

KENT DISTRICT
LIBRARY



DECEMBER 2022 BOARD OF TRUSTEES PACKET



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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 15, 2022, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: November 17, 2021

4. FINANCE REPORTS – November 2022*

5. DIRECTOR’S REPORT – November 2022

6. NEW BUSINESS

- A. 2022 KDL Year in Review
- B. Policy Manual – Section 6: Personnel* *First Reading*
- C. Issue Analysis: Live Scanning Wand* *First Reading*
- D. Resolution: Second Budget Amendment* *Roll Call Vote*
- E. 2023 Election of Officers*
- F. 2023 Trustee Board Assignments*

7. LIAISON REPRESENTATIVE COMMENTS

8. PUBLIC COMMENTS**

9. BOARD MEMBER COMMENTS

10. MEETING DATES

Next Meeting - Thursday, January 19, 2023- KDL Service & Meeting Center, 4:30 PM or via teleconference.

11. CLOSED SESSION – Executive Director’s Performance Evaluation *Roll Call Vote*

12. EXECUTIVE DIRECTOR’S ANNUAL PERFORMANCE EVALUATION

13. 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

Kent District Library Service + Meeting Center, 814 West River Center Drive NE, Comstock Park, MI 49321 and via teleconference.

DATE + TIME

Thursday, October 17, 2022, at 7:00 PM.

BOARD PRESENT: Shirley Bruursema (teleconference), Peter Dykhuis (teleconference), Andrew Erlewein, Sheri Gilreath-Watts, Nicole Lintemuth, Charles Myers and Penny Weller.

BOARD ABSENT: Tom Noreen

STAFF PRESENT: Jaci Cooper, Jennifer DeVault, Randy Goble, Kim Lindsay, Kelaine Mish (teleconference), Elvia Myers, Kurt Stevens, Lance Werner, Emily Whalen (teleconference) and Penni Zurgable (teleconference).

GUESTS PRESENT: Mike Zurgable (teleconference)

1. CALL TO ORDER

Chair Myers called the meeting to order at 7:04 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: October 27, 2022
- C. Approval of 2023 Budget Review: October 27, 2022
- D. Lakeland Library Cooperative Report: October 11, 2022
- E. Request for late closure of the Grandville Branch at 9:00 PM on Saturday, December 3, 2022, to accommodate the Tinsels, Trees and Treasures event in the City of Grandville.

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

4. PUBLIC HEARING – 2023 Budget Review

Motion: Ms. Weller moved to open discussion for the public hearing at 7:07 PM.

Support: Supported by Ms. Gilreath-Watts.

Ms. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Lintemuth – Yes

Ms. Gilreath-Watts – Yes

Mr. Myers – Yes

Mr. Noreen – N/A

Ms. Weller – Yes

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RESULT: Motion carried 7-0.

There were no public comments.

Motion: Ms. Lintemuth moved to close the public hearing and reconvene the regular Board meeting at 7:12 PM.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

5. FINANCE REPORTS – October 2022*

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

- Cash appears to be down from last year, at \$15.94M as compared to \$17.45M in 2021.
- KDL has received \$27.3M or 98% of budgeted annual revenue and has \$23.9M or 76.3% of budgeted expenditures remaining.
- The largest checks written for the month of October were \$116K to Priority Health for Employee Health Insurance, \$59K to IP Consulting for the monthly colocation fee and \$54K to Everstream Holding for KDL-wide fiber services.

The Board asked questions and staff responded.

Motion: Ms. Weller moved to receive and file the October 2022 finance reports as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

6. DIRECTOR'S REPORT – October 2022

Executive Director Lance Werner requested that a brief department overview be given:

- IT Director Kurt Stevens explained the process that is being undertaken by the department regarding RFID Wands, which will be presented at a later date.
- IT Director Kurt Stevens will work with the Board of Trustees on Phishing Training.

The Board asked questions and staff responded.

7. NEW BUSINESS

A. Executive Director's Evaluation Process

Motion: Ms. Weller moved to have a closed session at the Board of Trustees December 15, 2022, meeting for the Executive Director's Evaluation.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

B. WonderKnook Brief Update

Director of Projects and Planning Jaci Cooper shared the progress of the new WonderKnook play spaces systemwide.

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C. 2023 Strategic Initiatives*

Director of Projects and Planning Jaci Copper gave a brief description of the 2023 Strategic Initiatives.

Motion: Ms. Weller moved to approve the 2023 Strategic Initiatives as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

D. Resolution: Health Insurance Funding*

Motion: Ms. Weller moved to approve the Health Insurance Funding as presented.

Support: Supported by Mr. Erlewein.

Ms. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Lintemuth – Yes

Ms. Gilreath-Watts – Yes

Mr. Myers – Yes

Mr. Noreen – N/A

Ms. Weller – Yes

RESULT: Motion carried 7-0.

E. Resolution: Approval of the 2023 Budget Review*

Motion: Mr. Erlewein moved to approve the 2023 Budget Review as presented.

Support: Supported by Ms. Weller.

Ms. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Lintemuth – Yes

Ms. Gilreath-Watts – Yes

Mr. Myers – Yes

Mr. Noreen – N/A

Ms. Weller – Yes

RESULT: Motion carried 7-0.

8. LIAISON REPRESENTATIVE COMMENTS – None.

9. PUBLIC COMMENTS** – None.

10. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema had a successful outcome with the millage she assisted and had a fabulous time at the Alliance of Friends luncheon. She gives huge kudos to Volunteer Coordinator Deb Schultz.

Mr. Erlewein – No comment given.

Mr. Dykhuis – No comment given.

Ms. Gilreath-Watts – No comment given.

Ms. Lintemuth – No comment given.

Mr. Myers – No comment given.

Mr. Noreen – Absent.

Ms. Weller – No comment given.

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11. MEETING DATES

Regular Meeting: Thursday, December 15, 2022, – Kent District Library Service + Meeting Center and via teleconference, 4:30 PM.

12. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 7:41 PM.

Support: Supported by Ms. Lintemuth.

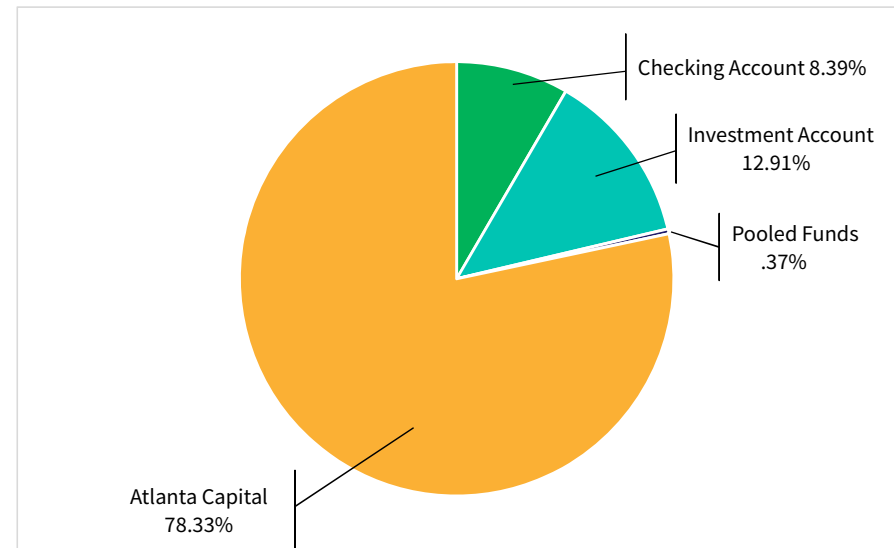
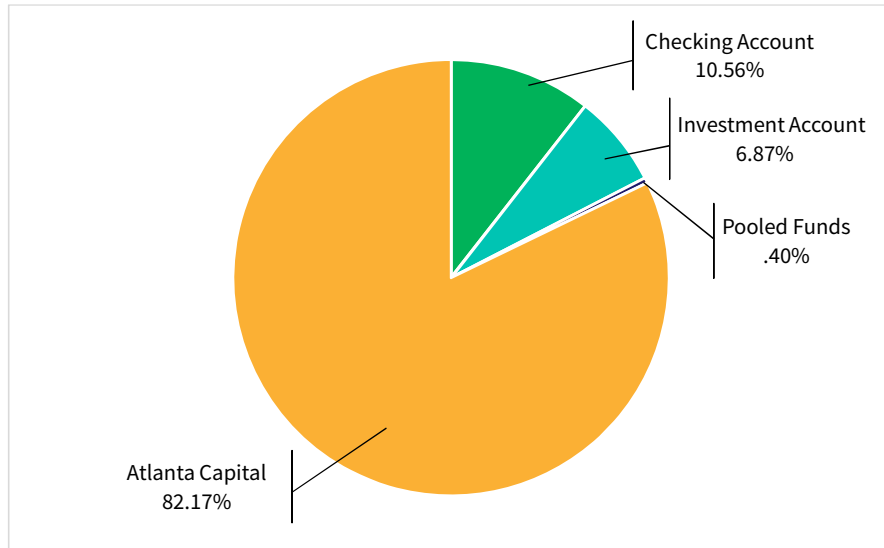
RESULT: Motion carried.

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

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Monthly Cash Position Per Bank Month ended November 30



2022		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$1,478,055.43
Huntington Investment Account	1.004%	\$961,797.28
*Kent County Pooled Funds	1.834%	\$56,194.74
Atlanta Capital Investments		<u>\$11,502,564.00</u>
		<u>\$13,998,611.45</u>

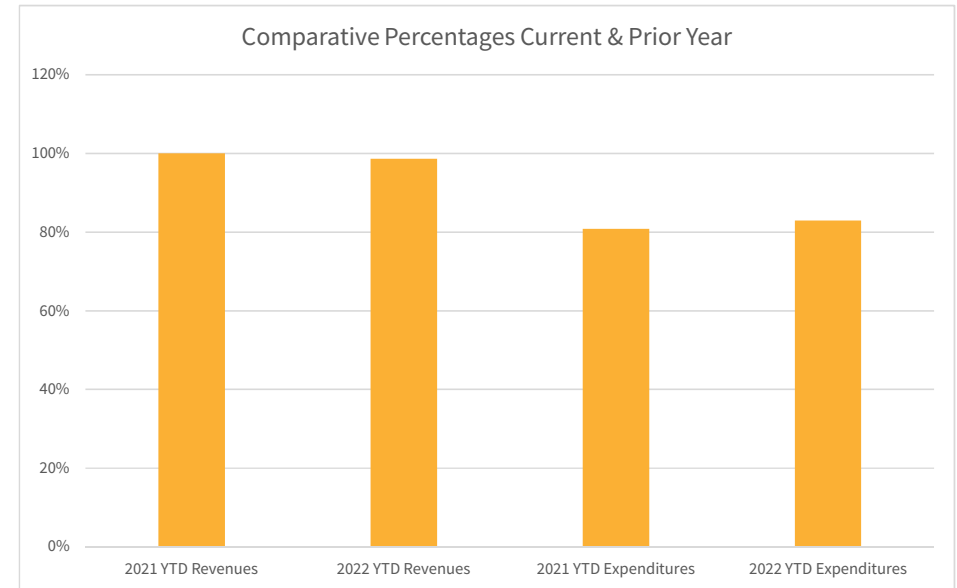
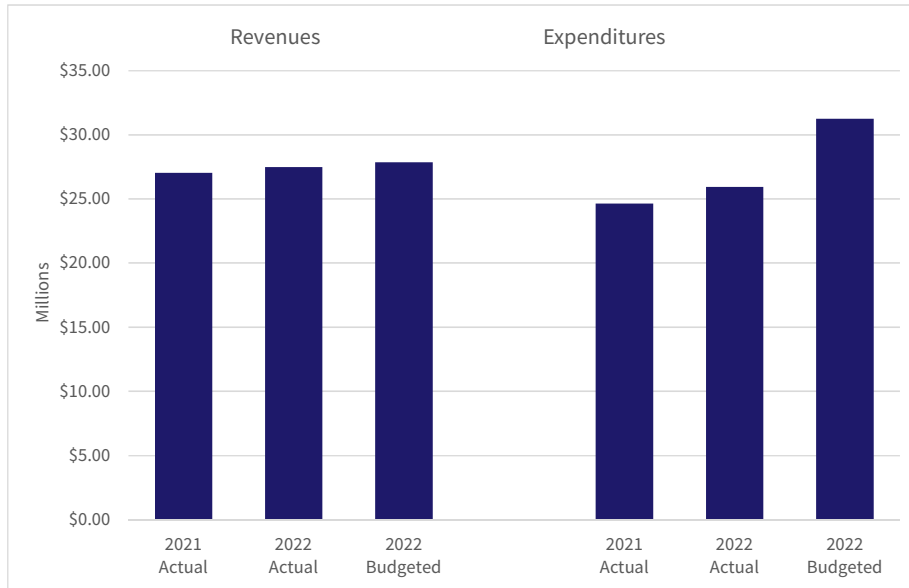
2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$1,276,810.24
Huntington Investment Account	0.009%	\$1,965,184.71
*Kent County Pooled Funds	0.681%	\$55,858.58
Atlanta Capital Investments		<u>\$11,920,523.00</u>
		<u>\$15,218,376.53</u>

