



THE SCHULTZ-HOLMES DISTRICT LIBRARY

Schultz-Holmes District Library Board of Trustees

AGENDA

April 15, 2025 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of March 18, 2025 Meeting Minutes**
- V. Public Comment**
 - a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions, after stating your name and contact information, please state your question. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame.
- VI. Committee Reports**
 - a. **Strategic Planning Committee**

Update: Not yet met. Recommendation from President McGrane to hold off on meeting until the building transfer issue is resolved to have more information about the Library's future capital needs.
 - b. **Buildings and Grounds Committee**

Update: Furniture ordered. The option we voted on last meeting was discontinued so we had to find a different supplier. Full order has been made, and is scheduled to be shipped in various shipments over the next two months.
 - c. **Finance Committee**

Update: TBD
 - d. **Communication Committee**

Update: Newsletter was published in the Advance. Survey results to this point are included in rough printout from Qualtrics. The survey will remain

open through July 31, so these rough reports will be provided until a final report is compiled.

e. Policy Committee

Update: Personnel manual has been revised and referred out from Committee for Board action, along with the Investment Policy tabled at last meeting.

VII. Corresponding Secretary's Report

VIII. Library Director's Report

IX. Treasurer's Report

a. Approval of Accounts Payable

X. Unfinished Business

a. Michigan CLASS Investment

Background: Director Barringer, President McGrane, and Treasurer Brown met with Jeff Anderson of Michigan CLASS following the last meeting and will provide an update.

i. Approval of Resolution to Approve the Michigan Cooperative Liquid Assets Securities System (CLASS) as an Approved Investment Option and Authorize Director Barringer, Treasurer Brown, and President McGrane to Complete Paperwork to Enroll in the Pool

ii. Approval of Investment Policy

1. Referred from Policy Committee

XI. New Business

a. Approval of Revised Personnel Manual

- i. Referred from Policy Committee

b. Approval of Authorization for President McGrane and Director Barringer to Begin Process of Transferring the Building from Village Ownership to Library Ownership

c. Approval of Mid-Year Budget Amendments

XII. Public Comment

- a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public

Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions, after stating your name and contact information, please state your question. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame.

XIII. Adjournment

Proposed minutes of this meeting will be available for public inspection at the Schultz-Holmes District Library, located at 407 South Lane Street, Blissfield, MI 49228 within eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267).

Schultz-Holmes District Library Board

Meeting Minutes

March 18, 2025

Trustees present: Ciara McGrane, Blair Briggs, Greg Brown, Shelly DeVantier, Christine Burtle, Debra Rogers

Also present: Bob Barringer

Trustees absent: Karen Waggoner

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, March 18, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:00 pm.

President Ciara McGrane called for a motion to approve the agenda for the March meeting. Trustee Debra Rogers made a motion to approve the agenda for the March meeting. Trustee Greg Brown seconded and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the February meeting. Trustee Debra Rogers made a motion to approve the minutes of the February meeting. Trustee Christine Burtle seconded and the motion carried unanimously.

President Ciara McGrane called for public comment. No public comment was given.

President Ciara McGrane reported that the Strategic Planning Committee has been formed but has not met yet.

Trustee Shelly DeVantier reported on the Building and Grounds Committee. Trustee Karen Waggoner had looked at other libraries to get ideas for furniture. The furniture company that has been selected is known to the library, and the library has used them in the past. The Board wants to prioritize good quality furniture since we have a small sitting area.

Trustee Greg Brown reported that the Finance Committee has not met since the last meeting.

President Ciara McGrane reported on the Communications Committee and updated the Board on the Newsletter. Trustee Blair Briggs revised the Newsletter to be more accessible to visually impaired readers. The Board agreed to do the newsletter in color

and the newsletter will be distributed to the entire district. Trustee Christine Burtle noted a typo in the newsletter.

President Ciara McGrane reported on the Policy committee. An initial revision of the personnel manual has been completed. Revised library card policy is being proposed during New Business to reflect the actions at the February meeting. Committee will begin work on financial policies.

Corresponding Secretary Shelly DeVantier noted there was no correspondence since the last Board Meeting.

Director Bob Barringer provided the Library Director's Report. Director Barringer highlighted his discussions with Donna Baker and what services he expects them to provide. There are several options on how to proceed with the front entry; repairing, replacing or doing nothing for now. Quotes have been received from Maple City Glass and Toledo Mirror and Glass. He notes that the Village Treasurer believes that the library bank accounts managed by the village are no longer needed and will be closed by April 1st. Director Barringer reported that he, President McGrane and Assistant Director Autumn Smith attended a Zoom meeting with representatives from Carnegie regarding a grant opportunity, but were informed the library will not be continuing to the next round. He noted that a mid-year budget adjustment will be on the agenda. Director Barringer reported that physical and electronic use of library materials is up from previous months, program attendance is still doing very well, and the library is adding patrons every month.

Treasurer Greg Brown gave the treasurer's report. A monthly Accounts Payable report as well as a monthly Revenue and Expenditure report is provided in the Board packet. The amount received from millage is coming in slightly lower than expected, and not all checks have been received. The County will reimburse for any missing funds. The 6 month Certificate of Deposit (CD) maturity date is in April. \$11.34 in interest was earned from \$1,000 principal. Director Barringer will call to ask about keeping the principal in the CD and withdraw the \$11.34. President Ciara McGrane approves continuing investing \$1,000 principal.

Trustee Greg Brown discussed repairing the front entry doors now and doing more research into door to replace current doors in the future. President Ciara McGrane also voiced concern about current price of materials due to tariffs, as well as the fact that the building is still owned by the Village.

Motion made by Trustee Greg Brown to approve the quote for repairs from Toledo Mirror and Glass. Trustee Debra Rogers seconded the motion and the motion carried unanimously.

President Ciara McGrane called for a motion to hire Donna Baker for library accounting services. A motion was made by Trustee Christine Burtle to formally hire Donna Baker for library accounting services. Seconded by Trustee Shelly DeVantier. Motion carried unanimously.

Revisions to the Library Card policy were introduced waiving the fee for Blissfield Schools students and staff. Several typographical errors were noted, and it will be noted in the policy that applications for the cards can be made online.

Motion by Trustee Greg Brown to approve the revised Library Card policy. Seconded by Trustee Christine Burtle. Motion carried unanimously.

Trustee Debra Rogers requested opening a separate payroll account. There may be a small fee from the library's payroll vendor.

President Ciara McGrane called for a motion to approve opening a separate payroll/personnel account. Trustee Debra Rogers made a motion to approve opening a separate payroll/personnel account. Seconded by Trustee Greg Brown. Motion carried unanimously.

President Ciara McGrane called for a motion to approve the resolution authorizing President Ciara McGrane, Vice President Karen Waggoner, Treasurer Greg Brown and Director Bob Barringer as signers for the payroll/personnel account.

A motion was made by Trustee Debra Rogers to approve the resolution approving President Ciara McGrane, Vice President Karen Waggoner, Treasurer Greg Brown and Director Bob Barringer as authorized signers. Seconded by Trustee Christine Burtle. Motion carried unanimously.

Trustee Greg Brown emphasized needing more seating rather than tables for the sitting area, as there is a section of tables in the library already.

Motion by Trustee Greg Brown to purchase the Additional Seating Budget Friendly Library Package (teal sofa, loveseat, 4 chairs, and table) totaling \$4,460. Seconded by Trustee Debra Rogers. Motion carried unanimously.

Donna Baker provided several recommendations for auditors for the library. The Board asked Bob to call and talk to the listed referrals before the next meeting.

President Ciara McGrane called for a motion to donate an auditorium rental to the Blissfield Rotary Auction. Trustee Greg Brown made a motion to donate an auditorium rental to the Blissfield Rotary Auction. Seconded by Trustee Christine Burtle. Motion carried unanimously.

Trustee Debra Rogers requested an Accounts Payable policy in which the Board would approve the report of checks paid at every Board meeting. Moving forward, the Accounts Payable report will be voted on and approved during the Treasurer's report.

Trustee Greg Brown discussed Michigan CLASS, a government investment pool. There are Limitations in financial investments due to being tax funded. Investments are liquid, and can be pulled out without penalty. Principle would not at risk. Michigan CLASS is recommended by Michigan Library Association. Trustee Greg Brown and Director Barringer will meet with advisors before the next meeting to provide additional information.

Motion by Trustee Greg Brown to table financial investment discussions until next month. Seconded by Debra Rogers. Motion carried unanimously.

President Ciara McGrane called for public comment. Public comment was given as follows:

Jackie Bates recommended including wages in the monthly report. It was noted that personnel expenses are included in the monthly financial report the Board receives.

President Ciara McGrane adjourned the meeting at 8:35pm.

THE SCHULTZ-HOLMES DISTRICT LIBRARY

Report of the Director to the Library Board of Trustees, April 15, 2025

Book Sale: The library will need board and other volunteer assistance for the book sale and its set up and breakdown. We will begin set up Monday-Wednesday, April 28-30 during open hours. The sale runs May 1-3 with breakdown starting immediately at 4 pm on May. I will bring a sign-up sheet to the meeting and put it on Google Drive following the meeting. I'll send you a link to the document. Bring relatives, friends and enemies to help. The book sale is historically a library board project.

Pallets: On a related note, we need pallets to ship any books that remain after the sale to Thrift Books. We had a supply of pallets left over from last year, but they went missing during the roofing project. If you know of anyone who might have some pallets they'd donate to the library, the library would appreciate the gift.

Program Sponsor: The library has lost one of the co-sponsors for Art at Your Feet since 3D-PT has opted not to continue the sponsorship that had begun when it was locally owned by Transcend. If you know of any business that might be interested in picking up the sponsorship, send them my way or give me contact information. Our co-sponsorships are currently \$1100 per year. Art at Your Feet, while a single event, is our largest single event by far, and offers the most visibility for a sponsor of all our programming because of additional promotions. In fact, sponsor funds mostly pay for all the stuff their logo is on: t-shirts, over and end of road banners, separate ads in the Advance, and commercials on WLEN preceding the remote broadcast during the event. We'd need to have a commitment relatively soon to ensure that all logo changes get made before the event. We will be fine this year, since I try to set up all programs with co-sponsors so that a revenue stream remains in case someone needs to opt out.

Budget adjustments: I am authorized by the library by-laws to adjust budget lines to ensure no line is in the red while remaining within the parameters of the total budget. You will notice some preliminary changes in the treasurer's report documents, including some amounts that had been in placeholder lines for an additional employee, for staying on the village benefits for three months, and for professional services moving to legitimate ledger lines with account numbers in part-time wages, benefits, attorney services, payroll/accounting services, and the library board. I developed any new ledger lines in consultation with the village treasurer. These changes will need to be approved by the library board before the end of the fiscal year at the latest. The village approves both mid-year adjustments in April and final adjustments in September. I have included in the board documents a detailed illustration of the adjustments. You will notice most of the changes are in personnel, largely because of the transition from leased employees to direct hire. All changes to personnel lines were made from other personnel lines so that the total of personnel costs remains unchanged. The total of all expenditures is also unchanged.

Accountant: Library Board Treasurer Greg Brown and I will meet with Criston Welch of Donna Baker & Associates on April 23. We do not have a letter agreement, but we will ask about it at the meeting, if not before.

Auditor: As directed, I sought quotes from the auditors recommended by Donna Baker, but I do not have quotes from anyone yet. We are trying to hire accountants during their busiest time of the year, so it may be better to hold off until after our April 15 meeting.

I contacted Lally Group who said, essentially, we can't afford them. The exact words from the firm administrator were: "The feedback we've received when speaking with organizations less than \$2M is that the investment required is greater than anticipated." She attached a list of some other Jackson-area firms that included Brown & Nofzinger, who were on Donna Baker's list.

I have contacted Brown & Nofzinger but they are very busy because of tax season and would like to defer discussion until after next week. I do get to talk to the named partner, Brian Nofzinger, who lives in Blissfield and has a library card, when we do meet.

I have not called Shea & Associates yet because of the sense that I should wait a week for accountants to be more responsive and because of a less than enthusiastic assessment from a colleague. If the board still wants me to call Shea, I will.

