

**HACKLEY PUBLIC LIBRARY**

316 W. Webster Ave., Muskegon, Michigan 49440

**BOARD OF TRUSTEES**

**AGENDA**

Date: Tuesday, September 17, 2024

Time: 4:30 PM

Location: HPL Meeting Room

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**1. CALL TO ORDER AND ROLL CALL**

**2. APPROVE AGENDA**

*(Motion to Approve)*

**3. APPROVE MINUTES of August 20, 2024**

*(Motion to Approve)*

**4. CITIZENS' COMMENTS**

**5. DIRECTOR'S REPORT**

**6. FINANCIAL REPORT**

*(Motion to pay bills)*

**7. COMMITTEE REPORTS**

- a. Budget and Finance
- b. Buildings and Grounds
- c. Personnel

**8. NEW BUSINESS**

- a. Resolution 2024-16 | Adopt Optional Emergency Sick Leave Bank Policy

*(Motion to Approve)*

- b. Recognition of Kim Dershem

*(Motion: To Recognize Kim Dershem for her years of service)*

**9. OLD BUSINESS**

**10. ADJOURN**

***SOAR Session with the Library Strategies Consultants will follow the meeting after a short break***

# HACKLEY PUBLIC LIBRARY

## BOARD MEETING MINUTES

Meeting Date: 20 August 2024 @ 4:30 pm

Location: Hackley Public Library

Present: Bailey, Duren, Huss, VanFossen

Absent: DeVoogd, Karen Evans, Greg Sischo

Library Staff: Zappacosta, Larson, Metzger

Public: None

**1. Call to Order – 4:34 pm**

**2. Approval of Agenda**

a. Huss/Duren. Approved.

**3. Approval of April Minutes**

a. Bailey/Huss. Approved.

**4. Citizens' Comment – None.**

**5. Director's Report**

- a. Annual Book sale takes place in October donations expected in the coming weeks.
- b. Staff would like to get to know the Board of Directors.
- c. New hire of an Adult Services/Operations Manager for main floor management.
- d. A Steering Committee met for the 1st time related to the Strategic Planning process.
- e. July is normally the busiest month of the year with over twelve thousand patrons

**6. Financial Report**

- a. Approval of payment of bills in the amount of \$ 57,588.28. Bailey/Huss. Approved.
- b. HPL's newly acquired buildings will be appraised by Core Realty.
- c. The CD for the Building Improvement Fund has been initiated.

**7. Building and Grounds Report**

- a. A new cleaning service is being reviewed.
- b. Julia Hackley's Portrait will be removed from the teen room and refurbished to be displayed at Hackley Square.

**8. Personnel Report**

- a. A new Payroll system that can provide evaluations and human resources in one platform is being considered through resolution.

**9. New Business**

- a. Resolution 2024-15 | Adopt HR & Payroll Management System. Huss/VanFossen. Approved

**10. Old Business**

None.

**11. Adjourn – 5:27 pm**

**Next Regular Meeting: September 17 @ 4:30 PM**

# Hackley Public Library August 2024

<i>Circulation</i>				<i>Programs</i>		
<b>Children's</b>				NUMBER of Programs      ATTENDANCE		
Board Books		142		Outreach Info	7	1,071
Picture Books		911		Passive Program	1	15
Easy Books		299		Youth Services Craft Kits	2	279
Juv. New Books		219		Youth	4	70
Fiction		875		Adult	6	132
Non-fiction		564		All Ages		
Audiobooks		10		Total	20	202
Graphic Novels		573		Outreach Program	1	15
Movies		699		<b>Programming Total</b>	<b>31</b>	<b>1,567</b>
Music		16		<i>Community/Rentals</i>		
Video Games		16		<i>Interactions</i>		
Children's	4,324		36%	IN PERSON      OTHER		
<b>Young Adult</b>				Genealogy		
New Books		43		Childrens		
Fiction		237		Circulation		
Graphic Novels		75		Technology Help Desk		
Audiobooks		0		Total	<b>0</b>	
Young Adult	355		3%	<i>Patron Visits</i>		
<b>Youth Services Total</b>	<b>4,679</b>		<b>39%</b>			# of Days
<b>Adult</b>				Torrent House	105	26
			NEW	Library	6,897	
Fiction		1456	295	Total Vists	<b>7,002</b>	
Non-fiction		1098	228	<i>Connectivity</i>		
Periodicals		39			Library      Torrent House	
Large Print		102	9	Public Computer	1,077	51
Graphics		156		Wi-Fi	949	
Spanish		5		Total	<b>2,077</b>	
Adult Print	3,388		28%	<i>Collection</i>		
Movies		1,409			ADDED      WEEDED	
Audiobook		107		Adult	242	TBA
Music CD		84		Youth	161	TBA
Hotspots/Library of Things		28		eMaterials	<b>7,536</b>	<b>N/A</b>
Non Print	1,628		14%	Total	<b>403 [1]</b>	<b>0</b>
<b>Adult Services Total</b>	<b>5,016</b>		<b>42%</b>	<b>Circulation</b>		
<b>ILL</b>				<b>New Library Card</b>		
	IN	OUT		<b>Interactions</b>		
LLC	341	1,082		<b>Programs</b>		
MeL Cat	102	102		<b>Patron Visits</b>		
<b>Digital Collection</b>				<b>PAC Usage</b>		
Overdrive	1134			<b>Collection</b>		
Kanopy	261			<b>Website</b>		
Hoopla	812			<b>9,565</b>		
<b>Digital Total</b>	<b>2207</b>		<b>19%</b>			

[1] Excludes 7,536 eMaterials

Hackley Public Library August 2024 Programming, Outreach, Promotions

Hackley Public Library August 2024 Programming, Outreach, Promotions													Count	0			
Adult Programs				Count	6 Total	132	Youth Programs				Count	4 Total	70	Storytimes		Count	0
No.	Title	Attendance	Date	Notes	No.	Title	Attendance	Date	Notes	No.	Attendance	Date	Notes - These numbers aren't included in the totals, which is why they're listed twice.				
1	Dragonfly Craft	16	8/5	Full registration plus waitlist	1	Story Time Splash Pad	11	8/2		1	No regular Story Time in August						
2	Books on Tap	20	8/13		2	National Lighthouse Day Story Time	20	8/7		2							
3	Left to Write	3	8/14		3	LEGO Build	31	8/21		3							
4	Wills, Thrills, & Chills	30	8/17		4	Paws and Read	8	8/5 & 8/19		4							
5	Phantoms of the U.P.	47	8/27		5					5							
6	Senior Social Hour	16	8/29		6					6							
7					7					7							
8					8					8							
9					9					9							
10					10					10							
11					11					11							
12					12					12							
13					13					13							Notes
14					14					14							
15					15					15							
<b>Outreach Programs</b>													<b>Outreach Informational</b>				
No.	Title	Attendance	Date	Total	15	No.	Title	Attendance	Date	Total	676						
1	Mission Crafts	15	8/23	Count	1	1	National Night Out	250	8/6	Count	5						
2						2	Outreach at the Beach	33	8/7								
3						3	Health/Wellness event in Muskegon Heights	185	8/10								
4						4	Health/Wellness Picnic in Hackley Park	265	8/15								
5						5	Outreach at the Beach	20	8/21								
						6	Return to Learn at Charles Hackley Middle School	173	8/23								
						7	Farmer's Market Outreach	145	8/24								
<b>School Visits</b>													<b>Passive Programs/Promos</b>				
No.	School	Attendance	Date	Total	37	No.	Title	Attendance	Date	Total	0						
1	Reeths Puffer 1st grade	37	8/5	Count	1	1	Passive Programs/Promos			Count	1						
2						2											
3						3											
4						4											
5						5											
<b>Craft Kits</b>																	
No.	Name	Participants	Date	Total	279												
1	Jingle Sticks	130	Ongoing	Count	2												
2	Lighthouse Craft	149	Ongoing														
3																	
4																	
5																	

