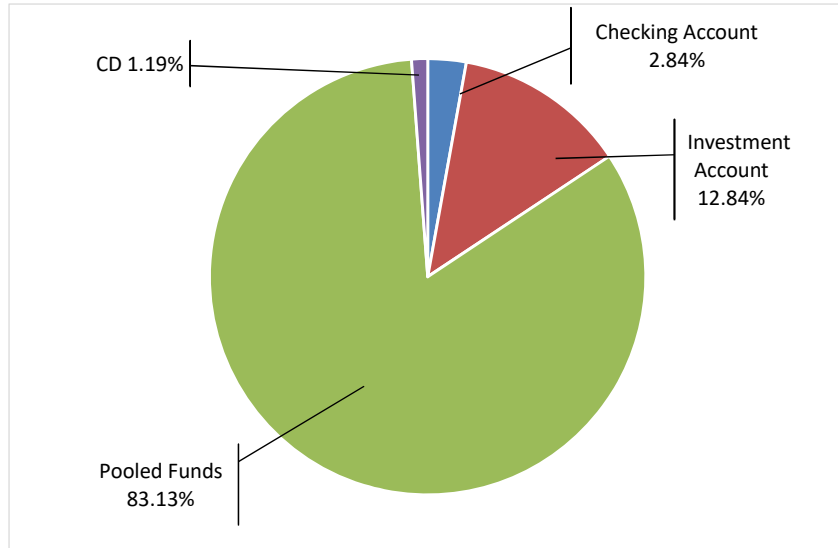
Comparative Percentages Current & Prior Year

Account

Amount

2018 YTD Revenues	94.7%
2019 YTD Revenues	99.0%
2018 YTD Expenditures	57.1%
2019 YTD Expenditures	57.2%

Monthly Cash Position Per Bank Month ended August 31



2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$639,071.31
Huntington Investment Account	1.510%	\$4,977,129.18
*Kent County Pooled Funds	2.307%	\$18,682,338.95
First National Bank	2.030%	\$267,036.65
		<u>\$24,565,576.09</u>

2018		
Account	Rate	Amount
Huntington Checking Account	0.166%	\$1,226,134.70
Huntington Investment Account	0.180%	\$2,903,655.21
*Kent County Pooled Funds	1.568%	\$15,392,776.15
First National Bank	1.240%	\$261,844.68
		<u>\$19,784,410.74</u>

* Includes Trust Pooled fund balances

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

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 8/31/2019
(In Whole Numbers)

	YTD Actual	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	22,116,990	22,093,560	23,430	0 %
Penal Fines	787,989	797,644	(9,655)	(1)%
Charges for Services	141,859	100,000	41,859	42 %
Interest Income	221,758	76,000	145,758	192 %
Public Donations	225,473	442,000	(216,527)	(49)%
Other Revenue	613,458	663,210	(49,752)	(8)%
State Sources	442,951	634,067	(191,116)	(30)%
Total Revenues	24,550,478	24,806,481	(256,003)	(1)%
Expenditures				
Salaries and Wages	7,320,197	11,753,570	4,433,374	38 %
Employee Benefits	2,176,671	3,732,138	1,555,467	42 %
Collections - Digital	1,201,915	1,539,498	337,583	22 %
Collections - Physical	1,342,706	2,121,387	778,680	37 %
Supplies	321,468	779,255	457,787	59 %
Contractual and Professional Services	836,433	1,776,121	939,688	53 %
Programming and Outreach	185,259	333,277	148,018	44 %
Maintenance and Utilities	1,180,033	1,999,046	819,013	41 %
Staff Development	99,382	257,883	158,501	61 %
Board Development	8,568	14,833	6,265	42 %
Other Expenditures	411,836	781,730	369,894	47 %
Capital Outlay	62,300	1,387,224	1,324,924	96 %
Total Expenditures	15,146,768	26,475,962	11,329,194	43 %
Excess Revenue Over (Under) Expenditures	9,403,710	(1,669,481)	11,073,191	(663)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 1/1/2019 Through 8/31/2019
(In Whole Numbers)

	YTD Actual
Revenues	
Charges for Services	21,573
Total Revenues	21,573
Expenditures	
Salaries and Wages	4,732
Employee Benefits	1,184
Contractual and Professional Services	13,500
Maintenance and Utilities	800
Other Expenditures	3,627
Total Expenditures	23,843
Excess Revenue Over (Under) Expenditures	(2,270)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 8/31/2019
(In Whole Numbers)

	YTD Ending August 31, 2018	YTD Ending August 31, 2019	Total Variance
Revenues			
Property Taxes	21,169,767	22,116,990	947,223
Penal Fines	831,140	787,989	(43,150)
Charges for Services	200,430	141,859	(58,571)
Interest Income	135,942	221,758	85,816
Public Donations	67,445	225,473	158,028
Other Revenue	100,322	613,458	513,136
State Sources	331,219	442,951	111,732
Total Revenues	22,836,264	24,550,478	1,714,214
Expenditures			
Salaries and Wages	6,857,198	7,320,197	462,999
Employee Benefits	1,941,127	2,176,671	235,544
Collections - Digital	1,175,121	1,201,915	26,795
Collections - Physical	1,208,700	1,342,706	134,006
Supplies	440,063	321,468	(118,595)
Contractual and Professional Services	702,372	836,433	134,061
Programming and Outreach	163,910	185,259	21,349
Maintenance and Utilities	1,176,747	1,180,033	3,286
Staff Development	134,042	99,382	(34,660)
Board Development	8,628	8,568	(60)
Other Expenditures	333,879	411,836	77,957
Capital Outlay	265,837	62,300	(203,537)
Total Expenditures	14,407,623	15,146,768	739,145
Excess Revenue Over (Under) Expenditures	8,428,641	9,403,710	975,069

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2019 Through 8/31/2019
(In Whole Numbers)

	Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	161	21,952,200	21,899,031	53,169	0 %
4412 Delinquent personal property taxes	173	5,211	33,349	(28,138)	(84)%
4432 DNR - PILT	0	13,166	11,000	2,166	20 %
4437 Industrial facilities taxes	0	146,413	150,180	(3,767)	(3)%
Total Property Taxes	334	22,116,990	22,093,560	23,430	0 %
Penal Fines					
4581 Penal fines	787,989	787,989	797,644	(9,655)	(1)%
Total Penal Fines	787,989	787,989	797,644	(9,655)	(1)%
Charges for Services					
4650 Printing/fax fees	7,756	65,980	50,000	15,980	32 %
4658 Overdue fines	0	41,126	25,000	16,126	65 %
4660 Other Patron Fees	10	2,935	0	2,935	0 %
4685 Materials replacement charges	4,041	31,818	25,000	6,818	27 %
Total Charges for Services	11,806	141,859	100,000	41,859	42 %
Interest Income					
4665 Interest earned on deposits and investments	40,899	219,814	75,000	144,814	193 %
4666 Interest Earned - Property Taxes	62	1,944	1,000	944	94 %
Total Interest Income	40,961	221,758	76,000	145,758	192 %
Public Donations					
4673 Restricted donations	26,141	220,315	162,000	58,315	37 %
4674 Unrestricted donations	215	5,158	280,000	(274,842)	(98)%
Total Public Donations	26,356	225,473	442,000	(216,527)	(49)%
Other Revenue					
4502 Universal Service Fund - eRate	0	490,536	580,653	(90,117)	(16)%
4583 Contributions from public schools	0	54,722	63,057	(8,335)	(13)%
4642 Sales	4,350	4,350	0	4,350	0 %
4643 Ticket Sales	0	2,170	0	2,170	0 %
4644 Book sales	0	100	0	100	0 %
4667 Building rental	0	9,266	15,000	(5,735)	(38)%
4668 Royalties	288	3,141	3,000	141	5 %
4676 Reimbursement of expenditures	124	43,048	0	43,048	0 %
4677 Program contributions	0	500	0	500	0 %
4686 Sale of Equipment	50	220	0	220	0 %
4688 Miscellaneous	180	5,406	1,500	3,906	260 %
Total Other Revenue	4,992	613,458	663,210	(49,752)	(8)%
State Sources					
4540 State Aid	0	317,132	314,067	3,065	1 %
4541 State aid - LBPH	0	41,073	40,000	1,073	3 %
4548 Renaissance Zone reimbursement	84,746	84,746	80,000	4,746	6 %
4549 Personal Property tax reimbursement	0	0	200,000	(200,000)	(100)%
Total State Sources	84,746	442,951	634,067	(191,116)	(30)%
Total Revenues	957,184	24,550,478	24,806,481	(256,003)	(1)%

