

Kent
District
Library



DECEMBER

2021

BOARD OF TRUSTEES MEETING PACKET



DRAFT

BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library Service & Meeting Center, 814 West River Drive, Comstock Park, MI 49321 or via teleconference.

DATE & TIME

Thursday, December 16, 2021, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: November 18, 2021

4. REGIONAL MANAGER REPORT – KENTWOOD+ GAINES

5. LIAISON REPRESENTATIVE COMMENTS

6. PUBLIC COMMENTS**

7. FINANCE REPORTS – November 2021*

8. LAKELAND LIBRARY COOPERATIVE REPORT

9. DIRECTOR’S REPORT – November 2021

10. NEW BUSINESS

- A. 2022 Election of Officers*
- B. 2022 Trustee Board Assignments*
- C. 2021 KDL Year in Review
- D. Policy Manual – Section 6: Personnel – *First Reading**

11. LIAISON REPRESENTATIVE COMMENTS

12. PUBLIC COMMENTS**

13. BOARD MEMBER COMMENTS

14. MEETING DATES

Next Meeting - Thursday, January 20, 2022- KDL Service & Meeting Center, 4:30 PM or via teleconference.

15. CLOSED SESSION – Executive Director’s Performance Evaluation

Roll Call Vote

16. EXECUTIVE DIRECTOR’S ANNUAL PERFORMANCE EVALUATION

17. ADJOURNMENT*

* *Requires Action*

** *According to Kent District Library Board of Trustee Bylaws, Article VII, Item 7.1.3, “Public comments will be limited to 3 minutes per person or group and 15 minutes per subject.”*

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BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Service + Meeting Center, 814 West River Center Drive, Comstock Park, MI 49321 & teleconference.

DATE + TIME

Thursday, November 18, 2021 at 7:00 PM.

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

BOARD ABSENT: Tom Noreen

STAFF PRESENT: Jaci Cooper, Sheri Glon (teleconference), Randy Goble, Kim Lindsay, Brian Mortimore, Christine Mwangi, Elvia Myers, Kurt Stevens, Lance Werner and Emily Whalen

GUESTS PRESENT:

AGENDA

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 7:01 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

A. Approval of Agenda

B. Approval of Minutes: October 28, 2021

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

Support: Supported by Mr. Myers.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** – None.

6. PUBLIC HEARING – 2022 BUDGET

Motion: Mr. Dykhuis moved to open discussion for the public hearing at 7:04 PM.

Support: Supported by Ms. Oliver.

Mr. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Mr. Myers – Yes

Mr. Noreen – N/A

Ms. Weller – Yes

Ms. Oliver – N/A

RESULT: Motion Carried 7-0

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There were no public comments.

Motion: Mr. Erlewein moved to close the public hearing and reconvene the regular board meeting at 7:05 PM.

Support: Supported by Ms. Gilreath-Watts

RESULT: Motion Carried.

7. FINANCE REPORTS – OCTOBER 2021*

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

- Cash appears to be down from last year, at approximately \$17.4M.
- KDL has received 100% of budgeted annual revenues and has 16.7% of budgeted expenditures remaining.
- The largest checks written for the month of October were \$350K to OverDrive for electronic materials, \$173K to IP Consulting for IT colocation support and \$140K to Interphase Office Interiors for office furniture.
- There were 2 voided checks; one was lost and the other was to an incorrect vendor.
- The Finance Team has welcomed Finance Manager Emily Whalen and will remain open for the end of the year in contrast to practices of past years.

Motion: Mr. Erlewein moved to receive and file the October 2021 finance reports as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

8. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema gave the following update on LLC business:

- LLC had no action items since the meeting was held on Veteran's Day and many of the libraries in the coop were closed. She spoke about censorship and the fact that this is part of a national trend. She encouraged library staff to consult with ALA, the Library of Michigan and herself if questions arise in our local libraries.

9. DIRECTOR'S REPORT – October 2021

- Executive Director Lance Werner introduced Finance Manager Emily Whalen.
 - Ms. Whalen gave a brief introduction and stated that she is excited to have a sense of purpose working at KDL.
- Mr. Werner announced that the new Director of Library Operations, Jennifer DeVault, will be joining the December Board Meeting and that he has been contacted by Cedar Springs Library and Madison County Library System to discuss Material Challenges.

The Board asked questions of staff and staff responded.

10. NEW BUSINESS

A. Executive Director's Evaluation: Request for December Closed Session*

Motion: Ms. Weller moved to have a closed session at the Board of Trustees December 16, 2021, meeting for the Executive Director's Evaluation.

Support: Supported by Mr. Myers.

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RESULT: Motion carried.

B. Strategic Initiatives

Director of Project & Planning Jaci Cooper gives a brief description of the Strategic Initiatives.

The Board ask question of staff and staff responded.

C. Issue Analysis: Maner Costerisan Auditing Extension – *First Reading**

Motion: Mr. Dykhuis moved to approve the Issue Analysis: Maner Costerisan Auditing Extension as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

D. Resolution: Health Insurance Funding*

Motion: Mr. Myers moved to approve the Health Insurance Funding as presented.

Support: Supported by Ms. Oliver.

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

RESULT: Motion Carried 7-0

E. Resolution: Approval of 2022 Budget*

Motion: Ms. Weller moved to approve the 2022 Budget as presented.

Support: Supported by Mr. Erlewein.

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

RESULT: Motion Carried 7-0

11. LIASON REPRESENTATIVE COMMENTS – None

12. PUBLIC COMMENTS – None.**

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Chair Bruursema attended this years last annual report for KDL, and she is appreciative of the work the Leadership Team does with the municipalities to present the work that KDL does in the community. She wished everyone a Happy Thanksgiving.

Mr. Erlewein – Mr. Erlewein asked questions regarding Student Federal Loan Forgiveness and Mr. Mortimore responded that he would follow up with information to see how KDL can assist staff with this program.

Mr. Dykhuis – Mr. Dykhuis is extremely impressed with the process of projects; the budget was phenomenal and the new members have taken on stewardship of the community.

Ms. Gilreath-Watts – Ms. Gilreath-Watts appreciates the work being done at KDL and is mindful to send texts of gratitude to 3 people each day.

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Mr. Myers – Mr. Myers stated that the Pension Fund balance is at \$64M and Henry Vry, a Pension Board Member, is retiring, and they are looking for individuals within the public to join.

Ms. Oliver – Ms. Oliver shared that the December KDL Board of Trustees Meeting will be her will last as a Board of Trustees Member. She also provided a list of digital audiobooks that are unavailable for libraries to purchase due to Amazon's exclusive Audible licensing.

Ms. Weller – Ms. Weller is excited about the news buzzing for the Walker Library, as the current building is 8K square feet and the new building would be 39K square feet. She is hopeful that the next steps will move quickly.

14. MEETING DATES

Regular Meeting: Thursday, December 16, 2021 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.

15. ADJOURNMENT

Motion: Ms. Weller for adjournment at 7:57 PM.

Support: Supported by Mr. Myers

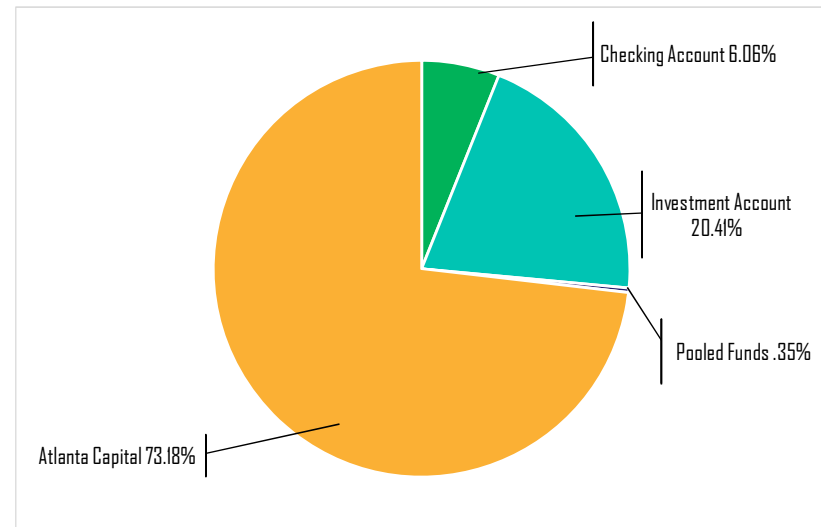
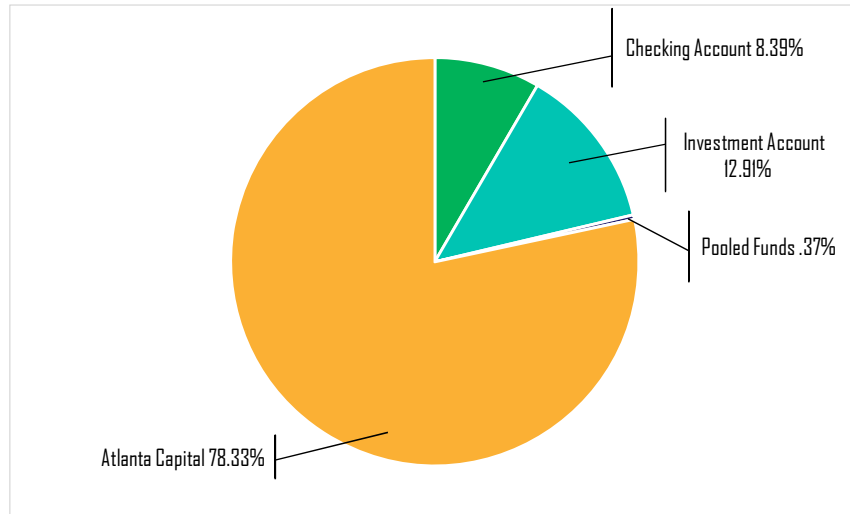
RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Monthly Cash Position Per Bank Month ended November 30



2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$1,276,810.24
Huntington Investment Account	0.009%	\$1,965,184.71
*Kent County Pooled Funds	0.681%	\$55,858.58
Atlanta Capital Investments		<u>\$11,920,523.00</u>
		<u>\$15,218,376.53</u>

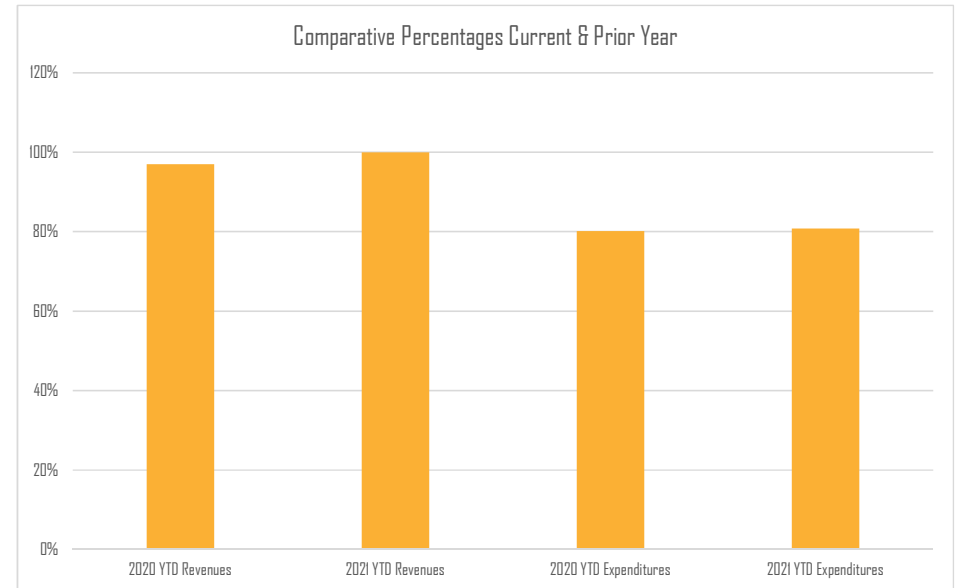
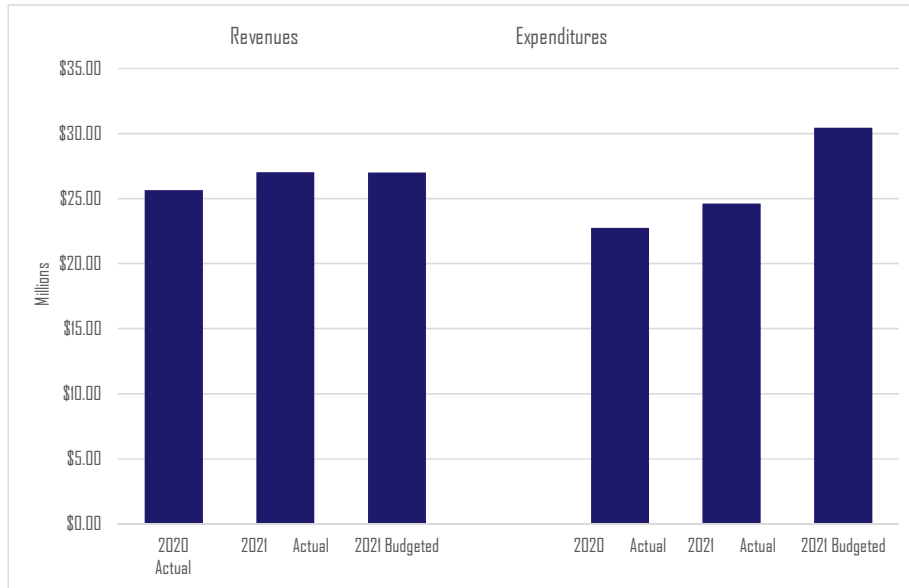
2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$984,596.42
Huntington Investment Account	0.009%	\$3,318,911.39
*Kent County Pooled Funds	0.693%	\$56,435.14
Atlanta Capital Investments	0.000%	<u>\$11,898,517.00</u>
		<u>\$16,258,459.95</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended November 30