# HACKLEY PUBLIC LIBRARY

## LIBRARY DIRECTOR'S REPORT

Report Presented September 17, 2024

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### Personnel

#### **New Hire – Jim Kendra, Library Specialist Floater [First Day September 9]**

Jim has been working for the Library as a part-time information specialist, covering all service points and assisting with maintenance tasks. Jim will now transition to a full-time position, continuing to cover the service desks while taking on additional responsibilities. These new duties, previously assigned to the Administrative Assistant, will include proofreading, assisting the Friends of the Library, performing clerical work, organizing supplies, and other related tasks.

### Community Outreach

#### **Rapid Roots Cohort [September 12]**

Mallory and I recently attended a session of Rapid Roots, a program organized by Hello West Michigan. This initiative is designed to help executives recently relocated to West Michigan acclimate to the area. The program aims to facilitate connections, provide insights into the region's history and culture, and assist participants in finding their place within the community. During our session, we had the opportunity to learn more about West Michigan and network with other professionals who are also new to the area.

### Strategic Planning

#### **In-person Focus Group, Interviews, and SOAR Planning [September 16-18]**

I assisted the consulting team in contacting individuals suggested by the steering committee members. We reached out to well over 100 people in our community, including educators, executives, parents, library users, non-users, and more. This diverse group will provide valuable input for the focus groups.

**August 2024 Statistical Report – See Attached Report**

1:25 PM

09/09/24

Accrual Basis

**HPL - Debt Service Fund**  
**Balance Sheet**  
As of August 31, 2024

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	<u>Aug 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
005 · Cash	325,258.74
Total Checking/Savings	325,258.74
Other Current Assets	
214 · Due From Other Funds	41,861.00
Total Other Current Assets	41,861.00
Total Current Assets	367,119.74
<b>TOTAL ASSETS</b>	<b><u>367,119.74</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 · Retained Earnings	365,047.26
Net Income	2,072.48
Total Equity	367,119.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>367,119.74</u></b>

# Hackley Public Library

## Balance Sheet Comparison

As of August 31, 2024

	TOTAL	
	AS OF AUG 31, 2024	AS OF JUL 31, 2024 (PP)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
003 Checking - PNC	1,190,735.93	1,604,402.86
004 Miscellaneous - PNC	3,989.99	3,610.08
005 CD - PNC	203,231.95	203,231.95
006 CD (2)- PNC	236,480.56	
008 Savings - PNC	125,270.51	125,267.44
009 Capital Improvement - PNC	0.00	0.00
018 PETTY CASH	100.00	100.00
<b>Total Bank Accounts</b>	<b>\$1,759,808.94</b>	<b>\$1,936,612.33</b>
Accounts Receivable		
1200 *Accounts Receivable	280.15	235.20
<b>Total Accounts Receivable</b>	<b>\$280.15</b>	<b>\$235.20</b>
Other Current Assets		
007 USF Lakeland	0.00	0.00
040 ACCOUNTS RECEIVABLE	0.00	0.00
070 Due from other Gov. Unit	0.00	0.00
12000 Undeposited Funds	0.00	0.00
123 PREPAID EXPENSES	0.00	0.00
201 DUE FROM OTHER FUNDS	0.00	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$1,760,089.09</b>	<b>\$1,936,847.53</b>
<b>TOTAL ASSETS</b>	<b>\$1,760,089.09</b>	<b>\$1,936,847.53</b>



	TOTAL	
	AS OF AUG 31, 2024	AS OF JUL 31, 2024 (PP)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
202 ACCOUNTS PAYABLE	47,105.35	57,588.28
<b>Total Accounts Payable</b>	<b>\$47,105.35</b>	<b>\$57,588.28</b>
Other Current Liabilities		
214 DUE TO OTHER FUNDS	41,861.00	41,861.00
225 Due to Other Governmental Units	0.00	0.00
257 ACCRUED WAGES PAYABLE	39,700.00	39,700.00
258 ACCRUED EXPENSES	0.00	0.00
258.001 FEDERAL W/H AND FICA	0.00	0.00
258.002 STATE WITHHOLDINGS	0.00	0.00
258.003 STATE UNEMPLOYMENT	0.00	0.00
258.004 ACCRUED DEFERRED COMP	-163.02	0.00
258.005 LOCAL WITHHOLDING	0.00	0.00
258.006 ANNUITY	0.00	0.00
258.007 UNITED WAY	0.00	0.00
258.008 EMPLOYEE C/U OR BANK	0.00	0.00
258.010 GARNISHMENT	0.00	0.00
258.011 UNION DUES	0.00	0.00
258.012 COPE	1.00	0.00
258.013 ORS - Pension Reform Act	-127.79	0.00
258.014 Capital Campaign-Payroll Deduct	0.00	0.00
258.016 MERS - Retirement	0.00	0.00
258.017 AFLAC (Pretax)	-46.56	-46.56
258.018 AFLAC (post-tax)	-55.68	-55.68
258.019 MERS - 457b	0.00	0.00
258.020 Insurance - Pretax	0.00	0.00
<b>Total 258 ACCRUED EXPENSES</b>	<b>-392.05</b>	<b>-102.24</b>
<b>Total Other Current Liabilities</b>	<b>\$81,168.95</b>	<b>\$81,458.76</b>
<b>Total Current Liabilities</b>	<b>\$128,274.30</b>	<b>\$139,047.04</b>
<b>Total Liabilities</b>	<b>\$128,274.30</b>	<b>\$139,047.04</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3900 FUND BALANCE	1,834,540.48	1,834,540.48
Net Income	-202,725.69	-36,739.99
<b>Total Equity</b>	<b>\$1,631,814.79</b>	<b>\$1,797,800.49</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,760,089.09</b>	<b>\$1,936,847.53</b>