The only other name that came up as I was talking to my colleagues and others is Maner Costerisan who does the audits of the village, the school district, and the three big county libraries--Lenawee, Adrian and Tecumseh. After considering who their clients are and looking at the website, I suspect the response will be similar to Lally Group, but again, I can certainly reach out if the board wants. I would be curious, though, and would like to ask Donna Baker why, if a number of their clients use Maner Costerisan, was Maner not on the list Donna Baker sent to us. The answer, I suspect, may go back to the expense issue.

Front Entry: After a return visit that followed some persistence on my part, Toledo Mirror & Glass has completed work on the front door. They are still not perfect, but completely functional and much easier to use than at any time in the past 19 years, at least.

Bank Accounts: The payroll account is open at BSB and included in the Banking Report. The village has closed its bank accounts for the library and transferred the account balances to library accounts. I have included April 2025 to-date on the Banking Reports to illustrate the results of the transfer.

Front of Building Sign: When the library assumes ownership of the building, I'd suggest we change the sign on the front of the building to the library's new name. I would suggest that we replace the entire sign rather than just changing the word "Memorial" to "District" since new letters will not match the ones put up in 1956. Also, I have heard through the years that the letters on the sign are hard to see from the street, so this might be an opportunity to address that issue, too. I have been looking on-line and have found several sources for the letters. I would

suggest we hire a mason to install the sign. I can recommend the mason who worked on the addition to the building. I await board direction and action.

Monthly Statistics:

Circulation	Ill Out	Ill in	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
March	75	105	1548	280	25/719	275	34

Program Participation:

4 Homeschool Hangout	28
4 Bookmaking with Karen	10
5 Storytime	30
12 Storytime	28
13 Bingo	22
17 Senior Center	17
18 Homeschool Hangout	24
19 Storytime	18
20 Book Club	11
29 Hand Pieced Quilting Program	8
31 Guess How Many	87
31 Ag Scavenger Hunt	9
31 Spring Make and Take	63
March	355

Active Patrons 3/31/2025

Adult:	3300
Institution:	15
Juvenile:	379
Bliss Twp	302
Village:	2278
Non-Resident:	52
Ogden:	251
Palmyra:	298
Riga:	513
TOTAL	5694

March Computer Use:

Users: 71

Time: 47:45

The Schultz-Holmes District Library

Check Detail

March 2025

Date	Num	Name	Memo/Description	Amount
03/01/2025	289	US Bank Equipment Finance	invoice 550253686 due 3/30/2025	-95.24
			invoice 550253686 due 3/30/2025	95.24
03/05/2025	290	The Hartford	invoice 494296379602	-54.23
			disability/life insurance	54.23
03/05/2025	291	Iott Insurance Agency	Auto-Owners Statement Date 2/24/2025 acct 101087768	-2,334.60
			Auto-Owners PL & U	2,334.60
03/05/2025	292	TLC Community CU		-1,177.54
			PayPal Meta FB boost 2-6-2025 program TtS	30.72
			PayPal Meta FB Boost Winter 25 programs	30.30
			Walmart supplies 2-6-2025 program TtS	131.91
			Walmart supplies Winter 25 programs	46.76
			Meijer supplies 2-6-2025 program TtS	83.95
			Walmart supplies 2-6-2025 program TtS	75.76
			Walmart supplies 2-6-2025 program TtS	4.58
			TechSoup Grant Station Subscription	119.00
			Walmart supplies Winter 25 programs	9.58
			Costco supplies	237.98
			BookPal Rotary 3rd grader books 2025	407.00
03/05/2025	293	Amazon Capital Services	inv 11n19n6j6g9x	-682.67
			books	609.85
			DVDs	72.82

03/05/2025	294 Quill LLC	inv 42832248	-247.51
		office supplies	247.51
03/05/2025	295 Wolfe's Lawn Care & Landscaping	2-27-2025 Inv 527995	-1,200.00
		snow removal and salting 2-2025	1,200.00
03/05/2025	296 D & P Communications	10554738	-49.90
		internet 3/1/2025	49.90
03/05/2025	297 Kanopy	441181	-47.60
		kanopy monthly	47.60
03/05/2025	298 Midwest Tape	506823584	-568.57
		hoopla monthly 2-2025	568.57
03/10/2025	299 Village of Blissfield		-132.63
		water	64.48
		sewer	68.15
03/18/2025	300 Eric Hansen	program 3/29/2025	-50.00
		program presenter, BU 3/29/2025	50.00
03/18/2025	301 Village of Blissfield		-82.11
		telephone 25-0006467	82.11
03/18/2025	302 Stevens Disposal & Recycling Service, Inc	10289994 3/10/25	-86.25
		dumpster service	86.25

03/18/2025	303 Consumers Energy		-1,016.46
		electric	574.04
		gas	442.42
03/18/2025	304 GTF3 LLC		-30.00
		vacuum repair	30.00
03/18/2025	305 Maple City Glass	c0085666 3/10/2025	-135.00
		hallway automatic door repair 3/10/25	135.00
03/18/2025	306 The Schultz-Holmes District Library Petty Cash		-2.99
		program supplies BU 2/25/2025	2.99
03/26/2025	307 Michelle Alvarez		-50.00
		program presenter	50.00
03/26/2025	308 Book Systems Inc	inv 142677 date 3/21/2025	-1,290.00
		ILS Agreement annual fee	1,290.00
03/26/2025	309 Quill LLC	inv 43203331	-66.54
		supplies	66.54
03/26/2025	310 Asia Hawkins	Spring 2025 multiple programs	-50.00
		program presenter Spring 2025	50.00
03/26/2025	311 Gary Holmes	Sugar Beet History 4/24/2025	-50.00
		program presenter 4/24/2025	50.00
03/26/2025	312 Baker & Taylor	inv 2038935596 3/11/2025	-581.81
		books	581.81

03/26/2025	313 Baker & Taylor	inv 2038909767 2/26/25	-187.62
		books	187.62
03/26/2025	314 Baker & Taylor	2038876336 3/3/25	-2,475.04
		books	2,475.04
03/26/2025	315 Baker & Taylor	inv 2038940901 3/12/25	-495.56
		books	495.56
03/26/2025	316 Gary Brandt	program 4/3/2025	-270.00
		program presenter	270.00
TOTAL			-13,509.87

Tuesday, Apr 08, 2025 01:23:39 PM GMT-7

Transaction Detail by Account

The Schultz-Holmes District Library

March 2025

271-790-727 Office Supplies

03/05/2025 294 Quill LLC	office supplies	247.51
Total for 271-790-727 Office Supplies		\$247.51

271-790-740 Tools and Supplies

03/05/2025 292 TLC Community CU	TechSoup Grant Station Subscription	119.00
03/05/2025 292 TLC Community CU	Costco supplies	237.98
03/26/2025 309 Quill LLC	supplies	66.54
Total for 271-790-740 Tools and Supplies		\$423.52

271-790-740.004.Books & Mags

03/05/2025 293 Amazon Capital Services	books	609.85
03/26/2025 312 Baker & Taylor	books	581.81
03/26/2025 313 Baker & Taylor	books	187.62
03/26/2025 314 Baker & Taylor	books	2,475.04
03/26/2025 315 Baker & Taylor	books	495.56
Total for 271-790-740.004.Books & Mags		\$4,349.88

271-790-741 Audio Visual

03/05/2025 293 Amazon Capital Services	DVDs	72.82
Total for 271-790-741 Audio Visual		\$72.82

271-790-853 Telephone/Internet

03/05/2025 296 D & P Communications	internet 3/1/2025	49.90
03/18/2025 301 Village of Blissfield	telephone 25-0006467	82.11
Total for 271-790-853 Telephone/Internet		\$132.01

271-790-921 Electric			
	03/18/2025 303 Consumers Energy	electric	574.04
Total for 271-790-921 Electric			\$574.04
271-790-923 Gas			
	03/18/2025 303 Consumers Energy	gas	442.42
Total for 271-790-923 Gas			\$442.42
271-790-927 Water			
	03/10/2025 299 Village of Blissfield	water	64.48
Total for 271-790-927 Water			\$64.48
271-790-928 Sewer			
	03/10/2025 299 Village of Blissfield	sewer	68.15
Total for 271-790-928 Sewer			\$68.15
271-790-931 Bldg & Grds Maint			
	03/05/2025 295 Wolfe's Lawn Care & Landscaping	snow removal and salting 2-2025	1,200.00
	03/18/2025 302 Stevens Disposal & Recycling Service, Inc	dumpster service	86.25
	03/18/2025 304 GTF3 LLC	vacuum repair	30.00
	03/18/2025 305 Maple City Glass	hallway automatic door repair 3/10/25	135.00
Total for 271-790-931 Bldg & Grds Maint			\$1,451.25
271-790-965 Prop & Liabilit Ins			
	03/05/2025 291 Iott Insurance Agency	Auto-Owners PL & U	2,334.60
Total for 271-790-965 Prop & Liabilit Ins			\$2,334.60
271-790-710.004 Disability/Life			
	03/05/2025 290 The Hartford	disability/life insurance	54.23
Total for 271-790-710.004 Disability/Life			\$54.23

271-790-770.002 Taste the State

03/05/2025	292	TLC Community CU	PayPal Meta FB boost 2-6-2025 program TtS	30.72
03/05/2025	292	TLC Community CU	Walmart supplies 2-6-2025 program TtS	131.91
03/05/2025	292	TLC Community CU	Meijer supplies 2-6-2025 program TtS	83.95
03/05/2025	292	TLC Community CU	Walmart supplies 2-6-2025 program TtS	75.76
03/05/2025	292	TLC Community CU	Walmart supplies 2-6-2025 program TtS	4.58
Total for 271-790-770.002 Taste the State				\$326.92

271-790-770.003 Bliss Unbound

03/05/2025	292	TLC Community CU	PayPal Meta FB Boost Winter 25 progams	30.30
03/05/2025	292	TLC Community CU	Walmart supplies Winter 25 programs	46.76
03/05/2025	292	TLC Community CU	Walmart supplies Winter 25 programs	9.58
03/18/2025	300	Eric Hansen	program presenter, BU 3/29/2025	50.00
03/18/2025	306	The Schultz-Holmes District Library Petty Cash	program supplies BU 2/25/2025	2.99
03/26/2025	307	Michelle Alvarez	program presenter	50.00
03/26/2025	310	Asia Hawkins	program presenter Spring 2025	50.00
03/26/2025	311	Gary Holmes	program presenter 4/24/2025	50.00
03/26/2025	316	Gary Brandt	program presenter	270.00
Total for 271-790-770.003 Bliss Unbound				\$559.63

271-790-771.001 Rotary Books

03/05/2025	292	TLC Community CU	BookPal Rotary 3rd grader books 2025	407.00
Total for 271-790-771.001 Rotary Books				\$407.00

271-790-962.004 Online Subscrip

03/05/2025	297	Kanopy	kanopy monthly	47.60
03/05/2025	298	Midwest Tape	hoopla monthly 2-2025	568.57
Total for 271-790-962.004 Online Subscrip				\$616.17

271-790-969.001 Copier Maint			
	03/01/2025 289 US Bank Equipment Finance	invoice 550253686 due 3/30/2025	95.24
Total for 271-790-969.001 Copier Maint			\$95.24
271-790-969.005 ILS Agreement			
	03/26/2025 308 Book Systems Inc	ILS Agreement annual fee	1,290.00
Total for 271-790-969.005 ILS Agreement			\$1,290.00
Total			\$13,509.87

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 2/28/2025
Fiscal Year Completed: 50.00

