



DECEMBER

2025

Kent
District
Library



BOARD OF TRUSTEES PACKET



DRAFT

BOARD OF TRUSTEES

Meeting Agenda

LOCATION

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

DATE & TIME

Thursday, December 18, 2025, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: November 20, 2025
- C. Request: Closure for the Kelloggsville Branch on Wednesday, December 31, 2025, due to reduced operating hours for the day.
- D. Request: Late Closure on Friday, January 9, 2026, for a special library program at the Kentwood Branch.

4. FINANCE REPORTS – November 2025*

5. DIRECTOR'S REPORT – November 2025

6. OLD BUSINESS

- A. Policy Manual Section 5 – Budget and Finance*
- B. Policy Manual: Section 6 Personnel*
- C. Pension Amendment*

7. NEW BUSINESS

- A. None

8. LIAISON REPRESENTATIVE COMMENTS

9. PUBLIC COMMENTS**

10. BOARD MEMBER COMMENTS

11. CLOSED MEETING

Roll Call Vote

12. MEETING DATES

Next Regular Meeting: Thursday, January 15, 2026 – KDL – Service 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."



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Kent District Library Tyrone Township Branch

DATE + TIME

Thursday, November 20, 2025, at 4:30 PM.

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

BOARD ABSENT: Amanda Schrauben

STAFF PRESENT: Jaci Cooper, Jennifer DeVault, Randy Goble, Joyanne Huston-Swanson, Liz Knapp, Kim Lindsay, Brian Mortimore, Elvia Myers, Lance Werner and Emily Whalen

GUESTS PRESENT: None

1. CALL TO ORDER

Chair Dykhuis 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 16, 2025
- C. Request: Late Closure on Saturday, December 6, 2025, for Christmas at the Commons event at the Grandville Branch.
- D. Request: Closure of the Krause Memorial Branch January 19-31, 2026, for the move to the temporary location during Construction.

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

Support: Supported by VerHeulen.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE

Regional Manager Liz Knapp welcomed the Board to the Tyrone Township Branch, where she has served as manager since 2014.

- Plans for a new Tyrone library began in 2017 when the township purchased land with an existing building. A grant funded the first phase of the project, which included

demolishing the building and preparing a parking lot—completed earlier this year. The project is currently on hold as the township seeks funding for the next phase.

- In 2019, Liz became a Regional Manager and added another major initiative: the Walker Library project. After evaluating options, the City of Walker committed to a standalone library in 2023, breaking ground in 2024. The building shell is now mostly enclosed, allowing interior work to continue through the winter. The project remains on track for completion in late 2026.
- Meanwhile, the current Tyrone Township Library—formerly shared with the Kent City Historical Museum—has undergone significant improvements. In 2022, a dedicated programming space was added after the historical society relocated part of its collection to Kent City offices. This upgrade drove a 244% increase in program attendance in 2023 compared to 2022, with continued growth year over year.
- Recent enhancements include expanded staff and storage areas, giving the library full use of the building. These changes, along with popular programs like *Homeschool Hangout*, have fueled impressive gains: programming attendance rose 70% in September and 51% in October compared to the same months in 2024.

The Board asked questions, which were addressed by Knapp.

5. PUBLIC HEARING – 2026 Budget*

Roll Call Vote

Motion: Moyer Hotz moved to recess the Kent District Library Board meeting at 4:41PM to commence the public hearing on the 2026 Budget.

Support: Supported by Chrenka.

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

RESULT: Motion Carried 7-0.

There were no public comments regarding the 2026 budget.

Motion: Gilreath- Watts moved to close the public hearing and reconvene the Regular Board meeting at 4:42 PM.

Support: Supported by Erlewein.

RESULT: Motion Carried.

6. FINANCE REPORTS – October 2025*

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

- **Cash and Investments:** At the end of October, the cash and investment position stood at \$18.8 million, compared to \$15.6 million at the same time last year. Of this balance, \$1.26 million represents restricted funds. Interest rates have begun to decline as the Federal Reserve eases rates. Finance recently held a catch-up call with

investment advisors at Atlanta Capital and remains confident in the current positioning of managed funds.

- **Revenues:** As of October, revenues totaled \$31.5 million, representing 100% of the amended annual revenue budget. Notable October collections included:
 - Personal property tax reimbursement from the Michigan Department of Treasury: \$429,134
 - Additional distribution from the Sherri Lou Johnson estate for the Kentwood Branch: \$186,046
 - Investment returns: \$60,979Overall, revenues to date are \$2.2 million higher than the prior year, primarily due to increased property tax collections.
- **Expenditures:** Through October, expenditures totaled \$23.6 million, or 75.3% of the amended annual revenue budget, with two months remaining in the fiscal year. Key expenditures for the month included:
 - Employee health benefits: \$216,285
 - Physical collection purchases: \$179,185
 - Quarterly branch maintenance payments to municipal partners: \$141,526Additionally, a stop-loss reimbursement of just over \$142,000 was received this week to offset health insurance expenses.
- **Disbursements Over \$50,000 in October:**
 - Consociate (health insurance): \$218,574.95 cumulative, including \$188,502.07 in self-insured claims
 - SirsiDynix: \$176,626.79 for ILS annual renewal
 - Ingram: \$99,876.34 cumulative for collection materials
 - IP Consulting: \$95,480.85 for monthly colocation costs and annual Microsoft 365 licensing renewal
 - Verizon: \$52,034.93 for hotspots and staff phones

The Board asked questions and staff responded.

Motion: Erlewein moved to receive and file the October 2025 finance reports as presented.

Support: Supported by Tazelaar.

RESULT: Motion carried.

7. DIRECTOR'S REPORT – October 2025

Executive Director Werner highlighted the following items:

- While the national average health insurance increase was around 20%, the organization achieved a 4% increase—an extraordinary outcome attributed to strategic cost management and a generally healthy workforce. Director of Human Resources and Organizational Development Brian Mortimore and Diane Damuth, Jessica Nelson, Trish Reid and new team member Jesse Salo were commended for their efforts in maintaining affordable healthcare benefits.
- Additional updates included participation in the GR A250 project (In 2026, the United States will celebrate its 250th anniversary, and in 2025, Grand Rapids turns 175. These

milestones highlight the journey from a small settlement to a city recognized for its culture, innovation, and civic spirit) and ongoing discussions about democracy-focused initiatives. Werner also reported involvement in a panel with Michigan Attorney General Dana Nessel regarding IMLS funding and efforts to safeguard access to information. Conversations with Random House were noted as part of a statewide freedom-to-read initiative, which aims to encourage municipalities to adopt ordinances protecting intellectual freedom.

- The Service Center along with Alto and Cascade Township Branches hosted a visit from Dayton Metropolitan Library, which is facing budget challenges and sought insight into how we manage operations within our budget. Leadership was thanked for coordinating the visit.
- Werner also shared updates from the lobbyist regarding a state-level initiative to reconfigure how court fines are generated and distributed. Since Michigan libraries have historically relied on penal fines for funding—about \$670,000 annually for the system—advocacy efforts are underway with local legislators to ensure libraries maintain this critical revenue source.
- Additional discussions included potential partnerships with Family Promise, which supports unhoused mothers and children, and A.Y. Youth Collective, which provides housing for youth, including LGBTQIA+ individuals. These collaborations may lead to summer reading programs and expanded services.
- Werner reported a promising meeting with the Children’s Museum, which expressed interest in partnering on future initiatives.
- Finally, Werner attended the MEA (Michigan Education Association) and presented on challenged materials.

The Board asked questions and staff responded.

8. OLD BUSINESS

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

The Board will conduct a third reading of the Policy Manual for Section 5 – Budget and Finance, following edits to Policy 5.2 by Acting Director Kim Lindsay. The contract amount threshold was adjusted. The \$250,000—while representing about 0.8% of the total budget—was arbitrary and intended primarily to spark discussion.

9. NEW BUSINESS

A. Resolution: Approval of the 2026 Budget*

Roll-Call Vote

The Board Members asked questions, and the staff answered.

Motion: Erlewein moved to approve the Resolution: Approval of the 2026 Budget* as presented.

Support: Supported by Gilreath-Watts.

Chrenka – Yes	Dykhuis – Yes	Erlewein – Yes	Gilreath-Watts – Yes
Moyer Hotz – Yes	Schrauben– N/A	Tazelaar – Yes	VerHeulen – 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: Moyer Hotz moved to approve the Resolution: Scholarship Special Revenue Fund as presented.

Support: Supported by Tazelaar.

Chrenka – Yes	Dykhuis – Yes	Erlewein – Yes	Gilreath-Watts – Yes
Moyer Hotz – Yes	Schrauben – N/A	Tazelaar – Yes	VerHeulen – 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. Resolution: Health Insurance Funding*

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

Support: Supported by VerHeulen.

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

RESULT: Motion Carried 7-0.

E. Pension Amendment

Director of Human Resources and Organizational Development, Brian Mortimore, provided a debrief on the 2025-1 Amendment to the Kent District Library Employees' Retirement Plan, which the Board is scheduled to act on in January 2026.

F. 2026 Strategic Initiatives

Director of Projects and Planning, Jaci Cooper, provided a recap of the 2024–2026 strategic initiatives, highlighting priorities and goals for 2026.

G. 2026 Election of Officers*

Motion: VerHeulen motioned to appoint Dykhuis as KDL Board of Trustees Chair, Chrenka as Vice-Chair, Tazelaar as Treasurer and Gilreath-Watts as Secretary for the 2026 calendar year.

Support: Supported by Moyer Hotz.

Motion: Motion carried.

H. 2026 Trustee Board Assignments*

Chair Dykhuis commenced the yearly discussion on trustee board assignments, providing trustees with the chance to communicate their interest in leaving or joining an advisory board.

Motion: Tazelaar moved to appoint VerHeulen to serve as KDL Board representative on the 2026 KDL Alliance of Friends and to reappoint Dykhuis and Erlewein to serve as KDL Board representatives on the 2026 KDL Pension Board.

Support: Supported by Chrenka.

Motion: Motion carried

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

Motion: Gilreath-Watts moved to approve the Executive Director Evaluation: Request for November Closed Session.

Support: Supported by Erlewein.

RESULT: Motion carried.

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

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

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** – Werner suggested organizing a joint visit for the KDL Leadership Team and the Board to meet with legislators during their session. This would allow legislators to hear directly from KDL, strengthen relationships, and benefit the KDL district. It's expected to be a valuable experience for both the organization and the legislators. Director of Community Engagement Randy Goble reminded everyone that the Graphic Novel Contest Award Ceremony will take place on Saturday, November 22, at 2:00 PM at the KDL Cascade Township Branch and will be serving Nothing Bundt Cakes.

12. BOARD MEMBER COMMENTS

Chrenka – Chrenka thanked the Tyrone Township Branch for hosting the Board of Trustees meeting. She stated that Tyrone is a great branch, and everyone here is so welcoming. She truly appreciates everyone for making the effort to bring us up to her stomping grounds. The Tyrone Branch is always a fun place to visit!

Dykhuis – Dykhuis expressed agreement with Chrenka.

Erlewein – No comment.

Gilreath-Watts – Gilreath-Watts shared that Friends Luncheon was an outstanding event. The atmosphere was warm and welcoming, with lots of smiles and an excellent presentation. A special thanks to Carla Moyer Hotz for delivering a wonderful welcome—great job! Overall, it was truly a fantastic day.

Tazelaar – No comment.

Moyer Hotz – Moyer Hotz shared that the Friends Luncheon was fantastic, with an impressive turnout—far more than expected, filling the main room and an overflow space. The overall experience was heartwarming. Seeing so many volunteers dedicated to supporting the library was inspiring and made her proud to be part of this organization. Everything was thoughtfully planned, from the presentations to the lunch bags, and she’s grateful to have been included.

VerHeulen- VerHeulen thanked KDL for the opportunity to attend her first library conference in Lansing—it was an excellent experience. She attended sessions on intellectual freedom and resources from the ALA, which were insightful and fun. She included a brief handout with useful websites, such as the Office for Intellectual Freedom. Overall, it was a privilege to participate, and she appreciated the chance to bring back ideas to the team.

13. MEETING DATES

Regular Meeting: Thursday, December 18, 2025 – Kent District Library Service Center at 4:30 PM.

14. CLOSED SESSION

Motion: Erlewein moved to meet in a closed session pursuant to section 8(a) of the Open Meetings Act at 6:13 PM.

Support: Supported by Chrenka.

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

RESULT: Motion Carried 7-0.

Motion: Erlewein moved to adjourn the closed session and resume the Regular Board Meeting at 7:06 PM.

Support: Supported by Chrenka.

RESULT: Motion carried.

15. ADJOURNMENT

Motion: VerHeulen moved for adjournment at 7:07 PM.

Support: Supported by Gilreath-Watts.

RESULT: Motion carried.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Lance Werner, KDL Executive Director

December, 2025

KDL Board of Trustees
Kent District Library
814 West River Center Drive NE
Comstock Park, Michigan 49321

Dear KDL Board Members,

I am requesting approval to close the Kelloggsville Library on Wednesday, December 31st. The branch is normally open from 3:00 PM to 6:30 PM on Wednesdays; however, all KDL locations will close at 5:00 PM for New Year's Eve. This means Kelloggsville would only be open for two hours that day.

Given that students from the district will be on winter break and patron traffic is expected to be minimal during those two hours, I propose adjusting staff schedules so that those hours are worked at the Wyoming Branch instead. This adjustment would allow us to utilize staff time more effectively while maintaining service at a higher-traffic location.

Please let me know if you approve this change or if you'd like to discuss further.

Thank you for considering this request.

Sincerely,

Anjie Christiansen
Regional Manager I
Wyoming and Kelloggsville Branches

December 8, 2025

KDL Board of Trustees
Kent District Library
814 West River Center Drive NE
Comstock Park, Michigan 49321

Dear KDL Board Members,

I am writing to request approval for the Kentwood (Richard L. Root) Branch to remain open beyond our regular closing time on January 9th to accommodate a special library program. The event, Late and Loud at the Library, is scheduled from 6:30 p.m. to 8:30 p.m.

This program involves transforming the library after hours into a lively, family-friendly fun zone with various games and activities, including retro arcade machines. This event is beloved by many patrons and has drawn large crowds in the past. One of the highlights is seeing the multigenerational participation - parents and grandparents accompanying children and teens to share in the special experience.

