

Kent
District
Library



-10-

BOARD OF TRUSTEES
MEETING PACKET

OCTOBER 2020



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Held via remote connection per restrictions set forth by the Kent County Health Department.

DATE & TIME

Thursday, October 15, 2020 at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: September 17, 2020

4. LIAISON REPRESENTATIVE COMMENTS

5. PUBLIC COMMENTS**

6. FINANCE REPORTS – September 2020*

7. LAKELAND LIBRARY COOPERATIVE REPORT

8. DIRECTOR'S REPORT – September 2020

9. NEW BUSINESS

- A. 2020 Literary Libations Overview
- B. 2020 Director's Evaluation Process
- C. Policy Manual—Section 6: Personnel—*Second Reading**
- D. 2021 Board of Trustees Meeting Schedule*

10. LIAISON REPRESENTATIVE COMMENTS

11. PUBLIC COMMENTS**

12. BOARD MEMBER COMMENTS

13. MEETING DATES

- Special Budget Meeting: Thursday, Oct. 29, 2020 – Remote online connection, 4:30 PM
- Regular Meeting & Budget Approval: Thursday, Nov. 19, 2020 – KDL Service Center, 7:00 PM

14. ADJOURNMENT*



BOARD OF TRUSTEES

LOCATION

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

DATE + TIME

Thursday, September 17, 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, Abby D'Addario, Randy Goble, Brian Mortimore, Kip Odell, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: Bill Brinkman, Tim Emmitt

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:30 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

A. Approval of Agenda

B. Approval of Minutes: August 20, 2020

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

Support: Supported by Mr. Myers.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – Plainfield Township Treasurer gave the following update:

- Mr. Brinkman was reappointed as treasurer in the last election. He read a congratulatory letter from the board of directors and mentioned that Governor Gretchen Whitmer sent him a congratulatory email. This currently makes him the oldest public treasurer ever elected in the United States and Canada.

5. PUBLIC COMMENTS** – None.

6. FINANCE REPORTS – August 2020*

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

- Cash appears to be down \$3M over the previous year, but this is because 2019 had a transfer in process that makes those figures appear inflated by \$3M. Also not shown is an \$11M transfer to Atlanta Capital, which will take a small amount of time to go through.
- KDL is 67% through the fiscal year, has received approximately 94% of budgeted annual revenues and has spent approximately 58% of budgeted expenditures. In some areas, the Library appears to be over budget, but in other areas appears to be under budget. This is due to the fluctuating circumstances of spending around COVID-19.
- The largest checks written for the month of August were to Overdrive for \$200K to increase KDL's online collection and to Priority Health for approximately \$125K to cover staff medical insurance.
- August had one voided check due to non-receipt by the vendor. A replacement check was issued to the vendor in September.

Motion: Mr. Noreen moved to receive and file August 2020 finance reports as presented.

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

7. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the September 10, 2020 virtual meeting:

- Lobbyists from MLA report that there should be no expected changes to state funding for 2021 and there are currently no major concerns about federal support from the Library of Michigan.
- While cataloguing staff continue to work from home, many other libraries in the co-op have started re-opening their doors.
- Remodeling at LLC headquarters has been completed.
- LLC Budgets for the 2021 year have been approved.

8. DIRECTOR'S REPORT – August 2020

- Director Werner reports that KDL received an outstanding pool of candidates for both the executive assistant and fund development manager positions, which will hopefully be filled within the next few months.
- Grandville renovations are coming along nicely, as well as continued work on Ada.
- KDL branches will be returning to normal hours of operation on Monday, September 21.
- In the interest of continued health and safety, all board meetings in the month of October are scheduled to be online.
- The Virtual Literary Libations for 2020 went off without a hitch. There was a good turnout and many positive comments. Mr. Werner specifically thanked Claire Horlings, Randy Goble and the entire Marketing and Communications team, along with Catherine Behrendt, for all of the work that went into the event and is proud of how quickly the organization was able to move the gala online.
- KDL on-boarded many new library cardholders in the month of August. The Library is excited to see these statistics continuing to grow, even in the midst of global pandemic.

The board asked questions of staff and staff responded.

9. NEW BUSINESS

A. Presentation: 2021-2023 Strategic Plan Wrap Up

Director of Projects & Planning Jaci Cooper gave a rundown of the work that has been done on the Strategic Plan beginning in January 2020. Leadership was pleasantly surprised to find that COVID-19 did not necessarily derail KDL's strategic direction; rather, it reinforced many decisions that had already been made.

B. Policy Manual—Section 6: Personnel—*First Reading**

Mr. Mortimore gave a rundown of the changes made to the section in the interest of clarity. Chair Bruursema requested that the section again be re-presented on the October 2020 agenda.

C. Issue Analysis: KDL Playspaces—*First Reading**

Jaci Cooper and Abby D'Addario gave a short presentation on the need for adapting safer, more durable and more interactive playspaces into the KDL libraries in order to better support the Library's philosophy surrounding movement and learning. Ms. Cooper and Ms. D'Addario recommend hiring Renegade by Custer for a four-branch pilot of the play space furniture.

Motion: Ms. Oliver moved to approve Renegade by Custer to furnish and design the new play spaces as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

D. 2021 Board of Trustees Meeting Schedule*

Ms. Oliver pointed out that the time listed for the November 2021 budget hearing was listed incorrectly. Chair Bruursema requested a revision be made and the schedule re-presented on the October 2020 agenda.

E. 2021 Planned System Closings Schedule*

Motion: Ms. Oliver moved to approve the 2021 Planned System Closing schedule as presented.

Support: Supported by Ms. Weller

RESULT: Motion carried.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** - None.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema thanked everyone at KDL for the cards, flowers, visits and phone calls following the death of her husband and shared that it has been an especially hard time for her and her family. She was happy that the weather cooperated for the funeral and was touched to have Lance Werner attend.

Mr. Dykhuis – Mr. Dykhuis shared in the condolences for Ms. Bruursema's loss. He also shared that he was able to attend the virtual gala and thought it went great, with the author presentations being especially effective in a virtual format.

Mr. Erlewein – Mr. Erlewein expressed his condolences for Ms. Bruursema's loss.

Ms. Gilreath-Watts – Ms. Gilreath-Watts is glad to see everyone's smiling faces, even if it's over a computer screen, and offered her continued support to Ms. Bruursema at this time.

Mr. Myers – Mr. Myers expressed deep regret over the loss of Ms. Bruursema's husband. Additionally, he is excited about KDL's virtual All Staff taking place at the beginning of December.

Mr. Noreen – Mr. Noreen watched the gala and thought it was great. He also sends his condolences to Ms. Bruursema at this time.

Ms. Oliver – Ms. Oliver thought the EDI work done at the last Board Retreat was great and would like to continue these efforts by doing a related book study as a board, suggesting this could be something they discuss moving forward with in the future. She is happy to see branches physically open to the public. Additionally, she'd like to give a round of applause to the finished strategic plan and to the hard work that went into creating it.

Ms. Weller – Ms. Weller congratulated Randy Goble and thanked him for the musical talents he shared with his fellow musicians at the Literary Libations Gala. She loved the virtual speakers and was thoroughly impressed with the event. Ms. Weller also shared that she's been thinking of Ms. Bruursema during this difficult time. Lastly, she thanked Jaci Cooper and the entire Leadership Team for all of their work on the Strategic Plan and for everything else they do.

13. MEETING DATES

Regular Meeting: Thursday, October 15, 2020 – KDL Service & Meeting Center, 4:30 PM.

Budget Work Session: Thursday, October 29, 2020 – KDL Service & Meeting Center, 4:30 PM.

14. ADJOURNMENT*

Motion: Ms. Weller moved for adjournment at 5:46 PM.

Support: Supported by Mr. Myers.

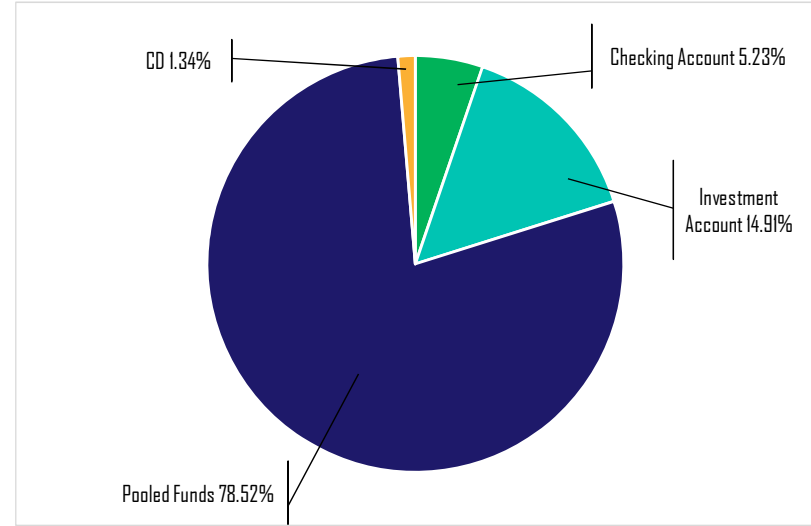
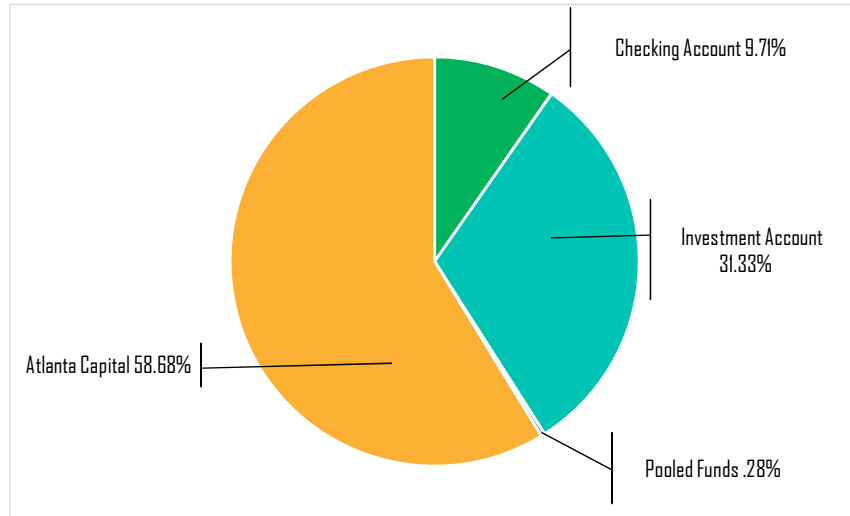
RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Monthly Cash Position Per Bank Month ended September 30



| 2020 | | |
|-------------------------------|--------|------------------------|
| Account | Rate | Amount |
| Huntington Checking Account | 0.000% | \$1,957,403.18 |
| Huntington Investment Account | 0.049% | \$6,317,283.52 |
| *Kent County Pooled Funds | 0.907% | \$56,366.24 |
| Atlanta Capital Investments | | \$11,862,817.27 |
| | | <u>\$20,193,870.21</u> |

