

Kent
District
Library



-09-

BOARD OF TRUSTEES
MEETING PACKET

SEPTEMBER 2020



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Held via remote connection per Governor Whitmer's Executive Order 2020-160.

DATE & TIME

Thursday, September 17, 2020 at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: August 20, 2020

4. LIAISON REPRESENTATIVE COMMENTS

5. PUBLIC COMMENTS**

6. FINANCE REPORTS – August 2020*

7. LAKELAND LIBRARY COOPERATIVE REPORT

8. DIRECTOR'S REPORT – August 2020

9. NEW BUSINESS

- A. Presentation: 2021-2023 Strategic Plan Wrap Up
- B. Policy Manual—Section 6: Personnel—*First Reading**
- C. Issue Analysis: KDL Playspaces—*First Reading**
- D. 2021 Board of Trustees Meeting Schedule*
- E. 2021 Planned System Closings Schedule*

10. LIAISON REPRESENTATIVE COMMENTS

11. PUBLIC COMMENTS**

12. BOARD MEMBER COMMENTS

13. MEETING DATES

Next Regular Meeting: Thursday, Oct. 15, 2020 – KDL Service + Meeting Center, 4:30 PM

Special Budget Meeting: Thursday, Oct. 29, 2020 – KDL Service + Meeting Center, 4:30 PM

14. ADJOURNMENT*



BOARD OF TRUSTEES

LOCATION

Held via remote connection per Governor Whitmer's Executive Order 2020-160.

DATE + TIME

Thursday, August 20, 2020 at 4:30 PM.

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

BOARD ABSENT: None.

STAFF PRESENT: Katie Blakeslee, Jaci Cooper, Angela Culp, Randy Goble, Sheri Glon, Brian Mortimore, Sara Proano, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: None.

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:32 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

A. Approval of Agenda

B. Approval of Minutes: July 16, 2020

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

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** – None.

6. FINANCE REPORTS – July 2020*

The Acting Director of Finance gave a brief overview of the 2020 year-to-date financials:

- Cash appears to be up \$1.3M over the previous year. The First National Bank is currently at \$0, which came to mature over July. \$240K from this were put into the operating account so it can be transferred to Atlanta Capital for investment.
- KDL is 58% through the fiscal year, has received approximately 93.5% of budgeted annual revenues and has spent approximately 52.5% of budgeted expenditures.

- The largest checks written for the month of July were to Priority Health for \$128,841 to cover health benefits.
- There were a few voided checks due to the originals being lost in transit. These were voided and then either reissued in July or August, depending on when the loss was reported.

Motion: Mr. Myers moved to receive and file July 2020 finance reports as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

7. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the August 13, 2020 virtual meeting:

- A lot of libraries are reporting successful openings back up to the public.
- Many have experienced very few problems with enforcing social distancing as not a lot of people are coming in and out of the libraries.

8. DIRECTOR'S REPORT – July 2020

- Director Werner remarked that KDL is currently working on hotspot access to provide internet for patrons.
- So far, branches have seen a few issues surrounding the governor's executive order requiring all patrons to wear masks, but this seems to be expected given public opinion.
- As the governor opens up the state more, KDL looks forward to providing additional services and transitioning to a sense of normalcy.
- There have been a lot of staff changes and a lot of departures at KDL over the past few months. After 44 years of continuous service, Collection Services Department Manager Jackie Olmstead will be retiring. Ms. Olmstead dedicated her entire career to KDL and KDL has been so lucky to have her for all of that time.

The board asked questions of staff and staff responded.

9. TRUTH IN TAXATION

A. Public Hearing*

Roll Call Vote

Motion: Mr. Noreen moved to recess the Kent District Library Board of Trustees meeting at 4:45 PM to commence the Public Hearing on the 2020 Millage Tax Rate Request.

Support: Supported by Ms. Oliver.

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

Result: Motion Carried 8-0.

There were no public comments.

Motion: Mr. Erlewein moved to close the Public Hearing on the 2020 Millage Tax Rate Request and reconvene the regular board meeting at 4:47 PM.

Support: Supported by Mr. Myers.

Result: Motion carried.

B. Resolution: 2020 Millage Tax Rate Request*

Roll Call Vote

Motion: Ms. Oliver moved to approve the tax rate request as presented.

Support: Supported by Ms. Weller.

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

Result: Motion Carried 8-0.

10. NEW BUSINESS

A. Policy Manual—Section 4: Patron Behavior—*First Reading**

Motion: Ms. Oliver moved to approve Section 4 of the KDL Policy Manual without change recommendations as presented.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

B. Issue Analysis: Leadership Team Restructure—*First Reading**

Lance Werner presented the proposed Leadership Team Restructure, which highlights the evolution of the Project Manager role to a Director of Projects and Planning role and Leadership Team position, filled by Jaci Cooper.

Motion: Mr. Myers moved to approve the Leadership Team Restructure as presented.

Support: Supported by Ms. Weller.

11. LIAISON REPRESENTATIVE COMMENTS – None.

12. PUBLIC COMMENTS** - None.

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema gave a warm welcome to new board member Mr. Peter Dykhuis, mentioning that it's great to have all the chairs filled once again. Ms. Bruursema thought the Board Retreat was a success and felt that what they learned during the session will make a lasting impact on their work life and outlook. She thanked Darius Quinn and the KDL Leadership Team for presenting, as well as Kurt Stevens for always supporting the board. Ms. Bruursema added that she won all five of her millages the previous week. Additionally, she is very impressed with KDL Curbside Service and has been spreading the word. Lastly, Ms. Bruursema called attention to the October board meetings, of which there is a special budget session, and requested all board members make note of this on their calendars.

Mr. Dykhuis – Having been welcomed by Chair Bruursema, Mr. Dykhuis introduced himself to the board and expressed his excitement for serving KDL in this way. He currently works for Xerox and manages a group of project managers, helping to implement solutions across the company. He is an avid reader, has two kids and several dogs. He looks forward to working with KDL staff and the Board of Trustees.

Mr. Erlewein – After welcoming Mr. Dykhuis to the board, Mr. Erlewein mentioned that he tried curbside pickup at the Rockford Branch and thought it went well. He sends his compliments to the staff.

Ms. Gilreath-Watts – As an educator at Grandville High School, Ms. Gilreath-Watts was especially excited to welcome “fellow bulldog” Mr. Dykhuis to the board. She also thanked Jaci Cooper for her and her husband’s help with setting up a Little Free Library outside her home. She had a great time at the Board Retreat and thanked her fellow board members for attending and contributing to KDL’s diversity efforts. She is also thankful to Darius Quinn and Lance Werner for investing in the board and pursuing diversity efforts system-wide.

Mr. Myers – Mr. Myers kindly declined comment.

Mr. Noreen – Mr. Noreen noted what a great time he had at the Board Retreat in the previous week. He thanked all of the staff members who participated and for everything KDL does to keep the organization running smoothly.

Ms. Oliver – Ms. Oliver hopes everyone is staying healthy and safe. She begins to teach virtually on Tuesday and asked for thoughts and prayers for all of the educators in Kent County and across the nation at this time.

Ms. Weller – Ms. Weller welcomed Mr. Dykhuis to the board and expressed excitement to work with him. She felt that the previous week’s Board Retreat was a great learning experience and she enjoyed sharing that time with everyone. She is still greatly looking forward to meeting again in person and having some normalcy back.

14. MEETING DATES

Regular Meeting: Thursday, September 17, 2020 – KDL Service & Meeting Center, 4:30 PM.

15. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 5:10 PM.

Support: Supported by Ms. Gilreath-Watts.

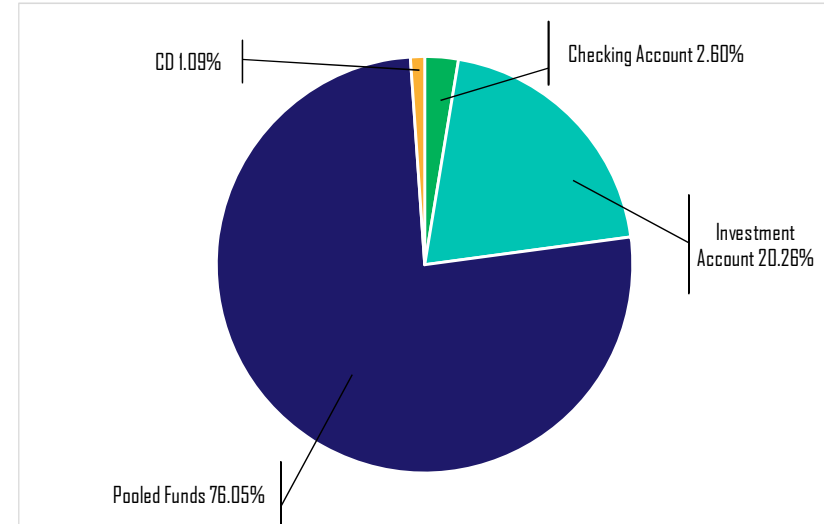
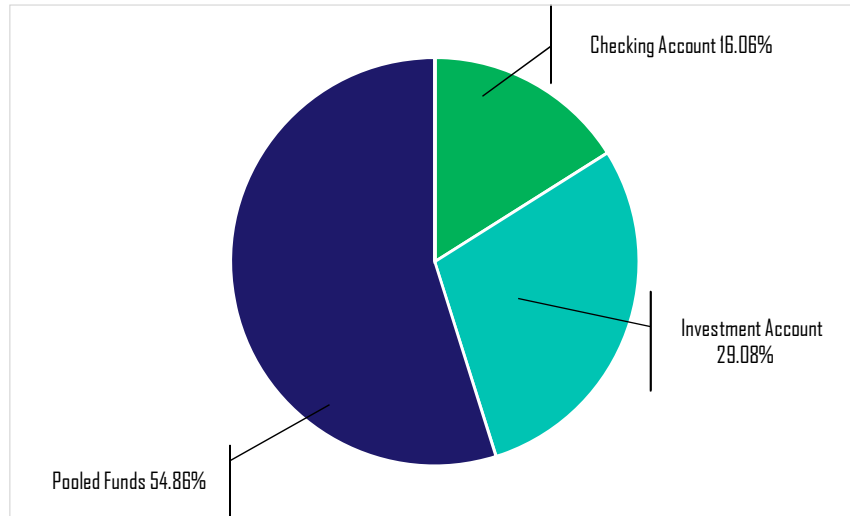
RESULT: Motion carried.

