Spring Lake District Library
Budget Hearing and Board Meeting Agenda

Wednesday, September 16, 2026
Spring Lake District Library
1pm

1. Call to order

2. Approve the agenda

3. Public comment

4. Approve the minutes – August 19, 2026 and September 3, 2026

5. Budget Hearing
   a. 2027 Budget Resolution and Millage discussion
   b. Public comment regarding budget and/or millage
   c. Motion to pass Resolution to adopt 2027 Budget and set Millage Rate

6. Financial report and approval of bills – August 2026

7. Director's Report

8. Building Project Updates – Sunroom Addition
   a. Financial Update
   b.

9. Old business
   a. Non-Resident Policy 201 - Revision
   b.

10. New business
    a. 2027 Salary and Benefits Package
    b.

11. Public Comment

12. Adjourn the meeting

Spring Lake District Library Board Minutes
Wednesday, August 19, 2026

Present and voting: Mary Eagin, Skylar Garrison, Bill Meyers, Laurie Draeger, Maria Boersma, Skip Lorimer
Also present: Maggie McKeithan, Library Director; Amanda Rantanen, Business Manager
Absent: Sheri Boon

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

The meeting was called to order at 1:00 p.m. by Mary Eagin

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

Public Comment: None

Motion to approve the minutes of July 15, 2026, made by Laurie Draeger and supported by Maria Boersma. The motion was approved unanimously.

Motion to approve financial reports from July 2026 and approve payment of bills made by Skylar Garrison and supported by Bill Meyers. The motion was approved unanimously.

Director's Report
Maggie reviewed her report as printed in the Board Packet noting that 2,016 people were signed up for Summer Reading, which is the most people to ever sign up.

Building Project Updates - Sunroom Addition

a. Financial Update
    i. Maggie reviewed a financial update on the Sunroom Addition project. We will likely have temporary occupancy for the Block Party, but will not be officially open by then.
b. Change Order 5
    i. **Motion made to approve Change Order 5 at the cost of $32,313** made by Laurie Draeger and supported by Maria Boersma. The motion was approved unanimously.

Old Business:

a. 2027 Budget Discussion - approval of the budget and millage will take place at the September board meeting.

New Business:

a. Hoopla Discussion
    i. We need to keep Hoopla until May, 2027 per the contract. We will re-evaluate as the 60-day notice to discontinue date approaches.
    ii. **A motion was made to change the language of Circulation Policy 201 to state that non-resident cards will allow use of the library and borrowing physical material only. This card will not allow access to digital material.** The motion was made by Skylar Garrison and supported by Bill Meyers. The motion was approved unanimously.
b. Officers
    i. Gordon Gallagher stepped down from the board. His replacement is Skip Lorimer.
    ii. **A motion to appoint Maria Boersma as the Treasurer of the board, appoint Bill Meyers as the Vice President of the board, and have Bill Meyers join the Finance Committee** was made by Laurie Draeger and supported by Sheri Boon. The motion was approved unanimously.

Public Comment:

a. The Friends of the Library recently added seven new members, bringing the membership to 71. They will hold their next book sale on the date of the Block Party (September 17), beginning at 10 a.m. They also have a local author, Patti Eddington, coming to speak about her new book in October.

Meeting was adjourned at 2:20 p.m.

Respectfully submitted,
Skylar Garrison, Secretary

Spring Lake District Library Board Minutes
Special Board Meeting
Thursday, September 3, 2026

Present and voting: Mary Eagin,, Bill Meyers, Laurie Draeger, Maria Boersma, Skip Lorimer
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 9:00 a.m. by Mary Eagin

Motion to approve the agenda, made by Bill Meyers and supported by Skip Lorimer.
The motion was approved unanimously.

Public Comment: None

Motion to approve the Resolution to Apply for the Michigan Par Plan Grant, made by Bill Meyers and supported by Skip Lorimer. The motion was approved by roll call. Maria Boersma - Aye, Laurie Draeger - Aye, Skip Lorimer - Aye, Bill Meyers - Aye, and Mary Eagin - Aye.

Public Comment: None

Meeting was adjourned at 9:04 a.m.

Respectfully submitted,
Laurie Draeger, acting Secretary in place of Skylar Garrison's absence

Laura R Draeger

Spring Lake District Library
2027 Budget Draft

Estimated Revenue	2027 Budget
Current Property Taxes (0.5033)	$607,350
Current Property Taxes (1.0514)	$1,268,700
Grants, Gifts, and Contributions	$188,000
Investment Income	$50,750
Library Fines	$3,000
Local Government Revenue	$203,000
PILOT	$2,800
State Revenue	$20,000
Other Income	$10,000
Fund Balance	$0
	$2,353,600

Estimated Expenditures	2027 Budget
Capital Expenses	$25,000
Materials	$216,150
Operations	$395,150
Personnel	$1,613,700
Programming	$52,500
Technology	$45,000
Transfer to Capital Fund	$6,100
	$2,353,600

BOARD OF TRUSTEES
SPRING LAKE DISTRICT LIBRARY

RESOLUTION TO ADOPT BUDGET AND SET MILLAGE RATE
(GENERAL APPROPRIATIONS ACT)

At a meeting of the Board of Trustees of the Spring Lake District Library, County of Ottawa, held in the Library on the 16th of September, 2026, at 1:00p.m., prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _______________ and supported by _____________________:

WHEREAS, the Spring Lake District Library was established under the provisions of the District Library Establishment Act, 1989 PA 24, as amended ("Act 24"); and

WHEREAS, pursuant to Act 24, the Board is authorized to levy a tax upon all taxable property within the Spring Lake District Library district (the "District"), provided that the districtwide tax is authorized by the electors of the District; and

WHEREAS, in August of 1994, the electors of the District authorized the Board to levy a districtwide property tax in an amount not to exceed 0.60 mill to provide funds for District Library purposes, which amount has been rolled back to 0.5033 mill to comply with the Headlee Amendment to the Michigan Constitution and MCL 211.34d ("Headlee"); and

WHEREAS, on August 4, 2020, the electors of the District authorized the Board to levy a districtwide property tax renewal in an amount not to exceed 1.1285 mills for a term of ten years, 2021 through 2030, inclusive, to provide funds for District Library purposes, which amount has been rolled back to 1.0514 mills to comply with Headlee; and

WHEREAS, the total authorized operating millages approved by the electors in August, 1994, and August, 2020, amount to 1.7285 mills which amount has been rolled back to 1.5547 mills to comply with Headlee; and

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, 1963 PA 43, as amended, the Board has, following the required public notice, conducted a public hearing on its proposed 2027 budget; and

WHEREAS, the Board has determined to hold a public hearing and adopt the budget for the January 1, 2027 to December 31, 2027 fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title
This Resolution shall be known as the Spring Lake District Library General Appropriations Act ("Act").

Section 2: Chief Administrative Officer
The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

Section 3: Fiscal Officer
The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

Section 4: Public Hearings on the Budget
Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on September 8, 2026, and a public hearing on the proposed budget was held on September 16, 2026.

