



KDL®

**BOARD OF TRUSTEES
MEETING PACKET**

10

OCTOBER 2019

DRAFT

LOCATION

KDL Englehardt Branch (200 N Monroe St, Lowell, MI 49331)

DATE

Thursday, October 24, 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 – September 19, 2019
 - C. Request for Early Opening of the Alto Branch on Tuesday, December 31, 2019 to accommodate the Happy Noon Year program.
 - D. Request for Early Closing of the Kentwood Branch on Thursday, December 5, 2019 to accommodate the annual Kentwood Tree Lighting & Holiday parade.

VI. Branch Manager Update – Sandy Graham & Hennie Vaandrager

* VII. Finance Reports – September 2019

VIII. Lakeland Library Cooperative Report

IX. Director's Report – September 2019

X. Old Business

A. KDL Policy Manual – Section 6: Personnel *Second Reading*

XI. New Business

- A. 2019 Director's Evaluation Process
- B. 2019 Trustee Evaluation Process Discussion
- C. Macmillan ebook Embargo Update

XII. Liaison Representative Comments

XIII. Public Comments**

XIV. Board Member Comments

XV. Meeting Dates

Regular Meeting & Budget Approval: Thursday, November 15, 2018 –KDL Wyoming Branch– 7:00 p.m.

* XVI. 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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**Information.
Ideas.
Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

KDL Nelson / Sand Lake Branch (88 Eighth St. Sand Lake, MI 49343)

DATE

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

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

BOARD ABSENT: None

STAFF PRESENT: Jaci Cooper, Randy Goble, Claire Horlings, Melissa Lancaster, Brian Mortimore, Kip Odell, Jared Olson, Laura Powers, Lance Werner, Carrie Wilson, Paula Wright

GUESTS PRESENT: Laura Hoffman

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. LIAISON REPRESENTATIVE COMMENTS – None.

IV. PUBLIC COMMENTS – None.

*V. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes – August 15, 2019

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

VI. BRANCH MANAGER UPDATE – PAULA WRIGHT

- The Branch is closed on Thursdays.
- The Nelson Township/Sand Lake building had an ice dam and roof leak last winter in the children's area – Nelson Township did a wonderful job fixing the damaged caused by the leak and today you cannot tell there was ever a problem.
- Nelson Township also began a multi-year project to update the building's landscaping. The old prairie garden was removed and converted to green spaces this year. Next year, working with KDL's local Friends Group, staff hopes to have the front landscaping updated, including "water trough" flower containers to keep with the branch's barn theme. Staff have been brainstorming how to utilize the new green space in future programming.
- The Board's decision to do away with overdue fines on library materials has had a huge positive effect on Nelson Township/Sand Lake in a particular because it is a largely rural and impoverished area. Patrons have returned to the library who haven't visited in years – including a father who came to the branch just this week and rejoined KDL so he could check

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out library materials for his children. Staff have had nothing but positive feedback from patrons about no longer having overdue fines.

- Ms. Wright shared some of the branch's successful programs:
 - The Dungeons and Dragons Campaign: their Dungeon Master, Miss Bethany, has set up and runs the program in such a way that it is very easy to add and lose players each month while continuing an ongoing story.
 - Meet Up and Eat Up program: In partnership with Feeding West Michigan, this program provides free meals to children under the age of 18 during the summer months when they are not in school.
- Ms. Wright ended with an impact story: Earlier this year, a gentleman came up to the desk and handed her a handwritten note notifying her that the gentleman was deaf and recently, due to a car accident, had lost access to transportation for two weeks and was in fear of losing his job. He noticed the KDL Cruisers and asked if there was a way we could help him. The bikes usually just check out for one night, and the patron was willing to come back and forth to the branch to return one and check out another. However, this seemed like a lot of hassle for two weeks. Instead, staff made an exception and let the individual check out a bike for two weeks. The patron was incredibly grateful for the exception (and a way to get to work without losing his job). He returned the bike after two weeks without a problem.

The Board asked questions of Ms. Wright and she responded.

FINANCE REPORTS – August 2019

VII.

- The Director of Finance gave a brief overview of the August cash report, expenditures, and revenues. KDL is 66.67% through the fiscal year, has spent 57.2% of budgeted expenditures, and has received 99% of its budgeted annual revenues. Most revenue sources are received toward the beginning of the fiscal year, but KDL still awaits personal property tax reimbursement, which was received at the end of October last year. There is an outstanding transfer in transit for the month of August between the Kent County Pool Fund (KCPF) and Huntington Bank, so the KCPF balance appears to be at approximately \$18.7 million. After the transfer is taken into consideration, it is \$15.7 million. Cash is up approximately \$2 million over the prior year.
- Ms. Powers pointed out the Renaissance reimbursement for \$85k was received.
- The largest check written for the month of August was to Priority Health for health insurance.
- Ms. Powers gave an update on the RFP for KDL's investment advisors: public bid openings are scheduled for tomorrow at 10:00 am. A KDL team of stakeholders will take a look at the proposal and an Issue Analysis will be forthcoming.

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

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

Ms. Oliver arrived to the meeting at 4:48 p.m.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the September 10, 2019 LLC meeting:

- A FY18-19 Budget Amendment Fund Balance Transfer. Director Dawe expressed her desire to cut down on budget transfers.
- The approval of a board-signed letter, courtesy of templates from ALA, addressed to MacMillan Publishing for the embargo they soon plan to place on eBook fiasco. There will be a big meeting in Nashville next week, with a letter writing campaign courtesy of ALA. This should cause a huge impact on libraries.

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IX. DIRECTOR'S REPORT – August 2019

- Director Werner invited Ms. Horlings up to share highlights from the 2019 Literary Libations Gala:
 - Very positive feedback from attendees and authors and as a result there is greater momentum for next year's Gala.
 - Every table was fully paid for this year.
 - Last year's gala seated about 340 people; this year, approximately 375 were in attendance.
 - For the first time, KDL utilized a text-to-give app. and Paypal. Combined with some transactions using the square card reader, the approximate revenue generated during the gala was \$6,286.
 - A total of 19 KDL staff, board members, and volunteers made donations.
 - The total approximate revenue, including approximately \$1,425 in pledges as of today, is \$91,092. That is approximately \$20,347 more than last year's revenue. (2018: \$70,745) and represents about a 28.76% increase.
 - Expenses 2019 vs. 2018 – Final expenses are still being finalized, but Ms. Horlings estimates total expenses will be less than 40% of gross revenue this year.
- Director Werner gave an update on the theft rings KDL has been having issues with and said he is working with local legislators and KDL's lawyer to get an amendment to the Michigan Library Law passed. The amendment would allow library staff to work with police when a crime has been committed on library property.

The Board asked questions of staff and staff responded.

X. NEW BUSINESS

A. KDL Policy Manual – Section 6: Personnel *First Reading*

- Mr. Mortimore reviewed minor changes: the addition of National Library Worker's Day as an official floating holiday in the policy, and updated language to reflect the current check in/performance evaluation process.

The Board elected to take KDL Policy Manual Section 6: Personnel to a second reading.

B. Issue Analysis: RFP for New Human Resources Information System (HRIS)

- Mr. Mortimore and a group of stakeholders met and narrowed down six RFP proposals, selecting Paycor as the new recommended HRIS. Paycor provides a solution to log in through smart phones to access leave records, allowing managers to sign off quickly and efficiently. The new system is also a cost savings of \$25k/year.

Motion: Ms. Bruursema moved to approve the Paycor for KDL's new HRIS system as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

C. Issue Analysis: Bookmobile Building Update

First Reading

- Ms. Dorfman gave an update on some revisions that were discovered through the planning phase: the foundation systems need to be enhanced, soil was in worse condition than anticipated, and Consumers Energy wants the power line to go outside of the building rather than underneath. The original borings were done in 1999, so information was gathered based on those, but the soil progressively got worse over time.
- Ms. Lancaster provided additional details and background and answered questions from the Board.
- Weather permitting, the building is still projected to be done by the end of the year.

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Motion: Mr. Myers moved to approve the cost and timeline changes to the Bookmobile Building addition as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

D. 2020 Board of Trustees Meeting Schedule

Motion: Mr. Myers moved to approve the 2020 Board of Trustees Meeting schedule as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

E. 2020 Planned Branch and System Closings Schedule

Motion: Mr. Noreen moved to approve the 2020 Planned Branch and System Closings Schedule as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

F. 2020 Board Budget Discussion and Review

- The Board discussed how many trustees should be sent to each conference so that decision could be reflected in the budget.

G. ALA Annual Conference 2019 Presentation

- Mr. Erlewein gave a verbal update on the sessions he attended at the ALA Annual Conference and shared what he learned.

XI. LIAISON REPRESENTATIVE COMMENTS – None.

XII. PUBLIC COMMENTS – None.

XIII. BOARD MEMBER COMMENTS -

Ms. Bruursema – Ms. Bruursema is amazed at all of the wonderful things branch managers do. She attended an appreciation dinner for the Gaines library staff last night. Ms. Bruursema also attended Literary Libations and believes it to be the best yet and enjoyed the networking. She hopes that next year the remodel will be done. Ms. Bruursema has been busy with a Grassroots subcommittee of ALA to work on the MacMillan embargo, so there will be a lot of letter writing, and templates can be found courtesy of ALA. She requested the issue to be on the October KDL Board agenda.

Mr. Erlewein – Mr. Erlewein asked a question about an expense regarding Google AdWords. He was pleased to see Nelson Township/Sand Lake Branch Pokémon Club results show up when he looked up the address of the branch.

Ms. Gilreath-Watts – Ms. Gilreath-Watts recently requested the Bookmobile for her church: Adam and Kelaine from the KDL Outreach Department visited, and the kids completely enjoyed being able to be check out a book at the event. Ms. Gilreath-Watts thanked those who made it possible and said she is honored to be a part of KDL.

Ms. Idema – Ms. Idema kicked off her Annual Report Presentations and the one for Byron Township went very well. She apologized for not being able to attend the meeting in person.

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Mr. Myers – Mr. Myers has completed his Annual Report meetings for the year and was able to showcase the new logo on his library card and name badge. Mr. Myers congratulated Mr. Goble on his two year anniversary.

Mr. Noreen – Mr. Noreen echoed the appreciation to branch managers and staff. Mr. Noreen welcomed Mr. Odell back to Nelson Township/Sand Lake since he used to be a part of the branch, and introduced Nelson Township Supervisor, Ms. Hoffman.

Ms. Oliver – Ms. Oliver apologized for being late due to a work emergency. Ms. Oliver enjoyed Literary Libations. Her friend's company sponsored half a table and reported back that they had a terrific time, and also used it as an opportunity to network.

Ms. Weller- Ms. Weller congratulated Ms. Horlings on the success of Literary Libations.

XIV. MEETING DATES

Regular Meeting: Thursday, October 10, 2019 – KDL Service & Meeting Center – 4:30 p.m.

Regular Meeting: Thursday, October 24, 2019 – KDL Englehardt – 4:30 p.m.

XV. ADJOURNMENT

Motion: Mr. Noreen moved for adjournment at 6:21 pm.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

September 20, 2019

KDL Board of Trustees
814 West River Center Dr. NE
Comstock Park, MI 49321

Dear KDL Board of Trustees,

You may all be aware of a very popular program that KDL offers annually- "Happy Noon Year!". For this program, staff throws a traditional New Year's Eve party, but the celebration is instead at the family-friendly time of 12 noon rather than midnight. This year, December 31st falls on a Tuesday, when the Alto branch's regular opening time is noon. In order to keep with the spirit of this patron favorite, we are requesting an early opening time of 11:00am, to accommodate the program starting at 11:30, including the *de rigueur* countdown at noon.

Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script, reading "Sandy Graham", is positioned below the word "Sincerely,".

Sandy Graham

Alto/Englehardt Branch Manager

Information. Ideas. *Excitement!*





October 8, 2019

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

Dear KDL Board of Trustees:

At the request of the City of Kentwood, I am requesting permission to close the Kentwood library at 5:00 PM on Thursday, December 5, 2019 to accommodate the Kentwood "Community Tree Lighting and Holiday Parade" events being held in front of the library from 6:00 pm to 8:00 PM.

Thank you for your consideration!

