

BOARD OF TRUSTEES MEETING

Kent
District
Library



NOVEMBER
2024





BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library Caledonia Branch, 6260 92nd Street SE, Caledonia, MI

DATE & TIME

Thursday, November 21, 2024, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: October 17, 2024
- C. LLC Meeting Minutes: October 10, 2024
- D. Request: Grandville Branch for late closure on Saturday, December 7, 2024, for Christmas on the Commons.

4. REGIONAL MANAGER UPDATE – CASCADE and CALEDONIA

5. PUBLIC HEARING – 2025 Budget*

6. FINANCE REPORTS – October 2024*

7. DIRECTOR’S REPORT – October 2024

8. OLD BUSINESS

- A. Issue Analysis: KDL Community Impact Scholarship*
- B. Policy Manual: Section 5 - Budget and Finance*
- C. Issue Analysis: Pension Plan De-Risking*
- D. Issue Analysis: 2025 Additional Closed Dates*
- E. 2025 Planned System Closing Schedule*
- F. 2025 Board of Trustees Schedule*

9. NEW BUSINESS

- A. Resolution: Approval of the 2025 Budget*
- B. Resolution: Scholarship Special Revenue Fund*
- C. Policy Manual: Section 6 - Personnel*
- D. Policy Manual: Section 2.5 Lost and or Damaged Materials*
- E. Resolution: Health Insurance Funding*
- F. Issue Analysis: Conference Room Rename*
- G. 2025 Election of Officers*
- H. 2025 Trustee Board Assignments
- I. Executive Director Evaluation: Request for November Closed Session*
- J. Executive Director Evaluation: Request for December Closed Session*

* *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.”*

K. KDL History

10. LIAISON REPRESENTATIVE COMMENTS

11. PUBLIC COMMENTS**

12. BOARD MEMBERS COMMENTS

13. CLOSED MEETING*

Roll Call Vote

14. MEETING DATES

Next Regular Meeting: Thursday, December 19, 2024 –Kent District Library Service and Meeting Center, 4:30 PM

15. 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."*



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Kent District Library Service + Meeting Center, 814 West River Center Drive NE, Comstock Park, MI

DATE + TIME

Thursday, October 17, 2024, at 4:30 PM.

BOARD PRESENT: Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Carla Moyer Hotz, Christina Tazelaar and Penny Weller

BOARD ABSENT: Sheri Gilreath-Watts

STAFF PRESENT: Sheri Glon, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Lance Werner and Emily Whalen

GUESTS PRESENT: Norma VanHeulen

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: September 19, 2024
- C. LLC Meeting Minutes: September 12, 2024

Motion: Dykhuis moved to approve the consent agenda as presented.

Support: Supported by Tazelaar.

RESULT: Motion carried.

4. FINANCE REPORTS – September 2024*

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

- The cash balance is \$17.7M as opposed to \$16.6M the previous year.
- Total revenue to date is \$28.85M compared to \$29.4M in the prior year. Revenue collected equates to 100% of the annual revenue budget.
- Expenditures are \$22.2M compared to \$24M in the previous year. The 2024 expenditures to date are down roughly \$2M from 2023 due to the one-time \$1.5M pension contribution in the prior year and savings on fiber.
- Disbursements over \$50,000 for the month of September are as follows:
 - SirsiDynix – \$165,075.05 for license renewals for the last quarter of 2024 and the first 3 quarters of 2025.

DRAFT

The Board asked questions and staff responded.

Motion: Weller moved to receive and file the September 2024 finance reports as presented.

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

5. DIRECTOR'S REPORT – September 2024

Executive Director Werner is excited about the ongoing building projects in the City of Walker and Tyrone Township, with the church in Tyrone Township recently demolished. Special recognition goes to City of Walker Mayor Gary Carey for his hard work on the Walker Library. While digital circulation is on the rise, physical checkouts have declined. Congratulations to Board of Trustees Chair Andy Erlewein for accepting the MLA Intellectual Freedom Award on KDL's behalf and to Director of Projects and Planning Jaci Cooper for submitting the application!

6. OLD BUSINESS

A. Policy Manual: Section 4 – Patron Behavior *

Motion: Weller moved to approve the Policy Manual: Section 4 – Patron Behavior as presented.

Support: Supported by Dykhuis.

RESULT: Motion carried.

B. Issue Analysis: KDL Community Impact Scholarship *

The Board of Trustees has requested a revision to make KDL Board Members, Leadership Team, and their immediate families ineligible.

7. NEW BUSINESS

A. 2025 Budget

- Acting Director of Finance Kim Lindsay thanked Finance Manager Emily Whalen for the tremendous work she did with Regional and Department Managers for the 2025 budget.
- The actual budget resolution that the KDL Board of Trustees will take action on is November 16, 2024.
 - Page 67 is the 2025 Operating Budget and 2024 August as Amended Budget.
 - Page 69 provides an explanation of changes and assumptions included in the budget.
 - Starting on page 70 contains detailed information about the revenue budget and assumptions embedded in those amounts. There is also a 5-year history of KDL property tax valuations, rates and revenue.

B. Policy Manual: Section 5 – Budget and Finance *

The Board Members asked questions, and the staff answered.

Motion: Weller proposed to defer the Policy Manual: Section 5 – Budget and Finance as presented.

Support: Supported by Chrenka.

DRAFT

RESULT: Motion carried.

C. Resolution: Pension Board Assignment *

The Board Members asked questions, and the staff answered.

Motion: Chrenka proposed to approve the Resolution: Pension Board Assignment as presented.

Support: Supported by Moyer Hotz.

Chrenka – Yes	Dykhuis – Yes	Erlewein – Yes	Gilreath-Watts – N/A
	Moyer Hotz – Yes	Tazelaar – Yes	Weller – Yes

RESULT: Motion Carried 6-0.

D. Issue Analysis: Pension Plan De-Risking *

The Board Members asked questions, and the staff answered.

Motion: Dykhuis proposed to defer the Issue Analysis: Pension Plan De-Risking. as presented.

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

E. Issue Analysis: 2025 Additional Closed Dates *

The Board Members asked questions, and the staff answered.

Motion: Tazelaar proposed deferring the Issue Analysis on the 2025 Additional Closed Dates, with approval for the All Staff/IMLS Celebration on Monday, April 28, 2025.

Support: Supported by Weller.

RESULT: Motion carried.

F. 2025 Planned System Closing Schedule*

Motion: Tazelaar moved to approve the 2025 Planned System Closing Schedule as presented.

Support: Supported by Weller.

RESULT: Motion carried.

G. 2025 Board of Trustees Schedule*

Motion: Tazelaar moved to approve the 2025 Board of Trustees Schedule as presented.

Support: Supported by Weller.

RESULT: Motion carried.

H. 3rd Quarter Strategic Plan & KPI Update

Executive Director Lance Werner presented the **3rd Quarter Strategic Plan & KPI Update.**

8. LIAISON REPRESENTATIVE COMMENTS – None.

DRAFT

9. PUBLIC COMMENTS** – Norma VanHeulen praised KDL for receiving the IMLS Award. Director of Community Engagement, Randy Goble, applauded the recognition of two employees who were honored on Crain’s Grand Rapids Business 40 Under 40 list.

10. BOARD MEMBER COMMENTS

Gilreath-Watts – N/A

Dykhuis – Dykhuis attended the Michigan Library Association Conference Dinner, where KDL was honored with the Intellectual Freedom Award, making it a memorable occasion and congratulated Director of Human Resources and Organizational Development Brian Mortimore for 21 years at KDL.

Chrenka – Chrenka reported that the church in Tyrone Township recently was demolished for the new space for the Tyrone Township Library location.

Weller – Weller expressed her pride in the numerous achievements KDL has accomplished over the past year, as well as the outstanding leadership demonstrated by the KDL Leadership Team.

Tazelaar – Tazelaar attended the World Affairs Council at the Kentwood Branch and the Michigan Library Association Conference Dinner where KDL was awarded the Intellectual Freedom Award, expressing admiration for the thoughtful approach taken by KDL staff.

Moyer Hotz – The Michigan Library Association Conference Dinner Presentation for the Intellectual Freedom Award was excellent, and she enjoyed spending time with the KDL staff. The drive to Grand Traverse Resort was beautiful, and she felt it was wonderful to be included as a board member at such an impactful event.

Erlewein – Erlewein thanked all the Board Members for completing the Executive Director’s evaluation for the next meeting.

11. MEETING DATES

Regular Meeting: Thursday, November 21, 2024 – Kent District Library Caledonia Township Branch at 4:30 PM.

12. CLOSED SESSION

Motion: Dykhuis moved at 6:44 PM to meet in a closed session pursuant to section 8(a) of the Open Meetings Act.

Support: Supported by Weller.

Chrenka – Yes

Dykhuis – Yes

Erlewein – Yes

**Gilreath-Watts –
N/A**

Moyer Hotz – Yes

Tazelaar – Yes

Weller – Yes

DRAFT

RESULT: Motion Carried 6-0.

Motion: Dykhuis moved to adjourn the closed session and resume the Regular Board Meeting at 7:23 PM.

Support: Supported by Weller.

RESULT: Motion carried.

13. ADJOURNMENT

Motion: Weller moved for adjournment at 7:24 PM

Support: Supported by Tazelaar.

RESULT: Motion carried.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Lance Werner, KDL Executive Director

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, October 10, 2024 at 9:30 a.m.
Kent District Library Service Center**

Present: Diane Kooiker (HO), Abby Black (OA), Rob Bristow (OG), Carol Dawe (LLC), Lance Werner (KDL), Dale Parus (IC), Jessica Hunt (NG)

Lakeland Staff Present: Amber McLain, Ann Langlois

Absent: Ron Suszek (MADL), John McNaughton (GRPL), Maggie McKeithan (OS)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30 by Lance Werner.
- 2) **APPROVAL OF AGENDA:** Rob Bristow moved, supported by Jessica Hunt, to approve the agenda as presented - *motion carried*.
- 3) **ONGOING/NEW BUSINESS PART 1**
 - a) Election of officers and transfer of power
 - i) Call for write-ins – none presented.
 - ii) Diane Kooiker moved, supported by Rob Bristow, to approve candidates as presented.
- 4) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 5) **PUBLIC COMMENTS:** There were no public comments.
- 6) **APPROVAL OF MINUTES:** Dale Parus moved, supported by Abby Black - to approve the board minutes from September 12, 2024 - *motion carried*.
- 7) **FINANCIAL REPORT:**
 - a) September Financials and Check Register: Rob Bristow moved, supported by Jessica Hunt, to approve the September Financials as presented - *motion carried*.
- 8) **PRESIDENT'S REPORT**
 - a) Nothing to Report.
- 9) **DIRECTOR'S REPORT**
 - a) See written report. Carol encouraged the board and the library directors to self-nominate for the MLA board. Carol mentioned that Alpena will not be removing their library board – instead, they will be moving the contested books to a singular section within the library.
- 10) **COUNCIL/COMMITTEE REPORTS**
 - a) August Advisory Minutes included for information.
- 11) **NEW BUSINESS:**
 - a) *Strategic Plan 4th Quarter Update* –Lakeland is currently working to catch up on current projects so LLC can then focus on pursuing the possibility of a new ILS come December. Dale Parus moved, supported by Rob Bristow, to approve the Strategic plan 4th quarter update.
 - b) *Fund Depositories Designates:* Informational item. Dale Parus moved, supported by Diane Kooiker, to approve the Strategic plan 4th quarter update.
 - c) *Board Member Oath:* Oaths were signed and notarized.
- 12) **PUBLIC COMMENTS:**
 - a) Ellen Peters thanked Lance Werner for coming to Loutit's censorship panel.
- 13) **BOARD MEMBER COMMENTS:**
 - a) Abby Black shared that Allendale got a new website through Library Market.
 - b) Rob Bristow shared that Georgetown got Hoopla.
 - c) Lance Werner shared that KDL had two staff members on the Crain's Grand Rapids Business's 40 under 40.
- 14) **NEXT MEETING:** Thursday, **November 14, at 9:30 a.m.** at Kent District Library Service Center.
- 15) **ADJOURNMENT:** Diane Kooiker moved, supported by Jessica Hunt, to adjourn at **9:50 AM** - *motion carried*.

Respectfully submitted by,
Amber McLain



October 18, 2024

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

Dear Board of Trustees:

On Saturday, December 7, 2024, the City of Grandville is hosting a Christmas at the Commons event in and around the Grandville Library. This event has become their main annual holiday celebration and is very well attended by the community. The evening will involve a lot of festivities, including a tree lighting, live music, arts and crafts vendors, trackless holiday trains, and even a synthetic ice rink.

This year, I would like to request the library stay open until 9:00 PM (usual closing time is 5:00 PM on Saturday) in order to partner with the city and provide services to all the patrons who are going to be enjoying this city event. Additionally, the branch will be hosting a Kids and Teens craft sale inside the building to pair with the Christmas Vendor Market outside the city will have as part of the event.

This partnership will allow the City, the library, and the library advisory board, all to succeed in providing a wonderful experience for the residents of Grandville and partner in a meaningful way. We thank you for considering this and are excited for a wonderful night in Grandville.

Sincerely,

Josh Bernstein

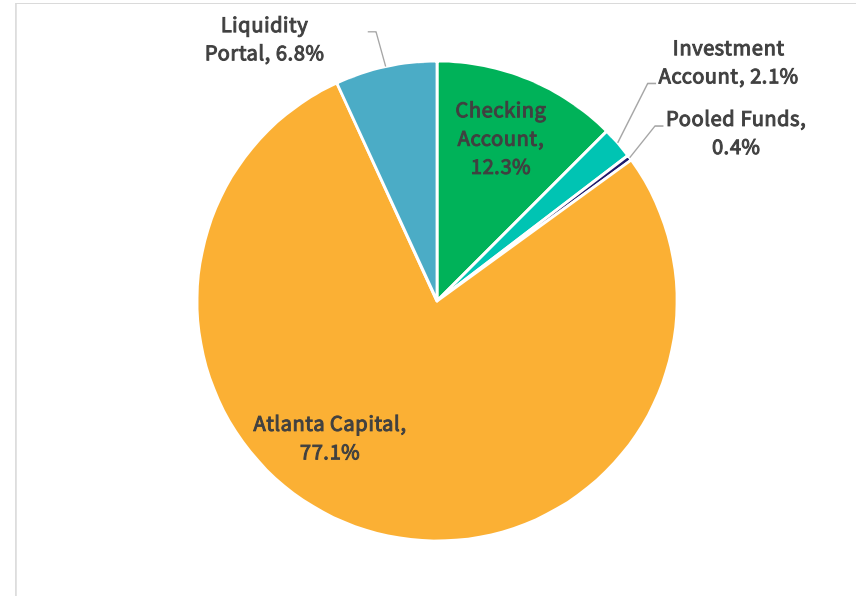
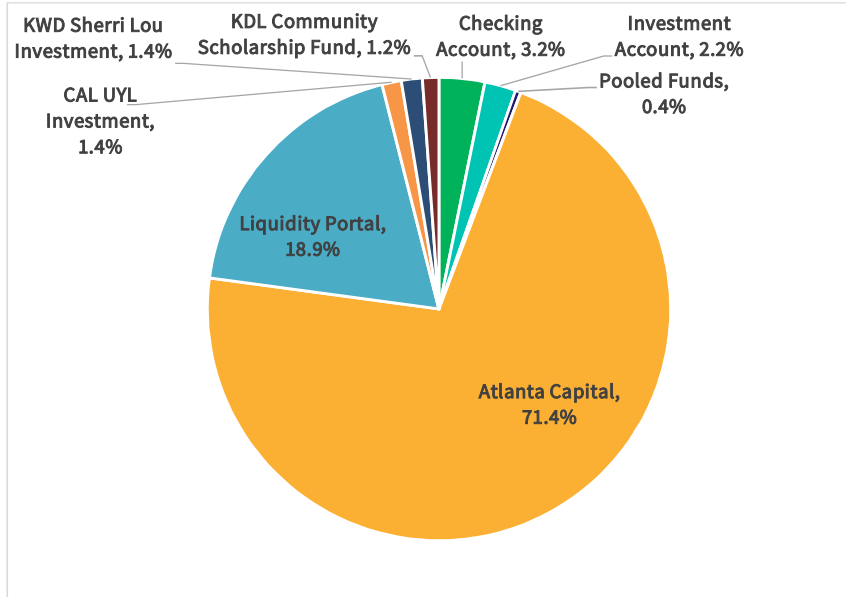
A handwritten signature in black ink, appearing to read "Josh Bernstein".

Regional Manager for Grandville and Byron

cc: Lance Werner, KDL Director



Monthly Cash Position Per Bank Month Ended October 2024



2024		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$497,758
Huntington Investment Account	2.726%	\$341,815
*Kent County Pooled Funds	4.313%	\$59,844
Atlanta Capital Investments		\$11,165,285
Huntington Liquidity Portal	4.770%	\$2,956,691
Caledonia UYL Investment	4.730%	\$211,655
KWD Sherri Lou Investment	4.760%	\$226,481
KDL Community Scholarship Fund	4.770%	\$176,727
		<u>\$15,636,256</u>

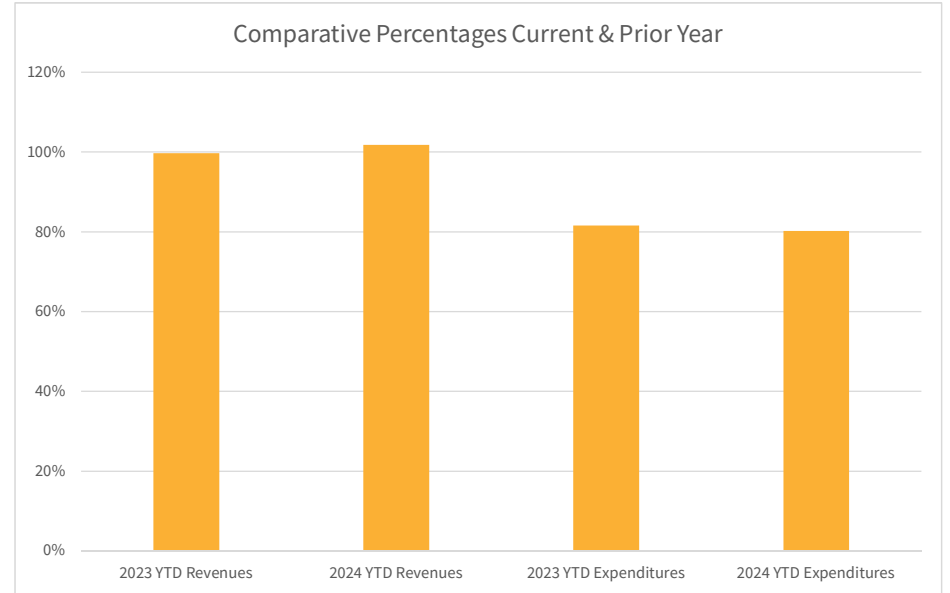
2023		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$1,894,796
Huntington Investment Account	1.004%	\$323,850
*Kent County Pooled Funds	3.924%	\$57,514
Atlanta Capital Investments		\$11,845,490
Huntington Liquidity Portal		\$1,040,010
		<u>\$15,161,660</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month Ended October 2024



Budget to Actual with Prior Year Comparison		
Revenues		
2023 YTD Actual	\$	30,172,559
2024 YTD Actual	\$	29,310,386
2024 Budgeted	\$	28,791,105
Expenditures		
2023 YTD Actual	\$	26,458,012
2024 YTD Actual	\$	24,671,759
2024 Budgeted	\$	30,772,917

Comparative Percentages Current & Prior Year	
Account	Amount
2023 YTD Revenues	99.7%
2024 YTD Revenues	101.8%
2023 YTD Expenditures	81.5%
2024 YTD Expenditures	80.2%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	2024 YTD Actual	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	25,544,395	25,538,017	6,378	0 %
Penal Fines	692,190	630,000	62,190	10 %
Charges for Services	33,775	38,000	(4,225)	(11)%
Interest Income	879,113	562,100	317,013	56 %
Public Donations	571,643	525,000	46,643	9 %
Other Revenue	560,174	412,690	147,484	36 %
State Sources	1,029,095	1,085,298	(56,203)	(5)%
Total Revenues	29,310,386	28,791,105	519,281	2 %
Expenditures				
Salaries and Wages	11,088,442	13,959,043	2,870,601	21 %
Employee Benefits	3,123,370	4,126,316	1,002,946	24 %
Collections - Digital	2,933,212	2,936,317	3,105	0 %
Collections - Physical	1,547,944	2,062,452	514,508	25 %
Supplies	520,791	806,206	285,415	35 %
Contractual and Professional Services	2,017,514	2,445,755	428,241	18 %
Programming and Outreach	340,863	500,843	159,980	32 %
Maintenance and Utilities	1,856,498	2,307,050	450,552	20 %
Staff Development	166,447	282,640	116,193	41 %
Board Development	13,212	17,000	3,788	22 %
Other Expenditures	394,470	497,942	103,472	21 %
Capital Outlay	668,997	831,353	162,356	20 %
Total Expenditures	24,671,759	30,772,917	6,101,158	20 %
Excess Revenue Over (Under) Expenditures	4,638,627	(1,981,812)	6,620,439	(334)%

