



**Mission:**

Building a community of people who discover, share and belong



**Vision:**

Inspire Curiosity  
Foster Community  
Ignite Imaginations  
Cultivate Learning



**Core Values:**

Teamwork  
Respect  
Access  
Curiosity  
Kindness

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**Board Meeting**  
**Thursday, May 21, 2026**  
**6:00pm**

**AGENDA**

*i – information / m – motion / p – presentation*

1. Call meeting to order & roll call
2. Approval of the agenda (m)
3. Public Comment
4. Approval of the regular minutes from April 1, 2026 (m)
5. Board Correspondence (i)
6. Treasurer's Report (m)
7. Director's Report (i)
8. Library Marketing and Communications (p)
9. Ongoing and New Library Business
  - a. Personnel Conflict Resolution Policy (m)
10. Policy Review
  - a. STL Employee Manual Chapter 11 (i)
11. Positive Patron Interaction (i)
12. Library Director's Annual Review (i)
13. Public Comment
14. Adjournment (m)
15. Next Meeting: June 18, 2026 at 6pm

**Salem Township Library**  
**Balance Sheet**  
As of March 31, 2026

	Mar 31, 26
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 - Checking	33,185.82
002 - Savings	55.29
017 - MM Investments	1,003,582.09
<b>Total Checking/Savings</b>	1,036,823.20
<b>Total Current Assets</b>	1,036,823.20
<b>TOTAL ASSETS</b>	<b>1,036,823.20</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
202 - Accounts Payable	-401.02
<b>Total Accounts Payable</b>	-401.02
<b>Total Current Liabilities</b>	-401.02
<b>Total Liabilities</b>	-401.02
<b>Equity</b>	
398 - Opening Balance Equity	100,368.68
399 - Net Position Unrestricted	805,592.36
Net Income	131,263.18
<b>Total Equity</b>	1,037,224.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,036,823.20</b>

**Salem Township Library**  
**Balance Sheet**  
As of April 30, 2026

	Apr 30, 26
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 - Checking	32,474.00
002 - Savings	55.29
017 - MM Investments	1,009,546.90
<b>Total Checking/Savings</b>	1,042,076.19
<b>Total Current Assets</b>	1,042,076.19
<b>TOTAL ASSETS</b>	<b>1,042,076.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
202 - Accounts Payable	-296.02
<b>Total Accounts Payable</b>	-296.02
<b>Total Current Liabilities</b>	-296.02
<b>Total Liabilities</b>	-296.02
<b>Equity</b>	
398 - Opening Balance Equity	100,368.68
399 - Net Position Unrestricted	805,592.36
Net Income	136,411.17
<b>Total Equity</b>	1,042,372.21
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,042,076.19</b>

**Salem Township Library**  
**Profit & Loss Budget vs. Actual**  
**July 2025 through March 2026**

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
403 - Property Tax-Millage	83,439.17	80,000.00	3,439.17	104.3%
566 - State Aid	10,707.16	10,000.00	707.16	107.1%
581 - Penal Fines	15,712.61	21,000.00	-5,287.39	74.8%
582 - Penal Fines Overisel	9,547.65	13,000.00	-3,452.35	73.4%
607 - Printer Fees	922.42	1,200.00	-277.58	76.9%
626 - Contracted Services	53,999.20	49,000.00	4,999.20	110.2%
658 - Book Fines	1,953.79	2,300.00	-346.21	84.9%
665 - Interest Revenue	20,730.17	23,000.00	-2,269.83	90.1%
667 - Rentals	326.00	550.00	-224.00	59.3%
674 - Donations	70.89	50.00	20.89	141.8%
675 - Misc. Revenue	22.65	150.00	-127.35	15.1%
676 - Erate/USF Funds	513.00	1,500.00	-987.00	34.2%
677 - Book Sale Revenue	552.50	700.00	-147.50	78.9%
<b>Total Income</b>	<b>198,497.21</b>	<b>202,450.00</b>	<b>-3,952.79</b>	<b>98.0%</b>
<b>Expense</b>				
727 - Office Supplies	2,469.49	4,000.00	-1,530.51	61.7%
728 - Equipment	7,398.66	15,000.00	-7,601.34	49.3%
791 - Books	15,166.11	23,000.00	-7,833.89	65.9%
792 - Audio Visual	8,782.39	16,000.00	-7,217.61	54.9%
793 - Periodicals	1,150.87	1,200.00	-49.13	95.9%
794 - Mobile Hotspots	1,200.00	1,500.00	-300.00	80.0%
795 - Library of Things	265.65	750.00	-484.35	35.4%
796 - STEAM Kits	54.00	750.00	-696.00	7.2%
801 - Contractual Services	237.98	550.00	-312.02	43.3%
802 - Professional Services	15,293.66	35,000.00	-19,706.34	43.7%
820 - Tech Support	650.00	2,300.00	-1,650.00	28.3%
850 - Telephone	723.86	1,300.00	-576.14	55.7%
860 - Mileage	1,051.94	700.00	351.94	150.3%
880 - Programs	2,382.18	4,800.00	-2,417.82	49.6%
921 - Electric	3,145.39	4,000.00	-854.61	78.6%
922 - Natural Gas	1,430.61	2,500.00	-1,069.39	57.2%
931 - Building Repairs & Maint.	5,956.29	12,000.00	-6,043.71	49.6%
955 - Professional Development	-124.32	500.00	-624.32	-24.9%
960 - Misc	-0.73	100.00	-100.73	-0.7%
<b>Total Expense</b>	<b>67,234.03</b>	<b>125,950.00</b>	<b>-58,715.97</b>	<b>53.4%</b>
<b>Net Income</b>	<b>131,263.18</b>	<b>76,500.00</b>	<b>54,763.18</b>	<b>171.6%</b>

