



Library Board of Trustees General Meeting Packet Contents

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7. Proposed Employee Handbook changes



**Library Board of Trustees
Meeting Agenda – February 20, 2025**

7:00 PM	Call the Meeting to Order Call to the Audience (5-minute maximum per person)
By Unanimous Consent	Approve Agenda
By Unanimous Consent	Approve January 16, 2025 General Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	Action Item 25/2-20-1: Approve revisions to Computing Policy Discussion Item: Wayne County Penal Fines Discussion Item: 2025 State Minimum Wage and Sick Leave Requirements
New Business	Trustee Training: Audit and Financials, Plante Moran & Debbie McHugh Discussion Item: Endowment Fund Review Discussion Item: Review proposed changes to the Employee Policy Handbook
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

January 16, 2025 – 7:00 PM

The Chairperson, J. Lee, called the meeting to order at 7:00 PM.

Present: H. Abdu, N. Eggenberger, A. Iqbal, J. Lee, A. Wahby, A. Watts

Absent: None

Also Present: E. Davis, M. Nicholson

CALL TO AUDIENCE

Present: K. Bounds, L. Golden, M. Hathaway, D. McHugh, C. Membiela (participating remotely),
C. Swanberg

No comments

APPROVAL OF AGENDA

The agenda, as amended, was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved without challenge.

COMMUNICATIONS

E. Davis informed the trustees that a poster for Canton Township's Master Plan, featuring a QR code, would be placed on the library's lobby bulletin board. Financials are as of 12/31/24. The library is in good shape – there is an excess of revenues over expenditures. Plante Moran, the official library auditors, will be here the second week of February to close the books. At that time, some numbers may change as invoices from December are still being processed. A first-quarter budget amendment will move some unspent capital funds from the 2024 to the 2025 capital expense budget.

DIRECTOR'S REPORT

E. Davis had nothing to add to the written report.

TRUSTEE COMMENTS

None

UNFINISHED BUSINESS & GENERAL ORDERS

Michigan CLASS Local Government Investment Pool—J. Lee questioned whether liability insurance would cost more due to adding another financial institution. E. Davis explained that it would be covered under our current financial liability policy and umbrella.

Approve Michigan CLASS Participation Agreement – A. Watts moved, and A. Wahby supported a motion to approve the resolution to enter into a formal agreement with Michigan CLASS.

ROLL CALL VOTE

Yes: A. Wahby, N. Eggenberger, H. Abdu, A. Watts, A. Iqbal, J. Lee

No: None

Abstain: None

The motion passed 25/1-16-1 (6-0-0)

NEW BUSINESS

Trustee Training—The Role of the Library Trustee. E. Davis stated that CPL is a PA164 Library; Clare Membiela proceeded with the presentation. The presentation slides, including links to educational resources, will be sent to the board. Clare invited trustees to contact her with questions or concerns at 517-335-8132 and indicated she would send a packet with a list of contacts at the Library of Michigan and some small swag items.

Penal Fines Update - Eva contacted “owed” libraries to see if they would like to pool representation. Former library trustee Jim Fausone’s law firm, Fausone & Grysko, PLC, represents Westland and Grosse Pointe libraries and would be willing to represent a larger pool of libraries. Northville has another contact, which could also be a shared resource.

Review Proposed changes to the library’s Computing Policy – Department Heads C. Swanberg and M. Hathaway are the main drivers behind this policy update. Non-filtered computers have been moved to WebExpress and are no longer isolated in The Lab. Trustees were asked to recommend further changes or ask questions regarding current proposed changes. All agreed that the revision was well thought out, and they would like it brought to the February meeting for a vote.

2025 State Minimum Wage and Earned Sick Leave Act (ESLA)—M. Nicholson provided a synopsis of changes expected if the ESLA goes into effect in its current form. The Democrats and the House have introduced bills to change elements of the act, but we will not know until the last minute which version will go into effect on February 21. On the same date, the State minimum wage will increase from \$10.56 to \$12.48 (18.2% increase). ElementOne is preparing a revised 2025 compensation schedule based on the new minimum wage. The impact of this change will be brought to the board in February for discussion and implementation.

CALL TO AUDIENCE

No comments

ADJOURN

The meeting was adjourned at 8:50 PM.

Amy Watts, Secretary-Treasurer



Director's Report February 2025

1. This month, you will approve the revised Computing Resource Policy. My thanks again to Carl Swanberg and Megan Hathaway for their work on this.
2. The Minimum Wage Act and Earned Sick Time Act are, as of this writing, still up in the air as far as final regulations and pending state legislative action. Proceeding under the assumptions that both will remain as they are, Marian Nicholson will review the Minimum Wage impacts for FY2025 and what we expect for FY2026. She and Sean Bewick have also updated our Employee Policy Handbook to reflect the ESTA as it currently stands. We expect something will happen between the time of this writing and the actual meeting, and we will update you as we have news. Thank you, Sean and Marian.
3. After Attorney General review, the Library of Michigan informed the Wayne County Treasurer's Office and the public libraries in Wayne County that their participation in the Penal Fines over/underpayment situation will not continue. I thanked State Librarian Randy Riley and his staff, Clare Membiela, Joe Hamlin, and Michelle Bradley, for their integrity and efforts to untangle a decades' worth of data from twenty-nine libraries, the County, and the Library of Michigan and then propose a settlement that minimizes the impacts on us all. Tonight, you will review a proposal from Fausone & Grysko to represent a class of libraries in this situation, and, if you agree, approve the library entering into an agreement for their representation. You will recall that our attorney, Anne Seurnyck at Foster Swift, has withdrawn due to a conflict of interest. Fausone & Grysko represent the Grosse Pointe Public Library and the William P. Faust Public Library of Westland, who are both "owed" libraries like us. The Northville District Library, also "owed," is represented by Fahey Schultz; we do not yet have a proposal from them as of this writing, but if we receive one before the meeting, we will bring that to you for comparison.
4. Accountant Debbie McHugh has provided in your packet an review of our Endowment Fund performance with the Canton Community Foundation.
5. Our onsite audit occurred this week, and Keith Szymanski from Plante Moran signals good news when they present the audit to you in April. In the meantime, for trustee education this month, Keith will review municipal finance topics that you should know. Debbie McHugh will then review how to read our monthly financial statements and they will both answer your questions.
6. In personnel news, we welcome Amber Kelly as a Circulation Assistant, and Lori Kristoff as a Substitute Circulation Assistant. Both report to Circulation Supervisor Barb Gudenburr. We also welcome new intern Luke Kurfess, reporting to Librarian Manager Amy Lee.

7. Continental Vending Services has let us know that they are removing the hot beverage machine and both adding a machine and replacing the cold beverage and snack machines in the lobby. The library does not receive commission on the hot beverage machine, and Continental has determined that the low sales volume warrants its removal. Our agreement allows for this, and with the number of patrons who bring their own coffee from home or any number of the cafes in town, we do not see this will be a major issue. We do receive commissions on the sales of food and cold beverages, and the substitution of one of those machines for the hot beverage machine will increase our commissions overall. We will be making some minor updates to that area as well, such as new recycling and trash bins and removing the condiment counter that previously held sugar, stirrers, creamer, etc.
8. At the end of February, contractors will begin dismantling some of the Adult Nonfiction shelving units and moving the Adult Fiction and genres units to the center of the library. This will open up the former Fiction space, allowing us to make plans for more patron seating, studying, and gathering spaces. We have a space committee, led by Librarian Angie Martin-Schwarze, examining how patron use has changed since our installation of the additional study rooms last year, and reviewing our User Personas and Strategic Plan to determine the best mix to meet their needs. We are excited about this project. We are also reviewing the Adult International Collections area and plan to move that as part of this process, with an eye towards creating an expanded and cozier New Books area. What will become of the former New Books area is still to be determined.
9. We are working with Library Design Associates to replace the café tables and chairs in our staff lounge, which were carryovers from the old staff lounge. They are also starting the process of creating a permanent lobby booksale area in a lobby alcove for the Friends, and adding a better work counter and shelving in the Friends' sort room. The Friends will be meeting to discuss some cost-sharing for these last two projects.
10. First Grade Roundup occurs every March, during March Is Reading Month. Engagement & Design, Information Services, and Circulation Services folks work collaboratively to ensure that the ~1,000 first graders who come for a tour and to get library cards have a fabulous experience and see the public library as a lifelong resource.