Budget to Actual with Prior Year Comparison

Revenues

2020 Actual	\$	25,669,023
2021 Actual	\$	27,039,683
2021 Budgeted	\$	27,025,126

Expenditures

2020 Actual	\$	22,767,079
2021 Actual	\$	24,639,975
2021 Budgeted	\$	30,466,272

Comparative Percentages Current & Prior Year

Account

Account	Amount
2020 YTD Revenues	97.1%
2021 YTD Revenues	100.1%
2020 YTD Expenditures	80.2%
2021 YTD Expenditures	80.9%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2021 Through 11/30/2021
(In Whole Numbers)

	YTD Actual	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	24,192,484	24,272,208	(79,724)	(0)%
Penal Fines	591,227	550,000	41,227	7 %
Charges for Services	42,792	35,000	7,792	22 %
Interest Income	11,614	253,500	(241,886)	(95)%
Public Donations	242,209	376,945	(134,736)	(36)%
Other Revenue	1,030,167	701,400	328,767	47 %
State Sources	929,188	836,073	93,115	11 %
Total Revenues	27,039,683	27,025,126	14,557	0 %
Expenditures				
Salaries and Wages	11,122,488	13,004,693	1,882,206	14 %
Employee Benefits	3,086,160	4,218,780	1,132,620	27 %
Collections - Digital	2,259,902	2,286,425	26,523	1 %
Collections - Physical	1,986,265	2,392,571	406,306	17 %
Supplies	491,187	862,428	371,241	43 %
Contractual and Professional Services	1,169,653	1,821,546	651,894	36 %
Programming and Outreach	115,686	373,580	257,894	69 %
Maintenance and Utilities	2,409,049	2,467,877	58,828	2 %
Staff Development	56,972	225,826	168,854	75 %
Board Development	0	11,450	11,450	100 %
Other Expenditures	617,483	936,208	318,724	34 %
Capital Outlay	1,325,130	1,864,889	539,758	29 %
Total Expenditures	24,639,975	30,466,272	5,826,297	19 %
Excess Revenue Over (Under) Expenditures	2,399,708	(3,441,146)	5,840,854	(170)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2021 Through 11/30/2021
(In Whole Numbers)

	YTD Ending November 30, 2020	YTD Ending November 30, 2021	Total Variance
Revenues			
Property Taxes	23,203,871	24,192,484	988,613
Penal Fines	619,366	591,227	(28,139)
Charges for Services	41,469	42,792	1,323
Interest Income	164,006	11,614	(152,392)
Public Donations	263,903	242,209	(21,694)
Other Revenue	469,213	1,030,167	560,954
State Sources	907,195	929,188	21,993
Total Revenues	25,669,023	27,039,683	1,370,660
Expenditures			
Salaries and Wages	11,019,795	11,122,488	102,693
Employee Benefits	3,005,664	3,086,160	80,496
Collections - Digital	2,103,619	2,259,902	156,283
Collections - Physical	1,934,625	1,986,265	51,641
Supplies	744,762	491,187	(253,575)
Contractual and Professional Services	982,062	1,169,653	187,591
Programming and Outreach	202,650	115,686	(86,963)
Maintenance and Utilities	1,485,740	2,409,049	923,309
Staff Development	113,469	56,972	(56,498)
Board Development	725	0	(725)
Other Expenditures	628,154	617,483	(10,671)
Capital Outlay	545,814	1,325,130	779,316
Total Expenditures	22,767,079	24,639,975	1,872,896
Excess Revenue Over (Under) Expenditures	2,901,943	2,399,708	(502,236)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2021 Through 11/30/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	1,792	23,943,278	24,006,516	(63,238)	(0)%
4412 Delinquent personal property taxes	3,198	9,951	10,000	(49)	(0)%
4432 DNR - PILT	0	34,638	16,000	18,638	116 %
4437 Industrial facilities taxes	0	204,617	239,692	(35,075)	(15)%
Total Property Taxes	4,990	24,192,484	24,272,208	(79,724)	(0)%
Penal Fines					
4581 Penal fines	0	591,227	550,000	41,227	7 %
Total Penal Fines	0	591,227	550,000	41,227	7 %
Charges for Services					
4650 Printing/fax fees	39	553	10,000	(9,447)	(94)%
4658 Overdue fines	0	292	0	292	0 %
4660 Other Patron Fees	(13)	990	5,000	(4,010)	(80)%
4685 Materials replacement charges	3,814	40,958	20,000	20,958	105 %
Total Charges for Services	3,841	42,792	35,000	7,792	22 %
Interest Income					
4664 Interest Earned on Restricted Investments	31	253	1,000	(747)	(75)%
4665 Interest earned on deposits and investments	(6,275)	8,893	250,000	(241,107)	(96)%
4666 Interest Earned - Property Taxes	370	2,468	2,500	(32)	(1)%
Total Interest Income	(5,873)	11,614	253,500	(241,886)	(95)%
Public Donations					
4673 Restricted donations	19,960	205,104	176,945	28,159	16 %
4674 Unrestricted donations	2,942	37,105	200,000	(162,895)	(81)%
Total Public Donations	22,902	242,209	376,945	(134,736)	(36)%
Other Revenue					
4502 Universal Service Fund - eRate	0	680,251	696,900	(16,649)	(2)%
4651 Admission/Entry fees	340	597	0	597	0 %
4667 Building rental	0	100	0	100	0 %
4668 Royalties	81	2,789	4,500	(1,711)	(38)%
4676 Reimbursement of expenditures	0	1,330	0	1,330	0 %
4686 Sale of Equipment	64	4,567	0	4,567	0 %
4688 Miscellaneous	217	(493)	0	(493)	0 %
4690 CARES Act - Emergency Sick Leave Credit	0	2,739	0	2,739	0 %
4695 Health Insurance Plan Experience Rebate	0	338,288	0	338,288	0 %
Total Other Revenue	702	1,030,167	701,400	328,767	47 %
State Sources					
4540 State Aid	0	343,156	315,000	28,156	9 %
4541 State aid - LBPH/TBBC	0	41,073	41,073	0	0 %
4548 Renaissance Zone reimbursement	0	75,053	75,000	53	0 %
4549 Personal Property tax reimbursement	0	469,907	405,000	64,907	16 %
Total State Sources	0	929,188	836,073	93,115	11 %
Total Revenues	26,561	27,039,683	27,025,126	14,557	0 %

Expenditures

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2021 Through 11/30/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
Salaries and Wages					
5700 Board Stipend	270	2,520	3,720	1,200	32 %
5706 Extra duty stipends	200	4,500	5,202	702	13 %
5713 Salary & Wages	969,920	11,115,468	12,995,772	1,880,304	14 %
Total Salaries and Wages	970,390	11,122,488	13,004,693	1,882,206	14 %
Employee Benefits					
5709 FICA	70,776	816,842	993,840	176,999	18 %
5716 Defined Benefit Pension Plan Expenditures	0	0	80,959	80,959	100 %
5717 Defined Contribution Pension Plan Contributions	40,753	493,287	737,736	244,449	33 %
5718 Employee Health Benefits	122,813	1,347,774	1,754,802	407,028	23 %
5720 HSA/Flex	0	352,600	409,580	56,980	14 %
5723 Retiree Health Care OPEB	(466)	(5,125)	1,800	6,925	385 %
5724 Life Insurance	2,912	25,052	30,048	4,996	17 %
5725 Additional Life Insurance	0	6,192	28,377	22,186	78 %
5727 Gradifi Student Loan Assistance	1,174	37,048	138,532	101,485	73 %
5728 YMCA Membership Support	60	610	16,301	15,691	96 %
5730 Other Employee Benefits	699	11,881	16,804	4,923	29 %
5842 Unemployment Claims	0	0	10,000	10,000	100 %
Total Employee Benefits	238,721	3,086,160	4,218,780	1,132,620	27 %
Collections - Digital					
5785 Cloud Library/OverDrive	0	1,483,530	1,532,000	48,470	3 %
5786 Hoopla	0	483,500	410,000	(73,500)	(18)%
5787 Digital Collection	0	82,765	107,795	25,030	23 %
5788 Miscellaneous Electronic Access	0	210,107	236,630	26,523	11 %
Total Collections - Digital	0	2,259,902	2,286,425	26,523	1 %
Collections - Physical					
5791 Subscriptions	355	73,733	77,600	3,867	5 %
5815 KDL Cruisers	0	29,991	29,991	0	0 %
5871 Branch Local Materials - Restricted Donation Expenditures	1,594	4,622	14,325	9,703	68 %
5982 Collection Materials - Depreciable	95,797	1,072,137	1,143,280	71,143	6 %
5983 CD/DVD Collection Materials - Non-Depreciable	43,463	357,243	551,750	194,507	35 %
5984 Beyond Books Collection - Non-Depreciable	36,740	448,540	575,625	127,085	22 %
Total Collections - Physical	177,947	1,986,265	2,392,571	406,306	17 %
Supplies					
5750 Collection Processing & AV Supplies	6,182	113,484	199,411	85,928	43 %
5751 Office & Misc Supplies	3,961	35,542	118,039	82,497	70 %
5752 Paper	1,024	19,602	29,340	9,738	33 %
5753 AV Supplies	0	240	0	(240)	0 %
5754 Disposable Technology <\$1000	82	78,598	0	(78,598)	0 %
5755 Maintenance Supplies - Custodial	333	5,832	47,160	41,328	88 %
5756 Water Cooler Supplies & Water	338	3,435	0	(3,435)	0 %
5757 Meeting Center Supplies	0	192	0	(192)	0 %
5760 Technology & Accessories <\$1000	805	56,570	165,670	109,100	66 %
5764 KDL Staff Event Supplies	0	0	26,000	26,000	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2021 Through 11/30/2021
(In Whole Numbers)