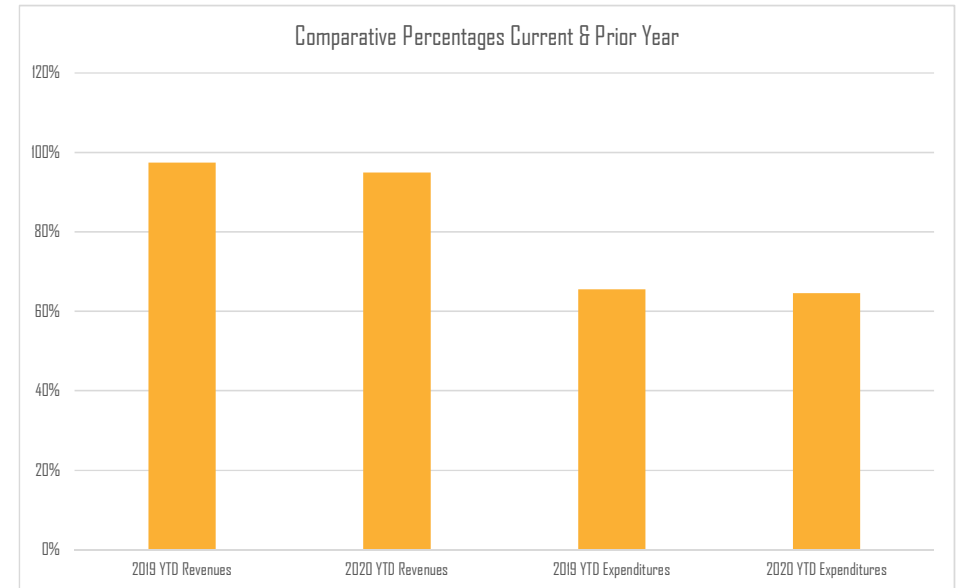
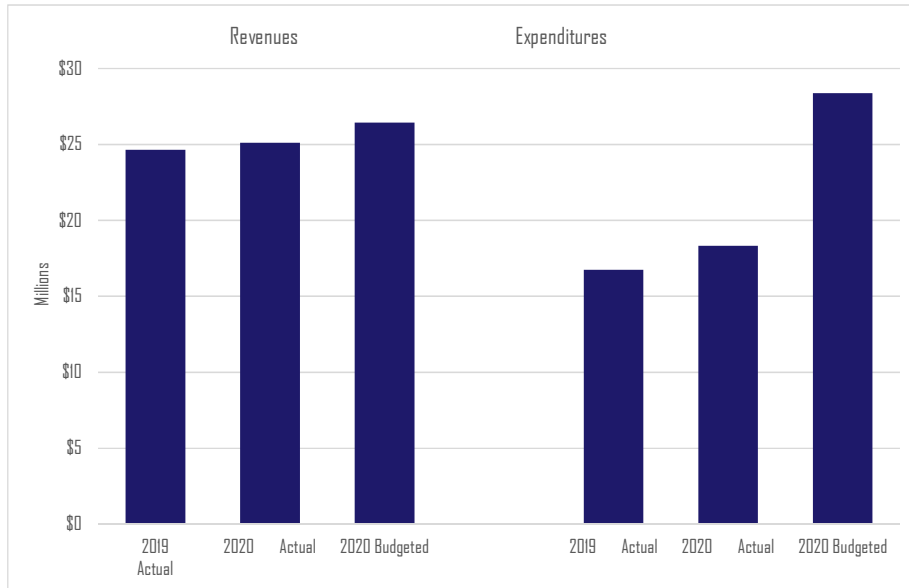
| 2019 | | |
|-------------------------------|--------|------------------------|
| Account | Rate | Amount |
| Huntington Checking Account | 0.400% | \$1,047,842.95 |
| Huntington Investment Account | 1.491% | \$2,983,531.04 |
| *Kent County Pooled Funds | 2.213% | \$15,715,226.89 |
| First National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

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended September 30



Budget to Actual with Prior Year Comparison

Revenues

| | | |
|---------------|----|------------|
| 2019 Actual | \$ | 24,644,760 |
| 2020 Actual | \$ | 25,112,112 |
| 2020 Budgeted | \$ | 26,447,698 |

Expenditures

| | | |
|---------------|----|------------|
| 2019 Actual | \$ | 16,762,301 |
| 2020 Actual | \$ | 18,340,349 |
| 2020 Budgeted | \$ | 28,378,552 |

Comparative Percentages Current & Prior Year

Account

| Account | Amount |
|-----------------------|--------|
| 2019 YTD Revenues | 97.5% |
| 2020 YTD Revenues | 95.0% |
| 2019 YTD Expenditures | 65.6% |
| 2020 YTD Expenditures | 64.6% |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2020 Through 9/30/2020
(In Whole Numbers)

| | YTD Actual | 2020 Amended Budget | 2020 Amended Budget to Actual Variance | Percent Remaining |
|---|------------|------------------------|--|----------------------|
| Revenues | | | | |
| Property Taxes | 23,202,708 | 23,331,338 | (128,630) | (1)% |
| Penal Fines | 619,366 | 795,000 | (175,634) | (22)% |
| Charges for Services | 38,390 | 138,000 | (99,610) | (72)% |
| Interest Income | 127,849 | 302,500 | (174,651) | (58)% |
| Public Donations | 224,332 | 437,020 | (212,688) | (49)% |
| Other Revenue | 452,907 | 549,700 | (96,793) | (18)% |
| State Sources | 446,560 | 894,140 | (447,580) | (50)% |
| Total Revenues | 25,112,112 | 26,447,698 | (1,335,586) | (5)% |
| Expenditures | | | | |
| Salaries and Wages | 8,739,400 | 12,666,513 | 3,927,113 | 31 % |
| Employee Benefits | 2,509,075 | 3,927,954 | 1,418,879 | 36 % |
| Collections - Digital | 1,789,832 | 1,849,223 | 59,391 | 3 % |
| Collections - Physical | 1,353,409 | 2,673,390 | 1,319,981 | 49 % |
| Supplies | 678,346 | 970,578 | 292,232 | 30 % |
| Contractual and Professional Services | 854,745 | 1,520,083 | 665,337 | 44 % |
| Programming and Outreach | 173,336 | 327,453 | 154,117 | 47 % |
| Maintenance and Utilities | 1,194,457 | 1,998,906 | 804,449 | 40 % |
| Staff Development | 99,226 | 371,025 | 271,799 | 73 % |
| Board Development | 125 | 25,280 | 25,155 | 100 % |
| Other Expenditures | 528,083 | 963,296 | 435,213 | 45 % |
| Capital Outlay | 420,315 | 1,084,852 | 664,537 | 61 % |
| Total Expenditures | 18,340,349 | 28,378,552 | 10,038,203 | 35 % |
| Excess Revenue Over (Under) Expenditures | 6,771,763 | (1,930,854) | 8,702,617 | (451)% |

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 9/1/2020 Through 9/30/2020
(In Whole Numbers)

YTD Actual

| | |
|---|---------|
| Expenditures | |
| Salaries and Wages | 4,680 |
| Employee Benefits | 1,170 |
| Maintenance and Utilities | 900 |
| Other Expenditures | 1,876 |
| Total Expenditures | 8,626 |
| Excess Revenue Over (Under) Expenditures | (8,626) |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2020 Through 9/30/2020
(In Whole Numbers)

| | YTD Ending September 30, 2019 | YTD Ending September 30, 2020 | Total Variance |
|--|----------------------------------|----------------------------------|----------------|
| Revenues | | | |
| Property Taxes | 22,119,843 | 23,202,708 | 1,082,865 |
| Penal Fines | 787,989 | 619,366 | (168,623) |
| Charges for Services | 157,874 | 38,390 | (119,485) |
| Interest Income | 260,255 | 127,849 | (132,406) |
| Public Donations | 260,301 | 224,332 | (35,969) |
| Other Revenue | 615,547 | 452,907 | (162,640) |
| State Sources | 442,951 | 446,560 | 3,609 |
| Total Revenues | 24,644,760 | 25,112,112 | 467,352 |
| Expenditures | | | |
| Salaries and Wages | 8,185,842 | 8,739,400 | 553,558 |
| Employee Benefits | 2,423,296 | 2,509,075 | 85,779 |
| Collections - Digital | 1,201,915 | 1,789,832 | 587,917 |
| Collections - Physical | 1,519,149 | 1,353,409 | (165,739) |
| Supplies | 384,297 | 678,346 | 294,049 |
| Contractual and Professional Services | 929,092 | 854,745 | (74,347) |
| Programming and Outreach | 203,458 | 173,336 | (30,121) |
| Maintenance and Utilities | 1,259,358 | 1,194,457 | (64,901) |
| Staff Development | 108,511 | 99,226 | (9,286) |
| Board Development | 8,568 | 125 | (8,443) |
| Other Expenditures | 449,979 | 528,083 | 78,104 |
| Capital Outlay | 88,836 | 420,315 | 331,479 |
| Total Expenditures | 16,762,301 | 18,340,349 | 1,578,048 |
| Excess Revenue Over (Under) Expenditures | 7,882,459 | 6,771,763 | (1,110,696) |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2020 Through 9/30/2020
(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 | 2,603 | 23,008,455 | 23,128,111 | (119,656) | (1)% |
| 4412 Delinquent personal property taxes | 179 | 7,146 | 25,000 | (17,854) | (71)% |
| 4432 DNR - PILT | 31,705 | 48,552 | 14,000 | 34,552 | 247 % |
| 4437 Industrial facilities taxes | 0 | 138,556 | 164,227 | (25,672) | (16)% |
| Total Property Taxes | 34,486 | 23,202,708 | 23,331,338 | (128,630) | (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 | 32 | 24,274 | 100,000 | (75,726) | (76)% |
| 4660 Other Patron Fees | 42 | (477) | 5,000 | (5,477) | (110)% |
| 4685 Materials replacement charges | 1,917 | 14,593 | 33,000 | (18,407) | (56)% |
| Total Charges for Services | 1,991 | 38,390 | 138,000 | (99,610) | (72)% |
| Interest Income | | | | | |
| 4664 Interest Earned on Restricted Investments | 44 | 531 | 0 | 531 | 0 % |
| 4665 Interest earned on deposits and investments | 5,305 | 125,359 | 300,000 | (174,641) | (58)% |
| 4666 Interest Earned - Property Taxes | 72 | 1,958 | 2,500 | (542) | (22)% |
| Total Interest Income | 5,421 | 127,849 | 302,500 | (174,651) | (58)% |
| Public Donations | | | | | |
| 4673 Restricted donations | 71,645 | 213,181 | 157,020 | 56,161 | 36 % |
| 4674 Unrestricted donations | 358 | 11,151 | 280,000 | (268,849) | (96)% |
| Total Public Donations | 72,003 | 224,332 | 437,020 | (212,688) | (49)% |
| Other Revenue | | | | | |
| 4502 Universal Service Fund - eRate | 138,610 | 401,367 | 515,200 | (113,833) | (22)% |
| 4583 Contributions from public schools | 0 | 25,000 | 25,000 | 0 | 0 % |
| 4651 Admission/Entry fees | (1) | (1) | 0 | (1) | 0 % |
| 4667 Building rental | 0 | 630 | 5,000 | (4,370) | (87)% |
| 4668 Royalties | 126 | 2,320 | 4,500 | (2,180) | (48)% |
| 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 | 0 | 310 | 0 | 310 | 0 % |
| 4688 Miscellaneous | 190 | 1,253 | 0 | 1,253 | 0 % |
| 4690 CARES Act - Emergency Sick Leave Credit | 1,689 | 6,364 | 0 | 6,364 | 0 % |
| Total Other Revenue | 140,613 | 452,907 | 549,700 | (96,793) | (18)% |
| 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 | 0 | 88,726 | 89,000 | (274) | (0)% |
| 4549 Personal Property tax reimbursement | 0 | 0 | 450,000 | (450,000) | (100)% |
| Total State Sources | 0 | 446,560 | 894,140 | (447,580) | (50)% |
| Total Revenues | 254,515 | 25,112,112 | 26,447,698 | (1,335,586) | (5)% |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2020 Through 9/30/2020
(In Whole Numbers)

