

**Spring Lake District Library
Board Meeting Agenda**

**Wednesday, February 19, 2025
Spring Lake District Library
2pm**

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – January 15, 2025
5. Financial report and approval of bills – January 2024
6. Director's Report
7. Old business
 - a. Capital Projects – Future Planning
 - b. Paid Time Off Policy
 - c.
 - d.
 - e.
10. New business
 - a. Library Director Evaluation Policy
 - b.
 - c.
 - d.
11. Public Comment
12. Adjourn the meeting

Spring Lake District Library Board Minutes

January 15, 2025

Present and voting: Maria Boersma, Sheri Boon, Laurie Draeger, Mary Eagin, Gordon Gallagher, Mark Powers

Also present: Maggie McKeithan, Library Director; Amanda Rantanen, Business Manager

Absent: Skylar Garrison

The meeting was held in person at the Spring Lake District Library

The meeting was called to order at 2:02 p.m. by Gordon Gallagher

Gordon introduced Maria Boersma as a new Board Member.

Motion to approve the agenda, made by Laurie Draeger and supported by Mark Powers. The motion was approved unanimously.

Public Comment: None

Motion to approve the minutes of the December 18, 2024 Board meeting was made by Mark Powers and supported by Laurie Draeger. The motion was approved unanimously.

Motion made by Mark Powers and supported by Sheri Boon **to accept the financial reports from December 2024 and approve the payment of bills.** The motion was approved unanimously.

Director's Report:

Maggie reviewed her report as printed in the Board Packet and reviewed the year end statistics – noting that library use is up over previous years, especially when we consider that we were in the “mini-library” for a few months during the Refresh!

Personnel Committee:

The personnel committee met this month – no action items brought to the Board.

Old Business:

Maggie noted that bids are out for architects for the Library Exterior Project – which includes renovation of the drive-thru area. A donor has made a commitment to help with the cost of the renovations. A meeting will be held on January 27, 2025 at 11 a.m. to discuss the bids and choose an architectural firm.

Maggie's 2024 Director's Performance Review has been presented to Maggie and distributed to Board members. **Motion by Mary Eagin and supported by Laurie Draeger to approve a 5% pay raise for Maggie and move her to Level 3 for PTO.** The motion was approved unanimously.

New Business:

Motion made by Laurie Draeger and supported by Sheri Boon **to appoint the following officers for 2025: Board President; Mary Eagin, Board Vice President; Mark Powers, Board Treasurer; Gordon Gallagher, Board Secretary; Skylar Garrison.** The motion was approved unanimously.

The following are the committee members for 2025:

Finance: Gordon Gallagher, Laurie Draeger, Maria Boersma

Personnel: Skylar Garrison, Mark Powers, Sheri Boon

Motion made by Sheri Boon and supported by Laurie Draeger **to approve the proposed changes to the Staff Pay Step System, to align with the 2025 Minimum Wage increase in February.** The motion passed unanimously.

Public Comment:

Mary Ann Herbst commented:

- The Friends of the SLDL have quite a few new members who are all looking for opportunities to volunteer. She asked that the staff keep them in mind for events where extra hands would be helpful.
- The Friends would like the opportunity to enhance their segment of the SLDL website as upgrades are made.

Meeting was adjourned at 2:54 p.m.

Respectfully submitted,

Mary Eagin, Secretary

**Spring Lake District Library Board Minutes
Special Meeting
January 27, 2025**

Present and voting: Maria Boersma, Laurie Draeger, Mary Eagin, Gordon Gallagher, Mark Powers
Also present: Maggie McKeithan, Library Director; Amanda Rantanen, Business Manager

Absent: Sheri Boon, Skylar Garrison

The meeting was held in person at the Spring Lake District Library

The meeting was called to order at 11:04 a.m. by Mary Eagin

Motion to approve the agenda, made by Gordon Gallagher and supported by Laurie Draeger.
The motion was approved unanimously.

Public Comment: None

New Business:

Bids for the Library Exterior Project were received from:

- **Architektura – Grand Haven, MI**
- **C2AE – Grand Rapids, MI**
- **Concept Design Studio – Norton Shores, MI**

Details of the three bids were reviewed.

Motion made by Gordon Gallagher and supported by Maria Boersma **to accept the bid from Architektura – and request that Maggie work with them to finalize the details - with the request for phased billing, separating out design and later phases. Not to exceed a total package cost of \$60,000.** The motion was approved unanimously.

Public Comment: None

Meeting was adjourned at 11:31 a.m.

Respectfully submitted,

Mary Eagin, Acting Secretary

Library Director Evaluation Policy

Adopted January 26, 2018

Revised February 19, 2025

1. The Library Director evaluation process will begin in ~~January~~ **September** of each year. Evaluation forms will be sent to Library Board Members, ~~or distributed at the January Board Meeting~~, and should be completed ~~and returned promptly to the Board President~~.
2. As an aid to the evaluation process, the Library Director job description will be included with the evaluation form. The Library Director may choose to prepare written comments on the goals and progress that has been made toward achieving each goal. These comments will be included with the evaluation form.
3. Once evaluations have been received from at least a majority of the Board Members, the Library Board President ~~and Vice-President will meet~~ **will assign two Board Members** to compile the responses. Attempts will be made to get evaluations from every Board member, to ensure that the compiled evaluation reflects the comments of the entire board.
4. As a courtesy to the Library Director, the Library Board President may choose to set a meeting with the Library Director to review the compiled results and comments prior to the ~~February~~ **October** Board meeting. The Library director will sign the compiled evaluation, along with the Library Board President. Signed copies will be given to the Library Director and the Library Board President, and a copy will be kept in a secure location at the Library ~~along with the signed individual Library Board Member's evaluations~~. If the Library Board President is unable to meet with the Library Director, then the Library Board Vice-President may perform this duty.
5. The Library Director has the option to comment in writing to the results of the evaluation.
6. A copy of the compiled report, along with the written comments of the Library Director, will be provided to each Board Member. At the ~~February~~ **October** Library Board meeting, the Library Director evaluation will be formally presented. The Library Director has the option to have the evaluation review discussion conducted in closed session. The compiled Library Director evaluation must receive Board approval in the form of a motion in open session to conclude the evaluation process.