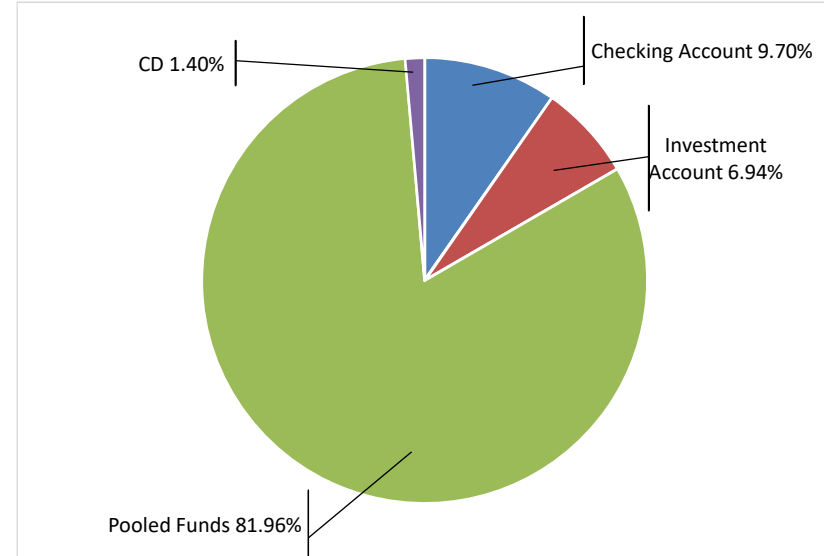
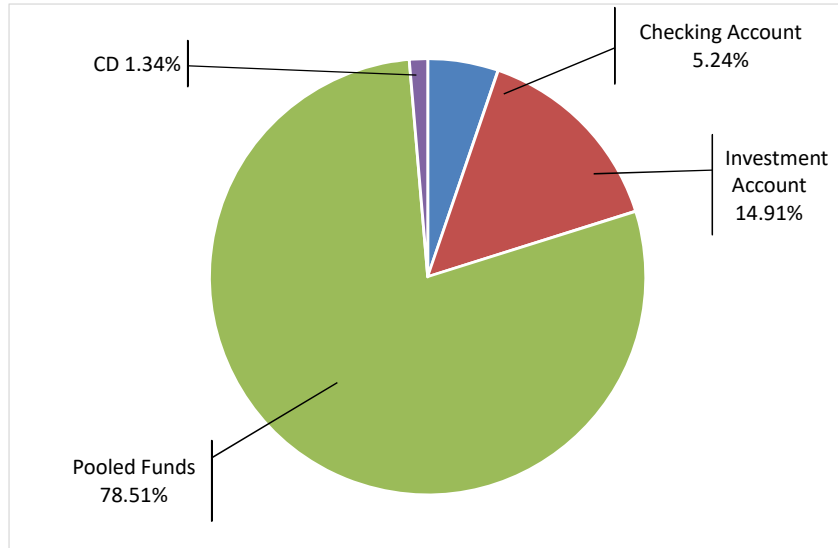
Sincerely,

A handwritten signature in blue ink, appearing to read "Cheryl Cammenga", is written over a light blue horizontal line.

Cheryl Cammenga
Kentwood (Richard L. Root) Branch Manager

CC Lance Werner, KDL Executive Director

Monthly Cash Position Per Bank Month ended September 30



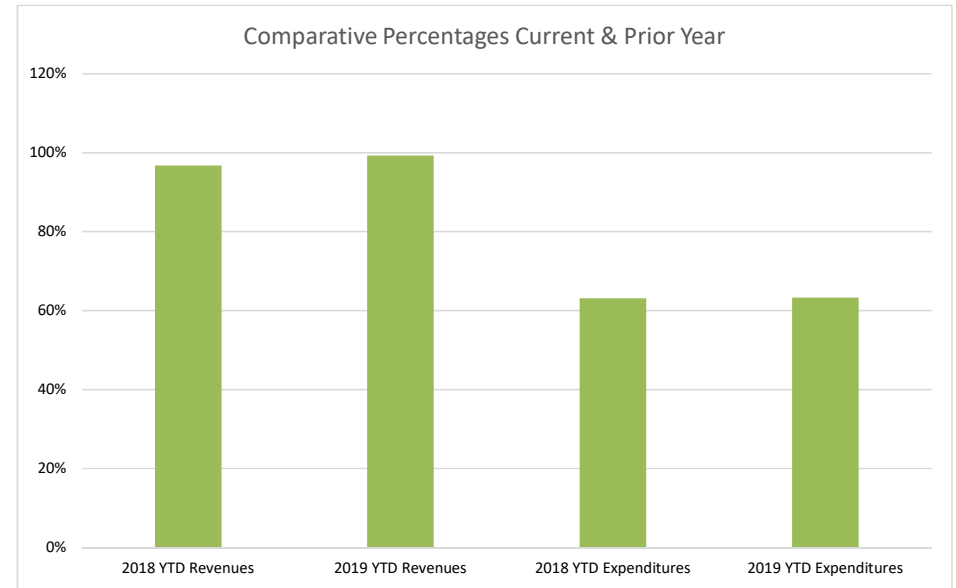
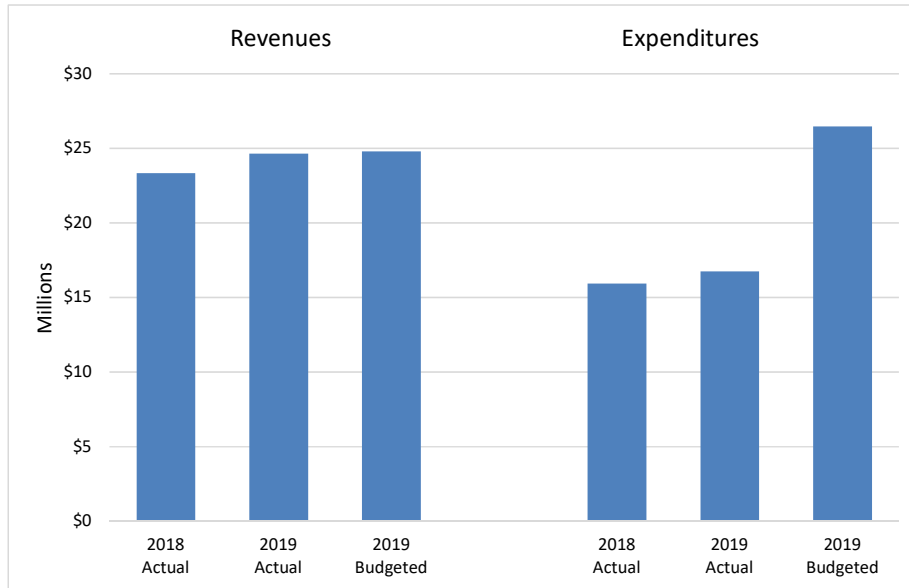
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$1,047,842.95
Huntington Investment Account	1.491%	\$2,983,531.04
*Kent County Pooled Funds	2.213%	\$15,715,226.89
First National Bank	2.580%	\$268,655.72
		<u>\$20,015,256.60</u>

2018		
Account	Rate	Amount
Huntington Checking Account	0.166%	\$1,822,980.96
Huntington Investment Account	0.180%	\$1,305,813.56
*Kent County Pooled Funds	1.658%	\$15,413,427.06
First National Bank	2.030%	\$263,016.15
		<u>\$18,805,237.73</u>

* Includes Trust Pooled fund balances

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

Monthly Revenues and Expenditures Month ended September 30



Budget to Actual with Prior Year Comparison

Revenues

2018 Actual	\$	23,342,361
2019 Actual	\$	24,644,760
2019 Budgeted	\$	24,806,481

Expenditures

2018 Actual	\$	15,939,299
2019 Actual	\$	16,762,301
2019 Budgeted	\$	26,475,962

Comparative Percentages Current & Prior Year

Account

Amount

2018 YTD Revenues	96.8%
2019 YTD Revenues	99.3%
2018 YTD Expenditures	63.1%
2019 YTD Expenditures	63.3%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 9/30/2019
(In Whole Numbers)

	YTD Actual	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	22,119,843	22,093,560	26,283	0 %
Penal Fines	787,989	797,644	(9,655)	(1)%
Charges for Services	157,874	100,000	57,874	58 %
Interest Income	260,255	76,000	184,255	242 %
Public Donations	260,301	442,000	(181,699)	(41)%
Other Revenue	615,547	663,210	(47,663)	(7)%
State Sources	442,951	634,067	(191,116)	(30)%
Total Revenues	24,644,760	24,806,481	(161,721)	(1)%
Expenditures				
Salaries and Wages	8,185,842	11,753,570	3,567,729	30 %
Employee Benefits	2,423,296	3,732,138	1,308,842	35 %
Collections - Digital	1,201,915	1,539,498	337,583	22 %
Collections - Physical	1,519,149	2,121,387	602,238	28 %
Supplies	384,297	779,255	394,958	51 %
Contractual and Professional Services	929,092	1,776,121	847,028	48 %
Programming and Outreach	203,458	333,277	129,819	39 %
Maintenance and Utilities	1,259,358	1,999,046	739,688	37 %
Staff Development	108,511	257,883	149,372	58 %
Board Development	8,568	14,833	6,265	42 %
Other Expenditures	449,979	781,730	331,751	42 %
Capital Outlay	88,836	1,387,224	1,298,388	94 %
Total Expenditures	16,762,301	26,475,962	9,713,661	37 %
Excess Revenue Over (Under) Expenditures	7,882,459	(1,669,481)	9,551,940	(572)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 1/1/2019 Through 9/30/2019
(In Whole Numbers)

	YTD Actual
Revenues	
Charges for Services	21,573
Total Revenues	21,573
Expenditures	
Salaries and Wages	5,252
Employee Benefits	1,314
Contractual and Professional Services	13,500
Maintenance and Utilities	900
Other Expenditures	3,627
Total Expenditures	24,593
Excess Revenue Over (Under) Expenditures	(3,020)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 9/30/2019
(In Whole Numbers)

	YTD Ending September 30, 2018	YTD Ending September 30, 2019	Total Variance
Revenues			
Property Taxes	21,176,567	22,119,843	943,276
Penal Fines	831,140	787,989	(43,150)
Charges for Services	221,549	157,874	(63,675)
Interest Income	146,063	260,255	114,192
Public Donations	132,627	260,301	127,675
Other Revenue	419,679	615,547	195,868
State Sources	414,736	442,951	28,215
Total Revenues	23,342,361	24,644,760	1,302,399
Expenditures			
Salaries and Wages	7,740,168	8,185,842	445,673
Employee Benefits	2,160,213	2,423,296	263,084
Collections - Digital	1,175,121	1,201,915	26,795
Collections - Physical	1,353,621	1,519,149	165,527
Supplies	493,305	384,297	(109,008)
Contractual and Professional Services	772,358	929,092	156,734
Programming and Outreach	181,780	203,458	21,678
Maintenance and Utilities	1,273,974	1,259,358	(14,616)
Staff Development	145,869	108,511	(37,358)
Board Development	9,588	8,568	(1,020)
Other Expenditures	352,812	449,979	97,167
Capital Outlay	280,489	88,836	(191,653)
Total Expenditures	15,939,299	16,762,301	823,002
Excess Revenue Over (Under) Expenditures	7,403,062	7,882,459	479,397

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2019 Through 9/30/2019
(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	611	21,952,811	21,899,031	53,780	0 %
4412 Delinquent personal property taxes	639	5,850	33,349	(27,499)	(82)%
4432 DNR - PILT	1,603	14,769	11,000	3,769	34 %
4437 Industrial facilities taxes	0	146,413	150,180	(3,767)	(3)%
Total Property Taxes	2,853	22,119,843	22,093,560	26,283	0 %
Penal Fines					
4581 Penal fines	0	787,989	797,644	(9,655)	(1)%
Total Penal Fines	0	787,989	797,644	(9,655)	(1)%
Charges for Services					
4650 Printing/fax fees	9,912	75,892	50,000	25,892	52 %
4658 Overdue fines	1,989	43,115	25,000	18,115	72 %
4660 Other Patron Fees	222	3,157	0	3,157	0 %
4685 Materials replacement charges	3,892	35,709	25,000	10,709	43 %
Total Charges for Services	16,015	157,874	100,000	57,874	58 %
Interest Income					
4665 Interest earned on deposits and investments	38,377	258,190	75,000	183,190	244 %
4666 Interest Earned - Property Taxes	120	2,064	1,000	1,064	106 %
Total Interest Income	38,497	260,255	76,000	184,255	242 %
Public Donations					
4673 Restricted donations	34,401	254,716	162,000	92,716	57 %
4674 Unrestricted donations	426	5,585	280,000	(274,415)	(98)%
Total Public Donations	34,828	260,301	442,000	(181,699)	(41)%
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	0	4,350	0	4,350	0 %
4643 Ticket Sales	0	2,170	0	2,170	0 %
4644 Book sales	0	100	0	100	0 %
4651 Admission/Entry fees	(20)	(20)	0	(20)	0 %
4667 Building rental	1,490	10,756	15,000	(4,245)	(28)%
4668 Royalties	90	3,231	3,000	231	8 %
4676 Reimbursement of expenditures	0	43,048	0	43,048	0 %
4677 Program contributions	0	500	0	500	0 %
4686 Sale of Equipment	50	270	0	270	0 %
4688 Miscellaneous	479	5,885	1,500	4,385	292 %
Total Other Revenue	2,089	615,547	663,210	(47,663)	(7)%
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	0	84,746	80,000	4,746	6 %
4549 Personal Property tax reimbursement	0	0	200,000	(200,000)	(100)%
Total State Sources	0	442,951	634,067	(191,116)	(30)%
Total Revenues	94,282	24,644,760	24,806,481	(161,721)	(1)%

Expenditures

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2019 Through 9/30/2019
(In Whole Numbers)

	Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Salaries and Wages					
5700 Board Stipend	240	2,400	3,720	1,320	35 %
5701 Administrator wages	72,696	688,991	931,002	242,012	26 %
5702 Managers wages	154,653	1,487,718	2,327,601	839,883	36 %
5703 Support Staff wages	343,318	3,067,543	4,573,333	1,505,790	33 %
5704 Operations	275,732	2,479,894	3,439,863	959,969	28 %
5705 Interns	3,153	46,171	64,732	18,561	29 %
5706 Extra duty stipends	(1,000)	4,450	20,000	15,550	78 %
5707 Temporary Help	0	0	3,000	3,000	100 %
5708 Subs	17,373	413,356	390,320	(23,036)	(6)%
5710 Contra Salaries and Wages - Consulting Admin	(520)	(4,680)	0	4,680	0 %
Total Salaries and Wages	865,645	8,185,842	11,753,570	3,567,729	30 %
Employee Benefits					
5709 FICA	63,067	604,775	894,696	289,921	32 %
5717 Defined Contribution Pension Plan Contributions	32,456	297,628	602,022	304,394	51 %
5718 Employee Health Benefits	141,752	974,836	1,426,951	452,115	32 %
5719 Part-time Employee Health Benefits	0	93,760	200,000	106,240	53 %
5720 HSA/Flex	1,333	360,634	377,740	17,106	5 %
5723 Retiree Health Care OPEB	150	1,200	2,084	884	42 %
5724 Life Insurance	2,363	21,073	26,269	5,196	20 %
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	5,258	44,078	120,822	76,744	64 %
5728 YMCA Membership Support	70	960	3,120	2,160	69 %
5730 Other Employee Benefits	306	11,284	34,494	23,210	67 %
5735 Contra Employee Benefits - Consulting Admin	(130)	(1,170)	0	1,170	0 %
5842 Unemployment Claims	0	0	9,000	9,000	100 %
Total Employee Benefits	246,625	2,423,296	3,732,138	1,308,842	35 %
Collections - Digital					
5785 Cloud Library	0	667,031	880,000	212,969	24 %
5786 Hoopla	0	240,000	240,000	0	0 %
5787 Digital Collection	0	112,350	132,158	19,809	15 %
5788 Miscellaneous Electronic Access	0	182,534	287,340	104,805	36 %
Total Collections - Digital	0	1,201,915	1,539,498	337,583	22 %
Collections - Physical					
5791 Subscriptions	144	57,793	72,922	15,129	21 %
5815 KDL Cruisers	0	20,049	27,000	6,951	26 %
5871 Branch Local Materials - Restricted Donation Expenditures	(885)	11,015	12,000	985	8 %
5982 Collection Materials - Depreciable	123,528	926,346	1,231,070	304,724	25 %
5983 CD/DVD Collection Materials - Non-Depreciable	46,225	373,690	599,500	225,810	38 %
5984 Beyond Books Collection - Non-Depreciable	7,429	130,256	178,895	48,639	27 %
Total Collections - Physical	176,442	1,519,149	2,121,387	602,238	28 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2019 Through 9/30/2019
(In Whole Numbers)

	Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Supplies					
5750 Processing Supplies	28,885	98,144	173,855	75,711	44 %
5751 Office Supplies	2,280	21,182	49,741	28,559	57 %
5752 Paper	3,738	17,521	27,383	9,862	36 %
5753 AV Supplies	344	9,406	17,390	7,984	46 %
5754 Disposable Technology <\$1000	4,013	26,134	217,689	191,555	88 %
5755 Maintenance Supplies - Custodial	235	3,100	6,702	3,602	54 %
5756 Water Cooler	572	3,601	9,530	5,929	62 %
5757 Meeting Center Supplies	328	2,343	4,000	1,657	41 %
5760 Technology Accessories	767	10,017	25,706	15,689	61 %
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	0	127	1,000	873	87 %
5767 New EE Shirts/Tote Bags	0	1,044	2,500	1,456	58 %
5768 Promotions Supplies	632	11,963	36,670	24,708	67 %
5769 Service Awards	0	1,480	6,400	4,920	77 %
5770 Other Awards/Prizes	5,811	112,115	106,450	(5,665)	(5)%
5771 Beverages	307	1,940	8,750	6,810	78 %
5790 Books (not for circulation)	8,119	8,441	350	(8,091)	(2,312)%
5799 Miscellaneous Supplies	1,371	10,798	20,502	9,704	47 %
5851 Mail/Postage	602	4,262	9,206	4,943	54 %
5900 Copier/Printer Overage Charges	4,827	29,327	45,932	16,605	36 %
Total Supplies	62,830	384,297	779,255	394,958	51 %
Contractual and Professional Services					
5792 Software	9,366	303,841	540,205	236,363	44 %
5801 Professional Services	26,445	64,173	168,700	104,527	62 %
5803 IT Consultant - Consulting Svcs.	0	40,039	185,000	144,961	78 %
5804 Other Consultants	6,900	12,693	34,890	22,198	64 %
5805 Audit Services	0	24,200	26,200	2,000	8 %
5806 Legal Services	2,128	24,605	21,500	(3,105)	(14)%
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	1,474	47,095	67,980	20,885	31 %
5812 HR Contracted Services	(4,443)	665	2,000	1,335	67 %
5813 Delivery Services	14,848	99,418	138,560	39,142	28 %
5814 Security Services	3,737	31,760	53,085	21,325	40 %
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	336	1,752	3,500	1,748	50 %
5820 Other Professional Services	1,230	1,480	10,000	8,520	85 %
5823 Inspection Services	933	1,673	2,675	1,002	37 %
5825 Team KDL Services	0	3,806	0	(3,806)	0 %
5827 Catering	13,801	18,159	21,225	3,066	14 %
5829 Custodial/cleaning services	580	4,597	18,300	13,704	75 %
5830 Other Contracted Services	559	7,924	44,333	36,408	82 %
5833 All-staff Services	0	11,705	25,000	13,295	53 %
5834 Wellness Services	1,325	7,955	1,925	(6,030)	(313)%
5835 Team KDL Services	0	0	12,500	12,500	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2019 Through 9/30/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5836	Employee & Partner Care (Flowers, Etc)	165	957	4,150	3,193	77 %
5890	ILS Fees	0	94,538	195,618	101,080	52 %
5891	Licenses and Fees	0	4,262	225	(4,037)	(1,794)%
5893	Marc Records License	470	3,788	7,500	3,712	49 %
5956	Other Benefits Administration Fees	6,714	10,086	5,000	(5,086)	(102)%
5957	Pension Administration Fees	0	3,245	4,000	755	19 %
5958	Payroll processing fees	5,013	51,050	64,650	13,600	21 %
5960	Banking Fees	366	1,980	4,625	2,645	57 %
5961	TSYS/Credit Card Fees	712	6,568	10,350	3,782	37 %
	Total Contractual and Professional Services	92,660	929,092	1,776,121	847,028	48 %
	Programming and Outreach					
5794	Outreach Supplies	1,070	10,145	25,957	15,812	61 %
5795	Programming Supplies	6,415	56,577	66,870	10,293	15 %
5796	Youth Programming Supplies	389	1,474	8,900	7,426	83 %
5797	Teen Programming Supplies	551	1,986	10,050	8,064	80 %
5798	Adult Programming Supplies	9	815	7,170	6,355	89 %
5865	Programming Services	4,207	18,789	42,460	23,671	56 %
5866	Youth Programming Services	33	560	7,400	6,840	92 %
5867	Teen Programming Services	0	646	900	254	28 %
5868	Adult Programming Services	0	0	15,500	15,500	100 %
5885	Speakers/Performers	5,525	112,466	139,125	26,659	19 %
5950	Airport Free Library	0	0	8,945	8,945	100 %
	Total Programming and Outreach	18,199	203,458	333,277	129,819	39 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	1,030	5,575	4,545	82 %
5848	Mobile Hotspots	1,363	10,968	12,100	1,132	9 %
5849	Cell Phones/ Stipends	2,169	19,223	30,041	10,818	36 %
5850	Telephones	4,007	26,903	75,000	48,097	64 %
5852	Internet/Telecomm Services	57,158	489,089	624,000	134,911	22 %
5918	Water/Sewer	0	1,372	3,800	2,428	64 %
5919	Waste Disposal	382	5,309	7,500	2,191	29 %
5920	Electric	6,594	40,740	68,000	27,260	40 %
5921	Natural Gas	58	5,180	15,000	9,820	65 %
5925	Snowplowing	0	10,531	15,000	4,469	30 %
5926	Lawn/Landscaping	0	1,996	2,273	277	12 %
5928	Branch Maintenance Fees	0	288,567	387,282	98,715	25 %
5929	Land Repair and Maintenance	106	437	5,200	4,763	92 %
5930	Building Repair and Maintenance	1,108	9,033	38,600	29,567	77 %
5931	Equipment Repair and Maintenance	0	13,569	18,180	4,611	25 %
5932	Vehicle Repairs and Maintenance	57	1,344	17,800	16,456	92 %
5933	Software & IT Hardware Maintenance Agreements	0	188,596	440,662	252,066	57 %
5934	Other Repair and Maintenance	0	0	250	250	100 %
5940	Rentals	2,338	114,928	166,127	51,199	31 %
5941	Printer/Copier Leases	4,085	31,443	66,656	35,213	53 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(900)	0	900	0 %
	Total Maintenance and Utilities	79,325	1,259,358	1,999,046	739,688	37 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2019 Through 9/30/2019
(In Whole Numbers)

	Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Staff Development					
5910 Professional Development	6,342	25,164	95,742	70,578	74 %
5911 Conferences	2,530	24,590	32,950	8,360	25 %
5913 Travel/Lodging	257	58,757	129,191	70,434	55 %
Total Staff Development	9,129	108,511	257,883	149,372	58 %
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	622	1,670	19,500	17,830	91 %
5860 Parking	22	1,146	9,940	8,794	88 %
5861 Mileage Reimbursement	2,421	25,685	53,202	27,516	52 %
5870 Branch Local Misc - Restricted Donation Expenditures	5,459	75,049	150,000	74,951	50 %
5873 Website	7,525	62,424	109,318	46,894	43 %
5874 Employment Advertising	0	0	1,000	1,000	100 %
5875 System Advertising	17,202	57,555	82,540	24,985	30 %
5879 Branch Advertising	144	294	0	(294)	0 %
5884 Photography	12	4,904	15,500	10,596	68 %
5901 Outsourced Printing & Publishing	333	21,951	37,084	15,133	41 %
5906 Promotions/Marketing	305	7,805	34,915	27,110	78 %
5912 Meetings	588	11,282	18,865	7,583	40 %
5915 Memberships	236	36,068	58,416	22,348	38 %
5916 Dues and Fees	810	3,547	6,466	2,919	45 %
5935 Property Liability Insurance	0	56,239	62,920	6,681	11 %
5936 Vehicle Liability Insurance	1,431	6,627	14,950	8,324	56 %
5937 Flood Insurance	0	5,771	6,380	609	10 %
5938 Bond Insurance	54	9,787	11,760	1,973	17 %
5939 Workers Compensation Insurance	548	44,171	42,000	(2,171)	(5)%
5955 Miscellaneous	3	1,132	7,500	6,368	85 %
5959 Sales Taxes	0	4	500	496	99 %
5964 Property Tax Reimbursement	0	15,852	35,975	20,123	56 %
5965 MEL Return Items	428	1,018	3,000	1,982	66 %
Total Other Expenditures	38,143	449,979	781,730	331,751	42 %
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	(18)	0	9,300	9,300	100 %
5976 Building Improvements - Depreciable	15,235	48,828	809,000	760,173	94 %
5977 Technology - Non-Depreciable (\$1000-4999)	8,834	13,146	192,537	179,391	93 %
5978 Technology - Depreciable (5,000+)	0	0	228,250	228,250	100 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	2,485	17,673	58,680	41,007	70 %
5980 Equipment/Furniture - Depreciable (\$5000+)	0	9,189	57,957	48,768	84 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2019 Through 9/30/2019
(In Whole Numbers)

	Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Total Capital Outlay	<u>26,536</u>	<u>88,836</u>	<u>1,387,224</u>	<u>1,298,388</u>	<u>94 %</u>
Total Expenditures	<u>1,615,533</u>	<u>16,762,301</u>	<u>26,475,962</u>	<u>9,713,661</u>	<u>37 %</u>
Excess Revenue Over (Under) Expenditures	<u>(1,521,251)</u>	<u>7,882,459</u>	<u>(1,669,481)</u>	<u>9,551,940</u>	<u>(572)%</u>