Section 5: Estimated Revenues
Estimated library fund revenues for fiscal year January 1, 2027, to December 31, 2027, including a voter-authorized millage of **1.5547** mills; and various miscellaneous revenues shall total $2,353,550. The Board appropriates the following sums to defray expenses and meet liabilities for fiscal year 2027 for District Library purposes based on the statement of estimated revenues, all as set forth below:

Revenue:		
Current Property Taxes		607,350
Current Property Taxes		1,268,700
Grants, Gifts, and Contributions		188,000
Investment Income		50,750
Library Fines		3,000
Local Government Revenue		203,000
PILOT		2,800
State Revenue		20,000
Other Income		10,000
Total Revenue	$	2,353,600

Section 6: Estimated Expenditures
Estimated library fund expenditures for fiscal year January 1, 2027 to December 31, 2027, for the various library activities (cost centers) are as follows:

Expenses:		
Capital Expenses		25,000
Materials		216,150
Operations		395,150
Personnel		1,613,700
Programming		52,500
Technology		45,000
Operating Transfers Out		6,100
Total Expenses	$	2,353,600

Section 7: Millage Levy
The Board hereby certifies that the electors of the District approved a districtwide property tax in the amount of .60 mill ($0.60 per $1,000) at an election held in August, 1994, and in an amount not to exceed 1.1285 mills ($1.1285 per $1,000) at an election held on August 4, 2020.

Pursuant to Act 24, the Board hereby certifies that it shall levy on December 1, 2026, a property tax upon all real and tangible personal property within the District in the total amount of 1.5547 mills ($1.5547 per $1,000) on the taxable valuation of such property to provide funds for District Library purposes.

The Board hereby certifies that the operating millage to be levied on all taxable property in the District has been reduced, if necessary, to comply with Headlee and the Board has complied with the requirements of the Truth-in-Taxation Act, MCL 211.24e.

Section 8: 2026 Tax Rate Request
The President and Secretary of the Library Board are hereby authorized and directed to provide a certified copy of this Resolution and the 2026 Tax Rate Request on Michigan Department of Treasury Form L-4029 to the Ottawa County Clerk, the Ottawa County Equalization Department, and to each township and city clerk included in the District.

Section 9: Adoption of Budget by Reference
The general library fund budget of the Spring Lake District Library is hereby adopted in full as attached Exhibit A.

Section 10: Appropriations not a Mandate to Spend
Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports
The Fiscal Officer shall transmit to the Board a report of financial operations at each Board meeting. The Chief Administrative Officer and Fiscal Officer shall monitor the budget and if it appears the expenditures will exceed appropriations shall present to the Library Board recommendations to keep expenditures from exceeding available revenue or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

Section 12: Board Adoption
Motion made by __________, seconded by _______________ to adopt the foregoing Resolution.
Upon roll call vote, the following voted aye:
The following voted nay:

The President declared the motion carried and the Resolution duly adopted on the 16th day of September, 2026.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF OTTAWA)

I, the undersigned, the duly qualified and acting Secretary of the Spring Lake District Library, Ottawa County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board at a regular meeting held on the 16th day of September, 2026, at 1:00 p.m.

____
Secretary Skylar Garrison

Spring Lake District Library
Balance Sheet - Memorized for Board
As of Aug 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Huntington Checking	58,373.03
Michigan Class Investments	1,544,171.84
Petty Cash	230.91
Total for Bank Accounts	**$1,602,775.78**
Accounts Receivable	
Accounts receivable	-63.92
Total for Accounts Receivable	**-$63.92**
Other Current Assets	
Credit Card Payment Receivable	-269.06
Total for Other Current Assets	**-$269.06**
Total for Current Assets	**$1,602,442.80**
Total for Assets	**$1,602,442.80**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Deductions MERS DB	568.28
Due to Friends of the Library	880.65
EE Garnishment	195.86
MERS 457	-2,377.11
MERS DC EE Portion	5,125.01
MERS Roth 457	494.41
Withheld Payroll Taxes	196.18
Total for Other Current Liabilities	**$5,083.28**
Total for Current Liabilities	**$5,083.28**
Total for Liabilities	**$5,083.28**
Equity	**$1,597,359.52**
Total for Liabilities and Equity	**$1,602,442.80**

Spring Lake District Library
Budget vs. Actuals
AUG 2026

	AUG	YTD	Budget	% of Budget
Income	~	~	~	~
Budgetary Fund Balance Income	~	~	469,927.00	~
Current Property Taxes .60 mil	~	555,785.72	584,578.00	95%
Current Property Taxes 1.12 mil	~	1,147,948.92	1,148,709.00	100%
Grants,Gifts and Contributions	6012.86	197,983.69	172,000.00	115%
Investment Income	5012.71	41,742.39	61,000.00	68%
Library Fines	211.76	1,954.26	2,000.00	98%
Local Government Revenue	132.34	222,809.24	197,000.00	113%
Other Income	1408.14	9,324.16	7,300.00	128%
PILOT	479.07	479.07	3,000.00	16%
RHFV OPEB Closeout Income		1,475,073.14	1,475,073.00	100%
State Revenue	21998.02	33,941.11	16,000.00	212%
Total Income	$ 35,254.90	$ 3,687,041.70	$ 4,136,587.00	89%

Expenses	AUG	YTD	Budget	% of Budget
Capital Outlay		11,715.01	25,000.00	47%
Materials	14,073.19	146,703.88	206,010.00	71%
Operations	33,628.95	268,845.96	397,858.00	68%
Operations Transfer Out	~	1,730,000.00	1,730,000.00	100%
Personnel	111,757.50	942,108.89	1,469,219.00	64%
RHFV OPEB Expense	~	215,000.00	215,000.00	100%
Programming	5,546.91	29,540.37	52,500.00	56%
Technology	4,415.80	32,152.32	41,000.00	78%
Total Expenses	$ 169,422.35	$ 3,376,066.43	$ 4,136,587.00	82%

Spring Lake District Library
Bank Accounts and Investments Summary
as of August 31, 2026

General Fund - Money Market	**Avg Yield**	**Market Value**
GF - Michigan Class Investments - 0001	3.80%	**$1,544,171.84**

Capital Fund - Money Market	**Avg Yield**	**Market Value**
CF - Michigan Class Investments - 0002	3.80%	**$1,628,073.79**

Bank Accounts	**Balance**
Huntington Checking - General Fund	$58,373.03
Huntington Checking - Capital Projects	$130,033.33
	$188,406.36