Respectfully submitted,
Eva Davis, Director

02/10/2025

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 01/31/2025

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	9,629,049.00
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	19,943.81
101-000.00-002.00	SAVINGS	1,004,553.92
	Total Assets	10,653,546.73
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	150,788.31
101-000.00-219.01	SOCIAL COMMITTEE	1,820.99
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	4,834.95
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIO	6,615.65
	Total Liabilities	164,059.90
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	6,195,271.31
	Total Fund Balance	6,195,271.31
	Beginning Fund Balance - 2024	6,195,271.31
	Net of Revenues VS Expenditures - 2024	775,302.54
	*2024 End FB/2025 Beg FB	6,970,573.85
	Net of Revenues VS Expenditures - Curren	3,518,912.98
	Ending Fund Balance	10,489,486.83
	Total Liabilities And Fund Balance	10,653,546.73

* Year Not Closed

GL Number	Description	Balance
Fund 901 - GASB FUND		
*** Assets ***		
901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	64,845.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMEI	(20,033.85)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,289,561.71
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROV	(6,578,852.20)
901-000.00-146.00	FURNITURE AND EQUIPMENT	2,024,912.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUI	(1,570,080.01)
901-000.00-150.00	LIBRARY MATERIALS	4,397,966.21
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,139,040.57)
901-000.00-160.00	HARDWARE	1,350,742.60
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(927,741.71)
901-000.00-162.00	SOFTWARE	1,172,520.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(1,031,140.70)
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	960,901.00
	Total Assets	10,062,060.59
*** Liabilities ***		
901-000.00-334.00	NET PENSION LIABILITY	445,517.00
901-000.00-343.00	COMPENSATED ABSENCES - < 1 YEAR	135,798.00
	Total Liabilities	581,315.00
*** Fund Balance ***		
901-000.00-399.00	INVESTMENT IN ASSETS	10,374,320.43
	Total Fund Balance	10,374,320.43
	Beginning Fund Balance - 2024	10,374,320.43
	Net of Revenues VS Expenditures - 2024	(893,574.84)
	*2024 End FB/2025 Beg FB	9,480,745.59
	Net of Revenues VS Expenditures - Current	0.00
	Ending Fund Balance	9,480,745.59
	Total Liabilities And Fund Balance	10,062,060.59

* Year Not Closed

02/10/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 01/31/2025

DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT
	AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	USED
INCOME				
PROPERTY TAXES	7,800,000.00	4,436,341.60	3,363,658.40	56.88
STATE AID TO LIBRARIES	95,000.00	0.00	95,000.00	0.00
LOCAL COMMUNITY STABILIZATION SHARE	60,000.00	0.00	60,000.00	0.00
PHOTOCOPY FEES	40,000.00	2,548.55	37,451.45	6.37
REPLACEMENT-LIBRARY MATERIALS	7,000.00	1,020.01	5,979.99	14.57
MEETING ROOM RENTAL	500.00	0.00	500.00	0.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
INTEREST INCOME	50,000.00	13,772.73	36,227.27	27.55
COMMISSION	7,000.00	918.10	6,081.90	13.12
OTHER REVENUE	1,000.00	1,278.01	(278.01)	127.80
TOTAL REVENUES	8,121,500.00	4,455,879.00	3,665,621.00	54.87
EXPENSES				
SALARIES & WAGES	3,790,000.00	252,903.73	3,537,096.27	6.67
FRINGE BENEFITS	989,400.00	360,755.14	628,644.86	36.46
SUPPLIES	163,850.00	6,143.68	157,706.32	3.75
LIBRARY MATERIALS	1,198,000.00	89,146.30	1,108,853.70	7.44
PROFESSIONAL & CONTRACTUAL	542,600.00	147,015.99	395,584.01	27.09
COMMUNICATIONS	40,000.00	1,178.67	38,821.33	2.95
PRINTING	51,800.00	260.00	51,540.00	0.50
UTILITIES	195,000.00	11,321.21	183,678.79	5.81
MAINTENANCE & REPAIRS	280,600.00	13,118.11	267,481.89	4.68
BUILDING IMPROVEMENTS	20,000.00	395.00	19,605.00	1.98
INSURANCE	73,500.00	0.00	73,500.00	0.00
CAPITAL OUTLAY	971,000.00	51,597.00	919,403.00	5.31
PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00
COMMUNITY PROMOTION	26,200.00	72.99	26,127.01	0.28
TRAVEL	60,250.00	3,058.20	57,191.80	5.08
RENTALS/LEASES	12,500.00	0.00	12,500.00	0.00
TOTAL EXPENDITURES	8,416,700.00	936,966.02	7,479,733.98	11.13
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	8,121,500.00	4,455,879.00	3,665,621.00	54.87
TOTAL EXPENDITURES	8,416,700.00	936,966.02	7,479,733.98	11.13
NET OF REVENUES & EXPENDITURES	(295,200.00)	3,518,912.98	(3,814,112.98)	1,192.04
NET CHANGE IN FUND BALANCE	(295,200.00)	3,518,912.98		
FUND BALANCE - BEGINNING OF YEAR	6,195,271.31	6,195,271.31		
NET OF REVENUES/EXPENDITURES 2024		775,302.54		
FUND BALANCE - END OF YEAR	5,900,071.31	10,489,486.83		

02/10/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	7,800,000.00	4,436,341.60	3,363,658.40	56.88
101-000.00-539.00	STATE AID TO LIBRARIES	95,000.00	0.00	95,000.00	0.00
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	60,000.00	0.00	60,000.00	0.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	2,548.55	37,451.45	6.37
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	1,020.01	5,979.99	14.57
101-000.00-651.00	MEETING ROOM RENTAL	500.00	0.00	500.00	0.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-665.00	INTEREST INCOME	50,000.00	13,772.73	36,227.27	27.55
101-000.00-668.00	COMMISSION	7,000.00	918.10	6,081.90	13.12
101-000.00-675.00	OTHER REVENUE	1,000.00	1,278.01	(278.01)	127.80
TOTAL REVENUES		8,121,500.00	4,455,879.00	3,665,621.00	54.87
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,790,000.00	252,903.73	3,537,096.27	6.67
101-790.00-716.01	TAXES-FICA/MC	290,000.00	30,373.48	259,626.52	10.47
101-790.00-716.02	DENTAL	23,000.00	0.00	23,000.00	0.00
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	800.00	0.00	800.00	0.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	16,000.00	2,547.03	13,452.97	15.92
101-790.00-716.05	MEDICAL INSURANCE	310,000.00	41,657.12	268,342.88	13.44
101-790.00-716.06	MEDICAL BUY OUTS	3,600.00	0.00	3,600.00	0.00
101-790.00-716.07	OPTICAL	7,500.00	479.97	7,020.03	6.40
101-790.00-716.08	UNEMPLOYMENT REIMBURSEMENT	1,000.00	0.00	1,000.00	0.00
101-790.00-716.09	WORKER'S COMPENSATION INSURANCE	5,000.00	0.00	5,000.00	0.00
101-790.00-717.01	RETIREMENT DC PLAN (401A)	52,500.00	5,697.54	46,802.46	10.85
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	280,000.00	0.00	100.00
101-790.00-727.01	SUPPLIES-LIBRARY	13,000.00	133.32	12,866.68	1.03

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	USED
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00
101-790.00-730.01	BOOKS	256,000.00	8,608.48	247,391.52	3.36
101-790.00-730.02	AV (MEDIA)	95,000.00	1,196.23	93,803.77	1.26
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	847,000.00	79,341.59	767,658.41	9.37
101-790.00-802.00	LEGAL	15,000.00	0.00	15,000.00	0.00
101-790.00-803.00	AUDIT	19,000.00	0.00	19,000.00	0.00
101-790.00-804.01	BANK FEES-GENERAL	500.00	0.00	500.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	1,200.00	52.36	1,147.64	4.36
101-790.00-850.00	COMMUNICATIONS	40,000.00	1,178.67	38,821.33	2.95
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	0.00	500.00	0.00
101-790.00-921.00	ELECTRICITY	160,000.00	9,436.27	150,563.73	5.90
101-790.00-922.00	GAS	20,000.00	1,884.94	18,115.06	9.42
101-790.00-923.00	WATER	15,000.00	0.00	15,000.00	0.00
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,000.00	5,200.00	92,800.00	5.31
101-790.00-932.01	LAWN & GROUNDS	55,400.00	0.00	55,400.00	0.00
101-790.00-932.02	SNOW & ICE	38,000.00	0.00	38,000.00	0.00
101-790.00-933.00	BUILDING SECURITY	7,500.00	1,579.83	5,920.17	21.06
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	800.00	0.00	800.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	17,900.00	2,110.28	15,789.72	11.79
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	3,428.00	19,572.00	14.90
101-790.00-935.00	BUILDING REPAIRS	20,000.00	0.00	20,000.00	0.00
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	800.00	19,200.00	4.00
101-790.00-941.00	COPY MACHINE CHARGES	10,000.00	0.00	10,000.00	0.00
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	0.00	2,500.00	0.00
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	395.00	19,605.00	1.98
101-790.00-969.00	INSURANCE	73,500.00	0.00	73,500.00	0.00
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	50,000.00	0.00	50,000.00	0.00
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	530,000.00	0.00	530,000.00	0.00
101-790.00-975.00	FURNITURE AND EQUIPMENT	172,000.00	51,597.00	120,403.00	30.00
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	185,000.00	0.00	185,000.00	0.00
101-790.00-979.00	SOFTWARE	34,000.00	0.00	34,000.00	0.00
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			01/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	210.00	990.00	17.50
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300.00	0.00	300.00	0.00
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	3,000.00	0.00	3,000.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	1,000.00	0.00	1,000.00	0.00
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	0.00	2,300.00	0.00
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200.00	0.00	200.00	0.00
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500.00	595.25	11,904.75	4.76
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	30,500.00	230.92	30,269.08	0.76
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	1,272.78	13,227.22	8.78
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	2,836.57	(36.57)	101.31
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	16,500.00	1,477.68	15,022.32	8.96
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,600.00	57.00	12,543.00	0.45
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,975.00	899.00	1,076.00	45.52
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,725.00	642.00	10,083.00	5.99
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	0.00	5,000.00	0.00
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	2,950.00	0.00	2,950.00	0.00
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,000.00	0.00	5,000.00	0.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	5,150.00	1,000.00	4,150.00	19.42
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	0.00	2,000.00	0.00
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	1,200.00	0.00	1,200.00	0.00
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,300.00	260.00	1,040.00	20.00
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	4,000.00	171.72	3,828.28	4.29
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,500.00	0.00	5,500.00	0.00
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	0.00	20,000.00	0.00
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	21.15	128.85	14.10
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	23,000.00	11,647.30	11,352.70	50.64
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	25,000.00	2,619.24	22,380.76	10.48
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,650.00	0.00	1,650.00	0.00
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	11,000.00	0.00	11,000.00	0.00
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	2,800.00	0.00	2,800.00	0.00
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,300.00	0.00	1,300.00	0.00
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	383.12	24,616.88	1.53
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000.00	1,032.66	38,967.34	2.58