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 9/1/2019 Through 9/30/2019

Check Number	Vendor Name	Check Amount	Check Date
192270000444	Priority Health	138,892.55	9/3/2019
77545	Everstream Holding LLC- Michigan	50,720.62	9/4/2019
77791	Everstream Holding LLC- Michigan	50,720.62	9/26/2019
77534	Comprise Technologies, Inc	40,167.49	9/4/2019
09172019	The Huntington Bank - Michigan	37,511.89	9/17/2019
77615	Baker & Taylor	27,349.98	9/19/2019
77701	Baker & Taylor	27,349.98	9/19/2019
77645	Ingram Library Services Llc	23,261.18	9/19/2019
77731	Ingram Library Services Llc	23,261.18	9/19/2019
77805	Ingram Library Services Llc	21,909.55	9/26/2019
77781	Baker & Taylor	21,532.34	9/26/2019
M0136542235	American Heritage Life Insurance Company / Allstate Benefits	17,289.06	9/19/2019
M0136542204	American Heritage Life Insurance Company / Allstate Benefits	17,265.04	9/4/2019
77583	Presidio Networked Solutions Group, Llc	15,005.28	9/4/2019
77813	Midwest Tape	12,452.15	9/26/2019
77533	Comerica Bank	11,683.16	9/4/2019
77557	IP Consulting, Inc.	10,900.08	9/4/2019
77671	Pam Spring Advertising, Llc	10,764.00	9/19/2019
77757	Pam Spring Advertising, Llc	10,764.00	9/19/2019
77682	Submittable	10,220.00	9/19/2019
77768	Submittable	10,220.00	9/19/2019
77522	Baker & Taylor	10,032.14	9/4/2019
77571	Midwest Tape	9,096.97	9/4/2019
77524	Broadview Product Development	8,925.00	9/4/2019
77677	Same Day Delivery, Inc	7,680.00	9/19/2019
77763	Same Day Delivery, Inc	7,680.00	9/19/2019
77646	Interpersonal Frequency	7,525.00	9/19/2019
77732	Interpersonal Frequency	7,525.00	9/19/2019
77515	Alpine Rent-All & Sales	7,286.27	9/4/2019
9835183273	Verizon Wireless - MiFy Routers & Cell phones	6,775.89	9/5/2019
77547	Foster, Swift, Collins & Smith, P.C.	6,346.00	9/4/2019
77621	Comerica Bank	5,857.91	9/19/2019
77707	Comerica Bank	5,857.91	9/19/2019
77786	Citizens Insurance Company	5,722.00	9/26/2019
77584	Progressive AE, Inc	5,655.63	9/4/2019
207056830807	Consumers Energy	5,261.75	9/9/2019
77664	Midwest Tape	5,131.68	9/19/2019
77750	Midwest Tape	5,131.68	9/19/2019
77589	Same Day Delivery, Inc	5,120.00	9/4/2019
77674	RNL Graphics Solutions, LLC	4,702.68	9/19/2019
77760	RNL Graphics Solutions, LLC	4,702.68	9/19/2019
77528	Citizens Insurance Company	4,464.00	9/4/2019
77512	Advanced Benefit Solutions, Inc / 44 North	4,443.00	9/4/2019
77661	Michigan Office Solutions (MOS)	4,236.32	9/19/2019
77747	Michigan Office Solutions (MOS)	4,236.32	9/19/2019
77684	TelNet Worldwide, Inc.	4,006.05	9/19/2019
77770	TelNet Worldwide, Inc.	4,006.05	9/19/2019
77588	RNL Graphics Solutions, LLC	3,920.91	9/4/2019
77576	Noordyk Business Equipment	3,901.17	9/4/2019
77602	UAW Local 2600	3,477.96	9/4/2019

Kent District Library
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Check Number	Vendor Name	Check Amount	Check Date
77548	GR Bikes, LLC	3,349.60	9/4/2019
77575	Net@Work Inc / Net at Work Inc	3,155.00	9/4/2019
77634	Greatamerica Financial Svcs.	3,067.43	9/19/2019
77720	Greatamerica Financial Svcs.	3,067.43	9/19/2019
77598	TerHorst & Rinzema Construction Co.	3,000.00	9/4/2019
77554	Holland Litho Printing Services	2,852.39	9/4/2019
77824	Thomas Klise/Crimson Multimedia	2,740.00	9/26/2019
77635	Hannah Berry / Lions & Rabbits LLC	2,700.00	9/19/2019
77721	Hannah Berry / Lions & Rabbits LLC	2,700.00	9/19/2019
77823	TelNet Worldwide, Inc.	2,694.17	9/26/2019
77618	Central Michigan Paper	2,583.82	9/19/2019
77704	Central Michigan Paper	2,583.82	9/19/2019
77665	MLA- Michigan Library Association	2,555.00	9/19/2019
77751	MLA- Michigan Library Association	2,555.00	9/19/2019
9835183272	Verizon Wireless - MiFy Routers & Cell phones	2,515.62	9/5/2019
77818	Solarwinds	2,420.00	9/26/2019
77822	Staples Business Advantage	2,144.83	9/26/2019
77626	DK Security	1,991.00	9/19/2019
77712	DK Security	1,991.00	9/19/2019
77561	Kent County Treasurer	1,937.03	9/4/2019
77793	Cengage Learning	1,802.65	9/26/2019
77597	Tammy Johnson	1,800.00	9/4/2019
77687	UAW Local 2600	1,726.06	9/19/2019
77773	UAW Local 2600	1,726.06	9/19/2019
440605	123.Net, Inc	1,724.00	9/10/2019
77670	Noordyk Business Equipment	1,608.60	9/19/2019
77756	Noordyk Business Equipment	1,608.60	9/19/2019
77540	DK Security	1,553.98	9/4/2019
77651	King & Macgregor Environmental, Inc.	1,535.00	9/19/2019
77737	King & Macgregor Environmental, Inc.	1,535.00	9/19/2019
77574	MorningStar Health	1,451.60	9/4/2019
77566	Louis D'Agostino / D'Agostino Contruction LLC	1,450.00	9/4/2019
7471469401	At&T	1,435.63	9/16/2019
77668	MorningStar Health	1,417.40	9/19/2019
77754	MorningStar Health	1,417.40	9/19/2019
206701120529	Consumers Energy	1,332.49	9/12/2019
77582	Plummers Disposal Service	1,237.00	9/4/2019
011879	Medtipster.com, LLC.	1,195.45	9/17/2019
77673	Recorded Books, Inc.	1,125.79	9/19/2019
77759	Recorded Books, Inc.	1,125.79	9/19/2019
77657	Lori Hernandez / Three Acre Farm	1,050.00	9/19/2019
77743	Lori Hernandez / Three Acre Farm	1,050.00	9/19/2019
77816	Recorded Books, Inc.	1,047.57	9/26/2019
77792	Findaway World, Llc	1,017.10	9/26/2019
77783	Blackstone Audio Inc	1,016.66	9/26/2019
77550	Grand Rapids Building Services	1,006.50	9/4/2019
77599	The Mud Room	1,000.00	9/4/2019
77542	Elm Usa	990.00	9/4/2019
77654	Lewis Paper	981.29	9/19/2019
77740	Lewis Paper	981.29	9/19/2019
77539	Dianna Stampfler / Promote Michigan	975.00	9/4/2019
77784	Capstone Press, Inc	969.89	9/26/2019

Kent District Library
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Check Number	Vendor Name	Check Amount	Check Date
77685	Thomas Klise/Crimson Multimedia	940.00	9/19/2019
77771	Thomas Klise/Crimson Multimedia	940.00	9/19/2019
77565	Lewis Paper	917.62	9/4/2019
77616	Blackstone Audio Inc	910.35	9/19/2019
77702	Blackstone Audio Inc	910.35	9/19/2019
77632	Cengage Learning	874.13	9/19/2019
77718	Cengage Learning	874.13	9/19/2019
77601	Town & Country Technologies	842.53	9/4/2019
77815	Penworthy Co.	834.00	9/26/2019
77782	Barbara Weatherhead / The Weatherheads	800.00	9/26/2019
011981	Medtipster.com, LLC.	738.96	9/17/2019
77647	Jamie Jewell	675.00	9/19/2019
77733	Jamie Jewell	675.00	9/19/2019
77785	Center Point Publishing	660.93	9/26/2019
77669	Nationwide	655.48	9/19/2019
77755	Nationwide	655.48	9/19/2019
77603	Unique	616.44	9/4/2019
77607	Absopure Water Company	612.60	9/19/2019
77693	Absopure Water Company	612.60	9/19/2019
77581	Plainfield Charter Township	570.43	9/4/2019
77688	Unique	558.75	9/19/2019
77774	Unique	558.75	9/19/2019
77596	Staples Business Advantage	556.77	9/4/2019
77633	Grainger	549.70	9/19/2019
77719	Grainger	549.70	9/19/2019
77676	Rotary Club Of Grandville / Jenison	535.00	9/19/2019
77762	Rotary Club Of Grandville / Jenison	535.00	9/19/2019
77537	Demco, Inc	466.40	9/4/2019
77681	Staples Business Advantage	446.03	9/19/2019
77767	Staples Business Advantage	446.03	9/19/2019
77817	Scholastic Library Publishing	436.80	9/26/2019
1865213	Arrowaste	381.64	9/11/2019
77790	DK Security	377.00	9/26/2019
77586	Railtown Brewing Co.	375.00	9/4/2019
77572	Mlive Media Group	372.34	9/4/2019
77806	Interphase Office Interiors, Inc.	363.61	9/26/2019
77546	Federal Armored Truck, Inc	360.13	9/4/2019
77559	Jessica Daly / MI Photo Booth	350.00	9/4/2019
77788	D.K. Agencies (P) LTD.	336.50	9/26/2019
77691	Wolverine Printing Company	333.35	9/19/2019
77777	Wolverine Printing Company	333.35	9/19/2019
RIS0002407425	Delta Dental Of Michigan	328.92	9/9/2019
77666	Monica Walen	327.85	9/19/2019
77752	Monica Walen	327.85	9/19/2019
77564	Legal Shield	291.05	9/4/2019
77655	Library Design Associates Inc.	280.00	9/19/2019
77741	Library Design Associates Inc.	280.00	9/19/2019
77511	Ada Farmers Market	255.00	9/4/2019
77552	Happy Henna	250.00	9/4/2019
77675	Rockford Publishing / Rockford Squire Newspaper	250.00	9/19/2019

Kent District Library
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Check Number	Vendor Name	Check Amount	Check Date
77761	Rockford Publishing / Rockford Squire Newspaper	250.00	9/19/2019
77689	Veronica Kirin / Veronica Kirin, Inc.	250.00	9/19/2019
77775	Veronica Kirin / Veronica Kirin, Inc.	250.00	9/19/2019
77787	Comcast Cable	216.90	9/26/2019
77555	Innovative Sound Solutions	214.95	9/4/2019
77532	Comcast Cable	214.90	9/4/2019
77553	Heart Of West Michigan United Way	207.88	9/4/2019
77563	Kip Odell	205.00	9/4/2019
77619	City Of East Grand Rapids	200.00	9/19/2019
77705	City Of East Grand Rapids	200.00	9/19/2019
77650	Kalamazoo Sanitary Supply / KSS Enterprises	193.36	9/19/2019
77736	Kalamazoo Sanitary Supply / KSS Enterprises	193.36	9/19/2019
77678	Sandy Graham	175.00	9/19/2019
77764	Sandy Graham	175.00	9/19/2019
77527	Charles R. Myers	172.84	9/4/2019
77594	SpartanNash Company	170.75	9/4/2019
77686	Thomson Reuters- West Publishing Corp.	170.00	9/19/2019
77772	Thomson Reuters- West Publishing Corp.	170.00	9/19/2019
77629	Employee Assistance Center (EAC)	170.00	9/19/2019
77715	Employee Assistance Center (EAC)	170.00	9/19/2019
77628	Elm Usa	168.95	9/19/2019
77714	Elm Usa	168.95	9/19/2019
77652	Kiwanis Club Of Caledonia	160.00	9/19/2019
77738	Kiwanis Club Of Caledonia	160.00	9/19/2019
77580	Performance Assessment Network	160.00	9/4/2019
77814	Penguin Random House, Llc.	157.50	9/26/2019
77604	Vanessa Walstra	156.79	9/4/2019
77672	Penguin Random House, Llc.	150.00	9/19/2019
77758	Penguin Random House, Llc.	150.00	9/19/2019
77587	Red Line Security, Llc	150.00	9/4/2019
77680	ServPro of Ionia & Montcalm Counties	150.00	9/19/2019
77766	ServPro of Ionia & Montcalm Counties	150.00	9/19/2019
77551	Grand River Signs	149.00	9/4/2019
77510	Absopure Water Company	133.00	9/4/2019
77556	Holding Company V&V, Inc. / Inontime, LLC	132.00	9/4/2019
77620	Comcast Cable	126.90	9/19/2019
77706	Comcast Cable	126.90	9/19/2019
77622	Comstock Park Rotary	115.00	9/19/2019
77708	Comstock Park Rotary	115.00	9/19/2019
450878	Paychex	112.50	9/19/2019
77679	Schepers, Inc.	106.00	9/19/2019
77765	Schepers, Inc.	106.00	9/19/2019
77627	Elizabeth Green	106.00	9/19/2019
77713	Elizabeth Green	106.00	9/19/2019
77630	Employment Screening Resources	104.95	9/19/2019
77716	Employment Screening Resources	104.95	9/19/2019
77825	Tracey Whiting	100.00	9/26/2019
77636	Heart Of West Michigan United Way	98.00	9/19/2019
77722	Heart Of West Michigan United Way	98.00	9/19/2019
77658	Lorito Books	97.16	9/19/2019
77744	Lorito Books	97.16	9/19/2019