		Current Month	2021 YTD	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
5765	Wellness Supplies	0	906	0	(906)	0 %
5766	Team KDL Supplies	0	7,099	0	(7,099)	0 %
5767	New EE Shirts/Tote Bags	0	1,209	5,000	3,791	76 %
5768	Promotions Supplies	260	9,632	33,743	24,110	71 %
5769	Service Awards	0	364	0	(364)	0 %
5770	Other Awards/Prizes	9,552	83,059	115,645	32,586	28 %
5771	Non-Alcoholic Beverages	820	3,263	19,722	16,459	83 %
5790	Books (not for circulation)	0	4,972	10,500	5,528	53 %
5799	Miscellaneous Supplies	0	13,411	0	(13,411)	0 %
5851	Mail/Postage	580	5,397	27,875	22,478	81 %
5900	Copier/Printer Overage Charges	3,207	48,380	64,323	15,943	25 %
	Total Supplies	27,145	491,187	862,428	371,241	43 %
	Contractual and Professional Services					
5792	Software	2,660	360,255	623,750	263,494	42 %
5801	Professional & Consulting Services	2,873	250,341	523,008	272,667	52 %
5804	Other Consultants	4,000	25,293	0	(25,293)	0 %
5805	Audit Services	0	32,300	34,000	1,700	5 %
5806	Legal Services	2,979	19,107	50,000	30,893	62 %
5809	Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811	IT Contracted Services	0	21,724	0	(21,724)	0 %
5813	Delivery Services	5,120	117,300	154,368	37,068	24 %
5814	Security Services	340	35,902	53,316	17,414	33 %
5816	Employment Recruiter	0	3,159	0	(3,159)	0 %
5817	Lakeland Library Co-op services	0	5,810	4,950	(860)	(17)%
5818	Shredding services	81	817	550	(267)	(49)%
5819	Drug Screenings/background checks	150	2,096	3,500	1,404	40 %
5820	Other Professional Services	0	1,506	0	(1,506)	0 %
5823	Inspection Services	1,066	2,503	3,200	697	22 %
5825	KDL Staff Event Services	0	0	23,950	23,950	100 %
5827	Catering	1,266	13,651	33,800	20,149	60 %
5829	Custodial/cleaning services	1,060	6,283	29,450	23,167	79 %
5830	Other Contracted Services	1,098	20,190	0	(20,190)	0 %
5834	Wellness Services	100	2,800	0	(2,800)	0 %
5836	Employee & Partner Care (Flowers, Etc)	4,133	6,907	6,500	(407)	(6)%
5890	ILS Fees	34,034	130,506	147,620	17,114	12 %
5891	Licenses and Fees	0	4,442	4,685	243	5 %
5893	Marc Records License	433	4,640	7,500	2,860	38 %
5956	Other Benefits Administration Fees	1,972	26,085	34,500	8,415	24 %
5957	Pension Administration Fees	0	3,773	6,600	2,827	43 %
5958	Payroll processing fees	4,537	50,060	41,000	(9,060)	(22)%
5960	Banking Fees	565	2,456	8,450	5,994	71 %
5961	TSYS/Credit Card Fees	3,644	19,747	11,850	(7,897)	(67)%
	Total Contractual and Professional Services	72,109	1,169,653	1,821,546	651,894	36 %
	Programming and Outreach					
5794	Outreach Supplies	0	10,296	0	(10,296)	0 %
5795	Programming & Outreach Supplies	7,052	41,510	157,490	115,980	74 %
5865	Programming Services	1,118	19,892	34,165	14,273	42 %
5885	Speakers/Performers	575	43,656	181,475	137,819	76 %
5950	Airport Free Library	0	332	450	118	26 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2021 Through 11/30/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
Total Programming and Outreach	8,745	115,686	373,580	257,894	69 %
Maintenance and Utilities					
5810 IT Infrastructure Services	58,228	640,510	700,000	59,490	8 %
5822 Maintenance Contracts	0	5,074	7,300	2,226	30 %
5848 Mobile Hotspots	1,121	21,075	20,204	(871)	(4)%
5849 Cell Phones/ Stipends	1,492	19,955	25,692	5,737	22 %
5850 Telephones	2,708	87,917	32,392	(55,526)	(171)%
5852 Internet/Telecomm Services	56,849	637,720	668,042	30,321	5 %
5918 Water/Sewer	0	2,884	3,500	616	18 %
5919 Waste Disposal	1,000	5,791	6,100	309	5 %
5920 Electric	3,263	44,980	55,000	10,020	18 %
5921 Natural Gas	52	5,730	15,000	9,270	62 %
5925 Lawn care & Snowplowing	530	12,144	26,300	14,156	54 %
5926 Lawn/Landscaping	0	1,516	2,000	485	24 %
5928 Branch Maintenance Fees	0	418,310	420,907	2,597	1 %
5929 Land Repair and Maintenance	0	735	2,300	1,565	68 %
5930 Building Repair and Maintenance	175	95,767	88,000	(7,767)	(9)%
5931 Equipment Repair and Maintenance	82	5,312	24,750	19,438	79 %
5932 Vehicle Repairs and Maintenance	40	3,074	6,900	3,826	55 %
5933 Software & IT Hardware Maintenance Agreements	261	157,858	103,168	(54,690)	(53)%
5934 Other Repair and Maintenance	0	81	1,450	1,369	94 %
5940 Rentals	1,344	224,388	226,064	1,676	1 %
5941 Printer/Copier Leases	1,019	18,230	32,808	14,578	44 %
Total Maintenance and Utilities	128,163	2,409,049	2,467,877	58,828	2 %
Staff Development					
5910 Staff Development & Conferences	3,544	49,922	214,596	164,674	77 %
5911 Conferences	(400)	5,789	0	(5,789)	0 %
5913 Travel/Lodging	119	1,261	11,230	9,969	89 %
Total Staff Development	3,262	56,972	225,826	168,854	75 %
Board Development					
5908 Board Development	0	0	1,400	1,400	100 %
5909 Board Travel/Lodging	0	0	10,050	10,050	100 %
Total Board Development	0	0	11,450	11,450	100 %
Other Expenditures					
5759 Gas, Oil, Grease	309	2,139	9,220	7,081	77 %
5860 Parking	10	43	6,245	6,203	99 %
5861 Mileage Reimbursement	1,324	17,457	72,014	54,558	76 %
5870 Branch Local Misc - Restricted Donation Expenditures	7,274	113,973	212,620	98,647	46 %
5873 Website	0	127,186	134,060	6,874	5 %
5874 Employment Advertising	0	0	1,000	1,000	100 %
5875 System Advertising	2,989	81,456	97,150	15,694	16 %
5879 Branch Advertising	0	340	3,525	3,185	90 %
5884 Royalty Free Creative(Photography, Video, etc)	1,575	3,641	8,700	5,059	58 %
5901 Outsourced Printing & Publishing	0	32,204	61,500	29,296	48 %
5906 Promotions/Marketing	2,741	6,443	9,420	2,977	32 %
5907 Sponsorships/Donations	0	14,700	0	(14,700)	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2021 Through 11/30/2021
(In Whole Numbers)

		Current Month	2021 YTD	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
5912	Meetings	1,012	6,175	31,550	25,375	80 %
5915	Memberships, Dues & Fees	663	37,041	66,135	29,094	44 %
5916	Dues and Fees	0	9,729	0	(9,729)	0 %
5935	Property Liability Insurance	0	69,292	62,920	(6,372)	(10)%
5936	Vehicle Liability Insurance	0	10,734	15,500	4,766	31 %
5937	Flood Insurance	0	6,882	20,000	13,118	66 %
5938	Bond Insurance	0	10,724	11,873	1,149	10 %
5939	Workers Compensation Insurance	0	17,236	48,000	30,764	64 %
5942	Errors and Omissions Insurance	0	25	25	0	0 %
5955	Miscellaneous	0	(306)	5,870	6,176	105 %
5959	Sales Taxes	0	6	500	494	99 %
5964	Property Tax Reimbursement	0	47,923	55,380	7,457	13 %
5965	MEL Return Items	149	2,430	3,000	570	19 %
5970	Payments to the Endowment Fund	0	10	0	(10)	0 %
	Total Other Expenditures	18,046	617,483	936,208	318,724	34 %
	Capital Outlay					
5975	Building Improvements - Non-Depreciable	(2,295)	174,464	650,000	475,536	73 %
5976	Building Improvements - Depreciable	0	293,845	0	(293,845)	0 %
5977	Technology - Non-Depreciable (\$1000-4999)	0	600,014	624,584	24,570	4 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	3,791	251,807	580,275	328,468	57 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	5,000	10,030	5,030	50 %
	Total Capital Outlay	1,496	1,325,130	1,864,889	539,758	29 %
	Total Expenditures	1,646,025	24,639,975	30,466,272	5,826,297	19 %
	Excess Revenue Over (Under) Expenditures	(1,619,464)	2,399,708	(3,441,146)	5,840,854	(170)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2021 Through 11/30/2021

Check Number	Vendor Name	Check Amount	Check Date
83154	Sirsidynix	136,135.62	11/24/2021
212910000423	Priority Health	125,622.36	11/2/2021
83117	IP Consulting, Inc.	60,853.21	11/24/2021
83089	Everstream Holding LLC- Michigan	54,542.36	11/24/2021
83044	Ingram Library Services Llc	47,888.46	11/12/2021
11172021	The Huntington Bank - Michigan	42,142.23	11/17/2021
9891851024	Verizon Wireless - MiFy Routers & Cell phones	36,530.94	11/24/2021
83116	Ingram Library Services Llc	36,027.46	11/24/2021
83062	TerHorst & Rinzema Construction Co.	30,460.00	11/12/2021
83053	Midwest Tape	14,995.89	11/12/2021
M0136542298	American Heritage Life Insurance Company / Allstate Benefits	14,093.53	11/3/2021
83136	Midwest Tape	12,292.81	11/24/2021
212880001613	Priority Health	12,108.27	11/1/2021
83009	Comerica Bank	8,827.94	11/12/2021
83082	Comerica Bank	8,822.80	11/24/2021
83055	OCLC, Inc.	8,487.19	11/12/2021
83138	Navex Global Inc.	8,302.57	11/24/2021
83004	Baker & Taylor	6,536.10	11/12/2021
83047	Microix, Inc.	6,273.00	11/12/2021
83149	Same Day Delivery, Inc	5,120.00	11/24/2021
83158	Thomas Klise/Crimson Multimedia	4,930.00	11/24/2021
83063	Thomas Klise/Crimson Multimedia	4,620.00	11/12/2021
83013	Findaway World, Llc	4,276.36	11/12/2021
83092	Governmental Consultant Services Inc.	4,000.00	11/24/2021
INV02836023	Paycor, Inc.	3,981.83	11/12/2021
83147	RNL Graphics Solutions, LLC	3,311.91	11/24/2021
207146423060	Consumers Energy	3,262.68	11/3/2021
83073	Blackstone Audio Inc	3,018.96	11/24/2021
1054021-1121	PLIC - SBD Grand Island	2,911.65	11/1/2021
232880	TelNet Worldwide, Inc.	2,707.82	11/23/2021
83061	Staples Business Advantage	2,576.53	11/12/2021
83160	UAW Local 2600	2,481.99	11/24/2021
83006	Blackstone Audio Inc	2,291.77	11/12/2021
83125	Maggie Ann Soap Co LLC	2,000.00	11/24/2021
83121	John Schumacher	1,770.00	11/24/2021
532780	123.Net, Inc	1,724.00	11/16/2021
83165	Warner Norcross & Judd Llp	1,718.80	11/24/2021
83097	Homeless Training Institute, LLC	1,649.00	11/24/2021
82999	Advanced Benefit Solutions, Inc / 44 North	1,588.00	11/12/2021
83127	Max Lockwood	1,500.00	11/24/2021
83140	Noordyk Business Equipment	1,452.53	11/24/2021
83091	Cengage Learning	1,439.61	11/24/2021
83086	Edith Campbell	1,400.00	11/24/2021
201363056781	Consumers Energy	1,395.40	11/8/2021
83130	Michigan Office Solutions (MOS)	1,389.28	11/24/2021
83054	Lifeworks (US) LTD.	1,328.67	11/12/2021
83074	The Lillie Labor Law Firm P.C.	1,260.00	11/24/2021
83143	Parsley Mediterranean Grill	1,247.50	11/24/2021
83137	Nationwide	1,158.30	11/24/2021
83064	Unique	1,097.93	11/12/2021
83167	Xerox Financial Services LLC	815.64	11/24/2021
83142	Pam Spring Advertising, Llc	807.00	11/24/2021

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2021 Through 11/30/2021

Check Number	Vendor Name	Check Amount	Check Date
83072	Baker & Taylor	806.61	11/24/2021
83015	Cengage Learning	798.98	11/12/2021
83123	Lewis Paper	770.80	11/24/2021
83005	Bayscan Technologies	769.18	11/12/2021
83161	Unique	767.13	11/24/2021
83076	Center Point Publishing	714.90	11/24/2021
83124	Lowery Corp / Applied Imaging	568.40	11/24/2021
83007	Center Point Publishing	568.05	11/12/2021
83083	Comprenew	566.89	11/24/2021
INV02865212	Paycor, Inc.	555.50	11/26/2021
83017	Grand Rapids Building Services	530.00	11/12/2021
83000	All Season Lawn Care	529.67	11/12/2021
RIS0003751865	Delta Dental Of Michigan	525.15	11/8/2021
83011	Employee Assistance Center (EAC)	510.00	11/12/2021
2323555	Arrowaste	433.46	11/16/2021
014803	Medtipster.com, LLC.	395.81	11/18/2021
83002	Aqua Blue Aquarium Solutions	378.00	11/12/2021
83085	DK Security	340.00	11/24/2021
83144	Performance Assessment Network	290.00	11/24/2021
83071	Anjie Gleisner	287.26	11/24/2021
83166	Wolverine Printing Company	267.93	11/24/2021
83069	Ambrose	260.00	11/24/2021
83010	Derek Padula / Padula Publishing LLC	250.00	11/12/2021
83157	TASC	250.00	11/24/2021
83122	Legal Shield	248.25	11/24/2021
83148	Sabopr	247.50	11/24/2021
83151	Scholastic Library Publishing	218.40	11/24/2021
83080	Comcast Cable	218.40	11/24/2021
82998	Absopure Water Company	218.00	11/12/2021
83020	Hodges Coaching LLC	218.00	11/12/2021
83095	Grayson Barton	200.00	11/24/2021
83046	Joe Schweiss	200.00	11/12/2021
83093	Grainger	200.00	11/24/2021
83126	Mapers	200.00	11/24/2021
83164	Walgreen Co	189.00	11/24/2021
83016	Grainger	174.96	11/12/2021
83066	Absopure Water Company	156.50	11/24/2021
83065	Vanguard Fire & Security Systems Inc	151.96	11/12/2021
83153	Shirley Bruursema	132.80	11/24/2021
83141	Northview Band Boosters	125.00	11/24/2021
83081	Comcast Cable	124.90	11/24/2021
83012	Employment Screening Resources	120.00	11/12/2021
83129	Michigan Education Directory	107.80	11/24/2021
83067	Advanced Ecosystems / FishGuy	105.00	11/24/2021
IN2221667	TASC	94.02	11/26/2021
83098	IDVille / DBA Baudville	83.23	11/24/2021
9889689605	Verizon Wireless - MiFy Routers & Cell phones	83.10	11/3/2021
83162	Vital Records Holdings, LLC / VRC Companies, LLC	80.96	11/24/2021
83019	Heart Of West Michigan United Way	78.00	11/12/2021
83096	Heart Of West Michigan United Way	78.00	11/24/2021
83152	Sheri Gilreath-Watts	63.60	11/24/2021
83145	Peter Dykhuis	61.36	11/24/2021

