



## Library Board of Trustees General Meeting Packet Contents

1. General Meeting Agenda – March 20, 2025
2. General Meeting Minutes – February 20, 2025
3. Financial Statements – February 28, 2025
  - a. Balance Sheet
  - b. Revenue and Expenditure Summary
  - c. Revenue and Expenditure Expanded
  - d. Check Register
4. Director’s Report
5. Employee Policy Handbook revisions
6. Patient Protection and Affordable Care Act (PPACA) Discussion for Plan Year 2025/26



Library Board of Trustees  
Meeting Agenda – March 20, 2025

<b>7:00 PM</b>	Call the Meeting to Order Call to the Audience (5-minute maximum per person)
<b>By Unanimous Consent</b>	Approve Agenda
<b>By Unanimous Consent</b>	Approve February 20, 2025 General Meeting Minutes
<b>Administrative Reports</b>	Communications Report of the Library Director Trustee Comments
<b>Committee Reports</b>	None
<b>Unfinished Business &amp; General Orders</b>	Action Item 25/3-20-1: Approve Employee Policy Handbook revisions
<b>New Business</b>	Discussion Item: 2026 Budget – Expenditures <ul style="list-style-type: none"><li>• 2026 Library Materials Budget recommendation</li><li>• Expand healthcare coverage to fully comply with PPACA</li></ul>
<b>Adjourn</b>	Final Call to the Audience (5-minute maximum per person)



## Canton Public Library Board of Trustees General Meeting Minutes

**February 20, 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: S. Bewick, E. Davis

### **CALL TO AUDIENCE**

Present: K. Bounds, L. Golden, M. Hathaway, D. McHugh, M. Nicholson, C. Swanberg, K. Szymanski

No comments

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF GENERAL MEETING MINUTES**

The minutes were approved by unanimous consent.

### **COMMUNICATIONS**

None

### **DIRECTOR'S REPORT**

In addition to her written report, Director E. Davis advised Library Design Associates will be onsite next week to help facilitate a significant collection shift, moving adult fiction into the same space as adult nonfiction. A staff committee is looking into the future usage of the newly opened space. Davis acknowledged the hard work of the Circulation Services, Information Services, and Business Services staff who assisted with the effort.

Reading Month is approaching in March; the library is excited to host many groups of first graders for First Grade Round-Up.

Michigan State Representative Ranjeev Puri will visit the library on March 7 to commemorate the library's placement in the 2024 Detroit Free Press Top Workplaces.

### **TRUSTEE COMMENTS**

N. Eggenberger asked about revenues received from the lobby vending machines. Business Services Department Head M. Nicholson advised that Continental owns the machines and provides the library with a portion of the sales of cold beverages and snacks. Based on current use, the hot beverage

machine will be replaced by an additional cold beverage machine and another snack machine next month.

J. Lee requested a calendar of the Friends of the Library board meetings to allow the trustees to plan their attendance. HR Specialist S. Bewick will coordinate the scheduling.

#### **NEW BUSINESS**

***Trustee Training: Audit and Financials*** – Plante Moran Senior Manager Keith Szymanski provided an overview of the audit process, fund balance, and municipal budgeting process. E. Davis advised the library aims to have sufficient funding in the unassigned fund balance to cover 4-6 months of expenditures in case of an emergency.

Accountant D. McHugh provided an overview of interpreting the library's monthly financial statements. J. Lee asked how the financial reports will reflect revenue from the Michigan CLASS investments. D. McHugh advised this will be recorded under Interest Revenue.

#### **UNFINISHED BUSINESS & GENERAL ORDERS**

***Approve revisions to Computing Policy*** – A. Watts moved, and A. Iqbal supported a motion to approve the Computing Policy as presented.

**The motion passed unanimously 25/2-20-1 (6-0-0)**

***Wayne County Penal Fines*** – N. Eggenberger moved, and A. Watts supported a motion to contract with the Fausone & Grysko law firm to represent Wayne County public libraries that were underpaid in penal fine revenue, under the condition that the total legal fees are not to exceed \$10,000 without board approval.

**The motion passed unanimously 25/2-20-2 (6-0-0)**

***2025 State Minimum Wage and Sick Leave Requirements*** – M. Nicholson reported that the updated salary schedule from ElementOne reflects changes only to pay grades 1 and 2 in 2025. ElementOne's analysis projects a 6.5% increase in the 2026 salary budget.

M. Nicholson also noted that Michigan Legislators were still in session negotiating potential changes to the Michigan Earned Sick Time Act. If the effective date is not delayed, the changes are set to take effect on February 21, 2025.

#### **NEW BUSINESS**

***Endowment Fund Review*** – The board expressed satisfaction with the fund's performance over the past year. J. Lee inquired about possibly using part of the balance to fund a scholarship. N. Eggenberger advised there may be potential legal risks to using tax dollars to fund a scholarship outside the library's primary function.

***Review proposed changes to the Employee Policy Handbook*** – The board did not have any additional questions at this time. The proposed changes will be presented to the board at next month’s meeting, and updates will be provided if there are any further changes to the Michigan Earned Sick Time Act.

**CALL TO AUDIENCE**

No comments

**ADJOURN**

The meeting was adjourned at 8:42 PM.