Expenditures
Salaries and Wages

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2019 Through 8/31/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5700	Board Stipend	270	2,160	3,720	1,560	42 %
5701	Administrator wages	68,850	616,295	931,002	314,708	34 %
5702	Managers wages	153,911	1,333,064	2,327,601	994,537	43 %
5703	Support Staff wages	337,025	2,724,224	4,573,333	1,849,109	40 %
5704	Operations	268,720	2,204,163	3,439,863	1,235,700	36 %
5705	Interns	13,185	43,018	64,732	21,714	34 %
5706	Extra duty stipends	650	5,450	20,000	14,550	73 %
5707	Temporary Help	0	0	3,000	3,000	100 %
5708	Subs	39,085	395,983	390,320	(5,664)	(1)%
5710	Contra Salaries and Wages - Consulting Admin	(520)	(4,160)	0	4,160	0 %
	Total Salaries and Wages	881,176	7,320,197	11,753,570	4,433,374	38 %
	Employee Benefits					
5709	FICA	64,100	541,709	894,696	352,988	39 %
5717	Defined Contribution Pension Plan Contributions	32,442	265,173	602,022	336,849	56 %
5718	Employee Health Benefits	106,230	833,084	1,426,951	593,867	42 %
5719	Part-time Employee Health Benefits	0	93,760	200,000	106,240	53 %
5720	HSA/Flex	0	359,300	377,740	18,440	5 %
5723	Retiree Health Care OPEB	150	1,050	2,084	1,034	50 %
5724	Life Insurance	0	18,710	26,269	7,559	29 %
5725	Additional Life Insurance	0	10,238	22,940	12,702	55 %
5726	Housing Allowance	0	4,000	12,000	8,000	67 %
5727	Gradifi Student Loan Assistance	5,283	38,819	120,822	82,003	68 %
5728	YMCA Membership Support	90	890	3,120	2,230	71 %
5730	Other Employee Benefits	349	10,978	34,494	23,516	68 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(1,040)	0	1,040	0 %
5842	Unemployment Claims	0	0	9,000	9,000	100 %
	Total Employee Benefits	208,515	2,176,671	3,732,138	1,555,467	42 %
	Collections - Digital					
5785	Cloud Library	0	667,031	880,000	212,969	24 %
5786	Hoopla	80,000	240,000	240,000	0	0 %
5787	Digital Collection	4,500	112,350	132,158	19,809	15 %
5788	Miscellaneous Electronic Access	0	182,534	287,340	104,805	36 %
	Total Collections - Digital	84,500	1,201,915	1,539,498	337,583	22 %
	Collections - Physical					
5791	Subscriptions	250	57,648	72,922	15,273	21 %
5815	KDL Cruisers	3,350	20,049	27,000	6,951	26 %
5871	Branch Local Materials - Restricted Donation Expenditures	141	11,900	12,000	100	1 %
5982	Collection Materials - Depreciable	104,168	802,817	1,231,070	428,253	35 %
5983	CD/DVD Collection Materials - Non-Depreciable	33,639	327,465	599,500	272,035	45 %
5984	Beyond Books Collection - Non-Depreciable	6,694	122,827	178,895	56,068	31 %
	Total Collections - Physical	148,242	1,342,706	2,121,387	778,680	37 %
	Supplies					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2019 Through 8/31/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5750	Processing Supplies	9,416	69,259	173,855	104,596	60 %
5751	Office Supplies	3,252	18,902	49,741	30,839	63 %
5752	Paper	1,111	13,783	27,383	13,600	50 %
5753	AV Supplies	531	9,063	17,390	8,327	48 %
5754	Disposable Technology <\$1000	368	22,121	217,689	195,567	90 %
5755	Maintenance Supplies - Custodial	646	2,866	6,702	3,837	57 %
5756	Water Cooler	272	3,029	9,530	6,501	68 %
5757	Meeting Center Supplies	176	2,016	4,000	1,984	50 %
5760	Technology Accessories	534	9,250	25,706	16,456	64 %
5764	All-staff Supplies	0	11,352	5,000	(6,352)	(127)%
5765	Wellness Supplies	0	0	4,500	4,500	100 %
5766	Team KDL Supplies	127	127	1,000	873	87 %
5767	New EE Shirts/Tote Bags	279	1,044	2,500	1,456	58 %
5768	Promotions Supplies	1,946	11,331	36,670	25,339	69 %
5769	Service Awards	72	1,480	6,400	4,920	77 %
5770	Other Awards/Prizes	5,101	106,305	106,450	145	0 %
5771	Beverages	78	1,633	8,750	7,117	81 %
5790	Books (not for circulation)	322	322	350	28	8 %
5799	Miscellaneous Supplies	1,834	9,427	20,502	11,075	54 %
5851	Mail/Postage	477	3,661	9,206	5,545	60 %
5900	Copier/Printer Overage Charges	3,901	24,500	45,932	21,432	47 %
	Total Supplies	30,442	321,468	779,255	457,787	59 %
	Contractual and Professional Services					
5792	Software	10,872	294,475	540,205	245,730	45 %
5801	Professional Services	15,531	37,728	168,700	130,972	78 %
5803	IT Consultant - Consulting Svcs.	1,225	40,039	185,000	144,961	78 %
5804	Other Consultants	0	5,793	34,890	29,098	83 %
5805	Audit Services	0	24,200	26,200	2,000	8 %
5806	Legal Services	6,956	22,477	21,500	(977)	(5)%
5808	ILS Consultant	0	28,667	97,000	68,333	70 %
5809	Temporary Contracted Employees	0	13,616	0	(13,616)	0 %
5811	IT Contracted Services	6,467	45,620	67,980	22,360	33 %
5812	HR Contracted Services	4,443	5,108	2,000	(3,108)	(155)%
5813	Delivery Services	7,680	84,570	138,560	53,990	39 %
5814	Security Services	2,866	28,023	53,085	25,062	47 %
5817	Lakeland Library Co-op services	0	2,797	5,000	2,203	44 %
5818	Shredding services	0	0	425	425	100 %
5819	Drug Screenings/background checks	30	1,416	3,500	2,084	60 %
5820	Other Professional Services	0	250	10,000	9,750	98 %
5823	Inspection Services	0	740	2,675	1,935	72 %
5825	Team KDL Services	3,306	3,806	0	(3,806)	0 %
5827	Catering	0	4,358	21,225	16,867	79 %
5829	Custodial/cleaning services	1,007	4,017	18,300	14,284	78 %
5830	Other Contracted Services	616	7,366	44,333	36,967	83 %
5833	All-staff Services	0	11,705	25,000	13,295	53 %
5834	Wellness Services	0	6,630	1,925	(4,705)	(244)%
5835	Team KDL Services	0	0	12,500	12,500	100 %
5836	Employee & Partner Care (Flowers, Etc)	308	792	4,150	3,358	81 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2019 Through 8/31/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5890	ILS Fees	0	94,538	195,618	101,080	52 %
5891	Licenses and Fees	70	4,262	225	(4,037)	(1,794)%
5893	Marc Records License	348	3,317	7,500	4,183	56 %
5956	Other Benefits Administration Fees	240	3,372	5,000	1,628	33 %
5957	Pension Administration Fees	0	3,245	4,000	755	19 %
5958	Payroll processing fees	5,343	46,037	64,650	18,613	29 %
5960	Banking Fees	432	1,614	4,625	3,011	65 %
5961	TSYS/Credit Card Fees	728	5,856	10,350	4,494	43 %
	Total Contractual and Professional Services	68,467	836,433	1,776,121	939,688	53 %
	Programming and Outreach					
5794	Outreach Supplies	923	9,075	25,957	16,882	65 %
5795	Programming Supplies	6,421	50,162	66,870	16,708	25 %
5796	Youth Programming Supplies	58	1,085	8,900	7,815	88 %
5797	Teen Programming Supplies	193	1,435	10,050	8,615	86 %
5798	Adult Programming Supplies	16	806	7,170	6,364	89 %
5865	Programming Services	1,899	14,582	42,460	27,878	66 %
5866	Youth Programming Services	423	527	7,400	6,873	93 %
5867	Teen Programming Services	0	646	900	254	28 %
5868	Adult Programming Services	0	0	15,500	15,500	100 %
5885	Speakers/Performers	20,025	106,941	139,125	32,184	23 %
5950	Airport Free Library	0	0	8,945	8,945	100 %
	Total Programming and Outreach	29,959	185,259	333,277	148,018	44 %
	Maintenance and Utilities					
5822	Maintenance Contracts	330	1,030	5,575	4,545	82 %
5848	Mobile Hotspots	1,363	9,604	12,100	2,496	21 %
5849	Cell Phones/ Stipends	2,328	17,054	30,041	12,987	43 %
5850	Telephones	32	22,896	75,000	52,104	69 %
5852	Internet/Telecomm Services	54,470	431,931	624,000	192,069	31 %
5918	Water/Sewer	570	1,372	3,800	2,428	64 %
5919	Waste Disposal	1,619	4,927	7,500	2,573	34 %
5920	Electric	6,714	34,146	68,000	33,854	50 %
5921	Natural Gas	74	5,122	15,000	9,878	66 %
5925	Snowplowing	0	10,531	15,000	4,469	30 %
5926	Lawn/Landscaping	499	1,996	2,273	277	12 %
5928	Branch Maintenance Fees	0	288,567	387,282	98,715	25 %
5929	Land Repair and Maintenance	0	331	5,200	4,869	94 %
5930	Building Repair and Maintenance	0	7,926	38,600	30,674	79 %
5931	Equipment Repair and Maintenance	417	13,569	18,180	4,611	25 %
5932	Vehicle Repairs and Maintenance	10	1,288	17,800	16,512	93 %
5933	Software & IT Hardware Maintenance Agreements	37,393	188,596	440,662	252,066	57 %
5934	Other Repair and Maintenance	0	0	250	250	100 %
5940	Rentals	9,912	112,591	166,127	53,537	32 %
5941	Printer/Copier Leases	3,067	27,358	66,656	39,298	59 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(800)	0	800	0 %
	Total Maintenance and Utilities	118,698	1,180,033	1,999,046	819,013	41 %
	Staff Development					

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101 - General Fund
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(In Whole Numbers)

	Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5910 Professional Development	193	18,822	95,742	76,920	80 %
5911 Conferences	0	22,060	32,950	10,890	33 %
5913 Travel/Lodging	1,207	58,500	129,191	70,691	55 %
Total Staff Development	1,400	99,382	257,883	158,501	61 %
Board Development					
5908 Board Development	0	1,214	3,595	2,381	66 %
5909 Board Travel/Lodging	0	7,354	11,238	3,884	35 %
Total Board Development	0	8,568	14,833	6,265	42 %
Other Expenditures					
5759 Gas, Oil, Grease	75	1,048	19,500	18,452	95 %
5860 Parking	34	1,124	9,940	8,816	89 %
5861 Mileage Reimbursement	3,315	23,264	53,202	29,937	56 %
5870 Branch Local Misc - Restricted Donation Expenditures	4,133	69,590	150,000	80,410	54 %
5873 Website	2,581	54,899	109,318	54,419	50 %
5874 Employment Advertising	0	0	1,000	1,000	100 %
5875 System Advertising	12,041	40,352	82,540	42,188	51 %
5879 Branch Advertising	0	150	0	(150)	0 %
5884 Photography	337	4,892	15,500	10,608	68 %
5901 Outsourced Printing & Publishing	4,933	21,618	37,084	15,466	42 %
5906 Promotions/Marketing	495	7,501	34,915	27,414	79 %
5912 Meetings	657	10,694	18,865	8,171	43 %
5915 Memberships	618	35,832	58,416	22,584	39 %
5916 Dues and Fees	140	2,737	6,466	3,729	58 %
5935 Property Liability Insurance	0	56,239	62,920	6,681	11 %
5936 Vehicle Liability Insurance	0	5,196	14,950	9,754	65 %
5937 Flood Insurance	2,062	5,771	6,380	609	10 %
5938 Bond Insurance	50	9,733	11,760	2,027	17 %
5939 Workers Compensation Insurance	4,464	43,622	42,000	(1,622)	(4)%
5955 Miscellaneous	0	1,129	7,500	6,371	85 %
5959 Sales Taxes	1	4	500	496	99 %
5964 Property Tax Reimbursement	1,946	15,852	35,975	20,123	56 %
5965 MEL Return Items	3	590	3,000	2,410	80 %
Total Other Expenditures	37,883	411,836	781,730	369,894	47 %
Capital Outlay					
5973 Land Improvements - Non-Depreciable	0	0	11,400	11,400	100 %
5974 Land Improvements - Depreciable	0	0	20,100	20,100	100 %
5975 Building Improvements - Non-Depreciable	0	18	9,300	9,282	100 %
5976 Building Improvements - Depreciable	3,000	33,593	809,000	775,408	96 %
5977 Technology - Non-Depreciable (\$1000-4999)	0	4,312	192,537	188,225	98 %
5978 Technology - Depreciable (5,000+)	0	0	228,250	228,250	100 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	5,452	15,189	58,680	43,491	74 %
5980 Equipment/Furniture - Depreciable (\$5000+)	9,057	9,189	57,957	48,768	84 %
Total Capital Outlay	17,509	62,300	1,387,224	1,324,924	96 %

Kent District Library
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101 - General Fund
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(In Whole Numbers)

	Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Total Expenditures	<u>1,626,791</u>	<u>15,146,768</u>	<u>26,475,962</u>	<u>11,329,194</u>	<u>43 %</u>
Excess Revenue Over (Under) Expenditures	<u>(669,607)</u>	<u>9,403,710</u>	<u>(1,669,481)</u>	<u>11,073,191</u>	<u>(663)%</u>