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2021 Through 11/30/2021

Check Number	Vendor Name	Check Amount	Check Date
83075	Caitlin S. Oliver	54.64	11/24/2021
83146	Township of Richland - Richland Township Library	53.94	11/24/2021
2036757-1121	Dte Energy	51.67	11/3/2021
83159	Thomas Noreen	50.72	11/24/2021
83139	Niles District Library	44.94	11/24/2021
83090	Findaway World, Llc	41.99	11/24/2021
83118	isolved Benefit Services	39.48	11/24/2021
83150	Sarah Ann Weller	37.28	11/24/2021
83068	Alisha Myers	30.97	11/24/2021
83070	Andrew Erlewein	30.00	11/24/2021
83077	Charles R. Myers	30.00	11/24/2021
83088	Employment Screening Resources	30.00	11/24/2021
83156	Tammy Schneider	26.06	11/24/2021
83018	Graphic Arts Service & Supply	25.25	11/12/2021
83128	Melissa Lancaster	24.31	11/24/2021
83119	Janel Dykstra	23.44	11/24/2021
83045	Isidro Suarez	20.00	11/12/2021
83094	Grand Rapids Public Library	16.95	11/24/2021
83087	Elizabeth Raimer	16.95	11/24/2021
83078	Chris Lohman	16.67	11/24/2021
83084	Courtnei Moyses	16.17	11/24/2021
83014	Fung-Lian Tial	15.99	11/12/2021
83163	Wai Li	14.99	11/24/2021
83008	Chippewa River District Library	12.95	11/12/2021
83001	Anne Metten	12.74	11/12/2021
83079	City of Menominee	9.95	11/24/2021
83155	St Clair County Library	9.89	11/24/2021
83120	Jim Doan	5.99	11/24/2021
Report Total		764,252.29	

Kent District Library
Check/Voucher Register - Voided Checks
From 11/1/2021 Through 11/30/2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
82733	Grayson Barton	<u>(200.00)</u>	11/23/2021
Report Total		<u>(200.00)</u>	

NOVEMBER EXECUTIVE DIRECTOR'S REPORT

2021



Regional Managers were asked: Along with a quick rundown of holiday/winter events coming up at your branch, please also share: How have you seen your team grow the most over the past year and/or what was your team's biggest accomplishment? (Of what are y'all the proudest?)

EAST GRAND RAPIDS + AMY VAN ANDEL

This past year the Amy Van Andel Library + Community Center opened its doors to the public for the very first time, and did so while navigating the unique challenges of a global pandemic. Nevertheless, staff remained flexible and adapted to change quickly, giving recommendations on how to support materials maintenance and providing excellent customer service. A commitment to open communication and shared responsibilities also allowed staff members to remain thoughtful and patient in their work. Thank you to all Amy Van Andel staff members for a great year! In December, staff members are looking forward to the SnowFest Craft Time on December 7, as well as participating with the Ada Business Association in the Tinsel, Treats, and Trolleys event on December 4. The first weekend in December is always a wonderful celebratory time in Ada, with many local businesses and organizations participating in lighting the bridge, taking trolley rides, caroling and more. The branch will continue to join in on the fun by hosting a book sale with the Friends of the Amy Van Andel Library, in addition to providing crafts and a warm place to rest. It is a pleasure to be part of such a vibrant community and the Amy Van Andel Library looks forward to many more years of such fun.

Though the past year has been challenging at the East Grand Rapids Branch, staff worked together to continue to provide services, now more needed than ever. Staff really pulled together by helping each other with questions and requests, filling schedule shortages and remaining always ready to pitch in and get things done. Patrons have expressed such gratitude. Their kind words are a gift. In preparation for winter festivities, staff have started hanging snowflakes, putting holiday materials on display and creating Art Cart activities for children. Additionally, Winter Wonder Stories in December is a yearly program favorite. Stories and crafts for children are always a hit! Smiling faces and excited children are certain to provide good moments for staff members and library visitors alike.

GAINES + KENTWOOD

The Kentwood and Gaines branches are both having reindeer visit on December 18 and December 14, respectively. At the Kentwood Branch, a Happy Noon Year celebration is scheduled at 11:30 AM on December 31 for local families with littles who may not be able to stay up late and ring in the new year. This past year, staff at both of the branches have been flexible and provided exceptional customer service throughout another rocky year of global pandemic. Whether hosting outdoor storytimes, helping patrons with a new printing system, trouble-shooting computer issues, trekking books up and down stairs when the elevator breaks or braving the elements for curbside service, staff continue to put customers first in all things and let their passion for library service shine. The Kentwood Branch, in particular, is nearly finished implementing new displays and merchandizing standards as outlined in the Circulation Moonshot project. This was a full team effort, but it has totally paid off. Circulation numbers are currently up and the library looks amazing. The Gaines Township Branch is also well on their way to implementing the same standards as well. Displays are looking great and patrons are responding positively. Both teams have embraced highlighting the collection in a new way and staff take pride when displays empty quickly and need to be filled again.

KELLOGGSVILLE + WYOMING

The Wyoming Branch will host Ready for Reindeer at 6:30 PM on December 14 and a Happy Noon Year Program on December 31 from 11:30 AM. Gingerbread House Take and Make kits will also be distributed at the reindeer event. In the post-holiday winter months, Wyoming will also offer a SnowFest Craft Program on January 25, beginning at 2 PM. This year, the Wyoming team has done a wonderful job of revamping displays and merchandising materials in regards to Circulation Moonshot. The branch looks beautiful! Additionally, Assistant Branch Librarians and Branch Librarians are now working on more committees together. As a result, relationships have flourished.

At the Kelloggsville Branch, regular evening storytimes will begin to be offered in January. Additionally, staff are gearing up for the SnowFest Craft program on January 12 at 5:30 PM and a Heart-to-Heart Craft Program on February 9 at 5:30 PM. This year, the Kelloggsville team has knocked it out of the park in terms of circulation and programming. In particular, circulation of teen and juvenile fiction has increased by leaps and bounds and attendance at afterschool teen events has soared. The collection has been completely revamped to be more reflective of the community, including the student body, and displays have been completely remerchandised.

KRAUSE, NELSON + SPENCER

Winter at the Krause Memorial, Nelson Township and Spencer Township branches brings with it several perennial program favorites! Patrons are abuzz with anticipation for the annual sled dog program, occurring on December 22 at 3 PM in Rockford, December 18 at 10:30 AM in Nelson and December 2 at 6:30 PM in Spencer. Krause Memorial also hosted live reindeer on December 2. The Nelson Township Branch will continue its partnership with the Sand Lake Area Chamber of Commerce for the annual "Meet Santa" event from 9:30-11:30 AM on December 11. This beloved tradition includes carriage rides, crafts, treats and prizes. All are great family events!

2021 was another year of flexibility and pivoting for library staff, which included following ever-evolving health guidelines while striving to meet the needs of patrons and the community. Flexibility was truly the name of the game! Staff at Krause Memorial, Nelson Township, and Spencer Township welcomed the return of outreach visits as well as in-person indoor programming this fall. All three branches completed large weeding projects in order to implement the exciting new Circulation Moonshot project. Staff pulled together in large and small ways to really find their strengths. Teamwork truly was key in all that was accomplished in 2021.



PROGAMMING + OUTREACH



BOOKMOBILE

In November, KDL served a total of 4,653 individuals (in 86 events and visits from all branches, the Bookmobile and the Outreach Department). From those served:

- 851 attended Community events,
- 163 attended Early learning engagements,
- 3384 were School partnerships, and
- 255 Senior Adults were served.

NOV2021



SUN	MON	TUE	WED	THU	FRI	SAT
	01	02	03	04	05	06
	La Escuelita Preschool Las Mariposa *13		Bridgeway Visit *21 in attendance Ideal Park Food Distribution *75	Calvary CRC Food Distribution *105	Treat en el Barrio *200	
07	08	09	10	11	12	13
	Las Escuelita Preschool Ostos Brillantes*16 Kentwood CC Food Distribution *100	Godfrey Lee ECC *42	ENTF Food & Nutrition Coalition *39 Camelot Woods Sr Neighbor *16	Fair *175	Godfrey Lee Elementary Mission Read Visit *103	
14	15	16	17	18	19	20
La Escuelita Preschool *15	Eastminister Preschool Visit *22 Godfrey Lee ECC * 30	Eastminister Preschool Visit *21 Bethany Bridgeway School *19	Services Focus *59	Homeschool Visit *26	Community Christian Reformed Church Food Distribution *70	
21	22	23	24	25	26	27
28	29	30				
La Escuelita -Las Mariposas *18 Nelson & Cedar Springs Elementary visit *86	Godfrey Lee ECC *32					

*# of community members in attendance





PROGRAMMING + OUTREACH



CODERS4TOMORROW

Beginning Monday, December 27, Coders4Tomorrow will host a four-day coding workshop at the Kentwood Branch for grades 7 – 10. For the last two years, the coding group offered the program online; now it is returning as an in-person program. This is the fifth program series hosted by Coders4Tomorrow, a local group of high school and college coders. The class teaches the basics of the Python language, along with projects and one-on-one instruction. Registration is required and open for sign-ups.

MISSION: READ!

Patrons are completing KDL's reading program for Kindergarten through 3rd graders by reading for 1,000 days before 6th grade. Starting in October, the first patrons began completing the Mission Read challenge. So far, 187 amazing readers have completed the challenge and earned new Kindle e-readers!

RAPID GROWTH MEDIA

Bookmobile Operator Joyanne Huston-Swanson provided a phone interview and Bookmobile Photo session for Rapid Growth Media regarding KDL's continuing commitment to breaking down barriers for underserved patrons. She did an amazing job! <https://www.rapidgrowthmedia.com/features/KDL-poverty-barriers.aspx>

Bookmobile Operator Kelaine Mish and Wimee visited Shelley Irwin at WGVU to speak about the librarian's role in pre-school education and resources. The conversation was in the context of Giving Tuesday as a global day of philanthropy come Tuesday the 30th, and KDL partnership with them <https://www.wgvunews.org/the-wgvu-morning-show/2021-11-23/giving-tuesday>.

SUMMER WONDER 2022

Planning for Summer Wonder began this fall with staff starting to schedule presenters for the summer. Staff are also working to support the strategic goal to be reflective and inclusive of the diverse communities served by KDL. A system-wide interactive program is being created to schedule cultural experiences featuring food, music, dance and more.

VIRTUAL OUTREACH AND WIMEE'S WORD

For the month of November, Wimee's Word aired 11 times and reached 5,185 live views. The partnership is with the local public television channel, WGVU, which will officially start broad-casting in the month of January. KDL is exploring the possibility of having a live audience inside the Children's Museum, together with an interactive booth where kids can record their own content and share it with Wimee. The goal is to help parents and families manage and integrate virtual technology in an intentional and productive way.

WRITE MICHIGAN

KDL received 1,213 submissions for the Write Michigan Short Story Contest! The most popular category this year is the teen writers, with 568 submitted stories. The stories are now being reviewed by volunteers, who will help narrow down the submissions to the top ten in each category. Final judging and the public vote begin January 17.

KATIE KUDOS



ANNA SWANSON

EAST GRAND RAPIDS

HELPFUL

was nominated by Shaunna Martz because...

We had a few call-ins due to illness. Anna Laura kindly agreed to stay an extra hour to help cover our evening shift. Thank you for being a team player as well as your flexibility, Anna Laura!

and by Ben Siebert because ...

Anna Laura hit a materials advisory situation out of the park. I didn't know the author the patron was talking about. The patron stated they read everything the author had written. Anna Laura's wheelhouse was going because she found the author's books. The patron was super happy with the experience. They left with some good books to read.

BETHANY HEERSPINK

WALKER

HELPFUL

was nominated by Craig Buno because...