A handwritten signature in black ink, appearing to read "Sarah M. Weller", is written over a horizontal line.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Monthly Cash Position Per Bank Month ended August 31



2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$3,487,215.90
Huntington Investment Account	0.088%	\$6,316,391.29
*Kent County Pooled Funds	1.002%	\$11,914,093.59
First National Bank		\$0.00
		<u>\$21,717,700.78</u>

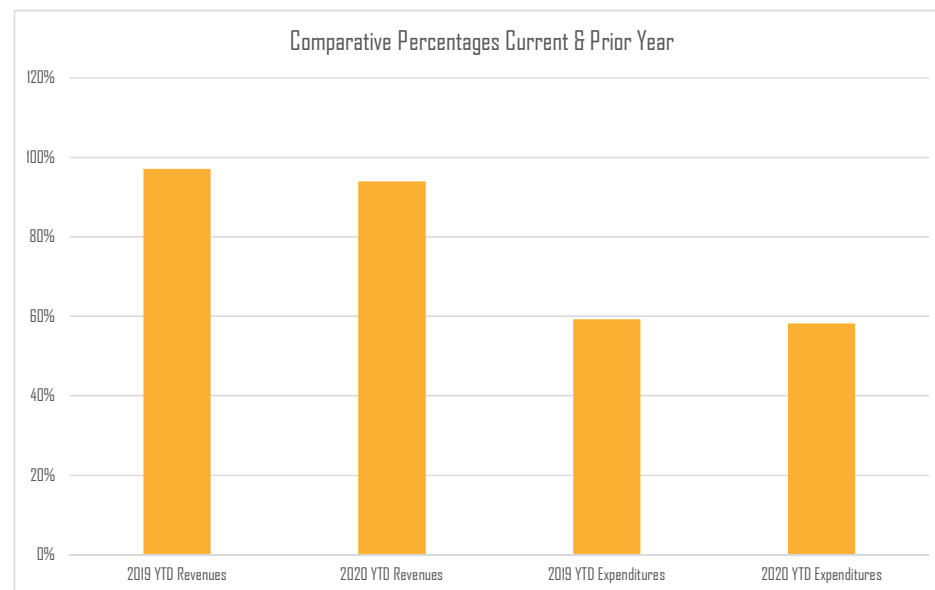
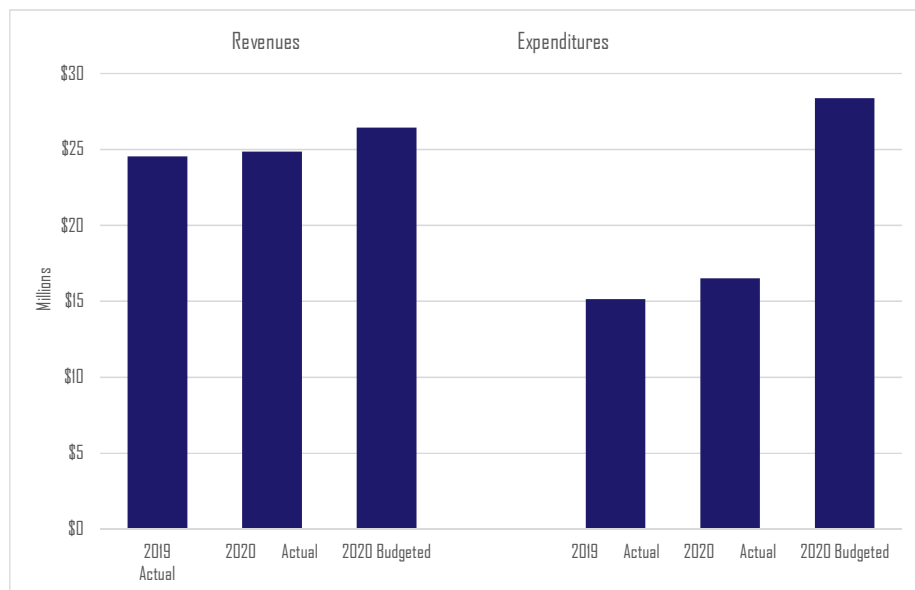
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$639,071.31
Huntington Investment Account	1.510%	\$4,977,129.18
*Kent County Pooled Funds	2.307%	\$18,682,338.95
First National Bank	2.030%	\$267,036.65
		<u>\$24,565,576.09</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended August 31



Budget to Actual with Prior Year Comparison

Revenues

2019 Actual	\$	24,550,478
2020 Actual	\$	24,857,597
2020 Budgeted	\$	26,447,698

Expenditures

2019 Actual	\$	15,146,768
2020 Actual	\$	16,524,995
2020 Budgeted	\$	28,378,552

Comparative Percentages Current & Prior Year

Account

Account	Amount
2019 YTD Revenues	97.1%
2020 YTD Revenues	94.0%
2019 YTD Expenditures	59.3%
2020 YTD Expenditures	58.2%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2020 Through 8/31/2020
(In Whole Numbers)

	YTD Actual	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	23,168,222	23,331,338	(163,116)	(1)%
Penal Fines	619,366	795,000	(175,634)	(22)%
Charges for Services	36,399	138,000	(101,601)	(74)%
Interest Income	122,428	302,500	(180,072)	(60)%
Public Donations	152,329	437,020	(284,691)	(65)%
Other Revenue	312,294	549,700	(237,406)	(43)%
State Sources	446,560	894,140	(447,580)	(50)%
Total Revenues	24,857,597	26,447,698	(1,590,101)	(6)%
Expenditures				
Salaries and Wages	7,819,017	12,666,513	4,847,496	38 %
Employee Benefits	2,280,091	3,927,954	1,647,864	42 %
Collections - Digital	1,611,332	1,849,223	237,891	13 %
Collections - Physical	1,114,611	2,673,390	1,558,779	58 %
Supplies	620,188	970,578	350,389	36 %
Contractual and Professional Services	808,158	1,520,083	711,925	47 %
Programming and Outreach	155,762	327,453	171,691	52 %
Maintenance and Utilities	1,121,031	1,998,906	877,875	44 %
Staff Development	95,236	371,025	275,789	74 %
Board Development	125	25,280	25,155	100 %
Other Expenditures	555,313	963,296	407,983	42 %
Capital Outlay	344,133	1,084,852	740,719	68 %
Total Expenditures	16,524,995	28,378,552	11,853,557	42 %
Excess Revenue Over (Under) Expenditures	8,332,602	(1,930,854)	10,263,456	(532)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 8/1/2020 Through 8/31/2020
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	4,160
Employee Benefits	1,040
Maintenance and Utilities	800
Other Expenditures	1,876
Total Expenditures	7,876
Excess Revenue Over (Under) Expenditures	(7,876)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2020 Through 8/31/2020
(In Whole Numbers)

	YTD Ending August 31, 2019	YTD Ending August 31, 2020	Total Variance
Revenues			
Property Taxes	22,116,990	23,168,222	1,051,232
Penal Fines	787,989	619,366	(168,623)
Charges for Services	141,859	36,399	(105,460)
Interest Income	221,758	122,428	(99,330)
Public Donations	225,473	152,329	(73,145)
Other Revenue	613,458	312,294	(301,165)
State Sources	442,951	446,560	3,609
Total Revenues	24,550,478	24,857,597	307,119
Expenditures			
Salaries and Wages	7,320,197	7,819,017	498,820
Employee Benefits	2,176,671	2,280,091	103,419
Collections - Digital	1,201,915	1,611,332	409,417
Collections - Physical	1,342,706	1,114,611	(228,096)
Supplies	321,468	620,188	298,721
Contractual and Professional Services	836,433	808,158	(28,275)
Programming and Outreach	185,259	155,762	(29,497)
Maintenance and Utilities	1,180,033	1,121,031	(59,003)
Staff Development	99,382	95,236	(4,146)
Board Development	8,568	125	(8,443)
Other Expenditures	411,836	555,313	143,477
Capital Outlay	62,300	344,133	281,833
Total Expenditures	15,146,768	16,524,995	1,378,228
Excess Revenue Over (Under) Expenditures	9,403,710	8,332,602	(1,071,109)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2020 Through 8/31/2020
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	1,671	23,005,852	23,128,111	(122,259)	(1)%
4412 Delinquent personal property taxes	2,971	6,967	25,000	(18,033)	(72)%
4432 DNR - PILT	0	16,847	14,000	2,847	20 %
4437 Industrial facilities taxes	0	138,556	164,227	(25,672)	(16)%
Total Property Taxes	4,641	23,168,222	23,331,338	(163,116)	(1)%
Penal Fines					
4581 Penal fines	0	619,366	795,000	(175,634)	(22)%
Total Penal Fines	0	619,366	795,000	(175,634)	(22)%
Charges for Services					
4650 Printing/fax fees	166	24,242	100,000	(75,758)	(76)%
4660 Other Patron Fees	(1,923)	(519)	5,000	(5,519)	(110)%
4685 Materials replacement charges	770	12,676	33,000	(20,324)	(62)%
Total Charges for Services	(988)	36,399	138,000	(101,601)	(74)%
Interest Income					
4664 Interest Earned on Restricted Investments	48	488	0	488	0 %
4665 Interest earned on deposits and investments	10,632	120,054	300,000	(179,946)	(60)%
4666 Interest Earned - Property Taxes	359	1,887	2,500	(613)	(25)%
Total Interest Income	11,040	122,428	302,500	(180,072)	(60)%
Public Donations					
4673 Restricted donations	10,326	141,536	157,020	(15,484)	(10)%
4674 Unrestricted donations	144	10,793	280,000	(269,207)	(96)%
Total Public Donations	10,470	152,329	437,020	(284,691)	(65)%
Other Revenue					
4502 Universal Service Fund - eRate	0	262,758	515,200	(252,442)	(50)%
4583 Contributions from public schools	0	25,000	25,000	0	0 %
4667 Building rental	0	630	5,000	(4,370)	(87)%
4668 Royalties	99	2,194	4,500	(2,306)	(51)%
4672 Local grants	0	15,000	0	15,000	0 %
4676 Reimbursement of expenditures	0	414	0	414	0 %
4677 Program contributions	0	250	0	250	0 %
4686 Sale of Equipment	195	310	0	310	0 %
4688 Miscellaneous	137	1,063	0	1,063	0 %
4690 CARES Act - Emergency Sick Leave Credit	1,560	4,674	0	4,674	0 %
Total Other Revenue	1,992	312,294	549,700	(237,406)	(43)%
State Sources					
4540 State Aid	0	316,761	314,067	2,694	1 %
4541 State aid - LBPH/TBBC	0	41,073	41,073	0	0 %
4548 Renaissance Zone reimbursement	88,726	88,726	89,000	(274)	(0)%
4549 Personal Property tax reimbursement	0	0	450,000	(450,000)	(100)%
Total State Sources	88,726	446,560	894,140	(447,580)	(50)%
Total Revenues	115,880	24,857,597	26,447,698	(1,590,101)	(6)%