# Hackley Public Library

## Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L

July - August, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
400 TAXES				
401 PROPERTY TAXES	22,584.77	1,844,927.00	-1,822,342.23	1.22 %
404 PAYMENT IN LIEU OF TAXES		10,000.00	-10,000.00	
405 RENAISSANCE ZONE REIMBURSEMENT	1,778.44	10,000.00	-8,221.56	17.78 %
406 LOCAL COM.STABILIZATION REIMB.		78,000.00	-78,000.00	
<b>Total 400 TAXES</b>	<b>24,363.21</b>	<b>1,942,927.00</b>	<b>-1,918,563.79</b>	<b>1.25 %</b>
530 STATE AID	21,152.42	30,000.00	-8,847.58	70.51 %
595 PENAL FINES	81,315.32	70,000.00	11,315.32	116.16 %
642 CHARGES				
643 MEETING ROOM RENTAL		200.00	-200.00	
644 NON RES CARD FEES		100.00	-100.00	
<b>Total 642 CHARGES</b>		<b>300.00</b>	<b>-300.00</b>	
645 MISCELLANEOUS	495.04	3,000.00	-2,504.96	16.50 %
646 SALES	11.94	300.00	-288.06	3.98 %
646.1 Sales - Friends of HPL	452.40		452.40	
<b>Total 646 SALES</b>	<b>464.34</b>	<b>300.00</b>	<b>164.34</b>	<b>154.78 %</b>
647 HACKLEY DONATIONS	3,946.67	6,000.00	-2,053.33	65.78 %
647.1 Youth Services Dept - Donations		3,000.00	-3,000.00	
647.2 Local History Dept - Donations	5.85	500.00	-494.15	1.17 %
655 BOOK FINES	514.79	2,000.00	-1,485.21	25.74 %
665 INTEREST EARNINGS	4,867.95	10,000.00	-5,132.05	48.68 %
667 Youth Services Programs	12,500.00	12,500.00	0.00	100.00 %
668 Adult Programs	12,500.00	12,500.00	0.00	100.00 %
677 REIMBURSEMENTS AND REFUNDS	3,249.94	6,000.00	-2,750.06	54.17 %
680 WILLIAM & MARGARET BUSCH FUND		15,000.00	-15,000.00	
685 BERG FUND		100.00	-100.00	
688 GARDEN FUND (John J. Helstrom)		300.00	-300.00	
689 RUTHKOWSKI FUND		9,000.00	-9,000.00	
690 Robinson Fund		4,500.00	-4,500.00	
694 Cannon Fund		12,500.00	-12,500.00	
695 Wood Fund		1,000.00	-1,000.00	
<b>Total Income</b>	<b>\$165,375.53</b>	<b>\$2,141,427.00</b>	<b>\$ -1,976,051.47</b>	<b>7.72 %</b>
<b>GROSS PROFIT</b>	<b>\$165,375.53</b>	<b>\$2,141,427.00</b>	<b>\$ -1,976,051.47</b>	<b>7.72 %</b>
<b>Expenses</b>				
700 SALARIES AND WAGES				
701 SALARIES MANAGEMENT	47,153.60	357,133.00	-309,979.40	13.20 %
702 SALARIES - LIBRARIANS	41,289.05	228,485.00	-187,195.95	18.07 %
703 SALARIES - INFO. SPECIALIST	63,905.63	336,179.00	-272,273.37	19.01 %
704 SALARIES - PARAPROFESSIONAL	11,018.40	57,450.00	-46,431.60	19.18 %
706 SALARIES - CUSTODIAL - REG	14,643.45	89,596.00	-74,952.55	16.34 %
<b>Total 700 SALARIES AND WAGES</b>	<b>178,010.13</b>	<b>1,068,843.00</b>	<b>-890,832.87</b>	<b>16.65 %</b>
714 FRINGE BENEFITS				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
715 FICA	13,153.86	76,000.00	-62,846.14	17.31 %
716 HEALTH INSURANCE	30,243.81	216,000.00	-185,756.19	14.00 %
716.2 DENTAL INSURANCE	3,194.65	12,000.00	-8,805.35	26.62 %
716.3 VISION INSURANCE	594.66	4,000.00	-3,405.34	14.87 %
<b>Total 716 HEALTH INSURANCE</b>	<b>34,033.12</b>	<b>232,000.00</b>	<b>-197,966.88</b>	<b>14.67 %</b>
717 LIFE INSURANCE	1,596.45	10,800.00	-9,203.55	14.78 %
718 ORS - RETIREMENT CONTRIBUTION	6,673.43	57,938.00	-51,264.57	11.52 %
718.1 MERS - RETIREMENT CONTRIBUTION	5,764.59	89,596.00	-83,831.41	6.43 %
719 WORKER'S COMPENSATION		5,000.00	-5,000.00	
720 STATE UNEMPLOYMENT		500.00	-500.00	
<b>Total 714 FRINGE BENEFITS</b>	<b>61,221.45</b>	<b>471,834.00</b>	<b>-410,612.55</b>	<b>12.98 %</b>
726 SUPPLIES				
727 OFFICE SUPPLIES	3,654.48	15,000.00	-11,345.52	24.36 %
728 POSTAGE		1,500.00	-1,500.00	
729 SUPPLIES - CUSTODIAL	409.32	6,000.00	-5,590.68	6.82 %
730 Furniture & Equipment	1,340.25	13,000.00	-11,659.75	10.31 %
731 BANK CHARGES		900.00	-900.00	
<b>Total 726 SUPPLIES</b>	<b>5,404.05</b>	<b>36,400.00</b>	<b>-30,995.95</b>	<b>14.85 %</b>
738.1 Youth Serv.- Red Stock/Donation		3,000.00	-3,000.00	
738.2 Local History - Donations		500.00	-500.00	
740 OPERATING SUPPLIES				
741 SUPPLIES - BOOKS				
741.1 BOOKS - Schmidt - Y.S.	3,250.67	20,000.00	-16,749.33	16.25 %
741.3 BOOKS - Adult - Ref/NonFic	1,117.08	13,000.00	-11,882.92	8.59 %
741.4 BOOKS - Rostar - Local Hist.	1,394.72	12,000.00	-10,605.28	11.62 %
741.5 BOOKS - McKenzie - Adult	782.73	20,000.00	-19,217.27	3.91 %
<b>Total 741 SUPPLIES - BOOKS</b>	<b>6,545.20</b>	<b>65,000.00</b>	<b>-58,454.80</b>	<b>10.07 %</b>
742 Continuations - Print	342.00	1,000.00	-658.00	34.20 %