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 9/1/2019 Through 9/30/2019

Check Number	Vendor Name	Check Amount	Check Date
77593	Shirley Bruursema	97.12	9/4/2019
77683	TASC	94.02	9/19/2019
77769	TASC	94.02	9/19/2019
77631	Findaway World, Llc	92.97	9/19/2019
77717	Findaway World, Llc	92.97	9/19/2019
9835221450	Verizon Wireless - MiFi Routers & Cell phones	83.12	9/5/2019
77513	Advanced Ecosystems / FishGuy	75.00	9/4/2019
77544	Eric DeHaan	69.95	9/4/2019
77667	Morgan Hanks	59.94	9/19/2019
77753	Morgan Hanks	59.94	9/19/2019
910020326757 08	Dte Energy	57.85	9/4/2019
77579	Penni Zurgable	57.39	9/4/2019
77656	Lindsey Dorfman	57.18	9/19/2019
77742	Lindsey Dorfman	57.18	9/19/2019
77573	Morgan Hanks	55.35	9/4/2019
77585	Rachael Cooley	54.99	9/4/2019
77514	Allie Marie Idema	54.36	9/4/2019
77525	Caitlin S. Oliver	54.36	9/4/2019
77562	Kevin Kammeraad	51.71	9/4/2019
77600	Thomas Noreen	51.46	9/4/2019
77605	West Bend Mutual Insurance Company	50.00	9/4/2019
77526	Carla Blandford	47.95	9/4/2019
77592	Sheri Gilreath-Watts	47.40	9/4/2019
77653	Layla Brechting	46.89	9/19/2019
77739	Layla Brechting	46.89	9/19/2019
77617	Caledonia Chamber Of Commerce	45.00	9/19/2019
77703	Caledonia Chamber Of Commerce	45.00	9/19/2019
77789	David Stricklen	40.00	9/26/2019
77590	Sarah Ann Weller	37.54	9/4/2019
77659	Lynn Goldberg	37.41	9/19/2019
77745	Lynn Goldberg	37.41	9/19/2019
77648	Jeffrey Brink	30.98	9/19/2019
77734	Jeffrey Brink	30.98	9/19/2019
77543	Employment Screening Resources	30.00	9/4/2019
77518	Andrew Erlewein	30.00	9/4/2019
77660	Mary Ann White	27.00	9/19/2019
77746	Mary Ann White	27.00	9/19/2019
77538	Diane Cutler	26.29	9/4/2019
77649	Julie Lee	25.95	9/19/2019
77735	Julie Lee	25.95	9/19/2019
77541	Elizabeth Hamm	25.65	9/4/2019
77530	Clare O'Tsui	24.72	9/4/2019
77558	Jessi Hubbard	24.00	9/4/2019
77517	Andrea Sal	21.96	9/4/2019
77531	Clyde Waltenbaugh Jr.	21.50	9/4/2019
77608	Amanda Johnston	20.00	9/19/2019
77694	Amanda Johnston	20.00	9/19/2019
77536	Deborah Clark	20.00	9/4/2019
77560	Julie Neindertsma	19.99	9/4/2019
77577	Pati Adomaitis	17.99	9/4/2019
77519	Angela Hoogenstyn	16.99	9/4/2019
77578	Paula Binder	16.95	9/4/2019

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 9/1/2019 Through 9/30/2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
77549	Grainger	16.12	9/4/2019
77523	Bridget Constant	12.99	9/4/2019
77625	Diane Cutler	12.97	9/19/2019
77711	Diane Cutler	12.97	9/19/2019
77529	Claire Horlings	12.25	9/4/2019
77690	White Pigeon Township Library	11.99	9/19/2019
77776	White Pigeon Township Library	11.99	9/19/2019
77595	Stacy Schuster	10.00	9/4/2019
77624	Deb Schultz	8.97	9/19/2019
77710	Deb Schultz	8.97	9/19/2019
77623	Crystal Logan-Syrewicze	6.20	9/19/2019
77709	Crystal Logan-Syrewicze	6.20	9/19/2019
77591	Shallie Matthews	6.00	9/4/2019
77567	Michelle Saylor	5.99	9/4/2019
77535	David Gregory	4.99	9/4/2019
77516	Amber Jones	4.79	9/4/2019
616R10403108	At&T	0.54	9/3/2019
Report Total		890,070.46	

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Tuesday, September 10, 2019 at 9:30 a.m.
Kent District Library Service Center, Comstock Park, MI**

Present: Diane Kooiker, Teresa Kline, John Martin, Mattie Cook, John McNaughton, Shirley Bruursema, Kelly Richards

Staff Present: Carol Dawe, Kelly Schroeder (took minutes)

Absent: Lance Werner, Sharon Engelsman

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 a.m. by Diane Kooiker.
- 2) **APPROVAL OF AGENDA:** Shirley Bruursema moved, supported by John McNaughton, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** Heather Wood-Gramza (OZ) announced that she had the Big Read books in her car for those who were participating to take with them. She also mentioned that Howard Miller Public Library was now open for 4 additional hours.
- 5) **APPROVAL OF MINUTES:** John McNaughton moved, supported by John Martin, to approve the board minutes from August 8, 2019 with an amended adjournment time of 10:07 a.m. – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) August Financials: Carol Dawe explained that the Tableau software would help LLC to provide libraries with better data driven information. Mattie Cook moved, supported by John McNaughton, to approve the May Financials as presented - *motion carried*.
 - b) Monthly Check Register: Shirley Bruursema moved, supported by Teresa Kline, to approve the Monthly Check Register as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT:** There was nothing to report from the Board President.
- 8) **DIRECTOR'S REPORT:** There was nothing to report from the Cooperative Director.
- 9) **NEW BUSINESS:**
 - a) Carol Dawe explained that, while she is hopeful for less need to do budget transfers with the larger and more flexible categories, it is still necessary in the state of MI to do them for some basic adjustments. Diane Kooiker reiterated that it is just rearranging so the budget works out. John Martin moved, supported by Mattie Cook, to approve the FY18-19 Budget Amendment Fund Balance Transfer #2 as presented – *motion carried*.
 - b) Carol Dawe noted that she had made a typo/error, and this was to correct for the actual amount being requested. Mattie Cook moved, supported by Teresa Kline, to approve the FY19-20 Capital Budget Amendment #1 as presented – *motion carried*.
 - c) Diane Kooiker addressed the Personnel Committee regarding the Cooperative Director Evaluation and that she will be in touch with them soon to set up a meeting.
 - d) Diane Kooiker explained that Macmillan Publishing wants to make it so that only 1 copy of an eBook is available per library. For Lakeland members in the group eBook memberships, like OverDrive, that would mean 1 for the group as a whole. The board is signing a letter [template courtesy of ALA] to ask Macmillan Publishing to change this embargo. She also asked that libraries prepare something similar for their boards to sign. Mattie Cook moved, supported by John Martin, to approve the letter with board member signatures – *motion carried*.
 - e) Kelly Schroeder (LLC) provided some materials from a workshop she attended at Portage District Library (additional Lakeland members were also in attendance). A representative with the Census Bureau will be at the November Board meeting.
- 10) **PUBLIC COMMENTS:** There were no public comments.

11) **BOARD MEMBER COMMENTS:**

- a) Kelly Richards (UM) said that the MADL Board approved some much-needed building/interior renovations in their branches.
- b) Shirley Bruursema (KU) spoke about the Trustee Alliance workshop in Charlevoix on October 11th and their new newsletter coming out this week. She also mentioned KDL's Fall Festival in October. She spoke about the Legislative Committee meeting she attended with Kelly Richards, the biggest thing being roads and tax options to pay for the roads. They are also working on the Privacy Act for Libraries.
- c) Teresa Kline (AF) announced they won an LSTA grant for Impacting Families through Literacy, which will focus on the migrant families in their community and helping them to be engaged.
- d) Mattie Cook (MG) reminded everyone that MLA is approaching, and the early bird discount is expiring next week. Also, MLA is looking for submission in their library selfies contest on Facebook.
- e) Diane Kooiker (HO) talked about their digital lab and getting it up and running with classes already being filled. She mentioned that Herrick, as well as others in Ottawa County, won an LSTA grant for mobile hotspots – 10 each for most and 20 for Loutit District Library. Also, the Oz sculptures are starting to go up. The Big Read will feature In the Time of Butterflies and Julia Alvarez will be there in November. There will also be a Little Read for the younger kids.
- f) There were no other comments from board members.

12) **NEXT MEETING:** Thursday, October 10, 2019, 9:30 a.m. at Frederik Meijer Gardens (please register)

13) **ADJOURNMENT:** Kelly Richards moved, supported by John McNaughton, to adjourn at 9:52 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder



BRANCH UPDATES

KDL's Summer Reading 2019 is in the books and it was the best year yet! Branch Managers were asked to share their complete results and some highlights of the program.

Summer Reading Completers – System Wide

	Babies	Youth	Teen	Adult	Total
FY 2019	899	10,328	3,196	4,732	19,155
FY 2018	875	10,353	3,211	3,698	18,137
% Change	3%	0%	0%	28%	6%

• ALPINE

On Saturday, June 15, the Alpine Township Branch hosted their first Touch-A-Truck event and it went well! Partnering with Community Outreach Officer Deputy Jose Douglas, the event included Alpine Township Fire Department, Kent County K9 Unit, Kent County Road Commission and others. Not only did the event boast a strong attendance, fun was had by all. This will become a new yearly event for Alpine Township Branch.



This summer, Youth Paraprofessional Hannah Moeggenborg and Summer Intern Rachel Martin participated in a three-week outreach at *Alpine Meadows Community Room*. Every week they did fun STEAM activities from the KDL Lab Experience with children and families living in Alpine Meadows.

In addition, Youth Paraprofessional Anne Bartsch and Summer Intern Rachel Martin participated in an eight-week outreach on Thursdays for the *York Creek Summer Series*. Activities included storytime fun, crafts and STEAM games from Alpine Township Branch KDL Lab Experience.

Summer Reading Completers - Alpine

	Babies	Youth	Teen	Adult	Total
FY 2019	13	112	26	129	280
FY 2018	8	105	29	99	241
% Change	63%	7%	-10%	30%	16%

• ALTO



Alto Branch utilized all of the traditional avenues to promote Summer Reading in 2019. Print publicity was displayed and distributed; many conversations were had with patrons (after 30 days, staff checked in with patron progress) and all the Alto Elementary classrooms were visited. In the past this hasn't occurred due to conflicts, and resulted in lower participation. It is now a priority to make personal contact with all Alto students, who are the primary audience for Summer Reading.

Once again, Alto partnered with Boulder Ridge Wild Animal Park for Wednesday “pop-up libraries.” In the past, general KDL literature and information was displayed, but this year specific Summer Reading program information (including reading logs) were also set out. What was there highlighted Alto Branch, but would lead to conversations about what was available at other branches.

Another priority for summer 2019 was making greater use of Facebook. Instead of being a “get to it when possible” activity, it became a “must do.” The major factor in the success of this year’s numbers was coming strong out of the gates with appealing programs. The first program of the summer was Touch-a-Truck, which had over 100 attending in spite of bad weather. The next day Bangarang Circus was at Alto; this is probably the most visually dramatic program KDL offers. Once again, attendance was over 100. These programs got people in the doors early in the process, taking the materials, which lead to more completers!



Summer Reading Completers - Alto					
	Babies	Youth	Teen	Adult	Total
FY 2019	11	81	34	69	195
FY 2018	3	77	23	40	143
% Change	267%	5%	48%	73%	36%

• BYRON

This year’s Summer Reading program was another massive success at KDL’s Byron Twp. Branch, having once again recorded the 2nd highest overall program completer rate (and a 6% increase over last year) amongst all KDL branch locations. Members of the Byron staff are extremely proud of this achievement, although staff are even more pleased with the feedback patrons provided regarding their experience with this year’s summer reading program and related activities. Parents repeatedly indicated that the Summer Reading program was instrumental in getting their children to read during summer break and loved the incentives provided. Adults also enjoyed this year’s completer prizes and the new gift basket incentive, which led to a notable increase in adult participation. Efforts to promote this year’s Summer Reading program included visits to all local elementary schools (seven in total) in conjunction with strong ongoing partnerships, unique and interactive branch displays, distribution of media within the community, and direct communication to library visitors and program attendees. Program highlights this summer include the Summer Reading Carnival (approx. 600 attendees), Farm on the Go (over 375 attendees) and Magician Tom Plunkard (over 135 attendees). While the dedicated Byron staff is proud of this year’s success and the positive feedback received, staff are already looking forward to next year’s Summer Reading excitement!



Summer Reading Completers - Byron					
	Babies	Youth	Teen	Adult	Total
FY 2019	86	1,270	281	343	1,980
FY 2018	77	1,191	268	242	1,778
% Change	12%	7%	5%	42%	11%

• CALEDONIA

The Caledonia Twp. Branch had an excellent summer with fun new programs and partnerships. Youth Librarian Alyson Cryderman hosted the highest-attended Summer Reading Kickoff Carnival in Caledonia Twp. Branch history, with over 600 in attendance. The Carnival, which took place on Friday, June 14, included carnival games, balloon animals, and popsicles provided by the Friends of the Caledonia Library. The Touch-a-Truck program was also a huge success, with six trucks and over 400 attendees. Youth Paraprofessional Audrey Barker was able to secure a partnership with the Caledonia Schools Transportation Department. The school bus visit they arranged was a big hit.