Expenditures

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2020 Through 8/31/2020
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Salaries and Wages					
5700 Board Stipend	600	1,590	3,720	2,130	57 %
5706 Extra duty stipends	450	3,850	6,500	2,650	41 %
5710 Contra Salaries and Wages - Consulting Admin	(520)	(4,160)	0	4,160	0 %
5713 Salary & Wages	<u>915,401</u>	<u>7,817,737</u>	<u>12,656,293</u>	<u>4,838,556</u>	<u>38 %</u>
Total Salaries and Wages	915,931	7,819,017	12,666,513	4,847,496	38 %
Employee Benefits					
5709 FICA	67,380	578,522	963,936	385,414	40 %
5717 Defined Contribution Pension Plan Contributions	34,655	299,244	688,178	388,934	57 %
5718 Employee Health Benefits	123,090	973,568	1,640,731	667,163	41 %
5720 HSA/Flex	0	349,200	389,820	40,620	10 %
5723 Retiree Health Care OPEB	150	1,200	1,800	600	33 %
5724 Life Insurance	2,201	17,919	29,798	11,879	40 %
5725 Additional Life Insurance	(19)	7,480	25,934	18,455	71 %
5727 Gradifi Student Loan Assistance	4,477	42,342	148,283	105,941	71 %
5728 YMCA Membership Support	0	360	15,480	15,120	98 %
5730 Other Employee Benefits	85	11,295	13,994	2,699	19 %
5735 Contra Employee Benefits - Consulting Admin	(130)	(1,040)	0	1,040	0 %
5842 Unemployment Claims	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>100 %</u>
Total Employee Benefits	231,889	2,280,091	3,927,954	1,647,864	42 %
Collections - Digital					
5785 Cloud Library/OverDrive	0	1,039,188	1,218,000	178,813	15 %
5786 Hoopla	0	252,000	252,000	0	0 %
5787 Digital Collection	0	107,650	118,635	10,985	9 %
5788 Miscellaneous Electronic Access	<u>0</u>	<u>212,495</u>	<u>260,588</u>	<u>48,093</u>	<u>18 %</u>
Total Collections - Digital	0	1,611,332	1,849,223	237,891	13 %
Collections - Physical					
5791 Subscriptions	164	69,559	74,460	4,901	7 %
5815 KDL Cruisers	3,007	16,014	29,000	12,986	45 %
5871 Branch Local Materials - Restricted Donation Expenditures	2,884	4,483	13,050	8,567	66 %
5982 Collection Materials - Depreciable	99,130	661,191	1,654,875	993,684	60 %
5983 CD/DVD Collection Materials - Non-Depreciable	26,564	202,259	729,965	527,706	72 %
5984 Beyond Books Collection - Non-Depreciable	33,626	161,105	172,040	10,935	6 %
Total Collections - Physical	<u>165,375</u>	<u>1,114,611</u>	<u>2,673,390</u>	<u>1,558,779</u>	<u>58 %</u>
Supplies					
5750 Processing Supplies	6,730	46,829	173,311	126,482	73 %
5751 Office Supplies	2,177	18,269	52,833	34,564	65 %
5752 Paper	157	8,514	27,122	18,608	69 %
5753 AV Supplies	119	2,305	17,025	14,720	86 %
5754 Disposable Technology <\$1000	21	217,647	351,684	134,037	38 %
5755 Maintenance Supplies - Custodial	5,035	21,586	11,841	(9,745)	(82)%
5756 Water Cooler	119	1,539	7,450	5,911	79 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2020 Through 8/31/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5757	Meeting Center Supplies	0	595	4,000	3,405	85 %
5760	Technology Accessories	933	4,795	23,072	18,277	79 %
5764	All-staff Supplies	0	0	30,000	30,000	100 %
5765	Wellness Supplies	941	4,319	500	(3,819)	(764)%
5766	Team KDL Supplies	0	1,865	1,500	(365)	(24)%
5767	New EE Shirts/Tote Bags	0	1,423	7,000	5,577	80 %
5768	Promotions Supplies	0	11,328	33,235	21,907	66 %
5769	Service Awards	0	178	700	522	75 %
5770	Other Awards/Prizes	762	165,954	130,335	(35,619)	(27)%
5771	Non-Alcoholic Beverages	67	1,173	12,660	11,487	91 %
5790	Books (not for circulation)	5,388	5,388	9,920	4,532	46 %
5799	Miscellaneous Supplies	9,039	51,475	18,358	(33,117)	(180)%
5851	Mail/Postage	11,535	30,299	9,291	(21,009)	(226)%
5900	Copier/Printer Overage Charges	12,058	24,706	48,741	24,035	49 %
	Total Supplies	55,080	620,188	970,578	350,389	36 %
	Contractual and Professional Services					
5792	Software	19,110	339,643	457,109	117,466	26 %
5801	Professional Services	5,116	14,855	187,200	172,345	92 %
5803	IT Consultant - Consulting Svcs.	3,850	11,530	47,000	35,470	75 %
5804	Other Consultants	263	69,750	39,850	(29,900)	(75)%
5805	Audit Services	0	29,600	27,100	(2,500)	(9)%
5806	Legal Services	308	26,271	49,500	23,229	47 %
5809	Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811	IT Contracted Services	541	19,232	75,000	55,768	74 %
5812	HR Contracted Services	938	1,968	3,000	1,032	34 %
5813	Delivery Services	7,796	62,668	146,027	83,359	57 %
5814	Security Services	17,381	28,420	52,162	23,742	46 %
5817	Lakeland Library Co-op services	0	3,200	4,000	801	20 %
5818	Shredding services	0	0	575	575	100 %
5819	Drug Screenings/background checks	171	291	3,500	3,209	92 %
5823	Inspection Services	557	1,469	3,200	1,732	54 %
5825	Team KDL Services	0	0	12,500	12,500	100 %
5827	Catering	0	1,593	31,425	29,832	95 %
5829	Custodial/cleaning services	104	9,091	18,500	9,409	51 %
5830	Other Contracted Services	570	12,936	67,893	54,957	81 %
5833	All-staff Services	(1,113)	0	0	0	0 %
5834	Wellness Services	0	0	7,425	7,425	100 %
5836	Employee & Partner Care (Flowers, Etc)	260	653	6,630	5,977	90 %
5890	ILS Fees	4,250	110,919	167,773	56,854	34 %
5891	Licenses and Fees	0	4,247	4,400	153	3 %
5893	Marc Records License	342	2,108	7,500	5,392	72 %
5956	Other Benefits Administration Fees	2,648	20,009	15,030	(4,979)	(33)%
5957	Pension Administration Fees	0	3,036	6,600	3,564	55 %
5958	Payroll processing fees	2,776	27,224	37,000	9,776	26 %
5960	Banking Fees	48	679	4,150	3,471	84 %
5961	TSYS/Credit Card Fees	592	6,766	23,033	16,267	71 %
	Total Contractual and Professional Services	66,508	808,158	1,520,083	711,925	47 %
	Programming and Outreach					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2020 Through 8/31/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5794	Outreach Supplies	780	4,371	29,782	25,411	85 %
5795	Programming Supplies	1,331	24,371	105,150	80,779	77 %
5865	Programming Services	0	12,383	44,206	31,823	72 %
5885	Speakers/Performers	5,018	114,148	146,955	32,807	22 %
5950	Airport Free Library	0	488	1,360	872	64 %
	Total Programming and Outreach	7,130	155,762	327,453	171,691	52 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	2,390	6,600	4,210	64 %
5848	Mobile Hotspots	2,081	10,962	14,040	3,078	22 %
5849	Cell Phones/ Stipends	2,172	16,884	34,161	17,277	51 %
5850	Telephones	2,147	18,152	50,953	32,801	64 %
5852	Internet/Telecomm Services	53,591	418,989	649,122	230,132	35 %
5918	Water/Sewer	0	1,242	3,800	2,558	67 %
5919	Waste Disposal	395	2,907	5,500	2,593	47 %
5920	Electric	6,394	29,031	78,000	48,969	63 %
5921	Natural Gas	147	4,476	17,000	12,524	74 %
5925	Snowplowing	0	6,429	20,000	13,571	68 %
5926	Lawn/Landscaping	0	2,011	4,200	2,189	52 %
5928	Branch Maintenance Fees	0	288,567	405,282	116,715	29 %
5929	Land Repair and Maintenance	24	369	4,200	3,831	91 %
5930	Building Repair and Maintenance	2,120	8,506	31,600	23,094	73 %
5931	Equipment Repair and Maintenance	2,392	4,678	33,777	29,099	86 %
5932	Vehicle Repairs and Maintenance	0	1,321	17,040	15,719	92 %
5933	Software & IT Hardware Maintenance Agreements	9,303	144,857	391,820	246,963	63 %
5934	Other Repair and Maintenance	0	0	2,250	2,250	100 %
5940	Rentals	1,400	150,960	161,775	10,814	7 %
5941	Printer/Copier Leases	1,271	9,098	67,787	58,689	87 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(800)	0	800	0 %
	Total Maintenance and Utilities	83,336	1,121,031	1,998,906	877,875	44 %
	Staff Development					
5910	Professional Development	10,304	28,699	107,769	79,070	73 %
5911	Conferences	540	15,108	60,060	44,952	75 %
5913	Travel/Lodging	(733)	51,428	203,196	151,768	75 %
	Total Staff Development	10,111	95,236	371,025	275,789	74 %
	Board Development					
5908	Board Development	0	125	4,700	4,575	97 %
5909	Board Travel/Lodging	0	0	20,580	20,580	100 %
	Total Board Development	0	125	25,280	25,155	100 %
	Other Expenditures					
5759	Gas, Oil, Grease	169	1,204	15,500	14,296	92 %
5860	Parking	0	659	7,710	7,051	91 %
5861	Mileage Reimbursement	1,300	9,750	71,122	61,372	86 %
5870	Branch Local Misc - Restricted Donation Expenditures	40,514	70,764	143,970	73,206	51 %
5873	Website	88	174,866	203,685	28,819	14 %
5874	Employment Advertising	0	0	1,000	1,000	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2020 Through 8/31/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5875	System Advertising	12,992	50,206	135,820	85,614	63 %
5879	Branch Advertising	5	57	4,040	3,984	99 %
5884	Royalty Free Creative(Photography, Video, etc)	400	2,032	11,500	9,468	82 %
5901	Outsourced Printing & Publishing	37,100	46,236	53,500	7,264	14 %
5906	Promotions/Marketing	0	1,583	9,145	7,563	83 %
5912	Meetings	376	3,974	24,875	20,901	84 %
5915	Memberships	641	49,057	61,237	12,180	20 %
5916	Dues and Fees	435	3,060	6,727	3,668	55 %
5935	Property Liability Insurance	0	57,568	62,920	5,352	9 %
5936	Vehicle Liability Insurance	0	9,152	15,500	6,349	41 %
5937	Flood Insurance	1,585	2,294	6,520	4,226	65 %
5938	Bond Insurance	0	9,957	11,610	1,653	14 %
5939	Workers Compensation Insurance	0	36,057	48,000	11,943	25 %
5942	Errors and Omissions Insurance	0	3	0	(3)	0 %
5955	Miscellaneous	22	255	16,415	16,160	98 %
5959	Sales Taxes	0	4	500	496	99 %
5964	Property Tax Reimbursement	495	26,095	49,000	22,905	47 %
5965	MEL Return Items	0	481	3,000	2,519	84 %
	Total Other Expenditures	96,120	555,313	963,296	407,983	42 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	7,756	0	(7,756)	0 %
5975	Building Improvements - Non-Depreciable	0	72	0	(72)	0 %
5976	Building Improvements - Depreciable	0	245,648	30,000	(215,648)	(719)%
5977	Technology - Non-Depreciable (\$1000-4999)	0	31,509	345,037	313,528	91 %
5978	Technology - Depreciable (5,000+)	0	13,420	624,070	610,650	98 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	820	45,728	30,645	(15,083)	(49)%
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	55,100	55,100	100 %
	Total Capital Outlay	820	344,133	1,084,852	740,719	68 %
	Total Expenditures	1,632,300	16,524,995	28,378,552	11,853,557	42 %
	Excess Revenue Over (Under) Expenditures	(1,516,420)	8,332,602	(1,930,854)	10,263,456	(532)%

Kent District Library
Check/Voucher Register - Voided Checks
From 8/1/2020 Through 8/31/2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
77055	Fleschner Memorial Library	<u>(11.00)</u>	8/26/2020
Report Total		<u>(11.00)</u>	
		<u><u> </u></u>	

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2020 Through 8/31/2020

Check Number	Vendor Name	Check Amount	Check Date
79849	Overdrive, Inc	200,000.00	8/6/2020
202000000666	Priority Health	125,366.03	8/4/2020
79841	Midwest Tape	97,509.35	8/6/2020
79785	Baker & Taylor	50,155.08	8/6/2020
79911	Holland Litho Printing Services	47,667.53	8/21/2020
79822	Ingram Library Services Llc	34,988.54	8/6/2020
79956	Verizon Wireless - MiFy Routers & Cell phones	34,342.57	8/21/2020
79847	OCLC, Inc.	29,015.07	8/6/2020
79886	Baker & Taylor	25,148.88	8/21/2020
79899	Ebsco Information Services	22,387.00	8/21/2020
79796	Emmitt Business Improvement LLC	21,280.00	8/6/2020
08182020	The Huntington Bank - Michigan	20,766.11	8/18/2020
79823	Interphase Office Interiors, Inc.	20,629.24	8/6/2020
79921	Ingram Library Services Llc	17,972.30	8/21/2020
M0136542205	American Heritage Life Insurance Company / Allstate Benefits	16,100.26	8/5/2020
79824	IP Consulting, Inc.	13,536.00	8/6/2020
201970001683	Priority Health	12,460.80	8/1/2020
79791	Comerica Bank	12,016.73	8/6/2020
79844	Noordyk Business Equipment	10,903.79	8/6/2020
79938	Noordyk Business Equipment	10,282.04	8/21/2020
79896	Comprise Technologies, Inc	8,435.17	8/21/2020
79924	Kalamazoo Sanitary Supply / KSS Enterprises	8,211.90	8/21/2020
79856	Same Day Delivery, Inc	8,115.00	8/6/2020
79945	Same Day Delivery, Inc	7,796.00	8/21/2020
79940	Quipu Group, LLC	6,500.00	8/21/2020
79895	Comerica Bank	5,982.91	8/21/2020
79910	Hodges Coaching LLC	5,400.00	8/21/2020
79909	Highland Group of Grand Rapids, LLC	4,987.50	8/21/2020
79872	Warner Norcross & Judd Llp	4,784.56	8/6/2020
79879	AON Edge Insurance Agency Inc	4,754.75	8/21/2020
206879484062	Consumers Energy	4,597.16	8/4/2020
79898	DK Security	4,316.00	8/21/2020
79870	UAW Local 2600	4,281.50	8/6/2020
79948	Sirsidynix	4,250.00	8/21/2020
79864	Staples Business Advantage	4,210.64	8/6/2020
79853	Quipu Group, LLC	3,900.00	8/6/2020
79859	Sirsidynix	3,783.80	8/6/2020
79954	Thomas Klise/Crimson Multimedia	3,580.00	8/21/2020
79848	Outdoor Discovery Center	3,074.00	8/6/2020
79931	Michigan Office Solutions (MOS)	3,068.16	8/21/2020
79803	GR Bikes, LLC	3,007.00	8/6/2020
79904	GR Bikes, LLC	3,007.00	8/21/2020
79934	Midwest Tape	2,875.44	8/21/2020
79947	Semcycle, Inc. / Cirque Amongus	2,868.00	8/21/2020
1054021-0820	PLIC - SBD Grand Island	2,856.66	8/3/2020
79833	Maner Costerisan	2,815.80	8/6/2020
9857775749	Verizon Wireless - MiFy Routers & Cell phones	2,797.58	8/5/2020
79795	Darius Quinn / Quinn Consulting Services	2,675.00	8/6/2020
79855	Recorded Books, Inc.	2,551.46	8/6/2020
79867	Thomas Klise/Crimson Multimedia	2,520.00	8/6/2020
79799	Findaway World, Llc	2,332.29	8/6/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2020 Through 8/31/2020