742.1 Continuations - Databases		8,000.00	-8,000.00	
<b>Total 742 Continuations - Print</b>	<b>342.00</b>	<b>9,000.00</b>	<b>-8,658.00</b>	<b>3.80 %</b>
743 SUPPLIES - AUDIO VISUAL				
743.1 AV- Children & Teens	186.65	3,000.00	-2,813.35	6.22 %
743.2 DVD & Audiobooks - Adults	1,044.15	7,000.00	-5,955.85	14.92 %
743.3 Digital - Overdrive (Youth)	646.37	7,000.00	-6,353.63	9.23 %
743.4 Digital - Overdrive (Adult)	1,154.38	7,000.00	-5,845.62	16.49 %
743.5 Digital - Hoopla	1,812.35	18,000.00	-16,187.65	10.07 %
743.6 Digital - Kanopy	264.35	1,200.00	-935.65	22.03 %
<b>Total 743 SUPPLIES - AUDIO VISUAL</b>	<b>5,108.25</b>	<b>43,200.00</b>	<b>-38,091.75</b>	<b>11.82 %</b>
744 Microfilm		6,500.00	-6,500.00	
745 Mobile Hotspots	602.71	6,500.00	-5,897.29	9.27 %
747 Periodicals	5,137.08	10,000.00	-4,862.92	51.37 %
<b>Total 740 OPERATING SUPPLIES</b>	<b>17,735.24</b>	<b>140,200.00</b>	<b>-122,464.76</b>	<b>12.65 %</b>
750 TECHNOLOGY				
751 Software	396.00	5,000.00	-4,604.00	7.92 %
752 Hardware/Equipment	71.03	7,500.00	-7,428.97	0.95 %
753 E-Rate Expenses	312.50	1,500.00	-1,187.50	20.83 %
754 Website Expense		1,000.00	-1,000.00	
755 Subscription and License Renewal	59.95	8,000.00	-7,940.05	0.75 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 750 TECHNOLOGY</b>	<b>839.48</b>	<b>23,000.00</b>	<b>-22,160.52</b>	<b>3.65 %</b>
766 Outreach/General Programs	3,500.00	5,000.00	-1,500.00	70.00 %
767 Youth Services Program	4,167.49	12,500.00	-8,332.51	33.34 %
768 Adult Services Programs	578.90	12,500.00	-11,921.10	4.63 %
<b>801 CONTRACTED SERVICES</b>				
802 AUDIT FEE		15,000.00	-15,000.00	
802.1 PAYROLL SERVICES	857.70	6,200.00	-5,342.30	13.83 %
<b>Total 802 AUDIT FEE</b>	<b>857.70</b>	<b>21,200.00</b>	<b>-20,342.30</b>	<b>4.05 %</b>
803 COLLECTIONS FEES	197.00	1,000.00	-803.00	19.70 %
804 LAKELAND FEES	6,665.58	30,000.00	-23,334.42	22.22 %
806 ATTORNEY FEES	6,225.00	5,000.00	1,225.00	124.50 %
811 Contracted Srvc - Consulting		4,000.00	-4,000.00	
813 Material Ordering Fees		1,300.00	-1,300.00	
814 Contracted Services- IT	11,075.00	66,450.00	-55,375.00	16.67 %
815 Strategic Planning- Consulting	6,975.00	24,000.00	-17,025.00	29.06 %
<b>Total 801 CONTRACTED SERVICES</b>	<b>31,995.28</b>	<b>152,950.00</b>	<b>-120,954.72</b>	<b>20.92 %</b>
850 TELEPHONE	2,406.82	10,000.00	-7,593.18	24.07 %
874 EDUCATION AND TRAINING	1,050.00	5,000.00	-3,950.00	21.00 %
876 DUES & FEES - CORPORATE	1,535.00	3,000.00	-1,465.00	51.17 %
888 NEWSLETTER		6,000.00	-6,000.00	
899 PUBLICITY	3,369.79	22,000.00	-18,630.21	15.32 %
<b>910 INSURANCE.</b>				
911 INSURANCE - LIABILITY	17,361.00	20,000.00	-2,639.00	86.81 %
<b>Total 910 INSURANCE.</b>	<b>17,361.00</b>	<b>20,000.00</b>	<b>-2,639.00</b>	<b>86.81 %</b>
<b>920 UTILITIES</b>				
921 NATURAL GAS	374.30	15,000.00	-14,625.70	2.50 %
922 ELECTRICITY	10,263.64	28,000.00	-17,736.36	36.66 %
923 WATER	405.30	2,700.00	-2,294.70	15.01 %
<b>Total 920 UTILITIES</b>	<b>11,043.24</b>	<b>45,700.00</b>	<b>-34,656.76</b>	<b>24.16 %</b>
<b>930 REPAIRS &amp; MAINTENANCE SUPPLIES</b>				
931 BUILDING & GROUNDS REPAIRS	20,537.22	17,000.00	3,537.22	120.81 %
932 BUILDING EXPENSE	501.14	7,000.00	-6,498.86	7.16 %
933 EQUIPMENT MAINTENANCE	2,559.67	13,000.00	-10,440.33	19.69 %
<b>Total 930 REPAIRS &amp; MAINTENANCE SUPPLIES</b>	<b>23,598.03</b>	<b>37,000.00</b>	<b>-13,401.97</b>	<b>63.78 %</b>
939 Copier/Printers- EQUIPMENT RENTAL	1,101.20	13,000.00	-11,898.80	8.47 %
940 PARKING LOT RENTAL & GARBAGE	1,330.92	6,000.00	-4,669.08	22.18 %
<b>955 OTHER EXPENSES</b>				
956 BOARD EXPENSES		500.00	-500.00	
957 DIRECTOR EXPENSES	232.00	1,000.00	-768.00	23.20 %
<b>Total 955 OTHER EXPENSES</b>	<b>232.00</b>	<b>1,500.00</b>	<b>-1,268.00</b>	<b>15.47 %</b>
970 CAPITAL IMPROVEMENTS		25,000.00	-25,000.00	
997 MISCELLANEOUS EXPENSE	1,621.20	12,000.00	-10,378.80	13.51 %
997.11 Robinson Fund Expense		4,500.00	-4,500.00	
997.14 Black History Month Programs		4,000.00	-4,000.00	
<b>Total Expenses</b>	<b>\$368,101.22</b>	<b>\$2,141,427.00</b>	<b>\$ -1,773,325.78</b>	<b>17.19 %</b>
NET OPERATING INCOME	<b>\$ -202,725.69</b>	<b>\$0.00</b>	<b>\$ -202,725.69</b>	<b>0.00%</b>
NET INCOME	<b>\$ -202,725.69</b>	<b>\$0.00</b>	<b>\$ -202,725.69</b>	<b>0.00%</b>