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			01/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	35,000.00	4,021.00	30,979.00	11.49
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	0.00	1,000.00	0.00
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	2,000.00	179.00	1,821.00	8.95
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	1,200.00	0.00	1,200.00	0.00
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	25,000.00	72.99	24,927.01	0.29
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	0.00	50,000.00	0.00
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,600.00	75.17	2,524.83	2.89
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	109.16	1,890.84	5.46
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	822.00	1,678.00	32.88
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	16,000.00	1,879.20	14,120.80	11.75
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	1,500.00	0.00	1,500.00	0.00
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	30,000.00	314.52	29,685.48	1.05
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	310,000.00	115,338.65	194,661.35	37.21
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	242.00	1,258.00	16.13
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	11,000.00	7,955.10	3,044.90	72.32
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	11,000.00	0.00	11,000.00	0.00
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	0.00	1,100.00	0.00
TOTAL EXPENDITURES		8,416,700.00	936,966.02	7,479,733.98	11.13
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		8,121,500.00	4,455,879.00	3,665,621.00	54.87
TOTAL EXPENDITURES		8,416,700.00	936,966.02	7,479,733.98	11.13
NET OF REVENUES & EXPENDITURES		(295,200.00)	3,518,912.98	(3,814,112.98)	1,192.04
NET CHANGE IN FUND BALANCE		(295,200.00)	3,518,912.98		
FUND BALANCE - BEGINNING OF YEAR		6,195,271.31	6,195,271.31		
NET OF REVENUES/EXPENDITURES - 2024			775,302.54		
END FUND BALANCE		5,900,071.31	10,489,486.83		

02/10/2025

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 01/01/2025 - 01/31/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
01/02/2025	GEN	431(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,899.18
01/02/2025	GEN	432(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,421.51
01/02/2025	GEN	433(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
01/02/2025	GEN	434(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	268.82
01/02/2025	GEN	435(E)	1240	PAYLOCITY	VISION CLAIM REIMBURSEMENT-K.MCHUGH	500.00
01/08/2025	GEN	55389	1004	AFLAC	MONTHLY REMITTANCE-DECEMBER	100.44
01/08/2025	GEN	55390	1009	AMAZON CAPITAL SERVICES	BSO & CS SUPPLIES	581.86
01/08/2025	GEN	55391	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIU	1,143.54
01/08/2025	GEN	55392	1059	BRODART CO.	TPW ALPHA LABELS	347.99
01/08/2025	GEN	55393	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	21 ADULT VIDEO GAMES	105.22
01/08/2025	GEN	55394	1467	CTS COMPANIES, INC.	RMM SERVICE 2024	270.00
01/08/2025	GEN	55395	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
01/08/2025	GEN	55396	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	373.40
01/08/2025	GEN	55397	1176	KANOPIY, INC	KANOPIY - STREAMING VIDEO PLAY CREDITS	722.50
01/08/2025	GEN	55398	1205	METRO ENVIRONMENTAL SERVICES, INC.	HIGH PRESSURE JET SERVICE TO CLEAR SEWER	695.00
01/08/2025	GEN	55399	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	23,056.99
01/08/2025	GEN	55400	1214	MIKE K MCCLURE	BLOG WRITING, INV# 1213	1,075.00
01/08/2025	GEN	55401	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	94.71
01/08/2025	GEN	55402	1232	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	222.44
01/08/2025	GEN	55403	1249	POSTMASTER	MAIL PERMIT #558 RENEWAL	350.00
01/08/2025	GEN	55404	1101	ROBERT M DEMEMBER	L&M FOR ADDITIONAL OUTLET IN FIREPLACE A	395.00
01/08/2025	GEN	55405	1277	SERVICE EXPRESS LLC	HARDWARE MAINTENANCE AGREEMENTS	8,896.80
01/08/2025	GEN	55406	1279	SHOUTBOMB LLC	SHOUTBOMB TEXT MESSAGING SERVICE	732.00
01/08/2025	GEN	55407	1187	THE LIBRARY CORPORATION	Z39.50 AUTHORITIES	1,199.10
01/15/2025	GEN	436(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,899.18
01/15/2025	GEN	437(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,640.75
01/15/2025	GEN	438(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
01/15/2025	GEN	439(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	276.11
01/15/2025	GEN	440(E)	1240	PAYLOCITY	VISION CLAIM REIMBURSEMENT:D.SKOPCZYNSKI	1,074.30
01/16/2025	GEN	443(E)	1476	JP MORGAN CHASE BANK-ONE CARD	1 PLA WEBINAR	45,358.53
01/17/2025	GEN	441(E)	1203	MERS	MERS ANNUAL SURPLUS PAYMENT	155,664.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/17/2025	GEN	442(E)	1203	MERS	MERS ANNUAL EMPLOYER ARC	124,336.00
01/21/2025	GEN	1(S)	1159	HOME DEPOT CREDIT SERVICES	BUILDING (CO-LAB)	0.00
01/22/2025	GEN	55408	1009	AMAZON CAPITAL SERVICES	AMAZON DEC/JAN ORDER	980.27
01/22/2025	GEN	55409	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	150.00
01/22/2025	GEN	55410	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - FEBRUARY 2025	22,480.68
01/22/2025	GEN	55411	1076	CCH	US MASTER TAX GUIDE 2025	231.89
01/22/2025	GEN	55412	1467	CTS COMPANIES, INC.	RMM SERVICE	270.00
01/22/2025	GEN	55413	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 12/1	11,321.21
01/22/2025	GEN	55414	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	153.21
01/22/2025	GEN	55415	1391	KATHERINE R WILLSON	JANUARY GENEALOGY CONNECT PROGRAM	225.00
01/22/2025	GEN	55416	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	605.76
01/22/2025	GEN	55417	1214	MIKE K MCCLURE	INTERVIEWS AND WRITING CPL BEHIND THE SC	250.00
01/22/2025	GEN	55418	1460	NEWSBANK, INC	NEWSBANK ANNUAL SUBSCRIPTION 2025	9,280.00
01/22/2025	GEN	55419	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	94.71
01/22/2025	GEN	55420	1588	OBSERVER & ECCENTRIC NEWSPAPERS	TOP WORKPLACES 2024 ADVERTISING PACKAGE	6,650.00
01/22/2025	GEN	55421	1243	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	930.00
01/22/2025	GEN	55422	1255	PROGRESSIVE PRINTING	PATRON CODE OF CONDUCT BROCHURES	260.00
01/22/2025	GEN	55423	1264	RELIABLE LANDSCAPING, INC.	SNOW & ICE MANAGEMENT	5,600.00
01/22/2025	GEN	55424	1311	TODAY'S BUSINESS SOLUTIONS, INC.	WIFI PRINT RENEWAL	890.00
01/22/2025	GEN	55425	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY CHARGES	444.00
01/22/2025	GEN	55426	1345	WHITE PINE LIBRARY COOPERATIVE	ANNUAL INTERLOAN SERVICES - Q4 2024	38.50
01/22/2025	GEN	55427	MISC	SALINE DISTRICT LIBRARY	ILL REPLACEMENT FEES	28.00
01/22/2025	GEN	55428	1341	WAYNE COUNTY TREASURER	MONTHLY DELINQUENT TAX SETTLEMENT INVOIC	360.80
01/29/2025	GEN	444(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	6,221.09
01/29/2025	GEN	445(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,899.18
01/29/2025	GEN	446(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,240.75
01/29/2025	GEN	447(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS	50.00
01/29/2025	GEN	448(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	932.75
01/29/2025	GEN	449(E)	1240	PAYLOCITY	VISION CLAIM REIMBURSEMENT: K.MCHUGH	479.97

GEN TOTALS:

Total of 60 Checks:	473,068.14
Less 0 Void Checks:	0.00
Total of 60 Disbursements:	<u>473,068.14</u>

J. COMPUTING RESOURCES POLICY

1. Canton Public Library makes a variety of computing resources available to the public in support of our mission to serve the educational and information needs of Canton residents of all ages.