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Check Number	Vendor Name	Check Amount	Check Date
191960000468	Priority Health	137,545.09	8/1/2019
77488	Midwest Tape	93,066.39	8/22/2019
77312	Baker & Taylor	51,757.42	8/6/2019
08192019	The Huntington Bank - Michigan	34,128.17	8/19/2019
77369	Ingram Library Services Llc	33,187.53	8/6/2019
77400	Midwest Tape	21,905.80	8/6/2019
77473	Ingram Library Services Llc	20,800.93	8/22/2019
77448	Baker & Taylor	18,817.29	8/22/2019
77329	Comerica Bank	12,679.14	8/6/2019
77490	Pam Spring Advertising, Llc	10,252.00	8/22/2019
77332	Critter Barn	9,950.00	8/6/2019
77463	Highland Group of Grand Rapids, LLC	9,875.00	8/22/2019
77479	Koios	8,500.00	8/22/2019
77436	Thomas Klise/Crimson Multimedia	8,460.00	8/6/2019
77411	Presidio Networked Solutions Group, Llc	8,392.50	8/6/2019
77504	Staples Business Advantage	7,939.14	8/22/2019
9833194672	Verizon Wireless - MiFy Routers & Cell phones	6,775.71	8/5/2019
205811363952	Consumers Energy	5,433.52	8/9/2019
77433	TerHorst & Rinzema Construction Co.	4,774.00	8/6/2019
77494	RECORDED BOOKS, INC	4,571.98	8/22/2019
77416	RECORDED BOOKS, INC	3,976.99	8/6/2019
77403	NFSEdge	3,709.25	8/6/2019
77387	Michigan Office Solutions (MOS)	3,671.30	8/6/2019
77344	Foster, Swift, Collins & Smith, P.C.	3,597.00	8/6/2019
77438	UAW Local 2600	3,519.04	8/6/2019
77345	Gaines Charter Township	3,472.50	8/6/2019
77461	Greatamerica Financial Svcs.	3,067.43	8/22/2019
77296	Audiocraft Publishing Inc	2,998.44	8/6/2019
77410	PLIC - SBD Grand Island	2,998.34	8/6/2019
77382	Library Design Associates Inc.	2,864.00	8/6/2019
77385	Lynn Porter	2,750.00	8/6/2019
77506	Thomas Klise/Crimson Multimedia	2,690.00	8/22/2019
9833194671	Verizon Wireless - MiFy Routers & Cell phones	2,675.57	8/5/2019
77417	River City Studios	2,600.00	8/6/2019
77474	Interpersonal Frequency	2,581.25	8/22/2019
77422	Same Day Delivery, Inc	2,560.00	8/6/2019
77495	Same Day Delivery, Inc	2,560.00	8/22/2019
77371	Joshua Dunigan	2,500.00	8/6/2019
77336	DK Security	2,407.24	8/6/2019
77419	Robin Darling	2,400.00	8/6/2019
77462	Happy Henna	2,250.00	8/22/2019
77313	Bangarang Circus	2,250.00	8/6/2019
77432	Tech Logic Corporation	2,156.00	8/6/2019
77314	Banner Life Insurance Company	2,104.99	8/6/2019
77354	Hr Collaborative Llc	2,086.00	8/6/2019
77343	Foremost Insurance Co.	2,062.00	8/6/2019
77439	Via Design	1,965.00	8/6/2019
77406	Penguin Random House, Llc.	1,864.25	8/6/2019
77317	Blackstone Audio Inc	1,851.92	8/6/2019
77412	Ralph Nichols Group, Inc.	1,795.00	8/6/2019
437422	123.Net, Inc	1,724.00	8/8/2019
77449	Blackstone Audio Inc	1,640.98	8/22/2019

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Check Number	Vendor Name	Check Amount	Check Date
77346	Cengage Learning	1,570.68	8/6/2019
77457	Edc Educational Services	1,468.74	8/22/2019
3123009404	At&T	1,435.63	8/15/2019
77373	Kent County Parks Department	1,400.00	8/6/2019
77297	Autumn Shattuck	1,380.00	8/6/2019
77418	RNL Graphics Solutions, LLC	1,324.09	8/6/2019
77429	Staples Business Advantage	1,309.42	8/6/2019
201183874413	Consumers Energy	1,280.11	8/14/2019
77349	Grand Rapids Kids	1,250.00	8/6/2019
77325	Chelsea Holley	1,250.00	8/6/2019
77497	Sara Leonardo	1,250.00	8/22/2019
77460	Cengage Learning	1,206.83	8/22/2019
77323	Central Michigan Paper	1,168.00	8/6/2019
77404	Northeast Print House	1,153.20	8/6/2019
77405	Pam Spring Advertising, Llc	1,140.00	8/6/2019
77374	Kent County Treasurer	1,113.23	8/6/2019
77342	Findaway World, Llc	1,098.24	8/6/2019
77376	King & Macgregor Environmental, Inc.	1,092.50	8/6/2019
77386	Medema Consulting Associates Llc	1,050.00	8/6/2019
77315	Bearport Minnesota, Inc / Bearport Publishing Company	933.40	8/6/2019
77337	DWD Technology Group	900.00	8/6/2019
77508	Valerie Garrett-Turner	813.31	8/22/2019
77456	DK Security	802.18	8/22/2019
77407	Penworthy Co.	724.44	8/6/2019
77322	Center Point Publishing	680.70	8/6/2019
77459	Findaway World, Llc	652.18	8/22/2019
77321	Cascade Winery, Inc	644.97	8/6/2019
77478	Kent Intermediate School District	610.00	8/22/2019
77401	Morgan Hanks	600.00	8/6/2019
77331	Conrad Schaak	600.00	8/6/2019
77381	Lewis Paper	552.36	8/6/2019
77451	Center Point Publishing	541.08	8/22/2019
77489	Nationwide	539.12	8/22/2019
77377	Lasers Resource	510.51	8/6/2019
77480	Lasers Resource	510.51	8/22/2019
77372	Julie Honderd / Just for Fun Mysteries	500.00	8/6/2019
77443	All Season Lawn Care	499.08	8/22/2019
77378	Laura Powers	470.50	8/6/2019
77348	Grand Rapids Building Services	430.00	8/6/2019
77347	George Bayard / Graama	425.00	8/6/2019
77334	D&J Lawrence Enterprises/ Buth-Joppes/ Bumblebee Ice Cream	399.00	8/6/2019
1851209	Arrowaste	382.11	8/13/2019
77509	Wolverine Printing Company	373.50	8/22/2019
77430	Stardust Theater Rentals	366.00	8/6/2019
77424	Sarah Ryder / The Hammock LLC	360.00	8/6/2019
RIS0002379359	Delta Dental Of Michigan	328.92	8/12/2019
77320	Caitlin S. Oliver	326.25	8/6/2019
77380	Legal Shield	291.05	8/6/2019
77330	Comstock Park Rotary	270.00	8/6/2019
77351	Gravel Bottom Craft Brewery & Supply	265.00	8/6/2019

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Check Number	Vendor Name	Check Amount	Check Date
77408	Performance Assessment Network	250.00	8/6/2019
77338	Elm Usa	229.95	8/6/2019
77440	West Side Beer Distributing	220.00	8/6/2019
77328	Comcast Cable	216.90	8/6/2019
77434	The Book Farm, Inc.	209.30	8/6/2019
77353	Heart Of West Michigan United Way	201.00	8/6/2019
77383	Lilys Frog Pad, Inc / Howard Christensen Nature Center	200.00	8/6/2019
77507	USI Educational and Government Sales	197.07	8/22/2019
77458	Film Ideas, Inc.	191.42	8/22/2019
77409	Pike 51	190.00	8/6/2019
77441	Wolverine Printing Company	187.50	8/6/2019
77453	Claire Horlings	177.21	8/22/2019
77294	Andrew Erlewein	177.00	8/6/2019
77340	Engineered Protection Systems Inc	161.00	8/6/2019
77427	Shirley Bruursema	145.68	8/6/2019
77475	Jennifer Swift	140.88	8/22/2019
77454	Comcast Cable	134.90	8/22/2019
77355	IDVille / DBA Baudville	113.01	8/6/2019
441884	Paychex	112.50	8/20/2019
77426	Sheri Gilreath-Watts	112.20	8/6/2019
77290	Absopure Water Company	110.00	8/6/2019
77442	Absopure Water Company	110.00	8/22/2019
77291	Allie Marie Idema	108.72	8/6/2019
77491	Penguin Random House, LLC.	105.00	8/22/2019
77437	Thomas Noreen	102.92	8/6/2019
77431	TASC	94.02	8/6/2019
9833233083	Verizon Wireless - MiFi Routers & Cell phones	83.12	8/5/2019
77423	Sarah Ann Weller	75.08	8/6/2019
77492	Rachel Love	74.99	8/22/2019
910020326757 07	Dte Energy	73.72	8/2/2019
77455	Crop Marks Printing	66.00	8/22/2019
77388	Mideastern Michigan Library Cooperative	65.00	8/6/2019
77402	MPELRA	50.00	8/6/2019
77335	Diane Cutler	50.00	8/6/2019
77324	Charles R. Myers	42.76	8/6/2019
77319	Byron Township	40.49	8/6/2019
616R10403107-...	At&T	32.01	8/2/2019
77339	Employment Screening Resources	30.00	8/6/2019
77370	Jennifer Baker	29.95	8/6/2019
77477	Jonathan Alighire	28.49	8/22/2019
77375	Kerri Chamberlain	26.99	8/6/2019
77420	Ryan Clark	26.86	8/6/2019
77352	Gretchen Fletcher	24.95	8/6/2019
77350	Graphic Arts Service & Supply	24.50	8/6/2019
77413	Randy Burson II	20.00	8/6/2019
77414	Rebecca Wright	19.99	8/6/2019
77326	Clinton-Macomb Public Library	19.95	8/6/2019
77421	Ryan Schaner	19.00	8/6/2019
77493	Rebecca Wright	17.09	8/22/2019
77333	Cynthia Lucas	16.99	8/6/2019
77341	Erin Cairry	16.99	8/6/2019

Kent District Library
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<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
77481	Livia Hall	16.50	8/22/2019
77292	Amy Hackert	15.99	8/6/2019
77384	Lynda Austin	15.00	8/6/2019
77476	Jill Graybill	15.00	8/22/2019
77505	Suzanne Longo	14.95	8/22/2019
77327	Clyde Waltenbaugh Jr.	14.84	8/6/2019
77379	Leah Elenbaas	13.99	8/6/2019
77496	Sara Gruber	13.99	8/22/2019
77450	Carla Fortuna	11.95	8/22/2019
77295	Anna Drew	10.49	8/6/2019
77452	City Of Wyoming - Treasurer's Office	9.04	8/22/2019
77293	Amy Venlos	8.24	8/6/2019
77415	Rebekah Spoelhof	7.99	8/6/2019
77318	Branch District Library	7.00	8/6/2019
77289	Abby D'Addario	6.99	8/6/2019
77425	Scott Small	3.54	8/6/2019
Report Total		637,760.54	

BRANCH UPDATES

KDL's Year of Learning is about equity, diversity and inclusion. It has been seven months since the launch, and managers were asked to respond on how staff have received this initiative and what they are doing in the branches to promote it.

