



Kalamazoo Public Library

kpl.gov

PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
WASHINGTON SQUARE BRANCH LIBRARY – COMMUNITY ROOM
1244 Portage Road, Kalamazoo, MI 49001
February 24, 2014, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. [Resolution to Exempt Taxes from Capture by the Corridor Improvement Authority](#)
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. [Minutes of the Meeting of January 27, 2014](#)
 - B. Personnel Items (none)
- IV. FINANCIAL REPORT
 - A. [Financial Reports for the Months Ending January 31, 2014](#)
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. [Materials Selection Policy](#)
 - B. [Handbooks](#)
 - Reports
 - C. Washington Square Branch Update – Nancy Stern
 - D. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. [Director's Report](#)
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

Following the meeting, Board members will take a tour of the Washington Square Branch.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Resolution to Exempt Taxes from Capture
by the Corridor Improvement Authority**

DATE: February 24, 2014

Recommendation:

I recommend board approval of the attached “Resolution to Exempt Taxes from Capture by the Corridor Improvement Authority” for Oshtemo Township.

Executive Summary:

At the January board meeting, the decision was made to opt out of the proposed Corridor Improvement Plan proposed for Oshtemo Township. This resolution is the official action to inform the township of the decision. Upon board adoption, this resolution will be conveyed to the township by March 15, the end of the 60-day period window for objections.

**RESOLUTION TO EXEMPT TAXES FROM CAPTURE BY THE CORRIDOR
IMPROVEMENT AUTHORITY**

KALAMAZOO PUBLIC LIBRARY

Minutes of a regular meeting of the Board of Trustees of the Kalamazoo Public Library, County of Kalamazoo, State of Michigan, held in the Library District, on the 24th day of February, 2014, at 4:00 p.m., prevailing Eastern Time.

Members present: _____

Members absent: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, the Charter Township of Oshtemo (“Township”) resolved to establish a Corridor Improvement Authority (“CIA”) pursuant to the Corridor Improvement Authority Act, 2005 PA 280, MCL 125.2871 *et seq.* (“CIA Act”); and

WHEREAS, the Township Board held a public hearing on January 14, 2014, regarding the establishment of an authority and the Development and Tax Incremental Financing Plan (“Development and TIFA Plan”); and

WHEREAS, the Library is a taxing authority levying ad valorem property taxes that would otherwise be subject to capture by the CIA once the Development and TIFA Plan is drafted, approved and established; and

WHEREAS, the resolution exempting the Library property taxes from capture by the Township CIA takes effect when filed with the Township Clerk and remains effective until a copy of a resolution rescinding that resolution is filed with the Township Clerk; and

WHEREAS, the Library Board has determined that it is in the best interests of the Library District residents and taxpayers to exempt its taxes from capture by the Charter Township of Oshtemo Corridor Improvement Authority.

THEREFORE, the Board of the Kalamazoo Public Library, County of Kalamazoo, Michigan, resolves as follows:

1. The Kalamazoo Public Library resolves to “opt out” of the Charter Township of Oshtemo’s Corridor Improvement Authority. To that end, the Library Board

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 27, 2014
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, Valerie Wright and James VanderRoest

Absent: None

CALL TO ORDER:

President TenBrink called the meeting to order at 4:00 p.m.

ELECTION OF OFFICERS:

President TenBrink read the slate of officers presented by the nominating committee for the 2014 calendar year.

Recommendation:

Cheryl TenBrink, President
Bruce Caple, Vice President
James Vander Roest, Treasurer
Robert Brown, Secretary

President TenBrink asked if there were nominations from the floor.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATING COMMITTEE FOR THE 2014 CALENDAR YEAR.

MOTION CARRIED 7-0.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Millage Resolution

Recommendation: Director Rohrbaugh recommended approval of the "Resolution Submitting Millage Proposal" including "Exhibit A: Notice of Last Day of Registration" and "Exhibit B: Notice of Regular Election Tuesday, May 6, 2014" and authorization of the Board's secretary to sign as indicated.

Executive Summary: The resolution with ballot language was drafted by the library's attorney. Upon Board approval, they would be conveyed to the county clerk to start the official process of our millage renewal vote on the May 6, 2014 ballot.

Discussion: Director Rohrbaugh said this could be the most important resolution of the year. She told Board members she recommended approval of the resolution. She said the language had been drafted by the library's attorney and that the resolution would be submitted to the county clerk upon approval by the Board. V. Wright asked if the ballot language was typical of millage renewal ballot language. Director Rohrbaugh confirmed it was typical language for millage renewals.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE "RESOLUTION SUBMITTING MILLAGE PROPOSAL" INCLUDING "EXHIBIT A: NOTICE OF LAST DAY OF REGISTRATION" AND "EXHIBIT B: NOTICE OF REGULAR ELECTION TUESDAY, MAY 6, 2014" AND AUTHORIZE THE BOARD'S SECRETARY TO SIGN AS INDICATED.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED: 7-0

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meetings of December 16, 2013*

B. *Personnel Items (none)*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending December 31, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending December 31, 2013.

Discussion: J. Vander Roest noted the library had expended approximately 50% of budgetted funds for most line items at midyear. V. Wright drew attention to tax charge backs asking if the library had received any major charge backs or if the amount the library had paid was due to a number of smaller charge backs. Director Rohrbaugh said the library had recently received tax charge backs from a group of foreclosed properties. D. Schiller said this was not the result of a single appeal. She said most appeals on foreclosed residential properties had been settled but the library expected to still be receiving bills for tax charge backs for foreclosed commercial properties. B. Caple asked if there was any recovery of taxes on foreclosed properties once they were sold. J. Vander Roest answered there was not.

MOTION: R. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING DECEMBER 31, 2013.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Allocation of Interest Earned on Endowment Funds

Recommendation: On behalf of the Fund Development and Allocation Committee, Director Rohrbaugh recommended \$43,000 of interest earned on the endowment funds and available for distribution be allocated for room renovation and furniture and equipment costs for “The Hub”, the library’s Digital Lab to be launched in the spring.

Executive Summary: Plans for the Digital Lab were shared with the Board at the December meeting. Funding for the lab, upon Board approval, would come from a variety of sources:

Interest earned on endowment	\$43,000
Undesignated gifts	6,950
Local History gifts	10,000
Library CIP budget	<u>13,471</u>
Total	\$73,421

Expenditures would include modest room renovations: remove a wall, patch the carpet, upgrade electrical, add HVAC, replace the door. Equipment and furniture would include hardware and software for digitization and post production stations, Chromebooks for training and use throughout the library, and furniture for equipment and public workstations.

Discussion: Director Rohrbaugh said this was the first of two recommendations concerning funding for the Digital Lab. She explained funding for this project would come from four different sources and she thought this was exactly the type of project the library should be using interest earned on the Endowment Fund to fund. R. Brown asked if \$43,000 was the full amount of interest earned on the endowment available for allocation. Director Rohrbaugh answered this was the bulk of what was available based on estimates at the end of December. J. Vander Roest reminded trustees interest that is unspent becomes unavailable. L. Godfrey explained unspent interest is added to the principle.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO ALLOCATE \$43,000 OF INTEREST EARNED AND AVAILABLE ON THE ENDOWMENT FUNDS FOR ROOM RENOVATION AND FURNITURE AND EQUIPMENT COSTS FOR “THE HUB”.

MOTION CARRIED 7-0.

B. Request for Funds from Kalamazoo Community Foundation Local History Room Fund

Recommendation: Director Rohrbaugh recommended the Board approve the expenditure of \$10,000 from the “Kalamazoo Community Foundation / Kalamazoo Public Library Fund – Local History and Community Service Fund” for digitization equipment and software for Local History related services in the Digital Lab.

Executive Summary: At the December meeting, plans for the Digital Lab, to be called “The Hub”, were outlined for the Board. One of the first services will be digitizing photos, tapes, documents, etc. in conjunction with Local History. We see this as an appropriate expenditure from gift funds earmarked for Local History.

The balance in this account at the Kalamazoo Community Foundation was \$100,025.

Discussion: Director Rohrbaugh said this recommendation was for a different source of funding for the Digital Lab - \$10,000 from the Kalamazoo Community Foundation Local History Room Fund. She explained this would pay for the digitization hardware and software K. King had talked about in his presentation to the Board at the December Board meeting. She said this recommendation had been discussed with the Fund Development and Allocations Committee.

R. Brown asked how past digitization at the library had been completed. Director Rohrbaugh said some digitization had been done in-house, for example digitization of Business Office documents, but much was completed by vendors. L. Godfrey asked if the library used funds from the Kalamazoo Community Foundation Local History Room Fund to pay for digitization projects. Director Rohrbaugh said this was one of the types of things this funding was used for and that significant digitization of library materials had not been done in-house. B. Caple asked if the new equipment for the Digital Lab would be used by staff to digitize materials. Director Rohrbaugh said it could be. M. Cockrell said in the past when the library had gotten donations of materials like VHS tapes, it had to pay a vendor to digitize them. He said this would now be able to be done in-house. The Local History Room does digitize many photos in-house and M. Cockrell added the new equipment would make this easier to do. J. Vander Roest said he thought the balance of the Local History Fund was closer to \$60,000. Director Rohrbaugh said the amount in the Executive Summary was an estimate based on new gifts to the fund and interest earned on the principle.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE EXPENDITURE OF \$10,000 FROM THE “KALAMAZOO COMMUNITY FOUNDATION / KALAMAZOO PUBLIC LIBRARY FUND – LOCAL HISTORY AND COMMUNITY SERVICE FUND” FOR DIGITIZATION EQUIPMENT AND SOFTWARE FOR LOCAL HISTORY RELATED SERVICES IN THE DIGITAL LAB.

MOTION CARRIED 7-0.

C. Close Estimate Budget for 2013-2014 Fiscal Year

Recommendation: Director Rohrbaugh recommended approval of the three budgets presented: the General Operating Fund Close Estimate Budget, the Capital Improvement Plan Close Estimate Budget, and the Special Revenue Fund Close Estimate Budget.

Executive Summary:

General Operating Fund Close Estimate Budget

The General Operating Fund Close Estimate Budget incorporated several key changes to estimates approved in the Preliminary Budget for 2013-2014. State Grants and Reimbursements have been updated for the Michigan Public School Employee’s Retirement System Unfunded Actuarial Accrued Liability stabilization. Recorded as a State of Michigan reimbursement and expenditure for employee retirement in the Benefits category the 2013-2014 total effect is \$246,978.

The other key change to the budget estimate is the recognition of unexpended carryover of funds from the prior year totaling \$748,158 (as reflected in the variance to the Beginning Fund Balance) and the investment of a portion of that carryover to support the Capital Improvement Plan by increasing the budgeted transfer from \$40,000 to \$400,000. The remainder of the carryover is reflected in the increase of Total Ending Fund Balance from \$5,344,930 to

\$5,648,849 and an Unassigned Fund Balance equal to 15.9% of Total Operating Expenditures for the year.

Capital Improvement Plan Close Estimate Budget

The Capital Improvement Plan period of three years has been extended with the Close Estimate Budget to end June 30, 2016. Fiscal Year 2013-2014 budgeted allocations include those projects carried over from the prior year and Preliminary Budget. Projected revenue includes the previously budgeted \$46,536 from the Endowment Fund to be transferred at the completion of the Youth and Local History Renovation Project and funds for the new Digital Lab (The Hub) project which include \$43,000 in interest available from the Endowment Fund, a recommended distribution of \$10,000 from the Local History Fund at the Kalamazoo Community Foundation, and gifts from the Lawrence & Sylvia Wong Foundation and John and Mary (Miller) Patton.

New allocations recommended include the Digital Lab project space, furnishings, and equipment budgets; a new back-up generator for Central Library; site drainage improvements at Eastwood; a new self-check unit for the lower level at Central Library; and new chairs and a dolly for the Oshtemo Community Room.

Special Revenue Fund Close Estimate Budget

The Special Revenue Fund Close Estimate Budget has been revised for carryover funds from the prior year and new projects for the KPL Antiracism Transformation Training effort funded at the current date with \$28,347 from the Kalamazoo Community Foundation and the Fetzer Institute. Library Gifts recognize the receipt and transfer of gifts from the Wong Foundation and others to the Capital Improvement Plan Digital Lab Project. The Local History Room gift account also recognizes a similar transfer to fund Local History Room furniture with a gift from John & Mary Patton.

This recommendation was reviewed and supported by the Finance and Budget Committee.

Discussion: Director Rohrbaugh said this followed the library’s usual procedure of revising budgets midyear. She explained the Close Estimate Budget was firmed up compared with the preliminary budget now that salaries and benefits were known and the library had six months of expenditures for the fiscal year. She noted many years a third revision to the budgets was completed near year end and the library would see if this was necessary as the second half of the year progressed. J. Vander Roest said all three budgets had been reviewed in detail by the Budget and Finance Committee and came to the full Board with their recommendation.

MOTION: B. CAPLE MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE THREE BUDGETS PRESENTED: THE GENERAL OPERATING FUND CLOSE ESTIMATE BUDGET, THE CAPITAL IMPROVEMENT PLAN CLOSE ESTIMATE BUDGET, AND THE SPECIAL REVENUE FUND CLOSE ESTIMATE BUDGET FOR THE 2013-2014 FISCAL YEAR

MOTION CARRIED 7-0.

REPORTS:

D. Oshtemo Township Corridor Improvement Authority Update

Report: Director Rohrbaugh said she hoped to bring the Board up to date on the Oshtemo Township Corridor Improvement Authority (CIA). This was an opportunity for the Board to have an open discussion about the proposal after which Director Rohrbaugh hoped it would be clear

whether or not a recommendation about opting out of the plan should be brought to the February Board meeting. She reminded Board members that no action meant KPL would be opting in to the CIA. At the Public Hearing regarding the establishment of the CIA, Director Rohrbaugh told commissioners the KPL Board of Trustees would likely opt out.

She told trustees the trail was estimated to cost approximately \$1.2 million. The township was hoping to secure grants to cover much of the costs and would be responsible for \$462,000 that it would cover partially with tax captures. The four governmental entities whose taxes may be captured are the library, Kalamazoo Valley Community College, Kalamazoo County, and Oshtemo Township. Director Rohrbaugh said the law would allow for less than 100% capture but she said if the Board opposed this tax capture in principle then lowering the percentage captured would not make the library more likely to opt in. She said the library must opt out by March 15th and shared with Board members a worksheet which estimated the amount of money that would be captured from the library and other governing bodies over the next 20 years if they were to opt in. Director Rohrbaugh commented that she, like many of the Board members, thought this was a great project but it should not be paid for with the library's tax revenue.

Discussion: L. Godfrey said she had gone to the Public Hearing and thought Director Rohrbaugh represented the library very well. She said there were two other speakers at the meeting, a county commissioner and a representative from American Village Builders. She added that the worksheet showed the township would be capturing more money individually from the library over the 20 year estimate than the total project cost prior to being awarded any grants. J. Vander Roest said if his quick math was correct, the library would be relinquishing over \$1.5 million over the 20 year term.

R. Brown said he was wondering how much tax revenue the Costco development may bring to the library but now the worksheet had given him an idea. L. Godfrey added it would be great if the library experienced this sort of growth as a result of the development and it didn't make sense for the library to be giving away this type of growth. V. Wright said the library didn't have this sort of money to give away. J. Vander Roest thought this would not make the library good stewards of public funds. Director Rohrbaugh said the CIA would just be capturing new growth in Oshtemo Township, however, the library wanted to be the one to capture that new growth for the library's purposes.

B. Caple asked who would sit on the Board for the CIA. L. Godfrey said the group would be appointed by the Township. She said she also has not seen the governing documents for the authority yet which must be developed. B. Caple asked for clarification that if the library did not opt out it would continue to receive current funding levels. Director Rohrbaugh confirmed this was the case if we did not opt out and allowed for 100% capture of the new growth. B. Caple asked if the library could opt in later. Director Rohrbaugh said once the library was in it could not opt out but she wasn't sure if there was an opportunity to opt in at a later date.

F. Brown said he was firmly against the library opting in to the CIA. He thought there were many other places that should be asked to participate in this development with more at stake than the library. He said the library could not afford giving up this amount of money, especially with continuous tax charge backs and a millage renewal vote happening very soon. V. Wright said the millage renewal may be a hard sell to people if the library were to participate in the CIA. R. Brown noted that times were much different when the library chose not to opt out of the Oshtemo DDA. Library residents voted for the millage to go to the library, not to be captured by

other governmental entities. He said he did not feel the library should participate at any level of the CIA, even a small token level to show support of the project.

J. Vander Roest said the library was in a different position ten years ago when it opted in the Oshtemo DDA. He said he thought the trail was a good idea and would be a benefit to the people of Oshtemo Township but did not think library revenue should be used to build it. V. Wright said she agreed with J. Vander Roest who added that the trail would not have a positive effect on the library. R. Brown said he thought what the township was trying to capture was excessive. Director Rohrbaugh said she was sensing the Board wanted her to return to the February Board meeting with a recommendation to opt out of the Oshtemo Township CIA.

E. Second Quarter Strategic Planning Statistics

Report: Director Rohrbaugh said there has been a problem with the programming numbers on the original report distributed with the Board packets and that the new report in front of them had corrected statistics. She said the library was generally on course to meet its goals. The objectives that were far behind were generally due to seasonal discrepancies.

Discussion: V. Wright asked how people were counted in the Children's Room. E. Cloyd said she thought Children's and Teen Room staff simply used hash marks to count those entering the rooms. J. Vander Roest asked if it made sense to adjust target percentages for the objectives that are seasonal. D. Schiller said this would make the form much more complicated to prepare. J. Vander Roest asked how staff came up with program numbers. M. Cockrell said if it was impossible to count the number of people, staff would take their best guess. He said for outreach events such as the Farmer's Market, staff would keep track of how many people they interacted with.

F. Brown asked if the library had considered other ways of measuring the effectiveness of library programs. Director Rohrbaugh said KPL had gotten on this track with program attendance at the suggestion of the Strategic Planning consultant. She said surveys were administered from time to time but generally the library simply recorded attendance numbers. F. Brown asked if the library could scan patron cards as they came to programs or whether there were privacy issues with this. Director Rohrbaugh said she had read about and seen software that will allow you to do market segmentation. She said the library could invest in this someday but said it was quite sophisticated and expensive. F. Brown said he could see this type of software being used to better determine budgets or as supporting documentation for grant applications.

Disposition: Trustees thanked Director Rohrbaugh for her report.

F. Legislative Report – Diane Schiller

Report: Director Rohrbaugh said there was no Legislative Update for January.

G. Reading Together Preview – Karen Santamaria

Report: K. Santamaria handed out brochures and pins to trustees. She said the larger program this year was made to look like a menu. She highlighted the midday documentary film series at the Kalamazoo Valley Museum and the two panel discussions on raising animals for food and how local farmers came into the profession. She said there would also be a panel about migrant farm workers at Bronson Hospital. She said this was a new partnership and the hospital library

was soon to be opening up in a new location. The librarian would be promoting the panel discussion at the library’s open house.

K. Santamaria said the Steering Committee this year had some of the same members as well as new members from Fair Food Matters, the People’s Food Co-op, The Farmer’s Market, and Food Dance Café. She said Friendship Village would once again be hosting cross-generational book group discussions with students from Loy Norrix and Kalamazoo Central. Books for this discussion were being made available through a grant from the Kalamazoo Community Foundation.

Discussion: President TenBrink asked if the public was welcome to come to the book discussions with Friendship Village. K. Santamaria said she was not sure but would check in on it. K. Santamaria also said two sections from each of the books would be read aloud on WMUK as another way to get people interested in the books. L. Godfrey asked if this information could be found on the website. K. Santamaria confirmed it was on the website.

Disposition: Trustees thanked K. Santamaria for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the committee had met, the results of which were seen earlier in the meeting.
- B. *Personnel Committee*—no meeting.
- C. *Fund Development and Allocations Committee*—C. TenBrink said the committee had met to review two proposals passed earlier in the evening.
- D. *Director’s Building Advisory Committee*—Director Rohrbaugh said the committee had not met but she would give an update on the building project. She said it was pretty much finished and that FM had a few remaining odds and ends to finish up. She encouraged Board members to visit the Children’s Room if they hadn’t already and mentioned the Story Place would have its grand opening celebration for the February First Saturday@KPL, though the room has already seen strong use.

VII. OTHER BUSINESS

A. *Director’s Report*

Report: Director Rohrbaugh drew attention to items two and three mentioning, despite poor weather, the Friends had a successful January book sale selling over \$800 in books. Director Rohrbaugh mentioned item six and the Citizen’s Committee. She named off committee members including Anna Moss, the chair, and said the committee would be meeting at V. Wright’s office. She said subcommittees had been determined and the committee had decided to do a targeted campaign similar to what the schools have done. The money the committee had was determined to be enough and, therefore, they would not need to do any fundraising. L. Godfrey said she was impressed how prepared and ready to work the group was. Director Rohrbaugh said the committee expected two main volunteer opportunities – adhering labels to postcards for mailings and walking through neighborhoods during large community garage sales and putting post-it notes on people’s doors. Lastly Director Rohrbaugh drew attention to the heartwarming library stories at the end of the Director’s Report.

Discussion: V. Wright said she was impressed by number 15. She said the Reading Together Steering Committee had wanted to do a food themed Reading Together for a while and she was excited circulation for this year's titles had already surpassed last year's circulation. F. Brown asked what Hobbiton treats were from item eleven. Director Rohrbaugh admitted she didn't know what Hobbiton treats were. L. Godfrey said item nine was impressive. She also asked if the library knew who the comments in the library stories came from. Director Rohrbaugh said it depended on how the comments came to staff. President TenBrink asked if these stories could be used as testimonials for the millage campaign. L. Godfrey said they would have to be solicited for that specific purpose to be used. J. Vander Roest asked what the library was looking for in a new phone system. Director Rohrbaugh said the library was looking for an Internet based solution adding the current phone system did not comply with new legal requirements. She said a task force made up of S. Lindemann, G. Green, K. King and W. Hand would be determining the best decision for the library. S. Lindemann said the biggest decision would be whether to buy the system or not.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Richard Atwell, 1706 Merrill Street, thanked the Board for their thoughtful, well focused conversation regarding the CIA. He said if this were not addressed things like this could get way out of control and the library could find itself in a bad situation. He said he was proud to have witnessed such a good discussion and he thought the Board was doing their work.

IX. COMMENTS BY TRUSTEES

- L. Godfrey said she thought the library had the cleanest sidewalks of any in the community. She also said she had begun reading and enjoying R. Gage's movie blogs on the website and commented on the great variety of AV in the library's collection.
- B. Caple also applauded the FM staff for keeping the sidewalks around the library clear. He asked if there could be something done about the slipperiness of the brick in the portico of Central Library. Director Rohrbaugh said this had been an issue since 1999 when this brick had been installed. S. Lindemann said the problem was the brick was so smooth. FM has tried putting salt and sand down to make it better and had considered matting but the brick wraps all the way around the building. She acknowledged it was an ongoing challenge. B. Caple also commented he had recently watch *Kings of Summer* saying it was a charming film and one of R. Gage's recommendations, *My Uncle Antoine*.
- F. Brown applauded the collaboration between Friendship Village and Loy Norrix and Kalamazoo Central but reminded meeting attendees that Phoenix was the third KPS high school saying there may be ways to incorporate those students into events like this as well. Secondly he invited people to attend a Dance Festival with Wellspring that he would be helping with as a part of Roteract.
- R. Brown said he had a friend who frequented the Washington Square Branch and that she was regularly telling him how wonderful the facilities and staff were there.
- President TenBrink said her neighborhood library was the Washington Square Branch but she now found herself more often at Central Library. She seconded R. Brown's friend's comments about the branch.

X. EXECUTIVE SESSION

President TenBrink asked for a motion to move to an executive session to discuss the director's midyear review.

MOTION:

L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS THE DIRECTOR'S MIDYEAR REVIEW.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:21 p.m.

MOTION:

B. CAPLE MOVED AND F. BROWN SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:40 p.m.

XI. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:41 P.M.

X_____

Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
January 31, 2014**

DATE: February 24, 2014

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending January 31, 2014.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

February 7, 2014
Kalamazoo Public Library
Interim Financial Statements
For the month ending January 31, 2014

Combined Balance Sheet

Cash and investments in the General Operating fund rose \$2.5M during the month of January due to the receipt of \$3.3M in Taxes Receivable during the month. Net uses of cash exclusive of tax receipts accounts for the difference of approximately \$800,000.

Sources and Uses of Funds

Electronic Transfers

As previously stated, sources of funds during the month of January was dominated by the receipt of \$3.3M in primarily current year tax receipts. Additionally, the library received \$58,305 in District Court Penal Fines and \$10,553 in the Law Library contract payment for October through December 2013. In the other funds, the library received \$6,000 from Major General John and Mary Miller Patton. Uses of funds totaled \$899,455 in the pooled funds for the month including \$23,738 for Capital Improvement Projects.

Electronic transfers included the transfer of funds from the primary general checking (NOW) account at First National Bank of Michigan to the Insured Cash Savings account at the same institution. While technically not an electronic transfer between banks, the transfers are notable.

General Fund Revenue and Expenditure Summary

Revenue for the month of January included several IFT/CFT and Payments in Lieu of Taxes (PILOT) totaling \$13,167.67 in addition to the previously mentioned District Court Penal Fines. The Law Library contract payment does not appear as revenue in January despite being received as cash because it was accrued when invoiced in December. Revenue recognized totaled \$110,754.

As compared to the Close Estimate Budget, expenditures and encumbrances are 55% complete for the year and well within budgeted and expected limits as of the end of January.

Capital Improvement Plan

The Close Estimate Budget approval increased the number of active projects in the Capital Improvement Plan to include projects for The Hub for furniture, building alternations, and automation as well as others. Expenditures recognized during January totaled \$3,974, mostly for on-site labor to modify the children's room desk. Outstanding encumbrances as of January 31st totaled \$42,035 and included contracts for both building alterations and equipment for The Hub digital lab.

Other Gifts Revenue and Expenditure Summary

As previously mentioned, Major General John and Mary Miller Patton gave \$6,000 for the Local History Room. As approved in last month's Close Estimate Budget, the funds will be transferred to the Capital Improvement Plan to fund furniture replacements for the Local History Room.

The only other activity in the fund included several small gifts to Ready to Read, Memorials, and Library Gifts totaling \$132.93 and the expenditure of \$235.13 in last year's Children's Friends of the Library Mini-grant project.

Endowment Fund

While no stock or investment trades occurred during January, stock market volatility reduced the market value of stocks within the portfolio by \$82,510. Dividend and interest received during the month totaled over \$5.7K which was offset by the payment of the quarter's investment management fee of \$5.1K to Arcadia Investment Management.

Kalamazoo Community Foundation

Kalamazoo Public Library Local History & Community Information Service Fund

As of December 31st, the total value of the Local History fund totaled \$105,617. The Kalamazoo Community Foundation Quarterly Donors' Report is included for your information.

Kalamazoo Public Library

Combined Balance Sheet

As of January 31, 2014

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	\$85,955.26	\$1,524,235.00	\$63,622.94	\$159,207.50	\$212,010.70
Investments	\$5,587,736.14	\$0.00	\$0.00	\$55,764.38	\$3,536,829.18
Total Cash & Equivalents	\$5,673,691.40	\$1,524,235.00	\$63,622.94	\$214,971.88	\$3,748,839.88
Accounts Receivable					
Accounts Receivable	\$2,852.82	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$2,852.82	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$5,621,059.09	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$5,621,059.09	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$130,808.07	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$130,808.07	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$11,428,411.38	\$1,524,235.00	\$63,622.94	\$214,971.88	\$3,748,839.88
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$11,645.21	\$0.00	\$0.00	\$0.00	\$0.00
Salaries Payable	\$14,133.09	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$50,616.98	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$76,395.28	\$0.00	\$0.00	\$0.00	\$0.00
Long Term Liabilities					
Long Term Liabilities	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets					
Fund Balance	\$11,316,538.24	\$1,524,235.00	\$63,622.94	\$214,971.88	\$3,748,839.88
Total	\$11,316,538.24	\$1,524,235.00	\$63,622.94	\$214,971.88	\$3,748,839.88
Total Liabilities & Fund Balance	\$11,428,411.38	\$1,524,235.00	\$63,622.94	\$214,971.88	\$3,748,839.88

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending January 31, 2014**

	January
BEGINNING CASH BALANCE *	\$ 4,821,362
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 3,323,231
Renaissance Zone Reimbursement	\$ -
State Aid/MPERS UAAL Rate Appropriation	\$ 22,595
District Court Penal Fines/Law Library Revenue	\$ 68,858
Interest Income	\$ 837
Library Fines & Fees	\$ 13,221
Other Sources: Gifts, Grants, & Reimbursements	\$ 352
Other Gifts (Ready to Read, etc)	\$ 6,133
TOTAL SOURCES OF CASH	\$ 3,435,228
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (403,528)
Benefits	\$ (192,255)
Materials	\$ (72,219)
Supplies	\$ (9,207)
Facilities	\$ (58,808)
Technical Services	\$ (24,354)
Purchased Services	\$ (49,569)
Other	\$ (65,776)
Capital Expenditures	\$ (23,738)
Prior Year Payables	\$ -
Debt Service - transferred to reserve	\$ -
TOTAL USES OF CASH	\$ (899,455)
 ENDING CASH	 \$ 7,357,134
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	\$ -
Fifth Third General & Payroll Checking Accounts	\$ 346,334
First National NOW & ACH Transfer Accounts	\$ 1,188,765
Fifth Third Arcadia Admin & Transfers Accounts	\$ 46,061
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 15,518
Pooled Cash Accounts	\$ 1,596,679
 <u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52
Flagstar Bank MM & CD's	\$ 1,606,171
Huntington Aim Treasury, MM & CD's	\$ 24,165
First National Bank MM, ICS Savings, & CD's	\$ 4,130,067
Pooled Investment Accounts	\$ 5,760,455
Total Pooled Cash & Investments	\$ 7,357,134

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
January 2014**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
1/2/2014	MPSERS Rate Stabilization-Dec	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (22,595.14)
1/2/2014	Employee Health Equity H.S.A.	5/3 General Check	Employee Accounts	\$ (3,393.17)
1/2/2014	Employee 5/3 H.S.A.	5/3 General Check	Employee Accounts	\$ (884.00)
1/6/2014	MPSERS December	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,521.41)
1/8/2014	MERS Employer Contribution	First National Transfer	Municipal Employees Retirement System	\$ (22,403.25)
1/8/2014	Employee 403b Contributions	5/3 ACH Transfer	Employee Accounts	\$ (6,021.79)
1/9/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (25.35)
1/10/2014	Transfer to Fifth Third ACH	5/3 General Check		\$ (20,000.00)
1/10/2014	Transfer from 5/3 General Check		5/3 ACH	\$ 20,000.00
1/13/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,257.89)
1/14/2014	Transfer to First Nat'l Transfer	1st National NOW		\$ (50,000.00)
1/14/2014	Transfer from First Nat'l Now		First National ACH Transfer	\$ 50,000.00
1/15/2014	Payroll January 15, 2014	5/3 Payroll Check	Employee Accounts	\$ (119,584.34)
1/15/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
1/15/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,240.52)
1/15/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,258.91)
1/15/2014	Employee Health Equity H.S.A.	5/3 General Check	Employee Accounts	\$ (3,543.17)
1/15/2014	Employee 5/3 H.S.A.	5/3 General Check	Employee Accounts	\$ (634.00)
1/15/2014	Flagstar CD Maturity	90 Day CD - Flagstar		\$ (503,734.70)
1/15/2014	Flagstar CD .35% due 4/15/14		90 Day CD Flagstar	\$ 504,112.50
1/17/2014	Transfer to 1st National ICS	1st National Now		\$ (1,000,000.00)
1/17/2014	Transfer from 1st National Now		1st National ICS	\$ 1,000,000.00
1/22/2014	Employee 403b Contributions	5/3 ACH Transfer	Employee Accounts	\$ (5,786.42)
1/22/2014	Transfer to Arcadia Checking	5/3 General Check		\$ (2,000.00)
1/22/2014	Transfer from 5/3 General Check		5/3 Arcadia Checking	\$ 2,000.00
1/22/2014	Transfer to 1st National ICS	1st National Now		\$ (1,000,000.00)
1/22/2014	Transfer from 1st National Now		1st National ICS	\$ 1,000,000.00
1/24/2014	Transfer to 1st National ICS	1st National Now		\$ (750,000.00)
1/24/2014	Transfer from 1st National Now		1st National ICS	\$ 750,000.00
1/24/2014	MPSERS Rate Stabilization-Jan	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (22,595.14)
1/21/2014	Close AIM Treasury to MM	Huntington AIM		\$ (9,738.37)
1/21/2014	Transfer from AIM Treasury		Huntington Money Market	\$ (9,738.37)
1/31/2014	Payroll January 31, 2014	5/3 Payroll Check	Employee Accounts	\$ (117,233.58)
1/31/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
1/31/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,240.52)
1/31/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (45,836.50)
1/15/2014	Employee 5/3 H.S.A.	5/3 General Check	Employee Accounts	\$ (634.00)
Total Electronic Transactions				\$ (482,999.80)