| | Current Month | 2020 YTD | 2020 Amended Budget | 2020 Amended Budget to Actual Variance | Percent Remaining |
|--|---------------|-----------|---------------------|--|-------------------|
| Expenditures | | | | | |
| Salaries and Wages | | | | | |
| 5700 Board Stipend | 240 | 1,830 | 3,720 | 1,890 | 51 % |
| 5706 Extra duty stipends | 50 | 3,900 | 6,500 | 2,600 | 40 % |
| 5710 Contra Salaries and Wages - Consulting Admin | (520) | (4,680) | 0 | 4,680 | 0 % |
| 5713 Salary & Wages | 920,612 | 8,738,350 | 12,656,293 | 3,917,943 | 31 % |
| Total Salaries and Wages | 920,382 | 8,739,400 | 12,666,513 | 3,927,113 | 31 % |
| Employee Benefits | | | | | |
| 5709 FICA | 66,741 | 645,263 | 963,936 | 318,673 | 33 % |
| 5717 Defined Contribution Pension Plan Contributions | 35,434 | 334,679 | 688,178 | 353,499 | 51 % |
| 5718 Employee Health Benefits | 119,873 | 1,093,441 | 1,640,731 | 547,290 | 33 % |
| 5720 HSA/Flex | 0 | 349,200 | 389,820 | 40,620 | 10 % |
| 5723 Retiree Health Care OPEB | 150 | 1,350 | 1,800 | 450 | 25 % |
| 5724 Life Insurance | 2,248 | 20,167 | 29,798 | 9,631 | 32 % |
| 5725 Additional Life Insurance | 0 | 7,480 | 25,934 | 18,455 | 71 % |
| 5727 Gradifi Student Loan Assistance | 4,477 | 46,819 | 148,283 | 101,464 | 68 % |
| 5728 YMCA Membership Support | 0 | 360 | 15,480 | 15,120 | 98 % |
| 5730 Other Employee Benefits | 192 | 11,487 | 13,994 | 2,507 | 18 % |
| 5735 Contra Employee Benefits - Consulting Admin | (130) | (1,170) | 0 | 1,170 | 0 % |
| 5842 Unemployment Claims | 0 | 0 | 10,000 | 10,000 | 100 % |
| Total Employee Benefits | 228,985 | 2,509,075 | 3,927,954 | 1,418,879 | 36 % |
| Collections - Digital | | | | | |
| 5785 Cloud Library/OverDrive | 178,500 | 1,217,688 | 1,218,000 | 313 | 0 % |
| 5786 Hoopla | 0 | 252,000 | 252,000 | 0 | 0 % |
| 5787 Digital Collection | 0 | 107,650 | 118,635 | 10,985 | 9 % |
| 5788 Miscellaneous Electronic Access | 0 | 212,495 | 260,588 | 48,093 | 18 % |
| Total Collections - Digital | 178,500 | 1,789,832 | 1,849,223 | 59,391 | 3 % |
| Collections - Physical | | | | | |
| 5791 Subscriptions | 384 | 69,943 | 74,460 | 4,517 | 6 % |
| 5815 KDL Cruisers | 3,007 | 19,021 | 29,000 | 9,979 | 34 % |
| 5871 Branch Local Materials - Restricted Donation Expenditures | 1,887 | 6,370 | 13,050 | 6,680 | 51 % |
| 5982 Collection Materials - Depreciable | 199,566 | 860,757 | 1,654,875 | 794,118 | 48 % |
| 5983 CD/DVD Collection Materials - Non-Depreciable | 31,071 | 233,330 | 729,965 | 496,635 | 68 % |
| 5984 Beyond Books Collection - Non-Depreciable | 2,884 | 163,989 | 172,040 | 8,051 | 5 % |
| Total Collections - Physical | 238,798 | 1,353,409 | 2,673,390 | 1,319,981 | 49 % |
| Supplies | | | | | |
| 5750 Processing Supplies | 8,901 | 55,730 | 173,311 | 117,581 | 68 % |
| 5751 Office Supplies | 894 | 19,164 | 52,833 | 33,669 | 64 % |
| 5752 Paper | 234 | 8,749 | 27,122 | 18,373 | 68 % |
| 5753 AV Supplies | 0 | 2,305 | 17,025 | 14,720 | 86 % |
| 5754 Disposable Technology <\$1000 | 22,642 | 240,288 | 351,684 | 111,396 | 32 % |
| 5755 Maintenance Supplies - Custodial | 4,774 | 26,360 | 11,841 | (14,519) | (123)% |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2020 Through 9/30/2020
(In Whole Numbers)

| | | Current Month | 2020 YTD | 2020 Amended Budget | 2020 Amended Budget to Actual Variance | Percent Remaining |
|------|---|---------------|----------|---------------------|--|-------------------|
| 5756 | Water Cooler Supplies & Water | 177 | 1,715 | 7,450 | 5,735 | 77 % |
| 5757 | Meeting Center Supplies | 93 | 688 | 4,000 | 3,312 | 83 % |
| 5760 | Technology Accessories | 574 | 5,369 | 23,072 | 17,703 | 77 % |
| 5764 | All-staff Supplies | 0 | 0 | 30,000 | 30,000 | 100 % |
| 5765 | Wellness Supplies | 1,170 | 5,489 | 500 | (4,989) | (998)% |
| 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 | 7,415 | 173,369 | 130,335 | (43,034) | (33)% |
| 5771 | Non-Alcoholic Beverages | 341 | 1,515 | 12,660 | 11,145 | 88 % |
| 5790 | Books (not for circulation) | 0 | 5,388 | 9,920 | 4,532 | 46 % |
| 5799 | Miscellaneous Supplies | 6,611 | 58,086 | 18,358 | (39,728) | (216)% |
| 5851 | Mail/Postage | 1,149 | 31,448 | 9,291 | (22,158) | (238)% |
| 5900 | Copier/Printer Overage Charges | 3,182 | 27,888 | 48,741 | 20,853 | 43 % |
| | Total Supplies | 58,158 | 678,346 | 970,578 | 292,232 | 30 % |
| | Contractual and Professional Services | | | | | |
| 5792 | Software | 10,998 | 350,641 | 457,109 | 106,468 | 23 % |
| 5801 | Professional Services | 2,463 | 17,318 | 187,200 | 169,882 | 91 % |
| 5803 | IT Consultant - Consulting Svcs. | 0 | 11,530 | 47,000 | 35,470 | 75 % |
| 5804 | Other Consultants | 6,763 | 76,513 | 39,850 | (36,663) | (92)% |
| 5805 | Audit Services | 0 | 29,600 | 27,100 | (2,500) | (9)% |
| 5806 | Legal Services | 1,148 | 27,419 | 49,500 | 22,081 | 45 % |
| 5809 | Temporary Contracted Employees | 12,000 | 12,000 | 15,000 | 3,000 | 20 % |
| 5811 | IT Contracted Services | 0 | 19,232 | 75,000 | 55,768 | 74 % |
| 5812 | HR Contracted Services | 0 | 1,968 | 3,000 | 1,032 | 34 % |
| 5813 | Delivery Services | 0 | 62,668 | 146,027 | 83,359 | 57 % |
| 5814 | Security Services | 2,776 | 31,197 | 52,162 | 20,966 | 40 % |
| 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 | 120 | 411 | 3,500 | 3,089 | 88 % |
| 5823 | Inspection Services | 0 | 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 | 1,093 | 10,184 | 18,500 | 8,316 | 45 % |
| 5830 | Other Contracted Services | 0 | 12,936 | 67,893 | 54,957 | 81 % |
| 5834 | Wellness Services | 0 | 0 | 7,425 | 7,425 | 100 % |
| 5836 | Employee & Partner Care (Flowers, Etc) | 3,146 | 3,798 | 6,630 | 2,832 | 43 % |
| 5890 | ILS Fees | 0 | 110,919 | 167,773 | 56,854 | 34 % |
| 5891 | Licenses and Fees | 0 | 4,247 | 4,400 | 153 | 3 % |
| 5893 | Marc Records License | 209 | 2,316 | 7,500 | 5,184 | 69 % |
| 5956 | Other Benefits Administration Fees | 2,229 | 22,238 | 15,030 | (7,208) | (48)% |
| 5957 | Pension Administration Fees | 0 | 3,036 | 6,600 | 3,564 | 55 % |
| 5958 | Payroll processing fees | 2,738 | 29,962 | 37,000 | 7,038 | 19 % |
| 5960 | Banking Fees | 298 | 977 | 4,150 | 3,173 | 76 % |
| 5961 | TSYS/Credit Card Fees | 608 | 7,375 | 23,033 | 15,658 | 68 % |
| | Total Contractual and Professional Services | 46,588 | 854,745 | 1,520,083 | 665,337 | 44 % |
| | Programming and Outreach | | | | | |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 9/1/2020 Through 9/30/2020
(In Whole Numbers)