• CASCADE

KDL's Year of Learning is centered on diversity and inclusion, and many of the staff at Cascade have taken this to heart. In addition to those who are working on their diversity/inclusion journals, Cascade has focused on this initiative in several ways. Discussions about diversity and inclusion are incorporated into morning huddles and, at times, book talking and recommending materials are included. Cascade staff indicate that they are also more mindful of diversity and inclusion as they select materials for display and for outreach. More than one staff person at Cascade has a personal background outside of the United States, and the team has begun having discussions about different types of traditions. Staff are planning a series of Culture Nights in the winter that will celebrate the traditions of other cultures. Finally, staff have also converted the single stall staff bathroom from a Men's bathroom to a Unisex bathroom and discussed how this might benefit KDL staff and how this can be an option for the public if a Unisex bathroom is requested. Overall, it has been a good opportunity to further consider the needs of those around us and how staff can best show kindness, empathy and love to people of all backgrounds.

• ENGLEHARDT

At the Lowell Branch, much of the Equity, Diversity and Inclusion (EDI) efforts have focused on book displays, but some other things as well. In the teen section an ongoing LGBTQ book display is featured, and near the service desk there is the "Community Conversation" display. This is changed out monthly to reflect not only national issues in the news, but local ones as well. Titles



reflecting all viewpoints are brought in and displayed. At Englehardt there is a small group of patrons with hearing impairments. In order to better serve them, Alantha Owen has been taking sign language classes. Through this, staff have learned that there is an informal meeting of people who are deaf and hearing impaired at the Rivertown Crossings mall. Staff had an initial conversation with the Outreach Department about possibly working with this group. Recently, staff also had a book discussion using one of the titles from the KDL list, "A Place for Us." Angie Royce took on the responsibility of arranging and leading this discussion. All of the staff members able to attend really enjoyed discussing this book as it is about the lives of an Indian-American Muslim family.



• KRAUSE MEMORIAL

At Krause Memorial Branch, staff are very intentional about creating diverse displays for patrons. During this year, a two-month long Coretta Scott King Award display and an LGBTQ+ teen display were featured. When creating other displays, youth staff make diversity a priority, working to make sure at least half of the titles selected represent characters & authors from minority groups. Krause staff also promoted Trans Visibility Week (March 23-31) by creating a transgender display towards the front of the library where it would be viewed by as many patrons as possible. The display featured awareness flyers, a book display, book lists, and a display backdrop of the trans flag. The goal was to educate patrons and to demonstrate that KDL is open and welcoming to all people and all viewpoints. In addition to various displays, youth staff will be incorporating some Spanish into storytimes this fall. Staff work to provide an open, welcoming environment where everyone can find a friendly face, ready to help them with whatever they need.

• NELSON/SAND LAKE

The Nelson/Sand Lake branch has done a number of different things, as a team and individually, for the Year of Learning. As team, a large part of the Branch In-Service in July was dedicated to the Year of Learning: staff watched and discussed several TED talks, and thoroughly enjoyed the one by Temple Grandin that talked about how the world needs many different kinds of thinkers. Staff also took personality tests and delved into the diversity of staff's personalities – the differences and similarities to one another. Individually, several staff members have read books on the book discussion list and have discussed them with each other. Additionally, some staff have also gotten out of their comfort zone and attended cultural events that they normally would not have.

• PLAINFIELD

The Plainfield branch has put forth a team effort to promote diversity and inclusion in the branch and staff are epic supporters of each other as everyone grows and learns more about the community, the patrons, diversity and inclusion efforts, and how staff can be more inclusive, inviting, and welcoming to all people. The team holds regular daily huddles with the Spencer staff where there is a daily focus that typically requires deep contemplation and self-reflection. These can be very challenging questions like: reflecting on personal biases, how to show compassion and to whom, or where staff feel most comfortable. Through this, staff have developed a safe, caring environment that promotes conversation and acceptance. Staff members are encouraged to share their responses and feelings throughout the day, and the team has grown stronger because of this.

Plainfield staff have also been assessing the physical space and making improvements to be as inclusive as possible. All of the signage for the stacks has been updated to increase visual accessibility, and staff undertook a huge project of rearranging the Adult Non-Fiction and Adult Large Print sections in order to make the collection easier to browse and more accessible. Staff have also made personal commitments which have been shared with each other. For example, Adult Paraprofessional Faye Harbison has committed to learning Spanish and the team is supporting the goal with a 15-minutes-a-day language learning promise. Staff don't want to keep the Year of Learning to themselves, so Plainfield is involving patrons whenever possible. Adult Paraprofessional Dave Fletcher has been out in the community promoting KDL and bringing buttons encouraging diversity and inclusion with him. You might have caught sight of him at the GR Pride Festival or during the Northview Mobile Library outreaches. Plainfield staff are excited and encouraged by KDL's Year of Learning and can't wait to keep growing and learning as a team.

On another note, shout out to the amazing Plainfield Township who was able to repair the wall – good as new!



• SPENCER

The Spencer branch fully embraced KDL's Year of Learning initiative centered around diversity and inclusion, and throughout the last eight months the team has taken steps to help each other grow into these efforts. Each staff member has been looking for opportunities in the community to further educate and expose themselves to new experiences, and then share these learning opportunities with one another.

Spencer has a diverse range of patrons and when there isn't a bilingual staff member in the branch, staff have begun utilizing technology communication tools to better assist patrons. Staff work hard to develop relationships with patrons and having additional tools ensures staff are giving each and every patron the service and assistance they deserve. Staff have also participated in workshops and conferences focused on diversity and inclusion. In June, Branch Manager Kai Tang attended the Lakeshore Ethnic Diversity Alliance Summit at Hope College and participated in several different breakout sessions on race and inclusion. After the conference, the team discussed the topics and main takeaways in-branch. In October, Adult Paraprofessional Clyde Waltenbaugh Jr. will go to the Michigan Library Association's Annual Conference and is looking forward to attending breakout sessions discussing the science behind the brain and inclusion, a workshop on breaking down biases, and looks forward to learning more about emotional intelligence in the workplace. After the conference, the team will gather to discuss and disseminate the information learned.

Staff want everyone to feel welcome and comfortable in the branch, and that includes making sure patrons can easily find materials and navigate the space. Though the Spencer branch is a small, cozy building, staff do their best to ensure signs are easy to read, and furniture allows for movement and accessibility. Staff have updated signs in the stacks, rearranged New and Express books and created more space for patrons to peruse the Mission: Read! Booster Packs and Vox Books. As the year continues, staff will work towards the goal of diversity and inclusion for the library and the community, and staff will continue to improve and grow.



• TYRONE

The team at the Tyrone Township branch were excited to jump into the Year of Learning on equity, diversity and inclusion! During staff meetings and team huddles, staff have taken the opportunity to use the diversity ball and discuss articles and TED talks on diversity, such as Robin DiAngelo's TED talk, "Deconstructing White Privilege." This year, Katie Mitchell attended Spring Institute and Emily Bantel attended ALA 2019, and both team members made a point of selecting seminars on Year of Learning topics. They then brought back what they had learned to share with the rest of the team.

The team has made a point of utilizing diversity and inclusion when selecting and scheduling outreach and performers for the year, and this has encouraged one another to ask what more KDL can do to reach those in the community who need the most. For the past two years, youth staff at Tyrone visited the Kent City Schools Summer Migrant program and the Kent City Migrant Head Start for weekly storytimes. Last year, the youth team increased their efforts by working with teachers so that all kids in the programs participated in the summer reading program and received a book for completing. This year, staff asked, "What more can we could do to

include KCSMP students and their families in the Summer Reading Program?”, and it was concluded that a big performer needed to be scheduled! On July 25, staff brought “Uno, Dos, Tres with Andrés” to the middle school and encouraged the entire community to join the event. Andrés and Christina, an energetic duo specializing in multi-lingual performances for children, were a fantastic treat for KCSMP students and community members. The kids (and adults!) danced their hearts out and sang in English, Spanish and Sign Language. Over 115 people, including kids from Kent City Schools Summer Migrant Program and community members, attended the event. Later that day, Katie Mitchell was invited to KCMHS Family night. Plans for next year are already being developed!



• WALKER

At Walker, staff have participated in several activities centered on diversity and inclusion and a public book display was created for International Transgender Day of Visibility. Staff have been reading the suggested books from the Year of Learning booklet and talking about the topics on the diversity ball at morning huddles. During morning huddles when the diversity ball is used, staff are also sharing their life experiences that relate to diversity and inclusion. The staff also enjoyed the presentations from the Seattle Public Library at this years' All Staff and it spurred some great conversation and talking points at the table. The links to online implicit bias tests were shared with staff as well. Staff have also reviewed the Year of Learning workbook and have done some of the recommended activities from it. There are lots of fun suggestions to open staff up to new experiences outside of a work setting, such as eating at a new ethnic restaurant or watching a movie in a foreign language. Putting staff in a position where they might be the minority can be a great experience and opportunity for personal growth. This initiative has helped staff have a better awareness of being inclusive to all visitors to the branch and encourages them to go the extra mile to make sure everyone who visits feels welcome here.

• WYOMING

Anjie Gleisner, the new Wyoming/Kelloggsville Branch Manager, asked staff what they have discussed about diversity and inclusion in the previous seven months, and there is work to be done. Anjie has a plan to start small discussions during morning huddles and several members of the info team will soon be attending an external diversity and inclusion training session in November. Also, there is a plan to have a training session on inclusion as it relates to disabilities and to teen patrons during the upcoming Branch In-Service day on November 11. Until then, staff will use the diversity ball during morning huddles and Anjie will be seeking out further training options for staff members at both branches.

FEATURED DEPARTMENT: PROGRAMMING

The Programming Department was created in June 2017 and has been working ever since to support programming at KDL. The department manages programming for the whole system, and includes:

Kip Odell, Programming Manager

- Kip has worked at KDL since 2001, working at 5 different branches. In 2017, he became the manager of the newly formed Programming Department.

- He oversees and manages programming for all KDL branches, including large programs like Super Party Wonder Day, KDaLe, coding programs and more.
- Fun Facts: Kip loves soccer and most sports (Go Fire! Go Bears!). He's also a big coffee nerd and starts each morning making two double shots of espresso, called a doppio.

Diane Cutler, Programming Coordinator

- Diane joined the Programming team in January 2018 after many years of successful programming in branchland.
- Her primary focus is developing and creating the music and writing programs, including the Writers Conferences and the Write Michigan Awards ceremony. In between foot tappin' and pencil scratchin', Diane supports the Programming Team in whatever way needed, like counting out Summer Reading coupons, making sure people are safe at SuperPartyWonderDay, sending out reading club prizes and anything that involves big trucks.
- Fun Facts: When Diane isn't checking out local bands, you might find her hiking Great Lakes beaches, especially in winter. She also serves on the Planning Commission in Caledonia Township. If you are looking for a conversation starter, large trucks, tartans, Scottish dogs or transportation funding will get her attention.

Carlita Gonzalez, Programming Specialist

- After working at the Humane Society of West Michigan as the Community Outreach Coordinator for four years, Carlita began at KDL in June of 2014 as a bilingual Program & Outreach Specialist and is now in the Programming Department.
- Carlita's main tasks include: scheduling multiple presenters each season at all 19 branches, overseeing program supply orders, inventory and other program tools, maintaining and updating the kdl.org/events page of the website for patrons and staff and offering program support in any capacity to branch staff.
- At the 2019 All Staff meeting, Carlita was awarded KDL's "Unsung Hero" Award for "dedication and unwavering commitment."
- Fun fact: Carlita is known around the Service Center as having saved the break room ficus tree, prompting some coworkers to bring her sick plants.