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
 January 31, 2014

	January	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$10,255,572.00	\$10,240,572.00	(\$15,000.00)	100.1%
Other Taxes	\$13,875.02	\$0.00	\$31,948.09	\$133,708.00	\$101,759.91	23.9%
Fines and Fees	\$13,167.67	\$0.00	\$96,594.82	\$170,000.00	\$73,405.18	56.8%
District Court Penal Fines	\$58,304.66	\$0.00	\$123,970.39	\$280,000.00	\$156,029.61	44.3%
Local Support	\$1,622.50	\$0.00	\$219,549.65	\$231,775.00	\$12,225.35	94.7%
Interest Income	\$837.05	\$0.00	\$4,823.06	\$15,000.00	\$10,176.94	32.2%
State Aid and Reimbursements	\$22,595.14	\$0.00	\$91,700.79	\$306,788.00	\$215,087.21	29.9%
Other	\$352.15	\$0.00	\$57,821.95	\$85,100.00	\$27,278.05	67.9%
Total Revenue	\$110,754.19	\$0.00	\$10,881,980.75	\$11,462,943.00	\$580,962.25	94.9%
Expenditures						
Salaries						
Administrator Salaries	\$52,956.59	\$0.00	\$372,296.07	\$637,110.00	\$264,813.93	58.4%
Librarian Salaries	\$101,059.72	\$0.00	\$712,590.53	\$1,234,010.00	\$521,419.47	57.7%
Supervisory Technical Salaries	\$55,227.72	\$0.00	\$396,953.54	\$676,715.00	\$279,761.46	58.7%
Library Assistant Salaries	\$124,795.64	\$0.00	\$903,150.26	\$1,536,920.00	\$633,769.74	58.8%
Hourly Staff	\$43,122.29	\$0.00	\$305,420.51	\$601,679.00	\$296,258.49	50.8%
Substitute Salaries	\$6,488.05	\$0.00	\$44,102.10	\$89,960.00	\$45,857.90	49.0%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Salaries	\$383,650.01	\$0.00	\$2,734,513.01	\$4,776,394.00	\$2,041,880.99	57.3%
Benefits						
Employee Insurance	\$78,565.44	\$0.00	\$546,108.26	\$984,300.00	\$438,191.74	55.5%
Retirement	\$91,731.97	\$0.00	\$418,605.03	\$829,873.00	\$411,267.97	50.4%
Employer FICA-Medicare	\$28,953.39	\$0.00	\$206,928.65	\$365,220.00	\$158,291.35	56.7%
Other Benefits	\$2,150.00	\$0.00	\$21,307.18	\$52,800.00	\$31,492.82	40.4%
Total Benefits	\$201,400.80	\$0.00	\$1,192,949.12	\$2,232,193.00	\$1,039,243.88	53.4%
Materials						
Adult Books	\$19,389.41	\$23,379.18	\$257,455.98	\$479,050.00	\$221,594.02	53.7%
Juvenile Books	\$3,028.76	\$6,149.89	\$50,857.71	\$94,850.00	\$43,992.29	53.6%
Periodicals	\$372.94	\$0.00	\$35,546.12	\$60,706.00	\$25,159.88	58.6%
Audio-Visual Material	\$8,204.31	\$19,979.41	\$137,651.35	\$309,300.00	\$171,648.65	44.5%
Digital Materials	\$5,357.86	\$0.00	\$131,423.13	\$198,620.00	\$67,196.87	66.2%
Total Materials	\$36,353.28	\$49,508.48	\$612,934.29	\$1,142,526.00	\$529,591.71	53.6%
Facilities						
Fuel	\$9,154.28	\$0.00	\$21,055.84	\$67,700.00	\$46,644.16	31.1%
Electricity	\$12,197.22	\$0.00	\$104,952.71	\$182,900.00	\$77,947.29	57.4%
Water	\$488.84	\$0.00	\$2,361.76	\$5,875.00	\$3,513.24	40.2%
Custodial Supplies	\$4,585.94	\$2,723.55	\$37,882.97	\$75,275.00	\$37,392.03	50.3%
Grounds Maintenance	\$0.00	\$0.00	\$10,100.00	\$28,415.00	\$18,315.00	35.5%
Building Repair	\$1,823.74	\$986.50	\$35,827.01	\$84,075.00	\$48,247.99	42.6%
Building Operations	\$16,796.71	\$31,920.00	\$109,045.19	\$134,732.00	\$25,686.81	80.9%
Total Facilities	\$45,046.73	\$35,630.05	\$321,225.48	\$578,972.00	\$257,746.52	55.5%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
 January 31, 2014

	January	Encumbrance	Year to Date	Budget	Variance	% Complete
Supplies						
Office Supplies	\$1,537.36	\$0.00	\$20,075.71	\$47,520.00	\$27,444.29	42.2%
Marketing Supplies	\$39.99	\$0.00	\$318.67	\$5,920.00	\$5,601.33	5.4%
Postage & Freight	\$710.41	\$0.00	\$17,015.18	\$46,230.00	\$29,214.82	36.8%
Processing Supplies	\$502.55	\$0.00	\$10,780.87	\$62,140.00	\$51,359.13	17.3%
Departmental Purchases	\$2,042.51	\$2,420.56	\$13,629.80	\$46,603.00	\$32,973.20	29.2%
Total Supplies	\$4,832.82	\$2,420.56	\$61,820.23	\$208,413.00	\$146,592.77	29.7%
Technical Services						
F&E Repair & Maintenance	\$2,317.01	\$1,083.23	\$32,921.48	\$74,420.00	\$41,498.52	44.2%
Telecommunications	\$8,420.90	\$0.00	\$49,526.29	\$90,280.00	\$40,753.71	54.9%
Software & Licensing	(\$13,911.02)	\$0.00	\$233,320.18	\$296,779.00	\$63,458.82	78.6%
Cataloging & Processing	\$1,665.25	\$0.00	\$28,623.91	\$72,422.00	\$43,798.09	39.5%
Total Technical Services	(\$1,507.86)	\$1,083.23	\$344,391.86	\$533,901.00	\$189,509.14	64.5%
Purchased Services						
Security	\$8,226.52	\$0.00	\$51,095.06	\$112,884.00	\$61,788.94	45.3%
Insurance	\$2,003.40	\$0.00	\$59,486.70	\$83,500.00	\$24,013.30	71.2%
Legal Services	\$0.00	\$0.00	\$2,405.50	\$17,000.00	\$14,594.50	14.2%
Contracted Services	\$12,231.09	\$0.00	\$91,661.17	\$215,663.00	\$124,001.83	42.5%
Printing Services	\$1,704.93	\$0.00	\$60,883.69	\$95,000.00	\$34,116.31	64.1%
Advertising	\$2,797.19	\$0.00	\$21,067.74	\$68,000.00	\$46,932.26	31.0%
Total Purchased Services	\$26,963.13	\$0.00	\$286,599.86	\$592,047.00	\$305,447.14	48.4%
Other Expenditures						
Miscellaneous Operating	\$2,893.26	\$0.00	\$15,862.40	\$67,240.00	\$51,377.60	23.6%
Tax Charge Backs	\$0.00	\$0.00	\$70,388.41	\$100,000.00	\$29,611.59	70.4%
Travel & Conference-Director	\$0.00	\$0.00	\$617.93	\$4,000.00	\$3,382.07	15.4%
Travel & Conference	\$8.95	\$0.00	\$9,683.65	\$49,700.00	\$40,016.35	19.5%
Staff Development	\$0.00	\$0.00	\$4,531.31	\$28,470.00	\$23,938.69	15.9%
Travel & Conference - Board	\$970.00	\$0.00	\$1,085.00	\$5,000.00	\$3,915.00	21.7%
Miscellaneous Disbursements	\$2,156.38	\$1,357.68	\$36,057.81	\$66,574.00	\$30,516.19	54.2%
Vehicle Maintenance	\$269.58	\$0.00	\$3,035.82	\$5,260.00	\$2,224.18	57.7%
Programming Expenditures	\$11,927.66	\$9,350.00	\$89,673.97	\$138,700.00	\$49,026.03	64.7%
Rent	\$0.00	\$525.00	\$20,844.48	\$31,600.00	\$10,755.52	66.0%
Total Other	\$18,225.83	\$11,232.68	\$251,780.78	\$496,544.00	\$244,763.22	50.7%
Total Expenditures	\$714,964.74	\$99,875.00	\$5,806,214.63	\$10,560,990.00	\$4,754,775.37	55.0%
Transfers						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to other funds	\$0.00	\$0.00	\$60,000.00	\$1,454,000.00	\$1,394,000.00	4.1%
Total Net Transfers	\$0.00	\$0.00	\$60,000.00	\$1,454,000.00	\$1,394,000.00	4.1%
BEGINNING FUND BALANCE	\$11,920,748.79	\$0.00	\$6,200,897.12	\$6,200,897.12	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$604,210.55)	(\$105,633.00)	\$5,010,008.12	(\$552,047.00)	(\$5,562,055.12)	(907.5%)
ENDING FUND BALANCE	\$11,316,538.24	(\$105,633.00)	\$11,210,905.24	\$5,648,850.12	(\$5,562,055.12)	198.5%

Kalamazoo Public Library

Income Statement

Capital Improvement Plan

	Actual	Encumbrances	Year to Date	Budget	Variance
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$4,314.00	\$4,314.00
803 - NCIP	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
Total Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment					
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$66,078.00	\$66,078.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$109,509.00	\$109,509.00
815 - Laptop chairs & Workspaces-Oshtemo	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
862 - Oshtemo chairs/dollies	\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00
880 - ADS conference room	\$0.00	\$0.00	\$0.00	\$1,930.00	\$1,930.00
881 - Eastwood/Powell - table/chairs/display	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
882 - Oshtemo-Drop box/coffee cabinet	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00
891 - Digital Lab Furniture	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
892 - Local History Room Furniture	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
Total Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$235,717.00	\$235,717.00
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$10,166.00	\$10,166.00
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$0.00	\$1,218.01	\$4,918.00	\$3,699.99
870 - 2013 Renovations-Youth/History/Camp	\$3,336.16	\$2,925.00	\$136,532.82	\$171,397.00	\$34,864.18
873 - Parking Lot LED Lights	\$0.00	\$18,140.00	\$18,140.00	\$18,140.00	\$0.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$0.00	\$36,670.00	\$36,670.00
883 - Portable Thermal Chamber	\$0.00	\$0.00	\$8,995.00	\$9,245.00	\$250.00
885 - Digital Lab Space	\$0.00	\$9,600.00	\$9,600.00	\$28,700.00	\$19,100.00
886 - Eastwood Drainage	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Total Building Alterations	\$3,336.16	\$30,665.00	\$174,485.83	\$363,136.00	\$188,650.17
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$34,950.00	\$34,950.00
831 - Automation Replacement	\$0.00	\$0.00	\$2,382.80	\$79,120.00	\$76,737.20
832 - Hardware	\$0.00	\$0.00	\$0.00	\$5,607.00	\$5,607.00
865 - Game Carts - Teen	\$0.00	\$0.00	\$7,412.46	\$12,011.00	\$4,598.54
866 - Laptops for IT, MAC, Teen	\$0.00	\$0.00	\$0.00	\$1,860.00	\$1,860.00
875 - Spare Switches	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
876 - Upgrade virtual services	\$0.00	\$0.00	\$0.00	\$8,304.00	\$8,304.00
877 - Envisionware Letter Document Station	\$0.00	\$0.00	\$7,375.00	\$7,700.00	\$325.00
878 - Laptops/iPads	\$637.94	\$0.00	\$5,165.51	\$11,410.00	\$6,244.49
884 - Digital Lab Equipment	\$0.00	\$11,370.00	\$11,370.00	\$29,721.00	\$18,351.00
888 - Children's AV Cart	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Total Computer & Electronics	\$637.94	\$11,370.00	\$33,705.77	\$201,683.00	\$167,977.23
RFID					
RFID					
850 - RFID Reserve	\$0.00	\$0.00	\$0.00	\$14,906.00	\$14,906.00
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00
Total RFID	\$0.00	\$0.00	\$0.00	\$26,906.00	\$26,906.00
Total Expenditures	\$3,974.10	\$42,035.00	\$208,191.60	\$839,756.00	\$631,564.40
Transfers					
Transfers In/(Out)					
Transfers from other funds					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	\$12,949.00	\$12,949.00
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	(\$12,949.00)	(\$12,949.00)
Total Transfers	\$0.00	\$0.00	\$0.00	(\$12,949.00)	(\$12,949.00)

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
 January 31, 2014

	January	Encumbrances	YTD + Encumbrance	Budget	Variance
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$50.00	\$0.00	\$1,174.49	\$2,000.00	\$2,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$20,437.00	\$20,000.00	\$20,000.00
301 - Gifts & Memorials - Materials	\$60.00	\$0.00	\$260.00	\$2,000.00	\$2,000.00
303 - History Room Gifts	\$6,000.00	\$0.00	\$7,100.00	\$7,000.00	\$7,000.00
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$1,912.43	\$0.00	\$0.00
308 - Library Gifts	\$22.93	\$0.00	\$7,222.21	\$6,306.00	\$6,306.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$28,347.00	\$28,347.00	\$28,347.00
315 - Children's Room Grants	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
Total Local Support	\$6,132.93	\$0.00	\$68,453.13	\$67,653.00	\$67,653.00
Other					
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$420.00	\$0.00	\$0.00
Total Other	\$0.00	\$0.00	\$420.00	\$0.00	\$0.00
Total Revenue	\$6,132.93	\$0.00	\$68,873.13	\$67,653.00	\$67,653.00
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$0.00	\$0.00	\$546.03	\$1,000.00	\$1,000.00
Total Salaries	\$0.00	\$0.00	\$546.03	\$1,000.00	\$1,000.00
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$0.00	\$0.00	\$33.86	\$77.00	\$77.00
Total Benefits	\$0.00	\$0.00	\$33.86	\$77.00	\$77.00
Materials					
Adult Books					
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Adult Books	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Juvenile Books					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Total Juvenile Books	\$0.00	\$0.00	\$0.00	\$27,500.00	\$27,500.00
Total Materials	\$0.00	\$0.00	\$0.00	\$29,500.00	\$29,500.00
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$0.00	\$0.00	\$1,089.00	\$7,365.00	\$7,365.00
Total Purchased Services	\$0.00	\$0.00	\$1,089.00	\$7,365.00	\$7,365.00
Other Expenditures					
Miscellaneous Disbursements					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$3,915.89	\$4,000.00	\$4,000.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$0.00	\$817.00	\$817.00

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
 January 31, 2014

	January	Encumbrances	YTD + Encumbrance	Budget	Variance
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$0.00	\$517.00	\$517.00
388 - Powell Mini-Grant	\$0.00	\$0.00	\$309.62	\$1,382.00	\$1,382.00
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$0.00	\$111.00	\$111.00
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
391 - Children's Mini-Grant	\$235.13	\$0.00	\$815.73	\$1,365.00	\$1,365.00
Total Miscellaneous Disbursements	\$235.13	\$0.00	\$5,041.24	\$11,742.00	\$11,742.00
Programming Expenditures					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$3,300.00	\$10,309.00	\$10,309.00
315 - Children's Room Grants	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Programming Expenditures	\$0.00	\$0.00	\$3,300.00	\$12,309.00	\$12,309.00
Total Other	\$235.13	\$0.00	\$8,341.24	\$24,051.00	\$24,051.00
Total Expenditures	\$235.13	\$0.00	\$10,010.13	\$61,993.00	\$61,993.00
Transfers					
Transfers Out					
4-7902-0-3					
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$6,949.00	\$6,949.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$12,949.00	\$12,949.00
BEGINNING FUND BALANCE					
	\$209,074.08	\$0.00	\$156,108.88	\$156,108.88	\$156,108.88
NET SURPLUS/(DEFICIT)					
	\$5,897.80	\$0.00	\$58,863.00	(\$7,289.00)	(\$7,289.00)
ENDING FUND BALANCE					
	\$214,971.88	\$0.00	\$214,971.88	\$148,819.88	\$148,819.88

**Kalamazoo Public Library
Endowment Fund
Balances as of: January 2014**

	12/31/2013		%	1/31/2014		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 212,010.70	\$ 212,010.70	0.0%	\$ 212,570.04	\$ 212,570.04	0.0%
Stocks	\$ 1,107,730.95	\$ 2,024,342.43	82.7%	\$ 1,107,730.95	\$ 1,939,575.30	75.1%
Fixed Income Investments	\$ 1,521,906.16	\$ 1,512,486.75	-0.6%	\$ 1,521,906.16	\$ 1,514,743.25	-0.5%
	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	
Total Value	<u>\$ 2,841,647.81</u>	<u>\$ 3,748,839.88</u>	<u>31.9%</u>	<u>\$ 2,842,207.15</u>	<u>\$ 3,666,888.59</u>	<u>29.0%</u>

Fund Balance

Assigned for Children's Endowment	<u>\$ 17,081.33</u>	<u>\$ 17,379.98</u>
Kalamazoo Public Library Endowment	<u>\$ 3,731,758.55</u>	<u>\$ 3,649,508.61</u>

Year to Date Revenue & Expenditures

Net Withdrawals/Deposits from/to Account	\$ 157.88	\$ 157.88
Dividend and Interest Income	\$ 24,154.34	\$ 29,865.58
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 342,894.36	\$ 260,383.73
Arcadia Investment Management Fee/Other	<u>\$ (10,344.60)</u>	<u>\$ (15,496.50)</u>
Net Change	\$ 356,861.98	\$ 274,910.69

Summary:

No stock trades or maturities occurred during January. Volatility in the stock market reduced the market basis for stocks by \$82,510.63 as of January 31st. The Arcadia Investment Management Fee of \$5,151.90 for January 1 through March 31st was withdrawn from funds in January.



Kalamazoo
community foundation™

151 S. Rose St., Suite 332
 Kalamazoo, MI 49007-4775
 Phone 269.381.4416

For good. For ever.™

Fund Activity Statement
**Kalamazoo Public Library
 Local History & Community
 Information Service Fund
 (Master)**
*January 1, 2013 through
 December 31, 2013*

Beginning Fund Value		\$	121,805.47
<u>Additions:</u>			
Gifts	\$	0.00	
Net Investment Return		14,159.15	
Other Additions/Adjustments		0.00	14,159.15
<u>Distributions:</u>			
Grants Approved	\$	(29,000.00)	
Foundation Annual Administrative Fee		(1,347.17)	
Other Distributions/Adjustments		0.00	(30,347.17)
Ending Fund Value		\$	<u>105,617.45</u>

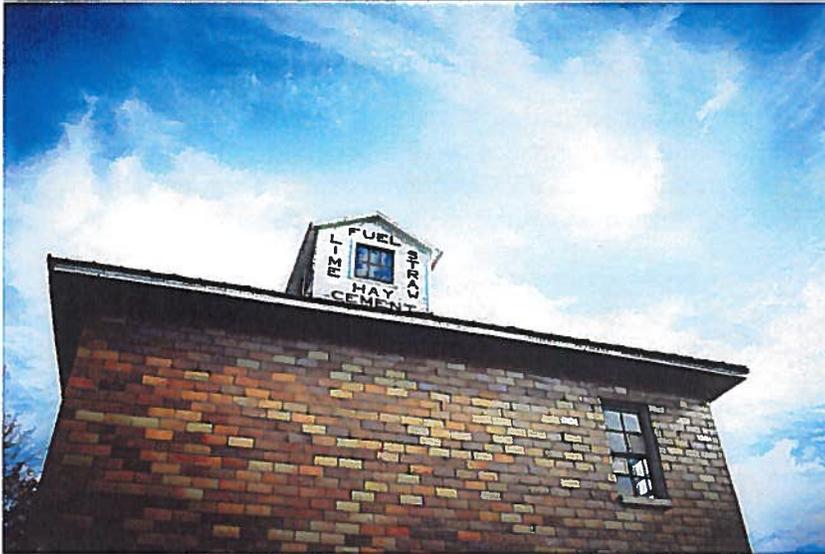
**Kalamazoo Public Library Local History & Community Information Service Fund
(Master)**

Grants approved for payment from January 1, 2013 through December 31, 2013:

<u>Grantee</u>	<u>Date</u>	<u>Amount</u>	<u>Description</u>
Kalamazoo Public Library	02/11/2013	29,000.00	to fund renovation and expansion of the Local History Room
*** Total Grants:		29,000.00	

KALAMAZOO COMMUNITY FOUNDATION QUARTERLY DONORS' REPORT

FOURTH QUARTER 2012



Kalamazoo

community foundation

For good. For ever.™

We announced our fourth round of 2012 grants in December, totaling more than \$719,000 for nine area nonprofits, linking the collective philanthropy of thousands of donors to the needs of the community.

The grants, ranging from \$22,500 to \$180,000, represent resources earned through endowed Unrestricted Funds, bringing the total for 2012 to more than \$2.5 million.

"The vision of our donors throughout 87 years, funding needs they could not have imagined, is realized in each round of grants," says President/CEO Carrie Pickett-Erway.

"The money available for these grants comes from the interest earned on every unrestricted gift we've received dating back to W.E. Upjohn's initial gift of \$1,000 that established the Community Foundation," she says.

**WE MAKE A LIVING BY WHAT WE GET,
BUT WE MAKE A LIFE BY WHAT WE GIVE.**

Winston Churchill

According to Suprotik Stotz-Ghosh, vice president for Community Investment, "I'm inspired by these projects, knowing the impact these grants will have on improving the lives of thousands in our community. And I am proud of our staff and volunteers for their work in the community that is vital in the grantmaking process."

The larger grants — totaling \$595,000 — support:

- Neighborhood revitalization in Edison, Vine and Northside neighborhoods by **Local Initiatives Support Corporation**.
- Successful re-entry of youth offenders back into the community by **Kalamazoo County**.
- After-school drop-in programming by the **Boys & Girls Clubs of Greater Kalamazoo**.
- The capital campaign for improving facilities for substance abuse recovery for **Community Healing Centers, Inc.**
- Support for mentoring and counseling by the **Kalamazoo Gay Lesbian Resource Center**.

Other grants — totaling more than \$124,000 — support:

- An after-school enrichment program at **YMCA of Greater Kalamazoo**.
- Individual and family advocacy and training programs at **Community Advocates for Persons with Disabilities**.
- Youth development programs at the **Black Arts and Cultural Center**.
- A year-round training program at the **Urban Alliance for Media Arts Academy**.

QUARTERLY INVESTMENT REVIEW BY WES FREELAND

An Investment Model was developed in the early 1980s under the leadership of The Upjohn Company's John Nelson and Jake Miller. This model was first implemented with the City of Kalamazoo, then later with Kalamazoo County in 1987. The Community Foundation began using the model in 2005. The City and County use this model for the investment of their retirement system assets and the Community Foundation for about 90 percent of our endowed and non-endowed assets. As part of the model, we share a common investment committee, a consultant, and for the most part, asset allocation and investment managers. The combined assets under management are approximately \$1 billion.

It takes many years to determine how any investment model has performed. When recommending the model in June 2005, our staff felt 10 years or more would be required to truly assess the performance of the model. We are now seven years into implementation and believe this can provide some comparison, as the model has taken our assets through the worst of recessions and some 'up markets' on either side of that event.

There are more than 700 community foundations in the United States. Of those, depending on the quarter, about 100 (mostly the larger ones) take part in investment performance surveys compiled by the Council on Foundations. We have been providing data to the Council since 1995. Given the model's seven-year history, as of September 30, 2012, we wanted to provide you some data relative to us and our peers.

COMMUNITY FOUNDATION INVESTMENT PERFORMANCE COMPARISON								
Compiled by The Council on Foundations								
	Results 9.30.12	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	10 Yrs	15 Yrs
Total peer responses	132	131	127	119	109	93	77	44
Investment returns	5.9%	12.3%	20.6%	9.9%	3.3%	5.4%	8.3%	5.6%
Our percentile ranking	Top 3%	Top 5%	Top 5%	Top 4%	Top 6%	Top 24%	Top 20%	Top 59%

When comparing the Community Foundation's investment performance against its peers, the lower the percentile ranking the better we are compared to our peers. Since 1995, through the use of this model, the Community Foundation has seen a gradual improvement in performance toward the upper and top percentiles. The impact of this performance is significant to the three investing agencies (Community Foundation, the City and the County) and stakeholders, as the financial returns have increased assets over the last several years. We are scheduled to review our performance again in 2015 and 2020 (10 and 15 years of implementation).

If you have questions or comments about this information, please don't hesitate to get in touch with me. I can be reached at 269.381.4416 or wfreeland@kalfound.org and look forward to hearing from you.

INVESTMENT PERFORMANCE AS OF DECEMBER 31, 2012						
Investment performance is net of manager fees.						
Core Assets	Qtr 4	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs
Moderate Growth Performance						
Actual	2.4%	15.3%	15.3%	10.0%	4.5%	5.6%
Benchmark	1.5%	14.2%	14.2%	9.3%	3.0%	5.2%
Income and Growth Performance						
Actual	-0.1%	10.5%	10.5%	9.6%	5.6%	6.4%
Benchmark	-.08%	10.1%	10.1%	8.9%	4.3%	5.4%

Performance is derived from core Kalamazoo Community Foundation assets allocated into its two investment strategies. Historic performance for each is then derived from linkages to prior quarterly returns. Performance reflects prior changes in asset allocations while benchmarks assume current allocations. For more information, please contact Wes Freeland at 269.381.4416 or wfreeland@kalfound.org.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Materials Selection Policy**

DATE: February 24, 2014

Recommendation:

I recommend board approval of the attached revised Materials Selection Policy. The current policy, revised in December 2008, is attached for information.

Executive Summary:

We review our Materials Selection Policy every five years. This review and revision was led by Michael Cockrell, Head of Adult Services, and involved the librarians who select materials for the collection and the Management Team.

This revision acknowledges our priority of “reading, viewing, and listening for pleasure” and includes digital services through a vendor.

Kalamazoo Public Library

Materials Selection Policy

General Statement of Purpose

The Materials Selection Policy of Kalamazoo Public Library guides the professional staff responsible for selection of materials and informs the public about the principles upon which the selection of library materials are based.

Free and Open Access

The Library and the Library Board of Trustees consider reading, listening, and viewing to be individual, private matters and believes that full, confidential, and unrestricted access to information is essential for all patrons to exercise their constitutional rights.

Underlying the Materials Selection Policy are the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. The Library, the Library Board, and Library personnel will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its content by the Library.

The Board of Trustees recognizes that while individuals are free to reject for themselves materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view within any guideline set forth by the library.

Responsibility of Material Selection

The Kalamazoo Public Library Board of Trustees delegates the selection of library materials to the Kalamazoo Public Library Director and to members of the professional staff.

Criteria for Materials Selection

Use of materials, in all formats, is the most powerful influence on the Library's collection. Purchase of new titles and withdrawal of old materials are both influenced by current and historic circulation rates. In addition, number of holds placed and patron requests are closely monitored and directly influence the purchase of additional copies of high demand titles.

In addition to these considerations, the library attempts to meet the community's present and future needs as it adds titles, considers emerging formats, and seeks to enrich the collections and maintain its overall balance.

No single criterion is applicable to all selection decisions. Some resources may be judged primarily for their artistic merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational or educational interests of the community.

Librarians apply their judgment and experience in selecting materials according to the criteria listed below. Works of imagination are judged by different standards than are works of information and opinion. Materials are judged as a whole rather than on isolated portions. In considering individual titles in the selection process, librarians consult historic circulation data, along with reviews and other evaluative sources.

Kalamazoo Public Library selection criteria:

- Relevance to interests and needs of the community
- Anticipated demand or critical review and publicity
- Suitability of physical form for library use
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Current or historical significance of the author or subject
- Reputation and/or significance of the author/artist and publisher/producer
- Relevance to the experiences and contributions of diverse populations
- Price, availability in relation to Library materials budget

Special Considerations for Collection Areas**1. Children's and Teen Collections**

The collections for children and teens provide materials for children from birth through high school, as well as for adults who care for and work with them. Librarians use their knowledge of children and teens in creating and maintaining these collections. The library does not limit children and teens to use of only materials in the children's and teen collections. Parents or guardians are responsible for materials chosen by children and teens.

2. Local History/Community Information

The library is committed to providing information for its patrons about the community and the state. It selectively acquires and provides access to relevant resources about Kalamazoo city and county, the southwest Michigan region, and the state in general. The library also provides basic historical and genealogical material about the areas from which Kalamazoo was predominantly settled.

Especially in regard to works by local authors, materials in the local history collection may or may not meet selection criteria in other respects, the local interest taking precedence over other factors. The library also acquires instructional materials in the effective use of local history sources to assist patrons in the use of our collection and other regional history collections.

Since local information is not always available commercially, it is necessary to develop indexes and other tools in-house. Both current and historic entries are added to the library's Local Information Database to fill local needs, interests, and demand.

3. Digital Collections

Selection of digital content can vary among the vendors who supply digital content to the library. In instances where individual title selection is not available, selection of the service will be based upon the reputation and overall content offerings of the vendor.

4. Law Library Collection

In collaboration with the Kalamazoo County government, the library provides legal resources for use by laypersons and legal professionals in the County. The collection is maintained in an effort to offer reliable information for individuals navigating the legal system and focuses on resources that deal with common legal issues in the areas of family, civil, and criminal law. It contains state, federal, and local laws, and includes both primary and secondary resources. Due to the changing nature of legal information, the best efforts are made to ensure that the law collection is kept current.

5. Government Information and Publications

The library holds federal, state, regional and local government materials. It collects federal depository publications selectively, adhering to the legal requirements and program regulations of the Federal Depository Library Program (FDLP).

Federal agencies currently produce most new government publications in electronic format; hence the library's role is to empower patrons to access government information electronically. Print materials are selected when electronic sources do not provide adequate access to government information needed by library patrons.

6. Gifts

A gift to the library may consist of materials or funds for the purchase of materials. The library accepts restricted gifts funds only if the material to be purchased has been jointly approved by the donor and the library. Gift additions must meet the same selection criteria as purchase materials and are accepted subject to the following limitations:

- The library retains full ownership of the gift
- The library makes the final decision on its own use or other disposition of the gift
- The library reserves the right to decide the conditions of display, housing, access, and retention

Collection Management

The Library's collections are a constantly changing entity. The collections are reviewed on an ongoing basis and materials are added and withdrawn frequently with an emphasis on contemporary popularity and an attempt to maintain the collections enduring value to the community. Collection management decisions are influenced by patterns of use, the physical capacity of each location, and the availability of like materials from other locations or other library systems.

Except for the transfer of discarded materials to other library collections or to the Friends of the Kalamazoo Public Library for their store and release of materials to recycling services, the library does not give or sell materials from its collections to individuals or organizations without the express permission of the Library Director.

Requests for Reconsideration of Library Materials

Should a member of the community question the selection or placement of a title in the collection, he or she is welcome to discuss their concerns with library staff. If those discussions do not satisfy the community member, a formal process for reconsideration will be followed.

Conclusion

The library acquires and provides access to new resources and formats as they are judged feasible, suitable, and relevant to the community. Expanding areas of knowledge, technological advances, changing social values, and cultural differences require flexibility, open-mindedness, and responsiveness in the evaluation and re-evaluation of all library resources.

This revised Materials Selection Policy, as adopted by the District Library Board, will be reviewed by the Library Director, professional staff, and the Board of Trustees at least every five years.

Policy adopted: April 2, 1990

Revisions adopted December 21, 1993; December 14, 1998; October 27, 2003; December 15, 2008; February 24, 2014

Materials Selection Policy

Policy #001

- **Adopted:** April 2, 1990
- **Effective:** April 2, 1990
- **Revised:** December 21, 1993
- **Revised:** December 14, 1998
- **Revised:** October 27, 2003
- **Revised:** December 15, 2008

Mission Statement

Kalamazoo Public Library champions reading, ignites imagination, and ensures access to information and ideas.

Introduction

The Kalamazoo Public Library Board of Trustees delegates the selection of library materials to the Kalamazoo Public Library Director and to members of the professional staff.

The MATERIALS SELECTION POLICY of Kalamazoo Public Library guides the professional staff responsible for selection activity and documents selection principles for Kalamazoo Public Library District residents.

Basic to the Policy are the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. These statements are interpreted to pertain to all formats in which information is to be found, including video, audio, digital and electronic resources. The statements are linked to this document.

The library assures open access to its holdings for all patrons. The Board of Trustees recognizes that while individuals are free to reject for themselves materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view within any guideline set forth by the library, such as the Internet Use Policy.

Objectives of Materials Section

The primary objective of selection is to provide access to materials of contemporary significance and permanent value. However, the library provides some materials for entertainment. The library attends to the community's present and future needs as it adds materials to enrich the collections and maintain overall balance.

Kalamazoo Public Library builds collections and selects resources which:

- Anticipate, support and respond to the diverse informational, cultural and leisure needs of community residents of all ages
- Encourage lifelong learning and intellectual growth
- Stimulate informed participation in the affairs of contemporary society
- Support civic, cultural, and educational activities within the community
- Give access to a variety of viewpoints on matters of current interest
- Reflect minority opinions as well as those of the majority

Criteria for Materials Selection

Each resource must be considered for its usefulness, its format and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational or educational interests of the community.

Librarians apply their judgment and experience in selecting materials according to the criteria listed below. All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated portions. In considering individual titles in the selection process, librarians consult reviews, bibliographies and other evaluative sources. However, the library generally purchases best sellers, giving higher priority to demand than to reviews or other relevant criteria.

Kalamazoo Public Library selection criteria

- Suitability of physical form for library use

- Suitability of subject and style for intended audience
- Present and potential relevance to local interests and needs
- Appropriateness and effectiveness of medium to content
- Number and nature of requests from the library district public
- Historical significance
- Usefulness to patrons with special needs
- Importance as a document of the times
- Relation to existing collection, alternative formats and other material on the subject
- Reputation and/or significance of the author/artist and publisher/producer
- Authority, competence, integrity and purpose of the author/artist/publisher
- Attention of critics, reviewers, media, and/or the public
- Comprehensiveness and depth of treatment
- Clarity, accuracy, logic of presentation and/or ease of use
- Representation of a minority point of view
- Relevance to the experiences and contributions of diverse populations
- Artistic presentation and experimentation
- Quality of illustrations
- Originality, vitality, readability or ability to sustain interest
- Effective characterization
- Authenticity of historical or social setting
- Value of resource in relation to its cost
- Lack of availability elsewhere

Special Considerations for Collection Areas

1. Children's Collection

The children's collection provides materials which anticipate the diverse needs, interest, tastes, and backgrounds of girls and boys from birth through sixth grade. These materials should provide enjoyment for children, inspire and cultivate in them a love of books and reading, stimulate their creative powers and appreciation of beauty, encourage them to develop their mental capacities, meet their personal informational needs, and help them recognize a broad spectrum of

moral and social values. Additional appropriate materials are provided to help adults understand and work with children.

