

BOARD OF TRUSTEES MEETING

Kent
District
Library



DECEMBER
2024





BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library Service and Meeting Center, 814 West River Center Drive, NE

DATE & TIME

Thursday, December 19, 2024, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: November 21, 2024

4. FINANCE REPORTS – November 2024*

5. DIRECTOR’S REPORT – November 2024

6. OLD BUSINESS

- A. Policy Manual: Section 6 - Personnel*
- B. Policy Manual: Section 2.5 Lost and or Damaged Materials*
- C. Issue Analysis: Conference Room Rename*
- D. 2025 Election of Officers*
- E. 2025 Trustee Board Assignments

7. NEW BUSINESS

- A. Resolution: Second General Fund Budget Amendment* **Roll -Call Vote**
- B. Resolution: Scholarship Fund Budget Amendment* **Roll -Call Vote**

8. LIAISON REPRESENTATIVE COMMENTS

9. PUBLIC COMMENTS**

10. BOARD MEMBERS COMMENTS

11. CLOSED MEETING* **Roll -Call Vote**

12. MEETING DATES

Next Regular Meeting: Thursday, January 16, 2025 –Kent District Library Service and Meeting Center, 4:30 PM

13. ADJOURNMENT*

* Requires Action

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

DRAFT



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Kent District Library Caledonia Township Branch, 6260 92nd Street SE, Caledonia, Michigan

DATE + TIME

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

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

BOARD ABSENT: None

STAFF PRESENT: Lulu Brown, Jaci Cooper, Jennifer DeVault, Randy Goble, Kim Lindsay, Brian Mortimore, Josh Mosey, Elvia Myers, Ashley Smolinski, Kurt Stevens and Lance Werner

GUESTS PRESENT: Anne Throop and Norma VerHeulen

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

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

Support: Supported by Gilreath-Watts.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE

Regional Manager I Lulu Brown gave an update about the past, present, and future at the Caledonia Township Branch:

- The Caledonia Township Branch, established in 1926 by the Caledonia Women's Club, became part of the Kent County Library Association in 1934. It relocated in 1981 to a remodeled church on Emmons Street, and in 2011, to a larger 18,000-square-foot facility on 92nd Street to serve the growing Caledonia Township community.

DRAFT

- The branch continues to be a top destination for new Caledonia residents, with a 6% year-to-date increase in visitor counts, driven by efforts to prioritize serving patrons during critical times.
- The branch has seen significant growth in public computer usage, with an 18% increase (858 more users) and a 25% rise in free printing (755 more users) compared to 2023. The new Gather 2 Grow initiative successfully served 810 people, providing a safe space for families to share their needs. Programs like storytimes, crafts and gaming remain popular, though offerings are being adjusted to balance staff capacity after a busy start to the year.
- The branch fosters community connection by showcasing patron-curated book displays, hosting a Community Art Gallery and annual postcard sale, and creating engaging summer window décor. Initiatives like Caledonia Babble, a plant library, a community board, and a teen job fair reflect patron feedback. Partnerships with groups such as the Friends of the Library, Art in Caledonia, Kiwanis Club, Caledonia Chamber of Commerce and Girl Scouts further strengthen community ties.

Regional Manager I Lulu Brown along with Regional Manager II Ashley Smolinski highlighted the achievements and contributions of the Caledonia Township Branch staff.

The Board asked questions, which were addressed by Brown and Smolinski.

5. PUBLIC HEARING – 2025 Budget*

Roll Call Vote

Motion: Tazelaar moved to recess the Kent District Library Board meeting at 4:36 PM to commence the public hearing on the 2025 Budget.

Support: Supported by Gilreath-Watts.

Chrenka – Yes

Dykhuis – Yes

Erlewein – Yes

Gilreath-Watts – Yes

Moyer Hotz – Yes

Tazelaar – Yes

Weller – Yes

RESULT: Motion Carried 7-0.

There were no public comments regarding the 2025 budget.

Motion: Dykhuis moved to close the public hearing and reconvene the Regular Board meeting at 4:37 PM.

Support: Supported by Moyer Hotz.

6. FINANCE REPORTS – October 2024*

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

- The cash balance is \$15.6M, compared to \$15.2M the previous year.
- As of October, revenues totaled \$29.3M, representing 101.8% of the current budget. All major revenue sources have been collected. The personal property tax reimbursement, received at the end of the month, amounted to just over \$478K—approximately \$42K below budget and \$100K less than FY23. This decline is partially attributed to the reduced millage rate and further impacted by personal property tax

DRAFT

adjustments at the municipal assessor level, Board of Review changes, and Michigan Tax Tribunal judgments.

- As of October, expenditures reached \$24.7M, or 80.2% of the current budget. Key highlights include the completion of the digital collection budget and a \$101.5K deposit for AV upgrades in meeting and conferencing spaces. Salary and wage estimates are on target, while employee health benefits remain under budget with two months and a run-out period remaining. Overall, the budget is in good shape, with a final amendment planned for December to address minor adjustments, expected to have minimal impact.
- Disbursements over \$50,000 for the month of October were as follows:
 - OverDrive, Inc. - \$313,500.00 for digital materials
 - Midwest Tape - \$127,186.05 for collection materials
 - AVI Systems - \$101,572.70 for deposit on approved enhancements to conference spaces
 - IP Consulting - \$93,300.23 for VMware 12-month support, email backup system for 36 months and a monthly COLO services
 - Ingram Library Services - \$79,239.22 for collection materials
 - Ingram Library Services - \$61,906.30 for collection materials
 - Ingram Library Services - \$60,076.69 for collection materials

The Board asked questions and staff responded.

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

Support: Supported by Dykhuis.

RESULT: Motion carried.

7. DIRECTOR'S REPORT – October 2024

Executive Director Werner highlighted the following items:

- KDL has achieved zero holds on hotspots.
- Werner has accepted a position to be on the Executive Board for the Children's Advocacy Center.
- Congratulated Director of Projects and Planning Jaci Cooper and Regional Manager Lulu Brown for their being named to Crain's Grand Rapids Business' 40 Under 40. They were presented with a plaque.

8. OLD BUSINESS

- A. Issue Analysis: KDL Community Impact Scholarship*

Motion: Dykhuis moved to adopt the Issue Analysis: KDL Community Impact Scholarship* as presented.

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

DRAFT

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

Motion: Tazelaar moved to amend the Kent District Library Board of Trustees Packet **Policy Manual: Section 5 – Budget and Finance*** as follows:

- On page 66, Policy 5.4 #12, revise the text to state: *"No Library trustee shall use or permit the use of property, 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."*
- On page 68, Policy 5.8, revise the text to state: *"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 and the bank fee charged to KDL for the return."*

Support: Supported by Chrenka.

RESULT: Motion carried.

Motion: Weller moved to approve the Policy Manual: Section 5 - Budget and Finance* after amendment.

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

C. Issue Analysis: Pension Plan De-Risking*

Director of Human Resources and Organizational Development Brian Mortimore affirmed that there will be no changes to employee benefits at KDL and will prioritize the importance of clear communication with the KDL Pension Members.

Motion: Chrenka moved to approve the Issue Analysis: Pension Plan De-Risking* as presented.

Support: Supported by Gilreath-Watts.

RESULT: Motion carried.

D. Issue Analysis: 2025 Additional Closed Dates*

Motion: Moyer Hotz moved to approve the Issue Analysis: 2025 Additional Closed Dates* as presented.

Support: Supported by Tazelaar.

RESULT: Motion carried.

E. 2025 Planned System Closing Schedule*

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

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

DRAFT

F. 2025 Board of Trustees Schedule*

Motion: Gilreath-Watts moved to approve the 2025 Board of Trustees Schedule* as presented.

Support: Supported by Dykhuis.

RESULT: Motion carried.

9. NEW BUSINESS

A. Resolution: Approval of the 2025 Budget*

Roll-Call Vote

The Board Members asked questions, and the staff answered.

Motion: Weller moved to approve the Resolution: Approval of the 2025 Budget* as presented.

Support: Supported by Dykhuis.

Chrenka – Yes

Dykhuis – Yes

Erlewein – Yes

Gilreath-Watts – Yes

Moyer Hotz – Yes

Tazelaar – Yes

Weller – Yes

RESULT: Motion Carried 7-0.

B. Resolution: Scholarship Special Revenue Fund *

Roll-Call Vote

The Board Members asked questions, and the staff answered.

Motion: Tazelaar moved to approve the Resolution: Scholarship Special Revenue Fund with the correction to the date of signatures.

Support: Supported by Chrenka.

Chrenka – Yes

Dykhuis – Yes

Erlewein – Yes

Gilreath-Watts – Yes

Moyer Hotz – Yes

Tazelaar – Yes

Weller – Yes

RESULT: Motion Carried 7-0.

C. Policy Manual: Section 6 – Personnel *

The Board Members asked questions, and the staff answered.

The Board deferred Policy Manual Section 6 – Personnel for a second reading.