Recognizing the First Amendment rights of its patrons and their desire for intellectual freedom, equity of access, and confidentiality, as well as the Michigan Legislature’s mandate that the library restrict access to minors with regard to obscene and sexually explicit materials deemed harmful to minors, the library has adopted the following policy. The library will enforce the rules stated in this policy, including those designed to meet the Legislature’s stated intent of protecting minors from access to that material without interfering with the rights of adult patrons.

The library reserves the right to monitor computer usage in order to prevent potential network disruption or to ensure compliance with this policy. Information submitted to the Canton Public Library in the process of registering for any service or activity will only be used by the library for administrative purposes. Users are cautioned that, because security in an electronic environment cannot be guaranteed, all transactions, files, and communications are vulnerable to unauthorized access and use.

2. **Acceptable Use**

Because library users of all ages, backgrounds, and sensibilities are using the computers, library patrons are asked to be sensitive to others’ values and beliefs when accessing potentially controversial information and images while using the library’s computing resources.

Access to the computing resources in the Teen [Place-Space](#) is intended for users in grades seven through twelve and their parents/guardians. Preference will be given to those users.

Access to the computing resources in the Children’s Library is intended for users through grade six and their parents/guardians. Preference will be given to those users.

While using computing resources, users may not:

- Violate the library’s Code of Conduct or any other Library policy.
- Use computing resources for illegal activities, including fraudulent or unlawful purposes prohibited under any applicable federal, Michigan, or local law, including but not limited to unsolicited mass mailings or accessing or producing material that can be classified as obscene or child pornography.
- ~~Install any type of software.~~
- ~~Knowingly install malicious unauthorized software,~~ damage library hardware or software, or modify the security setup, operating systems, network configuration or any other configuration of any Library computer without authorization.
- Use another person’s passwords or identity without their authorization.

- Copy or publish licensed software, media or other intellectual property that infringes upon the copyright or other property rights of other persons or entities in violation of the copyright laws, trademark, or other intellectual property laws of the United States. Responsibility for any consequences of copyright infringement or violation of any other intellectual property rights lies with the user, and the Library expressly disclaims any liability or responsibility resulting from such use.
- Publish or send threatening, defamatory or libelous information. Publish or send any information with the intent to annoy or abuse or that would reasonably result in the annoyance or abuse of others.
- Advocate or solicit violent behavior.
- Expose minors to sexually explicit materials harmful to minors. Users shall not permit any minor to view sexually explicit material or any other material deemed harmful to minors, in accordance with Michigan law, Public Act 212 of 2000.

Persons engaged in any of the above mentioned activities may lose access to the library's computing resources, as outlined in section 6 below.

3. Internet Access

The library provides access to a broad range of information resources, including those available through the Internet. The Internet offers access to a wealth of information and Internet sites including ideas, information, and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete, or legal. Users will need to evaluate for themselves the validity of the information found.

Because the Internet is a vast and unregulated information network, it also enables access to information, ideas, and commentary beyond the confines of the library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

The Internet may contain information that is controversial, sexually explicit, or offensive. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the library's connection as stated more fully below.

4. Internet Filtering

As with other materials in the library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.

The Michigan Legislature, via Public Act 212 of 2000, mandates that the library restrict Internet access to minors with regard to obscene and sexually explicit materials deemed harmful to minors.

- a) Recognizing that graphic images on computer screens may be seen easily by passersby of all ages out of any literary, educational, artistic, scientific or political context, the Library has designated

that the computers in ~~ALL~~ open areas, ~~including Web Express, the Online Catalog, the Teen Space, the book stack areas, as well as the entire Children's Library,~~ shall be filtered unless marked otherwise.

- b) ~~The Internet Lab~~Computers designated as unfiltered provides unfiltered Internet access to patrons 18 years and older. Use of ~~the Internet Lab~~unfiltered computers is restricted to patrons 18 years and older, with the following exceptions:
- Minors may use unfiltered computers ~~in the Internet Lab~~ at the request of a parent or guardian under PA 212, in which case the parent/guardian must closely supervise and physically remain with the minor ~~in the Internet Lab~~ at all times, and shall not be on a separate computer.
 - Minors may use designated unfiltered computers ~~in the Internet Lab~~ when filtering software has been enabled ~~on those computers for special training sessions~~ as determined by the Library.
- c) The wireless network and data ports available to members of the public using their own equipment are unsecured, unencrypted and unfiltered. Users of the Library's wireless network or data ports are required to abide by the Acceptable Use provisions of this policy.

5. ~~Public Blog~~Library Website & Social Media

The ~~Public Blog and~~ Library website and social media sites are designed to stimulate discussion on a variety of topics, including library services and programs and Canton community resources and events.

- Comments should be relevant to the post to which they are attached.
- Data posted to library blogs-website or library social media sites are public information and may be indexed by Internet search engines (Google, Yahoo, etc).
- Spam, flamingabusive language, and unlawful uses are not permitted and to the extent allowed by law, the library reserves the right not to post, or to delete, any comment that violates this ~~P~~policy. Users who violate this policy may be blocked.
- The ~~Public Blog and~~ Library website and social media sites are monitored for unauthorized or inappropriate use. Evidence of possible criminal activity may be provided to law enforcement officials.

6. Violations of the Computing Resources Policy

Users of the library's computing resources must adhere to the Computing Resources Policy. Failure to follow the Policy will result in the loss of ~~the ability to use the library's computing resources or~~ access to the library.

The Library Director, or ~~his or her~~the Director's authorized designee, is authorized to terminate any user's access to ~~the computing resources or~~ the library if the user has failed to comply with the library's Computing Resources Policy and/or related rules.

- Initial Violation: Users observed violating this Computing Resources Policy will be asked to cease the violation with a verbal warning. If the user does not comply with the request, the user's access to the library's ~~computing resources~~ shall be terminated for the day. If the user refuses, the police may be called, ~~and the user's access to library computing resources may be terminated for a~~

~~longer period~~, or the user's access to the library may be suspended, as determined by the Director or Director's authorized designee.

- Subsequent Violations: The Director or Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- Violations Affecting Safety and Security: If the violation of the library's Computing Resources Policy affects safety or security, or is a violation of law, the library has the right to immediately call the police and terminate the user's ~~library computing resources or other~~ library privileges without complying with the procedures outlined above. Illegal acts involving the library's computing resources may be subject to prosecution.

Any user who is denied access to the library's ~~computing resources~~ may file a written appeal of the Director's or Director's authorized designee's decision by sending an appeal in writing to the Chair of the Library Board within 10 business days. The Library Board will render their decision within 60 days of receipt of the appeal. The decision of the Library Board is final.

7. Staff Assistance

Library staff may assist users in getting started with computing resources. However, the library cannot guarantee that staff fully trained in all aspects of software, Internet resources, or other technology will be available to assist users at all times the library is open. Because of the many different applications and resources available, particularly on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. ~~The library's collections contain materials that are available to computer users regarding assistance and guidance in use of software and other applications.~~

Revision Adopted by Library Board ~~06/30/2016~~~~xx/xx/xxxx~~

Motion No. ~~16/6-30-4~~~~xx/x-xx-x~~

(Original policy 05/20/2010, Motion No. 5/10-20-1)



FAUSONE & GRYSKO, PLC
ATTORNEYS AT LAW

February 7, 2025

VIA EMAIL

Jessica Keyser, Director
Grosse Pointe Public Library
10 Kercheval Ave
Grosse Pointe Farms, MI 48236
jkeyser@grossepointelibrary.org

Re: Proposal to Represent the Undersigned Libraries In Collecting Penal Fine Distributions

Dear Director Keyser:

This will serve as the law firm Fausone & Grysko's (the "**Firm**") proposal to provide legal services to a coalition of libraries identified below in collecting penal fine distributions that have been withheld or delayed due to 2014-2023 miscalculations by Wayne County ("**Representation**").

This letter will first outline the Firm's unique qualifications to serve as special counsel for this assignment. It will then set forth the scope of the representation, our hourly rates and invoicing procedures, and then address decision making and other circumstances in this joint representation.

Qualifications and Experience

Our attorneys have served as General Counsel for the Grosse Pointe Public Library ("**GPPL**") and the William P. Faust Public Library of Westland ("**LOW**") for over 2 decades.

In addition to specific library experience, we have also represented a number of municipal entities over the years as general or special counsel, including the City of Westland, the Downriver Utility Wastewater Authority, the Conference of Western Wayne, the Nankin Transit Commission, Macomb County, the Great Lakes Water Authority, Redford Township, and Van Buren Township,

The resolution of this matter will involve more than the skill inherent in a typical general counsel, though, as this matter will necessarily involve interfacing with officials from both Wayne County and the State of Michigan. As shown by the following representative matters, this Firm is well-versed in this area. Representative matters include:

- Acquisition of the \$52 Million Dollar Downriver Sewage Disposal System from Wayne County by a coalition of downriver communities.
- Renegotiated the terms of a \$3 Million Dollar payment owed by a municipal client to Wayne County.