The library does not limit children to use of the children's collection. Therefore, a child's parent or guardian, not the library, must be responsible for the materials chosen by the child.

2. Electronic Resources

Electronic resources, including websites, topic guides and electronic databases, provide opportunities to expand the scope of information available to users. Providing connections to global information, services and networks is not the same as selecting and purchasing material for a library collection. Determining the accuracy or authenticity of electronic information may present unique challenges.

Some information accessed electronically through KPL's Internet connection may not meet the library's selection policy. The provision of access does not imply sponsorship or endorsement by the library. Furthermore, the library's Internet Use Policy establishes guidelines for access. Parents and legal guardians who are concerned about their children's use of the Internet should provide guidance to their children.

The library provides access to selected Internet sources through its web picks based on informational, educational and recreational needs for patron usage and staff needs in answering patron questions. Internet sites are selected based on quality, relevance, currency, comprehensiveness and accuracy of the information; ease of access, interface and navigability; and have identifiable content authority attributed to an individual or organization. Commercialized sites must include informative and accurate information, not just for product promotion.

The General Criteria for Selection of Materials in traditional formats apply to the selection of electronic databases as well. However, because electronic formats require non-traditional means of acquisition, storage and access, some additional criteria must be considered:

Kalamazoo Public Library selection criteria for electronic formats:

- Ease of navigation and training requirements

- Ease of access and number of access points
- Hardware and software requirements, including maintenance
- Vendor support and contractual requirements
- Comparison of cost and content with other formats available
- Vendor delivery of timely updates and retention of historical data
- Networking capabilities
- Availability of remote access
- Ownership of product: purchase or lease

3. Local History/Community Information

The library makes a commitment to provide information for its patrons about the community and the state. It selectively acquires and provides access to relevant resources about Kalamazoo city and county, the southwest Michigan region, and the state in general. The library also provides basic historical and genealogical material about the areas from which Kalamazoo was predominantly settled.

Especially in regard to works by local authors, materials in the local history collection may or may not meet selection criteria in other respects, the local interest taking precedence over other factors.

Since "local history" is a discipline as well as a place, the library acquires instructional materials in the effective use of local history sources. To aid patrons who have interests in other communities, the library provides materials to help them identify and contact institutions that house materials appropriate to their needs.

Since local information is not always available commercially, it is necessary to develop indexes and other tools in-house. Both current and historic entries are added to the library's Community Information Database to fill local needs, interests, and demand.

4. Government Information and Publications

The library holds federal, state, regional and local government materials. It collects federal depository publications selectively, through the Federal Depository Library

Program (FDLP), adhering to the acquisition and retention requirements of chapter 19, Title 44 of the US Code, and the expectations of the Michigan Plan for the FDLP.

Federal agencies currently publish over 90% of new government publications in electronic format; hence the library's role is to empower patrons to access government information electronically. Print materials are selected when electronic sources do not provide adequate, convenient access to information needed by library patrons.

Regular efforts are made to increase bibliographic and inventory control of print materials and to assess the needs of library patrons in light of changing demographics and the collections of neighboring depository collections. Library district resident patrons may access government publications from other Michigan depository libraries via MeLCat.

5. Periodicals and Newspapers

In order to serve a diverse population, the library provides a wide range of reference and recreational interest periodicals and newspapers. Emphasis is given to titles included in periodical indexes or published locally. Specialized titles are considered in relation to subject need, cost and availability in area libraries.

Other Considerations

1. Local Interest

Some materials evaluated are subject to widespread local demand, and such items may or may not meet the selection criteria outlined in this policy. While the volume and nature of requests by members of the public are influential factors, the library makes the final selection and retention decisions.

In accordance with established procedures, the library makes available systems through which patrons can make purchase recommendations or express concerns about library materials. However, inordinate responsiveness to any individual or group is not the library's practice. As the social and intellectual climate of the community changes, materials not purchased earlier may generate interest. Such items are re-evaluated on a continuing basis.

2. Gifts

A gift to the library may consist of materials or funds for the purchase of materials. The library accepts restricted gifts funds only if the material to be purchased has been jointly approved by the donor and the library. Gift additions must meet the same selection criteria as purchase materials and are accepted subject to the following limitations:

- The library retains full ownership of the gift
- The library makes the final decision on its own use or other disposition of the gift
- The library reserves the right to decide the conditions of display, housing, access, and retention

3. Withdrawal and Replacement

The library regularly withdraws outdated materials, items no longer of interest or in demand, unused duplicates, worn or mutilated copies, and selected periodicals, newspapers and serials for which there is insufficient space to house older issues. This procedure is an integral facet of collection development that ensures that the collections are up-to-date and in good physical condition. The library strives to use environmentally sound practices when disposing of withdrawn items. The library makes replacement decisions based on specific selection criteria and does not necessarily replace all lost, damaged, worn or obsolete items.

Except for the transfer of discarded materials to other library collections or to the Friends of the Kalamazoo Public Library for their store and release of materials to recycling services, the library does not give or sell materials from its collections to individuals or organizations without the express permission of the Library Director.

Conclusion

The library acquires and provides access to new resources and formats as they are judged feasible, suitable, and relevant to the community. Expanding areas of knowledge, technological advances, changing social values, and cultural differences

require flexibility, open-mindedness, and responsiveness in the evaluation and re-evaluation of all library resources.

This revised MATERIALS SELECTION POLICY, as adopted by the District Library Board, will be reviewed by the Library Director, professional staff, and the Board of Trustees at least every five years.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Handbooks**

DATE: February 24, 2014

Recommendation:

I recommend Board approval of the enclosed employee handbooks: Hourly, KPLA and KPLSP, and Supervisory-Technical and Administrative.

Executive Summary:

Our three employee handbooks have been completely revised by our HR Manager, Terry New. Much of the language is the same in all of the handbooks, but some language varies depending upon the employee group. The handbook for KPLA and KPLSP refers to their negotiated agreements where appropriate.

These handbooks have been reviewed by the Personnel Committee and come to the full board with committee support. Upon board approval, they will be distributed to employees. The plan is to review them at least annually with the expectation that a full rewrite will not be necessary in the foreseeable future.



Kalamazoo Public Library

Employee Handbook

Hourly

2014

*Kalamazoo Public Library helps create a community where people aspire to learn,
engage and thrive.*

TABLE OF CONTENTS

Welcome to the Library!	3
About Kalamazoo Public Library.....	4
Mission Statement.....	4
Vision Statement	4
Core Values	4
KPL Code of Service	6
INTRODUCTION	7
Purpose of the Handbook	7
Commitment to Equal Opportunity.....	7
Background and Reference Checks	8
Employment Relationship	8
Classification	8
Compensation	9
Resignation	9
WORK SCHEDULES/PAYROLL INFORMATION	10
The Workweek	10
Attendance/No-Fault Attendance Rules.....	10
“Make-up Time”	12
Rest and Meal Breaks.....	12
Breaks for Breastfeeding Mothers	12
Timekeeping Policy and Payroll Information.....	13
Payday Policy.....	13
Credit Union/Direct Deposit.....	13
Reporting Pay Policy.....	13
RECORDKEEPING AND PERFORMANCE POLICIES	14
Performance Evaluations	14
New Employee Training Period.....	14
Annual Evaluations	14
Personnel Records.....	14
Social Security Number Privacy Policy	14
Progressive Discipline	15
PROFESSIONAL CONSIDERATIONS	16
Code of Ethics	16
Code of Ethics of the American Library Association	17
Confidentiality of Patron and Staff Records.....	17
Standards of Conduct	18
Appearance Standards	18
Use of Library Services	20

Computer Network and Internet Use Rules	20
Telephones/Faxes/Copiers	21
Food and Drink.....	22
Smoke-Free/Tobacco-Free Work Environment	22
Prohibited Substances Use and Abuse Policy.....	22
Drug/Alcohol Testing.....	23
Consequences.....	23
Problem Resolution Procedure	23
Conflicts of Interest	24
Outside Employment/Activity	24
SAFETY AND SECURITY	25
Emergency Contacts.....	25
Emergency Procedures.....	25
Hazard Communication.....	26
Work Related Injuries and Illnesses.....	26
GENERAL	26
Unexpected Closings/Inclement Weather.....	26
Keys	26
Closed Buildings	27
Mileage Reimbursement	27
Library Property and Searches	27
Electronic Monitoring and Surveillance.....	27
Limitations Period.....	27
TIME OFF/LEAVES OF ABSENCE.....	28
Library Schedule	28
Family and Medical Leave (FMLA)	28
Personal Leave of Absence	32
Medical Leave of Absence	32
Military Leave of Absence	33
BENEFITS	33
403(b) Plan.....	33
Appendix A: Competency-Based Pay Structure	34
Appendix B: The Library Privacy Act.....	36

Welcome to the Library!

I am happy to welcome you as a new member of the Kalamazoo Public Library team. Your new position will provide a significant opportunity for you to work in a vibrant organization within our community and it is my expectation you will make a valuable contribution and derive personal satisfaction in helping provide important services to the public.

We strive to provide our patrons with the highest quality service in a friendly and professional manner. The Library has established a Code of Service to guide our interactions and that same level of service and courtesy is expected in our interactions with our fellow staff members.

On your first day of employment you will be scheduled to receive a general orientation of the library, a tour of your work location, computer training, and safety and security information. It is important for you to be familiar with library priorities, procedures, and services. Please ask any questions you may have as you are orienting yourself to your new position.

The library has adopted a strategic plan with four service priorities. These priorities have been determined with input from the community and are vital services the library offers to our unique community.

Priority 1 – Create young readers and learners: early literacy

Children from birth to age five will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.

Priority 2 – Stimulate imagination: reading, viewing, listening, and creating for pleasure

Residents of all ages will have access to materials, programs, and services designed to enhance their leisure time.

Priority 3 – Connect to the digital world: access and digital literacy

All patrons will have access, tools, and assistance needed to navigate the digital world.

Priority 4 – Discover and celebrate local: history, genealogy, information, and culture

Residents and visitors will have the resources, tools, and programs necessary to understand and appreciate all aspects of the Kalamazoo community including its past, present, and future.

Each priority has been further broken down into goals and measurable objectives and every employee at the library plays a part in helping the library achieve these objectives. Our image in the community is formed by the patrons' experiences in the library and you will have a part in helping to shape that image.

Best wishes as you begin your new work assignment!

Ann Rohrbaugh
Director

About Kalamazoo Public Library

Kalamazoo Public Library (“KPL” or Library) was established in 1860 as a library with only 123 volumes open for a single hour a week with limited use by students of the school district and their parents. The Library continued to function under the direction of the Board of Education for more than a century until 1990 when voters agreed to form a district library which would function under its own board of trustees. From its modest beginning, Kalamazoo Public Library has continued to grow until it now offers approximately 120,000 people nearly 500,000 books and a variety of other media from five buildings. The Library has been a keystone institution in the city of Kalamazoo and has played a major role in the development of other Kalamazoo cultural institutions such as the Kalamazoo Valley Museum and the Kalamazoo Institute of the Arts. The Library continues to partner with Kalamazoo Public Schools, the Learning Network and over 150 other private and public organizations in the Kalamazoo community to promote literacy and life-long learning for those living and working in our area.

Mission Statement

Kalamazoo Public Library champions reading, ignites imagination and ensures access to information and ideas.

Vision Statement

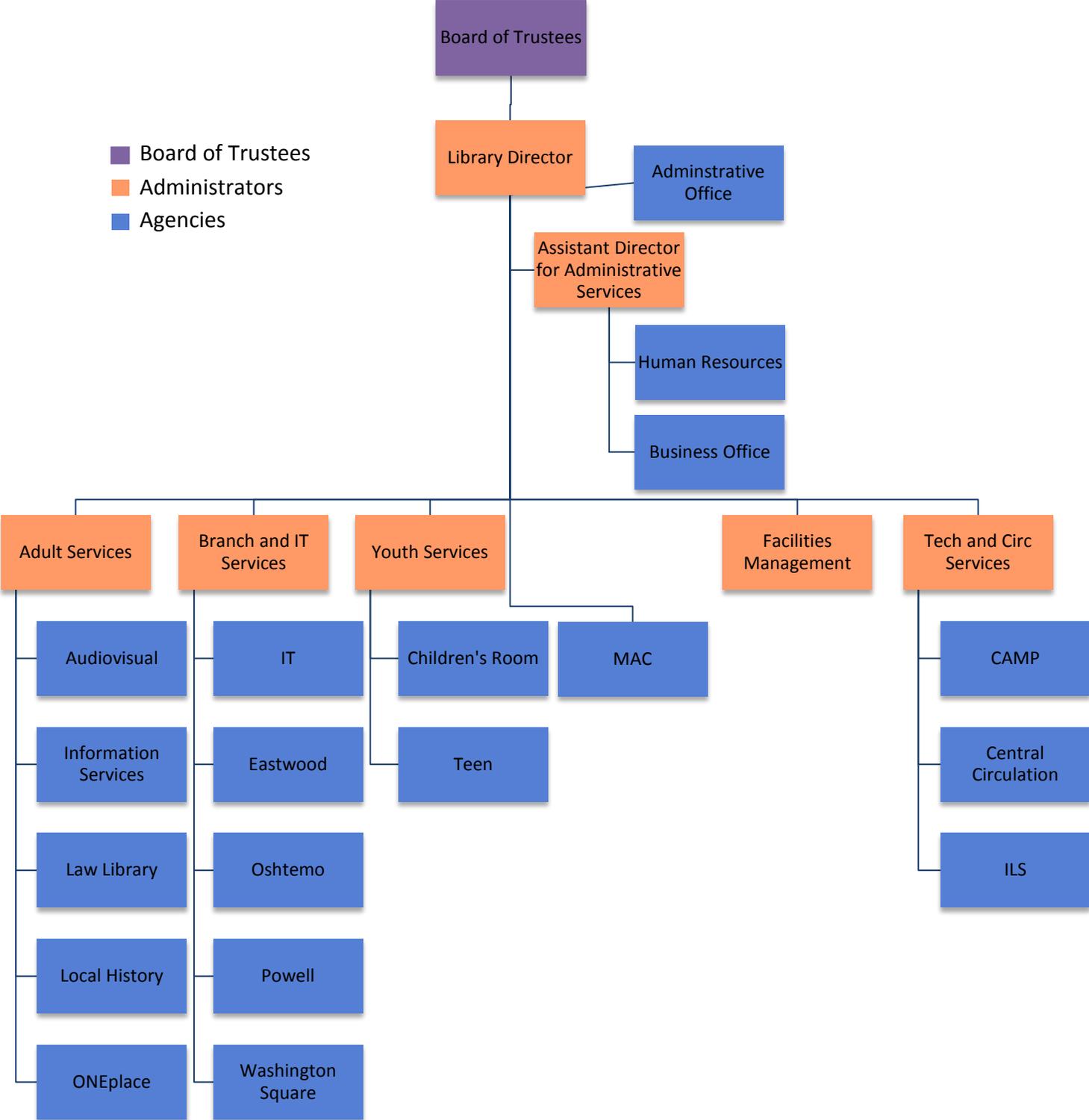
Kalamazoo Public Library helps create a community where people aspire to learn, engage and thrive.

Core Values

To advance the library’s mission we value:

- Literacy and life-long learning
- Dynamic, responsive and respectful service
- Intellectual freedom and the patron’s right to open access
- A professional and productive workforce
- A workplace characterized by integrity, compassion and respect
- Diversity across all aspects of organizational life
- Collaboration, civic engagement and social responsibility
- Stewardship and innovation

Kalamazoo Public Library Organizational Chart



KPL CODE OF SERVICE

All library patrons are entitled to prompt, attentive, and courteous service by knowledgeable staff.

- All patrons are welcome and are served equally.
- Staff will make eye contact, greet others and speak in a friendly manner whether at a service desk or within library spaces.
- Staff will actively listen to patrons, exhibiting empathy and restating the problem or question.
- Staff will verify with patron that his or her needs have been met.
- Staff will be consistently trained and informed of library-wide procedures and processes that impact service.
- Staff will uphold library policies in a professional manner.

All library patrons are entitled to a staff able to meet their needs.

- Staff will strive to provide positive solutions to patrons' service requests.
- Staff will be able to answer general questions relating to other service departments.
- Patron interactions will be properly documented and consistently communicated.
- Staff members attend to patrons' questions or concerns and, if applicable, refer them to the next appropriate level.

All library patrons are entitled to easily accessible collections, programs, and services.

- Staff will demonstrate a general understanding of library organization, library events, and collection locations.
- The library will utilize accurate and effective communication tools.
- Staff members know who to contact for special service needs.
- Collections will be organized and well maintained.

All library patrons are entitled to clean, comfortable, safe and well-maintained environment.

- Staff members know how to implement emergency procedures.
- Staff will take ownership of simple building and grounds care issues.
- Staff members understand and apply library Rules of Conduct.

INTRODUCTION

This Handbook provides guidelines and rules to help clarify expectations for hourly employees at the Kalamazoo Public Library (“Library” or “KPL”). The handbook has been reviewed by the Board Personnel Committee, adopted by the Library Board and is consistent with KPL’s mission and core values.

Purpose of the Handbook

This Handbook governs the employment relationship between KPL and its hourly employees. It is therefore essential for all employees to read the entire Handbook. It has been prepared as a reference source setting forth KPL’s employment policies and benefits but is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. The Handbook supersedes any and all other handbooks, policies, procedures, understandings and standards, written or verbal, express or implied.

The Handbook, as well as any and all of the various policies, procedures, benefits, and programs outlined within it, may be unilaterally amended, modified, or canceled by KPL. This also extends to any other employment-related policies and/or procedures and standards. We will try to inform you of any changes as they occur. No one has the authority to modify or change the Handbook or any of the policies or benefits described therein except the Board or the Director, and that can only be done through a signed written statement.

Employees should initially refer to the Handbook with all questions about basic employment information and KPL policies and procedures. If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources department.

Commitment to Equal Opportunity

Equal Employment Opportunity is a fundamental principle at the Kalamazoo Public Library, where employment opportunities are based on job qualifications without discrimination based on race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status or any other characteristic protected by applicable law. The library will make reasonable accommodations for employees and job applicants with disabilities.

Kalamazoo Public Library’s commitment to equal opportunity applies to all personnel policies and practices, including but not limited to, recruitment and hiring, training, promotion, transfer, compensation, benefits, discipline, termination as well as social and recreational activities. Our programs are designed to comply with all applicable federal, state, and local laws, directives and regulations.

Employees with disabilities who feel accommodation is needed to perform their job must notify the HR manager in writing of the need for reasonable accommodation within 182 calendar days after the date the employee knew or reasonably should have known that an accommodation was needed. The Library will make accommodations that do not pose an undue hardship.

Employees who believe that this policy has been violated must speak with their supervisor or the HR manager.

Background and Reference Checks

To ensure that individuals who join Kalamazoo Public Library are well qualified and to ensure that the Library maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Library. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Library to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related. The Library also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Employment Relationship

The employment relationship between an employee and KPL is terminable at the will of either the employee or KPL at any time, with or without cause and with or without notice. Neither this handbook nor any other Library document confers any contractual right, either expressed or implied, to remain in the Library's employ. Nor does it guarantee any fixed terms and conditions of your employment. No employee, agent, manager, or other representative of KPL has any authority to enter into any agreement for employment for any specified period of time or make any agreement or representation, orally or in writing, which alters, amends, or contradicts the provisions of the Handbook. The only exception to this is a variance expressly authorized in writing, signed by the Director or designee.

Classification

Employees who are hired as library aids, interns, part time custodians and professional substitutes are considered nonexempt hourly employees whose work is covered by the Fair Labor Standards Act (FLSA). Hourly employees are paid on the number of hours they work. Hourly rates of pay for various jobs are set by the Board of Trustees and are reviewed periodically.

They are NOT exempt from the law's requirements concerning minimum wage and overtime. Hourly employees are not eligible for fringe benefits unless specifically stated otherwise in Library policy or are deemed eligible according to plan documents.

The Library has established the following categories for regular, part time hourly employees:

Professional substitute – Employees who are qualified (possess a MLS or MLIS from an accredited university) to perform professional librarian work.

Library aide – Employees regularly scheduled to work an average of 20 hours per week and assigned to duties which support the services of the library. Library aids are permitted to work over 20 hours a week to cover absences or assist in the completion of special projects.

Intern – Employees who are currently enrolled in a college degree program and assigned to work in an area related to their program of study. Interns are permitted to work an average of 25 hours per week. Interns are permitted to work over 25 hours a week to cover absences or assist in the completion of special projects. Internships may be extended no longer than twelve (12) months following graduation.

Custodian – Employees regularly scheduled to work an average of 20 hours per week and assigned to duties which support the Facilities Management department. Custodians are permitted to work over 20 hours a week to cover absences or assist in the completion of special projects.

Compensation

Wage ranges for all hourly job classifications are reviewed and determined by the KPL Board of Trustees. A competency-based pay structure based on these wage ranges exists for all library aide employees. (See **Appendix A**) for detailed description of this structure.

Internship and custodial pay rates are determined by the hiring supervisor based on the approved wage ranges. Individual compensation adjustments (within board approved wage ranges) may be made at the discretion of the management. Adjustments, including increase or decrease in compensation, are made based on a variety of job related criteria including employee performance, employee adherence to standards of conduct expected by the Library, financial condition of the Library and other employment related criteria at the Library's sole discretion.

Resignation

To help ensure the prompt provision of service to our patrons, we request that employees who plan to resign submit letters of resignation with as much notice as possible. Two weeks or ten (10) working days is generally considered to be sufficient notice time. On the final day of employment, the employee's direct supervisor must receive all keys, badges and Library property from the employee.

WORK SCHEDULES/PAYROLL INFORMATION

The Workweek

The workweek is Sunday through Saturday. The specific work schedule is assigned by each department.

Attendance/No-Fault Attendance Rules

Regular attendance is critical to smooth and successful library service and operations. Employees are expected to be at work every day they are scheduled and to be on time. KPL has established No-Fault Attendance Rules for hourly employees.

Purpose:

To encourage regular work attendance so the Kalamazoo Public Library will be able to consistently provide quality services to all our patrons, relieve employees of having to work short staffed and to appropriately and reasonably address employee attendance problems.

Rules:

The Kalamazoo Public Library, as an employer, expects dependable employees. The presence of each employee scheduled for work is essential for KPL to provide our patrons with the best possible service and to facilitate the orderly and efficient operation of the Library. Absenteeism and tardiness increase the workload of our co-workers. Excessive tardiness and absences are causes for disciplinary action up to and including termination. Notification to the immediate supervisor of any impending absence or tardiness must be made as far in advance as possible. Such notification will also indicate to the immediate supervisor the anticipated length of the absence. If an employee finds it necessary to be tardy or absent he/she must contact his/her supervisor in accordance with departmental policy. Attendance records are a vital factor in employment related decisions regarding performance, promotions, transfers and discharge.

KPL understands that at one time or another an employee will have an absence or absences. Levels of discipline take these circumstances into account.

Absence is defined as: Any workday absence where the employee is absent for any reason for more than 30 minutes of their scheduled shift. Note: An employee will be required to submit an excuse (which may include a doctor's certificate) deemed justifiable to KPL for absences of three or more consecutive working days. If an employee submits an excuse from a health care provider for an absence due to illness which exceeds one day, the points will be reduced to 1.

Leaving a shift more than 30 minutes prior to schedule will be considered an absence.

Absence (with call in) = 1 point

Tardy is defined as: An instance of an employee arriving to work after their scheduled start time. This policy will count tardiness as an absence, if the tardiness exceeds 30 minutes after their scheduled start time. Leaving a shift less than 30 minutes from schedule will be considered a tardy.

Tardy = ½ point

No call/No show = 7 points

12 month period is defined as: Fiscal year from July 1 to June 30. The record of absences will drop off an employee's calendar at the end of each fiscal year.

Progressive disciplinary action will occur for excessive absenteeism during the 12 month fiscal year as follows:

1. **Verbal warning** after 7 points. Verbal warnings will be documented as a reference and maintained by the employee's immediate supervisor.
2. **Written warning** after 9 points. The written warning will be placed in the employee's personnel file in Human Resources.
3. **Termination** at 12 points.

Written warnings and termination of employment will occur only after consultation with the Human Resources.

Additional Guidelines:

1. Points will not be assessed for time off from work or tardiness for the following reasons: approved personal and/or family medical leaves of absence, accommodations under the ADA, military leave of absence, jury duty, time off under Workers' Compensation or 3 days of bereavement leave for immediate family members. Employees are still responsible for notifying their immediate supervisor in advance for these absences. If the medical related leave is unforeseeable, the first day of leave may be counted as an occurrence.
2. Points will not be assessed for time off that was preapproved prior to the publishing of the agency schedule. Points will not be assessed for an absence, if an employee is able to arrange to have their shift covered by another staff member. This is allowable only with supervisor approval.
3. An employee who is absent for two days without notification to his/her immediate supervisor will be considered to have automatically resigned (except in extreme circumstances), and the employee will not be eligible for rehire.
4. An employee's attendance record will not reset whenever an employee transfers to another department.
5. Periodic review, maintenance and monitoring of attendance records are the responsibility of an employee's immediate supervisor. The immediate supervisor is responsible and accountable for the consistent application of this policy in their area.
6. An employee's immediate supervisor will consult with Human Resources when a circumstance regarding an employee's attendance is considered extreme.
7. Preapproved absences over two weeks will be allowed once in a rolling 12 month period.
8. To be eligible for an Attendance Award under this policy, an employee 1) must have been employed for the full six (6) month attendance period; 2) cannot have accumulated any attendance points during that period; 3) cannot have any instances of being off the payroll for more than one week. Awards will be presented in January and July for the previous six month period.

For purposes of the Attendance Award, 1) an unscheduled absence is defined as any unforeseen absence, including any unforeseen absence under an intermittent leave of absence.

“Make-up Time”

A maximum of four (4) hours of unpaid time off within one pay period may be made up by working additional hours within the same pay period if approved by the employee’s direct supervisor.

Rest and Meal Breaks

Time permitting, employees are allowed one (1) fifteen (15) minute paid rest break for each four (4) hours worked per shift. There is no set schedule for rest breaks. Rather, rest breaks will be coordinated by the supervisor and within the work group. Rest breaks may not be used at the beginning or end of the day in order to shorten the workday, nor may they be used to extend the meal break. Employees working a full shift will be provided an unpaid meal break at approximately the mid-point of their shift. Timing of meal breaks is coordinated with the supervisor and group. The usual allowance is thirty (30) or sixty (60) minutes, depending upon the individual employee’s preference and the department’s needs.

Employees who are under eighteen (18) years of age are covered by the Youth Employment Standards Act, which states, “A minor shall not be employed for more than five (5) hours continuously without an interval of at least thirty (30) minutes for a meal and rest period. An interval of less than thirty (30) minutes shall not be considered to interrupt a continuous period of work.” This means employees up to eighteen (18) years of age may work a shift of up to five (5) hours in length. Before working any additional time, the employee must have an unpaid break of at least thirty (30) minutes. This is separate from the fifteen (15) minute rest break.

Breaks for Breastfeeding Mothers

The Library supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her infant child. The provisions of this policy meet the requirements of the Fair Labor Standards Act and Section 4207 of the Patient Protection and Affordable Care Act of 2010.

For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break times to express milk for her child. There is a designated room at each KPL location and in some cases two options. Each designated location has a refrigerator either in the room or nearby. Electrical outlets are readily available. Nursing mothers are entitled to take reasonable breaks each time such employee has need. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Designated locations:

- **Central Library** – The “resting room” adjoining the staff room
- **Eastwood Branch** – Either of two locations may be used: Story Room or lower level Community Room.
- **Oshtemo Branch** – A screen will be utilized in either the Community Room or the Story Room.
- **Powell Branch** – A screen will be utilized in the Barnabee Gallery.
- **Washington Branch** – Either of two locations may be used: Community Room or staff room.

Timekeeping Policy and Payroll Information

The Library tracks hours worked by hourly staff with Novatime online time management system. All non-exempt hourly employees are required to punch in to the Novatime system indicating a start time, lunch period and other unpaid breaks (if applicable) and quitting time for each work shift. Hourly employees will be paid according to the time entered into the system. If you forget to punch in or out or believe there are mistakes on your time card, you should notify your supervisor immediately. Hourly employees are not permitted to make adjustments to their time card. Time cards must be submitted to the supervisor at the end of each pay period for approval.

You are responsible of tracking your own time. Punching in or out for another employee is not permitted and could be grounds for termination.

Payday Policy

Library staff is paid on the 15th and the last day of the month. If a payday falls on a weekend or holiday, paychecks are distributed on the last workday before the weekend or holiday. All payments are on a delayed sequence, i.e. hours worked in one pay period are paid on the following pay date.

Improper deductions from wages of exempt employees are not to be made. If you believe that an improper deduction or error has been made in your payroll check, immediately report this information to the Payroll Coordinator. Preferably, the report will be made in writing and immediately after an error is identified. Reports of improper deductions or errors will be promptly investigated. If it is determined that an error in pay or improper deduction has occurred, the situation will be promptly corrected.

Credit Union/Direct Deposit

Employees are eligible for membership in the Educational Community Credit Union (ECCU). Arrangements for payroll deductions or direct deposit to ECCU may be made through the Administrative Office.

Employees may elect to have their payroll checks directly deposited into their checking and/or savings accounts at any participating bank or credit union. Direct Deposit Authorization forms are available in the Administrative Office or on the HR page of myKPL. Participants receive an electronic direct deposit notice verifying each transfer/deposit.

Reporting Pay Policy

Reporting pay is compensation employees may receive for reporting to work, even if the Library sends them home before they have completed their shifts. At KPL, hourly employees who report for work on their scheduled shifts – and have not received advance notice that their services will not be required that day – will receive a minimum of four hours of pay even if they do not actually work four hours. This is provided that the Library sends the employee home due to no fault of the employee's. If the employee works for four or more hours before being sent home, only the hours actually worked will be paid.

RECORDKEEPING AND PERFORMANCE POLICIES

Performance Evaluations

New Employee Training Period

Beginning with the actual date of hire, supervisors will evaluate new employees with regard to their capability to handle the job requirements of their position. A formal written and verbal evaluation should be conducted at the end of every thirty (30)-day period during the initial ninety (90) days of employment. Based on the evaluations and other appropriate factors, the training period may be continued.

Annual Evaluations

Upon completion of the training period, hourly employees will typically receive performance evaluations annually. Performance evaluations will include an analysis of the quality and quantity of work, job knowledge, initiative, attitude and ability to work with others. Performance evaluations will be considered in matters of compensation and job opportunities together with other appropriate factors. Each evaluation will be reviewed with employees by their immediate supervisor and the employee will be required to sign the evaluation to acknowledge they have reviewed it and discussed it with their supervisor.

An employee's growth and success in his/her job is important and employees should feel free to meet with their supervisors when they have questions relating to their work.

Personnel Records

Personnel records are maintained by the Human Resources department and are considered confidential. Personnel files are kept in a secure location with limited access to necessary personnel only. The Human Resources department periodically reviews employee files to update the information. Employees should provide all current personnel information to the Library so that records can be kept current. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

The Library will comply with the Michigan Bullard-Plawecki Employee Right to Know Act with respect to employee requests to review and/or copy their personnel record.

Employee medical information will be kept in a separate file and maintained in a secured location apart from personnel files, in accordance with the Americans with Disabilities Act.

Social Security Number Privacy Policy

The Library will take steps to maintain the confidentiality of Social Security numbers it possesses or obtains as an employer or in the ordinary course of business.

A brief summary of the Social Security Number Privacy Act's (the "Act") prohibitions are set forth below. In general, the Library may not do the following under the Social

Security Number Privacy Act (MCL445.81 et seq.)*

- Post or publicly display SSN's.
- Print SSN's on identification cards or badges.
- Require people to transmit a SSN over the Internet unless the connection is secure or the number is encrypted.
- Require people to logon to a website using a SSN without a password or PIN.
- Send the SSN in a document to a customer, unless permitted by law or by the Act's limited exceptions (such as application forms, customer request, enrollment process, etc.).

*There are exceptions to these restrictions set forth in MCL 445.81, et seq. This is a brief overview.

Lawful use: Notwithstanding anything herein to the contrary, any use of all or more than four (4) sequential digits of a social security number which is authorized or required by state or federal statute, rule or regulation by court order or rule, or pursuant to legal discovery or process, creates an exception.

Unlawful Disclosure Prohibition: Unlawful use or disclosure of a person's Social Security number is prohibited. Employees shall review the proper use of Social Security numbers set forth in this policy and the Act and become familiar with the permissible guidelines for such use and disclosure.

Proper Document Disposal: Proper disposal following permissible retention of documents containing Social Security numbers for a determined limitation period in accordance with Library policy will be accomplished by shredding documents containing Social Security numbers or other method which will obliterate the number. In some instances, return of such documents to the proper parties in accordance with Library policy is also permissible.

Access to Social Security Numbers: Access to employee social security numbers shall be limited to the Human Resources Manager and authorized designees for employment purposes and in performance of their duties as set forth in the Act. Social Security numbers of other persons, such as clients and customers, in the Library's possession, shall be accessible to authorized designees for permissible purposes under the Act and as reasonably necessary for the proper administration of lawful business activities.

Corrective Action: Violations of this policy may result in corrective action up to and including termination of employment.

Progressive Discipline

Where it appears appropriate and effective, the Library will utilize a system of progressive discipline to address situations where an employee demonstrates unacceptable conduct and/or performance. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practice and employment laws. Under the Library's system of progressive discipline, each incident which may require disciplinary action will be examined carefully to ensure verification of facts and consistent application of corrective measures.