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	2024 YTD Actual	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	4,254	0	4,254	0 %
Public Donations	177,074	0	177,074	0 %
Total Revenues	<u>181,328</u>	<u>0</u>	<u>181,328</u>	<u>0 %</u>
Excess Revenue Over (Under) Expenditures	<u>181,328</u>	<u>0</u>	<u>181,328</u>	<u>0 %</u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	YTD Ending October 31, 2024	YTD Ending October 31, 2023	Total Variance
Revenues			
Property Taxes	25,544,395	26,507,903	(963,508)
Penal Fines	692,190	631,390	60,800
Charges for Services	33,775	32,931	844
Interest Income	879,113	592,780	286,333
Public Donations	571,643	501,247	70,397
Other Revenue	560,174	775,770	(215,596)
State Sources	1,029,095	1,130,538	(101,443)
Total Revenues	29,310,386	30,172,559	(862,173)
Expenditures			
Salaries and Wages	11,088,442	11,024,197	64,246
Employee Benefits	3,123,370	4,676,735	(1,553,365)
Collections - Digital	2,933,212	2,299,416	633,796
Collections - Physical	1,547,944	1,561,872	(13,929)
Supplies	520,791	527,047	(6,256)
Contractual and Professional Services	2,017,514	1,979,203	38,311
Programming and Outreach	340,863	291,082	49,781
Maintenance and Utilities	1,856,498	2,497,368	(640,871)
Staff Development	166,447	202,742	(36,295)
Board Development	13,212	15,950	(2,738)
Other Expenditures	394,470	375,726	18,744
Capital Outlay	668,997	1,006,674	(337,677)
Total Expenditures	24,671,759	26,458,012	(1,786,254)
Excess Revenue Over (Under) Expenditures	4,638,627	3,714,546	924,081

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	YTD Ending October 31, 2024	YTD Ending October 31, 2023	Total Variance
Revenues			
Interest Income	4,254	0	4,254
Public Donations	177,074	0	177,074
Total Revenues	<u>181,328</u>	<u>0</u>	<u>181,328</u>
Excess Revenue Over (Under) Expenditures	<u>181,328</u>	<u>0</u>	<u>181,328</u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402	164	25,354,554	25,352,532	2,022	0 %
4412	82	3,895	10,000	(6,105)	(61)%
4432	0	40,937	30,000	10,937	36 %
4437	0	145,009	145,485	(476)	(0)%
	<u>246</u>	<u>25,544,395</u>	<u>25,538,017</u>	<u>6,378</u>	<u>0 %</u>
Penal Fines					
4581	0	692,190	630,000	62,190	10 %
	<u>0</u>	<u>692,190</u>	<u>630,000</u>	<u>62,190</u>	<u>10 %</u>
Charges for Services					
4660	53	1,384	0	1,384	0 %
4685	3,067	32,391	38,000	(5,609)	(15)%
	<u>3,119</u>	<u>33,775</u>	<u>38,000</u>	<u>(4,225)</u>	<u>(11)%</u>
Interest Income					
4662	847	8,872	6,000	2,872	48 %
4663	916	6,326	3,000	3,326	111 %
4664	218	1,785	1,500	285	19 %
4665	(36,206)	860,239	550,000	310,239	56 %
4666	36	1,891	1,600	291	18 %
	<u>(34,188)</u>	<u>879,113</u>	<u>562,100</u>	<u>317,013</u>	<u>56 %</u>
Public Donations					
4673	12,687	547,406	500,000	47,406	9 %
4674	(1,659)	24,237	25,000	(763)	(3)%
	<u>11,028</u>	<u>571,643</u>	<u>525,000</u>	<u>46,643</u>	<u>9 %</u>
Other Revenue					
4502	0	425,730	300,000	125,730	42 %
4651	339	797	500	297	59 %
4668	256	3,044	2,000	1,044	52 %
4686	350	3,802	2,500	1,302	52 %
4688	0	962	3,000	(2,038)	(68)%
4695	0	125,839	104,690	21,149	20 %
	<u>944</u>	<u>560,174</u>	<u>412,690</u>	<u>147,484</u>	<u>36 %</u>
State Sources					
4540	0	448,226	448,226	(0)	(0)%
4541	0	41,073	41,072	1	0 %
4548	0	61,745	76,000	(14,255)	(19)%
4549	478,051	478,051	520,000	(41,949)	(8)%
	<u>478,051</u>	<u>1,029,095</u>	<u>1,085,298</u>	<u>(56,203)</u>	<u>(5)%</u>
	<u>459,201</u>	<u>29,310,386</u>	<u>28,791,105</u>	<u>519,281</u>	<u>2 %</u>
Expenditures					
Salaries and Wages					
5700	180	2,430	3,900	1,470	38 %
5706	0	4,150	0	(4,150)	0 %
5713	1,006,527	11,081,862	13,955,143	2,873,281	21 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Total Salaries and Wages	<u>1,006,707</u>	<u>11,088,442</u>	<u>13,959,043</u>	<u>2,870,601</u>	<u>21 %</u>
Employee Benefits					
5709 FICA	72,431	811,662	1,105,145	293,483	27 %
5717 Defined Contribution Pension Plan Contributions	48,994	518,036	609,671	91,635	15 %
5718 Employee Health Benefits	139,122	1,355,787	1,928,700	572,913	30 %
5720 HSA/Flex	0	370,533	392,000	21,467	5 %
5730 Other Employee Benefits	<u>6,025</u>	<u>67,351</u>	<u>90,800</u>	<u>23,449</u>	<u>26 %</u>
Total Employee Benefits	266,571	3,123,370	4,126,316	1,002,946	24 %
Collections - Digital					
5785 Cloud Library/OverDrive	313,500	1,913,250	1,943,500	30,250	2 %
5786 Hoopla	113,000	640,250	605,000	(35,250)	(6)%
5787 Digital Collection	2,576	140,654	151,657	11,003	7 %
5788 Miscellaneous Electronic Access	<u>0</u>	<u>239,058</u>	<u>236,160</u>	<u>(2,898)</u>	<u>(1)%</u>
Total Collections - Digital	429,076	2,933,212	2,936,317	3,105	0 %
Collections - Physical					
5791 Subscriptions	0	70,209	81,540	11,331	14 %
5815 KDL Cruisers	0	11,000	10,100	(900)	(9)%
5871 Branch Local Materials - Restricted Donation Expenditures	86	3,128	5,500	2,372	43 %
5982 Collection Materials - Depreciable	140,876	1,174,892	1,541,250	366,358	24 %
5983 CD/DVD Collection Materials - Non-Depreciable	29,752	271,481	384,062	112,581	29 %
5984 Beyond Books Collection - Non-Depreciable	356	17,233	40,000	22,767	57 %
Total Collections - Physical	171,071	1,547,944	2,062,452	514,508	25 %
Supplies					
5750 Collection Processing & AV Supplies	12,495	118,096	123,690	5,594	5 %
5751 Supplies	15,301	95,406	160,815	65,409	41 %
5760 Technology & Accessories <\$1000	372	9,435	59,476	50,041	84 %
5764 KDL Staff Event, Supplies & Awards	4,408	21,782	31,810	10,028	32 %
5768 Promotions Supplies	0	14,895	30,835	15,940	52 %
5770 Other Awards/Prizes	11,151	112,783	215,325	102,542	48 %
5790 Books (not for circulation)	0	16,230	30,485	14,255	47 %
5851 Mail/Postage	231	25,650	28,770	3,120	11 %
5900 Copier/Printer Usage Charges	<u>12,286</u>	<u>106,513</u>	<u>125,000</u>	<u>18,487</u>	<u>15 %</u>
Total Supplies	56,244	520,791	806,206	285,415	35 %
Contractual and Professional Services					
5792 Software	16,281	592,126	677,119	84,993	13 %
5801 Professional & Other Contracted Services	44,081	533,623	760,190	226,567	30 %
5813 Delivery Services	9,514	126,747	161,717	34,970	22 %
5814 Security Services	1,698	14,687	23,000	8,313	36 %
5817 Lakeland Library Co-op services	1,708	6,587	6,505	(82)	(1)%
5827 Catering	5,575	10,370	29,850	19,480	65 %
5873 Website	2,590	174,014	195,635	21,621	11 %
5875 Advertising	1,539	118,619	115,750	(2,869)	(2)%
5890 ILS Fees	0	157,786	159,771	1,985	1 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
5891 Licenses and Fees	12,552	143,692	189,547	45,855	24 %
5901 Outsourced Printing & Publishing	4,305	139,264	126,671	(12,593)	(10)%
Total Contractual and Professional Services	99,841	2,017,514	2,445,755	428,241	18 %
Programming and Outreach					
5795 Programming & Outreach Supplies	9,821	102,323	201,178	98,855	49 %
5885 Speakers/Performers	2,305	216,052	277,150	61,098	22 %
5906 Community Outreach	125	22,488	22,515	27	0 %
Total Programming and Outreach	12,251	340,863	500,843	159,980	32 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	42,020	384,255	450,000	65,745	15 %
5822 Maintenance Contracts	0	10,784	53,199	42,415	80 %
5848 Mobile Hotspots	59,625	315,675	399,644	83,969	21 %
5849 Cell Phones/ Stipends	2,974	21,694	25,715	4,021	16 %
5850 Telephones	2,565	32,514	42,000	9,486	23 %
5852 Internet/Telecomm Services	12,864	140,018	150,460	10,442	7 %
5919 Waste Disposal	527	6,201	8,200	1,999	24 %
5920 Utilities	9,226	48,051	90,000	41,949	47 %
5925 Lawncare & Snowplowing	804	23,555	43,000	19,445	45 %
5928 Branch Maintenance Fees	141,526	566,102	564,786	(1,316)	(0)%
5930 Repairs & Maintenance	18,709	61,283	97,370	36,087	37 %
5933 Software & IT Hardware Maintenance Agreements	0	95,473	138,000	42,527	31 %
5940 Rentals & Leases	4,284	150,893	244,676	93,783	38 %
Total Maintenance and Utilities	295,125	1,856,498	2,307,050	450,552	20 %
Staff Development					
5910 Staff Development & Conferences	28,389	166,447	282,640	116,193	41 %
Total Staff Development	28,389	166,447	282,640	116,193	41 %
Board Development					
5908 Board Development	300	13,212	17,000	3,788	22 %
Total Board Development	300	13,212	17,000	3,788	22 %
Other Expenditures					
5759 Gas, Oil, Grease	432	4,090	8,160	4,070	50 %
5860 Parking	470	1,399	2,765	1,366	49 %
5861 Mileage Reimbursement	6,121	41,434	62,579	21,145	34 %
5870 Branch Local Misc - Restricted Donation Expenditures	6,969	147,899	199,290	51,391	26 %
5907 Sponsorships/Donations	500	2,922	10,675	7,753	73 %
5935 Insurance	0	123,334	123,334	0	0 %
5939 Workers Compensation Insurance	0	25,339	25,339	0	0 %
5955 Miscellaneous	(1,295)	5,340	16,100	10,760	67 %
5959 Sales Taxes	11	(38)	100	138	138 %
5964 Property Tax Reimbursement	129	41,043	46,000	4,957	11 %
5965 MEL Return Items	273	1,708	3,600	1,892	53 %
Total Other Expenditures	13,611	394,470	497,942	103,472	21 %
Capital Outlay					
5977 Technology - Non-Depreciable (\$1000-4999)	6,588	56,533	72,450	15,917	22 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
5978 Technology - Depreciable (5,000+)	0	478,922	483,653	4,731	1 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	0	671	20,000	19,329	97 %
5980 Equipment/Furniture - Depreciable (\$5000+)	101,573	132,871	255,250	122,379	48 %
Total Capital Outlay	<u>108,161</u>	<u>668,997</u>	<u>831,353</u>	<u>162,356</u>	<u>20 %</u>
Total Expenditures	<u>2,487,346</u>	<u>24,671,759</u>	<u>30,772,917</u>	<u>6,101,158</u>	<u>20 %</u>
Excess Revenue Over (Under) Expenditures	<u>(2,028,145)</u>	<u>4,638,627</u>	<u>(1,981,812)</u>	<u>6,620,439</u>	<u>(334)%</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	<u>Current Month</u>	<u>2024 YTD</u>	<u>2024 Amended Budget</u>	<u>2024 Amended Budget to Actual Variance</u>	<u>Percent Remaining</u>
Revenues					
Interest Income					
4663	732	4,254	0	4,254	0 %
	732	4,254	0	4,254	0 %
Public Donations					
4673	100	177,074	0	177,074	0 %
	100	177,074	0	177,074	0 %
	832	181,328	0	181,328	0 %
Excess Revenue Over (Under) Expenditures	832	181,328	0	181,328	0 %

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 10/1/2024 Through 10/31/2024

Check Number	Vendor Name	Check Amount	Check Date
2024-2160	Overdrive, Inc	313,500.00	10/16/2024
2024-2156	Midwest Tape LLC	127,186.05	10/16/2024
2024-2178	AVI Systems, Inc.	101,572.70	10/30/2024
2024-2147	IP Consulting, Inc.	93,300.23	10/16/2024
2024-2222	Ingram Library Services Llc	79,239.22	10/30/2024
2024-2092	Ingram Library Services Llc	61,906.30	10/2/2024
2024-2146	Ingram Library Services Llc	60,076.69	10/16/2024
AP-PH10-25-24	Priority Health	49,770.26	10/25/2024
AP-PH10-18-24	Priority Health	46,842.05	10/18/2024
AP-PH10-04-24	Priority Health	34,894.85	10/4/2024
AP-242620001...	Priority Health	28,524.60	10/2/2024
AP-9975933770	Verizon Wireless - MiFy Routers & Cell phones	28,350.22	10/31/2024
AP-9973507935	Verizon Wireless - MiFy Routers & Cell phones	28,241.90	10/1/2024
88368	City Of Wyoming - Treasurer's Office	20,513.50	10/16/2024
88364	City Of Kentwood Treasurer	20,482.50	10/16/2024
AP-PH10-11-24	Priority Health	19,766.37	10/11/2024
AP-Sept 2024	American Heritage Life Insurance Company / Allstate Benefits	14,254.61	10/7/2024
2024-2104	Submittable	13,687.60	10/2/2024
88362	City Of East Grand Rapids	13,475.00	10/16/2024
2024-2162	Rehmann Robson LLC	13,400.00	10/16/2024
2024-2152	Michigan Office Solutions (MOS)	13,321.83	10/16/2024
88397	Plainfield Charter Township	12,565.50	10/16/2024
2024-2124	Everstream Holding LLC- Michigan	12,490.00	10/16/2024
88363	City Of Grandville	11,624.00	10/16/2024
88424	Jackson Entertainment LLC	11,480.00	10/30/2024
AP-242580076...	Priority Health	11,274.44	10/1/2024
88361	Cascade Charter Township	10,956.50	10/16/2024
88348	Ada Township	10,320.50	10/16/2024
2024-2230	RNL Graphics Solutions, LLC	10,200.00	10/30/2024
88445	Ebiz Technology LLC / Traction Consulting Group	9,750.00	10/30/2024
88394	OCLC, Inc.	9,662.08	10/16/2024
2024-2117	Baker & Taylor	9,598.32	10/16/2024
2024-2065	Cengage Learning	9,298.12	10/2/2024
2024-2100	RNL Graphics Solutions, LLC	8,942.32	10/2/2024
2024-2181	Baker & Taylor	8,831.61	10/30/2024
88359	Caledonia Township	7,732.00	10/16/2024
2024-2228	Midwest Tape LLC	7,687.93	10/30/2024
2024-2192	Holland Litho Printing Services	7,305.22	10/30/2024
AP-05774479	Paycor, Inc.	6,775.62	10/7/2024
2024-2061	Comerica Bank	6,724.31	10/2/2024
2024-2121	Comerica Bank	6,678.05	10/16/2024
2024-2187	Comerica Bank	6,666.43	10/30/2024
88349	AED Authority	6,433.00	10/16/2024
2024-2101	Same Day Delivery, Inc	6,429.99	10/2/2024
88358	Byron Township	6,305.00	10/16/2024
2024-2168	Thomas Klise/Crimson Multimedia	6,015.00	10/16/2024
2024-2097	Midwest Tape LLC	5,820.77	10/2/2024
2024-2163	Radio Engineering Industries, Inc	5,561.05	10/16/2024
2024-2189	Envisionware, Inc.	5,337.50	10/30/2024
2024-2231	Same Day Delivery, Inc	5,278.35	10/30/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 10/1/2024 Through 10/31/2024

Check Number	Vendor Name	Check Amount	Check Date
2024-2056	Baker & Taylor	4,786.94	10/2/2024
88375	Gaines Charter Township	4,630.00	10/16/2024
88352	Andrew Vanden Heuvel/AVH Consulting	4,600.00	10/16/2024
88367	City Of Rockford	4,277.50	10/16/2024
2024-2165	Same Day Delivery, Inc	4,235.44	10/16/2024
88373	Frederik Meijer Gardens & Sculpture Park	4,100.00	10/16/2024
88377	Governmental Consultant Services Inc.	4,000.00	10/16/2024
88386	Kevin Kammeraad	4,000.00	10/16/2024
88393	Nelson Township	3,943.00	10/16/2024
88365	City Of Lowell	3,870.50	10/16/2024
88407	Walker City Treasurer	3,800.00	10/16/2024
AP-207059169...	Consumers Energy	3,749.64	10/1/2024
2024-2173	Xerox Financial Services LLC	3,719.86	10/16/2024
2024-2113	AMAZON CAPITAL SERVICES, INC	3,677.02	10/16/2024
88387	Kushner & Company Inc	3,642.50	10/16/2024
AP-October 2024	PLIC - SBD Grand Island	3,381.47	10/1/2024
88356	BrightBenefits	3,376.75	10/16/2024
88342	Playaway Products LLC	3,153.26	10/2/2024
2024-2159	New City Neighbors	3,100.00	10/16/2024
2024-2107	UAW Local 2600	3,013.98	10/2/2024
2024-2094	Maner Costerisan	2,973.50	10/2/2024
2024-2166	Springshare Llc	2,899.00	10/16/2024
88416	Bowne Township	2,891.29	10/30/2024
88355	Bowne Township	2,736.00	10/16/2024
AP-207147732...	Consumers Energy	2,732.96	10/30/2024
2024-2167	TelNet Worldwide, Inc.	2,565.23	10/16/2024
2024-2099	Performance Assessment Network	2,500.00	10/2/2024
88314	AED Authority	2,465.00	10/2/2024
2024-2108	Ulliance, Inc.	2,332.44	10/2/2024
2024-2170	Ulliance, Inc.	2,332.44	10/16/2024
2024-2236	UAW Local 2600	2,328.39	10/30/2024
2024-2169	UAW Local 2600	2,321.19	10/16/2024
2024-2052	AMAZON CAPITAL SERVICES, INC	2,321.18	10/2/2024
88417	Catered Creations Inc/Gary Zylstra	2,315.00	10/30/2024
2024-2150	Library Ideas, Llc	2,289.60	10/16/2024
2024-2148	Kalamazoo Sanitary Supply / KSS Enterprises	2,023.66	10/16/2024
2024-2164	RNL Graphics Solutions, LLC	1,981.57	10/16/2024
88343	Solarwinds	1,872.00	10/2/2024
2024-2105	Thomas Klise/Crimson Multimedia	1,870.00	10/2/2024
88324	GR Bikes, LLC	1,833.35	10/2/2024
88404	Tyrone Township	1,790.50	10/16/2024
2024-2064	Excello Machine Co Inc	1,737.98	10/2/2024
2024-2191	Cengage Learning	1,733.93	10/30/2024
AP-663796	123.Net, Inc	1,724.00	10/8/2024
88388	Lakeland Library Cooperative	1,707.50	10/16/2024
88448	Vanguard Fire & Security Systems Inc	1,612.00	10/30/2024
AP-202521514...	Consumers Energy	1,521.72	10/4/2024
88351	Alpine Township	1,503.50	10/16/2024
2024-2110	Abila / Community Brands Holdco, LLC	1,493.06	10/16/2024
88430	K & S Plumbing Co., Inc.	1,487.23	10/30/2024
2024-2149	Pre-Paid Legal Services, Inc.	1,476.50	10/16/2024
2024-2157	TELUS HEALTH (US) LTD.	1,396.50	10/16/2024