We anticipate strong community interest again this year and are confident the event will continue to support our mission of creating welcoming, engaging opportunities for all ages.

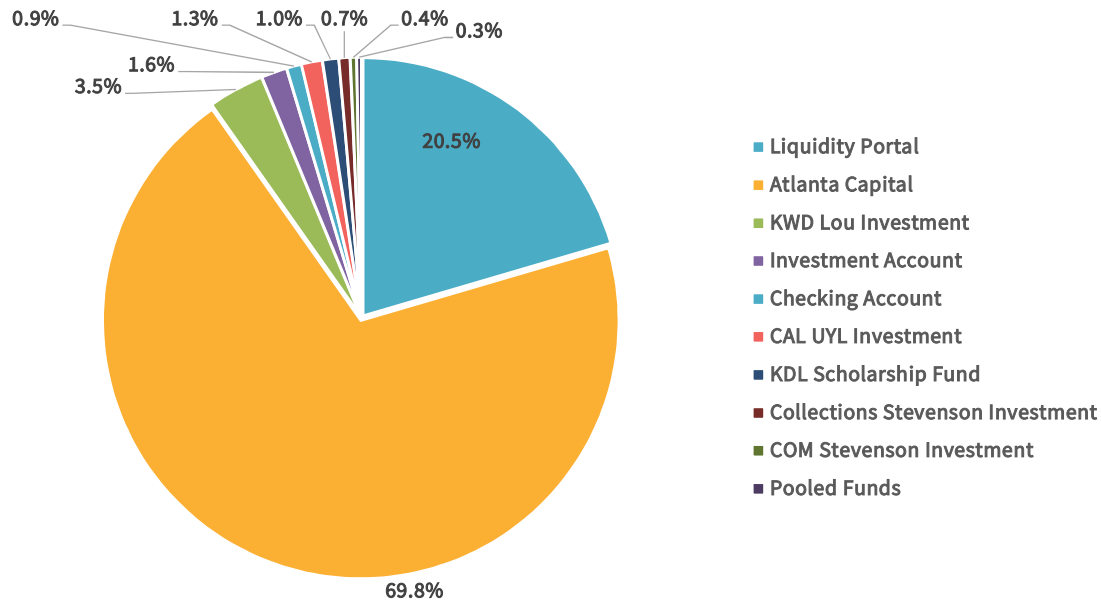
Sincerely,

A handwritten signature in black ink, appearing to read "Kiosha Jeltema", with a long horizontal flourish extending to the right.

Kiosha Jeltema
Regional Manager I – Kentwood (Richard L. Root) and Gaines Township Branches



Monthly Cash Position Per Bank Month Ended November 2025

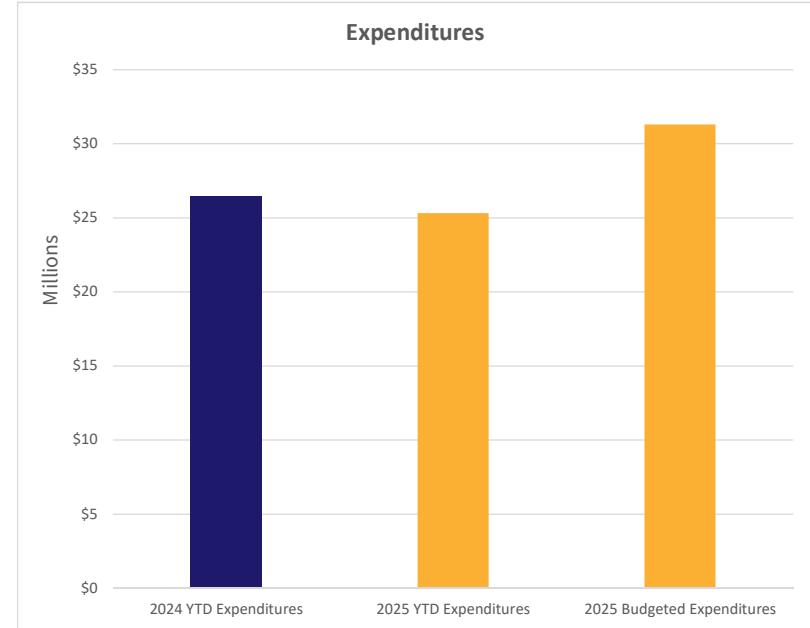
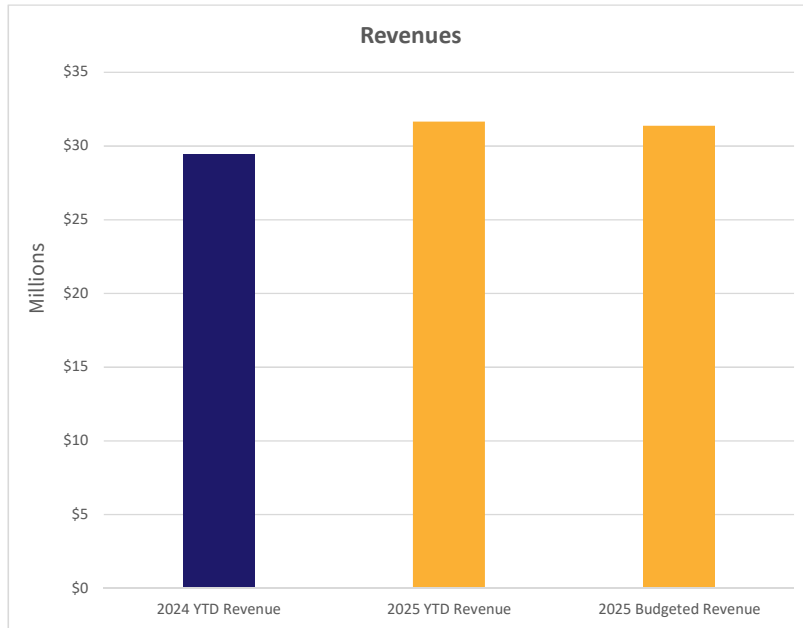


Cash Position with Prior Year Comparison			
Account	Current Interest Rate	Current Amount	Prior Year Amount
Huntington Liquidity Portal	3.920%	\$3,470,072.83	\$1,463,207.69
Atlanta Capital Investments	3.000%	\$11,840,253.00	\$11,215,370.00
KWD Sherri Lou Investment	3.910%	\$597,535.15	\$227,342.15
Huntington Investment Account	1.814%	\$273,439.61	\$345,576.05
Huntington Checking Account	0.500%	\$158,808.59	\$80,721.55
Caledonia UYL Investment	3.850%	\$221,508.53	\$212,452.57
KDL Community Scholarship Fund	3.910%	\$178,907.90	\$181,215.13
Collections Stevenson Investment	3.900%	\$127,352.41	\$ -
COM Stevenson Investment	3.890%	\$78,689.39	\$ -
*Kent County Pooled Funds	0.500%	\$61,835.96	\$60,056.58
		<u>\$17,008,403.37</u>	<u>\$13,785,941.72</u>

* Includes Trust Pooled fund balances

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

Monthly Cash Position Per Bank Month Ended November 2025



Budget to Actual with Prior Year Comparison			
	YTD Actual	Budget	Percent of Budget
2024 Revenues	\$ 29,425,548	\$ 28,791,105	102.2%
2025 Revenues	\$ 31,649,729	\$ 31,374,868	100.9%
2024 Expenditures	\$ 26,438,963	\$ 30,772,917	85.9%
2025 Expenditures	\$ 25,328,164	\$ 31,291,552	80.9%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2025 Through 11/30/2025
(In Whole Numbers)

	2025 YTD Actual	2025 Amended Budget	Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	27,719,395	27,765,820	(46,425)	(0)%
Penal Fines	692,532	692,532	0	0 %
Charges for Services	44,363	35,000	9,363	27 %
Interest Income	1,039,982	1,000,000	39,982	5 %
Public Donations	685,758	500,000	185,758	37 %
Other Revenue	402,689	322,865	79,824	25 %
State Sources	1,065,009	1,058,651	6,358	1 %
Total Revenues	31,649,729	31,374,868	274,861	1 %
Expenditures				
Salaries and Wages	12,333,445	14,543,794	2,210,349	15 %
Employee Benefits	3,420,366	4,390,235	969,870	22 %
Collections - Digital	2,666,273	3,178,195	511,922	16 %
Collections - Physical	1,526,012	1,820,840	294,828	16 %
Supplies	509,911	744,142	234,231	31 %
Contractual and Professional Services	1,696,704	2,153,941	457,237	21 %
Programming and Outreach	387,691	518,810	131,119	25 %
Maintenance and Utilities	2,023,061	2,421,768	398,707	16 %
Staff Development	165,374	314,100	148,726	47 %
Board Development	15,170	18,625	3,455	19 %
Other Expenditures	405,678	480,982	75,304	16 %
Capital Outlay	178,478	706,120	527,642	75 %
Total Expenditures	25,328,164	31,291,552	5,963,388	19 %
Excess Revenue Over (Under) Expenditures	6,321,565	83,316	6,238,250	7,488 %

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 11/1/2025 Through 11/30/2025
(In Whole Numbers)

	2025 YTD Actual	2025 Amended Budget	Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	7,001	6,400	601	9 %
Public Donations	1,508	1,500	8	1 %
Total Revenues	8,509	7,900	609	8 %
Expenditures				
Scholarships	10,000	10,000	0	0 %
Total Expenditures	10,000	10,000	0	0 %
Excess Revenue Over (Under) Expenditures	(1,491)	(2,100)	609	(29)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2025 Through 11/30/2025
(In Whole Numbers)

	YTD Ending Nov 2025	YTD Ending Nov 2024	Total Variance
Revenues			
Property Taxes	27,719,395	25,569,078	2,150,318
Penal Fines	692,532	692,190	343
Charges for Services	44,363	37,050	7,313
Interest Income	1,039,982	938,530	101,452
Public Donations	685,758	598,452	87,306
Other Revenue	402,689	561,154	(158,465)
State Sources	1,065,009	1,029,095	35,914
Total Revenues	31,649,729	29,425,548	2,224,181
Expenditures			
Salaries and Wages	12,333,445	12,106,158	227,288
Employee Benefits	3,420,366	3,372,903	47,463
Collections - Digital	2,666,273	2,936,363	(270,090)
Collections - Physical	1,526,012	1,701,709	(175,697)
Supplies	509,911	559,628	(49,716)
Contractual and Professional Services	1,696,704	2,112,365	(415,662)
Programming and Outreach	387,691	362,672	25,019
Maintenance and Utilities	2,023,061	1,935,584	87,478
Staff Development	165,374	178,372	(12,998)
Board Development	15,170	13,965	1,206
Other Expenditures	405,678	408,892	(3,214)
Capital Outlay	178,478	750,916	(572,438)
Total Expenditures	25,328,164	26,439,525	(1,111,361)
Excess Revenue Over (Under) Expenditures	6,321,565	2,986,023	3,335,542

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 11/1/2025 Through 11/30/2025
(In Whole Numbers)

	YTD Ending Nov 2025	YTD Ending Nov 2024	Total Variance
Revenues			
Interest Income	7,001	4,942	2,059
Public Donations	1,508	178,199	(176,691)
Total Revenues	8,509	183,141	(174,631)
Expenditures			
Scholarships	10,000	0	10,000
Total Expenditures	10,000	0	10,000
Excess Revenue Over (Under) Expenditures	(1,491)	183,141	(184,631)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2025 Through 11/30/2025
(In Whole Numbers)

	Current Month	2025 YTD	2025 Amended Budget	Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	94	27,517,633	27,542,184	(24,551)	(0)%
4412 Delinquent personal property taxes	115	6,776	5,000	1,776	36 %
4432 DNR - PILT	204	16,411	40,000	(23,589)	(59)%
4437 Industrial facilities taxes	0	178,575	178,636	(61)	(0)%
Total Property Taxes	414	27,719,395	27,765,820	(46,425)	(0)%
Penal Fines					
4581 Penal fines	0	692,532	692,532	0	0 %
Total Penal Fines	0	692,532	692,532	0	0 %
Charges for Services					
4660 Other Patron Fees	97	1,756	0	1,756	0 %
4685 Materials replacement charges	3,075	42,607	35,000	7,607	22 %
Total Charges for Services	3,171	44,363	35,000	9,363	27 %
Interest Income					
4662 Interest Earned on Uyl Investment	696	8,254	0	8,254	0 %
4663 Interest Earned on Investment	2,554	17,226	0	17,226	0 %
4664 Interest Earned on Restricted Investments	0	1,363	0	1,363	0 %
4665 Interest earned on deposits and investments	79,823	1,010,901	1,000,000	10,901	1 %
4666 Interest Earned - Property Taxes	40	2,238	0	2,238	0 %
Total Interest Income	83,113	1,039,982	1,000,000	39,982	5 %
Public Donations					
4673 Restricted donations	12,108	665,296	500,000	165,296	33 %
4674 Unrestricted donations	5,662	20,462	0	20,462	0 %
Total Public Donations	17,770	685,758	500,000	185,758	37 %
Other Revenue					
4502 Universal Service Fund - eRate	72,108	352,322	280,215	72,107	26 %
4651 Admission/Entry fees	0	757	0	757	0 %
4668 Royalties	320	3,147	6,000	(2,853)	(48)%
4686 Sale of Equipment	54	4,181	0	4,181	0 %
4688 Miscellaneous	0	36,824	36,650	174	0 %
4695 Health Insurance Plan Experience Rebate	0	5,458	0	5,458	0 %
Total Other Revenue	72,482	402,689	322,865	79,824	25 %
State Sources					
4540 State Aid	0	477,153	477,226	(73)	(0)%
4541 State aid - LBPH/TBBC	0	41,072	41,073	(1)	(0)%
4548 Renaissance Zone reimbursement	0	72,429	72,430	(1)	(0)%
4549 Personal Property tax reimbursement	0	429,134	425,000	4,134	1 %
4569 State Grants - Other	0	45,221	42,922	2,299	5 %
Total State Sources	0	1,065,009	1,058,651	6,358	1 %
Total Revenues	176,949	31,649,729	31,374,868	274,861	1 %
Expenditures					
Salaries and Wages					
5700 Board Stipend	210	2,490	3,900	1,410	36 %
5706 Extra duty stipends	450	4,050	0	(4,050)	0 %
5713 Salary & Wages	1,093,401	12,326,905	14,539,894	2,212,989	15 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2025 Through 11/30/2025
(In Whole Numbers)