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Amy Watts, Secretary-Treasurer

DRAFT

03/06/2025

BALANCE SHEET FOR CANTON PUBLIC LIBRARY  
Period Ending 02/28/2025

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	11,286,244.98
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	21,648.03
101-000.00-002.00	SAVINGS	1,005,594.08
101-000.00-017.01	MICHIGAN CLASS-GENERAL FUND	1,062,238.15
	Total Assets	13,375,725.24
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	144,708.49
101-000.00-219.01	SOCIAL COMMITTEE	1,657.00
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	4,782.28
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	8,319.87
	Total Liabilities	159,467.64
*** 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	767,430.54
	*2024 End FB/2025 Beg FB	6,962,701.85
	Net of Revenues VS Expenditures - Current Year	6,253,555.75
	Ending Fund Balance	13,216,257.60
	Total Liabilities And Fund Balance	13,375,725.24

\* 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 IMPROVEMENTS	(20,033.85)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,907,418.71
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMENTS	(6,671,530.75)
901-000.00-146.00	FURNITURE AND EQUIPMENT	2,024,912.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMENT	(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	668,117.00
	Total Assets	10,294,455.04
*** Liabilities ***		
901-000.00-334.00	NET PENSION LIABILITY	87,948.00
901-000.00-343.00	COMPENSATED ABSENCES - < 1 YEAR	157,827.00
	Total Liabilities	245,775.00
*** 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	(325,640.39)
	*2024 End FB/2025 Beg FB	10,048,680.04
	Net of Revenues VS Expenditures - Current Year	0.00
	Ending Fund Balance	10,048,680.04
	Total Liabilities And Fund Balance	10,294,455.04

\* Year Not Closed

03/06/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
PERIOD ENDING 02/28/2025

DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT
	AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	USED
<b>INCOME</b>				
PROPERTY TAXES	7,800,000.00	7,701,649.77	98,350.23	98.74
STATE AID TO LIBRARIES	95,000.00	0.00	95,000.00	0.00
LOCAL COMMUNITY STABILIZATION SHARE	60,000.00	57,587.85	2,412.15	95.98
PHOTOCOPY FEES	40,000.00	5,649.00	34,351.00	14.12
REPLACEMENT-LIBRARY MATERIALS	7,000.00	2,300.24	4,699.76	32.86
MEETING ROOM RENTAL	500.00	50.00	450.00	10.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
INTEREST INCOME	50,000.00	28,140.97	21,859.03	56.28
COMMISSION	7,000.00	1,816.10	5,183.90	25.94
OTHER REVENUE	1,000.00	1,774.60	(774.60)	177.46
<b>TOTAL REVENUES</b>	<b>8,121,500.00</b>	<b>7,798,968.53</b>	<b>322,531.47</b>	<b>96.03</b>
<b>EXPENSES</b>				
SALARIES & WAGES	3,790,000.00	527,132.84	3,262,867.16	13.91
FRINGE BENEFITS	989,400.00	409,870.13	579,529.87	41.43
SUPPLIES	163,850.00	15,009.64	148,840.36	9.16
LIBRARY MATERIALS	1,198,000.00	177,905.64	1,020,094.36	14.85
PROFESSIONAL & CONTRACTUAL	542,600.00	258,147.68	284,452.32	47.58
COMMUNICATIONS	40,000.00	1,531.91	38,468.09	3.83
PRINTING	51,800.00	470.00	51,330.00	0.91
UTILITIES	195,000.00	27,187.45	167,812.55	13.94
MAINTENANCE & REPAIRS	280,600.00	23,600.39	256,999.61	8.41
BUILDING IMPROVEMENTS	20,000.00	395.00	19,605.00	1.98
INSURANCE	73,500.00	46,406.88	27,093.12	63.14
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	84.99	26,115.01	0.32
TRAVEL	60,250.00	5,535.92	54,714.08	9.19
RENTALS/LEASES	12,500.00	537.31	11,962.69	4.30
<b>TOTAL EXPENDITURES</b>	<b>8,416,700.00</b>	<b>1,545,412.78</b>	<b>6,871,287.22</b>	<b>18.36</b>
<b>Fund 101 - GENERAL FUND:</b>				
TOTAL REVENUES	8,121,500.00	7,798,968.53	322,531.47	96.03
TOTAL EXPENDITURES	8,416,700.00	1,545,412.78	6,871,287.22	18.36
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(295,200.00)</b>	<b>6,253,555.75</b>	<b>(6,548,755.75)</b>	<b>2,118.41</b>
<b>NET CHANGE IN FUND BALANCE</b>				
	<b>(295,200.00)</b>	<b>6,253,555.75</b>		
FUND BALANCE - BEGINNING OF YEAR	6,195,271.31	6,195,271.31		
NET OF REVENUES/EXPENDITURES 2024		767,430.54		
<b>FUND BALANCE - END OF YEAR</b>	<b>5,900,071.31</b>	<b>13,216,257.60</b>		



03/06/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	7,800,000.00	7,701,649.77	98,350.23	98.74
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	57,587.85	2,412.15	95.98
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	5,649.00	34,351.00	14.12
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	2,300.24	4,699.76	32.86
101-000.00-651.00	MEETING ROOM RENTAL	500.00	50.00	450.00	10.00
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	28,140.97	21,859.03	56.28
101-000.00-668.00	COMMISSION	7,000.00	1,816.10	5,183.90	25.94
101-000.00-675.00	OTHER REVENUE	1,000.00	1,774.60	(774.60)	177.46
TOTAL REVENUES		8,121,500.00	7,798,968.53	322,531.47	96.03
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,790,000.00	527,132.84	3,262,867.16	13.91
101-790.00-716.01	TAXES-FICA/MC	290,000.00	50,770.65	239,229.35	17.51
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	3,831.81	12,168.19	23.95
101-790.00-716.05	MEDICAL INSURANCE	310,000.00	61,329.68	248,670.32	19.78
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	729.97	6,770.03	9.73
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	3,712.12	1,287.88	74.24
101-790.00-717.01	RETIREMENT DC PLAN (401A)	52,500.00	9,495.90	43,004.10	18.09
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	3,112.21	9,887.79	23.94