# Hackley Public Library

## Hackley Public Library - Check Report

### August 2024

Transaction date	Transaction type	Transaction number	Vendor name	Amount
08/01/2024	Check	19670	SEIU COPE	-\$ 1.00
08/01/2024	Check	19671	SEIU Local 517M	-\$ 185.00
08/01/2024	Check		Alerus Retirement	-\$ 25.00
08/05/2024	Check	19672	Vision Service Plan	-\$ 292.88
08/05/2024	Check	19673	Danielle Rachelle Jaimes	-\$ 4.99
08/05/2024	Check		Mich. Public School Employees Retirement	-\$ 1,860.34
08/07/2024	Check	19674	Wall Street Journal	\$ 0.00
08/07/2024	Check	19675	T-Mobile	-\$ 407.54
08/07/2024	Check	19676	Stephan Workman	-\$ 48.60
08/07/2024	Check	19677	Janet P. Kasic	-\$ 125.00
08/12/2024	Check	19678	Republic Services	-\$ 448.45
08/12/2024	Check	19679	Consumers Energy	-\$ 19.55
08/12/2024	Check	19680	BCM One	-\$ 171.11
08/13/2024	Check	19681	Monroe County Library System	-\$ 28.50
08/13/2024	Check	19682	Capital Area District Library Lansing	-\$ 16.99
08/13/2024	Check	19683	Michigan Library Association	-\$ 350.00
08/14/2024	Check	19684	SEIU COPE	-\$ 1.00
08/14/2024	Check	19685	SEIU Local 517M	-\$ 259.00
08/16/2024	Check	19686	Lakeshore Lock Service	-\$ 125.00
08/16/2024	Check		Mich. Public School Employees Retirement	-\$ 376.14
08/16/2024	Check		Alerus Retirement	-\$ 25.00
08/20/2024	Check		Mich. Public School Employees Retirement	-\$ 2,015.74
08/21/2024	Bill Payment (Check)	19687	Certified Building Solutions	-\$ 2,447.00
08/21/2024	Bill Payment (Check)	19688	Info USA Marketing, Inc.	-\$ 342.00
08/21/2024	Bill Payment (Check)	19689	White Lake Comm. Library	-\$ 25.98
08/21/2024	Bill Payment (Check)	19690	Amazon Capital Services	-\$ 1,148.74
08/21/2024	Bill Payment (Check)	19691	Baker & Taylor	-\$ 3,925.00
08/21/2024	Bill Payment (Check)	19692	Barnes & Thornburg LLP	-\$ 4,687.50
08/21/2024	Bill Payment (Check)	19693	Belasco Electric Co., Inc.	-\$ 4,306.11
08/21/2024	Bill Payment (Check)	19694	Classic Stamp & Sign	-\$ 28.00
08/21/2024	Bill Payment (Check)	19695	Culligan	-\$ 225.70
08/21/2024	Bill Payment (Check)	19696	Double L Enterprises, Inc.	-\$ 102.43
08/21/2024	Bill Payment (Check)	19697	Elite Fund, Inc.	-\$ 312.50
08/21/2024	Bill Payment (Check)	19698	Emery Design & Build	-\$ 862.50
08/21/2024	Bill Payment (Check)	19699	Enerco	-\$ 125.00
08/21/2024	Bill Payment (Check)	19700	ImperialDade	-\$ 303.77
08/21/2024	Bill Payment (Check)	19701	Jerry's Welding Co	-\$ 600.00

08/21/2024	Bill Payment (Check)	19702	Kanopy	-\$	108.80
08/21/2024	Bill Payment (Check)	19703	Lakeland Library Cooperative	-\$	6,746.95
08/21/2024	Bill Payment (Check)	19704	LEAF	-\$	598.10
08/21/2024	Bill Payment (Check)	19705	Middle Cities Risk Management Trust	-\$	17,361.00
08/21/2024	Bill Payment (Check)	19706	Midwest Tape	-\$	421.91
08/21/2024	Bill Payment (Check)	19707	Muskegon Area District Library	-\$	147.71
08/21/2024	Bill Payment (Check)	19708	Muskegon Fire Equipment Co. Inc.	-\$	54.25
08/21/2024	Bill Payment (Check)	19709	Northshore Ace Hardware	-\$	34.76
08/21/2024	Bill Payment (Check)	19710	OverDrive	-\$	580.05
08/21/2024	Bill Payment (Check)	19711	Rivistas Subscription Service	-\$	2,404.84
08/21/2024	Bill Payment (Check)	19712	Senior Perspectives	-\$	125.00
08/21/2024	Bill Payment (Check)	19713	SenSource	-\$	396.00
08/21/2024	Bill Payment (Check)	19714	St. Pauls Episcopal Church	-\$	375.00
08/21/2024	Bill Payment (Check)	19715	Unique Management	-\$	197.00
08/21/2024	Bill Payment (Check)	19716	Verdant TCS	-\$	5,537.50
08/21/2024	Bill Payment (Check)	19717	WUVS-LP 103.7 "The Beat"	-\$	400.00
08/21/2024	Bill Payment (Check)	19718	WVIB-FM	-\$	414.00
08/21/2024	Bill Payment (Check)	19719	WWSN-FM Cumulus Media - Muskegon	-\$	2,000.00
08/21/2024	Bill Payment (Check)	19720	Xerox Corp	-\$	84.63
08/21/2024	Bill Payment (Check)	19721	Scholastic Inc.	-\$	158.55
08/29/2024	Check	19722	Michigan Department of Licensing & Regulatory Affairs	-\$	370.80
08/29/2024	Check	19723	SBIS	-\$	18,276.06
08/29/2024	Check	19724	Frontier	-\$	987.56
08/29/2024	Check	19725	DTE Energy	-\$	124.22
08/29/2024	Check	19726	Delta Dental	-\$	1,042.34
08/29/2024	Check	19727	Consumers Energy	-\$	3,516.88
08/29/2024	Check	19728	Christopher Todd Carskadon	-\$	9.95
08/30/2024	Check		Alerus Retirement	-\$	25.00
			<b>TOTAL</b>		<b>\$ 88,727.92</b>