D. Policy Manual: Section 2.5 Lost and Damaged Materials*

The Board Members asked questions, and the staff answered.

The Board deferred the Policy Manual: Section 2.5 Lost and Damaged Materials for a second reading.

E. Resolution: Health Insurance Funding*

The Board Members asked questions, and the staff answered.

Motion: Weller proposed to approve the Resolution: Health Insurance Funding as presented.

Support: Supported by Moyer Hotz.

Chrenka – Yes

Dykhuis – Yes

Erlewein – Yes

Gilreath-Watts – Yes

Moyer Hotz – Yes

Tazelaar – Yes

Weller – Yes

RESULT: Motion Carried 7-0.

DRAFT

F. Issue Analysis: Conference Room Rename*

The Board deferred the Issue Analysis: Conference Room Rename for a second reading.

G. 2025 Election of Officers*

The Board deferred the 2025 Election of Officers.

H. 2025 Trustee Board Assignments*

The Board deferred the 2025 Trustee Board Assignments.

I. Executive Director Evaluation: Request for November Closed Session*

Motion: Moyer Hotz moved to approve the Executive Director Evaluation: Request for November Closed Session*.

Support: Supported by Tazelaar.

RESULT: Motion carried.

J. Executive Director Evaluation: Request for December Closed Session*

Motion: Weller moved to approve the Executive Director Evaluation: Request for December Closed Session*.

Support: Supported by Tazelaar.

RESULT: Motion carried.

K. KDL History

Digital Marketing Specialist Josh Mosey presented, honoring the founder of Kent District Library, Mabel Balyeat, in 2027.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS – Norma VerHeulen visited the Walker Branch and was asked by a patron where “Bob,” the dog statue at the library will be during the construction. Director of Library Services Jennifer DeVault confirmed that “Bob” will temporarily be at the Service Center.**

12. BOARD MEMBER COMMENTS

Gilreath-Watts – No comments.

Dykhuis – No comments.

Chrenka – No comments.

Weller – Weller enjoyed the groundbreaking for the City of Walker Branch.

Tazelaar – Tazelaar is happy to be meeting at the Caledonia Township Branch.

DRAFT

Moyer Hotz – Moyer Hotz thanked the Leadership Team for taking time out of their day to tour the Calvin University Hekman Library.

Erlewein – No comments.

13. MEETING DATES

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

14. CLOSED SESSION

Motion: Dykhuis moved to meet in a closed session pursuant to section 8(a) of the Open Meetings Act at 6:06PM.

Support: Supported by Gilreath-Watts

Chrenka – Yes

Dykhuis – Yes

Erlewein – Yes

Gilreath-Watts – Yes

Moyer Hotz – Yes

Tazelaar – Yes

Weller – Yes

RESULT: Motion Carried 7-0.

Motion: Dykhuis moved to adjourn the closed session and resume the Regular Board Meeting at 7:40 PM.

Support: Supported by Tazelaar.

RESULT: Motion carried.

15. ADJOURNMENT

Motion: Dykhuis moved for adjournment at 7:47 PM.

Support: Supported by Tazelaar.

RESULT: Motion carried.

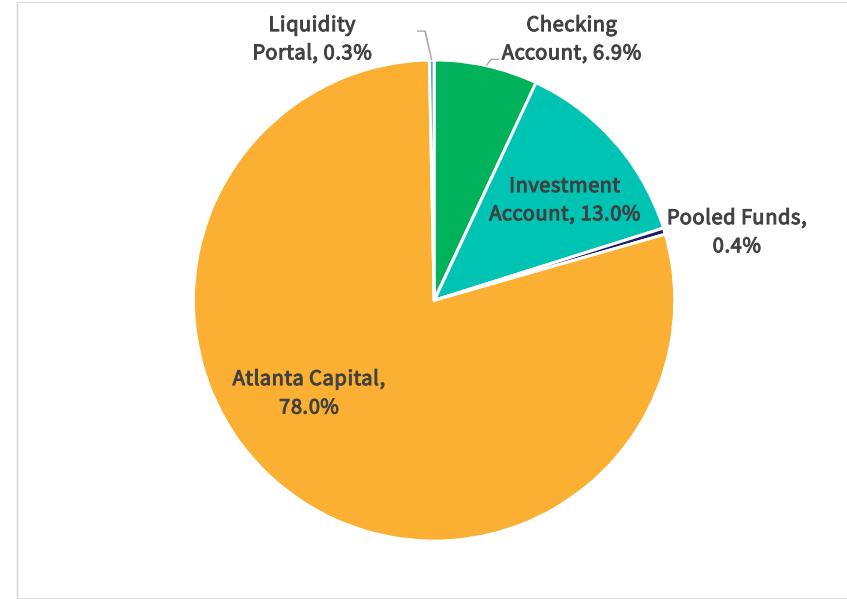
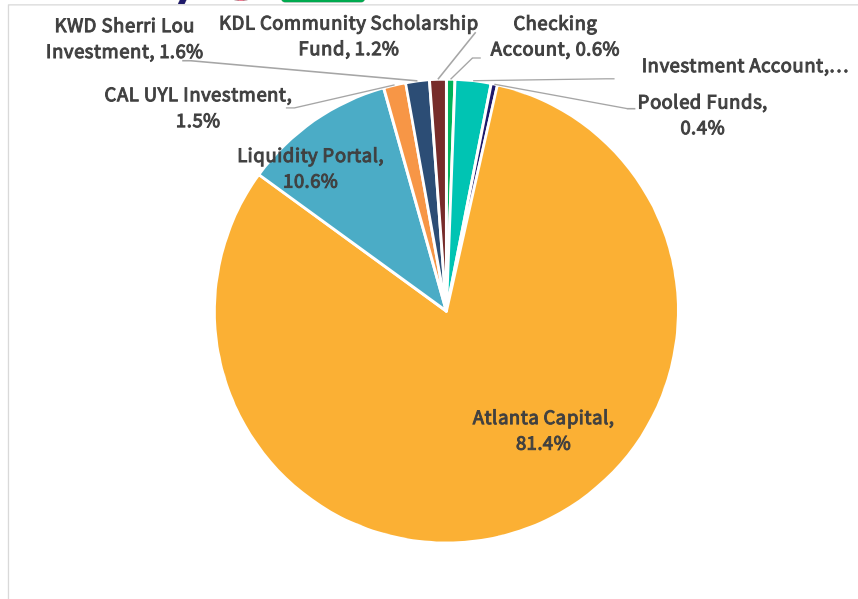
ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Lance Werner, KDL Executive Director



Monthly Cash Position Per Bank Month Ended November 2024



2024		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$80,722
Huntington Investment Account	2.554%	\$345,576
*Kent County Pooled Funds	4.183%	\$60,057
Atlanta Capital Investments		\$11,215,370
Huntington Liquidity Portal	4.570%	\$1,463,208
Caledonia UYL Investment	4.530%	\$212,453
KWD Sherri Lou Investment	4.570%	\$227,342
KDL Community Scholarship Fund	4.580%	\$181,215
		<u>\$13,785,942</u>