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	02/28/2025 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	27,914.15	228,085.85	10.90
101-790.00-730.02	AV (MEDIA)	95,000.00	9,240.14	85,759.86	9.73
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	847,000.00	140,751.35	706,248.65	16.62
101-790.00-802.00	LEGAL	15,000.00	935.00	14,065.00	6.23
101-790.00-803.00	AUDIT	19,000.00	15,700.00	3,300.00	82.63
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	119.82	1,080.18	9.99
101-790.00-850.00	COMMUNICATIONS	40,000.00	1,531.91	38,468.09	3.83
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	20,070.77	139,929.23	12.54
101-790.00-922.00	GAS	20,000.00	3,836.76	16,163.24	19.18
101-790.00-923.00	WATER	15,000.00	3,279.92	11,720.08	21.87
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,000.00	11,295.00	86,705.00	11.53
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	2,709.56	15,190.44	15.14
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	2,783.00	17,217.00	13.92
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	1,805.00	18,195.00	9.03
101-790.00-941.00	COPY MACHINE CHARGES	10,000.00	64.42	9,935.58	0.64
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	472.89	2,027.11	18.92
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	46,406.88	27,093.12	63.14
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	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 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	1,033.17	11,466.83	8.27
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	30,500.00	1,352.41	29,147.59	4.43
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	2,834.82	11,665.18	19.55
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	2,714.33	85.67	96.94
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	16,500.00	3,475.89	13,024.11	21.07
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,600.00	116.00	12,484.00	0.92
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	154.50	4,845.50	3.09
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	2,950.00	600.00	2,350.00	20.34
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	1,549.13	2,450.87	38.73
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	645.81	19,354.19	3.23
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	25.55	124.45	17.03
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	23,000.00	18,997.70	4,002.30	82.60
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	25,000.00	5,214.18	19,785.82	20.86
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	20.48	1,279.52	1.58
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	412.10	24,587.90	1.65
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000.00	2,539.47	37,460.53	6.35

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			02/28/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	35,000.00	4,371.00	30,629.00	12.49
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	225.00	775.00	22.50
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	2,000.00	856.36	1,143.64	42.82
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	84.99	24,915.01	0.34
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	210.00	49,790.00	0.42
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,600.00	303.84	2,296.16	11.69
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	198.02	1,801.98	9.90
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	2,759.56	13,240.44	17.25
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	807.77	29,192.23	2.69
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	310,000.00	194,929.02	115,070.98	62.88
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	920.00	10,080.00	8.36
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	0.00	1,100.00	0.00
TOTAL EXPENDITURES		8,416,700.00	1,545,412.78	6,871,287.22	18.36
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		8,121,500.00	7,798,968.53	322,531.47	96.03
TOTAL EXPENDITURES		8,416,700.00	1,545,412.78	6,871,287.22	18.36
NET OF REVENUES & EXPENDITURES		(295,200.00)	6,253,555.75	(6,548,755.75)	2,118.41
NET CHANGE IN FUND BALANCE		(295,200.00)	6,253,555.75		
FUND BALANCE - BEGINNING OF YEAR		6,195,271.31	6,195,271.31		
NET OF REVENUES/EXPENDITURES - 2024			767,430.54		
END FUND BALANCE		5,900,071.31	13,216,257.60		