Spring Lake District Library

Balance Sheet

As of January 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Huntington Checking	253,844.54
Michigan Class Investments	1,600,206.56
Petty Cash	230.91
Total Bank Accounts	\$1,854,282.01
Accounts Receivable	\$0.00
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-179.87
Undeposited Funds	0.00
Total Other Current Assets	\$ -179.87
Total Current Assets	\$1,854,102.14
Other Assets	\$0.00
TOTAL ASSETS	\$1,854,102.14
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Deductions MERS DB	537.96
Accrued Payroll	0.00
Deferred Revenue	0.00
Due to Friends of the Library	867.90
EE Garnishment	195.86
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	128.00
MERS 457	1,230.50
MERS DC EE Portion	0.01
MERS Roth 457	690.64
Taxes for Future Period	0.00
Withheld Payroll Taxes	179.76
Total Other Current Liabilities	\$3,830.63
Total Current Liabilities	\$3,830.63
Total Liabilities	\$3,830.63
Equity	\$1,850,271.51
TOTAL LIABILITIES AND EQUITY	\$1,854,102.14

Spring Lake District Library
Budget vs. Actuals
 January - December 2025

	Jan-25	Budget	% of Budget
Income			
Budgetary Fund Balance Income		5,262.00	0%
Current Property Taxes .60 mil	242,137.48	559,241.00	43%
Current Property Taxes 1.12 mil	446,228.15	1,030,609.00	43%
Grants, Gifts and Contributions	543.45	155,000.00	0%
Investment Fluctuation of MVs	4,513.25	60,000.00	8%
Investment Income	88.66	0.00	
Library Fines	462.48	2,000.00	23%
Local Government Revenue	58,311.81	185,000.00	32%
Other Income	851.25	5,850.00	15%
PILOT		3,000.00	0%
State Revenue		16,000.00	0%
Total Income	\$ 753,136.53	\$ 2,021,962.00	37%
Expenses			
Capital Outlay	816.11	25,000.00	3%
Materials	33,097.47	196,200.00	17%
Operations	55,003.23	360,400.00	15%
Personnel	117,640.74	1,353,362.00	9%
Programming	4,562.47	50,000.00	9%
Technology	7,867.42	37,000.00	21%
Total Expenses	\$ 218,987.44	\$ 2,021,962.00	11%

**Spring Lake District Library
Bank Accounts and Investments Summary
as of January 31, 2025**

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	4.51%	\$1,600,206.56

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	4.51%	\$291,724.49

Bank Accounts	Balance
Huntington Checking - General Fund	\$253,844.54
Huntington Checking - Capital Projects	\$38,072.44
	\$182,322.46

Check Detail Report - GF HNB Checking				
Spring Lake District Library				
January 16-March 19, 2025				
Date	Num	Name	Amount	Memo
01/27/2025	22010	Christine Hornby	-250.00	
02/19/2025	22011	Ace Hardware	-100.13	
02/19/2025	22012	Action Chemical	-310.39	
02/19/2025	22013	Aimee Wilson	-26.48	
02/19/2025	22014	Allendale Township Library	-34.98	
02/19/2025	22015	Applied Innovation	-975.10	
02/19/2025	22016	Athenaeum	-252.00	
02/19/2025	22017	Baker & Taylor Books	-3,233.44	books
02/19/2025	22018	Ben Kolk	-700.00	program
02/19/2025	22019	Cengage Learning, Inc. - Gale	-65.58	
02/19/2025	22020	Center Point Publishing	-148.62	
02/19/2025	22021	Chase Card Services	-6,679.47	* see below
02/19/2025	22022	Chelsea Klipfel, DDS PLLC	-190.80	
02/19/2025	22023	Christine Hornby	-250.00	
02/19/2025	22024	Cintas Corp	-277.92	
02/19/2025	22025	City Farmer Lawn & Landscape	-4,540.00	snow/salt
02/19/2025	22026	Coopersville Area District Library	-32.00	
02/19/2025	22027	Demco, Inc.	-117.18	
02/19/2025	22028	ElectroMedia	-75.00	
02/19/2025	22029	Foster Swift	-661.50	legal fees
02/19/2025	22030	Friends of Spring Lake District Library	-872.90	due to the friends
02/19/2025	22031	Gary Byker Library of Hudsonville	-16.00	
02/19/2025	22032	Heather Smoes	-100.00	
02/19/2025	22033	Hurst Mechanical	-4,977.32	bldg maint
02/19/2025	22034	Insight Benefit Administrators	-168.00	
02/19/2025	22035	Kamryn Marck	-372.00	
02/19/2025	22036	Kanopy, Inc	-357.00	
02/19/2025	22037	Kuerth's Disposal	-199.00	
02/19/2025	22038	Lakeland Library Cooperative	-90.37	
02/19/2025	22039	Loutit District Library	-65.95	
02/19/2025	22040	Michigan State University	-8.00	
02/19/2025	22041	Midwest Tape	-3,600.48	digital materials
02/19/2025	22042	OverDrive, Inc.	-3,900.85	digital materials
02/19/2025	22043	ShredIt	-76.00	
02/19/2025	22044	State of Michigan	-518.55	licenses
02/19/2025	22045	Stephanie Rau	-160.00	
02/19/2025	22046	Sweet Temptations	-1,154.25	summer reading prizes
02/19/2025	22047	The Standard Insurance Company	-721.09	insurance

02/19/2025	22048	Thomas Klise/Crimson Multimedia	-136.14	
02/19/2025	22049	Tiles Excavating, Inc.	-660.00	snow pile removal
02/19/2025	22050	Unique Management Services	-19.70	
02/19/2025	22051	Vanderwall Bros. Concrete Products	-269.00	
TOTAL			-\$37,363.19	
		* Chase Card Services Detail		
		Library & Office Supplies	\$673.30	
		Maint / Janitorial Supplies	\$1,213.43	
		Programming - Youth	\$410.98	
		Programming - Adult	\$266.19	
		Building Maintenance	\$620.53	
		Tech Software / Supplies	\$985.50	Quickbooks Online
		Tech Software / Supplies	\$605.04	
		Telephone	\$397.88	
		Books - Fiction	\$261.44	
		Books - Nonfiction	\$101.13	
		DVDs	\$392.28	
		Other Circulating Materials	\$605.07	beyond books collection
		Staff Inservice / Travel	\$79.00	
		Payroll Expense	\$67.50	
			\$6,679.27	

Spring Lake District Library

Huntington Checking, Period Ending 01/31/2025

RECONCILIATION REPORT

Reconciled on: 02/13/2025

Reconciled by: Amanda Rantanen

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	198,773.37
Service charge	-187.00
Interest earned	88.66
Checks and payments cleared (71)	-690,205.61
Deposits and other credits cleared (6)	750,010.57
Adjustment	18.86
Statement ending balance	258,498.85
Uncleared transactions as of 01/31/2025	-4,654.31
Register balance as of 01/31/2025	253,844.54
Cleared transactions after 01/31/2025	0.00
Uncleared transactions after 01/31/2025	83,660.86
Register balance as of 02/13/2025	337,505.40