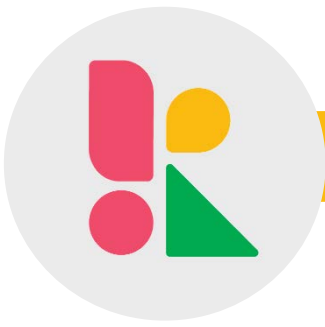
Check Number	Vendor Name	Check Amount	Check Date
79797	Employee Assistance Center (EAC)	2,301.20	8/6/2020
79866	The Storytellers	2,300.00	8/6/2020
79878	Advanced Benefit Solutions, Inc / 44 North	2,272.00	8/21/2020
79845	Northeast Print House	2,228.40	8/6/2020
INV01205666	Paycor, Inc.	2,187.78	8/7/2020
79955	UAW Local 2600	2,148.66	8/21/2020
200307	TelNet Worldwide, Inc.	2,147.34	8/25/2020
79800	Foremost Insurance Co.	2,127.00	8/6/2020
79887	Banner Life Insurance Company	2,104.99	8/21/2020
79787	Blackstone Audio Inc	1,926.79	8/6/2020
79827	Kellogg & Sovereign Consulting, LLC	1,803.11	8/6/2020
79807	Hodges Coaching LLC	1,800.00	8/6/2020
202519231184	Consumers Energy	1,796.99	8/7/2020
474941	123.Net, Inc	1,724.00	8/13/2020
79801	Foster, Swift, Collins & Smith, P.C.	1,596.00	8/6/2020
79830	Kushner & Company Inc	1,523.80	8/6/2020
79876	World Book, Inc.	1,355.00	8/6/2020
79869	Troost Service Company	1,353.55	8/6/2020
79935	Morneau Shepell Limited	1,212.20	8/21/2020
79889	Blackstone Audio Inc	1,180.88	8/21/2020
79772	Adtegrity / Media Place Partners	1,167.77	8/6/2020
79832	Lewis Paper	1,154.16	8/6/2020
79789	Central Michigan Paper	1,060.00	8/6/2020
79912	Hr Collaborative Llc	937.50	8/21/2020
79927	Mandy Thompson	800.00	8/21/2020
79903	Cengage Learning	795.77	8/21/2020
79843	Nationwide	718.54	8/6/2020
79802	Cengage Learning	702.19	8/6/2020
79942	RNL Graphics Solutions, LLC	657.56	8/21/2020
79937	Nationwide	652.60	8/21/2020
79868	Town & Country Technologies	626.62	8/6/2020
INV01248937	Paycor, Inc.	588.50	8/21/2020
79953	Terbeek and Scott Electric	570.00	8/21/2020
79828	Kent County Treasurer-Mi Tax Tribunal Refunds	553.80	8/6/2020
79826	Kalamazoo Sanitary Supply / KSS Enterprises	530.67	8/6/2020
79786	Bayscan Technologies	518.55	8/6/2020
79925	Lasers Resource	483.42	8/21/2020
79771	Absopure Water Company	467.75	8/6/2020
79939	Piper Fields / Piper Adonya	400.00	8/21/2020
2054802	Arrowaste	395.30	8/18/2020
RIS0002972482	Delta Dental Of Michigan	385.05	8/10/2020
79923	Joseph Salamon	350.00	8/21/2020
79871	Uline Shipping Supply Specialists	329.26	8/6/2020
79852	Plainfield Charter Township	312.98	8/6/2020
79831	Legal Shield	310.00	8/6/2020
79890	The Lillie Labor Law Firm P.C.	308.00	8/21/2020
79949	Stacie Tamaki / Tinygami LLC	300.00	8/21/2020
79943	Rotary Club Of Grand Rapids	250.00	8/21/2020
79929	Max Lockwood	250.00	8/21/2020
79930	May Erlewine	250.00	8/21/2020
79851	Peter Ho Davies	250.00	8/6/2020
79951	Staples Business Advantage	227.03	8/21/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2020 Through 8/31/2020

Check Number	Vendor Name	Check Amount	Check Date
79792	Comstock Park Rotary	224.00	8/6/2020
79790	Comcast Cable	218.40	8/6/2020
79893	Comcast Cable	218.40	8/21/2020
79875	Wolverine Printing Company	216.28	8/6/2020
79829	Kristen VanDussen	210.00	8/6/2020
07-31-20Priorit	Priority Health	201.31	8/4/2020
79804	Grainger	195.08	8/6/2020
79891	Cedar Springs Rotary	185.00	8/21/2020
013294	Medtipster.com, LLC.	180.98	8/12/2020
79946	Schepers, Inc.	173.75	8/21/2020
79806	Heart Of West Michigan United Way	160.00	8/6/2020
79907	Greatamerica Financial Svcs.	152.02	8/21/2020
0020326757-0620	Dte Energy	146.75	8/5/2020
79846	Occupational Health Centers of Michigan, P.C.	145.63	8/6/2020
79874	Whimsical Writers Club, Inc.	143.40	8/6/2020
79850	Performance Assessment Network	130.00	8/6/2020
79944	Sabopr	128.80	8/21/2020
79894	Comcast Cable	124.90	8/21/2020
79897	Demco, Inc	119.45	8/21/2020
79774	Audrey Barker	116.92	8/6/2020
79902	Employment Screening Resources	110.95	8/21/2020
79906	Grand Rapids Building Services	103.75	8/21/2020
08-07-20Priorit	Priority Health	101.31	8/7/2020
79928	Mark Kahny	100.00	8/21/2020
79926	Laura Bennett	100.00	8/21/2020
79793	Content Queens LLC	100.00	8/6/2020
79873	West Michigan Office Interiors	95.00	8/6/2020
1813244	TASC	94.02	8/1/2020
79922	Interpersonal Frequency	87.50	8/21/2020
79900	Emily Spranger	86.08	8/21/2020
79901	Employee Assistance Center (EAC)	85.00	8/21/2020
9857814507	Verizon Wireless - MiFy Routers & Cell phones	83.20	8/5/2020
79908	Heart Of West Michigan United Way	80.00	8/21/2020
79773	Advanced Ecosystems / FishGuy	75.00	8/6/2020
79877	Absopure Water Company	74.50	8/21/2020
79905	Grainger	68.68	8/21/2020
79805	Grand Rapids Building Services	64.50	8/6/2020
79842	Monica Walen	55.32	8/6/2020
79941	Recorded Books, Inc.	54.00	8/21/2020
79936	MPELRA	50.00	8/21/2020
79788	Center Point Publishing	46.74	8/6/2020
79892	Center Point Publishing	46.74	8/21/2020
79957	Wendy Kuzma	42.78	8/21/2020
79857	Schepers, Inc.	39.00	8/6/2020
79794	Daniel Palasek	35.83	8/6/2020
79798	Employment Screening Resources	30.00	8/6/2020
79888	Barbara Shuck	24.95	8/21/2020
79865	Teresa Wahl	22.49	8/6/2020
79854	Rachael Kruithof	21.91	8/6/2020
79952	Steven Kenny	15.00	8/21/2020
79825	Joyanne Huston-Swanson	15.00	8/6/2020
79858	Scott Small	4.76	8/6/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2020 Through 8/31/2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
Report Total		1,016,660.39	
		<u><u> </u></u>	



AUGUST DIRECTOR'S REPORT

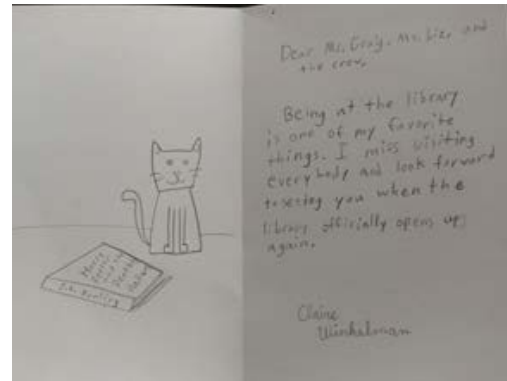
KDL reopened to patrons in August. Below, Regional Managers share how staff have transitioned during this phase and how patrons have received new KDL procedures for safety and social distancing during the pandemic.

ALPINE, TYRONE + WALKER



Teams at the Alpine, Walker and Tyrone Branches were equally excited and nervous to open back up to the public given safety and social distancing concerns, but with a little hard work and support from administration, it proved to be a mostly smooth transition. While there were some bumps when it came to wearing masks, patrons have been excited to again be in the library, talking to librarians and browsing for books, as well as the return of traditional library services like material's advisory and computer/ internet access. Staff have also received positive feedback on curbside pickup and KDL's new free printing offer, the last of which has been

appreciated as adults and kids alike begin returning back to school. Many patrons are also utilizing library resources to apply for jobs and other benefits. In general, branch staff have loved being able to see regular patrons again. Claire, a young patron, wrote (and drew) an adorable card for the Walker team when the branch first opened for curbside. Addressed to "Mr. Craig, Ms. Liz and the crew," the card read, "I miss visiting everybody and look forward to seeing you when the library officially opens up again." Claire is a voracious reader and is known for taking home stacks of books as tall as herself. When the library reopened, Claire was quick to visit and was thrilled that she could once again browse and pick her own books to read.



ALTO + ENGLEHARDT

Overall response to reopening—for staff and patrons alike—has been one of relief. Most conversations upon re-opening revolved around how much everyone was missed. Though things may not feel quite back to “normal” yet, it’s at least a start. As could be expected, there have been occasional problems with observing and enforcing current CDC-recommended safety precautions, though patron complaints about mask wearing (whether wearing them at all or whether having to keep them over the nose and mouth) have represented a small minority. Many, many patrons have been happy just to have access to the library again. Though neither the Alto nor the Englehardt branch have yet to reach building capacity, having enough staff on hand to greet, help patrons and make curbside runs has frequently been a challenge; however, given the choice to remain closed or re-open to the public, the latter situation is definitely preferred.

BYRON + GRANDVILLE

It has been a big month for both Byron and Grandville Branches. Staff had a lot of concerns surrounding the logistics of re-opening—Everything from enforcing the new mask policy to maintaining social distancing to how the various points of service (such as curbside and in-house greeter) would work out. Despite all of this, it only took a day or two for staff to find their groove with patrons and procedures and for most of these nerves to settle.

Patrons are excited to be back in the branches and staff are excited to be welcoming them back into the branches. Many patrons comment on how good it is to be back and how it is to see (and touch!) the books again. Most are just longing for things to return to a sense of “normal.” Opening back up to the public was definitely a huge step in that direction. There have been numerous positive experiences with welcoming regulars back to the branch. One of these involves a teenage patron and her mother, who came to the library to utilize curbside, but instead discovered doors were in fact open. This patron was so excited that she had her mom take a video of her opening the door and doing a little happy dance before entering the building. Her giant smile was obvious even with her mask on.

Even with the buildings back open, KDL Curbside still remains a popular option amongst patrons and is a great way to continue to serve members of the community not yet comfortable with or healthy enough to come inside. This service will most likely continue to be a valuable offering long into the future.