**Salem Township Library**  
**Profit & Loss Budget vs. Actual**  
**July 2025 through April 2026**

	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
403 - Property Tax-Millage	83,439.17	80,000.00	3,439.17	104.3%
566 - State Aid	10,707.16	10,000.00	707.16	107.1%
581 - Penal Fines	17,684.13	21,000.00	-3,315.87	84.2%
582 - Penal Fines Overisel	10,745.63	13,000.00	-2,254.37	82.7%
607 - Printer Fees	991.82	1,200.00	-208.18	82.7%
626 - Contracted Services	63,999.20	49,000.00	14,999.20	130.6%
658 - Book Fines	2,078.90	2,300.00	-221.10	90.4%
665 - Interest Revenue	23,187.67	23,000.00	187.67	100.8%
667 - Rentals	367.00	550.00	-183.00	66.7%
674 - Donations	73.94	50.00	23.94	147.9%
675 - Misc. Revenue	28.09	150.00	-121.91	18.7%
676 - Erate/USF Funds	630.00	1,500.00	-870.00	42.0%
677 - Book Sale Revenue	553.50	700.00	-146.50	79.1%
<b>Total Income</b>	<b>214,486.21</b>	<b>202,450.00</b>	<b>12,036.21</b>	<b>105.9%</b>
<b>Expense</b>				
727 - Office Supplies	2,724.71	4,000.00	-1,275.29	68.1%
728 - Equipment	7,707.77	15,000.00	-7,292.23	51.4%
791 - Books	16,992.57	23,000.00	-6,007.43	73.9%
792 - Audio Visual	10,229.38	16,000.00	-5,770.62	63.9%
793 - Periodicals	1,150.87	1,200.00	-49.13	95.9%
794 - Mobile Hotspots	1,200.00	1,500.00	-300.00	80.0%
795 - Library of Things	265.65	750.00	-484.35	35.4%
796 - STEAM Kits	54.00	750.00	-696.00	7.2%
801 - Contractual Services	265.98	550.00	-284.02	48.4%
802 - Professional Services	20,091.36	35,000.00	-14,908.64	57.4%
820 - Tech Support	845.00	2,300.00	-1,455.00	36.7%
850 - Telephone	843.86	1,300.00	-456.14	64.9%
860 - Mileage	1,239.94	700.00	539.94	177.1%
880 - Programs	2,550.07	4,800.00	-2,249.93	53.1%
921 - Electric	3,463.57	4,000.00	-536.43	86.6%
922 - Natural Gas	1,684.43	2,500.00	-815.57	67.4%
931 - Building Repairs & Maint.	6,877.32	12,000.00	-5,122.68	57.3%
955 - Professional Development	-110.71	500.00	-610.71	-22.1%
960 - Misc	-0.73	100.00	-100.73	-0.7%
<b>Total Expense</b>	<b>78,075.04</b>	<b>125,950.00</b>	<b>-47,874.96</b>	<b>62.0%</b>
<b>Net Income</b>	<b>136,411.17</b>	<b>76,500.00</b>	<b>59,911.17</b>	<b>178.3%</b>