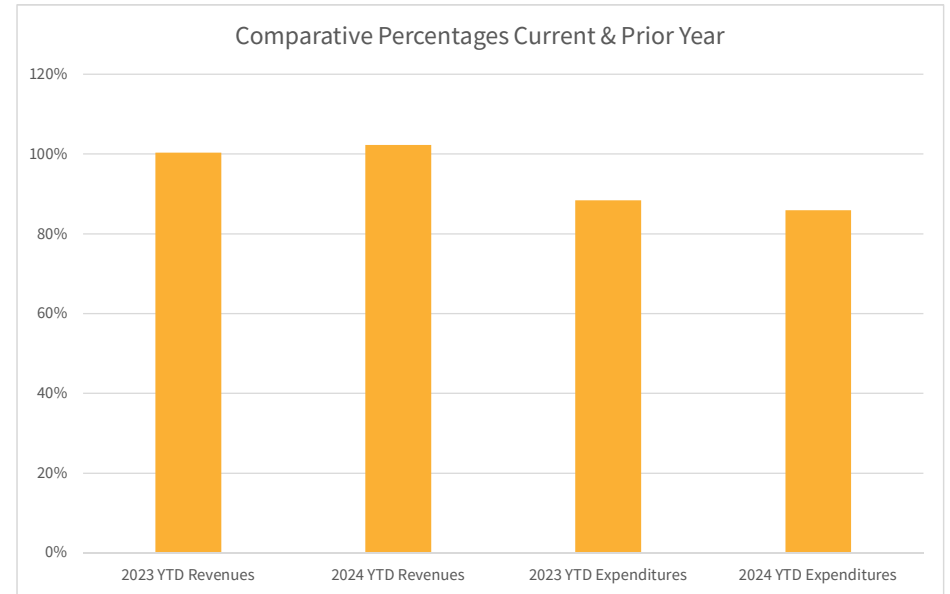
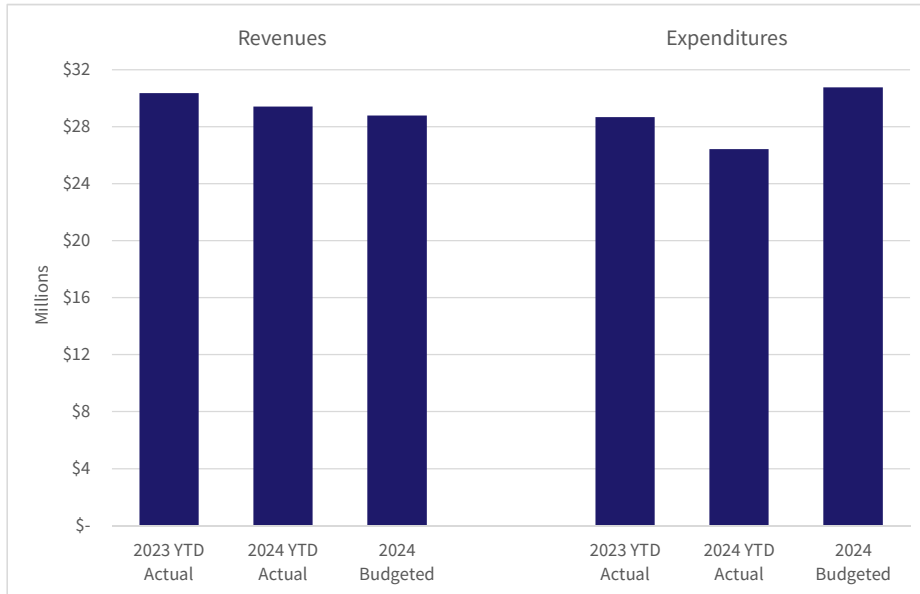
2023		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$940,973
Huntington Investment Account	1.004%	\$1,776,749
*Kent County Pooled Funds	3.924%	\$57,685
Atlanta Capital Investments		\$10,683,232
Huntington Liquidity Portal		\$41,994
		<u>\$13,500,633</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month Ended November 2024



Budget to Actual with Prior Year Comparison

Revenues

2023 YTD Actual	\$	30,353,290
2024 YTD Actual	\$	29,425,548
2024 Budgeted	\$	28,791,105

Expenditures

2023 YTD Actual	\$	28,678,060
2024 YTD Actual	\$	26,438,963
2024 Budgeted	\$	30,772,917

Comparative Percentages Current & Prior Year

Account

Amount

2023 YTD Revenues	100.3%
2024 YTD Revenues	102.2%
2023 YTD Expenditures	88.4%
2024 YTD Expenditures	85.9%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2024 Through 11/30/2024
(In Whole Numbers)

	2024 YTD Actual	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	25,569,078	25,538,017	31,061	0 %
Penal Fines	692,190	630,000	62,190	10 %
Charges for Services	37,050	38,000	(950)	(3)%
Interest Income	938,530	562,100	376,430	67 %
Public Donations	598,452	525,000	73,452	14 %
Other Revenue	561,154	412,690	148,464	36 %
State Sources	1,029,095	1,085,298	(56,203)	(5)%
Total Revenues	29,425,548	28,791,105	634,443	2 %
Expenditures				
Salaries and Wages	12,106,158	13,959,043	1,852,885	13 %
Employee Benefits	3,372,903	4,126,316	753,413	18 %
Collections - Digital	2,936,363	2,936,317	(46)	(0)%
Collections - Physical	1,701,709	2,062,452	360,743	17 %
Supplies	559,430	806,206	246,776	31 %
Contractual and Professional Services	2,112,365	2,445,755	333,390	14 %
Programming and Outreach	362,672	500,843	138,171	28 %
Maintenance and Utilities	1,935,584	2,307,050	371,466	16 %
Staff Development	178,372	282,640	104,268	37 %
Board Development	13,965	17,000	3,035	18 %
Other Expenditures	408,527	497,942	89,415	18 %
Capital Outlay	750,916	831,353	80,437	10 %
Total Expenditures	26,438,963	30,772,917	4,333,954	14 %
Excess Revenue Over (Under) Expenditures	2,986,586	(1,981,812)	4,968,397	(251)%

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 11/1/2024 Through 11/30/2024
(In Whole Numbers)

	2024 YTD Actual	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	4,942	0	4,942	0 %
Public Donations	178,199	0	178,199	0 %
Total Revenues	183,141	0	183,141	0 %
Excess Revenue Over (Under)	183,141	0	183,141	0 %
Expenditures				

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2024 Through 11/30/2024
(In Whole Numbers)

	YTD Ending November 30, 2024	YTD Ending November 30, 2023	Total Variance
Revenues			
Property Taxes	25,569,078	26,519,827	(950,749)
Penal Fines	692,190	631,390	60,800
Charges for Services	37,050	35,414	1,636
Interest Income	938,530	735,065	203,464
Public Donations	598,452	518,705	79,747
Other Revenue	561,154	782,749	(221,595)
State Sources	1,029,095	1,130,538	(101,443)
Total Revenues	29,425,548	30,353,689	(928,141)
Expenditures			
Salaries and Wages	12,106,158	12,066,388	39,769
Employee Benefits	3,372,903	4,934,059	(1,561,157)
Collections - Digital	2,936,363	2,675,416	260,946
Collections - Physical	1,701,709	1,745,013	(43,303)
Supplies	559,430	567,686	(8,256)
Contractual and Professional Services	2,112,365	2,178,369	(66,004)
Programming and Outreach	362,672	312,569	50,102
Maintenance and Utilities	1,935,584	2,532,984	(597,400)
Staff Development	178,372	224,766	(46,394)
Board Development	13,965	15,950	(1,985)
Other Expenditures	408,527	391,850	16,677
Capital Outlay	750,916	1,033,915	(282,999)
Total Expenditures	26,438,963	28,678,964	(2,240,002)
Excess Revenue Over (Under) Expenditures	2,986,586	1,674,724	1,311,861

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 11/1/2024 Through 11/30/2024
(In Whole Numbers)

	YTD Ending November 30, 2024	YTD Ending November 30, 2023	Total Variance
Revenues			
Interest Income	4,942	0	4,942
Public Donations	178,199	100	178,099
Total Revenues	183,141	100	183,041
Excess Revenue Over (Under) Expenditures	183,141	100	183,041