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
REVENUE						
271-000-540	State Revenue	6000	3,764.72	3,764.72	2235.28	62.75%
	Blissfield		173,493.49	55,085.76		
	Ogden		90,243.12	49,050.81		
	Palmyra		73,700.15	10,129.13		
	Riga		103,383.39	40,106.25		
271-000-580	Local Unit Contributions	488,000	440,820.15	154,371.95	47,179.85	90.33%
271-000-640.000	General Service Charges					
271-000-640.001	Non-Resident Service Charges	100	100.00	100.00	0.00	100.00%
271-000-640.002	Fax Service Charges					
271-000-640.003	Copy & Print Svc Charges	1000	703.55	123.40	296.45	70.36%
271-000-640.004	Lamination Svc Charges					
271-000-640.005	Digital Transfer Svc Charges					
271-000-640.006	Poster Printing Svc Charges					
271-000-640.007	Binding Svc Charges					
271-000-640.008	Research Svc Charges					
271-000-642.000	Sales					
271-000-659.000	Fines & Other Desk Receipts	700	395.24	46.50	304.76	56.46%
271-000-660.003	Penal Fines	7000			7000	0.00%
271-000-665.000	Interest	100	213.01	48.80	(113.01)	213.01%
271-000-667.000	Rent	800	470.00	0.00	330	58.75%
271-000-674.000	Private Contributions & Donations	8000	1,939.48	49.79	6060.52	24.24%
271-000-684.000	Miscellaneous Revenue	2000			2000	0.00%
Total	Total Revenue (millage+special)	513,700	448,406.15	158,505.16	65,293.85	87.29%
271-000-699.001	Transfer in from Village (DLA agmt)	175,000	175,000.00	0.00	0	100.00%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 2/28/2025
Fiscal Year Completed: 50.00

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
EXPENDITURES						
271-790-xxx	Library					
	702 Wages	120,650	55,452.04	9,011.20	65,197.96	45.96%
	703 Pt-Tm Wages	74,950	28,381.41	5,326.62	46,568.59	37.87%
	Sub-total Wages	195,600	83,833.45	14,337.82	111,766.55	42.86%
	710 Social Secuity/Medicare	17,000	7,023.97	1,301.89	9,976.03	41.32%
	710.001 Pension	4,100	4,071.83	0.00	28.17	99.31%
	710.002 Health Insurance	7,820	7,817.48	0.00	2.52	99.97%
	710.003 Dental Insurance	510	508.24	0.00	1.76	99.65%
	710.004 Disability/Life Insurance	850	393.41	54.23	456.59	46.28%
	710.005 HRA	3,000	2,277.19	0.00	722.81	75.91%
	710.007 Workers' Compensation	845	542.01	0.00	302.99	64.14%
	710.010 Eyecare Insurance	55	28.21	0.00	26.79	51.29%
	710.011 Heath Insurance Stipend	22,500	7,500.00	2,500.00	15,000.00	33.33%
	710.012 MERS Defined Contribution	8,950	2,613.25	901.12	6,336.75	29.20%
	710.013 MERS Health Care Savings Plan	2,680	783.99	270.35	1,896.01	29.25%
	710.014 MERS 457b Employer Contribution	1,790	522.64	180.22	1,267.36	29.20%
	Total MERS Retirement	13,420	3,919.88	1,351.69	9,500.12	29.21%
	710.008 Unemployment Insurance	1,750	896.19	149.03	853.81	51.21%
	Total Personnel	267,450	118,811.86	19,694.66	148,638.14	44.42%
	727 Office Supplies	4,000	1,750.23	247.51	2,249.77	43.76%
	728 Postage/Freight	300	6.30		293.70	2.10%
	740 Tools & Supplies	4,000	1,474.70	433.51	2,525.30	36.87%
	740.004 Books & Magazines	25,000	13,580.36	4,349.88	11,419.64	54.32%
	741 AudioVisSupp	3,000	1,241.86	72.82	1,758.14	41.40%
	770.000 General Program Expenses	20,000	65.00		19,935.00	0.33%
	770.001 Art at Your Feet	2,500	0.00		2,500.00	0.00%
	770.002 Taste the State	2,500	1,822.91	326.92	677.09	72.92%
	770.003 Blissfield Unbound	2,500	1,744.99	559.63	755.01	69.80%
	770.004 Children's Programming	2,500	474.49		2,025.51	18.98%
	770.005 Summer Reading	4,000	104.97		3,895.03	2.62%
	771.001 Rotary Books	935	407.00	407.00	528.00	43.53%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 2/28/2025
Fiscal Year Completed: 50.00

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
	771.002 Adopt-a-Mag	400	0.00		400.00	0.00%
	771.003 Miscellaneous Memorial Gifts	200	0.00		200.00	0.00%
	958.001 <i>Movie Licenses</i>	700	0.00		700.00	0.00%
	771.004 Misc Non-Memorial	200	0.00		200.00	0.00%
	771.005 Grant Expenses	2,000	0.00		2,000.00	0.00%
	771.006 Purchase Expenses	200	0.00		200.00	0.00%
	771.007 Tuttle Funds	500	150.00		350.00	30.00%
	771 Additional Collection Expenses		-50.22			
	772.001 Lost Items Replaced	200	66.93		133.07	33.47%
	772.002 Sales Income Expenses	800	0.00		800.00	0.00%
	802.000 Auditor	3,000	0.00		3,000.00	0.00%
	807 Attorney Services	7000	2,311.00		4,689.00	33.01%
	817 Accounting Services/Payroll	9600	391.00	123.00	9,209.00	4.07%
	853.000 Telephone/Internet	2,500	761.70	132.01	1,738.30	30.47%
	901 Publishing	100	15.60		84.40	
	902.001 Promotional Expenses	900	0.00		900.00	0.00%
	921 Electric	7,000	2,965.57	574.04	4,034.43	42.37%
	923 Gas	5,000	1,997.06	442.42	3,002.94	39.94%
	927 Water	1,000	312.11	64.48	687.89	31.21%
	928 Sewer	1,000	329.71	68.15	670.29	32.97%
	931 Building & Grounds Repair & Maintenance	20,000	3,653.85	1,451.25	16,346.15	18.27%
	932 Equipment Repair & Maintenance	3,000	116.48		2,883.52	3.88%
	956.000 Misc	500	0.00		500.00	0.00%
	960 Workshops Conferences Education	1,000	25.00		975.00	2.50%
	961 Bank Fees	200	7.27	1.00	192.73	3.64%
	962.000 Memberships and Dues	300	0.00		300.00	0.00%
	962.001 ILL/Woodlands Memberships	5,000	109.26		4,890.74	2.19%
	962.002 OverDrive Advantage	800	582.00		218.00	72.75%
	962.003 Freegal	2,015	2,010.68		4.32	99.79%
	962.004 Other Online Subscriptions	12,000	3,545.26	616.17	8,454.74	29.54%
	965 Property & Liability Insurance	15,000	4,587.16	830.60	10,412.84	30.58%
	969.000 Maintenance Agreements	5,000	0.00		5,000.00	0.00%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 2/28/2025
Fiscal Year Completed: 50.00

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
	969.001 Copier Maintenance	3,000	821.31	95.24	2,178.69	27.38%
	969.002 Website Agreement	1,200	550.00		650.00	45.83%
	969.003 Time Management Software Agreement	300	0.00		300.00	0.00%
	969.004 Online Backup Agreement	800	0.00		800.00	0.00%
	969.005 ILS Agreement	2,500	1,290.00	1,290.00	1,210.00	51.60%
	971 Capital Projects		0.00		0.00	
	977 New Equipment	7,200	2,644.99		4,555.01	36.74%
271-790	Total Library	460,800	170,678.39	31,780.29	290,121.61	37.04%
			170,678.39			
271-791	Library Board					
	702 Wages	3100	2,854.20		245.80	92.07%
	710 Social Security/Medicare	296	218.32		77.68	73.76%
	710.01 Workers' Compensation	4	3.99		0.01	99.75%
Library Board	Sub-Total Library Board	3400	3,076.51		323.49	90.49%
Library + Library BD	Sub-Total Library + Library Board	464,200	173,754.90		290,445.10	37.43%
	Contingency	49500	0.00		49,500.00	0.00%
Total	Total	513,700.00	173,754.90	31,780.29	339,945.10	33.82%

SHDL ACCOUNTS	OCT	NOV	DEC	JAN	FEB	MAR	APR
Blissfield State Bank							
Library Savings							
Opening Balance		\$0.00		\$0.00	\$340.73	\$95,722.69	\$96,190.20
Deposit			340.73	\$381.96	\$426.90	\$3,764.72	\$219.69
Deposit						414.65	
Bank Fees/Bk Err or fee							
Transfers				\$95,000.00			\$5,173.34
Interest					\$40.61		
Balance	\$0.00	\$0.00	\$340.73	\$95,722.69	\$96,190.20	\$100,369.57	\$105,762.60
Library Checking (General)							
Opening Balance		\$0.00	\$0.00	\$31,629.97	\$199,576.01	\$349,261.60	\$426,332.77
Checks/Debits			(\$6,193.03)	(\$9,473.33)	(\$8,855.67)	(\$8,490.55)	(\$5,366.57)
Electronic Debits				(\$17,460.15)	(\$19,337.55)	(\$19,758.42)	(\$1.00)
Bank Fee							
transfer to Savings				(\$95,000.00)			
transfer to Payroll							(\$200,000.00)
Transfer from Paypal							\$63.86
transfer from village accts			\$20,000.00	\$150,000.00			\$32,288.13
Deposit			\$17,823.00	\$139,879.52	\$177,878.81	\$105,321.14	\$7,141.90
Balance	\$0.00	\$0.00	\$31,629.97	\$199,576.01	\$349,261.60	\$426,332.77	\$260,460.09
Library Checking (Payroll)							
Opening Balance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Checks/Debits							(\$9,466.71)
Electronic Debits							
Bank Fee							
transfer to savings							
transfer from General							\$200,000.00
Deposit							
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,533.29
TOTAL	\$0.00	\$0.00	\$31,970.70	\$295,298.70	\$445,451.80	\$526,702.34	\$556,755.98

SHDL ACCOUNTS	OCT	NOV	DEC	JAN	FEB	MAR	APR
TLC Credit Union							
CD Investment Account							
Opening Balance	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34	\$1,011.34	\$1,011.34
Deposit	1000						
Bank fees							
Bank Fees/Bk Err or fee							
Transfers							
Dividend				\$11.34			\$11.22
Balance	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34	\$1,011.34	\$1,011.34	\$1,022.56
Savings Account (required)							
Opening Balance	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Pay Bills							
correction/question							
Deposit	\$5.00						
Interest							
Balance	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
TOTAL	\$1,005.00	\$1,005.00	\$1,005.00	\$1,016.34	\$1,016.34	\$1,016.34	\$1,027.56

VILLAGE ACCOUNTS FOR LIBRARY	OCT	NOV	DEC	JAN	FEB	MAR	APR
Library Deposit Acct							
Balance Forward	\$98,455.21	\$98,484.09	\$100,140.58	\$80,165.71	\$5,171.21	\$5,172.20	\$5,173.30
Deposit rolled to 9/24		1,624.34					
to SHDL Checking			(\$20,000.00)	(\$75,000.00)			
to SHDL Savings							(\$5,173.34)
Library Savings Interest	\$28.88	\$32.15	\$25.13	\$5.50	\$0.99	\$1.10	\$0.04
Library Saving Balance	\$98,484.09	\$100,140.58	\$80,165.71	\$5,171.21	\$5,172.20	\$5,173.30	\$0.00
Library Operating Acct							
Balance Forward	\$15,555.81	\$77,588.19	\$47,876.24	\$10,957.52	\$30,803.29	\$30,775.63	\$32,287.86
Pay Bills	(\$24,582.51)	(\$29,727.58)	(\$36,456.53)	(\$3,125.46)	(\$60.25)		
open accounts at TLC	(\$1,005.00)						
to SHDL Checking				(\$75,000.00)			(\$32,288.13)
refunds/voids/correctic	\$91.40		(\$519.81)				
Deposit	\$87,500.00		\$50.22	\$87,500.00	\$25.39	\$1,504.00	
Operating Acct Interest	\$28.49	\$15.63	\$7.40	\$9.69	\$7.20	\$8.23	\$0.27
Operating Acct Balance	\$77,588.19	\$47,876.24	\$10,957.52	\$30,803.29	\$30,775.63	\$32,287.86	(\$0.00)
TOTAL	\$176,072.28	\$148,016.82	\$91,123.23	\$35,974.50	\$35,947.83	\$37,461.16	\$0.00
Trust Funds (Tuttle)							
Balance 10/1/2024	9273.93						
Balance 3/31/2025	9123.93						

SCHULTZ-HOLMES DISTRICT LIBRARY
INVESTMENT POLICY
TO COMPLY WITH PUBLIC ACT 20 OF 1943, AS AMENDED

Adopted []

PURPOSE

It is the policy of the Schultz-Holmes District Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Schultz-Holmes District Library and comply with all state statutes governing the investment of public funds.