I am thankful to Kathy, Lynne, Bethany, and Michelle who helped start the collection re-arrangement on Thursday. We needed to prepare for the collection of Operation Moonshot and needed to make some changes. Thank you to both Michelle and Bethany who continued to move the books on their Thursday evening shift. Chellea, Kelly, and Bethany were unstoppable forces on Friday. They moved over 8 rows of fiction books in just over 3 hours. They were averaging about 8 minutes per bay!

I am so thankful they made this a priority and were able to get this move done in record time. The collection was put back together. There were no carts holding books over the weekend waiting for their new spot. Thank you ALL so much!!

and by Liz Knapp because...

Bethany is someone who always looks for the moment where she can brighten a co-worker's day or do a small act of kindness. She recently found a silly book (knitting hats for cats!) and left it on my desk just to make me laugh. Bethany is authentically someone who thinks of others in big and small ways.

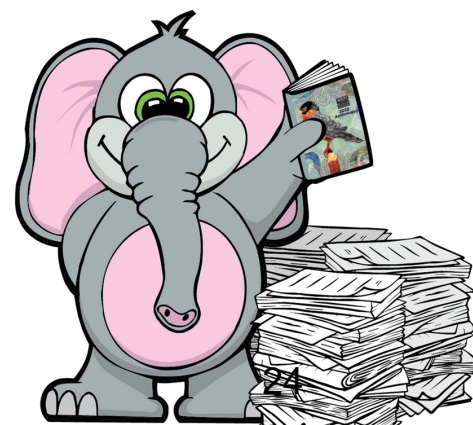
ELVIA MYERS

SERVICE CENTER

HELPFUL

was nominated by Corey Archmbault because...

Thank you for your support in making the Friends of the Library Appreciation luncheon a great success! From her brainstorming room set-up solutions, troubleshooting IT issues, and the buffet table set-up and ready to go -- your help truly made the event a success. Thank you so much!!

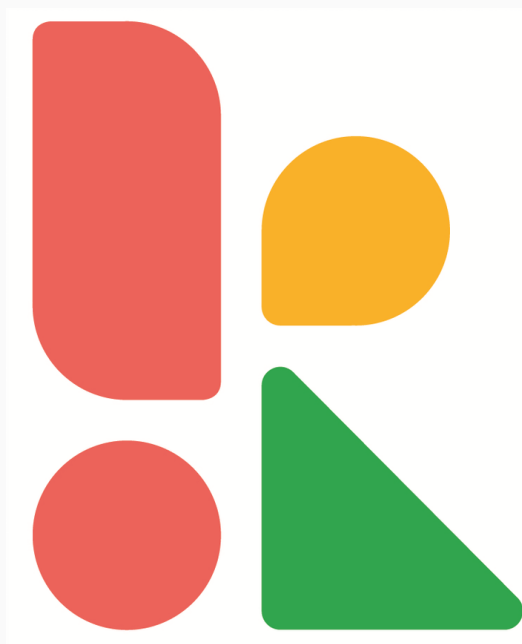


UPCOMING MEETINGS

KDL Board Meeting
THURSDAY, JANUARY 20, 2022
4:30 PM
KDL SERVICE & MEETING CENTER

KDL Board Meeting
THURSDAY, FEBRUARY 17, 2022
4:30 PM
KDL CASCADE LIBRARY

KDL Board Meeting
THURSDAY, MARCH 17, 2022
4:30 PM
KDL SERVICE & MEETING CENTER



DATES OF INTEREST

OTHER MEETINGS

KDL Pension Meeting
February 16, 2022
1:00 PM
KDL Service & Meeting Center

PLA 2022 Conference
March 23-25, 2022
Portland, OR

ALA Annual Conference
June 23-28, 2022
Washington, DC





MONTHLY PROJECT REPORT

NOVEMBER 2021

- 1** New projects approved
- 15** Projects in approval queue
- 4** Declined



● In progress	9
● Late	3
✓ Completed	29

● On track ● At risk—budget, scope, timeline ● Paused/cancelled—being redefined or stopped

KDL Mobile App



Project Lead: Remington Steed
Status: On track

Approval Date: 11.29.21
Due Date: 02.28.22

As many library users increasingly obtain and consume library materials via their smartphones and handheld personal devices, KDL patrons also need a way to browse our catalog and register for programs on a smaller screen. BiblioCommons currently offers a ready-made mobile app compatible with KDL's website and catalog that would create a cohesive experience for library users above and beyond the current mobile capabilities. As part of this project, the project team will design the general look and feel of the application, seek feedback from staff on patron expectations for ease of use, create a comprehensive training schedule with talking points for how to encourage interested patrons to download the app, create a clear list of mobile app features that the browsing experience currently lacks, and schedule a demo of the product in order to address and resolve potential issues.

NEW!

Circulation Moonshot: Displays + Merchandising



Project Lead: Alantha Mansberger
Status: On track

Approval Date: 06.30.21
Due Date: 05.31.22

Though progress was slowed in the fall due to staff changes and the return of in-person programming, three-day branch visits have once again resumed. A branch visit, as it relates to Circulation Moonshot, involves a designated project team member visiting a specific branch for a three-day period of time, during which they assess location-specific display needs as well as identify opportunities to better implement merchandising. Some of the branches slated for visits next include Wyoming, Kelloggsville and East Grand Rapids.

Circulation Moonshot: Weeding Standards



Project Lead: Liz Guarino

Status: On track

Approval Date: 06.30.21

Due Date: 05.31.22

This month, the Rockford branch piloted a few key components of the project, including: a new weeding report based on shelf allocation and other criteria; evaluating all materials for discard during the check-in process; separating materials for Friends of the Library, Little Free Library and recycling; and using new green recycle bags. Milestones include developing a new streamlined process with accompanying visuals to aid in clarity, general staff buy-in and excitement, and clear criteria for where books go after they are weeded. Staff have still expressed hesitation over weeding the last copy of something and there are still a few complications to work out in regards to the Little Free Library process, but otherwise the team looks forward to working through and resolving more of these issues as they begin piloting the new process at the Plainfield branch in early December.

Circulation Moonshot: Youth + Teen Core Collection



Project Lead: Tammy Schneider

Status: On track

Approval Date: 10.20.21

Due Date: 03.31.22

The project team will have their first official meeting in the month of December. In the meantime, team members are busy compiling their own lists of potential titles to be included in the Youth and Teen CORE collections.

Curbside Texting + Interactive Voice Response



Project Lead: Morgan Hanks

Status: On track

Approval Date: 10.20.21

Due Date: 03.31.22

Testing of the new Curbside Texting and Interactive Voice Response program is currently underway at the Cascade Branch with an emphasis on workflow and best practices, though the official pilot with patrons has not yet begun. The team is working ways to make the service point more mobile and personalized and ensuring the notifications are sufficient. A comprehensive training plan is currently being developed at Cascade and for potential use in the future. The team continues to narrow down a target consumer for this service and for marketing.

EDI Collection Audit / Tagging



Project Lead: Samantha Hodge

Status: On track

Approval Date: 03.24.21

Due Date: 12.31.21

Adult tags have now been uploaded to the catalog and are searchable from WorkFlows and BiblioCommons. Utilizing 38 standard tags, there are now over 5,300 tags on more than 3,200 titles. A sample of titles from each tag is currently being verified for quality assurance and new titles are being added daily as newly published materials arrive for processing. This project's focus will shift from Adult Fiction to Adult Nonfiction and Youth Materials in 2022.

MS Bookings Post-Pilot



Project Lead: Elvia Myers

Status: Complete

Approval Date: 09.15.21

Due Date: 11.19.21

This project is completely launched as of the beginning of December. Branch Librarians have been identified at all branches with private rooms available for reservation. Webmaster Remington Steed has been updated kdl.org with study room reservations as part of a roll-out process designed to cut down on potential errors and time spent making changes to the site.


MUSICat / KDL Vibes

 **Project Lead:** David Specht
Status: At Risk - Timeline

Approval Date: 03.31.21
Due Date: *new due date of 11.30.21*

With the KDL Vibes site now live, this new offering is set to officially launch to the public come early December. Out of the 50 artists invited to the collection, 36 submitted full albums and artist profiles. Any artists deferred from initial selection will be revisited mid-December, with invitations offered to as many as possible for a full roster. Rabble, the developers of the MUSICat software, hit a few snags concerning tech integration in the last few weeks, which forced this offering to launch a bit later than the November deadline, but as of this report the team is now back on track and planning for a giant promotional push.

New Printers and Print Management Service

 **Project Lead:** Kurt Stevens
Status: At Risk - Timeline

Approval Date: 03.24.21
Due Date: *new date of 10.20.2021*

Deliverables of this project include finding a satisfactory printer management partner, facilitating replacement of all previously leased printers, providing onsite staff training, and ensuring adequate maintenance of the newly installed machines. Though all of these things have been completed, there is still ongoing staff feedback that suggests additional attention is needed. Until the reported issues can be resolved, this project is not yet considered complete.


Rehmann - Finance Department Audit

 **Project Lead:** Kim Lindsay
Status: At Risk - Timeline

Approval Date: 11.02.20
Due Date: *new due date 12.31.21*

Punch list items are being completed and pivotal process improvements, such as enhancements to Microix approvals, are set to begin in the new year. These changes should result in significant time saved by KDL team members using the application. A revised credit card policy is also being completed with the goal of a first reading being placed in front of the board by January 2022.


Streaming Sensory Storytimes

 **Project Lead:** Shelley Roossien
Status: On track

Approval Date: 08.18.21
Due Date: 01.15.22

Filming for the sensory storytime videos is set to take place in early December. Several youth librarians have signed up to film everything from short segments to full storytimes with sensory elements in stories, songs and rhymes. Branch Librarian Holly Goulet and Digital Marketing Strategist David Specht will be helping with the filming process, as well as creating digital overlays and on-screen cues for at-home participants. The project team will also begin working on resource pages to include with the videos and Marketing Communications Specialist Katie Zuidema is developing a list of organizations to help create a targeted marketing campaign in preparation for launch mid-January.

Systemwide WonderKnook Refresh

 **Project Lead:** Missy Lancaster
Status: On track

Approval Date: 09.23.21
Due Date: 11.30.22

TMC Furniture is currently finalizing notes from stakeholder interviews and working to determine if all themes and concepts provided by the project team are viable. Once received, the project team will review notes and drawings and work with stakeholders to ensure the project remains within scope and vision. TMC is still on-track to begin manufacturing imaginative play and loose parts play pieces at the end of December.



Service + Meeting Center



Project Lead: Missy Lancaster
Status: On track

Approval Date: 2020
Due Date: 12.17.21 (estimate)

This project draws ever closer to completion, with basic maintenance in the Finance department now complete and work on the Human Resources department officially underway as of November 22. Furniture for the lobby, manager's suites, open offices, Finance and Human Resources has yet to arrive, but hope remains that it will be in before the end of the year. Unfortunately, with manufacturing and supply chain delays, an exact date is yet unknown. By the end of the year, all lighting on the "service" side of the building will be completely replaced with LED fixtures, thereby reducing energy costs. Lights on the "meeting" side of the building will likewise be replaced with LED fixtures one-by-one as they burn out. Once furniture comes in, all employee areas will then be complete, after which the only areas that will need additional maintenance will be the Learning Lab, Bruursema Board Room, "Corner Conference Room" and Human Resources Conference Room.

Krause Memorial



Project Lead: Jennifer German
Status: N/A

Approval Date: N/A
Due Date: N/A

The inaugural Rockford's Got Talent will take place on Saturday, January 8, 2022 with half the proceeds going toward the Krause Memorial Branch Expansion Fund. This is a joint venture between the Rockford Area Community Endowment and Friends of the Krause Memorial Library.