While the branch had to close for a few days in June due to a malfunctioning air conditioner, Magician Tom Plunkard was still able to perform on June 24. Mr. Plunkard's magic show is always a highlight of the summer, and this year was no exception with 130 in attendance.

Summer students at Milestones Childhood Development Center visited often over the summer, and brought special treats to the library staff on July 31. They brought a vegetable salad from veggies they grew in the garden at the center!

Summer Reading Completers - Caledonia					
	Babies	Youth	Teen	Adult	Total
FY 2019	37	543	183	224	987
FY 2018	41	566	178	180	965
% Change	-10%	-4%	3%	24%	2%

• COMSTOCK PARK

This summer, the Comstock Park Branch partnered with Feeding America to offer free lunches to kids in need. During the *Meet Up and Eat Up* program, kids 18 and under received free lunches. This program was vital as many kids in the Comstock Park area rely on free lunches (46% of students at Comstock Park Schools qualify for free lunches), which they don't receive when school is not in session. For this reason, the Comstock Park Branch ran the program from June 10 to August 26 to coincide with Comstock Park Public schools summer break. Over the course of the summer, the Comstock team served 778 meals to children in need.

Storytime is the bread and butter of the Summer Reading Program. In addition to three weekly traditional storytimes, the Comstock Park branch held two less common storytimes, Kid's Club and Spanish Storytime. Kid's Club, led by Youth Paraprofessional Jackie Boss, was a crowd favorite for kids six and up who have grown a bit too big for storytime, but still love books and crafts. Library volunteer Brooke Russell led Spanish Storytime for Spanish speaking kids and their families.

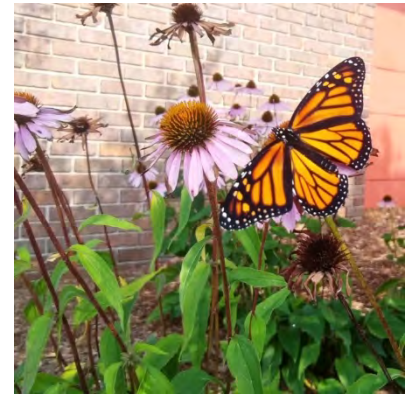


Two large presenter-led programs that stood out this summer were Bangarang Circus and Farm on the Go. Bangarang Circus, held in Dwight Lydell Park next door to the library, was a hit with 216 in attendance. Critter Barn's Farm on the Go was the best attended program of the summer with 1,269 patrons visiting!

Summer Reading Completers – Comstock Park					
	Babies	Youth	Teen	Adult	Total
FY 2019	26	206	55	155	442
FY 2018	24	203	62	126	415
% Change	8%	1%	-11%	23%	7%

• EAST GRAND RAPIDS

While summer is always a wonderfully busy time at the library, this particular summer had circulation numbers higher than in previous years, which was great situation to have! The KDL Lab robots helped keep young bodies busy at the library and certainly contributed to many return trips. Butterflies were a big hit as well. Many children peered over the counter to look at cocoons, coming back days in a row to see the cocoons transform into butterflies.



This year, the library partnered with the Gaslight Village Business Association at Taste of East. The streets in Gaslight Village closed, and all the businesses came out to the street, selling food or products from stores. EGR library staff provided face painting opportunities and fun activities: sidewalk chalk, marble runs, or whatever sounded like fun. The East Grand Rapids Friends of the Library supported this event as well. It was a true community event, drawing thousands of people. The profits from ticket sales for food supported Helen DeVos Children's Hospital.

The East Grand Rapids Parks and Recreation Department hosted Movies in the Park on four summer nights; this was a great event supported by organizations and businesses, including the East Grand Rapids Friends of the Library. The library Teen Crew participated by selling snacks at the event, which was a great opportunity to demonstrate basic finances to teenagers, as well as to participate in a fun family event.

Summer Reading Completers – EGR					
	Babies	Youth	Teen	Adult	Total
FY 2019	71	736	214	294	1,315
FY 2018	87	817	228	224	1,356
% Change	-18%	-10%	-6%	31%	-3%

• GAINES

Summer presents opportunities for events outside, with the opportunity to enjoy the outdoors and plenty of room for many program attendees. This summer, Farm on the Go brought animals to the library for a great afternoon. However, the weather did not cooperate, and the program could not be held outside. Rather than have many sad faces, Farm on the Go did a great job setting up in the program room. Despite the rain, children had the chance to learn about animals, pet animals, and enjoy getting close to animals they would not otherwise be able to see. A big thank you to Farm on the Go!

The library and Gaines Township partnered to present Movie in the Park on August 16. Youth Librarians Tisha Wells and Clare O'Tsuji worked with Teen Crew members to play games with kids and to help kids with activities, including a neat little lantern. The Friends of the Gaines Township Library sold drinks and snacks. Luckily, there was no rain for this event! It was a great partnership and a great evening of entertainment for attendees.



Summer Reading Completers – Gaines					
	Babies	Youth	Teen	Adult	Total
FY 2019	30	361	128	267	786
FY 2018	44	377	151	211	783
% Change	-32%	-4%	-15%	27%	0%

• GRANDVILLE

The summer launched with a concert in the amphitheater on May 31 at the City of Grandville's Summer Kick of Carnival. Over 800 people came to enjoy the music of Toppermost, a Beatles cover band. This kicked off the beginning of a very busy summer for the branch with plenty of popular programs, including standbys like Farm on the Go and Touch-a-Truck.



One new event the branch debuted this summer was a family movie program, showing a new G or PG movie every single Friday afternoon. This was a big hit and averaged approximately 20 people per showing. Youth Librarian Katie Lawrence also hosted five KDL Lab programs over the summer and had about 300 attendees during those events, which was a good debut for next summer when the Grandville Branch hopes to focus on KDL Lab Programming created by staff.



Adult Librarians Maria Page and Jocelyn Yost also launched circulating kayaks as a Beyond Books Collection item at the branch. Patrons had a wonderful time borrowing the Kayaks all summer. It has presented some logistical challenges, but was very popular with patrons.

A final highlight of the summer was the branch outreach efforts. Staff had a presence at the farmers market every single Tuesday, and every 3rd week (checkout cycle of a book), staff hosted a mobile library at the Visser YMCA in Grandville. Neither of these events are new to the branch, but they were very successful this summer, with a 39% increase in outreach attendance over the summer months.

Summer Reading Completers – Grandville					
	Babies	Youth	Teen	Adult	Total
FY 2019	125	1,194	410	445	2,174
FY 2018	114	1,292	453	371	2,230
% Change	10%	-8%	-9%	20%	-3%

• KENTWOOD

The Kentwood Branch hosted summer Touch a Truck program this summer and it was a community favorite. Families interacted with big trucks and their operators, decorated hard hats and stamped their handprints on a city snowplow. This year, a helicopter made a special appearance! Another summer program highlight was the bilingual singing group ¡Uno, dos, tres Andrés! which entertained families by promoting self-expression, dance and movement.

Youth Specialist Hennie Vaandrager piloted a series of weekly family reading programs called Mission Read: A

Galactic Family Game Night. Families enjoyed literacy games, prizes and snacks, and could choose a free book to take home. The Kentwood Branch also participated in Feeding America's *Meet Up and Eat Up!* program, offering free lunches four days a week for those ages 18 and younger. Youth Specialist Hennie Vaandrager and Teen Paraprofessional Greg Lewis also hosted twelve ARCH visits for 10 Kentwood schools, reaching over 750 students this summer.



Summer Reading Completers – Kentwood					
	Babies	Youth	Teen	Adult	Total
FY 2019	74	911	317	365	1,667
FY 2018	60	781	302	325	1,468
% Change	23%	17%	5%	12%	14%

• KDL TALKING BOOK & BRAILLE CENTER

As of October 1, the Library for the Blind & Physically Handicapped has changed the name of the service to the **KDL Talking Book & Braille Center (TBBC)**. This change aligns with national trends to steer away from outdated language and terminology and focus on what services are offered, rather than the patrons served. This is especially important as the eligibility requirements for the Talking Book & Braille Center program may be expanding nationally over the next few years to include more print disabilities, including those of a perceptual nature. The TBBC Specialist, Shelley Roossien, is working closely with the Marketing/Communications department to update existing documents and publications and inform patrons of the new name.

FEATURED DEPARTMENT: FUND DEVELOPMENT

Since the last update given in October of 2018, the Fund Development Department continues to implement a donor-centric model for fundraising. Relationship cultivation and stewardship remain integral to the long-term growth and success of fund development, while advocating for the comprehensive services, programming and outreach provided throughout the KDL library system, and the significant return on investment of tax dollars and donations.

Fund Development's ongoing approach focuses on the following:

- Consistent and dynamic stewardship, including written communications to donors that are personalized and descriptive of their gifts' impact, follow-up calls to donors to thank them for their gift and requesting in-person meetings with key donors and prospects.
- Serving as KDL's staff representative to the Alliance of Friends to keep informed of the various Friends Groups' activities, strengthen relationships and share system-wide fundraising priorities. Highlights from this year:
 - Presentation at their March 2019 linking event on advocacy, fundraising and philanthropy.
 - Connecting with more individual Friends Groups to thank them for their volunteerism and fundraising, as well as soliciting support for system-wide projects like the Career Online High School Degree program.

- This year, for the first time in the history of the Literary Libations Gala, five Friends Groups sponsored tables.
- The EGR Friends sponsored a COHS scholarship and the Plainfield Friends have sponsored two, as well as sponsoring five Reading Booster Packs.
- The Cascade Friends gave a generous donation to fund new books for children visiting the Bookmobile.
- Claire Horlings became a member of the Rotary Club of Grand Rapids in December of 2018 to increase KDL's visibility in the business community and to cultivate relationships.

2019 Literary Libation Gala and Other Key Initiatives:

- This year's gala raised more than \$90,000, and moving the event from Steelcase Town Hall to the Meijer Gardens saved more than \$10,000.
 - For the first time, guests were able to make donations at the gala through a mobile text to donate app, as well as through PayPal and with a credit card reader.
- The Year End Appeal goal for 2018 to raise at least 10% of the total cost of the Reading Booster packs actually raised about 17% of the total cost.
- This year's Annual Appeal will roll out in mid-November and focus on Mission: Read! and early childhood literacy. The mobile text-to-give app and PayPal will be added as payment option.
- There will be a greater focus on the cultivation and management of grants and sponsorships to diversify and increase revenue streams.
- In 2020, there will be an update to the fundraising pamphlet that resulted from the Case for Support created in 2018, which will include KDL's evolving focus on workforce development.

BUILDING UPDATES

• AMY VAN ANDEL LIBRARY & COMMUNITY CENTER

Due to a later than expected start to construction, the occupancy date has been moved back to late October 2020, with a grand opening to the public predicted for mid to late November 2020. Erhardt Construction warns that weather or material backorders could delay the completion of construction even further. Progressive A&E is working with Custer on a furniture plan which will be presented to the building committee for feedback in late November.

• CASCADE

In 2019, the Cascade Township Branch began discussions with Cascade Township to create a master plan to refresh the areas of the library that are showing wear and tear, improve the flow of the library so that it reflects KDL's updated service philosophy, and create more spaces for current patron needs, including quiet study, tutoring, and children's interactive spaces.

Cascade obtained three bids for this planning and ultimately chose Progressive A&E to work on the process. Progressive A&E was chosen because it was involved in a recent Cascade Township space study and was very aware of the general township property needs, as well as the community's investment in and expectations for the library. Individuals from Progressive had also met with the Cascade Township Branch Manager Vanessa

Walstra about the issues needing to be addressed in the library, so they were up to speed on her thoughts about moving forward. From a purely financial standpoint, Progressive also quoted a price that was considerably less expensive than what was quoted by the other two firms, and their timeline was shorter because they were already familiar with the scope of the project.

Vanessa Walstra, Lindsey Dorfman and Cascade Township have discussed the needs of the township and branch through various design iterations and are awaiting a final plan with cost estimates. A further discussion will begin with the Township about which pieces of the project will start in 2020. Cascade Township Branch staff are excited about the prospect of seeing areas of improvement to the library so they are able to better serve patrons.

• **GRANDVILLE**

The City of Grandville has officially agreed to a contract with FTCH (Fishbeck, Thompson, Carr, & Huber) to do the final architectural design work on the expansion. Meetings between the City, KDL, and FTCH staff should begin in the near future. The goal is to complete this work by the end of the year or early in the New Year, and work toward bids on the project soon thereafter. Additionally, the city is continuing its fundraising measures, with over \$600,000 raised toward the \$1,000,000 goal. The plan is to send a mailing out to all City of Grandville residents once a donor recognition design is chosen.

• **KRAUSE MEMORIAL**

The City of Rockford and Townships of Algoma, Cannon, and Courtland have contracted with Keith Hopkins to conduct a financial feasibility study. A case for support and cover letter have been mailed to 32 possible donors. Mr. Hopkins will meet with these individuals over the next few months and will deliver his findings to the Krause Exploratory Committee when completed.