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2024 Through 11/30/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	21,369	25,375,923	25,352,532	23,391	0 %
4412 Delinquent personal property taxes	3,313	7,208	10,000	(2,792)	(28)%
4432 DNR - PILT	0	40,937	30,000	10,937	36 %
4437 Industrial facilities taxes	0	145,009	145,485	(476)	(0)%
Total Property Taxes	24,682	25,569,078	25,538,017	31,061	0 %
Penal Fines					
4581 Penal fines	0	692,190	630,000	62,190	10 %
Total Penal Fines	0	692,190	630,000	62,190	10 %
Charges for Services					
4650 Printing/fax fees	8	8	0	8	0 %
4660 Other Patron Fees	(2)	1,383	0	1,383	0 %
4685 Materials replacement charges	1,991	35,659	38,000	(2,341)	(6)%
Total Charges for Services	1,998	37,050	38,000	(950)	(3)%
Interest Income					
4662 Interest Earned on Uyl Investment	798	9,669	6,000	3,669	61 %
4663 Interest Earned on Investment	861	7,187	3,000	4,187	140 %
4664 Interest Earned on Restricted Investments	212	1,997	1,500	497	33 %
4665 Interest earned on deposits and investments	57,421	917,660	550,000	367,660	67 %
4666 Interest Earned - Property Taxes	125	2,017	1,600	417	26 %
Total Interest Income	59,417	938,530	562,100	376,430	67 %
Public Donations					
4673 Restricted donations	21,961	571,240	500,000	71,240	14 %
4674 Unrestricted donations	2,975	27,212	25,000	2,212	9 %
Total Public Donations	24,936	598,452	525,000	73,452	14 %
Other Revenue					
4502 Universal Service Fund - eRate	0	425,730	300,000	125,730	42 %
4651 Admission/Entry fees	383	1,180	500	680	136 %
4668 Royalties	422	3,466	2,000	1,466	73 %
4686 Sale of Equipment	175	3,977	2,500	1,477	59 %
4688 Miscellaneous	0	962	3,000	(2,038)	(68)%
4695 Health Insurance Plan Experience Rebate	0	125,839	104,690	21,149	20 %
Total Other Revenue	980	561,154	412,690	148,464	36 %
State Sources					
4540 State Aid	0	448,226	448,226	(0)	(0)%
4541 State aid - LBPH/TBBC	0	41,073	41,072	1	0 %
4548 Renaissance Zone reimbursement	0	61,745	76,000	(14,255)	(19)%
4549 Personal Property tax reimbursement	0	478,051	520,000	(41,949)	(8)%
Total State Sources	0	1,029,095	1,085,298	(56,203)	(5)%
Total Revenues	112,013	29,425,548	28,791,105	634,443	2 %
Expenditures					
Salaries and Wages					
5700 Board Stipend	210	2,640	3,900	1,260	32 %
5706 Extra duty stipends	300	4,450	0	(4,450)	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2024 Through 11/30/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
5713 Salary & Wages	1,017,205	12,099,068	13,955,143	1,856,075	13 %
Total Salaries and Wages	1,017,715	12,106,158	13,959,043	1,852,885	13 %
Employee Benefits					
5709 FICA	73,297	884,959	1,105,145	220,186	20 %
5717 Defined Contribution Pension Plan Contributions	50,407	568,443	609,671	41,228	7 %
5718 Employee Health Benefits	122,017	1,477,804	1,928,700	450,896	23 %
5720 HSA/Flex	0	370,533	392,000	21,467	5 %
5730 Other Employee Benefits	3,812	71,163	90,800	19,637	22 %
Total Employee Benefits	249,533	3,372,903	4,126,316	753,413	18 %
Collections - Digital					
5785 Cloud Library/OverDrive	0	1,913,250	1,943,500	30,250	2 %
5786 Hoopla	0	640,250	605,000	(35,250)	(6)%
5787 Digital Collection	0	140,654	151,657	11,003	7 %
5788 Miscellaneous Electronic Access	3,151	242,209	236,160	(6,049)	(3)%
Total Collections - Digital	3,151	2,936,363	2,936,317	(46)	(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	438	3,566	5,500	1,934	35 %
5982 Collection Materials - Depreciable	119,082	1,293,975	1,541,250	247,276	16 %
5983 CD/DVD Collection Materials - Non-Depreciable	34,015	305,496	384,062	78,566	20 %
5984 Beyond Books Collection - Non-Depreciable	230	17,463	40,000	22,537	56 %
Total Collections - Physical	153,766	1,701,709	2,062,452	360,743	17 %
Supplies					
5750 Collection Processing & AV Supplies	7,719	125,815	123,690	(2,125)	(2)%
5751 Supplies	8,625	104,088	160,815	56,727	35 %
5760 Technology & Accessories <\$1000	493	9,928	59,476	49,548	83 %
5764 KDL Staff Event, Supplies & Awards	906	22,688	31,810	9,122	29 %
5768 Promotions Supplies	0	14,895	30,835	15,940	52 %
5770 Other Awards/Prizes	8,739	121,522	215,325	93,803	44 %
5790 Books (not for circulation)	0	16,230	30,485	14,255	47 %
5851 Mail/Postage	133	25,783	28,770	2,987	10 %
5900 Copier/Printer Usage Charges	12,155	118,480	125,000	6,520	5 %
Total Supplies	38,771	559,430	806,206	246,776	31 %
Contractual and Professional Services					
5792 Software	32,315	624,441	677,119	52,678	8 %
5801 Professional & Other Contracted Services	28,617	562,240	760,190	197,950	26 %
5813 Delivery Services	16,987	143,734	161,717	17,983	11 %
5814 Security Services	2,019	16,706	23,000	6,294	27 %
5817 Lakeland Library Co-op services	0	6,587	6,505	(82)	(1)%
5827 Catering	769	11,139	29,850	18,711	63 %
5873 Website	0	174,014	195,635	21,621	11 %
5875 Advertising	3,172	121,584	115,750	(5,834)	(5)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2024 Through 11/30/2024
(In Whole Numbers)

		Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
5890	ILS Fees	0	157,786	159,771	1,985	1 %
5891	Licenses and Fees	10,899	154,592	189,547	34,955	18 %
5901	Outsourced Printing & Publishing	280	139,544	126,671	(12,873)	(10)%
	Total Contractual and Professional Services	95,058	2,112,365	2,445,755	333,390	14 %
	Programming and Outreach					
5795	Programming & Outreach Supplies	15,171	117,581	201,178	83,597	42 %
5885	Speakers/Performers	6,550	222,602	277,150	54,548	20 %
5906	Community Outreach	0	22,488	22,515	27	0 %
	Total Programming and Outreach	21,721	362,672	500,843	138,171	28 %
	Maintenance and Utilities					
5810	IT COLO Infrastructure Services	42,020	426,275	450,000	23,725	5 %
5822	Maintenance Contracts	0	10,784	53,199	42,415	80 %
5848	Mobile Hotspots	145	315,820	399,644	83,824	21 %
5849	Cell Phones/ Stipends	1,560	23,254	25,715	2,461	10 %
5850	Telephones	2,565	35,080	42,000	6,920	16 %
5852	Internet/Telecomm Services	17,383	157,402	150,460	(6,942)	(5)%
5919	Waste Disposal	528	6,729	8,200	1,471	18 %
5920	Utlities	1,210	49,261	90,000	40,739	45 %
5925	Lawn care & Snowplowing	1,345	24,901	43,000	18,100	42 %
5928	Branch Maintenance Fees	0	566,102	564,786	(1,316)	(0)%
5930	Repairs & Maintenance	5,185	66,468	97,370	30,902	32 %
5933	Software & IT Hardware Maintenance Agreements	2,718	98,191	138,000	39,809	29 %
5940	Rentals & Leases	4,425	155,318	244,676	89,358	37 %
	Total Maintenance and Utilities	79,086	1,935,584	2,307,050	371,466	16 %
	Staff Development					
5910	Staff Development & Conferences	11,925	178,372	282,640	104,268	37 %
	Total Staff Development	11,925	178,372	282,640	104,268	37 %
	Board Development					
5908	Board Development	753	13,965	17,000	3,035	18 %
	Total Board Development	753	13,965	17,000	3,035	18 %
	Other Expenditures					
5759	Gas, Oil, Grease	400	4,490	8,160	3,670	45 %
5860	Parking	30	1,429	2,765	1,336	48 %
5861	Mileage Reimbursement	4,982	46,416	62,579	16,163	26 %
5870	Branch Local Misc - Restricted Donation Expenditures	7,513	155,412	199,290	43,878	22 %
5907	Sponsorships/Donations	0	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	732	6,083	16,100	10,018	62 %
5959	Sales Taxes	(19)	(57)	100	157	157 %
5964	Property Tax Reimbursement	107	41,150	46,000	4,850	11 %
5965	MEL Return Items	303	2,011	3,600	1,589	44 %
	Total Other Expenditures	14,047	408,527	497,942	89,415	18 %
	Capital Outlay					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2024 Through 11/30/2024
(In Whole Numbers)

		Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
5977	Technology - Non-Depreciable (\$1000-4999)	0	56,533	72,450	15,917	22 %
5978	Technology - Depreciable (5,000+)	0	478,922	483,653	4,731	1 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	660	1,332	20,000	18,668	93 %
5980	Equipment/Furniture - Depreciable (\$5000+)	81,258	214,129	255,250	41,121	16 %
	Total Capital Outlay	81,919	750,916	831,353	80,437	10 %
	Total Expenditures	1,767,444	26,438,963	30,772,917	4,333,954	14 %
	Excess Revenue Over (Under) Expenditures	(1,655,431)	2,986,586	(1,981,812)	4,968,397	(251)%

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 11/1/2024 Through 11/30/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Interest Income					
4663 Interest Earned on Investment	687	4,942	0	4,942	0 %
Total Interest Income	687	4,942	0	4,942	0 %
Public Donations					
4673 Restricted donations	1,125	178,199	0	178,199	0 %
Total Public Donations	1,125	178,199	0	178,199	0 %
Total Revenues	1,812	183,141	0	183,141	0 %
Excess Revenue Over (Under) Expenditures	1,812	183,141	0	183,141	0 %