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- Nuisance litigation on behalf of four Wayne County Cities and Townships against a local landfill disposing of nuclear waste. We coordinated with Wayne County's attorneys as they intervened in the case on our clients' side.
- Counsel to several communities in real estate developments that utilized Wayne County's tranche of ARPA funds.
- Extensive experience representing clients in State of Michigan administrative agencies, such as the Michigan Liquor Control Commission, Department of Environment, Great Lakes, and Energy, and in matters involving the Michigan Attorney General's office.

Scope of Representation

We will provide legal advice and representation to the Clients in connection with negotiating repayment of amounts owed to the libraries as penal fine distributions. This will include meetings and correspondence with the Clients and representatives from both the State of Michigan and Wayne County. We will also review and participate in drafting the necessary legal documents to carry into effect any resolution on which the Clients agree.

Our experience suggests that this matter could be negotiated in 10 to 20 hours of legal work. However, predicting the time involved is a challenge as it will depend on the responsiveness of Wayne County and the State of Michigan, as well as on direction from the Clients. As a result significantly more time could be required depending on the circumstances.

Rates and Charges

As a courtesy for this municipal assignment, we will discount our usual rates for work of this caliber to \$350 per hour. For ease of administration, invoices will be sent to GPPL, which will be responsible to make timely payment to the Firm. GPPL will then be responsible to make arrangements to collect any contributions from co-clients.

Annual increases in attorney rates are the norm. Out-of-pocket expenses, if any, will be sent directly to the Clients for payment, or we will pay those expenses and invoice the Clients for the expense. A detailed invoice will be provided on a monthly basis and due net 30 days. Balances remaining unpaid beyond 30 days of invoice receipt will be overdue and subject to a late fee of 2.5% per month for each month the balance remains unpaid and overdue.

Clients' responsibility for payment of fees and expenses is not contingent on the outcome of the matter or the result obtained. Legal matters frequently take courses which cannot be predicted, and no guarantee can be given concerning either the outcome or the total fees and

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expenses incurred in arriving at that outcome. If necessary, costs of collection, including attorney fees, are chargeable to the Clients. Clients are jointly and severally responsible for any amounts hereunder.

Retainer

As a courtesy, no retainer is required for this representation.

Client Direction; Settlement Offers

At times we may need to seek direction from the Clients as to strategy or proposed offers of settlement or other resolution. We will present any such proposals to the Clients, who will decide on the course of action by majority vote of the chief executive officials of the libraries. Clients in a minority position who do not wish to follow the majority course of action may retain separate legal counsel. The foregoing is subject to the paragraph below titled “No Conflicts.”

No Conflicts

This is a proposed joint representation, and we cannot proceed to represent Clients until all have decided to proceed on that basis. Although we are representing multiple libraries, we may share with all client libraries all relevant information that we learn about this matter from any party. As discussed below, even if we cease to represent the coalition of library Clients, we will still be able to use all information we have obtained in our continuing and separate representations of the William P. Faust Public Library of Westland and the Grosse Pointe Public Library. Clients recognize that we have represented the LOW and the GPPL on other matters for many years and that information we develop or learn about those other matters will not be disclosed to the clients.

Because of our representation of the LOW and the GPPL in many matters, we are unwilling to represent the other Clients if it could have the effect of preventing us from continuing to represent LOW and the GPPL if an actual conflict of interest later develops.

Based on the facts, there is a mutuality of interest between LOW and the GPPL and the interests of the other library clients. However, it is possible that a conflict of interest may arise or be discovered after we undertake the representation. If such a conflict does arise and cannot be resolved, we would terminate the representation of the other library clients but would still continue to represent the GPPL and LOW.

We also wish to address that our Firm represents multiple governmental entities as well as private parties who are at times adverse to local governments. As this Representation is limited in



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scope, this will not disqualify us from representing parties in adverse matters unrelated to the present representation. This could come up, for example, in a situation where the Firm is retained to represent a private developer before the local zoning board of a library host community.

Document Retention

Generally, a client must be given advanced written notice of an attorney's intent to destroy retired files. It is our policy to destroy a file after a period of three (3) years from the date of last service. By agreeing to this Representation, Client consents to the destruction of the closed file after three (3) years, without advanced written notice to the Client of our intention to destroy the file. Should you wish a copy of that file before that deadline, the obligation of contact resides with the Client.

By signing this letter, you acknowledge that you have read, understood, and consent to the terms of this letter, including the conflicts disclosure.

Very truly yours,

FAUSONE & GRYSKO, PLC

Brandon M. Grysko

Brandon M. Grysko,
Managing Partner

cc: James G. Fausone, Esq.



February 7, 2025
Proposal for Legal Services
Libraries Owed Penal Fine Distributions
Page | 5

TERMS AND CONDITIONS APPROVED BY:

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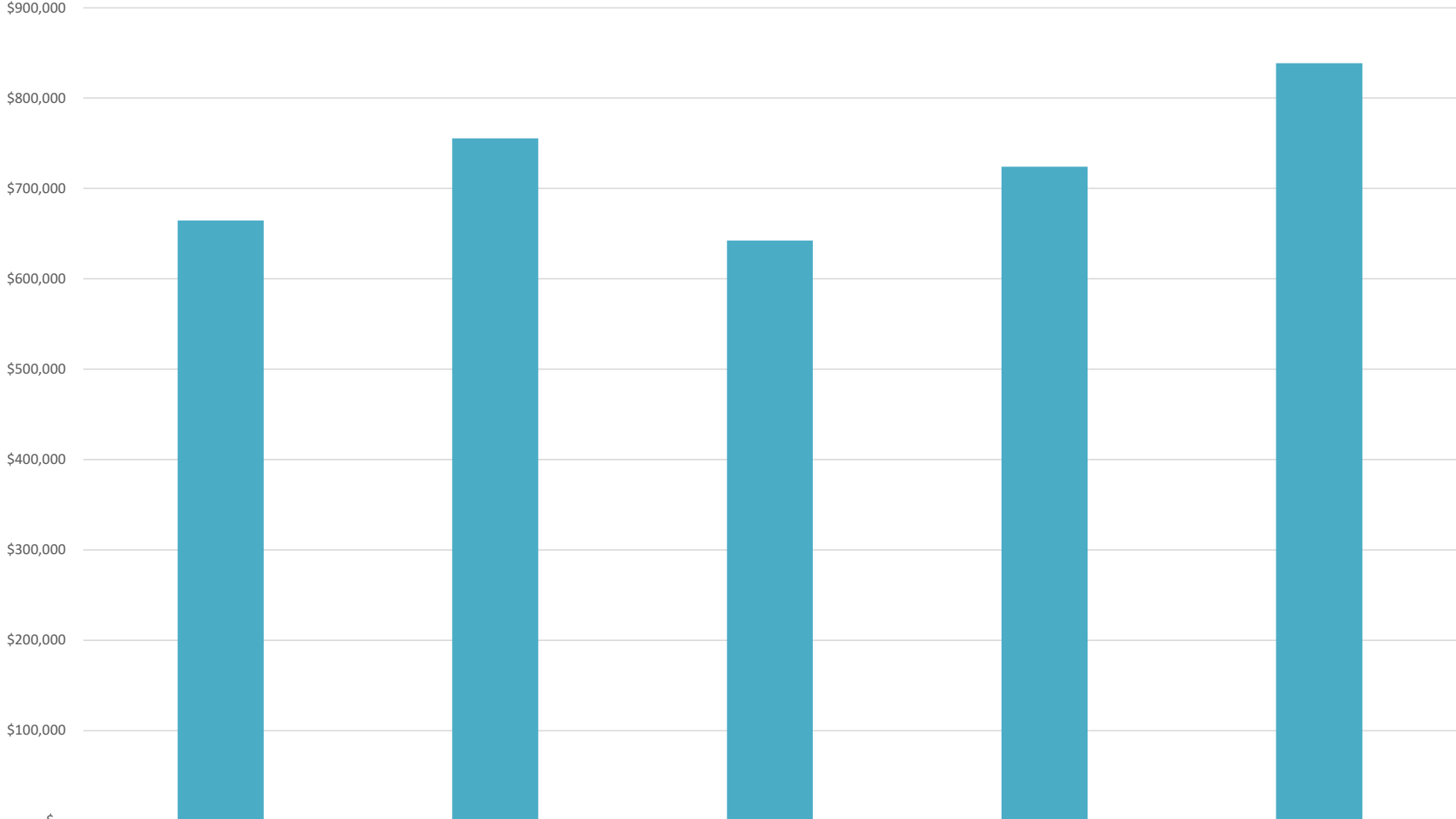
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Endowment Fund Activity



	2020	2021	2022	2023	2024
Ending Balance	\$664,478	\$755,365	\$642,403	\$723,964	\$838,817

Ending Balance

V. TIME AWAY FROM WORK

The Library considers a good attendance record a prime indication of your interest and concern in your job. Regular attendance is, therefore, a key element of satisfactory job performance. By being late or ~~by~~ not reporting for work, you place an additional burden on your fellow workers and on the complex task of running the Library. If you are going to be late or miss all or a portion of your shift, you must call the attendance line (734-394-1002) prior to the start of your shift. Excessive absences or tardiness will result in disciplinary action, up to and including termination. An unreported absence of three consecutive shifts is considered ~~to be~~ a voluntary resignation.