* 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		
2021 Actual	\$	27,039,683
2022 Actual	\$	27,506,169
2022 Budgeted	\$	27,862,051
Expenditures		
2021 Actual	\$	24,639,975
2022 Actual	\$	25,946,233
2022 Budgeted	\$	31,255,897

Comparative Percentages Current & Prior Year	
Account	Amount
2021 YTD Revenues	100.1%
2022 YTD Revenues	98.7%
2021 YTD Expenditures	80.9%
2022 YTD Expenditures	83.0%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2022 Through 11/30/2022
(In Whole Numbers)

	YTD Actual	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	25,012,860	25,043,883	(31,023)	(0)%
Penal Fines	631,033	550,000	81,033	15 %
Charges for Services	40,859	35,000	5,859	17 %
Interest Income	(378,506)	(340,000)	(38,506)	11 %
Public Donations	312,861	275,000	37,861	14 %
Other Revenue	814,890	1,374,095	(559,205)	(41)%
State Sources	1,072,173	924,073	148,100	16 %
Total Revenues	27,506,169	27,862,051	(355,882)	(1)%
Expenditures				
Salaries and Wages	11,958,675	13,219,957	1,261,282	10 %
Employee Benefits	3,047,132	3,644,067	596,935	16 %
Collections - Digital	2,364,092	2,399,083	34,991	1 %
Collections - Physical	2,069,953	2,383,793	313,840	13 %
Supplies	525,730	793,654	267,924	34 %
Contractual and Professional Services	1,509,434	2,049,005	539,571	26 %
Programming and Outreach	281,141	425,045	143,904	34 %
Maintenance and Utilities	2,433,836	2,993,439	559,603	19 %
Staff Development	228,620	304,746	76,126	25 %
Board Development	13,816	17,000	3,184	19 %
Other Expenditures	685,303	956,845	271,542	28 %
Capital Outlay	828,501	2,069,263	1,240,762	60 %
Total Expenditures	25,946,233	31,255,897	5,309,664	17 %
Excess Revenue Over (Under) Expenditures	1,559,936	(3,393,846)	4,953,782	(146)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2022 Through 11/30/2022
(In Whole Numbers)

	YTD Ending November 30, 2021	YTD Ending November 30, 2022	Total Variance
Revenues			
Property Taxes	24,192,484	25,012,860	820,376
Penal Fines	591,227	631,033	39,805
Charges for Services	42,792	40,859	(1,933)
Interest Income	11,614	(378,506)	(390,121)
Public Donations	242,209	312,861	70,652
Other Revenue	1,030,167	814,890	(215,278)
State Sources	929,188	1,072,173	142,985
Total Revenues	27,039,683	27,506,169	466,487
Expenditures			
Salaries and Wages	11,122,488	11,958,675	836,188
Employee Benefits	3,086,160	3,047,132	(39,028)
Collections - Digital	2,259,902	2,364,092	104,190
Collections - Physical	1,986,265	2,069,953	83,687
Supplies	491,187	525,730	34,543
Contractual and Professional Services	1,169,653	1,509,434	339,782
Programming and Outreach	115,686	281,141	165,455
Maintenance and Utilities	2,409,049	2,433,836	24,787
Staff Development	56,972	228,620	171,649
Board Development	0	13,816	13,816
Other Expenditures	617,483	685,303	67,819
Capital Outlay	1,325,130	828,501	(496,630)
Total Expenditures	24,639,975	25,946,233	1,306,258
Excess Revenue Over (Under) Expenditures	2,399,708	1,559,936	(839,772)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2022 Through 11/30/2022
(In Whole Numbers)

	Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	133	24,761,241	24,785,883	(24,642)	(0)%
4412 Delinquent personal property taxes	11	13,078	10,000	3,078	31 %
4432 DNR - PILT	0	36,937	33,000	3,937	12 %
4437 Industrial facilities taxes	0	201,604	215,000	(13,396)	(6)%
Total Property Taxes	144	25,012,860	25,043,883	(31,023)	(0)%
Penal Fines					
4581 Penal fines	0	631,033	550,000	81,033	15 %
Total Penal Fines	0	631,033	550,000	81,033	15 %
Charges for Services					
4660 Other Patron Fees	47	1,238	35,000	(33,762)	(96)%
4685 Materials replacement charges	3,191	39,621	0	39,621	0 %
Total Charges for Services	3,238	40,859	35,000	5,859	17 %
Interest Income					
4664 Interest Earned on Restricted Investments	74	280	0	280	0 %
4665 Interest earned on deposits and investments	77,252	(381,951)	(340,000)	(41,951)	12 %
4666 Interest Earned - Property Taxes	9	3,165	0	3,165	0 %
Total Interest Income	77,335	(378,506)	(340,000)	(38,506)	11 %
Public Donations					
4673 Restricted donations	11,234	298,917	0	298,917	0 %
4674 Unrestricted donations	6,022	13,944	275,000	(261,056)	(95)%
Total Public Donations	17,256	312,861	275,000	37,861	14 %
Other Revenue					
4502 Universal Service Fund - eRate	115,363	522,362	1,132,595	(610,233)	(54)%
4651 Admission/Entry fees	(10)	(10)	0	(10)	0 %
4667 Building rental	0	275	0	275	0 %
4668 Royalties	300	3,607	0	3,607	0 %
4686 Sale of Equipment	20	865	0	865	0 %
4688 Miscellaneous	288	2,168	4,500	(2,332)	(52)%
4695 Health Insurance Plan Experience Rebate	0	285,623	237,000	48,623	21 %
Total Other Revenue	115,961	814,890	1,374,095	(559,205)	(41)%
State Sources					
4540 State Aid	0	431,652	413,000	18,652	5 %
4541 State aid - LBPH/TBBC	0	41,072	41,073	(1)	(0)%
4548 Renaissance Zone reimbursement	0	76,857	70,000	6,857	10 %
4549 Personal Property tax reimbursement	0	522,592	400,000	122,592	31 %
Total State Sources	0	1,072,173	924,073	148,100	16 %
Total Revenues	213,934	27,506,169	27,862,051	(355,882)	(1)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	240	2,790	3,900	1,110	28 %
5706 Extra duty stipends	200	3,600	0	(3,600)	0 %
5713 Salary & Wages	1,019,554	11,952,285	13,216,057	1,263,772	10 %
Total Salaries and Wages	1,019,994	11,958,675	13,219,957	1,261,282	10 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2022 Through 11/30/2022
(In Whole Numbers)

	Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
Employee Benefits					
5709 FICA	74,330	882,123	1,011,028	128,905	13 %
5716 Defined Benefit Pension Plan Expenditures	0	0	82,515	82,515	100 %
5717 Defined Contribution Pension Plan Contributions	44,315	495,864	735,358	239,494	33 %
5718 Employee Health Benefits	120,902	1,232,257	1,310,065	77,809	6 %
5720 HSA/Flex	267	369,543	366,201	(3,342)	(1)%
5724 Life Insurance	3,285	31,509	31,000	(509)	(2)%
5730 Other Employee Benefits	1,094	36,568	107,900	71,332	66 %
5842 Unemployment Claims	0	(732)	0	732	0 %
Total Employee Benefits	244,193	3,047,132	3,644,067	596,935	16 %
Collections - Digital					
5785 Cloud Library/OverDrive	135,000	1,540,000	1,540,000	0	0 %
5786 Hoopla	17,500	500,000	500,000	0	0 %
5787 Digital Collection	143	133,086	136,145	3,059	2 %
5788 Miscellaneous Electronic Access	1,725	191,006	222,938	31,932	14 %
Total Collections - Digital	154,368	2,364,092	2,399,083	34,991	1 %
Collections - Physical					
5791 Subscriptions	716	87,467	80,040	(7,427)	(9)%
5815 KDL Cruisers	0	12,000	9,228	(2,772)	(30)%
5871 Branch Local Materials - Restricted Donation Expenditures	424	6,910	10,725	3,815	36 %
5982 Collection Materials - Depreciable	82,878	1,250,339	1,368,300	117,961	9 %
5983 CD/DVD Collection Materials - Non-Depreciable	35,407	323,095	408,500	85,405	21 %
5984 Beyond Books Collection - Non-Depreciable	100,850	390,141	507,000	116,859	23 %
Total Collections - Physical	220,275	2,069,953	2,383,793	313,840	13 %
Supplies					
5750 Collection Processing & AV Supplies	9,256	94,019	108,949	14,930	14 %
5751 Supplies	19,565	114,409	156,854	42,445	27 %
5760 Technology & Accessories <\$1000	8,745	24,223	137,971	113,748	82 %
5764 KDL Staff Event, Supplies & Awards	15,359	42,838	59,430	16,592	28 %
5768 Promotions Supplies	268	7,097	39,150	32,053	82 %
5770 Other Awards/Prizes	(252)	146,853	183,850	36,997	20 %
5790 Books (not for circulation)	4,972	20,295	30,650	10,355	34 %
5851 Mail/Postage	81	5,075	35,810	30,735	86 %
5900 Copier/Printer Overage Charges	7,745	70,921	40,990	(29,931)	(73)%
Total Supplies	65,739	525,730	793,654	267,924	34 %
Contractual and Professional Services					
5792 Software	16,294	393,542	737,896	344,354	47 %
5801 Professional & Other Contracted Services	38,658	620,822	745,180	124,358	17 %
5811 IT Contracted Services	0	1,560	0	(1,560)	0 %
5813 Delivery Services	17,500	129,892	162,167	32,275	20 %
5814 Security Services	6,942	54,911	60,445	5,534	9 %
5817 Lakeland Library Co-op services	0	6,187	6,107	(80)	(1)%
5825 KDL Staff Event Services	0	2,160	850	(1,310)	(154)%
5827 Catering	435	25,310	43,675	18,365	42 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2022 Through 11/30/2022
(In Whole Numbers)

	Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
5836 Employee & Partner Care (Flowers, Etc)	0	699	4,300	3,601	84 %
5890 ILS Fees	34,953	137,055	147,300	10,245	7 %
5891 Licenses and Fees	11,031	137,297	141,085	3,788	3 %
Total Contractual and Professional Services	125,812	1,509,434	2,049,005	539,571	26 %
Programming and Outreach					
5795 Programming & Outreach Supplies	3,765	52,613	157,275	104,662	67 %
5865 Programming Services	1,915	38,935	47,740	8,805	18 %
5885 Speakers/Performers	7,050	189,593	220,030	30,437	14 %
Total Programming and Outreach	12,730	281,141	425,045	143,904	34 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	58,670	644,229	836,750	192,521	23 %
5822 Maintenance Contracts	0	9,151	23,250	14,099	61 %
5848 Mobile Hotspots	60,238	186,256	196,086	9,830	5 %
5849 Cell Phones/ Stipends	2,704	22,609	28,275	5,666	20 %
5850 Telephones	4,762	39,153	37,180	(1,973)	(5)%
5852 Internet/Telecomm Services	56,440	620,375	750,000	129,625	17 %
5919 Waste Disposal	483	5,082	6,610	1,528	23 %
5920 Utilities	6,413	53,891	75,500	21,609	29 %
5925 Lawncare & Snowplowing	587	16,762	28,500	11,738	41 %
5928 Branch Maintenance Fees	0	494,188	482,068	(12,120)	(3)%
5930 Repairs & Maintenance	1,497	23,688	113,470	89,782	79 %
5933 Software & IT Hardware Maintenance Agreements	0	97,369	189,750	92,381	49 %
5940 Rentals & Leases	4,993	221,084	226,000	4,916	2 %
Total Maintenance and Utilities	196,788	2,433,836	2,993,439	559,603	19 %
Staff Development					
5910 Staff Development & Conferences	10,639	228,620	304,746	76,126	25 %
Total Staff Development	10,639	228,620	304,746	76,126	25 %
Board Development					
5908 Board Development	0	13,816	17,000	3,184	19 %
Total Board Development	0	13,816	17,000	3,184	19 %
Other Expenditures					
5759 Gas, Oil, Grease	582	4,344	8,720	4,376	50 %
5860 Parking	33	617	4,085	3,468	85 %
5861 Mileage Reimbursement	3,851	32,536	65,734	33,198	51 %
5870 Branch Local Misc - Restricted Donation Expenditures	14,650	112,302	219,705	107,403	49 %
5873 Website	(9,244)	152,645	156,400	3,755	2 %
5875 Advertising	3,269	96,355	109,725	13,370	12 %
5901 Outsourced Printing & Publishing	1,300	43,595	61,500	17,905	29 %
5906 Promotions/Marketing	4,285	29,556	19,355	(10,201)	(53)%
5907 Sponsorships/Donations	0	19,300	17,495	(1,805)	(10)%
5935 Insurance	0	105,730	97,911	(7,819)	(8)%
5939 Workers Compensation Insurance	0	35,369	41,000	5,631	14 %
5955 Miscellaneous	5,338	35,110	90,815	55,705	61 %
5959 Sales Taxes	(133)	(129)	1,000	1,129	113 %
5964 Property Tax Reimbursement	83	14,077	60,000	45,923	77 %
5965 MEL Return Items	174	3,895	3,400	(495)	(15)%
Total Other Expenditures	24,186	685,303	956,845	271,542	28 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2022 Through 11/30/2022
(In Whole Numbers)

	Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
Capital Outlay					
5973 Land Improvements - Non-Depreciable	0	1,110	0	(1,110)	0 %
5974 Land Improvements - Depreciable	0	203,060	212,000	8,940	4 %
5976 Building Improvements - Depreciable	0	100,914	145,500	44,586	31 %
5977 Technology - Non-Depreciable (\$1000-4999)	9,485	261,977	756,400	494,423	65 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	3,027	204,329	400,482	196,153	49 %
5980 Equipment/Furniture - Depreciable (\$5000+)	0	57,110	554,880	497,770	90 %
Total Capital Outlay	<u>12,513</u>	<u>828,501</u>	<u>2,069,263</u>	<u>1,240,762</u>	<u>60 %</u>
Total Expenditures	<u>2,087,236</u>	<u>25,946,233</u>	<u>31,255,897</u>	<u>5,309,664</u>	<u>17 %</u>
Excess Revenue Over (Under) Expenditures	<u>(1,873,302)</u>	<u>1,559,936</u>	<u>(3,393,846)</u>	<u>4,953,782</u>	<u>(146)%</u>

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2022 Through 11/30/2022

Check Number	Vendor Name	Check Amount	Check Date
85495	Overdrive, Inc	252,637.50	11/15/2022
85571	Sirsidynix	139,813.73	11/30/2022
AP-222910000475	Priority Health	123,475.76	11/2/2022
85459	Ebsco Information Services	67,865.24	11/15/2022
85476	IP Consulting, Inc.	64,888.19	11/15/2022
85465	Everstream Holding LLC- Michigan	54,365.50	11/15/2022
AP-9917805640	Verizon Wireless - MiFi Routers & Cell phones	47,553.90	11/2/2022
85417	Presidio Networked Solutions Group, LLC	27,089.56	11/1/2022
85510	Value Line Publishing LLC	20,700.00	11/15/2022
85395	IP Consulting, Inc.	19,655.40	11/1/2022
85482	Lands End, Inc / Lands End Business Outfitters	14,958.44	11/15/2022
85391	High Performing Culture, LLC	14,851.66	11/1/2022
AP-Oct 2022	American Heritage Life Insurance Company / Allstate Benefits	13,365.26	11/29/2022
85565	Rehmann LLC / Rehmann Technology Solutions, LLC	13,000.00	11/30/2022
AP-222880001140	Priority Health	12,804.43	11/1/2022
85501	Same Day Delivery, Inc	11,900.00	11/15/2022
85554	Midwest Tape LLC	11,520.96	11/30/2022
85409	Midwest Tape LLC	9,078.42	11/1/2022
85493	OCLC, Inc.	8,890.34	11/15/2022
85491	Navex Global Inc.	8,717.70	11/15/2022
85541	Governmental Consultant Services Inc.	8,000.00	11/30/2022
85380	Comerica Bank	7,829.74	11/1/2022
85488	Michigan Office Solutions (MOS)	7,820.88	11/15/2022
85394	Interphase Office Interiors, Inc.	7,818.40	11/1/2022
85528	Comerica Bank	7,770.28	11/30/2022
85453	Comerica Bank	7,682.63	11/15/2022
85492	Governmentjobs.com, Inc	7,665.82	11/15/2022
AP-9915466991	Verizon Wireless - MiFi Routers & Cell phones	7,650.39	11/4/2022
85539	Friends of the Grandville Library	6,736.26	11/30/2022
85452	City of Grand Rapids	6,400.00	11/15/2022
85429	Wanda Scott & Associates	6,000.00	11/1/2022
85514	Wanda Scott & Associates	6,000.00	11/17/2022
85575	Thomas Klise/Crimson Multimedia	6,000.00	11/30/2022
85447	Carr Engineering, Inc.	5,815.25	11/15/2022
85567	Same Day Delivery, Inc	5,600.00	11/30/2022
85421	Scholastic Library Publishing	5,256.99	11/1/2022
85505	Star Bright Books, Inc.	4,971.68	11/15/2022
85420	Same Day Delivery, Inc	4,805.00	11/1/2022
85451	Christina Hutton	4,503.61	11/15/2022
85560	NorthEast Print House	4,403.61	11/30/2022
85522	Baker & Taylor	4,300.97	11/30/2022
AP-03961838	Paycor, Inc.	4,187.75	11/10/2022
85457	DK Security	4,170.00	11/15/2022
85419	RNL Graphics Solutions, LLC	4,158.80	11/1/2022
85507	Thomas Klise/Crimson Multimedia	4,120.00	11/15/2022
85468	Friends Of The Cascade Library	4,000.00	11/15/2022
85377	Atlanta Capital Management Co, LLC	3,939.00	11/1/2022
85441	Baker & Taylor	3,921.80	11/15/2022
85467	Foster, Swift, Collins & Smith, P.C.	3,825.00	11/15/2022
85396	John W. Covington / DBA The Jon Covington Group	3,550.00	11/1/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
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Check Number	Vendor Name	Check Amount	Check Date
85499	RNL Graphics Solutions, LLC	3,342.35	11/15/2022
AP-Nov 2022	PLIC - SBD Grand Island	3,285.15	11/1/2022
85448	CDW Government, Inc.	3,267.05	11/15/2022
AP-204033298053	Consumers Energy	3,134.53	11/3/2022
85513	Xerox Financial Services LLC	2,904.22	11/15/2022
85436	Amy DeVries / Tiny Gardens LLC	2,800.00	11/15/2022
85523	Blackstone Audio Inc	2,794.70	11/30/2022
85533	DK Security	2,772.00	11/30/2022
AP-9917830735	Verizon Wireless - MiFy Routers & Cell phones	2,645.97	11/2/2022
85381	Criteria Corp.	2,600.00	11/1/2022
85497	PBC Guru LLC	2,500.00	11/15/2022
85400	KJ Catering, LLC	2,442.60	11/1/2022
AP-258466	TelNet Worldwide, Inc.	2,434.06	11/23/2022
85433	AED Authority	2,415.00	11/15/2022
AP-256688	TelNet Worldwide, Inc.	2,328.40	11/25/2022
85540	Cengage Learning	2,321.75	11/30/2022
85574	Staples Business Advantage	2,310.63	11/30/2022
85484	Lindenmeyr Munroe	2,114.87	11/15/2022
85428	UAW Local 2600	2,075.37	11/1/2022
85577	UAW Local 2600	2,061.55	11/30/2022
85508	UAW Local 2600	2,061.09	11/15/2022
85576	Ebiz Technology LLC / Traction Consulting Group	1,998.75	11/30/2022
AP-9915604804	Verizon Wireless - MiFy Routers & Cell phones	1,807.88	11/4/2022
AP-9917969882	Verizon Wireless - MiFy Routers & Cell phones	1,801.22	11/2/2022
AP-578726	123.Net, Inc	1,724.00	11/10/2022
85373	Advanced Benefit Solutions, Inc / 44 North	1,709.50	11/1/2022
85432	Adtegrity / Media Place Partners	1,707.88	11/15/2022
85547	Pre-Paid Legal Services, Inc.	1,705.80	11/30/2022
85383	Demco, Inc	1,644.98	11/1/2022
85580	Xerox Financial Services LLC	1,631.28	11/30/2022
85511	Vanguard Fire & Security Systems Inc	1,613.88	11/15/2022
85578	Warner Norcross & Judd Llp	1,606.50	11/30/2022
85402	Lakeland Library Cooperative	1,606.25	11/1/2022
85526	Central Michigan Paper	1,603.53	11/30/2022
85388	Findaway World, Llc	1,599.08	11/1/2022
85556	MLA- Michigan Library Association	1,595.00	11/30/2022
85414	Plainfield Charter Township	1,570.54	11/1/2022
85449	Central Michigan Paper	1,560.00	11/15/2022
85455	Deaf & Hard of Hearing Services	1,498.49	11/15/2022
85558	Lifeworks (US) LTD.	1,428.42	11/30/2022
85516	Advanced Benefit Solutions, Inc / 44 North	1,426.00	11/30/2022
85509	Unique	1,387.53	11/15/2022
85548	Lindenmeyr Munroe	1,312.68	11/30/2022
AP-204033304855	Consumers Energy	1,294.74	11/7/2022
85471	Grand Rapids Building Services	1,262.00	11/15/2022
85392	Hope Network West Michigan	1,200.00	11/1/2022
85378	Baker & Taylor	1,197.39	11/1/2022
85426	Staples Business Advantage	1,155.61	11/1/2022
85454	Complete Fleet Corporation / Complete Fleet & Auto	1,069.45	11/15/2022
85475	Home Repair Services of Kent County, Inc.	1,000.00	11/15/2022
85549	Michael Garlick / Doctor Slime's Science Shows	1,000.00	11/30/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2022 Through 11/30/2022

Check Number	Vendor Name	Check Amount	Check Date
85442	Blackstone Audio Inc	967.45	11/15/2022
85470	Cengage Learning	963.67	11/15/2022
85384	DK Security	960.00	11/1/2022
85490	Nationwide	935.50	11/15/2022
85561	Out of Print	904.00	11/30/2022
85519	Aryssa Damron	890.00	11/30/2022
85503	Showcases	861.67	11/15/2022
85566	RNL Graphics Solutions, LLC	766.46	11/30/2022
AP-0004482614	Delta Dental Of Michigan	757.63	11/14/2022
85403	Matthew Eickhoff / Here's your host LLC	750.00	11/1/2022
85401	Kristen VanDussen	700.00	11/1/2022
AP-03980896	Paycor, Inc.	676.75	11/25/2022
85466	Findaway World, LLC	669.48	11/15/2022
85564	Plymouth Rocket, Inc.	650.00	11/30/2022
85480	Kalamazoo Sanitary Supply / KSS Enterprises	618.35	11/15/2022
85494	Out of Print	618.00	11/15/2022
85461	Emily Luyk Illustration & Fine Art	600.00	11/15/2022
85434	All Season Lawn Care	586.75	11/15/2022
85398	Ken Gelder Services LLC	552.04	11/1/2022
85525	Center Point Publishing	517.74	11/30/2022
85404	Matthew Laidlaw	500.00	11/1/2022
85385	El Vocero	500.00	11/1/2022
85534	El Vocero	500.00	11/30/2022
AP-2535965	Arrowwaste	482.63	11/16/2022
85416	Posh Petals LLC	472.50	11/1/2022
85562	Performance Assessment Network	470.00	11/30/2022
85504	Staples Business Advantage	456.90	11/15/2022
85496	Patricia Visner	450.00	11/15/2022
85537	Findaway World, LLC	435.51	11/30/2022
85443	The Lillie Labor Law Firm P.C.	422.50	11/15/2022
85415	Polywood	418.60	11/1/2022
85498	Polywood	418.60	11/15/2022
AP-2036757-1022	Dte Energy	412.88	11/3/2022
85431	Absopure Water Company	387.75	11/15/2022
85472	Grand River Signs	381.60	11/15/2022
85375	Aqua Blue Aquarium Solutions	352.99	11/1/2022
85412	Penni Zurgable	343.35	11/1/2022
85557	Mlive Media Group	338.48	11/30/2022
85456	Demco, Inc	305.94	11/15/2022
85479	Joshua Mosey	270.90	11/15/2022
85399	Kimberly Bento	250.00	11/1/2022
85386	Elizabeth Boshoven, LLC	250.00	11/1/2022
85460	Elizabeth Boshoven, LLC	250.00	11/15/2022
85530	Cynthia Hagedorn	250.00	11/30/2022
85376	Arbor Circle Corporation	250.00	11/1/2022
85512	Walgreen Co	245.00	11/15/2022
AP-015645	Medtipster.com, LLC.	226.57	11/25/2022
AP-2911282-1022	Comcast Cable	223.90	11/9/2022
85489	Midwest Tape LLC	218.92	11/15/2022
85546	Johana Miranda-Morales	212.40	11/30/2022
85542	Buie Costello & Co.	210.00	11/30/2022
85579	Wolverine Printing Company	200.40	11/30/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2022 Through 11/30/2022