03/06/2025

CHECK REGISTER FOR CANTON PUBLIC LIBRARY  
CHECK DATE FROM 02/01/2025 - 02/28/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
02/05/2025	GEN	55429	1004	AFLAC	MONTHLY REMITTANCE-JANUARY 2025	180.90
02/05/2025	GEN	55430	1009	AMAZON CAPITAL SERVICES	IS SUPPLIES - COMMAND STRIPS	151.70
02/05/2025	GEN	55431	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIU	1,354.99
02/05/2025	GEN	55432	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHL	48.50
02/05/2025	GEN	55433	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	245.00
02/05/2025	GEN	55434	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES - DECEMBER	1,767.70
02/05/2025	GEN	55435	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 11/01/2024-01/02/2025	3,279.92
02/05/2025	GEN	55436	MISC	DIANE MINER	STAFF DAY CENTERPIECE TUTORIAL SUPPLIES	603.03
02/05/2025	GEN	55437	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	6,095.00
02/05/2025	GEN	55438	1113	EBSCO INFORMATION SERVICES	EBSCO AP NEWSROOM ANNUAL SUB 2025-2026	1,426.01
02/05/2025	GEN	55439	1466	GUARDIAN ENVIRONMENTAL SERVICES INC	ANNUAL BOILER PM CONTRACT	3,428.00
02/05/2025	GEN	55440	1159	HOME DEPOT CREDIT SERVICES	PAINT, GLOVES, LIGHT BULBS	126.46
02/05/2025	GEN	55441	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	4,601.43
02/05/2025	GEN	55442	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	764.15
02/05/2025	GEN	55443	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M TO CONVERT THE LAB TO FLEX SPACE	69,109.00 V
02/05/2025	GEN	55444	1212	MIDWEST COLLABORATIVE FOR LIBRARY S	MORNINGSTAR ANNUAL SUBSCRIPTION 2025	4,926.60
02/05/2025	GEN	55445	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	26,442.44
02/05/2025	GEN	55446	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	94.71
02/05/2025	GEN	55447	1383	PITNEY BOWES RESERVE ACCOUNT	PITNEY BOWES RESERVE ACCT REPLENISHMENT	3,000.00
02/05/2025	GEN	55448	MISC	SHELBY TOWNSHIP LIBRARY	ILL REPLACEMENT FEES	24.95
02/05/2025	GEN	55449	1308	THE LIBRARY NETWORK	MERIT/AT&T FIBER INTERNET SERVICE	1,515.19
02/05/2025	GEN	55450	1309	THE NEW YORK TIMES	NYTIMES.COM GAMES SUBSCRIPTION 2025	2,080.00
02/05/2025	GEN	55451	1380	VEGORAMA RESTAURANT	STAFF DAY VEGAN CUPCAKES	49.00
02/12/2025	GEN	450(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,899.18
02/12/2025	GEN	451(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,340.75
02/12/2025	GEN	452(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS	50.00
02/12/2025	GEN	453(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	1,026.40
02/17/2025	GEN	55452	1185	AMY LEE	LONGEVITY AWARD - 25 YEARS - LEE	600.00
02/18/2025	GEN	454(E)	1476	JP MORGAN CHASE BANK-ONE CARD	MEMBERSHIP RENEWAL	70,181.21
02/19/2025	GEN	55453	1009	AMAZON CAPITAL SERVICES	FEB & MARCH PROGRAM SUPPLIES	1,061.12 V
02/19/2025	GEN	55454	1017	ARBOR INSPECTION SERVICES LLC	REPLACE DEFECTIVE FLOW SWITCH	800.00 V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	
02/19/2025	GEN	55455	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - MARCH 2025	24,272.56	V
02/19/2025	GEN	55456	1062	BS&A SOFTWARE	BS&A CLOUD UPGRADE AND MIGRATION	3,100.00	V
02/19/2025	GEN	55457	1079	CENGAGE LEARNING INC	LARGE PRINT KIDS BOOKS	1,059.41	V
02/19/2025	GEN	55458	1083	CITIZENS INSURANCE COMPANY	CITIZENS INSURANCE COVERAGE (4 POLICIES)	50,119.00	V
02/19/2025	GEN	55459	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	71 ADULT VIDEO GAMES	1,296.68	V
02/19/2025	GEN	55460	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 01/1	12,586.32	V
02/19/2025	GEN	55461	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,144.91	V
02/19/2025	GEN	55462	1396	INVENGO AMERICAN CORPORATION	ENVOY SOFTWARE LICENSES 2023 & 2024	2,872.00	V
02/19/2025	GEN	55463	1194	LOOK SEE ASSOCIATES, INC.	RESEARCH, INSIGHT AND CREATION OF CANTON	5,000.00	V
02/19/2025	GEN	55464	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	688.73	V
02/19/2025	GEN	55465	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	94.71	V
02/19/2025	GEN	55466	1232	ODP BUSINESS SOLUTIONS	BULLETIN BOARD FOR LOBBY	53.89	V
02/19/2025	GEN	55467	1243	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	920.00	V
02/19/2025	GEN	55468	1253	PROQUEST LLC	PROQUEST/SYNDETIC 2025 CONTRACT PAYMENT	7,350.40	V
02/19/2025	GEN	55469	1610	R.A. LEE ELECTRICAL, INC.	L&M TO REPLACE FAULTY LIGHT CONTACTOR	2,783.00	V
02/19/2025	GEN	55470	1187	THE LIBRARY CORPORATION	ITS MARC ACCESS RENEWAL	6,052.20	V
02/19/2025	GEN	55471	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY	388.50	V
02/19/2025	GEN	55472	1009	AMAZON CAPITAL SERVICES	FEB & MARCH PROGRAM SUPPLIES	1,061.12	
02/19/2025	GEN	55473	1017	ARBOR INSPECTION SERVICES LLC	REPLACE DEFECTIVE FLOW SWITCH	800.00	
02/19/2025	GEN	55474	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - MARCH 2025	24,272.56	
02/19/2025	GEN	55475	1062	BS&A SOFTWARE	BS&A CLOUD UPGRADE AND MIGRATION	3,100.00	
02/19/2025	GEN	55476	1079	CENGAGE LEARNING INC	LARGE PRINT KIDS BOOKS	1,059.41	
02/19/2025	GEN	55477	1083	CITIZENS INSURANCE COMPANY	CITIZENS INSURANCE COVERAGE (4 POLICIES)	50,119.00	
02/19/2025	GEN	55478	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	71 ADULT VIDEO GAMES	1,296.68	
02/19/2025	GEN	55479	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 01/1	12,586.32	
02/19/2025	GEN	55480	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,144.91	
02/19/2025	GEN	55481	1396	INVENGO AMERICAN CORPORATION	ENVOY SOFTWARE LICENSES 2023 & 2024	2,872.00	
02/19/2025	GEN	55482	1194	LOOK SEE ASSOCIATES, INC.	RESEARCH, INSIGHT AND CREATION OF CANTON	5,000.00	
02/19/2025	GEN	55483	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	688.73	
02/19/2025	GEN	55484	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	94.71	
02/19/2025	GEN	55485	1232	ODP BUSINESS SOLUTIONS	BULLETIN BOARD FOR LOBBY	53.89	
02/19/2025	GEN	55486	1243	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	920.00	
02/19/2025	GEN	55487	1253	PROQUEST LLC	PROQUEST/SYNDETIC 2025 CONTRACT PAYMENT	7,350.40	
02/19/2025	GEN	55488	1610	R.A. LEE ELECTRICAL, INC.	L&M TO REPLACE FAULTY LIGHT CONTACTOR	2,783.00	
02/19/2025	GEN	55489	1187	THE LIBRARY CORPORATION	ITS MARC ACCESS RENEWAL	6,052.20	

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/19/2025	GEN	55490	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY	388.50
02/24/2025	GEN	55491	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M TO CONVERT THE LAB TO FLEX SPACE	72,034.00
02/26/2025	GEN	455(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,371.74
02/26/2025	GEN	456(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,899.18
02/26/2025	GEN	457(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,340.75
02/26/2025	GEN	458(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
02/26/2025	GEN	459(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	971.81
02/26/2025	GEN	460(E)	1240	PAYLOCITY	VISION CLAIM REIMBURSEMENT: D.MCHUGH	<u>1,065.35</u>
GEN TOTALS:						
Total of 74 Checks:						545,431.91
Less 20 Void Checks:						<u>190,752.43</u>
Total of 54 Disbursements:						<u>354,679.48</u>



## Director's Report March 2025

1. Based on the to-the-wire updates the legislature made to the implementation of the Earned Sick Time Act (ESTA), Marian Nicholson and Sean Bewick have prepared a revised revision of the Employee Policy Handbook for your approval. We are already complying with ESTA as of the effective date, and this vote by the board is to codify that in our policies.
2. Looking ahead to 2026 expenditures, Collection Development Specialist Lisa Craig and Information Services Department Head Megan Hathaway have prepared their recommendation for the Library Materials Budget for your discussion.