Spring Lake District Library				
Check Detail Report - GF HNB Checking				
August 20-September 16, 2026				
Date	**Num**	**Name**	**Amount**	**Memo**
08/20/2026	22765	Ann Salamy	$ 300.00	
08/27/2026	22767	Mina Ruth, LLC	$ 569.75	block party shirts
09/16/2026	22768	Ace Hardware	$ 209.44	
09/16/2026	22769	Action Chemical	$ 534.12	janitorial supplies
09/16/2026	22770	Alex Thomas	$ 650.00	program
09/16/2026	22771	Alison Anderson	$ 43.50	
09/16/2026	22772	Applied Innovation	$ 1,342.78	copy/print
09/16/2026	22773	Automatic Equipment Sales and Service, Inc.	$ 528.80	bldg. maint.
09/16/2026	22774	Bartlett Tree Experts	$ 230.00	
09/16/2026	22775	Cengage Learning, Inc. - Gale	$ 32.80	
09/16/2026	22776	Center Point Publishing	$ 100.68	
09/16/2026	22777	Chase Card Services	$ 7,889.09	* see below
09/16/2026	22778	City Farmer Lawn & Landscape	$ 905.00	lawn care
09/16/2026	22779	Freddy Cheeks Productions	$ 500.00	program
09/16/2026	22780	Friends of Spring Lake District Library	$ 885.65	due to the friends
09/16/2026	22781	Hurst Mechanical	$ 1,594.77	bldg. maint.
09/16/2026	22782	Ingram Library Services	$ 2,124.46	books
09/16/2026	22783	Kanopy, Inc	$ 411.40	
09/16/2026	22784	Lakeland Library Cooperative	$ 383.00	
09/16/2026	22785	Loutit District Library	$ 9.59	
09/16/2026	22786	Maggie McKeithan	$ 224.04	
09/16/2026	22787	Midwest Tape	$ 4,000.04	digital materials
09/16/2026	22788	OverDrive, Inc.	$ 4,455.72	digital materials
09/16/2026	22789	pens.com	$ 525.86	marketing
09/16/2026	22790	Quill.com	$ 87.98	
09/16/2026	22791	Rachel Yonai	$ 19.94	
09/16/2026	22792	TH Brands	$ 98.25	
09/16/2026	22793	The Standard Insurance Company	$ 646.52	insurance
09/16/2026	22794	Trinity Health Workplace Health	$ 55.00	
09/12/2026	22795	CivicPlus	$ 4,200.00	website
			$ 33,558.18	
		* Chase Bill Detail		
		Library & Office Supplies	783.92	
		Maintenance/Janitorial Supply	236.92	
		Youth Programming	675.37	
		Adult Programming	762.86	
		All Age Programming	636.29	
		Postage	328.00	
		Professional/Contract Services	376.54	
		Capital Outlay	825.98	
		Software - Technology	953.87	
		Supplies - Technology	321.47	
		Telephone & Internet	635.85	
		Cold Beverage Expenses	130.42	
		Hot Beverage Expenses	31.31	
		Books - Adult Fiction	162.19	
		Books - Adult Nonfiction	45.00	
		DVDs	247.75	
		Other Circulating Materials - Adult	281.31	
		Other Circulating Materials - Youth	18.24	
		Staff Inservice/Travel	365.00	
		Payroll (Fees)	70.80	
			7,889.09	

Spring Lake District Library

Huntington Checking, Period Ending 08/31/2026

RECONCILIATION REPORT

Reconciled on: 09/11/2026

Reconciled by: Amanda Rantanen

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

Summary USD

Statement beginning balance	200,298.43
Service charge	-199.00
Interest earned	30.85
Checks and payments cleared (52)	-168,891.17
Deposits and other credits cleared (7)	31,792.45
Statement ending balance	63,031.56

Uncleared transactions as of 08/31/2026	-4,658.53
Register balance as of 08/31/2026	58,373.03
Cleared transactions after 08/31/2026	0.00
Uncleared transactions after 08/31/2026	149,917.00
Register balance as of 09/11/2026	208,290.03

Details

AJR

Checks and payments cleared (52)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/20/2026	Bill Payment	22649	Steve Laubaugh	-525.00
07/16/2026	Bill Payment	22725	Sara Shambarger	-150.00
08/10/2026	Journal	0356 - Electric		-7,831.34
08/11/2026	Journal	0355 - Gas		-211.14
08/12/2026	Journal	0358 - Payroll		-116.09
08/12/2026	Journal	0358 - Payroll		-10,056.61
08/12/2026	Journal	0358 - Payroll		-30,082.82
08/13/2026	Journal	0347 - MERS DC		-997.22
08/13/2026	Journal	0347 - MERS DC		-997.22
08/13/2026	Journal	0347 - MERS DC		-997.22
08/13/2026	Journal	0348 - MERS DB		-8,516.42
08/13/2026	Journal	0346 - MERS 457		-1,582.93
08/13/2026	Journal	0346 - MERS 457		-1,582.93
08/13/2026	Journal	0346 - MERS 457		-1,582.93
08/14/2026	Journal	0357 - WMHIP		-15,760.51
08/15/2026	Journal	0350 - Water & Sewer		-712.71
08/15/2026	Journal	0350 - Water & Sewer		-1,150.51
08/19/2026	Bill Payment	22757	The Sherwin Williams Co.	-11.59
08/19/2026	Bill Payment	22758	The Standard Insurance Com...	-721.09
08/19/2026	Bill Payment	22730	Cengage Learning, Inc. - Gale	-98.40
08/19/2026	Bill Payment	22738	Foster Swift	-80.10
08/19/2026	Bill Payment	22756	The Hartford	-196.00
08/19/2026	Bill Payment	22736	Ed Grafton	-8.00
08/19/2026	Bill Payment	22739	Friends of Spring Lake District...	-978.70
08/19/2026	Bill Payment	22752	PM Engraving Company	-154.80
08/19/2026	Bill Payment	22742	Ingram Library Services	-3,054.23
08/19/2026	Bill Payment	22734	City Farmer Lawn & Landscape	-440.00
08/19/2026	Bill Payment	22764	West Michigan Construction S...	-250.00
08/19/2026	Bill Payment	22743	Kanopy, Inc	-357.00
08/19/2026	Bill Payment	22760	TMobile	-946.58
08/19/2026	Bill Payment	22750	Newago Area District Library	-28.00
08/19/2026	Bill Payment	22735	Cummins	-1,060.23
08/19/2026	Bill Payment	22754	Rachel Yonai	-61.27
08/19/2026	Bill Payment	22729	Architectural Hardware Co.	-500.50
08/19/2026	Bill Payment	22761	Trinity Health Workplace Health	-55.00
08/19/2026	Bill Payment	22762	Unique Management Services	-19.70
08/19/2026	Bill Payment	22726	Ace Hardware	-51.99
08/19/2026	Bill Payment	22731	Center Point Publishing	-100.68

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/19/2026	Bill Payment	22749	Midwest Tape	-4,053.26
08/19/2026	Bill Payment	22732	Chase Card Services	-11,276.04
08/19/2026	Bill Payment	22747	Melanie Alm	-360.00
08/19/2026	Bill Payment	22728	Applied Innovation	-1,556.35
08/19/2026	Bill Payment	22733	Chubb Commercial Insurance	-1,960.00
08/19/2026	Bill Payment	22744	Kuerth's Disposal	-110.00
08/19/2026	Bill Payment	22751	OverDrive, Inc.	-3,666.46
08/19/2026	Bill Payment	22745	Lakeland Library Cooperative	-8,151.53
08/19/2026	Bill Payment	22741	Hurst Mechanical	-4,708.15
08/26/2026	Journal	0359 - Payroll		-116.09
08/26/2026	Journal	0359 - Payroll		-30,291.55
08/26/2026	Journal	0359 - Payroll		-10,185.88
08/31/2026	Journal	0354 - ADP Fees		-216.70
08/31/2026	Journal	0354 - ADP Fees		-211.70
Total				-168,891.17

Deposits and other credits cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/03/2026	Journal	0338 - Tax Rcd		611.41
08/10/2026	Journal	0337 - Erates		352.50
08/13/2026	Journal	0349-LoutitStateAid		11,053.34
08/15/2026	Journal	0351 - Indie Lens		900.00
08/31/2026	Journal	0345 - Deposit		15,789.74
08/31/2026	Journal	0343 - Square		1,562.48
08/31/2026	Journal	0344 - Cash Register		1,522.98
Total				31,792.45