Jake Ryan, Programming Specialist

- Jake has been at KDL since November 2018 and worked at the Plainfield Branch as a Circulation Assistant until July, when he was promoted to the Programming Department.
- His job is to provide supplies and tubs for the various adult, teen and children's programs that all of the branches do throughout the year. He is also part of the Adult Programming Workgroup that creates, promotes, and implements programs for KDL's adult patrons.
- Fun fact: Jake and his fiancée love the outdoors and camping, so much so that he proposed when they were camping at Sleeping Bear Dunes this summer.

Program Support

The Programming Department organizes programs for all of KDL's 19 branches, maintains the events page of the website, organizes program scheduling, negotiates presenter contracts and much more. In 2019, Programming began to work on two large projects to help branch staff.

Programming supplies are now purchased and shipped through the Programming Department for all programming needs. Since January, over 300 orders for thousands of items have been procured to support programming at KDL. The department has also centralized much of program scheduling to help streamline the process and bring in new performers. This began with Summer Reading 2019, when the department scheduled many performers who don't usually perform in West Michigan including multi-lingual performer 1,2,3 Andres, juggler Chris Fascione and musician Laura Doherty.

Programming staff also goes to the branches to host and help with KDL programs.

- Carlita hosted and created CreativiTEA programs for adults at 8 branches in January and February. She also hosted the craft programs featuring sand art, which were especially popular with attendance of over 70 patrons.
- This fall, the department is testing having displays during programs to see if patrons will check out more books and materials. Carlita and Jake are testing this with the Michigan Haunted Lighthouses programs. Displays will feature books on Michigan history, ghosts and more.
- The department also created a Needle Drop program to celebrate the new vinyl collection at KDL. Kip and Diane helped host the program at the Plainfield Branch in February, talking to 250 patrons about the new record collection while patrons enjoyed crafts, snacks and a live DJ.
- In March and April, KDL hosted the first program in partnership with GRCC's Secchia Institute for Culinary Education and Chef Sasha Ahmed. Diane organized the knife skills class for attendees and surveyed them on what other culinary programs they would like KDL to host.

Partnerships

The Programming Department continues to create new partnerships with local organizations that will lead KDL to new and innovative programs for patrons. Staff work with numerous partners each year to deliver high-quality programs, including the Grand Valley State University Education Foundations Department, Schuler Books, the West Michigan Genealogical Society, the Greater Grand Rapids Women's History Council, the Secchia Institute for Culinary Education at GRCC and more. For 2019, new and renewed partnerships include Peninsula Writers, GrandCon Gaming Convention, the Grand Rapids African American Museum and Archives, Lions and Rabbits art collective, Coders4Tomorrow and Meijer Gardens.

BUILDING UPDATES

• AMY VAN ANDEL LIBRARY & COMMUNITY CENTER

Construction work continues on the Amy Van Andel Library and Community Center at the same time the finishing touches are being added to interior design and planning. On August 13, the Ada Township Board approved a contract with Custer for furniture procurement services. Representatives from KDL and Progressive A&E will have a working session with Custer to review product options.

Ada Township and KDL are finalizing the details of the term sheet. Once completed, the document will be presented to the Ada Township Board and the KDL Board for approval.

As Ada Township works toward building their new library, KDL staff continue to plan for a smooth opening and operation of the branch! Penni Zurgable of Cascade and Aaron Thomas of Collection Development are working on an opening day collection, and Lindsey Dorfman has submitted staffing plans to the Finance Department for inclusion in the KDL 2020 budget.

- **KRAUSE MEMORIAL**

The Krause Exploratory Committee met and contracted with Keith Hopkins to discuss the financial feasibility study. Keith will draft a case for support and a cover letter to be used in the study. Committee members will submit a list of possible donors and/or business/community leaders to Jennifer German. These names will be compiled and given to the Committee at their next meeting on Tuesday, Sep. 10 at 3:00pm at the KDL Service Center.

- **SPENCER**

It was decided that KDL and Spencer Township will not proceed with a building project.

- **WALKER**

Representatives from Fishbeck, Thompson, Carr & Huber (FTCH) visited the Walker Ice and Fitness Center recently to get a feel for the physical space and go over the mechanical and electrical layout of the current building. They also examined where an expansion to the current facility would make the most sense and took into consideration the current parking layout. A timeline of next steps is in development and then the steering committee will reconvene to review the timeline.

- **SERVICE & MEETING CENTER**

New Building Addition

- The DEQ permit was approved on August 23.
- Foundation plans are finalized.
- Foundation and site plans were submitted to Plainfield Township for permits - the township said it will take a few weeks for approval.
- The estimated start date is (hopefully) mid-September.
- While waiting for permits, final details of the addition are under way, like choosing the color of the metal siding and other interior details.

Service Center Refresh

- Estimates on the project are coming in include structural work, construction, mechanical, electrical and furniture. Based on this information, the Building Committee will work with Via Design to cut costs where needed.
- Missy Lancaster met with structural engineers in regards to the sloping floor issues in the building. The good news is that the building is structurally sound and safe, but there are areas where the floors are sinking. This has been an issue since KDL moved into the building and they are recommending on leveling out the most uneven floors and provide some kind of solution to stabilizing these areas. More information will be given once a full report has been received.
- Once the Building Committee and Via Design come up with the design, and after the costs have been cut, the new plan will be presented to the Leadership Team.

WHAT'S GOING ON AT KDL

• CENSUS UPDATE

KDL has committed to supporting the 2020 Census because KDL recognizes an accurate count is essential in informing policy and funding decisions that impact the communities at every level. Based on needs expressed by the Census Bureau, KDL is hosting census recruiting events at branches, promoting census participation, and providing census training for all branch staff in preparation for 2020.

• KDL BOOKMOBILE

Plans for the bookmobile garage and Community Engagement and Outreach Department office space have been approved by the DEQ. Once the additional costs are presented to the Board, the search for sub-contractors will begin. Applications for permits will be submitted and a schedule for the work will be set up. The tentative target date is February 2020 for completion of the space, dependent on weather conditions, etc.

Status of the vehicle: The batteries have been replaced, the 220v plug has been installed at the Service Center and a new Xantrex control panel has been added to the Bookmobile. All of these upgrades have improved the physical environment of the vehicle a great deal. As a result, the team was able to maintain a consistent schedule of events and visits throughout the summer.

• WORKFORCE DEVELOPMENT

With KDL's new Workforce Development initiative, Shea Johnson is making connections with other key players in the community to align resources in order to support economic opportunities in Kent county. She is focusing on developing partnerships related to adult education, job obtainment, professional development and entrepreneurship. To that end, Shea attended the small business expo and has followed up with many of the contacts she made at the event. Career Skills Training by Penn Foster has also recently been added to KDL's roster of digital resources for patrons.

• CAREER ONLINE HIGH SCHOOL

Sara Magnuson continues to work hard finding the right fit for all the potential students who reach out to KDL through the Career Online High School landing page. To date, there have been 79 applications for the program. Currently, 41 students have attempted a prerequisite course, while 18 have met that requirement and have interviewed for a scholarship. There are nine KDL COHS scholarship participants so far, five of whom have successfully passed the 30 day trial period in Part 2 of their curriculum. The remainder of the students are on target to complete the program at the expected pace. With 36 direct referrals to partner education programs, those program directors have indicated increased enrollment for their new fiscal year and are excited to continue collaborating with KDL.

• BOOKS ON THE BUS

Four to five boxes filled with books of various genres and age levels are dropped off at the Central Operations building for the Rapid busses twice a month as there has been increased interest from Rapid passengers.



- **AIRPORT FREE LITTLE LIBRARY**

With the help of three regular volunteers, a staff member from the Cascade branch and Joyanne Huston-Swanson, the shelves at the Little Free Libraries are restocked Monday through Friday. Every time someone from KDL visits, airline passengers stop the volunteers to tell them thank you for providing the books and to ask for a book recommendation. Several airport staff express interest in specific authors and are happy the service exists as well.

- **CODING CLASSES**

In August, KDL and Coders4Tomorrow offered their first week-long coding program for teens. The program at the Kelloggsville Branch offered the basics of coding with Python, and offered 1-on-1 training with some high school coding experts. Planning for next year has already begun based on the success of this pilot program.

- **SUPERPARTYWONDERDAY**

Super Party Wonder Day 2019 was a huge success with over 5,000 in attendance. This was an increase of about 2,000 attendees from 2018. The event included many activities like a game area, Touch-a-Truck, a board gaming tent, food trucks, silent disco headphones and performers like Afro Zuma, Drums for All and Conrad Shock and the Noise.

- **SUMMER READING**

Summer Reading 2019 was another successful program with another increase in completers! Summer Reading finished with completer numbers up 6% from 2018. 19,147 patrons completed the reading program and earned great prizes. Total attendance at KDL programs this summer was over 57,000.

- **RUFF READERS**

15 branches this summer offered Ruff Readers programs in partnership with West Michigan Therapy Dogs. Ruff Readers, one of KDL's most popular summer programs, pairs kids with a trained therapy dog and their handler to read their favorite book. Over 2000 patrons read to dogs this summer.

- **MEET UP & EAT UP**

This was the second summer KDL partnered with Feeding American to present Meet Up and Eat Up, a summer food program. Patrons 18 years old and younger had 179 opportunities to enjoy a free lunch at the library. Four branches and the Bookmobile offered Meet Up and Eat Up, reaching over 2,200 patrons this summer.

KATIE KUDOS

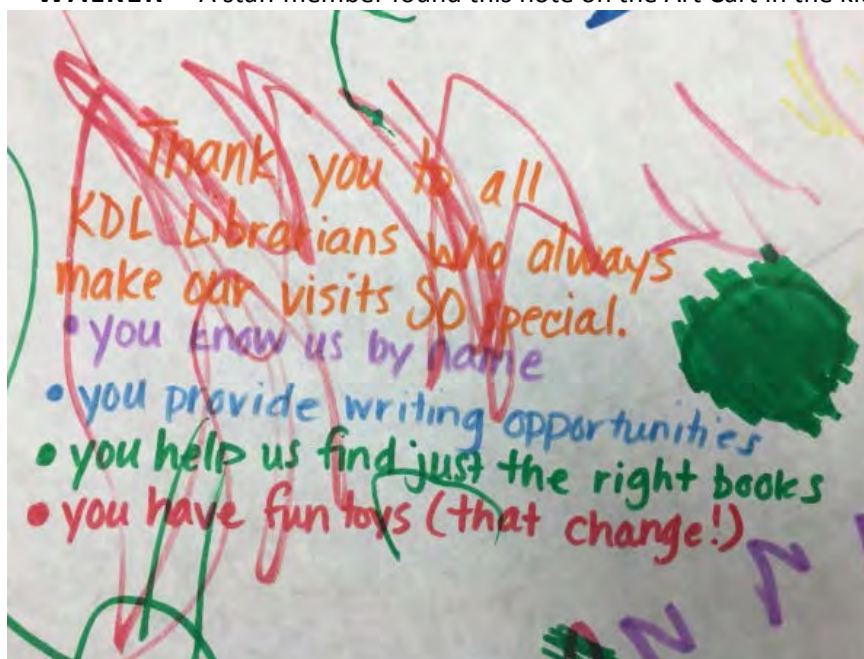
- **JULIA HAWKINS (SC)** – Nominated by Diane Cutler because, “She is so generous with her artistic skills and made out SuperPartyWonderDay Rib Cook Off Prize Envelopes looks so snazzy! I so appreciate colleagues who share their talents with those of us less skilled. Thank you, Julia!”