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2024 Through 11/30/2024

Check Number	Vendor Name	Check Amount	Check Date
2024-2243	AVI Systems, Inc.	81,258.15	11/13/2024
2024-2264	IP Consulting, Inc.	76,411.03	11/13/2024
2024-2253	Ebsco Information Services	60,714.90	11/13/2024
AP-PH11-15-24	Priority Health	35,856.71	11/15/2024
AP-PH11-22-24	Priority Health	28,079.65	11/22/2024
AP-242920001...	Priority Health	27,578.20	11/4/2024
2024-2266	Legend Holdings LLC	24,655.00	11/13/2024
AP-PH11-29-24	Priority Health	23,503.93	11/29/2024
AP-PH11-1-24	Priority Health	21,643.80	11/1/2024
2024-2279	Value Line Publishing Llc	21,400.00	11/13/2024
AP-PH11-08-24	Priority Health	20,536.09	11/8/2024
2024-2263	Ingram Library Services Llc	17,971.77	11/13/2024
2024-2255	Everstream Holding LLC- Michigan	13,594.52	11/13/2024
AP-242880001...	Priority Health	10,423.90	11/1/2024
2024-2273	Same Day Delivery, Inc	10,076.85	11/13/2024
AP-05842684	Paycor, Inc.	6,804.36	11/7/2024
2024-2249	Comerica Bank	6,626.57	11/13/2024
2024-2274	Scholastic Library Publishing	5,469.00	11/13/2024
2024-2245	Baker & Taylor	4,428.40	11/13/2024
88465	Governmental Consultant Services Inc.	4,000.00	11/13/2024
88454	Atlanta Capital Management Co, LLC	3,866.00	11/13/2024
88486	Ebiz Technology LLC / Traction Consulting Group	3,510.00	11/13/2024
88489	Vanguard Fire & Security Systems Inc	3,398.40	11/13/2024
AP-Nov 2024	PLIC - SBD Grand Island	3,351.50	11/1/2024
2024-2269	Midwest Tape LLC	3,332.82	11/13/2024
2024-2276	Thomas Klise/Crimson Multimedia	3,160.00	11/13/2024
2024-2251	Criteria Corp.	3,000.00	11/13/2024
2024-2238	Abila / Community Brands Holdco, LLC	2,986.12	11/13/2024
2024-2282	Xerox Financial Services LLC	2,904.22	11/13/2024
2024-2275	TelNet Worldwide, Inc.	2,565.13	11/13/2024
2024-2278	UAW Local 2600	2,316.96	11/13/2024
88473	Mary Kathleen Arnett	2,250.00	11/13/2024
2024-2239	Adtegrity / Media Place Partners	2,033.33	11/13/2024
AP-667122	123.Net, Inc	1,724.00	11/13/2024
88485	Today's Business Solutions, Inc.	1,686.12	11/13/2024
88487	Uline Shipping Supply Specialists	1,655.88	11/13/2024
88474	Matthew Eickhoff / Here's your host LLC	1,545.00	11/13/2024
2024-2240	Advanced Benefit Solutions, Inc / Acrisure, LLC	1,428.25	11/13/2024
88490	Vickie Finkler	1,400.00	11/13/2024
2024-2270	TELUS HEALTH (US) LTD.	1,388.52	11/13/2024
2024-2247	Central Michigan Paper	1,320.00	11/13/2024
2024-2277	Tobin Buhk	1,250.00	11/13/2024
AP-202610558...	Consumers Energy	1,209.86	11/4/2024
2024-2242	AMAZON CAPITAL SERVICES, INC	1,139.54	11/13/2024
88488	Unique	1,059.24	11/13/2024
2024-2271	Nationwide	916.56	11/13/2024
2024-2252	DK Security	848.80	11/13/2024
88455	The Lillie Labor Law Firm P.C.	836.00	11/13/2024
2024-2241	Agilis Partners LLC	813.00	11/13/2024
88478	Pam Spring Advertising, Llc	807.00	11/13/2024
2024-2246	Blackstone Audio Inc	754.50	11/13/2024

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2024 Through 11/30/2024

Check Number	Vendor Name	Check Amount	Check Date
88459	Center Point Publishing	704.73	11/13/2024
2024-2250	Crain Communications Inc	670.00	11/13/2024
88453	All Season Lawn Care	639.25	11/13/2024
AP-Nov 2024	Delta Dental Of Michigan	606.29	11/12/2024
88463	Equest Center for Therapeutic Riding Inc	600.00	11/13/2024
88472	Luis Chen/Wormies LLC	600.00	11/13/2024
88452	Ace Marasigan	560.00	11/13/2024
AP-2992859	Arrowaste	528.46	11/18/2024
2024-2267	Lindenmeyr Munroe	521.13	11/13/2024
2024-2248	Cloud 616 LLC	450.00	11/13/2024
88464	John Gordon Boven / Georgetown Pavement Services LLC	400.00	11/13/2024
88458	Catered Creations Inc/Gary Zylstra	332.50	11/13/2024
2024-2281	Wolverine Printing Company	280.00	11/13/2024
AP-2911282-11...	Comcast Cable	251.85	11/12/2024
88482	Sabopr	204.85	11/13/2024
88481	Playaway Products LLC	194.36	11/13/2024
2024-2272	Performance Assessment Network	170.00	11/13/2024
88457	Calvin University - Hekman Library	150.00	11/13/2024
AP-3293357	TASC	142.72	11/26/2024
AP-0021585-11...	Comcast Cable	126.90	11/25/2024
2024-2254	Everlasting Green Plantscape LLC	120.00	11/13/2024
88456	Caledonia Women's Club	120.00	11/13/2024
88466	Grand Rapids Public Library	113.85	11/13/2024
88467	Grandville Public Schools/Grandville High School	110.00	11/13/2024
AP-PH11-22-24In	Priority Health	100.50	11/21/2024
2024-2280	Vital Records Holdings, LLC / VRC Companies, LLC	95.00	11/13/2024
88479	Penni Zurgable	94.97	11/13/2024
88477	Oakland University	90.00	11/13/2024
AP-9977708544	Verizon Wireless - MiFi Routers & Cell phones	83.16	11/21/2024
88470	Kiosha Jeltema	81.42	11/13/2024
2024-2265	Kent Conservation District	75.00	11/13/2024
88451	Absopure Water Company	67.95	11/13/2024
88475	Morgan Hanks	65.00	11/13/2024
88460	City Of Kentwood Treasurer	62.39	11/13/2024
AP-8641512-09...	T-Mobile USA Inc.	62.30	11/4/2024
AP-L0149674954	State Of Michigan	60.00	11/26/2024
88461	College for Creative Studies	55.77	11/13/2024
88476	New Design Floral	50.00	11/13/2024
AP-017257	Medtipster.com, LLC.	46.38	11/18/2024
88471	Kurt Lardie	25.00	11/13/2024
88480	Pentwater Township Library	25.00	11/13/2024
88483	Shaunna Martz	20.38	11/13/2024
88469	Jessica Salo	17.79	11/13/2024
88462	Dickinson County Library	14.95	11/13/2024
88468	Hesperia Community Library	12.00	11/13/2024
88484	Sterling Heights Public Library	8.99	11/13/2024
Report Total		571,300.42	

Kent District Library
Check/Voucher Register - Voided Checks
From 11/1/2024 Through 11/30/2024

Check Number	Vendor Name	Check Amount	Check Date
72776	Megan Phillips	(8.10)	11/1/2024
73233	Alex Beesley	(12.99)	11/1/2024
74054	Nathaniel Whitmer	(15.99)	11/1/2024
74465	Corwin Tobias	(23.54)	11/1/2024
74780	Jeanne Gorton	(7.04)	11/1/2024
75519	Aarav Vincent	(8.00)	11/1/2024
76753	Christopher Horton	(5.99)	11/1/2024
77150	Brady Gavin	(12.99)	11/1/2024
77964	Thomas Deblecourt	(10.99)	11/1/2024
81278	Delta College	(6.99)	11/1/2024
81914	Charter Township of Shelby	(24.95)	11/1/2024
82097	Harriet Newbold	(15.00)	11/1/2024
82213	Joel Zeilstra	(16.99)	11/1/2024
83216	Jessica Cousineau	(7.99)	11/1/2024
83515	Linnea Blanchard	(16.99)	11/1/2024
84182	Samantha Hodge	(20.69)	11/1/2024
84430	Caleb Rottman	(11.24)	11/1/2024
84513	Audrey Rodeheaver	(15.60)	11/1/2024
85192	NHU-KHANH PHUOC NGUYEN	(14.99)	11/1/2024
85477	Isaac Bogardus	(13.99)	11/1/2024
85614	Josh Monroe	(17.99)	11/1/2024
Report Total		(289.04)	

Director's Report November 2024



East Grand Rapids + Amy Van Andel

The holiday trees are up at the Amy Van Andel Library and the window painting done by Assistant Branch Librarians Becca Maupin and Ally Blovits incorporates our yeti and legendary Lochness monsters. It's always a conversation starter and helps us talk about Let it Snow. It will get the most attention on Friday December 6, when the library is a trolley stop for Tinsel Treats and Trolleys. The Sled Dogs will be outside, the ballet will be upstairs, and the Friends will have their annual book sale.

East Grand Rapids always has a Let it Snow display front and center as you walk into the branch. Branch Librarians: Anna Dyer, Toby Schuler, and Kait DeKruyter (along with the whole team) do a great job of making diverse displays that encourage readers to try out new genres.



Alto + Engelhardt

Alto and Englehardt branches were quite busy in November. Both branches participated in the "Generosity Project" with the Literacy Legacy Fund. It was centered around the book Inspire the World, A Kid's Journey to Making a Difference. Alto decided to have kids decorate Christmas cards for Veterans and Lowell had kids decorate lunch sacks for the Kids Food Basket. It was a wonderful success with over a hundred items decorated at each branch.

Byron + Grandville

This year in the branches the focus is promoting both Let it Snow and On the Same Page together as a means to increase the notice and interest in each program. In addition, the goal is to talk a lot about it, and make sure it is visible front and center, during larger events like Christmas at the Commons in Grandville. Finally, the hope is to also focus on talking to Legendary Reader Participants and encourage the parents of those participants to join them in reading and earning their own prize.