Check Number	Vendor Name	Check Amount	Check Date
85529	Complete Fleet Corporation / Complete Fleet & Auto	189.00	11/30/2022
85531	Deaf & Hard of Hearing Services	178.25	11/30/2022
85518	Aqua Blue Aquarium Solutions	170.00	11/30/2022
85382	Alexander Austin / Deerfield Run	150.00	11/1/2022
85410	Michael Fornes / Sundown Productions	150.00	11/1/2022
85536	Erin Lenau	150.00	11/30/2022
85502	Serita Crowley	150.00	11/15/2022
85483	Library Ideas, Llc	143.10	11/15/2022
AP-0021585-1122	Comcast Cable	126.90	11/25/2022
85568	Scholastic Library Publishing	125.98	11/30/2022
85387	Everlasting Green Plantscape LLC	120.00	11/1/2022
85435	American Library Association	118.00	11/15/2022
AP-Penny Weller	Sarah Ann Weller	115.94	11/4/2022
85524	Caledonia Women's Club	108.00	11/30/2022
85423	Shirley Bruursema	106.25	11/1/2022
85379	Barbara Sue Kurti	100.00	11/1/2022
85437	Anna Miedema / Anna Miedema Design, LLC	100.00	11/15/2022
85439	Autumn Shattuck / Fig & Table	100.00	11/15/2022
85527	Christina Hutton	100.00	11/30/2022
85464	Erin Mulder	100.00	11/15/2022
85485	Lori Eslick	100.00	11/15/2022
85535	ClearStar, Inc.	97.20	11/30/2022
85389	Cengage Learning	94.36	11/1/2022
AP-2585086	TASC	94.19	11/28/2022
85397	Julie Ralston	93.57	11/1/2022
85487	Madelyn Besaw	93.04	11/15/2022
85393	IDVille / DBA Baudville	89.84	11/1/2022
85422	Sheri Gilreath-Watts	88.75	11/1/2022
85438	Ashley Smolinski	85.58	11/15/2022
85462	Employee Assistance Center (EAC)	85.00	11/15/2022
85481	Kent County Treasurer-Mi Tax Tribunal Refunds	83.07	11/15/2022
AP-9917166923	Verizon Wireless - MiFy Routers & Cell phones	82.96	11/3/2022
85372	Absopure Water Company	81.00	11/1/2022
85570	Shirley Bruursema	80.00	11/30/2022
85517	Advanced Ecosystems / FishGuy	75.00	11/30/2022
85446	Carl Pfaff	74.47	11/15/2022
85463	ClearStar, Inc.	64.80	11/15/2022
85411	Nicole Lintemuth	57.50	11/1/2022
85559	Nicole Lintemuth	57.50	11/30/2022
85427	Thomas Noreen	54.38	11/1/2022
85444	Calvin University - Hekman Library	50.00	11/15/2022
AP-AE10-27-22	Andrew Erlewein	48.75	11/4/2022
85569	Sheri Gilreath-Watts	48.75	11/30/2022
85405	Megan Hojnacki	46.99	11/1/2022
85418	Rebecca Fogie	44.72	11/1/2022
85413	Peter Dykhuis	43.75	11/1/2022
AP-CM10-27-22	Charles R. Myers	43.75	11/4/2022
AP-PW10-27-22	Sarah Ann Weller	38.13	11/4/2022
85486	Lynette Oosterhouse	37.99	11/15/2022
85390	Heart Of West Michigan United Way	33.00	11/1/2022
85474	Heart Of West Michigan United Way	33.00	11/15/2022
85543	Heart Of West Michigan United Way	33.00	11/30/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2022 Through 11/30/2022

Check Number	Vendor Name	Check Amount	Check Date
85450	Charles Grayson	30.00	11/15/2022
85563	Peter Dykhuis	30.00	11/30/2022
85500	Rochester Hills Public Library	26.99	11/15/2022
85506	Steven Hurtuk	26.99	11/15/2022
85469	Fruitport District Library	25.99	11/15/2022
85458	Dowling Public Library	24.99	11/15/2022
85538	Flat River Community Library-Mg	24.95	11/30/2022
85544	Henika District Library	22.99	11/30/2022
85515	Absopure Water Company	22.50	11/30/2022
85555	Miriam Ashby	17.99	11/30/2022
85445	Capital Area District Libraries	13.99	11/15/2022
85477	Isaac Bogardus	13.99	11/15/2022
85478	isolved Benefit Services	12.87	11/15/2022
85545	Joanna Gritter	10.99	11/30/2022
85532	Deborah Kellogg Lewis	10.00	11/30/2022
85473	Grant Area District Library	8.95	11/15/2022
85374	Angela Chapin	6.99	11/1/2022
85430	White Pine District Library	5.99	11/1/2022
Report Total		1,236,491.95	

Kent District Library
Check/Voucher Register - Voided Checks
From 11/1/2022 Through 11/30/2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
85429	Wanda Scott & Associates	(6,000.00)	11/17/2022
85451	Christina Hutton	<u>(4,503.61)</u>	11/16/2022
Report Total		(10,503.61)	
		<u><u> </u></u>	

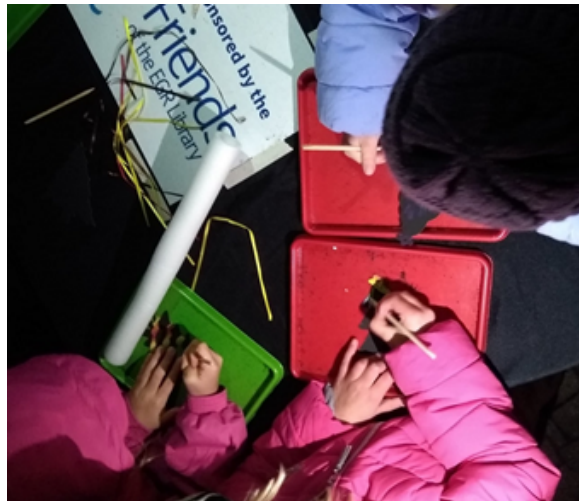
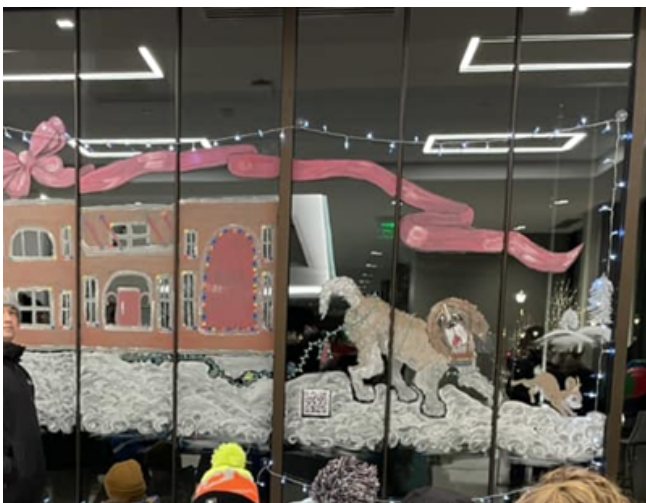
Director's Report

EAST GRAND RAPIDS BRANCH + AMY VAN ANDEL LIBRARY

Both the East Grand Rapids Branch and the Amy Van Andel Library know how to kick off the holiday season! The City of East Grand Rapids had a tree-lighting event that drew in the entire community. Branch Librarian Sarah Yoder and Branch Outreach and Programming Specialist Monica Walen were in the middle with an outdoor craft supported by the Friends of the Library. In Ada, the entire downtown area is connected to the Tinsel Treats and Trolley event. The library was one of the most popular stops with sled dogs, a craft, and the Friends of the Library Booksale. Thanks to Youth Librarian Liz Wierenga, Assistant Branch Librarian Sarah Powers, and Ms. Walen for the efforts to welcome over 1,400 people into the library!

Wrapping up 2022 it's important to look back at all that has been accomplished! Year to date the Amy Van Andel Library has increased visitor counts by 32% and increased active cardholders by 19.2% compared to 2021. East Grand Rapids has increased visitor counts by 51.3% and active cardholders by 3%. The Regional Managers are very proud of the region's efforts and grateful that the impact on the community continues to expand!

Pictured below: The beautiful window painting at the Amy Vandel Library was done by Assistant Branch Librarians Rebecca Maupin and Julia Cook. Along with fun in the cold during the City of East Grand Rapids tree lighting.



GAINES + KENTWOOD

The Kentwood Branch partnered with the City of Kentwood for the annual Tree Lighting Ceremony on December 1st. This was a festive time that included a parade, activities, and of course the lighting of the giant tree in front of the library! Staff had been busy decorating the inside of the library in preparation for the event and for the enjoyment of patrons throughout the holiday season.

Both the Kentwood and the Gaines Township branches are serving as drop-off locations for Toys for Tots. Community members and library patrons have donated many gifts thus far. Both locations needed to arrange early pick-ups of gifts to make room for additional donations! Staff at both branches are increasingly excited about the pending arrival of the WonderKnook play spaces! The staff looks forward to the branches offering something new and fun for young patrons to close out the year.

The Kentwood Branch has seen an influx of food donations for the Little Free Pantry. The amazing staff at the Cascade Branch heard about the need and took it upon themselves to donate food. It was wonderful to see the generosity of KDL staff, especially approaching the holiday season.

KELLOGGSVILLE + WYOMING

Both the Wyoming and Kelloggsville branches are looking forward to visits from live reindeer this month. The Wyoming Branch has been preparing for the annual winter craft program and a gingerbread decorating program. Both programs are popular with patrons, and staff members anticipate a large attendance. There is a winter themed scavenger hunt in the youth area at the Wyoming Branch and both teams are excited about the new WonderKnook furnishings. Children have been enjoying tramping over and crawling under the bridge at the Wyoming branch. Staff are looking forward to the branches' annual joint holiday celebration.

The Wyoming Branch is one of four branches that is piloting an FE Technologies Wand. It is a time-saver for staff, keeping the collection up-to-date, and getting returned items into patrons' hands sooner.

Staff are also testing return chutes for both the outside and inside returns for two months starting December 7. Staff will run these through many scenarios to ensure they are accurate for checking in patrons' returns, verifying the software is able to identify hold items and testing the capability of staff being alerted to how many items have been returned on days that the branch is closed (helping us to know if staff need to come and when).

KRAUSE MEMORIAL, NELSON + SPENCER

The Krause, Nelson, and Spencer Branches are being transformed into winter wonderlands with great seasonal decorations and displays at each branch. These beautiful decorations have been created by talented branch staff in order to share the joy and spirit of the season with patrons.

The Krause, Nelson, and Spencer Branches are all drop-off locations for Toys for Tots again this year. Staff have been witnessing the generosity of the communities with the number of donations coming in. The Spencer Branch is also helping the Friends of the Library with its annual donation drive for personal items for area school students.

The staff of Krause, Nelson, and Spencer Branches are participating in 'spirit days' from December 12-23. Each day has a suggested theme for how to dress (i.e. plaid, snowmen, festive sweaters, things that jingle and sparkle, etc.) The amazing Krause Youth Branch Librarian Shannon Vanderhyde does a fabulous job of putting together this fun event for coworkers---and this year staff are inviting patrons to join in! Staff are excited to see how many patrons will come into the branch dressed to join in the fun!



PROGRAMMING

In-person programming numbers continue to rise. Compared to November 2021, KDL offered 20% more in-person programs and had a 10% increase in attendance.

Kent District Library offers Glow-in-the-Dark Parties across the county. The Youth Programming workgroup, led by Branch and Outreach Programming Specialists Ty Papke and Alyson Cryderman, created this engaging and fun system-wide program that attracted large numbers of attendees at many of the branches.

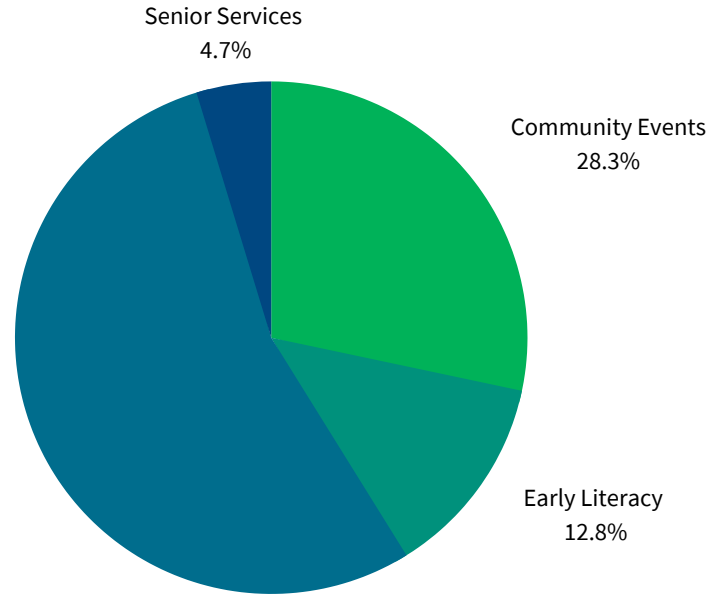


Kent District Library expands Mama Bear & Baby Cubs Support Group to five branches. This maternal support group offers a space for young mothers and their children to play, bond, share stories and support one another. The Wyoming Branch Youth Librarian Abby Black launched this program in 2019. Earlier this year, Ms. Black trained staff from other branches so that they too could facilitate this program in other KDL branches. This is a great example of piloting a new idea, evaluating success and expanding that success to widen the impact.



After 37 years, Kris Vogelar retires from KDL in January 2023. Branch Outreach and Programming Specialist Kris Vogelar has impacted innumerable staff and patrons through her programs, mentorship and community partnerships. Ms. Vogelar has been a leader internally developing programs like Ruff Readers, A+ Partners, Community Reads and Summer Wonder. KDL's utmost appreciation and esteem go to Ms. Vogelar with the start of a new chapter.

