



THE SCHULTZ-HOLMES DISTRICT LIBRARY

Schultz-Holmes District Library Board of Trustees

AGENDA – REGULAR MEETING

November 18, 2025 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of October 21, 2025 Regular Meeting Minutes**
- V. Public Comment**
 - a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions to which you would like a response, please complete the form available during the meeting. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame. You are also welcome to state the question orally during public comment, but will only receive a response if the form is completed.
- VI. Committee Reports**
 - a. **Strategic Planning Committee**

Update: In progress. The Committee hopes to have a complete plan for Board review in January.
 - b. **Buildings and Grounds Committee**

Update: The property survey has been initiated and is scheduled to occur in the next two weeks. A report is not yet available. Other updates TBD.

Not assigned to one committee but update re: Property Condition Assessment – a preliminary report has been received and is currently being reviewed by Director Barringer, President McGrane, and Treasurer Brown (due to his familiarity with library infrastructure and ability to identify any

errors before the report is finalized). Once the report is finalized, it will be shared with the remainder of the Board and be publicly available.

c. Finance Committee

Update: TBD

d. Policy Committee

Update: Proposed updates to dress code policy have been reviewed by legal counsel and are up for Board action.

VII. Corresponding Secretary's Report

VIII. Library Director's Report

IX. Treasurer's Report

a. Approval of Accounts Payable

X. Unfinished Business

a. Approval of Revised Dress Code Policy

XI. New Business

a. Approval of Storm Drain Expenditure

XII. Public Comment

- a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions to which you would like a response, please complete the form available during the meeting. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame. You are also welcome to state the question orally during public comment, but will only receive a response if the form is completed.

XIII. Adjournment

Proposed minutes of this meeting will be available for public inspection at the Schultz-Holmes District Library, located at 407 South Lane Street, Blissfield, MI 49228 within eight (8) business days after the meeting. Approved minutes are available within five (5)

business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267).

Schultz-Holmes District Library Board

Meeting Minutes

October 21, 2025

Trustees present: Ciara McGrane, Blair Meads, Greg Brown, Shelly DeVantier, Christine Burtle, Debra Rogers, Karen Waggoner

Also present: Bob Barringer

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, October 21, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:00 pm.

President Ciara McGrane called for a motion to approve the agenda for the October 21, 2025 meeting. Trustee Karen Waggoner made a motion to approve the agenda. Trustee Christine Burtle seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the September 16, 2025 Budget Hearing. Trustee Debra Rogers made a motion to approve the minutes of the September 16, 2025 Budget Hearing. Trustee Waggoner seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the September 16, 2025 Regular Meeting. Trustee Greg Brown made a motion to approve the minutes of the September 16, 2025 Regular Meeting. Trustee Blair Meads seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for public comment. There was no public comment offered.

President Ciara McGrane reported that the Strategic Planning Committee will be meeting following the Regular Meeting. The Condition Assessment Agreement has been signed and the process of gathering information and scheduling is underway. Development for the library's Strategic Plan is underway.

Trustee Greg Brown reported on the Building and Grounds Committee. The property survey has been initiated. Trustee Greg Brown has reached out to vendors about getting the sign out front updated but hasn't received any responses.

There is no report from the Finance Committee as the Budget was just passed in September.

President Ciara McGrane declared the Communication Committee disbanded, as the survey has been completed. The committee will start again when needed.

President Ciara McGrane reported that the Policy Committee has revised the Dress Code Policy as requested, and the changes have been sent to the attorney for review. There are also several proposed changes to the Library Director Evaluation Policy.

Corresponding Secretary Shelly DeVantier reported that 3 Thank You notes have been written - Lena's for hosting Homeschool Hangout Field Trip, Adrian District Library for help with the new backpacks, and a monetary donation.

Director Barringer gave the Library Director's Report. The audit and Condition Assessment are in progress. The new website is up and running, there are issues with editing the website that staff are communicating with the vendor about. Dr. Barringer spoke at the University of Toledo about Banned Books. Backpack launch has gone very well, and there has been media attention. The library's main book wholesaler, Baker and Taylor, is going out of business. There is a plan moving forward to order books, but there may be delays as other vendors are overwhelmed with new accounts. President Ciara McGrane complimented the Saturday Service Spotlight.

Treasurer Greg Brown provided the Treasurer's report.

President Ciara McGrane called for a motion to approve accounts payable.

Trustee Karen Waggoner moved to approve the accounts payable report. Trustee Blair Meads seconded the motion and it was carried unanimously.

President Ciara McGrane discussed when the next Director Evaluation should occur.

Trustee Greg Brown discussed June or July to have the review completed prior to drafting the budget. Board is in agreement for June or July for evaluation disbursement

A QSEHRA Resolution has been requested by the attorney. Trustee Debra Rogers asked if leftover funds will rollover. There is no rollover between years as the maximum is offered. **President Ciara McGrane called for a motion to approve the QSEHRA Resolution. Trustee Greg Brown moved to approve the QSEHRA Resolution. Trustee Christine Burtle seconded the motion. Trustee Debra Rogers voted against the motion, motion carried.**

Several revisions have been made to add clarity and specify the procedure for selection decisions and material challenges.

President Ciara McGrane called for a motion to approve the revisions to the Collection Development. Trustee Greg Brown moved to approve the collection development policy with noted corrections to typographical and grammatical errors. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

President Ciara McGrane called for public comment. There was no public comment offered.

Meeting adjourned at 7:38pm

THE SCHULTZ-HOLMES DISTRICT LIBRARY

Report of the Director to the Library Board of Trustees, November 18, 2025

Vising Patron: I strongly recommend that the library join the Visiting Patron Program offered by the Library of Michigan in conjunction with interlibrary loan. The program works much like regular interlibrary loan except that patrons who are cardholders of a VP library may go into another VP library and borrow an item by normal checkout without waiting for delivery. The patron can then return the item either to the lending library or to the patron's home library where the item will be returned to the lending library via the usual ILL delivery process. This service will be very useful for our patrons who sometimes use other libraries nearby in Lenawee and Monroe Counties, for our patrons who spend extended time in other parts of the state, and for patrons of other libraries who live nearby and would like to use our library. I bring this recommendation to the board for approval since participation would require the lending of library assets beyond the legal and contractual patron base (but no more so than regular interlibrary loan does).