Additional Information

Uncleared checks and payments as of 08/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/17/2026	Bill Payment	22658	Aimee Wilson	-48.16
07/16/2026	Bill Payment	22723	Jenny Geuder	-200.00
08/19/2026	Bill Payment	22755	School Specialty	-128.61
08/19/2026	Bill Payment	22737	Figen Mekik	-200.00
08/19/2026	Bill Payment	22740	Heimler Consulting	-1,845.00
08/19/2026	Bill Payment	22753	Quill.com	-87.98
08/19/2026	Bill Payment	22746	Mary Ann Herbst	-300.00
08/19/2026	Bill Payment	22759	The Zekelman Holocaust Center	-50.00
08/19/2026	Bill Payment	22748	Michael McBride	-700.00
08/19/2026	Bill Payment	22763	Vanguard ID Systems	-229.03
08/20/2026	Bill Payment	22765	Ann Salamy	-300.00
08/27/2026	Bill Payment	22767	Mina Ruth, LLC	-569.75
Total				-4,658.53

Uncleared checks and payments after 08/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/22/2026	Journal	0353 - safe deposit		-83.00
Total				-83.00

Uncleared deposits and other credits after 08/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/03/2026	Journal	0352 - Transfer		150,000.00
Total				150,000.00

SLDL Capital Projects Fund
Balance Sheet
As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
HNB Capital Fund Checking	130,033.33
Michigan Class Investments	1,628,073.79
Petty Cash	2.68
Total Checking/Savings	1,758,109.80
Total Current Assets	1,758,109.80
TOTAL ASSETS	**1,758,109.80**
LIABILITIES & EQUITY	
Equity	
Retained Earnings(Fund Balance)	238,131.26
Net Income	1,519,978.54
Total Equity	1,758,109.80
TOTAL LIABILITIES & EQUITY	**1,758,109.80**

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
August 2026

	Aug 26	Jan - Aug 26
Income		
Donations	0.00	5,000.00
Grant Revenue	0.00	42,500.00
GrantsGHACF Expansion Fund	0.00	449,308.86
Interest Income	44.45	152.35
Investment Fluctuation of MV's	5,252.54	21,499.03
Operating transfers in	0.00	1,730,000.00
Other Income	0.00	772.41
Restricted Gifts	0.00	119,531.65
Total Income	5,296.99	2,368,764.30
Gross Profit	5,296.99	2,368,764.30
Expense		
Building Expenses	10,403.40	72,739.40
Capital outlay	0.00	10,868.90
Construction expense	96,156.08	747,223.81
Operating transfers out	0.00	14,113.65
Professional fees	0.00	3,840.00
Total Expense	106,559.48	848,785.76
Net Income	-101,262.49	1,519,978.54

SLDL Capital Projects Fund

9/12/2026 4:45 PM

Register: HNB Capital Fund Checking
From 08/20/2026 through 09/16/2026
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/31/2026			Interest Income	Interest		X	44.45	130,033.33
09/16/2026	1212	American Security C...	Accounts payable		458.00			129,575.33
09/16/2026	1213	Dynamic Conveyor ...	Accounts payable	retainage for bo...	9,478.29			120,097.04
09/16/2026	1214	Town & Country Gro...	Accounts payable		1,700.00			118,397.04
09/16/2026	1215	Tridonn Construction...	Accounts payable	Pay App 9	67,391.14			51,005.90

SLDL Capital Projects Fund
Reconciliation Summary
HNB Capital Fund Checking, Period Ending 08/31/2026

		Aug 31, 26
Beginning Balance		236,548.36
Cleared Transactions		
Checks and Payments - 4 items	-106,559.48	
Deposits and Credits - 1 item	44.45	
Total Cleared Transactions	-106,515.03	
Cleared Balance		**130,033.33**
Register Balance as of 08/31/2026		130,033.33
Ending Balance		130,033.33

Library Director's Report
Maggie McKeithan, Library Director
September 16, 2026

On September 17 from 5-8pm, we'll host our annual Block Party. This year, we have a band, the Friends book sale, a food cart, and putt-putt. We had hoped to do the ribbon cutting for the new Sunroom, but it will not be ready in time. Instead, we'll open the double doors (recently installed!) into the room and put up stanchions, so that people can look in for a sneak peek of what's coming soon. We will schedule a ribbon cutting when we get a better idea of the final timeline.

We've been featured in the news/newspaper several times in the last few weeks. First, we received 2 Pocketalk translation devices through a grant from MDHHS. One will go into circulation and the other will be kept at the reference desk for staff to communicate with patrons. Five years of service was included with each device. Additionally, we were in the paper for our September Library Card campaign. Every September, we partner with Loutit and area businesses to offer discounts to local places. This is an incentive for people to get a library card if they don't have one and also for those with library cards to support local businesses. We also have a limited edition library card this month, which features the Emily Wells oil painting that will soon hang in the new Sunroom.

Context for the agenda and packet –
2027 Budget Resolution and Millage This budget assumes that the library will take the full millage amount of 1.5547 mills. This is the last opportunity to make any changes to the budget and/or our millage rate request, as it has to be filed with the County by September 30.

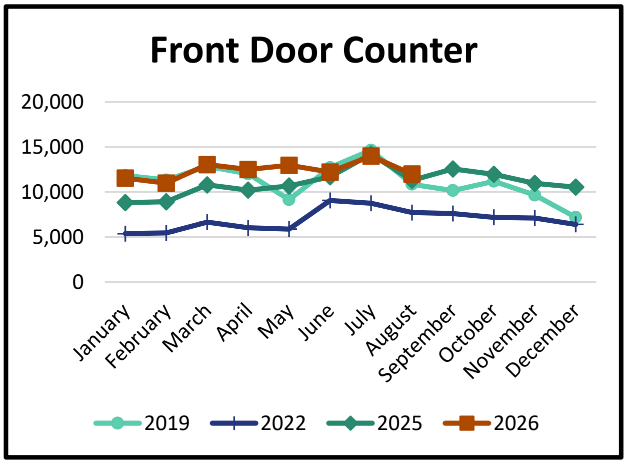
Building Project Updates – Financial Update The spreadsheet is updated to September 12, 2026.

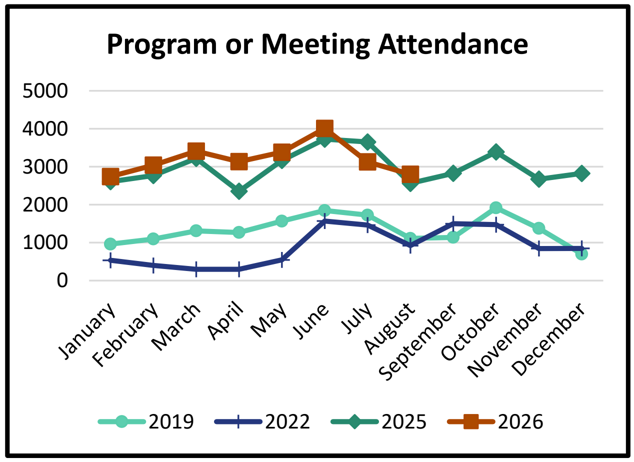
Non-Resident Policy 201 – Revision At the August meeting, we looked at the Non-Resident Policy and the Board made the decision to only allow check-out of physical items to non-residents. Staff have been fielding questions regarding Hoopla usage, so this decision was timely. I've added language to that effect that matches the language from policies of other near-by libraries. The changes are marked.