	Current Month	2025 YTD	2025 Amended Budget	Budget to Actual Variance	Percent Remaining
Total Salaries and Wages	1,094,061	12,333,445	14,543,794	2,210,349	15 %
Employee Benefits					
5709 FICA	79,428	909,534	1,112,303	202,769	18 %
5717 Defined Contribution Pension Plan Contributions	54,386	614,821	646,414	31,593	5 %
5718 Employee Health Benefits	84,290	1,484,638	2,198,718	714,080	32 %
5720 HSA/Flex	0	339,067	342,000	2,933	1 %
5730 Other Employee Benefits	4,226	70,582	90,800	20,218	22 %
5842 Unemployment Claims	0	1,725	0	(1,725)	0 %
Total Employee Benefits	222,331	3,420,366	4,390,235	969,870	22 %
Collections - Digital					
5785 Cloud Library/OverDrive	0	1,763,373	2,103,500	340,127	16 %
5786 Hoopla	0	621,090	755,000	133,910	18 %
5787 Digital Collection	286	79,161	82,157	2,996	4 %
5788 Miscellaneous Electronic Access	0	202,650	237,538	34,888	15 %
Total Collections - Digital	286	2,666,273	3,178,195	511,922	16 %
Collections - Physical					
5791 Subscriptions	375	69,415	69,040	(375)	(1)%
5871 Branch Local Materials - Restricted Donation Expenditures	438	3,990	3,000	(990)	(33)%
5982 Collection Materials - Depreciable	104,400	1,162,180	1,434,500	272,320	19 %
5983 CD/DVD Collection Materials - Non-Depreciable	29,109	281,967	297,300	15,333	5 %
5984 Beyond Books Collection - Non-Depreciable	649	8,460	17,000	8,540	50 %
Total Collections - Physical	134,971	1,526,012	1,820,840	294,828	16 %
Supplies					
5750 Collection Processing & AV Supplies	5,797	79,000	108,000	29,000	27 %
5751 Supplies	12,376	102,020	149,785	47,765	32 %
5760 Technology & Accessories <\$1000	793	20,279	59,115	38,836	66 %
5764 KDL Staff Event, Supplies & Awards	114	70,809	78,400	7,591	10 %
5768 Promotions Supplies	4,647	24,190	31,860	7,670	24 %
5770 Other Awards/Prizes	247	127,936	192,425	64,489	34 %
5790 Books (not for circulation)	0	12,387	20,500	8,113	40 %
5799 Miscellaneous Supplies	0	(2)	0	2	0 %
5851 Mail/Postage	700	6,558	7,057	499	7 %
5900 Copier/Printer Usage Charges	8,691	66,734	97,000	30,266	31 %
Total Supplies	33,365	509,911	744,142	234,231	31 %
Contractual and Professional Services					
5792 Software	10,343	385,243	618,113	232,870	38 %
5801 Professional & Other Contracted Services	(3,619)	465,964	505,475	39,511	8 %
5813 Delivery Services	5,950	138,871	165,556	26,685	16 %
5814 Security Services	1,669	19,697	33,000	13,303	40 %
5817 Lakeland Library Co-op services	0	6,947	6,830	(117)	(2)%
5827 Catering	3,167	8,179	20,450	12,271	60 %
5873 Website	7	241,409	243,550	2,141	1 %
5875 Advertising	2,538	56,106	94,500	38,394	41 %
5890 ILS Fees	0	167,963	168,075	112	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2025 Through 11/30/2025
(In Whole Numbers)

		Current Month	2025 YTD	2025 Amended Budget	Budget to Actual Variance	Percent Remaining
5891	Licenses and Fees	19,791	133,427	186,892	53,465	29 %
5901	Outsourced Printing & Publishing	25	72,898	111,500	38,602	35 %
	Total Contractual and Professional Services	39,871	1,696,704	2,153,941	457,237	21 %
	Programming and Outreach					
5795	Programming & Outreach Supplies	24,038	120,878	179,400	58,522	33 %
5885	Speakers/Performers	11,775	240,667	301,400	60,733	20 %
5906	Community Outreach	7,734	26,146	38,010	11,864	31 %
	Total Programming and Outreach	43,547	387,691	518,810	131,119	25 %
	Maintenance and Utilities					
5810	IT COLO Infrastructure Services	51,837	478,690	560,000	81,310	15 %
5822	Maintenance Contracts	1,222	39,528	37,035	(2,493)	(7)%
5848	Mobile Hotspots	115	272,320	346,689	74,369	21 %
5849	Cell Phones/ Stipends	887	14,879	18,125	3,246	18 %
5850	Telephones	2,739	56,409	91,100	34,691	38 %
5852	Internet/Telecomm Services	17,914	177,847	218,460	40,613	19 %
5919	Waste Disposal	556	6,609	8,200	1,591	19 %
5920	Utilities	1,498	56,172	71,000	14,828	21 %
5925	Lawn care & Snowplowing	665	18,123	43,000	24,877	58 %
5928	Branch Maintenance Fees	0	566,102	566,102	0	0 %
5930	Repairs & Maintenance	41,904	82,445	109,620	27,175	25 %
5933	Software & IT Hardware Maintenance Agreements	0	98,653	163,085	64,432	40 %
5940	Rentals & Leases	4,117	155,286	189,352	34,066	18 %
	Total Maintenance and Utilities	123,455	2,023,061	2,421,768	398,707	16 %
	Staff Development					
5910	Staff Development & Conferences	13,772	165,374	314,100	148,726	47 %
	Total Staff Development	13,772	165,374	314,100	148,726	47 %
	Board Development					
5908	Board Development	0	15,170	18,625	3,455	19 %
	Total Board Development	0	15,170	18,625	3,455	19 %
	Other Expenditures					
5759	Gas, Oil, Grease	416	4,468	7,660	3,192	42 %
5860	Parking	1,015	3,259	2,435	(824)	(34)%
5861	Mileage Reimbursement	6,401	49,080	56,550	7,470	13 %
5870	Branch Local Misc - Restricted Donation Expenditures	4,523	203,417	203,850	433	0 %
5915	Memberships, Dues & Fees	0	(50)	0	50	0 %
5935	Insurance	0	95,230	120,825	25,595	21 %
5939	Workers Compensation Insurance	0	16,562	16,562	0	0 %
5955	Miscellaneous	20	3,279	30,000	26,721	89 %
5959	Sales Taxes	(11)	(95)	100	195	195 %
5964	Property Tax Reimbursement	2,278	28,332	40,000	11,668	29 %
5965	MEL Return Items	215	2,195	3,000	805	27 %
	Total Other Expenditures	14,858	405,678	480,982	75,304	16 %
	Capital Outlay					
5977	Technology - Non-Depreciable (\$1000-4999)	30,533	85,406	610,300	524,894	86 %
5978	Technology - Depreciable (5,000+)	0	38,364	31,625	(6,739)	(21)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2025 Through 11/30/2025
(In Whole Numbers)

		<u>Current Month</u>	<u>2025 YTD</u>	<u>2025 Amended Budget</u>	<u>Budget to Actual Variance</u>	<u>Percent Remaining</u>
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	0	20,514	30,000	9,486	32 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	34,195	34,195	0	0 %
	Total Capital Outlay	<u>30,533</u>	<u>178,478</u>	<u>706,120</u>	<u>527,642</u>	<u>75 %</u>
	Total Expenditures	<u>1,751,049</u>	<u>25,328,164</u>	<u>31,291,552</u>	<u>5,963,388</u>	<u>19 %</u>
	Excess Revenue Over (Under) Expenditures	<u>(1,574,100)</u>	<u>6,321,565</u>	<u>83,316</u>	<u>6,238,250</u>	<u>7,488 %</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 11/1/2025 Through 11/30/2025
(In Whole Numbers)

	<u>Current Month</u>	<u>2025 YTD</u>	<u>2025 Amended Budget</u>	<u>Budget to Actual Variance</u>	<u>Percent Remaining</u>
Revenues					
Interest Income					
4663 Interest Earned on Investment	<u>570</u>	<u>7,001</u>	<u>6,400</u>	<u>601</u>	<u>9 %</u>
Total Interest Income	<u>570</u>	<u>7,001</u>	<u>6,400</u>	<u>601</u>	<u>9 %</u>
Public Donations					
4673 Restricted donations	<u>100</u>	<u>1,508</u>	<u>1,500</u>	<u>8</u>	<u>1 %</u>
Total Public Donations	<u>100</u>	<u>1,508</u>	<u>1,500</u>	<u>8</u>	<u>1 %</u>
Total Revenues	<u>670</u>	<u>8,509</u>	<u>7,900</u>	<u>609</u>	<u>8 %</u>
Expenditures					
Scholarships					
5895 Scholarship Awards	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0 %</u>
Total Scholarships	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0 %</u>
Total Expenditures	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0 %</u>
Excess Revenue Over (Under) Expenditures	<u>670</u>	<u>(1,491)</u>	<u>(2,100)</u>	<u>609</u>	<u>(29)%</u>

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2025 Through 11/30/2025

Check Number	Vendor Name	Check Amount	Check Date
AP-CS093025K...	Consociate, Inc. dba Consociate Health	141,865.14	11/18/2025
2025-1391	Ingram Library Services Llc	91,786.90	11/18/2025
2025-1392	IP Consulting, Inc.	51,837.15	11/18/2025
2025-1297	Ingram Library Services Llc	50,434.49	11/3/2025
AP-CS11-18-25	Consociate, Inc. dba Consociate Health	33,803.32	11/24/2025
AP-CS11-25-25	Consociate, Inc. dba Consociate Health	31,684.59	11/28/2025
2025-1418	Troost Service Company	30,956.40	11/18/2025
2025-1272	Consociate, Inc. dba Consociate Health	29,761.86	11/3/2025
89368	TMC Furniture, Inc.	28,599.84	11/3/2025
2025-1310	Newsbank, Inc.	26,773.00	11/3/2025
AP-CS11-04-25	Consociate, Inc. dba Consociate Health	20,617.18	11/10/2025
AP-CS102825	Consociate, Inc. dba Consociate Health	19,328.60	11/3/2025
2025-1276	HWC Consultants, LLC	17,000.00	11/3/2025
2025-1406	Midwest Tape LLC	16,873.26	11/18/2025
89348	BrightBenefits	14,389.66	11/3/2025
2025-1343	Everstream Holding LLC- Michigan	13,955.00	11/18/2025
2025-1271	Comerica Bank	13,643.83	11/3/2025
2025-1412	Rehmann Robson LLC	13,400.00	11/18/2025
2025-1410	Playaway Products LLC	12,080.56	11/18/2025
2025-1422	Urban Libraries Council	12,000.00	11/18/2025
AP-CS11-11-25	Consociate, Inc. dba Consociate Health	11,983.70	11/17/2025
2025-1417	Thomas Klise/Crimson Multimedia	11,055.00	11/18/2025
2025-1398	Michigan Office Solutions (MOS)	10,958.50	11/18/2025
2025-1319	Same Day Delivery, Inc	10,748.64	11/3/2025
2025-1309	Midwest Tape LLC	8,245.57	11/3/2025
89374	Bellwether Media, LLC	8,201.46	11/18/2025
89354	Fruit Ridge Hayrides LLC	7,625.00	11/3/2025
AP-INV06679884	Paycor, Inc.	7,269.44	11/7/2025
2025-1338	Comerica Bank	6,924.91	11/18/2025
2025-1411	Quipu Group, LLC	5,760.00	11/18/2025
2025-1263	AMAZON CAPITAL SERVICES, INC	5,753.20	11/3/2025
2025-1322	Thomas Klise/Crimson Multimedia	5,615.00	11/3/2025
2025-1346	Cengage Learning	5,405.76	11/18/2025
2025-1326	Warner Norcross & Judd Llp	5,403.60	11/3/2025
2025-1324	UAW Local 2600	5,046.74	11/3/2025
89395	World Affairs Council Of Western Michigan	5,000.00	11/18/2025
89378	HighPoint Electric, Inc.	4,325.00	11/18/2025
89347	Atlanta Capital Management Co, LLC	4,020.00	11/3/2025
89393	Vanguard Fire & Security Systems Inc	3,918.85	11/18/2025
89391	The Rosen Publishing Group, Inc.	3,795.85	11/18/2025
AP-11-2025Princ	PLIC - SBD Grand Island	3,722.87	11/3/2025
2025-1331	AMAZON CAPITAL SERVICES, INC	3,353.00	11/18/2025
2025-1344	Five9, Inc	3,292.19	11/18/2025
2025-1318	RNL Graphics Solutions, LLC	2,977.01	11/3/2025
AP-41137047	Marlin Leasing Corporation / PEAC Solutions	2,904.22	11/6/2025
2025-1420	Uline Shipping Supply Specialists	2,842.02	11/18/2025
2025-1415	TelNet Worldwide, Inc.	2,739.35	11/18/2025
2025-1336	Christina Threlloff	2,700.00	11/18/2025
89383	KJ Catering, LLC	2,588.92	11/18/2025
2025-1419	UAW Local 2600	2,547.09	11/18/2025
2025-1317	Rhiannan Bigard dba Rhiannan Sibbald Studio	2,495.00	11/3/2025
89382	Kent County Treasurer-Mi Tax Tribunal Refunds	2,278.11	11/18/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2025 Through 11/30/2025