CALEDONIA + CASCADE

Patrons have been so grateful to be able to return to the Caledonia and Cascade Branches. On opening day, an older patron at Cascade just wanted to “look around” to see if the library was still the place he has always loved. Staff welcomed him back and explained the changes that have been made to ensure staff and patron safety. Surprisingly, the patron was unconcerned about these types of changes and just kept repeating, “It’s so good to be back.”

Curbside services continue to be busy at the Cascade Branch. Staff have worked hard to provide good frontline service both inside and outside of the building. Many patrons have expressed joy that they are still able to access library items from a distance. A patron at Caledonia recently shared that she was grateful to be able to pick up her books even though she is currently going through chemo. Otherwise, under the circumstances, the library would not be a safe place for her. It’s stories like these that make staff so grateful to be offering curbside service to the public during this difficult time. Both branches have experienced some issues with patrons wearing masks, though staff have become much more adept at requesting patrons keep their masks on inside the building. It is helpful in these circumstances to remind the public that the only way for the library to remain open is for the staff who run it to remain healthy. Patrons seem to be able to get on board with this reasoning!

COMSTOCK PARK + PLAINFIELD

KDL patrons are loving curbside service at the Comstock Park and Plainfield Branches. Patrons often ask if KDL plans to keep this service post-pandemic as it has been especially helpful to large families, as well as those with tight schedules or mobility issues. Still, many patrons have also been excited to see the doors open back up again to the public. After August 6 (re-opening day), one patron came in, took in a large gulp of air and said, “I’ve missed this smell!” There have been a few tense conversations around mask-wearing, but the professionalism and empathy of front-line staff has shone brightly in these moments.

FEATURED DEPARTMENT: PROGRAMMING

At the very beginning of the coronavirus pandemic, the Programming Department immediately cancelled over 1,000 in-person programs and established a robust series of online programs and events to take their place. Such offerings included content from zoos, artists, authors and more. *Boredom Busters*, KDL's first unique streaming program created by KDL staff, debuted shortly thereafter on March 18. From then on, KDL staff presented over 46 programs suitable for all ages and both vetted and promoted 26 programs from external sources.

Of course, the coronavirus pandemic also forced the department to completely reconsider the landscape of Summer Wonder 2020. Since patrons could not visit the library in person, hundreds of scheduled programs were converted into online events, essentially placing the KDL Library experience right into patron homes. Program offerings included book talks, storytimes, book clubs, STEAM activities, magic shows, animal programs, art classes and more!

Below, read more about the team and their experience with making magic in the midst of pandemic:

Kip Odell, Programming Manager

- Kip has worked at KDL since 2001, during which time he has worked at five different branches. He's been the department's Programming Manager since 2017.
- "Seeing staff learn to effectively livestream within a couple of days of the shutdown was inspiring. It was also so encouraging to see our presenters change the programs they had spent months planning so that our patrons could still have the cool magic shows and other programs that they love."

Diane Cutler, Programming Coordinator

- Diane joined the team in January 2018 after many years of successful programming in branches.
- "Probably the 'best' part of the shutdown was watching online programming grow and develop... It was an absolute delight watching colleagues do what comes so naturally for them and seeing them grow in confidence."

Carlita Gonzalez, Programming Specialist

- Carlita began her career at KDL as a bilingual Program & Outreach Specialist back in 2014 and has been in the Programming Department since 2017.
- "Presenters are so appreciative that KDL continues to support and work with them throughout the pandemic. The best feeling for me is knowing that I have helped not only create but also maintain great relationships with our presenters."

Jake Ryan, Programming Specialist

- Jake started with KDL at the Plainfield Branch in 2018 and moved to Programming in 2019.
- "One of the most interesting things I found through all of the changes this year is the amount of resources we have access to for us to connect with our patrons."

**Statements have been edited for length and clarity.*

BUILDING UPDATES

AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER

Construction for the Amy Van Andel Library and Community Center continues. The courtyard pavers have been installed and metal panels on the courtyard walls are nearly complete. On the interior, walls are painted and the second floor ceiling grid is up. While the first floor is half-painted, the other half has completed dry wall. The main stairway has been opened up to begin second floor railing installation. Additionally, grading for the main entrance snow melt system and paver installation has begun. In the next two weeks, installation of arched window class, bathroom tile and entryway doors are expected to begin and the project is currently on target for patron occupancy in January 2021.

CASCADE

The Cascade Township Branch has no new information on a date for the larger library renovations to begin; however, KDL received a large donation from Cascade Community Member Claude Robinson to build a sizable aquarium in memory of his wife, Marion Robinson, who passed away in 2013 and was a prominent educator in the community. Mr. Robinson wanted to donate something that be impactful for the children Marion loved and to whom she devoted her life. Cascade Staff are honored to move forward with this project. Below is a concept rendering of the future aquarium.



GRANDVILLE

Construction at the Grandville Branch location has fully begun, with a partition wall already created at the back of the library about three feet from the existing back wall. Any day now, the construction team will begin knocking this existing wall down. Large pits have also been dug both in the west lawn area and north of the building. Footings/foundations are being set in place.



WALKER

In late August, Project Manager Jaci Cooper and Regional Manager Craig Buno virtually met with Walker City Manager Darrel Schmaltz and representatives from Fishbeck to review where the building project currently is and what objectives for the project are. Fishbeck additionally met with the Ice and Fitness Staff to get an understanding of their needs and wants and how the space can be shared while creating a community center. A good portion of the Library meeting was centered around the space needs of the library and reviewing amenities, such as program rooms, study rooms and collection spaces, as well as how these will flow into the community center. A summary statement for this project will soon be created to fully define the scope of the project, after which a finalized program packet will be presented to the Library Steering Committee.

WHAT'S GOING ON AT KDL?

CODERS4TOMORROW

A group of high school and college-aged coders known Coders4Tomorrow recently hosted their second program for KDL. Although the program had to be moved online, it worked out quite well. The five day class for teens not only taught the basics of Python, but also featured one-on-one instruction, projects and guest speakers. Andrew Rozema, head of Computer Information Systems at Grand Rapids Community College, spoke on internet security and going into IT as a career. All eight program participants later surveyed stated that the experience had “some” or “lots” of impact on their future career choices. KDL will be planning a repeat of this program for over winter break.

CAREER ONLINE HIGH SCHOOL

The COHS team has changed a lot over the past few months, beginning with the bitter sweet departure of Branch Outreach and Programming Specialist Sara Magnuson. Luckily, before her departure, Sara had the pleasure of seeing one of her students graduate! COHS student Steve Greer of the Gaines Branch finished his degree in just under a year. During the shutdown in particular, Steve put in an unprecedented amount of work, completing units at two to three times the expected pace. Now that he has finished, he is on to his second goal: College! Steve is preparing applications for Ferris State, GRCC and other community colleges in the area. Congratulations Steve!



MEET UP! EAT UP!

KDL's partnership with Feeding America came to an end on August 14th. During this month's long collaboration, KDL served a total of 514 meals at all Meet Up! Eat Up! locations. Looking to the future, KDL will continue to attend weekly ENTF Food Security meetings and seek opportunities to serve in other food security partnerships.

SUMMER WONDER

The very first KDL Summer Wonder has officially come to an end with over 5,900 completers. This thirty-day challenge featured reading, outdoor activities and STEAM experiments and was designed to be a

fun way to fight the summer slide. Staff created over 370 online programs that were viewed over 121,000 times. Prizes will be kept in the branches until the end of September to accommodate late completers.

WIMEE'S WORDS (WIMEE + FRIENDS)

In the month of August, KDL produced and presented 20 episodes of Wimee's Words, an interactive online program for youth. Each episode garnered an average of 36 live viewers (which tend to be parties of at least two or more) and reached over 8,800 people (total number of views). Feedback has been amazing and the audience continues to grow.

KATIE KUDOS

YULIYA BUNKER (SC—PSD) was nominated by Jaci Cooper because... "Yuliya is a rock star when it comes to writing procedures. Jared asked her to work on a quick turnaround curbside printing project and she wrote out all of the PSD documentation (very clearly and accurately), pointed out some improvements, and tested with each branch. I appreciate her taking the time to prioritize this and get it off the ground! She is amazing!"



ALYSSA COE (Plainfield) was nominated by Jaime Brooks because... "Alyssa did a fantastic job with replacing the beyond books collection binder. She took the falling apart one and transferred the contents to 3 brand new binders. She also took the time to separate the collections by item and barcode them and not only decorated the binders, but found a new home for them too. It was a momentous task that needed to be done. Thank You!"

RAY MYSELS (SC—IT) was nominated by Jaci Cooper because... "Ray was given a nearly impossible deadline with getting free printing implemented on both TBS and Comprise machines, while also working on logins and getting everything figured out for our reopening. He did so with such a positive can-do attitude! It was pleasant working with him. I am grateful to have him on our team and, if you are too, he likes M&Ms! *hint* Ha!"

UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., Oct. 15, 2020	4:30 PM	KDL Service + Meeting Center
KDL Budget Work Session	Thurs., Oct. 29, 2020	4:30 PM	KDL Service + Meeting Center
KDL Regular Board Meeting	Thurs., Nov. 19, 2020	4:30 PM	KDL Service + Meeting Center
KDL Regular Board Meeting	Thurs., Dec. 17, 2020	4:30 PM	KDL Service + Meeting Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Weds., Nov. 18, 2020	1:00 PM	KDL Service + Meeting Center



STAFF CHANGES & ANNIVERSARIES

September 2020

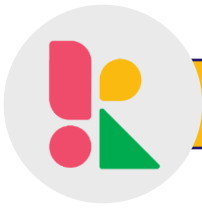
NEW HIRES	POSITION	EFFECTIVE
Yasmeen Shatawi	Shelver – Cascade	September 14
Anna Lauber	Shelver - Cascade	September 14

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Lisa McKelvey	Assistant Branch Librarian Substitute	Assistant Branch Librarian – Kelloggsville/Wyoming	August 24
Rachael Hamlet	Shelver Pool	Shelver – Wyoming	August 31
Alayna Lackey	Shelver Pool	Shelver – Wyoming	August 31
Laura Nawrot	Branch Librarian - Plainfield	Assistant Branch Librarian – Plainfield	September 7
Aubrey Clark	Assistant Branch Librarian – East Grand Rapids	Assistant Branch Librarian Substitute	September 9
Jared Seigel	Patron Services Manager	Branch Librarian – Cascade	September 21

DEPARTURES	POSITION	EFFECTIVE
America DeGraw	Assistant Branch Librarian Substitute	August 3
Pete Lewandoski	Branch Librarian – Kentwood	September 3
Claire Horlings	Development Manager – Service Center	September 4
Melissa Veeneman	Shelver – Krause Memorial	September 23
Stephanie Weaver	Branch Librarian – Cascade	September 30

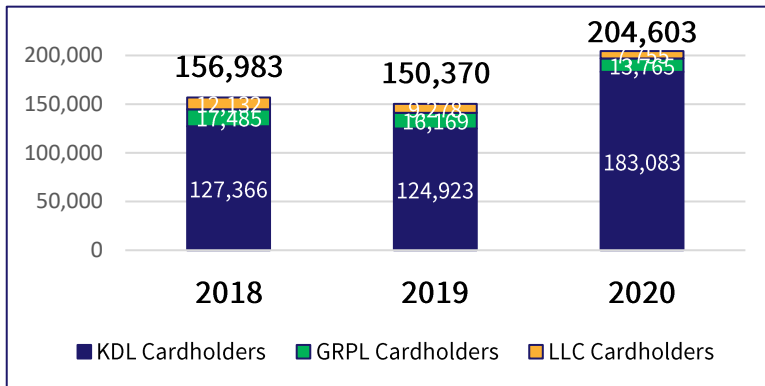
OPEN POSITIONS	TYPE
Assistant Branch Librarian Substitutes	Temporary
Branch Librarian – Walker	Full-time
Fund Development Manager – Service Center	Full-time
Executive Assistant – Service Center	Full-time
Outreach Specialist – Service Center	Full-time
Branch Librarian – Kentwood	Part-time
Assistant Branch Librarian – East Grand Rapids	Part-time
Branch Librarian – Plainfield	Part-time
Shelver – Krause Memorial	Part-time

EMPLOYEE ANNIVERSARIES (OCTOBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Angela Vanderwest	Byron Township	17 years
Angela Mitchell	Collection Services	16 years
Connie Holmes	Kentwood	10 years
Monica Walen	East Grand Rapids	10 years
Amber Hath	Krause Memorial	9 years
Hannah Moeggenborg	Alpine Township	6 years
Ashley Smolinski	Cascade	6 years
Sarah Fox	Kentwood	5 years
Dawn Heerspink	Byron Township	5 years
Heidi Fifield	Spencer Township	4 years
Kaitlin Griggs	Collection Services	4 years
Mariely Velazquez	Wyoming	4 years
Krystine Botsis	Plainfield	3 years
David Fletcher	Plainfield	3 years
Randy Goble	MarCom	3 years
Natalie Karsten	Kentwood	3 years
Virginia Kenyon	Walker	3 years
Bastian Bouman	Wyoming	2 years
Kevin Kammeraad	Bookmobile	2 years
Maria Ramirez	Sub	2 years
Emily Spranger	Finance	2 years
Robin Darling	Sub	1 year
Jennifer Fitzgerald	Kentwood	1 year
Tabitha Frazier	East Grand Rapids	1 year
Caitlin Hickey	Cascade	1 year
Grace Miguel Cipriano	Patron Services	1 year



AUGUST 2020 STATISTICAL SUMMARY

Active Patrons:



Note: KDL closed due to the COVID-19 virus on March 13, 2020. Curbside service began June 15 and limited in-branch hours resumed August 5.