Outlined below are the steps of our progressive discipline policy and procedures. The Library reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are: whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

Progressive discipline is not applicable in every instance where disciplinary action is warranted. Specifically, if an employee's violation of Library conduct rules or policies involves gross misconduct

(such as actions which involve violation of state or federal laws, actions involving workplace violence, public intoxication and/or disorderly conduct, etc.), the employee may not be eligible for progressive discipline and instead be subject to more serious disciplinary action, up to and including immediate termination.

The progression of steps of discipline includes any or all of the following:

1. **Counseling:** Discussion by the supervisor with the employee regarding behavior which could result in progressive discipline. The discussion should be documented in the supervisor's personal files but need not be filed in Human Resources.

2. **Verbal warning:** A verbal discussion between a supervisor and an employee about an employee's failure to comply with a rule or demonstrated unacceptable conduct or performance. This is the first step in the formal disciplinary process. The supervisor must document that the meeting occurred, the subject of the meeting and the outcome of the meeting and submit the documentation to the employee's file in the Human Resources department.

3. **Written warning:** A second or subsequent documentation of an ongoing disciplinary issue. Documentation is made on a Corrective Action form and is placed in the employee's file in the Human Resources department.

4. **Termination of employment:** This final step in the progressive disciplinary process requires both documentation of the rationale and circumstances and requires submission of a Personnel Action Form documenting the termination. Terminations require consultation with the HR manager.

***Suspension:** Suspension from work, with or without pay, is an OPTIONAL step in the disciplinary process. Suspension is generally reserved for when it is necessary to remove an employee from the work environment while decisions are being made on an appropriate progressive disciplinary step; for example, while investigating a sexual harassment complaint, as a result of an altercation between an employee and another individual, or when an employee is at work in an intoxicated state. Suspension can occur at any point in the progressive disciplinary process and must be documented for the employee's file.

PROFESSIONAL CONSIDERATIONS

Code of Ethics

The Library recognizes that there are rules of ethical conduct for employees which must be observed if a high degree of moral conduct is to be observed and if public confidence is to be maintained. The Kalamazoo Public Library as a member of the American Library Association incorporates the Code of Ethics of the American Library Association as a standard to guide the work of Library staff. The ALA Code of Ethics ("Code") is intended to serve as a straightforward and relevant guide for all staff as they conduct their daily work.

All employees have a duty to report any violations of this Code as well as violations of any laws, rules, or regulations. If a staff member becomes aware of a potential conflict of interest or believes that this Code has been violated by an employee, they must promptly report the violation to his or her direct supervisor or the Library Director. Reports may be made in person, by telephone, or in writing by sending a description of the violation and the names of parties involved to the Director.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and the library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision make. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representations of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Confidentiality of Patron and Staff Records

The Michigan Library Privacy Act 1982 PS 455, MCL 397.601 (See Appendix B) *et seq* prohibits the disclosure of library records without written consent or court order. Library records, which have been afforded confidential status, are those that personally identify a library user and include records containing information about the materials that a particular library user has circulated. Any patron requests for disclosure of library records should be directed to an employee's supervisor. All court-ordered requests for access to library records should be directed to the Library Director.

Violation of this policy will result in disciplinary action up to and including termination. As an agent of the Library, employees also have a personal liability to the person identified in a record that is improperly released or disclosed. §4 of the Privacy Act prescribes civil consequences for the wrongful disclosure of confidential library information.

In the course of their work at KPL, staff members may have access to confidential information regarding other staff members and are responsible for the internal security of such information. Staff members may not reveal or divulge any such information and this information is to be used only in the performance of his/her duties. Violation of this policy will result in disciplinary action up to and including termination.

Standards of Conduct

Orderly and efficient operations require all employees to maintain discipline and proper personal standards of conduct at all times. This is necessary to protect the health and safety of each patron and employee, to maintain uninterrupted service to the public, and to protect the Library's good will and property. KPL employees are expected to follow the ALA Code of Ethics and KPL Code of Service and all policies as outlined in this handbook in their interactions with their co-workers, patrons and anytime they are representing the Library.

Following are examples of conduct that violate Library standards of conduct for employees. This list is not intended to constitute a complete and final list of all possible violations for which KPL may take disciplinary action against an employee. If an employee engages in any conduct listed or in conduct which the Library determines is inappropriate, such employee will be subject to disciplinary or corrective action up to and including termination.

1. Dishonesty.
2. Insubordination; refusal to obey supervisor's directive or blatant disrespect directed toward a supervisor.
3. Falsification or manipulation of KPL records to include patron accounts, payroll records, etc.
4. Engaging in horseplay, physically striking or threatening to strike or engaging in any other physical violence or intimidation of another employee, patron, or KPL visitor.
5. Possession of firearms or other weapons while on KPL time or property.
6. Violation of the Prohibited Substances Use and Abuse Policy.
7. Abusive or harassing language or actions.
8. Interfering with a co-worker's ability to perform their work.
9. Violation of safety rules and procedures.
10. Abuse, misuse, or waste of the property of the Library, an employee or patron.
11. Theft of property belonging to the Library, an employee or patron.
12. Unauthorized breaks or leaving a shift early without authorization.
13. Unauthorized release of confidential or proprietary information regarding KPL, its patrons or its staff.

Appearance Standards

The Library is a public service agency and each employee is a representative of the library. It is important that the public have confidence in the staff and the staff members have confidence/pride in themselves when transacting library business. Therefore, it is important for all staff to present a professional image to the public.

To help present this image and foster public confidence, staff members must dress appropriately for their work assignment. Employees are asked to consider the message or image conveyed to colleagues and public by their choice of attire and to make appropriate choices.

As a general rule, clothing should be clean and neat, not excessively worn or faded and should be without tears or rips.

For specific items of dress, the following rules apply:

Shirts, Tops, Blouses, and Undergarments

Casual shirts, dress shirts, sweaters, tops, polo shirts, and turtlenecks are acceptable attire for work. KPL logo wear or other clothing promoting current library events is encouraged.

Inappropriate attire for work includes midriff tops; uncovered spaghetti straps and tank tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; athletic T-shirts or sheer clothing. Any clothing that reveals too much cleavage, back, chest, stomach or underwear is not acceptable.

Slacks, Pants and Shorts

Tailored slacks, solid-colored jeans and denim trousers are acceptable. Inappropriate slacks or pants include blue jeans*, denim with elaborate stitching, sweatpants, exercise pants, bib overalls, leggings and any spandex or other form-fitting pants (unless worn with sweater, blouse, skirt, jumper that is mid-thigh or longer in length). Capri pants and walking shorts (just above the knee) are appropriate following the previously stated material and style guidelines.

*Due to the nature of the work, exceptions may be made for those assigned to the Facilities Management department and for those staff members conducting certain programs where blue jeans are a more practical option.

Skirts and Dresses

Casual dresses and skirts, and skorts that are no more than 4-5 inches above the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the library.

Shoes and Footwear

Walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes and summer sandals are acceptable for work. Flip-flops and slippers are not acceptable footwear for the library.

Hats/Head coverings

Hats and head coverings are not acceptable except for religious or medical reasons.

Personal grooming, Jewelry, Makeup, Perfume, and Cologne

Personal grooming, jewelry, makeup, perfume and cologne should be in good taste. Remember that some staff members are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint. Offensive body odor and poor personal hygiene are not acceptable.

Name tags

Staff members must wear name tags at all times while working both in library facilities and while representing KPL outside of the library environment.

Head phones

Staff members may wear headphones in non-public areas of the Library with the permission of their supervisor.

Any questions about the dress code should be directed to the immediate supervisor or department head. If clothing fails to meet these standards, the employee will be asked not to wear the inappropriate item to work again and may be asked to comply with dress code requirements immediately. If the problem persists, progressive disciplinary action will be applied if dress code violations continue.

USE OF LIBRARY SERVICES

All employees must become registered borrowers. All KPL materials circulated to employees are processed in the normal manner and following the same guidelines and rules as applied to the public. Employees are not required to pay fines on overdue materials but must not abuse this privilege. Employees will be required to pay for lost or damaged materials according to the same rules applicable to the public. Abuse of borrowing privileges may result in disciplinary action.

Computer Network and Internet Use Rules

Kalamazoo Public Library ("KPL") is pleased to offer employees access to its computer network and the Internet. These rules apply to all KPL employees granted network and Internet access and employees are expected to behave appropriately and lawfully. Upon acceptance of your account information and agreement to follow these rules, you will be granted network and Internet access and assigned a KPL email address. If you have any questions about these rules, you should contact the Head of Branch and IT Services or the HR Manager. If you or anyone you allow to access your account (itself a breach of these rules) violate these rules, you may be subject to disciplinary action, up to and including termination.

1. Personal Responsibility

By accepting your account password and related information and accessing KPL's network or Internet system, you agree to adhere to these rules. You also agree to report any network or Internet misuse to the Head of Branch and IT Services. Misuse includes rule violations that harm another person or another individual's property.

2. Purpose and Use

Access to its network and Internet system is for Library business. The Library recognizes that its employees may occasionally need to make personal use of the Library's electronic resources and does not wish to prohibit such use altogether. Brief and incidental personal use of electronic resources is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), does not adversely affect the performance of employee's official duties or the organization's work performance, is not disruptive of co-workers, is limited in duration and frequency and does not result in expense or harm to the Library or otherwise violate these rules.

3. Etiquette

Communications must be polite, adhere to professional writing and content standards, and use the network and Internet appropriately and legally. KPL will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined below.

4. Banned Activity

The following activities violate **KPL Computer Resources and Internet Use Rules**:

1. Using, transmitting, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another person's reputation by lies), or misleading language and materials.
2. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.
3. Viewing, transmitting, downloading, or searching for obscene, pornographic, or illegal materials.
4. Engaging in illegal activities or violating Library policy.
5. Accessing, transmitting, receiving, or seeking unauthorized and confidential information about colleagues or patrons.

6. Engaging in commercial activity. Employees may not solicit or advertise the sale of any goods or services for personal profit. Emails regarding fundraising for non-profit organizations or those selling or giving away personal items are acceptable but should be infrequent.
7. Accessing a co-worker's folders, files, work, network, or computer, and intercepting communications intended for others.
8. Downloading or transmitting Library records without expressed permission from your supervisor or in conflict with Patron Privacy.
9. Jeopardizing the security and access to the Library's network or other Internet networks by disclosing or sharing passwords or impersonating others.
10. Advocating a political position.
11. Violation of licensing or copyright. This includes "ripping" or copying library materials.
12. Causing harm or damaging Library property.
 - Intentionally uploading a virus, worm, other harmful component, or corrupted data to vandalize the network.
 - Using software that is not licensed or approved by IT Services.
13. Wasting the Library's computer resources. Specifically, do not waste printer toner or paper and do not send electronic chain letters, e-mail copies to nonessential readers, e-mails to group lists unless it is appropriate for everyone on a list to receive the e-mail, and organization wide e-mails without your supervisor's permission.

5. Privacy

Network and Internet access is provided as a tool to accomplish the organization's strategic goals and objectives. KPL reserves the rights to monitor, inspect, copy, review, and store at any time and without prior notice any and all network and Internet use, as well as any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with this use. All such information, content, and files are the property of the Kalamazoo Public Library. You should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including, but not limited to, maintaining system integrity and ensuring employees are using the system in accordance with these rules.

6. Personal Documents/Pictures/Music

Documents/correspondence of a personal nature and personally owned music should be stored on a mobile device. An employee shall not copy personally owned music on their work computer or network. Employees may place personal pictures to use as their desktop background picture or screensaver. Photos should be saved into a pictures folder used by the operating system screen saver program. Personal files may be temporarily stored on a work computer. They need to be transferred to a personal flash drive or storage device as soon as possible. Temporarily stored files should not exceed 1 GB.

Telephones/Faxes/Copiers

The use of telephones, fax machines and copier services is necessarily restricted to business purposes. Personal use, both in-coming and out-going calls/faxes, should be brief and limited to emergencies and other urgent matters.

Staff who need to copy materials for personal use should reimburse the Library at the current staff rate. Contact the Business Office for rates.

Food and Drink

Food is allowed only in the staff and non-public areas. Food and drinks in covered containers may be carried through public areas but shall be consumed only in non-public areas.

Smoke-Free/Tobacco-Free Work Environment

Kalamazoo Public Library is dedicated to providing a healthy and productive environment for employees and patrons. As required by law, smoking is prohibited in all Library facilities. Smoking under the statewide smoking ban means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains a tobacco product. This policy applies to all employees, patrons, contractors and vendors.

Library employees who smoke shall not congregate outside a building's main doors where visible to the public or in any way hinder entrance or exit to a Library facility. KPL also prohibits the use of e-cigarettes and chewing tobacco within any Library facility.

Prohibited Substances Use and Abuse Policy

The Kalamazoo Public Library ("KPL" or Library) is committed to protecting the safety, health and well-being of all employees and individuals within the library. The library recognizes that employee involvement with alcohol and other prohibited drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale. We have established this "prohibited substance use and abuse policy" to balance our respect for individuals with the need to maintain an alcohol- and drug-free environment.

With this goal in mind and because of the serious safety and performance consequences of prohibited drug and alcohol use in the workplace, the Library has established the following policy for all employees of KPL.

KPL will strictly enforce the following:

1. Drug use (including having such substances in your system; other than lawfully prescribed and properly used drugs [for purposes of this policy, medical marijuana is a prohibited drug]), and alcohol use (being impaired by and/or under the influence of alcohol [BAC of .020% or more]), on Library time or property is strictly prohibited.
2. Possessing and/or transferring/selling prohibited drugs and/or alcohol on Library time or property is also prohibited.

"Prohibited drugs" include illegal drugs, non-prescribed drugs, medical marijuana, alcohol, etc. An employee taking a prescription or using an over-the-counter ("OTC") medication must notify his/her supervisor before beginning the work day if the medication's use could adversely affect the employee's ability to safely/effectively perform his/her job. It is the employee's responsibility to know if their medication could impair their working ability.

An employee who is required to drive as part of his/her assigned duties must report any DUI/DWI charges to the Human Resources Manager within seven (7) calendar days after being charged. An employee convicted with an off-duty crime/offense involving drugs (e.g. using, possessing, selling, transferring, trafficking, etc.) and/or alcohol (e.g. DUI, selling or providing to minors, etc.), must notify the Human Resources Manager within seven (7) calendar days following the conviction. Failure to provide timely

notification as outlined will result in discharge. The Library will investigate and will take appropriate corrective action if the Library's investigation corroborates the charge/offense/conviction, dependent on the seriousness of the charge/offense/conviction, and depending on whether the Library's investigation discloses a nexus between the charge/crime/offense/conviction and the Library.

Drug/Alcohol Testing:

KPL will conduct drug testing (at Library expense) under the following circumstances:

Reasonable suspicion testing: The library will require that an employee submit to an appropriate drug and/or alcohol test (e.g. saliva, blood, urine, hair, breath, etc.), if the Library reasonably suspects the employee has prohibited drugs and/or alcohol in his/her system while on Library time and/or property. The Library will provide supervisory personnel with training in how to recognize behavior/signs that generally accompany drug/alcohol use/abuse.

The employee will, at the time he/she is sent for testing, be removed from work and placed on unpaid investigatory suspension pending receipt of the test results. If the test result is negative the employee will be returned to work and will receive appropriate back-pay for the work-time lost. A positive test result will result in further corrective action, up to and including discharge.

Refusing to make oneself available for testing, or refusing to comply with a directive to submit to a drug/alcohol test will be considered insubordination and will result in immediate discharge.

To ensure accuracy and fairness, testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines and will include a confirmation test; the opportunity for a split sample; review by a Medical Review Officer (including an opportunity for an employee who tests positive to provide a legitimate medical explanation [e.g. the employee is taking prescribed medication]), and a documented chain of custody.

Test results will be maintained separately and treated as confidential records, to be shared only with those who have a legitimate "need to know".

Consequences:

One of the goals of the Library's policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. Therefore, an employee who voluntarily requests assistance in dealing with a personal drug or alcohol problem may do so without jeopardizing his/her continued employment. However, after assistance has been requested, any subsequent violation of this policy will result in disciplinary/corrective action.

An employee who possesses, sells, attempts to sell, or in any other way distributes prohibited drugs and/or alcohol on Library time or property will be immediately discharged.

An employee who tests positive for prohibited drugs and/or alcohol will be subject to disciplinary/corrective action. Depending on the circumstances this may involve progressive discipline, immediate termination, or a "Last Chance Agreement" and rehabilitation. Rehabilitation will generally be offered only to an employee who has been employed with the Library for more than one (1) year and only for the employee's first positive test.

Problem Resolution Procedure

It is the Library's desire to provide good working conditions and maintain harmonious working relations among employees, as well as between employees and management. To correct any work-related problems, the Library must be fully informed about them. Therefore, the Library has an "open door" problem solving policy. Employees are encouraged to discuss concerns or suggestions with their supervisor. Employees

who believe that the supervisor has not or cannot adequately address the situation are encouraged to discuss the problem with the HR Manager. This procedure should in no way foreclose the direct discussions we have always had on an informal basis.

The library realizes not all problems/complaints can be resolved through such informal means. If a complaint cannot be resolved through the informal open door process, employees may ask their supervisor to use the formal procedure described below.

1. You must present a written complaint to your supervisor within ten (10) calendar days of the occurrence of the disagreement or problem. Your supervisor will discuss the complaint with you privately and give you a written response within five (5) calendar days of receiving the complaint.
2. If you are not satisfied with the answer at Step 1, you have seven (7) calendar days to present your written complaint to the head of the department. The Department Head will investigate the complaint and give you a written response within five (5) calendar days of receiving the complaint.
3. If you are not satisfied with the answer in Step 2, you have seven (7) calendar days to present your written complaint to the Human Resources Manager. The Human Resources Manager will review the information gathered by the Department Head, discuss the complaint with your supervisor, the Department Head and you and give you a written response within ten (10) calendar days of receiving the complaint.
4. If you are not satisfied with the HR Manager's determination, the employee should, within ten (10) working days after receiving the Human Resources Manager's answer, present the Director with a copy of the detailed written statement (i.e. complaint). The Director will investigate if necessary, and will respond in writing as soon as practicable, generally within ten (10) working days after receiving the written complaint. The Director's answer is final and binding with respect to all complaints.

If the employee fails to timely process a complaint from one step to the next, the matter will be considered resolved at the last step. Under all circumstances, the Director's decision shall be final and binding.

Conflicts of Interest

All employees shall exercise good faith and good judgment in all transactions involving their duties and responsibilities at KPL.

Each staff member should provide full disclosure of any business or financial enterprise or activity in which they or their family is involved which might influence, or might appear to have the capacity to influence, their decisions or actions on KPL matters. No library employee can use their library position to benefit monetarily a relative or friend (e.g. making library purchases or procurements directly or indirectly from a family member or friend, or directing library business to a family member or friend). The only exceptions are if the Director or Assistant Director for Administrative Services has given written authorization for such purchase, procurement, or business.

Outside Employment/Activity

Employees are expected to devote their primary work efforts to KPL business. Therefore, it is mandatory staff members do not have another job that could be inconsistent with KPL's interests, or could require devoting such time and effort that the employee's KPL work could be adversely affected. Employees should avoid any outside employment, activity, investments, or other interests that have the potential to compete or be in conflict with the interests of KPL. Examples include but are not limited to working for or having a major investment in a company with which KPL does business, employment or involvement

which would give the appearance of a conflict of interest, working for another employer during the same hours as working at KPL, holding a second job and being too tired to meet KPL responsibilities, etc.

If there are any doubts about an existent or potential problem, the matter should be discussed with the employee's supervisor.

SAFETY AND SECURITY

Kalamazoo Public Library is committed to protecting the safety and health of every employee. The responsibility for maintaining a safe and healthy working environment is not just that of the Library and every employee has a responsibility to assist the Library in establishing and maintaining a safe working environment through compliance with all safety rules, emergency procedures and programs established by the Library.

Employees are expected to promptly report to the Facilities Management Department or a supervisor any condition that they believe to be unsafe or unhealthy. The Library will investigate the report, endeavor to fix any problems, and will not tolerate any retaliation against employees who make a good faith report regarding an unsafe or unhealthy workplace condition.

Emergency Contacts

911

Dial **9 – 911** to access local police, ambulance and fire emergency services.

Security

A security guard is on duty at Central during all open hours and selected hours at some branches. The guard is responsible for enforcing the "Rules of Behavior," and serves as a liaison with the Kalamazoo Department of Public Safety. Although the security guard takes the lead in enforcing the rules, all staff needs to share in this responsibility. The guard may be paged in an emergency.

Facilities emergencies

The Facilities Management staff may be reached via pager for any building or facilities related need or emergency. A public address system in the main library may also be used to summon a Facilities Management staff member or security guard in an emergency.

Administrator on Call

When the Administrative Office is closed (evenings and weekends), an administrator-on-call may be reached at 553-7943 for emergencies or situations requiring immediate attention.

Emergency Procedures

Library maintains an Emergency Procedures Manual which is available in every agency and at every public service desk. Emergency Procedures are also posted on the home page of myKPL. New employees receive training in current procedures during their orientation. Each library location has procedures that are specific to that location. Employees should familiarize themselves with these procedures, exits, and fire alarm, first aid and flashlight locations in every assigned work area. If an employee is uncertain about procedures or locations of these items for a particular location, they should contact their supervisor.

Hazard Communication

KPL complies with the OSHA Hazard Communication Standard which requires that employees have access to information about the chemicals they may come into contact with while employed at KPL.

The Library maintains copies of the Safety Data Sheets (SDS) for products used by the Library. A comprehensive listing of Safety Data Sheets for products used at KPL are contained in notebooks located in the Facilities Management offices. SDS notebooks are available at each branch location which contain SDS for products used at that location. New employees receive training in Hazard Communication and how to access Safety Data Sheets during their orientation.

Work Related Injuries and Illnesses

The Library provides workers' disability compensation insurance at no cost to you. Within twenty four (24) hours after an accident at work or upon learning of a medical condition arising out of your employment with the Library, you must immediately notify your supervisor and an Accident Report (found on the HR page of myKPL) must be completed.

If your injury or illness requires medical attention employees should go to Gull Road Immediate Care at 6101 Gull Rd. or Westside Family Medical Center at 6565 W. Main St. for treatment. At the time of treatment, the employee should inform the medical provider that the injury or illness is work-related.

GENERAL

Unexpected Closings/Inclement Weather

When the entire library system or a library agency closes early or does not open at all, an attempt will be made to contact hourly employees scheduled to work. Hourly employees on duty when the library closes early will be paid according to the Reporting Pay policy found on page 13.

If the decision is made to close early or not open at all, the message will be available via voice-mail by calling the general library number, 269-342-9837, on the Library [website](#) and Facebook page. Supervisors will attempt to call employees to notify them of any unscheduled closings. If there is reason to suspect the library may close early or not open at all, an employee who has not been contacted should telephone the Library.

Keys

Keys are issued to employees assigned to the Central location for locked areas of the library to which they need access. Keys are distributed and records maintained by the Facilities Management office. There is a \$15 charge for each lost key. All keys must be turned in to Facilities Management or the employee's supervisor upon termination of employment.

Closed Buildings

Staff members should not enter or work in buildings after hours unless it is part of the staff member's regularly assigned schedule, or a supervisor grants permission in advance.

Mileage Reimbursement

If an employee is required to use their personal vehicle for KPL business (with supervisor approval), they will be reimbursed for their reasonable mileage at the current IRS rate. Employees who use their personal vehicle on KPL business must provide proof of automobile insurance annually to the Administrative Office.

Library Property and Searches

There is no expectation of privacy while an employee is on Library time or property. Even if the employee is assigned a desk/locker/workspace, that desk/locker/workspace remains KPL property, subject to KPL control. Therefore, if an employee wishes to keep something private, they should not bring it onto KPL property or have it in their possession while on KPL time.

The goal of this policy is to balance our respect for an individual's privacy and rights with our mutual need to maintain a safe, productive, comfortable working environment. Consequently, although the Library respects employees' legitimate privacy and concerns, such concerns are subservient to facility and employee security and safety concerns. For this reason, employees have very limited privacy expectations when on KPL time or property, and if the Library has reason to believe an employee is in possession of contraband, or has brought prohibited/illegal substances, weapons, etc., onto KPL property, the Library has the right to conduct an appropriate search of KPL property (e.g. work space, desk, locker, etc.) or items brought onto Library property (e.g. vehicle, briefcase, backpack, purse/handbag, etc.). When possible searches will be conducted in the employee's presence and in a manner designed to preserve the employee's dignity.

Electronic Monitoring and Surveillance

Electronic monitoring and surveillance may be performed from time to time to help in the prevention, detection, and investigation of theft and other criminal activity associated with the Library; to enhance security for employees and patrons; and to assist in gathering data regarding overall performance of the Library in an effort to improve service. This may include monitoring telephone conversations with patrons and video and other electronic surveillance equipment.

Limitations Period

Employees have an obligation to bring any claim, suit or demand by whichever of the following deadlines is earlier: (1) the applicable statute of limitations; or (2) 182 calendar days after the employee knew or should have known that the event precipitating the claim, suit or demand occurred. Any time limit to the contrary is waived.

TIME OFF/LEAVES OF ABSENCE

Library Schedule

The Library is officially closed for seven holidays each year.

January 1*.....	New Year's Day	November.....	Thanksgiving Day
May.....	Memorial Day	December*.....	Christmas Eve
July.....	Independence Day	December*.....	Christmas Day
September.....	Labor Day		

*If these holidays fall on Saturday, the preceding Friday will be a holiday. If they fall on Sunday, the following Monday will be a holiday.

Family and Medical Leave (FMLA)

The Kalamazoo Public Library is committed to providing employees with leaves of absence in compliance with the Family and Medical Leave Act of 1993 ("FMLA"). This policy is intended to be construed in compliance with the FMLA but is not intended to provide greater rights than the FMLA provides. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, contact the Human Resources manager.

General Provisions

Under this policy, the Library will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the Library for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

- The employee must work in a work site where 50 or more employees are employed by the Library within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a “spouse” means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the essential functions of the employee’s position. A serious health condition is Defined as a condition that requires inpatient care at a hospital, hospice, or residential care facility including any period of incapacity or any subsequent treatment in connection with such Inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the Library’s sick leave are encouraged to consult the Human Resources manager.

- Qualifying exigency leave for families of members of the National Guard or Reserves or a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or is already on covered active military duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment; b) military events and activities; c) childcare and school activities; d) financial and legal arrangements; e) counseling; f) rest and recuperation; g) post-deployment activities; and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except

that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran. An employee whose son, daughter, or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term *covered service member* means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term *serious injury or illness* means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances (under heading "Type of Leave Covered") under this policy during any 12-month period. The Library will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Library will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the Library will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Library and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Library and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the Library will continue the employee's health benefits during the leave at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider prior to returning to work.

Use of Paid and Unpaid Leave

Since hourly employees do not accrue paid time off, all leave granted under FMLA is unpaid.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The Library will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The Library will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The Library will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The Library will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The Library may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer received information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Library may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with the FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Human Resources manager with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Human Resources manager will provide the employee with the DOL Notice of Eligibility and Rights.

When the need is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA is not foreseeable, the employee must comply with the Library's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Human Resources manager will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work From FMLA Leave

The Library may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Personal Leave of Absence

Employees who require time off may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances. All employees requesting a personal leave of absence must provide their supervisor with verbal or written notice of the need for the leave.

All employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

Medical Leave of Absence

There may be instances when an employee does not qualify for an FMLA leave of absence (e.g. insufficient hours, FMLA exhausted, no evidence of a "serious health condition", etc.), but where the employee nevertheless believes they need a medical leave of absence. An employee who believes they need a medical leave of absence (including "disability", pregnancy, child birth, etc.), may request and may be granted an unpaid medical leave of absence up to twelve (12) workweeks (if the employee qualifies for and is granted both a medical leave and a FMLA leave, the leaves of absence will run concurrently).

The employee must submit a written request for a medical leave of absence to the HR manager and should specify the dates, requested length, and other useful information. The request should be accompanied by a physician's supporting written statement verifying the need for a leave of absence (if the request appears to be for an FMLA qualifying reason, the employee may be required to submit a WH-380 form), and stating whether they cannot perform any work, are unable to perform the essential duties of their regular job/position (in which case their physician should set forth their work restrictions; depending on these restrictions, KPL may attempt to reasonably accommodate their condition, thereby allowing the employee to remain at work), etc. The Library may also, at its expense, require a second physician's opinion. If the second opinion is contrary to the employee's physician's opinion, the parties

will pick a mutually agreeable third physician (at KPL expense). The parties agree they will abide by the third physician's opinion.

Any employee who fails to comply with any conditions accompanying their leave (e.g. periodically reporting in, additional physician's statements, etc.), or who fails to return to work at the designated time (the employee may be required to present a physician's written certification releasing them to return to work and setting forth any restrictions), or who fails to return within twelve (12) workweeks if no specific limit has been placed on the leave, will be separated from employment. If an employee is unable to return to work when their leave of absence expires, but is subsequently released by their physician to work, they will have to re-apply as a new hire.

Military Leave of Absence

The Library is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Library's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or Library policy. If any employee believes that he or she has been subjected to discrimination in violation of Library policy, the employee should immediately contact the Human Resources manager.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military serve and funeral duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence. Employees requesting leave for military duty should contact their supervisor to request leave as soon as they are aware of the need for leave.

BENEFITS

403(b) Plan

Kalamazoo Public Library offers all employees the opportunity to participate in the Library's 403(b) plan. A 403b is a type of retirement plan available to employees of government-funded education institutions such as public schools, some non-profit organizations, and self-employed ministers. It is a way for employees to save for their retirement by having a percentage of their paycheck deposited into the 403b plan. The plan is similar to the 401k plan available to private business and industry.

There is no employer contribution in the 403(b) Plan at Kalamazoo Public Library. The Plan accepts employee deferral savings and transfer from prior deferred savings plans. All employees receive information on the KPL 403(b) plan during their orientation; however enrollment can take place anytime during an individual's employment at KPL. Further details about the Plan may be obtained from the HR manager.

APPENDIX A

Competency-based pay structure for library aides

A competency-based pay structure exists for all library aide employees at KPL. The goal of a competency-based structure is to create a cross-functional workforce and reward skills, behaviors, and attitudes that are clearly related to the mission and strategic plan of the library. This structure is based on the premise of paying individuals for the skills, knowledge and competencies they possess rather than tying a wage to a job position.

All new library aides are hired at \$8.00 an hour and must be trained and demonstrate competency in the Level 1 competencies of **shelving, discharge and circulation desk**. Wages will be assigned as follows:

Shelving \$8.00

Discharge \$8.50

Circulation desk \$ 8.75-9.00

Additional increases in pay for library aides will be based on demonstration of Level 2 competencies. Each additional demonstrated competency will result in an approximate wage increase of 3% (rounded to the nearest nickel). These competencies and wage ranges are as follows:

AV desk

MelCat

Library office

Material processing/CAMP aide

ADS aide

Local History

Eastwood/Powell Branch

Oshtemo Branch

Washington Square

+1 Competency \$9.30 - \$9.55

+2 Competencies \$9.60 - \$9.85

+3 Competencies \$9.90 - \$10.15

+4 Competencies \$10.20-\$10.45

+5 Competencies (must include AV Desk) \$10.50

To be eligible to receive increases in wages, library aides must successfully demonstrate the acquisition of all competencies designated for a given work area. To ensure solid training and skill acquisition, there must be a minimum 30 day period between achievement of each additional Level II competency and subsequent wage increase (the 30 day period may be waived by the staff member's direct supervisor).

Aides must receive approval from their direct supervisor before pursuing training outside of their primary assignment, and training and evaluation to acquire any Level II competencies must be scheduled with the appropriate supervisor at their convenience. Training must not interfere with scheduling within their primary assignment.

Once a supervisor has signed and dated the competency sheet, it must be returned to HR for approval before changes are made in the payroll system. All wage increases will become effective at the beginning of the next pay period.

All aides must check with their direct supervisor before accepting work hours within other agencies/work areas.

Library Assistant Sub

Library aides who have completed 5 or more Level II competencies (to include AV desk) are eligible to be considered for training as a Library Assistant Substitute. Due to the level of responsibility required of library assistant subs, library aides seeking this designation must have a recommendation from their direct supervisor(s) and a history of good work performance and attendance. Candidates will be interviewed by the Circulation Supervisor or Branch Lead and must also demonstrate competencies established for this designation. Library assistant subs earn \$11.50 an hour for shifts for which they have been scheduled to work in this capacity.

APPENDIX B

The Library Privacy Act

Act 455 of 1982

AN ACT to provide for the confidentiality of certain library records; and to provide for the selection and use of library materials.

History: 1982, Act 455, Eff. Mar. 30, 1983.

The People of the State of Michigan enact:

397.601 Short title.

Sec. 1. This act shall be known and may be cited as “the library privacy act”.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.602 Definitions.

Sec. 2. As used in this act:

(a) “Computer” means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations including logical, arithmetic, or memory functions with or on computer data or a computer program, and that can store, retrieve, alter, or communicate the results of the operations, to a person, computer program, computer, computer system, or computer network.

(b) “Computer network” means the interconnection of hardwire or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more interconnected computers.

(c) “Computer program” means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.

(d) “Computer system” means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.

(e) “Device” includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.

(f) “Harmful to minors” means that term as it is defined in section 4 of 1978 PA 33, MCL 722.674.

(g) “Internet” means that term as defined in section 230 of title II of the communications act of 1934, chapter 652, 110 Stat. 137, 47 U.S.C. 230.

(h) “Library” includes a library that is established by the state; a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities; a community college district; a college or university; or any private library open to the public.

(i) “Library record” means a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. Library record does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

(j) “Minor” means an individual who is less than 18 years of age.

(k) “Obscene” means that term as it is defined in section 2 of 1984 PA 343, MCL 752.362.

(l) “Sexually explicit matter” means that term as it is defined in section 3 of 1978 PA 33, MCL 722.673.