Financial Reports: The accountant requests that we report revenue on the month of the deposit rather than the month it comes into the library. The change makes reconciling accounts easier. This change affects only the small amounts that come in over the counter at the front desk, since I generally deposit large checks the same day they come into the library and as soon as possible otherwise. This reporting option is the way the village handled our revenue, as well. Therefore, the R & E in your packet will have some of the same information it had last month since September OTC income was deposited in October.

However, some of this revenue may be rolled back to September at the auditor's discretion, since it was technically received in 2024-25.

I have all the requested documents that I can provide ready for the auditor. I still await documents on 2024 payroll from the village and an update from the accountant on where she stands relative to readiness. I have follow up emails into both parties. I also have all invoices and other documents ready to provide when the auditor requests those he wants.

Narcan Training: The front desk staff and I were all trained on administering and explaining the administration of Narcan by Jackie Bradley of the Lenawee County Mental Health Authority last week. We now have doses of Narcan available in the library if needed. It appears that the library will be the only source of Narcan in the area other than the police department. The training, as well as the Narcan, was free to the library. I am investigating the acquisition of an AED to further help our patrons and community, as well.

Website: We had training on the website and are working to make tweaks and keep it updated.

Book Supplier: As a follow-up to the closing of Baker & Taylor reported last week, Administrative Services Coordinator Breandan Gunner and I attended training for Ingram Content Services with our designated service representative. Ingram is still encountering severe service delays, so we will continue to lean more heavily on Amazon than we have in the past, particularly for already published titles, especially those never delivered from previous Baker & Taylor orders. We will likely move toward the customary breakdown of using Ingram for most titles then Amazon when they have better prices, along the occasional additional vendor for large print or special deals.

Staff Training: We taking opportunity created by needing to learn a new vendor for book orders to review our book ordering process and to increase **Breandan Gunner's** role in that process. The result will be that the library has two people who know what is going on with book ordering. Assistant Director **Autumn Smith** continues to work on the Library Financial Management training that will continue until July. She also completed a University of Wisconsin seminar on staff advocacy. Technical Services Coordinator **Dean Cantrell** is taking online training on book repair in order to up our game in that endeavor and make maximum use of our resources. Dean, Breandan, and I have all trained on website maintenance, as well, and are passing along what we've learned to Autumn.

Thrift Books: We have relied on Thrift Books as a destination for books that don't sell at the book sale for several years now. Thrift Books has determined that we create negative revenue for them under the current arrangement, much as the two previous destination vendors eventually did. Thrift Books has offered us the option of pre-approving books via an ISBN scan to an application on their website, again much as the previous vendors offered. The results have not been good in the past, with more costs to the library in labor than were returned in revenue from sales. Nevertheless, we are going to turn the stone once again on a trial basis to see whether the experience with Thrift Books is similarly unworthy. We will still have a book disposal issue because Thrift Books will to accept all our book sale left overs even if they accept enough to make the process worthwhile. We will have Library Clerk Anna Schmelzer work this trial project with training from Breandan Gunner.

Monthly Statistics:

Circulation	Ill Out	Ill in	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
October	63	150	1436	278	26/975	298	49

Program Participation:	#
1 Storytime	12
2 Harvest Festival	175
2 MSFF	47
3 MSFF	21
4 MSFF	19
6 LILA	16
8 Storytime	22
9 Bingo	30
14 Homeschool Hangout	35
15 Storytime	26
16 Book Club	9
17 Blissfield Co-Op	15
20 Senior Center	11
22 Storytime	23
23 Taste the State Tea and English Breakfast Boards	33
28 Homeschool Hangout	39
28 The Toledo War with Gary Holmes	11
29 Storytime	39
31 Halloween Hot Chocolate cups served	514
31 Guess How Many	86
October	1183

October Computer Use:

Sessions: 78

Time: 43:49

Active Patrons 10/31/2025

Adult: 3414

Institution: 16

Juvenile: 384

Bliss Twp 316

Village: 2335

Non-Resident: 65

Ogden: 256

Palmyra: 312

Riga: 530

TOTAL **3814**

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11/10/25

Accrual Basis

The Schultz-Holmes Memorial Library

Monthly Invoice Report

October 2025

Name	Num	Date	Account	Amount	Memo
271--Library Fund					
271-790 Library					
271-790-710.004 Disability/Life					
The Hartford	494294039423	10/31/2025	271-790-710.004 Disability/Life	54.23	479 Disability/Life insurance mont...
Total 271-790-710.004 Disability/Life				54.23	
271-790-710.007 Workers Comp					
Accident Fund I...	0050827904	10/31/2025	271-790-710.007 Workers Comp	424.00	494 WC premium 2026
Total 271-790-710.007 Workers Comp				424.00	
271-790-727 Office Supplies					
Demco	7714603	10/31/2025	271-790-727 Office Supplies	417.32	497 supplies
Total 271-790-727 Office Supplies				417.32	
271-790-728 Postage & Freight					
TLC Community...	20250930	10/31/2025	271-790-728 Postage & Freight	8.68	478 postage USPS return of MS...
Total 271-790-728 Postage & Freight				8.68	
271-790-740 Tools and Supplies					
271-790-740.004.Books & Mags					
Amazon.com	1dkkhhycjd1k	10/31/2025	271-790-740.004.Books & Mags	110.24	475 books
Baker and Taylor	09302025	10/31/2025	271-790-740.004.Books & Mags	52.33	472 books
W. T. Cox	20251006	10/31/2025	271-790-740.004.Books & Mags	1,403.68	481 magazine subscriptions
Total 271-790-740.004.Books & Mags				1,566.25	
271-790-740 Tools and Supplies - Other					
TLC Community...	20250930	10/31/2025	271-790-740 Tools and Supplies	186.19	478 supplies Costco
Amazon.com	1dkkhhycjd1k	10/31/2025	271-790-740 Tools and Supplies	103.39	475 supplies
Meadowbrook M...	001540	10/31/2025	271-790-740 Tools and Supplies	185.60	485 budget hearing notice
Total 271-790-740 Tools and Supplies - Other				475.18	
Total 271-790-740 Tools and Supplies				2,041.43	
271-790-741 Audio Visual					
Amazon.com	1dkkhhycjd1k	10/31/2025	271-790-741 Audio Visual	151.54	475 DVDs
Total 271-790-741 Audio Visual				151.54	