OUTREACH



BOOKMOBILE

11/1/2022 KDL Service Point Summit
 11/1/2022 Kent City Head Start Storytime
 11/1/2022 Godfrey Lee Community Visit
 11/1/2022 Godfrey Lee Food Distribution
 11/2/2022 KDL Service Point Summit
 11/2/2022 Ideal Park Christin Reformed Church food distribution
 11/3/2022 West Elementary
 11/3/2022 KDL Service Point Summit
 11/7/2022 La Escuelita Storytime
 11/9/2022 Essential Needs Task Force Food & Nutrition Coalition
 11/9/2022 Essential Needs Task Force Digital Initiatives meeting
 11/9/2022 Bridgeway Shelter
 11/9/2022 Streams of Hope Community Visit
 11/10/2022 Essential Needs Task Force Resource Navigation training: Utilities Assistance
 11/11/2022 OUT Team @ Center for Creative Land Recycling Expo
 11/11/2022 Men of Color Read facilitation
 11/14/2022 La Escuelita Storytime
 11/15/2022 Godfrey Lee Early Childhood Center Community Visit
 11/15/2022 YALSA Workshop: Transforming Teen Services
 11/16/2022 Explorer Elementary Visit
 11/16/2022 Wimee @ the Griffins' Day game
 11/16/2022 Parkview CLST Food Distribution meeting
 11/21/2022 La Escuelita Storytime
 11/22/2022 Godfrey Lee Early Childhood Center Community Visit

Bookmobile Operator Kelaine Mish noticed that a 5th-grade student picked up a couple of graphic novels and placed them back but when the student noticed the foreign language picture books, the student's face completely lit up with joy. The student grabbed a book in Farsi and gave it a hug with so much excitement stating "This is my home language."





CAREER ONLINE HIGH SCHOOL DIPLOMA

The most recent graduate Linda Clay received her certificate at the Wyoming Branch. Her awesome story of self-determination and hard work is incredible.

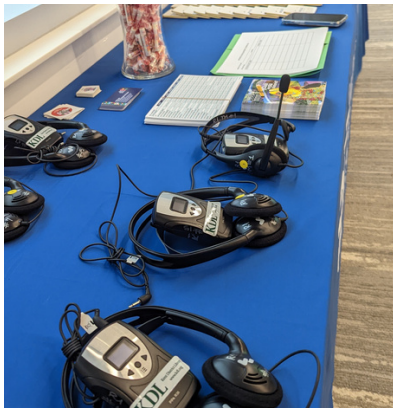
Congratulations to Linda! May she continue to dream and achieve.

The Career Online High School Diploma program has nine more scholarships that are hopefully going to be assigned to beneficiaries by the end of this year.

GERALD R. FORD INTERNATIONALS AIRPORT FREE LIBRARY

In December of 2017, KDL started delivering books inside terminals A and B of the Gerald R. Ford International Airport. Since then, it has developed a sustainable model that includes a partnership with Experience GR and utilizing the Same Day Delivery to safely and consistently get the shelves serviced. This is one of the most beloved KDL Free Libraries in Kent County and it has received lots of comments and attention.

Here's a recent comment received via Patron's Services: "Hi! Just wanted to say thank you for the little free library at the airport! This is so nice! I'd much rather read to my son while waiting versus have him on a device, and having "new" books that I don't have to pack, are awesome! Thank you again!" - Denise B



LATINA CONNECT INTERPRETATION

During the Latina Connect, a woman-based ethnic-specific leadership group hosted and sponsored by the Grand Rapids Chamber of Commerce, the Outreach and Engagement team provided equipment used to facilitate communication through a language interpreter. The equipment is managed by the Community Engagement team and staff training is scheduled for 2023. For more information contact outreach@kdl.org.

CEDAR SPRINGS LIBRARY CAREER FAIR

The Cedar Springs Public Schools (CSPS) district encompasses portions of Nelson, Algoma and Courtland Township as well as the city of Cedar Springs and Solon Twp. There are also many school-of-choice students from Tyrone Township and Oakfield Twp. Roughly 50% of the student population of CSPS lives within a KDL service area. As requested by Tyrone Township and Nelson Township branches, Outreach and Community Engagement partnered with Cedar Spring Public Library on a career fair to promote the library as a career choice. The team also attended a discussion with the schools on how to meet the needs of all students, support the school system, share library services and collections with teachers, and encourage communication with staff about needs in this area.



Katie Kudos

WINNERS FOR NOVEMBER 2022

CATHERINE GUTOWSKI -- Alto Township

nominated by Phillip Sawyer

Helpful

For..."Cathy has been the "Mother Hen" of our branch with her amazing nurturing skills. She has fed us and trained us and encouraged us. She is the glue that binds us all together and has a great ability to connect to patrons. Many of whom are disappointed to hear that "it's Cathy's day off" and they have to talk to us instead. She has been so generous to step in and help with the transitions of staff changes. Thank you, Cathy."



KATHY PLUYMEERT -- Collection Services

nominated by Liz Guarino-Kozlowicz

Authentic

For..."Kathy and Terri went above and beyond today by working on an extra delivery shift to help get as much delivery out to the branches as possible before the holiday. This proactive and positive approach makes a difference for our staff and patrons."

nominated by Megan Versluis

Helpful

For..."Due to the weather and delivery driver error, we were behind in delivery the Tuesday before Thanksgiving. Kathy and Terri took it upon themselves to do an unprompted afternoon shift in delivery to help us catch up."

Katie Kudos

WINNERS FOR NOVEMBER 2022

SHELBY TOREN -- Caledonia Township

nominated by Emily Dao

Authentic

For..."Shelby is fantastic at looking at a problem and coming up with multiple solutions to solve it. She's also great to bounce ideas off of as she's not afraid to play Devil's Advocate and is a visionary. We are blessed to have her at CAL!"

nominated by Emma Hendrian

Authentic

For..."Everyone at the Caledonia Branch exemplifies going further for service. Every day I work, I witness someone (or multiple someone's) going the extra mile for a patron and working their hardest to make sure that the patron leaves with a smile and at least one they need."

nominated by Ashley Smolinski

Courageous

For..."Thank you for being a positive leader and influence for the Moonshot Champions this year and during your operationalization meeting too! So thankful for you!"

nominated by Emily Dao

Courageous

For..."Shelby has the strength of character to always do what is right. She takes ownership of tasks, keeps other staff members informed, and is willing to help when a problem arises. She is a team member we are honored to have!"

nominated by Audrey Barker

Positive

For..."Shelby organized a pumpkin decorating contest for our branch where the patrons voted for their favorites. This was an amazing way to bring the team together, including patrons, and just generally spread some joy around. The world needs more Shelby's. "



Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, January 19, 2023
4:30 PM
KDL Service + Meeting Center

Regular Board Meeting
Thursday, February 16, 2023
4:30 PM
KDL Service + Meeting Center

Regular Board Meeting
Thursday, March 16, 2023
4:30 PM
KDL Amy Van Andel Library

Dates of Interest

KDL Pension Meeting
February 15, 2023
1:00 PM
KDL Service + Meeting Center











MONTHLY PROJECT REPORT

NOVEMBER 2022


- 2** New projects approved
- 13** Projects in approval queue
- 0** Declined



-  On Time 7
-  Late (At Risk) 3
-  Completed since 01/22 18

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


1,000 Books Before Kindergarten (1KB4K) Revamp

-  **Project Lead:** Dawn Heerspink **Approval Date:** 11.23.22
- Status:** On track **Due Date:** 09.30.23

This project, a 2023 strategic initiative, will bring a much-needed facelift to 1KB4K, the beloved early lit reading program. As part of a successful revamp, team members will focus on creating better cohesion between 1KB4K branding and other reading/youth programs at the library, improving the quality of prizes and tracking pages, updating tracking options for caregivers with a digital component through Beanstack, and other deliverables.

NEW!


Picture Book CORE Collection

-  **Project Lead:** Tammy Schneider **Approval Date:** 11.23.22
- Status:** On track **Due Date:** 05.31.23

With the successful implementation of the Adult, Teen and Youth KDL CORE Collections, this project will similarly deliver the next exciting installment in the series: Picture Books. Based on KDL circulation and local popularity, this will be a dynamic list of non-digital books that will be reviewed and updated semi-annually, thereby helping to increase circulation and aid in picture book display creation. It will also provide new parents and caregivers with passive materials advisory.

NEW!

Annual Pet Calendar

-  **Project Lead:** Randy Goble (NEW!) **Approval Date:** 08.03.22
- Status:** At Risk - Timeline **Due Date:** new due date of 01.15.23

The library's first-ever KDL Pet Calendar is now available at branches and on the (new!) KDL Online Store (<https://shopkdl.org/>). With some of Kent County's most adorable pets featured for each monthly spread, the calendar is provided as a "thank you" for donations of \$20 or more and will be available through December 31. Though most deliverables of this project are complete, the initial deadline of October 31 has been extended in order to further track and gather success metrics through the end of the year.

Books for Newborns



Project Lead: Sara Proaño

Status: Complete

Approval Date: 04.27.22

Due Date: 10.31.22

This project established partnerships between the library and various healthcare partners in the area (Great Start Collaborative, St. Mary's Foundation, Kent County Health department, etc.) to provide early lit resources to qualifying West Michigan families, inviting them into the library space at a time when they may need to feel more support and connection with community resources than ever before. After a successful launch and excellent feedback, the Community Engagement team looks forward to continuing with this great initiative in the future, as well as continuing to seek additional funding.

Circulation Moonshot: Collection Purchasing Philosophy



Project Lead: Liz Guarino-Kozlowicz

Status: Complete

Approval Date: 02.02.22

Due Date: *new due date 09.30.22*

This project reviewed KDL's existing Collection Development policy regarding purchasing while further defining the library's stance on patron purchase requests and other nuances related to being a popular materials collection. As part of the project's deliverables, a new webpage has been created on KDL, which patrons and staff can both reference: www.kdl.org/collections. Staff also received comprehensive training on our collection which will be rolled into onboarding for future hires. Thank you to team members Liz Guarino, Ali Kuchta, Tammy Schneider, Johanna Boyle, Samantha Hodge, Marie Mulder, Sheri Glon, Penni Zurgable, Amber Hath and Ashten VanderPloeg for all of their hard work and thank you to all of the wonderful staff at KDL for embracing change and serving patrons well.

Circulation Moonshot: Displays + Merchandising



Project Lead: Jared Seigel + Shelby Toren

Status: At Risk - Timeline

Approval Date: 06.30.21

Due Date: *new due date 12.31.22*

Project Sponsor Jaci Cooper has been working with Project Leads Shelby Toren and Jared Seigel and the managers on how to operationalize this project. In the past month, the team has been hard at work creating a "Displays and Merchandising Manual" that all branches can reference and add to in order to create consistency and clarity across the board. They also facilitated a Design Think with Moonshot "Champions" (representatives from each branch) to ensure complete adoption of merchandising standards. Merchandising Champions (renamed to be future-focused and not tied to this specific set of projects) will receive training on the Data Dashboard in December (the new data visualization tool rolled out with BlueCloud Analytics this fall) to help understand what titles are circulating well and to help inform displays.

EDI Collection Audit / Tagging (Phase 2)



Project Lead: Tammy Schneider

Status: On track

Approval Date: 03.24.21

Due Date: 12.31.22

The project team met on November 15 to finalize training materials for staff to review in the next month, including an informative slideshow by Collection Development Librarian Marie Mulder and scenario videos by Katie Mitchell. Though not an official member of the project team, KDL Intern Taylor Rhoades played an integral role in creating many of these materials. Though details about the project are abuzz amongst KDL staff, details will not be further publicized to the public at this time.

Email Group Streamline + Update



Project Lead: Elvia Myers
Status: On track

Approval Date: 03.02.22
Due Date: *new due date of 03.31.22*

The project team is currently putting the finishing touches on naming standards, creating an attractive flowchart that illustrates a simple map of the Microsoft Suite, as well as writing procedures for new hire training and onboarding. Upon rollout, these tools will be utilized to help staff understand and adhere to the guidelines associated with email groups, SharePoint sites, Planner pages and document sharing within the organization. At the beginning of the month, the PMO and Project Sponsor Kurt Stevens approved a deadline extension in order to flex around unavoidable training demands within the organization. Because Project Lead Elvia Myers requested this change far enough ahead of time and presented a clear plan for success, this project will not be marked as "At Risk."

KDL Online Store



Project Lead: Dhanya Ravi
Status: Complete

Approval Date: 06.22.22
Due Date: *new due date of 12.31.22*

The online store was successfully launched to the public on November 9, 2022. Since then, more awesome merchandise has been added to inventory and patron reception has been favorable. With the holiday gift buying season in full swing, the project team hopes that staff and patrons alike will seize this unique opportunity to shop for all of their literary-loving loved ones on their list. Customers of "Shop KDL" are able to browse in either English or Spanish, and for customers with more particular gift recipients in mind, KDL e-gift cards are also available. Explore for yourself—and support KDL!—by visiting <https://shopkdl.org/>.

KDL Way Service Vision + Training



Project Lead: Jennifer DeVault + Lulu Brown
Status: At Risk - Timeline and Scope

Approval Date: 03.02.22
Due Date: 12.31.22

The project team met on November 28 to review the deliverables of the project and which ones may not be necessary with the implementation of Culturewise. It is likely this project's timeline will need to be reevaluated as the scope will have changed. The team will continue to meet to determine which tools will be the most effective in service training moving forward.

Library Ambassador Program Pilot



Project Lead: Deb Schultz
Status: On track

Approval Date: 10.26.22
Due Date: 02.28.23

The project's first meeting took place on December 1, at which team members began evaluating how VolunteerHub can be used to establish more "events" in which volunteers can sign up to participate.