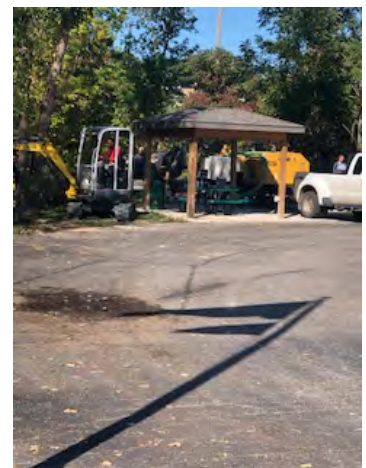
• **WALKER**

The steering committee plans to meet on Monday, October 14, to discuss the next steps of adding a new library onto the Walker Ice and Fitness Center site. Representatives from the Walker Ice and Fitness Center have joined the steering committee to offer insight as well.

• **SERVICE & MEETING CENTER**

New Building Addition

- Construction began on September 23 and it has been nonstop since.
- Site demo and the retaining wall are completed, and sewer and grading are underway.
- The next big portion of the project is drilling the Helical piers, which will happen mid-October.
- One project that was budgeted for in 2019 is a water fountain at the White Pines Shelter, and water spigots for outside. The construction crew will complete this since all the equipment is here for the new building.



Service Center Refresh

- Estimations came in for the proposed Service Center redesign and the cost was higher than the building committee expected. The Leadership Team reviewed the costs and made a determination that the building committee will work with Via Design to do some value engineering (cut costs).
- Lance Werner proposed these priorities for the project:
 - Structural (leveling of floors)
 - Ergonomics for staff
 - Natural light
 - Department groupings
 - Aesthetics
- The building committee will use these priorities to assess the current plan and create a list of items that can be cut to bring costs down.

WHAT'S GOING ON AT KDL

• MICHIGAN'S HAUNTED LIGHTHOUSES

Michigan author Dianna Stampfler visited three KDL branches in September, presenting stories from her recently published book, *Michigan's Haunted Lighthouses*. The program was quite popular, with 57 patrons attending the programs at the Alpine Township, Plainfield Township and Tyrone Township branches.

• KDale

KDale programs are being scheduled for this winter. New brewery partners for this year include Broad Leaf Local Beer and TwoGuys Brewing. The 5th Annual Home Brewing Competition will open soon, and four winners of the contest will have their beers brewed by one of four local breweries. The KDale Quest Guide is being updated for 2020 with a new prize for patrons who visit five programs or breweries throughout the year. Also, the acclaimed author of *The Lager Queen of Minnesota*, J. Ryan Stradal, will visit Thornapple Brewing in March, and more programs are in the planning stage.

• SMALL BUSINESS EXPOS

KDL will be hosting three Small Business Expos beginning in January. The expos will connect patrons with business resources and other small business owners. They will also feature a panel of experts discussing topics including securing capital, staffing and retention tips, and more. The Wyoming, Englehardt and Tyrone Township Branches will each host a Small Business Expo.

• ASK ME ANYTHING

An *Ask Me Anything* program is being developed for the Kentwood Branch on Saturday, November 2 at 1:00 PM. The human library-type program will feature community members from different backgrounds that patrons can "check out" at the library and have conversations with in a low pressure environment.

• LET IT SNOW 2020

Let It Snow is being planned for 2020 with a new twist. Teen patrons will now be a part of the winter reading program, joining the adults in reading books from January to March and earning ceramic mugs as the prize for completing. 2019's program had a huge increase in participation, with 2,236 adult patrons completing Let It Snow.

• BOOKMOBILE

Ground has broken on the Bookmobile garage addition to the Service Center. It is exciting to watch the progress the construction crew makes each day on the project.

Status of the vehicle: A temperature sensor is being replaced in October that will help the climate control system regulate the physical environment of the Bookmobile more effectively. The team is looking forward to having a consistent temperature and no hot or cool spots. The logos on the Bookmobile will be swapped out soon for the new design that was adopted by KDL.

The school visit schedule has been slower to develop as students and teachers return to their classrooms. The team is finalizing those visit details and continuing to partner with the schools for their extracurricular Family Literacy and Science nights, as well as Parent/Teacher Conferences. Increasing parent engagement and developing sustainable relationships for under-represented communities continue to be top priorities for the team.

• KDL LITTLE FREE LIBRARIES

The Rapid Bus Station: The Forest Hills Transition Center has started volunteering with this Little Free Library location now that they are back in session. Two other volunteers visit each week to restock the shelves as well.

Gerald R. Ford Airport: Even with the current renovation project that the airport is undergoing, visitors continue to be appreciative of the Little Free Libraries in the concourses. Patron Services passed this comment on to the department recently:

"I am a genuine fan of the book shelf you keep stocked at Gate A of our airport. Brilliant idea and very much appreciated. Thanks so much!"

• WORKFORCE DEVELOPMENT

Shea Johnson is coordinating three small business expos that will take place next year at a few of the KDL branches. As part of that process she has been reaching out to interested organizations to find panelists or hosts for resource tables, as well as connecting with local business groups and chambers to promote these events. Following her participation with the Essential Needs Task Force and their Systems Navigator training, Shea is also developing a plan to build up the referral power within KDL to better connect patrons to community resources via warm hand-offs.

• CAREER ONLINE HIGH SCHOOL

While the number of new program applications has slowed down for the month of September, lives continue to be changed and impacted by Career Online High School. In fact, first COHS student has graduated! Tierney Braun, who was sponsored by the Friends of the Plainfield Library, finished her curriculum at a record-breaking pace. She will be recognized for her achievement at a small ceremony hosted during a Plainfield Friends' Group meeting. Larissa Darnell of the Lowell Branch will be receiving the 11th COHS scholarship. There are nine other students continuing to work on their curriculum. Seven have passed the 30-day success mark while three are still in the 30 day trial period. Each is on target to complete the program successfully. In addition, Sara Magnuson and Shea Johnson will appear on WZZM to promote COHS and KDL's other Workforce Development initiatives on 10/2/19.

• NEW AMERICAN INITIATIVES

Books for Displaced Children:

The Bookmobile team continues to visit the Bethany Christian Services Foster Care program for displaced children bi-monthly. They provide bilingual story times, literacy-based activities and a hands-on craft in order to engage the different age groups of the students present. Some of the students have been reunited with family members or have moved to different facilities, so attendance numbers are decreased at this time.

Community Partner Collaborations:

The KDL Outreach team is working with CASA (Court Appointed Special Advocates) of Kent County in order to locate volunteers who can help provide this vital service for the community. Informational events are taking place at the Grandville and Rockford branches.

• COMMUNITY MEETINGS

September 3, 2019: Joyanne Huston-Swanson attended the monthly Essential Needs Taskforce (ENTF) meeting.

September 11, 2019: Joyanne Huston-Swanson met with Emilee and Angela from the Betsy Devos Opera Center to create a Perk Pass promotion between KDL and the Opera.

September 18, 2019: Programming, Outreach, Kentwood Branch and Grandville Branch staff met with the manager of Broad Leaf Brewery regarding the potential for a fundraiser.

September 19, 2019: Sara Proaño and Joyanne Huston-Swanson attended the Sparta Area Migrant Resource Council meeting.

September 26, 2019: Sara Proaño, Kevin Kammeraad and Joyanne Huston-Swanson met with David Abbot from Grand Rapids Festival of the Arts to discuss plans and a potential partnership for the 2020 event.

September 30, 2019: Three members of the Outreach Team, Randy Goble, and many branch staff members met with West Michigan Works to strengthen and develop KDL's relationship with the organization.

• OUTREACH EVENTS

9/1/19: Outreach at Grandcon

9/5/19: Bookmobile at Richter Place Senior Center

9/8/19: Bookmobile at Back-to-School Celebration for Messiah Baptist Church

9/9/19: Bookmobile at La Escuelita Preschool

9/10/19: Outreach at Calvin University Student Library Card Drive

9/11/19: Bookmobile at Bethany Foster Care Bridgeway School & Outreach Workgroup Meeting

9/13/19: Bookmobile at Mexican Heritage Festival

9/14/19: Bookmobile at Mexican Heritage Festival

9/16/19: Bookmobile at Pinewood Middle School

9/19/19: Outreach at Sparta Area Migrant Resource Council Meeting

9/20/19: Bookmobile at Kelloggsville Community Celebration

9/23/19: Bookmobile at La Escuelita Preschool

9/25/19: Bookmobile at Bethany Foster Care Bridgeway School & Townline Elementary Family Reading Night

9/28/19: Bookmobile at Caledonia Chamber of Commerce Harvest Festival

9/30/19: Bookmobile at Crestwood Middle School Lit Lunch & Great Start Collaboration "Roll a Strike For Reading" Bowling Event

• UPCOMING EVENTS

(schedule subject to change as Community and Branch requests are submitted)

10/1/19: Bookmobile at Godfrey Lee Food Truck Community Stop

10/2/19: Bookmobile at Glenwood Elementary Family Reading Night

10/3/19: Outreach Team at ENTF Monthly Meeting

10/4/19: Bookmobile at Cherry Health Systems Bundles for Babies Community Baby Shower

10/5/19: Bookmobile at Feeding America Food Truck Distribution

10/9/19: Bookmobile at Bethany Foster Care Bridgeway School & Richter Place Senior Living

10/12/19: Bookmobile at Caledonia Fire Safety & Community Resources Event

10/17/19: Sara Proano presenting at MLA, Joyanne Huston-Swanson attending Sparta Area Migrant Resource Council (SAMRC) Meeting

KATIE KUDOS

• **AMBER HATH (Krause Memorial)** – Nominated by Robin Darling because, “She developed an awesome Banned Books Display for September! She researched what books have been banned, whether they be adult, teen, or juvenile. She also found out the reasoning behind the ban, then put up a display that we all could take part in! Thanks Amber for bringing this awareness to our library and community!”

• **DIANE PERSKY (Byron Center)** – Nominated by Theresa Duffy because, “Diane is very good about staying on top of taking our recycle bins to the nearest paper gator. More often than not, she just takes that task on by herself and loads our 4+ bins into her car and drives them over and empties them alone. Sometimes those can be very heavy and cumbersome! It’s obviously not a job that people are excited to do... but Diane always graciously does it whenever they get full.”

• **DAVID SPECHT (Branch)** – Nominated by Randy Goble because, “One of the authors / speakers for the Literary Libations event was unable to attend in person. David helped with an excellent solution. Options were to simply say “Sorry, the author couldn’t make it,” or find a way to bring the author in virtually. David came up with an excellent solution and worked with the author to make it happen. And, it came off excellently. David’s innovation and people skills were ideal and produced an outstanding result.”

Nominated by Claire Horlings because, “David is someone you can always count on to bring his best every day! He has outstanding work ethic, a positive attitude, and has been incredibly helpful in applying his strong writing skills, attention to detail and videography in support of Fund Development’s grant application and annual Literary Libations Gala. Thank you, David!”

Nominated by Jaci Cooper because, “He helped make Literary Libations the success that it was! Leif Enger, an author many Gala attendees were really eager to see, was not able to attend the event because his plane was continuously delayed in MN due to fog. Rather than having some disappointed attendees, David had Leif record the speech he was going to give and even went above and beyond to walk him through how to upload it to Google Drive. This is just one example of the many ways David works behind the scenes, screens, and cameras to keep things at KDL going smoothly, and how he always goes above and beyond with everything he does. We are lucky to have him!”

STAFF + PATRON RESPONSE STORIES

• BYRON

"A patron stopped by (Chuck Coulson) asking to speak with me (Eric DeHaan). He indicated he had recently moved to Byron Center from King County Washington and he had spoken with me while visiting, prior to his move, when I had indicated that the Kent District Library system was just as good, if not better, than the King County Library system (which he loved). After having visited several KDL branches and interacting with a number of KDL staff over the phone and in person, he was happy to share that '[KDL] is every bit as good as the King County Library system.' He continued to praise us for our ability to get him 'whatever he is looking for' and our outstanding customer service. He then indicated that he just stopped by to let us know. It is a tremendous compliment to us and I'm glad other staff members were there to hear it. 😊"

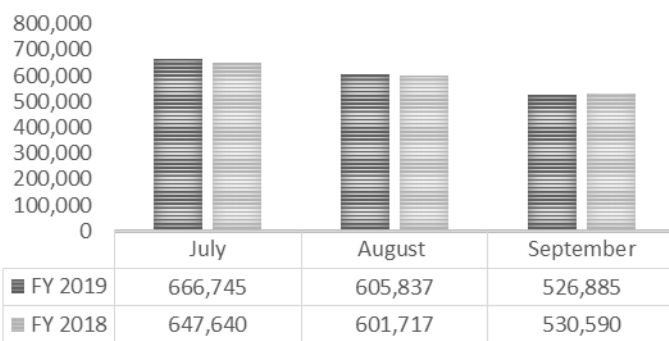
• ENGLEHARDT

"A new mom was at Family Storytime today. She loved it so much she wanted to donate supplies so we could always have the program. I told her we would love to have her back and she told me she would try to be there every week because her kids had so much fun."