11:04 AM

11/10/25

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The Schultz-Holmes Memorial Library

Monthly Invoice Report

October 2025

Name	Num	Date	Account	Amount	Memo
271-790-770.000 General Program					
271-790-770.003 Bliss Unbound					
TLC Community...	20250930	10/31/2025	271-790-770.003 Bliss Unbound	35.00	478 Promo Toledo City Paper Ma...
TLC Community...	20250930	10/31/2025	271-790-770.003 Bliss Unbound	57.32	478 supplies Walmart BU
TLC Community...	20250930	10/31/2025	271-790-770.003 Bliss Unbound	83.14	478 supplies Costco BU
Emmy's Kitchen	001591	10/31/2025	271-790-770.003 Bliss Unbound	400.00	484 supplies MSFF BU
Amazon.com	1dkkhhycjd1k	10/31/2025	271-790-770.003 Bliss Unbound	69.96	475 supplies BU
Gary Holmes	20251028	10/31/2025	271-790-770.003 Bliss Unbound	100.00	474 program presenter BU
Marsha Elliott	20251106	10/31/2025	271-790-770.003 Bliss Unbound	0.00	473 program presenter (refused p...
Total 271-790-770.003 Bliss Unbound				745.42	
271-790-770.004 Child/Teen P&M					
TLC Community...	20250930	10/31/2025	271-790-770.004 Child/Teen P&M	51.75	478 supplies Walmart CTP
Amazon.com	1dkkhhycjd1k	10/31/2025	271-790-770.004 Child/Teen P&M	713.64	472 supplies CTP
Total 271-790-770.004 Child/Teen P&M				765.39	
Total 271-790-770.000 General Program				1,510.81	
271-790-807 Attorney Svcs					
FosterSwift	925524	10/31/2025	271-790-807 Attorney Svcs	2,053.00	496 Atty Svcs
Total 271-790-807 Attorney Svcs				2,053.00	
271-790-817 Professional Svcs					
B Brooks Consu...	1657	10/31/2025	271-790-817 Professional Svcs	0.00	491 voided check (wrong address...
WorkForce Pay...	0000091613	10/31/2025	271-790-817 Professional Svcs	62.00	AWD Payroll Svcs
Donna Baker & ...	31528	10/31/2025	271-790-817 Professional Svcs	332.50	471 acct svcs
Total 271-790-817 Professional Svcs				394.50	
271-790-853 Telephone/Internet					
D & P Communi...	10632291	10/31/2025	271-790-853 Telephone/Internet	50.00	470 internet
Village of Blissfi...	25-0006668	10/31/2025	271-790-853 Telephone/Internet	82.08	480 Telephone
Total 271-790-853 Telephone/Internet				132.08	
271-790-921 Electric					
Consumers Ene...	206170516949	10/31/2025	271-790-921 Electric	531.07	490 Electric
Total 271-790-921 Electric				531.07	
271-790-923 Gas					
Consumers Ene...	206170516949	10/31/2025	271-790-923 Gas	21.45	490 gas
Total 271-790-923 Gas				21.45	

11:04 AM

11/10/25

Accrual Basis

The Schultz-Holmes Memorial Library

Monthly Invoice Report

October 2025

Name	Num	Date	Account	Amount	Memo
271-790-927 Water					
Village of Blissfi...	20250915	10/31/2025	271-790-927 Water	69.82	488 Water
Total 271-790-927 Water				69.82	
271-790-928 Sewer					
Village of Blissfi...	20250915	10/31/2025	271-790-928 Sewer	69.11	488 Sewer
Total 271-790-928 Sewer				69.11	
271-790-931 Bldg & Grds Maint					
Petty Cash	20251017	10/31/2025	271-790-931 Bldg & Grds Maint	4.56	492 supplies (insulator for dump...
TLC Community...	20250930	10/31/2025	271-790-931 Bldg & Grds Maint	200.33	478 Refrigerator for auditorium--...
Stevens Disposal	1081964	10/31/2025	271-790-931 Bldg & Grds Maint	86.25	493 dumpster
GTF3 LLC	2025-922	10/31/2025	271-790-931 Bldg & Grds Maint	1,255.00	476 labor and materials (exterior ...
Wolfe's Lawn C...	20230930	10/31/2025	271-790-931 Bldg & Grds Maint	320.00	483 lawncare landscaping
Partner Assesm...	in553243--1	10/31/2025	271-790-931 Bldg & Grds Maint	2,225.00	489 Site Condition Assessment (...)
Total 271-790-931 Bldg & Grds Maint				4,091.14	
271-790-960.000 Wkshps Conf Ed					
TLC Community...	20250930	10/31/2025	271-790-960.000 Wkshps Conf Ed	200.00	478 CE Smith UWisconsin Staff ...
Total 271-790-960.000 Wkshps Conf Ed				200.00	
271-790-962.000 Dues Sub Membe					
271-790-962.004 Online Subscrip					
Midwest Tape	507821849	10/31/2025	271-790-962.004 Online Subscrip	674.53	477 Hoopla monthly
Kanopy	470995	10/31/2025	271-790-962.004 Online Subscrip	41.65	487 kanopy monthly
Total 271-790-962.004 Online Subscrip				716.18	
271-790-962.000 Dues Sub Membe - Other					
Blissfield Area ...	2025-2026	10/31/2025	271-790-962.000 Dues Sub Membe	15.00	482 membership dues
Total 271-790-962.000 Dues Sub Membe - Other				15.00	
Total 271-790-962.000 Dues Sub Membe				731.18	
271-790-965 Prop & Liabilit Ins					
Transnation Titl...	377766	10/31/2025	271-790-965 Prop & Liabilit Ins	1,070.00	495 Property Title Insurance
Auto Owners In...	101087768-9/26/25	10/31/2025	271-790-965 Prop & Liabilit Ins	728.00	486 Property Insurance for additi...
Total 271-790-965 Prop & Liabilit Ins				1,798.00	

11:04 AM
11/10/25
Accrual Basis

The Schultz-Holmes Memorial Library
Monthly Invoice Report
October 2025

Name	Num	Date	Account	Amount	Memo
271-790-969 Maint Agreements					
271-790-969.001 Copier Maint					
US Bank	565587169	10/31/2025	271-790-969.001 Copier Maint	95.24	469 copier lease
Total 271-790-969.001 Copier Maint				95.24	
Total 271-790-969 Maint Agreements				95.24	
Total 271-790 Library				14,794.60	
Total 271--Library Fund				14,794.60	
TOTAL				14,794.60	