Details

Checks and payments cleared (71)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/20/2024	Bill Payment	21901	Fruitport District Library	-95.98
12/18/2024	Bill Payment	21963	Value Line	-5,795.00
12/18/2024	Bill Payment	21941	Dorr Township Library	-8.99
12/18/2024	Bill Payment	21942	Foster Swift	-171.50
12/18/2024	Bill Payment	21945	Heather Smoes	-100.00
12/18/2024	Bill Payment	21964	Wendy Coon	-185.00
12/18/2024	Bill Payment	21951	Linnea Nordman	-43.63
12/18/2024	Bill Payment	21928	Acoustic Oasis	-200.00
12/18/2024	Bill Payment	21967	Midwest Tape	-3,800.57
12/18/2024	Bill Payment	21954	Quality Vacuum	-28.99
12/18/2024	Bill Payment	21957	Spectrum Business	-27.36
12/18/2024	Bill Payment	21961	TMobile	-532.88
12/18/2024	Bill Payment	21960	Thomas Klise/Crimson Multim...	-125.22
01/03/2025	Bill Payment	ACH	Spring Lake District Library	-15,000.00
01/03/2025	Journal	ADP Fees		-182.17
01/03/2025	Journal	ADP Fees		-5.00
01/09/2025	Journal	MI Gas		-1,666.17
01/10/2025	Journal	Electric		-5,099.82
01/13/2025	Journal	115 Trust		-195.00
01/13/2025	Journal	MERS DB		-7,532.91
01/13/2025	Journal	MERS 457		-922.60
01/13/2025	Journal	MERS 457		-922.60
01/13/2025	Journal	MERS 457		-922.60
01/13/2025	Journal	MERS DC		-902.60
01/13/2025	Journal	MERS DC		-902.60
01/13/2025	Journal	MERS DC		-902.60
01/14/2025	Journal	WMHIP		-15,622.30
01/15/2025	Bill Payment	22000	Quill.com	-391.76
01/15/2025	Bill Payment	21970	Ace Hardware	-101.49
01/15/2025	Bill Payment	21971	Applied Innovation	-971.10
01/15/2025	Bill Payment	21972	Architectural Hardware Co.	-615.25
01/15/2025	Bill Payment	21973	Baker & Taylor Books	-2,480.40
01/15/2025	Bill Payment	21975	Cengage Learning, Inc. - Gale	-163.95
01/15/2025	Bill Payment	21976	Center Point Publishing	-148.62
01/15/2025	Bill Payment	21977	Chase Card Services	-4,157.93
01/15/2025	Bill Payment	21978	Chelsea Klipfel, DDS PLLC	-1,136.20
01/15/2025	Bill Payment	21979	Cintas Corp	-283.48

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/15/2025	Bill Payment	21980	City Farmer Lawn & Landscape	-2,715.00
01/15/2025	Bill Payment	21983	EBSCO	-5,416.54
01/15/2025	Bill Payment	21984	Friends of Spring Lake District...	-482.80
01/15/2025	Bill Payment	21985	Grant Area District Library	-14.99
01/15/2025	Bill Payment	21987	Heimler Consulting	-360.00
01/15/2025	Bill Payment	21988	Hurst Mechanical	-1,594.77
01/15/2025	Bill Payment	21989	Insight Benefit Administrators	-15,200.00
01/15/2025	Bill Payment	21990	Kanopy, Inc	-430.10
01/15/2025	Bill Payment	21991	Lakeland Library Cooperative	-5,891.50
01/15/2025	Bill Payment	21993	Library Market	-1,500.00
01/15/2025	Bill Payment	21994	Maggie McKeithan	-42.00
01/15/2025	Bill Payment	21996	Midwest Tape	-3,399.40
01/15/2025	Bill Payment	21997	Ottawa Area Intermediate Sch...	-363.60
01/15/2025	Bill Payment	21998	OverDrive, Inc.	-3,006.89
01/15/2025	Bill Payment	21999	Pine Rest Christian Mental He...	-478.00
01/15/2025	Bill Payment	22001	RoofTech Consulting and Man...	-2,795.00
01/15/2025	Bill Payment	22002	ShredIt	-71.02
01/15/2025	Bill Payment	22003	Telco Bill Center	-63.90
01/15/2025	Bill Payment	22004	TH Brands	-7.00
01/15/2025	Bill Payment	22005	The Standard Insurance Com...	-719.00
01/15/2025	Bill Payment	22006	Thomas Klise/Crimson Multim...	-235.22
01/15/2025	Bill Payment	22007	TMobile	-893.43
01/15/2025	Bill Payment	22008	Unique Management Services	-39.40
01/15/2025	Journal	Payroll 1.15.25		-183.60
01/15/2025	Journal	Payroll 1.15.25		-8,997.59
01/15/2025	Journal	Payroll 1.15.25		-25,719.00
01/22/2025	Journal	ADP Fees		-324.30
01/24/2025	Journal	MERS 458		-179.22
01/27/2025	Journal	Transfer		-500,000.00
01/29/2025	Journal	Payroll Correction		-119.69
01/29/2025	Journal	Payroll Correction		-28.26
01/29/2025	Journal	Payroll 1.29.25		-178.26
01/29/2025	Journal	Payroll 1.29.25		-26,884.68
01/29/2025	Journal	Payroll 1.29.25		-9,527.18

Total -690,205.61

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/31/2024	Journal	Square Dep		16.36
01/13/2025	Journal	Tax Deposit		581,458.04
01/27/2025	Journal	TAX DEPOSIT		106,907.59
01/31/2025	Journal	Deposit		59,221.79
01/31/2025	Journal	Deposit - Cash Reg		1,271.91
01/31/2025	Journal	Square Deposits		1,134.88

Total 750,010.57

Additional Information

Uncleared checks and payments as of 01/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/18/2024	Bill Payment	21930	Athenaeum	-252.00
12/18/2024	Bill Payment	21952	Maggie McKeithan	-50.12
12/18/2024	Bill Payment	21950	Lindsey VanDoom	-25.32
01/15/2025	Bill Payment	21995	Marlies Sherwood	-42.00
01/15/2025	Bill Payment	21982	Dr. Fred Johnson	-175.00
01/15/2025	Bill Payment	21986	Heather Smoes	-100.00
01/15/2025	Bill Payment	21969	4Imprint	-3,259.87
01/15/2025	Bill Payment	21974	Bloomfield Township Public Li...	-50.00
01/15/2025	Bill Payment	21981	Claire Sheridan	-50.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/15/2025	Bill Payment	21992	Laura Boxer - Plain Jane Glory	-400.00
01/27/2025	Bill Payment	22010	Christine Hornby	-250.00
Total				-4,654.31

Uncleared checks and payments after 01/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/11/2025	Journal	MI Gas		-2,333.75
02/12/2025	Journal	MERS DB		-7,234.96
02/12/2025	Journal	MERS 457		-950.57
02/12/2025	Journal	MERS 457		-950.57
02/12/2025	Journal	115 Trust		-128.00
02/12/2025	Journal	Payroll 2.12.25		-139.08
02/12/2025	Journal	Payroll 2.12.25		-9,650.90
02/12/2025	Journal	Payroll 2.12.25		-27,664.24
02/12/2025	Journal	MERS DC		-930.57
02/12/2025	Journal	MERS DC		-930.57
Total				-50,913.21

Uncleared deposits and other credits after 01/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/13/2025	Journal	Tax Deposit		134,574.07
Total				134,574.07

SLDL Capital Projects Fund
Balance Sheet
As of January 31, 2025

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
HNB Capital Fund Checking	38,072.44
Michigan Class Investments	291,724.49
Petty Cash	2.68
Total Checking/Savings	<u>329,799.61</u>
Total Current Assets	<u>329,799.61</u>
TOTAL ASSETS	<u><u>329,799.61</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings(Fund Balance)	313,676.51
Net Income	16,123.10
Total Equity	<u>329,799.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>329,799.61</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
January 2025

	<u>Jan 25</u>	<u>Jan 25</u>
Income		
Interest Income	7.88	7.88
Investment Fluctuation of MV's	1,115.22	1,115.22
Operating transfers in	15,000.00	15,000.00
	<u>16,123.10</u>	<u>16,123.10</u>
Total Income	16,123.10	16,123.10
Gross Profit	16,123.10	16,123.10
Expense	<u>0.00</u>	<u>0.00</u>
Net Income	<u>16,123.10</u>	<u>16,123.10</u>