- **JULIE RALSTON (WAL)** – Nominated by Patricia Volkhardt because, “Having a delicate situation in Katieland involving a cleanup of, shall we say, a ‘solid sort’... Julie quickly took the initiative to clean the carpet, the dress-up costumes, the toys, and I mean all of the toys, the pretend foods, and the entire area all together a very thorough cleaning without a murmur of discontent. She always moves quickly and decisively when handling any situation with grace. Julie is a truly kind and compassionate leader who cares for our children and all patrons she encounters here at Walker. “

- **ALYSON CRYDERMAN (CAL)** – Nominated by Liz Guarino because, “She did an awesome job organizing many youth work areas before summer reading. This made it so much easier to help our customers.”

STAFF + PATRON RESPONSE STORIES

- **EAST GRAND RAPIDS** – “A mom came to the library with her brand new baby – 36 hours old! She wants to make sure he will be a lifelong reader.”
- **WALKER** – A staff member found this note on the Art Cart in the kids area:



- **PATRON SERVICES** – “I emailed bad news to a patron (letting her know that a DVD she’d had on hold isn’t being released in the US), and she responded with this kind email: ‘Thank you & everyone at KDL Patron Services. This Library System is great... Today, I dropped off a vase of flowers for the Kentwood staff in appreciation of this wonderful library system then picked up two holds that came in, a 900-page book my husband wanted to read and a biography DVD for me! What fun! KDL Rocks! On behalf of all KDL patrons, thank you for coloring our world!’”

UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Budget Work Session	Thurs., Oct. 10, 2019	4:30 PM	KDL Service Center
KDL Regular Board Meeting	Thurs., Oct. 24, 2019	4:30 PM	KDL Englehardt Branch
KDL Regular Board Meeting	Thurs., Nov. 21, 2019	7:00 PM	KDL Wyoming Branch
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Wed., Nov. 20, 2019	1:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
MAPERS	September 21-24, 2019	All Day	Kalamazoo, MI
MLA Annual Conference	October 16-18, 2019	All Day	Novi, MI

NEW APPOINTMENTS	POSITION	EFFECTIVE
Heather Groen	Shelver – Grandville	August 30
Max Mitchell	Shelver – Plainfield	August 30
Shayla Madonna	Shelver – Plainfield	September 10
Marybeth Rivera	Substitute Information Staff	September 18
Christine Mwangi	Substitute Information Staff	September 18
Natalie Budnick	Substitute Circulation Assistant	September 18
Owen LaVigne	Substitute Circulation Assistant	September 18
Simon Chassee	Substitute Circulation Assistant	September 18
Amy Richardson	Substitute Circulation Assistant	September 18
Danyka Thomas-Robinson	Substitute Circulation Assistant	September 18

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Montana Earegood	Substitute Circulation Assistant	Circulation Assistant – Wyoming	August 26
Melissa Veeneman	Shelver – Cascade	Shelver – Krause Memorial	August 19
Joel Kibbe	Substitute Circulation Assistant	Circulation Assistant – Wyoming	August 12
Clare O'Tsuji	Youth Paraprofessional – Gaines Township	Teen Paraprofessional – Kelloggsville	September 3
Aubrey Clark	Substitute Circulation Assistant	Circulation Assistant – East Grand Rapids	September 11
Jason Hetrick	Shelver – East Grand Rapids	Substitute Information Staff	September 19
Samantha Holland	Seasonal Library Intern	Substitute Information Staff	September 19
Lisa McKelvey	Seasonal Library Intern	Substitute Circulation Staff	September 19
Chloe Schmidt	Shelver - Plainfield	Substitute Circulation Staff	September 19
Kati Doering	Substitute Circulation Assistant	Circulation Assistant – Krause Memorial	September 23
Robin Darling	Circulation Assistant – Krause Memorial	Substitute Information Staff	October 7

DEPARTURES	POSITION	EFFECTIVE
Megan Lawson	Shelver – Plainfield	August 16
Virginia Molag	Shelver – Wyoming	September 11
Nanette Jasperse	Collection Services Assistant – Service Center	September 13

OPEN POSITIONS	TYPE
Shelver – Cascade	Part-time
Adult Paraprofessional – Kentwood	Part-time
Patron Services Associate – Service Center	Part-time
Collection Services Assistant – Service Center	Part-time
Systems Librarian Analyst – Service Center (2 positions)	Full-time
Shelver – East Grand Rapids	Part-time
Shelver – Wyoming	Part-time

EMPLOYEE ANNIVERSARIES (OCTOBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Angela Vanderwest	Byron Township	16 years
Angela Mitchell	Collection Services	15 years
Robin Darling	Krause Memorial	13 years
Connie Holmes	Kentwood	9 years
Monica Walen	East Grand Rapids	9 years
Amber Hath	Krause Memorial	8 years
Leisa Ball	Substitute Circulation Staff	5 years
Hannah Moeggenborg	Alpine	5 years
Ashley Smolinski	Comstock Park	5 years
Sarah Fox	Kentwood	4 years
Dawn Heerspink	Byron Township	4 years
Heidi Fifield	Spencer Township	3 years
Katie Griggs	Collection Services	3 years
Mariely Velazquez	Wyoming	3 years
Krystine Botsis	Plainfield	2 years
David Fletcher	Plainfield	2 years
Randy Goble	Marketing/Communications	2 years
Natalie Karsten	Kentwood	2 years
Virginia Kenyon	Walker	2 years
Bastian Bouman	Wyoming	1 year
Kevin Kammeraad	Bookmobile	1 year
Emily Spranger	Finance	1 year
Maria Trevino	Substitute Circulation Staff	1 year

BOARD OF TRUSTEES ATTENDANCE

2019

(X = Present)

	SHIRLEY BRUURSEMA	ANDREW ERLEWEIN	SHERI GILREATH- WATTS	ALLIE BUSH IDEMA	CHARLES MYERS	TOM NOREEN	CAITIE S. OLIVER	PENNY WELLER
January 17	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
February 21	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
March 21	<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"/>	<input checked="" type="checkbox"/>
April 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"/>	<input checked="" type="checkbox"/>
May 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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June 13	<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"/>	<input checked="" type="checkbox"/>
July 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"/>	<input checked="" type="checkbox"/>
August 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"/>	<input checked="" type="checkbox"/>
September 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December 19	<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	4-18-19	Tom Noreen	6-13-19
Charles Myers	4-18-19	Charles Myers	6-13-19

PERSONNEL

[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 & Selection](#)

[6.2.3 Initial Employment Period](#)

[6.2.4 Promotions](#) **CHANGE**

[6.2.5 Nepotism](#)

[6.2.6 "Acting" Capacity](#)

[6.2.7 Outside Employment](#)

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

[6.3 Personnel Files & Employee Records](#)

[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 & Drug](#)

Screening

6.3.6 Social Security Numbers Privacy 6.4 Compensation

6.4.1 Performance Evaluation **CHANGE**

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 Compliant 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 Medical and Leave Act (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 **CHANGE**

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: Board Member Compensation

6.13: Conference Attendance – Board & Staff **CHANGE**

6.14: Volunteers

6.14.1 Volunteer Background Verification

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 workplace 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:

review

- 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 Executive 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 (ADA)

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.

review

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.

review

KDL POLICY 6.2

POSITION AUTHORIZATION

LAST REVISED 2-18-16

The Kent District Library Board shall budget annually for staffing resources. The ~~Library~~ **Executive 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.

review

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~~ Executive Director.

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

- discussion with the Kent District ~~Library~~ Executive 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 Executive 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 2-16-12

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~~ Executive Director.

The initial employment period may be extended with the approval of the ~~Library~~ Executive 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 ~~rate which is at least equivalent to a 5% increase, whichever is higher.~~ ~~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~~ Executive 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.

review

KDL POLICY 6.2.6

"ACTING" CAPACITY

LAST REVISED 11-18-10

The ~~Library~~ **Executive 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, PTO, and vacation leave and holidays will not be approved after an employee gives notice of leaving employment. The ~~Library Executive Director~~ must approve exceptions. Employees who resign or are terminated shall be entitled to receive payment for accrued, but unused, vacation time and PTO, 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 Executive 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 Executive 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 6.3.6](#)).

Access to employment records containing private health information are limited to the **Library Executive 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 Executive Director** in writing.

review

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 Executive 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 9-17-09

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.

review

- 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~~ **Executive 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 6.3.6](#)).

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~~ **Executive 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 & 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

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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 Executive 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

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~~ Executive 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 ~~conducted quarterly and in accordance to the KDL check-in process. 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.

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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~~ **Executive 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.

review

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 Executive 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~~ Executive 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~~ Executive Director in writing. Written concerns shall be investigated and addressed by the ~~Library~~ Executive 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~~ Executive 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~~ Executive 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~~ Executive 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.

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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~~ Executive 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.

review

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 (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.

review

- 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~~ Executive 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~~ Executive 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~~ Executive Director. Paid personal leave for educational purposes may be granted by the ~~Library~~ Executive 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~~ Executive 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, the Employee's Birthday, and in recognition of Library Worker's Day.

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, Library Worker's 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~~ **Executive 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~~ Executive 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 4-19-12

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 7-19-12

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~~ **Executive 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.

KDL POLICY 6.12

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 6.13

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

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 6.14.1

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~~ Executive 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.

review

INTRO

Agenda Item for Consideration: RFP for New Human Resources Information System (HRIS)

Board Meeting Dates: September 19, 2019 (first reading); October 24, 2019 (second reading)

Timeline: Implementation beginning November 1, 2019

Budget Line Item(s): Contractual & Professional Services, G/L 5958

Total Estimated Cost: Implementation Cost \$4,900, Annual Cost \$36,240.50

PURPOSE

The purpose is to present the Board the recommendation for a new HRIS system after an RFP was conducted and bids were reviewed and considered.

OVERVIEW & BACKGROUND INFO

Employee timesheets, payroll, demographic, and benefit data is housed in an electronic database provided by current payroll provider Paychex; generally known as the Human Resources Information System or *HRIS*. The HR Department has undergone a formal search for an HRIS that can provide greater reliability, improved efficiency for managers and staff, and improve the HR and General Ledger reporting experience. The Library solicited sealed proposals for the purchase and support of an HRIS with features that included the ability to:

- Leverage mobile technology to facilitate staff accurately and efficiently recording of work time,
- Streamline the manager's efforts to approve timesheets,
- Improve reporting of labor expenses through general ledger design, and,
- Enhance the efficiency of benefit enrollment to ensure accuracy and leveraging of employee benefits.