**Salem Township Library**  
**Reconciliation Detail**  
03 Petty Cash, Period Ending 03/31/2026

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						0.00
Cleared Balance						0.00
Register Balance as of 03/31/2026						0.00
<b>Ending Balance</b>						<b>0.00</b>

**Salem Township Library**  
**Reconciliation Detail**  
03 Petty Cash, Period Ending 04/30/2026

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						0.00
Cleared Balance						0.00
Register Balance as of 04/30/2026						0.00
<b>Ending Balance</b>						<b>0.00</b>

9:28 AM

04/28/26

**Salem Township Library**  
**Reconciliation Detail**  
**002 - Savings, Period Ending 03/31/2026**

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						55.29
Cleared Balance						55.29
Register Balance as of 03/31/2026						55.29
<b>Ending Balance</b>						<b>55.29</b>

**Salem Township Library**  
**Reconciliation Detail**  
**002 - Savings, Period Ending 04/30/2026**

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						55.29
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	05/31/2026			X	0.01	0.01
Total Deposits and Credits					0.01	0.01
Total Cleared Transactions					0.01	0.01
Cleared Balance					0.01	55.30
Register Balance as of 04/30/2026					0.01	55.30
<b>Ending Balance</b>					<b>0.01</b>	<b>55.30</b>

## Salem Township Library Reconciliation Detail

017 - MM Investments, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						969,964.68
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 4 items</b>						
Deposit	03/13/2026			X	3,190.08	3,190.08
Deposit	03/19/2026			X	4,749.78	7,939.86
Deposit	03/26/2026			X	23,217.86	31,157.72
Deposit	03/31/2026			X	2,459.69	33,617.41
Total Deposits and Credits					33,617.41	33,617.41
Total Cleared Transactions					33,617.41	33,617.41
Cleared Balance					33,617.41	1,003,582.09
Register Balance as of 03/31/2026					33,617.41	1,003,582.09
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	04/16/2026				117.00	117.00
Total Deposits and Credits					117.00	117.00
Total New Transactions					117.00	117.00
<b>Ending Balance</b>					<b>33,734.41</b>	<b>1,003,699.09</b>

1:02 PM

05/13/26

## Salem Township Library Reconciliation Detail

017 - MM Investments, Period Ending 04/30/2026

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,003,582.09
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 4 items</b>						
Deposit	04/15/2026			X	245.00	245.00
Deposit	04/16/2026			X	117.00	362.00
Deposit	04/16/2026			X	3,169.50	3,531.50
Deposit	04/30/2026			X	2,433.31	5,964.81
Total Deposits and Credits					5,964.81	5,964.81
Total Cleared Transactions					5,964.81	5,964.81
Cleared Balance					5,964.81	1,009,546.90
Register Balance as of 04/30/2026					5,964.81	1,009,546.90
<b>Ending Balance</b>					<b>5,964.81</b>	<b>1,009,546.90</b>