SCOPE

The investment policy applies to all financial assets of the Schultz-Holmes District Library. These assets are accounted for in the fund of the Schultz-Holmes District Library and any new fund established by the Schultz-Holmes District Library.

OBJECTIVES

The primary objectives, in priority order, of the Schultz-Holmes District Library's investment activities shall be:

Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification – The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment – The portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

The Schultz-Holmes District Library Board has selected the following entities as depositories by resolution to-wit:

Blissfield State Bank
TLC Community Credit Union
Michigan Class Pool

Management responsibility for the investment program is hereby delegated to the Director of the Schultz-Holmes District Library and the Treasurer of the Schultz-Holmes Board of Trustees, who shall establish written procedures and internal controls for the operation of the investment program consistent with the investment policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Library Director and Treasurer. The Library Director and Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

AUTHORIZED INVESTMENTS

The Schultz-Holmes District Library is limited to investments authorized by Public Act 20 of 1943, as amended, and may invest in the following:

1. Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the institution complies with subsection (2).
3. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two (2) standard rating services (e.g., Standard & Poors A1 and A2; Moody's Investor Services P1 and P2) and that matures not more than 270 days after the date of purchase.
4. Repurchase agreements consisting of instruments listed in subdivision (a).
5. Banker's acceptance of United States banks.
6. Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 685.54, Stat. 789, 15 U.U.C. 80a-1 to 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
7. Obligations described in subdivision (1) through (5) if purchased through an inter-local agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.

8. Before executing an order to purchase or trade the funds of the Schultz-Holmes District Library, the financial intermediary, broker, or dealer shall be provided with a copy of the Investment Policy and shall acknowledge receipt of the Policy and agree to comply with the terms of the Policy regarding buying or selling of securities by signing such acknowledgment.

PRUDENCE

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

SCHULTZ-HOLMES DISTRICT LIBRARY

**RESOLUTION TO APPROVE THE ADDITION OF MICHIGAN
COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM
AS AN APPROVED INVESTMENT OPTION**

At a regular meeting of the Board of the Schultz-Holmes District Library, Lenawee County, Michigan, held at the Library on the 18th day of April, 2025.

PRESENT:

ABSENT:

The following Resolution was offered by Trustee NAME and seconded by Trustee NAME.

WHEREAS, the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is compliant with Public Act 20, and;

WHEREAS, the Michigan CLASS Board of Trustees oversees the pool and directs the pool administrator, Public Trust Advisors, to emphasize safety, liquidity, and convenience while providing diversification of investments and the advantage of a competitive return, and;

WHEREAS, Michigan CLASS investments are fully compliant with all appropriate Michigan investment laws, and;

WHEREAS, Michigan CLASS has over 900 funded participants ranging from the very large to the very small, with nearly \$5.5 billion in shares outstanding, and;

WHEREAS, this investment has no restrictions regarding withdrawals or contributions, affording the library the ability to use Michigan CLASS as it best suits our individual needs.

NOW THEREFORE BE IT HEREBY RESOLVED that the Schultz-Holmes District Library approves the Michigan Class Investment Pool as an authorized Investment institution and authorizes the Director, President, and/or Treasurer to complete the necessary paperwork to enroll in the pool.

THIS SPACE INTENTIONALLY LEFT BLANK. CERTIFICATION ON NEXT PAGE.

ADOPTED:

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)	
)	ss.
COUNTY OF LENAWE)	

I, the undersigned, the duly qualified and acting Secretary of the Schultz-Holmes District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the 18th day of April, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

Library Board Secretary



Personnel Manual

Effective:

Adopted & Approved by the Board of Trustees:

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FORWARD

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, of the applicability of a policy or practice to you, you should address your specific questions to the Library Director. Should any of these policies, procedures, and/or benefits be in conflict with the previous policies, procedures, and benefits, including past practice, this document shall take precedence.

The Schultz-Holmes District Library Board of Trustees reserves the right to change, make additions to or delete from, the policies, procedures, and benefits described herein at any time. We will inform you of any changes as they occur.

The Library Director is authorized to approve deviations from these policies based on extenuating circumstances, if said deviation is deemed to be in the best interest of the District Library.

Some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

None of the language contained within this personnel manual shall be deemed to vest any employee with any “just cause” right that prevents their dismissal without cause. It is the policy of the District Library that all employees of the District Library are “at will” employees and the District Library retains the right to terminate any employee without cause.

Each employee has an obligation to understand the responsibilities and benefits that come with Library employment. If you have any question concerning your responsibilities or benefits, please contact the Library Director.

It is the intention of the Schultz-Holmes District Library to follow all federal, state, and local regulations. We ask that you come directly to the Library Director to report any violations or report it to any agency you feel appropriate.

Introduction

Personnel Director

The Library Director shall assume all the duties and responsibilities as the Personnel Director of all District Library employees and administrative officers including the role of hiring and termination of District Library employees. The Library Director may establish necessary procedures for the orderly administration of the Personnel Manual and Human Resources Management in such a way as to ensure the following:

- The Schultz-Holmes District Library shall not discriminate regarding hiring, terms of employment, promotion, transfer, or other conditions of employment because of race, color, national origin, sex, religious affiliation, age, height, weight, familial or marital status, veteran status, disability status, or any other protected characteristic as established by law.
- The District Library believes in providing opportunities for advancement within the organization.
- That all appointments and promotions to positions in the District Library shall be on the sole basis of merit and fitness which so far as is practical, shall be ascertained by means of comprehensive interviews and, as applicable, based on prior performance with the District Library.
- That a performance management program shall be provided, and all employees shall be evaluated on a yearly basis.
- That each employee shall be encouraged to render the best service to the District Library.

Terms of Employment

The Library is an at-will employer. This means that the employment relationship is for an indefinite period of time and can be terminated at any time with or without cause and with or without advanced notice. No employee, except the Library Director or Library Board, through a signed document or resolution, has the authority to enter into any employment agreement on behalf of the Library for any specified period of time or to make any agreement contrary to the terms expressed herein.

Equal Employment Opportunity Policy

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Schultz-Holmes District Library, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, height, weight, familial or marital status, veteran status, national origin, disability, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the Library Director. Any form of retaliation against an employee is strictly prohibited; therefore, employees can raise concerns and make reports without fear of reprisal. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Non-Discrimination & Anti-Harassment Policy

The Schultz-Holmes District Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the District Library expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment. Harassment and discrimination, based upon protected characteristics, are not tolerated at the Schultz-Holmes District Library, and will be treated seriously with discipline up to and including termination.

Types

Sexual Harassment will not be tolerated. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment is harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, age, height, weight, familial or marital status, veteran status, disability, or any other characteristic protected by law or that of the individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the District Library (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Retaliation is Prohibited

The Schultz-Holmes District Library prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation:

The Schultz-Holmes District Library strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the District Library's policy or who have concerns about such matters should file their complaints with the Library Director, before the conduct becomes severe or pervasive. The District Library requires that employees submit concerns in writing as soon as possible after occurrence. The sooner a complaint is made after the occurrence of the underlying action, the more easily the complaint can generally be investigated.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. The District Library will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, demotion, reassignment, temporary suspension without pay or termination, as the Library Director believes appropriate under the circumstances.

Individuals who have questions or concerns about these policies should talk with the Library Director.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions to avoid allegations of harassment. The law and the policies of the District Library prohibit disparate treatment based on sex or any other protected characteristic, regarding terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Employees With Disabilities Policy

It is the District Library's policy not to discriminate against any qualified employee or applicant regarding any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the District Library will provide reasonable accommodations to a qualified individual with a disability

who has made the District Library aware of the disability, provided that such accommodation does not constitute an undue hardship on the District Library. The intention is for the process to be interactive.

Employees with a disability believing they need a reasonable accommodation to perform the essential functions of their job should contact the Library Director. The District Library encourages individuals with disabilities to come forward and request reasonable accommodation. Such requests should be made in writing as soon as possible after the employee learns of the need for an accommodation.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, the Library Director will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the District Library might make to help overcome those limitations.

The Library Director will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, outside funding, the District Library's overall financial resources and organization, and the accommodation's impact on the operation of the District Library, including its impact on the ability of other employees to perform their duties and on the District Library's ability to conduct business.

The Library Director will inform the employee of its decision on the accommodation request in a timely manner.

Employees or job applicants who have questions regarding this policy or believes that they have been discriminated against based on a disability should notify the Library Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Conflict of Interest

The Schultz-Holmes District Library expects all employees to conduct business according to the highest ethical standards of conduct. No employee shall directly or indirectly maintain any outside business or financial interest or engage in any business or financial activity which conflicts with the interest of the District Library or which interferes with the employee's ability to discharge their duties. Such conflict of interest may be subject to disciplinary action. Employees must disclose any possible conflicts so that the District Library may assess and prevent potential conflicts of interest from arising.

Members of the Board of Trustees are not eligible for consideration as a Library employee until two years after their date of last service on the Board of Trustees. The Library Director has the authority to make exceptions to this policy in the case of temporary, emergency, or special programming needs that the Library may have from time to time.

Outside Employment

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

Employment

Training Period

All new Library employees are subject to a probationary training period of at least three months. A training period is designed so that an individual has an opportunity to learn a new job and the Library has an opportunity to evaluate and decide if that individual can properly perform the job. At the end of the training period, the employee's immediate supervisor completes an evaluation and may either recommend regular employment status for that employee, extend his/her training period for an additional three months, or terminate the employee. Any regular employee may be reassigned to a training status for a three-month period if, as a result of the performance evaluation process, job performance is deemed unsatisfactory. Library employees with training status may accrue paid time off benefits, but are not eligible to receive standard separation payout of that benefit until they satisfactorily complete the training period. The Schultz-Holmes District Library reserves the right to terminate employment at any time and for any reason with or without cause, and with or without notice.

Limitations Period

To the fullest extent permitted by law, by accepting and continuing employment with the Adrian District Library, each employee agrees not to commence any claim, complaint, action or suit relating to their employment with the Library more than one hundred eighty two (182) calendar days after the event giving rise to the claim, complaint, action, or suit; or later than the applicable limitations period established by statute, whichever is less.

Employee Categories

Employees of the District Library fall into the following categories:

- Full-Time Employees,
- Part-Time Employees,
- Temporary Employees,
- Seasonal Employees, and
- Contract Employees.

Full-Time Employee

A non-exempt employee who is regularly scheduled to work at least thirty-five (35) hours per week or an exempt employee who works the number of hours necessary to fulfill the day-to-day job responsibilities.

An exempt employee is classified as such if the employee's job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. The employee's salary is calculated on a weekly basis.

A non-exempt employee receives overtime pay in accordance with the overtime provisions of our policy and Federal and State Wage and Hour Laws. The employee's salary is calculated on an hourly basis.

Part-Time Employee

A part-time employee is classified as exempt or non-exempt and is regularly scheduled to work less than thirty-five (35) hours per week. A part-time employee will not receive any additional compensation or benefits provided by the District Library.

Temporary Employee

A temporary employee is hired for a specified project or time frame and works an irregular schedule. A temporary employee in a non-exempt position is paid by the hour and receives overtime, when necessary, while a temporary employee in an exempt position is paid according to the terms of hire for that individual. A temporary employee will not receive any additional compensation or benefits provided by the District Library.

Seasonal Employee

A seasonal employee is one hired for a definite term, which shall not be longer than one hundred twenty (120) calendar days. In general, a seasonal employee holds a position which can be expected to be available from year to year.