Check Number	Vendor Name	Check Amount	Check Date
2025-1414	Stephanie Hartings / Stephanie Milanowski	2,250.00	11/18/2025
2025-1329	Adtegrity / Media Place Partners	2,155.41	11/18/2025
2025-1306	Matthew Eickhoff / Here's your host LLC	2,100.00	11/3/2025
89392	Today's Business Solutions, Inc.	1,725.84	11/18/2025
AP-717371	123.Net, Inc	1,724.00	11/13/2025
2025-1261	Adtegrity / Media Place Partners	1,670.95	11/3/2025
89364	Plainfield Charter Township	1,574.61	11/3/2025
2025-1265	Baker & Taylor	1,546.40	11/3/2025
2025-1396	Lindenmeyr Munroe	1,538.42	11/18/2025
2025-1323	Tobin Buhk	1,500.00	11/3/2025
AP-201009625...	Consumers Energy	1,497.64	11/6/2025
2025-1407	TELUS HEALTH (US) LTD.	1,403.52	11/18/2025
2025-1421	Unique	1,372.44	11/18/2025
2025-1302	Pre-Paid Legal Services, Inc.	1,365.85	11/3/2025
2025-1268	Central Michigan Paper	1,320.00	11/3/2025
2025-1335	Central Michigan Paper	1,320.00	11/18/2025
2025-1274	DK Security	1,317.60	11/3/2025
2025-1315	Playaway Products LLC	1,298.50	11/3/2025
2025-1395	Lerner Group	1,253.54	11/18/2025
2025-1314	Penworthy Co.	1,207.64	11/3/2025
2025-1301	Laura Armenta	1,200.00	11/3/2025
2025-1413	Same Day Delivery, Inc	1,151.64	11/18/2025
2025-1408	Nationwide	1,147.10	11/18/2025
2025-1332	Baker & Taylor	1,004.28	11/18/2025
2025-1334	Brianne Farley Illustration LLC	1,000.00	11/18/2025
89379	Joyful Wildcrafting/Lea Kay Sevigny	1,000.00	11/18/2025
2025-1423	Valerie van Heest	975.00	11/18/2025
89358	Kent County Treasurer-Mi Tax Tribunal Refunds	964.59	11/3/2025
2025-1394	ENCLAVE COMMUNICATIONS USA	957.08	11/18/2025
2025-1298	IP Consulting, Inc.	949.81	11/3/2025
89367	Ten Finger Fish	910.08	11/3/2025
89365	Rebecca Keller	900.00	11/3/2025
89361	Martin Jacob Hogan	800.00	11/3/2025
2025-1341	DK Security	790.56	11/18/2025
2025-1333	Blackstone Audio Inc	728.89	11/18/2025
89372	All Season Lawn Care	665.00	11/18/2025
89390	Terry Grabill (ATG Enterprises, LLC)	600.00	11/18/2025
AP-3240149	Arrowaste	556.02	11/18/2025
2025-1330	ALTA Language Services, Inc	533.00	11/18/2025
89362	Monique Ramirez	500.00	11/3/2025
AP-CS102125K...	Consociate, Inc. dba Consociate Health	471.71	11/12/2025
2025-1304	Lindenmeyr Munroe	463.44	11/3/2025
2025-1337	Cloud 616 LLC	450.00	11/18/2025
2025-1260	Absopure Water Company	367.90	11/3/2025
2025-1270	City Of Grandville	367.50	11/3/2025
2025-1340	Corrigan Moving Systems-Grand Rapids, Inc.	340.00	11/18/2025
2025-1303	Library Ideas, Llc	339.30	11/3/2025
89384	Mlive Media Group	338.92	11/18/2025
2025-1266	Brad Allen	322.00	11/3/2025
2025-1327	Wolverine Printing Company	306.40	11/3/2025
2025-1424	Vince Locke	300.00	11/18/2025
2025-1397	Michael Salisbury	300.00	11/18/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2025 Through 11/30/2025

Check Number	Vendor Name	Check Amount	Check Date
89381	Kenneth Porter	300.00	11/18/2025
2025-1325	Uline Shipping Supply Specialists	269.51	11/3/2025
AP-0018438-10...	Comcast Cable	258.85	11/10/2025
2025-1275	Cengage Learning	243.49	11/3/2025
2025-1312	Pareto Health Intermediate Holdings, Inc.	230.00	11/3/2025
89385	Multicultural Books and Videos	220.43	11/18/2025
2025-1300	Katie Zuidema	211.00	11/3/2025
89380	K & S Plumbing Co., Inc.	202.00	11/18/2025
89373	Allison Houlihan	200.00	11/18/2025
2025-1347	Humane Society Of West Michigan	200.00	11/18/2025
AP-IN3616324	TASC	198.32	11/25/2025
2025-1305	Madelyn Besaw	190.08	11/3/2025
2025-1328	Absopure Water Company	168.45	11/18/2025
89359	Koshie Lamptey	165.00	11/3/2025
2025-1321	Tess Dodd	160.00	11/3/2025
2025-1342	Everlasting Green Plantscape LLC	156.00	11/18/2025
2025-1264	Andrew Erlewein	149.48	11/3/2025
89375	Center Point Publishing	147.42	11/18/2025
AP-00215851125	Comcast Cable	126.90	11/25/2025
2025-1299	Joshua Mosey	125.00	11/3/2025
AP-0260158-09...	Comcast Cable	123.90	11/20/2025
2025-1339	Concentra Health Services, Inc.	122.00	11/18/2025
2025-1262	Amanda B Schrauben	102.66	11/3/2025
89351	Center Point Publishing	100.68	11/3/2025
89346	Ann Woudwyk	98.46	11/3/2025
89363	Peter Dykhuis	93.70	11/3/2025
AP-6127445686	Verizon Wireless - MiFi Routers & Cell phones	83.20	11/21/2025
89370	University of Detroit Mercy	80.00	11/3/2025
2025-1273	Craig Buno	80.00	11/3/2025
2025-1267	Carla Hotz	75.36	11/3/2025
89394	Western Michigan University	75.00	11/18/2025
2025-1313	Penni Zurgable	73.30	11/3/2025
2025-1320	Sheri Gilreath-Watts	71.30	11/3/2025
2025-1269	Christina Tazelaar	64.16	11/3/2025
AP-000112025	State Of Michigan	60.00	11/28/2025
2025-1311	Norma J. VerHeulen	58.42	11/3/2025
89366	Storehouse of Community Resources	50.00	11/3/2025
AP-017831	Medtipster.com, LLC.	43.48	11/20/2025
89376	Christine Ruemenapp	40.00	11/18/2025
89349	Caledonia Women's Club	35.00	11/3/2025
89355	Grand Valley State University Libraries	35.00	11/3/2025
89377	Hart Area Public Library	34.00	11/18/2025
AP-8641512-09...	T-Mobile USA Inc.	31.35	11/3/2025
AP-000102025	State Of Michigan	30.00	11/4/2025
89369	Traverse Area District Library	29.95	11/3/2025
89386	Pamela Schlosser	27.98	11/18/2025
2025-1425	Voices for Health, Inc.	26.82	11/18/2025
89360	Lauren Suchy	24.98	11/3/2025
2025-1316	Remington Steed	23.48	11/3/2025
89357	Henika District Library	21.99	11/3/2025
89389	Sabrina Etcheverry	19.99	11/18/2025
89356	Hart Area Public Library	18.00	11/3/2025

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2025 Through 11/30/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
89371	West Bloomfield Public Library	16.20	11/3/2025
89353	Dowling Public Library	15.99	11/3/2025
89352	Hillsdale Community Library	14.99	11/3/2025
89388	Rochester Hills Public Library	14.99	11/18/2025
2025-1393	Jessica Salo	13.40	11/18/2025
89350	Capital Area District Libraries	12.14	11/3/2025
89387	Plymouth District Library	11.97	11/18/2025
2025-1409	Performance Assessment Network	10.00	11/18/2025
Report Total		<u>901,015.13</u>	

Kent District Library
Check/Voucher Register - Voided Checks
From 11/1/2025 Through 11/30/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2025-1415	TelNet Worldwide, Inc.	(2,739.35)	11/20/2025
Report Total		<u>(2,739.35)</u>	

Director's Report November 2025



From the Desk of Lance Werner, Executive Director

This month has been both productive and rewarding. I had the privilege of presenting to the Michigan Education Association on the topic of censorship. It was an important discussion that allowed us to share our perspective and advocate for intellectual freedom. Additionally, I served on a panel with Michigan Attorney General Dana Nessel to address statewide legal issues on behalf of the Michigan Library Association. These conversations reinforced the critical role libraries play in protecting access to information.

I also attended the Volunteer Appreciation Luncheon, which was a wonderful celebration of the people who make our work possible. Volunteer Coordinator Deb Shultz did a fantastic job organizing the event. It was inspiring to see so many dedicated individuals recognized for their contributions.

We welcomed a visit from the Dayton Metro Library team to learn more about Kent District Library's initiatives and operations. This exchange of ideas was valuable and highlighted opportunities for collaboration. In addition, I met with the Grand Rapids Children's Museum to explore potential partnership opportunities that could benefit both organizations and the community we serve.

On the operational side, I assisted Collection Services with delivery while their team attended an in-service. This hands-on experience gave me a deeper appreciation for the logistics that keep our materials moving and our patrons satisfied.

Overall, this month was marked by meaningful partnerships, advocacy efforts, and a continued commitment to supporting our staff and volunteers. I look forward to building on these successes in the months ahead.



Director's Report November 2025



ALTO + LOWELL BRANCHES

Alto and Lowell have had many wonderful programs this Autumn season. Every week a patron has mentioned to one of our librarians about the wonderful time they had at a Storytime, Craft and Create, or Homeschool Hangout. Verity Ballet showcases the Nutcracker in the Englehardt living room every year, and it is a much-anticipated event. This year was not any different; every space was occupied by an eager child (or adult) watching the magic of the Nutcracker come to life.

Alto has been extremely successful with various Storytimes and an adult Craft and Create. Craft and Create has really developed into a wonderful community of patrons that come in every month to craft as well as enjoy each other's company. At times the Alto library can be dangerous, especially when invaded by a trio of dragons.



EAST GRAND RAPIDS + ADA BRANCHES

The East Grand Rapids and Amy Van Andel Libraries both evaluate programs on impact. In East Grand Rapids our Reeds Lake Rogues Dungeons and Dragons Club of 10 teenagers is just as successful as a full storytime of 80+ people. Anna Dyer's Lakeside Lit Book Club is close to capacity with 15-20 people each month and would actually be less impactful if 40 people attended. The most important part of these programs is the community coming together and interacting with each other! In each of these examples, there are patrons forming friendships, sharing new ideas, and using the library as a third space. The mission of KDL is to "further all people" and programming is one of the most successful ways to do this.

Another very successful program is Adult Bingo at the Amy Van Andel Library with Angela Deckard and Kate McCoy. What started as an hour-long program with a few people has expanded to 50-60 people coming early and staying late so they can use the library! Angela has found many of the Bingo players checking out books, movies, and using our computers. Programming success can look like many things which include but are not limited to education, literacy, entertainment, and community.



BYRON CENTER + GRANDVILLE BRANCHES

At both Grandville and Byron the bread-and-butter programs KDL offers are always consistently popular. It's likely a guarantee that Story Time, Rhyme Time, and baby Time will always have a big crowd (often larger than the two rooms can comfortably handle) and a great time will be had by all. That said, beyond the day-to-day things that are always popular, each branch has their own special programs that the patrons love, and safe to assume will be a hit each time these programs are offered.

At Grandville, an example of that would be the annual International Lego Day Celebration. In honor of this special day, the Grandville BL team led by Maria Page, Jocelyn Yost, and Julie Ralston, host a big program involving Lego displays, building competitions, local minifig/Lego vendors, Lego robotics demos, Lego derby car racing, and so much more. Last year saw about 450 kids attend, and the branch is currently gearing up to host this again early in the new year.

At Byron a highlight every year is a passive program. Dawn Heerspink organizes a gingerbread house competition where patrons can drop off their gingerbread creations; they are displayed for a few weeks, and judges help choose a winner or winners. Loads of entries come every year, and all patrons love walking up and down the aisles with the gingerbread houses looking at all the fun details. In addition to those benefits, the branch smells amazing during this time period each year thanks to all the gingerbread and sugar on display!



Katie Kudos

November 2025

ASHTEN VANDERPLOEG, REGIONAL MANAGER II

Cascade Township Branch

Nominated by: Audrey Barker

Core Value: Authentic

“This compliment comes from a regular patron, which I'm paraphrasing a bit. 'Ashten runs the BEST book club! People share their honest thoughts, there is a ton of laughter, and it's such a well thought out group of people who feel comfortable joining in. I'm going to miss her!' Thanks for giving this experience to the community, starting something great, and genuinely connecting people through the power of the story. You will be missed!”

CLARE O'TSUJI, BRANCH OUTREACH AND PROGRAMMING SPECIALIST

Kentwood (Richard L. Root) Branch

Nominated by: Martha Lin

Core Value: Authentic

" Clare, I could give you a million of these, but today I want to thank you for the ways you inspire me. You always have a new way of looking at things, a different point of view to consider. And on the flip side, you always listen to my wild ideas too! You encourage me to be the best librarian I can be, and I'm so thankful for you.”

LYNN GOLDBERG, BRANCH LIBRARIAN

Plainfield Township Branch

Nominated by: Jaci Cooper

Core Value: Helpful

“Thank you both so much for your help wrangling the shrinky dink oven from the programming tub and then saving me a trip to Plainfield by bringing it directly to the Service Center. Thank you too for the lovely lunch chat. It is always great to see you both.”

Upcoming Meetings + Dates of Interest

Upcoming Meetings

***KDL Board Meeting occur the third
Thursday of each month at 4:30 PM.***

Thursday, January 15, 2026
KDL Service Center

Thursday, February 19, 2026
KDL Service Center

Thursday, March 19, 2026
KDL Service Center

Dates of Interest

***KDL Pension Meeting at the KDL Service
Center at 1:00 PM.***

- February 4, 2026
- May 6, 2026
- August 5, 2026
- November 4, 2026

Kent
District
Library
kdl.org



Information
Ideas
Excitement!

MONTHLY PROJECT REPORT

NOVEMBER
2025

0 New project approved

7 In queue

0 Declined

9
Active Approved
Projects

On Track, no extensions	7
1 Extension, at risk	2
2+ Extensions, late	0
Completed since January 2025	7

Community Partnerships Evaluation

Project Lead: Craig Buno
Status: On Track

Approval Date: 12.04.2024
Due Date: 01.31.2026

In November, the *Partnership Meeting Form* was finalized and updated. This form is intended to be completed after any meeting between KDL and an external group (excluding vendors or performers). The team created a procedure on how to use the new form, and a Communication Bulletin introducing the updated form and expectations will be released to staff on December 3. To ensure the long-term success of this initiative, partnership training was added to the New Employee Onboarding Checklist, so that new staff are aware of standards and processes around partnerships. Finally, project leader and Community Outreach Manager, Craig Buno presented an overview of the entire project to all managers at their monthly meeting in November, highlighting the *Partnership Guide*, the updated form and the *My Community Maps*.