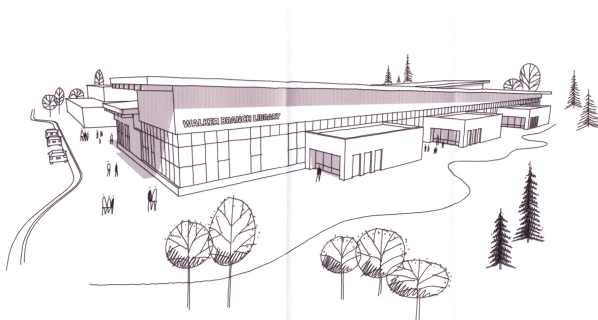
Walker

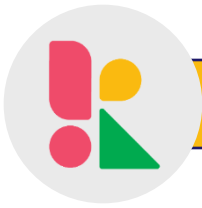


Project Lead: Craig Buno
Status: N/A

Approval Date: N/A
Due Date: N/A

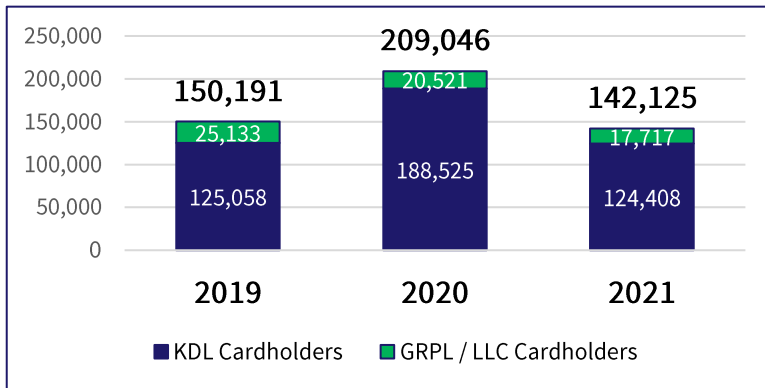
On Tuesday, November 17, the Steering Committee met concerning plans for a new combined space of the library, community center and Walker Ice and Fitness Center. Fishbeck first analyzed the space needed to accommodate only the current service population and determined that approximately 22,000 square feet—or about four times the area of a basketball court—are required to address the library's current needs. (The current size is a little over 8,000 square feet.) However, future space requirements, based on regional population projection, could see the library grow up to 39,000 square feet. As of now, the project is estimated to cost a total of \$49.66 million for all three building components. (The estimated cost for the library alone is \$10.48 million.) Next, the conceptual design study will be presented to the Walker City Commission for their recommendation before moving on to fundraising.





NOVEMBER 2021 STATISTICAL SUMMARY

Active Patrons:



1,715 Accounts Added in November:

- 1,491 New KDL Cardholders
- 153 New GRPL Cardholders
- 71 New LLC Cardholders

Note: In 2020, Library Card Challenge accounts were added to the KDL cardholder total when that program ended, and formerly expired accounts were reactivated through summer 2021 to more easily access digital resources. These accounts have now expired again.

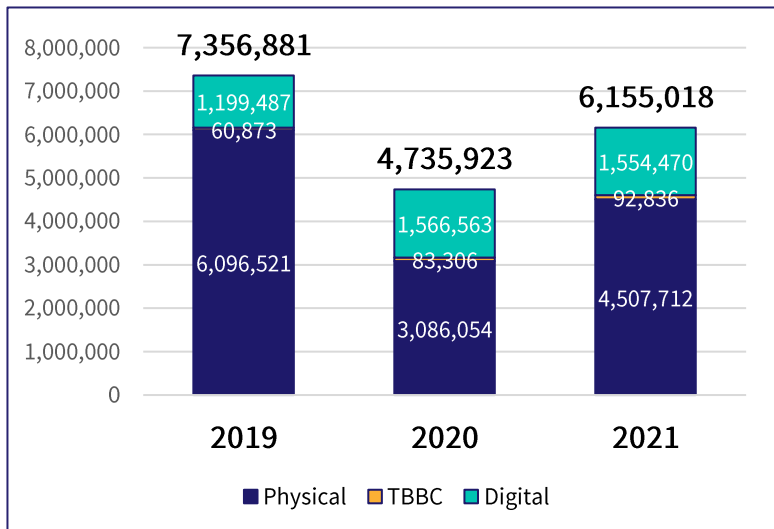
Note: Branches were closed March 13 – August 4, 2020 and November 16, 2020 – January 18, 2021 due to COVID-19. Curbside service began June 15, 2020. Limited in-branch hours were offered August 5 – September 20, 2020.

Comparing to Previous Timeframes:

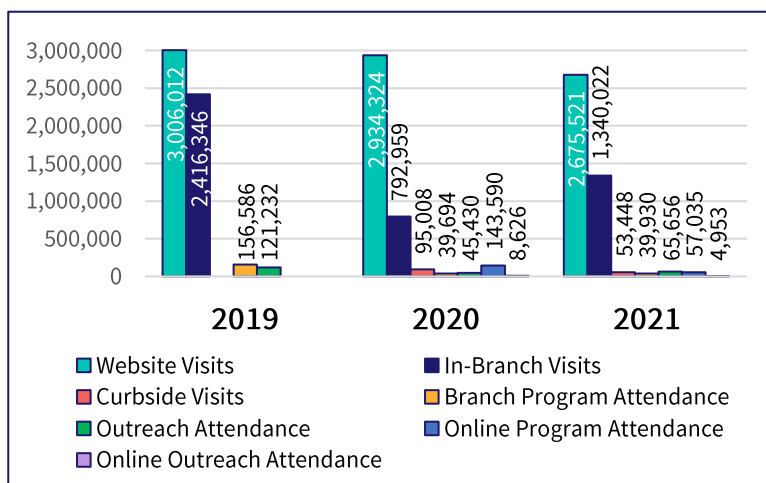
- **Physical Checkouts:** Down 4% from last month; Up 43% from 2020; Down 21% from 2019
- **Digital Checkouts:** Up 2% from last month; Up 2% from 2020; Up 30% from 2019
- **Visitor Count:** Down 9% from last month; Up 142% from 2020; Down 28% from 2019
- **Program Attendees:** Down 50% from last month; Down 6% from 2020; Down 24% from 2019

(See following page for more details)

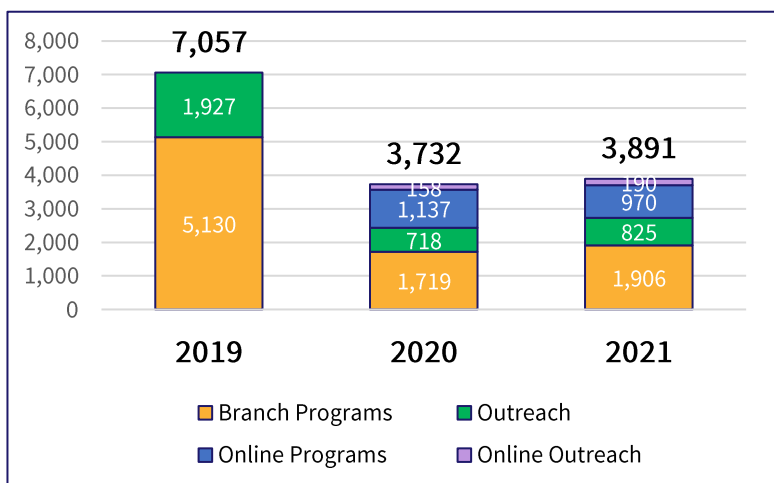
Circulation YTD:



People Served YTD:



Number of Events YTD:

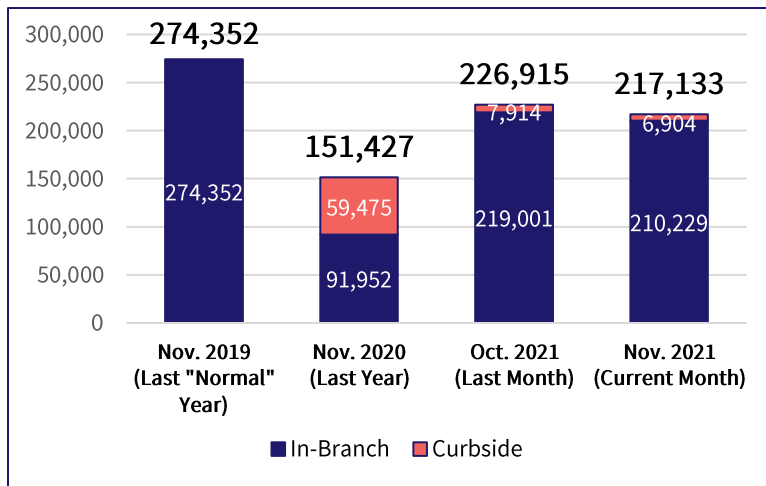




NOVEMBER 2021 STATISTICS IN-DEPTH

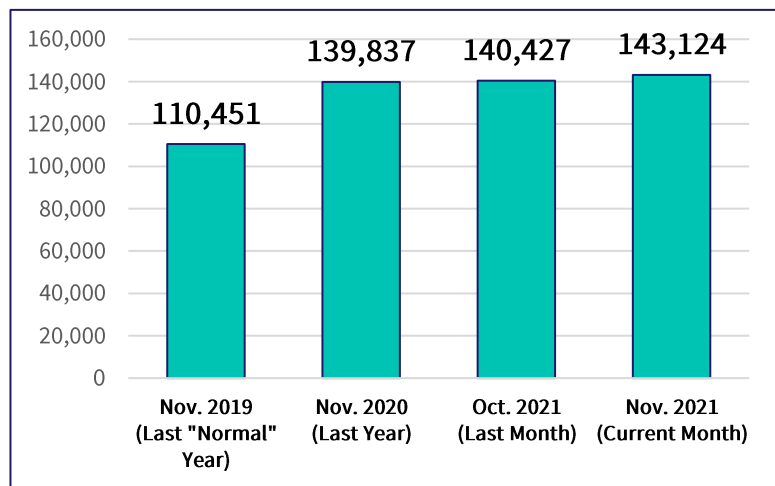
Branches are now back to normal services. How have our basic statistics changed month-to-month and when compared to 2020 (when branches closed to in-branch services midway through the month), and compared to the last "normal" year of 2019?

Physical Items Checked Out:



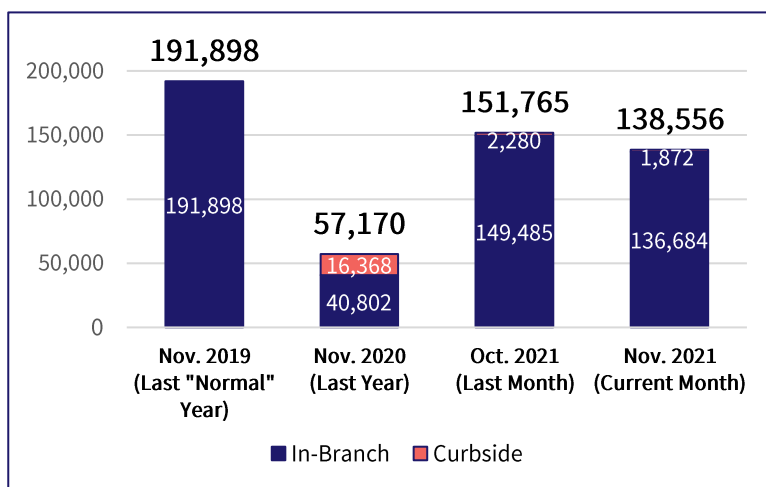
4% fewer total items were checked out compared to last month, and 21% fewer compared to the same month in 2019. Curbside use accounted for 3% of checkouts in October.

Digital Items Checked Out:



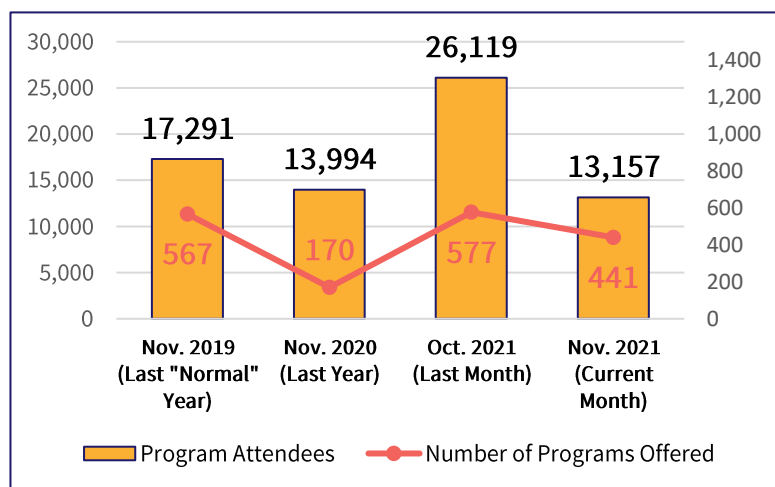
Digital checkouts are up 2% from last month, up 2% from the same month in 2020, and up 30% compared to the same month in 2019.

Visitor Count:



Including both in-branch and curbside visits, total visitors decreased 9% compared to last month, and are down 28% compared to the same month in 2019. Curbside users accounted for 1% of visitors in October.

Programs:



As the Fall programming season concluded, KDL offered 24% fewer programs than last month, and had 50% lower attendance. Attendance is down 24% when compared to the same month in 2019.



MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

KDL CORE Titles (All copies):

Title	Checkouts
-------	-----------

- | | |
|--|----|
| 1. <i>The Midnight Library</i> by Matt Haig | 87 |
| 2. <i>Where the Crawdads Sing</i> by Delia Owens | 66 |
| 3. <i>The Silent Patient</i> by Alex Michaelides | 61 |
| 4. <i>The Guest List</i> by Lucy Foley | 56 |
| 5. <i>The Invisible Life of Addie LaRue</i> by Victoria Schwab | 52 |

KDL CORE Titles (Stickered copies):

Title	Checkouts
-------	-----------

- | | |
|--|----|
| 1. <i>The Silent Patient</i> by Alex Michaelides | 26 |
| 2. <i>Still Life</i> by Louise Penny | 22 |
| 3. <i>Open Season</i> by C. J. Box | 21 |
| 4. <i>All the Ways We Said Goodbye</i> by Beatriz Williams | 19 |
| <i>The Nightingale</i> by Kristin Hannah | 19 |
| <i>The Underground Railroad</i> by Colson Whitehead | 19 |
| <i>Where the Crawdads Sing</i> by Delia Owens | 19 |

All Physical Items (Most Checkouts):

Title	Checkouts
-------	-----------

- | | |
|---|-----|
| 1. KDL Wifi Mobile Hotspot | 258 |
| 2. <i>The Judge's List</i> by John Grisham | 180 |
| 3. <i>Better Off Dead</i> by Lee Child | 177 |
| 4. <i>The Wish</i> by Nicholas Sparks | 173 |
| 5. <i>Apples Never Fall</i> by Liane Moriarty | 142 |

All Physical Items (Most Holds):

Title	Holds
-------	-------

- | | |
|---|-----|
| 1. <i>Wish You Were Here</i> by Jodi Picoult | 213 |
| 2. <i>The Judge's List</i> by John Grisham | 161 |
| 3. <i>The Lincoln Highway</i> by Amor Towles | 150 |
| 4. <i>Mercy</i> by David Baldacci | 135 |
| 5. <i>Apples Never Fall</i> by Liane Moriarty | 129 |

OverDrive Items (Most Checkouts):

Title	Checkouts
-------	-----------

- | | |
|---|-----|
| 1. <i>Five Total Strangers</i> by Natalie D. Richards | 620 |
| 2. <i>Five Total Strangers</i> by Natalie D. Richards (audio) | 225 |
| 3. <i>The Midnight Library</i> by Matt Haig (audio) | 170 |
| 4. <i>The Four Winds</i> by Kristin Hannah | 116 |
| 5. <i>Game On: Tempting Twenty-Eight</i> by Janet Evanovich | 111 |

OverDrive Items (Most Holds):

Title	Holds
-------	-------

- | | |
|---|-----|
| 1. <i>The Last Thing He Told Me</i> by Laura Dave | 560 |
| 2. <i>Apples Never Fall</i> by Liane Moriarty | 439 |
| 3. <i>The Last Thing He Told Me</i> by Laura Dave (audio) | 285 |
| 4. <i>The Judge's List</i> by John Grisham | 284 |
| 5. <i>Malibu Rising</i> by Taylor Jenkins Reid | 257 |

NEW HIRES	POSITION	EFFECTIVE
Abbigail Hale	Assistant Branch Librarian – Englehardt	December 6
Tammy Pulaski	Assistant Branch Librarian Sub	December 6
Talea Fournier	Assistant Branch Librarian Sub	December 13
Liv Deliyannides	Assistant Branch Librarian Sub	December 13
McKenzie Smith	Assistant Branch Librarian – Kentwood	December 13
Brett Townsend	Administrative Assistant – Fund Development	December 13

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Andrea Puskas	Assistant Branch Librarian – Nelson Twp / Sand Lake	Assistant Branch Librarian Sub	December 11

DEPARTURES	POSITION	EFFECTIVE
Janelle Mitchell	Assistant Branch Librarian Sub	November 26
Jill Iams	Shelver – Plainfield	December 6
Dawn Lewis	Regional Manager I – East Grand Rapids / Amy Van Andel	January 14

OPEN POSITIONS	TYPE
Patron Services Associate – Service Center	Part-time
Branch Librarian – Wyoming	Full-time
Shelver – Cascade (3 positions)	Part-time
Branch Librarian – Grandville	Part-time
Branch Librarian – Gaines Township	Part-time
Assistant Branch Librarian – Amy Van Andel / Ada	Part-time
Shelver – Plainfield	Part-time
Assistant Branch Librarian – Gaines Township	Part-time
Assistant Branch Librarian – Englehardt	Part-time
Regional Manager I – East Grand Rapids / Amy Van Andel	Full-time
Shelver – Alto	Part-time
Branch Librarian – Wyoming	Part-time

Assistant Branch Librarian – Nelson Twp / Sand Lake	Part-time
Branch Librarian – Cascade	Part-time

EMPLOYEE ANNIVERSARIES (JANUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Amy Bouma	Collection Services	24 years
Ray Mysels	Information Technology	23 years
Kelaine Mish	Bookmobile	22 years
Tammy Schneider	Collection Development	22 years
Margo Bird	East Grand Rapids	20 years
Mark Dunham	Krause Memorial	18 years
Mary Oosterbaan	Grandville	14 years
Katie Zuidema	Marketing/Communications	12 years
Trevor Zuidema	Grandville	11 years
Catherine Campbell	Grandville	10 years
Faye Harbison	Plainfield	10 years
Clyde Waltenbaugh	Spencer Township	8 years
Sara Vantassell	Comstock Park	7 years
Sara McMullin	Alto/Englehardt	6 years
Morgan Hanks	Patron Services	5 years
Wendy Kuzma	Sub Pool	5 years
Mara Deckinga	Collection Services	4 years
Ashley Gaglio	Caledonia	4 years
Nanette Zorn	Cascade	4 years
Anna Swanson	East Grand Rapids	3 years
Lisa VanKampen	Grandville	3 years
Lindsay Gibson	Gaines Township	2 years
Corey Archambault	Volunteer Services	1 year
Stacey Brander	Amy Van Andel / Ada	1 year
Aubree Domsic	Sub Pool	1 year
Tiha Kabir	Sub Pool	1 year
Mary McCoy	Amy Van Andel / Ada	1 year
Sara Powers	Amy Van Andel / Ada	1 year
Michelle Trisch	Amy Van Andel / Ada	1 year
Julia Verstraete	Amy Van Andel / Ada	1 year

BOARD OF TRUSTEES ATTENDANCE - 2021

	SHIRLEY BRURSEMA	ANDREW ERLEWEIN	SHERI GILREATH- WATTS	PETER DYKHUIS	CHARLES MYERS	TOM NOREEN	CAITIE S. OLIVER	PENNY WELLER
January 21, 2021*	<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 18, 2021*	<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 18, 2021*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
April 15, 2021	<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 20, 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June 17, 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>
July 15, 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August 19, 2021	<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 23, 2021	<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 14, 2021 Cancelled	<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 28, 2021	<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"/>
November 18, 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
December 16, 2021	<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 TELECONFERENCE

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE



TRUSTEE BOARD ASSIGNMENTS

AS OF DECEMBER 9, 2021

BOARD CHAIR			
Trustee	Appointment Date	Years of Service	Notes
Shirley Bruursema	December 19, 2019	2 years	Appointed by Board Motion
BOARD VICE CHAIR			
Trustee	Appointment Date	Years of Service	Notes
Tom Noreen	December 19, 2019	2 years	Appointed by Board Motion
BOARD TREASURER			
Trustee	Appointment Date	Years of Service	Notes
Andrew Erlewein	December 21, 2017	4 years	Appointed by Board Motion
BOARD SECRETARY			
Trustee	Appointment Date	Years of Service	Notes
Sheri Gilreath-Watts	May 21, 2020	1 year, 7 months	Appointed by Board Motion



TRUSTEE BOARD ASSIGNMENTS

AS OF DECEMBER 9, 2021

KDL ALLIANCE OF FRIENDS (MEETS BI-MONTHLY)			
Trustee	Appointment Date	Years of Service	Notes
Penny Weller	December 21, 2016	5 years	Appointed by Board Motion
Caitie S. Oliver	December 19, 2019	2 years	Appointed by Board Motion
KDL PENSION BOARD (MEETS QUARTERLY)			
Trustee	Appointment Date	Years of Service	Notes
Charles R. Myers	January 18, 2001	19 years, 11 months	Appointed by Board Motion
Andrew Erlewein	February 19, 2021	9 months	Appointed by Board Motion
LAKELAND LIBRARY COOPERATIVE (LLC) BOARD (MEETS MONTHLY)			
Trustee	Appointment Date	Years of Service	Notes
Shirley Bruursema	July 21, 1994	27 years, 5 months	Appointed by Board Motion



POLICY MANUAL

Proposal for Edits

NO EDITS

Personnel

KDL POLICY 6.1

EQUAL EMPLOYMENT OPPORTUNITY

LAST REVISED 10.15.20

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, 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](#).

KDL POLICY 6.1.1

HARASSMENT

LAST REVISED 9.17.09

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

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

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

- submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
- submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or
- such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

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

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

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

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

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

KDL POLICY 6.1.2

AMERICANS WITH DISABILITIES ACT (ADA)

LAST REVISED 2.18.16

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

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

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

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

KDL POLICY 6.2

POSITION AUTHORIZATION

LAST REVISED 2.18.16

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

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

New classifications or staffing positions needed beyond the available budget must receive Board approval. Once a final determination is made, authorization paperwork must be completed and forwarded to the Human Resources Department to begin the recruitment process.

KDL POLICY 6.2.1

APPLICATIONS

LAST REVISED 10.15.20

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.

KDL POLICY 6.2.1.1

INTERNSHIPS

LAST REVISED 2.18.16

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

Interns can serve in the following ways:

- assisting and learning from experienced employees;

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

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

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

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

KDL POLICY 6.2.2

INTERVIEW + SELECTION

LAST REVISED 10.15.20

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 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.

KDL POLICY 6.2.3

INITIAL EMPLOYMENT PERIOD

LAST REVISED 2.16.12

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

The initial employment period may be extended with the approval of the Executive Director. After completion of the initial employment period, the Library retains the right to terminate, in its sole discretion, but may provide a maximum of two (2) weeks' notice and/or two weeks termination pay before acting to terminate an employment relationship.

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

KDL POLICY 6.2.4

PROMOTIONS

LAST REVISED 9.19.19

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

When an employee is reclassified to a classification in a higher salary range, the employee's salary shall be adjusted to the minimum of the range for the new classification or to that salary rate which is at least equivalent to a 5% increase, whichever is higher.

KDL POLICY 6.2.5

NEPOTISM

LAST REVISED 5.15.14

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

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

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

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

KDL POLICY 6.2.6

“ACTING” CAPACITY

LAST REVISED 11.18.10

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

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

KDL POLICY 6.2.7

OUTSIDE EMPLOYMENT

LAST REVISED 12.19.02

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

KDL POLICY 6.2.8

EMPLOYEE TERMINATION OF EMPLOYMENT

LAST REVISED 5.19.05

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

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

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

In general, sick, PTO 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 and PTO, only after twenty-four months (2 years) of continuous service.

KDL POLICY 6.3

PERSONNEL FILES + EMPLOYEE RECORDS

LAST REVISED 5.19.05

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

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

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

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

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

KDL POLICY 6.3.1

ACCESS TO EMPLOYEE FILE INFORMATION

LAST REVISED 10.15.20

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 Regional Manager, the employee's immediate supervisor on a "need to know" basis, and the individual employee, upon request, in accordance with his/her statutory access rights. Files pertaining to employees who are bona fide candidates for interdepartmental transfer will be accessible to the prospective supervisor.

The confidentiality of social security numbers contained in personnel files or employment records shall be maintained in compliance with the [Michigan Social Security Number Privacy Act \(P.A. 454 of 2004\)](#) and the Kent District Library Social Security Numbers Privacy Policy ([Policy 6.3.6](#)).

Access to employment records containing private health information are limited to the Executive

Director, Human Resources Department personnel and the employee, and will only be used in the administration of policies or procedures (e.g., FMLA, Workers Compensation, etc.) that require such records of information. Employee concerns about private health information should be submitted to the Executive Director in writing.

KDL POLICY 6.3.2

CONTINUOUS LENGTH OF SERVICE

LAST REVISED 9.17.09

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

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

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

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

KDL POLICY 6.3.3

DISCLOSURE OF EMPLOYEE FILE INFORMATION

LAST REVISED 9.17.09

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

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

- All requests for information contained within employee personnel files, including requests for employment verification and job references, shall be forwarded to Human Resources. No supervisor shall respond to such requests.

- Upon receiving a request for information, the Human Resources Department shall require authorization from the individual about whom information is being requested before releasing any information, unless the request is pursuant to a subpoena or request from a governmental agency. The authorization must be in writing and signed by the individual who is the subject of the request. It must state the type of information that may be released and the party to whom information may be supplied.
- The information requested shall be released only to the party authorized to receive it. This information may be provided by Human Resources or, in the case of recommendations, by a supervisor, after receiving the approval of the Executive Director or his/her designee.
- The confidentiality of social security numbers contained in personnel files or employment records shall be maintained in compliance with the [Michigan Social Security Number Privacy Act \(P.A. 454 of 2004\)](#) and the Kent District Library Social Security Numbers Privacy Policy ([Policy 6.3.6](#)).