Contract Employee

Contract employee is hired for a predetermined wage and for services provided. A contract employee will not receive any additional compensation or benefits provided by the District Library.

Evaluations

Each District Library employee will be given a written performance evaluation each year by the Library Director and/or Assistant Director annually within one month of the anniversary of the employee's date of hire. The District Library Board of Trustees will give the Library Director a written performance evaluation no later than one (1) month from their employment anniversary. Copies of the evaluations shall be submitted to the Library Director to be filed in the employee's personnel file. Employees shall be required to sign their evaluation to acknowledge receipt of the evaluation.

Disciplinary Action

Every General District Library employee has the status of "at-will employment," no one has a contractual right, express or implied, to remain in the District Library's employ. The District Library may terminate an employee's employment, or an employee may terminate employment, without cause, and with or without notice, at any time for any reason. The Library Director is hired by the Board of Trustees. The Library Director, according to the bylaws of the Board of Trustees, has authority for "the employment, development, and direction of the staff, including the ability to hire, fire, promote, demote, supervise, and discipline." No other representative of the District Library has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the above. Nothing in this policy is intended to create a just-cause employment relationship or to establish a disciplinary policy that precludes the Library from discharging employees at-will.

Progressive Discipline

The District Library expects employees to comply with the District Library's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the District Library endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit based on the severity of the conduct.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Step 1: Informal Discussion or Counseling. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

Step 2: Written Reprimand. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the Director should meet with the employee and (a) review the problem, (b) permit the employee to present their views on the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action which may include termination, and (e) issue a counseling notice to the employee.

Step 3: Suspension. A suspension is the temporary removal of an employee from the workplace. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, e.g., such as a written policy prohibiting sexual harassment or workplace violence.

Step 4: Termination. Failure to improve performance or behavior after disciplinary action can result in termination. Serious misconduct, as determined in the sole discretion of the Library Director, may also result in immediate termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior. In cases involving immediate termination, or any time the Director determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Suspended employees may not receive or accrue employee benefits during the time of suspension, except for health insurance.

Hours of Work and Compensation

Hours of Work

Paydays are biweekly on Fridays. Overtime is paid at 1.5 times the regular rate of pay for hours worked in excess of 40 per week. The work week begins and ends at midnight, Monday through Sunday.

Meal Break

Full-time and part-time District Library employees who work 6 or more hours on a given day must take one (1) thirty (30) minute unpaid meal break, scheduled by the Library Director in order to ensure staff coverage during meal breaks.

Breaks

Full-time and part-time District Library employees are granted one (1) paid fifteen (15) minute break for every four (4) hours continuously worked. Breaks are allowed twice daily and shall be scheduled by the Library Director. Work breaks are not the “right of the employee”. They are granted by the District Library in the expectation that the relief will help enable the employee to operate at top efficiency throughout the entire work day. If an employee abuses the privilege the Library Director may deny an employee break privileges for a temporary or indefinite period.

Payment of Wages

Wages are usually paid bi-weekly by Friday of every other week. Each employee is responsible for recording the employee’s own hours daily. Each day, the time the employee starts and finishes work must be recorded on a timesheet. The Library Director must approve the employees’ hours worked at the end of each pay period. Each employee is responsible for recording the actual hours worked. It is imperative that employees record the exact times they began and ended their workday and accurate time on projects. Nonexempt employees arriving late or leaving early will be docked pay/time unless the employee uses personal time off to offset it.

It is the District Library's policy that employee paychecks will only be given personally to that employee. All other arrangements for mailing or pick-up must be made in advance and in writing with the Director's Office.

If the normal payday falls on a District Library-recognized holiday, paychecks will be distributed one workday prior to the aforementioned schedule. Under no circumstances will the District Library release any paychecks prior to the announced schedule.

Employees may be paid through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form from the Director must be obtained and the employee must complete the form accurately. The completed form must then be returned with a voided personal check or a bank deposit slip to the Director. Due to banking requirements, it may take several weeks for activation of the Direct Deposit.

In the event of a lost paycheck, the District Library Director must be notified as soon as possible before a replacement check can be issued. A stop check fee will be deducted from the replacement check and is to be paid by the employee. In the event the lost paycheck is recovered, and the District Library identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the District Library within 24 hours of the time it is demanded.

A statement of earnings is given each pay period to employees indicating: Gross Pay, Statutory Deductions, Voluntary Deductions, Leave Bank Accumulations, District Library Paid Expenses.

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the District Library Director.

Overtime Pay

When required due to the operational needs of the District Library, employees may be required to work overtime. Non-exempt full-time employees on an hourly rate shall receive time and one-half for all hours worked in excess of forty (40) hours in one week. All overtime work must be approved by the Library Director. Salaried employees who qualify for exempt status under the Fair Labor Standards Act are expected to work without additional compensation whenever overtime is necessary. They may, however, receive time-off at the discretion of the Library Director.

Personnel Records

To keep necessary District Library records up to date, it is extremely important that employees notify the District Library Director of any changes within thirty (30) days:

- Name and/or marital status

- Address and/or telephone number
- Number of eligible dependents
- W-4 deductions
- Person to contact in case of emergency

A personnel file shall be maintained for each employee containing information necessary for effective personnel administration. Each file will consist of two (2) parts: general and medical. The general file may contain the following: application for employment, resume, beneficiary information, letters of commendation, record of training, records of positions held, record of leaves, retirement information, records of policy violations and discipline, and other similar matters. The medical file is a sequestered file maintained under separate lock but is considered a part of the employee's personnel file. It will contain physician's reports, reports of physical examinations, medical documents, reports of injuries, insurance records and other similar matters.

Employees are given the opportunity to periodically review their records and to receive copies of items therein in accordance with state law. Personnel files must be viewed during normal business hours and no personnel file shall leave the District Library Office for any reason unless approved by the Library Director. After separation, personnel files will generally be kept seven (7) years and then destroyed. However, the District Library will keep personnel files for employees in a defined benefit retirement plan who leave employment prior to achieving eligibility for retirement under the plan for a period of fifty (50) years after separation.

Leave Time

Non-Sick Paid Time Off (PTO)

Each full- time employee is eligible for paid PTO. PTO time must be taken in not less than 30-minute intervals.

Length of Service	Total PTO Hours	Max Accrual Hours
At hire - 5 years of service	180 (6.9 hours per pay period)	220
6 - 10 years of service	200 (7.7 hours per pay period)	250
11 - 14 years of service	220 (8.46 hours per pay period)	280
15+ years of service	260 (10 hours per pay period)	340

An employee should make a PTO request as far in advance as possible. Based upon library needs, Library Director will attempt to grant employees the PTO days requested on a first come, first served basis.

When a District Library holiday falls during a scheduled PTO day, it is not counted as a PTO day.

Employees can roll over PTO hours, however, employees will not be able to accrue more than the maximum per the table above. It is the employee's responsibility to monitor their PTO balance. Any PTO that accrues after the maximum allowed will be forfeited. Employees are responsible to monitor accrued paid leave time and request time off in advance to avoid forfeiture of earned paid leave time. The District Library shall make all reasonable accommodation to avoid forfeiture of paid leave time.

Guidelines for PTO Pay for Terminating Employees

An employee leaving the District Library due to voluntary resignation or dismissal will be eligible to be paid for unused PTO days.

Paid Sick Leave

Eligibility & Earning Methodology

All District Library employees who fall into the following categories are eligible for paid sick leave.

- Full time
- Part time
- Temporary
- Seasonal

Employees shall earn one (1) hour of sick leave for every thirty (30) hours worked up 40 hours per calendar year.

Paid Sick Leave

Earned Sick Time. The Library will provide paid earned sick time to each employee at the rate of one (1) hour for every thirty (30) hours worked. Exempt/salaried employees are assumed to work 40 hours each work week. Only hours actually worked will count toward accumulation of earned sick time. Earned sick time will be paid at the employee's regular hourly rate. This earned sick time is permitted to carry over from year to year. Employees are not permitted to use more than seventy-two (72) hours of earned sick time in any calendar year. Employees may use earned sick time as it is accrued, but must wait until the 19th calendar day after commencing employment before using accrued earned sick time. Earned sick time must be used in minimum increments of .25 hours.

The records of hours worked and resulting earned sick time will be kept for one (1) year.

Earned sick time may only be used for one of the following qualified purposes:

- (a) The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- (b) For the employee's family member's (as that term is defined by the Earned Sick Leave Act) mental or physical illness, injury, or health condition; medical diagnosis, care, or

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

If the employee's need to use earned sick time is foreseeable, the employee is required to provide seven (7) days advanced notice to the Library of the dates and the reason for the use of earned sick time. If the employee's need for the earned sick time is not foreseeable, employees must give notice of the intention to use earned sick time as soon as practicable.

For earned sick time that is going to be more than three (3) consecutive days, the employee will be required to provide reasonable documentation that the earned sick time has been used for one of the permitted purposes. The documentation required will depend upon the circumstances. Depending upon the circumstances examples of reasonable documentation include: documentation signed by a health care professional, a police report, a signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization, or a court document indicating that the employee or employee's family member is involved in legal action related to domestic violence or sexual assault. The Library will reimburse any out-of-pocket expenses the employee actually incurs in obtaining the documentation. If the employee does have health insurance, the employer is responsible for paying any costs charged to the employee by the health care provider for providing the specific documentation required by the employer.

Unused earned sick time will not be paid upon separation from employment. Employees separated from employment with the Library for six (6) months or less maintain all accrued earned sick time prior to the separation, begin accruing additional hours upon reemployment, and may use any accrued hours after reemployment. Employees separated from employment with the Library for more than 6 months lose all accrued, unused earned sick time and will start

over as a new employee with the nineteen (19) calendar day waiting period for use of earned sick time.

The Library will not interfere with or improperly restrain anyone's use of earned sick time. Any issues or complaints should be brought promptly to the Library Director and/or the Library Board.

Accrual & Other Provisions

For purposes of this policy, a year will be defined as a calendar year. Employees will carry over unused sick leave at the end of the calendar year for a period of 12 months or a second calendar year. Any sick time earned in a previous year is forfeited after the additional 12 months. Sick time is capped at 40 hours use in one calendar year. At the time of employment termination for any reason, any unused sick leave is forfeited and is not paid out when employment ends.

Upon rehire the District Library shall reinstate any accrued but unused sick time that the former employee had at the time of leave if the employee is re-hired within six (6) months from the last day worked.

Requesting Leave

An employee is not required to provide the reason for the leave, nor to provide documentation as proof or in support of the leave if three (3) consecutive days or less. If four (4) consecutive days or more the District Library may require reasonable documentation to support the leave in a timely manner. Reasonable documentation need not detail the nature of the illness or violence which necessitated the leave. Reasonable documentation of illness includes a note from a health care professional which indicates that the leave is necessary for a covered purpose. In the case of leave for violence, a police report, signed statement or court document indicating the reason for leave will be considered reasonable documentation. If documentation is required the District Library shall pay any costs charged to the employee by the healthcare provider for providing the specific documentation. The employee shall provide documentation of the incurred costs.

If use of leave is foreseeable, the employee should provide seven (7) days' notice to the Library Director. If leave is not foreseeable employees should notify the Director as soon as practicable.

Retaliation Prohibited

The District Library or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this policy, which is intended to confer the rights and benefits due under the Earned Sick Time Act (ESTA).

The District Library shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this policy and the Earned Sick Time Act. "Retaliatory personnel action" means any of the following:

- Denial of any right guaranteed under this policy and the ESTA.

- A threat, discharge, suspension, demotion, reduction of hours, or other adverse action against an employee or former employee for exercise of a right guaranteed under this policy and the ESTA.
- Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this policy and the ESTA.
- Interference with, or punishment for, an individual's participation in any manner in an investigation, proceeding, or hearing under the ESTA.