A preview of the presentation Buno shared with managers in November

Cross Promotion


 **Project Lead:** Lulu Brown
Status: On Track

Approval Date: 09.24.2025
Due Date: 04.22.2026

The project team is pleased to share that the Cross Promotion initiative has successfully transitioned from Phase One (research & planning) into Phase Two, which focuses on design and development. Over the past several weeks, the team has worked diligently to gather foundational information about programs, clarify goals, and build the structure needed to move forward with confidence.

As Phase Two begins, the project team is prioritizing active engagement and feedback from a variety of internal groups. Information being gathered includes insights from frontline staff, department leads, and cross-functional partners to ensure the next stage of work is informed by the diverse perspectives of those who will interact with and use the final offering. These conversations and feedback loops will help the team refine requirements, identify opportunities, and anticipate potential challenges before implementation. The project remains on schedule, and the team appreciates the continued support and guidance from the board as they progress towards upcoming milestones.

Define Core Programs


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

Approval Date: 07.23.2025
Due Date: 03.11.2026

The Core Programming team has officially completed Phase Two of the project and is now moving into Phase Three. This next phase will focus on training the organization on the distinction between *Core* programs and *Branch-Sponsored* programs, as well as establishing clear guidelines and boundaries for how these programs are created and funded.

Project leader Hennie Vaandrager, Programming & Outreach Manager, will present this information to Managers and BOPS (Branch Outreach and Programming Specialists) in January. Following that, the team will roll out system-wide training, which will also be incorporated into onboarding for all new employees. Trish Reid, Training Manager, attended the most recent project meeting to ensure that the training aligns with standards as materials are developed.

Expand Esports

 **Project Lead:** Kurt Stevens
Status: On Track

Approval Date: 01.08.2025
Due Date: 12.31.2025

This project is scheduled to close out in December, with centralized processes established to support KDL's six existing gaming labs and the future lab planned for the Walker Library expansion. Project leader Kurt Stevens, Director of IT, has created strong opportunities for outreach and partnership development with local high schools' esports teams. In November, KDL was represented at Grand Rapids Comic Con by hosting a table and showcasing gaming PCs, which generated significant interest. To build on this momentum, Stevens will meet with the Community Engagement and Programming teams, and with managers overseeing gaming labs to clarify how esports outreach and partnerships should be operationalized. These discussions will help establish consistent practices and will also ensure that all esports-related interactions are documented in the CRM and outreach tracking systems.

Intranet Revamp

● **Project Lead:** Jaci Cooper
Status: 1 Extension - At Risk

Approval Date: 09.04.2024
Due Date: 03.01.2026 - *Extended*

The intranet revamp project made significant strides in November, including the successful implementation of global SharePoint permission updates, and the initial rollout of standardized department templates. These updates will improve site navigation and content clarity, following a key stakeholder meeting on November 10 with Programming, Community Engagement, and BOPS. Some initial changes were made to each of the sites (headers, navigation, purpose statements) so that staff visiting these sites can more easily locate information. A subgroup of the team, Jaci Cooper, Director of Projects and Planning, Dhanya Ravi, Network Systems Specialist, and Kelsey Little, PMO Administrative Assistant, also met to revisit naming conventions for both SharePoint sites and email addresses to prevent confusion and establish best practices for site ownership and access.

Point of Sale Refresh

● **Project Lead:** Emily Whalen
Status: On Track

Approval Date: 10.22.2025
Due Date: 06.10.2026

The Finance Department has purchased and unboxed a Square Register kit and Terminal for sandbox testing and has identified all internal procedures connected to the current point-of-sale workflows. The project officially kicked off on November 18 and completed a full review of the existing POS environment, including the multiple systems currently used for credit card processing and reporting, which currently do not integrate with one another. During this review, the team previewed the Square Register, generating enthusiasm for the upcoming sandbox session on December 16.

PSD (Patron Services Department) and IT representatives have begun exploring the online payment portal, the only integration point with patron records in the ILS, which is expected to streamline the refund process for both staff and patrons. MarCom has also started designing the visual interface that staff will see on screen. The project is a collaborative effort across KDL, with each department contributing to a smoother, more efficient, and integrated point-of-sale experience for the organization.



The project team will test the Square Register kit in the Finance Department before rolling out to pilot at branches

School Outreach Menu



Project Lead: Julie Ralston
Status: Complete

Approval Date: 01.29.2024
Due Date: 11.05.2025

The project team gathered to celebrate the completion of the School Outreach Menu initiative during the project's closeout meeting on November 17. During the meeting, the team addressed any confusion or concerns raised in the rollout survey, providing explanations or making adjustments as needed. Outreach training at the upcoming December Youth Summit will offer a deeper dive into the project and give staff the opportunity to ask questions in person. The team also plans to make all related documents available and accessible on SharePoint once the intranet revamp project is complete. Special thanks to project leader Julie Ralston, along with her team: Annette Miller, Christine Bylsma, Clare O'Tsuji, Dave Fletcher, Hennie Vaandrager, Holland Rietberg-Miller, Jennifer DeVault, Jordan Perkins, Joyanne Huston-Swanson, Katie Zuidema, Morgan Hanks, Mike Golczynski, Penni Zurgable and Ty Papke. Their dedication, attention to detail, and collaboration ensured a smooth rollout which scored very high and set the project up for long-term success.

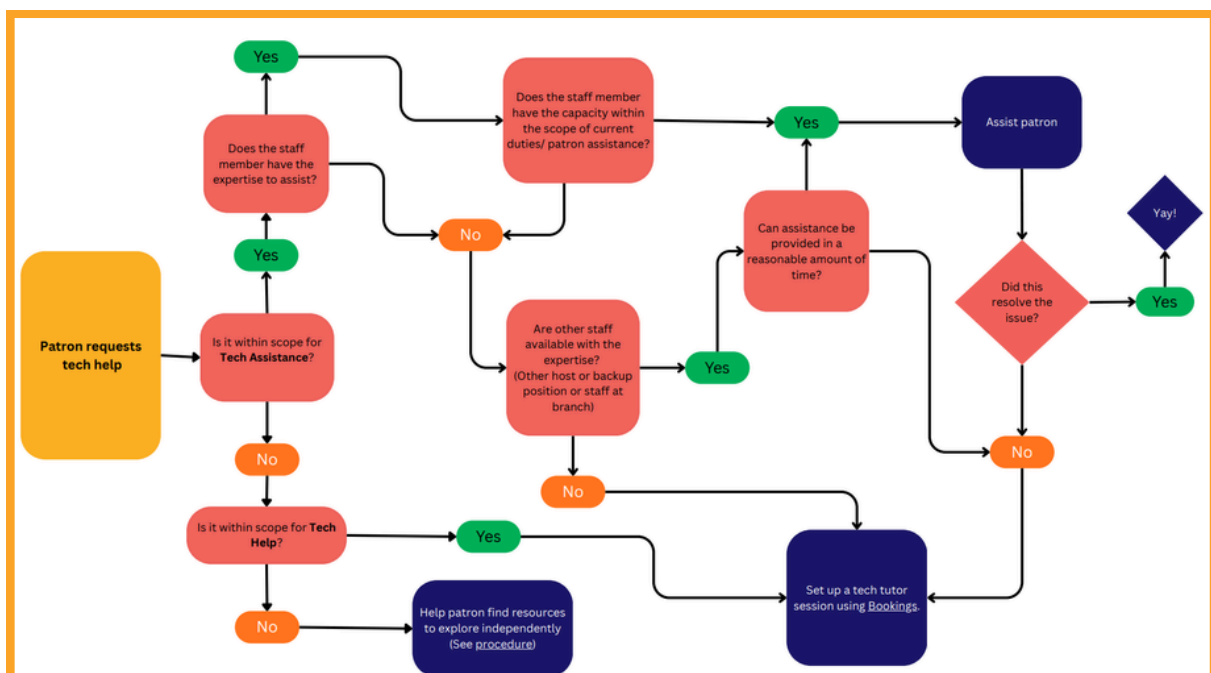
Tech Tutoring Revamp



Project Lead: Morgan Hanks
Status: On Track

Approval Date: 03.26.2025
Due Date: 04.01.2026

The Tech Tutor project is gaining momentum, with pilots successfully completed at Cascade, Caledonia, Kentwood, and Gaines. Feedback from these branches has been invaluable in preparing for the next phase of rollouts at East Grand Rapids, Ada, Byron and Grandville. Staff have reported that the appointment portal is simple and intuitive, and the team continues to fine-tune the specific days and times the services are offered at each location. The project team is also preparing to launch kdl.org/techhelp, which will help patrons understand the scope of assistance available at KDL and guide them to the appropriate support. In addition, a systemwide training for all KDL staff will go live on December 3, designed to refresh, upskill and reskill staff on expectations for walk-in tech help. This training ensures consistency and confidence in supporting patrons across the system.



This tech help flowchart is just one of many new or revamped training materials created by the project team to support staff

Teen Graphic Novel Contest

Project Lead: Madelyn Besaw

Approval Date: 07.17.2024

Status: 1 Extension - At Risk

Due Date: 12.19.2025 - *Extended*

November was an exciting month for the project team as the patron-facing portions of the initiative were wrapped up with a promotional booth at Grand Rapids Comic Con and the Award Ceremony. Project team members staffed the Comic Con booth on November 16, handing out invitations to the Graphic Novel Award Ceremony, sharing information about Write Michigan, and giving visitors a sneak peek at the printed anthology. One of the winners even returned to the table to show off the anthology to friends and family.

The month concluded with a highly successful award ceremony, attended by 67 people, including all teen finalists. Highlights included seeing teen authors signing anthologies at the front while families and friends waited to receive their copies, prompting the printing of an additional 25 anthologies after the original 50 were claimed. The event was an incredible celebration of teen authorship and community support.



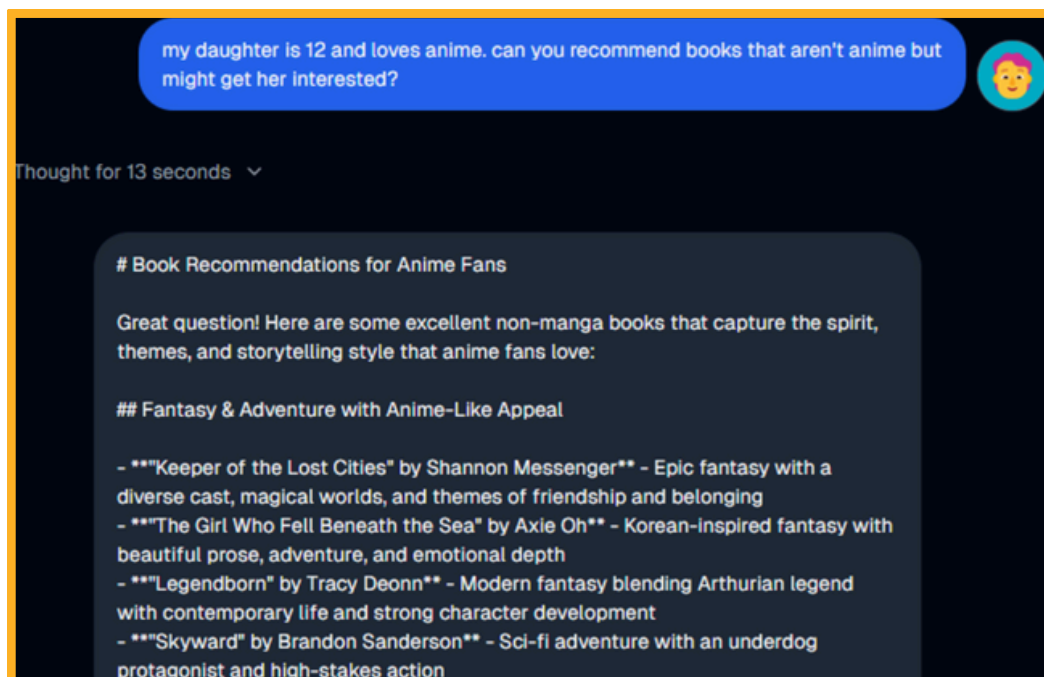
Photos from KDL's first Teen Graphic Novel contest

Website & Discovery Layer AI Enhancements

Project Lead: Remington Steed
Status: On Track

Approval Date: 05.21.2025
Due Date: 03.25.2026

BiblioCommons recently hosted a meeting where library partners were given a demonstration of the AI prototype, led by their partner, Yonder, an AI company based in Romania. Three Yonder staff members walked participants through the current strengths and weaknesses of the prototype and answered questions from the group. Following the meeting, all participants were given access to test the prototype, with feedback requested by December 10 to help improve response quality and address concerns. The project team is actively testing the prototype, and initial results appear promising, though some rough edges remain. The current prototype combines two use cases – answering common questions and recommending books and resources – into a single chat assistant. A separate tool has been developed to summarize reviews and comments on catalog records, with the plan to eventually integrate this functionality into the catalog.



A sneak peek of the prototype the project team is testing

BUILDING PROJECTS

Krause Memorial (Rockford)

Project Lead: Jennifer German

Status: N/A

Approval Date: N/A

Due Date: N/A

The City of Rockford recently learned that they received a \$1 million grant from the federal government. The Krause Library Expansion Project was included in a bicameral bill through the USDA and was sponsored by Congresswoman Hillary Scholten and Senator Gary Peters. The expansion project continues to be on schedule, and the building now has concrete floors and a roof.



Recent photos of the progress of the Krause Memorial Branch expansion

Tyrone Township

Project Lead: Liz Knapp

Status: N/A

Approval Date: N/A

Due Date: N/A

There are no new updates on the Tyrone project at this time.

BUILDING PROJECTS

Walker



Project Lead: Liz Knapp

Status: N/A

Approval Date: N/A

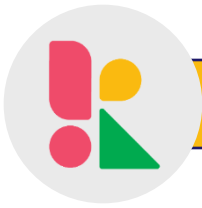
Due Date: N/A

The New Walker Library is largely enclosed, and at a point in construction where walkthroughs are possible. These walkthroughs are currently being scheduled over the coming weeks with city officials, KDL leadership, Walker staff, board members, and city commission representatives.

Construction continues to be on target!