Katie Kudos

October 2024

Kalie Nelson - Assistant Branch Librarian

East Grand Rapids

Nominated By: Shaunna Martz

Authentic

“Kali recently had an interesting patron scenario involving religious solicitations towards other patrons that did not feel comfortable. Kali did the right thing and stepped in to confirm if our patrons felt comfortable. Thank you, Kali, for your quick thinking and for looking out for a few of our regular patrons.”

AND “Recently, Katie and Kali went above and beyond to assist a patron that was walking in need of a flashlight so the patron could get home safely. They called D&W down the street to inquire if they had flashlights to purchase. The ladies requested one to be set aside for the patron in need. Again, thank you for going above and beyond the KDL Way!”

Nominated By: Alyson Cryderman

Authentic

“It has been so delightful having you sub at the Caledonia Township branch lately! Thanks for always being ready for our wildness in the branch by doing it all with a smile on your face. Come back any time!”

Kurt Lardie – Regional Manager I

Alto Township and Lowell (Englehardt)

Nominated By: Phillip Sawyer

Helpful

“We have had so many patron compliments for the new AV shelves installed today at the Alto Township branch! Thanks to Kurt for modifying the shelves and bringing much needed new fixtures to the branch.”

Nominated By: Debra Schultz

Helpful

“At the Volunteer Luncheon, I want to thank Kurt for jumping in and helping serve as our volunteer guests went through the food and beverages lines. Plus, he helped clean up at the end. It was a very helpful addition to the day!”

Katie Kudos

October 2024

Kristin Schutte – Assistant Branch Librarian East Grand Rapids

Nominated By: Shaunna Martz

Authentic

“During a recent huddle, Kristin, Sarah, and Katie came up with the idea to use our magazine display for book displays. We have the space, and it is located in a high traffic area ... great for increasing circulation and promoting materials. Sarah had already cleared some space for this to happen! Thanks for your ideas and feedback.”

Nominated By: Shaunna Martz

Helpful

“Many thanks to Kristin for helping me get my room ready for programming this morning. I was feeling grumpy about it. With her help, it was done in no time. I appreciate you and your positivity, Kristen!”

Nominated By: Liz Wierenga

Helpful

“Thank you, Kristin, for helping get our branch together after our in-service! I appreciate you rolling up your sleeves and lightening the work!”

Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, January 16, 2025
KDL Service + Meeting Center

Regular Board Meeting
Thursday, February 20, 2025
KDL Service + Meeting Center

Regular Board Meeting
Thursday, March 20, 2025
KDL East Grand Rapids

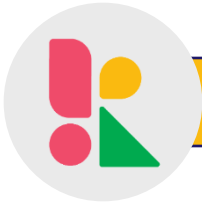
Dates of Interest

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

Kent
District
Library
kdl.org

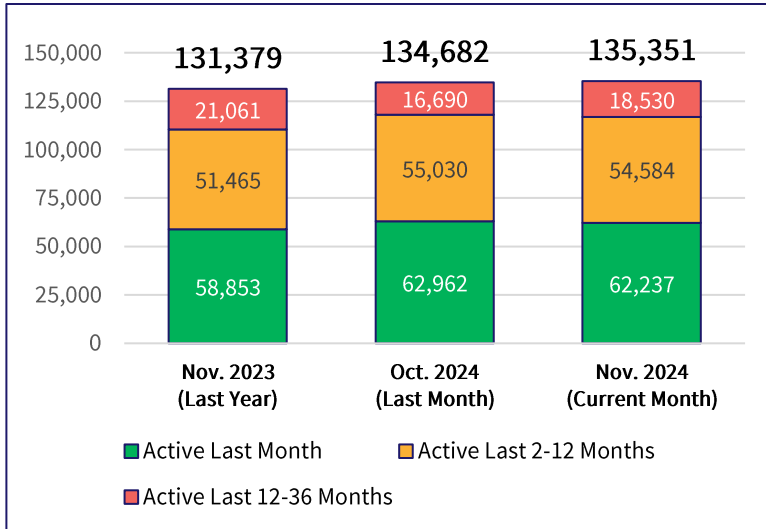


Information
Ideas
Excitement!



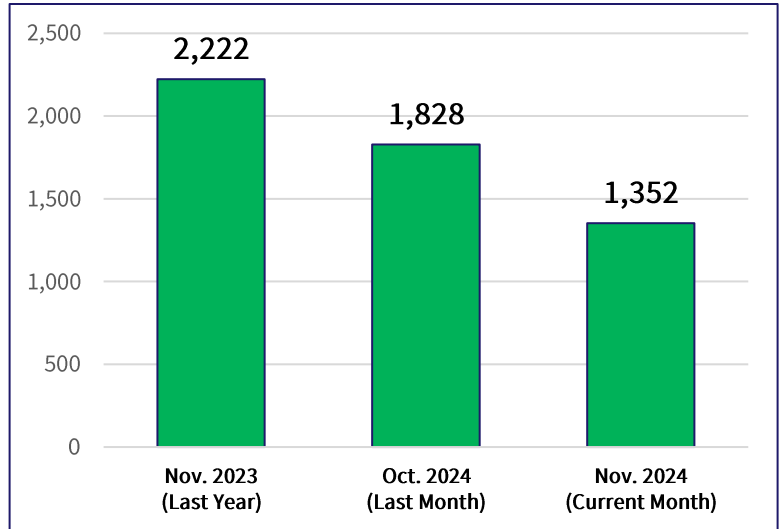
NOVEMBER 2024 STATISTICAL SUMMARY

Active KDL Patrons:



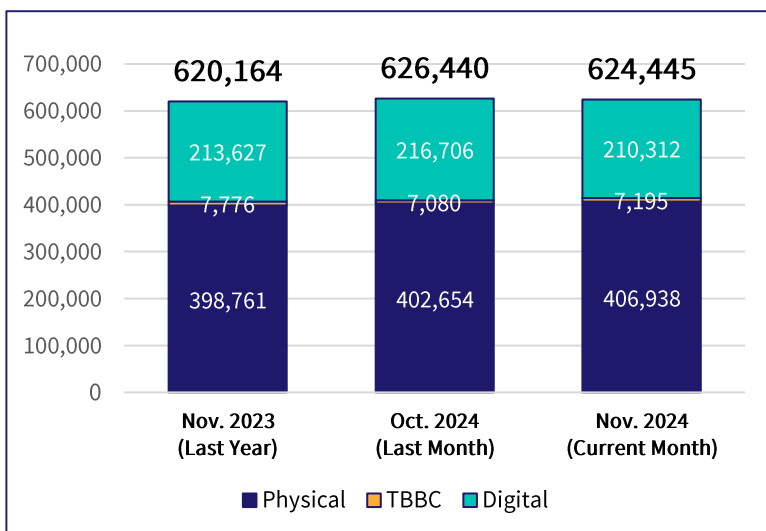
Active KDL Patrons are **up 0.5%** from last month and **up 3%** from the same month last year.

New KDL Cards Added:



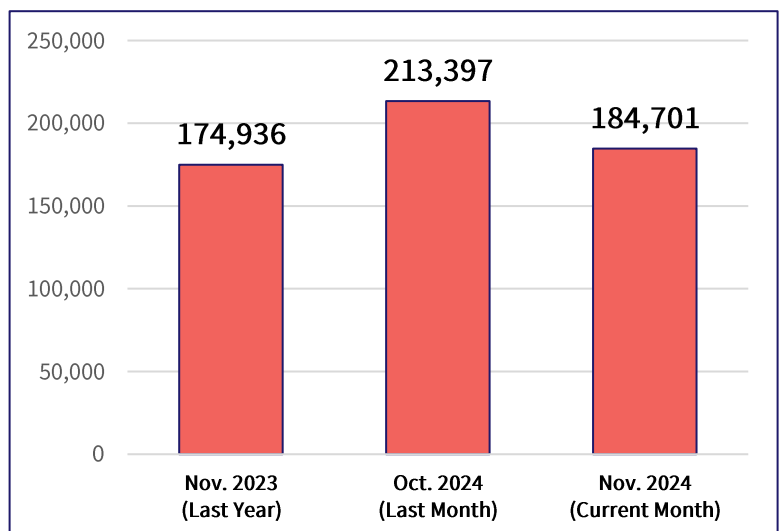
New KDL Cards Added are **down 26%** from last month and **down 39%** from the same month last year (when there was a bulk upload of 898 new student cards).

Total Circulation:

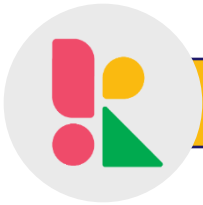


Total Circulation is **down 0.3%** from last month and **up 1%** from the same month last year.