# Hackley Public Library

## Unpaid Bills Report

All Dates

VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
All-Phase Electric Supply Co.							
All-Phase Electric Supply Co.	08/15/2024	Bill	4960-1029052	08/25/2024	12	\$45.00	\$45.00
<b>Total for All-Phase Electric Supply Co.</b>						<b>\$45.00</b>	<b>\$45.00</b>
Amazon Capital Services							
Amazon Capital Services	08/01/2024	Bill	August Bills	08/31/2024	6	\$664.87	\$664.87
<b>Total for Amazon Capital Services</b>						<b>\$664.87</b>	<b>\$664.87</b>
Baker & Taylor							
Baker & Taylor	08/01/2024	Bill	August Invoices	08/31/2024	6	\$3,242.44	\$3,242.44
<b>Total for Baker &amp; Taylor</b>						<b>\$3,242.44</b>	<b>\$3,242.44</b>
Barnes & Thornburg LLP							
Barnes & Thornburg LLP	08/01/2024	Bill	3299864	08/31/2024	6	\$1,537.50	\$1,537.50
<b>Total for Barnes &amp; Thornburg LLP</b>						<b>\$1,537.50</b>	<b>\$1,537.50</b>
Barry's							
Barry's	08/01/2024	Bill	l240820127	08/31/2024	6	\$891.16	\$891.16
<b>Total for Barry's</b>						<b>\$891.16</b>	<b>\$891.16</b>
Belasco Electric Co., Inc.							
Belasco Electric Co., Inc.	08/01/2024	Bill	13515	08/31/2024	6	\$341.00	\$341.00
<b>Total for Belasco Electric Co., Inc.</b>						<b>\$341.00</b>	<b>\$341.00</b>
Culligan							
Culligan	08/01/2024	Bill	32705TN	08/31/2024	6	\$77.90	\$77.90
<b>Total for Culligan</b>						<b>\$77.90</b>	<b>\$77.90</b>
Demco Inc.							
Demco Inc.	08/12/2024	Bill	7518257	08/31/2024	6	\$2,067.81	\$2,067.81
<b>Total for Demco Inc.</b>						<b>\$2,067.81</b>	<b>\$2,067.81</b>
Enerco							
Enerco	08/12/2024	Bill	INV015254	08/31/2024	6	\$125.00	\$125.00
<b>Total for Enerco</b>						<b>\$125.00</b>	<b>\$125.00</b>
Good L Corp							
Good L Corp	08/01/2024	Bill	168847	08/22/2024	15	\$529.97	\$529.97
<b>Total for Good L Corp</b>						<b>\$529.97</b>	<b>\$529.97</b>
Hoopla							
Hoopla	08/01/2024	Bill	505984459	08/31/2024	6	\$1,812.35	\$1,812.35
<b>Total for Hoopla</b>						<b>\$1,812.35</b>	<b>\$1,812.35</b>
ImperialDade							
ImperialDade	08/15/2024	Bill	12578475-01	08/25/2024	12	\$30.56	\$30.56
<b>Total for ImperialDade</b>						<b>\$30.56</b>	<b>\$30.56</b>
Johnson Controls Fire Protection LP							
Johnson Controls Fire Protection LP	08/01/2024	Bill	52232694	08/31/2024	6	\$1,117.57	\$1,117.57
<b>Total for Johnson Controls Fire Protection LP</b>						<b>\$1,117.57</b>	<b>\$1,117.57</b>
Kanopy							

VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Kanopy	08/01/2024	Bill	41375-PPU	08/11/2024	26	\$155.55	\$155.55
<b>Total for Kanopy</b>						<b>\$155.55</b>	<b>\$155.55</b>
Lakeshore Carpet One							
Lakeshore Carpet One	08/01/2024	Bill	17704	08/11/2024	26	\$1,055.35	\$1,055.35
<b>Total for Lakeshore Carpet One</b>						<b>\$1,055.35</b>	<b>\$1,055.35</b>
Lakeshore Moving LLC							
Lakeshore Moving LLC	08/01/2024	Bill	68530-I	08/31/2024	6	\$477.75	\$477.75
<b>Total for Lakeshore Moving LLC</b>						<b>\$477.75</b>	<b>\$477.75</b>
LEAF							
LEAF	08/01/2024	Bill	17066623	08/11/2024	26	\$503.10	\$503.10
<b>Total for LEAF</b>						<b>\$503.10</b>	<b>\$503.10</b>
Lego Education							
Lego Education	08/15/2024	Bill	1190621309	08/25/2024	12	\$3,148.95	\$3,148.95
<b>Total for Lego Education</b>						<b>\$3,148.95</b>	<b>\$3,148.95</b>
Library Strategies							
Library Strategies	08/15/2024	Bill	2589	08/25/2024	12	\$6,975.00	\$6,975.00
<b>Total for Library Strategies</b>						<b>\$6,975.00</b>	<b>\$6,975.00</b>
Midwest Tape							
Midwest Tape	08/12/2024	Bill	August Bills	08/31/2024	6	\$186.65	\$186.65
<b>Total for Midwest Tape</b>						<b>\$186.65</b>	<b>\$186.65</b>
Muskegon Area District Library							
Muskegon Area District Library	08/01/2024	Bill	6190	08/31/2024	6	\$3,500.00	\$3,500.00
<b>Total for Muskegon Area District Library</b>						<b>\$3,500.00</b>	<b>\$3,500.00</b>
Northshore Ace Hardware							
Northshore Ace Hardware	08/01/2024	Bill	148722/1	08/31/2024	6	\$113.95	\$113.95
<b>Total for Northshore Ace Hardware</b>						<b>\$113.95</b>	<b>\$113.95</b>
Office Machine Company							
Office Machine Company	08/23/2024	Bill	INV76565	08/30/2024	7	\$665.72	\$665.72
<b>Total for Office Machine Company</b>						<b>\$665.72</b>	<b>\$665.72</b>
OverDrive							
OverDrive	08/01/2024	Bill	August Bills	08/31/2024	6	\$1,220.70	\$1,220.70
<b>Total for OverDrive</b>						<b>\$1,220.70</b>	<b>\$1,220.70</b>
Pressures & Pipes Inc.							
Pressures & Pipes Inc.	08/01/2024	Bill	57033	08/31/2024	6	\$382.00	\$382.00
<b>Total for Pressures &amp; Pipes Inc.</b>						<b>\$382.00</b>	<b>\$382.00</b>
Ten Ring Construction							
Ten Ring Construction	08/15/2024	Bill	1192	08/25/2024	12	\$10,000.00	\$10,000.00
<b>Total for Ten Ring Construction</b>						<b>\$10,000.00</b>	<b>\$10,000.00</b>
The Corner							
The Corner	08/01/2024	Bill	9/6/2024	08/11/2024	26	\$300.00	\$300.00
<b>Total for The Corner</b>						<b>\$300.00</b>	<b>\$300.00</b>
Verdant TCS							
Verdant TCS	08/01/2024	Bill	2854	08/31/2024	6	\$5,537.50	\$5,537.50
<b>Total for Verdant TCS</b>						<b>\$5,537.50</b>	<b>\$5,537.50</b>
WUVS-LP 103.7 "The Beat"							
WUVS-LP 103.7 "The Beat"	08/01/2024	Bill	7870	08/31/2024	6	\$400.00	\$400.00



VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
<b>Total for WUVS-LP 103.7 "The Beat"</b>						<b>\$400.00</b>	<b>\$400.00</b>
						<b>\$47,105.35</b>	<b>\$47,105.35</b>

## HACKLEY PUBLIC LIBRARY

### BUDGET AND FINANCE MINUTES\*

Meeting Date: August 13, 2024, 2024

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Present: Oneata Bailey, Ardena Duren

Absent: Greg Sischo

Library: Joseph Zappacosta, Jessica Larson

**Call to order** – The meeting was called to order at 4:05 PM

1. **Approval of Agenda**
2. **Approval of Minutes**
  - Motion: To approve minutes from June 2024  
Vote: *Motion carried*
3. New Business
  - No recommendations were made in New Business
4. Old Business
  - No recommendations were made in Old Business
5. **Adjournment** - The meeting ended at 4:25 PM

***\*See the corresponding Report for details of the meeting.***

## **HACKLEY PUBLIC LIBRARY**

### **BUDGET AND FINANCE COMMITTEE**

Meeting Date: September 10, 2024

Committee Members: Oneata Bailey, Ardena Duren, Greg Sischo

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#### **Budget and Finance Review**

The committee briefed our new member, Greg Sischo, on the library's finances. We explained that 90% of the library's income comes from a library tax or millage, which requires an annual request. We noted that we can typically expect a 3% increase in tax revenue each year.