4:03 PM

02/15/25

SLDL Capital Projects Fund
Reconciliation Summary
HNB Capital Fund Checking, Period Ending 01/31/2025

	<u>Jan 31, 25</u>	
Beginning Balance		23,064.56
Cleared Transactions		
Deposits and Credits - 2 items	<u>15,007.88</u>	
Total Cleared Transactions	<u>15,007.88</u>	
Cleared Balance		<u><u>38,072.44</u></u>
Register Balance as of 01/31/2025		38,072.44
Ending Balance		38,072.44



SLDL Capital Projects Fund
Reconciliation Detail
HNB Capital Fund Checking, Period Ending 01/31/2025

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						23,064.56
Cleared Transactions						
Deposits and Credits - 2 items						
General Journal	01/03/2025	Transf...		X	15,000.00	15,000.00
Deposit	01/31/2025			X	7.88	15,007.88
Total Deposits and Credits					<u>15,007.88</u>	<u>15,007.88</u>
Total Cleared Transactions					<u>15,007.88</u>	<u>15,007.88</u>
Cleared Balance					<u>15,007.88</u>	<u>38,072.44</u>
Register Balance as of 01/31/2025					<u>15,007.88</u>	<u>38,072.44</u>
Ending Balance					<u><u>15,007.88</u></u>	<u><u>38,072.44</u></u>

Library Director's Report
Maggie McKeithan, Library Director
February 19, 2025

On Saturday, February 15, we held a special preview screening of the PBS documentary called *Free For All: The Public Library*. We partnered with WGUV to promote this program and they were able to provide funds so that we could bring in lunch from the Village Baker for the 40 attendees. After the movie, there was a Q&A with Reference Librarian Kim Senior. She answered questions about how our library is funded and how we would deal with a book reconsideration request.

Last week, we were visited by the bed-bug sniffing dogs. They come in every three months as part of our pest prevention strategy. The dogs walk through the library and alert if they smell anything suspicious. They can pinpoint it down to a specific shelf or piece of furniture. If they alert on anything, we have heat tents that the items can go into so the bed bugs get cooked. In this latest visit, they alerted on a specific chair. We examined it and didn't see any evidence of bed bugs, but it went right into the heat tent. We always heat treat just in case. It is very normal to have the dogs alert on a few things in the building that may or may not have bed bugs. Abnormal would be if they found whole bookcases where they alerted. If we would ever have a widespread bed bug problem (and it has happened occasionally at other libraries), we would want to bring in a company with bigger equipment to treat the problem as quickly as possible. We would also want to inform the public and give clear messaging about how we are handling the problem and what they should do if they have library books at home.

The regular monthly statistics now have 6 years of data and it might be getting a little unwieldy. I would love some feedback about how much history you'd like to see on these reports moving forward. Along with the regular statistics, I've also included some extra year end reports that I found interesting.

Context for the agenda and packet –

Financial Reports – The reports that we regularly produce have a different look than usual. Quickbooks for desktop is no longer being supported, so we've moved the General Fund to Quickbooks Online. Since our Capital Fund is much less complex, we will remain on desktop for now to save money on the monthly fee. Consequently, the reports for the General Fund will look a bit different from the Capital Fund reports, but they contain all the same information that they always have. Much like the statistics, I'm happy to receive feedback if there's something you'd like to see included in these monthly financial reports.

Capital Projects – Future Planning At our January 27 meeting, the Library Board chose Architektura to continue our plans to develop the drive through space and work on the landscaping. We will begin meeting this week to start planning in earnest. According to the tentative schedule, we will spend spring and summer planning before taking the project out to bid in August/September. Through the process, we will have several review/decision points where the Board can decide to continue pursuing this project or hit pause. I have a meeting this