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 10/31/2025
Fiscal Year Completed: 8.33%

Account	Label	Budget YE	YTD	Current	Remaining	% Budget Used
REVENUE	Revenue (as deposited in SHDL bank accounts 10/25)					
271-000-540	State Revenue to savings	7000			7000.00	0.00%
Millage Revenue	Blissfield					
	Ogden					
	Palmyra					
	Riga					
	DQT Payment from County					
271-000-580	Local Unit Contributions to General Operations	488,000	0.00		488,000.00	0.00%
Special Revenue	OTC 9/25 to Savings 10/25--subject to rollback					
271-000-640.000	General Service Charges					
271-000-640.001	Non-Resident Service Charges	100			100.00	0.00%
271-000-640.002	Fax Service Charges	500			500.00	0.00%
271-000-640.003	Copy & Print Svc Charges	500	184.49	184.49	315.51	36.90%
271-000-640.004	Lamination Svc Charges	50			50.00	0.00%
271-000-640.005	Digital Transfer Svc Charges	50			50.00	0.00%
271-000-640.006	Poster Printing Svc Charges	50			50.00	0.00%
271-000-640.007	Binding Svc Charges	50			50.00	0.00%
271-000-640.008	Research Svc Charges	50			50.00	0.00%
271-000-642.000	Sales	1000	84.43	84.43	915.57	8.44%
271-000-659.000	Fines & Other Desk Receipts	300	38.00	38.00	262.00	12.67%
271-000-660.003	Penal Fines	7000			7,000.00	0.00%
271-000-665.000	Interest	5450	1,077.26	1,077.26	4,372.74	19.77%
271-000-667.000	Rent	600	350.00	350.00	250.00	58.33%
271-000-674.000	Private Contributions & Donations	7000	6,663.28	6,663.28	336.72	95.19%
271-000-684.000	Miscellaneous Revenue	2000			2,000.00	0.00%
	Special Revenue Total	24,700	8,397.46	8,397.46	16,302.54	231.30%
Total	Total Revenue (millage+special)	519,700	8,397.46	8,397.46	511,302.54	1.62%

Schultz-Holmes District Library Revenue and Expenditure Report
 Period Ending 10/31/2025
 Fiscal Year Completed: 8.33%

Account	Label	Budget YEA	YTD	Current	Remaining	% Budget Used
EXPENDITURES						
271-790-xxx	Library					
	702 Wages	132,000	9,637.29	9,637.29	122,362.71	7.30%
	703 Pt-Tm Wages	76,000	5,292.16	5,292.16	70,707.84	6.96%
	Sub-total Wages	208,000	14,929.45	14,929.45	193,070.55	7.18%
	710 Social Secuity/Medicare	17,900	1,286.20	1,286.20	16,613.80	7.19%
	710.004 Disability/Life Insurance	850	54.23	54.23	795.77	6.38%
	710.005 HRA	25,600	1,690.88	1,690.88	23,909.12	6.61%
	710.007 Workers' Compensation	550	424.00	424.00	126.00	77.09%
	710.012 MERS Defined Contribution	13,150	963.72	963.72	12,186.28	7.33%
	710.013 MERS Health Care Savings Plan	4,000	289.12	289.12	3,710.88	7.23%
	710.014 MERS 457b Employer Contribution	2,650	192.75	192.75	2,457.25	7.27%
	Total MERS Retirement	19,800	1,445.59	1,445.59	18,354.41	7.30%
	710.008 Unemployment Insurance	1,750	27.59	27.59	1,722.41	1.58%
	Total Personnel	274,450	19,857.94	19,857.94	254,592.06	7.24%
	727.000 Office Supplies	4,000	417.32	417.32	3,582.68	10.43%
	728.000 Postage/Freight	100	8.68	8.68	91.32	8.68%
	740.000 Tools & Supplies	4,000	475.18	475.18	3,524.82	11.88%
	740.004 Books & Magazines	25,000	1,566.25	1,566.25	23,433.75	6.27%
	741.000 AudioVisSupp	2,500	151.54	151.54	2,348.46	6.06%
	770 General Program Expenses	20,000	0.00		20,000.00	0.00%
	770.001 Art at Your Feet	2,500	0.00		2,500.00	0.00%
	770.002 Taste the State	2,500	0.00		2,500.00	0.00%
	770.003 Blissfield Unbound	2,500	745.42	745.42	1754.58	29.82%
	770.004 Children's Programming	2,500	765.39	765.39	1,734.61	30.62%
	770.005 Summer Reading	5,000	0.00		5,000.00	0.00%
	771.001 Rotary Books	800	0.00		800.00	0.00%
	771.002 Adopt-a-Mag	400	0.00		400.00	0.00%
	771.003 Miscellaneous Memorial Gifts	200	0.00		200.00	0.00%
	958.001 Movie Licenses	700	0.00		700.00	0.00%
	771.004 Misc Non-Memorial	200	0.00		200.00	0.00%
	771.005 Grant Expenses	2,000	0.00		2,000.00	0.00%
	771.006 Purchase Expenses	200	0.00		200.00	0.00%
	771.007 Tuttle Funds	500	0.00		500.00	0.00%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 10/31/2025
Fiscal Year Completed: 8.33%