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 10/1/2024 Through 10/31/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
88421	John Gordon Boven / Georgetown Pavement Services LLC	1,360.00	10/30/2024
2024-2059	Central Michigan Paper	1,320.00	10/2/2024
2024-2119	Central Michigan Paper	1,320.00	10/16/2024
2024-2184	Central Michigan Paper	1,320.00	10/30/2024
AP-9976049695	Verizon Wireless - MiFy Routers & Cell phones	1,232.12	10/31/2024
88334	Kent County Treasurer-Mi Tax Tribunal Refunds	1,228.29	10/2/2024
2024-2174	AMAZON CAPITAL SERVICES, INC	1,211.54	10/30/2024
AP-9973622343	Verizon Wireless - MiFy Routers & Cell phones	1,209.95	10/1/2024
88447	Uline Shipping Supply Specialists	1,185.44	10/30/2024
2024-2112	Advanced Benefit Solutions, Inc / 44 North	1,156.00	10/16/2024
88444	Tony Weaver, Jr.	1,147.86	10/30/2024
88379	Grand River Signs	1,147.00	10/16/2024
88340	Pam Spring Advertising, Llc	1,140.00	10/2/2024
2024-2229	New City Neighbors	1,098.20	10/30/2024
88439	Plainfield Charter Township	1,051.24	10/30/2024
2024-2111	Adtegrity / Media Place Partners	1,011.48	10/16/2024
2024-2177	Anthony Carpenter	1,000.00	10/30/2024
88400	Spencer Township	1,000.00	10/16/2024
88440	Playaway Products LLC	993.40	10/30/2024
2024-2182	Blackstone Audio Inc	950.29	10/30/2024
88369	Complete Fleet Corporation / Complete Fleet & Auto	912.43	10/16/2024
88426	Jennifer Tompkins	900.00	10/30/2024
2024-2175	Amy Venlos	900.00	10/30/2024
2024-2093	Lindenmeyr Munroe	888.31	10/2/2024
88437	Pam Spring Advertising, Llc	855.00	10/30/2024
2024-2062	DK Security	848.80	10/2/2024
2024-2122	DK Security	848.80	10/16/2024
2024-2188	DK Security	848.80	10/30/2024
88403	Troost Service Company	780.00	10/16/2024
88405	Unique	778.05	10/16/2024
88401	TMC Furniture, Inc.	776.00	10/16/2024
2024-2158	Nationwide	765.90	10/16/2024
88422	Green Frog Photo	755.00	10/30/2024
88433	Multicultural Books and Videos	751.93	10/30/2024
88402	Triangle Constructors	730.00	10/16/2024
2024-2125	Cengage Learning	656.59	10/16/2024
88350	All Season Lawn Care	639.25	10/16/2024
2024-2186	Christina Threloff	600.00	10/30/2024
88323	Gordon M Russ Sr./Gordon the Magician	600.00	10/2/2024
2024-2118	Blackstone Audio Inc	563.98	10/16/2024
88322	George Bayard / Graama	550.00	10/2/2024
AP-October 2024	Delta Dental Of Michigan	544.69	10/15/2024
2024-2237	Warner Norcross & Judd Llp	544.00	10/30/2024
AP-2972768	Arrowaste	527.45	10/16/2024
88317	Atomic Object LLC	500.00	10/2/2024
88315	Amy Lynn Baker Baddley	500.00	10/2/2024
88330	Jessica Bratt	500.00	10/2/2024
2024-2151	Lindenmeyr Munroe	487.47	10/16/2024
2024-2109	Wolverine Printing Company	472.50	10/2/2024
88415	Blandford Nature Center	455.00	10/30/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 10/1/2024 Through 10/31/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2024-2120	Cloud 616 LLC	450.00	10/16/2024
2024-2234	The Murder Mystery Company	424.50	10/30/2024
88357	The Lillie Labor Law Firm P.C.	418.00	10/16/2024
88371	Demco, Inc	417.06	10/16/2024
88329	Janyre Tromp	400.00	10/2/2024
88384	Kathleen Latreille	400.00	10/16/2024
88446	Troost Service Company	392.50	10/30/2024
2024-2057	Blackstone Audio Inc	380.35	10/2/2024
88313	Adam Flynn	375.05	10/2/2024
88347	Absopure Water Company	367.95	10/16/2024
2024-2223	Kalamazoo Sanitary Supply / KSS Enterprises	357.68	10/30/2024
88395	Outdoor Discovery Center	350.00	10/16/2024
88418	Center Point Publishing	320.01	10/30/2024
88333	Katelyn Shae Herrygers	300.00	10/2/2024
2024-2224	Library Ideas, Llc	286.20	10/30/2024
88434	Nadia Simons	263.94	10/30/2024
88335	Leigh Verburg	261.50	10/2/2024
2024-2185	Christina Tazelaar	260.61	10/30/2024
AP-2911282-10...	Comcast Cable	251.85	10/9/2024
88382	Jessica Trotter	250.00	10/16/2024
88339	Northview Band Boosters	250.00	10/2/2024
88344	Susie Finkbeiner	250.00	10/2/2024
88450	William Wolf	250.00	10/30/2024
88325	Hannah Moulds	245.50	10/2/2024
88438	Peter Dykhuis	245.07	10/30/2024
88442	Schepers, Inc.	230.50	10/30/2024
2024-2232	Sarah Ann Weller	222.56	10/30/2024
2024-2176	Andrew Erlewein	219.34	10/30/2024
88318	Caitlin Horrocks	200.00	10/2/2024
88385	Kent County Parks Foundation	200.00	10/16/2024
88435	New Design Floral	200.00	10/30/2024
88414	Bellwether Media, LLC	199.50	10/30/2024
88391	Madelyn Besaw	193.78	10/16/2024
88436	Rollins Inc	193.07	10/30/2024
2024-2233	Scholastic Library Publishing	182.00	10/30/2024
88321	Gaslight Village Business Association	175.00	10/2/2024
88316	Aqua Blue Aquarium Solutions	170.00	10/2/2024
88399	Schepers, Inc.	165.00	10/16/2024
88441	Sarah Ellyn Powers	150.00	10/30/2024
88413	Ashley Davis	150.00	10/30/2024
AP-3252096	TASC	139.11	10/28/2024
88326	Hennie Vaandrager	136.99	10/2/2024
88428	Joyanne Huston-Swanson	136.00	10/30/2024
2024-2063	Ebsco Information Services	132.98	10/2/2024
88431	Kent County Treasurer-Mi Tax Tribunal Refunds	129.06	10/30/2024
AP-0021585-10...	Comcast Cable	126.90	10/25/2024
88443	The Creative Company	126.75	10/30/2024
88449	Wild Ones Natural Landscapers, Ltd	125.00	10/30/2024
2024-2123	Everlasting Green Plantscape LLC	120.00	10/16/2024
2024-2190	Everlasting Green Plantscape LLC	120.00	10/30/2024
88336	Howard Christensen Nature Center	120.00	10/2/2024
88411	Absopure Water Company	118.90	10/30/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 10/1/2024 Through 10/31/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
88312	Absopure Water Company	117.95	10/2/2024
2024-2054	Authors Unbound Agency	112.94	10/2/2024
AP-9973524765	Verizon Wireless - MiFy Routers & Cell phones	108.03	10/1/2024
AP-9975950815	Verizon Wireless - MiFy Routers & Cell phones	108.03	10/31/2024
88412	Aqua Blue Aquarium Solutions	106.25	10/30/2024
88328	Jackie Boss	104.45	10/2/2024
AP-203267571...	Dte Energy	100.06	10/31/2024
88338	MI Burial, LLC	100.00	10/2/2024
88331	Jordan Perkins	95.81	10/2/2024
2024-2171	Vital Records Holdings, LLC / VRC Companies, LLC	95.00	10/16/2024
2024-2172	Voices for Health, Inc.	87.91	10/16/2024
88380	Graphic Arts Service & Supply	87.80	10/16/2024
88432	MLA- Michigan Library Association	85.00	10/30/2024
AP-9975267645	Verizon Wireless - MiFy Routers & Cell phones	83.16	10/22/2024
2024-2161	Performance Assessment Network	80.00	10/16/2024
88327	Huron Associates LLC	80.00	10/2/2024
AP-017224	Medtipster.com, LLC.	79.98	10/21/2024
88409	Western Michigan University	75.00	10/16/2024
88341	Peter Dykhuis	72.21	10/2/2024
2024-2060	Christina Tazelaar	70.60	10/2/2024
AP-203267570...	Dte Energy	70.13	10/3/2024
88429	Julie Gillich	70.00	10/30/2024
2024-2126	Hope Network West Michigan	63.23	10/16/2024
2024-2106	Tracy Chrenka	58.41	10/2/2024
2024-2235	Tracy Chrenka	58.41	10/30/2024
AP-8641512-08...	T-Mobile USA Inc.	57.34	10/3/2024
2024-2098	Nicole Lintemuth	56.80	10/2/2024
2024-2102	Sarah Ann Weller	55.86	10/2/2024
88337	Lynda Austin	54.00	10/2/2024
2024-2225	Lindenmeyr Munroe	53.10	10/30/2024
88425	Jennifer May Hinbern	50.00	10/30/2024
88353	Ashley Young	50.00	10/16/2024
2024-2058	Carla Hotz	49.83	10/2/2024
2024-2183	Carla Hotz	49.83	10/30/2024
2024-2103	Sheri Gilreath-Watts	49.30	10/2/2024
88319	Center Point Publishing	46.74	10/2/2024
88383	Jordan Perkins	45.26	10/16/2024
88419	Cornerstone University	45.00	10/30/2024
88420	Delta College	45.00	10/30/2024
AP-00503000924	State Of Michigan	45.00	10/1/2024
88423	City of Holland	44.98	10/30/2024
2024-2053	Andrew Erlewein	43.80	10/2/2024
88389	Lectorum Publications	37.26	10/16/2024
88332	Karen Small	36.96	10/2/2024
88366	City of Midland	33.00	10/16/2024
88345	Thomas Noreen	30.00	10/2/2024
88410	White Lake Community Library	29.99	10/16/2024
88354	Becky Simpson	28.00	10/16/2024
88378	Gwennan Lawcock	24.52	10/16/2024
88376	Gary Byker Memorial Library of Hudsonville	22.95	10/16/2024
88408	West Branch District Library	22.95	10/16/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 10/1/2024 Through 10/31/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2024-2066	Grainger	22.94	10/2/2024
88396	Peter White Public Library	20.95	10/16/2024
88406	Van Buren District Library	17.95	10/16/2024
88427	Jessica Salo	17.79	10/30/2024
88370	Deb Schultz	17.78	10/16/2024
88392	Matthew Cook	16.99	10/16/2024
88360	Capital Area District Libraries	14.57	10/16/2024
88320	Garden City Middle School	13.99	10/2/2024
88372	East Lansing Public Library	11.16	10/16/2024
88398	Rich Nagel	8.46	10/16/2024
88390	Lisa Ellison	8.01	10/16/2024
88381	Janelle Waugh	6.00	10/16/2024
88374	Fremont Area District Library	3.50	10/16/2024
Report Total		<u>1,629,447.06</u>	

Kent District Library
Check/Voucher Register - Voided Checks
From 10/1/2024 Through 10/31/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
88314	AED Authority	(2,465.00)	10/16/2024
Report Total		<u>(2,465.00)</u>	

Director's Report October 2024



Kelloggsville + Wyoming

Staff across the region actively promote digital services whenever patrons request print items that aren't immediately available in physical form. Digital services are also highlighted during the library card registration process for new patrons and introduced to teachers as a resource for their students. At the Wyoming Branch, youth programming remains a major attraction, drawing many families to the branch. Meanwhile, at the Kelloggsville Branch, teens gather after school, finding a social hub in the library and enjoying Teen Zone programming. Additionally, many teens visit Kelloggsville specifically to use the computers in the gaming lab.

Kentwood + Gaines

Staff at the Gaines Township and Kentwood branches have excelled in promoting KDL's digital services, often doing so naturally through conversations with patrons at service desks or throughout the branch. By attentively considering patrons' interests and needs, they recommend relevant digital resources that might benefit them.

To encourage patrons to return, staff also share details about upcoming programs and unique branch features, such as study rooms, community puzzle tables, and WonderKnook installations. For patrons eager to learn how to use KDL's digital resources, staff regularly offer in-person overviews and tutorials, either through on-demand assistance or by scheduling tech tutoring appointments.

Krause, Nelson + Spencer

Frontline staff are essential in introducing patrons to the full array of digital resources, helping to bridge any gaps in service offerings. Although many patrons are committed to our physical resources, they're often pleasantly surprised by the convenience and variety of digital services available.

To create a seamless blend between digital and physical offerings, staff regularly highlight how digital resources can enhance the in-person library experience. By presenting the library as a vibrant space where digital and physical resources intersect, staff successfully draw patrons into library spaces while meeting their diverse needs.

Katie Kudos

October 2024

Sandy Feutz – Assistant Branch Librarian Plainfield Township

Nominated By: Paula Wright

Helpful

“Today, we completed a major shift & reorganization of our DVD / BR and Adult Fiction / Genres Collection. Sandy helped with the physical shifting of the collection. She kept us organized and on-track while we had various pieces of the collection in different locations.”

Nominated By: Tricia Hetrick

Helpful

“We had a very strange set of lost visa gift cards at the Plainfield Township branch last night. Alyssa and Sandy put on their “Sherlock Hats” to figure out exactly what happened to them. Great job you two!”

Nominated By: Jaime Brooks

Helpful

“The communication bulletin came out yesterday to write abbreviated names on the switch game envelopes. Sandy got it done! Thank you, Sandy, for completing this project.”

Nominated By: Rebecca Behrens

Authentic

“Due to unforeseen circumstances, we had to make changes to today’s story time as patrons came in with their children (walking through the door). Dave, Jaime, and Sandy jumped into action informing every one of their options and locations of story time. I saw many patrons smiling and appreciative by the informed news. Way to be proactive!”

Katie Kudos

October 2024

Jessie Salo – Administrative Assistant Finance Department

Nominated By: Ashten VanderPloeg

Helpful

“Thank you for making the hotel check-in / check-out process seamless for me at MLA. I had all the documents & information that I needed. Everything was handled beautifully without issues as well as communication. This is the something I don’t take for granted! ”

Nominated By: Jaci Cooper

Authentic

“I wanted to give Jessie an extra shout out after seeing that she was a winner of the Database Challenge. Historically, support departments have sometimes viewed such things as being for the branches or frontline staff only. I know just how important organizational awareness is. Word of mouth and personal advocacy are incredibly impactful for library services. Knowing our databases inside out is a great way to be able to recommend them to others. Thank you for taking the time to do this, Jessie!”

Jennifer Savage-Dura – Branch Librarian East Grand Rapids

Nominated By: Shaunna Martz

Authentic

“Today, Jenny offered to take my teen shift, helped Sarah take down teen zone and keep our teens in check, and offered great assistance with set up of our 80’s Murder Mystery. Thank you, Jenny!”

Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, December 19, 2024
KDL Service + Meeting Center

Dates of Interest

KDL Pension Meeting
February 19, 2025
1:00 PM
KDL Service + Meeting Center

Kent
District
Library
kdl.org



Information ●
Ideas ▽
Excitement!



MONTHLY PROJECT REPORT

OCTOBER 2024

0 New projects approved

11 In queue

2 Declined

11
Active Approved
Projects

● On Time	11
● Late (At Risk)	0
● Paused	0
✔ Completed since 01/24	11

Esports - Phase 2: Pilot Branch

● **Project Lead:** Angela Culp
Status: On Track

Approval Date: 04.24.2024
Due Date: 12.16.2024

Two cutting-edge gaming labs are now fully operational at Kelloggsville and Kentwood Branches, offering a variety of engaging esports programs. As the team looks to expand esports, conversations are underway with the Programming department and other workgroups to add exciting new esports offerings to the spring and summer schedule. Anticipation is building as KDL looks to continue to strategically expand esports.

Free Printing Sustainability Plan

● **Project Lead:** Faye Harbison
Status: On Track

Approval Date: 06.26.2024
Due Date: 01.17.2025

Implementing Phase 2 of the project (requiring patrons to sign in for all printing and copying services) was delayed due to the request for the vendor to change settings taking longer than expected. This will now be moved to the final phase of the project. In early October, Ray Mysels and Gwennan Lawcock, Network Systems Specialists, configured paper type and size setting for all KDL printers to prevent patrons overriding the settings. This change was necessary to ensure the use of KDL-provided paper. The rest of the month was spent focused on creating staff training, procedures and patron-facing assistance. Work continues with the goal of rolling out the final phase and staff training in mid-November, with implementation in December.

In-Branch Experience

● **Project Lead:** Laura Youells
Status: On Track

Approval Date: 02.28.2024
Due Date: 12.28.2024

The team continues to work on turning the many ideas gathered into a guide format. In October, the project group organized a systemwide pumpkin contest to great success! 16 locations participated with over 100 pumpkins in the competition. The final round of Facebook posts garnered excellent engagement, reaching over 20,000 people (twice the KDL average) within the first 24 hours and hundreds of likes for each picture. The ultimate pumpkin champion was crowned on Halloween: Gaines Youth Branch Librarian Jordan Perkins – and her wild robot.



Intranet Revamp

● **Project Lead:** Jaci Cooper
Status: On Track

Approval Date: 09.04.2024
Due Date: 11.03.2025

The project team held its kickoff meeting in October to review the project charter and goals and assign tasks. The team discussed naming conventions and file maintenance standards, and each team member was assigned different department folders to rename and organize for better discoverability. The team will next focus on developing KDL's new intranet home page while gathering input from key stakeholders throughout the organization.


Legendary Readers

● **Project Lead:** Monica Walen
Status: On Track

Approval Date: 09.27.2023
Due Date: 07.31.2025

Legendary Readers continues to be promoted by librarians through outreach visits throughout the KDL service area. In-branch promotional materials are under development to enhance and promote on-shelf discovery and will roll out in the next few months. Prize bookmarks have been purchased and are scheduled to be dispersed alongside Let It Snow prizes in late December.


LibCal for Managing Book Club in a Bag Reservations

 **Project Lead:** Morgan Hanks
Status: On Track

Approval Date: 09.25.2024
Due Date: 12.19.2024

The first priority for the project team was transferring all Book Club in a Bag (BCiaB) records into the new system, LibCal. Focus is currently on configuring the program settings to match KDL borrowing periods. Once this setup is complete, the team will proceed with importing current BCiaB holds and preparing for staff training. Once staff are familiar with the new system, a training rollout for patrons will be offered. Many patrons have already expressed excitement about the upcoming improvements.

MarCom Supplies Request System Upgrade

 **Project Lead:** Janice Greer
Status: On Track

Approval Date: 08.28.2024
Due Date: 12.12.2024

The new system has launched! Orders are being submitted successfully and feedback has been positive. Staff specifically appreciate that nearly all the items have images for clear item identification. As more users are trained and begin ordering with the new system, the team will gather feedback and make improvements as needed.


Materials Handling Time Study

 **Project Lead:** Trish Reid
Status: On Track

Approval Date: 03.25.2024
Due Date: 12.06.2024

The project team has successfully completed the second round of data collection. Information is being compiled into a detailed report which will be shared with the Leadership Team in November. This data will identify trends and inform strategic decision-making and help shape future service improvements.

Next Nexus AI Summit

 **Project Lead:** Hannah Lewis
Status: Complete

Approval Date: 05.01.2024
Due Date: 11.06.2024

The Next Nexus AI Summit took place October 4 and 5. There were over 70 attendees on Friday and about 30 on Saturday. The feedback was positive, with post-event surveys indicating high satisfaction with speakers and topics. Lessons learned include continuing Next Nexus Summits with a business focus and offering future summits as a single-day event. Many thanks to Community Engagement Librarian Hannah Lewis and her project team: Branch Librarian Adrianna Triche, Branch Outreach & Programming Specialist Clare O'Tsuji, Programming Specialist Amber Elder, Network Systems Specialists Dhanya Ravi, Patron Services Librarian Joel Kibbe, Jake Huber, Webmaster Remington Steed, Patron Services Manager Morgan Hanks and Director of Engagement Randy Goble.