*We recommend the Library Board of Trustees maintain the materials budget at 15% of the 2026 Canton Public Library budget. The Board has historically supported giving 15% of the total budget to materials and seeing the online collections grow. This direction has allowed the Information Services Department to increase spending for online resources while still serving our patrons' needs for physical collections. The library's print materials, videogames and DVD collections remain popular despite slight declines. In 2024, 52% of our checkout was for print, 13% was for AV and 34% was for e-materials.*

*E-materials—particularly e-books and e-audiobooks—continue to grow in popularity. Our two most prominent vendors for these formats are OverDrive (Libby) and Midwest Tape (hoopla). Both experienced high circulation in 2024 and significant increases in unique users (13.6% for Libby and 18.6% for hoopla). This is driving costs up substantially, and these two services now account for 57.66% of the planned materials budget for 2026. Because of hoopla's cost-per-checkout model, the Information Services Department will continue to manage this service carefully to ensure that it can sustainably serve the largest number of patrons for the longest time.*

*Keeping the materials budget at 15% helps us provide just-in-time (anticipatory) delivery of collections to give patrons ready access to the formats they prefer.*

3. Lastly, you will review the library's compliance with the Patient Protection and Affordable Care Act (PPACA) and discuss whether you wish to amend our policies for full compliance. My thanks to Marian Nicholson for preparing the overview that is in the packet.
4. In personnel news, we welcome Jenny Christenson to the Engagement & Design Department as our new Operations Assistant, reporting to Department Head Laurie Golden. I hate to jinx us, but as of this writing we are fully staffed in all positions!



5. Earlier in March, Continental Services removed the existing hot beverage, cold beverage, and snack machines and replaced them with two cold beverage machines and two snack machines. They based their decision on the age of the equipment and the sales volume of each category. The library will continue to receive a 25% commission on sales from the snack and cold beverage machines. My thanks to the Building Monitors, to Jim Laffey, and to Marian Nicholson for working so well with Continental Services.
6. Fausone & Grysko, whom you voted last month to be our legal representation in regards to the reported underpayment of penal fines revenue to us for a multi-year period, will be reaching out to the County on the heels of the County Commission's Ways and Means Committee meeting on February 25, where the commissioners discussed the penal fines discrepancies and indicated a willingness to resolve the matter quickly. This is an unexpected development, as we were told to expect a very long duration to this issue, and I hope that this bodes well for all of us. I will keep you updated.
7. On March 10, our State Representative and Canton resident, Ranjeev Puri, presented the library with a citation from the state of Michigan acknowledging our achievement as a Top Workplace 2024.

Respectfully submitted,  
Eva Davis, Director

## 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 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 and the work load 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 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 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 a full day off of each annual paid holiday 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 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 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 shall be calculated based on the employee’s normal hours of work per week. Vacations will be scheduled considering both the wishes of the employee 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. 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~~four 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 weeks~~four weeks time, may be carried over to the 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.~~
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 Employees** will receive the equivalent of one ~~weeks'~~week'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 ~~weeks'~~week'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, — Employees leaving the Library due to voluntary resignation or retirement who have completed one year of continuous service and provided a two-week notice~~ will be eligible to be paid for unused vacation accrual, up to a maximum of four weeks' time. ~~Employees who are involuntarily separated, 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' 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-week~~ 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 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-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 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 they must be used in blocks of no less than one-half-day~~ periods.

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 leave for routine medical/dental appointments, pending supervisor/manager approval.

#### 1. Paid ~~Medical Leave~~Sick Time

a. ~~Regular and Exempt~~All employees, including regular full-time and part-time, provisional, and exempt employees, are eligible for paid medical leave ~~an annual~~ will be provided with paid sick time allowance in accordance with the Michigan Earned Sick Time Act (ESTA), effective February 21, 2025. In subsequent years, the benefit year is from January 1, through December 31.

~~b. Provisional employees are not eligible for paid medical leavesick time accruals.~~

~~d.b.~~ Paid ~~medical leavesick time~~ may be used, up to the limit of the annual paid medical leave allowance, 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.

- 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.
- 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.

e.c. Paid ~~medical leavesick time~~ 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, the use of sick time with any employee whose usage approaches or exceeds the paid sick time allowance in a year~~ unless taken to run concurrently with the Family and Medical Leave Act (FMLA). Falsification or abuse of paid medical leave, as with all absences, may result in disciplinary action, up to and including dismissal, under the library's attendance policy.

f.d. In order to be eligible for paid ~~medical leavesick time~~, employees unable to report to work due to illness 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.~~

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

h. ~~Paid Medical LeaveSick Time Allowance~~ will be ~~assigned~~ provided as follows:

f.

i. ~~Regular and exempt employees are assigned~~ provided the equivalent of ~~two weeks~~ two weeks of paid ~~medical leavesick time~~ at the beginning of each benefit year. ~~(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 employees will receive a prorated paid medical leave~~ First-year employees will receive a prorated paid sick time allowance based upon ~~on~~ their date of hire.

ii.iii. ~~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.)~~ Unused sick time allowances will not carry over to the next benefit year.

g. ~~Paid Sick Time Accruals~~ will be ~~calculated~~ provided as follows:

i. Provisional employees will accrue paid sick time at a rate of one hour for every 30 hours worked.

ii. First-year employees will begin accumulating sick time immediately upon hire.

iii. Unused balances, up to the carryover cap of 72 hours, will carry over to the next benefit year. Annual use of accrued paid sick time is restricted to 72 hours per year.

~~i.h.~~ If paid ~~medical leavesick time allowance~~ is exhausted, vacation time, personal business days and discretionary holidays must be used before requesting an unpaid leave of absence.

~~j.~~ Use of paid and unpaid ~~medical leavesick time~~ will count against any available FMLA time for that period.

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

~~m.j.~~ Employees ~~are not paid for any remaining allowances of~~ ~~will not receive compensation for unused~~ paid ~~medical leavesick time~~ 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 leavesick time~~ 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 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.*

## VI. EMPLOYEE BENEFITS

The Canton Public Library is committed to providing flexible and cost-effective medical and dental care, disability income, life insurance and retirement programs for its eligible employees. The Library reserves the right, in its discretion, however, to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit. In addition, the Library may discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations as soon as practicable.