Account	Label	Budget YEA	YTD	Current	Remaining	% Budget Used
	771.000 Additional Collection Expenses		0.00			
	772.001 Lost Items Replaced	200	0.00		200.00	0.00%
	772.002 Sales Income Expenses	4,000	0.00		4,000.00	0.00%
	802.000 Auditor	5,000	0.00		5,000.00	0.00%
	807 Attorney Services	5,000	2,053.00	2,053.00	2,947.00	41.06%
	817 Accounting Services/Payroll	9,500	394.50	394.50	9,105.50	4.15%
	853.000 Telephone/Internet	2,000	132.08	132.08	1,867.92	6.60%
	901.000 Publishing	100	0.00		100.00	0.00%
	901.001 Newsletter	1,600	0.00		1,600.00	0.00%
	902.001 Promotional Expenses	1675	0.00		1,675.00	0.00%
	921 Electric	7500	531.07	531.07	6,968.93	7.08%
	923.000 Gas	5,000	21.45	21.45	4,978.55	0.43%
	927 Water	1,000	69.82	69.82	930.18	6.98%
	928 Sewer	1,000	69.11	69.11	930.89	6.91%
	931 Building & Grounds Repair & Maintenance	20,000	4,091.14	4,091.14	15,908.86	20.46%
	932 Equipment Repair & Maintenance	3,000	0.00		3,000.00	0.00%
	956 Misc	500	0.00		500.00	0.00%
	960 Workshops Conferences Education	2,500	200.00	200.00	2,300.00	8.00%
	961 Bank Fees	100	0.00		100.00	0.00%
	962 Memberships and Dues	300	15.00	15.00	285.00	5.00%
	962.001 ILL/Woodlands Memberships	5,000	0.00		5,000.00	0.00%
	962.002 OverDrive Advantage	700	0.00		700.00	0.00%
	962.003 Freegal	2,100	0.00		2,100.00	0.00%
	962.004 Other Online Subscriptions	12,000	716.18	716.18	11,283.82	5.97%
	965.000 Property & Liability Insurance	15,000	1,798.00	1,798.00	13,202.00	11.99%
	969.000 Maintenance Agreements	1,000	0.00		1,000.00	0.00%
	969.001 Copier Maintenance	2,500	95.24	95.24	2,404.76	3.81%
	969.002 Website Agreement	1,000	0.00		1,000.00	0.00%
	969.003 Time Management Software Agreement	300	0.00		300.00	0.00%
	969.004 Online Backup Agreement	200	0.00		200.00	0.00%
	969.005 ILS Agreement	1,500	0.00		1,500.00	0.00%
	971.000 Capital Projects	20,000	0.00		20,000.00	0.00%
	977.000 New Equipment	10,000	0.00		10,000.00	0.00%
271-790	Total Library	491,325	34,174.31	34,174.31	457,150.69	6.96%

Schultz-Holmes District Library Revenue and Expenditure Report
 Period Ending 10/31/2025
 Fiscal Year Completed: 8.33%

Account	Label	Budget YEA	YTD	Current	Remaining	% Budget Used
271-791	Library Board					
	702 Wages	3,600	0.00			0.00%
	710 Social Security/Medicare	275	0.00			0.00%
Library Board	Sub-Total Library Board	3,875	0.00	0.00	3,875.00	0.00%
	Sub-Total Library+Library Board	495200	34,174.31	34,174.31	461,025.69	6.90%
	Contingency	24500	0.00		24,500.00	0.00%
Total	Total	519700	34,174.31	34,174.31	485,525.69	6.58%

Account	Label	Budget	October	Total	Remaining	Percentage
271-790-xxx	Library					
702	Wages	132,000	9637.29	9,637.29	122,362.71	7.30%
703	Pt-Tm Wages	76,000	5292.16	5,292.16	70,707.84	6.96%
	Sub-total Wages	208,000	14929.45	14,929.45	193,070.55	7.18%
710	Social Secuity/Medicare	17,900	1286.20	1,286.20	16,613.80	7.19%
710.004	Disability/Life Insurance	850	54.23	54.23	795.77	6.38%
710.005	HRA	25,600	1690.88	1,690.88	23,909.12	6.61%
710.007	Workers' Compensation	550	424.00	424.00	126.00	77.09%
710.012	MERS Defined Contributio	13,150	963.72	963.72	12,186.28	7.33%
710.013	MERS Health Care Savings	4,000	289.12	289.12	3,710.88	7.23%
710.014	MERS 457b Employer Con	2,650	192.75	192.75	2,457.25	7.27%
	Total MERS Retirement	19,800	1445.59	1,445.59	18,354.41	7.30%
710.008	Unemployment Insurance	1,750	27.59	27.59	1,722.41	1.58%
	Total Personnel	274,450	19857.94	19,857.94	254,592.06	7.24%
727	Office Supplies	4,000	417.32	417.32	3,582.68	10.43%
728	Postage/Freight	100	8.68	8.68	91.32	8.68%
740	Tools & Supplies	4,000	475.18	475.18	3,524.82	11.88%
740.004	Books & Magazines	25,000	1566.25	1,566.25	23,433.75	6.27%
741	AudioVisSupp	2,500	151.54	151.54	2,348.46	6.06%
770.000	General Program Expense	20,000		0.00	20,000.00	0.00%
770.001	Art at Your Feet	2,500		0.00	2,500.00	0.00%
770.002	Taste the State	2,500		0.00	2,500.00	0.00%
770.003	Blissfield Unbound	2,500	745.42	745.42	1,754.58	29.82%
770.004	Children's Programming	2,500	765.39	765.39	1,734.61	30.62%
770.005	Summer Reading	5,000		0.00	5,000.00	0.00%
771.001	Rotary Books	800		0.00	800.00	0.00%
771.002	Adopt-a-Mag	400		0.00	400.00	0.00%
771.003	Miscellaneous Memorial C	200		0.00	200.00	0.00%
958.001	Movie Licenses	700		0.00	700.00	0.00%
771.004	Misc Non-Memorial	200		0.00	200.00	0.00%
771.005	Grant Expenses	2,000		0.00	2,000.00	0.00%
771.006	Purchase Expenses	200		0.00	200.00	0.00%
771.007	Tuttle Funds	500		0.00	500.00	0.00%