Visitor Count:

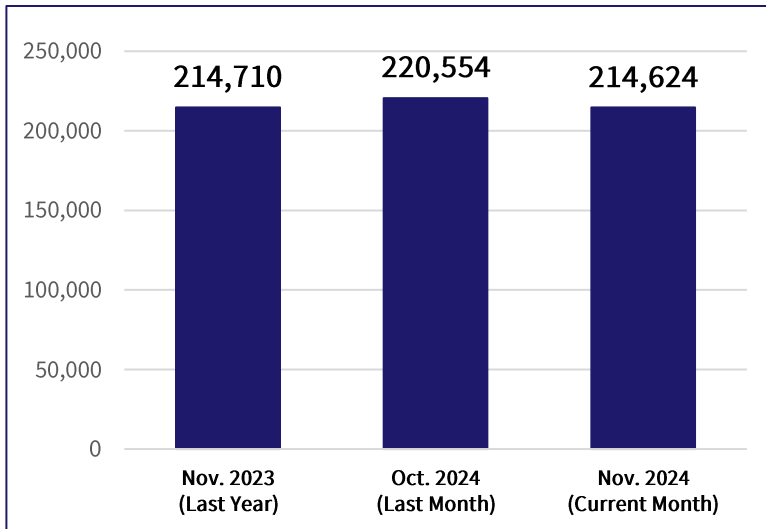


Branch Visitors are **down 13%** from last month and **up 6%** from the same month last year.



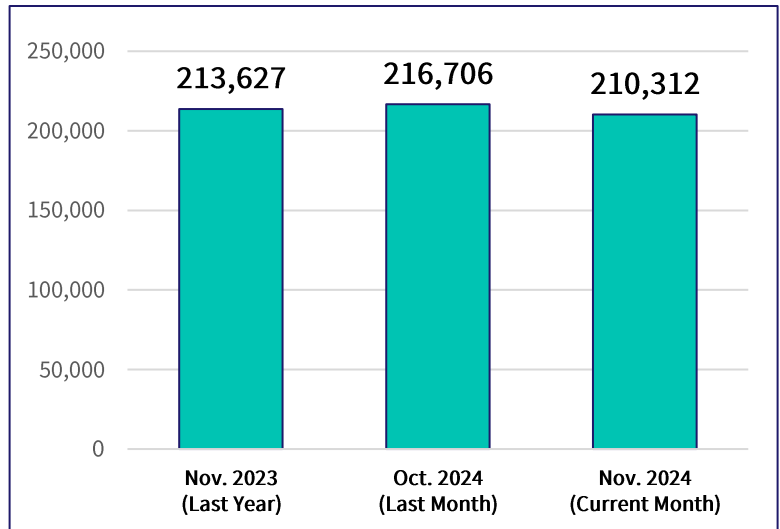
NOVEMBER 2024 STATISTICAL SUMMARY

Physical Items Checked Out:



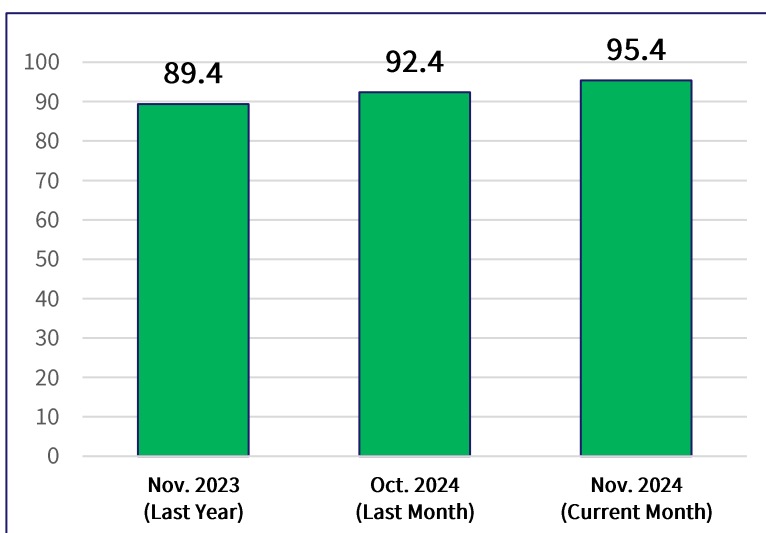
Physical checkouts are **down 3%** from last month and **down 0.04%** from the same month last year.

Digital Items Checked Out:



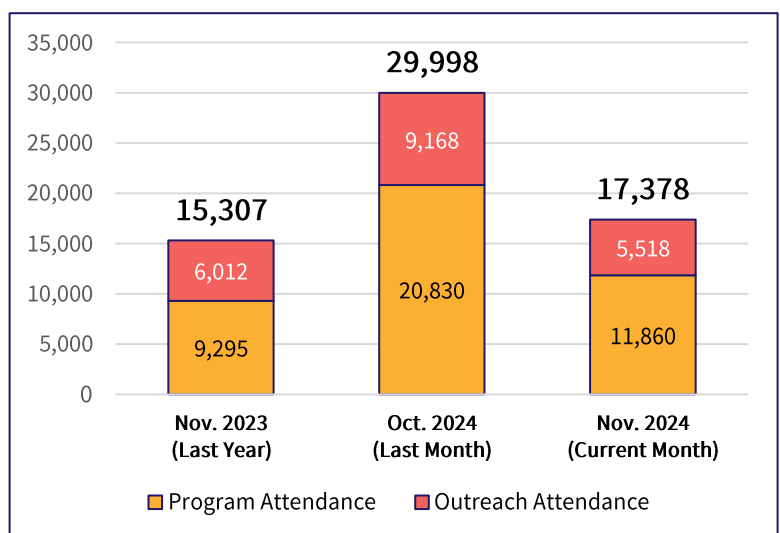
Digital checkouts are **down 3%** from last month and **down 2%** from the same month last year.

Net Promoter Score (NPS):



Net Promoter Score is **up 3%** from last month and **up 6%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 42%** from last month and **up 14%** 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):

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

- | | |
|--|-----|
| 1. KDL WiFi Mobile Hotspot | 574 |
| 2. <i>The Women</i> by Kristin Hannah | 221 |
| 3. <i>The Grey Wolf</i> by Louise Penny | 150 |
| 4. <i>The Boyfriend</i> by Freida McFadden | 122 |
| 5. <i>All the Colors of the Dark</i> by Chris Whitaker | 118 |
| 6. <i>Swan Song</i> by Elin Hilderbrand | 117 |
| 7. <i>The Night We Lost Him</i> by Laura Dave | 114 |
| 8. <i>Tell Me Everything</i> by Elizabeth Strout | 111 |
| 9. (tie) <i>By Any Other Name</i> by Jodi Picoult | 110 |
| (tie) <i>Diary of a Wimpy Kid: Hot Mess</i> by Jeff Kinney | 110 |

All Physical Items (Most Holds):

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

- | | |
|--|-----|
| 1. <i>All the Colors of the Dark</i> by Chris Whitaker | 252 |
| 2. <i>Now or Never: Thirty-One on the Run</i> by Janet Evanovich | 208 |
| 3. <i>Here One Moment</i> by Liane Moriarty | 189 |
| 4. <i>James</i> by Percival Everett | 179 |
| 5. <i>The Wild Robot</i> by Peter Brown | 176 |
| 6. (tie) <i>The Boyfriend</i> by Freida McFadden | 175 |
| (tie) <i>The Grey Wolf</i> by Louise Penny | 175 |
| 8. <i>Super Mario Party Jamboree</i> videogame | 165 |
| 9. <i>To Die For</i> by David Baldacci | 163 |
| 10. <i>Counting Miracles</i> by Nicholas Sparks | 147 |

OverDrive Items (Most Checkouts):

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

- | | |
|--|-----|
| 1. <i>The Boyfriend</i> by Freida McFadden (audio) | 441 |
| 2. <i>Fourth Wing</i> by Rebecca Yarros (audio) | 191 |
| 3. <i>Hillbilly Elegy</i> by J. D. Vance (audio) | 177 |
| 4. (tie) <i>Iron Flame</i> by Rebecca Yarros (audio) | 171 |
| (tie) <i>The Widow's Husband's Secret Lie</i> by Freida McFadden (audio) | 171 |
| 6. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio) | 163 |
| 7. <i>Diary of a Wimpy Kid: Hot Mess</i> by Jeff Kinney | 148 |
| 8. <i>The Women</i> by Kristin Hannah (audio) | 145 |
| 9. <i>Demon Copperhead</i> by Barbara Kingsolver | 132 |
| 10. <i>A Court of Mist and Fury</i> by Sarah J. Maas (audio) | 130 |

OverDrive Items (Most Holds):

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

- | | |
|--|-------|
| 1. <i>The Women</i> by Kristin Hannah | 1,344 |
| 2. <i>The Women</i> by Kristin Hannah (audio) | 999 |
| 3. <i>Onyx Storm</i> by Rebecca Yarros (audio) | 949 |
| 4. <i>Funny Story</i> by Emily Henry | 869 |
| 5. <i>The Anxious Generation</i> by Jonathan Hadt (audio) | 788 |
| 6. <i>Funny Story</i> by Emily Henry (audio) | 638 |
| 7. <i>All the Colors of the Dark</i> by Chris Whitaker | 539 |
| 8. <i>All the Colors of the Dark</i> by Chris Whitaker (audio) | 531 |
| 9. <i>The God of the Woods</i> by Liz Moore | 504 |
| 10. <i>Onyx Storm</i> by Rebecca Yarros | 476 |