This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of the Library. Please understand that this general explanation is not intended to and does not provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents which are available for your examination in the Business Services Office and on SharePoint. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Library and its employees, retirees or their dependents, for benefits or for any other purpose.

### A. **INSURANCE COVERAGE** – Exempt and Regular Full-time Employees

The Library offers medical insurance, optical reimbursement, dental insurance, life insurance and disability insurance for all exempt and regular full-time employees.

You should contact the Business Services Office regarding coverage and eligibility requirements. The terms of the benefit will be controlled by the insurance carrier's plan description.

The Library reserves the right to alter, modify, amend, add to, or terminate insurance coverage in any manner, with or without notice. Any material change will be in writing.

### B. **RETIREMENT BENEFITS** – Exempt and Regular Full-time Employees

#### 1. **457(b) Deferred Compensation Plan:**

All eligible regular and exempt employees may participate in the 457(b) Deferred Compensation Plan. This savings plan allows an employee to invest part of their paycheck, before taxes, into several investment options offered by the current administrator of the plan. Contributions to the 457(b) Plan are tax-deferred until the employee begins to withdraw the funds in retirement.

Participating employees are required to contribute a minimum of \$10.00 per pay. The maximum contribution is determined annually by the IRS.

**2. 401(a) Defined Contribution Plan**

Contributions to the 401(a) plan allows dollars to accumulate on a tax-advantaged basis for retirement. Employees hired on or after January 1, 2018, who elect to participate in the Library's *457(b) Deferred Compensation Plan*, are eligible to receive matching funds up to 5% of base pay. Full vesting is earned after four (4) years of continuous employment. Graded vesting is as follows: 1 year-25%, 2 years-50%, 3 years-75%, 4 years-100%.

**3. MERS (Municipal Employees Retirement System of Michigan) Defined Benefit Plan**

- a. Employees hired on or before December 31, 2017, contribute 7% of base pay. Library contributes an additional amount as determined by the Library. Full vesting is earned after 10 years of continuous employment.

**C. ADDITIONAL BENEFITS**

1. Flexible spending/Dependent Savings Accounts:

All eligible regular and exempt employees may elect to participate in the Flexible Health or Dependent Care Savings program administered by the provider at their own cost.

2. AFLAC (Supplemental Insurance):

All regular and exempt employees are eligible to elect AFLAC supplemental insurance (American Family Life Assurance Company) at their own cost.

3. Employee Assistance Program (EAP):~~(EAP):~~

Available to regular and exempt employees as defined by the current plan.

**D. AFFORDABLE CARE ACT (ACA)**

The Affordable Care Act (ACA) imposes several requirements on employer-sponsored health insurance programs. The Library will comply with these ACA requirements to the extent that such requirements are applicable to the health benefits that Library offers to you and, if applicable, your spouse and eligible dependents. Please see the Human Resources Department if you have any questions regarding the ACA requirements that apply to the Library's health insurance programs.

## VII. Health-HEALTH & SafetySAFETY

### A. SUBSTANCE ABUSE POLICY

#### NO ALCOHOL OR DRUGS

It is the intent of the Library to provide a drug-free, safe and secure work environment for our employees. To ensure a safe and efficient workplace, the Library will strictly enforce the following Rules:

1. No employee shall possess, distribute, use or be impaired by alcohol on Library property, while on Library business, or during working hours, including relief periods and meal breaks.
2. No employee shall possess, distribute, use, be impaired by, or have in their bodily system, illegal prohibited drugs on Library property, while on Library business, or during working hours, including relief periods and meal breaks.
3. No employee shall be impaired by legal prohibited drugs while on Library property, on Library business, or during working hours, including relief periods and meal breaks.

Any employee who violates any of these rules may be disciplined up to and including discharge.

"Illegal prohibited drugs" are those substances that are illegal to sell or possess, including any substance listed in Schedules I through V of § 202 of the Controlled Substances Act, including marijuana; "legal prohibited drugs" are any prescription or non-prescription drugs that may impair working ability. An employee who is taking a legal prohibited drug must notify their supervisor/manager if its use is expected to adversely affect the employee's performance of the essential functions of the employee's job. Employees have a duty to know if the legal prescription or non-prescription drugs they are taking may impair working ability.

#### TESTING EMPLOYEES AND APPLICANTS

As part of the implementation of the Library's policy to deter drug and alcohol abuse, all applicants for employment may be required to submit to pre-employment drug and alcohol testing. Additionally, any employee, including managers and supervisors, will be required to participate in urine, blood, breath, or other medical test if there is a reasonable suspicion that the substance abuse policy has been violated or if the employee is returning to work following a Library-approved rehabilitation program. A basis for a reasonable suspicion would include, but would not be limited to, an accident resulting in an injury or illness requiring medical treatment from a hospital or, if another employee was involved in the accident, both the injured employee and the employee involved in the accident would be required to be tested.

The substances for which an applicant or employee may be tested would include marijuana, opiates, cocaine, amphetamines, phencyclidine, any other drugs listed in 21 USC 812, Schedules I, II, III, and IV, and alcohol.

Testing of employees will be performed during or immediately before or after a regular work period, and time spent in testing shall be deemed working hours for purposes of compensation and benefits. The Library also will pay reasonable transportation costs.

The testing process used and laboratory performing the tests will be at the Library's sole discretion and in accordance with applicable law. Prior to the test, applicants and employees will be given the opportunity to confidentially explain any substances that were taken during a specified period that could interfere with the test results. Applicants and employees will also be required to sign a consent form and allow the results to be made available to management. The results of the testing will be disclosed to management representatives on a need-to-know basis only and to the employee or applicant tested. Employees who refuse to participate in the testing process or who refuse to consent to release the results of the test will be considered as a confirmed positive test result. Applicants who refuse to participate or consent will no longer be considered for employment.

Any positive results showing a violation of the rule will be verified by a second testing procedure. Applicants and employees will be given an opportunity to explain a positive result.