QUARTERLY STATS

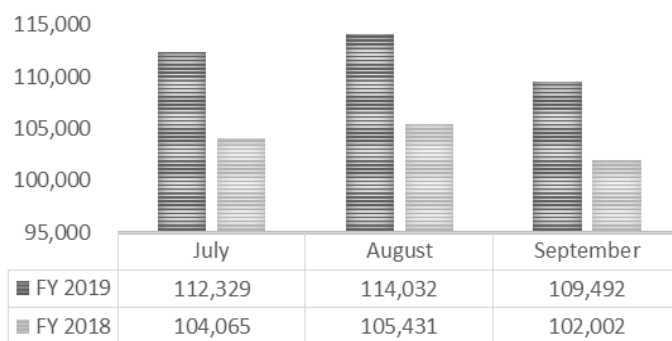
PHYSICAL CIRCULATION THIRD QUARTER

■ FY 2019 ■ FY 2018



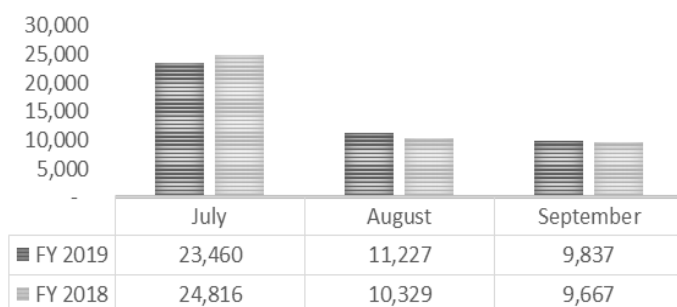
DIGITAL CIRCULATION THIRD QUARTER

■ FY 2019 ■ FY 2018



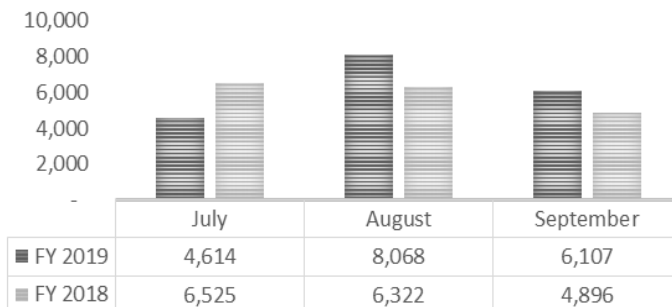
PROGRAM ATTENDANCE THIRD QUARTER

■ FY 2019 ■ FY 2018



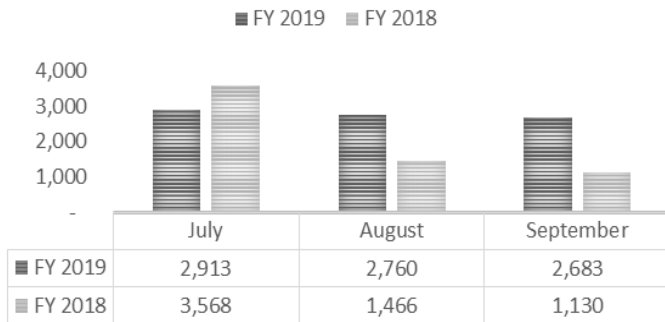
OUTREACH ATTENDANCE THIRD QUARTER

■ FY 2019 ■ FY 2018



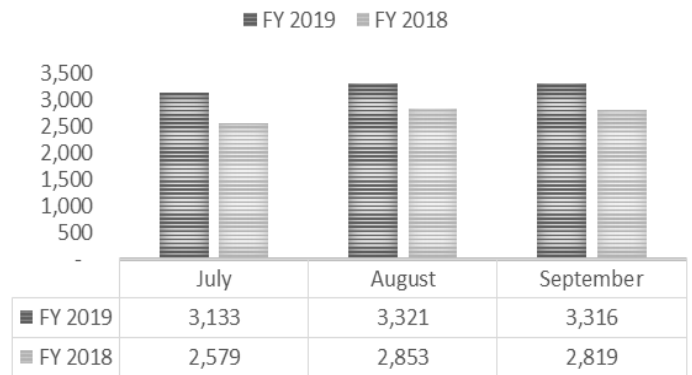
MEL: ITEMS LOANED BY KDL

THIRD QUARTER



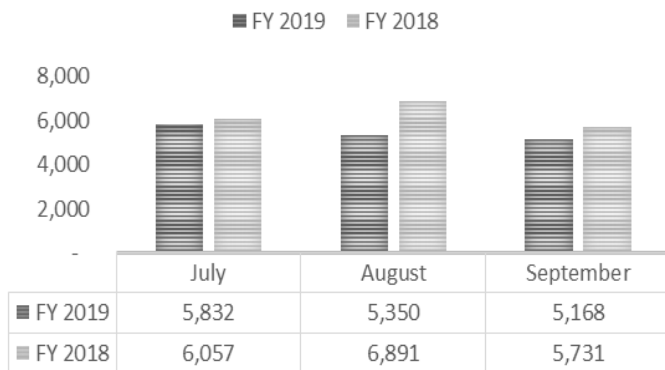
MEL: BORROWED BY KDL

THIRD QUARTER



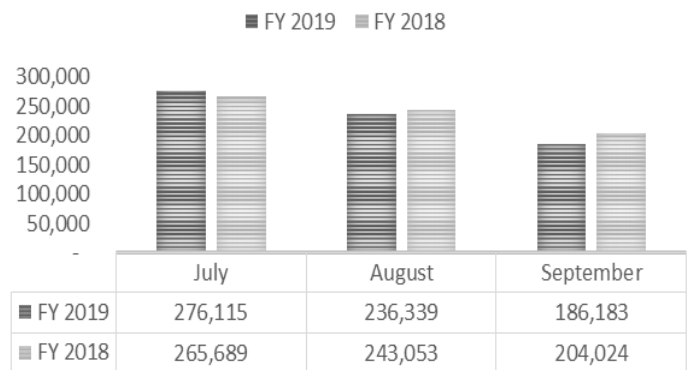
TBBC CIRCULATION

THIRD QUARTER



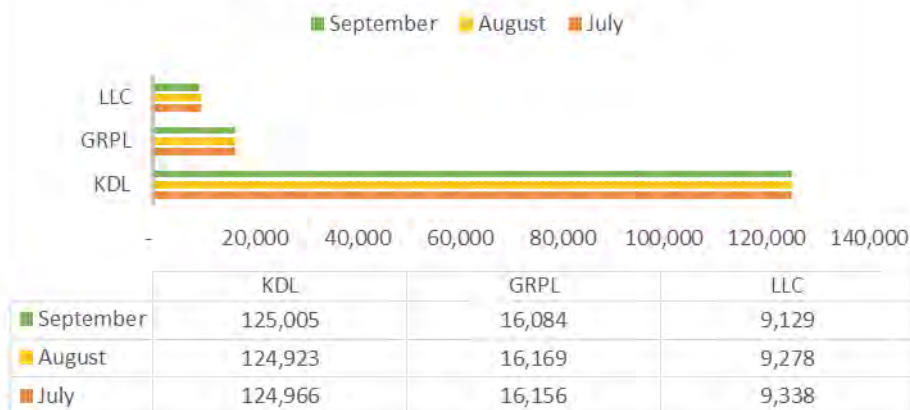
BRANCH VISITS

THIRD QUARTER



ACTIVE CARDHOLDERS

THIRD QUARTER 2019



UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting (Budget Approval)	Thurs., Nov. 21, 2019	7:00 PM	KDL Wyoming Branch
KDL Regular Board Meeting	Thurs., Dec. 19, 2019	4:30 PM	KDL Englehardt Branch
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Wed., Nov. 20, 2019	1:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
Holiday Basket Delivery	December 9-11, 2019	Varies	KDL Branches



STAFF CHANGES & ANNIVERSARIES

October 2019

NEW APPOINTMENTS	POSITION	EFFECTIVE
Caitlin Hickey	Shelver – Cascade	October 2

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Aimee Jodoin	Circulation Assistant – Kentwood	Adult Paraprofessional – Kentwood	September 30
Jennifer Fitzgerald	Substitute Circulation Assistant	Circulation Assistant – Kentwood	October 7
Jessine Van Lopik	Shelver – Wyoming	Collection Service Assistant – Service Center	October 7
Rochelle Ball	Patron Service Associate – Service Center	Systems Librarian Analyst – Service Center	October 7
Aaron Thomas	Collection Development Librarian – Service Center	Systems Librarian Analyst – Service Center	October 7
Alicia Peckham	Circulation Assistant – Gaines Township	Shelver – Wyoming	October 7
Sheri Glon	Adult Librarian – Service Center	Data Coordinator – Service Center	October 14
Grace Miguel Cipriano	Substitute Information Staff	Patron Service Associate – Service Center	October 21

DEPARTURES	POSITION	EFFECTIVE
Christine Wagenfuhr	Substitute Information Staff	September 20
Shirley Blackler	Substitute Information Staff	September 23

OPEN POSITIONS	TYPE
Shelver – East Grand Rapids	Part-time
Administrative Assistant – Service Center	Part-time
Shelver – Plainfield	Part-time
Substitute Circulation Assistant Pool (6 positions)	Temporary
Shelver – Wyoming	Part-time
Collection Development Librarian – Service Center	Full-time

EMPLOYEE ANNIVERSARIES (NOVEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Diane Cutler	Programming	29 years
Linda Byington	Byron	25 years
Anne Schroeder	Krause Memorial	22 years
Sharon Scherbinski	Plainfield	19 years
David Shaw	Plainfield	17 years
Brian Mortimore	Human Resources	16 years
Judy Pawloski	Collection Services	15 years
Shaunna Martz	Alpine	14 years
Zurina Zainal Ariffin	Cascade	12 years
Jennifer Wheaton	Building Maintenance	11 years
Kaitlin DeKruyter	East Grand Rapids	9 years
Terri Goff	Collection Services	9 years
Tricia Hetrick	Cascade	9 years
Anjie Gleisner	Wyoming/Kelloggsville	9 years
Laura Nawrot	Plainfield	6 years
Amanda Johnston	Patron Services	5 years
Carrie Wilson	Administration	4 years
Jill Anderson	Wyoming	4 years
Krista Beach	Substitute Circulation Pool	4 years
Sue Popma	Walker	4 years
Jessica Nelson	Human Resources	4 years
Chelsea Graham	Collection Services	3 years
Clare O'Tsuji	Kelloggsville	3 years
Grahm Lawcock	Information Technology	3 years
Cassidy Gilmore	Spencer Township	2 years
Shelby Toren	Caledonia	2 years
Chloe Schmidt	Cascade	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 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"/>
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	Charles Myers	6-13-19
Charles Myers	4-18-19	Allie Bush Idema	9-19-19
Tom Noreen	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 **CHANGE**

6.11: Whistleblower Policy

6.12: Board Member Compensation

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

6.14: Volunteers **CHANGE**

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.

review

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.

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- 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

review

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.

review

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.

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.

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- 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)~~ five (5) 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.~~ KDL Volunteers supplement the time of paid staff and are engaged in meaningful opportunities that advance the mission of the library.

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. ~~Children age 11-13 may volunteer for the "Teen Crew" program available at the branches.~~ Regular 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.



Library Director's Evaluation 2019 Timeline

DATE	ACTION	RESULT
9-30-19	Distribute upward evaluation survey to Leadership Team, Branch Managers, Executive Assistant, and Development Manager.	KDL staff members receive Director upward evaluation Contact survey link via email by HR.
10-14-19	Director's upward evaluation surveys from above KDL staff due to HR.	Evaluations are received to Jennifer Zeilbeck, HR Administrative Assistant, to compile for the Board on the HR Director's behalf.
10-16-19	In Executive Assistant Jaci Cooper's absence, Julia Hawkins, Admin Assistant sends link and instructions to online Board Survey (Form 1) to Board Members in October Board packet	Board members receive the digital Board Survey (Form 1).
10-24-19	Executive Assistant Jaci Cooper distributes compiled staff upward evaluations to Board members at the October Board meeting and hard copies of Form 1, if desired.	Board members receive staff responses for consideration in their evaluation of the Director.
10-24-19	Director Lance Werner distributes self-appraisal, 2019 accomplishments, and 2020 goals to Board members at the October Board meeting.	Board members receive documents from the Director for consideration in their evaluation.

11-21-19	By the November Board meeting, Board members are to have completed their online Board Survey (Form 1) to Board Secretary to compile.	Diane Damuth, HR Generalist, ensures all eight responses were submitted before exporting them to Board secretary.
11-21-19	Diane Damuth, HR Generalist, exports Board responses directly to Board Secretary to compile.	Board Secretary receives surveys from Board members and prepares the compiled summary.
12-09-19	The Board Secretary either mails the compiled Board Summary (Form 2) directly to each Board member or sends it to the Executive Assistant Jaci Cooper includes it with the December Board packet materials. The Director also receives a copy.	Board members review compiled Board summary and prepare to discuss it at the December Board meeting
12-19-19	Director's evaluation finalized during the December Board meeting.	Finalized evaluation given to Board Chair to utilize in meeting with Director
Post 12-19-19	Board Chair meets with Director to review evaluation.	Following review, three original signed copies of the evaluation are generated for: (1) Director, (2) Chair, and (3) Director's personnel file.