Remedies

An employee affected by an alleged violation of the ETSA, at any time within 3 years after the alleged violation or the date when the employee knew of the alleged violation, whichever is later, may do any of the following:

- Bring a civil action for appropriate relief, including, but not limited to, payment for used earned sick time; rehiring or reinstatement to the employee's previous job; payment of back wages; reestablishment of employee benefits to which the employee otherwise would have been eligible if the employee had not been subjected to retaliatory personnel action or discrimination; and an equal additional amount as liquidated damages together with costs and reasonable attorney fees as the court allows.
- File a claim with the Michigan Department of Licensing and Regulatory Affairs, which shall investigate the claim. Filing a claim with the Michigan Department of Licensing and Regulatory Affairs is neither a prerequisite nor a bar to bringing a civil action.

Executive Leave

All the executive leadership (salaried) employees are routinely required to attend meetings or work on projects outside of the normal working hours of the District Library. In recognition of the significant hours spent in the evenings and on weekends, all Executive Leadership employees shall receive five (5) days of Executive Leave. This time must be used on an annual basis or shall be forfeited. Executive leave is earned in addition to the Library's standard accrual policy.

Holidays

All full-time employees (including those in the initial employment period) are eligible for paid holidays per year as follows:

- New Year's Day (If it falls on a Saturday or Sunday, then it will be observed on the following Monday)
- Good Friday and Holy Saturday
- Memorial Day
- Independence Day (If it falls on a Saturday, then will be observed the preceding Friday, if it falls on Sunday, then will be observed the following Monday.)
- Labor Day
- Thanksgiving Day

- Friday after Thanksgiving
- Saturday after Thanksgiving
- Christmas Eve Day (If it falls on a Saturday or Sunday, then it will be observed on the preceding Friday)
- Christmas Day (If it falls on a Saturday or Sunday, then it will be observed on the following Monday)
- New Year's Eve Day (If it falls on a Saturday or Sunday, then it will be observed on the preceding Friday)
- At the Director's request and Library Board's approval, additional holidays may be offered from year to year when within one day of a library closure and the library is closed for an additional day. For example, Independence Day or Christmas Eve falls on a Tuesday.

Bereavement Leave

Bereavement leave is granted for purposes of allowing the employee the opportunity to attend the funeral/memorial and/or attending to matters related to the death. If a delay is necessary, approval is required from the Library Director. The District Library may request documentation for verification purposes. An employee shall be allowed three (3) work days as funeral leave not to be deducted from PTO leave for a death in the immediate family. The immediate family shall include mother, father, spouse (to include same sex or common law marriage), child, stepparent, and stepchild, foster children, sister, brother, half-sister, half-brother, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, and brother-in-law, or any person residing in the employee's home for at least 6 months and claimed as a dependent on the employee's income tax form.

An employee shall be allowed up to one (1) day of funeral leave, not to be deducted from PTO leave for a death in the extended family. The extended family shall include aunts, uncles, cousins, nieces, nephews, stepmother-in-law, stepfather-in-law, ex-spouse, stepsister, stepbrother, stepsister-in-law, stepbrother-in-law, stepdaughter-in-law, stepson-in-law, great grandparents, step grandparents, grandparents-in-law, step grandparents-in-law, and step grandchildren.

If the situation warrants an extension, the Library Director may grant up to an additional two (2) working days with pay.

Jury Duty

A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to serve. An employee is paid 100% of wages while on jury duty. All checks received from the court system must be signed over to the District Library, less any amount paid for travel. All documents the employee receives from the court must be turned in or copied to the District Library so we can verify if we need to subtract meals and/or mileage reimbursements. Employees on jury duty are expected to report to work any day they are excused from jury duty. Failure to do so will result in the employee not being paid for the time off.

Upon receipt of the notice to serve jury duty, the employee should immediately notify the Director to allow advance planning for an employee's absence.

Military Leave

An employee who enters active military service in the Armed Forces of the United States or the National Guard, under the provisions of selective service by call to active duty or by voluntary entrance, shall be entitled to a leave of absence without pay for the period of time required to fulfill the military obligation. The leave and right to restoration to an employee's former position shall automatically terminate if the employee voluntarily remains in the military service beyond the minimum term of service. An employee with a service status in the Armed Forces of the United States or who has membership in the National Guard, who is called upon to participate in reserve training sessions, shall be permitted to either use paid leave or take a leave without pay for this purpose.

Family and Medical Leave Act Policy

The District Library intends to honor the FMLA for all eligible employees. Key provisions of the Family Medical Leave Act are:

Eligibility - Employees who have worked at least one (1) year and have worked a minimum of 1,250 hours over the past twelve (12) months.

Coverage – Provides up to twelve (12) weeks of unpaid, job protected leave for certain family and medical reasons (as listed below):

1. To care for employee's child after birth or legal adoption
2. To care for employee's spouse, son, daughter, or parent who has a serious health condition
3. For a serious health condition that makes the employee unable to perform the employee's job

Advance Notice and Medical Certification – Employees must ordinarily provide thirty (30) days advance notice when the leave is "foreseeable". Medical certification to support a request for leave because of a serious health condition may be required.

Job Benefits and Protection – Under the FMLA, an employee's health coverage is maintained. Upon return from the FMLA, most employees are required to be restored to their original or equivalent positions with equivalent pay and benefits. District Library policy requires that accumulated paid leave be substituted for unpaid leave taken under the FMLA (i.e., accumulated paid leave plus unpaid leave = 12 weeks).

Short term disability leave is counted toward leave allowed under the Family Medical Leave Act. Short term disability or other leave resulting from the employee's having a serious medical condition is counted against leave allowed under the Family Medical Leave Act (FMLA).

Leave of Absence Without Pay

Should a situation arise that temporarily prevents an employee from working, but the employee does not otherwise qualify for leave under state or federal law, the employee may be eligible for a personal leave of absence without pay. However, employees must be employed full-time for at least twelve (12) months prior to the requested leave and the employee must use all leave banks before being eligible for a leave of absence without pay.

Any request for a leave of absence without pay must be submitted in writing as far in advance as possible and will be reviewed on a case-by-case basis by the Library Director. The decision to approve or disapprove is based on the circumstances; the length of time requested; the employee's job performance, attendance, and punctuality record; the reasons for the leave; the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave expires.

The duration of a leave of absence, if granted, is according to the following schedule:

Length of Service	Allowable Leave of Absence
Under 5 years	1 month
5 years and over	3 months

An employee will not receive holiday pay while on an unpaid leave of absence.

Continuing Benefit Plan Coverage

While on a personal unpaid leave of absence an employee's medical coverage will end on the first day of the month following the start of such leave. An employee will have the opportunity of continuing benefits by paying the monthly premiums as required by COBRA legislation. Unemployment Insurance benefits cannot be collected while on a leave of absence without pay.

Personal Time

While on an approved personal unpaid leave of absence, the employee is not eligible for PTO. Unused personal days must be used before an approved unpaid leave of absence will be granted.

Performance Evaluation

The normal performance evaluation of an employee on an approved unpaid leave of absence will be extended by the length of the leave.

Returning/Not Returning from a Leave

Due to the nature of our business, the District Library cannot guarantee either that an employee's job will remain available, or that a comparable position will exist when return from an unpaid leave is sought. When an employee is ready to return from a leave of absence without pay, the District Library will attempt to reinstate the employee to the employee's former position or to one with similar responsibilities. If the position or a similar position is not available, the employee will be terminated.

An employee who returns to work following an unpaid leave will be considered as having continuous service. If an employee does not return from an unpaid leave of absence, the termination date is the last day of the authorized leave period or the date the employee notifies the Director that the employee is not returning, whichever is sooner.

An employee who secures employment from another employer or who becomes self-employed without the prior approval of the Schultz-Holmes District Library while on an approved leave of absence shall be deemed to have voluntarily terminated employment with the Schultz-Holmes District Library. An employee's failure to return to work at the end of a leave of absence shall be considered a voluntary resignation.

Employee Benefits

Health Insurance Stipend

All full-time employees are eligible for a stipend to cover the cost of health care. Stipend eligibility begins the first day of the month following the employee's date of hire. The amount of the stipend is determined by the Library Board of Trustees. The District Library reserves the right to change any aspect of this benefit at any time.

Life Insurance

The District Library will provide group life insurance for each full-time employee. Coverage takes effect on the first day of the month following the employee's date of hire. For example, if a full-time employee begins employment on August 15 life insurance coverage takes effect on September 1.

Retirement

The District Library provides a defined compensation plan and a health care savings plan to its full-time, regular employees, through the state's Municipal Employees' Retirement System (MERS). For full details on the plan see the District Library Director.

457 Deferred Compensation Plan

The District Library offers a 457 plan to all permanent employees and members of the Library Board of Trustees. The District Library provides a match of up to 2% for this plan for full-time permanent employees only. The plan is optional to the employee. For further details on the plan see the District Library Director.

Short-Term Disability (STDB) Benefits

The short-term disability benefit is a source of income replacement for employees unable to work due to illness, pregnancy, or injury. The benefit provides 60% of weekly salary up to a \$500 weekly maximum subject to applicable elimination period and benefit duration provisions.

Eligibility

A regular, full-time employee who has completed six months of continuous employment and who is unable to work due to illness, pregnancy, or injury (other than a self-inflicted injury) is eligible. The employee must have exhausted all PTO time before the STDB will begin. The employee may also use personal time in lieu of STDB. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and a return to work.

Medical Certification

The employee must provide medical certification of the disability that includes the starting and expected ending date of the disability. This certification must be submitted to the District Library Director. The enrolled carrier will make the determination of disability.

Return to Work

The employee must return to work as soon as permitted by the health care provider. The employee must submit a fitness-to-return-to-duty clearance to the District Library Director.

Long-Term Disability (LTDB) Benefits

The District Library offers regular, full-time employees (who are regularly scheduled to work a minimum of 32 hours per week) a non-contributory Long-Term Disability (LTDB) base plan. This non-contributory base plan provides for monthly LTDB benefits. The benefit provides 60% of monthly salary up to a \$5,000 monthly maximum subject to applicable elimination period and benefit duration provisions. Eligible employees are automatically enrolled the first of the month following their date of hire.

Workers' Compensation Benefits

Each regular full-time employee covered by this Plan who is unable to work as the result of an injury incurred in the performance of the employee's job shall receive pay according to the provisions of the District Library's workers' compensation insurance policy.

Longevity

After completion of the fifth year of employment, the employee will be paid annual longevity pay according to the following schedule on or after the employee's anniversary date of employment.

Longevity Schedule

5-9 years completed	8 hours of pay
10-14 years completed	16 hours of pay

15 - 19 years completed	24 hours of pay
20 – 25 years completed	32 hours of pay
25 + years completed	40 hours of pay

An employee leaving the employ of the District Library under any circumstances other than retirement or death shall not be granted longevity pay for any partially completed year. Upon retirement or death, the longevity pay shall be prorated according to full calendar months completed to be paid within the employees' final paycheck.

Expense Reimbursement

Each employee shall be entitled to recover reasonable and necessary actual out-of-pocket expenses that may be incurred while on official District Library business with the proper documentation.

Conferences and Workshops

The Schultz-Holmes District Library strongly supports professional development by sending employees to conferences and workshops. Employees are encouraged to attend these events to get up-to-date information in their field and network with colleagues in other libraries. Knowledge is fundamental to the efficient operation of the District Library. Prior to registering for a conference/workshop, please seek the approval of the Library Director. If you have any professional development or training suggestions, please contact the Library Director.

On The Job

Attendance, Punctuality and Dependability

Because the District Library depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, an employee is expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Moreover, an employee must notify the Director or Assistant Director as far in advance as possible, and no later than the starting time of the employee's shift if the employee expects to miss a shift or arrive late. A phone call or text to the Director is the preferred method of communicating an absence. Other methods, including voicemail or email messages are acceptable in extenuating circumstances. An employee who fails to contact the Director or Assistant Director may be considered as having voluntarily resigned effective the day of the occurrence barring an emergency circumstance. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

Appearance and Conduct

The dress and manner of employees contributes directly to the overall image the Library makes on the community. Staff members and volunteers are expected to dress and conduct themselves

at all times in a manner that is appropriate to the public's view of the Library, which makes them appear to be approachable, and enables them to do their jobs safely and effectively. It is also expected that employees and volunteers adhere to good standards of personal hygiene.

An employee's choice of clothing should in no way restrict or limit their ability to work.