10/1/2025 bal: 9073.93	10/31/2025 bal: 9073.93					
771	Additional Collection Expense	0		0.00		
772.001	Lost Items Replaced	200		0.00	200.00	0.00%
772.002	Sales Income Expenses	4,000		0.00	4,000.00	0.00%
802.000	Auditor	5,000		0.00	5,000.00	0.00%
807	Attorney Services	5000	2,053.00	2,053.00	2,947.00	41.06%
817	Accounting Services/Payroll	9500	394.50	394.50	9,105.50	4.15%
853	Telephone/Internet	2,000	132.08	132.08	1,867.92	6.60%
901	Publishing	100		0.00	100.00	0.00%
901.001	Newsletter	1,600		0.00	1,600.00	0.00%
902.001	Promotional Expenses	1,675		0.00	1,675.00	0.00%
921	Electric	7,500	531.07	531.07	6,968.93	7.08%
923	Gas	5,000	21.45	21.45	4,978.55	0.43%
927	Water	1,000	69.82	69.82	930.18	6.98%
928	Sewer	1,000	69.11	69.11	930.89	6.91%
931	Building & Grounds Repair	20,000	4091.14	4,091.14	15,908.86	20.46%
932	Equipment Repair & Maintenance	3,000		0.00	3,000.00	0.00%
956	Misc	500		0.00	500.00	0.00%
960.000	Workshops Conferences Etc	2,500	200.00	200.00	2,300.00	8.00%
961.000	Bank Fees	100		0.00	100.00	0.00%
962	Memberships and Dues	300	15.00	15.00	285.00	5.00%
962.001	ILL/Woodlands Memberships	5,000		0.00	5,000.00	0.00%
962.002	OverDrive Advantage	700		0.00	700.00	0.00%
962.003	Freegal	2,100		0.00	2,100.00	0.00%
962.004	Other Online Subscription	12,000	716.18	716.18	11,283.82	5.97%
965	Property & Liability Insurance	15,000	1798.00	1,798.00	13,202.00	11.99%
969.000	Maintenance Agreements	1,000		0.00	1,000.00	0.00%
969.001	Copier Maintenance	2,500	95.24	95.24	2,404.76	3.81%
969.002	Website Agreement	1,000		0.00	1,000.00	0.00%
969.003	Time Management Software	300		0.00	300.00	0.00%
969.004	Online Backup Agreement	200		0.00	200.00	0.00%
969.005	ILS Agreement	1,500		0.00	1,500.00	0.00%
971	Capital Projects	20,000		0.00	20,000.00	
977.000	New Equipment	10,000		0.00	10,000.00	0.00%

271-790	Total Library	491,325	34,174.31	34,174.31	457,150.69	6.96%
271-791	Library Board					
702	Wages	3,600		0.00		0.00%
710	Social Security/Medical	275		0.00		0.00%
Library Board	Sub-Total Library Board	3875	0.00	0.00	3,875.00	0.00%
	Sub-Total Library+Library Board	495,200	34,174.31	34,174.31	461,025.69	6.90%
	Contingency	24,500		0.00	24,500.00	0.00%
Total	Total	519,700	34,174.31	34,174.31	485,525.69	6.58%
					% of year	8.33%

Blissfield State Bank

OCT

Library Savings

Opening Balance	\$56,112.82
Deposits	\$7,320.20
Transfer out to CLASS	
BadChks/Bk Err or fee	
Transfers	(10,000.00)
Interest	
Balance	\$53,433.02

Library Checking (General)

Opening Balance	\$26,890.70
Checks/Debits	(\$13,870.77)
Electronic Debits	(\$728.00)
Bank Fee/misc credit	
Transfer out to CLASS	
transfer out	
transfer in (after str	\$10,000.00
Transfer from Paypal	
checks (after stm	(\$4,050.57)
Deposits	
Balance	\$18,241.36

Library Checking (Payroll)

Opening Balance	\$52,632.31
Checks/Debits	
Electronic Debits	(\$19,533.71)
Bank Fee/misc credit	
transfer out	
transfer in	
Deposit	
Balance	\$33,098.60
TOTAL	\$104,772.98

TLC Credit Union

OCT

CD Investment Account

Opening Balance	\$1,032.76
Deposit	
bank fees	
BadChks/Bk Err or fee	
Transfers	
Dividend	\$10.41
Balance	\$1,043.17

Savings Account (required)

Opening Balance	\$5.00
Pay Bills	
correction/question	
Deposit	
Interest	
Balance	\$5.00
TOTAL	\$1,048.17

MI CLASS ACCOUNTS

OCT

Investment Fund

Balance Forward	\$129,280.05
Deposit	
Withdrawals/Transfers	
Income Earned	\$462.44
Investment Fund Balan	\$129,742.49

Contingency Fund

Balance Forward	\$50,416.92
Deposit	
Withdrawals/Transfers	
Income Earned	\$180.35
Contingency Fund Balan	\$50,597.27

General Fund

Balance Forward	\$121,468.62
Deposit	
Withdrawals/Transfers	
Income Earned	\$434.47
Contingency Fund Balan	\$121,903.09
CLASS TOTAL	\$302,242.85
all accts beginning tr	437,839.18



THE SCHULTZ-HOLMES DISTRICT LIBRARY

Personnel Manual

Effective:

Adopted & Approved by the Board of Trustees:

Table of Contents

Introduction.....	5
Personnel Director	5
Equal Employment Opportunity Policy	5
Non-Discrimination & Anti-Harassment Policy	6
Employees With Disabilities Policy	8
Conflict of Interest.....	9
Outside Employment	10
Employment	11
Training Period	11
Employee Categories.....	11
Evaluations	12
Disciplinary Action.....	13
Progressive Discipline.....	13
Hours of Work and Compensation	14
Hours of Work	14
Meal Break.....	14
Breaks	14
Payment of Wages	14
Overtime Pay	15
Personnel Records.....	15
Leave Time.....	16
Non-Sick Paid Time Off (PTO)	16
Paid Sick Leave	17
Executive Leave	20
Holidays	20
Bereavement Leave.....	21
Jury Duty.....	21
Military Leave	22
Family and Medical Leave Act Policy	22
Leave of Absence Without Pay	23
Employee Benefits.....	24
Health Insurance Stipend	24

Life Insurance	24
Retirement.....	24
457 Deferred Compensation Plan.....	24
Short-Term Disability (STDB) Benefits.....	25
Long-Term Disability (LTDB) Benefits	25
Workers' Compensation Benefits	25
Longevity	25
Expense Reimbursement	26
Conferences and Workshops	26
On The Job	26
Attendance, Punctuality and Dependability	26
Appearance and Conduct.....	27
Personal Property.....	28
Anti-Nepotism and Romantic or Sexual Relationships Policy	28
Accidents and Emergencies	29
Internal Complaint Procedures.....	29
Reference Checks	30
Political Activity.....	30
Social Media Policy.....	30
Technology Use, Internet, and Email Policy	32
Use of District Library Vehicles by District Library Employees	35
Drug and Alcohol Abuse.....	35
Social Security Number Privacy Policy.....	36
Leaving the Schultz-Holmes District Library.....	38
Acknowledgment	38