1,817 Accounts Added in August:

- 1,715 New KDL Cardholders (including 227 online-only cards)
- 69 New GRPL Cardholders
- 33 New LLC Cardholders

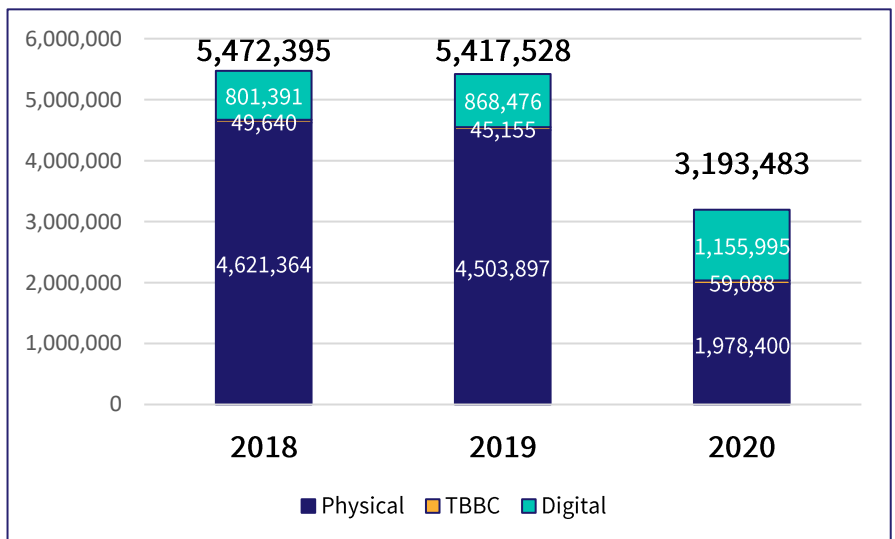
Note: 2020 patron totals include formerly expired accounts that have been reactivated through 2021 to more easily access digital resources, and Library Card Challenge accounts that were added to the KDL cardholder total when that program ended.

Phase 3 of Re-Opening: (Limited In-Branch Hours)

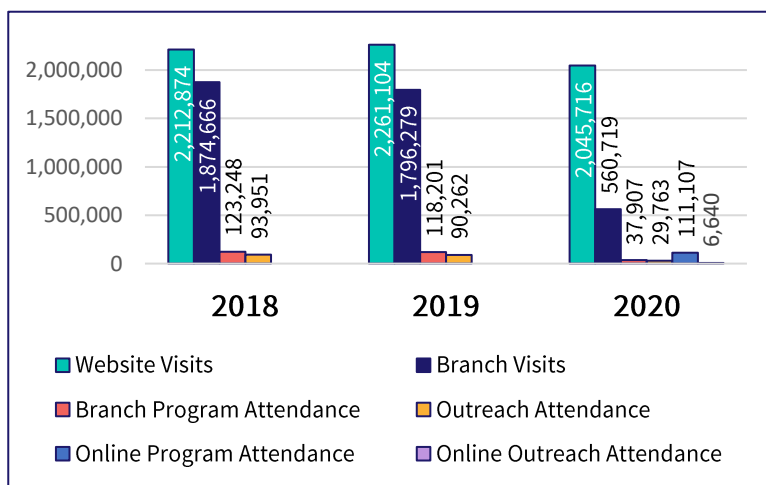
- Checkins: Up 60% from last month; Down 44% from last year
- Holds Filled: Down 23% from last month; Up 18% from last year
- Visitor Count: Down 75% from last year
- Checkouts: Up 59% from last month; Down 46% from last year

(See reverse for more details)

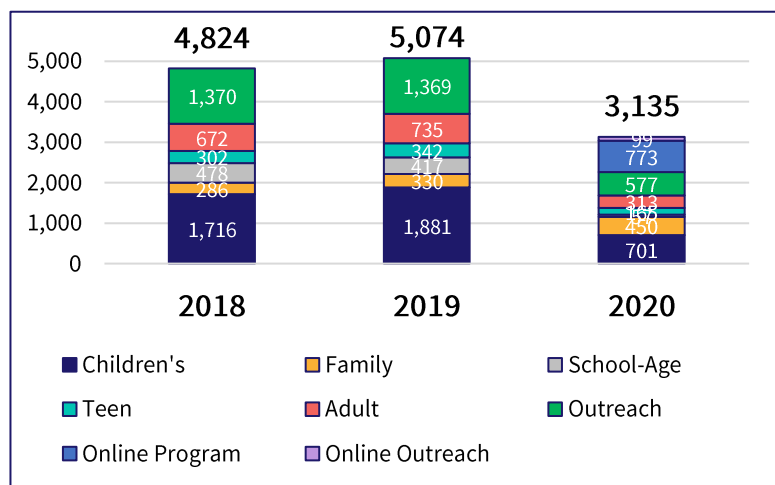
Circulation YTD:



People Served YTD:



Number of Events YTD:

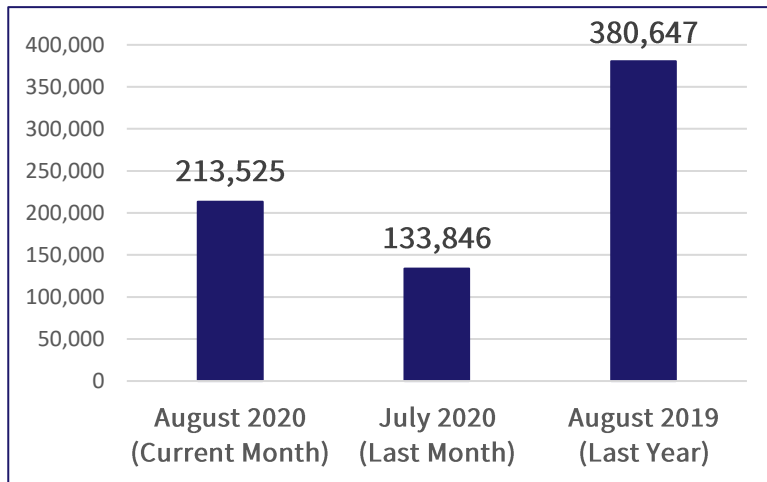




STATISTICS IN-DEPTH: PHASE 3 OF REOPENING

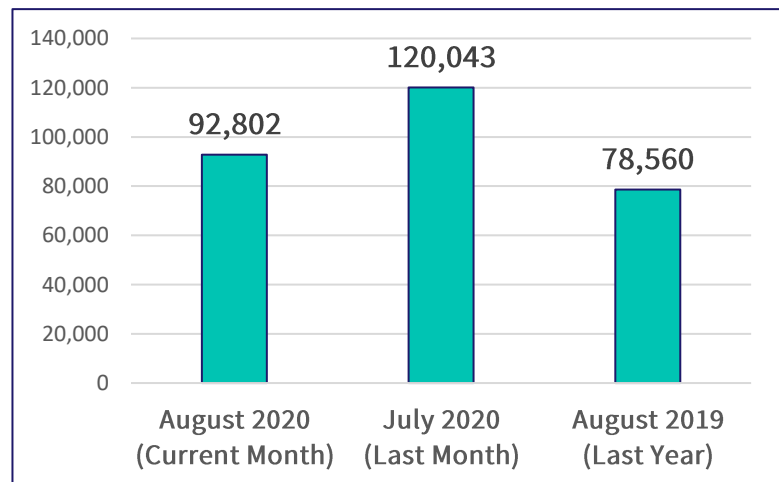
Branches resumed limited in-branch public service hours on **August 5**. How have our basic statistics changed compared to last month (when only curbside service was available) and when compared to “normal operations” last year?

Items Checked In:



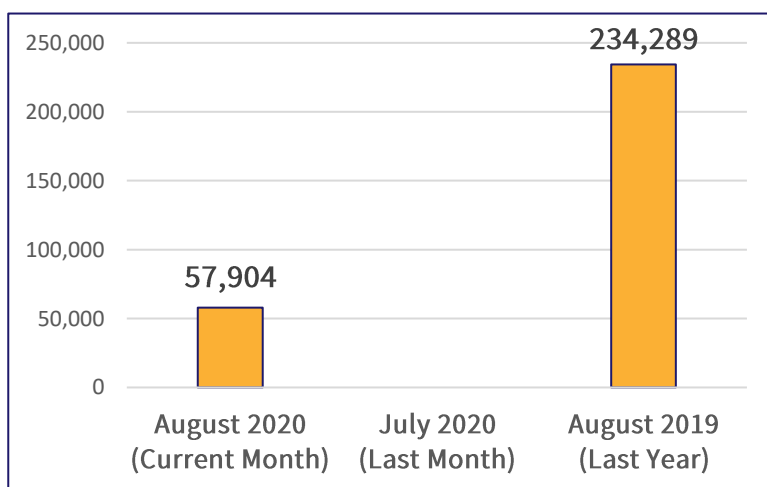
60% more items have been checked in compared to last month, but **44% fewer** compared to the same month last year.

Holds Filled:



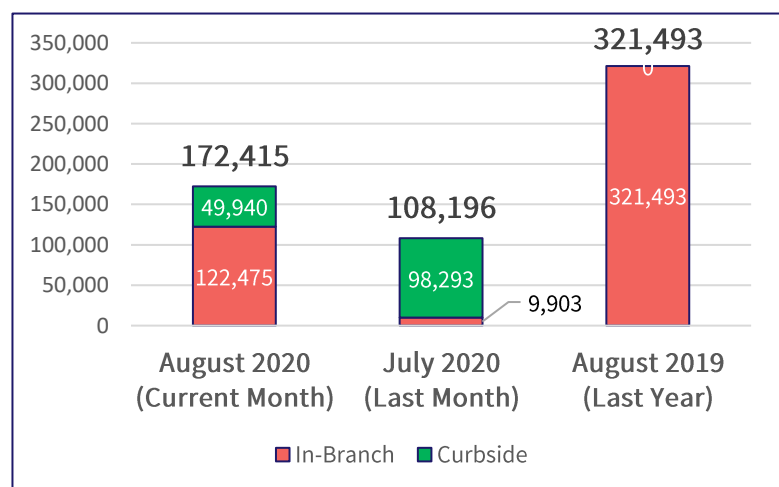
Staff have filled **23% fewer** holds compared to last month (when placing a hold for curbside pickup was the only way to check out items), but **18% more** holds compared to the same month last year.

Visitor Count:



Visitor count is obviously higher than last month (when branches were closed), but still **75% below** the same month last year. (We did have 29,514 curbside users last month, so this month's in-branch visitor count is almost double that amount.)