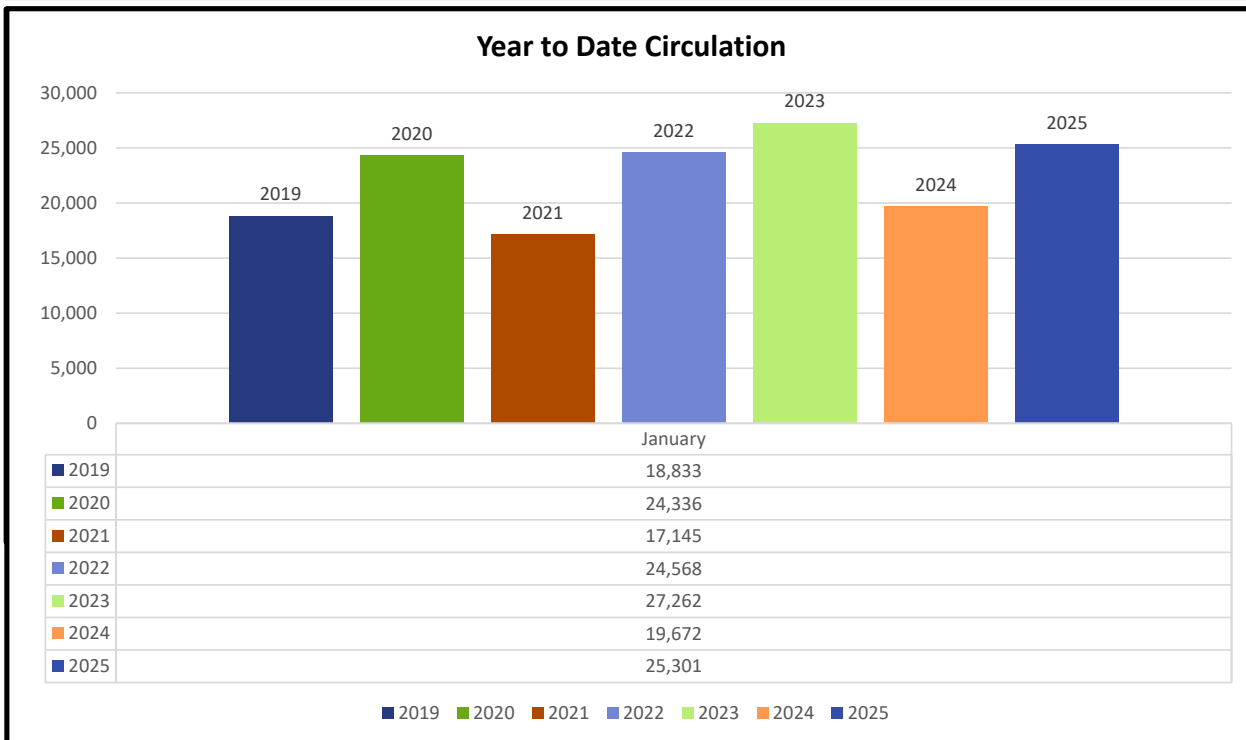
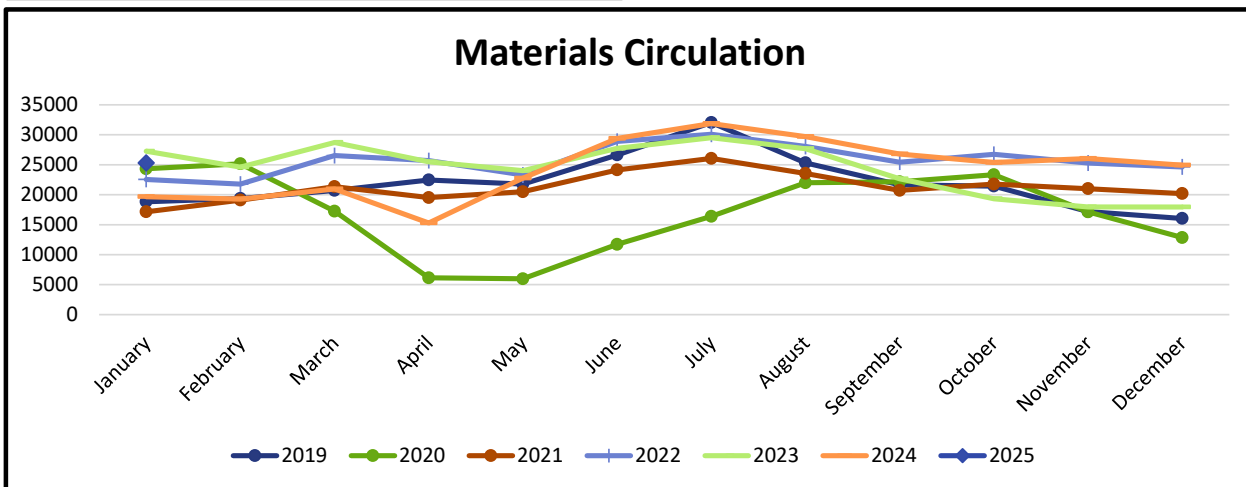
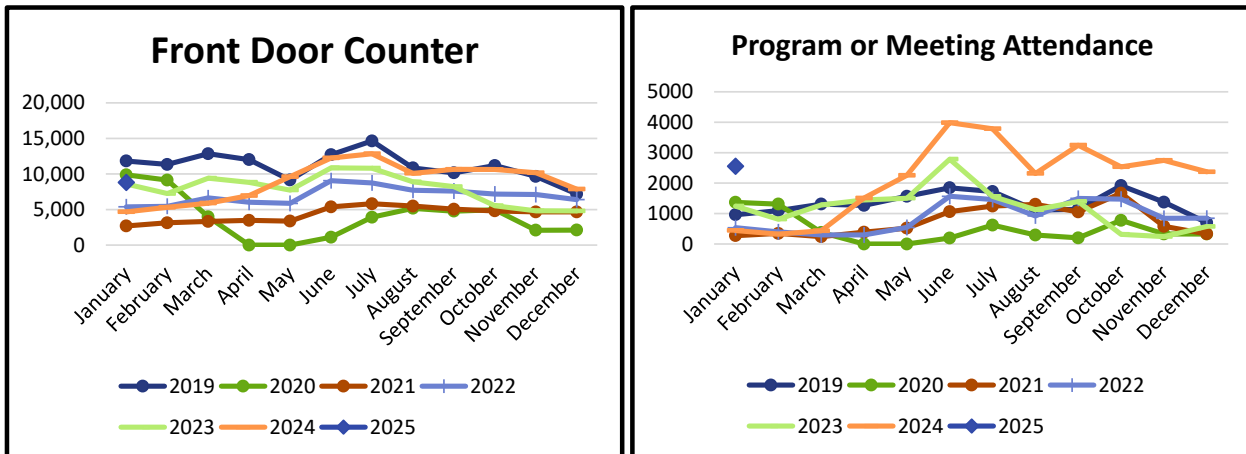
week with the donor and Chris Riker at the Community Foundation to talk about the logistics of the donation.

Paid Time Off Policy – At the January 15 meeting, the Library Board looked at a revision of the Paid Time Off (PTO) policy to prepare for the upcoming Michigan Earned Sick Time Act (ESTA). Our lawyer came back with comments so I've updated the draft to reflect that. In the packet, you'll find our current policy, a marked draft that highlights the changes, and a clean copy of the new draft.

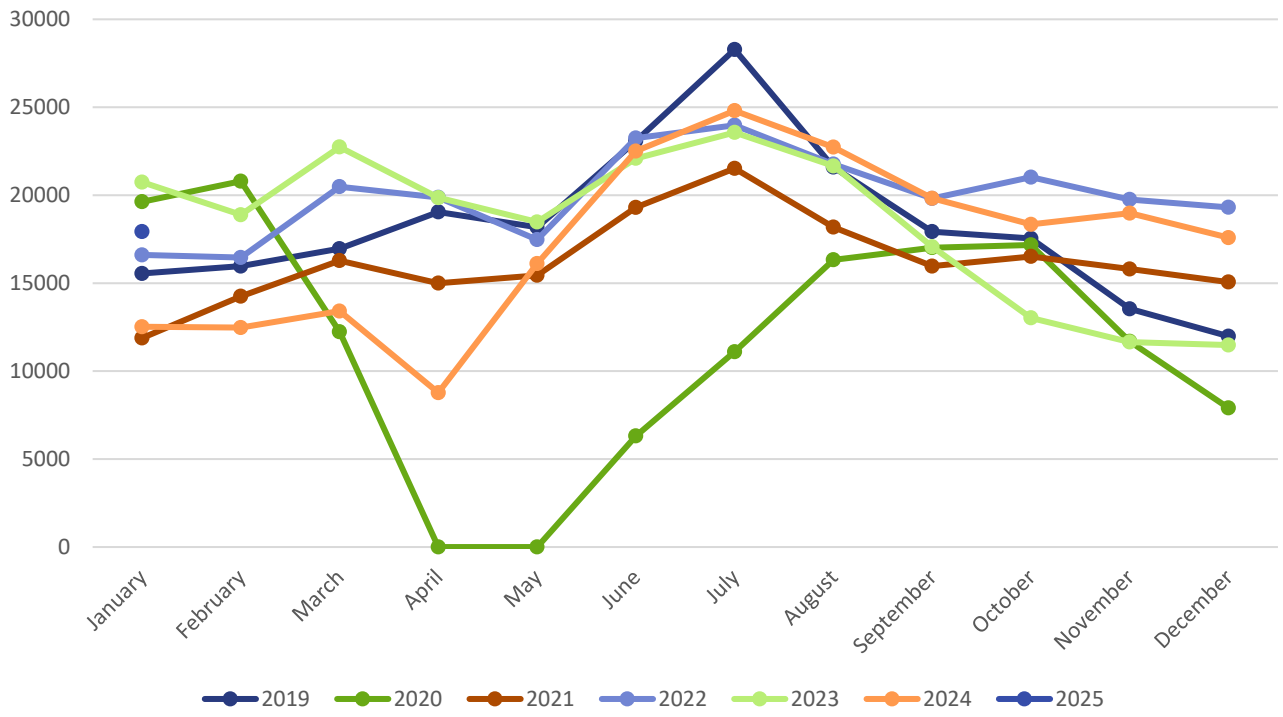
Essentially, this new law requires all employers to provide at least 1 hour of sick time for every 30 hours of time worked. Our current PTO policy already meets the minimum amount of sick time as required by law for most employees, so this will only impact a few of our employees who have not yet been receiving PTO. There is competing legislation trying to move through both the Michigan House and Senate that could make changes to the ESTA, but their impacts would continue to be minimal for us.