We discussed the ongoing bond repayment for a major renovation in 2014-15, which was approved by a community vote. The bond will be fully paid off in 2030.

The committee also covered other income sources, including Penal Fines, and explained their origins. Additionally, we reviewed E-Rate, a federal program that helps cover the library's internet connectivity costs.

## HACKLEY PUBLIC LIBRARY

### BUILDINGS AND GROUNDS MONTHLY COMMITTEE MEETING MINUTES

Meeting Date: August 5, 2024

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Present: Barbara VanFossen, Kevin Huss, Greg Sischo

Absent:

Staff: Joseph Zappacosta

Guest:

1. **CALL TO ORDER** – B. VanFossen called the meeting to order at 4:30 PM
2. **APPROVAL OF MINUTES** – The July 1, 2024, meeting minutes were approved by consensus
3. **CITIZENS' COMMENTS** – There were no public comments
4. **NEW BUSINESS**
  - New business items were discussed, but no decisions were made
5. **OLD BUSINESS**
  - Old business items were discussed, but no decisions were made
6. **ADJOURNMENT** – adjourned the meeting at 5:30 PM.

*\*See the Committee Report for the details of the meeting.*

## **HACKLEY PUBLIC LIBRARY**

### **BUILDINGS AND GROUNDS COMMITTEE REPORT**

Meeting Date: September 4, 2024

Committee Members: Kevin Huss, Barb VanFossen, Greg Sischo

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#### **Intercom System**

T. Kichenbaurer, Maintenance Manager, is investigating the costs and feasibility of installing an intercom with a camera at the Library's back door. This system would allow people with accessibility issues to be buzzed into the building. The concept involves a patron ringing the bell, prompting a staff member at the main desk to greet them via intercom and grant them access.

This idea arose from staff concerns about some patrons with disabilities struggling to use the ramp at the front of the building. While the committee determined that keeping the back door permanently open posed too great a risk to security and customer service, they are interested in exploring the intercom option further. They have requested a camera be included in the proposal to enhance security.

#### **Torrent House Block Update**

##### *Vacating the Alley*

The new Corner owners plan to create a courtyard behind their building, facing the alley shared with the Torrent House. The Library has agreed to help cover the cost of obtaining a variance from the City for this project. This request is currently awaiting approval. The change will not significantly impact the Library, except that it may allow us to build or relocate our dumpsters closer to the alley.

##### *Shed and Dumpster Relocation*

The Library's shed is currently located on the MMA property. The plan is to relocate it to the northeast side of the Torrent House, which will require a foundation. T. Kirchenbauer is currently working on obtaining the permit for the move. The Historic District Commission has approved the relocation via email.

Regarding the dumpsters, which the new Corner owners have requested to be moved, we plan to explore reducing our recycling needs from an entire dumpster to two carts that can be stored inside. The waste dumpster would be moved to a section at the back of the Torrent House property.

## **HACKLEY PUBLIC LIBRARY**

### **BUILDINGS AND GROUNDS COMMITTEE REPORT**

#### *Carriage House Stone*

MMA has offered the sandstone, which was broken up during the demolition of the carriage house, to the Library. We need to find a place to store it. The Mart Dock cannot accommodate it, and other storage quotes we received were approximately \$6,000 per year, not including transportation costs.

#### *Water Usage Agreement (Sprinkler System)*

The committee reached a consensus on the following points regarding the sprinkler system for the grass at 313 W. Webster lot, owned by the Muskegon Museum of Art (MMA):

1. The sprinkler system will be turned back on to water the grass.
2. MMA will be charged for the cost of water used.
3. J. Zappacosta will present an agreement to MMA outlining the terms: a. MMA will be billed \$35 to \$40 monthly while the system is operational. b. MMA will be responsible for any repairs to the system on their property.

#### **Julia Hackley Painting – Update**

The current owner of the property, now known as Hackley Castle, has decided not to borrow the Julia Hackley portrait. Unable to find a suitable companion portrait of Charles Hackley, they have declined the previously discussed agreement.

## HACKLEY PUBLIC LIBRARY

### PERSONNEL COMMITTEE MEETING MINUTES\*

Meeting Date: August 6, 2024

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Present: Barbara VanFossen, Thom DeVoogd, Karen Evans

Absent:

Staff: Joseph Zappacosta, Jessica Larson

1. **CALL TO ORDER** – B. VanFossen called the meeting to order at 4:45 PM
2. **APPROVAL OF MINUTES** – July 2, 2024 Minutes approved by consensus.
3. **CITIZENS' COMMENTS** – There were no public comments
4. **NEW/OLD BUSINESS**
  - The committee did not make recommendations or decisions during old or new business
5. **ADJOURNMENT** – adjourned the meeting at 6:00 PM.

***\*See the Committee Report for the details of the meeting.***

## **HACKLEY PUBLIC LIBRARY**

### **PERSONNEL COMMITTEE**

Meeting Date: September 3, 2024

Committee Members: Barb VanFossen (Chair), Karen Evans, Thom DeVoogd

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#### **Paylocity Update**

The library is preparing to implement a new payroll system and update HR processes. J Larson is busy working behind the scenes, building the platform with employee data, which includes verifying information, assigning employees to managers, and inputting essential details like pay codes, holiday time, and PTO. Training sessions are scheduled for managers on September 19, 2024, followed by all staff on September 25, 2024. The system is set to go live on October 6, 2024, with complete scheduling and time-tracking capabilities. After J. Larson can run payroll successfully for a few weeks, the focus will shift to drafting and rolling out the review cycle. Concurrently, J. Zappacosta is updating job descriptions for management-level staff and developing evaluation criteria, further enhancing the library's HR framework. This comprehensive approach ensures a smooth transition and improved management processes for all staff members.

#### **Maintenance Manager**

The library staff, with the committee's help and based on their research, developed what is believed to be a fair and equitable offer to present to the relevant staff member. J. Zappacosta will organize these thoughts into a letter and meet with them soon.