Library Relationship Management (CRM)



Project Lead: Hannah Lewis
Status: On track

Approval Date: 08.17.22
Due Date: 03.31.23

The search for a Customer Relationship Management CRM (software) that works best for KDL has officially begun! As the team does their research, they are also creating a list of needs and wants as a "demonstration script," which will be given to sales reps ahead of a demo. Initial discussions with possible vendors have begun. CRMs currently being researched and considered include Salesforce, Microsoft Dynamics, Hivebrite, Capsule, Zoho, Nimble, Pipeline CRM, Nutshell and Monday CRM.

New Cardholder Onboarding (Phase 1)



Project Lead: Morgan Hanks
Status: Complete

Approval Date: 04.27.22
Due Date: 11.15.22

The PMO is pleased to close out this 2022 Strategic Initiative! This project brought a little fun, excitement, and consistency to library card sign-up processes at all of the branches, and has helped to identify areas of interest upon sign up. It has been a blast to see so many branches embracing this endeavor and sharing the spirit of KDL (Information. Ideas. Excitement!) with friends and patrons. Special thanks to Morgan Hanks for leading the charge and to the fabulous team members for all of their hard work: Jaci Cooper, Josh Mosey, Trish Reid, Karen Small, Cody Ketchum, Kate Allen, Kate McCoy, Josh Bernstein, Kurt Lardie, Craig Buno, Annie Parada, Kelsey Little, Kelaine Mish, Remington Steed, and Talea Fournier.

Systemwide WonderKnook Refresh



Project Lead: Missy Lancaster + Abby Black
Status: At Risk - Timeline

Approval Date: 09.23.21
Due Date: *new due date of 03.31.23*

Installations continue to slowly roll out, and so far seven custom pieces have been delivered: Rockford (Krause Memorial), Ada (Amy Van Andel Branch), Wyoming, Caledonia, Comstock Park, Nelson, and Alto). Due to vendor constraints with labor and materials, the full schedule for play space installs has been bumped into the new year, but TMC is working to get much of it done before 2023. Full installs will include kitchens, loose parts play tables, and the custom pieces at many of the branches where size is not a factor. In the meantime, the maps and coloring books (prizes for visiting 5 play spaces) were delivered to branches. The team has also rolled out some appropriately playful training videos for staff to learn from and enjoy, instructing them on how to clean and maintain the pieces, how to hand maps and prizes out, and to empower them with the play philosophy at KDL.





BUILDING PROJECTS

Krause Memorial (Rockford)

● **Project Lead:** Jennifer German **Approval Date:** N/A
Status: N/A **Due Date:** N/A

The City of Rockford applied for an ARPA grant from the County and has been awarded \$2M toward the Krause Memorial Branch building expansion project! Lance Werner will meet with Senator Mark Huizenga to discuss possible state appropriations or grants for Krause Memorial capital improvements as well. Director of Engagement Randy Goble and his team have been instrumental in creating many of the documents needed for the upcoming capital campaign. The Building Expansion Committee is appreciative of their excellent work and assistance.

Tyrone Township

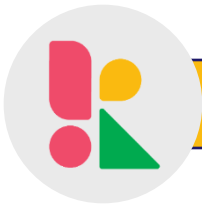
● **Project Lead:** Craig Buno **Approval Date:** N/A
Status: N/A **Due Date:** N/A

No update.

Walker

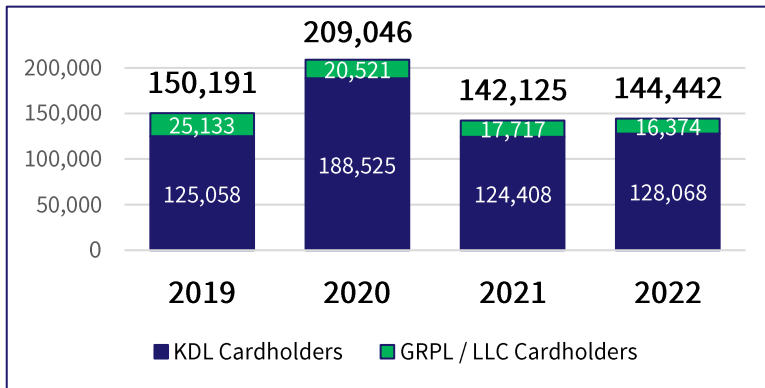
● **Project Lead:** Craig Buno **Approval Date:** N/A
Status: N/A **Due Date:** N/A

No update.



NOVEMBER 2022 STATISTICAL SUMMARY

Active Patrons:



1,622 Accounts Added in November:

- 1,374 New KDL Cardholders
- 187 New GRPL Cardholders
- 61 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.

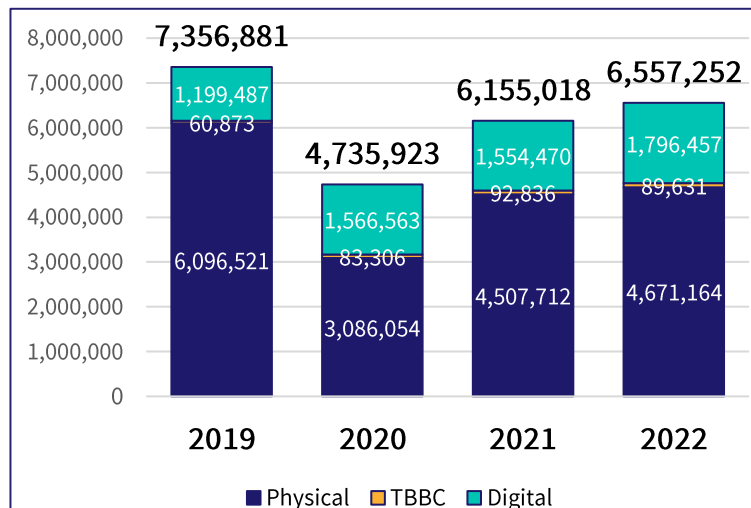
Note: Branches were closed March 13 – August 4, 2020 and November 16, 2020 – January 18, 2021 due to COVID-19. Curbside service began June 15, 2020. Limited in-branch hours were offered August 5 – September 20, 2020.

Comparing to Previous Timeframes:

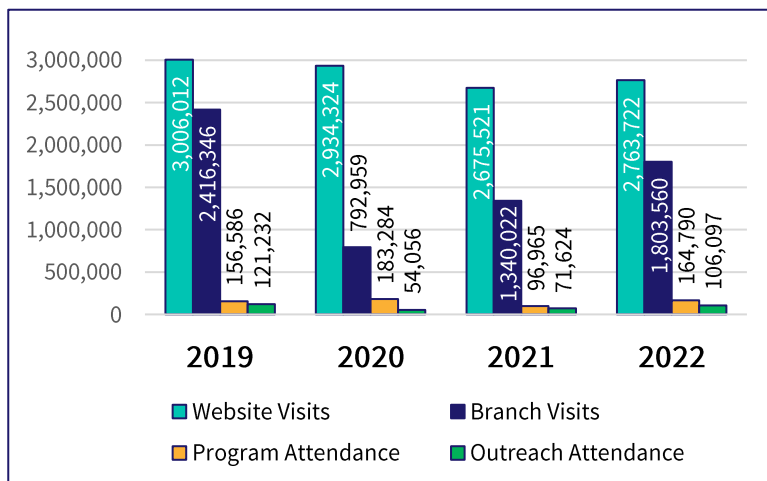
- **Physical Checkouts:** Down 4% from last month; Down 5% from 2021; Down 25% from 2019
- **Digital Checkouts:** Down 4% from last month; Up 12% from 2021; Up 45% from 2019
- **Visitor Count:** Down 8% from last month; Up 11% from 2021; Down 21% from 2019
- **Program Attendees:** Down 62% from last month; Down 12% from 2021; Down 28% from 2019

(See following page for more details)

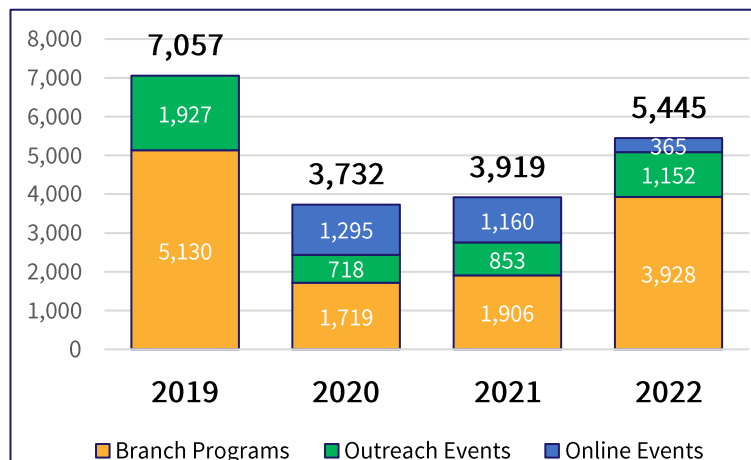
Circulation YTD:



People Served YTD:



Number of Events YTD:

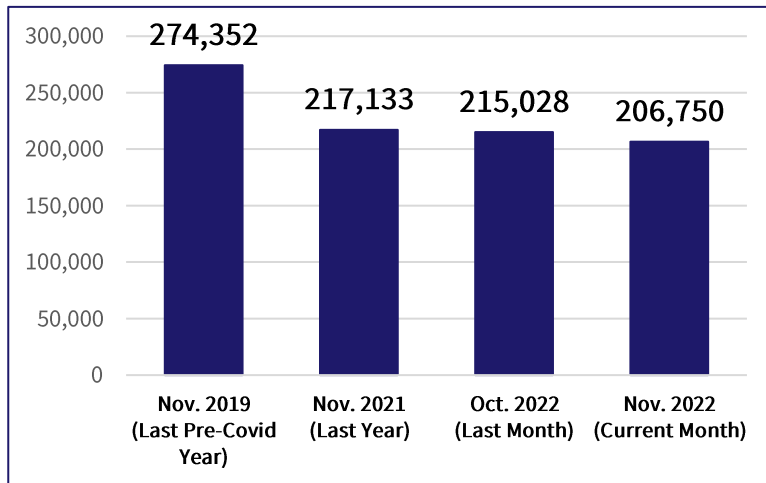




NOVEMBER 2022 STATISTICS IN-DEPTH

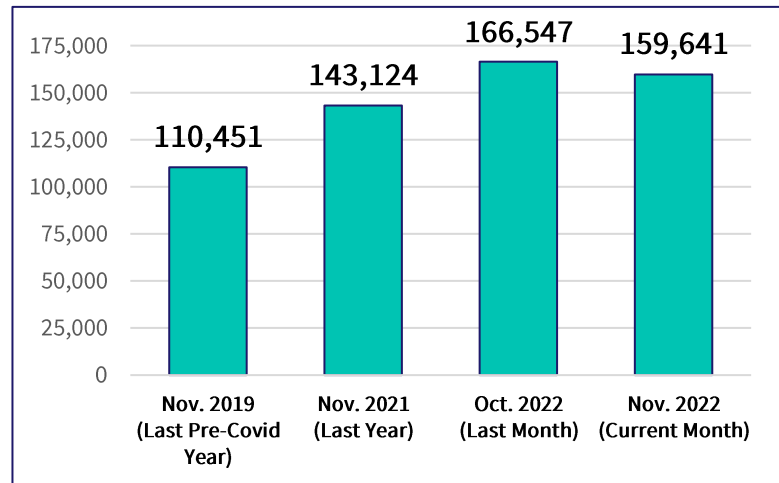
How have our basic statistics changed month-to-month and when compared to last year (2021), and compared to the last pre-COVID year of 2019?

Physical Items Checked Out:



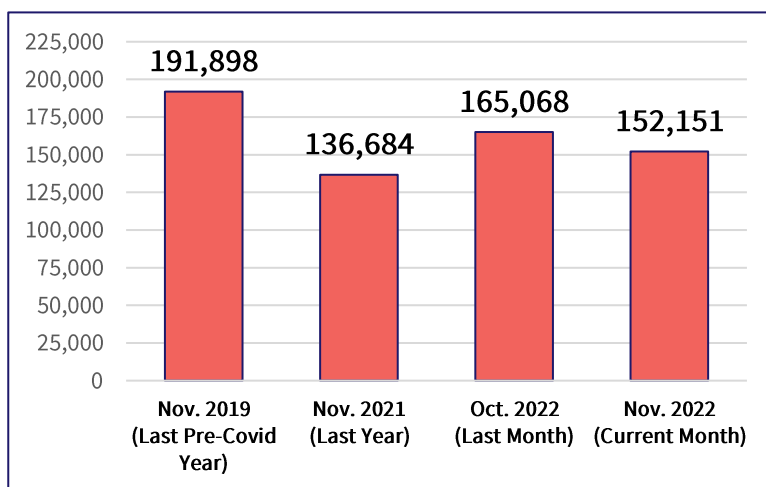
Physical checkouts are **down 4%** from last month, **down 5%** from the same month last year, and **down 25%** compared to the same month in 2019.