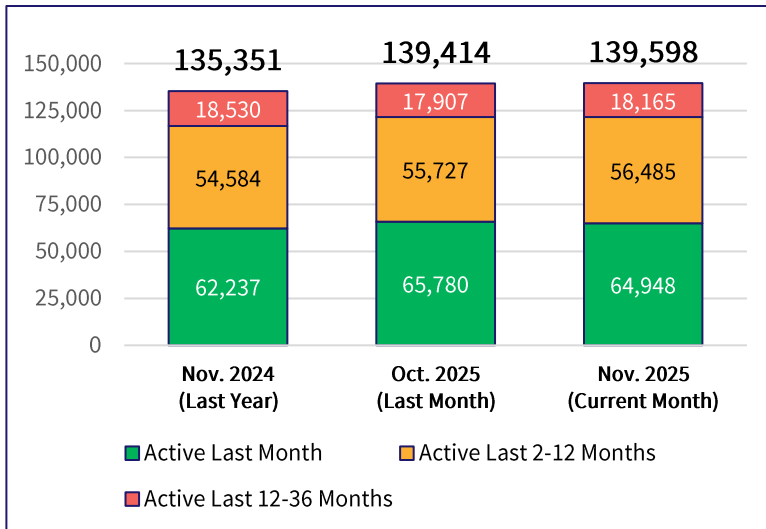


Progress continues on the Walker Expansion



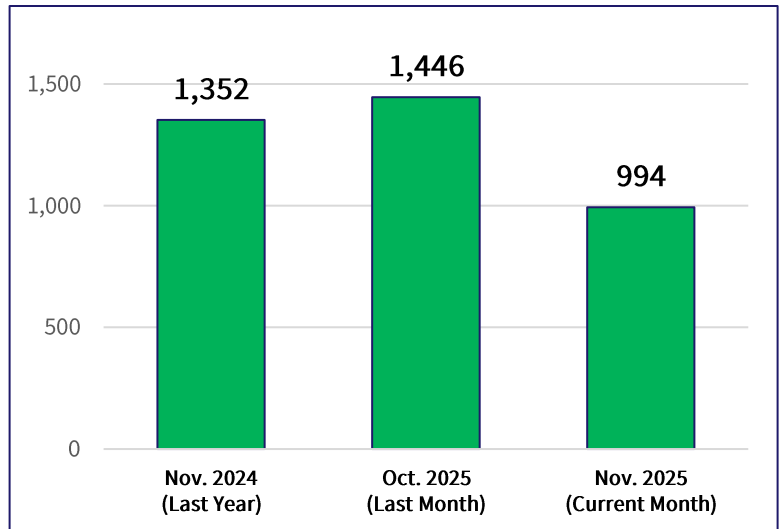
NOVEMBER 2025 STATISTICAL SUMMARY

Active KDL Patrons:



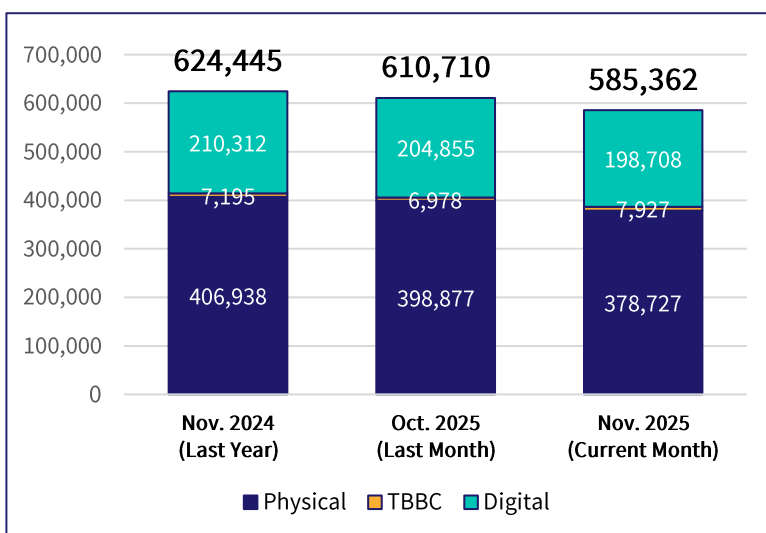
Active KDL Patrons are **up 0.1%** from last month and **up 3%** from the same month last year.

New KDL Cards Added:



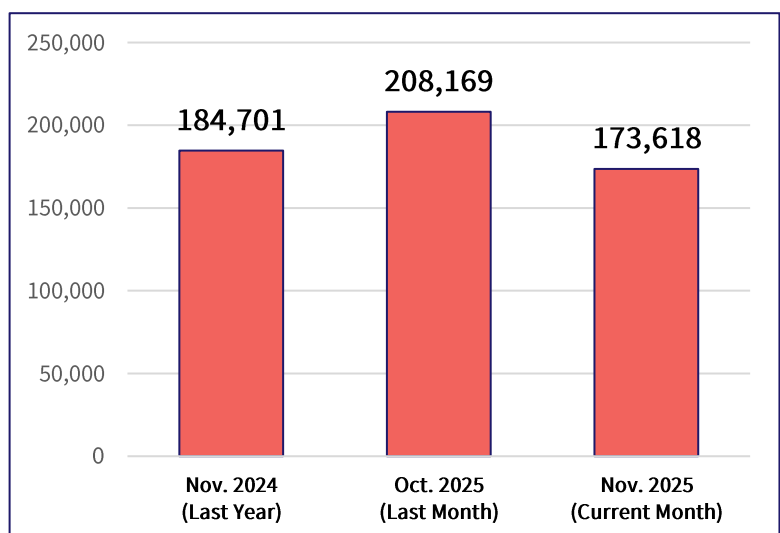
New KDL Cards Added are **down 31%** from last month and **down 26%** from the same month last year.

Total Circulation:

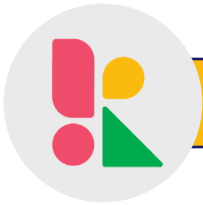


Total Circulation is **down 4%** from last month and **down 6%** from the same month last year.

Visitor Count:

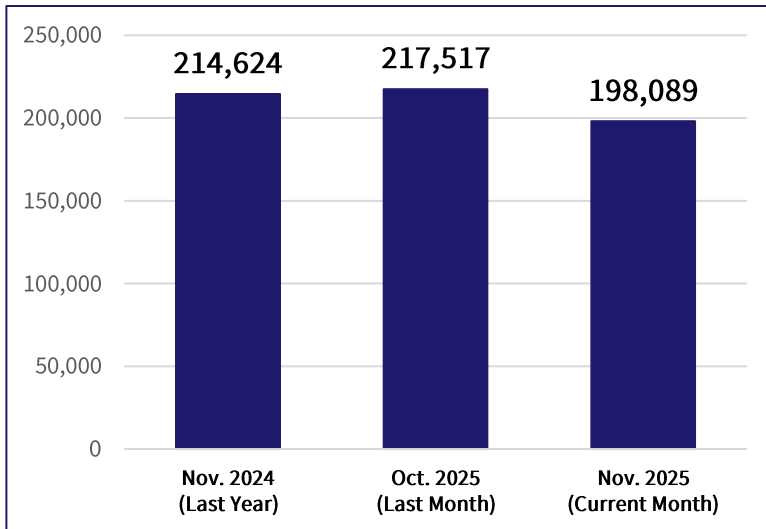


Branch Visitors are **down 17%** from last month and **down 6%** from the same month last year.



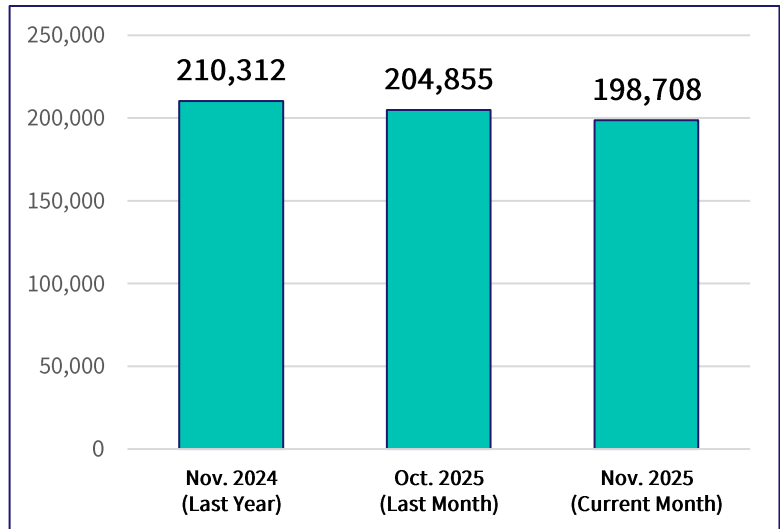
NOVEMBER 2025 STATISTICAL SUMMARY

Physical Items Checked Out:



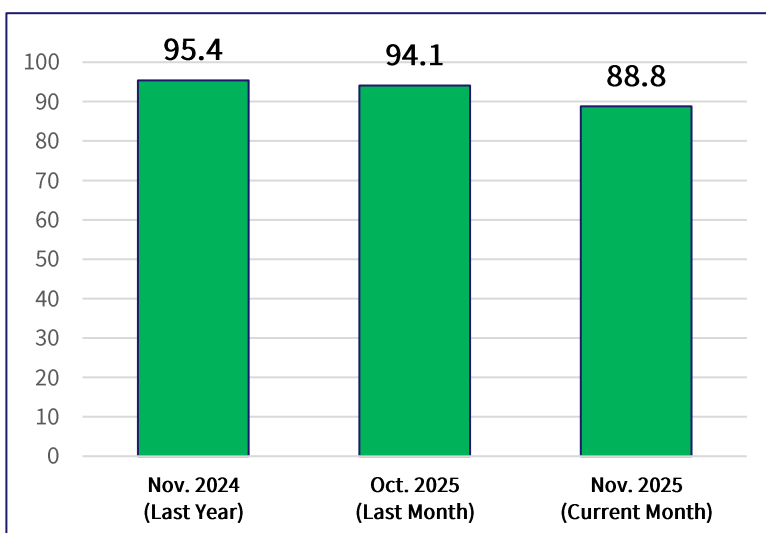
Physical checkouts are **down 9%** from last month and **down 8%** from the same month last year.

Digital Items Checked Out:



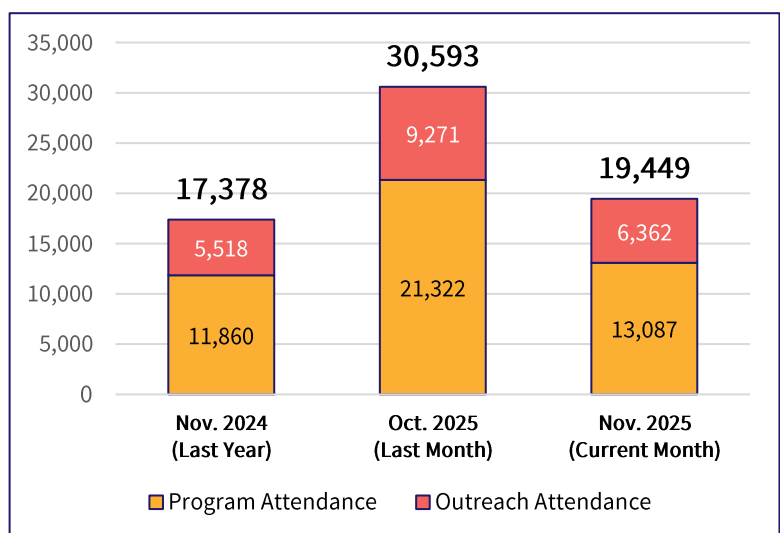
Digital checkouts are **down 3%** from last month and **down 6%** from the same month last year.

Net Promoter Score (NPS):



Net Promoter Score is **down 5.3%** from last month and **down 6.6%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 36%** from last month and **up 12%** from the same month last year.



MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

All Physical Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. KDL WiFi Mobile Hotspot	523
2. <i>Great Big Beautiful Life</i> by Emily Henry	130
3. <i>My Friends</i> by Fredrik Backman	129
4. <i>The Secret of Secrets</i> by Dan Brown	125
5. <i>The Widow</i> by John Grisham	123
6. <i>The Academy</i> by Elin Hilderbrand	119
7. <i>The Intruder</i> by Freida McFadden	118
8. (tie) <i>Do Not Disturb</i> by Freida McFadden	115
(tie) <i>Remain</i> by Nicholas Sparks	115
10. <i>Atmosphere</i> by Taylor Jenkins Reid	114

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Widow</i> by John Grisham	347
2. <i>The Correspondent</i> by Virginia Evans	289
3. <i>Nobody's Girl</i> by Virginia Roberts Giuffre	238
4. <i>Buckeye</i> by Patrick Ryan	234
5. <i>Theo of Golden</i> by Allen Levi	231
6. <i>Gone Before Goodbye</i> by Reese Witherspoon and Harlan Coben	219
7. <i>My Friends</i> by Fredrik Backman	215
8. <i>The Black Wolf</i> by Louise Penny	187
9. <i>The Intruder</i> by Freida McFadden	183
10. <i>The Gales of November</i> by John U. Bacon	179

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Brimstone</i> by Callie Hart (audio)	354
2. <i>The Perfect Marriage</i> by Jeneva Rose (audio)	208
3. <i>Say You'll Remember Me</i> by Abby Jimenez	192
4. <i>The Women</i> by Kristin Hannah (audio)	188
5. <i>The Housemaid</i> by Freida McFadden (audio)	186
6. (tie) <i>The Housemaid Is Watching</i> by Freida McFadden (audio)	182
(tie) <i>The Wedding People</i> by Alison Espach	182
8. <i>Diary of a Wimpy Kid: Partypooer</i> by Jeff Kinney	175
9. <i>Sunrise on the Reaping</i> by Suzanne Collins	171
10. <i>The Let Them Theory</i> by Mel Robbins	166

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Anxious Generation</i> by Jonathan Hadt (audio)	1,001
2. <i>Great Big Beautiful Life</i> by Emily Henry (audio)	773
3. <i>My Friends</i> by Fredrik Backman (audio)	675
4. <i>Atmosphere</i> by Taylor Jenkins Reid (audio)	647
5. (tie) <i>The Let Them Theory</i> by Mel Robbins	552
(tie) <i>The Widow</i> by John Grisham	552
7. (tie) <i>Great Big Beautiful Life</i> by Emily Henry	507
(tie) <i>My Friends</i> by Fredrik Backman	507
9. <i>The Correspondent</i> by Virginia Evans (audio)	452
10. <i>Atmosphere</i> by Taylor Jenkins Reid	413