A. HOLIDAYS

1. The Library observes and will be closed on the following holidays or alternate days as determined by the Library Board. ~~The~~ During the annual budget process, the Library examines and establishes the holiday closing schedule for the period extending through December 31 of the following year ~~during the annual budget process~~.

Annual Paid Holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- Discretionary Holidays*
- Birthday Holiday**

***Discretionary Holiday** – All regular and exempt employees will be granted three discretionary holidays, scheduled considering ~~both the wishes of the employee's wishes~~ and the ~~work load~~ workload requirements at the Library. Supervisors/managers must approve scheduled absences for staff in their department, and the employee should request such with as much advance notice as possible. ~~First-year~~ First-year employees are awarded discretionary holidays as follows:

- 3 days when hired January 1 – April 30
- 2 days when hired May 1 – August 31
- 1 day when hired September 1 – December 31

Discretionary holidays must be used within the calendar year awarded. Employees will not receive compensation for unused discretionary holidays at the end of the year nor at time of separation.

****Birthday Holiday** – All regular and exempt employees will be granted a birthday holiday. The day off must be taken on the birth date or within the same pay period ~~date closest~~ with the approval of the supervisor/manager.

2. All regular and exempt employees are eligible for holiday pay. Holiday pay will not be awarded to employees on any type of unpaid leave.
3. Employees must work the entirety of their last scheduled shift before and their first scheduled shift after the holiday to be eligible for paid holidays, or have an approved excuse for being absent on any such days.
4. Employees cannot receive pay in lieu of time off.
5. Unused holiday hours cannot be accumulated.
6. If a holiday upon which the Library closes falls on a Saturday and/or Sunday, the Library may determine an alternate closing date
7. Holiday Pay Determination:
 - Exempt employees will receive ~~an full entire day off on each annual paid holiday~~ a full day off on each holiday or alternate board-approved closing date listed above. If the exempt employee is not scheduled to work on the holiday, an alternate paid day off within the same pay period will be selected by the employee's supervisor/manager.
 - Regular full-time employees will be paid a full day (7.5 hours) for ~~the each~~ holiday or alternate board-approved closing date. If a regular full-time employee is not scheduled to work on the holiday or board-approved closing date, then an alternate paid day off within the same ~~week-pay period~~ will be selected by the employee's supervisor/manager.
 - Regular part-time employees will be paid their regularly scheduled hours for the holiday or alternate board-approved closing date, provided the holiday falls on a day they are regularly scheduled to work. Regular part-time employees not scheduled to work on a holiday or alternate board-approved closing date will not receive holiday pay nor an alternate paid day off.
 - Provisional employees are not eligible for paid holidays.
8. Holidays falling during the employee's vacation are not charged against the employee's vacation time.

B. VACATIONS

Accrual of vacation for eligible employees will commence upon the date of employment and will accumulate (accrue) on a pro-rated basis. ~~and Accruals~~ shall be calculated based on the employee's ~~normal-regular~~ hours of work per week. Vacations will be scheduled considering both the ~~wishes of the employee's wishes~~ and the ~~work-load~~workload requirements at the Library. Supervisors/managers must approve scheduled absences for staff in their department, and the employee should request such leave with as much advance notice as possible.

1. Vacation time will not be allowed to accumulate beyond the equivalent of four ~~weeks' time~~ weeks. When an employee's cumulative total in any month exceeds the four-week limit, the employee must schedule and use the excess vacation time prior to December 31 of the current year, or it shall be forfeited.

2. Accumulated vacation time, to a maximum of the equivalent of ~~four-week~~four weeks' time, may be carried over to the ~~following~~next year. Any vacation time over the four-week limit will be forfeited without pay at the end of the calendar year. ~~Vacation records are kept by the Business Services Office.~~
3. If a paid holiday observed by the Library falls during an employee's vacation, that day is not charged against the employee's vacation time.
- ~~4.—Any employee who becomes ill during a scheduled vacation cannot change a vacation day to a sick day. Scheduled vacation time counts as vacation even if an employee would ordinarily take sick leave.~~
- ~~4.~~
5. Regular and exempt employees earn accumulated vacation in accordance with their length of employment as outlined below. In the case of part-time employees, vacation accrual shall be calculated according to the number of weekly hours the employee would ~~normally~~regularly be scheduled to work.
6. Employees on Unpaid Leave of Absence do not earn accumulated vacation time.
7. Eligibility and Use - Regular and exempt employees are eligible to take paid vacation as accumulated/accrued with the approval of their supervisor/manager. Provisional employees are not eligible for paid vacation.
 - a. **Regular (full-time and part-time) and ~~Exempt~~Exempt Employees** will receive the equivalent of one week's~~s~~s vacation upon hire and will further
 - accrue 1 week of vacation through the first year of employment.
 - Accrue 2 weeks of vacation annually after completing one year of employment.
 - Accrue 3 weeks of vacation annually after completing five years of employment.
 - Accrue 4 weeks of vacation annually after completing ten years of employment.
 - b. **Administrative Staff (Library Director, Department Heads, Managers, and Supervisors)** will receive the equivalent of one week's~~s~~s vacation upon hire and will further
 - accrue 2 weeks of vacation annually through the first two years of employment.
 - Accrue 3 weeks of vacation annually after completing two years of employment.
 - Accrue 4 weeks of vacation annually after completing five years of employment.
 - Accrue 5 weeks of vacation annually after completing ten years of employment.
8. **Pay in Lieu of Vacation** – Employees leaving the Library due to voluntary resignation or retirement, ~~who have completed one year of continuous service and provide two-week's notice, who have completed one year of continuous service and provided two weeks' notice~~ will be eligible to be paid for unused vacation accrual, up to a maximum of four ~~weeks' time~~weeks. Employees who are involuntarily separated ~~or, and employees who~~ have less than one year of continuous service at the time of separation, ~~or employees who resign or retire without providing a full two-weeks' notice or employees who resign or retire without providing a full two weeks' notice~~ will not be paid for any unused vacation time.

C. PERSONAL BUSINESS DAYS

Regular full-time and exempt employees may take up to three (3) personal business days per year. ~~First-year~~First-year employees are awarded personal business days as follows:

- 3 days when hired January 1 – April 30
- 2 days when hired May 1 – August 31
- 1 day when hired September 1 – December 31

Personal Business days must be used within the calendar year awarded. Employees will not receive compensation for unused personal business days at the end of the year nor at the time of separation.

Personal business days may be taken consecutively. ~~Personal business days must be used in blocks of no less than one-half day but must be used in blocks of no less than one-half-day periods~~increments.

Requests for personal business days must be approved by the employee's immediate supervisor/manager.

D. ILLNESS

Where possible, routine medical and dental appointments should be scheduled around your assigned work hours. If you are unable to schedule an appointment before or after your shift, regular full-time and part-time employees may use paid ~~medical leaves~~sick time for routine medical/dental appointments, pending supervisor/manager approval.

1. ~~Paid Medical~~Earned Sick Leave-Time

a. ~~Regular and Exempt~~All employees are eligible for ~~paid medical~~earned sick leavetime.

~~b. Provisional employees are not eligible for paid medical leave.~~

~~e.b. Paid medical~~Sick leave-time may be used, up to ~~the the limit of the 75-hour~~ annual ~~paid medical leave allowance~~cap, for any purposes provided under Michigan law, including the following reasons:

- The eligible employee's own mental or physical illness, injury, or health condition, including the medical diagnosis, care, preventative care, or treatment of same;
- The eligible employee's family member's mental or physical illness, injury, or health condition, including the medical diagnosis, care, preventative care, or treatment of same;
- If an eligible employee, or the eligible employee's family member, is a victim of domestic violence or sexual assault, to
 - Obtain medical care, psychological or other counseling for physical or psychological injury or disability;
 - Relocate due to domestic violence or domestic assault;
 - Obtain legal services or participate in any civil or criminal proceeding related to or resulting from ~~the~~ domestic violence or sexual assault.
- Under specific circumstances, a public official's closure of certain workplaces, schools, or places of child care due to health emergencies, as well as the exposure of the eligible employee or family member to a communicable disease.

~~d.c. Paid sick time should be used only as needed for the purposes set forth above. The employee's supervisor/manager will review the use of sick time with any employee whose usage approaches or exceeds the paid sick time cap in a calendar year unless the leave runs~~
~~paid medical leave should be used only as needed for the purposes set forth above. The employee's supervisor/manager will review use of medical leave with any employee whose usage approaches or exceeds paid medical leave allowance in a year, unless taken to run concurrently~~ with the Family and Medical Leave Act (FMLA). Falsification or abuse of paid ~~medical-sick leave~~ time, as with all absences, may result in disciplinary action, up to and including dismissal, under the library's attendance policy.