A request-for-proposal was developed and advertised in the Grand Rapids Press, MLive, and sent to several known providers as identified through prior networking. A total of six providers responded with proposals. The list of providers was narrowed to three and a committee of stakeholders formally reviewed the responses, conducting multiple meetings with the three, concluding with two finalists who provided further detailed reviews with representatives from Finance and Human Resources. Paycor demonstrated their product's ease of use and improvement for payroll reporting and managing benefits.

COST

Company	One-time Implementation Cost	Ongoing Annual Cost
Paycor	\$4,900	\$36,240
ADP	\$3,600	\$36,887
NEOGOV	\$3,500	\$63,595
Kronos	\$18,400	\$57,750
Unicorn HRO	\$26,250	\$66,055
Paychex	\$0	\$35,772 *Note: This is our current provider. Annual cost before RFP issued: \$65,714

While cost was not a priority factor of consideration, it is noteworthy that such a change will result in approximate savings of \$25,000 in the first year. Additionally, pricing terms were negotiated to remain unchanged (i.e., price locked) for a period of 40-months, resulting in approximately \$83,000 savings throughout that the forty-month price commitment.

RECOMMENDATION

To award the contract for HRIS services to Paycor, with a contract cost of \$36,240.50 annually, and a one-time implementation fee of \$4,900.

Document History:

1. First Draft – Brian Mortimore
2. Revision – Diane Damuth & Laura Powers
3. Final Draft – Lance Werner & Jaci Cooper

INTRO

Agenda Item for Consideration: RFP for KDL Service Center Bookmobile Addition Update

Board Meeting Dates: September 19, 2019 (*first reading*) October 24, 2019 (*second reading*)

Timeline: Immediately

Budget Line Item(s): Capital Outlay

Total Estimated Cost: \$205,786 additional funds for a total of \$991,786 excluding interior design & furniture

PURPOSE

The purpose is to request additional funds for the KDL Service Center Bookmobile Addition. The original issue analysis that was presented in April 2019 is attached for reference.

REVISIONS

During the design phase there were a number of revisions required to meet permit, Engineering requirements and design revisions. The following permit, engineering requirement and design revisions are as follows:

- Michigan Department of Environment, Great Lakes and Energy (EGLE formerly the DEQ) permit required flood plain elevations to be raised around the building which impacted the ramps. In an addition a retaining wall, extra grading and drainage were added to accommodate flood plain requirements.
- Soil borings showed 25' of additional poor soil that was not indicated on the original borings. This required that the foundation system be switched from aggregate piers to helical piers which involves extra engineering and extensive foundation work including floor reinforcement and additional grade beams.
- Rerouting power lines: currently the lines run below the building, Consumers Energy will not allow this and the power needs to be moved outside the building to a transformer.
- The following were additional revisions requested after the RFP was submitted and approved:
 - Revised the floors to minimize the slope: to accommodate carts from rolling and provide level shelving.
 - Extra exterior and interior windows: to allow more daylighting and to have a view from the office to the storage and bookmobile area.
 - Extra 2 rows of glass in the overhead doors: for sight lines outside the building.
 - Revised overhead doors to 14' X 14': to accommodate Bookmobile height.
 - Revised the office area to 36' X 30': to accommodate all Community Engagement staff – all finishes will be white box condition so that the interior will be designed with the rest of the Service Center refresh.
 - Added an 10' x 12' interior office: for the Community Engagement Manager
 - Added water service to Bookmobile area and revised sewer hookup: to be able to wash off salt and other debris.
 - Added paving for Bookmobile turn radius: Bookmobile drivers needed more room to turn the bookmobile into the building.
 - Revised roof slope for more clearance: to accommodate the higher overhead doors for the Bookmobile.

COST

Company	Construction Costs	Electrical	Plumbing	Permits & Drawings	Other Costs	Other Explanation	Total
TerHorst & Rinzema (original costs)	\$302,750	\$22,850	\$31,800	\$37,000	\$10,000 \$124,000 \$136,000 *\$49,999 *10%	Fire Protection Further Engineering Items Special Aggregate Foundation Options HVAC Contingency	\$786,000
TerHorst & Rinzema (new costs)	\$340,270	\$32,895	\$26,700	\$46,200	\$10,000 \$94,800 \$201,610 \$99,150 *\$49,999 *10%	Fire Protection Excavation for slopes and repaving Foundations, concrete walls and 8" slab Helical piers system for foundations and floors HVAC Contingency	\$991,786

*These costs were not included in the contractors bid but will also have to be budgeted for.

**The original RFP and KDL Service Center Bookmobile Addition Issue Analysis is provided for background information.

RECOMMENDATION

KDL recommends this project to be funded by approving an additional \$205,786 for a total of \$991,786 from the Committed Capital Projects fund balance to complete the new addition for the Bookmobile. As of the most recent audited financials (12/31/18), the Committed Capital Projects fund balance was \$3,862,388.

IMPLEMENTATION

If the additional funds are approved construction will begin as soon as permits are approved in the next two weeks. It is our hope that structural completion, weather permitting, should be completed by end of December 2019 and interior finishes to the office and bathroom will be completed with the Service Center refresh. However, as we've already experienced, additional construction delays may move completion of the building into 2020. Depending on the timing of building completion, we may need a budget amendment to utilize the approved additional funds from the Committed Capital Projects fund balance.

Document History:

1. First Draft – Missy Lancaster
2. Revision – Laura Powers, Lindsey Dorfman, Jaci Cooper
3. Final Draft – Lance Werner and Jaci Cooper

INTRO

Agenda Item for Consideration: RFP for KDL Service Center Bookmobile Addition

Board Meeting Dates: April 18, 2019 (*first reading*) May 16, 2019 (*second reading*)

Timeline: Immediately

Budget Line Item(s): Capital Outlay

Total Estimated Cost: \$786,000 excluding interior design and furniture

PURPOSE

The purpose of the KDL Service Center Bookmobile addition is to construct a new 90x70 building to house the Bookmobile and vans, and provide more storage and office space for the Outreach Department.

NEED & BENEFITS

- **Bookmobile**
 - To properly protect KDL's asset from extreme Michigan weather, the Bookmobile should be stored in a temperature controlled building.
 - During the extreme cold technology on the Bookmobile started to malfunction.
 - The motor to the step stopped working and was stuck in an out position. This was caused by being out in the elements.
 - The Bookmobile, when parked in the lot, is an obstacle for snowplow drivers when plowing.
 - To protect staff and materials the Bookmobile should be stored indoors.
 - Currently the Community Engagement team hauls materials through the elements to replenish the inventory on the bookmobile.
 - Due to the elements carts of materials have been tipped over, materials have fallen into the snow and have gotten wet in the rain.
- **KDL Vans**
 - To properly protect KDL's asset, the vans should be stored in a structure.
 - Vans have incurred damage from large icicles dropping off the building (In 2018 the windshield and parts underneath the hood needed to be fully replaced).
 - Vans are in the way when snowplowing occurs.
 - The vehicles will last longer if they are out of the elements.
 - To protect staff and materials the KDL vans should be stored indoors.
 - If there is big snowfall, employees are subject to digging out the vans after snow plowing.
 - Due to the elements it makes loading and unloading equipment difficult and accessible to damage.
- **Storage**
 - The Bookmobile addition will allow for extra storage space for the Community Engagement team and other departments.
- **Offices**
 - The Community Engagement team requested workspaces to be incorporated into the new building creating a more efficient workflow.

COST

Company	Construction Costs	Electrical	Plumbing	Permits & Drawings	Other Costs	Other Explanation	Total
McGraw Construction	\$429,465	\$33,600	\$13,075	\$14,160	\$30,000	Soil remedies allowance	\$520,300
TerHorst & Rinzema	\$302,750	\$22,850	\$31,800	\$37,000	\$10,000 \$124,000 \$136,000	Fire Protection Furter Engineering Items Special Aggregate Foundation Options	\$664,400
Pel Construction	\$934,290	\$84,400	\$13,075	\$23,560	\$267,000 \$15,000	Poor Soil Contingency Furniture Allowance	\$1,337,325

OTHER COSTS

The following costs were not included in the contractors bid but will also have to be budgeted for.

Services	Estimated Costs	Explanation
HVAC	\$30,000 - \$49,999	Three bids will need to be obtained and Board approval needed.
Contingency	10%	Contingency for construction work ranges from 10% to 15% of the total estimated costs.

BID COMPARISONS

Missy Lancaster and Melissa Snyder reviewed the proposals and the following provides specifics on why TerHorst & Rinzema was chosen and what the other bids lacked.

- **TerHorst & Rinzema**
 - Have background knowledge of the Service Center building and soil.
 - Plan to design the building with KDL, HVAC and interior designers.
 - Allowance for soil remedies was more reasonable compared to other bids.
 - Specifically stated that they provided allowances in the bid that would adequately cover the cost of each line item.
 - Provided warranty for one year on any workmanship problems and the typical product warranties.
- **McGraw Construction**
 - Many cost exclusions, such as: fire suppression, excavation, unsuitable soil.
 - Low allowance for soil remedies (compared to other bids)

- No mention of auger pilings which were recommended in the geo report given.
 - Building was placed in the back of the parking lot, despite KDL clearly specifying the building needed to be conjoined or as close to the current building as possible.
 - No mention of warranties.
- **Pel Construction**
 - Bid was \$672,925 higher than the recommended bid.
 - Building was fully designed even though the scope said that there should be collaboration between KDL, contractor, HVAC Company, and the interior designer.
 - Provided warranty on products used during construction and did not mention a warranty on workmanship.

RECOMMENDATION

Based on the provided information, KDL recommends Terhorst & Rinzema to complete the construction of the new building. Missy Lancaster and Melissa Snyder reviewed the proposals and eliminated McGraw Construction due to excluded costs, TerHorst & Rinzema and Pel Construction costs and scope of the project were reviewed. Though Pel Construction had a complete bid and great references, the group felt that the cost of the bid was high. KDL strongly recommends TerHorst & Rinzema because their bid was significantly lower than Pel Construction and included all of the necessary expenses, they plan to work with KDL, the HVAC Company and the Interior Designers when designing the building, they gave a reasonable allowance for soil remedies and engineering, and their bid stated that those costs would adequately cover the cost of each line item. TerHorst & Rinzema has worked with KDL and provided excellent service in the past and KDL is confident in recommending them for the construction of the Bookmobile addition.

KDL recommends this project to be funded by approving up to \$786,000 from the Committed Capital Projects fund balance. As of the most recent audited financials (12/31/17), the Committed Capital Projects fund balance was \$4,165,300. We also recommend that TerHorst & Rinzema as the building contractor for the new building.

IMPLEMENTATION

The expected completion date is set for December 2019 if the drawings and engineering is started immediately. The goal is to break ground in June 2019 but this will be delayed if the Issue Analysis goes into a second reading.