Library Director Evaluation Policy – It's been a few years (2021) since we looked at this policy. I would propose that we revise the policy so that the details match our current practice.

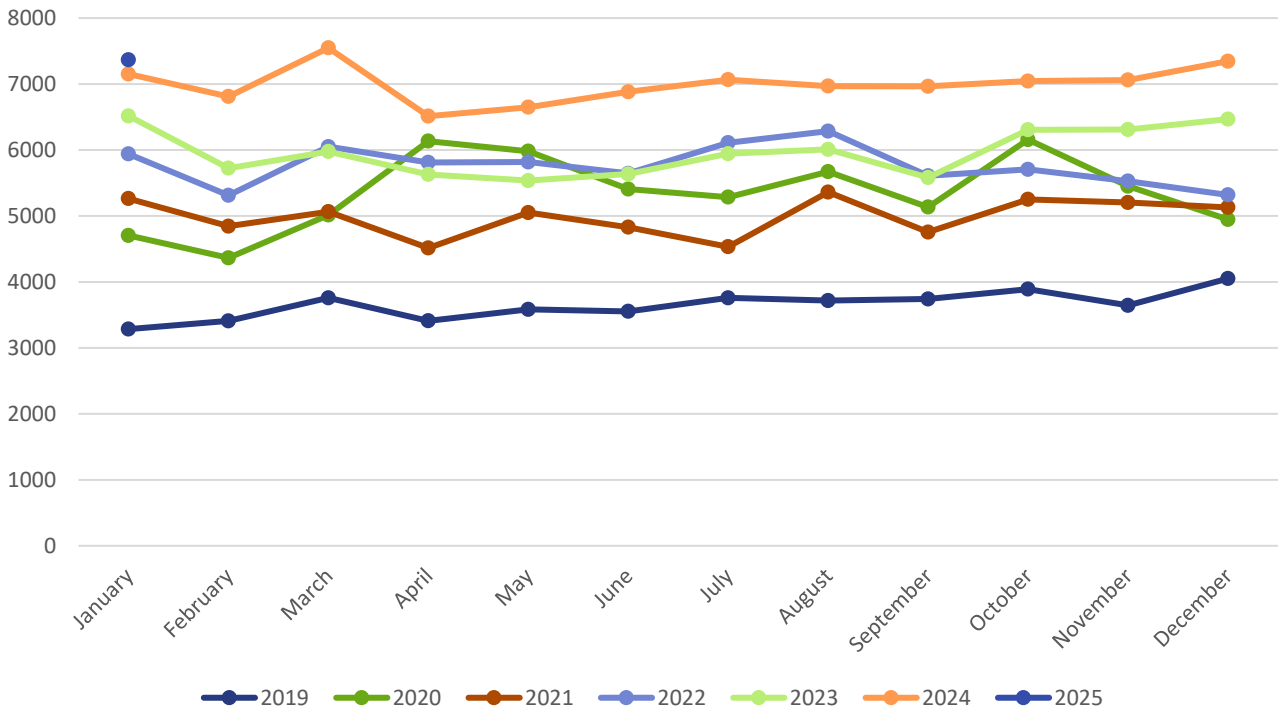
Monthly Statistics - to January 31, 2025

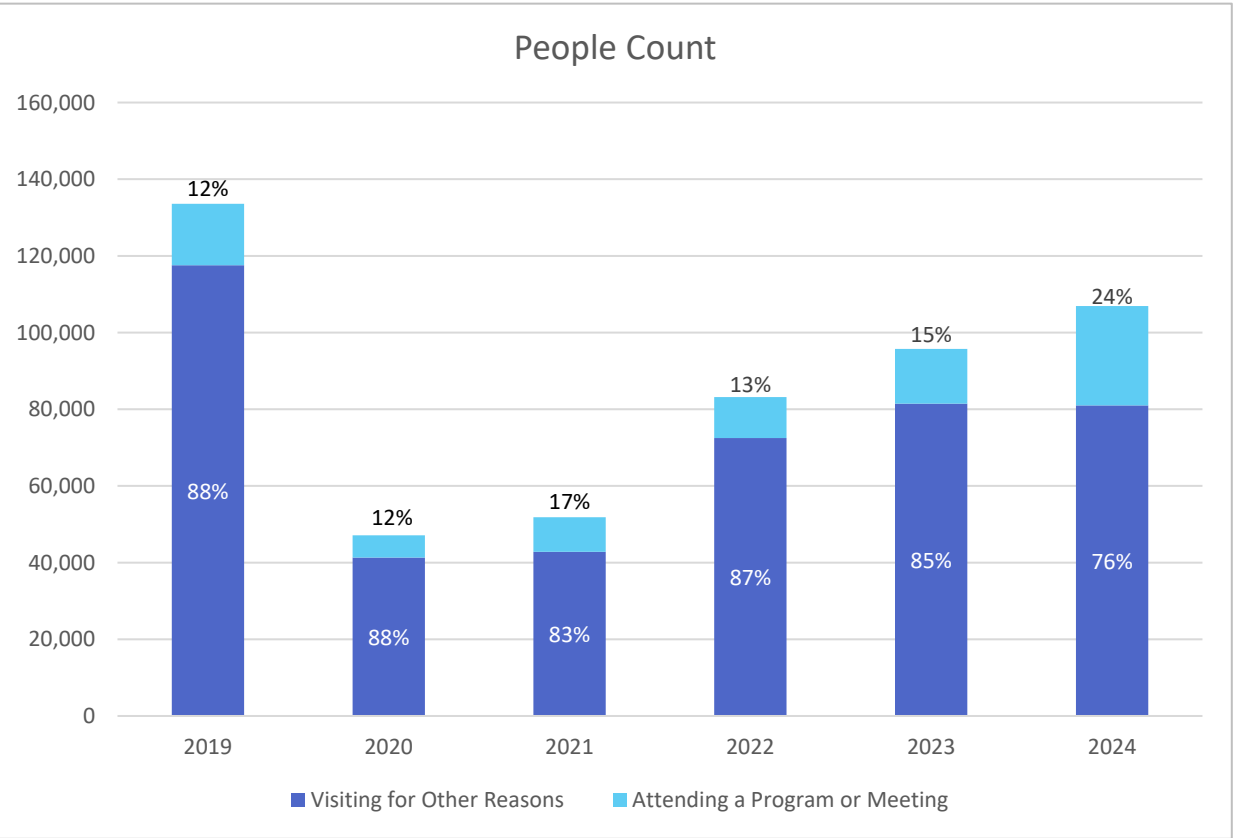
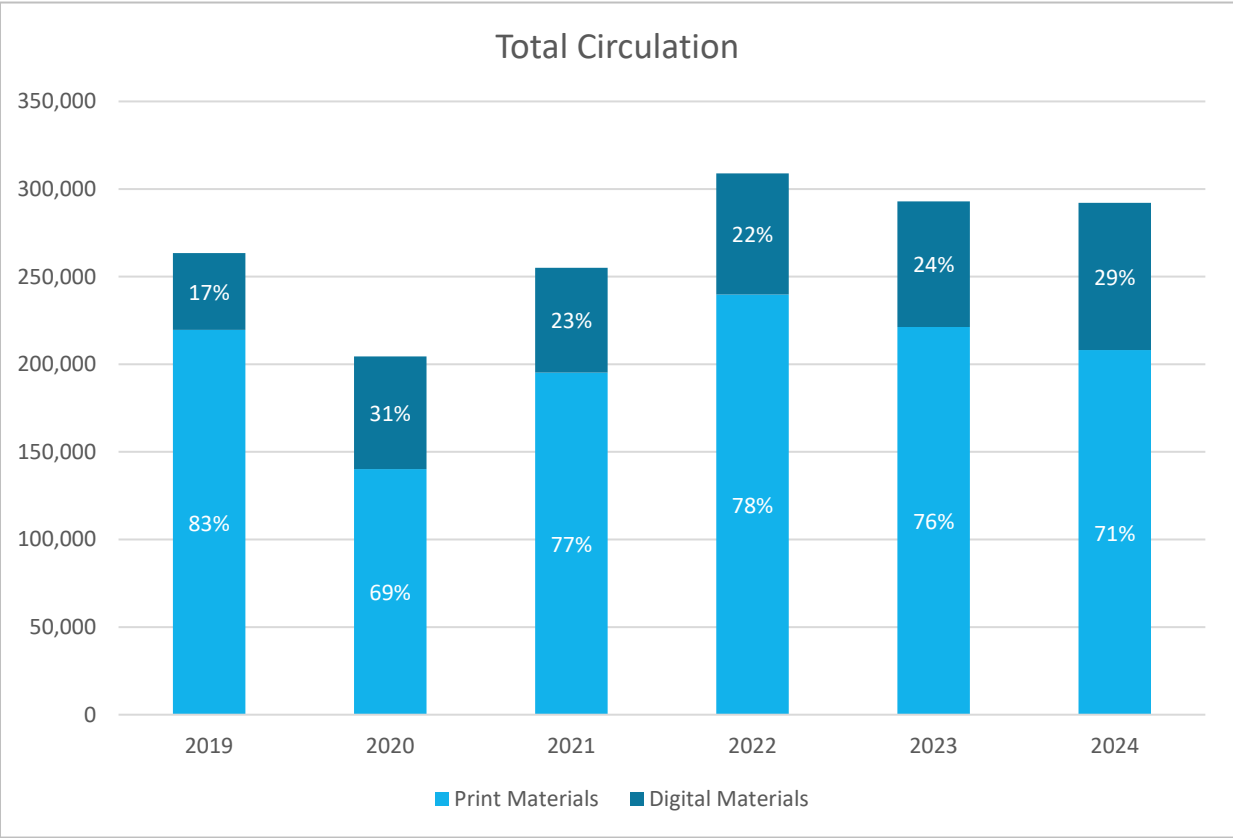