On the Same Page 2025

● **Project Lead:** Hennie Vaandrager
Status: On Track

Approval Date: 06.01.2024
Due Date: 12.01.2025

The project team is preparing for the public announcement of On the Same Page 2025. On November 26, project leader Hennie Vaandrager and Katie Zuidema, Marketing Communications Specialist, plan to share the chosen titles and authors in a TV interview, along with coordinated social media announcements. The Marketing and Communications department has been hard at work creating a unique and fitting look for this year's publicity. A small group of the project team visited the venue at Godwin Heights to create a detailed planning list specific to the venue and events. The selected authors bring additional prestige to the program through their 2024 literary award nominations, which will generate additional publicity for the featured titles.

Physical Collection Audit

● **Project Lead:** Joshua Bernstein
Status: On Track

Approval Date: 08.23.2023
Due Date: 12.16.2024

The project team has created and distributed reports to all branches with lists of audiobooks and music CDs to weed. Branches have between October 28 and November 8 to complete this. After the weeding process, leftover materials from these collections will be reallocated from smaller branches to larger locations. The team has crafted a sustainable disposal plan featuring a "stuff-a-bag" sale in November, where patrons can purchase weeded audio materials at a heavily discounted price.

Teen Graphic Novel Contest

● **Project Lead:** Madelyn Besaw
Status: On Track

Approval Date: 07.17.2024
Due Date: 11.24.2025

This month the project team focused on establishing contest rules. San Jose Public Library gave KDL permission to use their contest rule language, which saved the team a lot of time. Rules have been adjusted and updated to align with existing KDL contests like Teen Poetry or Write Michigan. The final draft is near completion.

BUILDING PROJECTS

Cascade Township

● **Project Lead:** Lulu Brown
Status: N/A

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

Last month, the township board confirmed a \$1.75 million commitment to refreshing the library. Carbon Six is working to have the project ready for bid by mid-December, with subcontractors selected in January. C2AE is securing the finishes and products needed to complete the refresh. Over the next two months, the township will identify companies to manage the adult furniture portion of the project. Director of Project and Planning Jaci Cooper and Administrative Assistant Kelsey Little are securing a new WonderKnook play space, funded by the Cascade Friends of the Library, who have already committed \$40,000. Network Systems Specialists Rich Nagel is ensuring the chosen company will support staff and patron IT needs during the refresh. Regional Manager I Lulu Brown still expects construction to begin on February 17.

Krause Memorial (Rockford)

● **Project Lead:** Jennifer German
Status: N/A

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

Rockford residents overwhelmingly approved a millage proposal to finance the remaining amount of funding for the Krause Memorial Library expansion. This will allow the Krause Branch to better serve the growing community's needs. Efforts toward the capital campaign will continue in an effort to minimize the millage rate as much as possible. The goal is to break ground on the project in fall 2025.

Tyrone Township

● **Project Lead:** Liz Knapp
Status: N/A

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

Work continues on stage one of the Tyrone Township New Library project. The old church building on the site has been demolished and groundwork to prepare for a future parking lot has begun. Tyrone Township continues to work on fundraising efforts for the next phase of the project.

BUILDING PROJECTS

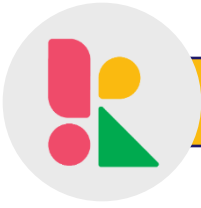
Walker

● **Project Lead:** Liz Knapp
Status: N/A

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

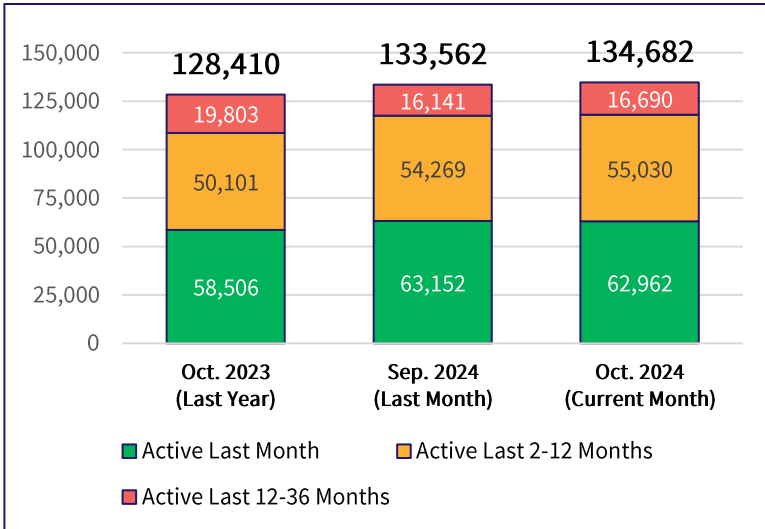
Groundbreaking for the library expansion took place on Wednesday, November 6. The City of Walker Mayor Garey Carey and Director of Branch Operations Jennifer DeVault opened the ceremony, and the Walker Board of Commissioners, the Walker New Library Steering Committee and KDL staff broke ground. The ceremony wrapped up with the attendees sharing cupcakes brought by KDL Board Member Penny Weller.





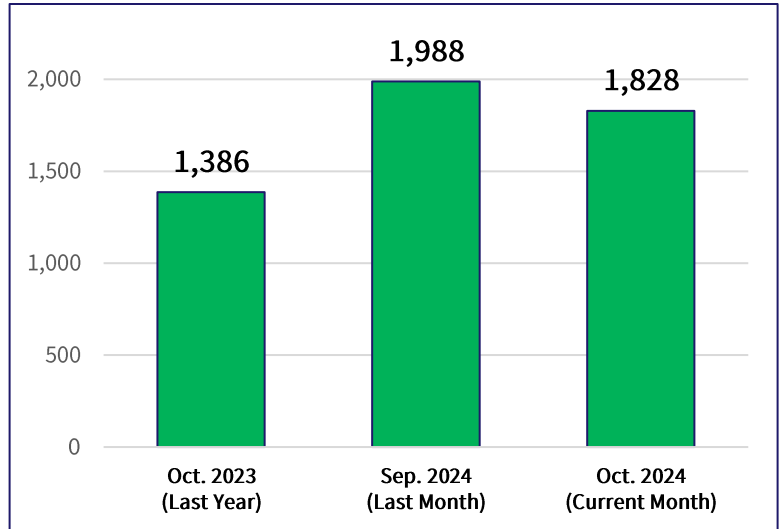
OCTOBER 2024 STATISTICAL SUMMARY

Active KDL Patrons:



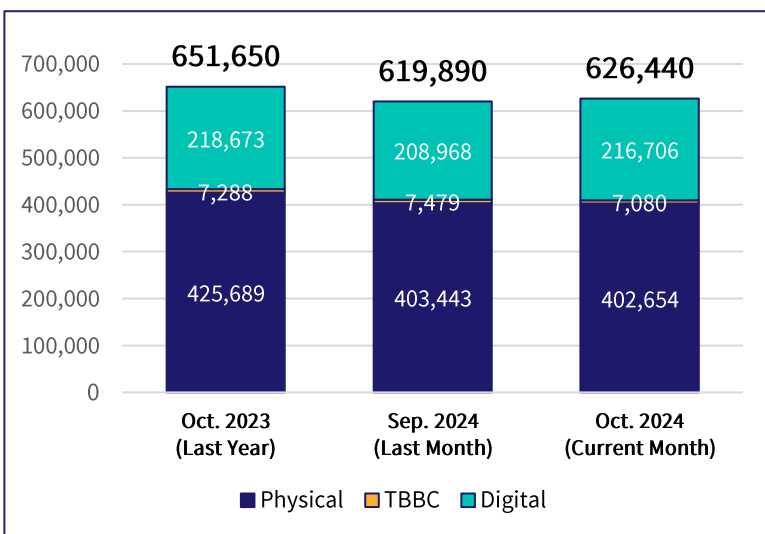
Active KDL Patrons are **up 1%** from last month and **up 5%** from the same month last year.

New KDL Cards Added:



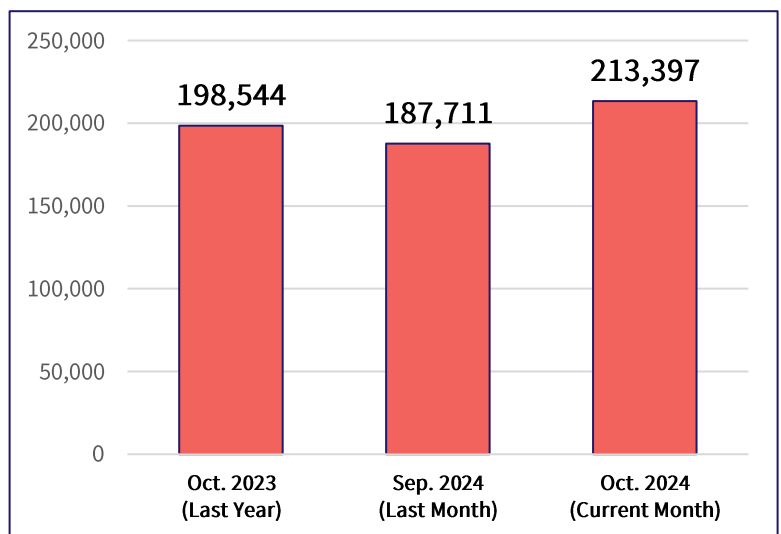
New KDL Cards Added are **down 8%** from last month and **up 32%** from the same month last year.

Total Circulation:

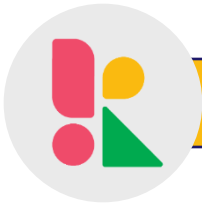


Total Circulation is **up 1%** from last month and **down 4%** from the same month last year.

Visitor Count:

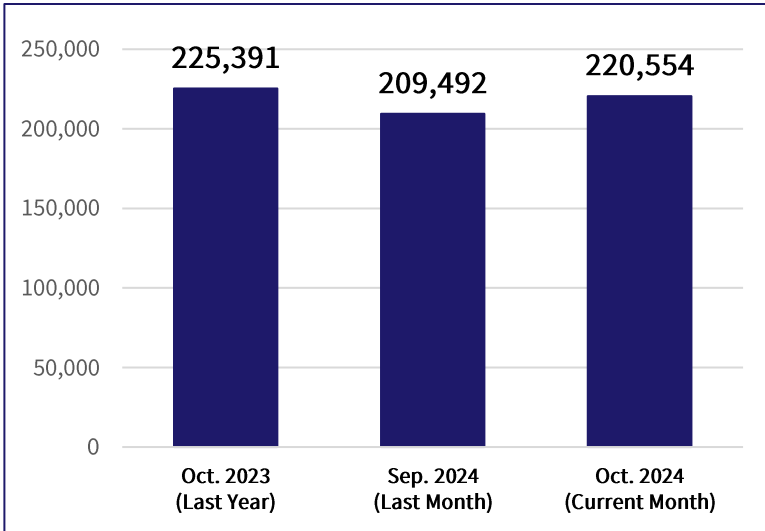


Branch Visitors are **up 14%** from last month and **up 7%** from the same month last year.



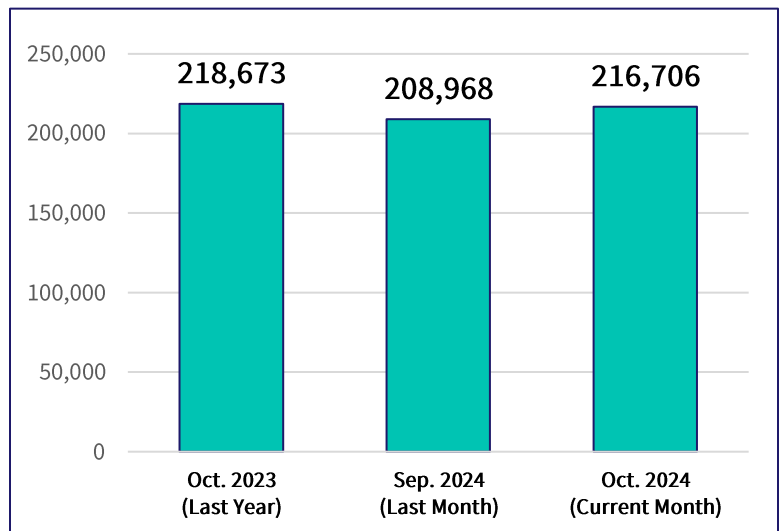
OCTOBER 2024 STATISTICAL SUMMARY

Physical Items Checked Out:



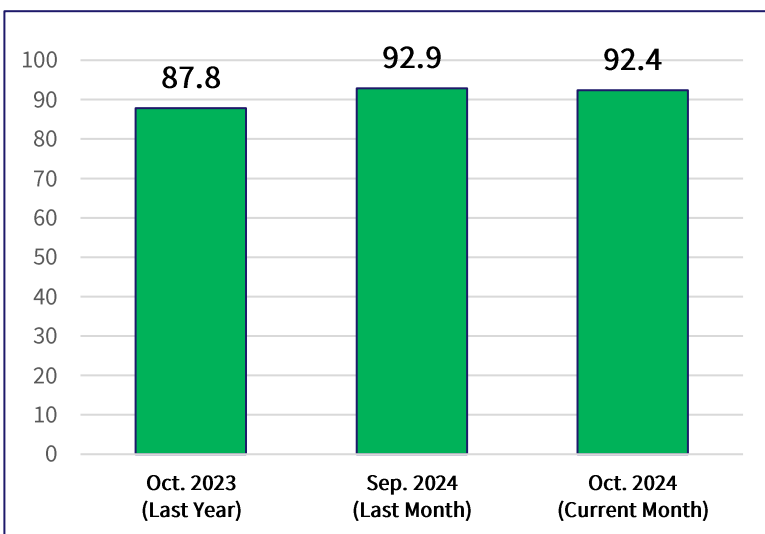
Physical checkouts are **up 5%** from last month and **down 2%** from the same month last year.

Digital Items Checked Out:



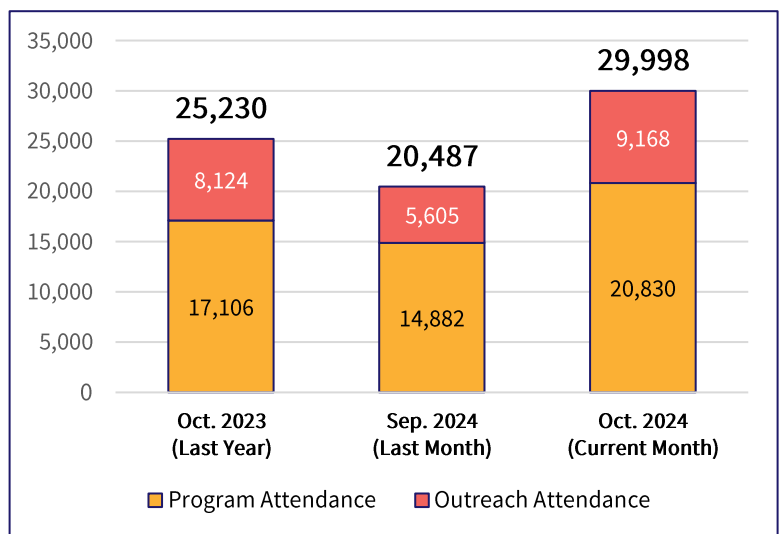
Digital checkouts are **up 4%** from last month and **down 1%** from the same month last year.

Net Promoter Score (NPS):

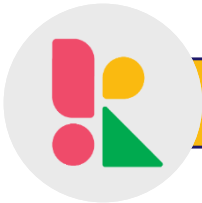


Net Promoter Score is **down 0.5%** from last month and **up 4.6%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **up 46%** from last month and **up 19%** from the same month last year.



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	648
2. <i>The Women</i> by Kristin Hannah	246
3. <i>Funny Story</i> by Emily Henry	144
4. <i>Camino Ghosts</i> by John Grisham	131
5. <i>The Boyfriend</i> by Freida McFadden	129
6. <i>Swan Song</i> by Elin Hilderbrand	127
7. <i>Here One Moment</i> by Liane Moriarty	117
8. <i>By Any Other Name</i> by Jodi Picoult	115
9. <i>The Night We Lost Him</i> by Laura Dave	107
10. (tie) <i>Tell Me Everything</i> by Elizabeth Strout	104
(tie) <i>Dog Man: The Scarlet Shedder</i> by Dav Pilkey	104

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>All the Colors of the Dark</i> by Chris Whitaker	304
2. <i>The Grey Wolf</i> by Louise Penny	225
3. <i>Here One Moment</i> by Liane Moriarty	224
4. <i>The Boyfriend</i> by Freida McFadden	206
5. <i>The Anxious Generation</i> by Jonathan Haidt	205
6. <i>Twisters</i> DVD	189
7. <i>The Wild Robot</i> by Peter Brown	169
8. <i>Counting Miracles</i> by Nicholas Sparks	167
9. <i>The Wedding People</i> by Alison Espach	163
10. (tie) <i>The God of the Woods</i> by Liz Moore	160
(tie) <i>By Any Other Name</i> by Jodi Picoult	160

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>The Boyfriend</i> by Freida McFadden (audio)	858
2. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio)	218
3. <i>Fourth Wing</i> by Rebecca Yarros (audio)	212
4. <i>The Widow's Husband's Secret Lie</i> by Freida McFadden (audio)	187
5. <i>Hillbilly Elegy</i> by J. D. Vance (audio)	185
6. <i>Hot Mess</i> by Jeff Kinney	183
7. <i>Remarkably Bright Creatures</i> by Shelby Van Pelt	177
8. <i>A Court of Mist and Fury</i> by Sarah J. Maas (audio)	175
9. <i>Demon Copperhead</i> by Barbara Kingsolver (audio)	163
10. <i>Demon Copperhead</i> by Barbara Kingsolver	162

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	1,484
2. <i>The Women</i> by Kristin Hannah (audio)	1,109
3. <i>Funny Story</i> by Emily Henry	997
4. <i>Onyx Storm</i> by Rebecca Yarros (audio)	818
5. <i>The Anxious Generation</i> by Jonathan Haidt (audio)	779
6. <i>Funny Story</i> by Emily Henry (audio)	734
7. <i>All the Colors of the Dark</i> by Chris Whitaker	570
8. <i>All the Colors of the Dark</i> by Chris Whitaker (audio)	551
9. <i>Just for the Summer</i> by Abby Jimenez	483
10. <i>The God of the Woods</i> by Liz Moore	477



STAFF CHANGES & ANNIVERSARIES

November 2024

NEW HIRES	POSITION	EFFECTIVE
Emily Moss	Community Engagement Librarian – Service Center	November 18
Caitlin Huston	Assistant Branch Librarian – Plainfield	November 18

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Caleb Perkins	Branch Librarian – Tyrone Township	Community Engagement Librarian – Service Center	November 11
Julita Fenneuff	Assistant Branch Librarian – Grandville	Administrative Assistant – IT & Community Engagement	November 18

DEPARTURES	POSITION	EFFECTIVE
Laurie Haan	Shelver – Byron Township	October 24
Greg Lewis	Branch Librarian – Kentwood	January 11

OPEN POSITIONS	TYPE
Branch Librarian – Tyrone Township	Full-time
Patron Services Librarian – Service Center	Part-time

EMPLOYEE ANNIVERSARIES (DECEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jennifer Doornbos	Grandville	27 years
Deb Schultz	Volunteer Services	22 years
Sandra Vanvugt	Byron Township	22 years
Eric DeHaan	Byron Township & Grandville	21 years
Beth Johnstone	Cascade	20 years
Shelley Roossien	Accessibility & Inclusion	20 years
Deborah Lilly	Cascade	17 years
Penni Zurgable	Plainfield & Comstock Park	17 years
Theresa Eastman	Alpine	15 years
Marlys Davis	Sub Pool	6 years
Annette Miller	Finance	6 years

EMPLOYEE ANNIVERSARIES (DECEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Tricia van Zelst	Cascade	6 years
Johanna Boyle	Collection Development	5 years
Jessica Weber	Plainfield	5 years
Scott Ninemeier	East Grand Rapids & Amy Van Andel/Ada	4 years
Noey Spriggs	Byron Township	4 years
Adrianna Triche	Wyoming	4 years
Abbigail Hale	Englehardt	3 years
Chris Lohman	Sub Pool	3 years
Alicia Peckham	Kentwood	3 years
McKenzie Smith	Comstock Park	3 years
Neil Rajala	Cascade	2 years
Abigail Stange	Sub Pool	2 years



BOARD OF TRUSTEES ATTENDANCE - 2024

	TRACY CHRENKA	PETER DYKHUIS	ANDREW ERLEWEIN	SHERRI GILREATH WATTS	NICOLE LINTEMUTH	CARLA MOYER HOTZ	CHRISTINA TAZELAAR	PENNY WELLER
January 18, 2024	X	X	X	X	X	X	X	X
February 15, 2024	X	X	X	X			X	X
March 21, 2024	X	X	X	X		X	X	X
April 18, 2024	X	X	X		X	X	X	X
May 2, 2024 (Special Meeting)	X	X	X	X	X	X	X	X
May 16, 2024	X	X	X	X	X	X	X	X
June 20, 2024	X	X	X		X	X	X*	X
July 18, 2024	X	X	X	X	X	X	X*	X
August 15, 2024	X	X	X	X	X	X	X	X
September 19, 2024	X	X	X	X	X	X	X	X
October 17, 2024	X	X	X			X	X	X
November 21, 2024								
December 19, 2024								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE

INTRO

AGENDA ITEM FOR CONSIDERATION: The KDL Community Impact Scholarship

BOARD MEETING DATES: Thursday, September 19, 2024 (*first reading*);

Thursday, October 17, 2024 (*second reading*), Thursday, November 21st, 2024 (*third reading*).