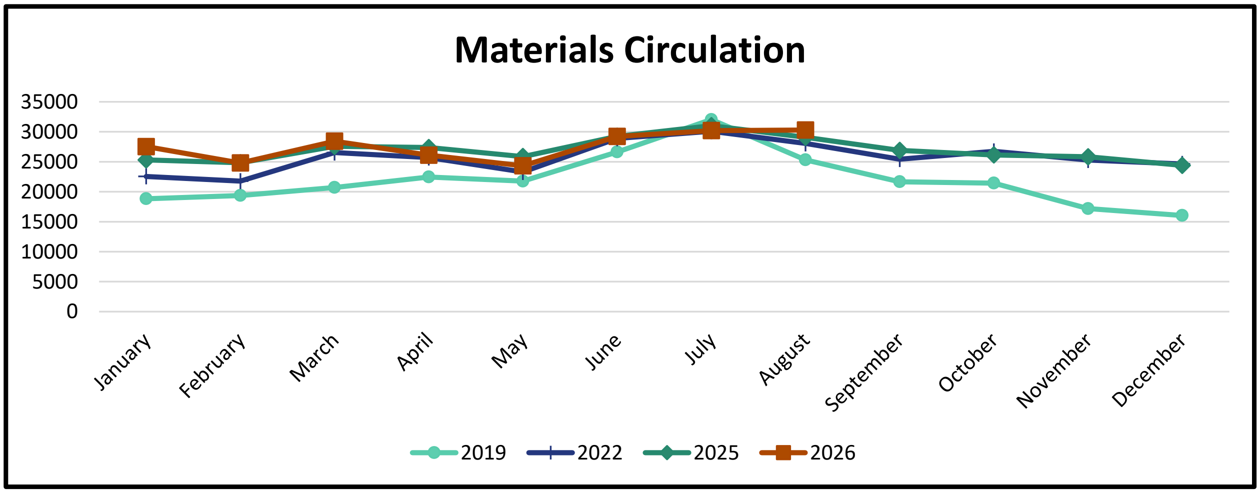
2027 Salary and Benefits Package The Personnel Committee would like to recommend the following updates to the Salary and Benefits package to take affect on January 1, 2027.

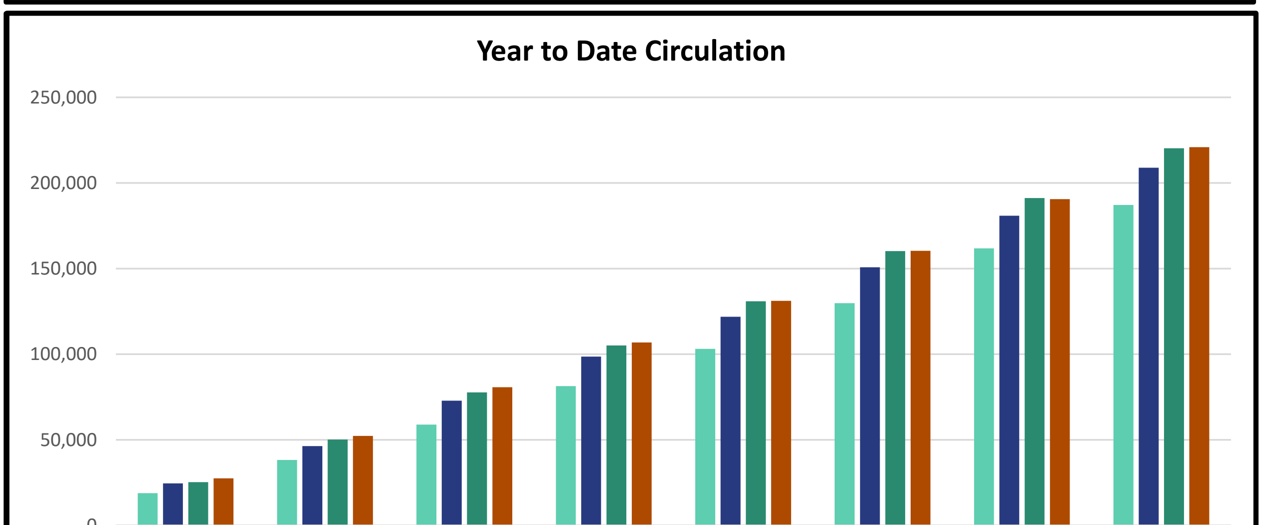
- Adopt a new salary step system, as recommended by Gallagher in the recent salary study. Current staff have been marked on the salary step system, so that you have an idea of our staff make-up. This change has already been budgeted for 2027.
- Part-time staff eligible for Bereavement Leave – currently only offered to full-time staff
- Part-time staff eligible for Holiday pay – currently only offered to full-time staff
- Adjustments to Paid Time Off for both part-time and full-time staff.