All clothing should be in good condition, with no stains, rips, frays, tears, or holes. Cologne and perfume should be used sparingly.

Clothing and accessories that promote political or controversial issues should not be worn while at work. In addition, articles of clothing are not to display offensive or obscene words, pictures, or gestures and shoes are to be worn at all times.

Additionally, the following items are not considered to be appropriate dress:

- Skirts or shorts shorter than mid-thigh
- Strapless sundresses
- Leggings as pants
- Bare backs
- Halter, tube tops or spaghetti straps worn without a cover up
- Sweatpants
- Muscle shirts
- Bare midriffs
- Hats, visors and headscarves, unless they are worn for Library programs or medical or religious reasons.

Employees may wear Library logo tops or other library-themed tops such as sweatshirts and t-shirts.

The Library Director may periodically designate special days when the Dress Code guidelines may be waived.

In all cases of uncertainty regarding an outfit's appropriateness, final discretion is up to the Library Director.

Any employee not properly dressed may be sent home without pay to change into appropriate attire. In addition, any employee who violates this policy may receive discipline up to and including termination.

Personal Property

The District Library is not responsible for any personal property that an employee or official may bring/have on District Library premises. They should use reasonable care and judgement in safeguarding their valuables. The District Library also reserves the right to inspect at any time for any reason all District Library property, including desks, lockers, and vehicles, etc.

Anti-Nepotism and Romantic or Sexual Relationships Policy

Employees related to a 3rd degree by blood, marriage or adoption, may not be in a supervisor/subordinate relationship. Third degree relationship extends to grandparent/grandchildren in a direct line and to aunt/uncle/niece/nephew in an extended family. This section should not be interpreted in any way as an obstacle to members of the same family being employed by the District Library. It is the supervisor/subordinate relationship by close family members that is to be avoided.

Exceptions to the policy may be made solely by the Board of Trustees (for example, if a relative is a service-provider who offers a competitive fee for that service, and the relative properly abstains from voting).

Accidents and Emergencies

Maintaining a safe work environment requires the continuous cooperation of all employees. The District Library strongly encourages employees to communicate with fellow employees and the Director regarding safety issues.

All employees will be provided care, first-aid, and emergency service, as required, for injuries or illnesses while on District Library premises. Employees should contact the Director, the supervisor on duty, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, the District Library provides coverage and protection in accordance with the Workers' Compensation Law. When an injury is sustained while at work, it must be reported immediately to the supervisor on duty, who in turn, will notify the Library Director of the incident.

Failure to report accidents is a serious matter as it may preclude an employee's coverage under ~~Worker's~~ Workers' Compensation Insurance.

Internal Complaint Procedures

To foster sound employee-employer relations through communication and reconciliation of work-related problems, the District Library provides employees with an established procedure for expressing employment related concerns.

In situations where employees feel a complaint is in order, the following steps should be taken:

1. If employees believe that they have a legitimate work-related complaint, employees are encouraged to first attempt to resolve the issue(s) through discussions with the Library Director.
2. If the situation is not resolved within five (5) working days from the time the complaint is discussed with the Library Director, barring extenuating circumstances, it should be brought to the attention of the Library Director again with written documentation.
3. If the situation continues ~~to not be~~ unresolved within five (5) working days from the time the written complaint is provided to the Library Director, barring extenuating circumstances, it shall be brought to the attention of the District Library Board of Trustees with written documentation through the Library Director. The District Library Board of Trustees shall schedule a hearing with the employee at its next regularly scheduled meeting. The District Library Board of Trustees shall act on the grievance at the same meeting as the hearing or not later than the next regular Board of Trustees meeting following the hearing and respond to the grievance in writing within ten (10) District Library working days from the District Library Board of Trustees' action. The decision of the Board of Trustees shall constitute the final and official ruling of the Schultz-Holmes District Library on the matter.

The District Library will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent possible.

Employees shall be free to use this process without restraint, interference, coercion, discrimination, or reprisal.

Reference Checks

All inquiries regarding a current or former District Library employee must be referred to the Library Director.

Should an employee receive a written request for a reference, the employee should refer the request to the Library Director for handling.

Under no circumstances should any District Library employee release any information about any current or former District Library employee over the telephone. All telephone inquiries regarding any current or former employee of the District Library must be referred to the Library Director.

Political Activity

No employee will be required to contribute to or work in any election on behalf of any candidate and no such employee shall participate in any political activities or electioneering on District Library property during an employee's paid working hours.

Social Media Policy

Using social media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by the Director. Do not use the District Library's email addresses to register on social networks, blogs, or other online tools for personal use.

Personal Use/Precautions and Prohibitions

The District Library's general employees shall abide by the following when using social media:

- a. District Library employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of the District Library for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among co-workers, discuss the home addresses of District Library personnel or negatively affect the public perception of the District Library.
- b. District Library employees should be aware that there is a distinction between the extent of the protections of the freedoms of expression they have as citizens and as public employees. Specifically, public employees have freedom of expression as to statements they make as a citizen on matters of public concern. As such, statements not made as a public citizen (i.e., in their official capacity as a District Library employee), and/or that are not matters of public concern (e.g., derogatory, inflammatory or other speech that has no value to the public) are not constitutionally protected. Further, some statements are not protected because the statements affect the efficient operation of the District Library, even though they involve a matter of public concern. As such, District Library employees are cautioned that speech on or off duty, made pursuant to their official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the District Library. District Library employees should be aware that their speech and related activity on social media sites may reflect upon their positions and the District Library and may be a cause for discipline if deemed detrimental to the District Library or in violation of this policy.
- c. District Library employees shall not post, transmit or otherwise disseminate any information to which they have access as a result of their employment without permission from the Director or Assistant Director.
- d. For safety and security reasons, District Library employees shall not post information pertaining to any other employee of the District Library without their permission. As such, District Library employees are cautioned not to do the following whether it be about themselves or other District Library employees:
 - a. Display District Library logos, uniforms or similar identifying items on personal web pages, except where used in connection with a labor dispute.
 - b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a District Library employee.
- e. When using social media, District Library employees should be mindful that their speech becomes part of the worldwide electronic domain. As such, District Library employees are prohibited from the following:

- a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion or any protected class of individuals.
 - b. Speech involving themselves or other District Library employees reflecting behavior that would reasonably be considered reckless or irresponsible.
 - c. Employees shall not publicly criticize or ridicule the District Library, its guidelines, or other employees by speech, writing, or other expression, where such speech, writing or other expression undermines the effectiveness of the District Library, interferes with the maintenance of discipline, or is made with reckless disregard for the truth.
- f. District Library employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the District Library without express authorization of the Director. Employees shall not post blogs or other messages on social media, address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge information, or any other matters of the District Library while holding themselves out as representing the District Library in such matters without prior approval of the Director.
- g. When providing any speech outside of their official duties, employees should make it clear that the speech is not that of the District Library, but rather, that of the employee.
- h. District Library employees should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- i. District Library employees should expect that any information created, transmitted, downloaded, exchanged or discussed in a public online forum may be accessed by the District Library at any time without prior notice.

Technology Use, Internet, and Email Policy

Overview

The Schultz-Holmes District Library maintains a tremendous amount of information in electronic form. Likewise, the District Library depends on technology to provide vital public services. While computer/Information technology is an invaluable tool for local government, it can also represent a tremendous risk if it is misused or abused. These facts make it necessary to maintain information systems and technology that are secure, efficient, and effective. The policies in this document are intended to regulate the use and development of electronic data resources and technology used by the District Library to assure that these ends are met.

This policy serves to delineate acceptable uses of the Internet, e-mail, and computer systems while using government owned/leased equipment, facilities, Internet addresses, domain names, and/or e- mail services registered to or provided by the District Library. It seeks to ensure that the use of the Internet, e- mail and computer systems by District Library employees and elected

officials and others who may be conducting work for the District Library and/or while using District Library provided systems is consistent with the Schultz-Holmes District Library's policies, all applicable laws, and the individual user's job responsibilities.

Information is Not Private

The District Library computers and the data stored on them are at all times the property of the Schultz-Holmes District Library. As such, all messages created, sent, or retrieved over the Internet or the District Library's electronic mail systems are the property of the Schultz-Holmes District Library, and should not be considered private information. Employees have no right to privacy to any information or file transmitted through or stored in the District Library's computer hardware/software or electronic mail.

Password Protection

Employees will safeguard their computer passwords and will not post them in public places, such as the computer monitor, under keyboards or places where they could easily be lost, such as on nametags.

Employees will not allow anyone, including other employees, to use their password to log on to or utilize the District Library's computers.

Authorized Use of Computer/Information Technology

The District Library encourages authorized and trained personnel to make use of information technology to improve the efficiency or effectiveness of District Library services. District Library employees are encouraged to be creative in their use of technology and to share their discoveries of techniques with other employees.

Unauthorized Use of Computer/Information Technology

The District Library prohibits the use of District Library information technology resources in the following circumstances:

- By unauthorized persons
- Political activity
- Accessing or transmitting obscene language, sexually explicit materials or materials that disparage any person, group, or classification of individuals except as required for official business
- Anything that violates the law

Protection of Sensitive, Confidential and Proprietary Information

All employees are expected to maintain the integrity of the sensitive, confidential, and proprietary information that is stored on or is passed through District Library information systems. This definition includes but is not limited to:

- Personnel information including performance reviews, complaints, grievances, disciplinary records, and medical records

- Criminal history information, mug shot images, police investigation records, intelligence files, and tactical information
- Names, addresses or other personal information about District Library residents or vendors
- To protect all sensitive, confidential, and proprietary information all District Library personnel shall observe the following practices:
 - Access to network directories and databases shall be restricted to personnel with a demonstrated "need to know" as determined by the Library Director
 - Personal access codes and passwords shall not be shared, even with other District Library employees
 - All employees are prohibited from allowing unauthorized individuals access to District Library Information Technology
 - Employees shall either lock their computers or log off whenever they leave their work area and log off their computers whenever they leave the building. Outside of normal job duty performance, no employee shall make copies of information stored on District Library information systems without authorization from the Director. This includes printed reports, CDs and USB drives or other storage devices.

Internet

This policy is intended to ensure that use of the Internet by and among employees of the District Library is consistent with municipal policies, all applicable laws, the individual user's job responsibilities, and to establish basic guidelines for appropriate use of the Internet. Further, as activity on the Internet through the Schultz-Holmes District Library's system may be a matter of public record, it is the responsibility of each individual to maintain the integrity of the system. Periodic reviews of Internet activity may be performed at a system, department and/or individual level.

The Internet and e-mail must be treated as a formal communications tool like telephone, facsimile, and video communications. Therefore, each individual user is responsible for complying with this and all other relevant policies when using the District Library's resources for accessing the Internet or utilizing e-mail.

Instant Messaging and Chat Rooms

Users may not engage in chat rooms, instant messenger communications or newsgroups, unless a business need is demonstrated. Questions about these services should be referred to the Library Director.

Suspension of Internet Access Privileges

In the event of a continued breach of this or any other policies by a specific user, that user may be disconnected from the Internet until compliance with all District Library policies is re-established, or the employee may be disciplined pursuant to the disciplinary action section of this policy.

E-Mail

- Deletion of Files and Email: No person without specific authorization shall read, alter, or delete any other person's computer files or e-mail. This applies regardless of whether the computer's operating system permits these acts.
- Suspected Viruses: Any user that receives a message from an unknown source or has a questionable attachment from a known source, shall not open the e-mail nor any attachment to that e-mail due to the risk of attached virus. The e-mail and attachment shall be immediately deleted.
- Records Retention: E-mail messages may constitute a public record subject to the recordkeeping requirements of the Records Retention Act and available to the public under the Freedom of Information Act. Employees are responsible for printing a hard copy of any e-mail that would appear to be a document needed for retention. (Please see the District Library's policy on record management). Additionally, for the protection of data, all e-mails, documents, and other data are to be saved on the District Library's network. An employee is not to release any documents or information to the public unless directed by the Library Director pursuant to the provisions of the Freedom of Information Act.
- Mailbox Maintenance: Employees are responsible for periodically deleting unneeded e-mails, documents, and other files in order to conserve network file storage space.