| | | Current Month | 2020 YTD | 2020 Amended Budget | 2020 Amended Budget to Actual Variance | Percent Remaining |
|------|--|---------------|-----------|---------------------|--|-------------------|
| 5794 | Outreach Supplies | 16 | 4,387 | 29,782 | 25,395 | 85 % |
| 5795 | Programming Supplies | 9,045 | 33,416 | 105,150 | 71,734 | 68 % |
| 5865 | Programming Services | 1,214 | 13,597 | 44,206 | 30,609 | 69 % |
| 5885 | Speakers/Performers | 7,300 | 121,448 | 146,955 | 25,507 | 17 % |
| 5950 | Airport Free Library | 0 | 488 | 1,360 | 872 | 64 % |
| | Total Programming and Outreach | 17,574 | 173,336 | 327,453 | 154,117 | 47 % |
| | Maintenance and Utilities | | | | | |
| 5822 | Maintenance Contracts | 0 | 2,390 | 6,600 | 4,210 | 64 % |
| 5848 | Mobile Hotspots | 807 | 11,769 | 14,040 | 2,271 | 16 % |
| 5849 | Cell Phones/ Stipends | 1,906 | 18,790 | 34,161 | 15,371 | 46 % |
| 5850 | Telephones | 2,146 | 20,298 | 50,953 | 30,655 | 60 % |
| 5852 | Internet/Telecomm Services | 53,351 | 472,341 | 649,122 | 176,781 | 27 % |
| 5918 | Water/Sewer | 0 | 1,242 | 3,800 | 2,558 | 67 % |
| 5919 | Waste Disposal | 2,061 | 4,968 | 5,500 | 532 | 10 % |
| 5920 | Electric | 6,571 | 35,602 | 78,000 | 42,398 | 54 % |
| 5921 | Natural Gas | 84 | 4,560 | 17,000 | 12,440 | 73 % |
| 5925 | Snowplowing | 317 | 6,746 | 20,000 | 13,254 | 66 % |
| 5926 | Lawn/Landscaping | 689 | 2,700 | 4,200 | 1,500 | 36 % |
| 5928 | Branch Maintenance Fees | 0 | 288,567 | 405,282 | 116,715 | 29 % |
| 5929 | Land Repair and Maintenance | 0 | 369 | 4,200 | 3,831 | 91 % |
| 5930 | Building Repair and Maintenance | 820 | 9,326 | 31,600 | 22,274 | 70 % |
| 5931 | Equipment Repair and Maintenance | 1,082 | 5,760 | 33,777 | 28,017 | 83 % |
| 5932 | Vehicle Repairs and Maintenance | 0 | 1,321 | 17,040 | 15,719 | 92 % |
| 5933 | Software & IT Hardware Maintenance Agreements | 1,155 | 146,012 | 391,820 | 245,808 | 63 % |
| 5934 | Other Repair and Maintenance | 0 | 0 | 2,250 | 2,250 | 100 % |
| 5940 | Rentals | 1,268 | 152,228 | 161,775 | 9,547 | 6 % |
| 5941 | Printer/Copier Leases | 1,271 | 10,369 | 67,787 | 57,418 | 85 % |
| 5943 | Contra Maintenance & Utilities - Consulting Admin | (100) | (900) | 0 | 900 | 0 % |
| | Total Maintenance and Utilities | 73,426 | 1,194,457 | 1,998,906 | 804,449 | 40 % |
| | Staff Development | | | | | |
| 5910 | Professional Development | 3,650 | 32,349 | 107,769 | 75,420 | 70 % |
| 5911 | Conferences | 340 | 15,448 | 60,060 | 44,612 | 74 % |
| 5913 | Travel/Lodging | 0 | 51,428 | 203,196 | 151,768 | 75 % |
| | Total Staff Development | 3,990 | 99,226 | 371,025 | 271,799 | 73 % |
| | 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 | 146 | 1,349 | 15,500 | 14,151 | 91 % |
| 5860 | Parking | 0 | 659 | 7,710 | 7,051 | 91 % |
| 5861 | Mileage Reimbursement | 991 | 10,741 | 71,122 | 60,381 | 85 % |
| 5870 | Branch Local Misc - Restricted Donation Expenditures | (30,652) | 40,112 | 143,970 | 103,858 | 72 % |
| 5873 | Website | 0 | 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 9/1/2020 Through 9/30/2020
(In Whole Numbers)

| | | Current Month | 2020 YTD | 2020 Amended Budget | 2020 Amended Budget to Actual Variance | Percent Remaining |
|------|--|---------------|------------|---------------------|--|-------------------|
| 5875 | System Advertising | 1,330 | 51,536 | 135,820 | 84,284 | 62 % |
| 5879 | Branch Advertising | 0 | 57 | 4,040 | 3,984 | 99 % |
| 5884 | Royalty Free Creative(Photography, Video, etc) | 0 | 2,032 | 11,500 | 9,468 | 82 % |
| 5901 | Outsourced Printing & Publishing | 325 | 46,561 | 53,500 | 6,939 | 13 % |
| 5906 | Promotions/Marketing | (3) | 1,580 | 9,145 | 7,565 | 83 % |
| 5912 | Meetings | 1,158 | 5,132 | 24,875 | 19,743 | 79 % |
| 5915 | Memberships | 111 | 49,168 | 61,237 | 12,069 | 20 % |
| 5916 | Dues and Fees | 0 | 3,060 | 6,727 | 3,668 | 55 % |
| 5935 | Property Liability Insurance | 0 | 57,568 | 62,920 | 5,352 | 9 % |
| 5936 | Vehicle Liability Insurance | (863) | 8,289 | 15,500 | 7,212 | 47 % |
| 5937 | Flood Insurance | 0 | 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 | 228 | 483 | 16,415 | 15,932 | 97 % |
| 5959 | Sales Taxes | 0 | 4 | 500 | 496 | 99 % |
| 5964 | Property Tax Reimbursement | 0 | 26,095 | 49,000 | 22,905 | 47 % |
| 5965 | MEL Return Items | 0 | 481 | 3,000 | 2,519 | 84 % |
| | Total Other Expenditures | (27,230) | 528,083 | 963,296 | 435,213 | 45 % |
| | 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) | 62,225 | 93,734 | 345,037 | 251,303 | 73 % |
| 5978 | Technology - Depreciable (5,000+) | 10,200 | 23,620 | 624,070 | 600,450 | 96 % |
| 5979 | Equipment/Furniture - Non-Depreciable (\$0-4999) | 3,757 | 49,485 | 30,645 | (18,840) | (61)% |
| 5980 | Equipment/Furniture - Depreciable (\$5000+) | 0 | 0 | 55,100 | 55,100 | 100 % |
| | Total Capital Outlay | 76,182 | 420,315 | 1,084,852 | 664,537 | 61 % |
| | Total Expenditures | 1,815,354 | 18,340,349 | 28,378,552 | 10,038,203 | 35 % |
| | Excess Revenue Over (Under) Expenditures | (1,560,839) | 6,771,763 | (1,930,854) | 8,702,617 | (451)% |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 9/1/2020 Through 9/30/2020

| Check Number | Vendor Name | Check Amount | Check Date |
|--------------|--|--------------|------------|
| 202310000604 | Priority Health | 123,255.64 | 9/2/2020 |
| 80094 | Presidio Networked Solutions Group, Llc | 51,388.02 | 9/17/2020 |
| 79985 | Everstream Holding LLC- Michigan | 51,200.90 | 9/4/2020 |
| 79978 | City Of Grandville | 37,500.00 | 9/4/2020 |
| 79972 | Baker & Taylor | 35,952.25 | 9/4/2020 |
| 09172020 | The Huntington Bank - Michigan | 35,743.56 | 9/17/2020 |
| 80012 | Ingram Library Services Llc | 34,149.34 | 9/4/2020 |
| 80079 | Ingram Library Services Llc | 28,881.56 | 9/17/2020 |
| 80054 | Baker & Taylor | 23,355.61 | 9/17/2020 |
| M0136542237 | American Heritage Life Insurance Company / Allstate Benefits | 15,959.96 | 9/1/2020 |
| 80030 | Presidio Networked Solutions Group, Llc | 13,065.23 | 9/4/2020 |
| 202280001612 | Priority Health | 12,203.64 | 9/1/2020 |
| 80027 | Pam Spring Advertising, Llc | 11,337.00 | 9/4/2020 |
| 80090 | Midwest Tape | 8,424.32 | 9/17/2020 |
| 80025 | Midwest Tape | 8,356.22 | 9/4/2020 |
| 80057 | Comerica Bank | 6,428.73 | 9/17/2020 |
| 80104 | WIMAGE | 6,000.00 | 9/17/2020 |
| 79980 | Comerica Bank | 5,896.71 | 9/4/2020 |
| 80013 | IP Consulting, Inc. | 5,568.25 | 9/4/2020 |
| 80019 | David Medema / Medema Consulting Associates LLC | 5,000.00 | 9/4/2020 |
| 203943137422 | Consumers Energy | 4,926.15 | 9/3/2020 |
| 80039 | Staples Business Advantage | 4,228.17 | 9/4/2020 |
| 80062 | Governmental Consultant Services Inc. | 4,000.00 | 9/17/2020 |
| 80026 | Net@Work Inc / Net at Work Inc | 3,471.00 | 9/4/2020 |
| 80084 | Library Ideas, Llc | 2,900.40 | 9/17/2020 |
| 1054021-0920 | PLIC - SBD Grand Island | 2,844.28 | 9/1/2020 |
| 80103 | West Michigan Office Interiors | 2,645.00 | 9/17/2020 |
| 9859834587 | Verizon Wireless - MiFi Routers & Cell phones | 2,592.59 | 9/3/2020 |
| 79982 | Crown Lift Trucks | 2,391.78 | 9/4/2020 |
| 80093 | Noordyk Business Equipment | 2,247.67 | 9/17/2020 |
| 80048 | Advantage Marketing Inc. / Advantage Experts in Clean | 2,149.60 | 9/17/2020 |
| 202488 | TelNet Worldwide, Inc. | 2,145.92 | 9/23/2020 |
| 80045 | UAW Local 2600 | 2,136.29 | 9/4/2020 |
| 80100 | UAW Local 2600 | 2,096.33 | 9/17/2020 |
| 80086 | Michigan Office Solutions (MOS) | 2,053.03 | 9/17/2020 |
| 79987 | Findaway World, Llc | 1,971.25 | 9/4/2020 |
| 80080 | IP Consulting, Inc. | 1,771.88 | 9/17/2020 |
| 80047 | Advanced Benefit Solutions, Inc / 44 North | 1,759.00 | 9/17/2020 |
| 80095 | Recorded Books, Inc. | 1,746.62 | 9/17/2020 |
| 480670 | 123.Net, Inc | 1,724.00 | 9/18/2020 |
| 205989911388 | Consumers Energy | 1,644.55 | 9/9/2020 |
| 79973 | Blackstone Audio Inc | 1,597.94 | 9/4/2020 |
| 79960 | Adtegrity / Media Place Partners | 1,543.63 | 9/4/2020 |
| INV01346642 | Paycor, Inc. | 1,437.00 | 9/18/2020 |
| 80041 | Thomas Klise/Crimson Multimedia | 1,380.00 | 9/4/2020 |
| INV01302518 | Paycor, Inc. | 1,300.07 | 9/4/2020 |
| 80091 | Morneau Shepell Limited | 1,208.40 | 9/17/2020 |
| 80082 | Kalamazoo Sanitary Supply / KSS Enterprises | 1,173.17 | 9/17/2020 |
| 80049 | All Season Lawn Care | 1,005.66 | 9/17/2020 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 9/1/2020 Through 9/30/2020