Items Checked Out:



59% more total items have been checked out since last month (when only curbside was available), but **46% fewer** compared to the same month last year. (Last month's in-branch checkouts represent items checked out by staff.)

Coronavirus Limited In-Branch Services Statistical Overview

Category	Platform	Metrics	August 5 - August 31, 2019	August 5 - August 31, 2020	% Change
Online Programming	Facebook	Total # of Online Programs	N/A	81	N/A
		Live Attendance	N/A	6,124	N/A
		Total Program Views	N/A	23,030	N/A
Digital Collection Use	cloudLibrary (2019) / OverDrive (2020)	eBook Circulation	48,659	64,420	32%
		eAudiobook Circulation	29,289	31,369	7%
		eMagazine Circulation	N/A	1,704	N/A
		New Users	913	1,727	89%
		Collection Size	121,742	139,922	15%
		Total Holds	21,811	42,769	96%
		Average Hold Wait Time (Days)	23	24	4%
	hoopla	eBook Circulation	2,146	4,873	127%
		eAudiobook Circulation	4,231	6,790	60%
		eMusic Circulation	512	787	54%
		eVideo Circulation	1,061	2,233	110%
		New Users	315	283	-10%
	RBDigital	eAudiobook Circulation	592	668	13%
		eMagazine Circulation	4,242	4,069	-4%
		New Users	167	122	-27%
		Collection Size	3,587	3,768	5%
	Freegal	eMusic Downloads	4,201	3,768	-10%
		eMusic Streaming	13,651	11,486	-16%
		New Users	28	20	-29%
	Total	Total Digital Circulation	108,584	132,167	22%
		Total New Users	1,423	2,152	51%
Other Online Use	Databases	Visits	3,685	3,308	-10%
	KDL.org	Visits	102,149	104,999	3%
	Catalog	Visits	83,421	80,924	-3%
	OverDrive site	Visits	N/A	49,689	N/A
	Beanstack	Mission: Read New Registrations	N/A	82	N/A
	Public PC	Logins	30,285	3,520	-88%
	Wifi	Logins	74,789	30,307	-59%
Cardholders / Circulation / Visitor Count	WorkFlows	In-Branch Checkouts	289,180	120,522	-58%
		Curbside Checkouts	N/A	41,160	N/A
		Total Checkouts	289,180	161,682	-44%
		New KDL Cardholders Added	1,624	1,617	0%
		KDL Accounts Active	53,101	37,834	-29%
	Gate Count	Branch Visitor Count	234,289	57,904	-75%
Social Media	(All)	Social Media Followers	49,894	55,880	12%
	Facebook	Facebook Likes	14,982	16,865	13%
Patron Services	Ask KDL	Questions	1,153	1,165	1%
	LibChat	Sessions	69	144	109%
	Phone Calls	Calls Received	6,365	7,782	22%



BOARD OF TRUSTEES ATTENDANCE - 2020

	SHIRLEY BRUURSEMA	ANDREW ERLEWEIN	SHERI GILREATH- WATTS	ALLIE BUSH IDEAM	CHARLES MYERS	TOM NOREEN	CAITIE S. OLIVER	PENNY WELLER
January 16, 2020	<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"/>
February 20, 2020	<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"/>
March 19, 2020								
April 16, 2020	<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 21, 2020	<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 18, 2020				PETER DYKHUIS				
July 16, 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August 20, 2020	<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 17, 2020	<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 15, 2020	<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 19, 2020	<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 19, 2020	<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, 2020	<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 / WEBEX

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE
Meeting held remotely via dial-in connection	4/16		
Meeting held remotely via dial-in connection	5/21		
Caitie S. Oliver	7/16		
Meeting held remotely via dial-in connection	8/20		

Kent
District
Library



POLICY MANUAL

Proposal for Edits

PERSONNEL

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 (~~sexual orientation~~, gender identity, transgender status), height, weight, marital status, ~~sexual orientation~~, disability (~~pregnancy and related medical conditions~~) 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](#).

Per Brian Mortimore: No real changes to policy, but expanded language to be more inclusive and give a broader idea of what KDL as an organization stands for.

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:

- 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, 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.

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

KDL POLICY 6.2

POSITION AUTHORIZATION

LAST REVISED 2.18.16

The Kent District Library Board shall budget annually for staffing resources. The 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 **and required assessments** for a posted vacancy must be submitted via the electronic applicant database and received in the Human Resources Department by the designated deadline.

Per Brian Mortimore: Updated for specificity/clarity.

KDL POLICY 6.2.1.1

INTERNSHIPS

LAST REVISED 2.18.16

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

Interns can serve in the following ways:

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

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

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

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

KDL POLICY 6.2.2

INTERVIEW + SELECTION

LAST REVISED 2.16.12

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

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

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

- discussion with the Kent District 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 Executive Director, the local governmental unit shall have no veto or voting rights regarding the selection of the branch manager.

Per Brian Mortimore: Language will be updated throughout to reflect new KDL role terminology.

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 Executive Director.

The initial employment period may be extended with the approval of the 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 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 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.

KDL POLICY 6.2.6

“ACTING” CAPACITY

LAST REVISED 11.18.10

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

KDL POLICY 6.3

PERSONNEL FILES + EMPLOYEE RECORDS

LAST REVISED 5.19.05

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

The history record for each Library employee shall include the employee's name, address, date of employment, job classification, salary rate, and such other employment information as the 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 Executive Director, the employee's department head or ~~branch manager~~ **Regional 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 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 Executive Director in writing.

KDL POLICY 6.3.2

CONTINUOUS LENGTH OF SERVICE

LAST REVISED 9.17.09

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

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

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

- Disability Leave: First continuous twelve (12) months of such leave.
- Military Leave: Entire period of such legitimate leave.
- Workers' Disability Compensation Leave: First continuous twelve (12) months of such leave.
- Personal Leave: No credit for such leave. However, no loss of previous credit. Exceptions may be authorized by the 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.

- 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 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/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 to the employee which may be in the files of any federal, state, or local criminal justice agency in Michigan or any other states/countries of origin; and/or information as deemed necessary, relevant and applicable to job requirements. Kent District Library will not obtain any type of information from the applicant/employee's personal credit/financial history record.

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

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

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

KDL POLICY 6.4.2

BENEFITS

LAST REVISED 3.21.13

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

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

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

than the face amount of the life insurance policy.

Additional benefits may also be offered at the discretion of the Library. Summary Plan descriptions of all insurance programs are provided to all employees by the Human Resources Department.

KDL POLICY 6.4.3

SICK LEAVE

LAST REVISED 3.21.13

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

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

KDL POLICY 6.4.4

SICK TIME PAYMENT

LAST REVISED 3.21.13

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

- When it is established to the Library's satisfaction that an employee is incapacitated from the safe performance of his/her job duties because of sickness or injury. No sick leave/PTO will be granted for minor ailments which would not affect the safety of the employee, other persons, or property while performing the job duties. Sick leave/PTO will not be granted to a terminating employee after the last day worked.
- Sick leave/PTO may be granted when unusual situations or emergencies exist in the employee's immediate family. Such leave must be approved by the department head or branch manager.
- Sick leave/PTO may be granted for necessary doctor/dental appointments. Except in the case of an emergency, such leave must be approved by the department head or branch manager in advance.
- An employee who retires under the Kent District Retirement Plan and who has on the date of his or her retirement an accumulated and unused sick leave balance of 240 hours (i.e., the equivalent of 30 days) or more, shall receive one-thousand dollars (\$1,000) upon retirement.

KDL POLICY 6.4.5

DISABILITY LEAVE OF ABSENCE

LAST REVISED 5.19.05

A disability leave of absence will not be granted for a period longer than one (1) year, except that in special circumstances an employee may, at the discretion of the Library, be granted disability leave for a period of up to two (2) years with approval of the supervisor and the 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.

KDL POLICY 6.4.6

WORKERS' DISABILITY COMPENSATION SUPPLEMENTAL PAY

LAST REVISED 10.24.19

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



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present testimony on his/her behalf. The 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.

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 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~~ within six (6) months after each death of 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 (2) days without charge to sick leave/Paid Time Off (PTO). The remaining two (2) days will be charged to sick leave/PTO. ~~In the event that the employee has no spouse, they will be able to name one person for whom they will receive this special benefit of five (5) days off.~~
- 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.

Per Brian Mortimore: Language updated to reflect existing policy, as well as to clarify some details which might be vague or left up to interpretation.

KDL POLICY 6.7.5

FAMILY + 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 period 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 of incapacity due to pregnancy.

Routine preventative physical and dental exams are excluded.

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

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

- D. Payment of Accrued Benefit Time – Ordinarily, FMLA leave is unpaid. However, depending upon the purpose for the leave, certain kinds of accrued paid benefit time off of work may be applied to the FMLA leave at either the employee's or the Library's option. All paid leaves can be applied to any unpaid FMLA leave relating to birth, placement of a child for adoption or foster care, or care for a family member. The Library will require applying accrued paid leaves to FMLA leave. However, employees may request to retain up to one-half (1/2) of their accrued vacation time/Paid Time Off (PTO) as of the date the Family and Medical Leave began. Such requests must be made in writing prior to the commencement of the leave unless the employee is

prohibited from doing so because of an emergency.

- E. FMLA Notification Requirements – An employee must give the Library at least thirty (30) days advance notice when the leave is foreseeable. If this is not possible, or the need for the leave is not foreseeable, then notice is to be given as soon as practicable. When requesting any leave (including sick leave, personal leave, personal days, and vacation), an employee must provide sufficient information to the Library to establish a qualifying reason for the leave so the Library is aware of the employee's entitlement, if any, to FMLA leave. An employee using other paid leave for FMLA leave purposes who seeks to extend the leave for FMLA leave purposes must advise the Library of the reasons before any extension.

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

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

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

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

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

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

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

Kent District Library also adheres to temporary leave laws such as these, which may be enacted into law during times of emergency.

Per Brian Mortimore: With consideration of Post-COVID nuances surrounding FMLA, new language has been added to account for any abrupt or unforeseen changes that may affect FML and other forms of leave in times of emergency.

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 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 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 Executive Director. Paid personal leave for educational purposes may be granted by the 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 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, and the Employee's Birthday.

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

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

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

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

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

KDL POLICY 6.8

TRANSPORTATION REIMBURSEMENT

LAST REVISED 12.19.02

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

KDL POLICY 6.8.1

HONORARIA

LAST REVISED 12.19.02

Kent District Library staff members requested to speak at job-related meetings or workshops are encouraged to do so. Formal presentation proposals must be approved by the 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 Executive Director.

KDL POLICY 6.9

DRUG-FREE WORKPLACE

LAST REVISED 11.19.09

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 Executive Director. Any individual represented by these functions may serve as a complaint investigator.

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

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

KDL POLICY 6.12

BOARD MEMBER COMPENSATION

LAST REVISED 12.19.02

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

KDL POLICY 6.13

CONFERENCE ATTENDANCE—BOARD + STAFF

LAST REVISED 12.19.02

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

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

KDL POLICY 6.14

VOLUNTEERS

MOVED 12.20.18

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

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

KDL POLICY 6.14.1

VOLUNTEER BACKGROUND VERIFICATION

MOVED 12.20.18

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

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

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

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

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

final decision resting with the 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.



BOARD OF TRUSTEES ISSUE ANALYSIS

INTRO

AGENDA ITEM FOR CONSIDERATION: RFP for the Design and Production of Interactive Early Learning Spaces

BOARD MEETING DATES: September 17, 2020 (first reading); October 15, 2020 (second reading)

TIMELINE: Pilot Program commencement immediately after Board approval

BUDGET LINE ITEM(S): Capital Outlay

TOTAL ESTIMATED COST: 2020 expenses not to exceed \$80,000

PURPOSE

The early learning spaces in our branches are some of the most loved and utilized areas in KDL branches; however, Kent District Library's current early learning space concept has not been updated or modified since its creation over ten years ago. Maintenance needs and new trends in early childhood learning have inspired the Library to shift and grow early learning spaces from traditional toy-based playrooms into dynamic learning spaces intentionally designed to encourage exploration and discovery. Therefore, Kent District Library recommends hiring Renegade by Custer to design and produce unique furniture pieces for the early learning spaces at four pilot branches where they will test the new concept before expanding to other branches throughout the system.