(m) “Terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

History: 1982, Act 455, Eff. Mar. 30, 1983; Am. 1998, Act 7, Imd. Eff. Feb. 6, 1998; Am. 1999, Act 37, Eff. Aug. 1, 1999.

397.603 Library record not subject to disclosure requirements; release or disclosure of library record without consent prohibited; exception; procedure and form of written consent; hearing.

Sec. 3. (1) Except as provided in subsection (2), a library record is not subject to the disclosure requirements of the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

(2) Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record.

(3) The procedure and form of giving written consent described in subsection (2) may be determined by the library.

(4) A library may appear and be represented by counsel at a hearing described in subsection (2).

History: 1982, Act 455, Eff. Mar. 30, 1983; Am. 1996, Act 188, Imd. Eff. May 8, 1996.

397.604 Violation of MCL 397.603; liability; civil action; damages; attorney fees and costs.

Sec. 4. A library or an agent or employee of a library which violates section 3 shall be liable to the person identified in a record that is improperly released or disclosed. The person identified may bring a civil action for actual damages or \$250.00, whichever is greater; reasonable attorney fees; and the costs of bringing the action.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.605 Selection and use of library materials.

Sec. 5. (1) Except as otherwise provided by statute or by a regulation adopted by the governing body of the library, the selection of library materials for inclusion in a library's collection shall be determined only by an employee of the library.

(2) Except as otherwise provided by law or by a regulation adopted by the governing body of the library, the use of library materials shall be determined only by an employee of the library.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.606 Restriction of internet access to minors; immunity from liability; exceptions.

Sec. 6. (1) If a library offers use of the internet or a computer, computer program, computer network, or computer system to the public, the governing body of that library shall adopt and require enforcement of a policy that restricts access to minors by providing the use of the internet or a computer, computer program, computer network, or computer system in 1 of the following ways:

(a) Both of the following:

(i) By making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

(ii) By reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, 1 or more terminals that are not restricted from receiving any material.

(b) By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.

(2) A governing body of a library, member of a governing body of a library, library, or an agent or employee of a governing body of a library or library, is immune from liability in a civil action as provided in section 7 of the revised judicature act of 1961, 1961 PA 236, MCL 691.1407.

(3) This section does not apply to a library established by a community college district, a college or university, or a private library open to the public.

History: Add. 1999, Act 37, Eff. Aug. 1, 1999; Am. 2000, Act 212, Eff. Oct. 1, 2000.



Kalamazoo Public Library

Employee Handbook

KPLA & KPLSP

2014

*Kalamazoo Public Library helps create a community where people aspire to learn,
engage and thrive.*

Table of Contents

Welcome to the Library!	3
About Kalamazoo Public Library	4
Mission Statement.....	4
Vision Statement	4
Core Values	4
KPL Organizational Chart	5
KPL Code of Service	6
INTRODUCTION	7
Purpose of the Handbook	7
Commitment to Equal Opportunity	7
Background and Reference Checks	8
WORK SCHEDULES/PAYROLL INFORMATION	8
The Workweek	8
Rest and Meal Breaks.....	8
Breaks for Breastfeeding Mothers	9
Timekeeping Policy and Payroll Information.....	9
Payday Policy.....	9
Credit Union/Direct Deposit.....	10
RECORDKEEPING AND PERFORMANCE POLICIES	10
Personnel Records.....	10
Social Security Number Privacy Policy	10
Performance Evaluations	11
Attendance	12
Progressive Discipline.....	12
PROFESSIONAL CONSIDERATIONS	13
Code of Ethics	13
Code of Ethics of the American Library Association	14
Confidentiality of Patron and Staff Records	14
Standards of Conduct	15
Appearance Standards	15
Use of Library Services	17
Computer Network and Internet Use Rules	17
Telephones/Faxes/Copiers	18
Food and Drink.....	19
Smoke-Free/Tobacco-Free Work Environment	19
Prohibited Substances Use and Abuse Policy.....	19
Drug/Alcohol Testing	20

Consequences.....	20
Problem Resolution Procedure	21
Conflicts of Interest	21
Outside Employment/Activity	21
SAFETY AND SECURITY	22
Emergency Contacts	22
Emergency Procedures.....	22
Hazard Communication.....	23
Work Related Injuries and Illnesses.....	23
GENERAL	23
Unexpected Closings/Inclement Weather.....	23
Keys	23
Closed Buildings	24
Mileage Reimbursement	24
Library Property and Searches	24
Electronic Monitoring and Surveillance.....	24
Limitations Period.....	24
TIME OFF/LEAVES OF ABSENCE.....	25
Library Schedule	25
Family and Medical Leave (FMLA)	25
Other Absences	29
Military Leave of Absence	29
BENEFITS	30
403(b) Plan.....	30
Shared Leave Program	30
Appendix A: Library Privacy Act	31

Welcome to the Library!

I am happy to welcome you as a new member of the Kalamazoo Public Library team. Your new position will provide a significant opportunity for you to work in a vibrant organization within our community and it is my expectation you will make a valuable contribution and derive personal satisfaction in helping provide important services to the public.

We strive to provide our patrons with the highest quality service in a friendly and professional manner. The Library has established a Code of Service to guide our interactions and that same level of service and courtesy is expected in our interactions with our fellow staff members.

On your first day of employment you will be scheduled to receive a general orientation of the library, a tour of your work location, computer training, and safety and security information. It is important for you to be familiar with library priorities, procedures, and services. Please ask any questions you may have as you are orienting yourself to your new position.

The library has adopted a strategic plan with four service priorities. These priorities have been determined with input from the community and are vital services the library offers to our unique community.

Priority 1 – Create young readers and learners: early literacy

Children from birth to age five will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.

Priority 2 – Stimulate imagination: reading, viewing, listening, and creating for pleasure

Residents of all ages will have access to materials, programs, and services designed to enhance their leisure time.

Priority 3 – Connect to the digital world: access and digital literacy

All patrons will have access, tools, and assistance needed to navigate the digital world.

Priority 4 – Discover and celebrate local: history, genealogy, information, and culture

Residents and visitors will have the resources, tools, and programs necessary to understand and appreciate all aspects of the Kalamazoo community including its past, present, and future.

Each priority has been further broken down into goals and measurable objectives and every employee at the library plays a part in helping the library achieve these objectives. Our image in the community is formed by the patrons' experiences in the library and you will have a part in helping to shape that image.

Best wishes as you begin your new work assignment!

Ann Rohrbaugh
Director

About Kalamazoo Public Library

Kalamazoo Public Library (“KPL” or Library) was established in 1860 as a library with only 123 volumes open for a single hour a week with limited use by students of the school district and their parents. The Library continued to function under the direction of the Board of Education for more than a century until 1990 when voters agreed to form a district library which would function under its own board of trustees. From its modest beginning, Kalamazoo Public Library has continued to grow until it now offers approximately 120,000 people nearly 500,000 books and a variety of other media from five buildings. The Library has been a keystone institution in the city of Kalamazoo and has played a major role in the development of other Kalamazoo cultural institutions such as the Kalamazoo Valley Museum and the Kalamazoo Institute of the Arts. The Library continues to partner with Kalamazoo Public Schools, the Learning Network and over 150 other private and public organizations in the Kalamazoo community to promote literacy and life-long learning for those living and working in our area.

Mission Statement

Kalamazoo Public Library champions reading, ignites imagination and ensures access to information and ideas.

Vision Statement

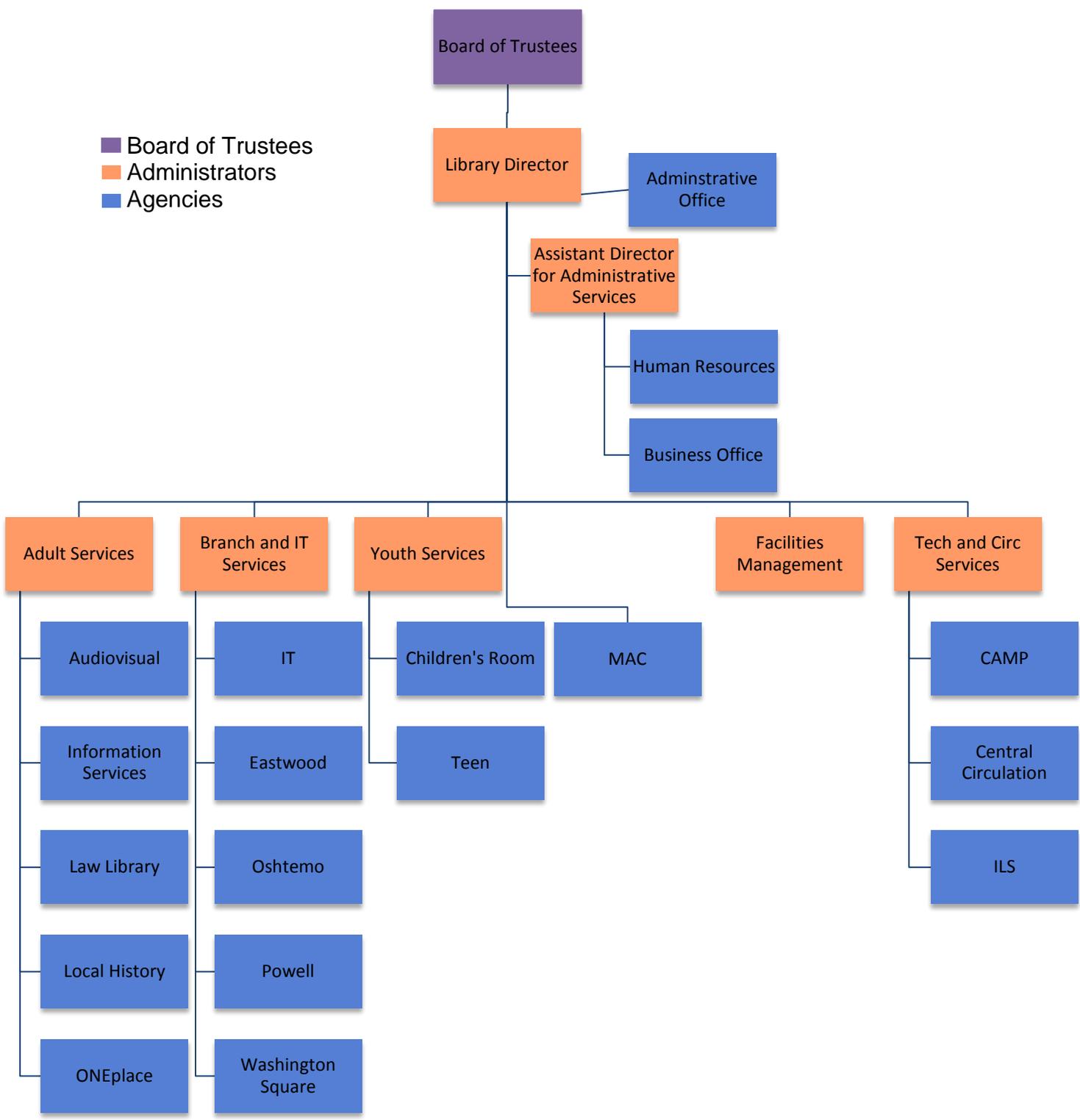
Kalamazoo Public Library helps create a community where people aspire to learn, engage and thrive.

Core Values

To advance the library’s mission we value:

- Literacy and life-long learning
- Dynamic, responsive and respectful service
- Intellectual freedom and the patron’s right to open access
- A professional and productive workforce
- A workplace characterized by integrity, compassion and respect
- Diversity across all aspects of organizational life
- Collaboration, civic engagement and social responsibility
- Stewardship and innovation

Kalamazoo Public Library Organizational Chart



KPL CODE OF SERVICE

All library patrons are entitled to prompt, attentive, and courteous service by knowledgeable staff.

- All patrons are welcome and are served equally.
- Staff will make eye contact, greet others and speak in a friendly manner whether at a service desk or within library spaces.
- Staff will actively listen to patrons, exhibiting empathy and restating the problem or question.
- Staff will verify with patron that his or her needs have been met.
- Staff will be consistently trained and informed of library-wide procedures and processes that impact service.
- Staff will uphold library policies in a professional manner.

All library patrons are entitled to a staff able to meet their needs.

- Staff will strive to provide positive solutions to patrons' service requests.
- Staff will be able to answer general questions relating to other service departments.
- Patron interactions will be properly documented and consistently communicated.
- Staff members attend to patrons' questions or concerns and, if applicable, refer them to the next appropriate level.

All library patrons are entitled to easily accessible collections, programs, and services.

- Staff will demonstrate a general understanding of library organization, library events, and collection locations.
- The library will utilize accurate and effective communication tools.
- Staff members know who to contact for special service needs.
- Collections will be organized and well maintained.

All library patrons are entitled to clean, comfortable, safe and well-maintained environment.

- Staff members know how to implement emergency procedures.
- Staff will take ownership of simple building and grounds care issues.
- Staff members understand and apply library Rules of Conduct.

INTRODUCTION

This Handbook provides guidelines and rules to help clarify expectations for KPLA & KPLSP employees at the Kalamazoo Public Library (“Library” or “KPL”). The handbook has been reviewed by the Board Personnel Committee, adopted by the Library Board and is consistent with KPL’s mission and core values.

Purpose of the Handbook

This Handbook applies to the Library’s unionized employees, members of KPLA and KPLSP. The Handbook has been prepared as a reference source setting forth KPL’s employment policies and procedures as a complement to the negotiated collective bargaining agreements (hereafter “Agreements”). It is therefore essential for all employees to read the entire Handbook. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. This Handbook supersedes any and all other handbooks, and any and all non-negotiated policies, procedures, understandings, and standards, written or verbal, expressed or implied.

The Handbook, as well as any and all of the various policies, procedures, benefits, and programs outlined within it, may be unilaterally amended, modified, or canceled by KPL in accordance with the Agreements Article II and V. This also extends to any other employment-related policies and/or procedures and standards. We will try to inform you of any changes as they occur. No one has the authority to modify or change the Handbook or any of the policies or benefits described therein except the Board or the Director, and that can only be done through a signed written statement.

Employees should initially refer to the Handbook with all questions about basic employment information and KPL policies and procedures. If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources department. In the event of a conflict between the information in this Handbook and specific collective bargaining agreements or benefits plans, the language of the bargaining agreements or benefit plan documents will apply.

Commitment to Equal Opportunity

Equal Employment Opportunity is a fundamental principle at the Kalamazoo Public Library, where employment opportunities are based on job qualifications without discrimination based on race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status or any other characteristic protected by applicable law. The library will make reasonable accommodations for employees and job applicants with disabilities.

Kalamazoo Public Library’s commitment to equal opportunity applies to all personnel policies and practices, including but not limited to, recruitment and hiring, training, promotion, transfer, compensation, benefits, discipline, termination as well as social and recreational activities. Our programs are designed to comply with all applicable federal, state, and local laws, directives and regulations.

Employees with disabilities who feel accommodation is needed to perform their job must notify the HR manager in writing of the need for reasonable accommodation within 182 calendar days after the date the employee knew or reasonably should have known that an accommodation was needed. The Library will make accommodations that do not pose an undue hardship.

Employees who believe that this policy has been violated must speak with their supervisor or the HR manager.

Background and Reference Checks

To ensure that individuals who join Kalamazoo Public Library are well qualified and to ensure that the Library maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Library. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Library to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related. The Library also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

WORK SCHEDULES/PAYROLL INFORMATION

The Workweek

The workweek is Sunday through Saturday. The specific work schedule is assigned by each department.

Rest and Meal Breaks

Employees are allowed one (1) fifteen (15) minute paid rest break for each four (4) hours worked per shift. There is no set schedule for rest breaks. Rather, rest breaks will be coordinated by the supervisor and within the work group. Rest breaks may not be used at the beginning or end of the day in order to shorten the workday, nor may they be used to extend the meal break. Employees working a full shift will be provided an unpaid meal break at approximately the mid-point of their shift. Timing of meal breaks is coordinated with the supervisor and group. The usual allowance is thirty (30) or sixty (60) minutes, depending upon the individual employee's preference and the department's needs.

Breaks for Breastfeeding Mothers

The Library supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her infant child. The provisions of this policy meet the requirements of the Fair Labor Standards Act and Section 4207 of the Patient Protection and Affordable Care Act of 2010.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express milk for her child. There is a designated room at each KPL location and in some cases two options. Each designated location has a refrigerator either in the room or nearby. Electrical outlets are readily available. Nursing mothers are entitled to take reasonable breaks each time such employee has need. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Designated locations:

- **Central Library** – The “resting room” adjoining the staff room
- **Eastwood Branch** – Either of two locations may be used: Story Room or lower level Community Room.
- **Oshtemo Branch** – A screen will be utilized in either the Community Room or the Story Room.
- **Powell Branch** – A screen will be utilized in the Barnabee Gallery.
- **Washington Branch** – Either of two locations may be used: Community Room or staff room.

Timekeeping Policy and Payroll Information

All salaried employees are required to document exceptions to their regular work schedule in to the Novatime online time management system. Exception reports must be submitted to the employee's supervisor at the end of each pay period for approval.

Payday Policy

Library staff is paid on the 15th and the last day of the month. If a payday falls on a weekend or holiday, paychecks are distributed on the last workday before the weekend or holiday. Use of accrued time off will be reflected in the following pay period.

Improper deductions from wages of exempt employees are not to be made. If you believe that an improper deduction or error has been made in your payroll check, immediately report this information to the Payroll Coordinator. Preferably, the report will be made in writing and immediately after an error is identified. Reports of improper deductions or errors will be promptly investigated. If it is determined that an error in pay or improper deduction has occurred, the situation will be promptly corrected.

Credit Union/Direct Deposit

Employees are eligible for membership in the Educational Community Credit Union (ECCU). Arrangements for payroll deductions or direct deposit to ECCU may be made through the Administrative Office.

Employees may elect to have their payroll checks directly deposited into their checking and/or savings accounts at any participating bank or credit union. Direct Deposit Authorization forms are available in the Administrative Office or on the HR page of myKPL. Participants receive an electronic direct deposit notice verifying each transfer/deposit.

RECORDKEEPING AND PERFORMANCE POLICIES

Personnel Records

Personnel records are maintained by the Human Resources department and are considered confidential. Personnel files are kept in a secure location with limited access to necessary personnel only. The Human Resources department periodically reviews employee files to update the information. Employees should provide all current personnel information to the Library so that records can be kept current. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

The Library will comply with the Michigan Bullard-Plawecki Employee Right to Know Act with respect to employee requests to review and/or copy their personnel record.

Employee medical information will be kept in a separate file and maintained in a secured location apart from personnel files, in accordance with the Americans with Disabilities Act.

Social Security Number Privacy Policy

The Library will take steps to maintain the confidentiality of Social Security numbers it possesses or obtains as an employer or in the ordinary course of business.

A brief summary of the Social Security Number Privacy Act's (the "Act") prohibitions are set forth below. In general, the Library may not do the following under the Social Security Number Privacy Act (MCL445.81 et seq.)*

- Post or publicly display SSN's.
- Print SSN's on identification cards or badges.
- Require people to transmit a SSN over the Internet unless the connection is secure or the number is encrypted.
- Require people to logon to a website using a SSN without a password or PIN.
- Send the SSN in a document to a customer, unless permitted by law or by the Act's limited exceptions (such as application forms, customer request, enrollment process, etc.).

*There are exceptions to these restrictions set forth in MCL 445.81, et seq. This is a brief overview.

Lawful use: Notwithstanding anything herein to the contrary, any use of all or more than four (4) sequential digits of a social security number which is authorized or required by state or federal statute, rule or regulation by court order or rule, or pursuant to legal discovery or process, creates an exception.

Unlawful Disclosure Prohibition: Unlawful use or disclosure of a person's Social Security number is prohibited. Employees shall review the proper use of Social Security numbers set forth in this policy and the Act and become familiar with the permissible guidelines for such use and disclosure.

Proper Document Disposal: Proper disposal following permissible retention of documents containing Social Security numbers for a determined limitation period in accordance with Library policy will be accomplished by shredding documents containing Social Security numbers or other method which will obliterate the number. In some instances, return of such documents to the proper parties in accordance with Library policy is also permissible.

Access to Social Security Numbers: Access to employee social security numbers shall be limited to the Human Resources Manager and authorized designees for employment purposes and in performance of their duties as set forth in the Act. Social Security numbers of other persons, such as clients and customers, in the Library's possession, shall be accessible to authorized designees for permissible purposes under the Act and as reasonably necessary for the proper administration of lawful business activities.

Corrective Action: Violations of this policy may result in corrective action up to and including termination of employment.

Performance Evaluations

Orientation Period

The length of the orientation period and the schedule for performance evaluations is specified for each union group with their respective Agreements. The orientation period is a time of adjustment for both the employee and the Library. It is a time for the employee to evaluate the job and the work environment and provides the Library a time to evaluate employee skills and performance. Beginning with the actual date of hire, supervisors will evaluate new employees with regard to their capability to handle the job requirements of their position.

Performance Evaluation and Staff Development Plans

Upon completion of the training period, salaried employees will receive performance evaluations annually at a minimum. The KPL Performance Evaluation and Staff Development process is designed to:

- encourage regular, constructive discussion between an employee and their supervisor regarding performance and progress at meeting goals and expectations.
- improve employee job understanding.
- promote more effective job performance.
- establish future goals and responsibilities based on objectives of the department/work group.
- enhance employee professional growth and development.

Staff members participate in the evaluation process by completing a Self-Evaluation Worksheet which is found on the HR page of myKPL. This form is submitted to their supervisor prior to the evaluation meeting.

An employee's growth and success in his/her job is important and employees should feel free to meet with their supervisors any time they have questions regarding their work assignments and performance expectations.

Attendance

The Kalamazoo Public Library, as an employer, expects dependable employees. The presence of each employee scheduled for work is essential for KPL to provide our patrons with the best possible service and to facilitate the orderly and efficient operation of the Library. Absenteeism and tardiness increase the workload of our co-workers. If an employee finds it necessary to be tardy or absent he/she must contact his/her supervisor in accordance with departmental policy. Notification to the immediate supervisor of any impending absence or tardiness must be made as far in advance as possible. Such notification will also indicate to the immediate supervisor the anticipated length of the absence. Excessive tardiness and/or abuse of paid leave may result in disciplinary action up to and including termination. Attendance records are a vital factor in employment related decisions regarding performance, promotions, transfers and discharge.

A doctor's note may be required before the employee is allowed to return to work after an absence in excess of three (3) consecutive work days, or a one (1) day absence which occurs on a regular working day immediately prior to or following a holiday, weekend, or vacation period.

An absence of three (3) or more consecutive working days without notification as set forth above (except in extreme circumstances) will be considered job abandonment and just cause for discharge.

Operational Employees

Per Article XIII Section C of the current (KPLSP) Agreement, operational employees on the day shift must give at least one (1) hours prior notification. Operational employees on the afternoon shift must give at least two (2) hours notification for an absence. Failure to provide proper notification will result in loss of pay.

Progressive Discipline

Where it appears appropriate and effective, the Library will utilize a system of progressive discipline to address situations where an employee demonstrates unacceptable conduct and/or performance. Our progressive discipline policy is designed to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, current Agreements, HR best practice and employment laws. Under the Library's system of progressive discipline, each incident which may require disciplinary action will be examined carefully to ensure verification of facts and consistent application of corrective measures.

Outlined below are the steps of our progressive discipline policy and procedures. The Library reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

Progressive discipline is not applicable in every instance where disciplinary action is warranted. Specifically, if an employee's violation of Library conduct rules or policies involves gross misconduct (such as actions which involve violation of state or federal laws, actions involving workplace violence, public intoxication and/or disorderly conduct, etc.), the employee may not be eligible for progressive discipline and instead be subject to more serious disciplinary action, up to and including immediate termination.

The progression of steps of discipline includes any or all of the following:

1. Counseling: Discussion by the supervisor with the employee regarding behavior which could result in progressive discipline. The discussion should be documented in the supervisor's personal files but need not be filed in Human Resources.

2. Verbal warning: A verbal discussion between a supervisor and an employee about an employee's failure to comply with a rule or demonstrated unacceptable conduct or performance. This is the first step in the formal disciplinary process. The supervisor must document that the meeting occurred, the subject of the meeting and the outcome of the meeting and submit the documentation to the employee's file in the Human Resources department.

3. Written warning: A second or subsequent documentation of an ongoing disciplinary issue. Documentation is made on a Corrective Action form and is placed in the employee's file in the Human Resources department.

4. Warning period/Plan of assistance: Per current Agreements, continued unsatisfactory performance may result in an employee being placed on a twelve (12) week warning period with a Plan of Assistance.

5. Termination of employment: This final step in the progressive disciplinary process requires both documentation of the rationale and circumstances and requires submission of a Personnel Action Form documenting the termination. Terminations require consultation with the HR manager and Association representation.

***Suspension:** Suspension from work, with or without pay, is an OPTIONAL step in the disciplinary process. Suspension is generally reserved for when it is necessary to remove an employee from the work environment while decisions are being made on an appropriate progressive disciplinary step; for example, while investigating a sexual harassment complaint, as a result of an altercation between an employee and another individual, or when an employee is at work in an intoxicated state. Suspension can occur at any point in the progressive disciplinary process and must be documented for the employee's file.

PROFESSIONAL CONSIDERATIONS

Code of Ethics

The Library recognizes that there are rules of ethical conduct for employees which must be observed if a high degree of moral conduct is to be observed and if public confidence is to be maintained. The Kalamazoo Public Library as a member of the American Library Association incorporates the Code of Ethics of the American Library Association as a standard to guide the work of Library staff. The ALA Code of Ethics ("Code") is intended to serve as a straightforward and relevant guide for all staff as they conduct their daily work.

All employees have a duty to report any violations of this Code as well as violations of any laws, rules, or regulations. If a staff member becomes aware of a potential conflict of interest or believes that this Code has been violated by another employee, they must promptly report the violation to his or her direct supervisor or the Library Director. Reports may be made in person, by telephone, or in writing by sending a description of the violation and the names of parties involved to the Director.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and the library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.*
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.*
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.*
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.*
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representations of the aims of our institutions or the provision of access to their information resources.*
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.*

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Confidentiality of Patron and Staff Records

The Michigan Library Privacy Act 1982 PS 455, MCL 397.601 (See Appendix B) *et seq* prohibits the disclosure of library records without written consent or court order. Library records, which have been afforded confidential status, are those that personally identify a library user and include records containing information about the materials that a particular library user has circulated. Any patron requests for disclosure of library records should be directed to an employee's supervisor. All court-ordered requests for access to library records should be directed to the Library Director.

Violation of this policy will result in disciplinary action up to and including termination. As an agent of the Library, employees also have a personal liability to the person identified in a record that is improperly released or disclosed. §4 of the Privacy Act prescribes civil consequences for the wrongful disclosure of confidential library information.

In the course of their work at KPL, staff members may have access to confidential information regarding other staff members and are responsible for the internal security of such information. Staff members may not reveal or divulge any such information and this information is to be used only in the performance of his/her duties. Violation of this policy will result in disciplinary action up to and including termination.

Standards of Conduct

Orderly and efficient operations require all employees to maintain discipline and proper personal standards of conduct at all times. This is necessary to protect the health and safety of each patron and employee, to maintain uninterrupted service to the public, and to protect the Library's good will and property. KPL employees are expected to follow the ALA Code of Ethics and KPL Code of Service and all policies as outlined in this handbook in their interactions with their co-workers, patrons and anytime they are representing the Library.

Following are examples of conduct that violate Library standards of conduct for employees. This list is not intended to constitute a complete and final list of all possible violations for which KPL may take disciplinary action against an employee. Violations of items on this list will be considered "just cause" for disciplinary action up to and including termination.

1. Dishonesty.
2. Insubordination; refusal to obey supervisor's directive or blatant disrespect directed toward a supervisor.
3. Falsification or manipulation of KPL records to include patron accounts, payroll records, etc.
4. Engaging in horseplay, physically striking or threatening to strike or engaging in any other physical violence or intimidation of another employee, patron, or KPL visitor.
5. Possession of firearms or other weapons while on KPL time or property.
6. Violation of the Prohibited Substances Use and Abuse Policy.
7. Abusive or harassing language or actions.
8. Interfering with a co-worker's ability to perform their work.
9. Violation of safety rules and procedures.
10. Abuse, misuse, or waste of the property of the Library, an employee or patron.
11. Theft of property belonging to the Library, an employee or patron.
12. Unauthorized breaks or leaving a shift early without authorization.
13. Unauthorized release of confidential or proprietary information regarding KPL, its patrons or its staff.

Appearance Standards

The Library is a public service agency and each employee is a representative of the library. It is important that the public have confidence in the staff and the staff members have confidence/pride in themselves when transacting library business. Therefore, it is important for all staff to present a professional image to the public.

To help present this image and foster public confidence, staff members must dress appropriately for their work assignment. Employees are asked to consider the message or image conveyed to colleagues and public by their choice of attire and to make appropriate choices. As a general rule, clothing should be clean and neat, not excessively worn or faded and should be without tears or rips.

For specific items of dress, the following rules apply:

Shirts, Tops, Blouses, and Undergarments

Casual shirts, dress shirts, sweaters, tops, polo shirts, and turtlenecks are acceptable attire for work. KPL logo wear or other clothing promoting current library events is encouraged.

Inappropriate attire for work includes midriff tops; uncovered spaghetti straps and tank tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; athletic T-shirts or sheer clothing. Any clothing that reveals too much cleavage, back, chest, stomach or underwear is not acceptable.

Slacks, Pants and Shorts

Tailored slacks, solid-colored jeans and denim trousers are acceptable. Inappropriate slacks or pants include blue jeans*, denim with elaborate stitching, sweatpants, exercise pants, bib overalls, leggings and any spandex or other form-fitting pants (unless worn with sweater, blouse, skirt, jumper that is mid-thigh or longer in length). Capri pants and walking shorts (just above the knee) are appropriate following the previously stated material and style guidelines.

*Due to the nature of the work, exceptions may be made for those assigned to the Facilities Management department and for those staff members conducting certain programs where blue jeans are a more practical option.

Skirts and Dresses

Casual dresses and skirts, and skirts that are no more than 4-5 inches above the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the library.

Shoes and Footwear

Walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes and summer sandals are acceptable for work. Flip-flops and slippers are not acceptable footwear for the library.

Hats/Head coverings

Hats and head coverings are not acceptable except for religious or medical reasons.

Personal grooming, Jewelry, Makeup, Perfume, and Cologne

Personal grooming, jewelry, makeup, perfume and cologne should be in good taste. Remember that some staff members are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint. Offensive body odor and poor personal hygiene are not acceptable.

Name tags

Staff members must wear name tags at all times while working both in library facilities and while representing KPL outside of the library environment.

Head phones

Staff members may wear headphones in non-public areas of the Library with the permission of their supervisor.

Any questions about the dress code should be directed to the immediate supervisor or department head. If clothing fails to meet these standards, the employee will be asked not to wear the inappropriate item to work again and may be asked to comply with dress code requirements immediately. If the problem persists, progressive disciplinary action will be applied if dress code violations continue.

USE OF LIBRARY SERVICES

All employees must become registered borrowers. All KPL materials circulated to employees are processed in the normal manner and following the same guidelines and rules as applied to the public. Employees are not required to pay fines on overdue materials but must not abuse this privilege. Employees will be required to pay for lost or damaged materials according to the same rules applicable to the public. Abuse of borrowing privileges may result in disciplinary action.

Computer Network and Internet Use Rules

Kalamazoo Public Library (“KPL”) is pleased to offer employees access to its computer network and the Internet. These rules apply to all KPL employees granted network and Internet access and employees are expected to behave appropriately and lawfully. Upon acceptance of your account information and agreement to follow these rules, you will be granted network and Internet access and assigned a KPL email address. If you have any questions about these rules, you should contact the Head of Branch and IT Services or the HR Manager. If you or anyone you allow to access your account (itself a breach of these rules) violate these rules, you may be subject to disciplinary action, up to and including termination.

1. Personal Responsibility

By accepting your account password and related information and accessing KPL’s network or Internet system, you agree to adhere to these rules. You also agree to report any network or Internet misuse to the Head of Branch and IT Services. Misuse includes rule violations that harm another person or another individual's property.

2. Purpose and Use

Access to its network and Internet system is for Library business. The Library recognizes that its employees may occasionally need to make personal use of the Library’s electronic resources and does not wish to prohibit such use altogether. Brief and incidental personal use of electronic resources is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), does not adversely affect the performance of employee’s official duties or the organization’s work performance, is not disruptive of co-workers, is limited in duration and frequency and does not result in expense or harm to the Library or otherwise violate these rules.

3. Etiquette

Communications must be polite, adhere to professional writing and content standards, and use the network and Internet appropriately and legally. KPL will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined below.

4. Banned Activity

The following activities violate **KPL Computer Resources and Internet Use Rules**:

1. Using, transmitting, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another person's reputation by lies), or misleading language and materials.
2. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.
3. Viewing, transmitting, downloading, or searching for obscene, pornographic, or illegal materials.
4. Engaging in illegal activities or violating Library policy.
5. Accessing, transmitting, receiving, or seeking unauthorized and confidential information about colleagues or patrons.

6. Engaging in commercial activity. Employees may not solicit or advertise the sale of any goods or services for personal profit. Emails regarding fundraising for non-profit organizations or those selling or giving away personal items are acceptable but should be infrequent.
7. Accessing a co-worker's folders, files, work, network, or computer, and intercepting communications intended for others.
8. Downloading or transmitting Library records without expressed permission from your supervisor or in conflict with Patron Privacy.
9. Jeopardizing the security and access to the Library's network or other Internet networks by disclosing or sharing passwords or impersonating others.
10. Advocating a political position.
11. Violation of licensing or copyright. This includes "ripping" or copying library materials.
12. Causing harm or damaging Library property.
 - Intentionally uploading a virus, worm, other harmful component, or corrupted data to vandalize the network.
 - Using software that is not licensed or approved by IT Services.
13. Wasting the Library's computer resources. Specifically, do not waste printer toner or paper and do not send electronic chain letters, e-mail copies to nonessential readers, e-mails to group lists unless it is appropriate for everyone on a list to receive the e-mail, and organization wide e-mails without your supervisor's permission.