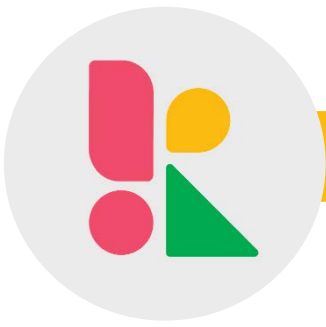
| Check Number | Vendor Name | Check Amount | Check Date |
|-----------------|--|--------------|------------|
| 80098 | Thomas Klise/Crimson Multimedia | 900.00 | 9/17/2020 |
| 79964 | Automatic Equipment Sales & Service, Inc. | 851.56 | 9/4/2020 |
| 79990 | Grainger | 846.04 | 9/4/2020 |
| 80046 | Vanguard Fire & Security Systems Inc | 796.50 | 9/4/2020 |
| 79963 | Aqua Blue Aquarium Solutions | 795.00 | 9/4/2020 |
| 80059 | Findaway World, Llc | 780.74 | 9/17/2020 |
| 80031 | Recorded Books, Inc. | 779.58 | 9/4/2020 |
| 80056 | The Lillie Labor Law Firm P.C. | 756.00 | 9/17/2020 |
| 79989 | Cengage Learning | 678.19 | 9/4/2020 |
| 79961 | Advantage Marketing Inc. / Advantage Experts in Clean | 667.59 | 9/4/2020 |
| 80092 | Nationwide | 653.78 | 9/17/2020 |
| 80040 | Swartz Electric Co. | 638.05 | 9/4/2020 |
| 80061 | Cengage Learning | 524.65 | 9/17/2020 |
| 79976 | Center Point Publishing | 499.74 | 9/4/2020 |
| RIS0003011192 | Delta Dental Of Michigan | 399.14 | 9/14/2020 |
| 2073953 | Arrowaste | 395.30 | 9/16/2020 |
| 80015 | Kent County Treasurer | 378.70 | 9/4/2020 |
| 80097 | Staples Business Advantage | 356.86 | 9/17/2020 |
| 80055 | Blackstone Audio Inc | 345.98 | 9/17/2020 |
| 79981 | Crabtree Publishing Co. | 345.51 | 9/4/2020 |
| 80083 | Katie Blakeslee | 334.16 | 9/17/2020 |
| 80105 | Wolverine Printing Company | 325.00 | 9/17/2020 |
| 80017 | Legal Shield | 281.10 | 9/4/2020 |
| 80016 | Laura Crump | 262.50 | 9/4/2020 |
| 013345 | Medtipster.com, LLC. | 250.94 | 9/10/2020 |
| 80081 | Juan Fernandez | 200.00 | 9/17/2020 |
| 80043 | Thomson Reuters- West Publishing Corp. | 196.00 | 9/4/2020 |
| 80101 | Walgreen Co | 171.20 | 9/17/2020 |
| 80060 | Foster, Swift, Collins & Smith, P.C. | 168.00 | 9/17/2020 |
| 80064 | Greatamerica Financial Svcs. | 152.02 | 9/17/2020 |
| 80044 | Troost Service Company | 150.00 | 9/4/2020 |
| 80018 | Lewis Paper | 142.69 | 9/4/2020 |
| 80035 | Shirley Bruursema | 126.80 | 9/4/2020 |
| 80034 | Sheri Gilreath-Watts | 124.50 | 9/4/2020 |
| 80058 | Edc Educational Services | 120.79 | 9/17/2020 |
| 79975 | Caitlin S. Oliver | 114.15 | 9/4/2020 |
| 79986 | Findaway World, Llc | 107.98 | 9/4/2020 |
| 80033 | Sarah Ann Weller | 104.94 | 9/4/2020 |
| 79959 | Absopure Water Company | 100.40 | 9/4/2020 |
| 79962 | Andrew Erlewein | 98.05 | 9/4/2020 |
| IN1832965 | TASC | 94.02 | 9/1/2020 |
| IN1851424 | TASC | 94.02 | 9/24/2020 |
| 79974 | Byron Township | 93.05 | 9/4/2020 |
| 0020326757-0720 | Dte Energy | 84.14 | 9/2/2020 |
| 9859872827 | Verizon Wireless - MiFy Routers & Cell phones | 83.20 | 9/3/2020 |
| 80042 | Thomas Noreen | 82.42 | 9/4/2020 |
| 80099 | Triangle Window Fashions, Inc. | 80.00 | 9/17/2020 |
| 80028 | Performance Assessment Network | 80.00 | 9/4/2020 |
| 79993 | Heart Of West Michigan United Way | 80.00 | 9/4/2020 |
| 80065 | Heart Of West Michigan United Way | 80.00 | 9/17/2020 |
| 79983 | Elizabeth Green | 70.00 | 9/4/2020 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 9/1/2020 Through 9/30/2020

| <u>Check Number</u> | <u>Vendor Name</u> | <u>Check Amount</u> | <u>Check Date</u> |
|---------------------|---|---------------------|-------------------|
| 79977 | Charles R. Myers | 66.32 | 9/4/2020 |
| 79984 | Employment Screening Resources | 60.00 | 9/4/2020 |
| 80063 | Grainger | 49.64 | 9/17/2020 |
| 79958 | Association of Bookmobile and Outreach Services | 45.00 | 9/4/2020 |
| 80032 | Ruth Bever | 35.00 | 9/4/2020 |
| 80102 | Warner Norcross & Judd Llp | 34.97 | 9/17/2020 |
| 80029 | Peter Dykhuis | 30.00 | 9/4/2020 |
| 79979 | City Of Wyoming - Treasurer's Office | 19.12 | 9/4/2020 |
| 80014 | Jane Ashby | 14.99 | 9/4/2020 |
| 79988 | Fleschner Memorial Library | 11.00 | 9/4/2020 |
| 80085 | Lynda Bar | 9.99 | 9/17/2020 |
| 79992 | Hannah Perry | 5.00 | 9/4/2020 |
| 79991 | Grand Rapids Charter Township | 3.90 | 9/4/2020 |
| Report Total | | 600,984.23 | |

Kent District Library
Check/Voucher Register - Voided Checks
From 9/1/2020 Through 9/30/2020

| <u>Check Number</u> | <u>Vendor Name</u> | <u>Check Amount</u> | <u>Check Date</u> |
|---------------------|----------------------------------|------------------------------------|-------------------|
| 79484 | IP Consulting, Inc. | (1,771.88) | 9/14/2020 |
| 79797 | Employee Assistance Center (EAC) | <u>(2,301.20)</u> | 9/25/2020 |
| Report Total | | (4,073.08) | |
| | | <u><u> </u></u> | |



SEPTEMBER 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.

EAST GRAND RAPIDS + ADA

The return to open hours has been well-received by the community, with many members expressing how much they missed choosing materials in-person and stopping in to chat with staff members. Regaining access to computer access has been especially valuable to returning patrons. Procedural changes to accommodate staff and patron safety have also been generally accepted and understood. Many visitors appreciate the extra measures library staff have taken to keep the environment as safe as possible. Happily, the most frequent comment is often, "I'm so glad to be able to come here again!" While it is a challenge for staff members to learn many new processes and procedures, the clarity of KDL guidelines has made the transition more comfortable.

GAINES + KENTWOOD

Although there are still lingering concerns about possible exposure to the novel coronavirus, staff at both the Gaines and Kentwood branches have taken the transition to in-person service in stride, expressing appreciation for the occupancy and social distancing guidelines developed system-wide. A majority of branch patrons have been happy to comply with our safety measures and to be back in the buildings. Those who are unwilling or unable to comply are accommodated as much as possible, with staff and patron safety in mind. Branch Librarian Crystal Logan-Syrewicze says, "I have just been so impressed and happy with the Kentwood community. I feel like we have had no major issues with compliance or people being fussy with the rules. Everyone has just been so grateful that we are even open—and so friendly and happy for our help. It's little things like this that have made the transition so much easier for me to deal with personally."

KELLOGGSVILLE + WYOMING

When the Wyoming and Kelloggsville branches first transitioned back to regular open hours, staff at first shared some angst about being exposed to the general public for longer periods if time, but overall the team has adapted well to all of the change. Curbside demand has dropped since the buildings opened again. Thus, service points are being staffed accordingly. Staff have enjoyed seeing regular patrons return to the branches and patrons seem very happy to be able to browse the library collection once more, sit and read in our beautiful spaces and use the public computers. We are seeing more families come in to select books with their children and more students and tutors in the library after school. Patrons are especially thrilled about free printing. Though foot traffic remains less than the usual pre-Covid levels, in general things seem to be gradually returning to normal at the branches.