~~e.d. In order to~~ To be eligible for paid ~~medical-sick time~~ leave, employees unable to report to work due to illness ~~(or other reasons described above)~~ must notify their supervisor/manager or department head by leaving a message on the attendance line (734-394-1002). If the employee is unable to make the call personally, a family member/friend should contact the supervisor/manager or leave a message on the attendance line. An employee who fails to contact their supervisor/manager or leave a message on the staff attendance line may be subject to disciplinary action in accordance with the library's attendance policy, unless a written exception has been made for a particular absence.

~~f.e.~~ The Supervisor, Manager, or Library Director may request a doctor's certificate upon return to work.

~~g.f.~~ Paid Medical Sick Leave Time Allowance will be assigned as follows:

~~—Regular (full-time and part-time) and exempt employees will receive the equivalent of one week's paid sick time upon hire and will further accrue 2 weeks of time annually. Exempt and full-time nonexempt employees will be assigned the equivalent of one week of paid sick time upon hire and will accrue the equivalent of 1/26th of two weeks time each pay period thereafter.~~

~~i. Regular and exempt employees are will be assigned the equivalent of one week of two-weeks paid medical-sick leave time at the beginning of each benefit year upon hire and will accrue the equivalent of 1/26th of two weeks time each pay period thereafter. (Example: Part-time employees regularly scheduled to work 20 hours per week receive 40 hours medical leave, employees regularly scheduled to work 25 hours per week receive 50 hours medical leave.)~~

~~i.~~
ii. ~~First year Provisional employees will receive a prorated paid medical leave allowance based on their date of hire accrue one hour of paid sick leave for every 30 hours worked. The allowance will be the equal of two weeks' leave divided by 26 pay periods, then multiplied by the number of remaining pay periods in the fiscal year, rounded to a whole number. (Example: A 20-hour per week employee hired in pay period 10 would receive a 26-hour leave allowance. [40 hours divided by 26 pay periods equals 1.54, times 17 equals 26.15]. A 28-hour per week employee hired in pay period 10 would receive 37 hours.)~~

~~g.~~ Unused paid sick time will carry over to the next benefit year. However, the use of earned sick time is restricted to 75 hours per calendar year, regardless of accrual balance.

~~h.~~ If ~~paid medical leave allowance is exhausted, vacation time, personal business days~~ the paid sick time accrual is exhausted, or the employee has already used 75 hours of paid sick leave in the calendar year, the employee must exhaust all available paid time off (e.g. vacation time, personal business days, and discretionary holidays) ~~must be used~~ before requesting an unpaid leave of absence.

i.—Use of paid and unpaid ~~medical-sick~~ leave will count against any available FMLA time for that period.

~~j.i. Unused paid medical leave will not carry over to the next benefit year.~~

~~k.j. Employees are not paid for any remaining allowances of paid medical will not receive compensation for unused sick~~ leave upon termination/resignation of employment.

E. UNPAID LEAVES OF ABSENCE

A leave of absence may be granted, subject to workloads, for any good and sufficient reason satisfactory to the Library Director. All leaves are taken without pay or benefits unless specifically required by law or otherwise stated herein, for the period specified or agreed upon. Generally, leaves of absence for any reason may not extend beyond 90 days, unless required by law.

Unpaid Leaves of Absence are without pay or benefits, except as required by law. However, the Library requires you to exhaust all relevant forms of paid time off (PTO) before your unpaid leave begins. If the leave is for medical/~~FMLA related~~FMLA-related issues, ~~then~~ available paid ~~medical-sick time~~ leave must also be exhausted before your unpaid leave begins. By substituting PTO, you continue to receive pay, but the time off is still counted against and reduces any entitlement to future unpaid leave requests.

Benefits that operate on an accumulation basis [such as vacation time or length of service] will not accumulate during an unpaid leave, nor will you be entitled to paid holidays during the unpaid leave.

As soon as you know ~~that~~ you will need time off for an Unpaid Leave of Absence, a completed [Leave Request](#) form must be submitted to the Business Services Office. When possible, 30-days' notice is required. In the event of any emergency, your request should be submitted no later than 48 hours following the commencement of the injury, illness, disability, or qualifying exigency. If you cannot contact the Business Services Office personally, please have someone contact the library on your behalf.

Failure to return to work on schedule will be considered a voluntary termination of employment, effective at 5:00 PM on the ~~third~~fourth day you fail to report to work. To protect your status with the Library, please follow all procedures for reporting back to work after your leave of absence.

1. FMLA

Eligibility

Employees who have completed at least 12 months of service, worked 1,250 hours or more during the 12 months preceding the day that the leave is to begin, and ~~works-work~~ at a location where the Library employs at least 50 employees within 75 miles are eligible to take leave under the Federal Family and Medical Leave Act (FMLA).

Twelve Weeks of Leave Eligibility Overview

Eligible employees may request up to 12 weeks of unpaid leave for the following:

- the birth or adoption of a child by the employee;
- the placement of a foster child with the employee;

- the physical or psychological care for a seriously ill parent, spouse, or child of the employee;
- the care of the employee's own serious physical or mental condition; or
- to deal with any "qualifying exigency" related to a spouse, child, or parent being notified of an impending call or order to active military duty or who is already on active duty.

These 12 weeks may be taken in a rolling 12-month period measured backward from the date an employee begins their FMLA leave.

A family member with a "serious health condition" is defined as a parent, child or spouse who has a physical or mental condition that warrants the employee's participation during the period of medical treatment.

Twenty-Six Weeks of Leave Eligibility Overview

Eligible employees may request up to 26 weeks of unpaid leave in a rolling 12-month period for the following:

- to care for a spouse, parent, child or "next of kin" who is a covered service member who has is injured or recovering from an injury incurred while on active military duty.

"Next of kin" is defined as the closest blood relative of the injured or recovering service member who is undergoing such medical treatment, recuperation or therapy as outlined in the FMLA.

"Covered service member" means a member of the Armed Forces who is:

- undergoing medical treatment, recuperation, or therapy;
- is an outpatient status; or
- on the temporary disability retired list for a serious injury or illness.

Other FMLA leave already taken in a rolling 12-month period measured backward from the date an employee commences FMLA leave will be counted concurrently with this form of leave toward the employee's annual leave entitlement.

Intermittent Leave

Intermittent leave or reduced schedule leave means leave taken in separate blocks of time due to a single illness or injury, and may only be taken for a serious health condition of an eligible employee, the employee's child, spouse, or parent, or because of the need for service member caregiver leave when medically necessary. It may also be taken for "qualifying exigency" leave, provided the Library is provided with such notice as is reasonable and practicable.

Medical or Other Certification

A health care provider's certification is required in cases of serious health conditions, whether the employee's or that of the employee's spouse, child, or parent. It is also required where the leave is for care of a covered service member or in cases of a "qualified exigency" as permitted by law. The Library also reserves the right to require, at its own cost, a second or even third, medical opinion. Forms can be obtained from the Business Services Office.

If spouses are employed at the Library, they can together take a combined total of 12 weeks FMLA leave for: 1) birth of the employee's child or to care for the child after birth, 2) the placement of a child with the employee for adoption or foster care, or 3) to care for a sick parent. In the case of service member caregiver leave, the spouses both employed at the Library may take together a combined total of 26 weeks of FMLA leave. However, to the

extent the requested leave covers the birth, adoption or placement for foster care of a child, or care for a sick parent, that portion of both spouses leave allotment may not exceed 12 weeks.

Compensation and Benefits

The Family Medical Leave of Absence is an unpaid leave. However, the Library requires you to substitute unused medical leave and PTO for any FMLA leave requested. By substituting leave, you continue to receive pay but your unpaid FMLA leave available is reduced.

During an approved Family Medical Leave, your health benefits will be provided as though you had continued to work. Please arrange with the Business Services Office to submit timely monthly payments for your portion, if any, of the health insurance premiums. To the full extent allowed under the FMLA, the Library reserves the right to recover health insurance premiums from employees who fail to return to work at the end of an FMLA-qualifying leave.

Benefits that operate on an accumulation basis [such as vacation time or length of service] on the basis of actual hours worked will not accumulate during an FMLA leave, nor will you be entitled to paid holidays and "miscellaneous absences" during the leave.

Application

As soon as you know that you will need time off for an FMLA Leave, you must submit to your Department Head a completed Leave Request form. When possible, 30-days' notice is required. In the event of any emergency, your request should be submitted to your Department Head not later than 48 hours following the commencement of the injury, illness, disability, or "qualifying exigency." If you cannot contact your Department Head personally, please have someone contact your Department Head on your behalf.

During your FMLA leave, you are responsible for keeping your Department Head informed of your status. In certain circumstances, the Library has the right to require recertification of the serious health condition.

Return from Leave

At the end of an FMLA leave, you will be restored to the same position or to an equivalent position, with equivalent pay, benefits, and other employment terms and conditions. However, you are subject to the business circumstances or conditions (such as layoffs) that would have applied to you had you been working. Under limited conditions, certain key employees may not be reinstated.

Failure to return to work on schedule will be considered a voluntary termination of employment, effective 5:00 PM on the third day you fail to report to work. To protect your status with the Library, please follow all procedures for reporting back to work after your family or medical leave of absence.