FORWARD

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

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

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

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

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

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

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

Introduction

Personnel Director

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

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

Terms of Employment

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

Equal Employment Opportunity Policy

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

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

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

Non-Discrimination & Anti-Harassment Policy

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

Types

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

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

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

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

Individuals and Conduct Covered

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

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

Retaliation is Prohibited

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

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation:

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

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

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

The Investigation

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

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

Responsive Action

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

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

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

Employees With Disabilities Policy

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

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

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

Procedure for Requesting an Accommodation

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

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

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

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

Conflict of Interest

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

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

Outside Employment

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

Employment

Training Period

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

Limitations Period

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

Employee Categories

Employees of the District Library fall into the following categories:

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

Full-Time Employee

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

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

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

Part-Time Employee

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

Temporary Employee

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

Seasonal Employee

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

Contract Employee

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

Evaluations

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

Disciplinary Action

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

Progressive Discipline

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

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

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

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

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

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

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

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

Hours of Work and Compensation

Hours of Work

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

Meal Break

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

Breaks

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

Payment of Wages

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

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

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

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

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

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

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

Overtime Pay

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

Personnel Records

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

- Name and/or marital status

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

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

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

Leave Time

Non-Sick Paid Time Off (PTO)

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

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

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

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

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

Guidelines for PTO Pay for Terminating Employees

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

Paid Sick Leave

Eligibility & Earning Methodology

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

- Full time
- Part time
- Temporary
- Seasonal

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

Paid Sick Leave

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

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

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

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

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

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

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

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

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

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

Accrual & Other Provisions

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

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

Requesting Leave

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

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

Retaliation Prohibited

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

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

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

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

Remedies

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

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

Executive Leave

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

Holidays

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

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

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

Bereavement Leave

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

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

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

Jury Duty

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

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

Military Leave

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

Family and Medical Leave Act Policy

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

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

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

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

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

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

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

Leave of Absence Without Pay

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

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

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

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

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

Continuing Benefit Plan Coverage

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

Personal Time

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

Performance Evaluation

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

Returning/Not Returning from a Leave

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

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

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

Employee Benefits

Health Insurance Stipend

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

Life Insurance

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

Retirement

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

457 Deferred Compensation Plan

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

Short-Term Disability (STDB) Benefits

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

Eligibility

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

Medical Certification

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

Return to Work

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

Long-Term Disability (LTDB) Benefits

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

Workers' Compensation Benefits

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

Longevity

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

Longevity Schedule

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

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

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

Expense Reimbursement

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

Conferences and Workshops

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

On The Job

Attendance, Punctuality and Dependability

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

Appearance and Conduct

I. Purpose

The Library is committed to maintaining a professional and welcoming environment for patrons and colleagues. Staff attire should reflect the Library's role as a trusted community institution, balancing professionalism, approachability, and practicality. This policy establishes a relaxed business casual dress code for all staff.

II. General Standard

All staff are expected to present themselves in a manner that is:

1. **Neat and clean** — Clothing must be clean, pressed when appropriate, and free of stains or odors.
2. **In good repair** — Garments should not be excessively worn, torn, frayed, or contain holes.
3. **Professional and approachable** — Attire should support a service-oriented environment, where staff are easily approachable by patrons of all ages.

III. Acceptable Attire

The following examples are considered appropriate under the smart casual standard [Note: These examples are not intended to be an all-inclusive list of acceptable attire, merely examples of acceptable attire. If you have questions, see the director or assistant director.]:

- Dress shirts, blouses, polos, and knit tops.
- Solid color t-shirts, or library-branded or library-themed t-shirts
- Sweaters, cardigans, and vests.
- Dress pants, khakis, chinos, or skirts of modest length.
- Dresses in professional or casual-professional styles.
- Jeans in good repair (no rips, fraying, holes, or excessive fading).
- Leggings only when worn under a dress, tunic, or skirt of appropriate length.
- Closed-toe shoes, flats, loafers, boots, or clean sneakers.
- Seasonal layering (e.g., blazers, jackets, scarves) appropriate for Michigan's climate.

IV. Unacceptable Attire

The following are **not permitted** while on duty [Note: While these examples do represent some unacceptable attire, the list is not exhaustive. Please direct questions to the director or assistant director.]:

- Clothing with words, images, or designs that:
 - Contain profanity or obscenity.
 - Include discriminatory or harassing content.
 - Endorse or oppose any political candidate, party, or ballot measure.

- Display political slogans, defined as statements, graphics, or symbols advocating for or against a political party, candidate, ballot measure, or legislation.
- Leggings or yoga pants worn as pants without appropriate covering (e.g., a tunic or dress).
- Athletic wear, including sweatpants, gym shorts, or activewear tops.
- Pajamas, lounge wear, or overly casual attire.
- Flip-flops, slippers, or footwear unsafe for library duties.
- Tops with low necklines, exposed midriffs, or spaghetti straps (unless layered with another garment).
- Hats, caps, or hoods worn indoors, unless for religious, cultural, or medical purposes.

V. Special Considerations

1. **Programming and Outreach** — Staff engaged in children’s programming, outreach events, or tasks requiring physical activity may wear attire appropriate to those duties (e.g., jeans, program-specific t-shirts). Supervisors will provide guidance as necessary.
2. **Library Branded Apparel** — Staff are encouraged to wear library-branded clothing when representing the Library at public events, if provided.
3. **Accommodations** — The Library will make reasonable accommodations for religious, cultural, or medical dress requirements in accordance with applicable law.

VI. Enforcement

Supervisors are responsible for monitoring compliance with this policy. If attire is deemed inconsistent with the standards described herein, the staff member may be directed to change or adjust. Repeated or willful violations may result in progressive discipline in accordance with Library personnel policies.