5. Privacy

Network and Internet access is provided as a tool to accomplish the organization's strategic goals and objectives. KPL reserves the rights to monitor, inspect, copy, review, and store at any time and without prior notice any and all network and Internet use, as well as any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with this use. All such information, content, and files are the property of the Kalamazoo Public Library. You should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including, but not limited to, maintaining system integrity and ensuring employees are using the system in accordance with these rules.

6. Personal Documents/Pictures/Music

Documents/correspondence of a personal nature and personally owned music should be stored on a mobile device. An employee shall not copy personally owned music on their work computer or network.

Employees may place personal pictures to use as their desktop background picture or screensaver. Photos should be saved into a pictures folder used by the operating system screen saver program.

Personal files may be temporarily stored on a work computer. They need to be transferred to a personal flash drive or storage device as soon as possible. Temporarily stored files should not exceed 1 GB.

Telephones/Faxes/Copiers

The use of telephones, fax machines and copier services is necessarily restricted to business purposes. Personal use, both in-coming and out-going calls/faxes, should be brief and limited to emergencies and other urgent matters.

Staff who need to copy materials for personal use should reimburse the Library at the current staff rate. Contact the Business Office for rates.

Food and Drink

Food is allowed only in the staff and non-public areas. Food and drinks in covered containers may be carried through public areas but shall be consumed only in non-public areas.

Smoke-Free/Tobacco-Free Work Environment

Kalamazoo Public Library is dedicated to providing a healthy and productive environment for employees and patrons. As required by law, smoking is prohibited in all Library facilities. Smoking under the statewide smoking ban means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains a tobacco product. This policy applies to all employees, patrons, contractors and vendors.

Library employees who smoke shall not congregate outside a building's main doors where visible to the public or in any way hinder entrance or exit to a Library facility. KPL also prohibits the use of e-cigarettes and chewing tobacco within any Library facility.

Prohibited Substances Use and Abuse Policy

The Kalamazoo Public Library ("KPL" or Library) is committed to protecting the safety, health and well-being of all employees and individuals within the library. The library recognizes that employee involvement with alcohol and other prohibited drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale. We have established this "prohibited substance use and abuse policy" to balance our respect for individuals with the need to maintain an alcohol- and drug-free environment.

With this goal in mind and because of the serious safety and performance consequences of prohibited drug and alcohol use in the workplace, the Library has established the following policy for all employees of KPL.

KPL will strictly enforce the following:

1. Drug use (including having such substances in your system; other than lawfully prescribed and properly used drugs [for purposes of this policy, medical marijuana is a prohibited drug]), and alcohol use (being impaired by and/or under the influence of alcohol [BAC of .020% or more]), on Library time or property is strictly prohibited.
2. Possessing and/or transferring/selling prohibited drugs and/or alcohol on Library time or property is also prohibited.

"Prohibited drugs" include illegal drugs, non-prescribed drugs, medical marijuana, alcohol, etc. An employee taking a prescription or using an over-the-counter ("OTC") medication must notify his/her supervisor before beginning the work day if the medication's use could adversely affect the employee's ability to safely/effectively perform his/her job. It is the employee's responsibility to know if their medication could impair their working ability.

An employee who is required to drive as part of his/her assigned duties must report any DUI/DWI charges to the Human Resources Manager within seven (7) calendar days after being charged. An employee convicted with an off-duty crime/offense involving drugs (e.g. using, possessing, selling, transferring, trafficking, etc.) and/or alcohol (e.g. DUI, selling or providing to minors, etc.), must notify the Human

Resources Manager within seven (7) calendar days following the conviction. Failure to provide timely notification as outlined will result in discharge. The Library will investigate and will take appropriate corrective action if the Library's investigation corroborates the charge/offense/conviction, dependent on the seriousness of the charge/offense/conviction, and depending on whether the Library's investigation discloses a nexus between the charge/crime/offense/conviction and the Library.

Drug/Alcohol Testing:

KPL will conduct drug testing (at Library expense) under the following circumstances:

Reasonable suspicion testing: The library will require that an employee submit to an appropriate drug and/or alcohol test (e.g. saliva, blood, urine, hair, breath, etc.), if the Library reasonably suspects the employee has prohibited drugs and/or alcohol in his/her system while on Library time and/or property. The Library will provide supervisory personnel with training in how to recognize behavior/signs that generally accompany drug/alcohol use/abuse.

The employee will, at the time he/she is sent for testing, be removed from work and placed on unpaid investigatory suspension pending receipt of the test results. If the test result is negative the employee will be returned to work and will receive appropriate back-pay for the work-time lost. A positive test result will result in further corrective action, up to and including discharge.

Refusing to make oneself available for testing, or refusing to comply with a directive to submit to a drug/alcohol test will be considered insubordination and will result in immediate discharge.

To ensure accuracy and fairness, testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines and will include a confirmation test; the opportunity for a split sample; review by a Medical Review Officer (including an opportunity for an employee who tests positive to provide a legitimate medical explanation [e.g. the employee is taking prescribed medication]), and a documented chain of custody.

Test results will be maintained separately and treated as confidential records, to be shared only with those who have a legitimate "need to know".

Consequences:

One of the goals of the Library's policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. Therefore, an employee who voluntarily requests assistance in dealing with a personal drug or alcohol problem may do so without jeopardizing his/her continued employment. However, after assistance has been requested, any subsequent violation of this policy will result in disciplinary/corrective action.

An employee who possesses, sells, attempts to sell, or in any other way distributes prohibited drugs and/or alcohol on Library time or property will be immediately discharged.

An employee who tests positive for prohibited drugs and/or alcohol will be subject to disciplinary/corrective action. Depending on the circumstances this may involve progressive discipline, immediate termination, or a "Last Chance Agreement" and rehabilitation. Rehabilitation will generally be offered only to an employee who has been employed with the Library for more than one (1) year and only for the employee's first positive test.

Problem Resolution Procedure

It is the Library's desire to provide good working conditions and maintain harmonious working relations among employees, as well as between employees and management. To correct any work-related problems, the Library must be fully informed about them. Therefore, the Library has an "open door" problem solving policy. Employees are encouraged to discuss concerns or suggestions with their supervisor. Employees who believe that the supervisor has not or cannot adequately address the situation are encouraged to discuss the problem with the HR Manager. This procedure should in no way foreclose the direct discussions we have always had on an informal basis.

The library realizes not all problems/complaints can be resolved through such informal means. Detailed information regarding the grievance procedures can be found in the Agreements.

Conflicts of Interest

All employees shall exercise good faith and good judgment in all transactions involving their duties and responsibilities at KPL.

Each staff member should provide full disclosure of any business or financial enterprise or activity in which they or their family is involved which might influence, or might appear to have the capacity to influence, their decisions or actions on KPL matters. No library employee can use their library position to benefit monetarily a relative or friend (e.g. making library purchases or procurements directly or indirectly from a family member or friend, or directing library business to a family member or friend). The only exceptions are if the Director or Assistant Director for Administrative Services has given written authorization for such purchase, procurement, or business.

Outside Employment/Activity

Employees are expected to devote their primary work efforts to KPL business. Therefore, it is mandatory staff members do not have another job that could be inconsistent with KPL's interests, or could require devoting such time and effort that the employee's KPL work could be adversely affected. Employees should avoid any outside employment, activity, investments, or other interests that have the potential to compete or be in conflict with the interests of KPL. Examples include but are not limited to working for or having a major investment in a company with which KPL does business, employment or involvement which would give the appearance of a conflict of interest, working for another employer during the same hours as working at KPL, holding a second job and being too tired to meet KPL responsibilities, etc.

If there are any doubts about an existent or potential problem, the matter should be discussed with the employee's supervisor.

SAFETY AND SECURITY

Kalamazoo Public Library is committed to protecting the safety and health of every employee. The responsibility for maintaining a safe and healthy working environment is not just that of the Library and every employee has a responsibility to assist the Library in establishing and maintaining a safe working environment through compliance with all safety rules, emergency procedures and programs established by the Library.

Employees are expected to promptly report to the Facilities Management Department or a supervisor any condition that they believe to be unsafe or unhealthy. The Library will investigate the report, endeavor to fix any problems, and will not tolerate any retaliation against employees who make a good faith report regarding an unsafe or unhealthy workplace condition.

Emergency Contacts

911

Dial **9 – 911** to access local police, ambulance and fire emergency services.

Security

A security guard is on duty at Central during all open hours and selected hours at some branches. The guard is responsible for enforcing the "Rules of Behavior," and serves as a liaison with the Kalamazoo Department of Public Safety. Although the security guard takes the lead in enforcing the rules, all staff needs to share in this responsibility. The guard may be paged in an emergency.

Facilities emergencies

The Facilities Management staff may be reached via pager for any building or facilities related need or emergency. A public address system in the main library may also be used to summon a Facilities Management staff member or security guard in an emergency.

Administrator on Call

When the Administrative Office is closed (evenings and weekends), an administrator-on-call may be reached at 553-7943 for emergencies or situations requiring immediate attention.

Emergency Procedures

Library maintains an Emergency Procedures Manual which is available in every agency and at every public service desk. Emergency Procedures are also posted on the home page of myKPL. New employees receive training in current procedures during their orientation. Each library location has procedures that are specific to that location. Employees should familiarize themselves with these procedures, exits, and fire alarm, first aid and flashlight locations in every assigned work area. If an employee is uncertain about procedures or locations of these items for a particular location, they should contact their supervisor.

Hazard Communication

KPL complies with the OSHA Hazard Communication Standard which requires that employees have access to information about the chemicals they may come into contact with while employed at KPL. The Library maintains copies of the Safety Data Sheets (SDS) for products used by the Library. A comprehensive listing of Safety Data Sheets for products used at KPL are contained in notebooks located in the Facilities Management offices. SDS notebooks are available at each branch location which contain SDS for products used at that location. New employees receive training in Hazard Communication and how to access Safety Data Sheets during their orientation.

Work Related Injuries and Illnesses

The Library provides workers' disability compensation insurance at no cost to you. Within twenty four (24) hours after an accident at work or upon learning of a medical condition arising out of your employment with the Library, you must immediately notify your supervisor and an Accident Report (found on the HR page of myKPL) must be completed.

If your injury or illness requires medical attention employees should go to Gull Road Immediate Care at 6101 Gull Rd. or Westside Family Medical Center at 6565 W. Main St. for treatment. At the time of treatment, the employee should inform the medical provider that the injury or illness is work-related.

GENERAL

Unexpected Closings/Inclement Weather

When the entire library system closes early or does not open, employees will not suffer a loss in pay. When an agency closes early, or does not open, employees may be assigned to another open agency or have the option to use accrued time.

If the decision is made to close early or not open at all, the message will be available via voice-mail by calling the general library number, 269-342-9837, on the Library [website](#) and Facebook page. Supervisors will attempt to call employees to notify them of any unscheduled closings. If there is reason to suspect the library may close early or not open at all, an employee who has not been contacted should telephone the Library or the Administrator on Call at 553-7943.

Keys

Keys are issued to employees assigned to the Central location for locked areas of the library to which they need access. Keys are distributed and records maintained by the Facilities Management office. There is a \$15 charge for each lost key. All keys must be turned in to Facilities Management or the employee's supervisor upon termination of employment.

Closed Buildings

Staff members should not enter or work in buildings after hours unless it is part of the staff member's regularly assigned schedule, or a supervisor grants permission in advance.

Mileage Reimbursement

If an employee is required to use their personal vehicle for KPL business (with supervisor approval), they will be reimbursed for their reasonable mileage at the current IRS rate. Employees who use their personal vehicle on KPL business must provide proof of automobile insurance annually to the Administrative Office.

Library Property and Searches

There is no expectation of privacy while an employee is on Library time or property. Even if the employee is assigned a desk/locker/workspace, that desk/locker/workspace remains KPL property, subject to KPL control. Therefore, if an employee wishes to keep something private, they should not bring it onto KPL property or have it in their possession while on KPL time.

The goal of this policy is to balance our respect for an individual's privacy and rights with our mutual need to maintain a safe, productive, comfortable working environment. Consequently, although the Library respects employees' legitimate privacy and concerns, such concerns are subservient to facility and employee security and safety concerns. For this reason, employees have very limited privacy expectations when on KPL time or property, and if the Library has reason to believe an employee is in possession of contraband, or has brought prohibited/illegal substances, weapons, etc., onto KPL property, the Library has the right to conduct an appropriate search of KPL property (e.g. work space, desk, locker, etc.) or items brought onto Library property (e.g. vehicle, briefcase, backpack, purse/handbag, etc.). When possible searches will be conducted in the employee's presence and in a manner designed to preserve the employee's dignity.

Electronic Monitoring and Surveillance

Electronic monitoring and surveillance may be performed from time to time to help in the prevention, detection, and investigation of theft and other criminal activity associated with the Library; to enhance security for employees and patrons; and to assist in gathering data regarding overall performance of the Library in an effort to improve service. This may include monitoring telephone conversations with patrons and video and other electronic surveillance equipment.

Limitations Period

Employees have an obligation to bring any claim, suit or demand by whichever of the following deadlines is earlier: (1) the applicable statute of limitations; or (2) 182 calendar days after the employee knew or should have known that the event precipitating the claim, suit or demand occurred. Any time limit to the contrary is waived.

TIME OFF/LEAVES OF ABSENCE

Specific and comprehensive information on paid leave is set forth in the Agreements. Employees should initially refer to the Agreements with any questions regarding sick leave, vacation, holiday and float policies. For questions not addressed in the Agreements, please consult the Human Resources manager, Payroll coordinator or Assistant Director for Administrative Services.

Library Schedule

The Library is officially closed for seven holidays each year. These days shall be paid holidays for bargaining unit members.

January 1*.....	New Year's Day	November.....	Thanksgiving Day
May.....	Memorial Day	December*	Christmas Eve
July.....	Independence Day	December*	Christmas Day
September.....	Labor Day		

*If these holidays fall on Saturday, the preceding Friday will be a holiday. If they fall on Sunday, the following Monday will be a holiday.

Family and Medical Leave (FMLA)

The Kalamazoo Public Library is committed to providing employees with leaves of absence in compliance with the Family and Medical Leave Act of 1993 ("FMLA"). This policy is intended to be construed in compliance with the FMLA but is not intended to provide greater rights than the FMLA provides. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

In all cases where a leave of absence qualifies for purposes of both the FMLA, as well as a contractual leave of absence provision (e.g. sick leave or other absences, etc.), the first twelve weeks of any such leave will be considered and FMLA leave (the leaves will run concurrently), after which any further leave time (and all benefits) will be treated in accordance with the explicit requirements of the particular contractual leave of absence provision.

If you have any questions, concerns, or disputes with this policy, contact the Human Resources manager.

General Provisions

Under this policy, the Library will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the Library for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of

employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the Library within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the essential functions of the employee's position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential care facility including any period of incapacity or any subsequent treatment in connection with such Inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the Library's sick leave are encouraged to consult the Human Resources manager.

- Qualifying exigency leave for families of members of the National Guard or Reserves or a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or is already on covered active military duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment; b) military events and activities; c) childcare and school activities; d) financial and legal arrangements; e) counseling; f) rest and recuperation; g) post-deployment activities; and h) additional activities that

arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran. An employee whose son, daughter, or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term *covered service member* means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term *serious injury or illness* means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances (under heading "Type of Leave Covered") under this policy during any 12-month period. The Library will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Library will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the Library will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Library and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent “in-law”) with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Library and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on FMLA leave, the Library will continue the employee’s health benefits during the leave at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider prior to returning to work.

Use of Paid and Unpaid Leave

Requirements governing the use of accrued time during FMLA leave are specified in Agreements.

Disability leave for the birth of a child and for an employee’s serious health condition, including workers’ compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee’s Serious Health Condition

The Library will require certification for the employee’s serious health condition. The employee must respond to such as request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member’s Serious Health Condition

The Library will require certification for the family member’s serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The Library will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The Library will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The Library may request recertification for the serious health condition of the employee or the employee’s family member when circumstances have changed significantly, or if the employer received information

casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Library may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with the FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Human Resources manager with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Human Resources manager will provide the employee with the DOL Notice of Eligibility and Rights.

When the need is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA is not foreseeable, the employee must comply with the Library's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Human Resources manager will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work From FMLA Leave

The Library may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Other Absences

Specific information and more comprehensive information regarding other types of leave is set forth in the Agreements. Employees should initially refer to the Agreements with any questions regarding other permissible forms of leave. For questions not addressed in the Agreements, please consult the Human Resources manager or Assistant Director for Administrative Services.

Military Leave of Absence

The Library is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Library's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or Library policy. If any employee believes that he or she has been subjected to discrimination in violation of Library policy, the employee should immediately contact the Human Resources manager.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military serve and funeral duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of

absence. Employees requesting leave for military duty should contact their supervisor to request leave as soon as they are aware of the need for leave.

BENEFITS

Specific and comprehensive information on benefits is set forth in the Agreements. Employees should initially refer to the Agreements with any questions regarding benefits. For questions not addressed in the Agreements, please consult the Human Resources manager or Assistant Director for Administrative Services.

403(b) Plan

Kalamazoo Public Library offers all employees the opportunity to participate in the Library's 403(b) plan. A 403b is a type of retirement plan available to employees of government-funded education institutions such as public schools, some non-profit organizations, and self-employed ministers. It is a way for employees to save for their retirement by having a percentage of their paycheck deposited into the 403b plan. The plan is similar to the 401k plan available to private business and industry.

There is no employer contribution in the 403(b) Plan at Kalamazoo Public Library. The Plan accepts employee deferral savings and transfer from prior deferred savings plans. All employees receive information on the KPL 403(b) plan during their orientation; however enrollment can take place anytime during an individual's employment at KPL. Further details about the Plan may be obtained from the Human Resources manager.

Shared Leave Program

The Shared Leave Program is an opportunity for salaried Kalamazoo Public Library employees to voluntarily donate sick leave to a shared leave bank that will help an employee who is experiencing a serious health condition or has an immediate family member with a serious health condition which requires or is likely to require the employee to take leave without pay for up to 12 weeks, because they have exhausted or are likely to exhaust their accrued sick leave, vacation and floating leave.

Donation of leave

Employees may make donations to the Shared Leave Bank in June and December each year. The maximum donation allowed per year for a full time employee is eighty (80) hours – forty (40) hours in June and forty (40) hours in December. Donations to the Shared Leave Bank are irrevocable.

Application to become a leave recipient

Employees who have been employed at least three months are eligible to participate. Employees must submit a Shared Leave Request form (found on the HR page of myKPL) to the Human Resources manager in order to become a leave recipient. If an employee is not capable of submitting the form, a personal representative, their department head or the Human Resources manager may submit the form on their behalf.

Applications for shared leave are reviewed by the Human Resources manager, who will approve or deny request for shared leave based on the guidelines established by the Shared Leave Committee.

Questions regarding this program should be addressed to the Human Resources manager.

APPENDIX A

The Library Privacy Act

Act 433 of 1982

AN ACT to provide for the confidentiality of certain library records; and to provide for the selection and use of library materials.

History: 1982, Act 455, Eff. Mar. 30, 1983.

The People of the State of Michigan enact:

397.601 Short title.

Sec. 1. This act shall be known and may be cited as “the library privacy act”.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.602 Definitions.

Sec. 2. As used in this act:

(a) “Computer” means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations including logical, arithmetic, or memory functions with or on computer data or a computer program, and that can store, retrieve, alter, or communicate the results of the operations, to a person, computer program, computer, computer system, or computer network.

(b) “Computer network” means the interconnection of hardwire or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more interconnected computers.

(c) “Computer program” means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.

(d) “Computer system” means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.

(e) “Device” includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.

(f) “Harmful to minors” means that term as it is defined in section 4 of 1978 PA 33, MCL 722.674.

(g) “Internet” means that term as defined in section 230 of title II of the communications act of 1934, chapter 652, 110 Stat. 137, 47 U.S.C. 230.

(h) “Library” includes a library that is established by the state; a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities; a community college district; a college or university; or any private library open to the public.

(i) “Library record” means a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. Library record does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

(j) “Minor” means an individual who is less than 18 years of age.

(k) “Obscene” means that term as it is defined in section 2 of 1984 PA 343, MCL 752.362.

(l) “Sexually explicit matter” means that term as it is defined in section 3 of 1978 PA 33, MCL 722.673.

(m) “Terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

History: 1982, Act 455, Eff. Mar. 30, 1983; Am. 1998, Act 7, Imd. Eff. Feb. 6, 1998; Am. 1999, Act 37, Eff. Aug. 1, 1999.

397.603 Library record not subject to disclosure requirements; release or disclosure of library record without consent prohibited; exception; procedure and form of written consent; hearing.

Sec. 3. (1) Except as provided in subsection (2), a library record is not subject to the disclosure requirements of the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

(2) Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record.

(3) The procedure and form of giving written consent described in subsection (2) may be determined by the library.

(4) A library may appear and be represented by counsel at a hearing described in subsection (2).

History: 1982, Act 455, Eff. Mar. 30, 1983; Am. 1996, Act 188, Imd. Eff. May 8, 1996.

397.604 Violation of MCL 397.603; liability; civil action; damages; attorney fees and costs.

Sec. 4. A library or an agent or employee of a library which violates section 3 shall be liable to the person identified in a record that is improperly released or disclosed. The person identified may bring a civil action for actual damages or \$250.00, whichever is greater; reasonable attorney fees; and the costs of bringing the action.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.605 Selection and use of library materials.

Sec. 5. (1) Except as otherwise provided by statute or by a regulation adopted by the governing body of the library, the selection of library materials for inclusion in a library's collection shall be determined only by an employee of the library.

(2) Except as otherwise provided by law or by a regulation adopted by the governing body of the library, the use of library materials shall be determined only by an employee of the library.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.606 Restriction of internet access to minors; immunity from liability; exceptions.

Sec. 6. (1) If a library offers use of the internet or a computer, computer program, computer network, or computer system to the public, the governing body of that library shall adopt and require enforcement of a policy that restricts access to minors by providing the use of the internet or a computer, computer program, computer network, or computer system in 1 of the following ways:

(a) Both of the following:

(i) By making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

(ii) By reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, 1 or more terminals that are not restricted from receiving any material.

(b) By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.

(2) A governing body of a library, member of a governing body of a library, library, or an agent or employee of a governing body of a library or library, is immune from liability in a civil action as provided in section 7 of the revised judicature act of 1961, 1961 PA 236, MCL 691.1407.

(3) This section does not apply to a library established by a community college district, a college or university, or a private library open to the public.

History: Add. 1999, Act 37, Eff. Aug. 1, 1999; Am. 2000, Act 212, Eff. Oct. 1, 2000.



Kalamazoo Public Library

Employee Handbook

Supervisory-Technical and Administrator

2014

*Kalamazoo Public Library helps create a community where people aspire to learn,
engage and thrive.*

TABLE OF CONTENTS

Welcome to the Library!	3
About Kalamazoo Public Library.....	4
Mission Statement.....	4
Vision Statement.....	4
Core Values	4
KPL Organizational Chart	5
KPL CODE OF SERVICE	6
INTRODUCTION	7
Purpose of the Handbook	7
Commitment to Equal Opportunity	7
Background and Reference Checks	8
Employment Relationship	8
Classification	8
Compensation for Additional Hours by Supervisory-Technical Employees	9
WORK SCHEDULES/PAYROLL INFORMATION	9
The Workweek	9
Breaks for Breastfeeding Mothers	9
Timekeeping Policy and Payroll Information.....	10
Payday Policy.....	10
Credit Union/Direct Deposit.....	10
RECORDKEEPING AND PERFORMANCE POLICIES	10
Personnel Records.....	10
Social Security Number Privacy Policy	11
Performance Evaluations	12
Attendance	12
Progressive Discipline.....	13
PROFESSIONAL CONSIDERATIONS	14
Code of Ethics.....	14
Code of Ethics of the American Library Association	14
Confidentiality of Patron and Staff Records	15
Standards of Conduct	15
Appearance Standards	16
USE OF LIBRARY SERVICES	17
Computer Network and Internet Use Rules	17
Telephones/Faxes/Copiers	19
Food and Drink.....	19

Smoke-Free/Tobacco-Free Work Environment	19
Prohibited Substances Use and Abuse Policy	19
Problem Resolution Procedure	21
Conflicts of Interest	21
Outside Employment/Activity	22
SAFETY AND SECURITY	22
Emergency Contacts	22
Emergency Procedures	22
Hazard Communication	23
Work Related Injuries and Illnesses	23
GENERAL	23
Unexpected Closings/Inclement Weather	23
Keys	23
Closed Buildings	24
Mileage Reimbursement	24
Library Property and Searches	24
Electronic Monitoring and Surveillance	24
TIME OFF/LEAVES OF ABSENCE	25
Library Schedule	25
Family and Medical Leave (FMLA)	25
Other Absences	29
BENEFITS	31
Sick Leave	31
Vacation	32
Floating Holidays	32
403(b) Plan	33
Shared Leave Program	33
APPENDIX A: Library Privacy Act	35
APPENDIX B1: Fringe Benefit Statements – Supervisory-Technical	37
APPENDIX B2: Fringe Benefit Statements - Administrators	39

Welcome to the Library!

I am happy to welcome you as a new member of the Kalamazoo Public Library team. Your new position will provide a significant opportunity for you to work in a vibrant organization within our community and it is my expectation you will make a valuable contribution and derive personal satisfaction in helping provide important services to the public.

We strive to provide our patrons with the highest quality service in a friendly and professional manner. The Library has established a Code of Service to guide our interactions and that same level of service and courtesy is expected in our interactions with our fellow staff members.

On your first day of employment you will be scheduled to receive a general orientation of the library, a tour of your work location, computer training, and safety and security information. It is important for you to be familiar with library priorities, procedures, and services. Please ask any questions you may have as you are orienting yourself to your new position.

The library has adopted a strategic plan with four service priorities. These priorities have been determined with input from the community and are vital services the library offers to our unique community.

Priority 1 – Create young readers and learners: early literacy

Children from birth to age five will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.

Priority 2 – Stimulate imagination: reading, viewing, listening, and creating for pleasure

Residents of all ages will have access to materials, programs, and services designed to enhance their leisure time.

Priority 3 – Connect to the digital world: access and digital literacy

All patrons will have access, tools, and assistance needed to navigate the digital world.

Priority 4 – Discover and celebrate local: history, genealogy, information, and culture

Residents and visitors will have the resources, tools, and programs necessary to understand and appreciate all aspects of the Kalamazoo community including its past, present, and future.

Each priority has been further broken down into goals and measurable objectives and every employee at the library plays a part in helping the library achieve these objectives. Our image in the community is formed by the patrons' experiences in the library and you will have a part in helping to shape that image.

Best wishes as you begin your new work assignment!

Ann Rohrbaugh
Director

About Kalamazoo Public Library

Kalamazoo Public Library (“KPL” or Library) was established in 1860 as a library with only 123 volumes open for a single hour a week with limited use by students of the school district and their parents. The Library continued to function under the direction of the Board of Education for more than a century until 1990 when voters agreed to form a district library which would function under its own board of trustees. From its modest beginning, Kalamazoo Public Library has continued to grow until it now offers approximately 120,000 people nearly 500,000 books and a variety of other media from five buildings. The Library has been a keystone institution in the city of Kalamazoo and has played a major role in the development of other Kalamazoo cultural institutions such as the Kalamazoo Valley Museum and the Kalamazoo Institute of the Arts. The Library continues to partner with Kalamazoo Public Schools, the Learning Network and over 150 other private and public organizations in the Kalamazoo community to promote literacy and life-long learning for those living and working in our area.

Mission Statement

Kalamazoo Public Library champions reading, ignites imagination and ensures access to information and ideas.

Vision Statement

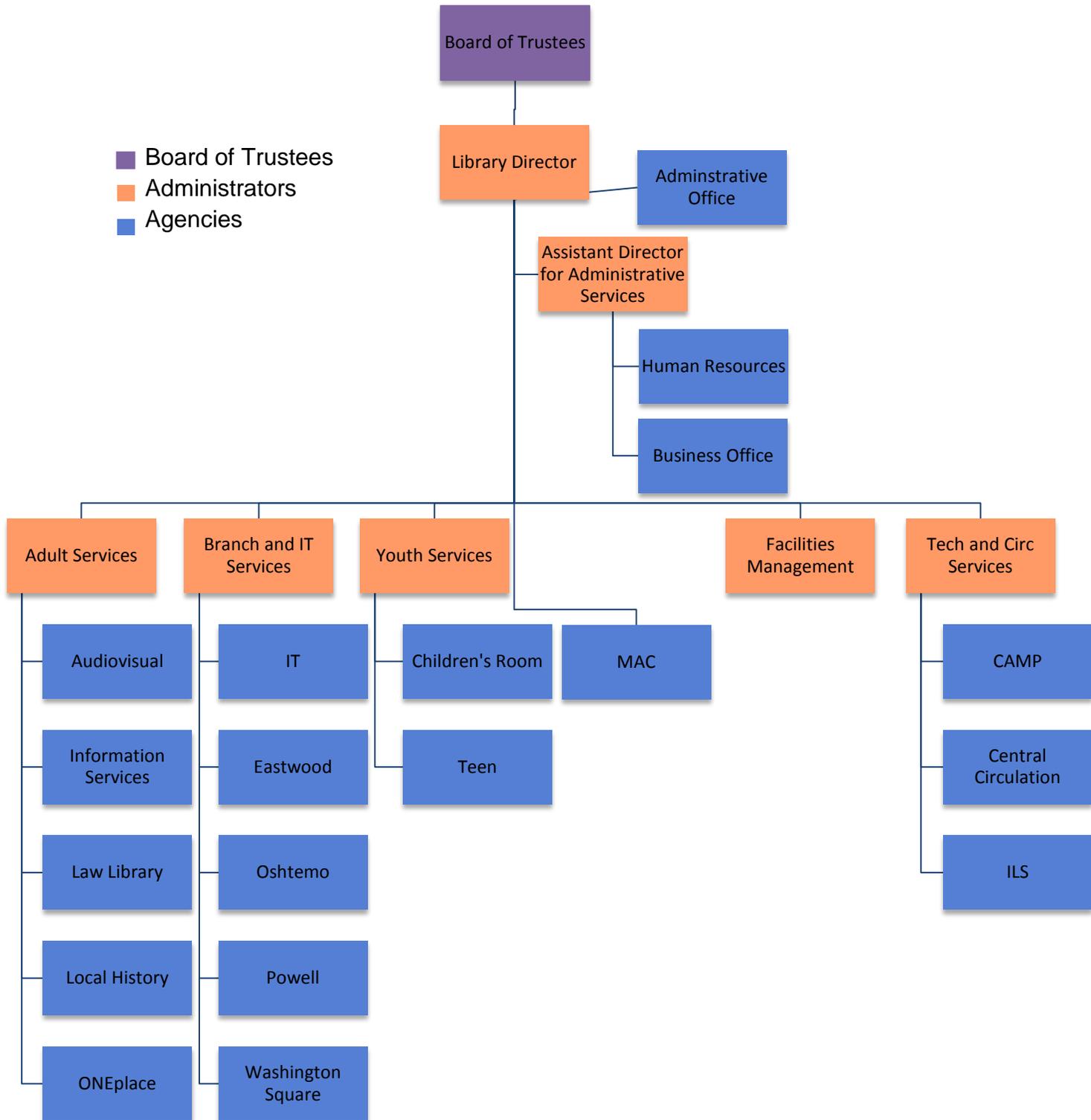
Kalamazoo Public Library helps create a community where people aspire to learn, engage and thrive.

Core Values

To advance the library’s mission we value:

- Literacy and life-long learning
- Dynamic, responsive and respectful service
- Intellectual freedom and the patron’s right to open access
- A professional and productive workforce
- A workplace characterized by integrity, compassion and respect
- Diversity across all aspects of organizational life
- Collaboration, civic engagement and social responsibility
- Stewardship and innovation

Kalamazoo Public Library Organizational Chart



KPL CODE OF SERVICE

All library patrons are entitled to prompt, attentive, and courteous service by knowledgeable staff.

- All patrons are welcome and are served equally.
- Staff will make eye contact, greet others and speak in a friendly manner whether at a service desk or within library spaces.
- Staff will actively listen to patrons, exhibiting empathy and restating the problem or question.
- Staff will verify with patron that his or her needs have been met.
- Staff will be consistently trained and informed of library-wide procedures and processes that impact service.
- Staff will uphold library policies in a professional manner.

All library patrons are entitled to a staff able to meet their needs.

- Staff will strive to provide positive solutions to patrons' service requests.
- Staff will be able to answer general questions relating to other service departments.
- Patron interactions will be properly documented and consistently communicated.
- Staff members attend to patrons' questions or concerns and, if applicable, refer them to the next appropriate level.

All library patrons are entitled to easily accessible collections, programs, and services.

- Staff will demonstrate a general understanding of library organization, library events, and collection locations.
- The library will utilize accurate and effective communication tools.
- Staff members know who to contact for special service needs.
- Collections will be organized and well maintained.

All library patrons are entitled to clean, comfortable, safe and well-maintained environment.

- Staff members know how to implement emergency procedures.
- Staff will take ownership of simple building and grounds care issues.
- Staff members understand and apply library Rules of Conduct.

INTRODUCTION

This Handbook provides guidelines and rules to help clarify expectations for Supervisory-Technical (“S-T”) employees and Administrators at the Kalamazoo Public Library (“Library” or “KPL”). The handbook has been reviewed by the Board Personnel Committee, adopted by the Library Board and is consistent with KPL’s mission and core values.

Purpose of the Handbook

This Handbook governs the employment relationship between KPL and its S-T employees and Administrators. It is therefore essential for all employees to read the entire Handbook. It has been prepared as a reference source setting forth KPL’s employment policies and benefits but is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. The Handbook supersedes any and all other handbooks, policies, procedures, understandings and standards, written or verbal, express or implied.