NEW HIRES	POSITION	EFFECTIVE
AJ Tierrablanca	Intern – Kelloggsville	October 20
Brianne Black	Assistant Branch Librarian – East Grand Rapids	October 27
Kaitlyn Boers	Assistant Branch Librarian – East Grand Rapids	October 27
Elizabeth Mayville	Assistant Branch Librarian – Amy Van Andel / Ada	December 1
Hadassah Hanson	Assistant Branch Librarian – Wyoming	December 1
Nina Butts	Assistant Branch Librarian – East Grand Rapids	January 12
Drew Pearson	Assistant Branch Librarian – Kentwood	January 12

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Madison Scheuneman	Assistant Branch Librarian – Kentwood	Assistant Branch Librarian – Gaines	October 27
Lynne Haley	Branch Librarian – Walker	Assistant Branch Librarian Sub	November 30
Stephanie Peterson	Assistant Branch Librarian – Walker	Branch Librarian – Walker	December 1
Amber Stein	Shelver – Kentwood	Assistant Branch Librarian – Kentwood	December 1
Holland Rietberg-Miller	Assistant Branch Librarian – Wyoming	Branch Librarian – Kentwood	December 22

DEPARTURES	POSITION	EFFECTIVE
Alicia Pena	Assistant Branch Librarian – Kentwood	December 19

OPEN POSITIONS	TYPE
Intern – Finance	Temporary
Administrative Assistant – Finance	Part-time
Assistant Branch Librarian – Grandville	Part-time
Assistant Branch Librarian – Walker	Part-time
Assistant Branch Librarian – Kentwood	Part-time
Assistant Branch Librarian – Wyoming	Part-time

EMPLOYEE ANNIVERSARIES (JANUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Amy Bouma	Collection Services	28 years
Ray Mysels	Information Technology	27 years
Tammy Schneider	Collection Development	26 years
Katie Zuidema	Marketing/Communications	16 years
Trevor Zuidema	Grandville	15 years
Faye Harbison	Plainfield	14 years
Clyde Waltenbaugh	Spencer Township	12 years
Sarah Vantassell	Comstock Park	11 years
Morgan Hanks	Patron Services	9 years
Ashley Geglio	Cascade	8 years
Nanette Zorn	Cascade	8 years
Stacey Brander	Patron Services	5 years
Tiha Kabir	Sub Pool	5 years
Kate McCoy	Amy Van Andel / Ada	5 years
Sarah Powers	Amy Van Andel / Ada	5 years
Michelle Trisch	Amy Van Andel / Ada	5 years
Dawn Lewis	Sub Pool	4 years
Rebecca Lindemulder	Sub Pool	4 years
Rebecca Maupin	Englehardt	4 years
Rachel McCay	Plainfield	4 years
Aimee Boruta	Kentwood	3 years
Gwen Genzink	Sub Pool	3 years
Emma Brisson	Plainfield	2 years
Kelsey Hunter	Cascade	2 years
Edward Schaller	Caledonia	2 years
Katie Webb	Patron Services	2 years

BOARD OF TRUSTEES ATTENDANCE - 2025

	TRACY CHRENKA	PETER DYKHUIS	ANDREW ERLEWEIN	SHERRI GILREATH WATTS	CARLA MOYER HOTZ	CHRISTINA TAZELAAR	AMANDA SCHRAUBEN	NORMA VERHEULEN
January 16, 2025	X	X	X	X	X	X*	X	X
February 20, 2025	X	X	X		X	X	X	X
March 20, 2025	X	X	X	X	X	X	X	X
April 17, 2025	X	X	X	X	X	X	X	X
May 15, 2025		X	X	X	X	X		X
June 12, 2025	X	X	X	X	X	X	X	X
July 17, 2025	X	X	X	X	X	X	X	X
August 21, 2025	X	X	X	X	X	X	X	X
September 18, 2025	X	X	X	X	X	X	X	X
September 29, 2025	X	X		X			X	X
October 16, 2025		X	X	X	X	X	X	X
November 20, 2025	X	X	X	X	X	X		X
December 18, 2025								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE



Policy Manual

Edits October 2025

SECTION 5: BUDGET AND FINANCE

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

KDL Policy 5.1 Investments

LAST REVISED 11.21.24

1. STATEMENT OF PURPOSE

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

2. SCOPE OF POLICY

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

3. INVESTMENT OBJECTIVES

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

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

4. DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

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

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

5. LIST OF AUTHORIZED INVESTMENTS

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

~~a. The Kent County Investment Pool or~~ investment pools organized under the [Local Government Investment Pool Act, 1985 PA 121](#), MCL 129.141 et seq.

~~b. Bonds, securities, and other obligations of the United States or any agency or instrumentality of the United States and investment pool consisting of these securities and other obligations.~~

~~c. a.~~ Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution as defined in MCLA 129.91 provided that the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of the State of Michigan or the United States.

~~d. b.~~ Repurchase agreements consisting of instruments listed in b., above.

6. AUTHORIZED FINANCIAL DEALERS & INSTITUTIONS

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

7. STATEMENT CONCERNING SAFEKEEPING AND CUSTODY

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

8. STANDARD OF PRUDENCE

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

9. STATEMENT OF ETHICS

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

10. INVESTMENT ACTIVITY REPORT

The Board Treasurer and the Director of Finance shall provide monthly reports to the Board concerning the investment of District Library funds. The Director of Finance shall provide a detailed annual investment report, including account and fund information. The KDL Board will annually designate its depositories and/or its investment advisors for the coming year during the adoption of the budget.

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KDL Policy 5.1.1

Annual Budget & Adjustments

LAST REVISED 8.15.19

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

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

KDL Policy 5.1.2

Fund Balance

LAST REVISED 11.21.2024

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

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

KDL Policy 5.2

Purchasing Policy

LAST REVISED 11.21.2024

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

Reason for Policy:

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

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

Approval Thresholds

For individual purchase transactions and commitments, the Executive Director and Director of Finance are each authorized to make purchases for all items when the cost per item is under \$25,000. For individual purchase transactions and commitments when the cost per item exceeds \$25,000 and is under \$50,000, the Executive Director and Director of Finance are authorized to make purchases after obtaining a minimum of three quotations. The above-noted purchases require the approvals of both the Executive Director and the Director of Finance.

For Commitments to Purchase costing over \$50,000, a Request for Proposal (RFP) will be generated and a bid process will be used. RFPs will be available on the Kent District Library’s website and shall be

advertised once a week for two consecutive weeks in at least one print and one online newspaper of general circulation within Kent County and on other electronic sites that are standard platforms for the goods or services that are being purchased. The Library Board of Trustees' approval is required prior to awarding the contract for such goods or services. Kent District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid.

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

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

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

Commented [EW2]: Removal as discussed in the Manager's Q2 meeting earlier this year

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

Sole Source Purchases

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

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

Emergency Purchases

If there is evidence of imminent danger to persons or property and when deemed necessary to guarantee the safety of patrons, staff, and visitors, emergency purchases may be authorized by the Executive Director or [his/her/their](#) designee in excess of the \$25,000 limit outlined above. Emergency purchases may also be necessary if there is an occurrence of technology failure, technology security breach, or other circumstances caused by forces of nature. Prior to authorizing these emergency purchases, the Executive Director must consult with the Chairperson of the Library Board of Trustees or [his/her/their](#) designee. The Executive Director shall document the reason for any emergency purchase and inform the Library Board of Trustees at the next regularly scheduled meeting.

Contracts

The Kent District Library ~~will~~ have outside legal counsel evaluate all new contracts with a Commitment to Purchase of greater than \$250,000. The Kent District Library shall have the option of renewing expired contracts (up to two times) provided a fair price can be negotiated and the Kent District Library has determined the renewal to be in its best interest. Renewal terms shall not require Library Board of Trustees approval, with the exception of audit and legal services. These services are commissioned by the Library Board of Trustees and will need to be renewed by a majority vote upon contract expiration.

Non-discrimination

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

Government Contracts

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

Universal Service Administrative Co. Funding

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

KDL Policy 5.3

Conflict of Interest—Board & Staff

LAST REVISED 11.24.2024

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

CONFLICT OF INTEREST STATEMENT - BOARD

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

Signature: _____ Date: _____

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

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

CONFLICT OF INTEREST STATEMENT – STAFF

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

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

STAFF CONFLICT OF INTEREST STATEMENT

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

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

Signature: _____ Date: _____

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

KDL Policy 5.3.1

Contest Participation

LAST REVISED 8.15.19

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

KDL Policy 5.4

Code of Ethics—Board

LAST REVISED 11.21.24

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

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

personal interest conflict exists, ~~she/he~~they should, prior to the matter being considered by the Board or administration, disclose ~~his/her~~their interest (such disclosure shall become a matter of record in the minutes of the Board).

11. **Private Employment:** No trustee of the Library shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of ~~his or~~her/their official duties.
12. **Use of Library Property:** 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.

DISTRIBUTION OF THIS CODE

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

CODE OF ETHICS – ACKNOWLEDGEMENT

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

I understand that this policy is meant to supplement good judgment and will respect its spirit and wording.

Signature: _____

Print Name: _____

Date: _____

KDL Policy 5.5

Petty Cash

LAST REVISED 8.15.19

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

KDL Policy 5.6

Acceptance of Non-Book Gifts

LAST REVISED 11.21.24

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

Program/Event Sponsorships

Programs held-Events that are hosted and promoted as at KDL's branch libraries programs that are underwritten by an individual or corporate sponsor may be acknowledged in promotions and during the event at the branch by appropriate signage. Such signage will be placed close to the event's promotion. The signage shall be removed after the sponsored event has taken place.

Commented [RG3]: 1) not all programs/events are held at branches, 2) we do not produce event signage and 3) this language needs to be clarified so it clearly applies to KDL programs and not non-library events held in community rooms.

Acknowledging Sponsorship of Equipment, Furniture, and Fixtures

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

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

KDL Policy 5.7

Credit Card Use

LAST REVISED 11.24.24

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

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

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

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

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

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

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

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

KDL Policy 5.8

Non-Sufficient Funds (NSF) Check Return Fee

LAST REVISED 11.21.24

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.

KDL Policy 5.9

Fraud Prevention

LAST REVISED 8.15.19

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

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

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

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

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

KDL Policy 5.10

Capture of KDL Millage

LAST REVISED 7.21.17

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

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

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

KDL Policy 5.11

Fundraising

LAST REVISED 7.21.17

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

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

KDL Policy 5.12 Records Retention

LAST REVISED 7.21.17

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

KDL Policy 5.13 Fixed Assets

LAST REVISED 11.21.2024

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

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

Threshold

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

Additions

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

Disposals

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

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

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

accumulated depreciation if the property is still in use.



Policy Manual

Updated November 2025

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SECTION 6: PERSONNEL

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KDL Policy 6.1

Equal Employment Opportunity

LAST REVISED 12.19.24

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, 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 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 12.19.24

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

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

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

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

environment.

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

An employee who believes that they 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 with Disabilities Act (ADA)

LAST REVISED 12.19.24

Kent District Library is subject to the provision of the Americans with Disabilities Act (ADA), 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.

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

Individuals needing ~~special auxiliary aids or services for access to~~ [hearing assistance technology](#) for 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, [and two weeks advance notice to schedule certified ASL interpreters. For any other type of accessibility needneeds, please contact the Library so staff can determine the options.](#)

KDL Policy 6.2

Position Authorization

LAST REVISED 12.19.24

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 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~~by the Human Resources Department by the designated deadline.

KDL Policy 6.2.1.1

Internships

LAST REVISED 2.18.16

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

Interns can serve in the following ways:

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

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

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

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

KDL Policy 6.2.2

Interview & Selection

LAST REVISED 12.19.24

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 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 Executive Director, the local governmental unit shall have no veto or voting rights regarding the selection of the 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 ~~equivalent~~^{equivalent}, 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 12.19.24

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 their current salary.

At the end of the "Acting" assignment, the employee will be returned to their regular position and original pay rate. An evaluation of 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 12.19.24

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 for forwarding all pertinent employee documents for inclusion in the official personnel files, and to prepare and submit all documents necessary to carry out 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 12.19.24

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 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 12.19.24

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 hire.

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

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

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

(12) months of such leave.

- FMLA Leave: Entire period of such legitimate leave.

KDL Policy 6.3.3

Disclosure of Employee File Information

LAST REVISED 12.19.24

The Human Resources Department shall be responsible ~~tefor~~ uniformly ~~handle~~handling 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 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).

KDL Policy 6.3.4

Employee References

LAST REVISED 12.19.24

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

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

KDL Policy 6.3.5

Applicant/Employee Background Verification & Drug Screening

LAST REVISED 12.19.24

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, 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 12.19.24

Regular employees will receive benefits as outlined in the benefit schedules maintained [in by](#) the Human Resources Department.

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 Kent District Library deems necessary.

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 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 and the Earned Sick Time Act (ESTA)

LAST REVISED 04.17.24

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 earn 96 hours of sick leave per year, which accrues biweekly at 1/26th of the annual benefit, exclusive of unpaid leaves of absence.
- Part-time employees shall be credited with pro-rata sick leave benefits upon the ratio of their hired hours to a full-time (40-hour) position. 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, and such time may be utilized for reasons covered by ESTA.
- Sick time may accumulate up to a maximum of one thousand four hundred and forty (1,440) hours.
- Interns and substitutes will accrue sick time under ESTA. Such time will be available for use if they work for 120 days or more.

Eligibility Requirements

- Because KDL policy on PTO/sick time provides time off that can be used for the purposes outlined in the Michigan Earned Sick Time Act, as amended (the "Act"), under the same conditions as outlined in the Act, and allows employees to accumulate time at a rate greater than the rate required under the Act, no changes are made to the policy relating to how much

time employees can accumulate or use.

Use of Earned Sick Time

To the extent permitted by law, earned sick time will run concurrently with leave taken under other KDL policies and under other applicable laws.