Personal Property

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

Anti-Nepotism and Romantic or Sexual Relationships Policy

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

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

Accidents and Emergencies

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

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

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

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

Internal Complaint Procedures

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

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

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

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

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

Reference Checks

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

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

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

Political Activity

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

Social Media Policy

Using social media at Work

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

Personal Use/Precautions and Prohibitions

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

- a. District Library employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of the District Library for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among co-workers, discuss the home addresses of District Library personnel or negatively affect the public perception of the District Library.
- b. District Library employees should be aware that there is a distinction between the extent of the protections of the freedoms of expression they have as citizens and as public employees. Specifically, public employees have freedom of expression as to statements they make as a citizen on matters of public concern. As such, statements not made as a public citizen (i.e., in their official capacity as a District Library employee), and/or that are not matters of public concern (e.g., derogatory, inflammatory or other speech that has

no value to the public) are not constitutionally protected. Further, some statements are not protected because the statements affect the efficient operation of the District Library, even though they involve a matter of public concern. As such, District Library employees are cautioned that speech on or off duty, made pursuant to their official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the District Library. District Library employees should be aware that their speech and related activity on social media sites may reflect upon their positions and the District Library and may be a cause for discipline if deemed detrimental to the District Library or in violation of this policy.

- c. District Library employees shall not post, transmit or otherwise disseminate any information to which they have access as a result of their employment without permission from the Director or Assistant Director.
- d. For safety and security reasons, District Library employees shall not post information pertaining to any other employee of the District Library without their permission. As such, District Library employees are cautioned not to do the following whether it be about themselves or other District Library employees:
 - a. Display District Library logos, uniforms or similar identifying items on personal web pages, except where used in connection with a labor dispute.
 - b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a District Library employee.
- e. When using social media, District Library employees should be mindful that their speech becomes part of the worldwide electronic domain. As such, District Library employees are prohibited from the following:
 - a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion or any protected class of individuals.
 - b. Speech involving themselves or other District Library employees reflecting behavior that would reasonably be considered reckless or irresponsible.
 - c. Employees shall not publicly criticize or ridicule the District Library, its guidelines, or other employees by speech, writing, or other expression, where such speech, writing or other expression undermines the effectiveness of the District Library, interferes with the maintenance of discipline, or is made with reckless disregard for the truth.
- f. District Library employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the District Library without express authorization of the Director. Employees shall not post blogs or other messages on social media, address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge information, or any other matters of the District Library while holding themselves out as representing the District Library in such matters without prior approval of the Director.

- g. When providing any speech outside of their official duties, employees should make it clear that the speech is not that of the District Library, but rather, that of the employee.
- h. District Library employees should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- i. District Library employees should expect that any information created, transmitted, downloaded, exchanged or discussed in a public online forum may be accessed by the District Library at any time without prior notice.

Technology Use, Internet, and Email Policy

Overview

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

This policy serves to delineate acceptable uses of the Internet, e-mail, and computer systems while using government owned/leased equipment, facilities, Internet addresses, domain names, and/or e- mail services registered to or provided by the District Library. It seeks to ensure that the use of the Internet, e- mail and computer systems by District Library employees and elected officials and others who may be conducting work for the District Library and/or while using District Library provided systems is consistent with the Schultz-Holmes District Library's policies, all applicable laws, and the individual user's job responsibilities.

Information is Not Private

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

Password Protection

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

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

Authorized Use of Computer/Information Technology

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

Unauthorized Use of Computer/Information Technology

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

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

Protection of Sensitive, Confidential and Proprietary Information

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

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

Internet

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

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

Instant Messaging and Chat Rooms

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

Suspension of Internet Access Privileges

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

E-Mail

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

Use of District Library Vehicles by District Library Employees

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

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

Procedures

Employees with a designated District Library vehicle:

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

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

- The only reimbursement or compensation employees will receive for transportation purposes is for specific mileage reimbursement. A District Library employee who uses the employee's own vehicle for strictly a District Library purpose shall receive mileage reimbursement based on the current IRS reimbursement standard rate. The employee must submit the reimbursement application within seven (7) days. Day, time, start location, end location, and calculation of total miles must be submitted with the application as well as receipts and/or invoices, etc.

Drug and Alcohol Abuse

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

Drug Testing

The District Library is determined to eliminate the use of illegal drugs, alcohol, and controlled substances at our work sites. The purpose of this program is to improve job safety on all projects.

This program is designed solely for the benefit of our employees to provide reasonable safety on the job and protection from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve.

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

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

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

Special Requirements for CDL Drivers

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

Social Security Number Privacy Policy

Purpose

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

Policy

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

Procedure

1. Obtaining Social Security Numbers. Social Security numbers should be collected only where required by federal and state law, or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy. Legitimate reasons for collecting a Social Security number include, but are not limited to:
 - a. Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
 - b. Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
 - c. Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any District Library employee benefit plans.

- d. Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.
2. Public Display. All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, timesheets, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials, or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.
3. Account Numbers. All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.
4. Computer Transmission. All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure, or the transmission is encrypted.
5. Mailed Documents. District Library documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.
6. Freedom of Information Act. Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.
7. Storage. All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secure against unauthorized access.
8. Access to Social Security Numbers. Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The Library Director having access to records containing Social Security numbers shall determine which other personnel within their department have legitimate reason in the District Library's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.
9. Disposal. Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws and the District Library's retention policy. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.
10. Unauthorized Use or Disclosure of Social Security Numbers. The District Library shall take reasonable measures to enforce this Privacy Policy and to correct and prevent reoccurrence of any known violations. Any employee who knowingly obtains, uses, or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this Privacy Policy shall be subject to discipline pursuant to the disciplinary action section of this policy. Additionally, certain violations of the Act carry criminal and/or civil

sanctions. The District Library will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses, or discloses Social Security numbers through the District Library for unlawful purposes.

11. Guidance. If any questions regarding Social Security number privacy and security should arise, contact the Library Director for policy clarification and guidance.

Leaving the Schultz-Holmes District Library

Employee Termination of Employment

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

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

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

Acknowledgment

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

I have received my copy of the Personnel Policy Manual. I have read and agree to keep my Manual for future reference and observe present and future District Library personnel policies and rules outlined in this Manual. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Library Director. I understand that this Manual is simply intended as an informational guide describing personnel policies, benefits, and general information and that these guidelines are not to be construed as either a contract or guarantee of continued employment. This Manual is to be a guide for all The Schultz-Holmes

District Library employees. I also understand that within the limits allowed by law, the Schultz-Holmes District Library reserves the right to unilaterally amend, modify or cancel this Manual, as well as any or all of the various policies, procedures and programs outlined within it at any time without any required notice period; this also extends to any other employment-related policies and/or procedures and standards. It supersedes any and all past manuals, handbooks, policies, procedures, understandings, and standards written or verbal, express or implied.

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

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

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

Employee Print Name: _____

Employee Signature: _____

Date: _____