Monthly Statistics - to August 31, 2026





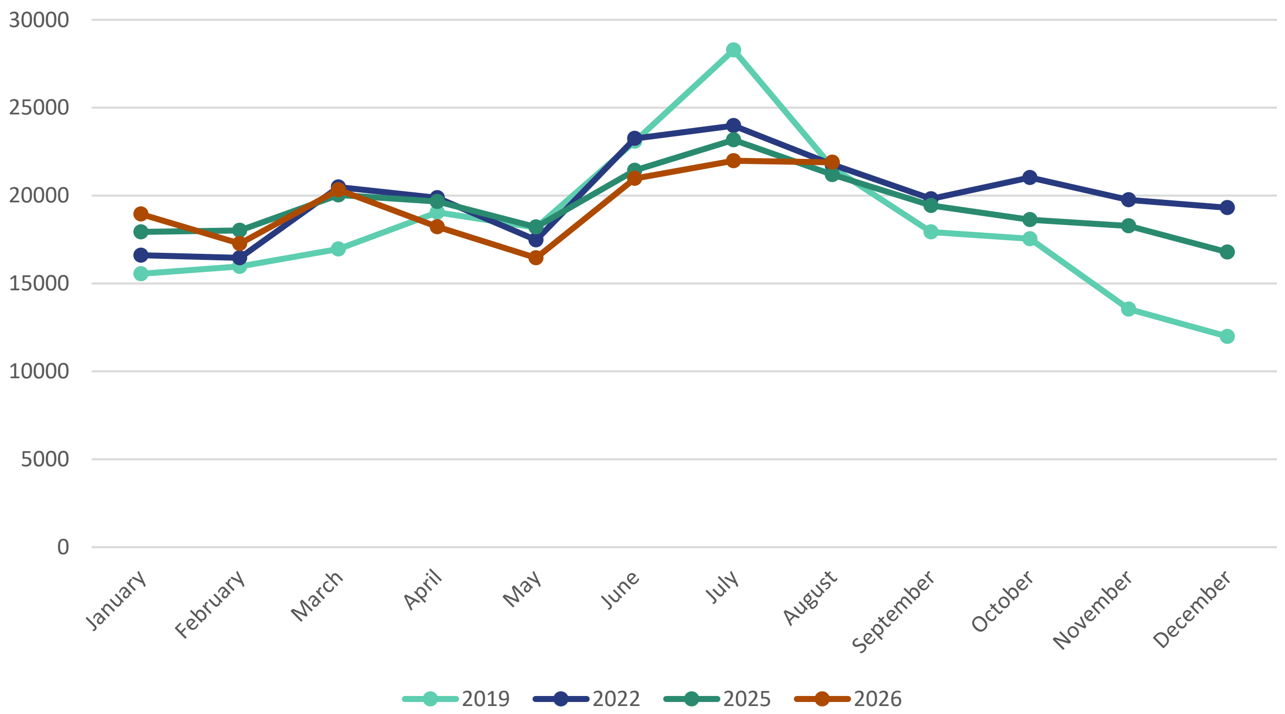




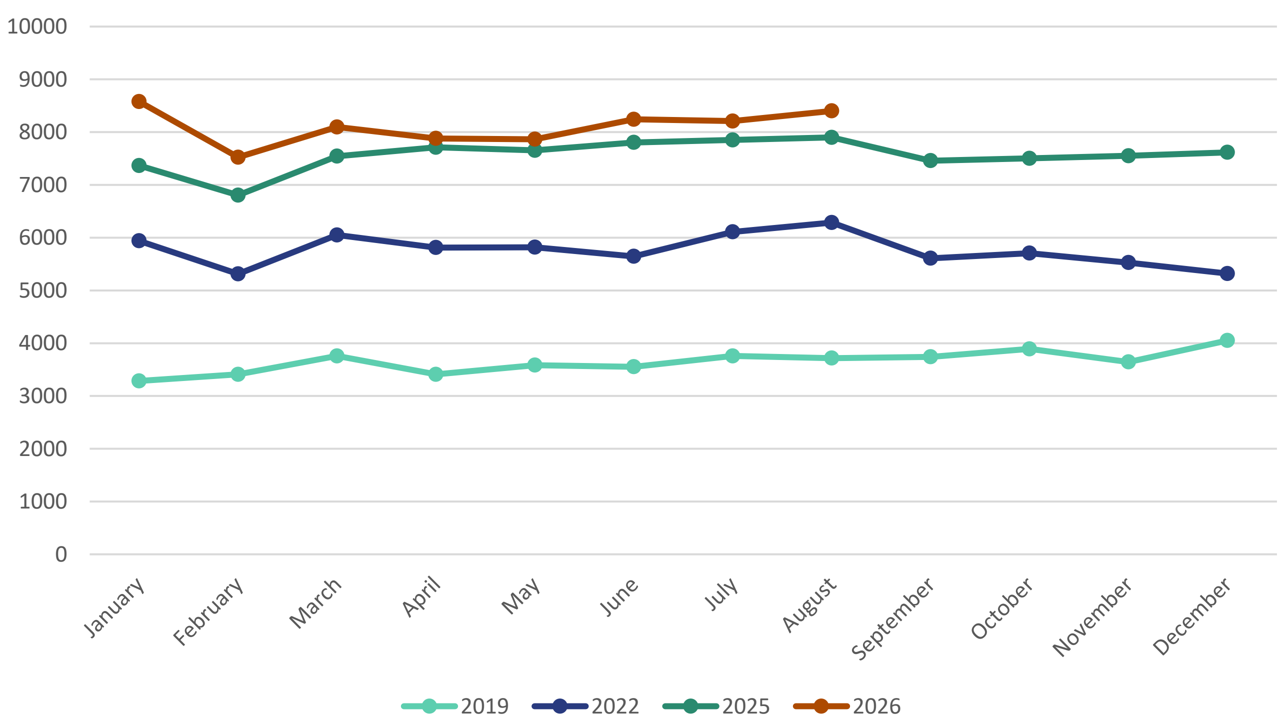
	January	Feb	March	April	May	June	July	August
2019	18,833	38,212	58,928	81,384	103,149	129,787	161,828	187,141
2022	24,568	46,340	72,876	98,565	121,857	150,754	180,841	208,896
2025	25,301	50,127	77,707	105,078	130,944	160,186	191,204	220,293
2026	27,527	52,320	80,744	106,848	131,168	160,388	190,579	220,874

2019 2022 2025 2026

Print Materials Circulation



Digital Materials Circulation



Sunroom Addition - Financial Update
September 12, 2026

Income	Anticipated Total	Actual Totals
Harring Donation	$500,000.00	$495,000.00
GHACF Renovation Fund	$22,500.00	$22,500.00
GHACF Anonymous Donation	$50,000.00	$50,000.00
GHACF Grant	$42,500.00	$42,500.00
M-Class Interest Income - since Sep 25	$24,706.16	$24,706.16
Library Fund Balance	$640,000.00	$278,310.29
Additional Grants		
Total Income	$1,279,706.16	$913,016.45

Expenses	Anticipated Total	Already billed
A/E Fees	$48,000.00	
Scope of Work Revision - Change Order 1	$1,602.50	
Scope of Work Revision - Change Orders 2,3,4	$750.00	
Various fees and permits	$3,006.55	
June 2025 - Architektura		$12,375.00
Nov 2025 - Architektura		$34,156.55
May 2026 - Architektura		$3,840.00
Construction	$928,248.00	
Bill 1 - Tridonn		$57,448.80
Bill 2 - Tridonn		$96,382.70
Bill 3 - Tridonn		$56,696.44
Bill 4 - Tridonn		$46,480.71
Bill 5 - Tridonn		$186,355.88
Bill 6 - Tridonn		$69,157.51
Bill 7 - Tridonn		$47,376.99
Bill 8 - Tridonn		$95,927.08
Bill 9 - Tridonn		$67,391.14
Furniture		
Trellis Group - bulk of furniture	$63,998.59	
Custer - study tables	$7,841.40	
Kentwood Office Furniture - Flip-top tables	$9,725.03	$9,725.03
Interphase - Lectern and Power Tower	$1,143.87	$1,143.87
Conveyor Belt Book Drop	$95,000.00	$94,782.95
Security Cameras	$7,424.00	$3,300.00
Audio - speakers, mics, loop system	$33,139.13	$26,511.30
WiFi Extension	$6,000.00	
Misc Owner Costs	$2,500.00	
Drop Box Rental	$2,574.00	$2,560.00
Temporary Entrance Signage - Sparrow		$1,404.50
Furniture Storage until end of July	$320.00	
Contingency - 5% - budgeted $47,591	$83,677.00	
Change Order 1 - $24,840		
Change Order 2 - ($10,997)		
Change Order 3 - $13,372		
Change Order 4 - $24,149		
Change Order 5 - $32,313		
Total Expenses	$1,294,950.07	$913,016.45

Circulation Policy 201
Non-Resident Policy
Approved: April 18, 2006
Revised: August 17, 2010
Reviewed: April 13, 2018
Draft: September 16, 2026

The Spring Lake District Library issues a non-resident library card to individuals living outside the Spring Lake District Library service or contract area that do not qualify for a no-fee full service library card as described below. The fee for a non-resident card is determined by dividing operating millage income by the number of residents in the library district, rounded up to the nearest whole dollar. This card allows borrowing privileges for print and physical items owned by Spring Lake District Library, but does not allow access to any digital materials or items loaned from other libraries.