TIMELINE: Scholarship announcement and application opening: December 1, 2024; Application deadline: March 1, 2025; Board Closed Session Decision: April 17, Winner announcement: May 1, 2025.

BUDGET LINE ITEM(S): 157.000.0000.5895.000.95

TOTAL ESTIMATED COST: \$5,000 per scholarship awarded. The number per year may fluctuate; it will be between 1 and 3 annually.

PURPOSE

This recommendation seeks approval for the Kent District Library (KDL) Community Impact Scholarship selection process and details. The scholarship is designed to support high school seniors and adults returning to school who have demonstrated exceptional dedication to community service, inclusivity, and innovation, and who maintain a meaningful relationship with their local library.

OVERVIEW/NEEDS/BACKGROUND INFO

KDL is committed to fostering community engagement and lifelong learning. In 2023, KDL received the Library Journal Jerry Kline Community Impact Prize Award, which provided the opportunity to establish this scholarship fund. The scholarship aims to recognize and support students who are actively contributing to their communities, creating a positive impact, and showing potential for continued success in their academic and professional endeavors. **The scholarship will be available to both trade-bound and college-bound students who reside within the KDL service area.**

BENEFITS

- Encourages and rewards community involvement and leadership among local students.
- Strengthens the relationship between KDL and the community.
- Promotes inclusivity, innovation, and lifelong learning, aligning with KDL's mission.
- Provides financial assistance to deserving students, potentially easing the burden of educational expenses.

DISADVANTAGES

- There may be challenges in ensuring a fair and unbiased selection process and ensuring there are no perceptions of bias, despite **redacting and anonymizing as much information as possible. ~~the implementation of a double-blind review.~~**
- KDL will need to get the word out about the scholarship.
- This scholarship will be a separate application process from others that may be available and combined into one application process.
- Our current process will require a manual verification that those selected are active cardholders and KDL service area residents.

- This is the first year so there will be efficiencies not yet realized in the process until going through it

COST

The 2023 Jerry Kline Community Impact Prize was awarded to the Kent District Library on November 1st, 2023. KDL's wish was to invest the entire award back into the communities.

One way of doing that was to create a scholarship fund with the award proceeds, along with interest from the Kent District Library investments from the Grand Rapids Community Foundation.

The Library Board approved the creation of the Kent District Library Community Scholarship Fund on November 16th, 2023, for students that reside within the Kent District Library Service area.

The resolutions approved disbursed \$50,000 from the 2023 Jerry Kline Community Impact Prize, as well as \$124,643 from the Kent District Library investments from the Grand Rapids Community Foundation, to create the Kent District Library Community Scholarship Fund on November 16, 2023. Staff and patrons may also donate to the scholarship fund.

The 2023 Jerry Kline Community Impact Prize check was received and deposited into a designated fund on April 4th, 2024. The proceeds from the Grand Rapids Community Foundation were received and deposited into a designated fund on April 18th, 2024. The scholarship fund balance is currently \$181,415.

IMPLEMENTATION

The KDL Community Impact Scholarship will be administered through Submittable, an online submission management platform, ensuring a streamlined and user-friendly application process for students. Here's how the process will work:

1. Application Launch:

- The scholarship application will open on December 1, 2024, on the KDL website. A direct link to the Submittable platform will be provided, guiding students to create an account or log in if they already have one.

2. Creating a Submittable Account:

- Students will be prompted to create a free Submittable account by entering their email address and creating a password. Once logged in, they can access the KDL Community Impact Scholarship application form.

3. Completing the Application:

- The online application form will include fields for personal information, academic background, and essay responses to selected prompts. Students can save their progress and return to the application at any time before the deadline.
- The platform will allow students to upload supporting materials such as transcripts, letters of recommendation, and any additional documents that showcase their community involvement or innovative projects. These uploads can be in PDF, JPEG, or PNG format.

4. Application Review:

- The Office Manager will access all submitted applications through Submittable, ensuring that all required documents are included. They will then ensure that all personally identifiable information is excluded to maintain **an anonymized and fair double-blind** review process, assigning each application a unique identification number, and verifying that all within the candidate pool are KDL cardholders and service area residents.
- The scholarship committee, comprising representatives from the KDL Board of Trustees, will review the anonymized applications through Submittable, using an evaluation rubric to score each entry and determine their 3 top candidates.
- Winner will be decided upon at the April Board meeting each year in a closed work session.

5. Notification and Follow-Up:

- Submittable allows for efficient communication with applicants. After the committee makes its final selections, all applicants will be notified of the outcome through the platform. Winner(s) will receive a congratulatory message with details about the award ceremony at the May KDL Board meeting, while non-recipients will be encouraged to continue their engagement with KDL.

6. Publicize the Award

- Publicly announce the scholarship recipient(s) through KDL’s website, social media channels, and other relevant platforms.
- Feature the recipient in KDL newsletters or other communications to highlight their achievements and the impact of the scholarship.
- Schedule award ceremony for the beginning of the May Board meeting.

7. Coordinate with the Recipient's Educational Institution

- **Obtain Enrollment Confirmation:** Request that the recipient provides a copy of their enrollment confirmation from their chosen college, university, or trade school. This ensures that the funds will be directed to the correct institution.
- **Gather Financial Details:** Work with the recipient to obtain the necessary financial details from the educational institution, such as the school's financial aid office contact information, and any specific forms or account numbers needed for the transfer of funds.

8. Disperse & Transfer Award

- **Create a Disbursement Request:** Prepare a formal disbursement request within KDL's financial system, specifying the scholarship amount (\$5,000) and the details of the recipient’s educational institution.
- **Coordinate with KDL Finance Department:** Provide the Finance Department with the recipient's information and the educational institution’s details. The Finance Department will then initiate the transfer of funds directly to the institution.
- **Confirm Transfer:** Once the transfer has been initiated, confirm with the educational institution that the funds have been received and allocated correctly to the recipient’s account for tuition, fees, or other educational expenses.

RECOMMENDATION

It is recommended that the Board approve the establishment and implementation of the KDL Community Impact Scholarship process as outlined, beginning with the 2024-2025 academic year. This scholarship initiative is directly inspired by the prestigious Library Journal Jerry Kline Community Impact Award, which KDL proudly received in 2023. The award recognized our commitment to community engagement, innovation, and leadership, providing us with a unique opportunity to further invest in the future of our community.

To maintain alignment with KDL Policies 5.3.1 and 5.4 and uphold the community-centered spirit of the Jerry Kline Award, it is recommended that the board establish a rule disqualifying children of KDL staff, managers, leadership, and board members from scholarship eligibility. This policy would help prevent any potential conflicts of interest or perceptions of favoritism in the selection process.

By creating the KDL Community Impact Scholarship, we aim to extend the recognition we received from the Jerry Kline Award back to our community, ensuring that this honor has a lasting and tangible impact. The scholarship embodies the same values that earned us the award—supporting individuals who are passionate about making a difference, championing inclusivity, and fostering innovation.

Through this scholarship, we not only celebrate our community’s recognition on a national level but also empower the next generation of leaders to continue building on the foundation of community engagement and lifelong learning. This initiative ensures that the legacy of the Jerry Kline Award lives on within the community, fostering an environment where our residents feel valued and motivated to contribute to the common good. In this way, the award and its values will continue to resonate and be celebrated by the community for years to come.

Document History:

1. First Draft – Jaci Cooper
2. Revision – Jaci Cooper, Emily Whalen, Randy Goble, Elvia Myers and Remington Steed
3. Final Draft – Jaci Cooper & Elvia Myers



KDL Community Impact Scholarship Application (To Be Input into Submittable or Webform)

Personal Information:

- Full Name:
- Address:
- City:
- State:
- ZIP Code:
- Email Address:
- Phone Number:
- High School Name:
- Expected Date of Graduation:
- Your Local KDL Branch:
- KDL Library Card Number:

Do you have any family members that work for, serve on the board for or are affiliated with KDL?

Yes No If yes, please list name here: _____

Relationship: _____ -

Academic Information:

- Cumulative GPA (on a 4.0 scale) - Transcript (*minimum required is a 2.5*)
- Intended College, University, or Trade School:
- Intended Major or Field of Study:

1. Tell us your story! (Max. 500 words):*

- Who are you, what are you passionate about, and what drives you?
- What are your goals and aspirations for the future?
- How will this scholarship help you achieve your dreams?

Choose 2 prompts to answer from the list below:

2. Beyond the textbooks: (Max. 300 words):

- Share your experiences outside of the classroom - volunteering, community service, part-time jobs, or extracurricular activities.
- What did you learn from these experiences and how did they make a difference?

- Did you face any challenges? How did you overcome them?

3. Making a difference, together: (Max. 300 words):

- Have you ever witnessed or experienced an issue in your community or at your school?
- Did you take action to address it? How did you involve others?
- How do you believe we can create a more inclusive and welcoming environment for everyone?

4. Leading the way: (Max. 300 words):

- Whether in school, clubs, or your personal life, describe a situation where you took initiative and showed leadership.
- What skills did you use? What was the outcome?
- Did you face any obstacles? How did you overcome them?

5. Innovation Station: (Max. 300 words):

- Have you ever had an "offbeat idea" that turned out to be a great solution?
- Tell us about a time you thought outside the box to solve a problem, big or small.
- What were the challenges and did you learn anything new from this experience?

6. Your library connection: (Max. 300 words):

- How has your local KDL library been a resource for you?
- Did you participate in any library programs, use specific resources, or find inspiration through the library?
- Share any stories that showcase your connection with the library.

Document Uploads (Optional):

- Upload any supporting materials such as that highlight your community engagement, leadership, library relationship, environmental sustainability efforts, or innovative projects. (Please ensure files are in PDF, JPEG, or PNG format.)

Certification:

I certify that all information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may disqualify me from consideration for the KDL Community Impact Scholarship.

Applicant's Signature:

[Your Name]

Date:

[Date]

Please have all letters of recommendation emailed to scholarship@kdl.org in the form of a PDF.

Confidentiality:

The Kent District Library (KDL) is committed to protecting the privacy of all information submitted by scholarship applicants. All application materials will be handled with strict confidentiality and only reviewed by authorized personnel involved in the scholarship selection process. We will not share any personal information with third parties without your consent, except as required by law.

In accordance with our existing policies and local regulations, we will not access or review any individual's borrowing history, book selections, or personal library records as part of the KDL Community Impact Scholarship application process.

Your library card number is solely used to verify your eligibility as a KDL patron and will not be used for any other purpose related to the scholarship.

For any questions regarding the handling of your application information, please contact the KDL Scholarship Committee at scholarship@kdl.org.

Marketing Brief

Created by: Randy Goble **Date:** 9/11/2024

What PMO or programming proposal is this part of and who is the main point person? Jaci Cooper and the Chair of the KDL Board of Trustees.

Campaign description: The KDL Community Impact Scholarship

GOALS	<ul style="list-style-type: none"> • Campaign Purpose and Objectives (Launch of something new, expansion, update?) • What does success look like? Metrics?
	<ul style="list-style-type: none"> • Generate awareness and applications for this new scholarship program. • This is the inaugural year of this scholarship, so there's no existing baseline for the number of applications. • Our goal is to attract multiple qualified applicants, so the Board of Trustees has a good field to review and choose from. 20 applications per month seems like a decent number to aim for, but we'll ultimately learn what to expect after this first year.
AUDIENCE	<ul style="list-style-type: none"> • Target Audience (Who is the primary benefactor and who is the primary decision-maker?)
	<ul style="list-style-type: none"> • Primary audience and decision maker: <ul style="list-style-type: none"> ○ High school seniors and adults who are returning to school (either college or trade schools) ○ Parents of students • Secondary audience: <ul style="list-style-type: none"> ○ High schools, colleges and trade schools who may provide financial aid information to students.
CHANNEL	<ul style="list-style-type: none"> • Campaign Strategy (Specifically how will the audience be reached? What is their call to action? Partnerships? Outreach?) • Tactics and Deliverables (Printed materials, web pages/blogs/heroos/booklists, social media, press release, languages, marketing toolkit, etc.)
	<ul style="list-style-type: none"> • Main message: KDL introduces a new scholarship offered for college and trade school bound students and adults. • Additional messaging: Include references to community impact and investing in the future. Include the ease of applying, when scholarships will be awarded and that the scholarships are awarded to help cover tuition, materials and living expenses for students enrolled in college or trade school. Near the end, include how people can donate to the scholarship fund. • Call to action: Apply now (December 1 through March 1). • Promotion: <ol style="list-style-type: none"> 1. Launch <ul style="list-style-type: none"> ▪ Press release (distribute to news media and KISD) ▪ kdl.org ▪ Kaleidoscope (Winter edition) ▪ eNewsletter ▪ Social media (Spanish and English) ▪ In-branch digital signage

- Dedicated email
- 2. Sustaining
 - kdl.org
 - eNewsletter
 - Social media (Spanish and English)
 - In-branch digital signage
- 3. Final push
 - All of the above plus boosted social media

TIME & BUDGET • Schedule, budget for launch and sustaining.

- Applications may be received December 1 through March 1 (three months).
- **Launch promotion** will begin December 1. The rationale for not starting earlier is that 1) promotions are best when people can immediately take action and 2) with Thanksgiving being the prior week, any promotion that week or earlier will be forgotten by the time that people can apply.
- **Sustaining promotion** will take place in January.
- **Final push promotion** during February will create a sense of urgency before the deadline arrives.
- There may be minor cost for boosting social media posts – probably less than \$300 total, which will be covered by the MarCom budget.

STAKEHOLDERS • Workgroups, branches, partners outside of KDL, etc.
 • Who will sustain any content that’s created?
 • Spokesperson for PR?

- KDL Board of Trustees will review applications, select and award winners.
- MarCom manages Submittable (online applications) and all promotion.
- A spokesperson for PR would ideally be a member of the KDL Board of Trustees. Someone from Leadership Team would serve as a backup if needed.

OTHER



Policy Manual

Edited October 2024

KDL POLICY MANUAL TABLE OF CONTENTS:

SECTION 5: BUDGET AND FINANCE

KDL Policy 5.1	<u>Investments</u>
KDL Policy 5.1.1	<u>Annual Budget + Adjustments</u>
KDL Policy 5.1.2	<u>Fund Balance</u>
KDL Policy 5.2	<u>Purchasing Policy</u>
KDL Policy 5.3	<u>Conflict of Interest—Board & Staff</u>
KDL Policy 5.3.1	<u>Contest Participation</u>
KDL Policy 5.4	<u>Code of Ethics—Board</u>
KDL Policy 5.5	<u>Petty Cash</u>
KDL Policy 5.6	<u>Acceptance of Non-Book Gifts</u>
KDL Policy 5.7	<u>Credit Card Use</u>
KDL Policy 5.8	<u>Non-Sufficient Funds (NSF) Check Return Fee</u>
KDL Policy 5.9	<u>Fraud Prevention</u>
KDL Policy 5.10	<u>Capture of KDL Millage</u>
KDL Policy 5.11	<u>Fundraising</u>
KDL Policy 5.12	<u>Records Retention</u>
KDL Policy 5.13	<u>Fixed Assets</u>

SECTION 5: BUDGET AND FINANCE

KDL Policy 5.1	Investments EDITS
KDL Policy 5.1.1	Annual Budget + Adjustments
KDL Policy 5.1.2	Fund Balance EDITS
KDL Policy 5.2	Purchasing Policy EDITS
KDL Policy 5.3	Conflict Of Interest—Board & Staff EDITS
KDL Policy 5.3.1	Contest Participation
KDL Policy 5.4	Code of Ethics—Board EDITS
KDL Policy 5.5	Petty Cash EDITS
KDL Policy 5.6	Acceptance Of Non-Book Gifts EDITS
KDL Policy 5.7	Credit Card Use EDITS —
KDL Policy 5.8	Non-Sufficient Funds (Nsf) Check Return Fee EDITS
KDL Policy 5.9	Fraud Prevention
KDL Policy 5.10	Capture Of KDL Millage
KDL Policy 5.11	Fundraising
KDL Policy 5.12	Records Retention
KDL Policy 5.13	Fixed Assets EDITS

KDL Policy 5.1

Investments

LAST REVISED 8.19.22

1. STATEMENT OF PURPOSE

It is the policy of Kent District Library to invest its funds in accordance with the investment objectives listed below in order to meet the daily cash flow needs of the Library while complying with all state statutes governing the investment of public funds.

2. SCOPE OF POLICY

This investment policy applies to all financial assets of Kent District Library. These assets are accounted for in the various funds of the Library and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, fiduciary funds, permanent funds, and any new fund established by Kent District Library.

3. INVESTMENT OBJECTIVES

The primary objectives, in priority order, of Kent District Library's investment activities shall be:

- a. **Safety** – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall portfolio.
- b. **Diversification** – The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- c. **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- d. **Return on Investment** – The investment portfolio shall be designed with the objective of obtaining a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives.

4. DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

Authority to manage the investment program is derived from [MCL 397.182](#). Management responsibility for the investment program is hereby delegated to the Board Treasurer (or Director of Finance as designee of the Board Treasurer) who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures shall include references to: Safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board Treasurer. The Board Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The Board Treasurer may delegate any day-to-day functions under this investment policy to the Director of Finance as his or her designee.

5. LIST OF AUTHORIZED INVESTMENTS

Kent District Library is limited to the following investments authorized by Public [Act 20 of 1943](#), as amended and may invest in the following:

- a. The Kent County Investment Pool or ~~an~~ investment pools organized under the [Local Government Investment Pool Act, 1985 PA 121](#), MCL 129.141 et seq.
- b. Bonds, securities, and other obligations of the United States or any agency or instrumentality of the United States. ~~and investment pools consisting of these securities and other obligations.~~
- c. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution as defined in MCLA 129.91 provided that the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of the State of Michigan or the United States.
- d. Repurchase agreements consisting of instruments listed in b., above.

6. AUTHORIZED FINANCIAL DEALERS & INSTITUTIONS

Cash equivalents or deposits shall be authorized with those Financial Institution(s) through a Resolution by the Board of Trustees, to perform the banking function of the Organization. The approved financial institution shall certify that they have: (1) received KDL's investment, (2) have read the policy, and (3) will comply with said terms of the policy.

7. STATEMENT CONCERNING SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by Kent District Library shall be ~~on a cash basis~~ [accounted for via the modified accrual basis of accounting](#). Securities may be held by a third party custodian designated by the Board Treasurer (or Director of Finance as designee of the Board Treasurer) and evidenced by safekeeping receipts as determined by the Board Treasurer (or Director of Finance as designee of the Board Treasurer).

8. STANDARD OF PRUDENCE

The Board Treasurer (and the Director of Finance as designee of the Board Treasurer) shall make such investments and only such investments as a prudent person would make in dealing with the property of another having in view the preservation of the principal and the amount and the regularity of the income to be derived.

9. STATEMENT OF ETHICS

The Board Treasurer, the Director of Finance as designee of the Board Treasurer, and any other Board members and staff involved in the investment of funds shall refrain from personal business activity that could conflict with the proper execution and management of District Library investments or that could impair their ability to make impartial investment decisions.

10. INVESTMENT ACTIVITY REPORT

The Board Treasurer and the Director of Finance shall provide monthly reports to the Board concerning the investment of District Library funds. The Director of Finance shall provide a detailed annual investment report, including account and fund information. The KDL Board will annually designate its

depositories and/or its investment advisors for the coming year during the adoption of the budget.