#### **(Optional) Emergency Sick Leave Bank Policy**

The committee reviewed and approved the policy revisions. One revision made at the meeting included adding "Optional" to the title of the policy. The accompanying form was also reviewed.



## Hackley Public Library- Request for Emergency Sick Leave Distribution

**To Be Completed By Employee:** *ALL of this form must be thoroughly completed by the requesting employee*

Employee's Full Name: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

If the request isn't for personal medical leave, who is it for? \_\_\_\_\_

Please answer the following questions:

If request is for personal medical leave, has STD been requested?  Yes  No

If you have not requested STD , do you plan to?  Yes  No

If you don't plan to apply for STD, why? \_\_\_\_\_

Is all PTO exhausted?  Yes  No If no. How much time remains? \_\_\_\_\_

Is all Sick Leave exhausted?  Yes  No If no. How much time remains? \_\_\_\_\_

Dates Being Requested: \_\_\_\_\_

Number of Hours being Requested: \_\_\_\_\_

Documentation is needed to support your request. Please include a letter from your physician, or the one overseeing your family's case, or have them complete the following:

Patient's Name: \_\_\_\_\_

Reason for Leave:  Illness  Injury  Other: \_\_\_\_\_

Amount of Time Required Off: \_\_\_\_\_

Please answer the following questions:

If the patient **is not** the employee, is care/assistance required for the patient?  Yes  No

If the patient **is** the employee, are they unable to return to work?  Yes  No

Is there any other information the employer should be aware of :

Physician Name: \_\_\_\_\_

Date: \_\_\_\_\_

Physician Signature: \_\_\_\_\_

**Hackley Public Library, the City of Muskegon, County of Muskegon, State of Michigan**

**Resolution No. 2024-16**

The Board of Trustees of the Hackley Public Library convened for a meeting on September 17, 2024, at 5:30 PM, located at 316 W. Webster Avenue, Muskegon, within the district library service area.

**Adopt the Optional Emergency Sick Leave Bank Policy**

WHEREAS, the Hackley Public Library Board of Trustees recognizes the need to support employees facing severe health crises or caring for immediate family members with severe health conditions and

WHEREAS, the Board has reviewed and considered the proposed Optional Emergency Sick Leave Bank policy and

WHEREAS, this policy aims to provide temporary assistance to eligible employees who have exhausted their PTO and sick leave and

WHEREAS, the policy includes clear eligibility criteria, administration procedures, and confidentiality measures;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Hackley Public Library hereby:

1. Approve and adopt the Optional Emergency Sick Leave Bank policy as presented.
2. Authorizes the Library Director and Business Manager to implement and administer this policy in accordance with its terms and conditions.
3. Acknowledges that this policy replaces the previous "Donation of PTO and Sick Leave Bank Hour 6007" policy.
4. Directs the Library Director to communicate this new policy to all employees and ensure its inclusion in the library's official policy manual.
5. Reserves the right to review, amend, or terminate this policy as needed best to serve the library's and its employees' interests.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

During the meeting, a resolution was introduced by Huss

and is supported by a second from Duren.

YEAS: 6

NAYS: 0

Resolution declared approved

Tharen Evans  
Hackley Public Library Board of Trustees

*Hackley Public Library  
316 W. Webster Avenue  
Muskegon, Michigan 49440*

## **=== OPTIONAL EMERGENCY SICK LEAVE BANK ===**

### **I. Purpose:**

This emergency measure temporarily assists employees facing severe health crises or caring for immediate family members with severe health conditions who have exhausted their PTO and sick leave.

### **II. Eligibility:**

To be eligible for the Emergency Sick Leave Bank:

1. The employee must have been employed by the library for at least one year.
2. The employee or their immediate family member must be experiencing a severe health condition requiring a) Direct care from a qualified physician or b) Hospitalization.
3. The employee must have exhausted all available PTO and sick leave.
4. The situation must not overlap with or qualify for a) Family Leave of Absence Policy or b) Short-Term Disability.
5. The request form is complete, with documentation and Physician's verification.

Employees must complete the Emergency Sick Leave Request Form to be considered for the Emergency Sick Leave Bank.

### **III. Administration:**

The Director and Business Manager jointly manage the Emergency Sick Leave Bank. The Director initiates the process by requesting donations for a specific eligible employee as the need arises. Donations are capped at \$12,000 per case and calculated using donors' hourly wages. Any funds that are not used can be carried over to help the next staff member in need of similar assistance.

### **IV. Term:**

This temporary measure may bridge the gap until short-term disability becomes effective but does not replace, supersede, or delay enrollment in short-term disability. It also does not interfere with existing policies regarding leaves of absence. The Business Manager oversees leave collection and balance calculations.

### **V. Procedure:**

The Director determines an employee's eligibility based on the stated criteria and the completed Emergency Sick Leave Bank Request Form. If the employee qualifies, the Director initiates the call for donations to all staff members. Willing employees may donate leave, calculated based on their hourly wage, up to the \$12,000 cap. The Business

Manager manages the distribution of donated leave to the recipient. The bank freezes when the recipient returns to work, separates from employment, or when the \$12,000 cap is reached.

**VI. Confidentiality:**

The library administration team will keep the identities of both the recipient and the donors confidential unless the respective individuals authorize disclosure.

*This policy was created in September 2024 and replaces DONATION OF PTO and SICK LEAVE BANK HOUR 6007*

## Hackley Public Library- Request for Emergency Sick Leave Distribution

**To Be Completed By Employee:** *ALL of this form must be thoroughly completed by the requesting employee*

Employee's Full Name: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

If the request isn't for personal medical leave, who is it for? \_\_\_\_\_

Please answer the following questions:

If request is for personal medical leave, has STD been requested?  Yes  No

If you have not requested STD , do you plan to?  Yes  No

If you don't plan to apply for STD, why? \_\_\_\_\_

Is all PTO exhausted?  Yes  No If no. How much time remains? \_\_\_\_\_

Is all Sick Leave exhausted?  Yes  No If no. How much time remains? \_\_\_\_\_

Dates Being Requested: \_\_\_\_\_

Number of Hours being Requested: \_\_\_\_\_

Documentation is needed to support your request. Please include a letter from your physician, or the one overseeing your family's case, or have them complete the following:

Patient's Name: \_\_\_\_\_

Reason for Leave:  Illness  Injury  Other: \_\_\_\_\_

Amount of Time Required Off: \_\_\_\_\_

Please answer the following questions:

If the patient **is not** the employee, is care/assistance required for the patient?  Yes  No

If the patient **is** the employee, are they unable to return to work?  Yes  No

Is there any other information the employer should be aware of :

Physician Name: \_\_\_\_\_

Date: \_\_\_\_\_

Physician Signature: \_\_\_\_\_