The Spring Lake District Library does not honor non-resident cards originating at other libraries unless a non-resident card has been purchased at Spring Lake District Library. ~~and a SLDL non-resident sticker is on the back of the cardholder's non-resident library card.~~

Non-resident Property Owners

A person who does not reside in the Spring Lake District Library Service area, but who owns and pays taxes on property within the Spring Lake District Library service area is eligible for a no-fee full service library card regardless of whether or not they hold a library card from their home library in the Lakeland Cooperative.

The non-resident to whom a no-fee full service library card is issued must be an individual owner, partner, member, principal stockholder, or joint owner of taxable property within the library service area. If the parcel of land is owned by a corporation, limited liability corporation, partnership, or trust, one individual must be designated as the library borrower's card holder.

Only one no-fee full service card is issued per parcel of land. Only one such card is issued to a particular non-resident applicant, regardless of the number of parcels of land owned by the individual.

In addition to the proofs of identity and residence required for the general issuance of library cards, non-resident applicants for the no-fee full service card must show a copy of a current tax bill, tax receipt, or assessment notice for the property. Persons buying property on a land contract, who do not have a tax bill in their name, so must show a copy of the land contract.

Annual renewal by a non-resident of a no-fee full service card is required and entails providing the same proofs of identity, residence, and ownership as the original issue of the card. A non-resident renewing such a card who has not brought proof of ownership may check out a maximum of three items and a stop will be put on the card requiring proof be provided or authorization of the Library Director or Circulation Supervisor before the card may be used again.

Recommended New Step System

Spring Lake District Library New Step System - Recommended for January 2027

	Min				Mid						Max
	0	1	2	3	4	5	6	7	8	9	10
A - 2027	$15.00	$15.45	$15.90	$16.35	$16.80	$17.25	$17.70	$18.15	$18.60	$19.05	$19.50
B-2027	$17.07	$17.59	$18.11	$18.63	$19.15	$19.67	$20.19	$20.71	$21.23	$21.75	$22.27
C-2027	$19.06	$19.73	$20.40	$21.08	$21.75	$22.42	$23.09	$23.76	$24.44	$25.11	$25.78
D-2027	$22.11	$22.89	$23.67	$24.45	$25.23	$26.01	$26.79	$27.57	$28.35	$29.13	$29.91
E-2027	$25.19	$26.19	$27.18	$28.18	$29.17	$30.17	$31.17	$32.16	$33.16	$34.15	$35.15
F-2027	$59,342	$62,026	$64,730	$67,413	$70,117	$72,800	$75,483	$78,187	$80,870	$83,574	$86,258
G-2027	$65,270	$68,224	$71,198	$74,152	$77,126	$80,080	$83,034	$85,988	$88,942	$91,936	$94,890
H-2027	$74,318	$78,042	$81,744	$85,467	$89,170	$92,893	$96,616	$100,318	$104,042	$107,744	$111,467
I-2027	$86,050	$90,771	$95,472	$100,194	$104,894	$109,616	$114,338	$119,038	$123,760	$128,461	$133,182

Group	Titles
A	Page
B	Circulation Support, Library Clerk
C	Library Clerk/Page Supervisor, Custodian
D	Library Associate
E	Adult Services Librarian, Technical Services Supervisor
F	Marketing and Events Coordinator, Facilities Manager, Circulation Supervisor, Youth Services Manager, IT Specialist
G	Library Services Manager
H	Business Manager
I	Library Director

Job Title (# of employees)	Old Step System Range (w/ 3.5% increase)	New Step System Range
Page (4) Avg 6 hrs/wk	$15.00-19.50	$15.00-19.50
Circulation Support (2) Avg 12 hrs/wk	$17.42-22.64	$17.07-22.27
Circulation Clerk (5) Avg 24 hrs/wk New Title: Library Clerk	$17.42-22.64	$17.07-22.27
Circulation Clerk/Page Supervisor (1) Avg 24 hrs/wk New Title: Library Clerk/Page Supervisor	$18.42-23.64	$19.06-25.78
Custodian (1) Avg 24 hrs/wk	$19.86-25.81	$19.06-25.78
Reference Parapro (8) Avg 24 hrs/wk New Title: Library Associate	$19.86-25.81	$22.11-29.91
Adult Services Librarian (1) Avg 24 hrs/wk MLS degree required	$22.50-29.26	$25.19-35.15
Technical Services Supervisor (1) Avg 29 hrs/wk	$22.50-29.26	$25.19-35.15
IT Specialist (1) Salaried - FT	$51,062-64,635	$59,342-86,278
Marketing & Events Coordinator (1) Salaried - FT	$56,736-73,756	$59,342-86,278
Facility Manager (1) Salaried - FT	$56,736-73,756	$59,342-86,278
Circulation Supervisor (1) Salaried - FT	$56,736-73,756	$59,342-86,278
Youth Services Librarian (1) Salaried - FT MLS degree required New Title: Youth Services Manager	$56,736-73,756	$59,342-86,278
Library Services Manager (1) Salaried - FT MLS degree required	$56,736-73,756	$65,270-94,889
Business Manager (1) Salaried - FT	$65,813-85,558	$74,318-111,467
Library Director (1) Salaried - FT MLS degree required	$83,969-111,170	$86,049-133,182

Bereavement – Section 4.16
September 16, 2026

Current Policy Language:
In the event of a death in your immediate family, you will be allowed up to three (3) normally scheduled working days off with pay immediately following the death to arrange for and/or attend the funeral. “Immediate family” is defined as spouse, mother, father, parent-in-law, sister, brother, child, step-child, foster child, grandparents and grandchildren. You will be paid your regular daily rate, and satisfactory evidence may be required to support the leave. This benefit applies to full-time employees.

Suggested New Policy Language - Changes Marked:
In the event of a death in your immediate family, you will be allowed up to three (3) normally scheduled working days off with pay immediately following the death to arrange for and/or attend the funeral. “Immediate family” is defined as spouse, mother, father, parent-in-law, sister, brother, child, step-child, foster child, grandparents and grandchildren. You will be paid your regular daily rate, and satisfactory evidence may be required to support the leave. ~~This benefit applies to full-time employees.~~

Clean Copy with Changes:
In the event of a death in your immediate family, you will be allowed up to three (3) normally scheduled working days off with pay immediately following the death to arrange for and/or attend the funeral. “Immediate family” is defined as spouse, mother, father, parent-in-law, sister, brother, child, step-child, foster child, grandparents and grandchildren. You will be paid your regular daily rate, and satisfactory evidence may be required to support the leave.

Holidays – Section 4.9 Revision

September 16, 2026

<u>Current Policy Language:</u>

In order to allow employees to celebrate holidays for their personal enjoyment, the Library will generally be closed on each of the following holidays:

- New Year’s Day
- Memorial Day Weekend
- Independence Day (July 4)
- Labor Day Weekend
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas
- New Year’s Eve

Part-time or temporary employees, and employees on leaves of absence, suspension or layoff are ineligible to receive holiday pay. Ineligible employees can choose to use Paid Time Off to be paid for a holiday, as long as the PTO does not cause the employee to exceed their regularly scheduled weekly hours.

Full-time employees will receive their regular rate of pay for each holiday. To receive holiday pay, an otherwise eligible employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed and must work the holiday if scheduled or ordered to do so. Full-time employees who work a holiday will be paid for their hours worked and then will be given a paid floating holiday preferably within the same pay period to compensate for the holiday worked. If the holiday falls on Saturday or Sunday, the Library reserves the right to schedule another paid day off, preferably within the same pay period.