KDL Policy 5.1.1 Annual Budget + Adjustments

LAST REVISED 8.15.19

The Kent District Library Board of Trustees will establish an annual budget at its November meeting for the following calendar year. The Executive Director and Director of Finance will present the annual budget with historical data and future projections to the Board at its annual budget work session in October.

The budget is a working document. Changes in projections, projects, or unknown events are cause for variations from budget to actual numbers. As such, during the course of the fiscal year (January – December), budget adjustments will be presented by the Executive Director and Director of Finance to the Board as needed to keep the budget accurate. Budget adjustments will be requested as needed.

KDL Policy 5.1.2 Fund Balance

LAST REVISED 6.15.2023

This policy has been adopted by the Kent District Library Board of Trustees to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs;
- Offset significant economic downturns or revenue shortfalls;
- Provide funds for unforeseen expenditures related to emergencies; and
- Secure and maintain investment grade bond ratings.

The following definitions of fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.

General Fund – used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.

Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisition or construction of capital assets.

Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library’s objectives.

Internal Service Fund – used to report an activity that provides services or goods to departments of the library on a cost-reimbursement basis.

The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:

Non-spendable Fund Balance – amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact. *Classification* of non-spendable amounts will be determined before all other classifications and consist of the following:

- The Library will maintain a fund balance equal to the balance of any long-term outstanding **balances receivables** due from others;
- The Library will maintain a fund balance equal to the value of inventory balances and prepaid items unless those items are offset with liabilities and result in fund balance;
- The Library will maintain a fund balance equal to the principal of any permanent funds that are legally or contractually required to be maintained intact; and
- The Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

Restricted Fund Balance – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed Fund Balance – amounts that can be used only for the specific purposes determined by a formal action of the KDL Board. (*Authority to Commit:* a majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.)

Assigned Fund Balance – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed. In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. (*Authority to Assign:* the KDL Board delegates to the Director of Finance the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available [spendable, unrestricted, uncommitted] fund balance in any individual fund.)

Unassigned Fund Balance – is the residual classification for the Library’s General Fund and includes all spendable amounts not included in the other classifications. In other funds, the unassigned classification is used to report a deficit balance from overspending amounts that have been designated as restricted, committed, or assigned.

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying Fund Balance Amounts – Fund balance classifications indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount.

Encumbrance Reporting—~~Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed, or assigned, will be classified as committed~~

~~or assigned based on the definitions and criteria set forth in GASB Statement No. 54.~~

Prioritization of Fund Balance Use – When an expenditure is incurred, when both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it will be the policy of the Library to consider restricted amounts to have been reduced first. If an expenditure is made that is applicable to any of the unrestricted fund balance classifications, it will be the policy of the Library to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

Minimum Unassigned Fund Balance – The Board has designated a minimum unassigned fund balance for the Library’s General Fund of 15-20 percent of the subsequent year’s budget. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. The Executive Director and Director of Finance will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested.

KDL Policy 5.2 Purchasing Policy

LAST REVISED 6.15.2023

This policy provides the framework for the purchase of all goods and services by Kent District Library personnel. The purchase of goods or services needed by Kent District Library shall be made using sound purchasing practices and business procedures to ensure the timely receipt of goods, services and works of improvement of a quality appropriate to the needs of the Library at the lowest responsible costs. Guidance and direction for the implementation of this policy and the related acceptable procedures and best practices will be governed by administrative guidelines produced by the Finance Department.

Reason for Policy:

- Provide clear direction to all Kent District Library staff and vendors on the purchasing process.
- Provide institutional consistency, discipline and accountability over all funds entrusted to Kent District Library by taxpayers, donors and other sources of funding.
- Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- Avoid any personal business or professional activity that would create a conflict between personal interests and the interests of Kent District Library.
- Promote positive supplier relationships through professionalism, courtesy and impartiality.
- Ensure procurement is open, non-discriminatory, and fair to all who participate.
- Additionally, we actively seek to provide opportunities for diverse and small local businesses.

The purchases of all goods and services, unless noted by exemption, are subject to the requirements and restrictions in this policy. No purchase of goods or services on Kent District Library’s behalf may be made in any manner, which violates this policy. The amounts below, “Commitment to Purchase”, shall be applied to orders, contracts, agreements, and any other similar arrangement, which obligates or commits Kent District Library’s funds to purchases at these levels. Splitting orders, contracts, or agreements to circumvent these limits is prohibited.

Approval Thresholds

For individual purchase transactions and commitments, the Executive Director and Director of Finance are each authorized to make purchases for all items when the cost per item is under \$25,000. For individual purchase transactions and commitments when the cost per item exceeds \$25,000 and is under \$50,000,

the Executive Director and Director of Finance are authorized to make purchases after obtaining a minimum of three quotations. The above-noted purchases require the signatures approvals of both the Executive Director and the Director of Finance.

For Commitments to Purchase costing over \$50,000, a Request for Proposal (RFP) will be generated, and a bid process will be used. RFPs will be available on the Kent District Library's website and shall be advertised once a week for two consecutive weeks in at least one print and one online newspaper of general circulation within Kent County and on other electronic sites that are standard platforms for the goods or services that are being purchased. The Library Board of Trustees' approval is required prior to awarding the contract for such goods or services. Kent District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid.

When necessary, Kent District Library personnel responsible for making the purchase may reach out to one vendor for an estimate so Kent District Library personnel can determine the appropriate approval process. If a quote/competitive proposal/RFP process is determined to be required by Kent District Library personnel, this estimate shall not replace the required quotes, competitive proposals, or RFP responses and the vendor shall be responsible for responding to the same requests required of the other potential vendors. The same information shared with the vendor providing the estimate shall be shared with all other potential vendors and the vendor providing the estimate will not receive preferential treatment.

The following purchases are exempt from the approval thresholds and quote requirements as outlined in this policy and may be awarded without obtaining quotes and/or Library Board of Trustees' approval if the price is considered to be reasonable by the Executive Director or Director of Finance:

- Goods or services accepted by grant, gift, or bequest
- Water, sewer, steam, gas, electrical utility, and telephone services
- Library materials (including but not limited to items such as books, databases, subscriptions)
- Other regularly recurring expenditures as approved by the Executive Director and Director of Finance

Notwithstanding any other provision of this Section 5.2, the Board may waive the requirement for bids for the purchase of goods and services if the Board determines that such action is in the best interest of Kent District Library under the circumstances of a particular contract.

Sole Source Purchases

The number of bids or quotes requirement can be foregone if the purchase can only be made from a single source. Justification for each sole source purchase shall be documented in writing and approved by the Library Board of Trustees prior to any purchase. The sole source justification does not relieve the responsibility of the purchaser to obtain a fair and reasonable price. Sole source purchases may include:

- Product or service is available from only one vendor
- Purchase must match an existing product or service
- There is a compelling and valid interest in selecting a particular vendor
- The proposed vendor is uniquely qualified to provide the product or service

Emergency Purchases

If there is evidence of imminent danger to persons or property and when deemed necessary to guarantee the safety of patrons, staff, and visitors, emergency purchases may be authorized by the Executive Director or his/her designee in excess of the \$25,000 limit outlined above. Emergency purchases may also be necessary if there is an occurrence of technology failure, technology security breach, or other circumstances caused by forces of nature. Prior to authorizing these emergency purchases, the Executive

Director must consult with the Chairperson of the Library Board of Trustees or his/her designee. The Executive Director shall document the reason for any emergency purchase and inform the Library Board of Trustees at the next regularly scheduled meeting.

Contracts

The Kent District Library ~~will~~may have outside legal counsel evaluate all new contracts with a Commitment to Purchase of greater than \$50,000. The Kent District Library shall have the option of renewing expired contracts (up to two times) provided a fair price can be negotiated and the Kent District Library has determined the renewal to be in its best interest. Renewal terms shall not require Library Board of Trustees approval, with the exception of audit and legal services. These services are commissioned by the Library Board of Trustees and will need to be renewed by a majority vote upon contract expiration.

Non-discrimination

When soliciting and selecting vendors, Kent District Library shall not in any way discriminate against any vendor because of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics and/or any other legally protected class not heretofore mentioned. Nor shall Kent District Library ~~patronize, or patronize or~~ continue to patronize vendors known to practice any form of discrimination.

Government Contracts

To obtain the benefits of volume purchasing or reduced administrative expenses when purchasing similar goods and services, Kent District Library may utilize existing governmental contracts. Examples of these could be from the State of Michigan, the Regional Education Media Center (REMC), MiDeal, Sourcewell, MiCTA, and NCPA. If an existing, beneficially priced agreement is active, the Kent District Library may forego its normal quoting or bidding process and negotiate for goods and services using the terms of another governmental unit's contract. Any purchase through this process must be documented on the purchase order, with reference to the governmental unit and contract number.

Universal Service Administrative Co. Funding

For all eRate eligible products and services Kent District Library has applied or will be applying for Universal Service Administrative Co. (USAC) funding or reimbursement, the Kent District Library shall forego the policy outlined here and instead follow the competitive bid process as required by USAC.

KDL Policy 5.3

Conflict of Interest—Board & Staff

LAST REVISED 9.23.21

Kent District Library complies with [Michigan Compiled Laws 15.321 et seq.](#) Members of the Board of Trustees will annually sign a Conflict of Interest Statement (see below) to ensure compliance with the law.

CONFLICT OF INTEREST STATEMENT - BOARD

I have read and understand the law pertaining to conflicts of interest (Michigan Compiled Laws 15.321 et seq.), which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

Signature: _____ Date: _____

DISCLOSURES (Indicate “none” if applicable. Otherwise, please give a brief explanation of the conflict):

Trustees may not use their position or the knowledge gained ~~as a result of~~because of their position for private or personal advantage or to obtain financial gain. Specifically, ~~in the event that~~if a trustee recognizes an actual or potential conflict of interest, the trustee is expected to disclose to the board any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion or voting on any issue that raises such conflict of interest.

CONFLICT OF INTEREST STATEMENT – STAFF

Kent District Library respects the rights of its employees in their activities that are private in nature and in no way conflict with or reflect upon the Library. Financial or personal obligations such as part-time employment with outside firms or individuals which affect judgment in carrying out Library business, or that would create the appearance of impropriety, shall be avoided.

To that end, all supervisors and non-union staff will annually read and sign Conflict of Interest Statements. All other staff will sign a Conflict of Interest Statement at the time of hire. If there are any situations which arise during the year that create a potential conflict as described in this policy, the employee shall make a written disclosure to the Executive Director who shall provide it to the Kent District Library Board of Trustees.

STAFF CONFLICT OF INTEREST STATEMENT

I have read and understand Kent District Library Policy 5.3 governing conflict of interest. I understand that by signing this statement, I certify that I and my family have no direct or indirect interest in firms or individuals doing business with Kent District Library (other than those disclosed below). I also certify that neither I nor my family act in a fiduciary capacity for firms or individuals doing business with Kent District Library (other than those disclosed below).

I understand and agree that if a potential conflict arises after the filing of this statement, I will disclose it to the Executive Director in writing and receive approval from the Library Board before proceeding to become involved.

Signature: _____ Date: _____

DISCLOSURES (Indicate “none” if applicable. Otherwise, please give a brief explanation of the conflict):

KDL Policy 5.3.1 Contest Participation

LAST REVISED 8.15.19

To promote Library services and support the Library’s mission, KDL sponsors contests for its patrons. Contests are open to all KDL cardholders and interested parties regardless of affiliation with the Library pursuant to the specific rules and regulations of each contest. KDL strives to administer all contests fairly and impartially, awarding prizes in accordance with the specific rules and regulations of each contest.

KDL Policy 5.4

Code of Ethics—Board

LAST REVISED 9.23.21

The Kent District Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library Board, promote public confidence, and further the attainment of Library goals. The Board has determined that it is in the Library's best interests to adopt a code of ethics setting forth the following standards of conduct required of all Library Board members.

1. **Mission and Policies:** A trustee shall abide by and support the mission statement of the Library and the policies adopted by the Board.
2. **Matters before the Board:** A trustee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.
3. **Confidential Information:** No trustee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in a closed session of the Board of Trustees.
4. **Board Action:** Unless delegated by the Board, a trustee has no individual authority to bind the Board. Board decisions may only be made by a majority vote at an open meeting. A trustee shall abide by a majority decision of the Board even if he/she personally disagrees and shall take no public or private action that compromises or disparages Board decisions and actions.
5. **Participation:** A trustee shall participate in official Board discussions and decisions and reach conclusions after deliberation and full public debate with fellow trustees in a public meeting.
6. **Improper Influence:** A trustee shall not improperly influence or attempt to improperly influence other officials, including fellow trustees, to act at his/her behest. A trustee shall follow only legal and ethical procedures to bring about desired changes.
7. **Cooperation:** A trustee shall work cooperatively and effectively with governmental agencies, political subdivisions, and other organizations ~~in order to~~ further the interests of the Library.
8. **Gifts:** No trustee shall directly or indirectly solicit, accept, or receive any money or gift, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.
9. **Complaints:** A trustee shall not act on complaints from the public or staff on Library ~~matters,~~ ~~but~~ ~~matters~~ ~~but~~ shall refer complaints to the Executive Director. Unresolved complaints may be taken up for Board action if a policy revision is necessary or legal consequences result.
10. **Investments in Conflict with Official Duties:** No trustee of the Library shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts with their

duties and responsibilities in the Library. When a trustee determines that the possibility of a personal interest conflict exists, she/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).

11. **Private Employment:** No trustee of the Library shall engage in, solicit, negotiate ~~for~~for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
12. **Use of Library Property:** No Library trustee shall use or permit the use of property, ~~owned~~owned, or leased by the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.

DISTRIBUTION OF THIS CODE

A copy of this code shall be distributed annually to, and acknowledged by, every trustee of the Library. Each trustee appointed thereafter shall be furnished a copy before entering upon the duties of his or her office and shall acknowledge receipt thereof.

CODE OF ETHICS – ACKNOWLEDGEMENT

I understand that the purposes of this policy are to increase the effectiveness of the Library’s decision-making process, to enable Library constituents to have confidence in the Library’s integrity, and to further Library goals.

~~I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.~~ I understand that this policy is meant to supplement good judgment and will respect its spirit and wording.

Signature: _____

Print Name: _____

Date: _____

KDL Policy 5.5

Petty Cash

LAST REVISED 8.15.19

The Board of Trustees of Kent District Library authorizes individual petty cash funds to exist at the Finance Department and at the branches. The funds are to be used for small miscellaneous purposes. The Director of Finance and the branch managers shall serve as petty cash custodians.

KDL Policy 5.6

Acceptance of Non-Book Gifts

LAST REVISED 8.15.19

Kent District Library may accept non-book gifts (e.g., plants, art, musical instruments, aquariums, office equipment, etc.), if the cost of supporting the ongoing maintenance is part of the gift. If maintenance is not part of the original gift, the gift will be accepted only if the funding for the maintenance is within the budget of the Library. Gifts involving ongoing maintenance costs require the approval of the Executive Director prior to acceptance. No gifts are accepted with restrictions. All gifts may be utilized, sold, or disposed of in the best interest of the Library.

Event Sponsorships

Programs held at KDL's branch libraries that are underwritten by an individual or corporate sponsor may be acknowledged at the branch by appropriate signage. ~~Such signage will be placed within close proximity of the event's promotion.~~ Such signage will be placed close to the event's promotion. The signage shall be removed after the sponsored event has taken place.

Acknowledging Sponsorship of Equipment, Furniture, and Fixtures

Signage acknowledging a donor's sponsorship of durable equipment, furniture, and/or fixtures that stay at the branch until and if the Library deems it appropriate to remove it. Such signage shall remain near the sponsored equipment/furniture and will list the name of the donor(s).

The library reserves the right to have the donor's name engraved on certain types of furniture such as benches, play stations, outdoor playsets, etc.

KDL Policy 5.7

Credit Card Use

LAST REVISED 8.19.22

Kent District Library recognizes that bank corporate credit cards offer an alternative to existing procurement processes and provide a convenient, efficient method of purchasing goods and services. Library employees, authorized by the Executive Director, may use credit cards for Library-related purposes and only those types of expenditures that are for the benefit of the Library and service a valid and proper public purpose and only in accordance with this policy, the approved budget, and Library purchasing guidelines. Credit cards shall not be used to circumvent the general purchasing procedures required by Michigan law and Board policy.

The Director of Finance shall be responsible for the issuance, accounting, monitoring, and general oversight of credit card use in the Library system and shall develop the administrative guidelines. The credit limit of individual credit cards shall be authorized and monitored by the Director of Finance.

The Director of Finance shall conduct independent regular reviews of each cardholder's activity to verify that the credit card is being used in accordance with this policy and administrative guidelines. Card holders are required to provide receipts for all card usage and provide those as substantiation for purchases.

Cardholders must use common sense and good judgment when using Library resources. This policy and related administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholder's use of the credit card.

Cardholders will immediately surrender their cards upon request of the Director of Finance and shall surrender their cards upon separation from employment. Cardholders are required to take reasonable prudent measures to protect the use and custody of the card and shall immediately notify the Finance Department ~~office~~ if the card is lost or stolen.

The credit card may never be used to purchase alcohol or personal items or services. Library issued credit cards may never be attached to an employee's personal accounts. Inappropriate use of a credit card may result in a loss of credit card privileges and other disciplinary action.

The Kent District Library will seek restitution, including any costs associated with obtaining restitution, for any inappropriate charges made to an account.

All credit card charges shall be approved according to the Library's purchasing approval processes prior to payment. All credit card charges will be paid monthly to the issuing financial institution.

KDL Policy 5.8

Non-Sufficient Funds (NSF) Check Return Fee

LAST REVISED 7.21.17

Kent District Library will charge \$30.00 per check for all returned checks. The \$30.00 fee covers the cost of labor to handle the returned ~~check~~check, and the bank fee charged to KDL for the return.

KDL Policy 5.9

Fraud Prevention

LAST REVISED 8.15.19

Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities.
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files).
- Improprieties in the handling or reporting of financial transactions.
- Misappropriation of funds, securities, supplies, inventory, or any other asset belonging to the Library, its employees, or Library visitors (including collection materials, furniture, fixtures, or equipment).
- Authorizing or receiving payment for goods not delivered/received or services not performed.
- Authorizing or receiving payments for hours not worked.

Fraud or related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Any employee or trustee who knows or has reason to know of fraud or related misconduct shall report that to the Executive Director or the Chair of the Board of Trustees. Trustees and employees are expected to use their best efforts to be aware of indications of fraud and related misconduct in their areas of responsibility.

When fraud or related misconduct is reported, the Director of Finance, under the direction of the Executive Director, will conduct an appropriate investigation and take all necessary action, including reporting such activity to the appropriate authorities.

KDL Policy 5.10

Capture of KDL Millage

LAST REVISED 7.21.17

Kent District Library is a taxing authority permitted to levy ad valorem taxes for library purposes by virtue of a voter approved millage (“Library Millage”). In keeping with the designated purpose of the approved millage, the Kent District Library Board seeks to maintain and preserve Library Millage for library purposes.

Municipalities located within the district served by Kent District Library are authorized to establish various tax increment authorities under state law and to adopt development and tax increment financing plans that may result in the capture of a portion of Library Millage by such authorities. These tax increment authorities may include, but are not limited to, downtown development authorities, local development finance authorities, and corridor improvement authorities.

Under certain circumstances, the Kent District Library Board is authorized to exempt Library Millage from capture by such authorities. As a means of preserving Library Millage for library purposes, the Library Board will exercise its right to exempt Library Millage from capture by such authorities to the extent permitted by law.

KDL Policy 5.11

Fundraising

LAST REVISED 7.21.17

Kent District Library will adhere to the highest ethical standards while engaging in fundraising activities. Kent District Library supports the Association of Fundraising Professionals’ [Code of Ethical Principals and Standards](#).

Kent District Library believes that responsible stewardship and respect for donors is essential. Kent District Library supports a [Donor Bill of Rights](#) to direct our relations with current and prospective donors.

KDL Policy 5.12

Records Retention

LAST REVISED 7.21.17

In order to meet the administrative, legal, fiscal, and archival requirements of the State of Michigan, Kent District Library will manage its records in accordance with the [General Schedule #17 \(GS #17\)](#) developed for Michigan public libraries. If and when GS #17 is amended, Kent District Library will modify its procedures as necessary to remain in compliance with this schedule.