Use of District Library Vehicles by District Library Employees

The District Library will provide vehicles to certain employees consistent with the following policy:

- To standardize the use of District Library-owned vehicles;
- To provide standard funding toward on-going maintenance and daily expenses for those employees driving;
- To reduce maintenance and overall expenses for the District Library car fleet and related traveling expenses.

Procedures

Employees with a designated District Library vehicle:

- District Library employees must leave District Library-owned vehicles on District Library-owned property when they leave for the workday. The Director may give approval with limited exceptions to this policy only when there is a specific demonstrated business need to take the District Library-owned vehicle to another location.

Employees utilizing a non-designated District Library vehicle for District Library business:

- The only reimbursement or compensation employees will receive for transportation purposes is for specific mileage reimbursement. A District Library employee who uses the employee's own vehicle for strictly a District Library purpose shall receive mileage reimbursement based on the current IRS reimbursement standard rate. The employee

must submit the reimbursement application within seven (7) days. Day, time, start location, end location, and calculation of total miles must be submitted with the application as well as receipts and/or invoices, etc.

Drug and Alcohol Abuse

The Schultz-Holmes District Library has an Anti-Drug and Alcohol Policy and Procedures. Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, recreational marijuana or marijuana product, or controlled substance while on District Library premises is strictly prohibited. These activities constitute serious violations of District Library rules, jeopardize the District Library, and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including termination. Impairment by any substance while on District Library premises is strictly prohibited. Additionally, the District Library reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances as determined by the Library Director.

Drug Testing

The District Library is determined to eliminate the use of illegal drugs, alcohol, and controlled substances at our work sites. The purpose of this program is to improve job safety on all projects. This program is designed solely for the benefit of our employees to provide reasonable safety on the job and protection from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve.

Testing: Drug and alcohol tests will be administered under the following conditions:

- when an employee shows signs of impairment on the job;
- after any accident or occurrence that results in an injury on the job as defined by the Occupational Safety and Health Administration;
- after any vehicular crash.

Employees who refuse to submit to drug and alcohol testing will be terminated.

Special Requirements for CDL Drivers

District Library employees who hold Commercial Drivers Licenses in connection with their employment are required to undergo all drug and alcohol testing, treatment, return to work and other protocols as required by Federal Regulations.

Social Security Number Privacy Policy

Purpose

The Schultz-Holmes District Library is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81, et seq., to create a privacy policy concerning the Social Security numbers that it possesses or obtains.

Policy

The District Library will protect the confidentiality of the Social Security numbers obtained in the ordinary course of business from employees, vendors, contractors, customers, or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the District Library obtains or possesses except in accordance with the Act and this Privacy Policy. Nor shall the District Library assign employee numbers based on social security numbers.

Procedure

1. Obtaining Social Security Numbers. Social Security numbers should be collected only where required by federal and state law, or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy. Legitimate reasons for collecting a Social Security number include, but are not limited to:
 - a. Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
 - b. Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
 - c. Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any District Library employee benefit plans.
 - d. Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.
2. Public Display. All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, timesheets, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials, or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.
3. Account Numbers. All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.
4. Computer Transmission. All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure, or the transmission is encrypted.
5. Mailed Documents. District Library documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.
6. Freedom of Information Act. Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

7. Storage. All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secure against unauthorized access.
8. Access to Social Security Numbers. Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The Library Director having access to records containing Social Security numbers shall determine which other personnel within their department have legitimate reason in the District Library's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.
9. Disposal. Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws and the District Library's retention policy. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.
10. Unauthorized Use or Disclosure of Social Security Numbers. The District Library shall take reasonable measures to enforce this Privacy Policy and to correct and prevent reoccurrence of any known violations. Any employee who knowingly obtains, uses, or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this Privacy Policy shall be subject to discipline pursuant to the disciplinary action section of this policy. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The District Library will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses, or discloses Social Security numbers through the District Library for unlawful purposes.
11. Guidance. If any questions regarding Social Security number privacy and security should arise, contact the Library Director for policy clarification and guidance.

Leaving the Schultz-Holmes District Library

Employee Termination of Employment

Employees are free to resign at any time and for any reason. An employee who intends to resign is requested to do so in writing at least 2 weeks prior to the effective date. Schultz-Holmes District Library reserves the right to terminate employment at any time and for any reason with or without cause, and with or without notice.

Upon termination of employment for any reason, employees must immediately return to the Library Director any Schultz-Holmes District Library property, including but not limited to: keys, supplies, equipment, manuals, computer records, data, files, documents, passwords, logins, and name badges, on or before his/her/their last day of employment. Upon termination of employment, all staff privileges will immediately cease.

Benefit and final pay information regarding the terminating employee will be provided through an Exit Interview conducted by the Library Director and/or the employee's supervisor, or as soon as the amounts can, with due diligence, be determined. If an employee has PTO accrued and available and requests to use such PTO, even if the employee has given notice, the Library will evaluate whether such PTO can be accommodated based upon operational needs and any other legitimate business needs of the Library.

Acknowledgment

PLEASE READ THE FOLLOWING AND SIGN BELOW TO INDICATE RECEIPT OF THIS PERSONNEL POLICY MANUAL AND ACKNOWLEDGMENT OF THE FOLLOWING.

I have received my copy of the Personnel Policy Manual. I have read and agree to keep my Manual for future reference and observe present and future District Library personnel policies and rules outlined in this Manual. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Library Director. I understand that this Manual is simply intended as an informational guide describing personnel policies, benefits, and general information and that these guidelines are not to be construed as either a contract or guarantee of continued employment. This Manual is to be a guide for all The Schultz-Holmes District Library employees. I also understand that within the limits allowed by law, the Schultz-Holmes District Library reserves the right to unilaterally amend, modify or cancel this Manual, as well as any or all of the various policies, procedures and programs outlined within it at any time without any required notice period; this also extends to any other employment-related policies and/or procedures and standards. It supersedes any and all past manuals, handbooks, policies, procedures, understandings, and standards written or verbal, express or implied.

I understand that the Schultz-Holmes District Library is an "at will" employer and as such employment with the District Library is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

By my signature below, I indicate my agreement for the District Library to deduct unpaid obligations to the District Library, including for the value of unreturned District Library property, from my final paycheck.

Please sign and date this receipt and return it to the District Library Director.

Employee Print Name: _____

Employee Signature: _____

Date: _____

SHDL Recommended Mid-Year Budget Amendments 2025

Account	Current Lines	Approved budget lines	Initial Budget	Amended Budget	Notes
			Approved Only amounts amended are included		
	702 Wages			120,650.00	Added detail
	703 Pt-Tm Wages			74,950.00	Added detail
					Amounts moved from Additional Clerk placeholder and additional costs to lease employees
	Sub-total Wages	Wage Salary	182,600.00	195,600.00	Amounts moved from Additional Clerk placeholder
	710 Social Secuity/Medicare		16,200.00	17,000.00	placeholder
	710.001 Pension		17,750.00	4,100.00	Pension balance moved to benefits package Originally included in Additonal Cost to Lease Employees; additional moved from delayed
	710.002 Health Insurance	village line for lease	0.00	7,820.00	library benefits Originally included in Additonal Cost to Lease Employees. additional moved from delayed
	710.003 Dental Insurance	village line for lease	0.00	510.00	library benefits Overestimates moved to cover underestimates
	710.004 Disability/Life Insurance		4,000.00	850.00	in other lines Originally included in Additonal Cost to Lease Employees. additional moved from delayed
	710.005 HRA	village line for lease	0.00	3,000.00	library benefits Originally included in Additonal Cost to Lease Employees. additional moved from delayed
	710.007 Workers' Compensation		600.00	845.00	library benefits Originally included in Additonal Cost to Lease Employees. additional moved from delayed
	710.01 Eyecare Insurance	village line for lease	0.00	55.00	library benefits Part of amount moved to cover village benefits
	710.011 Heath Insurance Stipend	Health Insurance	30,000.00	22,500.00	during lease period

710.012 MERS Defined Contribution			8,950.00	Added detail--total moved from Pension
MERS Health Care Savings				
710.013 Plan			2,680.00	Added detail--total moved from Pension
MERS 457b Employer				
710.014 Contribution			1,790.00	Added detail--total moved from Pension
Total MERS Retirement			13,420.00	Moved from Pension balance
				Not budgeted; covered by surplus moved from
710.008 Unemployment Insurance			1,750.00	other lines
Additional Clerk Total	11,000.00			placeholder removed and redistributed
Additional Cost to Lease				
Employees	5,300.00			placeholder removed and redistributed
Total Personnel	267,450.00		267,450.00	
727 Office Supplies			4,000.00	
728 Postage/Freight			300.00	
740 Tools & Supplies			4,000.00	
740.004 Books & Magazines			25,000.00	
741 AudioVisSupp			3,000.00	
770 General Program Expenses			20,000.00	
770.001 Art at Your Feet			2,500.00	
770.002 Taste the State			2,500.00	
770.003 Blissfield Unbound			2,500.00	
770.004 Children's Programming			2,500.00	
770.005 Summer Reading			4,000.00	
				budgeted amount a placeholder; Rotary
				reimburses 100% of expense; moved budgeted
771.001 Rotary Books	200.00		935.00	funds from Tuttle
771.002 Adopt-a-Mag			400.00	
Miscellaneous Memorial				
771.003 Gifts			200.00	
958.001 Movie Licenses			700.00	Not needed this year, could move to needed line
771.004 Misc Non-Memorial			200.00	
771.005 Grant Expenses			2,000.00	
771.006 Purchase Expenses			200.00	

771.007 Tuttle Funds	1,500.00	500.00	redistributed to underbudgeted lines (see Rotary Books and Freegal)
Additional Collection			unbudgeted and not included in totals; contains only a credit from a prior year; will consult accountant on proper recording
771 Expenses	*-50.22		
772.001 Lost Items Replaced		200.00	Note: More than \$2.75K in sales last year; previous year's sales income historically used for books. This amount is a placeholder
772.002 Sales Income Expenses		800.00	
802 Auditor		3,000.00	
807 Attorney Services		7,000.00	added detail; total of Attorney, Accounting, Library Board (see below) = amount budgeted for Professional Services/Library Board Stipends, \$20,000
817 Accounting Services/Payroll	Professional Services/ Library Board Stipends	20,000.00	
853 Telephone/Internet		2,500.00	
901 Publishing	Promotions and Printing	1,000.00	100.00 added detail
902.001 Promotional Expenses		900.00	added detail; will add subaccount for newsletter
921 Electric		7,000.00	
923 Gas		5,000.00	
927 Water		1,000.00	
928 Sewer		1,000.00	
Building & Grounds Repair			
931 & Maintenance		20,000.00	
Equipment Repair &			
932 Maintenance		3,000.00	
956 Misc		500.00	
Workshops Conferences			
960 Education		1,000.00	
961 Bank Fees		200.00	
962 Memberships and Dues		300.00	
ILL/Woodlands			
962.001 Memberships		5,000.00	
962.002 OverDrive Advantage		800.00	

962.003	Freegal	1,750.00	2,015.00	price increase; moved funds from Tuttle
962.004	Other Online Subscriptions		12,000.00	
	Property & Liability			
965	Insurance		15,000.00	
969	Maintenance Agreements		5,000.00	
969.001	Copier Maintenance		3,000.00	
969.002	Website Agreement		1,200.00	
	Time Management			
969.003	Software Agreement		300.00	
969.004	Online Backup Agreement		800.00	
969.005	ILS Agreement		2,500.00	
971	Capital Projects			
977	New Equipment		7,200.00	
271-790	Total Library		460,800.00	
271-791	Library Board			
702	Wages		3,100.00	
710	Social Security/Medicare	Professional Services/	296.00	Added detail; all Library Board costs originally part of Professional Services
710.007	Workers' Compensation	Library Board Stipends	4.00	
Library				
Board	Sub-Total Library Board		3,400.00	
	Contingency		49,500.00	
Total	Total	513,700.00	513,700.00	