Consistent with the ESTA, earned sick time may be used for any of the following purposes:

1. For the diagnosis, care, or treatment of an existing mental or physical illness, injury, or health condition of, or preventative care for, an employee or an employee's family member.
2. If an employee or an employee's family member is a victim of domestic violence or sexual assault, for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or, to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
3. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
4. For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or, when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Under ESTA, the term "family member" means a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of any state or a domestic partner; a grandparent; a grandchild; a biological, foster, or adopted sibling; any individual related by blood to the employee; or any other individual whose close association with the employee is the equivalent of a family relationship.

Reasonable Notice for the Use of Earned Sick Time

Unless otherwise determined to be covered by the Family Medical Leave Act (Policy 6.7.5), if an employee knows in advance that the employee will need to use earned sick time, the employee must provide their supervisor with advance notice (up to seven days) before the day the earned sick time is to begin. If an employee's need for earned sick time is unforeseeable, the employee must comply with KDL's usual and customary notice requirements found in both the labor agreement and procedures using the absence reporting system. Failure to comply with the library's notice requirements may result in disciplinary

action, up to and including termination of employment.

Re-employment, Separation, and Retirement

Re-Employment

Except as provided below, accrued, but unused earned sick time is not paid out upon termination of employment. If an employee leaves KDL but is subsequently re-employed by KDL, within two months of the employee's separation, the employee will have any previously accrued, but unused earned sick time made available to the employee, consistent with ESTA.

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 and work-out their notice period. 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.

Separation and Retirement

An employee who retires from Kent District Library while having achieved age 62 or older (i.e., normal retirement age), and, who has a sick leave balance of 400 hours or more, shall receive Two Thousand Dollars (\$2,000) compensation upon retirement as a retirement bonus (consistent with the labor agreement).

Retaliation Prohibited

Consistent with ESTA, employees will not be disciplined for the lawful use of earned sick time. If an employee feels that the employee is being discriminated or retaliated against for exercising rights provided by the Earned Sick Time Act, as amended, the employee may file a complaint with their supervisor, human resources, or the Michigan Department of Labor and Economic Opportunity.

KDL Policy 6.4.4

Disability Leave of Absence

LAST REVISED 12.19.24

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 Kent District 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, Kent District Library may allow the employee to return to limited duties with the review and approval of the supervisor. 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. Kent District 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. Kent District Library will

determine whether it is necessary to fill the employee's position while the employee is on disability leave.

KDL Policy 6.4.5

Workers' Disability Compensation Supplemental Pay

LAST REVISED 12.19.24

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

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

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

KDL Policy 6.4.6

Emergency Closing Compensation

LAST REVISED 12.19.24

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 12.19.24

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 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, 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 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 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 12.19.24

Requests to carry forward vacation leave resulting in an excess of 26 days (208 hours) in the employee's vacation leave bank shall be made in writing to the employee's supervisor and must note the anticipated dates that the excess leave will be used. All carry forward of vacation leave must be approved by both the supervisor and the Executive Director. Such carry-forward leave shall be allowed only for special personal reasons and for no longer than six months after the year in which the carry-forward was credited.

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

KDL Policy 6.7.4

Bereavement Leave

LAST REVISED 12.19.24

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~~ be written to the Human Resources Department and copied to the employee's supervisor.

KDL Policy 6.7.5

Family & Medical Leave Act (FMLA)

LAST REVISED 12.19.24

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 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~~childcare, 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 Kent District Library.

- ~~D. Payment of Accrued Benefit Time - FMLA leave is unpaid. Kent District Library requires employees to use accrued paid leave (e.g., vacation, PTO) during FMLA leave, including for birth, adoption, foster care placement, or caring for a family member. Employees may request to retain up to one-half (½) of their accrued vacation/PTO as of the start date of the FMLA leave. This request must be submitted in writing before the leave begins, unless an emergency prevents advance notice.~~
~~**Note: Supplemental Leave grants may be applied only after all accrued paid leave banks have been exhausted.**~~

- ~~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 from work may be applied to the FMLA leave at either the employee's or 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. 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 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

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sufficient information to 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 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 — 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 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 without Pay

LAST REVISED 12.19.24

Personal leave of absence without pay may be granted at the discretion of 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.

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 12.19.24

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 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 12.19.24

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 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 12.19.24

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

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

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

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

In order for an employee to be eligible for a holiday with pay, 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 12.19.24

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.

Kent District Library recognizes drug dependency as a major health problem. 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 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 their drug or alcohol dependency.

KDL Policy 6.10

Electronic Communications Policy

LAST REVISED 12.19.24

Kent District Library provides Electronic Resources to employees solely for official KDL business use. Electronic Resources include, but are not limited to:

- Any and all KDL-issued devices and technology
- Use of Library-provided or approved cloud services (e.g. Microsoft 365, Teams, SharePoint, OneDrive, etc.) through a connection with a KDL-issued device or a personal device (phone, tablet, laptop, etc.)
- Use of any library systems or networks through connection with a KDL-issued device or a personal device (phone, tablet, laptop, etc.)

~~Electronic Resources also include Library-provided or approved cloud services such as Microsoft 365 (Teams, SharePoint, OneDrive), and any personal devices (phones, tablets, laptops) that connect to Library systems or networks through authorized means. 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 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 business-like. 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 applicable 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;

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

No Expectation of Privacy

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

Security

You must not attempt to interfere with Library's ability to monitor your use of Electronic Resources by using any unauthorized ~~encryption method~~ [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.

[To safeguard our business data and minimize the risk of unauthorized access, the Library requires Multi-Factor Authentication \(MFA\) to verify the identity of all users accessing our electronic tools.](#)

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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 12.19.24

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 they consider 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, 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) an immediate supervisor, (b) the Director of Human Resources and Organizational Development, (c) the Executive Director or (d) the Chair or 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 12.19.24

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 and build institutional relationships with other library systems. 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.

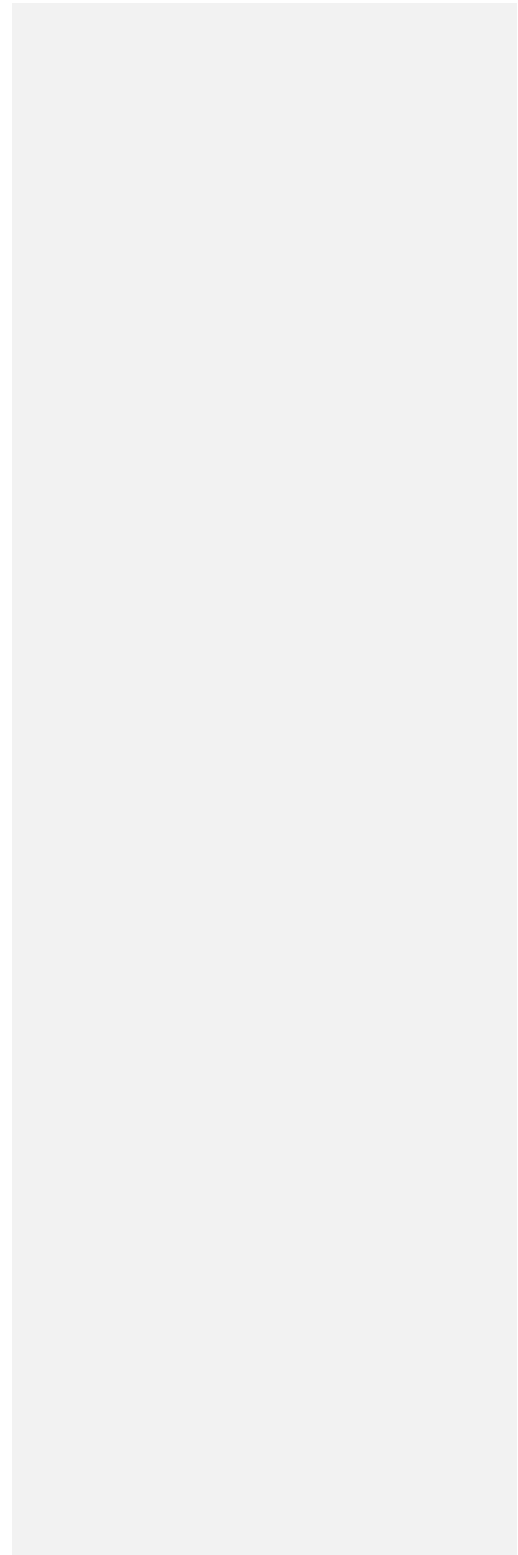
The results of this verification process will be used to determine volunteer eligibility under Kent District Library's policies. No volunteer opportunities will be made available without the completion of the background verification process. KDL cannot be held liable for inaccurate information received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



**2025-1 AMENDMENT
TO THE
KENT DISTRICT LIBRARY
EMPLOYEES' RETIREMENT PLAN**

This is an Amendment made this _____ day of _____, 2025, to the Kent District Library Employees' Retirement Plan ("plan") sponsored by the Kent District Library ("Employer").

W I T N E S S E T H:

WHEREAS, the Employer amended and restated the plan on May 20, 2010, effective January 1, 2010; and

WHEREAS, the Employer has decided to enter into a buy-out agreement with an insurance company licensed to do business in one of the states in the United States ("Insurer") to annuitize certain benefits; and

WHEREAS, in connection with the annuitization, the Employer wishes to remove the ceiling applicable to the post-retirement increase authorized under the plan; and

WHEREAS, if necessary to expand the number of Insurers willing to enter into such an arrangement for the plan, the Employer, by action of the Chair of the Library Board, may make minor adjustments to the terms of the annuity contract purchase; and

WHEREAS, the Pension Board of Trustees ("Pension Board") is responsible for the administration of the assets of the plan; and

WHEREAS, the Employer has directed the Pension Board to implement the annuity purchase as expeditiously as possible; and

WHEREAS, the Pension Board will be responsible for establishing the annuity purchase date pursuant to the Employer's direction; and

WHEREAS, each affected individual shall be notified of the agreement, and pursuant to the terms of the buy-out agreement, a non-participating group annuity certificate issued by the Insurer describing the irrevocable commitment to pay the annuitized benefit shall be provided to each affected annuitant; and

WHEREAS, the entire benefit rights of the affected individuals shall be guaranteed by the Insurer as of the annuity purchase date and enforceable against the Insurer at the sole choice of the individual; and

WHEREAS, in accordance with the agreement, the Insurer will assume the liability for the annuitized benefits effective as of the date agreed upon between the Pension Board and the Insurer, and the annuitized individual shall no longer be a Retiree under the plan with rights under the plan and the plan shall have no further obligation to make any payment with respect to any benefit of the individual, including any survivor, beneficiary, or other person claiming any rights or benefits by or through the annuitized individual on or after the date the Insurer becomes responsible for the payment of benefits; and

WHEREAS, the annuity contract will not be held as an asset of the plan; and

WHEREAS, the annuity contract with the Insurer shall provide for the continued payment of the individual's benefit in the same form and under the same terms as in effect under the plan with respect to such benefit immediately before the purchase of the annuity contract, except as provided below for any designation of beneficiary, contingent annuitant, or joint annuitant; and

WHEREAS, Section 12.1 empowers the Employer to amend the plan; and

WHEREAS, the plan must be amended to add provisions to allow for the purchase of the annuity contract and to remove the ceiling applicable to the post-retirement increase; and

NOW, THEREFORE, the Employer amends the plan, effective immediately, as follows:

1. Section 4.3 is amended to read:

4.3 Post-Retirement Increases.

Beginning with the January 1st that is at least 36 full months after the effective date of the benefit, the amount of a participant's normal retirement benefit will be redetermined effective each January 1st and the redetermined amount will be payable for the ensuing year. For purposes of this section, "the amount of the benefit otherwise payable" means the monthly amount of benefit that would be payable disregarding these provisions redetermining benefit amounts after retirement. Subject to the maximum stated in the next sentence, the redetermined amount will be the amount of the benefit otherwise payable multiplied by 100.0 percent, plus 1.0 percent for each full year (excluding any fraction of a year) in the period from 12 months before the January 1st that the benefit is first redetermined to the current January 1.

2. Section 9.9 of the plan is added as follows:

9.9 Annuity Contract Purchase.

(a) **General Authority.** An annuity contract purchased and distributed by the plan will comply with the requirements of this plan and will be nontransferable. Notwithstanding the preceding sentence, if an annuity contract is purchased to provide for the continued payment of a benefit that had been payable from this plan prior to the purchase of the annuity contract, the administrative beneficiary provisions provided under the annuity contract will apply to any future beneficiary designations.

(b) **Annuity Purchase.** Notwithstanding any other provision of this plan to the contrary, an annuity contract shall be purchased on the date determined by the Pension Board (the "Annuity Purchase Date") to provide for the continued payment of the annuitized individual's benefit by the Insurer in accordance with the terms of the contract. Unless otherwise determined by the Employer, an annuitized individual for this purpose is a Retiree, Beneficiary (including an alternate payee who was awarded an independent benefit under an EDRO), or any other person who is receiving a monthly benefit as of the Annuity Purchase Date and who satisfies the following conditions:

(i) **Retiree/Beneficiary.** The monthly benefit payable to the Retiree, Beneficiary or alternate payee began on or before November 1, 2025, or such later date determined by the Pension Board;

(ii) **Other Recipient.** If the recipient is not a Retiree, Beneficiary, or alternate payee, the person's benefit derives from the benefit of a Retiree or alternate payee described under (i) above;

(iii) **Not Disability Benefit.** The monthly benefit that is being paid to the recipient is not a Disability Benefit;

(iv) **Suspected Death.** The monthly benefit of the recipient has not been suspended as of the Annuity Purchase Date due to the suspected death of the recipient;

(v) **Residency.** The recipient is a current resident of a state in the United States, other than the State of New York;

(vi) **Terminal Benefit.** There is no remaining terminal benefit due as of the Annuity Purchase Date;

(vii) **Guaranteed Period.** If the monthly benefit being paid to the recipient is required under the guaranteed portion of a certain period optional form of payment, the guaranteed payments are scheduled to continue after the date the insurance company assumes liability for the annuitized benefits; and

(viii) **Information.** The plan administrator has all of the information necessary to determine the recipient meets the above criteria as of the Annuity Purchase Date, and all benefit and payment information applicable to the recipient is deemed complete and valid by the Insurer at the time the Insurer becomes responsible for the payment of benefits.

Except as herein amended, the plan and trust are hereby ratified.

IN WITNESS WHEREOF, the Employer has executed this instrument on the day and year first above written.

KENT DISTRICT LIBRARY

By _____

Its _____

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