KRAUSE, NELSON + SPENCER

Staff at Krause Memorial, Nelson and Spencer have really stepped up in big ways to ensure our branches run smoothly in this "new normal" and continue to provide the best service KDL has to offer. Having clear guidelines and procedures for staff has also proven very helpful. Navigating this new environment hasn't always been easy, but staff have found that the best way to be successful is to work together. This is especially true at Krause Memorial, where staff are still in the midst of cross training for the new staffing model, working side by side at the public service desk and offering each other assistance,

direction and encouragement as each person navigates their new role. For their own part, patrons were so happy to return to the branches and be able to browse the collection again! Krause Memorial regularly reaches capacity, but patrons are willing to wait. The library experience may be very different in the post-COVID world and while patrons (and staff!) miss many services like KDLville, in-person programming and outreach, study rooms and large book sales, they are still grateful for the measures that KDL is taking to help keep them safe.

FEATURED DEPARTMENT: FUND DEVELOPMENT

Toward the end of October, KDL's search for a new Fund Development Manager came to a close as Patron Services Associate Christine Mwangi was enthusiastically offered the role. A stand-out candidate not only due to her commitment to KDL and its patrons, but for her impressive background in non-profit leadership and business. Most notably, Christine is the founder of the 501(c)(3) foundation Be a Rose, which addresses needs surrounding feminine products for persons living in poverty. Below, please find an introduction from Christine herself and get to know her a little bit more:



"I began my professional journey at KDL as part-time Information Desk Substitute staff. I joined the KDL team because of my love for libraries and the opportunity to work in an institution that has meant so much to me over the years. When my family migrated from Kenya in the late 1990's, our local library and its staff played a huge role in our resettlement process. It was a great resource for each member of our family and we came to value and see it as more than a hub for all things related to books and print materials. To the Fund Development role, I bring a wide range of business

principles which I have utilized vastly in my non-profit leadership career. I have managed annual budgets as large as \$3M and have had the privilege to interface directly with many stakeholders, volunteers, donors and board members. I look forward to representing KDL externally within the scope of this role and also championing the value of fund development internally to my colleagues.

"What I am looking forward to most in this role is the ability to merge my passion for the library, my relationship-building skills and my business principles to advance the impact and expand the capacity of what this role has been in the past. I am also extremely excited to work more closely with a leadership team that has proven to be bold, resilient, empowering and inclusive. I anticipate being challenged as it pertains to the economic impact of the global pandemic on fund development efforts, but I plan to be more flexible, creative, embrace new ideas and maintain a positive outlook."

BUILDING UPDATES

AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER

Construction continues with the courtyard now complete and all windows nearly installed. Many interior walls are finished being painted on both floors. Additionally, the back wall of the fireplace is tiled, along with bathrooms on both floors. Glass panels for the main stairway have also been installed. The parking lot is taking shape with the concrete curbs in place and snowmelt installed near the building. The project is on target for occupancy January 2021. On the next page, please find pictures detailing this tremendous amount of progress.

ADA PHOTOS



Courtyard



Study Rooms



View from Front Entrance



Upstairs Event Room



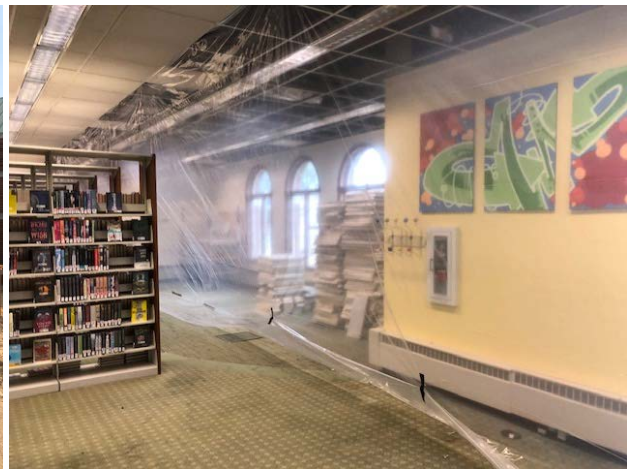
Stairs and Desk Area

CASCADE

The donated aquarium was approved by the Cascade Township Board on September 23 and further planning will begin the week of October 5. Funds for the aquarium were donated by Claude Robinson in honor of his late wife, Marion Robinson. Mrs. Robinson was a beloved educator in the Cascade community.

GRANDVILLE

Construction continues to move along quickly. Over the last month, foundations and footings were poured and backfilled and the wall of the west addition is going up. Beams that frame the drive-up book drop have also been installed. Some construction is now beginning inside the library as well. Thus, the north side of the building has been portioned off to allow electrical and air handling work to be done in the ceiling. In the next few weeks, staff will begin vacating their area and moving staff operations to the program room as well as a few other corners of the library so that crews can begin construction within that area.



WALKER

Jaci Cooper and Craig Buno again met with Fishbeck to fine tune the library needs and amenities. One part of the project that requires further investigation is the future size of the collection. Fishbeck uses a formula that can help predict the needed collection size based off projected population growth. Based on these calculations, they propose an area of 14,200 square feet be the target size for the collection space, which would hold approximately 88,000 items. Again, this calculation is purely conceptual. For comparison, the branch currently houses 46,050 items with 79% of them currently on shelf for a collection size of 36,425 items in the branch as of September 2, 2020. There is still ample opportunity for additional refinements to these details in the future. For now, Fishbeck recommends a conservative approach.

SERVICE CENTER MAINTENANCE + UPKEEP

Maintenance in the MarCom Department has begun, addressing basic needs such as carpeting, painting, insulation, furniture (with many pieces being reused) and more electrical outlets. Members of the department were able to pick out some pieces of furniture and what accent wall color they wanted (all accent walls are based on new KDL branding). Staff expressed excitement about being a part of the process and appreciated the chance to give feedback on their work style and aesthetic, which should allow the updated space to work better for their needs. Maintenance should take about three weeks, with new furniture arriving in about six weeks. In the meantime, some MarCom staff have moved into spare offices to complete their work while still others have been working from home. The below pictures show the wear and tear and lack of maintenance over the past 20 years. Please also note the gaps in the floor where the building has shifted. This will be addressed as part of the upkeep.



WHAT'S GOING ON AT KDL?

BOOKMOBILE

In partnership with Great Start Collaborative, KDL participated in a drive through for families with young children in northern Kent County. Great Start Collaborative is just one of the organizations actively working with the Bookmobile team to explore new routes focused on early learning sites and group centers. At this event, families received baggies with stories, rhymes, other swag and a signed book by Laurie Keller about kindness and diversity. The book was provided by our Friends of the Library in Cascade.



CAREER ONLINE HIGH SCHOOL

The Outreach and Engagement team is excited to announce that Grace Miguel Cipriano as KDL's new Outreach Specialist with a focus on Financial Stabilization. Grace will be starting on October 12th on a part-time, moving into full-time by the end of October. KDL is excited to welcome Grace into this role and looks forward to reporting with her in the future.

MEN OF COLOR READ

Since regular meetings were not possible in past months, KDL's Outreach team began working with documentarian Jon Covington (featured at KDL's Literary Libations 2020) to develop a television program similar to Wimee's Words to reach children in the African American community. In close coordination with Kevin Kammeraad and using Wimee to spark dialogue, this program invites viewers to meet one of the MCR volunteers and listen to funny, challenging or inspiring stories about their childhood, as well as see what library resources they recommend. The development of this program is nearly over and KDL looks forward to broadcasting soon.

WIMEE'S WORDS (WIMEE + FRIENDS)

In the month of September, KDL produced and presented 13 daily episodes of Wimee's Words, an interactive online program for youth. On average, each episode garnered 38 live viewers (which tend to be parties of at least two or more) and reached over 6,220 people (total number of views). Each episode had an average of 55 comments, which is an excellent level of interaction. Feedback has been amazing and the audience continues to grow.



KATIE KUDOS

DIANE DAMUTH + WELLNESS TEAM (SC—HR) was nominated by Kathy Cheney because... "I started out the New Year with a goal to move more. With the onset of COVID-19, working from home and trying to be healthier, the KDL wellness challenges created fun and new ways to get in my daily exercise. When I started the Yoga challenge, I could only do some of the poses, but by the end of the walking challenge and resistance band challenge I could move my body in ways that I hadn't been able to for years. I have also started doing weekly stair climbs outdoors with a couple of friends. Thanks for the encouragement along the way and for new ideas to get me moving more!"

MONTANA EAREGOOD (Wyoming) was nominated by Karen Small because... "Montana is a detail-oriented person, which is fabulous! She realized that some of our staff were getting confused as to where the games were located between checking them out and putting

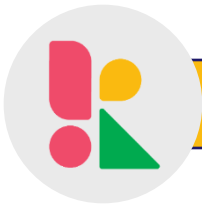


them back on the shelf, so she created signs and baskets for games currently in quarantine. The signs and the process became so simple. Staff can now tell where games are and what needs to be done with them. Montana, your attention to detail saves so much staff time! Thank you so much!!”

MAGGIE MAXWELL (Spencer) was nominated by Clyde Waltenbaugh because... “Maggie is always looking for ways to help around the Spencer Branch. She took the initiative to take our Social Narrative photos and make them outstanding. They will go a long way to help people find their way around the branch. Thanks Maggie!!”

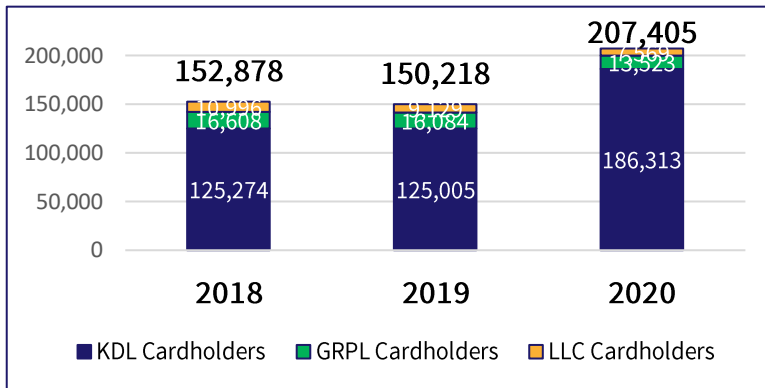
UPCOMING MEETINGS + DATES OF INTEREST

| BOARD MEETINGS | DATE | TIME | LOCATION |
|--|-----------------------|---------|------------------------------|
| KDL Budget Work Session | Thurs., Oct. 29, 2020 | 4:30 PM | KDL Service + Meeting Center |
| KDL Regular Board Meeting w/ Budget Hearing | Thurs., Nov. 19, 2020 | 7:00 PM | KDL Service + Meeting Center |
| KDL Regular Board Meeting | Thurs., Dec. 17, 2020 | 4:30 PM | KDL Service + Meeting Center |
| KDL Regular Board Meeting | Thurs., Jan. 21, 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 |



SEPTEMBER 2020 STATISTICAL SUMMARY

Active Patrons:



Note: KDL closed due to the COVID-19 virus on March 13, 2020. Curbside service began June 15. Branches re-opened with limited hours on August 5 and full hours (except Sundays) on September 21.