Upon returning to work after an FMLA leave of more than one week because of your own serious health condition, you must submit a physician's certification stating that you are physically able to return to work. Failure to submit such documentation may delay or prevent your return to work.

You may not be employed by anyone other than the Library while off on FMLA leave.

2. NON-FMLA LEAVE

If an employee is not eligible for or has exhausted FMLA leave but cannot work due to a substantially limiting physical or mental impairment, the Library may, with satisfactory medical documentation, grant a non-FMLA leave of absence, without pay, as an accommodation to the employee's medical condition. If, after expiration of the approved leave time, an employee remains unable to perform the essential duties of their job, either with or without reasonable accommodation, due to illness or injury, the Library will discuss with the employee other possible accommodations, such as a transfer to a different, vacant position for which the employee is qualified. If no reasonable accommodations are available at that time, the employee will be separated from employment.

Under certain circumstances, you may be permitted to take a personal leave of absence depending upon workloads and business considerations. Any request for a personal leave of absence must be approved by the Library Director.

These leaves are without pay and benefits. However, depending upon the reason for leave, exempt and regular full-time employees may be separately eligible for short- or long-term disability. The terms of the disability plan control as to eligibility.

During the non-FMLA leave of absence, you are responsible for keeping your Department Head informed of your status. Upon returning to work after a leave of more than one week because of your own serious health condition, you must submit a physician's certification stating that you are medically able to return to work, with or without reasonable accommodation. Failure to submit such documentation may delay or prevent your return to work.

Where applicable, the Library will grant job-protected, unpaid family and medical leave to eligible employees in accordance with its Family Medical Leave Act Policy.

F. BEREAVEMENT LEAVE

1. In the unfortunate event of a death in the family, regular and exempt employees may request a paid leave of absence. The following guideline shall apply whether the relationship is natural, marital, adoptive, step, or foster:
 - One to five days Spouse, child, parent or sibling
 - One to three days Grandparent, grandchildren
 - One day Cousins, aunts/uncles, nieces/nephews
2. Bereavement days are to be taken within a reasonable time of the date of death or day of service.
3. Bereavement leave other than that specified may be granted by the Library Director.

G. MILITARY LEAVE

An eligible employee is entitled to a military leave of absence pursuant to the Uniformed Services Employment and Re-Employment Act of 1994 (USERRA), the Family and Medical Leave Act (FMLA), and Michigan law.

The Library will not discriminate in the terms or conditions of employment because of an employee's past, current or future service in the Uniformed Services, whether voluntary or involuntary. The Library will accommodate service-connected disabilities and provide an unpaid leave of absence for service as required by state and/or federal law,

provided the employee timely submits all notices required by law. Employees on military leave may substitute their accumulated paid leave time for unpaid leave.

H. JURY/WITNESS DUTY

Exempt and regular employees called for jury duty or to give testimony before any judicial or administrative tribunal, *except for personal litigation*, shall be given a leave of absence during of their required duty. The Library will pay the difference between pay received by a court for the jury duty and an employee's regular day's pay. Employees are required to give documentation to their immediate supervisor/manager of their requirements to perform such duties and the pay received from the court. A copy of the notice to serve jury duty should be attached to the employee's attendance record for attendance purposes.

If an employee reports for one-day jury or witness duty pursuant to a summons and is released from service, they will be paid for their entire shift on the day they report. For longer term requirements, the employee will be paid for their regularly scheduled hours for each day of their required service. Work schedules may be shifted to accommodate the requirement for long-term obligations.

An employee subpoenaed because of personal litigation must use vacation, personal business days or time off without pay for such testimony.

VIII. SEPARATION

A. SEPARATION FROM SERVICE

1. RESIGNATION

- a. Two weeks' advance notice is requested in writing. The day written notice is given is considered day zero; two weeks' advance notice means the employee is available to work a full 14 calendar days after written notice is given.
- b. Vacation time, discretionary holiday or personal business days cannot be used to extend the separation date, nor will requests for use of paid time off be granted once notice is given.

2. DISMISSAL

Employees may be laid-off, terminated, transferred, or reclassified at any time without prior notice and with or without cause at the discretion of the Library.

3. VACATION OR PERSONAL TIME PAY

- a. Employees leaving the Library due to voluntary resignation or retirement and who have completed one year of continuous service and provided two weeks' notice will be compensated for their unused vacation time, up to a maximum of four-weeks' time. Employees involuntarily terminated by the Library will not receive pay for any unused vacation time.
- b. Unused personal business days and/or discretionary holidays will be forfeited regardless of circumstances of termination or notice.

B. REHIRE GUIDELINES

Employees who leave Canton Public Library voluntarily and in good standing are usually eligible for rehire, upon the Library Director's approval, as follows:

Definition

Rehire means that within ~~six months~~¹²⁰ calendar days of the effective date of termination an individual is rehired and actually starts their first day of work at the Library in the same position as the last position held prior to termination should such position be available.

1. Rehired ~~one~~ - 60 calendar days after termination date

- The original hire date will be restored immediately. Longevity will be deferred by the total period of absence.
- The salary will remain the same as on the termination date.
- Eligibility for the Board of Trustees' approved annual merit increase will apply as though there was no break in service.

Benefits (if applicable to position) will be treated as follows:

- **Medical Insurance** will be restored as soon as is practicable based on the plan design and the rehire date.
- **Long/Short Term Disability and Life Insurance** will be restored as soon as is practicable based on the plan design and the on the plan design and the rehire date.

- **Retirement Plan** participation will be restored as soon as is practicable based on the plan design and the rehire date.
- **Vacation Accrual Rate** will be restored based on the rate in effect at the time of termination and accruals will begin as soon as is appropriate based on the rehire date. If vacation and/or comp time (if applicable) was paid out upon termination, accumulated time will not be restored. No time is accumulated for the period of absence.
- **Personal Business Days** will be restored if any remained at the time of termination.
- **Paid Sick Leave** will be restored if any remained at the time of termination. ~~taken~~ No time is accumulated for the period of absence. ~~in the calendar year of termination will continue to be recorded as if there was no break in service.~~

2. Rehired ~~61-120~~ calendar days - six months after termination date.

- Rehire date is the new “first hire date.” Longevity will be calculated from new hire date.
- The salary will remain the same as on the original date of termination and is subject to the Board of Trustee limitations for annual increases.

Benefits (if applicable to position) will be treated as follows:

- **Medical Insurance** will be restored as soon as is practicable based on the plan design and the rehire date.
- **Long/Short Term Disability and Life Insurance** will be restored as soon as is practicable based on the plan design and the rehire date.
- **Retirement Plan** participation will be restored as soon as is practicable based on the plan design and the rehire date.
- **Personal Business Days** will be the same as for a new employee. Days remaining at time of termination will not be restored.
- **Vacation Accrual Rate** will be the same as for a new employee. Accumulated time will not be restored.
- **Paid Sick Leave** will be restored if any remained at the time of termination. No time is accumulated for the period of absence. ~~taken in the calendar year of termination will continue to be recorded as if there was no break in service.~~

3. Rehired more than six months~~121 calendar days or more~~ after termination

- Individuals who are rehired more than six months ~~120 or more calendar days~~ after termination are considered new hires.
- All applicable benefits (including vacation accrual) will commence as appropriate for a new hire employee based on the individual’s first day of work when rehired.

4. Hired into a different position after termination

- All individuals who return to Canton Public Library in a position other than their original position are considered new hires.
- Longevity is not bridged and benefits levels are not restored. The guidelines for restoration of [vacation](#) time, [personal business days](#), benefits, etc. in sections 2, 3 above, do not apply.
- If rehired within six months, paid sick leave will be restored if any remained at the time of termination. No time is accumulated for the period of absence.
- The salary rate and Board of Trustee increases will be guided by the policy for new hires.
- All new hires with the Library are employed as a result of the Canton Public Library New Hire Policy and Procedures.

5. Subsequent Voluntary Termination

A rehired employee or a new hire with prior Library service, who voluntarily terminates less than two (2) years after the date of rehire or new hire, is ineligible for rehire or new hire in most circumstances. Subsequent employment of this individual requires full approval of the Library Director.

C. EMPLOYMENT REFERENCES

Any request for a reference from the Library must be made to the Library Director or Business Office. No person may provide you with a professional reference unless authorized by the Library Director. It is our policy to provide only your dates of service and the title of your last position in response to requests for references. If you want other information disclosed, you must give a written request (see [reference release form](#)) to the Library Director that specifically identifies the information to be disclosed and specifically authorizes its release.

D. WORK PRODUCTS AND FILES

All supplies, materials and work products of an employee if purchased by the Library shall remain the property of the Library after resignation, discharge, or layoff of that employee.

E. CONTINUATION OF MEDICAL/COBRA BENEFITS

Upon termination from Canton Public Library for any reason other than gross misconduct, an eligible employee may select to continue group medical coverage at group rates, plus an administrative fee as long as the employee pays the required monthly premium. It may also be possible to convert other group plans to individual plans. Details on the conversion of any benefits will be discussed with the employee at the time of termination by the Human Resources Specialist or Department Head-Business Services. Employees may request information on COBRA benefits at any time prior to actual termination.