Full-time employees will receive their birthday off as a holiday. Employees may select another day off within the same pay period as a substitute for a holiday on their birthday but must receive supervisor approval. If a birthday holiday falls on a closed day, the employee will be scheduled for another day off.

<u>Suggested New Policy Language - Changes Marked:</u>

In order to allow employees to celebrate holidays for their personal enjoyment, the Library will generally be closed on each of the following holidays:

New Year's Day
Easter Sunday
Memorial Day Weekend
Independence Day
Labor Day Weekend
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
And any other day voted upon by the Library Board

~~Part-time or temporary employees, and~~ Employees on leaves of absence, suspension or layoff are ineligible to receive holiday pay. Ineligible employees can choose to use Paid Time Off to be paid for a holiday, as long as the PTO does not cause the employee to exceed their regularly scheduled weekly hours. To receive holiday pay, an otherwise eligible employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed and must work the holiday if scheduled or ordered to do so.

Part-time employees scheduled to work on a recognized Library holiday who are not required to work because the library is closed will receive their regular straight-time pay for that day.

Full-time employees will receive their regular rate of pay for each holiday. ~~To receive holiday pay, an otherwise eligible employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed and must work the holiday if scheduled or ordered to do so.~~ Full-time employees who work a holiday will be paid for their hours worked and then will be given a paid floating holiday preferably within the same pay period to compensate for the holiday worked. If the holiday falls on Saturday or Sunday, the Library reserves the right to schedule another paid day off for full-time employees, preferably within the same pay period.

Full-time employees will receive their birthday off as a holiday. Employees may select another day off within the same pay period as a substitute for a holiday on their birthday but must receive supervisor approval. If a birthday holiday falls on a closed day, the employee will be scheduled for another day off.

Clean Copy with Changes:

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New Year's Day
Easter Sunday
Memorial Day Weekend
Independence Day
Labor Day Weekend
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
And any other day voted upon by the Library Board

Employees on leaves of absence, suspension or layoff are ineligible to receive holiday pay. Ineligible employees can choose to use Paid Time Off to be paid for a holiday, as long as the PTO does not cause the employee to exceed their regularly scheduled weekly hours. To receive holiday pay, an otherwise eligible employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed and must work the holiday if scheduled or ordered to do so.

Part-time employees scheduled to work on a recognized Library holiday who are not required to work because the library is closed will receive their regular straight-time pay for that day.

Full-time employees will receive their regular rate of pay for each holiday. Full-time employees who work a holiday will be paid for their hours worked and then will be given a paid floating holiday preferably within the same pay period to compensate for the holiday worked. If the holiday falls on Saturday or Sunday, the Library reserves the right to schedule another paid day off for full-time employees, preferably within the same pay period.

Full-time employees will receive their birthday off as a holiday. Employees may select another day off within the same pay period as a substitute for a holiday on their birthday but must receive supervisor approval. If a birthday holiday falls on a closed day, the employee will be scheduled for another day off.

Paid Time Off – Section 4.10
September 16, 2026

Current Policy Language:

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. Separate guidelines and policies exist 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 shall be eligible for pro-rated PTO benefits based on the actual hours worked in the bi-weekly pay period. Part-time employees can not advance past Level 1 for PTO benefits.

Full-time employees will also receive a 40 hour lump sum into their PTO bank on January 1 of each year. If 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.

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 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.

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.

The Library will not pay employees for unused PTO except upon termination of employment. Upon termination of employment, up to 320 hours of full-time and 160 hours of part-time employee’s accrued but unused PTO will be paid out at the rate of pay applicable at the time of termination.

Suggested New Policy Language - Changes Marked:

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. Part-time employees shall be eligible for pro-rated PTO benefits based on the actual hours worked in the bi-weekly pay period. Part-time employees can not advance past ~~Level 1~~ Level 3 for PTO benefits.

> Level 1: At a rate of ~~3.08~~ 4.62 hours per bi-weekly pay period from date of hire to their 3rd anniversary (equivalent to approximately ~~80~~ 120 hours or ~~10~~ 15 days per anniversary year).
>
> Level 2: At a rate of ~~4.62~~ 6.16 hours per bi-weekly pay period from their 3rd anniversary to their ~~9th~~ 7th anniversary (equivalent to approximately ~~120~~ 160 hours or ~~15~~ 20 days per anniversary year).
>
> Level 3: At a rate of ~~6.15~~ 7.70 hours per bi-weekly pay period ~~beyond~~ from their ~~9th~~ 7th anniversary to their 10th anniversary (equivalent to ~~160~~ 200 hours or ~~20~~ 25 days per anniversary year).
>
> Level 4: At a rate of 9.24 hours per bi-weekly pay period from their 10th anniversary to their 15th anniversary (equivalent to 240 hours or 30 days per anniversary year).
>
> Level 5: At a rate of 10.77 hours per bi-weekly pay period beyond their 15th anniversary (equivalent to 280 hours or 35 days per anniversary year).

Full-time employees will also receive a 40 hour lump sum into their PTO bank on January 1 of each year. If 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.

Accrual of PTO in accordance with this policy begins on ~~February 21, 2025~~ January 1, 2027, 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. Separate guidelines and policies exist 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 shall be eligible for pro-rated PTO benefits based on the actual hours worked in the bi-weekly pay period. Part-time employees can not advance past Level 1 for PTO benefits.~~

~~Full-time employees will also receive a 40 hour lump sum into their PTO bank on January 1 of each year. If 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.~~

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 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.

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.

The Library will not pay employees for unused PTO except upon termination of employment. Upon termination of employment, up to 320 hours of full-time and 160 hours of part-time employee’s accrued but unused PTO will be paid out at the rate of pay applicable at the time of termination.

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All 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. Part-time employees shall be eligible for pro-rated PTO benefits based on the actual hours worked in the bi-weekly pay period. Part-time employees can not advance past Level 3 for PTO benefits.

> Level 1: At a rate of 4.62 hours per bi-weekly pay period from date of hire to their 3rd anniversary (equivalent to approximately 120 hours or 15 days per anniversary year).
>
> Level 2: At a rate of 6.16 hours per bi-weekly pay period from their 3rd anniversary to their 7th anniversary (equivalent to approximately 160 hours or 20 days per anniversary year).
>
> Level 3: At a rate of 7.70 hours per bi-weekly pay period from their 7th anniversary to their 10th anniversary (equivalent to 200 hours or 25 days per anniversary year).
>
> Level 4: At a rate of 9.24 hours per bi-weekly pay period from their 10th anniversary to their 15th anniversary (equivalent to 240 hours or 30 days per anniversary year).
>
> Level 5: At a rate of 10.77 hours per bi-weekly pay period beyond their 15th anniversary (equivalent to 280 hours or 35 days per anniversary year).

Full-time employees will also receive a 40 hour lump sum into their PTO bank on January 1 of each year. If 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.

Accrual of PTO in accordance with this policy begins on January 1, 2027, or the date that the employee was hired, whichever is later.

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. Separate guidelines and policies exist 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.

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- 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.

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- 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.

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The Library will not pay employees for unused PTO except upon termination of employment. Upon termination of employment, up to 320 hours of full-time and 160 hours of part-time employee's accrued but unused PTO will be paid out at the rate of pay applicable at the time of termination.