**Salem Township Library  
Reconciliation Detail  
001 - Checking, Period Ending 03/31/2026**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						15,470.92
<b>Cleared Transactions</b>						
<b>Checks and Payments - 25 items</b>						
Bill Pmt -Check	02/17/2026	8923	Charter Communica...	X	-148.00	-148.00
Bill Pmt -Check	02/17/2026	8927	Ricoh USA Inc.	X	-114.36	-262.36
Bill Pmt -Check	02/17/2026	8922	Center Point Large ...	X	-99.48	-361.84
Bill Pmt -Check	02/17/2026	8929	Tamarack Dist. Libr...	X	-19.20	-381.04
Bill Pmt -Check	02/24/2026	8930	Salem TWP	X	-1,560.00	-1,941.04
Bill Pmt -Check	02/25/2026	8933	Wells Fargo Vendor ...	X	-114.56	-2,055.60
Bill Pmt -Check	02/25/2026	8931	Burnips Equipment	X	-59.95	-2,115.55
Bill Pmt -Check	02/25/2026	8932	Dorr Twp Library	X	-10.00	-2,125.55
Bill Pmt -Check	03/02/2026	8935	Ingram	X	-2,519.86	-4,645.41
Bill Pmt -Check	03/02/2026	8938	Magazine Subscripti...	X	-1,150.87	-5,796.28
Bill Pmt -Check	03/02/2026	8941	Midwest Tape	X	-799.91	-6,596.19
Bill Pmt -Check	03/02/2026	8934	ABDO	X	-204.95	-6,801.14
Bill Pmt -Check	03/02/2026	8940	Rosen Publishing	X	-198.40	-6,999.54
Bill Pmt -Check	03/02/2026	8937	Lerner	X	-80.37	-7,079.91
Bill Pmt -Check	03/02/2026	8939	Naomi Younglove	X	-30.45	-7,110.36
Bill Pmt -Check	03/02/2026	8936	IPM Services Inc	X	-27.00	-7,137.36
Bill Pmt -Check	03/04/2026	8943	Consumers Energy	X	-572.00	-7,709.36
Bill Pmt -Check	03/04/2026	8942	Center Point Large ...	X	-99.48	-7,808.84
Bill Pmt -Check	03/05/2026	8944	American Express	X	-1,776.46	-9,585.30
Bill Pmt -Check	03/05/2026	8945	Jennifer Brown	X	-35.94	-9,621.24
Bill Pmt -Check	03/11/2026	8947	Groundworks	X	-1,219.65	-10,840.89
Bill Pmt -Check	03/11/2026	8946	Charter Communica...	X	-148.00	-10,988.89
Bill Pmt -Check	03/17/2026	8948	Center Point Large ...	X	-99.48	-11,088.37
Bill Pmt -Check	03/17/2026	8950	Mika Meyers	X	-83.00	-11,171.37
Bill Pmt -Check	03/17/2026	8949	IPM Services Inc	X	-30.00	-11,201.37
Total Checks and Payments					-11,201.37	-11,201.37
<b>Deposits and Credits - 3 items</b>						
Deposit	03/02/2026			X	28,886.12	28,886.12
Deposit	03/31/2026			X	30.15	28,916.27
Bill Pmt -Check	04/07/2026	8956	Ingram	X	0.00	28,916.27
Total Deposits and Credits					28,916.27	28,916.27
Total Cleared Transactions					17,714.90	17,714.90
Cleared Balance					17,714.90	33,185.82
Register Balance as of 03/31/2026					17,714.90	33,185.82
<b>New Transactions</b>						
<b>Checks and Payments - 20 items</b>						
Bill Pmt -Check	04/01/2026	8951	Consumers Energy		-572.00	-572.00
Bill Pmt -Check	04/01/2026	8952	Fire Pros Inc.		-408.85	-980.85
Bill Pmt -Check	04/01/2026	8953	Lisa VandeBunte		-38.14	-1,018.99
Bill Pmt -Check	04/02/2026	8954	Lakeland Library CO...		-5,099.57	-6,118.56
Bill Pmt -Check	04/02/2026	8955	Midwest Tape		-798.36	-6,916.92
Bill Pmt -Check	04/07/2026	8957	Ingram		-1,702.03	-8,618.95
Bill Pmt -Check	04/08/2026	8958	American Express		-613.20	-9,232.15
Bill Pmt -Check	04/08/2026	8960	Heimler Consulting		-274.99	-9,507.14
Bill Pmt -Check	04/08/2026	8963	Van's Lawn Mainten...		-225.00	-9,732.14
Bill Pmt -Check	04/08/2026	8959	Charter Communica...		-148.00	-9,880.14
Bill Pmt -Check	04/08/2026	8961	Naomi Younglove		-30.45	-9,910.59
Bill Pmt -Check	04/08/2026	8962	Unique Management		-9.85	-9,920.44
Bill Pmt -Check	04/21/2026	8968	Michigan Library As...		-299.00	-10,219.44
Bill Pmt -Check	04/21/2026	8971	Wells Fargo Vendor ...		-229.12	-10,448.56
Bill Pmt -Check	04/21/2026	8964	Center Point Large ...		-99.48	-10,548.04
Bill Pmt -Check	04/21/2026	8967	Lisa VandeBunte		-54.16	-10,602.20
Bill Pmt -Check	04/21/2026	8970	Naomi Younglove		-52.20	-10,654.40
Bill Pmt -Check	04/21/2026	8965	IPM Services Inc		-30.00	-10,684.40