Confirmed positive test results that indicate that this policy has been violated may result in disciplinary action up to and including discharge for employees. The hiring process will be discontinued for applicants. The Library reserves the discretion to consider the circumstances of each case in determining what action is appropriate. If the employee should remain in the employ of the Library following a positive test result, the employee may be subject to unannounced follow-up testing. The employee would be required to successfully complete an approved substance abuse rehabilitation program and test negative before being permitted to return to work.

#### **SEARCHES**

The Library reserves the right to search an employee, employee's work area, and employee's vehicle on Library property if the Library has a reasonable suspicion that the "no alcohol or drugs rule" may have been violated. Refusal to cooperate in these procedures may result in discipline or discharge.

As a condition of employment, all employees must notify the Library Director of any criminal drug statute conviction for a violation occurring on Library property no later than five (5) days after conviction.

#### **B. WORKERS' DISABILITY COMPENSATION**

The Library provides workers' disability compensation insurance at no cost to you. In the event of a work-related injury or condition, workers' disability compensation insurance may provide wage loss benefits.

Following an accident at work or upon learning of a medical condition arising out of your employment with the employer, you must notify your supervisor/manager so that a report may be filed with Library's insurance provider.

The Library will require a medical release prior to allowing an employee to return to work. The Library may require that the employee submit to necessary medical evaluation by a doctor selected by the Library or the Library's insurance carrier.

#### **C. EMERGENCY PROCEDURES AND DRILLS**

Employees must familiarize themselves with the Library Emergency Procedures Manual. All employees are required to participate in emergency drills that occur during their work shift.

## **D. HOUSEKEEPING**

The Library strives to provide a safe and healthy workplace and an atmosphere that reflects pride in our work. To that end, employees are expected to maintain high standards of neatness and to refrain from displaying anything in their work area that would be deemed inappropriate for a business setting. Work areas may be shared and should be straightened up prior to leaving for the day.

The Library is committed to protecting the safety and health of every employee. But, the responsibility for maintaining a safe and healthy working environment is not just that of the Library. To be totally effective, every employee also has a responsibility to comply with all safety rules and programs established by the Library.

Every employee is responsible to assist the Library in establishing and maintaining a safe working environment. Employees are also expected to report to the Library Director any condition that may be unsafe or unhealthy.

## **E. IN CASE OF INJURY**

Despite good efforts to avoid them, accidents can still occur. Eye wash stations and first aid boxes, which include items for minor cuts or scratches, are located throughout the building. If you become injured at work, regardless of the severity of the injury, you are required to report the incident to your supervisor/manager, Department Head, or Librarian in Charge immediately. Any injury requiring treatment beyond first aid will be referred to an approved occupational health clinic. Employees must take a signed *Authorization for Medical Treatment* to the medical facility. If the injury is of a more serious nature, an ambulance will be called to take the employee to the nearest hospital.

It is each employee's obligation to use protective safety equipment in appropriate circumstances.

## **F. SMOKING AND E-CIGARETTES**

The Library is committed to provide a tobacco and smoke free environment for all employees and visitors. Smoking and related activities are not permitted on the Library's premises outside of the designated areas. This policy prohibits:

- Smoking or use of any tobacco product
- Electronic smoking devices and the use of smokeless tobacco (e-cigarettes, vaping devices)
- The use or transportation of marijuana for any purposes, including medical use

In compliance with Michigan's smoke-free indoor air law, smoking is prohibited in all enclosed areas within the Library without exception. This includes common work areas, conference and meeting rooms, private offices, hallways, employee lounges, stairs, and restrooms. Smoking shall be prohibited within a distance of six (6) feet surrounding entrances, windows that may be opened or used for ventilation, and ventilation systems so that persons entering and exiting the Library shall not be negatively impacted by secondhand smoke. All smoking residue (butts, ashes, matches) must be extinguished and disposed of in proper receptacles.

## **G. PARKING**

The employee parking lot is available for your convenience when working. For your safety and the safety of others, please drive safely and adhere to safe driving practices. It is advisable that your car be locked while in the lot as the Library is not responsible for any damage to an individual's vehicle or personal property left in any vehicle in the



employee parking lot. To ensure adequate public parking, employees should not park in public parking spaces when spaces are available in the employee parking lot.

## **H. CRISIS INTERVENTION**

The Library recognizes that the level of violence in society as a whole, and thus in the workplace, is escalating. The Library is concerned about the safety, health and welfare of our employees and thus has adopted this policy to minimize the risk of violence in our Library.

Employees who notice that a co-worker is seriously or chronically angry, upset, moody or depressed are to inform their supervisor, manager or the Library Director of the situation immediately. Indications of a problem could be concentration problems, confusion, decreased productivity, poor hygiene, inappropriate emotional reactions, a fascination with firearms, withdrawal from social interaction, and unusual or changed behavior.

The Library Director will monitor the situation, including observation of the reported troubling conduct or behavior. Problems that are noted may be documented and the supervisor, manager or Library Director will meet with the employee to attempt to elicit information concerning the reported concerns, listen, inform the employee of the Library's concern and perhaps direct the employee to a counselor, crisis center, or health facility or assist the employee in arranging for time off, if appropriate.

Employees who are threatened or disturbed by the actions or communications of a co-worker or patron should report the incident to their supervisor, manager or to the Library Director immediately. The Library will take all reports seriously and will immediately take appropriate steps to stop the incidents and prevent a recurrence. If the situation is potentially explosive, law enforcement officers may be notified.

The confidentiality of all of those involved in the above-described situations will be maintained to the extent possible. Reports of potential problems will be dealt with effectively, calmly, and professionally, and the paramount concern will be protecting the health and well-being of all of our employees.

Should a crisis occur, employees should immediately contact their supervisor/manager or the Library Director. If appropriate, the building should be evacuated and law enforcement or emergency personnel should be contacted.

## **I. BUILDING ACCESS SECURITY BADGE**

To help achieve the Library's safety and security goals all employees will be provided with and must wear a Canton Public Library Security ID badge while on Library property. The Security ID badge provides access to the building and to staff areas. The Security ID badge shall be worn and displayed face-up at all times. Failure by employees to wear and display the security ID badge may result in disciplinary action. Badges will be issued at hire and replacements will be issued through the Business Services Office.