Digital Items Checked Out:



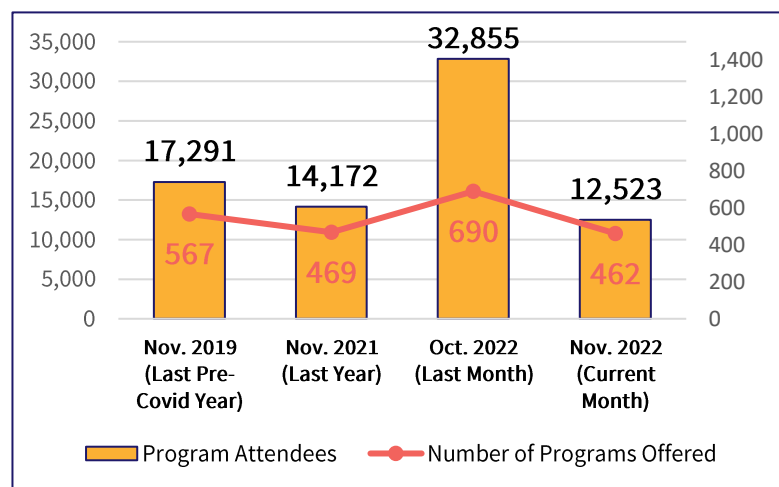
Digital checkouts are **down 4%** from last month, **up 12%** from the same month last year, and **up 45%** compared to the same month in 2019.

Visitor Count:



Branch visitors are **down 8%** from last month, **up 11%** from the same month last year, and **down 21%** compared to the same month in 2019.

Programs & Outreach:



Program & Outreach attendance is **down 62%** from last month, **down 12%** from the same month last year, and **down 28%** compared to the same month in 2019.



MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

All Physical Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. KDL WiFi Mobile Hotspot	279
2. <i>Going Rogue: Rise and Shine</i> <i>Twenty-Nine</i> by Janet Evanovich	127
3. <i>Top Gun: Maverick</i> DVD	122
4. <i>Book Lovers</i> by Emily Henry	116
5. <i>Mad Honey</i> by Jodi Picoult	111
6. <i>The Bad Guys in the Others?!</i> by Aaron Blabey	109
7. <i>Verity</i> by Colleen Hoover	108
8. <i>It Starts with Us</i> by Colleen Hoover	99
9. <i>I'm Glad My Mom Died</i> by Jennette McCurdy	98
10. <i>Bullet Train</i> DVD	97

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>It Starts with Us</i> by Colleen Hoover	188
2. <i>The Boys from Biloxi</i> by John Grisham	186
3. <i>Lessons in Chemistry</i> by Bonnie Garmus	155
4. <i>Mad Honey</i> by Jodi Picoult	154
5. KDL WiFi Mobile Hotspot	149
6. <i>I'm Glad My Mom Died</i> by Jennette McCurdy	145
7. <i>Friends, Lovers, and the Big Terrible Thing</i> by Matthew Perry	138
8. <i>Heart Bones</i> by Colleen Hoover	137
9. <i>A World of Curiosities</i> by Louise Penny	132
10. <i>Top Gun: Maverick</i> DVD	121

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Verity</i> by Colleen Hoover	210
2. <i>Girl, Forgotten</i> by Karin Slaughter (audio)	168
3. <i>The Last Thing He Told Me</i> by Laura Dave	164
4. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid	158
5. <i>Atomic Habits</i> by James Clear (audio)	156
6. <i>It Ends with Us</i> by Colleen Hoover	143
7. <i>The Last Thing He Told Me</i> by Laura Dave (audio)	136
8. <i>Book Lovers</i> by Emily Henry	130
9. <i>A Snake Falls to Earth</i> by Darcie Little Badger	122
10. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio)	113

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>It Starts with Us</i> by Colleen Hoover	611
2. <i>I'm Glad My Mom Died</i> by Jennette McCurdy (audio)	471
3. <i>It Ends with Us</i> by Colleen Hoover	443
4. <i>Verity</i> by Colleen Hoover	401
5. <i>It Ends with Us</i> by Colleen Hoover (audio)	346
6. <i>The Boys from Biloxi</i> by John Grisham <i>Mad Honey</i> by Jodi Picoult	330
8. <i>Lessons in Chemistry</i> by Bonnie Garmus	315
9. <i>It Starts with Us</i> by Colleen Hoover (audio)	289
10. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid (audio)	279

NEW HIRES	POSITION	EFFECTIVE
Courtney DeLongchamp	Assistant Branch Librarian – East Grand Rapids	December 12

DEPARTURES	POSITION	EFFECTIVE
Jay DeVita-Krug	Shelver – Cascade	November 10
Nicole Seif	Shelver – Cascade	December 1
Rebecca Reitemeier	Collection Services Assistant – Service Center	December 30

OPEN POSITIONS	TYPE
Branch Outreach & Programming Specialist – Grandville/Byron	Full-time
Assistant Branch Librarian – Kentwood	Part-time
Branch Librarian – Gaines Township	Part-time
Branch Librarian – Krause Memorial	Part-time
Branch Librarian – Comstock Park	Full-time
Shelver – Wyoming	Part-time
Collection Services Assistant – Service Center	Part-time
Assistant Branch Librarian – East Grand Rapids	Part-time
Assistant Branch Librarian – Cascade	Part-time

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Caleb Perkins	Branch Librarian – Gaines Township	Branch Librarian – Tyrone Township	November 14
Cameron Holmes	Assistant Branch Librarian Sub	Branch Librarian – Kelloggsville	November 21
Leigh Verburg	Branch Librarian – Comstock Park	Branch Outreach & Programming Specialist – Cascade/Caledonia	November 28
Abigail Stange	Assistant Branch Librarian – Cascade	Assistant Branch Librarian Sub	December 1
Pia Lu	Assistant Branch Librarian Sub	Assistant Branch Librarian – East Grand Rapids	December 5
Alicia Peckham	Shelver – Kentwood	Assistant Branch Librarian – Kentwood	December 12
Shelley Roossien	Accessibility & Inclusion Specialist – Service Center	Regional Manager In-Training – Grandville/Byron	January – April 2023

EMPLOYEE ANNIVERSARIES (JANUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Amy Bouma	Collection Services	25 years
Ray Mysels	Information Technology	24 years
Kelaine Mish	Bookmobile	23 years
Tammy Schneider	Collection Development	23 years
Margo Bird	East Grand Rapids	21 years
Mark Dunham	Krause Memorial	19 years
Mary Oosterbaan	Grandville	15 years
Katie Zuidema	Communications	13 years
Trevor Zuidema	Grandville	12 years
Faye Harbison	Plainfield	11 years
Clyde Waltenbaugh	Spencer Township	9 years
Sarah Vantassell	Comstock Park	8 years
Morgan Hanks	Patron Services	6 years
Wendy Kuzma	Sub Pool	6 years
Mara Deckinga	Wyoming	5 years
Ashley Geglio	Cascade	5 years
Nanette Zorn	Cascade	5 years
Anna Swanson	East Grand Rapids	4 years
Lisa VanKampen	Grandville	4 years
Stacey Brander	Amy Van Andel/Ada	2 years
Tiha Kabir	Sub Pool	2 years
Mary McCoy	Amy Van Andel/Ada	2 years
Sarah Powers	Amy Van Andel/Ada	2 years
Michelle Trisch	Amy Van Andel/Ada	2 years
Jennifer Bell	Plainfield	1 year
Jessica Davis	Wyoming	1 year
Sarah Fontaine	Gaines Township	1 year
Talea Fournier	Cascade	1 year
Dawn Lewis	Sub Pool	1 year
Rebecca Maupin	Amy Van Andel/Ada	1 year
Rachel McCay	Plainfield	1 year
Jamerson Ries	Alto	1 year

BOARD OF TRUSTEES ATTENDANCE - 2022

	SHIRLEY BRURSEMA	ANDREW ERLEWEIN	PETER DYKHUIS	SHERI GILREATH- WATTS	NICOLE LINTEMUTH	CHARLES MYERS	TOM NOREEN	PENNY WELLER
January 20, 2022	X	X	X	X	X	X	X	X
February 17, 2022	X	X	X	X	X	X*	X	X
March 17, 2022	X	X	X	X	X	X	X	X
April 21, 2022	X	X	X	X	X	X	X	X
May 19, 2022	X	X	X	X	X	X	X	X
June 16, 2022	X	X	X	X	X	X	X	
July 21, 2022	X	X	X	X	X	X	X	X
August 18, 2022	X	X	*X	X	X	X	X	X
September 22, 2022	X	X	X	X	X	X	X	X
October 13, 2022								
October 27, 2022	X	X	X	X	X	X	X	X
November 17, 2022	X*	X	X*	X	X	X		X
December 15, 2022								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE

Kent
District
Library



POLICY MANUAL

Section 6 Review December 2022

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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 11.18.10

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

When an employee is reclassified to a classification in a higher salary range, the employee's salary shall be adjusted to the minimum of the range for the new classification or to that salary step which is at least equivalent to one pay step increment above the employee's present rate, whichever is higher.

KDL POLICY 6.2.5

NEPOTISM

LAST REVISED 5.15.14

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

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

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

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

KDL POLICY 6.2.6

“ACTING” CAPACITY

LAST REVISED 11.18.10

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

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

KDL POLICY 6.2.7

OUTSIDE EMPLOYMENT

LAST REVISED 12.19.02

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

KDL POLICY 6.2.8

EMPLOYEE TERMINATION OF EMPLOYMENT

LAST REVISED 5.19.05

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

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

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

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

KDL POLICY 6.3

PERSONNEL FILES + EMPLOYEE RECORDS

LAST REVISED 5.19.05

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

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

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

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

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

KDL POLICY 6.3.1

ACCESS TO EMPLOYEE FILE INFORMATION

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

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

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

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

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

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

KDL POLICY 6.3.6

SOCIAL SECURITY NUMBERS PRIVACY

LAST REVISED 2.23.06

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

Kent District Library will not:

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

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

KDL POLICY 6.4

COMPENSATION

LAST REVISED 11.18.10

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

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

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

KDL POLICY 6.4.1

PERFORMANCE EVALUATION

LAST REVISED 9.17.09

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

Merit increases shall be based upon a rating of the employee's work performance and budget availability. Such ratings shall be prepared at the completion of the initial employment period and on an employee's anniversary of hire date thereafter.

KDL POLICY 6.4.2

BENEFITS

LAST REVISED 3.21.13

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

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

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

than the face amount of the life insurance policy.

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

KDL POLICY 6.4.3

SICK LEAVE

LAST REVISED 3.21.13

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

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

KDL POLICY 6.4.4

SICK TIME PAYMENT

LAST REVISED 3.21.13

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

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

KDL POLICY 6.4.5

DISABILITY LEAVE OF ABSENCE

LAST REVISED 5.19.05

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

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

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

KDL POLICY 6.4.6

WORKERS' DISABILITY COMPENSATION SUPPLEMENTAL PAY

LAST REVISED 10.24.19

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

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

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

KDL POLICY 6.4.7

EMERGENCY CLOSING COMPENSATION

LAST REVISED 5.15.14

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

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

by an emergency closing.

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

KDL POLICY 6.5

WORK WEEK

LAST REVISED 5.19.05

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

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

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

KDL POLICY 6.6

PROGRESSIVE ACTION POLICY

LAST REVISED 5.19.05

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

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

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

KDL POLICY 6.6.1

COMPLAINT RESOLUTION PROCESS

LAST REVISED 5.19.05

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

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](#).~~

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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 pro-rated basis each pay period, 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. Proof of attendance is required, but the nominal fee paid by the court including mileage and parking reimbursement may be retained by the employee.~~

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KDL POLICY 6.7.9

MILITARY LEAVE

LAST REVISED 6.19.03

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

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

Under the USERRA statutes, employees who are on military leave will have the right to continuation of health insurance benefits based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals such as vacation, sick, and holiday time will be suspended during the leave and will resume upon the employee's return to active employment.

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

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

KDL POLICY 6.7.10

HOLIDAY ACCRUAL + ELIGIBILITY

LAST REVISED 5.16.13

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

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

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

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

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

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

KDL POLICY 6.8

TRANSPORTATION REIMBURSEMENT

LAST REVISED 12.19.02

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

KDL POLICY 6.8.1

HONORARIA

LAST REVISED 12.19.02

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

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

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

KDL POLICY 6.8.2

PROFESSIONAL ASSOCIATION/COMMUNITY ORGANIZATION MEMBERSHIPS

LAST REVISED 12.19.02

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

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

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

KDL POLICY 6.9

DRUG-FREE WORKPLACE

LAST REVISED 11.19.09

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

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

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

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

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

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

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

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

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

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

KDL POLICY 6.10

ELECTRONIC COMMUNICATIONS POLICY

LAST REVISED 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 12.19.02

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

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

KDL POLICY 6.14

VOLUNTEERS

MOVED 12.20.18

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

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

KDL POLICY 6.14.1

VOLUNTEER BACKGROUND VERIFICATION

MOVED 12.20.18

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

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

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

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

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

final decision resting with the Executive Director.

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



BOARD OF TRUSTEES ISSUE ANALYSIS

INTRO

AGENDA ITEM FOR CONSIDERATION: Live Scanning Wands (LSW) Acquisition

BOARD MEETING DATES: December 15, 2022 (first reading): January 19, 2022(second reading)

TIMELINE: Immediate acquisition if approved

BUDGET LINE ITEM(S): 5977- Technology, Non-Depreciable

TOTAL ESTIMATED COST: \$97,092.00

PURPOSE

KDL is interested in acquiring 29 Live Scanning Wands which will streamline the item check-in process for staff and enable them to do routine scans of items in the stacks to find mis-filed or checked-out items. Additionally, these wands have increased accuracy and functionality compared to the few RFID wands we do have, decreasing the amount of double-work staff must perform because of device errors.