The Handbook, as well as any and all of the various policies, procedures, benefits, and programs outlined within it, may be unilaterally amended, modified, or canceled by KPL. This also extends to any other employment-related policies and/or procedures and standards. We will try to inform you of any changes as they occur. No one has the authority to modify or change the Handbook or any of the policies or benefits described therein except the Board or the Director, and that can only be done through a signed written statement.

Employees should initially refer to the Handbook with all questions about basic employment information and KPL policies and procedures. If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources department.

Commitment to Equal Opportunity

Equal Employment Opportunity is a fundamental principle at the Kalamazoo Public Library, where employment opportunities are based on job qualifications without discrimination based on race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status or any other characteristic protected by applicable law. The library will make reasonable accommodations for employees and job applicants with disabilities.

Kalamazoo Public Library’s commitment to equal opportunity applies to all personnel policies and practices, including but not limited to, recruitment and hiring, training, promotion, transfer, compensation, benefits, discipline, termination as well as social and recreational activities. Our programs are designed to comply with all applicable federal, state, and local laws, directives and regulations.

Employees with disabilities who feel accommodation is needed to perform their job must notify the HR manager in writing of the need for reasonable accommodation within 182 calendar days after the date the employee knew or reasonably should have known that an accommodation was needed. The Library will make accommodations that do not pose an undue hardship.

Employees who believe that this policy has been violated must speak with their supervisor or the HR manager.

Background and Reference Checks

To ensure that individuals who join Kalamazoo Public Library are well qualified and to ensure that the Library maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Library. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Library to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related. The Library also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Employment Relationship

The employment relationship between an employee and KPL is terminable at the will of either the employee or KPL at any time, with or without cause and with or without notice. Neither this handbook nor any other Library document confers any contractual right, either expressed or implied, to remain in the Library's employ. Nor does it guarantee any fixed terms and conditions of your employment. No employee, agent, manager, or other representative of KPL has any authority to enter into any agreement for employment for any specified period of time or make any agreement or representation, orally or in writing, which alters, amends, or contradicts the provisions of the Handbook. The only exception to this is a variance expressly authorized in writing, signed by the Director or designee.

Classification

Administrative or S-T positions are considered exempt salaried employees. Salaried employees performing professional, administrative or managerial duties that do not qualify for overtime pay pursuant to the Fair Labor Standards Act definitions and the accompanying regulations (see **Compensation for Additional Hours for Supervisory-Technical employees**). Wage ranges for Administrative positions and S-T classifications are approved by the Board of Trustees and are reviewed periodically.

Salaried Full-Time Employee: an employee who is regularly scheduled to work forty (40) hours per week; eligible for full-time employee benefits.

Salaried Part-Time Employee: an employee who is regularly scheduled to work less than forty (40) hours per week. Benefits for employee who are regularly scheduled to work at least 30 hours (FTE .75) weekly are also eligible for full-time employee benefits. Employees with FTEs less than .75 are eligible for benefits (and employee contributions for those benefits when applicable) which are pro-rated by the fraction of time worked.

Compensation for Additional Hours by Supervisory-Technical Employees

Although S-T employees are exempt from the Federal Labor Standards Act (FLSA) overtime requirements, the Library provides “additional compensation” as follows to those employees who work more than forty (40) hours per workweek:

- Employees will earn compensatory time, at the rate of one and one-half (1½) hours per hour worked for all hours worked in excess of forty (40) hours per week. Employees can bank up to a maximum of fifty (50) hours of compensatory time. Compensatory time should be approved by the employee’s supervisor when possible and practical.
- If the employee has reached the fifty (50) hour compensatory time cap, or if the employee has their supervisor’s explicit permission, the employee will instead receive additional compensation in the form of a monetary payment of one and one-half (1½) times his/her regular hourly rate of pay for all hours worked in excess of forty (40) hours in the work week.

There is no compensation for additional hours for Administrators.

WORK SCHEDULES/PAYROLL INFORMATION

The Workweek

The workweek is Sunday through Saturday. The specific work schedule is assigned by each department.

Rest and Meal Breaks

Employees are allowed one (1) fifteen (15) minute paid rest break for each four (4) hours worked per shift. There is no set schedule for rest breaks. Rather, rest breaks will be coordinated by the supervisor and within the work group. Rest breaks may not be used at the beginning or end of the day in order to shorten the workday, nor may they be used to extend the meal break. Employees working a full shift will be provided an unpaid meal break at approximately the mid-point of their shift. Timing of meal breaks is coordinated with the supervisor and group. The usual allowance is thirty (30) or sixty (60) minutes, depending upon the individual employee’s preference and the department’s needs.

Breaks for Breastfeeding Mothers

The Library supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her infant child. The provisions of this policy meet the requirements of the Fair Labor Standards Act and Section 4207 of the Patient Protection and Affordable Care Act of 2010.

For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break times to express milk for her child. There is a designated room at each KPL location and in some cases two options. Each designated location has a refrigerator either in the room or nearby. Electrical outlets are readily available. Nursing mothers are entitled to take reasonable breaks each time such employee has need. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Designated locations:

- **Central Library** – The “resting room” adjoining the staff room
- **Eastwood Branch** – Either of two locations may be used: Story Room or lower level Community Room.
- **Oshtemo Branch** – A screen will be utilized in either the Community Room or the Story Room.
- **Powell Branch** – A screen will be utilized in the Barnabee Gallery.
- **Washington Branch** – Either of two locations may be used: Community Room or staff room.

Timekeeping Policy and Payroll Information

All salaried employees are required to document exceptions to their regular work schedule in to the Novatime online time management system. Exception reports must be submitted to the employee’s supervisor at the end of each pay period for approval.

Payday Policy

Library staff is paid on the 15th and the last day of the month. If a payday falls on a weekend or holiday, paychecks are distributed on the last workday before the weekend or holiday. Use of accrued time off will be reflected in the following pay period.

Improper deductions from wages of exempt employees are not to be made. If you believe that an improper deduction or error has been made in your payroll check, immediately report this information to the Payroll Coordinator. Preferably, the report will be made in writing and immediately after an error is identified. Reports of improper deductions or errors will be promptly investigated. If it is determined that an error in pay or improper deduction has occurred, the situation will be promptly corrected.

Credit Union/Direct Deposit

Employees are eligible for membership in the Educational Community Credit Union (ECCU). Arrangements for payroll deductions or direct deposit to ECCU may be made through the Administrative Office.

Employees may elect to have their payroll checks directly deposited into their checking and/or savings accounts at any participating bank or credit union. Direct Deposit Authorization forms are available in the Administrative Office or on the HR page of myKPL. Participants receive an electronic direct deposit notice verifying each transfer/deposit.

RECORDKEEPING AND PERFORMANCE POLICIES

Personnel Records

Personnel records are maintained by the Human Resources department and are considered confidential. Personnel files are kept in a secure location with limited access to necessary personnel only. The Human Resources department periodically reviews employee files to update the information. Employee should provide all current personnel information to the Library so that records can be kept current. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

The Library will comply with the Michigan Bullard-Plawecki Employee Right to Know Act with respect to employee requests to review and/or copy their personnel record.

Employee medical information will be kept in a separate file and maintained in a secured location apart from personnel files, in accordance with the Americans with Disabilities Act.

Social Security Number Privacy Policy

The Library will take steps to maintain the confidentiality of Social Security numbers it possesses or obtains as an employer or in the ordinary course of business.

A brief summary of the Social Security Number Privacy Act's (the "Act") prohibitions are set forth below. In general, the Library may not do the following under the Social Security Number Privacy Act (MCL445.81 et seq.)*

- Post or publicly display SSN's.
- Print SSN's on identification cards or badges.
- Require people to transmit a SSN over the Internet unless the connection is secure or the number is encrypted.
- Require people to logon to a website using a SSN without a password or PIN.
- Send the SSN in a document to a customer, unless permitted by law or by the Act's limited exceptions (such as application forms, customer request, enrollment process, etc.).

*There are exceptions to these restrictions set forth in MCL 445.81, et seq. This is a brief overview.

Lawful use: Notwithstanding anything herein to the contrary, any use of all or more than four (4) sequential digits of a social security number which is authorized or required by state or federal statute, rule or regulation by court order or rule, or pursuant to legal discovery or process, creates an exception.

Unlawful Disclosure Prohibition: Unlawful use or disclosure of a person's Social Security number is prohibited. Employees shall review the proper use of Social Security numbers set forth in this policy and the Act and become familiar with the permissible guidelines for such use and disclosure.

Proper Document Disposal: Proper disposal following permissible retention of documents containing Social Security numbers for a determined limitation period in accordance with Library policy will be accomplished by shredding documents containing Social Security numbers or other method which will obliterate the number. In some instances, return of such documents to the proper parties in accordance with Library policy is also permissible.

Access to Social Security Numbers: Access to employee social security numbers shall be limited to the Human Resources Manager and authorized designees for employment purposes and in performance of their duties as set forth in the Act. Social Security numbers of other persons, such as clients and customers, in the Library's possession, shall be accessible to authorized designees for permissible purposes under the Act and as reasonably necessary for the proper administration of lawful business activities.

Corrective Action: Violations of this policy may result in corrective action up to and including termination of employment.

Performance Evaluations

Orientation Period

The length of the orientation period is 90 days and performance evaluations will be conducted at the end of 30, 60 and 90 days during this period. The orientation period is a time of adjustment for both the employee and the Library. It is a time for the employee to evaluate the job and the work environment and provides the Library a time to evaluate employee skills and performance. Beginning with the actual date of hire, supervisors will evaluate new employees with regard to their capability to handle the job requirements of their position.

Performance Evaluation and Staff Development Plans

Upon completion of the training period, salaried employees will receive performance evaluations annually at a minimum. The KPL Performance Evaluation and Staff Development process is designed to:

- encourage regular, constructive discussion between an employee and their supervisor regarding performance and progress at meeting goals and expectations.
- improve employee job understanding.
- promote more effective job performance
- establish future goals and responsibilities based on objectives of the department/work group.
- enhance employee professional growth and development

Staff members participate in the evaluation process by completing a Self-Evaluation Worksheet which is found on the HR page of myKPL. This form is submitted to their supervisor prior to the evaluation meeting.

An employee's growth and success in his/her job is important and employees should feel free to meet with their supervisors any time they have questions regarding their work assignments and performance expectations.

Attendance

The Kalamazoo Public Library, as an employer, expects dependable employees. The presence of each employee scheduled for work is essential for KPL to provide our patrons with the best possible service and to facilitate the orderly and efficient operation of the Library. Absenteeism and tardiness increase the workload of our co-workers. If an employee finds it necessary to be tardy or absent he/she must contact his/her supervisor in accordance with departmental policy. Notification to the immediate supervisor of any impending absence or tardiness must be made as far in advance as possible. Such notification will also indicate to the immediate supervisor the anticipated length of the absence. Excessive tardiness and/or abuse of paid leave may result in disciplinary action up to and including termination. Attendance records are a vital factor in employment related decisions regarding performance, promotions, transfers and discharge.

A doctor's certificate may be required before the employee is allowed to return to work after an absence in excess of three (3) days, or for a one (1) day absence which occurs on a regular working day immediately prior to or following a holiday, weekend, or vacation period.

An absence of three (3) consecutive working days without notification (absent emergency circumstances) will be considered a voluntary resignation

Progressive Discipline

Where it appears appropriate and effective, the Library will utilize a system of progressive discipline to address situations where an employee demonstrates unacceptable conduct and/or performance. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practice and employment laws. Under the Library's system of progressive discipline, each incident which may require disciplinary action will be examined carefully to ensure verification of facts and consistent application of corrective measures.

Outlined below are the steps of our progressive discipline policy and procedures. The Library reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

Progressive discipline is not applicable in every instance where disciplinary action is warranted. Specifically, if an employee's violation of Library conduct rules or policies involves gross misconduct (such as actions which involve violation of state or federal laws, actions involving workplace violence, public intoxication and/or disorderly conduct, etc.), the employee may not be eligible for progressive discipline and instead be subject to more serious disciplinary action, up to and including immediate termination.

The progression of steps of discipline includes any or all of the following:

- 1. Counseling:** Discussion by the supervisor with the employee regarding behavior which could result in progressive discipline. The discussion should be documented in the supervisor's personal files but need not be filed in Human Resources.
 - 2. Verbal warning:** A verbal discussion between a supervisor and an employee about an employee's failure to comply with a rule or demonstrated unacceptable conduct or performance. This is the first step in the formal disciplinary process. The supervisor must document that the meeting occurred, the subject of the meeting and the outcome of the meeting and submit the documentation to the employee's file in the Human Resources department.
 - 3. Written warning:** A second or subsequent documentation of an ongoing disciplinary issue. Documentation is made on a Corrective Action form and is placed in the employee's file in the Human Resources department.
 - 4. Termination of employment:** This final step in the progressive disciplinary process requires both documentation of the rationale and circumstances and requires submission of a Personnel Action Form documenting the termination. Terminations require consultation with the HR manager.
- *Suspension:** Suspension from work, with or without pay, is an OPTIONAL step in the disciplinary process. Suspension is generally reserved for when it is necessary to remove an employee from the work environment while decisions are being made on an appropriate progressive disciplinary step; for example, while investigating a sexual harassment complaint, as a result of an altercation between an employee and another individual, or when an employee is at work in an intoxicated state. Suspension can occur at any point in the progressive disciplinary process and must be documented for the employee's file.

PROFESSIONAL CONSIDERATIONS

Code of Ethics

The Library recognizes that there are rules of ethical conduct for employees which must be observed if a high degree of moral conduct is to be observed and if public confidence is to be maintained. The Kalamazoo Public Library as a member of the American Library Association incorporates the Code of Ethics of the American Library Association as a standard to guide the work of Library staff. The ALA Code of Ethics ("Code") is intended to serve as a straightforward and relevant guide for all staff as they conduct their daily work.

All employees have a duty to report any violations of this Code as well as violations of any laws, rules, or regulations. If a staff member becomes aware of a potential conflict of interest or believes that this Code has been violated by an employee, they must promptly report the violation to his or her direct supervisor or the Library Director. Reports may be made in person, by telephone, or in writing by sending a description of the violation and the names of parties involved to the Director.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and the library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision make. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.*
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.*
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.*
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.*
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representations of the aims of our institutions or the provision of access to their information resources.*
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.*

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Confidentiality of Patron and Staff Records

The Michigan Library Privacy Act 1982 PS 455, MCL 397.601 (See Appendix B) *et seq* prohibits the disclosure of library records without written consent or court order. Library records, which have been afforded confidential status, are those that personally identify a library user and include records containing information about the materials that a particular library user has circulated. Any patron requests for disclosure of library records should be directed to an employee's supervisor. All court-ordered requests for access to library records should be directed to the Library Director.

Violation of this policy will result in disciplinary action up to and including termination. As an agent of the Library, employees also have a personal liability to the person identified in a record that is improperly released or disclosed. §4 of the Privacy Act prescribes civil consequences for the wrongful disclosure of confidential library information.

In the course of their work at KPL, staff members may have access to confidential information regarding other staff members and are responsible for the internal security of such information. Staff members may not reveal or divulge any such information and this information is to be used only in the performance of his/her duties. Violation of this policy will result in disciplinary action up to and including termination.

Standards of Conduct

Orderly and efficient operations require all employees to maintain discipline and proper personal standards of conduct at all times. This is necessary to protect the health and safety of each patron and employee, to maintain uninterrupted service to the public, and to protect the Library's good will and property. KPL employees are expected to follow the ALA Code of Ethics and KPL Code of Service and all policies as outlined in this handbook in their interactions with their co-workers, patrons and anytime they are representing the Library.

Following are examples of conduct that violate Library standards of conduct for employees. This list is not intended to constitute a complete and final list of all possible violations for which KPL may take disciplinary action against an employee. If an employee engages in any conduct listed or in conduct which the Library determines is inappropriate, such employee will be subject to disciplinary or corrective action up to and including termination.

1. Dishonesty.
2. Insubordination; refusal to obey supervisor's directive or blatant disrespect directed toward a supervisor.
3. Falsification or manipulation of KPL records to include patron accounts, payroll records, etc.
4. Engaging in horseplay, physically striking or threatening to strike or engaging in any other physical violence or intimidation of another employee, patron, or KPL visitor.
5. Possession of firearms or other weapons while on KPL time or property.
6. Violation of the Prohibited Substances Use and Abuse Policy.
7. Abusive or harassing language or actions.
8. Interfering with a co-worker's ability to perform their work.
9. Violation of safety rules and procedures.
10. Abuse, misuse, or waste of the property of the Library, an employee or patron.
11. Theft of property belonging to the Library, an employee or patron.
12. Unauthorized breaks or leaving a shift early without authorization.
13. Unauthorized release of confidential or proprietary information regarding KPL, its patrons or its staff.

Appearance Standards

The Library is a public service agency and each employee is a representative of the library. It is important that the public have confidence in the staff and the staff members have confidence/pride in themselves when transacting library business. Therefore, it is important for all staff to present a professional image to the public.

To help present this image and foster public confidence, staff members must dress appropriately for their work assignment. Employees are asked to consider the message or image conveyed to colleagues and public by their choice of attire and to make appropriate choices.

As a general rule, clothing should be clean and neat, not excessively worn or faded and should be without tears or rips.

For specific items of dress, the following rules apply:

Shirts, Tops, Blouses, and Undergarments

Casual shirts, dress shirts, sweaters, tops, polo shirts, and turtlenecks are acceptable attire for work. KPL logo wear or other clothing promoting current library events is encouraged.

Inappropriate attire for work includes midriff tops; uncovered spaghetti straps and tank tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; athletic T-shirts or sheer clothing. Any clothing that reveals too much cleavage, back, chest, stomach or underwear is not acceptable.

Slacks, Pants and Shorts

Tailored slacks, solid-colored jeans and denim trousers are acceptable. Inappropriate slacks or pants include blue jeans*, denim with elaborate stitching, sweatpants, exercise pants, bib overalls, leggings and any spandex or other form-fitting pants (unless worn with sweater, blouse, skirt, jumper that is mid-thigh or longer in length). Capri pants and walking shorts (just above the knee) are appropriate following the previously stated material and style guidelines.

*Due to the nature of the work, exceptions may be made for those assigned to the Facilities Management department and for those staff members conducting certain programs where blue jeans are a more practical option.

Skirts and Dresses

Casual dresses and skirts, and skorts that are no more than 4-5 inches above the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the library.

Shoes and Footwear

Walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes and summer sandals are acceptable for work. Flip-flops and slippers are not acceptable footwear for the library.

Hats/Head coverings

Hats and head coverings are not acceptable except for religious or medical reasons.

Personal grooming, Jewelry, Makeup, Perfume, and Cologne

Personal grooming, jewelry, makeup, perfume and cologne should be in good taste. Remember that some staff members are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint. Offensive body odor and poor personal hygiene are not acceptable.

Name tags

Staff members must wear name tags at all times while working both in library facilities and while representing KPL outside of the library environment.

Head phones

Staff members may wear headphones in non-public areas of the Library with the permission of their supervisor.

Any questions about the dress code should be directed to the immediate supervisor or department head. If clothing fails to meet these standards, the employee will be asked not to wear the inappropriate item to work again and may be asked to comply with dress code requirements immediately. If the problem persists, progressive disciplinary action will be applied if dress code violations continue.

USE OF LIBRARY SERVICES

All employees must become registered borrowers. All KPL materials circulated to employees are processed in the normal manner and following the same guidelines and rules as applied to the public. Employees are not required to pay fines on overdue materials but must not abuse this privilege. Employees will be required to pay for lost or damaged materials according to the same rules applicable to the public. Abuse of borrowing privileges may result in disciplinary action.

Computer Network and Internet Use Rules

Kalamazoo Public Library ("KPL") is pleased to offer employees access to its computer network and the Internet. These rules apply to all KPL employees granted network and Internet access and employees are expected to behave appropriately and lawfully. Upon acceptance of your account information and agreement to follow these rules, you will be granted network and Internet access and assigned a KPL email address. If you have any questions about these rules, you should contact the Head of Branch and IT Services or the HR Manager. If you or anyone you allow to access your account (itself a breach of these rules) violate these rules, you may be subject to disciplinary action, up to and including termination.

1. Personal Responsibility

By accepting your account password and related information and accessing KPL's network or Internet system, you agree to adhere to these rules. You also agree to report any network or Internet misuse to the Head of Branch and IT Services. Misuse includes rule violations that harm another person or another individual's property.

2. Purpose and Use

Access to its network and Internet system is for Library business. The Library recognizes that its employees may occasionally need to make personal use of the Library's electronic resources and does not wish to prohibit such use altogether. Brief and incidental personal use of electronic resources is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), does not adversely affect the performance of employee's official duties or the organization's work performance, is not disruptive of co-workers, is limited in duration and frequency and does not result in expense or harm to the Library or otherwise violate these rules.

3. Etiquette

Communications must be polite, adhere to professional writing and content standards, and use the network and Internet appropriately and legally. KPL will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined below.

4. Banned Activity

The following activities violate **KPL Computer Resources and Internet Use Rules**:

1. Using, transmitting, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another person's reputation by lies), or misleading language and materials.
2. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.
3. Viewing, transmitting, downloading, or searching for obscene, pornographic, or illegal materials.
4. Engaging in illegal activities or violating Library policy.
5. Accessing, transmitting, receiving, or seeking unauthorized and confidential information about colleagues or patrons.
6. Engaging in commercial activity. Employees may not solicit or advertise the sale of any goods or services for personal profit. Emails regarding fundraising for non-profit organizations or those selling or giving away personal items are acceptable but should be infrequent.
7. Accessing a co-worker's folders, files, work, network, or computer, and intercepting communications intended for others.
8. Downloading or transmitting Library records without expressed permission from your supervisor or in conflict with Patron Privacy.
9. Jeopardizing the security and access to the Library's network or other Internet networks by disclosing or sharing passwords or impersonating others.
10. Advocating a political position.
11. Violation of licensing or copyright. This includes "ripping" or copying library materials.
12. Causing harm or damaging Library property.
 - Intentionally uploading a virus, worm, other harmful component, or corrupted data to vandalize the network.
 - Using software that is not licensed or approved by IT Services.
13. Wasting the Library's computer resources. Specifically, do not waste printer toner or paper and do not send electronic chain letters, e-mail copies to nonessential readers, e-mails to group lists unless it is appropriate for everyone on a list to receive the e-mail, and organization wide e-mails without your supervisor's permission.

5. Privacy

Network and Internet access is provided as a tool to accomplish the organization's strategic goals and objectives. KPL reserves the rights to monitor, inspect, copy, review, and store at any time and without prior notice any and all network and Internet use, as well as any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with this use. All such information, content, and files are the property of the Kalamazoo Public Library. You should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including, but not limited to, maintaining system integrity and ensuring employees are using the system in accordance with these rules.

6. Personal Documents/Pictures/Music

Documents/correspondence of a personal nature and personally owned music should be stored on a mobile device. An employee shall not copy personally owned music on their work computer or network.

Employees may place personal pictures to use as their desktop background picture or screensaver. Photos should be saved into a pictures folder used by the operating system screen saver program.

Personal files may be temporarily stored on a work computer. They need to be transferred to a personal flash drive or storage device as soon as possible. Temporarily stored files should not exceed 1 GB.

Telephones/Faxes/Copiers

The use of telephones, fax machines and copier services is necessarily restricted to business purposes. Personal use, both in-coming and out-going calls/faxes, should be brief and limited to emergencies and other urgent matters.

Staff who need to copy materials for personal use should reimburse the Library at the current staff rate. Contact the Business Office for rates.

Food and Drink

Food is allowed only in the staff and non-public areas. Food and drinks in covered containers may be carried through public areas but shall be consumed only in non-public areas.

Smoke-Free/Tobacco-Free Work Environment

Kalamazoo Public Library is dedicated to providing a healthy and productive environment for employees and patrons. As required by law, smoking is prohibited in all Library facilities. Smoking under the statewide smoking ban means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains a tobacco product. This policy applies to all employees, patrons, contractors and vendors.

Library employees who smoke shall not congregate outside a building's main doors where visible to the public or in any way hinder entrance or exit to a Library facility. KPL also prohibits the use of e-cigarettes and chewing tobacco within any Library facility.

Prohibited Substances Use and Abuse Policy

The Kalamazoo Public Library ("KPL" or Library) is committed to protecting the safety, health and well-being of all employees and individuals within the library. The library recognizes that employee involvement with alcohol and other prohibited drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale. We have established this "prohibited substance use and abuse policy" to balance our respect for individuals with the need to maintain an alcohol- and drug-free environment.

With this goal in mind and because of the serious safety and performance consequences of prohibited drug and alcohol use in the workplace, the Library has established the following policy for all employees of KPL.

KPL will strictly enforce the following:

1. Drug use (including having such substances in your system; other than lawfully prescribed and properly used drugs [for purposes of this policy, medical marijuana is a prohibited drug]), and alcohol use (being impaired by and/or under the influence of alcohol [BAC of .020% or more]), on Library time or property is strictly prohibited.
2. Possessing and/or transferring/selling prohibited drugs and/or alcohol on Library time or property is also prohibited.

"Prohibited drugs" include illegal drugs, non-prescribed drugs, medical marijuana, alcohol, etc. An employee taking a prescription or using an over-the-counter ("OTC") medication must notify his/her

supervisor before beginning the work day if the medication's use could adversely affect the employee's ability to safely/effectively perform his/her job. It is the employee's responsibility to know if their medication could impair their working ability.

An employee who is required to drive as part of his/her assigned duties must report any DUI/DWI charges to the Human Resources Manager within seven (7) calendar days after being charged. An employee convicted with an off-duty crime/offense involving drugs (e.g. using, possessing, selling, transferring, trafficking, etc.) and/or alcohol (e.g. DUI, selling or providing to minors, etc.), must notify the Human Resources Manager within seven (7) calendar days following the conviction. Failure to provide timely notification as outlined will result in discharge. The Library will investigate and will take appropriate corrective action if the Library's investigation corroborates the charge/offense/conviction, dependent on the seriousness of the charge/offense/conviction, and depending on whether the Library's investigation discloses a nexus between the charge/crime/offense/conviction and the Library.

Drug/Alcohol Testing:

KPL will conduct drug testing (at Library expense) under the following circumstances:

Reasonable suspicion testing: The library will require that an employee submit to an appropriate drug and/or alcohol test (e.g. saliva, blood, urine, hair, breath, etc.), if the Library reasonably suspects the employee has prohibited drugs and/or alcohol in his/her system while on Library time and/or property. The Library will provide supervisory personnel with training in how to recognize behavior/signs that generally accompany drug/alcohol use/abuse.

The employee will, at the time he/she is sent for testing, be removed from work and placed on unpaid investigatory suspension pending receipt of the test results. If the test result is negative the employee will be returned to work and will receive appropriate back-pay for the work-time lost. A positive test result will result in further corrective action, up to and including discharge.

Refusing to make oneself available for testing, or refusing to comply with a directive to submit to a drug/alcohol test will be considered insubordination and will result in immediate discharge.

To ensure accuracy and fairness, testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines and will include a confirmation test; the opportunity for a split sample; review by a Medical Review Officer (including an opportunity for an employee who tests positive to provide a legitimate medical explanation [e.g. the employee is taking prescribed medication]), and a documented chain of custody.

Test results will be maintained separately and treated as confidential records, to be shared only with those who have a legitimate "need to know".

Consequences:

One of the goals of the Library's policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. Therefore, an employee who voluntarily requests assistance in dealing with a personal drug or alcohol problem may do so without jeopardizing his/her continued employment. However, after assistance has been requested, any subsequent violation of this policy will result in disciplinary/corrective action.

An employee who possesses, sells, attempts to sell, or in any other way distributes prohibited drugs and/or alcohol on Library time or property will be immediately discharged.

An employee who tests positive for prohibited drugs and/or alcohol will be subject to disciplinary/corrective action. Depending on the circumstances this may involve progressive discipline, immediate termination, or a "Last Chance Agreement" and rehabilitation. Rehabilitation will generally be

offered only to an employee who has been employed with the Library for more than one (1) year and only for the employee's first positive test.

Problem Resolution Procedure

It is the Library's desire to provide good working conditions and maintain harmonious working relations among employees, as well as between employees and management. To correct any work-related problems, the Library must be fully informed about them. Therefore, the Library has an "open door" problem solving policy. Employees are encouraged to discuss concerns or suggestions with their supervisor. Employees who believe that the supervisor has not or cannot adequately address the situation are encouraged to discuss the problem with the HR Manager. This procedure should in no way foreclose the direct discussions we have always had on an informal basis.

The library realizes not all problems/complaints can be resolved through such informal means. If a complaint cannot be resolved through the informal open door process, employees may ask their supervisor to use the formal procedure described below.

1. You must present a written complaint to your supervisor within ten (10) calendar days of the occurrence of the disagreement or problem. Your supervisor will discuss the complaint with you privately and give you a written response within five (5) calendar days of receiving the complaint.
2. If you are not satisfied with the answer at Step 1, you have seven (7) calendar days to present your written complaint to the head of the department. The Department Head will investigate the complaint and give you a written response within five (5) calendar days of receiving the complaint.
3. If you are not satisfied with the answer in Step 2, you have seven (7) calendar days to present your written complaint to the Human Resources Manager. The Human Resources Manager will review the information gathered by the Department Head, discuss the complaint with your supervisor, the Department Head and you and give you a written response within ten (10) calendar days of receiving the complaint.
4. If you are not satisfied with the HR Manager's determination, the employee should, within ten (10) working days after receiving the Human Resources Manager's answer, present the Director with a copy of the detailed written statement (i.e. complaint). The Director will investigate if necessary, and will respond in writing as soon as practicable, generally within ten (10) working days after receiving the written complaint. The Director's answer is final and binding with respect to all complaints.

If the employee fails to timely process a complaint from one step to the next, the matter will be considered resolved at the last step. Under all circumstances, the Director's decision shall be final and binding.

Conflicts of Interest

All employees shall exercise good faith and good judgment in all transactions involving their duties and responsibilities at KPL.

Each staff member should provide full disclosure of any business or financial enterprise or activity in which they or their family is involved which might influence, or might appear to have the capacity to influence, their decisions or actions on KPL matters. No library employee can use their library position to benefit monetarily a relative or friend (e.g. making library purchases or procurements directly or indirectly from a family member or friend, or directing library business to a family member or friend). The only exceptions are if the Director or Assistant Director for Administrative Services has given written authorization for such purchase, procurement, or business.

Outside Employment/Activity

Employees are expected to devote their primary work efforts to KPL business. Therefore, it is mandatory staff members do not have another job that could be inconsistent with KPL's interests, or could require devoting such time and effort that the employee's KPL work could be adversely affected. Employees should avoid any outside employment, activity, investments, or other interests that have the potential to compete or be in conflict with the interests of KPL. Examples include but are not limited to working for or having a major investment in a company with which KPL does business, employment or involvement which would give the appearance of a conflict of interest, working for another employer during the same hours as working at KPL, holding a second job and being too tired to meet KPL responsibilities, etc.

If there are any doubts about an existent or potential problem, the matter should be discussed with the employee's supervisor.

SAFETY AND SECURITY

Kalamazoo Public Library is committed to protecting the safety and health of every employee. The responsibility for maintaining a safe and healthy working environment is not just that of the Library and every employee has a responsibility to assist the Library in establishing and maintaining a safe working environment through compliance with all safety rules, emergency procedures and programs established by the Library.

Employees are expected to promptly report to the Facilities Management Department or a supervisor any condition that they believe to be unsafe or unhealthy. The Library will investigate the report, endeavor to fix any problems, and will not tolerate any retaliation against employees who make a good faith report regarding an unsafe or unhealthy workplace condition.

Emergency Contacts

911

Dial **9 – 911** to access local police, ambulance and fire emergency services.

Security

A security guard is on duty at Central during all open hours and selected hours at some branches. The guard is responsible for enforcing the "Rules of Behavior," and serves as a liaison with the Kalamazoo Department of Public Safety. Although the security guard takes the lead in enforcing the rules, all staff needs to share in this responsibility. The guard may be paged in an emergency.

Facilities emergencies

The Facilities Management staff may be reached via pager for any building or facilities related need or emergency. A public address system in the main library may also be used to summon a Facilities Management staff member or security guard in an emergency.

Administrator on Call

When the Administrative Office is closed (evenings and weekends), an administrator-on-call may be reached at 553-7943 for emergencies or situations requiring immediate attention.

Emergency Procedures

Library maintains an Emergency Procedures Manual which is available in every agency and at every public service desk. Emergency Procedures are also posted on the home page of myKPL. New employees

receive training in current procedures during their orientation. Each library location has procedures that are specific to that location. Employees should familiarize themselves with these procedures, exits, and fire alarm, first aid and flashlight locations in every assigned work area. If an employee is uncertain about procedures or locations of these items for a particular location, they should contact their supervisor.

Hazard Communication

KPL complies with the OSHA Hazard Communication Standard which requires that employees have access to information about the chemicals they may come into contact with while employed at KPL. The Library maintains copies of the Safety Data Sheets (SDS) for products used by the Library. A comprehensive listing of Safety Data Sheets for products used at KPL are contained in notebooks located in the Facilities Management offices. SDS notebooks are available at each branch location which contain SDS for products used at that location. New employees receive training in Hazard Communication and how to access Safety Data Sheets during their orientation.

Work Related Injuries and Illnesses

The Library provides workers' disability compensation insurance at no cost to you. Within twenty four (24) hours after an accident at work or upon learning of a medical condition arising out of your employment with the Library, you must immediately notify your supervisor and an Accident Report (found on the HR page of myKPL) must be completed.

If your injury or illness requires medical attention employees should go to Gull Road Immediate Care at 6101 Gull Rd. or Westside Family Medical Center at 6565 W. Main St. for treatment. At the time of treatment, the employee should inform the medical provider that the injury or illness is work-related.