10:19 AM

04/28/26

**Salem Township Library**  
**Reconciliation Detail**  
**001 - Checking, Period Ending 03/31/2026**

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Bill Pmt -Check	04/21/2026	8966	Jennifer Brown		-26.66	-10,711.06
Bill Pmt -Check	04/21/2026	8969	Muskegon Area Dist...		-24.95	-10,736.01
Total Checks and Payments					-10,736.01	-10,736.01
Total New Transactions					-10,736.01	-10,736.01
<b>Ending Balance</b>					<b>6,978.89</b>	<b>22,449.81</b>

**Salem Township Library  
Reconciliation Detail  
001 - Checking, Period Ending 04/30/2026**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						33,185.82
<b>Cleared Transactions</b>						
<b>Checks and Payments - 17 items</b>						
Bill Pmt -Check	04/01/2026	8951	Consumers Energy	X	-572.00	-572.00
Bill Pmt -Check	04/01/2026	8952	Fire Pros Inc.	X	-408.85	-980.85
Bill Pmt -Check	04/01/2026	8953	Lisa VandeBunte	X	-38.14	-1,018.99
Bill Pmt -Check	04/02/2026	8954	Lakeland Library CO...	X	-5,099.57	-6,118.56
Bill Pmt -Check	04/02/2026	8955	Midwest Tape	X	-798.36	-6,916.92
Bill Pmt -Check	04/07/2026	8957	Ingram	X	-1,702.03	-8,618.95
Bill Pmt -Check	04/08/2026	8958	American Express	X	-613.20	-9,232.15
Bill Pmt -Check	04/08/2026	8963	Van's Lawn Mainten...	X	-225.00	-9,457.15
Bill Pmt -Check	04/08/2026	8959	Charter Communica...	X	-148.00	-9,605.15
Bill Pmt -Check	04/08/2026	8961	Naomi Younglove	X	-30.45	-9,635.60
Bill Pmt -Check	04/08/2026	8962	Unique Management	X	-9.85	-9,645.45
Bill Pmt -Check	04/21/2026	8968	Michigan Library As...	X	-299.00	-9,944.45
Bill Pmt -Check	04/21/2026	8971	Wells Fargo Vendor ...	X	-229.12	-10,173.57
Bill Pmt -Check	04/21/2026	8967	Lisa VandeBunte	X	-54.16	-10,227.73
Bill Pmt -Check	04/21/2026	8970	Naomi Younglove	X	-52.20	-10,279.93
Bill Pmt -Check	04/21/2026	8965	IPM Services Inc	X	-30.00	-10,309.93
Bill Pmt -Check	04/21/2026	8966	Jennifer Brown	X	-26.66	-10,336.59
Total Checks and Payments					-10,336.59	-10,336.59
<b>Deposits and Credits - 2 items</b>						
Deposit	04/24/2026			X	10,000.00	10,000.00
Deposit	04/30/2026			X	24.19	10,024.19
Total Deposits and Credits					10,024.19	10,024.19
Total Cleared Transactions					-312.40	-312.40
Cleared Balance					-312.40	32,873.42
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	04/08/2026	8960	Heimler Consulting		-274.99	-274.99
Bill Pmt -Check	04/21/2026	8964	Center Point Large ...		-99.48	-374.47
Bill Pmt -Check	04/21/2026	8969	Muskegon Area Dist...		-24.95	-399.42
Total Checks and Payments					-399.42	-399.42
Total Uncleared Transactions					-399.42	-399.42
Register Balance as of 04/30/2026					-711.82	32,474.00
<b>New Transactions</b>						
<b>Checks and Payments - 15 items</b>						
Bill Pmt -Check	05/06/2026	8975	Ingram		-1,426.40	-1,426.40
Bill Pmt -Check	05/06/2026	8979	Midwest Tape		-799.19	-2,225.59
Bill Pmt -Check	05/06/2026	8972	American Express		-397.16	-2,622.75
Bill Pmt -Check	05/06/2026	8974	Heimler Consulting		-285.00	-2,907.75
Bill Pmt -Check	05/06/2026	8981	Ricoh USA Inc.		-274.48	-3,182.23
Bill Pmt -Check	05/06/2026	8973	Fire Pros Inc.		-105.00	-3,287.23
Bill Pmt -Check	05/06/2026	8977	Jennifer Brown		-84.71	-3,371.94
Bill Pmt -Check	05/06/2026	8976	Irene VanDyk		-60.00	-3,431.94
Bill Pmt -Check	05/06/2026	8980	Nancy Compagner		-24.48	-3,456.42
Bill Pmt -Check	05/06/2026	8978	Mabel Brenner		-24.48	-3,480.90
Bill Pmt -Check	05/08/2026	8982	Naomi Younglove		-30.45	-3,511.35
Bill Pmt -Check	05/12/2026	8986	Northern Heating & ...		-612.79	-4,124.14
Bill Pmt -Check	05/12/2026	8985	Moomey Plumbing L...		-375.00	-4,499.14
Bill Pmt -Check	05/12/2026	8983	Charter Communica...		-148.00	-4,647.14
Bill Pmt -Check	05/12/2026	8984	Marissa Nienhuis		-20.00	-4,667.14
Total Checks and Payments					-4,667.14	-4,667.14
Total New Transactions					-4,667.14	-4,667.14
<b>Ending Balance</b>					<b>-5,378.96</b>	<b>27,806.86</b>