KDL Policy 5.13

Fixed Assets

LAST REVISED 6.15.2023

Kent District Library purchases short-term and long-term fixed assets. Fixed Assets include land, land improvements, buildings, building improvements, equipment, furniture, physical ~~collection~~collection, and fixtures that:

1. Have a useful life of more than one year;
2. Are acquired for use in the KDL operation; and
3. Are not intended for resale.

Threshold

The cost of an individual asset item to be capitalized shall exceed \$5,000. Any asset not meeting this threshold shall be expensed in the current period.

Additions

The acquisition cost of land, buildings, and equipment shall include all reasonable and necessary expenditures to get the item(s) in place and ready for the intended use. This includes, but is not limited to, invoice price, legal fees, installation costs, and freight. All additions shall be made in compliance with Policy 5.2 and recorded in the current period and correctly classified.

Disposals

No item of property or equipment shall be removed from Library property without the approval of the Finance Department. Furniture and equipment valued at less than \$500 may be offered to KDL employees for purchase at fair market value, determined by the Library, on a first come, first served basis. Furniture and equipment valued at more than \$500 will be offered to the public.

The Library is not responsible or liable for the condition of any surplus furniture or equipment nor will the Library provide support or maintenance for furniture or equipment purchased by staff or through public auction.

~~At the time the property is retired, it will be recorded as required by generally accepted accounting principles.~~When the property is retired, it will be recorded as required by generally accepted accounting principles. When the disposal is via a trade-in of a similar asset, the acquired asset should be recorded at the book value of the trade-in asset plus any additional cash paid. In no instance should such cost exceed the fair market value for the new asset. ~~Fully depreciated assets remain on the fixed asset list with related accumulated depreciation as long as the property is still in use.~~Fully depreciated assets remain on the fixed asset list with related accumulated depreciation if the property is still in use.

INTRO

AGENDA ITEM FOR CONSIDERATION: Supporting KDL Retirees

BOARD MEETING DATES: Oct 17, 2024 (first reading); November 21, 2024 (second reading)

TIMELINE: January of 2025

BUDGET LINE ITEM(S): *Paid as an expense of the pension plan trust*

TOTAL ESTIMATED COST: \$18,000-\$26,000 legal. \$63,000 annual fees for ongoing advisory and investment services offset by the cancellation of existing consulting services. Additional fees for transactions when the pension board takes action to annuitize benefits.

PURPOSE

De-Risking represents the next phase of managing the plan which was closed to new entrants in 2009. Given the uncertainty of our current economy and the future, due to a variety of factors beyond our control, we feel the responsible action is to mitigate potential risks to the organization, but more importantly, protect and preserve our staff pension funds by transferring the fiduciary responsibility to a federally insured insurance company.

OVERVIEW/NEEDS/BACKGROUND INFO

Risk in pensions is primarily that of investment earnings not meeting the obligation of future payments to retirees. *De-risking* systematically reduces this risk by transferring ownership of assets and future pension benefit payments to large insurance companies who in turn, invest funds and provide benefits as an annuity. Through analysis with Warner, Norcross & Judd, LLP, and following initial review of three firms, attorney Jennifer Watson recommended an initial viability analysis be conducted by Kevin Morrison of Agilis, LLC.

BENEFITS

Provide for a safe and secure provider of future retiree benefits.

DISADVANTAGES

The pension fund trust would be used to purchase annuities for retirees at various time intervals, changing the focus of the investment strategy to that of a plan with a managed “glide-path” towards eventual closure, rather than one whose purpose is to grow the fund with equivalent investment risk.

COST

Paid as an expense of the plan through the Pension Plan Trust

See attached from Agilis, LLC

See attached from Warner, Norcross & Judd LLP

ADDITIONAL INFORMATION

The KDL Pension Plan provides approximately \$250,000.00 per month in pension benefits to retirees of the library and has been largely self-sustaining in recent years due to market performance, investment design, and plan design since closing in 2009. The fees to conduct de-risking would be partially offset by changes in the plan consultant's oversight given the derisking strategy that would be managed by Agilis.

IMPLEMENTATION

Agilis would identify current retiree accounts to be secured with annuities.

Agilis would manage this process with oversight from the pension board and law firm.

RECOMMENDATION

KDL Board of Trustees would direct the Pension Board to work with Agilis and Warner et al, to begin derisking the plan over a multi-year effort.

Document History:

1. First Draft – Brian Mortimore
2. Second Draft – Kim Lindsay and Lance Werner
3. Final Draft – Brian Mortimore

INTRO

AGENDA ITEM FOR CONSIDERATION: Request for Additional Closing Dates for 2025

BOARD MEETING DATES: Thursday, September 19, 2024 (first reading); October 17, 2024 (second reading)

TIMELINE: 2025 and beyond

BUDGET LINE ITEM(S): No budget implications.

TOTAL ESTIMATED COST: \$0

PURPOSE

The purpose of this recommendation is to propose the closure of two new dates annually for KDL: Mother's Day and Juneteenth. These closures aim to honor cultural and family values, ensuring that our library's operations are in alignment with community needs and national observances.

Additionally, KDL would like to host an IMLS Medal Celebration Day during its proposed All Staff for 2025.

OVERVIEW/NEEDS/BACKGROUND INFO

Mother's Day: Mother's Day is a widely celebrated holiday where families traditionally gather to honor and spend time with their mothers. The current library operations on Mother's Day may impede staff members from participating in these celebrations, which could impact morale and lead to reduced engagement. Staff have requested this over the last few years. Additionally, because KDL is closed on Sundays during the summer months, fathers always have Father's Day off.

Juneteenth: Juneteenth is a significant cultural observance marking the end of slavery in the United States. As it gains national recognition, closing the library on this day would demonstrate our commitment to acknowledging important cultural milestones and supporting our community in celebrating this day. Juneteenth became a federal holiday in 2021 and Michigan state holiday in 2023. At least 28 states and the District of Columbia have designated Juneteenth as a permanent paid and/or legal holiday.

All Staff/IMLS Celebration Day - To recognize and celebrate the dedication, hard work, and achievements of the KDL staff, as well as celebrate being recognized by the Institute of Museum and Library Services (IMLS) towards being named 2024 IMLS Winner. This day serves as an opportunity for team bonding, reflection on our collective successes, and renewed motivation for the future.

BENEFITS

Enhancement of Staff Morale: Allowing staff to spend time with their families on Mother's Day and to observe Juneteenth fosters a positive work environment and enhances morale.

Community Engagement: Aligning with national holidays strengthens community relations and supports cultural observance.

Reputation: Demonstrating cultural sensitivity by acknowledging Juneteenth can enhance the library’s reputation as an inclusive and supportive community institution.

Equity: KDL staff are always off for the Fourth of July and Father’s Day for celebrations of freedom and parental appreciation. Extending closures to include Mother's Day and Juneteenth would align our policies with these values, ensuring that all staff have the opportunity to observe and participate in significant cultural and familial events. Closing for these holidays would not only demonstrate KDL's commitment to diversity, equity, and inclusion but also provide an opportunity for staff to engage in meaningful celebrations with their families and communities.

DISADVANTAGES

Service Disruption: Closing on these days may inconvenience patrons who depend on the library’s services, particularly on weekends.

Potential Loss of Foot Traffic: The library may miss out on visits from individuals who specifically use library services on holidays.

Consistency and Precedent Setting: Closing on these specific days could lead to questions about why other holidays or significant cultural days are not also observed, potentially leading to expectations for additional closures. This could create challenges in maintaining consistency in holiday policies and determining which holidays warrant closure.

Governmental Organization: Closing on dates that are not recognized as governmental holidays, such as Mother’s Day, could be seen as a reduction in the tax-funded services. Additionally, it might set a precedent that leads to requests for closures on other dates, such as Good Friday, Washington’ Birthday, Veterans Day, etc. .

Impact on Library Programs and Events: Many library systems plan special events and programs for holidays like Mother’s Day and Juneteenth, which could be impacted by a closure. Canceling or rescheduling these events might reduce community engagement and the library's ability to serve as a hub for cultural and educational activities on these important days.

COST

Direct financial costs are minimal, slight adjustments to staffing budgets.

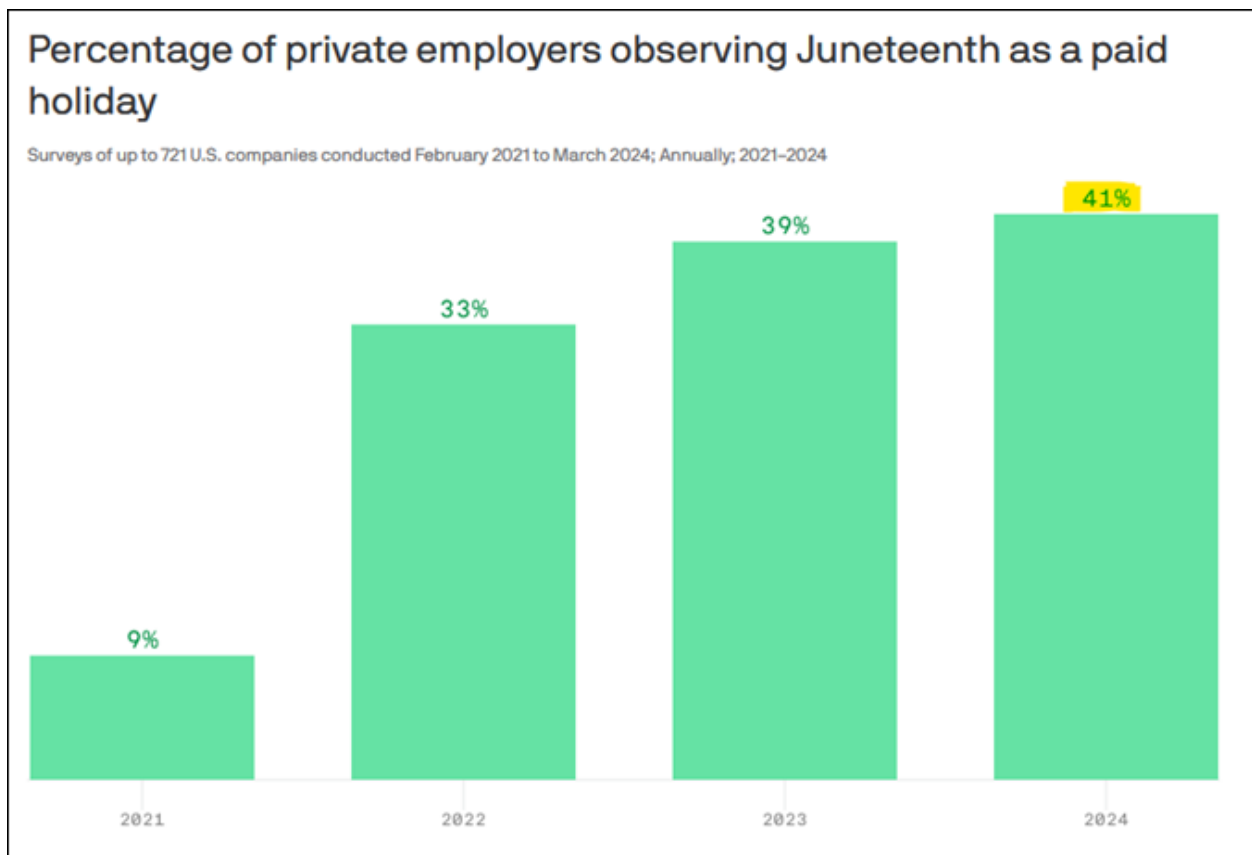
ADDITIONAL INFORMATION

Mother’s Day visitor counts tend to be about **45% below** the typical counts for the surrounding weeks:

Date	Visitors	Date	Visitors
Sunday, April 25, 2021	1,808	Sunday, April 24, 2022	1,662
Sunday, May 2, 2021	1,525	Sunday, May 1, 2022	1,894
Sunday, May 9, 2021	1,257	Sunday, May 8, 2022	852
Sunday, May 16, 2021	1,838	Sunday, May 15, 2022	1,200
Sunday, May 23, 2021	2,246	Sunday, May 22, 2022	1,672
Mother's Day Below Avg.:	-32%	Mother's Day Below Avg.:	-47%
* GDV closed May 2 & 9			

Date	Visitors	Date	Visitors
Sunday, April 30, 2023	2,078	Sunday, April 28, 2024	2,235
Sunday, May 7, 2023	1,796	Sunday, May 5, 2024	1,655
Sunday, May 14, 2023	1,017	Sunday, May 12, 2024	1,091
Sunday, May 21, 2023	1,482	Sunday, May 19, 2024	1,588
Mother's Day Below Avg.:	-43%	Mother's Day Below Avg.:	-40%

- In 2022, Juneteenth was on a Sunday, when KDL would have been closed anyways. Visitor counts for Monday (the “observed” date) were **12% below** the average of other June Mondays.
- In 2023 & 2024, Juneteenth was during the week, so there wasn’t the factor of an “observed” date. 2023 was **17% below** the average of the other June weeks and 2024 was just **4% below**.



IMPLEMENTATION

The proposed closures would be communicated to the public well in advance through various channels including social media, the library website, and on-site signage. Staff schedules will be

adjusted accordingly, with any necessary training or meetings rescheduled. The implementation timeline is as follows:

Preparation and Communication: November 27, 2024

First Closure Date (All Staff/IMLS Celebration): April 28 2025

Second Closure Date (Mother's Day): May 11, 2025

Third Closure Date (Juneteenth): June 19, 2025

The subsequent years would be at the board's discretion and these dates would be included with other annual closing requests each September.

RECOMMENDATION

It is recommended that the library closes on Mother's Day and Juneteenth starting 2025. This decision is based on the cultural significance of these days and the positive impact on staff and community relations.

Document History:

1. First Draft – Elvia Myers
2. Revision – Jaci Cooper, Jennifer DeVault, Randy Goble, Brian Mortimore
3. Final Draft – Brian Mortimore

2025 Planned Closed Dates

DATE	DAY	HOLIDAY/EVENT
01.01.2025	Wednesday	New Year's Day
*04.20.2025	Sunday	Easter Sunday
04.28.2025	Monday	All Staff/IMLS Celebration
*05.11.2025	Sunday	Mother's Day
05.26.2025	Monday	Memorial Day
06.19.2025	Thursday	Juneteenth National Independence Day
07.04.2025	Friday	Independence Day
09.01.2025	Monday	Labor Day
11.27.2025	Thursday	Thanksgiving Day
12.24.2025	Wednesday	Christmas Eve
12.25.2025	Thursday	Christmas Day
12.31.2025	Wednesday	New Years Eve. All locations close at 5PM.

BRANCH IN-SERVICES

11.04.2025 Tuesday Election Day (Observed)

Amy Van Anandel + East Grand Rapids
Caledonia + Cascade
Comstock Park + Plainfield
Gaines + Kentwood
Rockford, Spencer, + Nelson

11.06.2025 Thursday

Alpine, Tyrone + Walker
Alto + Lowell
Byron + Grandville
Kelloggsville + Wyoming

10.31.2025 Friday

Patron Service Department

*unpaid KDL Holiday

11.21.2025 Friday

Backup date to be held ONLY in the event of inclement weather or other unforeseeable circumstances.

2025 Board of Trustees Meeting Dates

January

Thursday, January 16 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

February

Thursday, February 20 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

March

Thursday, March 20 at 4:30 PM
*KDL East Grand Rapids Branch
746 Lakeside Drive SE
Regular Meeting

April

Thursday, April 17 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

May

Thursday, May 15 at 4:30 PM
*KDL Kentwood Branch
4950 Breton SE
Regular Meeting

June

Thursday, June 12 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

July

Thursday, July 17 at 4:30 PM
*KDL Engelhardt Branch
200 N. Monroe Street
Regular Meeting

August

Thursday, August 21 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

September

Thursday, September 18 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

October

Thursday, October 16 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
**Regular Meeting including Budget
Work Session**

November

Thursday, November 20 at 4:30 PM
*KDL Tyrone Township
43 S. Main Street
**Regular Meeting including
Budget Hearing**

December

Thursday, December 18 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
**Regular Meeting including
Executive Director's Evaluation**

*Indicates a branch hosted meeting





RESOLUTION

Approval of Proposed 2025 Budget

MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at Caledonia Branch located at 6260 92nd Street SE, Caledonia, MI 49316 on November 21, 2024, at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, the Kent District Library (“District Library”) was established by an agreement in accordance with the District Library Establishment Act, 1989 PA 24, as amended (“DLEA”); and

WHEREAS, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of district library funds; and

WHEREAS, the Library Board desires to adopt the budget according to the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, the Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the January 1, 2025, to December 31, 2025, fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

This Resolution shall be known as the Kent District Library General Appropriations Act (“Act”).

Section 2: Chief Administrative Officer

The Executive Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

Section 3: Fiscal Officer

The Director of Finance shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 10, 2024, and a public hearing on the proposed budget was held on November 21, 2024.

Section 5: Estimated Revenues

Estimated library fund revenues for the fiscal year January 1, 2025, to December 31, 2025, including a voter-authorized millage of 1.1 mills, and various miscellaneous revenues shall total \$30,779,864 as listed in Exhibit A.

Section 6: Estimated Expenditures

Estimated library fund expenditures for fiscal year January 1, 2025, to December 31, 2025, for the various library activities (line-items) shall total \$30,778,696 as listed in Exhibit A.

Section 7: Committed Fund Balance

As part of the adoption of the fiscal year January 1, 2025, to December 31, 2025, general fund budget, the Board of Trustees desires to commit fund balance for the remaining funds received in the form of healthcare experience rebates totaling \$520,110 to fund future increases in healthcare costs.

Section 8: Adoption of Budget by Reference

The general library fund budget of the Kent District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this Act (see attached Exhibit A).

Section 9: Adoption of Budget by Line Item

The Kent District Library adopts the 2025 fiscal year general fund budget (attached as Exhibit A) by line item. Library officials responsible for the expenditures authorized in the budget may expend library funds up to, but not to exceed, the total appropriation authorized for each line item and may make transfers among the various general ledger accounts contained in the line-item appropriation. However, no transfers of appropriations for line items related to personnel or capital outlay may be made without prior Library Board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

Section 11: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior Library Board approval, if the amount to be transferred does not exceed (\$250,000) or (10%) of the appropriation item from which the transfer is to be made, whichever is less. The Library Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior Library Board approval.

Section 12: Periodic Fiscal Reports

The Fiscal Officer shall transmit to the Library Board at the end of each month, a report on financial operations.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Library Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, including an available surplus upon which appropriations from the fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or proposals for measures necessary to provide revenues sufficient to meet expenditures of the fund, or any combination thereof.

Section 15: Violations of This Act

Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.

Section 16: Designation of Depositories and/or Investment Advisors for Fiscal Year 2025

In accordance with KDL Policy 5.1.10, the Board of Trustees hereby authorizes Huntington Bank as its depository for the operational funds of the library and authorizes as its investment advisors the Huntington Bank Liquidity Portal and Atlanta Capital to invest its available funds not necessary for immediate operational needs.

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 as (past/fail) and the Resolution duly adopted on the 21st day of November 2024.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN

ss.

COUNTY OF KENT

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 November 21, 2024, 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: November 21, 2024

Andrew Erlewein, KDL Board Chair

Carla Moyer Hotz, KDL Board Secretary

EXHIBIT A

KENT DISTRICT LIBRARY 2025 GENERAL FUND OPERATING BUDGET

REVENUES:

Property Taxes	27,765,820
Penal Fines	675,000
Charges for services	32,000
Interest Income	450,000
Public Donations	250,000
Other Revenue	506,000
State Sources	1,101,044
TOTAL REVENUES & OTHER FINANCING SOURCES	30,779,864

EXPENDITURES:

Salaries and Wages	14,543,796
Employee Benefits	4,440,234
Collections - Digital	3,178,195
Collections - Physical	1,817,840
Supplies	747,142
Contractual and Professional Services	2,100,941
Programming and Outreach	518,810
Maintenance and Utilities	2,322,668
Staff Development	314,100
Board Development	18,625
Other Expenditures	399,420
Capital Outlay	376,925
TOTAL EXPENDITURES & OTHER FINANCING USES	30,778,696

REVENUES OVER (UNDER) EXPENDITURES	1,167
---	--------------

Estimated Unassigned 12-31-24 Fund Balance	6,851,727
--	-----------

Projected Unassigned 12-31-2025 Fund Balance	6,852,894
--	-----------



RESOLUTION

Scholarship Special Revenue Fund

MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Caledonia Branch located at 6260 92nd Street SE, Caledonia, MI 49316 on November 21, 2024 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, the Kent District Library (“District Library”) established the KDL Scholarship Fund at its meeting held November 16, 2023, and

WHEREAS, the District Library was awarded the Jerry Kline Community Impact Price on November 1, 2023 and,

WHEREAS, the District Library created the Scholarship Fund with the award proceeds and with investment earnings from the District Library investments held at the Grand Rapids Community Foundation.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the budget for the Scholarship Fund special revenue fund for the District Library for the January 1, 2025, to December 31, 2025, fiscal year. Estimated revenues for the Scholarship fund shall total \$5,000 and estimated expenditures shall be \$15,000 for the 2025 fiscal year as shown on Exhibit A.