Print Materials Circulation



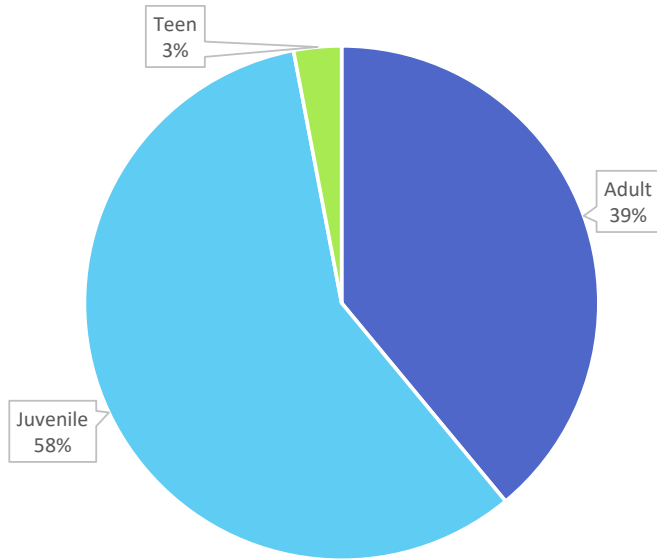
Digital Materials Circulation



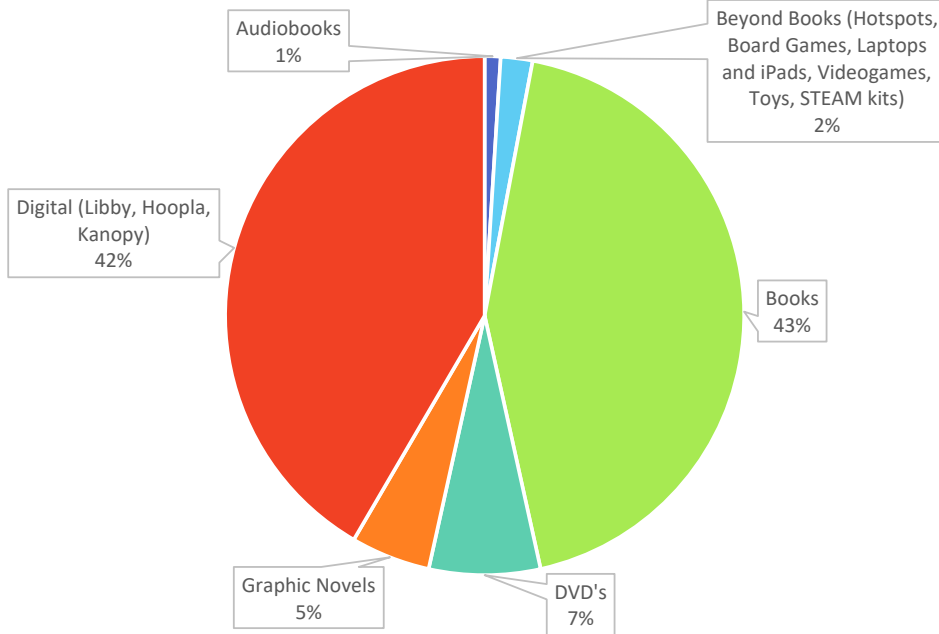


2024 Circulation Statistics

2024 Circulation By Age Group



2024 Circulation By Format



**Paid Time Off
Current Policy
Last Review - April 26, 2023**

All full-time employees of SLDL, both exempt and non-exempt, are eligible to accrue Paid Time Off (PTO). This PTO allowance combines vacation, sick, and personal time into one bank that can be used for any of these reasons.

We understand that our employees need time to rest and enjoy themselves outside of work. We also understand that employees may have times when they need to be off work for an appointment or because they or a family member are ill.

Each full-time employee will accrue PTO bi-weekly in hourly increments based on their length of service as defined below.

Level 1: At a rate of 3.08 hours per bi-weekly pay period from date of hire to their 3rd anniversary (equivalent to approximately 80 hours or 10 days per anniversary year).

Level 2: At a rate of 4.62 hours per bi-weekly pay period from their 3rd anniversary to their 9th anniversary (equivalent to approximately 120 hours or 15 days per anniversary year).

Level 3: At a rate of 6.15 hours per bi-weekly pay period beyond their 9th anniversary (equivalent to 160 hours or 20 days per anniversary year).