3,581 Accounts Added in September:

- 3,432 New KDL Cardholders
- 114 New GRPL Cardholders
- 35 New LLC Cardholders

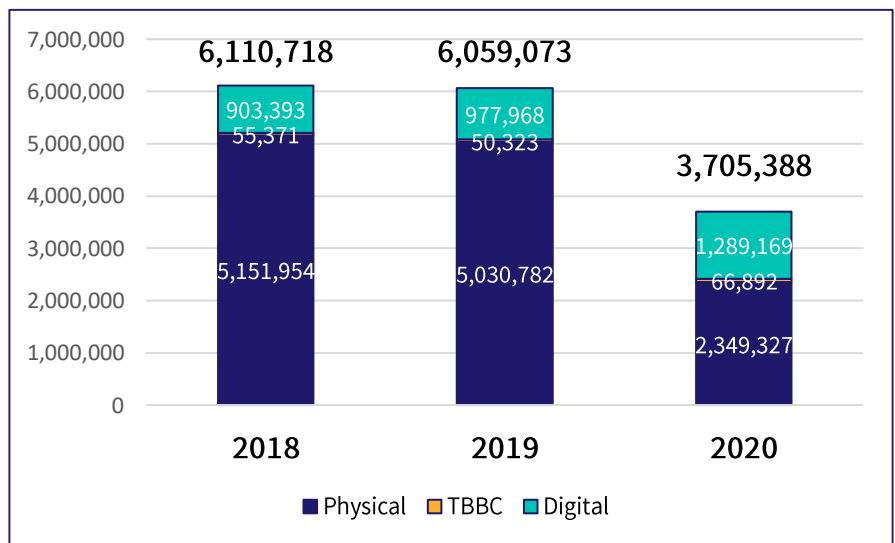
Note: 2020 patron totals include formerly expired accounts that have been reactivated through 2021 to more easily access digital resources, and Library Card Challenge accounts that were added to the KDL cardholder total when that program ended.

Phase 4 of Re-Opening: (Normal In-Branch Hours)

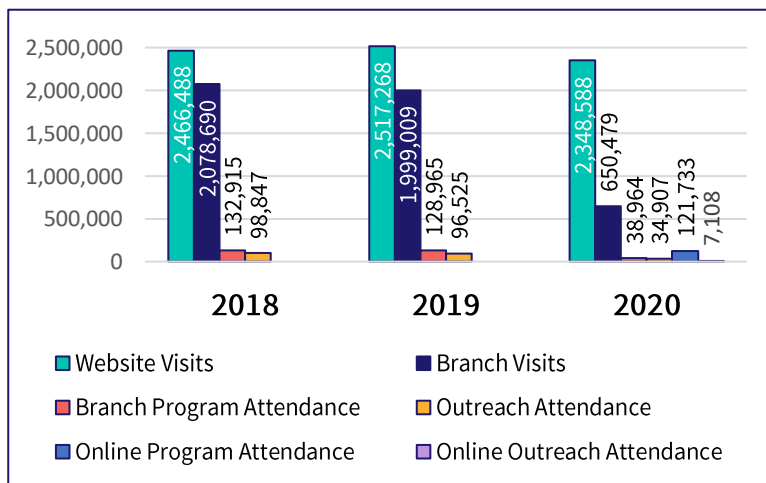
- Physical Checkouts: Up 12% from last month; Down 30% from last year
- Digital Checkouts: Down 3% from last month; Up 22% from last year
- Visitor Count: Up 55% from last month; Down 56% from last year
- Program Attendees: Up 52% from last month; Down 17% from last year

(See reverse for more details)

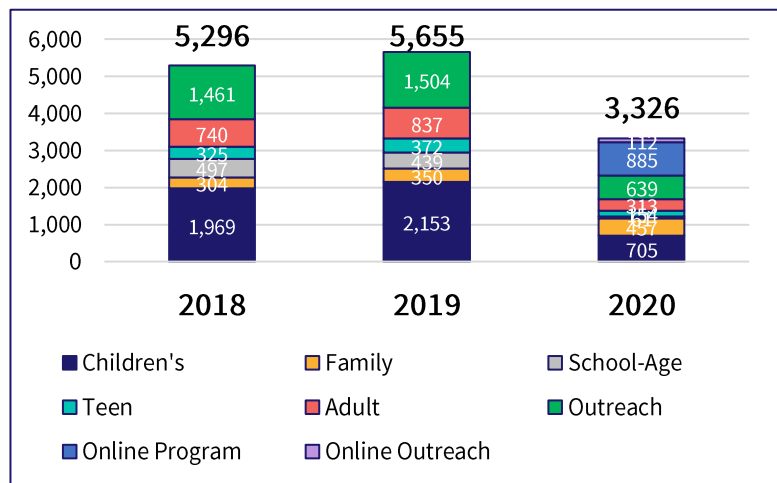
Circulation YTD:



People Served YTD:



Number of Events YTD:

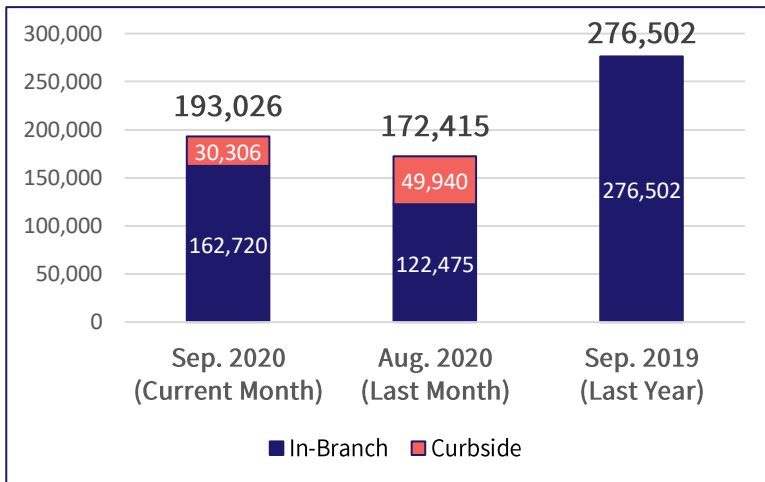




STATISTICS IN-DEPTH: PHASE 4 OF REOPENING

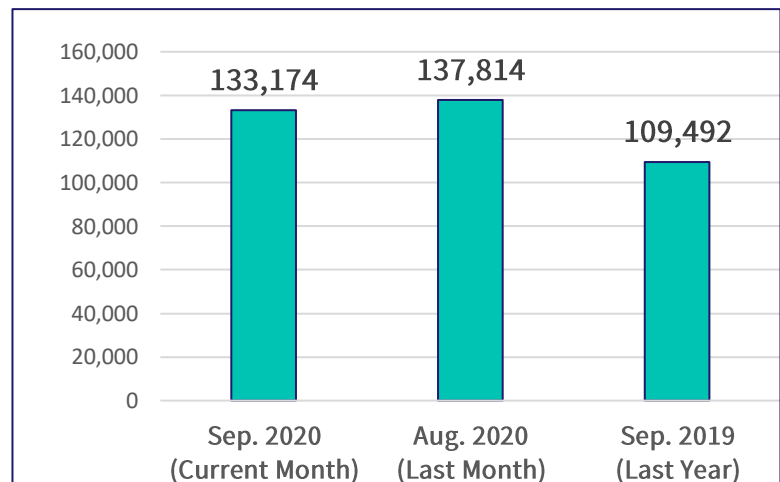
Branches resumed full in-branch public service hours (except Sundays) on **September 21**. How have our basic statistics changed compared to last month (when branches were open limited hours) and when compared to “normal operations” last year?

Physical Items Checked Out:



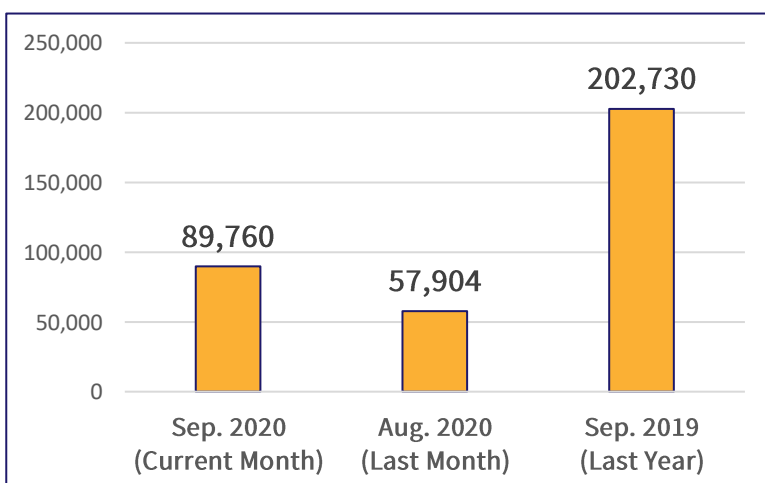
12% more total items have been checked out since last month, but **30% fewer** compared to the same month last year. Curbside use has fallen from **29%** of checkouts last month to **16%** this month.

Digital Items Checked Out:



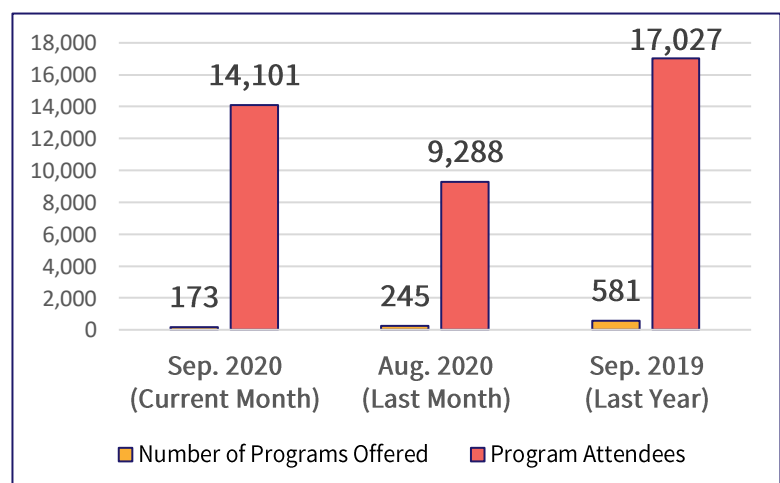
Digital checkouts are down slightly from last month (-3%), perhaps reflecting the move to increased in-branch hours, but still **up 22%** compared to the same month last year.