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Nathan Bartos	Branch Librarian – Grandville	Branch Librarian – Tyrone Township	December 16
Katie Fox-Webb	Administrative Assistant – Service Center	Patron Services Librarian – Service Center	December 23

DEPARTURES	POSITION	EFFECTIVE
Betsy Riddell	Assistant Branch Librarian Sub	November 20
McKenzie Smith	Assistant Branch Librarian – Comstock Park	January 5
Tess Carne	Branch Librarian – Walker	January 31

OPEN POSITIONS	TYPE
Branch Librarian – Grandville	Part-time
Assistant Branch Librarian – Comstock Park	Part-time
Branch Librarian – Wyoming	Full-time
Administrative Assistant – Service Center	Part-time
Branch Librarian – Walker	Part-time

EMPLOYEE ANNIVERSARIES (JANUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Amy Bouma	Collection Services	27 years
Ray Mysels	Information Technology	26 years
Tammy Schneider	Collection Development	25 years
Margo Bird	East Grand Rapids	23 years
Katie Zuidema	Marketing/Communications	15 years
Trevor Zuidema	Grandville	14 years
Faye Harbison	Plainfield	13 years
Clyde Waltenbaugh	Spencer Township	11 years
Sarah Vantassell	Comstock Park	10 years
Morgan Hanks	Patron Services	8 years
Ashley Geglio	Cascade	7 years

EMPLOYEE ANNIVERSARIES (JANUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Nanette Zorn	Cascade	7 years
Lisa VanKampen	Grandville	6 years
Stacey Brander	Patron Services	4 years
Tiha Kabir	Sub Pool	4 years
Kate McCoy	Amy Van Andel / Ada	4 years
Sarah Power	Amy Van Andel / Ada	4 years
Michelle Trisch	Amy Van Andel / Ada	4 years
Jessica Davis	Wyoming	3 years
Sarah Fontaine	Gaines Township	3 years
Dawn Lewis	Sub Pool	3 years
Rebecca Lindemulder	Sub Pool	3 years
Rebecca Maupin	Amy Van Andel / Ada	3 years
Rachel McCay	Plainfield	3 years
Jamerson Ries	Alto	3 years
Aimee Boruta	Kentwood	2 years
Gwen Genzink	Sub Pool	2 years
Emma Brisson	Plainfield	1 year
Kelsey Hunter	Cascade	1 year
Edward Schaller	Caledonia	1 year
Katie Fox-Webb	Administration / Patron Services	1 year

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	X	X	X	X		X	X	X
December 19, 2024								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE



Policy Manual

November 2024

KDL POLICY MANUAL TABLE OF CONTENTS:

SECTION 6: PERSONNEL

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

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

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.

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

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

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 (4~~5~~) floating holidays consisting of eight (8) hours of pay each. Accrual will occur quarterly in recognition of the following holidays: New Year's Day, [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 ~~E~~xpectation 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/she~~he considers to be illegal, dishonest, or in violation of Library policy (i.e., misconduct). If an employee has knowledge, concern, or suspicion of misconduct of any kind, ~~he/she~~the 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/her~~an 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 ~~\$20.01~~\$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.

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. **Then, the Corner Conference Room will be renamed the Bruursema Conference Room in honor of Shirley Bruursema.**

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



RESOLUTION

Final General Fund 2024 Budget Amendment

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held at the Kent District Library Service Center, on December 19th, 2024, at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

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

NOW, THEREFORE, BE IT RESOLVED THAT :

The Board hereby approves and adopts the General Fund Budget Amendment for 2024 attached here to and made a part hereof.

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 out and the Resolution duly adopted on the 19th day of December 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 December 19th, 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: December 19th, 2024

Andrew Erlewein, KDL Board Chair

Carla Moyer Hotz, KDL Board Secretary



**KENT DISTRICT LIBRARY
BOARD OF TRUSTEES
2024**

FINAL BUDGET AMENDMENT

EXPLANATION OF REQUESTED AMENDMENT

The following suggested amendment to the General Fund budget is designed to reflect the increase in overall anticipated revenues for 2024 and decrease in overall expenditures for 2024. The budget amendment is proposed to keep KDL within the requirements of the State Budgeting Act and to fund various KDL initiatives. The composition of the proposed budget amendment has been reviewed by the Leadership Team and the components of the assorted items in the proposed amendment were developed based upon consultation with KDL managers and reflect changes in operations and initiatives that have occurred after the development of 2024 amended budget you approved in August. The amendment's impact is to decrease the amount of fund equity expected to be used in fiscal year 2024 by \$873,549. Attached to this document is a summary of the proposed changes by budget area and below are explanations for some of the more significant items:

1. \$380,000 Increase to Interest Income

Our investment portfolio with Atlanta Capital has continued to perform well and we have been able to take advantage of investing excess operating funds from the timing of our tax collections in the Huntington Government Investment fund, which has resulted in a nice return. This increase is to reflect the investment earnings expected through the end of 2024.

2. \$146,879 Increase to Other Revenue

The increase to other revenue is from E-Rate reimbursements received beyond the amount estimated.

3. \$75,000 Increase to Donations

Public donations have continued to flow into KDL beyond the amount we had included in the first amendment. This adjustment reflects those additional donations expected through the end of 2024.

4. \$62,190 Increase to Penal Fines

This adjustment is being made to match the actual amount of penal fines received.

5. \$200,000 decrease to Employee Benefits

This adjustment reflects a decrease in the expected final amount of expenditures for health insurance for 2024 based on actual expenditures through November projected out to the end of 2024.



RESOLUTION

Final Scholarship Fund 2024 Budget Amendment

MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Service Center, on December 19th, 2024, at 4:30 PM.

The meeting was called to order by_____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, pursuant to Act 2, Public Acts of 1968, MCL 141.421 et seq., as amended, it is necessary for the Board of the Kent District Library to adopt a budget for any special revenue fund (Scholarship Fund), and to amend a budget when resources so dictate.

NOW, THEREFORE, BE IT RESOLVED THAT :

The Board hereby approves and adopts the Scholarship Fund Budget Amendment for 2024 attached here to and made a part hereof.

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 out and the Resolution duly adopted on the 19th day of December 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 December 19th, 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: December 19th, 2024

Andrew Erlewein, KDL Board Chair

Carla Moyer Hotz, KDL Board Secretary

KENT DISTRICT LIBRARY
SCHOLARSHIP FUND BUDGET AMENDMENT #1
December 2024

	Amended 2024 Budget	Amendment	Revised Budget
REVENUES:			
Interest Income	-	5,000	5,000
Public Donations	-	178,199	178,199
Transfers In	-	-	-
TOTAL REVENUES & OTHER FINANCING SOURCES	-	183,199	183,199
EXPENDITURES:			
Scholarship Awards	-	-	-
Transfers Out	-	-	-
TOTAL EXPENDITURES & OTHER FINANCING USES	-	-	-
REVENUES OVER (UNDER) EXPENDITURES	-	183,199	183,199

**KENT DISTRICT LIBRARY
GENERAL FUND BUDGET AMENDMENT #2
December 2024**

	Amended 2024 Budget	Amendment	Revised Budget
REVENUES:			
Property Taxes	25,538,017		25,538,017
Penal Fines	630,000	62,190	692,190
Charges for services	38,000		38,000
Interest Income	562,100	380,000	942,100
Public Donations	525,000	75,000	600,000
Other Revenue	412,690	146,879	559,569
State Sources	1,085,298	(56,204)	1,029,094
Transfers In	-		-
TOTAL REVENUES & OTHER FINANCING SOURCES	28,791,105	607,865	29,398,970
EXPENDITURES:			
Salaries and Wages	13,959,043	-	13,959,043
Employee Benefits	4,126,316	(200,000)	3,926,316
Collections - Digital	2,936,317	10,000	2,946,317
Collections - Physical	2,062,452	(20,000)	2,042,452
Supplies	806,206	(35,000)	771,206
Contractual and Professional Services	2,445,755	(30,000)	2,415,755
Programming and Outreach	500,843	3,000	503,843
Maintenance and Utilities	2,307,050	(3,684)	2,303,366
Staff Development	282,640	-	282,640
Board Development	17,000	-	17,000
Other Expenditures	497,942	-	497,942
Capital Outlay	831,353	10,000	841,353
Transfers Out	-	-	-
TOTAL EXPENDITURES & OTHER FINANCING USES	30,772,917	(265,684)	30,507,233
REVENUES OVER (UNDER) EXPENDITURES	(1,981,812)	873,549	(1,108,263)