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 (past/fail) and the Resolution duly adopted on the 21st of November 2024.

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 May 20 2021 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: November 21, 2024

Andrew Erlewein, KDL Board Chair

Carla Moyer Hotz, KDL Board Secretary

KENT DISTRICT LIBRARY

2025 SCHOLARSHIP FUND BUDGET

REVENUES:

Interest Income	4,000
Public Donations	1,000
Transfers In	-
TOTAL REVENUES & OTHER FINANCING SOURCES	5,000

EXPENDITURES:

Scholarship Awards	15,000
Transfers Out	-
TOTAL EXPENDITURES & OTHER FINANCING USES	15,000

REVENUES OVER (UNDER) EXPENDITURES	(10,000)
---	-----------------



November 2024

KDL POLICY MANUAL TABLE OF CONTENTS:

SECTION 6: PERSONNEL

KDL Policy 6.1	Equal Employment Opportunity EDITS
KDL Policy 6.1.1	Harassment EDITS
KDL Policy 6.1.2	Americans With Disabilities Act (ADA) EDITS
KDL Policy 6.2	Position Authorization EDITS
KDL Policy 6.2.1	Applications
KDL Policy 6.2.1.1	Internships
KDL Policy 6.2.2	Interview +& Selection EDITS on
KDL Policy 6.2.3	Initial Employment Period
KDL Policy 6.2.4	Promotions
KDL Policy 6.2.5	Nepotism
KDL Policy 6.2.6	"Acting" Capacity EDITS
KDL Policy 6.2.7	Outside Employment EDITS
KDL Policy 6.2.8	Employee Termination oOf Employment
KDL Policy 6.3	Personnel Files + Employee Records EDITS
KDL Policy 6.3.1	Access To Employee File Information EDITS
KDL Policy 6.3.2	Continuous Length Of Service EDITS
KDL Policy 6.3.3	Disclosure Of Employee File Information EDITS
KDL Policy 6.3.4	Employee References EDITS
KDL Policy 6.3.5	Applicant/Employee Background Verification + Drug Screening EDITS
KDL Policy 6.3.6	Social Security Numbers Privacy EDITS
KDL Policy 6.4	Compensation EDITS
KDL Policy 6.4.1	Performance Evaluation
KDL Policy 6.4.2	Benefits EDITS
KDL Policy 6.4.3	Sick Leave EDITS
KDL Policy 6.4.4	Sick Time Payment — EDITS
KDL Policy 6.4.5	Disability Leave of Absence EDITS
KDL Policy 6.4.6	Workers' Disability Compensation Supplemental Pay EDITS
KDL Policy 6.4.7	Emergency Closing Compensation EDITS
KDL Policy 6.5	Work Week
KDL Policy 6.6	Progressive Action Policy
KDL Policy 6.6.1	Complaint Resolution Process EDITS
KDL Policy 6.7	Vacation Eligibility
KDL Policy 6.7.1	Vacation—Part Time
KDL Policy 6.7.2	Vacation—Carry Forward EDITS
KDL Policy 6.7.3	Payment Of Unused Leave + Paid Time Off (PTO)

- Formatted: Font: (Default) Source Sans Pro, 14 pt, Bold, Font color: Red
- Formatted: Font color: Red
- Commented [JS1]: "with" (not capitalized)
- Formatted: Font color: Red
- Formatted: Font color: Red
- Commented [JS2]: & instead of +
- Formatted: Font color: Red
- Formatted: Font color: Red
- Formatted: Font color: Red
- Formatted: Font color: Red
- Commented [JS3]: & instead of +
- Formatted: Font color: Red
- Commented [JS4]: "to" (not capitalized)
- Formatted: Font color: Red
- Formatted: Font color: Red
- Commented [JS5]: "of" (not capitalized)
- Formatted: Font: Bold, Font color: Red
- Formatted: Font color: Red
- Commented [JS6]: & instead of +
- Formatted: Font: 14 pt, Bold
- Formatted: Font: (Default) Source Sans Pro, 14 pt, Bold
- Formatted: Font: (Default) Source Sans Pro, 14 pt, Bold
- Commented [JS7]: "of" (not capitalized) & instead of +

KDL Policy 6.7.4
KDL Policy 6.7.5
KDL Policy 6.7.6
KDL Policy 6.7.7
KDL Policy 6.7.8
KDL Policy 6.7.9
KDL Policy 6.7.10
KDL Policy 6.8
KDL Policy 6.8.1
KDL Policy 6.8.2

KDL Policy 6.9
KDL Policy 6.10
KDL Policy 6.11
KDL Policy 6.12
KDL Policy 6.13
KDL Policy 6.14
KDL Policy 6.14.1

[Bereavement Leave EDITS](#)
[Family + Medical Leave Act \(FMLA\) EDITS](#)
[Personal Leave of Absence Without Pay EDITS](#)
[Personal Leave of Absence With Pay EDITS](#)
[Jury Leave EDITS](#)
[Military Leave](#)
[Holiday Accrual + Eligibility EDITS](#)
[Transportation Reimbursement](#)
[Honoraria](#)
[Professional Association/Community Organization Memberships](#)
[Drug-Free Workplace EDITS](#)
[Electronic Communications Policy](#)
[Whistleblower Policy EDITS](#)
[Board Member Compensation](#)
[Conference Attendance—Board + Staff](#)
[Volunteers](#)
[Volunteer Background Verification](#)

Commented [JS8]: & instead of +

Commented [JS9]: "without" (not capitalized)

Commented [JS10]: "with" (not capitalized)

Commented [JS11]: & instead of +

Commented [JS12]: & instead of +

KDL Policy 6.1 Equal Employment Opportunity

LAST REVISED 10.15.20

Kent District Library ([KDL](#)) 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 Kent District~~ 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 Kent District~~ 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

Commented [RG13]: @Elvia Myers the use of "Library" and "Kent District Library" is mixed throughout and would be better if it's consistent.

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~~ they ~~has~~ have 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 ~~W~~with Disabilities Act (ADA)

LAST REVISED 9.21.23

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

~~Kent District Library~~ 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 Kent District~~ Library does not discriminate on the basis of disability in admission or access to programs or activities, or in ~~Library~~KDL 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, electronic authorization ~~paperwork~~ must be completed and forwarded to the Human Resources Department to begin the recruitment process.

Formatted: Don't add space between paragraphs of the same style

KDL Policy 6.2.1

Applications

LAST REVISED 10.15.20

Kent District Library shall accept applications for employment only when a posted position opportunity exists. All employment applications shall be processed centrally at the Human Resources Department in accordance with established personnel procedures.

All applications and required assessments for a posted vacancy must be submitted via the electronic applicant database and received in the Human Resources Department by the designated deadline.

KDL Policy 6.2.1.1

Internships

LAST REVISED 2.18.16

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

Interns can serve in the following ways:

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

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

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

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

KDL Policy 6.2.2

Interview & Selection

LAST REVISED 10.15.20

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

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

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

- discussion with the [Kent-District](#) Executive Director concerning the position;
- participation in the interview process; and
- input regarding the candidates interviewed prior to final selection.

Recognizing that the final hiring decision rests with the [Kent-District](#) Executive Director, the local governmental unit shall have no veto or voting rights regarding the selection of the [branch](#) manager.

KDL Policy 6.2.3

Initial Employment Period

LAST REVISED 2.16.12

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

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

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

KDL Policy 6.2.4

Promotions

LAST REVISED 9.21.23

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 by that of 2% more than that of the current wage, 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~~ their current salary.

At the end of the "Acting" assignment, the employee will be returned to ~~his/her~~ their regular position and original pay rate. An evaluation of ~~his/her~~ the employee's 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 [Kent District](#) Library employment and must not interfere with the satisfactory performance of the employee.

KDL Policy 6.2.8

Employee Termination of Employment

LAST REVISED 9.21.2023

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 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 [Kent District](#) 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~~[for forwarding](#) all pertinent employee documents for inclusion in the official personnel files, and to prepare and submit all documents necessary to carry out ~~the Kent District~~[the Kent District](#) 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 [Kent District](#) 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/their](#) 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.

Formatted: Indent: Left: 0.69"

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~~their 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](#)).

Formatted: Indent: Left: 0.69"

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~~ 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 Kent District~~ Library assumes no responsibility for references of this nature.

KDL Policy 6.3.5

Applicant/Employee Background Verification &+ Drug Screening

LAST REVISED 9.21.2023

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

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

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

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

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

Kent District Library will provide a ~~candidate, 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 ([SSN](#)) 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 10.26.23

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 consideration of the employee's work performance and budget availability. Such consideration shall be documented quarterly, as well as throughout the initial employment period. Pay increases will occur during the first pay period in January, and/or, in a manner

consistent with the labor agreement.

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 Kent District](#) 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 Kent District](#) Library deems necessary.

[The Kent District](#) 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 Kent District](#) 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 9.21.23

[The Kent District](#) 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:

- Full-time employees will begin earning eight (8) hours of sick leave per month following employment and will earn eight (8) hours of sick leave 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 the employee's 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 Kent District Library may allow the employee to return to limited duties with the review and approval of the supervisor. The Kent District 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 Kent District 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~~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 [Kent District](#) 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 [Kent District](#) 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~~ their 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~~ the ~~employee~~ 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~~ them. 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~~ the ~~employee's~~ 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 12.15.22

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 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 prorated basis each pay period. 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~~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~~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 to the [Human Resources Department](#) and copied to the employee's supervisor.

KDL Policy 6.7.5

Family &+ Medical Leave Act (FMLA)

LAST REVISED 10.15.20

The [Kent District 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 [Kent District Library](#) policy is subject to certain requirements and obligations.

- A. FMLA Leave Eligibility – an employee is eligible for FMLA leave if the employee has been employed by the Library for at least twelve (12) months and has worked 1,250 hours during the most recent 12-month period. Leave can only be taken for any one, or more, of the following reasons:
- 1) Birth of the employee’s child and subsequent care after birth; *
 - 2) Placement of a child with the employee for adoption or foster care; *
 - 3) To care for the employee’s spouse/partner, child, or parent who has a serious health condition;
 - 4) For a serious health condition that makes the employee unable to perform the employee’s job;
 - 5) To care for a family member or next of kin who has experienced a serious illness or injury related to ~~his or her~~ active military duty; or
 - 6) To prepare for or attend to the immediate needs associated with the absence or pending absence of a spouse/partner, child, or parent of an employee who is a member of the National Guard or Reserves.

*Leave for birth, child care, adoption, and foster care must occur within the twelve months following the event.

- B. Definition of Serious Health Condition – A serious health condition generally is an illness, injury, impairment, or physical or mental condition requiring either inpatient care or continuing treatment by a health care provider resulting in necessary absences from work on a recurring basis. Specifically, continuing treatment must involve one of the following:
- 1) A period of incapacity requiring absence from work, school or other regular daily activities of more than three consecutive calendar days and also involving two or more visits to a health care provider or one visit to a health care provider and a regimen of continuing treatment;
 - 2) A chronic, serious health condition that continues over an extended period of time, requires period visits to a health care provider and may involve episodes of incapacity;
 - 3) A permanent or long-term period of incapacity for which treatment may not be effective;
 - 4) Multiple treatments for restorative surgery or for a condition likely to result in incapacity for more than three days if not treated; or
 - 5) Prenatal care of incapacity due to pregnancy.

Routine preventative physical and dental exams are excluded.

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

Certification” below).

Leave for other purposes may be taken intermittently or on a reduced leave (work) schedule only if first approved by [the Kent District 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 Kent District 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 Kent District 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 Kent District 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 Kent District 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 Kent District Library](#) for requesting leaves and in such cases employees are expected to give as much advance notice as possible.

- F. FMLA Medical Certification – [The Kent District 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 Kent District 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 ~~w~~Without Pay

LAST REVISED 4.19.12

Personal leave of absence without pay may be granted at the discretion of [the Kent District 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 Kent District 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~~ the 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 12.15.22

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~~their straight time regular rate of pay for up to eight (8) hours. Proof of attendance is required, but the nominal fee paid by the court including mileage and parking reimbursement may be retained by the employee.

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, [Library Workers 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 (45) floating holidays consisting of eight (8) hours of pay each. Accrual will occur quarterly in recognition of the following holidays: New Year's Day, [Library Workers 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/they~~ 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 Kent District Library recognizes drug dependency as a major health problem. The Kent District 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~~their 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, [and 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 9.21.23

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/shethey 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/shethe employee shall use the anonymous whistleblower hotline (available to staff on the Human Resources SharePoint page) which will notify the appropriate personnel. This may include: (a) his/heran immediate supervisor, (b) the Director of Human Resources and Organizational Development, (c) the Executive Director or (d) the Chair of Vice Chair of the Board of Trustees. 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 4.20.23

Kent District Library may reimburse Board members for KDL Board meetings and other KDL business, 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 to/from their home address on file with KDL. Other KDL business, such as branch visits with staff, will be reimbursed for mileage only to/from their home address to/from KDL locations, and to/from each KDL location when conducting multiple meetings back-to-back. It is the responsibility of the Board members/representatives to update their home address with KDL personnel.

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 01.19.23

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

This release and authorization acknowledge 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.

KDL Policy 2.5

Lost and/or Damaged Materials

LAST REVISED 5.19.19

Kent District Library is not required to send notices for lost or damaged materials, and failure to receive a notice does not relieve the borrower of responsibility to return materials when due.

When lost and damaged item(s) with a combined total of \$40.00 or more have been on the account for more than sixty (60) days, Kent District Library will invoice the patron. Kent District Library will suspend a patron's borrowing privileges when the bills on a patron's account exceed \$20.00. A patron's borrowing privileges will be restored once the account balance is reduced to \$20.00 or under.



RESOLUTION

Health Insurance Funding (PA 152)

MEETING INFORMATION

At a regular meeting of the Kent District Library Board of Trustees (the “Library Board”), held on Thursday, November 21, 2024, at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, PA 152 of 2011 (“PA 152”) requires public employers in Michigan to comply with certain limitations on the amount that a public employer offers or contributes to a medical benefit plan for its employees and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs; and

WHEREAS, Kent District Library is a “public employer” as defined in PA 152; and

WHEREAS, Section 3 of PA 152 provides that a public employer shall not pay annual health care costs more than the amounts annually designated by the State of Michigan for single, double, or family coverage.

WHEREAS, PA 152 allows a public employer, by a majority vote of its governing body, to elect to comply with Section 4 of PA 152 instead of the requirements in Section 3; and

WHEREAS, under Section 4 of PA 152, a public employer shall not pay more than 80% of the total annual costs of all medical benefit plans it offers or contributes to for its employees; and

WHEREAS, the Library Board, consistent with past decisions, wishes to elect to comply with Section 4 of PA 152.

NOW, THEREFORE, BE IT RESOLVED that Kent District Library hereby elects to comply with the 80% limitation in Section 4 of PA 152 for medical benefit plan coverage years beginning on or after January 1, 2025.

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 21st day of November 2024.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN

ss.

COUNTY OF KENT

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 November 21, 2024 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: November 21, 2024

Andy Erlewein, KDL Board Chair

Carla Moyer Hotz, KDL Board Secretary

INTRO

AGENDA ITEM FOR CONSIDERATION: Renaming the Bruursema Board Room to the Empower U Classroom

BOARD MEETING DATES: November 21, 2024 (first reading); December 19, 2024 (second reading)

TIMELINE: January 2025

BUDGET LINE ITEM(S): 270.1015.5930

TOTAL ESTIMATED COST: \$200.00

PURPOSE

The purpose of this issue analysis is to change the name of a room, so it reflects its current and foreseeable usage and to pay respects to our KISD partners and students who are part of the Empower U program.

OVERVIEW/NEEDS/BACKGROUND INFO

OVERVIEW: Since 2023, the Bruursema Board Room has served (and currently serves) as the Kent Intermediate School District Classroom for Empower U students. The students utilize the space as part of KDL's partnership with the KISD to provide specialized instruction and opportunities specific to employment and independent living skills necessary for young adults to live a purposeful and productive life. KDL anticipate this partnership will continue for the foreseeable future. The belief is also that it would be of benefit and give ownership to the Empower Students to have a classroom space clearly marked (for finding purposes, especially for new students and guests) and names them as being worthy of recognition by KDL at the Service Center.

We want them to feel proud of being part of what is happening at KDL and we care for them deeply. We are all thrilled that they are here and have been excited to witness and participate in their progress.

NEEDS: Small signage change

BACKGROUND: Empower U is a specialized program developed in collaboration with Kent ISD to provide targeted instruction and training that aligns with the needs of young adults who may benefit from a non-traditional approach to education. The program's mission is to equip students with practical skills and experiences essential for employment and independent living, fostering their transition into the workforce and everyday life with confidence and capability.

BENEFITS

Sense of Belonging: Naming the space specifically for Empower U students fosters a welcoming and inclusive environment where students feel ownership and pride.

Enhanced Visibility: A designated name highlights the program, increasing awareness of its mission and importance within the community.

Motivation and Identity: Having a named space empowers students, enhancing their motivation and reinforcing a positive identity tied to their educational journey.

Clear Designation of Purpose: A named space clearly signals the room's purpose as a dedicated learning area, minimizing scheduling conflicts and creating a consistent, reliable environment for instruction.

Legacy and Long-Term Commitment: Naming the space reflects a long-term commitment to the program and its students, reinforcing the value placed on specialized education for young adults.

DISADVANTAGES

Perceived Exclusivity: Naming a space specifically for one program may unintentionally create a feeling of exclusivity, possibly limiting other groups' use of the space or deterring them from scheduling activities there.

Confusion with Multi-Purpose Scheduling: If the room is occasionally used for other events or meetings, the designated name might cause confusion, making it harder to manage schedules for different groups effectively.

COST

Interior Design and Branding: Naming plaques or signage to identify the space.

ADDITIONAL INFORMATION

The Bruursema Board Room was named on January 16, 2020, in honor of Shirley Bruursema, who served as a dedicated member of the KDL Board of Trustees for several years, concluding her term in December 2023.

IMPLEMENTATION

Once approved by the Board, the Bruursema Board Room will be changed to Empower U Classroom and a new sign outside the door will be ordered.

RECOMMENDATION

The Empower U classroom can evolve into a functional, inclusive space that meets the educational needs of Empower U while continuing to serve as a versatile community and boardroom space. This approach ensures that the vitality of the room enhances dedication to meetings, as was the goal of Mrs. Bruursema, and strengthens KDL's commitment to supporting young adults in the community.

Document History:

1. First Draft – Elvia Myers
2. Revision – Lance Werner, Elvia Myers
3. Final Draft – Lance Werner



TRUSTEE BOARD ASSIGNMENTS

AS OF NOVEMBER 14, 2024

BOARD CHAIR			
Trustee	Appointment Date	Years of Service	Notes
Andrew Erlewein	December 15, 2022	2 years	Appointed by Board Motion
BOARD VICE CHAIR			
Trustee	Appointment Date	Years of Service	Notes
Sheri Gilreath-Watts	December 15, 2022	2 years	Appointed by Board Motion
BOARD TREASURER			
Trustee	Appointment Date	Years of Service	Notes
Peter Dykhuis	December 15, 2022	2 years	Appointed by Board Motion
BOARD SECRETARY			
Trustee	Appointment Date	Years of Service	Notes
Carla Hotz Moyer	December 21, 2023	1 year,	Appointed by Board Motion



TRUSTEE BOARD ASSIGNMENTS

AS OF DECEMBER 14, 2024

KDL ALLIANCE OF FRIENDS (MEETS BI-MONTHLY)			
Trustee	Appointment Date	Years of Service	Notes
Penny Weller	December 21, 2016	8 years	Appointed by Board Motion
KDL PENSION BOARD (MEETS QUARTERLY)			
Trustee	Appointment Date	Years of Service	Notes
Peter Dykhuis	November 20, 2024	0 months	Appointed by Board Motion
Andrew Erlewein	February 19, 2021	3 years 9 months	Appointed by Board Motion