OVERVIEW/NEEDS/BACKGROUND INFO

An early learning space project team (led by Abby D'Addario, Anjie Gleisner and Lindsey Dorfman) worked closely with the Library's Early Literacy Workgroup and the Grand Rapids Children's Museum over the past two and a half years to research and develop a new concept for the Library's early learning spaces.

The goal of this initiative is to create learning spaces that contain exploratory objects, toys and activities intentionally designed to help young children get ready to read by encouraging exploration and discovery. Inspired by early childhood educational philosophies espoused by Reggio Emilia, Waldorf and Montessori, these spaces will promote curiosity and wonder, spark imagination and encourage a lifetime of learning.

Kent District Library sought proposals from both design and construction firms to design or recommend furniture pieces for this new concept. The request for proposal was published and advertised in MLive, posted on the KDL website and sent to several previously known design and construction firms. A total of two (2) proposals were received. The two vendors were invited to interview with a committee of Kent District Library stakeholders, including representatives from the library branches, Leadership Team and Finance department.

BENEFITS

Renegade by Custer provides unique, custom services that will meet the needs of each individual branch while still maintaining Kent District Library's brand and image. They were able to capture the stated vision in their proposed design with unique pieces that can fit small, medium and large branches.

Renegade by Custer is a Grand Rapids-based company with a team of local carpenters who are able to create just about anything to meet the needs of KDL and are able to make changes to furniture pieces that may not be up to KDL's standards during and after the pilot process in 2021.

Jody Poole, designer at Renegade by Custer, will provide all design services along with a site visit to each branch to assist with furniture selection and layout.

DISADVANTAGES

Renegade by Custer is a new company without any experience in library design; however, they have designed custom furniture and installations that are heavily used by children. Other local clients include the Grand Rapids Children's Museum and Bronson Methodist Hospital.

There was originally a one-year (parts and labor) warranty on all of their pieces. After a year, they were to work with the Library to fix or replace broken pieces with a potential associated cost for this work. Due to COVID-19 and the possibility of children not being able to play on these structures for months, Custer has agreed to start the actual warranty after the six-month pilot program is complete, essentially extending the warranty to 18 months.

COST

RFP Cost Comparison (one of each piece requested in RFP)

Vendor	Total Cost
Renegade by Custer	\$45,769
Library Design Associates	\$90,898

Pilot Cost Comparison (estimate based on preliminary assessment of pilot branches)

Vendor	Estimated Pilot Cost
Renegade by Custer	\$60,000
Library Design Associates	\$160,000

The project team estimated which pieces and how many of each piece all pilot branches may need. The estimated pilot cost was calculated based on these numbers. Actual piece quantity and type will be determined after the vendor completes the space planning for each branch. At this point, the Library anticipates that the total cost of the pilot will not exceed \$80,000.

A 2020 budget amendment using the fund balance and increasing budgeted expenditures by \$80,000 will be required. The Capital Outlay budget line item would be increased with this amendment.

Branch managers will budget for their respective play spaces based on size in their 2021 budgets. The total project is estimated at \$350,000: \$80,000 for 2020 using capital outlay and \$270,000 within the operating special projects budget.

ADDITIONAL INFORMATION

Wyoming, Byron and Alto will be acting as pilot branches and were selected based on size representation (small, medium, large) and because staff at these branches have close ties to the Early Literacy Workgroup. The original plan was to pilot at three branches for a total not to exceed \$60,000; however, due to COVID-19, the project was paused and the timeline was compromised. Now, the pilot will begin as play space needs are being considered for the Ada branch. Rather than purchasing outright or getting interim furniture and toys for the Ada learning and play area, the best option is to incorporate the new branch into the pilot. Custer has agreed to incorporate the fourth branch for a pilot and has additionally agreed to waive the associated design fees.

If any Board Trustees are interested in viewing the specifications and renderings submitted by Renegade, please email project lead Abby D'Addario (adaddario@kdl.org) or Jaci Cooper (jcooper@kdl.org).

IMPLEMENTATION

Phase 1: Consultation, Planning, Selection

- Selected vendor will work with four pilot branches (one small, two medium, and one large) to provide consultation on space planning and choose appropriate pieces (through end of 2020).

Phase 2: Pilot Program

- During the six-month pilot program, Kent District Library staff will determine with which pieces to move forward with based on a list of criteria developed by branch staff (January 2021 through June 2021).

Phase 3: Implementation

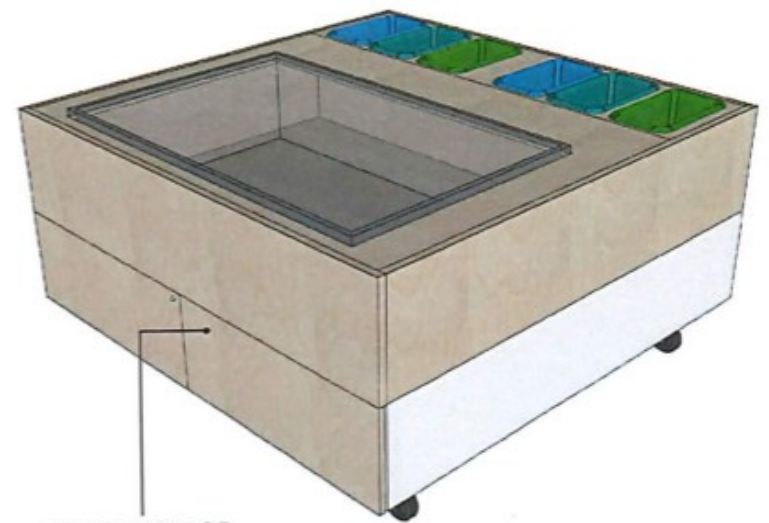
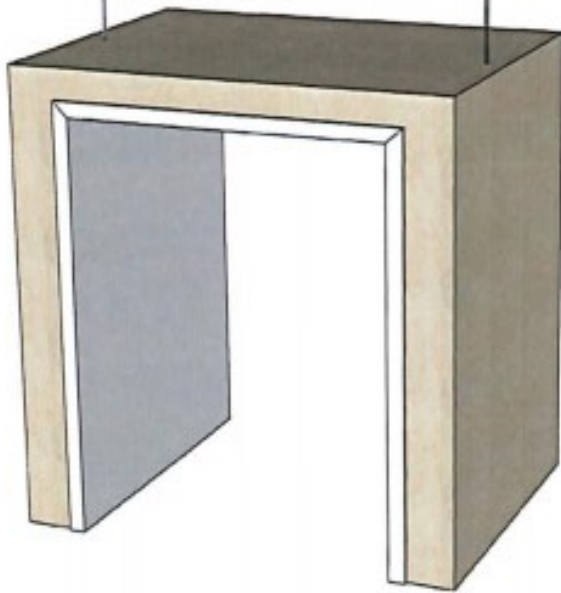
- Selected vendor(s) will provide additional consultation on space planning and construction of selected items for all 20 Kent District Library branches, at which point the exact number of each piece to be purchased will be determined and after which another issue analysis with updated information and, if necessary, budget amendment will be presented to the Board of Trustees for approval (beginning July 2021).

RECOMMENDATION

Based on the provided information, KDL recommends that Renegade by Custer be contracted to plan, design and produce items for the Interactive Early Literacy Learning spaces in four pilot branches for an amount not to exceed \$80,000.

Document History:

1. First Draft – Emily Spranger, Abby D'Addario, Jaci Cooper
2. Revision – Lindsey Dorfman, Anjie Gleisner, Laura Powers
3. Final Draft – Lance Werner, Jaci Cooper, Katie Blakeslee

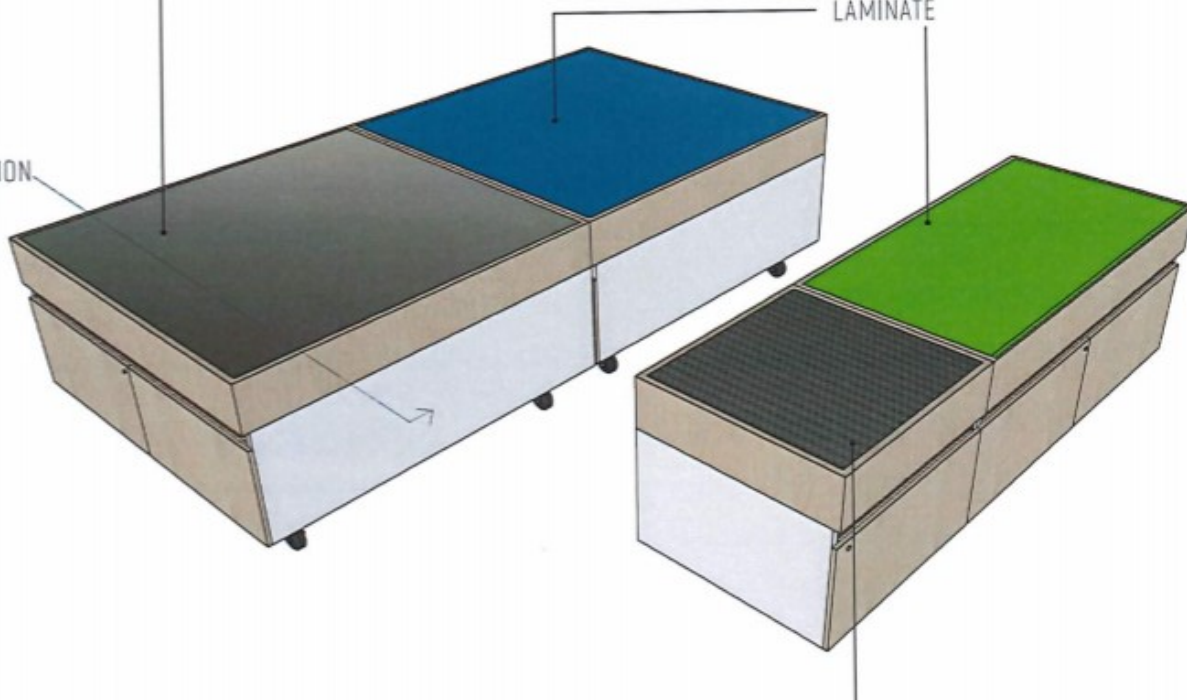


ALLOWER STORAGE
ACCOMMODATE TABLE LINER

MAGNETIC- COLD ROLLED
STEEL TOP

LAMINATE

SECTION













2021 BOARD OF TRUSTEES MEETING DATES

DATE	TIME	LOCATION	GUEST
Thursday, January 21, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, February 18, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	Walker
Thursday, March 18, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, April 15, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	Rockford
Thursday, May 20, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, June 17, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	Comstock Park
Thursday, July 15, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, August 19, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	East Grand Rapids
Thursday September 16, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, October 14, 2021 <i>Regular Board Meeting</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	Grandville
Thursday, October 28, 2021 <i>Budget Work Session</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, November 18, 2021 <i>Includes Budget Hearing</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	Kentwood
Thursday, December 16, 2021 <i>Includes Director's Evaluation</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~

*The "GUEST" Column indicates a special presentation from the specified Regional Branch Manager.



2021 PLANNED BRANCH & SYSTEM CLOSINGS

HOLIDAY CLOSINGS

New Year's Day	Friday	January 1	All locations closed
*Easter Sunday	Sunday	April 4	All locations closed
Memorial Day	Monday	May 31	All locations closed
*Independence Day (Observed)	Monday	July 5	All locations closed
Labor Day	Monday	September 6	All locations closed
Thanksgiving Day	Thursday	November 25	All locations closed
Christmas Day (Observed)	Thursday	December 23	Service Center closed
Christmas Eve	Friday	December 24	All locations closed
Christmas Day	Saturday	December 25	All locations closed
New Year's Eve	Friday	December 31	All locations will close at 5:00 pm

**Unpaid KDL Holiday*

BRANCH IN-SERVICES

In-service dates are forthcoming and will be dependent on the circumstances surrounding COVID-19.

OTHER CLOSING NOTES

There is no All Staff scheduled for 2021.

All locations closed on Sundays from Memorial Day weekend through Labor Day weekend May 31, 2021 through September 6, 2021.