KDL POLICY 6.3.4

EMPLOYEE REFERENCES

LAST REVISED 5.15.14

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

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

KDL POLICY 6.3.5

APPLICANT/EMPLOYEE BACKGROUND VERIFICATION + DRUG SCREENING

LAST REVISED 11.18.10

Kent District Library requires, as a condition of employment, that all candidates consent to and authorize both a pre-employment verification of the background information submitted and a pre-employment drug screen prior to being interviewed.

This release and authorization acknowledges that Kent District Library may obtain the following: a pre-employment drug screen; verification of education; verification of previous employment/work history; personal references; a motor vehicle record; and any criminal history record information pertaining to the employee which may be in the files of any federal, state, or local criminal justice agency in Michigan or any other states/countries of origin; and/or information as deemed necessary, relevant and applicable to job requirements. Kent District Library will not obtain any type of information from the applicant/employee's personal credit/financial history record.

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

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

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

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

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

KDL POLICY 6.3.6

SOCIAL SECURITY NUMBERS PRIVACY

LAST REVISED 2.23.06

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

Kent District Library will not:

- Publicly display more than 4 sequential numbers of an individual’s complete social security number;
- Use the SSN as the primary account number for any individual;
- Visibly print the SSN on any identification badge or card, membership card, or permit or license;
- Require an individual to use or transmit the SSN over the internet or computer system unless the connection is secure or the transmission is encrypted;
- Require an employee to transmit the SSN to gain access to an internet website or computer system network unless the connection is secure, the transmission is encrypted, or a password or other authentication device is required to gain access;
- Include the SSN in or on any document sent to an individual if the numbers are visible on or, without manipulation, from outside of the envelope or packaging;
- Include the SSN in or on any document or information mailed to an individual, except in accordance with the Act or other applicable laws, rules, or regulations; or
- Unlawfully disclose social security numbers in violation of the Act or other applicable laws, rules, and regulations.

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

KDL POLICY 6.4

COMPENSATION

LAST REVISED 11.18.10

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

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

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

KDL POLICY 6.4.1

PERFORMANCE EVALUATION

LAST REVISED 9.17.09

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

Merit increases shall be based upon a rating of the employee's work performance and budget availability. Such ratings shall be conducted quarterly and in accordance to the KDL check-in process.

KDL POLICY 6.4.2

BENEFITS

LAST REVISED 3.21.13

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

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

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

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

KDL POLICY 6.4.3

SICK LEAVE

LAST REVISED 3.21.13

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

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

KDL POLICY 6.4.4

SICK TIME PAYMENT

LAST REVISED 3.21.13

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

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

KDL POLICY 6.4.5

DISABILITY LEAVE OF ABSENCE

LAST REVISED 5.19.05

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

Employees are required to return to work as soon as they are medically capable of performing their job. Where the work situation and the employee's medical condition permit, the Library may allow the employee to return to limited duties with the review and approval of the supervisor. The Library will provide reasonable accommodation to the extent required by the ADA and other applicable laws to employees who have permanent medical restrictions placed on their work

activities. The Library may, at its discretion, attempt to reinstate employees returning from extended disability leaves of absence to their former positions, but such reinstatement is not guaranteed. The Library will determine whether it is necessary to fill the employee's position while the employee is on disability leave.

KDL POLICY 6.4.6

WORKERS' DISABILITY COMPENSATION SUPPLEMENTAL PAY

LAST REVISED 10.24.19

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

The period covered by the above shall not exceed six (6) calendar weeks, after which accrued sick time/Paid Time Off (PTO) may be utilized to maintain the difference between the compensation payment and the employee's regular net pay. Upon the exhaustion of accrued sick time, vacation leave and holiday time may be utilized to maintain the difference between the compensation payment and the employee's regular net pay.

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

KDL POLICY 6.4.7

EMERGENCY CLOSING COMPENSATION

LAST REVISED 5.15.14

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

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

by an emergency closing.

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

KDL POLICY 6.5

WORK WEEK

LAST REVISED 5.19.05

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

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

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

KDL POLICY 6.6

PROGRESSIVE ACTION POLICY

LAST REVISED 5.19.05

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

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

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

KDL POLICY 6.6.1

COMPLAINT RESOLUTION PROCESS

LAST REVISED 5.19.05

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

present testimony on his/her behalf. The Executive Director's decision will be provided in writing within fourteen (14) days of the conclusion of the hearing. This decision will be final.

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

KDL POLICY 6.7

VACATION ELIGIBILITY

LAST REVISED 7.17.14

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

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

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

KDL POLICY 6.7.1

VACATION—PART TIME

LAST REVISED 1.31.17

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

KDL POLICY 6.7.2

VACATION—CARRY FORWARD

LAST REVISED 4.19.12

Requests to carry forward vacation leave resulting in an excess of 26 days (208 hours) in the employee's vacation leave bank shall be made in writing to the employee's supervisor and must note the anticipated dates that the excess leave will be used. All carry forward of

vacation leave must be approved by both the supervisor and the Executive Director. Such carry forward leave shall be allowed only for special personal reasons and for no longer than six months after the year in which the carry forward was credited.

Kent District Library shall not be required to reimburse an employee for such unused carry forward leave upon voluntary separation if it exceeds the 26 day maximum, or is not used within the six (6) month limit.

KDL POLICY 6.7.3

PAYMENT OF UNUSED LEAVE + PAID TIME OFF (PTO)

LAST REVISED 7.17.14

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

KDL POLICY 6.7.4

BEREAVEMENT LEAVE

LAST REVISED 10.15.20

Upon notice to the supervisor, leave shall be given to attend the funeral or attend to personal family matters 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 (3) 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, consistent with vacation/PTO and unpaid leave requests. Requests shall be in writing and copied to the employee's supervisor.

KDL POLICY 6.7.5

FAMILY + MEDICAL LEAVE ACT (FMLA)

LAST REVISED 10.15.20

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 anyone, 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.

KDL POLICY 6.7.6

PERSONAL LEAVE OF ABSENCE WITHOUT PAY

LAST REVISED 4.19.12

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

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

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

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

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

KDL POLICY 6.7.7

PERSONAL LEAVE OF ABSENCE WITH PAY

LAST REVISED 5.19.05

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

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

KDL POLICY 6.7.8

JURY LEAVE

LAST REVISED 1.20.11

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as a juror when the employee otherwise would have worked, the employee shall receive his/her straight time regular rate of pay for up to eight (8) hours, less any compensation received for jury duty from the court.

KDL POLICY 6.7.9

MILITARY LEAVE

LAST REVISED 6.19.03

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

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

Under the USERRA statutes, employees who are on military leave will have the right to continuation of health insurance benefits based on the length of the leave and subject to the

terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals such as vacation, sick, and holiday time will be suspended during the leave and will resume upon the employee's return to active employment.

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

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

KDL POLICY 6.7.10

HOLIDAY ACCRUAL + ELIGIBILITY

LAST REVISED 9.19.19

Full-time employees shall be entitled to holiday leave with pay for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 24, and Christmas Day. Full-time employees will also be credited quarterly with floating holidays for the following recognized holidays: Martin Luther King Jr.'s Birthday, Presidents Day, Veterans Day, the day after Thanksgiving, the Employee's Birthday and in recognition of Library Worker's Day.

Part-time employees who regularly work not less than twenty (20) hours each week shall receive five (5) floating holidays consisting of eight (8) hours of pay each. Accrual will occur quarterly in recognition of the following holidays: New Year's Day, Memorial Day, Labor Day, Library Worker's Day and Christmas Day. For part-time employees, floating holidays must be taken on a day when the library system is closed.

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

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

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

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

KDL POLICY 6.8

TRANSPORTATION REIMBURSEMENT

LAST REVISED 12.19.02

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

KDL POLICY 6.8.1

HONORARIA

LAST REVISED 12.19.02

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

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

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

KDL POLICY 6.8.2

PROFESSIONAL ASSOCIATION/COMMUNITY ORGANIZATION MEMBERSHIPS

LAST REVISED 12.19.02

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

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

- Leadership Team and KDL Board members – in areas related to their position.
- Management – one annual professional membership and one annual community membership.
- Other Employees – one annual membership for staff actively engaged in committee work with the approval of their immediate supervisor and the Executive Director.

KDL POLICY 6.9

DRUG-FREE WORKPLACE

LAST REVISED 11.19.09

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

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

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

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

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

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

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

Last Chance – An employee who voluntarily discloses a dependency on drugs/alcohol to the Library and voluntarily undergoes a Library approved supervised detoxification treatment program will be given a leave of absence for such purposes of up to ninety (90) days and the Library will refrain from taking any disciplinary action against the employee provided that:

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

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

KDL POLICY 6.10

ELECTRONIC COMMUNICATIONS POLICY

LAST REVISED 11.19.20

Kent District Library provides Electronic Resources to employees for the Library's business use. Electronic Resources include, but are not limited to: computer hardware and software, communications equipment (such as landline and cell telephones, smart phones, fax machines, external drives, digital cameras and PDA's) and all communications and information transmitted by, received from, entered into or stored on these systems, including but not limited to: email, voicemail, text messaging and facsimiles.

Permitted Uses

Excessive personal use of Electronic Resources 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 Electronic Resources and permits employees to use them in performance of their duties.

When using Electronic Resources, take care to ensure that all communications and messages are courteous, professional and businesslike. Never use Electronic Resources to create, originate, share or transmit any offensive or harassing statements, images or messages that disparage or discriminate against a person based upon the person's race, color, gender, religion, sexual orientation, national origin, disability, height, weight, pregnancy, marital status, age or other protected status. Accessing or displaying any kind of sexually explicit image or document on Electronic Resources is a violation of the Library's policy on sexual harassment. Do not download or store any such statements, messages, documents or images on Electronic Resources. If you are the recipient of such content, inform the Executive Director.

Prohibited Uses

Certain activities are prohibited when using Electronic Resources. These include, but are not limited to:

1. gambling, obtaining or distributing pornographic materials and all other illegal activity;
2. introducing software into any Kent District Library Electronic Resources that is potentially harmful to the integrity of the system or that violates the terms of applicably computer software licensing agreements or copyright laws;
3. using Electronic Resources to send, upload, receive or download trade secrets, proprietary financial information, license agreements, patents or similar materials;
4. using Electronic Resources for personal commercial purposes;

5. using any data or other information on Electronic Resources for personal gain or for the advantage of any outside third party;
6. permitting any unauthorized person to gain access to Electronic Resources; or
7. sending email using another's identity, an assumed name or anonymously.

No expectation of Privacy

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 using Electronic Resources. All information contained in or transmitted through Electronic Resources are to be considered Kent District Library records. There is no expectation of privacy with respect to any information on Electronic Resources. Employees should not assume any information sent, received, accessed or stored on Kent District Library's Electronic Resources are private or confidential. The Library reserves the right to record and monitor all access and use of Electronic Resources. By accessing and using Electronic Resources, and as a condition of such use, the Library employees consent to the Library's monitoring.

Security

You must not attempt to interfere with Library's ability to monitor your use of Electronic Resources by using any unauthorized encryption method, by failing to enter your assigned user identification when logging onto Electronic Resources or in any other manner. You must keep any and all assigned user identification, access codes or passwords strictly confidential and must not let anyone else use a terminal which you have logged on using such confidential information. DO NOT share your passwords with any other person, including other employees. Do not open email messages or their attachments unless you are certain that they are safe.

Employees are responsible for exercising good judgment regarding the reasonableness of their use of the Library's Electronic Resources. If there is any uncertainty, you should consult with the Executive Director.

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

KDL POLICY 6.11

WHISTLEBLOWER POLICY

LAST REVISED 7.19.12

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

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

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

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

KDL POLICY 6.12

BOARD MEMBER COMPENSATION

LAST REVISED 12.19.02

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

KDL POLICY 6.13

CONFERENCE ATTENDANCE—BOARD + STAFF

LAST REVISED 09.19.19

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. Conference attendance approval is dependent on scheduling, budgetary constraints, and previous conference attendance. Employees are expected to share their conference and workshop experiences with other KDL staff members.

KDL POLICY 6.14

VOLUNTEERS

MOVED 12.20.18

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

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

KDL POLICY 6.14.1

VOLUNTEER BACKGROUND VERIFICATION

MOVED 12.20.18

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

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

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

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

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

the final decision resting with the Executive Director.

Kent District Library will provide a volunteer, whose information found in a background check results in an adverse action, with the information as required by the Fair Credit Reporting Act. All results that are obtained by the background verification process will be proprietary and kept confidential, to the extent permitted by law. The information obtained will not be voluntarily provided to any parties other than to designated Kent District Library personnel or legal counsel with a need to know.