Employees are responsible to know and comply with the Security ID Badge procedures (see Key and ID Access Badge Procedures) and instructions. In addition to the digital copy on SharePoint, a hard copy of the procedure can be obtained through the Business Services Office.

## 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 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 starts their first day of work at the Library in the same position as the last position held prior to termination, should such a~~ position be available.

#### 1. Rehired ~~One – 60 calendar days~~ within first two months after termination date

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

**Benefits** (if applicable to the 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** taken in the calendar year of termination will continue to be recorded as if there was no break in service.

**2. Rehired ~~612 months to~~ -120 calendar days after termination date.**

- ~~Rehire-~~The rehire date is the new “first hire date.” Longevity will be calculated from the 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 the 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 the 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** taken in the calendar year of termination will continue to be recorded as if there was no break in service.

**3. Rehired 121 calendar days or more after termination**

- Individuals who are rehired 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 time, benefits, etc. in sections 2, 3 above, do not apply.
- 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.

**ACKNOWLEDGEMENT**

I acknowledge that I have received this Handbook. I understand that I am responsible for reading and understanding it. I agree to be bound by the policies and procedures described in this Handbook.

I understand and agree that to be timely, I must bring any claim, suit or action relating to my employment relationship with the Canton Public Library within 182 days of the date I knew or should have known about the event upon which my claim, suit or action is based, and I waive any statute of limitation to the contrary.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print clearly)

\_\_\_\_\_  
Employee Signature

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## Patient Protection and Affordable Care Act (PPACA) Discussion for Plan Year 2025/26

In preparation for the library's healthcare plan renewal, scheduled for approval by the board in June 2025 for plan year August 1, 2025, through July 31, 2026, the board will again discuss the advantages and disadvantages of the library's full compliance with the Patient Protection and Affordable Care Act (PPACA).

### **BACKGROUND**

Canton Public Library policy [Employee Policy Handbook] limits the offer of benefits, including healthcare insurance, to regular full-time/salaried employees. However, section 6056 of the PPACA requires applicable large employers to offer healthcare coverage to all *Full-Time Equivalent* (FTE) employees (defined by PPACA as any employee averaging at least 130 hours per month in a measurement period).

For the calendar year 2024, Canton Public Library reported an average of 26 FTE eligible employees to the Internal Revenue Service: 24 regular full-time/salaried employees who were offered coverage and two FTEs not offered coverage. An additional 12 part-time employees met the PPACA 130-hour standard *for at least one month of the year*; one of the 12 worked an average of more than 125 hours per month.

**IRS Employer Mandate requirement 4980H (a) states that applicable large employers (ALE) must offer minimum essential coverage (MEC) to at least 95% (or *all but five*) of FTE employees and their dependents each month. CPL is not liable for the 4980H (a) penalty as we meet the "all but five" criteria.**

**IRS Employer Mandate requirement 4980H (b) states that an ALE must offer coverage that provides minimum value and is affordable to all FTE employees monthly. The penalty for noncompliance is up to \$4,350 per FTE employee who enrolls through a public exchange and qualifies for a tax subsidy. CPL could be liable for the 4980H (b) penalty, up to a maximum of \$8,700 for the two uninsured FTE.**

### **OPTIONS & IMPACTS**

CPL currently has 24 regular full-time/salaried employees: 20 enrolled in our health care coverage (HCC) and four with HCC through other family members. Adding two FTE employee and their spouse/dependents to our current healthcare plan results in an estimated cost increase of \$29,000 (based on current average contract costs and 80/20 cost sharing).

#### **EXPAND COVERAGE TO COMPLY WITH FEDERAL LAW**

- CPL will be compliant with current PPACA mandates.
- All employees who qualify for coverage under PPACA will be offered health care coverage.
- Based on current contract costs, coverage for two FTE employees and spouses/dependents is approximately \$29,000 annually. However, should more regular part-time employees reach the 130-hour per month average, the library would be obligated to offer HCC when they become eligible (which could be mid-year as the measurement period is limited to three months).
- Employees offered health care coverage will no longer be eligible for Marketplace subsidies if they decline CPL coverage and purchase a plan on their own through the public exchange.

- Library administration will update the CPL \*Employee Policy Handbook to reflect the policy change to expand healthcare coverage to all FTE employees who meet the PPACA eligibility requirements.

\*Our current policy distinguishes between those who qualify for benefits, regular full-time/salaried employees, and all other employees. *Allowing some regular part-time employees to receive HCC benefits calls into question their exclusion from other benefits.* If they qualify for HCC, the same argument could be made for inclusion in dental insurance, long- and short-term disability insurance, life insurance, 401(a) matching and annual vision claim reimbursements.

#### **RETAIN CURRENT COVERAGE PER LIBRARY POLICY**

- CPL will continue to be non-compliant with federal law under current PPACA mandates.
- Only regular full-time/salaried employees, as defined by the Employee Policy Handbook, will be offered HCC for the 2025-2026 contract year.
- Employees without health care coverage may be eligible for Marketplace subsidies.
- If a PPACA-eligible employee purchases coverage through the public exchange and qualifies for subsidies, CPL will be liable for an annual penalty, currently \$4,350 per eligible employee, a total exposure of \$8,700 for calendar year 2025.

#### **BOARD DISCUSSION**

The board's discussion this evening will provide direction to library administration as we work with Kapnick Insurance to research healthcare providers and plans for the 2025-26 plan year. If the board directs us to continue offering coverage only to regular full-time/salaried employees per our current policy, we will proceed with Kapnick to evaluate plans and pricing. If the board directs us to expand the offer of coverage to comply with PPACA mandates, we need time to make those offers and work with Kapnick to update our employee census data and receive additional plan bids.

In either case, the board will review the providers and plans and vote to approve one at the June 19, 2025, meeting. The board will also vote on the PA-152 employer/employee insurance premiums cost-sharing, selecting either the hard cap or an 80%/20% split, as you do annually.