GENERAL

Unexpected Closings/Inclement Weather

When the entire library system closes early or does not open, employees will not suffer a loss in pay. When an agency closes early, or does not open, employees may be assigned to another open agency or have the option to use accrued time.

If the decision is made to close early or not open at all, the message will be available via voice-mail by calling the general library number, 269-342-9837, on the Library [website](#) and Facebook page. Supervisors will attempt to call employees to notify them of any unscheduled closings. If there is reason to suspect the library may close early or not open at all, an employee who has not been contacted should telephone the Library or Administrator on Call at 553-7943.

Keys

Keys are issued to employees assigned to the Central location for locked areas of the library to which they need access. Keys are distributed and records maintained by the Facilities Management office. There is a \$15 charge for each lost key. All keys must be turned in to Facilities Management or the employee's supervisor upon termination of employment.

Closed Buildings

Staff members should not enter or work in buildings after hours unless it is part of the staff member's regularly assigned schedule, or supervisor grants permission in advance.

Mileage Reimbursement

If an employee is required to use their personal vehicle for KPL business (with supervisor approval), they will be reimbursed for their reasonable mileage at the current IRS rate. Employees who use their personal vehicle on KPL business must provide proof of automobile insurance annually to the Administrative Office.

Library Property and Searches

There is no expectation of privacy while an employee is on Library time or property. Even if the employee is assigned a desk/locker/workspace, that desk/locker/workspace remains KPL property, subject to KPL control. Therefore, if an employee wishes to keep something private, they should not bring it onto KPL property or have it in their possession while on KPL time.

The goal of this policy is to balance our respect for an individual's privacy and rights with our mutual need to maintain a safe, productive, comfortable working environment. Consequently, although the Library respects employees' legitimate privacy and concerns, such concerns are subservient to facility and employee security and safety concerns. For this reason, employees have very limited privacy expectations when on KPL time or property, and if the Library has reason to believe an employee is in possession of contraband, or has brought prohibited/illegal substances, weapons, etc., onto KPL property, the Library has the right to conduct an appropriate search of KPL property (e.g. work space, desk, locker, etc.) or items brought onto Library property (e.g. vehicle, briefcase, backpack, purse/handbag, etc.). When possible searches will be conducted in the employee's presence and in a manner designed to preserve the employee's dignity.

Electronic Monitoring and Surveillance

Electronic monitoring and surveillance may be performed from time to time to help in the prevention, detection, and investigation of theft and other criminal activity associated with the Library; to enhance security for employees and patrons; and to assist in gathering data regarding overall performance of the Library in an effort to improve service. This may include monitoring telephone conversations with patrons and video and other electronic surveillance equipment.

TIME OFF/LEAVES OF ABSENCE

Library Schedule

The Library is officially closed for seven holidays each year. These days shall be paid holidays for salaried employees.

January 1*.....	New Year's Day	November.....	Thanksgiving Day
May.....	Memorial Day	December*.....	Christmas Eve
July.....	Independence Day	December*.....	Christmas Day
September.....	Labor Day		

*If these holidays fall on Saturday, the preceding Friday will be a holiday. If they fall on Sunday, the following Monday will be a holiday.

When a holiday falls during an employee's vacation, or while an employee is on sick leave, the time will not be charged against the employee's vacation or sick leave accrual. Employees will not be paid for a holiday occurring during an unpaid leave of absence or while the employee is off the payroll.

Family and Medical Leave (FMLA)

The Kalamazoo Public Library is committed to providing employees with leaves of absence in compliance with the Family and Medical Leave Act of 1993 ("FMLA"). This policy is intended to be construed in compliance with the FMLA but is not intended to provide greater rights than the FMLA provides. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, contact the Human Resources manager.

General Provisions

Under this policy, the Library will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination or paid and unpaid leave, depending on the circumstances of the leave as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the Library for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the Library within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a “spouse” means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the essential functions of the employee’s position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential care facility including any period of incapacity or any subsequent treatment in connection with such Inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the Library’s sick leave are encouraged to consult the Human Resources manager.

- Qualifying exigency leave for families of members of the National Guard or Reserves or a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or is already on covered active military duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment; b) military events and activities; c) childcare and school activities; d) financial and legal arrangements; e) counseling; f) rest and recuperation; g) post-deployment activities; and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.

- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran. An employee whose son, daughter, or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member. The term *covered service member* means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term *serious injury or illness* means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances (under heading "Type of Leave Covered") under this policy during any 12-month period. The Library will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Library will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the Library will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Library and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a

serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Library and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the Library will continue the employee's health benefits during the leave at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider prior to returning to work.

Use of Paid and Unpaid Leave

If the leave request is due to the birth, adoption or care of a child, spouse or parent, the employee may elect to use up to five (5) days of accumulated sick leave or vacation, then be required to exhaust no less than one-half (1/2) of their accrued vacation. If the leave request is due to the employee's own serious health condition, the employee will be required to utilize any accrued sick days until such time their disability insurance coverage takes effect, if applicable.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The Library will require certification for the employee's serious health condition. The employee must respond to such as request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The Library will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The Library will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The Library will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The Library may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer received information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her

leave. Otherwise, the Library may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with the FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Human Resources manager with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Human Resources manager will provide the employee with the DOL Notice of Eligibility and Rights.

When the need is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA is not foreseeable, the employee must comply with the Library's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Human Resources manager will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work From FMLA Leave

The Library may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Other Absences

Medical Leave of Absence

There may be instances when an employee does not qualify for an FMLA leave of absence (e.g. insufficient hours, FMLA exhausted, etc.) but where the employee believes they need a medical leave of absence. An employee who believes they need a medical leave of absence may request and may be granted a medical leave of absence of up to twelve (12) work weeks (if the employee qualifies for and is granted both a medical leave and a FMLA leave, the leaves of absence will run concurrently).

The employee must submit a written request for a medical leave of absence to the Human Resources manager and should specify the dates, requested length, and other useful information. The request should be accompanied by a physician's supporting written statement verifying the need for a leave of absence and whether the employee can perform the essential functions of their regular job/position (in which case their physician should set forth their work restrictions. Depending on the restrictions identified by the physician, KPL may attempt to reasonably accommodate their condition, thereby allowing the employee to remain at work. The Library may also, at its expense, require a second physician's opinion. If the second opinion is contrary to the employee's physician's opinion, the parties will pick a mutually agreeable third physician (at KPL's expense). The parties agree they will abide by the third physician's opinion.

The employee will, as part of their medical leave of absence, first be required to utilize any accrued sick time until such time that disability insurance coverage takes effect, if applicable. If not applicable, and upon exhaustion of their sick time (or other accrued leave if desired), any portion of the remaining twelve (12) workweeks will be unpaid. An employee who fails to comply with any conditions accompanying their leave (e.g. periodically reporting in, additional physician's statements, etc.), or who fails to return to work at the designated time (the employee may be required to present a physician's written certification

releasing them to return to work and setting forth any restrictions), or who fails to return at the end of twelve (12) workweeks if no specific limit has been placed on the leave, will be separated from employment. If an employee is unable to return to work when their leave of absence expires, but is subsequently released by their physician to return to work, must reapply as a new hire.

Personal Leave of Absence

A personal leave of absence for justifiable reasons may be requested in writing through the employee's supervisor. Approval must be in writing and signed by the Director. A personal leave of absence is without pay or benefits (subject to COBRA) and must not exceed ninety (90) calendar days.

Funeral Leave

Immediate Family

Five (5) days of absence is allowed for a death within the immediate family. The immediate family is interpreted to include spouse, significant other (an intimate, cohabitation relationship must exist), father, mother, sister, brother, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents and grandchildren. Leave should be entered into Novatime in the following manner:

PayCode: Funeral Leave
Reason: Funeral Immediate Family

Additional days of absence will be allowed but must be taken from sick leave, vacation or floating holiday leave as determined by employee.* Leave should be entered into Novatime in the following manner:

PayCode: Sick Leave/Vacation
Reason: Funeral Immediate Family

Relative outside immediate family

Two (2) days of absence is allowed for attending the funeral of a relative outside the immediate family. Leave should be entered into Novatime in the following manner:

PayCode: Funeral Leave
Reason: Funeral Extended Family

Additional days of absence will be allowed but must be taken as sick leave, vacation or floating holiday leave as determined by employee.* Leave should be entered into Novatime in the following manner:

PayCode: Sick Leave/Vacation
Reason: Funeral Extended Family

Friend

One (1) day of absence per year will be allowed to attend the funeral of a friend and will be deducted from sick leave, vacation or floating holiday leave as determined by employee.

PayCode: Sick Leave/Vacation
Reason: Funeral – Other

*If no paid time is available, employee may request an unpaid personal leave of absence.

Paid Jury Duty

Employees who are required to serve jury duty will continue to receive their regular salary. The following provisions must be satisfied:

- Written notice of the summons to jury duty must be provided to the employee's supervisor and the HR office as soon as it is available.
- The employee must return to work each day within one hour of being released by the court unless two hours or less remain in their work day. If the court's location would make timely reporting difficult, the employee should make alternative reporting arrangements with their supervisor.

Military Leave of Absence

The Library is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Library's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or Library policy. If any employee believes that he or she has been subjected to discrimination in violation of Library policy, the employee should immediately contact the Human Resources manager.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military serve and funeral duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence. Employees requesting leave for military duty should contact their supervisor to request leave as soon as they are aware of the need for leave.

BENEFITS

The following provides general information about the Library's benefit program for Supervisory-Technical employees and Administrators. Specific benefit information is set forth in the Fringe Benefit Statements for each group. Employees should initially refer to these statements with any questions regarding benefits. For questions not addressed in these fringe benefit statements, please consult the Human Resources manager or Assistant Director for Administrative Services.

Sick Leave

Employees receive one day per month with unlimited accumulation. Employees will be credited with one-half (1/2) of their sick leave allowance at the beginning of the fiscal year (July 1) and the remaining one-half (1/2) on January 1. Employees who commence employment during the fiscal year will be credited with a pro-rated sick leave allowance. The amount of sick leave allowance is specified in the fringe benefits statement, and provides employees with excused time off for illness and medical appointments during which they continue to receive their regular salary.

Sick leave may be used in one-quarter hour increments, and must be recorded on exception reports in Novatime.

Although the sick leave allowance is credited in advance as described above, it is intended as a benefit to those employees who contribute to the Library during the entire year. Therefore, when an employee is absent and off the payroll due to an extended leave of absence, sick leave is adjusted on a pro-rated basis.

Vacation

Vacation time is earned from the date of hire, is credited by the month and is based on the fiscal year (July 1 – June 30). The amount of vacation time earned per month is set forth in the Fringe Benefit Statements (See Appendix B1 and B2). Vacation time cannot be used during the first thirty (30) calendar days of employment. Thereafter, vacation time may be used in one-quarter (1/4) hour increments, and will be recorded on exception reports in Novatime. Vacation balances will be reported on paycheck stubs and in Novatime.

Employees should make arrangements with their supervisor as far in advance as possible when using vacation time. Generally, vacation time will be awarded on a first-come, first-served basis within the department or agency; therefore, it is to the employee's advantage to provide early notification of their request.

Supervisory-Technical

Supervisory-Technical employees must take vacation time by the end of the fiscal year following the year in which it was earned. Employees are responsible for utilizing their accrued vacation time prior to the end of the fiscal year. The only exception to the no-accrual and carry-over of vacation time occurs if the employee's timely vacation request for time off during the final month of the fiscal year is denied for business reasons. If such a request is denied, the employee is responsible for ensuring they receive written authorization from the Director to carry their accrued vacation time over into the following fiscal year.

Administrators

Administrators may carry over up to eighty (80) hours of accrued vacation over and above their fiscal year accrual amount. The eighty (80) hours must be used by December 31 of the next fiscal year.

Floating Holidays

Supervisory-Technical employees and Administrators receive a predetermined number of paid floating leave holidays per fiscal year. This is set forth in the Fringe Benefit Statements (See Appendix B1 and B2).

These holidays will be credited at the beginning of the fiscal year and pro-rated for those staff members beginning their work during the fiscal year.

Floating holidays not used during the fiscal year in which it is earned will be forfeited. As expected with any type of leave, employees should make arrangement with their supervisor as far in advance as possible when using floating holiday leave. Generally, vacation and floating holiday leave will be awarded on a first-come, first-served basis within the department or agency; therefore, it is to the employee's advantage to provide early notification of their request.

403(b) Plan

Kalamazoo Public Library offers all employees the opportunity to participate in the Library's 403(b) plan. A 403b is a type of retirement plan available to employees of government-funded education institutions such as public schools, some non-profit organizations, and self-employed ministers. It is a way for employees to save for their retirement by having a percentage of their paycheck deposited into the 403b plan. The plan is similar to the 401k plan available to private business and industry.

There is no employer contribution in the 403(b) Plan at Kalamazoo Public Library. The Plan accepts employee deferral savings and transfer from prior deferred savings plans. All employees receive information on the KPL 403(b) plan during their orientation; however enrollment can take place anytime during an individual's employment at KPL. Further details about the Plan may be obtained from the HR manager.

Shared Leave Program

The Shared Leave Program is an opportunity for salaried Kalamazoo Public Library employees to voluntarily donate sick leave to a shared leave bank that will help an employee who is experiencing a serious health condition or has an immediate family member with a serious health condition which requires or is likely to require the employee to take leave without pay for up to 12 weeks, because they have exhausted or are likely to exhaust their accrued sick leave, vacation and floating leave.

Donation of leave

Employees may make donations to the Shared Leave Bank in June and December each year. The maximum donation allowed per year for a full time employee is eighty (80) hours – forty (40) hours in June and forty (40) hours in December. Donations to the Shared Leave Bank are irrevocable.

Application to become a leave recipient

Employees who have been employed at least three months are eligible to participate. Employees must submit a Shared Leave Request form (found on the HR page of myKPL) to the Human Resources manager in order to become a leave recipient. If an employee is not capable of submitting the form, a personal representative, their department head or the Human Resources manager may submit the form on their behalf.

Applications for shared leave are reviewed by the Human Resources manager, who will approve or deny request for shared leave based on the guidelines established by the Shared Leave Committee.

Questions regarding this program should be addressed to the Human Resources manager.

APPENDIX A

The Library Privacy Act

Act 433 of 1982

AN ACT to provide for the confidentiality of certain library records; and to provide for the selection and use of library materials.

History: 1982, Act 455, Eff. Mar. 30, 1983.

The People of the State of Michigan enact:

397.601 Short title.

Sec. 1. This act shall be known and may be cited as “the library privacy act”.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.602 Definitions.

Sec. 2. As used in this act:

(a) “Computer” means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations including logical, arithmetic, or memory functions with or on computer data or a computer program, and that can store, retrieve, alter, or communicate the results of the operations, to a person, computer program, computer, computer system, or computer network.

(b) “Computer network” means the interconnection of hardwire or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more interconnected computers.

(c) “Computer program” means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.

(d) “Computer system” means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.

(e) “Device” includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.

(f) “Harmful to minors” means that term as it is defined in section 4 of 1978 PA 33, MCL 722.674.

(g) “Internet” means that term as defined in section 230 of title II of the communications act of 1934, chapter 652, 110 Stat. 137, 47 U.S.C. 230.

(h) “Library” includes a library that is established by the state; a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities; a community college district; a college or university; or any private library open to the public.

(i) “Library record” means a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. Library record does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

(j) “Minor” means an individual who is less than 18 years of age.

(k) “Obscene” means that term as it is defined in section 2 of 1984 PA 343, MCL 752.362.

(l) “Sexually explicit matter” means that term as it is defined in section 3 of 1978 PA 33, MCL 722.673.

(m) “Terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

History: 1982, Act 455, Eff. Mar. 30, 1983; Am. 1998, Act 7, Imd. Eff. Feb. 6, 1998; Am. 1999, Act 37, Eff. Aug. 1, 1999.

397.603 Library record not subject to disclosure requirements; release or disclosure of library record without consent prohibited; exception; procedure and form of written consent; hearing.

Sec. 3. (1) Except as provided in subsection (2), a library record is not subject to the disclosure requirements of the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

(2) Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record.

(3) The procedure and form of giving written consent described in subsection (2) may be determined by the library.

(4) A library may appear and be represented by counsel at a hearing described in subsection (2).

History: 1982, Act 455, Eff. Mar. 30, 1983; Am. 1996, Act 188, Imd. Eff. May 8, 1996.

397.604 Violation of MCL 397.603; liability; civil action; damages; attorney fees and costs.

Sec. 4. A library or an agent or employee of a library which violates section 3 shall be liable to the person identified in a record that is improperly released or disclosed. The person identified may bring a civil action for actual damages or \$250.00, whichever is greater; reasonable attorney fees; and the costs of bringing the action.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.605 Selection and use of library materials.

Sec. 5. (1) Except as otherwise provided by statute or by a regulation adopted by the governing body of the library, the selection of library materials for inclusion in a library's collection shall be determined only by an employee of the library.

(2) Except as otherwise provided by law or by a regulation adopted by the governing body of the library, the use of library materials shall be determined only by an employee of the library.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.606 Restriction of internet access to minors; immunity from liability; exceptions.

Sec. 6. (1) If a library offers use of the internet or a computer, computer program, computer network, or computer system to the public, the governing body of that library shall adopt and require enforcement of a policy that restricts access to minors by providing the use of the internet or a computer, computer program, computer network, or computer system in 1 of the following ways:

(a) Both of the following:

(i) By making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

(ii) By reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, 1 or more terminals that are not restricted from receiving any material.

(b) By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.

(2) A governing body of a library, member of a governing body of a library, library, or an agent or employee of a governing body of a library or library, is immune from liability in a civil action as provided in section 7 of the revised judicature act of 1961, 1961 PA 236, MCL 691.1407.

(3) This section does not apply to a library established by a community college district, a college or university, or a private library open to the public.

History: Add. 1999, Act 37, Eff. Aug. 1, 1999; Am. 2000, Act 212, Eff. Oct. 1, 2000.

APPENDIX B1

Fringe Benefit Statements - Supervisory-Technical

Effective January 2013

The following fringe benefits are provided for Supervisory-Technical employees:

RETIREMENT PLAN

Contribution to the defined benefit retirement plan for Michigan Public School Employee Retirement System (MPERS) & Municipal Employee Retirement System (MERS) employees is fully paid at fund's current rate. MPERS employees contribute 3% toward retirement medical benefits on salaries earned beginning July 1, 2010.

HEALTH CARE SAVINGS PROGRAM (HCSP)

All employees in the Municipal Employees Retirement System (MERS) shall receive a basic contribution of \$700.08 per year, paid in installments of \$29.17 per pay period, to their HCSP account. This contribution will be prorated accordingly for employees who work less than 1.0 time. All employees shall contribute 0.5% (one-half percent) of their annual salary to their HCSP on a pre-tax basis. Employee has the option to contribute post-tax contributions into the account beyond any pre-tax contributions. All employees will be vested in the HCSP beginning with their first month of participation.

RETIREMENT BENEFIT

Payment to eligible Supervisory-Technical employees hired on or after September 1, 2012 (those who have worked at least five years), of one (1) day's pay at the current rate of pay for each year of service, payable to the employee at time of retirement or to beneficiary in event of employee's death. Eligible Supervisory-Technical employees who were hired prior to September 1, 2012 will receive two (2) day's pay.

403bPROGRAM

Opportunity to participate in the library's 403b program.

HEALTH INSURANCE

MESSA Choices II PPO or MESSA ABC Plan eligible for single, two person, or full family coverage with employee contribution. Domestic partner coverage is as defined and offered by MESSA. Employees with FTEs less than .75 are eligible for a prorated portion, equal to the fraction of time worked, paid towards their premium. Employees enrolled in the MESSA ABC Plan 1 may elect to participate in the Healthcare Savings Account (HSA) component by electing to pay contributions on a pre-tax basis to the employee's HSA established under the library's cafeteria plan.

An employee may elect to waive health insurance coverage with sufficient evidence of alternate medical coverage.

VISION INSURANCE

VSP 3 – According to plan benefit schedule/eligible for single, two person or full family coverage.

DENTAL INSURANCE

Delta Dental – 80% of eligible expenses/eligible for single, two person or full family coverage.

LONG TERM DISABILITY

A long-term disability plan is provided with the following provisions:

1. Benefit period would begin after the employee has been disabled and off work for a period of sixty (60) consecutive calendar days.
2. Benefit payment would be approximately 70% of monthly salary, not to exceed \$3,500 per month.
3. Benefit payments will follow the schedule of benefits detailed in the employees' Long Term Disability Certificate and would be reduced by any benefits also received by the employee while on disability, such as social security, worker's compensation or retirement payments.

LIFE INSURANCE

\$25,000 standard life + \$25,000 for accidental death/dismemberment with current insurance carrier.

FLEXIBLE SPENDING ACCOUNT

Employees may elect to participate in a general or limited Health and/or a Dependent Care Flexible Spending Account(s) by electing to pay contributions on a pre-tax basis as established under the library's cafeteria plan.

VACATION DAYS

Date of hire through the first five (5) complete fiscal years: vacation shall be earned from the employee's date of hire to the end of the fiscal year in which he or she was hired, and for each subsequent five (5) fiscal years of employment at the rate of one (1) day per month to a maximum of ten (10) days.

Sixth through twelfth complete fiscal years: vacation shall be earned at the rate of one and one-half (1½) days per month to a maximum of fifteen (15) days for the sixth through the twelfth fiscal years of employment.

Thirteenth fiscal year and beyond: vacation shall be earned at the rate of two (2) days per month to a maximum of twenty (20) days for the thirteenth and each additional fiscal year of employment.

Employees working less than full time shall receive vacation allowance prorated by the fraction of time they are employed, and computed as described above.

Vacation days can be carried forward, but must be used or forfeited by the end of fiscal year

SICK LEAVE

One day per month with unlimited accumulation. Employees will be credited with six days on July 1 and six days on January 1. For part-time employees sick leave shall be prorated in accordance with hours worked.

FUNERAL LEAVE

Five days absence allowed for each death in immediate family. Two days of absence per year allowed for death of relative outside immediate family. Additional days of absence will be allowed but must be taken from sick leave or vacation leave as determined by employee.

PAID HOLIDAYS

Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day, and six floating leave days. For years it is not logical to close the library on Christmas Eve Day, an additional floating holiday will be granted.

TUITION REIMBURSEMENT

With prior approval, employee will be reimbursed one-half the cost of tuition for successful completion of approved work-related classes or accredited courses leading to an undergraduate or graduate degree or certificate related to the position held or to assist with moving into increasingly responsible positions in the organization. Approval is subject to a variety of job related criteria including employee performance, employee conduct, and financial condition of the Library. If an employee voluntarily separates from the Library within 1 year of the degree or certification completion, the employee may be required to repay the reimbursement at the discretion of the Library Director.

MILEAGE REIMBURSEMENT

Reimbursement of mileage at current IRS rate when personal vehicle is used on library business.

PARKING

Parking provided at a near-by location for Central Library staff.

APPENDIX B2

Fringe Benefit Statements - Administrators

Effective September 2012

The following fringe benefits are provided for library administrators:

RETIREMENT PLAN

Contribution to the defined benefit retirement plan for Michigan Public School Employee Retirement System (MPERS) & Municipal Employee Retirement System (MERS) employees defined benefit program is fully paid at fund's current rate. MPERS employees contribute 3% toward retirement medical benefits on salaries earned beginning July 1, 2010.

HEALTH CARE SAVINGS PROGRAM (HCSP)

All employees in the Municipal Employees Retirement System (MERS) shall receive a basic contribution of \$700.08 per year, paid in installments of \$29.17 per pay period, to their HCSP account. This contribution will be prorated accordingly for employees who work less than 1.0 time. All employees shall contribute 0.5% (one-half percent) of their annual salary to their HCSP on a pre-tax basis. Employee has the option to contribute post-tax contributions into the account beyond any pre-tax contributions. All employees will be vested in the HCSP beginning with their first month of participation.

Remaining MPERS administrators participate in a separate HCSP plan which does not include employer contributions.

RETIREMENT BENEFIT

Payment to eligible Library Administrators hired on or after September 1, 2012 of two (2) day's pay at the current rate of pay for each year of service, payable to the employee at time of retirement or to beneficiary in event of employee's death. Eligible Library Administrators who were hired prior to September 1, 2012 will receive three (3) day's pay.

403b PROGRAM

Opportunity to participate in the library's 403b program.

HEALTH INSURANCE

MESSA Choices II PPO or MESSA ABC Plan 1 eligible for single, two person or full family coverage with employee contribution. Domestic partner coverage is as defined and offered by MESSA. Employees with FTEs less than .75 are eligible for a prorated portion, equal to the fraction of time worked, paid towards their premium. Employees enrolled in the MESSA ABC Plan 1 may elect to participate in the Healthcare Savings Account (HSA) component by electing to pay contributions on a pre-tax basis to the employee's HSA established under the library's cafeteria plan.

An employee may elect to waive health insurance coverage with sufficient evidence of alternate medical coverage.

VISION INSURANCE

VSP 3 According to plan benefits schedule/eligible for single, two person or full family coverage.

DENTAL INSURANCE

Delta Dental – 80% of eligible expenses/eligible for single, two person or full family coverage.

LONG TERM DISABILITY

A long-term disability plan is provided for administrators, with the following provisions:

1. Benefit period would begin after administrator has been disabled and off work for a period of sixty (60) consecutive calendar days.
2. Benefit payment would be approximately 70% of administrator's monthly salary, not to exceed \$3,500 per month.
3. Benefit payments will follow the schedule of benefits detailed in the Administrator's Long Term Disability Certificate and would be reduced by any benefits also received by the administrator while on disability, such as social security, worker's compensation or retirement payments.

LIFE INSURANCE

\$65,000 standard life insurance + \$65,000 for accidental death/dismemberment with current insurance carrier.

FLEXIBLE SPENDING ACCOUNT

Employees may elect to participate in a general or limited Health and/or a Dependent Care Flexible Spending Account(s) by electing to pay contributions on a pre-tax basis as established under the library's cafeteria plan.

VACATION ALLOWANCE

Twenty (20) vacation days per year earned at the rate of two (2) days per month for the first ten months. After twenty-five years of service, the allowance is increased by one additional day per year up to a maximum of 25 days. Vacation days can be carried forward to the following fiscal year after which they were earned. Two of the carried forward weeks may be held over for an additional six months to be used by December 31.

SICK LEAVE

One day per month with unlimited accumulation. Employees will be credited with six days on July 1 and six days on January 1.

FUNERAL LEAVE

Five days absence allowed for each death in immediate family. Two days of absence per year allowed for death of relative outside immediate family. Additional days of absence will be allowed but must be taken from sick leave or vacation leave as determined by employee.

PAID HOLIDAYS

Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day (if the library is closed), Christmas Day, New Year's Day, Memorial Day, and three floating leave days.

MILEAGE REIMBURSEMENT

Reimbursement of mileage at current IRS rate when personal vehicle is used on library business.

PARKING

Parking provided at a near-by location for Central Library staff.

PROFESSIONAL MEMBERSHIPS

Membership in American Library Association, Michigan Library Association and other professional memberships as appropriate paid by the library.

PAID EXPENSES FOR APPROVED CONFERENCES

Partial or full reimbursement for expenses incurred for approved conference attendance—as determined by the Library Director.

**Director's Report
February 2014**

From the director

1. Recent meetings and events attended include the usual monthly DDA Executive Board and Board, DKI Board, KPL Citizens Committee and Message Subcommittee, Friends Board meeting, many internal meetings, several library programs.
2. The Kalamazoo Community Foundation has awarded us \$5,000 in support of Family Place Libraries. The money will be used to purchase toys and furniture to support the goals of the program.
3. Information from the Friends February board meeting:
 - Gift book sale was about the same as last year; the preview sale for members is always popular
 - January bag sale was successful in spite of the weather
 - Even with two good sales, revenues and donations are down
 - Continues to be a challenge to dispose of books leftover from the sale; unfortunately Goodwill will no longer take them, they have more than they can sell
 - Have received two first edition books – exploring how to sell most advantageously
 - Allocated calendar year surplus of \$2,300 to the library
 - Will consider minigrants, scholarships, and library Wish List at upcoming spring meetings
 - Reminder: annual meeting will be Wednesday, April 30, noon, Ladies Library Association
4. Gary Green and Kevin King attended the recent ALA mid-winter conference in Philadelphia. Both made some good contacts, gathered helpful information from vendors, and attended a variety of programs. In addition, Kevin had several committee meetings, especially planning meetings for the upcoming PLA conference.

Create young readers

5. About 1,300 of the Early Learning calendars have been distributed. As expected, parents, caregivers, and teachers love them. Staff are starting to recruit new partners to work with us on next year's version. The calendar is also on our website for those who haven't gotten a print copy.
6. Oshtemo's 1,2,3 Play With Me workshop wrapped up and the session at Central has begun. Oshtemo attendees found the series very informative as well as fun.

Stimulate imagination

7. More than sixty kids and their parents attended February's First Saturday@KPL. We showed off the renovation of the Children's Room and the new Story Place. We'll celebrate the third anniversary of this popular program on March 1 in a large program with KPS, NAACP, and the Northside Ministerial Alliance.
8. January was a particularly strong month for circulation of our digital collections. Overdrive hit a new high with 4,945 checkouts as did Zinio at 430. Hoopla and Freegal were also strong at 768 and 677 respectively. In total, 6,820 in digital circ for January.
9. The weather hasn't hurt program attendance. Over 120 costumed patrons of all ages attended Oshtemo's Doctor Who party; "Tea 101" at Washington Square was well attended on a snowy night.
10. Plans are underway to collaborate with the Kalamazoo County Area Agency on Aging to offer two program series for older adults this spring: Matter of Balance and Personal Action Towards Health.

Celebrate local

11. Local History recently hosted the first Genealogy Lock-in since the completion of the second floor renovation. The new arrangement worked out well. Many were repeat participants, but many new folks took advantage of the Intro to Genealogy session offered during the lock-in.

Operations

12. "One Point of Service" was rolled out to staff by the Customer Service Committee earlier this month. Follow up training for staff, including substitutes, will begin soon. There will be a presentation for the board at the March meeting.
13. The law library's annual staff day will be February 28. The training will include DHS outlining their services, Legal Aid reviewing landlord/tenant issues and hopefully a referee from the family court on divorce and custody.
14. Reasonable suspicion training, to identify those believed to be under the influence and how to proceed, was held for all supervisors.
15. We will soon begin a major upgrade to our building automation software, the first upgrade in over five years. With the new software, we will install energy monitors at strategic locations that will feed the data to the server and help determine energy saving opportunities. This upgrade will also pave the way to add more branches to the automated system in the future.
16. We know FM is always busy.....in 2013, they completed 487 work orders and added 60 preventative maintenance tasks to their schedule.
17. And one of FM's current big projects is storage clean-up. They have been recycling used shelving and cleaning up and rearranging storage areas to get surplus items out of the way of

operations. The recent building project created a large amount of surplus to already overburdened storage areas and the digital lab location is further shrinking storage space by 33 square feet.

18. We've rearranged some furniture on both the first and second floors at Central. The goal is to create a more light filled and unhidden seating space for patrons.
19. Twelve staff members provided chili for a lunch time chili cook-off. There were many more taste testers and voters!

Library stories

20. Within the course of two hours recently, two people commented to me on their use of and appreciation for the job postings on the ONEplace section of our website. One was an executive looking for another position; the other was an employer who received ten applications for a support position listed on our website. The ONEplace employment opportunities section consistently has the most traffic on our website.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
January 31, 2014**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	22,448	1,377	9,903	437	2,502	36,667	268,668	278,002	-3%
-ebook	3,838					3,838	21,702	15,933	36%
-Digital Magazine	430					430	2,075		
Teen	3,450	129	1,186	65	166	4,996	37,385	38,864	-4%
Juvenile	<u>15,653</u>	<u>980</u>	<u>7,921</u>	<u>508</u>	<u>1,171</u>	<u>26,233</u>	<u>205,865</u>	<u>191,190</u>	8%
Total	45,819	2,486	19,010	1,010	3,839	72,164	535,695	523,989	2%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,796	70	1,001	38	122	3,027	25,008	27,883	-10%
-Digital	1,269					1,269	7,532	5,128	47%
Music									
-CD	5,307	250	1,017	266	380	7,220	54,058	62,259	-13%
-Digital	990					990	6,543		
Video									
-DVD	34,450	4,577	9,141	3,518	6,808	58,494	411,322	426,544	-4%
- Digital	293						294		
Total Non-Print Material	44,105	4,897	11,159	3,822	7,310	71,293	504,756	521,814	-3%
Total Circulation	89,924	7,383	30,169	4,832	11,149	143,457	1,040,451	1,045,803	-1%
Computer Usage									
Onsite Computer Use	6,906	633	1,084	654	646	9,923	83,563	87,046	-4%
Computer Usage Remote						2,566,663	16,795,789	18,749,496	-10%
Wireless Internet	1,535	0	0	0	0	1,535	25,355	22,151	14%
Database Statistics									
Database Sessions	1,468					1,468	10,073	8,950	13%
Database Searches	63,513					63,513	321,414	286,842	12%
Total Registrations	293	16	65	10	30	827	6,430	6,520	-1%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
January 31, 2014

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
Adult Events	9	4	1	1	1	16	123	147	-16%
Attendance	176	46	5	7	30	264	3317	3792	-13%
Teen Events	17	1	4	2	1	25	122	66	85%
Attendance	638	12	149	11	6	816	3704	2087	77%
Juvenile Events	25	17	17	11	2	72	495	553	-10%
Attendance	595	191	374	197	22	1379	18280	19943	-8%
Total Events	51	22	22	14	4	113	740	766	-3%
Total Attendance	1409	249	528	215	58	2459	25301	25822	-2%
Law Library									
Visitors	253						1999	1639	22%
Phone Calls	95						588	736	-20%
Questions Answered	346						2227	2388	-7%

***Prior year to date total for law library doesn't include July 2013 stats. (started recording August 2013)**