Branch Visitor Count:



Branch visitor count is **up 55%** compared to last month (when branches were open more limited hours), but still **56% below** the same month last year.

Programs:



KDL offered **29% fewer** programs last month than the previous month, but had **52% higher** attendance. The shift to mostly online programs has resulted in an average of **82** attendees per program last month, compared to **29** per program last year.

Coronavirus Limited In-Branch Services Statistical Overview

| Category | Platform | Metrics | August 5 - September 20, 2019 | August 5 - September 20, 2020 | % Change |
|---|--|---------------------------------|-------------------------------|-------------------------------|----------|
| Online Programming | Facebook | Total # of Online Programs | N/A | 62 | N/A |
| | | Live Attendance | N/A | 6,338 | N/A |
| | | Total Program Views | N/A | 15,624 | N/A |
| Digital Collection Use | cloudLibrary (2019) / OverDrive (2020) | eBook Circulation | 93,202 | 123,819 | 33% |
| | | eAudiobook Circulation | 58,448 | 63,385 | 8% |
| | | eMagazine Circulation | N/A | 3,305 | N/A |
| | | New Users | 1,732 | 3,806 | 120% |
| | | Collection Size | 122,337 | 145,404 | 19% |
| | | Total Holds | 21,811 | 43,524 | 100% |
| | | Average Hold Wait Time (Days) | 15 | 25 | 67% |
| | hoopla | eBook Circulation | 3,905 | 8,885 | 128% |
| | | eAudiobook Circulation | 7,512 | 11,783 | 57% |
| | | eMusic Circulation | 882 | 1,263 | 43% |
| | | eVideo Circulation | 1,898 | 3,870 | 104% |
| | | New Users | 565 | 543 | -4% |
| | RBDigital | eAudiobook Circulation | 976 | 977 | 0% |
| | | eMagazine Circulation | 7,392 | 6,905 | -7% |
| | | New Users | 346 | 216 | -38% |
| | | Collection Size | 3,587 | 3,768 | 5% |
| | Freegal | eMusic Downloads | 7,337 | 6,146 | -16% |
| | | eMusic Streaming | 24,599 | 19,916 | -19% |
| | | New Users | 42 | 33 | -21% |
| | Total | Total Digital Circulation | 206,151 | 250,254 | 21% |
| | | Total New Users | 2,685 | 4,598 | 71% |
| Other Online Use | Databases | Visits | 6,328 | 5,904 | -7% |
| | KDL.org | Visits | 178,786 | 184,034 | 3% |
| | Catalog | Visits | 144,202 | 142,584 | -1% |
| | OverDrive site | Visits | N/A | 86,179 | N/A |
| | Beanstack | Mission: Read New Registrations | N/A | 92 | N/A |
| | Public PC | Logins | 48,975 | 6,715 | -86% |
| | Wifi | Logins | 128,530 | 53,805 | -58% |
| Cardholders / Circulation / Visitor Count | WorkFlows | In-Branch Checkouts | 472,586 | 219,020 | -54% |
| | | Curbside Checkouts | N/A | 63,602 | N/A |
| | | Total Checkouts | 472,586 | 282,622 | -40% |
| | | New KDL Cardholders Added | 2,786 | 4,320 | 55% |
| | | KDL Accounts Active | 62,556 | 45,698 | -27% |
| | Gate Count | Branch Visitor Count | 437,019 | 147,664 | -66% |
| Social Media | (All) | Social Media Followers | 50,465 | 56,110 | 11% |
| | Facebook | Facebook Likes | 15,015 | 16,947 | 13% |
| Patron Services | Ask KDL | Questions | 1,910 | 2,185 | 14% |
| | LibChat | Sessions | 120 | 239 | 99% |
| | Phone Calls | Calls Received | 7,284 | 12,896 | 77% |

| NEW HIRES | POSITION | EFFECTIVE |
|------------------|---------------------------------------|--------------|
| Emily Dao | Assistant Branch Librarian Substitute | September 28 |
| Sarah Main | Assistant Branch Librarian Substitute | September 28 |
| Hannah Moulds | Assistant Branch Librarian Substitute | September 28 |
| Chelsea Peterson | Assistant Branch Librarian Substitute | September 28 |
| Melissa Schmitt | Assistant Branch Librarian Substitute | September 28 |
| Elvia Myers | Executive Assistant – Service Center | October 12 |

| PROMOTIONS & TRANSFERS | FROM | TO | EFFECTIVE |
|------------------------|--|--------------------------------------|--------------|
| Alicia Maxwell | Shelver Pool | Shelver – Krause Memorial | September 28 |
| Brittany Zuehlke | Branch Librarian – Cascade | Branch Librarian – Walker | October 5 |
| Christine Mwangi | Sub | Development Manager – Service Center | October 12 |
| Grace Miguel Cipriano | Patron Services Associate – Service Center | Outreach Specialist – Service Center | October 12 |
| Jake Ryan | Programming Specialist – Service Center | Branch Librarian – Kentwood | October 12 |
| Kathy Cheney | Sub | Branch Librarian – Plainfield | October 12 |

| DEPARTURES | POSITION | EFFECTIVE |
|----------------|-------------------------------|--------------|
| Paul Prins | Shelver – Kentwood | September 22 |
| Kristi Kaluski | Branch Librarian – Grandville | October 9 |

| OPEN POSITIONS | TYPE |
|--|-----------|
| Assistant Branch Librarian – East Grand Rapids | Part-time |
| Assistant Branch Librarian Substitutes | Temporary |
| Branch Librarian – Englehardt | Full-time |
| Shelver – Plainfield | Part-time |
| Administrative Assistant – IT – Service Center | Full-time |
| User Experience Manager – Service Center | Full-time |
| Programming Specialist -Service Center | Full-time |
| Branch Librarian – Cascade | Part-time |

| EMPLOYEE ANNIVERSARIES (NOVEMBER) | BRANCH OR DEPARTMENT | LENGTH OF SERVICE |
|--------------------------------------|------------------------|-------------------|
| Diane Cutler | Programming | 30 years |
| Linda Byington | Byron Township | 26 years |
| Anne Schroeder | Krause Memorial | 23 years |
| David Shaw | Plainfield | 18 years |
| Brian Mortimore | Human Resources | 17 years |
| Judy Pawloski | Collection Services | 16 years |
| Shaunna Martz | East Grand Rapids | 15 years |
| Zurina Zainal Ariffin | Cascade | 13 years |
| Jen Wheaton | Facilities | 12 years |
| Kaitlin Dekruyter | East Grand Rapids | 10 years |
| Anjie Gleisner | Wyoming/Kelloggsville | 10 years |
| Terri Goff | Collection Services | 10 years |
| Tricia Hetrick | Cascade | 10 years |
| Laura Nawrot | Plainfield | 7 years |
| Amanda Johnston | Patron Services | 6 years |
| Jill Anderson | Wyoming | 5 years |
| Krista Beach | Sub Pool | 5 years |
| Jessica Nelson | Human Resources | 5 years |
| Susan Popma | Walker | 5 years |
| Carrie Wilson | Administration | 5 years |
| Chelsea Graham | Collection Services | 4 years |
| Grahm Lawcock | Information Technology | 4 years |
| Clare O'Tsjuji | Kelloggsville | 4 years |
| Cassidy Gilmore | Spencer Township | 3 years |
| Shelby Toren | Caledonia | 3 years |
| Chloe Schmidt | Cascade | 2 years |
| Katie Blakeslee | Administration | 1 year |
| Jill Iams | Plainfield | 1 year |
| Dan Nguyen | Wyoming | 1 year |



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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| October 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 | 09/17 |
| Meeting held remotely via dial-in connection | 5/21 | | |
| Caitie S. Oliver | 7/16 | | |
| Meeting held remotely via dial-in connection | 8/20 | | |



Library Director's Evaluation 2020 Timeline

| DATE | ACTION | RESULT |
|----------|--|--|
| 9-21-20 | Distribute upward evaluation survey to Leadership Team, Branch Managers, Executive Assistant, and Development Manager. | KDL staff members receive Director upward evaluation Contact survey link via email by HR. |
| 10-5-20 | Due to HR: Director's upward evaluation surveys from above KDL staff. | Evaluations are received by HR Admin Assistant Jennifer Zeilbeck to compile for the Board on the HR Director's behalf. |
| 10-7-20 | Admin Assistant Katie Blakeslee sends link and instructions to online Board Survey (Form 1) to Board Members in October Board packet. | Board members receive the digital Board Survey (Form 1). |
| 10-15-20 | Admin Assistant Katie Blakeslee distributes compiled staff upward evaluations to Board members at the October Board meeting and hard copies of Form 1, if desired. | Board members receive staff responses for consideration in their evaluation of the Director. |
| 10-15-20 | Director Lance Werner distributes self-appraisal, 2020 accomplishments, and 2021 goals to Board members at the October Board meeting. | Board members receive documents from the Director for consideration in their evaluation. |

| | | |
|----------------|--|---|
| 11-19-20 | By the November Board meeting, Board members are to have completed their online Board Survey (Form 1). | HR Generalist Diane Damuth ensures all eight responses were submitted before exporting them to Board secretary. |
| 11-19-20 | HR Generalist Diane Damuth exports Board responses directly to Board Secretary to compile. | Board Secretary receives surveys from Board members and prepares the compiled summary. |
| 12-7-20 | The Board Secretary either mails the compiled Board Summary (Form 2) directly to each Board member or sends it to the Admin Assistant Katie Blakeslee for inclusion in the December Board packet materials. At this time, the Director also receives a copy. | Board members review compiled Board summary and prepare to discuss it at the December Board meeting. |
| 12-17-20 | Director's evaluation finalized during the December Board meeting. | Finalized evaluation given to Board Chair to utilize in meeting with Director. |
| After 12-17-20 | Board Chair meets with Director to review evaluation. | Following review, three original signed copies of the evaluation are generated for: (1) Director, (2) Chair, and (3) Director's personnel file. |



POLICY MANUAL

Proposal for Edits

PERSONNEL

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.

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.

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.

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.

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.

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).

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.

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.

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.

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.

“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.

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.

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.

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.

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.

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.

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](#)).

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.

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.

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](#)).

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.



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> | 7:00 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.