OVERVIEW/NEEDS/BACKGROUND INFO

A couple of years ago we purchased 9 RFID wands that must be shared between branches but when they proved to be less than satisfactory, it was decided not to purchase any more from that vendor. When we published the RFP for new RFID Equipment, we took time to see what improvements had been made, if any. One vendor, FE Technologies, showed up with a very different wand that caught our eye.

KDL recently tested four of FE Technologies' Live Scanning Wands at the following branches: Wyoming, Plainfield, Spencer, and Walker. This pilot phase lasted for a period of 3 weeks. Overall, staff feedback on the wands was very positive and they agreed that the FE wand not only resolves multiple problems with the current wands but also expands functionality by adding new capabilities.

After this rigorous testing of FE Technologies' Live Scanning Wands during the pilot phase, we feel confident in their functionality and would like to purchase enough for every branch to have at least one (2 for branches with higher-volume circulation) and for Service Center use.

Live Scanning Wands (LSW) Acquisition Issue Analysis (continued)

BENEFITS

- Improved time-saving benefit checking-in items
- Ability to scan entire collection regularly to find mis-filed or checked-out items, which improves browsability of the stacks, benefitting patrons, and keeps patron accounts and the ILS more accurate
- Improved software interface compared with current wand
- Batteries are much cheaper (\$30.00) compared with current wand (\$800.00)
- Improved scanning accuracy compared with current wand
- More durable than current wand and replacement parts are easier to acquire
- Since the FE wands are a better product, KDL feels comfortable purchasing one for each branch, eliminating the need for branches to share a single device, something that caused additional wear-and-tear in transit and also made it impossible for every branch to fully benefit from having one on-hand at all times

DISADVANTAGES

The wand doesn't appear to have supply chain where we could purchase parts from any supplier other than FE Technologies. To insulate and protect KDL from potential product "sunsetting," we have asked FE to state in writing their strategy for support and maintenance of it. Their reply is they have not yet sunset or stopped supporting a product since they have been in business.

COST

Each wand will cost \$3,000.00 plus annual support & maintenance of \$268.00 per wand (an annual fee). We would like to acquire 29 of them for a total of \$97,092.00, including delivery. Product install is complimentary.

Product	Quantity	Price	Delivery	Annual Service and Maintenance	Total
Live Scanning Wands	29	\$3000.00	\$2320.00	\$7772.00	\$97,092.00

IMPLEMENTATION

Once the wands have been purchased and shipped to KDL, they will be configured jointly by the IT department and the Pilot Team with assistance from Rochelle Ball our ILS Coordinator. Staff cross-training will be undertaken by those who participated in the pilot process under the guidance of Karen Small. Karen has organized a small group of "power" users to help with deployment, established weekly & monthly check-in meetings to help each branch leverage the wand fully. Ongoing support will be provided by FE Technologies, should we have technical issues with the devices.

**Live Scanning Wands (LSW) Acquisition
Issue Analysis (continued)**

RECOMMENDATION

KDL recommends that the board approve the purchase of 29 Live Scanning Wands from FE Technologies for immediate use by branch and Service Center staff. The quantity breakdown is as follows:

KDL Branch or Department	Wand Quantity Requested
Alpine Township	1
Alto	1
Amy Van Andel	1
Byron Township	1
Caledonia Township	1
Cascade Township	2
Comstock Park	1
East Grand Rapids	2
Englehardt (Lowell)	1
Gaines Township	1
Grandville	2
Kelloggsville	1
Kentwood	2
Krause Memorial (Rockford)	1
Nelson Township	1
Plainfield Township	2
Spencer Township	1
Tyrone Township	1
Walker	1
Wyoming	2
Collection Services Department	1
IT Department (spare / floater)	1
Community Engagement Department	1
Total	29

Document History:

1. First Draft –Amanda Johnston
2. Revision – Kurt Stevens
3. Final Draft – Amanda Johnston

DEVICE COMPARISON:

Proposed - FE Technologies Wand	Current - Tech Logic Wand
<ul style="list-style-type: none"> These wands connect directly via Bluetooth to the tablet, which has a stronger antenna than the current wands. This minimizes the number of times they lose connection. 	<ul style="list-style-type: none"> These wands have a smaller, weaker antenna in the wands themselves and frequently lose connectivity.
<ul style="list-style-type: none"> Durability is very good. Staff performed a “drop test” and the wand did not break. Battery cap is a standard cap not physically fused to the battery. Batteries are easily removed and recharged without compromising the physical integrity of the whole device. 	<ul style="list-style-type: none"> Durability is low. Wand handles have separated and are held together with book tape after less than 1 year of use. Battery lock is attached to the battery. This holds the battery in by a flimsy plastic clip that easily breaks with daily use and is now held together with book tape. This part is not replaceable without buying a new battery.
<ul style="list-style-type: none"> Batteries for this device are generic. They can be purchased on Amazon and only cost about \$30.00 per set. Since batteries are MUCH cheaper, back-up batteries are affordable for every wand. If a battery dies while the wand is being used, a quick swap out of batteries and the wand is ready to go without delay. 	<ul style="list-style-type: none"> The batteries are specific to the device and proprietary. The replacement cost is between \$700-\$800. Due to the high cost of batteries, KDL only has one battery per device. If the wand dies during the workday, staff must wait until the next day for it to recharge to use it again.
Scanning two bays in the collection: <ul style="list-style-type: none"> Found all 1,182 items in 12 minutes Found 6 items that needed processing Wand stayed connected 	Scanning two bays in the collection: <ul style="list-style-type: none"> Found 1,150 out of 1,182 items in 16 minutes Found 1 item that needed processing Wand disconnected twice
Checking 120 different items every day over 3-week pilot: <ul style="list-style-type: none"> Average time is 3 minutes (set-up time and connecting to the tablet takes 30 seconds) 	Timed testing was done in June 2021 for a month (removal of auto-check in chute): <ul style="list-style-type: none"> Average time is 11 minutes (set-up time and connecting to laptop takes up to 7 minutes)

TIME-SAVING BENEFITS IN ACTION:

During the blizzard of November 2022, a staff member at Wyoming emptied the book drop containing 308 items on Friday evening and placed them on book trucks. Using the wand, they checked in all items in 7 minutes. Holds were pulled in a few minutes, items were sorted, and the total process was completed in less than 30 minutes. On Saturday, there were 327 items in the bin. The check-in time was just under 8 minutes, holds were pulled, and the total process was completed in less than 30 minutes, leaving these items ready to be shelved. On Sunday, when the branch reopened, staff were all able to cover the public service points and follow a normal daily routine without slugging through hours of check-ins beforehand.

PROCESS IMPROVEMENTS SUMMARY:

- Staff will scan all the carts to be shelved before they go out onto the floor for a second check ensuring all items are checked in.
- Staff will scan the Hold Shelf and Branch Displays weekly to ensure that items which are set to anything but “hold shelf” or “display” (in transit, on shelf, or missing) will be identified and processed. Currently, this is done manually by staff and items still get missed.
- Each branch will scan their collection a minimum of once per month. Currently, this is only being done at a couple of branches, but not all.
- On busy or short-staffed days, focusing on customers is our priority. If the book drop gets backed up, staff will use the wand to check-in a cart of materials in a few minutes.
- Staff will use the wand to check in items before reopening the branch after being closed for weather or after a holiday closing.



RESOLUTION

Second 2022 Budget Amendment

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held at the Kent District Library Service Center, on December 15, 2022 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, pursuant to Act 2, Public Acts of 1968, MCL 141.421 et seq., as amended, it is necessary for the Board of the Kent District Library to adopt a General Fund Budget supported by the Library's millage levy, and to amend a budget when resources so dictate.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the General Fund Budget Amendment for 2022 attached here to and made a part here of.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 15th day of December 2022.

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on December 15, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: December 15, 2022

Charles Myers, KDL Board Chair

Sheri Gilreath-Watts, KDL Board Secretary



KENT DISTRICT LIBRARY BOARD OF TRUSTEES 2nd 2022

BUDGET AMENDMENT – EXPLANATION OF REQUESTED AMENDMENT

The following suggested amendment to the General Fund budget is designed to reflect the decrease in overall anticipated revenues for 2022 and decrease in overall expenditures for 2022. The budget amendment is proposed to keep KDL within the requirements of the State Budgeting Act. The composition of the proposed budget amendment has been reviewed by the Leadership Team and the components of the various items in the proposed amendment were developed based upon consultation with KDL managers and reflect changes in operations that have occurred after the development of 2022 amended budget from August. The impact of the amendment is to decrease the amount of fund equity that is anticipated to be used in fiscal year 2022 by \$207,111. Attached to this document is a summary of the proposed changes by budget area and below are explanations for some of the more significant items:

1. \$400,000 Decrease to Other Income

This decrease is necessary to reflect the anticipated amount of ERate reimbursements that will be received or available for accrual for fiscal year 2022. This is due to the timing (slow payment) of claims by the ERate program.

2. \$400,000 Net Increase to Wages

This increase is necessary to cover the amount of payroll that will need to be accrued at the end of the year. This is the portion of the payroll that will be paid in January but 13 of the 14 days in the payroll period are wages earned in December.

3. \$180,000 Decrease to Contractual and Professional Services

The decrease is to reflect the actual costs of software for the year. Software costs were less than anticipated in the IT and PSD departments.

4. \$100,000 Decrease in Maintenance and Utilities

The decrease is to reflect the actual costs of our Co-Located data facility arrangement for the year.

5. \$724,111 Decrease in Capital Outlay

The decrease in this area reflects the reality that some items budgeted for 2022 will not be able to be completed until 2023. These include the WonderKnook project and IT projects related to cataloging technology and hardware and various other upgrade projects. IT does anticipate funding the purchase of wands totaling roughly \$100,000 before the end of the year with the Board's approval of that project this evening.

**KENT DISTRICT LIBRARY
GENERAL FUND BUDGET AMENDMENT #2
December 15, 2022**

	8/18/2022	12/15/2022	12/15/2022
REVENUES:	Amendment #1 Totals	Amendment Change	Amendment #1 Totals
Property Taxes	25,043,883	-	25,043,883
Penal Fines	550,000	-	550,000
Charges for services	35,000	-	35,000
Interest Income	(340,000)	-	(340,000)
Public Donations	275,000	-	275,000
Other Revenue	1,374,095	(400,000)	974,095
State Sources	924,073	-	924,073
Transfers In	-	-	-
TOTAL REVENUES & OTHER FINANCING SOURCES	27,862,051	(400,000)	27,462,051

EXPENDITURES:			
Salaries and Wages	13,219,957	400,000	13,619,957
Employee Benefits	3,644,066	-	3,644,066
Collections - Digital	2,399,083	-	2,399,083
Collections - Physical	2,383,793	-	2,383,793
Supplies	793,654	-	793,654
Contractual and Professional Services	2,049,004	(180,000)	1,869,004
Programming and Outreach	425,545	-	425,545
Maintenance and Utilities	2,992,939	(100,000)	2,892,939
Staff Development	304,746	(3,000)	301,746
Board Development	17,000	-	17,000
Other Expenditures	956,845	-	956,845
Capital Outlay	2,069,263	(724,111)	1,345,152
Transfers Out	-	-	-
TOTAL EXPENDITURES & OTHER FINANCING USES	31,255,895	(607,111)	30,648,784

REVENUES OVER (UNDER) EXPENDITURES	(3,393,844)	207,111	(3,186,733)
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TRUSTEE BOARD ASSIGNMENTS

AS OF DECEMBER 8, 2022

BOARD CHAIR			
Trustee	Appointment Date	Years of Service	Notes
Charles R. Myers	December 16, 2021	1 year	Appointed by Board Motion
BOARD VICE CHAIR			
Trustee	Appointment Date	Years of Service	Notes
Penny Weller	December 16, 2021	1 year	Appointed by Board Motion
BOARD TREASURER			
Trustee	Appointment Date	Years of Service	Notes
Andrew Erlewein	December 21, 2017	5 years	Appointed by Board Motion
BOARD SECRETARY			
Trustee	Appointment Date	Years of Service	Notes
Sheri Gilreath-Watts	May 21, 2020	2 years, 7 months	Appointed by Board Motion



TRUSTEE BOARD ASSIGNMENTS

AS OF DECEMBER 8, 2022

KDL ALLIANCE OF FRIENDS (MEETS BI-MONTHLY)			
Trustee	Appointment Date	Years of Service	Notes
Penny Weller	December 21, 2016	6 years	Appointed by Board Motion
Shirley Bruursema	December 16, 2021	1 year	Appointed by Board Motion
KDL PENSION BOARD (MEETS QUARTERLY)			
Trustee	Appointment Date	Years of Service	Notes
Charles R. Myers	January 18, 2001	20 years, 11 months	Appointed by Board Motion
Andrew Erlewein	February 19, 2021	1 year, 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	28 years, 5 months	Appointed by Board Motion