Document History:

1. First Draft – Missy Lancaster
2. Revision – Laura Powers, Lindsey Dorfman, Jaci Cooper
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2020 BOARD OF TRUSTEES MEETING DATES

DATE	TIME	LOCATION
Thursday, January 16, 2020	4:30 PM	KDL Service + Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, February 20, 2020	4:30 PM	KDL Gaines Branch 421 68th St SE, Grand Rapids, MI 49548
Thursday, March 19, 2020	4:30 PM	KDL Service + Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, April 16, 2020	4:30 PM	KDL Service + Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, May 21, 2020	4:30 PM	KDL Walker Branch 4293 Remembrance Rd NW, Walker, MI 49534
Thursday, June 18, 2020	4:30 PM	KDL Service + Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, July 16, 2020	4:30 PM	KDL Service + Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, August 20, 2020	4:30 PM	KDL Service + Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, September 17, 2020	4:30 PM	KDL Rockford Branch 140 E Bridge St NE, Rockford, MI 49341
Thursday, October 15, 2020 <i>Regular Board Meeting</i>	4:30 PM	KDL Comstock Park 3943 W River Dr NE, Comstock Park, MI 49321
Thursday, October 29, 2020 <i>Budget Work Session</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, November 19, 2020 <i>Including Budget Hearing</i>	7:00 PM	KDL East Grand Rapids Branch 746 Lakeside Dr SE, East Grand Rapids, MI 49506
Thursday, December 17, 2020 <i>Including Director's Evaluation</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center NE, Comstock Park 49321

***Bolded dates indicate a branch-hosted meeting**



2020 PLANNED BRANCH + SYSTEM CLOSINGS

HOLIDAY CLOSINGS			
New Year's Day	Wednesday	January 1	All locations closed
*Easter Sunday	Sunday	April 12	All locations closed
Memorial Day	Monday	May 25	All locations closed
Independence Day	Saturday	July 4	All locations closed
Labor Day	Monday	September 7	All locations closed
Thanksgiving Day	Thursday	November 26	All locations closed
Christmas Eve	Thursday	December 24	All locations closed
Christmas Day	Friday	December 25	All locations closed
New Year's Eve	Thursday	December 31	All locations will close at 5:00 pm

**Unpaid KDL Holiday*

BRANCH IN-SERVICES		
Alpine Township	Wednesday	November 18, 2020
Alto	Tuesday	August 18, 2020
Byron Township	Wednesday	May 13, 2020
Caledonia Township	Monday	September 14, 2020
Cascade Township	Thursday	April 23, 2020
Comstock Park	Wednesday	May 20, 2020
East Grand Rapids	Friday	October 30, 2020
Englehardt	Monday	January 20, 2020
Gaines	Thursday	October 22, 2020
Grandville	Wednesday	February 19, 2020
Kentwood	Tuesday	December 8, 2020

DRAFT

Krause Memorial	Tuesday	November 10, 2020
Plainfield Township	Tuesday	March 31, 2020
Spencer Township	Wednesday	March 4, 2020
Tyrone Township	Monday	April 6, 2020
Walker	Friday	November 6, 2020
Wyoming	Monday	November 9, 2020

*** Kelloggsville and Nelson Twp are having in-services on days they are already closed (Monday, November 9 & Thursday July 16, respectively)

OTHER CLOSING NOTES

There is no All Staff scheduled for 2020.

All locations closed on Sundays from Memorial Day weekend through Labor Day weekend May 27, 2019 through September 2, 2019.



**Board
Budget +
Professional
Development
Research**

September 2019



Abstract: In response to a board agenda discussion item from the August 2019 meeting, the KDL Board of Trustees asked that research be conducted to find out how KDL’s Board expenditures compare to peer libraries, particularly how much of the operating budget is devoted to trustee conferences, and how that figure compares to the amount allocated for staff conferences and professional development in order to better assess what a “normal” and fiscally responsible amount is to spend in each area.

Six peer libraries were selected based on their legal basis (district library), operating budget, staff size, and service area. The libraries were selected **based on 2016 information** that was accessed from The Institute of Museum & Library Services (<https://www.ims.gov/labs/search-compare/index>). The libraries were then contacted and asked to answer questions with information on their most recent fiscal year.

Two of the six libraries responded and are presented in the following order, with KDL at the end for direct comparison:

- 01.** Douglas County
- 02.** St. Charles City County Library
- 03.** Kent District Library

****** Please note that the information that precedes the questions is from 2016 and the information given in the responses is based on current info.

1.

Douglas County Libraries, CO

Total Revenue:	\$25,465,597
Total Number of Board Members:	7
Total Number of Staff Members:	246
Service Population: :	322,017
Total Number of Branches:	7

Survey Questions

- **What is your total annual operating budget?** Just under \$30m. We spend about 97% of it and save the additional 3%.
- **What is your annual budget for Board attendance at conferences** ☒ Varies depending on conference coming up. E.g. a PLA year we might have trustees attend PLA. When PLA was in Denver near us, we budgeted for all to attend. Annually we budget very little for board conference attendance. They don't get a lot out of it. Though as a general introduction for new board members, I would agree conference has higher value. In 2019 we purchased Short Takes through ALA's United for Libraries. Very affordable and good information.
- **How many board members do you have** ☒ Seven
- **How many national conferences do you send Board members to** ☒ See above - rarely. Often board members see it as too big an expenditure for them. And/or the ROI isn't enough.
- **How many Board members are sent to each national conference** ☒ Again - when national conference is held more locally we will send trustees because then the ROI is greater.
- **If you have a policy or procedure about Board attendance at national conferences, could you please share a copy of it:** No policy, though our board annually assesses themselves individually and their collective work as a board. They then develop goals for their own development for the following year. Depending on those goals, we garner resources (could be in-house training, experts coming in, sending them to something, etc.)
- **What is your annual budget for staff attendance at conferences** ☒ Around \$50,000-\$70,000 with a staff of 330 and a budget of \$30m. This will rise on a PLA year (\$100k), and would be higher again if the national conference is held locally.
- **Roughly, what percentage of library staff are sent to each national conference** ☒ PLA year, maybe up to 35- 40% on a non-PLA year, more around 25%.

2.

St. Charles City County Library, MO

Total Revenue:	\$18,082,834
Total Number of Board Members:	9
Total Number of Staff Members:	197
Service Population: :	360,485
Total Number of Branches:	12

Survey Questions

What is your total annual operating budget? Expenditures FY2020: Salaries & Benefits 12,801,470.; Materials 3,450,400.00; Operations & Technology 4,080,045.00

What is your annual budget for Board attendance at conferences? We don't currently have a specifically dedicated budget for this. Our FY2020 budget for Travel, Training & Dues is 165,068.00 but that primarily covers staff activities. In the past we have had attorney led trainings in Board responsibilities, accompanied one or more Trustees to Missouri Library Legislative Day, and used Missouri State Library Trustee web-based training sessions on relevant topics.

How many board members do you have? Our board is made up of 9 members. Four are appointed by the Mayor of the City of St. Charles. Five are appointed by the St. Charles County Council.

How many national conferences do you send Board members to? We have not had any Trustees accept this opportunity.

How many Board members are sent to each national conference? Ditto.

If you have a policy or procedure about Board attendance at national conferences, could you please share a copy of it? We don't have such a policy.

What is your annual budget for staff attendance at conferences? 165,068.00 including training, travel and dues.

Roughly, what percentage of library staff are sent to each national conference? This varies with PLA being the most heavily attended every other year. I estimate about 10 percent of our staff attend a national conference each year. Not all of these are purely library service related.

3.

Kent District Library, MI

Total Revenue:	\$22,122,064
Total Number of Board Members:	8
Total Number of Staff Members:	211
Service Population: :	395,660
Total Number of Branches:	18

Survey Questions

What is your total annual operating budget? Approximately \$26M in 2019

What is your annual budget for Board attendance at conferences? Approximately \$15k was budgeted for 2019. This budgeted amount includes conference registration and travel/lodging and \$1,500 for “additional training”.

How many board members do you have? 8.

How many national conferences do you send Board members to? All of them: ALA, PLA, Midwinter. Midwinter was an exception this year, but in the past we have sent 1-2 members.

How many Board members are sent to each national conference? 2-4 to PLA (occurs every other year), 2-4 to ALA, and usually just 1 to Midwinter due to committee involvement.

If you have a policy or procedure about Board attendance at national conferences, could you please share a copy of it? We currently do not have a formal procedure.

What is your annual budget for staff attendance at conferences? Approximately \$170k was budgeted for 2019. This budgeted amount includes conference registration and travel/lodging.

Roughly, what percentage of library staff are sent to each national conference? This varies each year. For ALA 2019, 10 out of roughly 350 staff members were sent. That number was higher than previous conferences. Roughly, it is estimated to 3%.

FIRST DRAFT - SUBJECT TO CHANGE

Dept - Library Board of Directors		Proposed 2020 Budget Detail	Proposed 2020 Budget by Account
Supplies			
	Awards for Outgoing Board Members	200.00	
5769	Service Awards Total		200.00
	Misc	100.00	
	Name Plates (in case of new member(s))	50.00	
5799	Miscellaneous Supplies Total		150.00
Total Supplies			350.00
Board Development			
	Conference Registration for PLA: Nashville -4 Members (x \$625)	2,500.00	
	Conference Registration for ALA: Chicago - 4 Members (x\$210)	840.00	
	Conference Registration for MLA Annual - 4 Members (x \$315)	1,260.00	
	FOML Trustee Alliance Workshop - 4 members (x \$25)	100.00	
5908	Board Development Total		4,700.00
	AIRFARE + BAGAGGE: PLA 4 members (\$410 x4)	1,640.00	
	AIRFARE + BAGAGGE: ALA 4 members (\$310 x4)	1,240.00	
	HOTEL: PLA - 4 members (\$175 x4 x 5 nights)	3,500.00	
	HOTEL: ALA Annual - 4 members (\$200 x4 x5 nights)	4,000.00	
	HOTEL: MLA Annual - 4 members (\$150 x4 x4 days)	2,400.00	
	FOOD: PLA- 4 members (\$80 x5 days x4)	1,600.00	
	FOOD: ALA Annual - 4 members (\$80 x6 days x4)	1,920.00	
	FOOD: MLA Annual - 4 members (\$80 x4 days x4)	1,280.00	
	TRANSPORTATION: PLA - 4 members (\$50 x5 days x4)	1,000.00	
	TRANSPORTATION: ALA - 4 members (\$50 x6 days x4)	1,200.00	
	TRANSPORTATION: MLA - 4 members (\$50 x4 days x4)	800.00	
5909	Board Travel/Lodging Total		20,580.00
Total Board Development			25,280.00
Other Expenditures			
	Parking for meetings downtown	50.00	
5860	Parking Total		50.00
	Board Meeting Mileage Reimbursement	1,500.00	
	LLC Reimbursement	400.00	
	Annual Report Reimbursement	500.00	
	Misc Meeting/Interview Reimbursement	250.00	
	MLA Annual Conference Mileage (\$64 x 4)	256.00	
5861	Mileage Reimbursement Total		2,906.00
	Special Board Meeting Retreat - Food	200.00	
	Special Board Meeting Retreat - Location Reservation	200.00	
	Special Bpoard Meeting Retreat - Speaker/Trainer	2,000.00	
	GR Chamber Breakfast With Legislators	150.00	
5912	Meetings Total		2,550.00
	ALA Memberships for Board (8) - PLA, TR, United	1,600.00	
	Extra ALA Membership in Case of Vacancy	200.00	
	MLA Memberships for Board Members (8)	400.00	
	Extra MLA Membership in Case of Vacancy	50.00	
5915	Memberships Total		2,250.00
Total Other Expenditures			7,756.00
Total Expenditures			33,386.00

FIRST DRAFT - SUBJECT TO CHANGE