Full-time employees will also receive a 40 hour lump sum of sick time into their PTO bank on January 1 of each year. If an employee is hired after January 1, this amount will be pro-rated for the year, based on start date. Part-time employees are not eligible for these lump sum hours.

PTO is added to the employee's PTO bank when a bi-weekly paycheck is issued. Employees may use time from their PTO bank in increments of 15 minutes. PTO will not be counted as hours worked for purposes of determining overtime.

Part-time employees working 20 or more hours per week shall be eligible for pro-rated PTO benefits based on the actual hours worked in the bi-weekly pay period. Eligible part-time employees can not advance past Level 1 for PTO benefits. Employees working less than 20 hours per week, temporary employees, and contract employees are not eligible to accrue PTO.

For any kind of covered paid leave category, including short or long-term disability leave, worker's compensation leave, or any other kind as specified in this Employee Manual, PTO can be used to replace or supplement leave up to 100% of salary. Employees are required to use all accrued PTO before taking unpaid leave.

PTO is not earned in pay periods during which unpaid leave, short or long-term disability leave, or worker's compensation leave are taken. The time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include company paid holidays, bereavement time off, required jury duty, and military service leave.

To take PTO requires two days of notice to your supervisor unless the PTO is used for legitimate, unexpected illness or emergencies. In all instances, PTO must be approved by the employee's supervisor in advance. We appreciate as much notice as possible when you know you expect to miss work for a scheduled absence.

A full-time employee may carry a balance of up to 320 hours of unused PTO. When full-time employees accumulate 320 hours of PTO, they will cease accruing additional PTO until the employee's total accumulation of unused PTO is less than 320 hours.

A part-time employee may carry a balance of up to 160 hours of unused PTO. When part-time employees accumulate 160 hours of PTO, they will cease accruing additional PTO until the employee's total accumulation of unused PTO is less than 160 hours.

The Library will not pay employees for unused PTO except upon termination of employment. Upon termination of employment, all accrued but unused PTO will be paid out at the rate of pay applicable at the time of termination. The value of the unused PTO will be deposited into an eligible employee's 115 Trust Account/Health Care Savings Program (HCSP), with MERS of Michigan. This contribution is considered non-taxable income and will be available to the terminated employee to be used for qualifying medical expenses. This benefit can only be accessed after employment is terminated.

PAID TIME OFF

Marked Draft - February 2025

All ~~full-time~~ employees of SLDL, both exempt and non-exempt, are eligible to accrue Paid Time Off (PTO).

We understand that our employees need time to rest and enjoy themselves outside of work. We also understand that employees may have times when they need to be off work for an appointment or because they or a family member are ill. This PTO allowance combines vacation, sick, and personal time into one bank that can be used for any of these reasons, **including to be used as earned sick time as required by the Michigan Earned Sick Time Act, MCL 408.961 et seq (ESTA). For purposes of this policy, the Benefit Year is the calendar year.**

Each full-time employee will accrue PTO bi-weekly in hourly increments based on their length of service as defined below.

Level 1: At a rate of 3.08 hours per bi-weekly pay period from date of hire to their 3rd anniversary (equivalent to approximately 80 hours or 10 days per anniversary year).

Level 2: At a rate of 4.62 hours per bi-weekly pay period from their 3rd anniversary to their 9th anniversary (equivalent to approximately 120 hours or 15 days per anniversary year).

Level 3: At a rate of 6.15 hours per bi-weekly pay period beyond their 9th anniversary (equivalent to 160 hours or 20 days per anniversary year).

Accrual of PTO in accordance with this policy begins on February 21, 2025, or the date that the employee was hired, whichever is later. New employees must wait 90 days before using accrued PTO.

All employee's hours worked, and accrual and use of PTO will be tracked by SLDL in accordance with ESTA. If an employee's accrual of PTO does not meet the minimum requirements of leave under ESTA (one hour of leave per 30 hours worked), the employee's PTO bank will be credited to meet the minimum requirements set forth in ESTA. For hourly employees, time spent not actually working, including but not limited to time spent on vacation, holidays, disability leave, FMLA leave, and any other type of leave, does not count as hours worked for PTO accrual. PTO is not earned in pay periods during which unpaid leave, short or long-term disability leave, or worker's compensation leave are taken. The time that is not covered by the PTO policy, and for which Separate guidelines and policies exist include to address company paid holidays, bereavement time off, required jury duty, and military service leave. Exempt employees who do not record hours accrue PTO based upon a 40-hour workweek, or the number of hours in their normally scheduled workweek, whichever is less.

Part-time employees ~~working 20 or more hours per week~~ shall be eligible for pro-rated PTO benefits based on the actual hours worked in the bi-weekly pay period. ~~Eligible~~ Part-time employees can not

advance past Level 1 for PTO benefits. ~~Employees working less than 20 hours per week, temporary employees, and contract employees are not eligible to accrue PTO.~~

Full-time employees will also receive a 40 hour lump sum ~~of sick time~~ into their PTO bank on January 1 of each year. If ~~an~~ a full-time employee is hired after January 1, this amount will be pro-rated for the year, based on start date. Part-time employees are not eligible for these lump sum hours.

~~PTO is added to the employee's PTO bank when a bi-weekly paycheck is issued.~~ Employees may use time from their PTO bank in increments of 15 minutes. PTO will not be counted as hours worked for purposes of determining overtime.

In addition to use for vacation or personal time, employees may use accrued PTO for any qualifying reason under ESTA, including the following reasons:

- To care for the employee's family member who is suffering from a mental illness, physical illness, injury, or health condition, or preventative medical care.
- To care for the employee's own mental illness, physical illness, injury, or health condition, or preventative medical care.
- To address the employee's or the employee's family member's physical, psychological, or legal effects of domestic violence or sexual assault.
- To attend meetings at a child's school or place of care related to the child's health or disability or effects of domestic violence or sexual assault.
- For reasons related to a public health emergency as described in MCL 406.964.

For purposes of this policy, the term "family member" includes:

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

SLDL will not retaliate against an employee for requesting or using PTO for qualifying sick time reasons under ESTA for which the employee is eligible.

Employees are required to use all accrued PTO before taking unpaid leave. For any kind of covered paid leave category, including short or long-term disability leave, worker's compensation leave, or any other kind as specified in this Employee Manual, PTO can be used to replace or supplement leave up to 100% of salary.

To take PTO requires two days of notice to your supervisor unless the PTO is used for legitimate, unexpected illness or emergencies. In all instances, PTO must be approved by the employee's supervisor in advance. We appreciate as much notice as possible when you know you expect to miss work for a scheduled absence. **If an employee's use of PTO for sick time under ESTA exceeds 3 consecutive days on which the employee was scheduled to work, SLDL may request the employee to provide reasonable documentation that the use of PTO was for a permitted purpose. SLDL will not delay the use of PTO while waiting for reasonable documentation. If SLDL requires documentation for the use of PTO, SLDL will pay the employee's out-of-pocket expenses incurred in obtaining the documentation.**

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Employees carry over all unused PTO, but an employee's use of PTO within a Benefit Year is limited to 320 hours for full-time employees and 160 hours for part-time employees.

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PAID TIME OFF

Clean Draft - February 2025

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