# SALEM TOWNSHIP LIBRARY

## CHECKOUTS 2026

Physical Items **5,923**



Digital Items **1,771**



Hotspots **20**



Steam Kits & LOT Items **99**



## CHECKOUTS 2025

Physical Items **6,013**



Digital Items **1,558**



Hotspots **20**



Steam Kits & LOT Items **92**



%

-2%

+12%

0%

7%

## ITEMS LOANED OUT

Number of physical items that were borrowed by other libraries

**2026**

587

**2025**

502

## 274 ITEMS ADDED

Number of physical items that were added to our collection

## 17 NEW PATRONS

## VISITS

Number of patrons who visited the library

### 2026

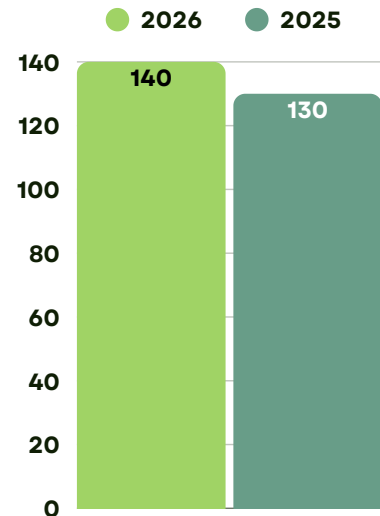
792 Adults    550 Kids    1,342 Total

### 2025

850 Adults    609 Kids    1,459 Total

## REFERENCES

When patrons ask for information



## FEBRUARY PROGRAMS

Library programs provided and participant counts

- Book Clubs: 12
- Knitting and Crocheting Nights: 17
- Kids' Winter Craft: 11
- Play N' Learn: 13
- Lego Club: 14
- Board Game Afternoons: 7
- Play-Doh Fun: 7
- Bath Bomb Making: 7
- Sweet Potato Planting: 5

## LIBRARY NEWS

What's happening at your library

- 46 kids participated in Iditaread; 32 made it to the end
- Spring Reading Challenge has begun for teens/tweens and adults.

## MARCH PROGRAMS

Current & upcoming library programs and events

- April 2: Play-Doh Fun @ 11am
- April 6: Perler Beads @ 1pm; Knitting and Crocheting @ 6pm; PM Book Club @ 7pm
- April 7: Open Legos @ 1pm
- April 8: Snap Circuits @ 1pm
- April 9: Play 'N Learn @ 11am
- April 11: Lego Club @ 11am
- April 13: Edible Plants and Foraging @ 6pm
- April 15: Board Game Afternoons @ 1pm
- April 20: Knitting and Crocheting @ 6pm
- April 27: AM Book Club @ 8:30am



# SALEM TOWNSHIP LIBRARY

## CHECKOUTS 2026

Physical Items **5,992**



Digital Items **1,779**



Hotspots **26**



Steam Kits & LOT Items **53**



## CHECKOUTS 2025

Physical Items **6,273**



Digital Items **1,490**



Hotspots **22**



Steam Kits & LOT Items **69**



%

-5%

+16%

+15%

+16%

## ITEMS LOANED OUT

Number of physical items that were borrowed by other libraries

**2026**

**2025**

420

447

## 196 ITEMS ADDED

Number of physical items that were added to our collection

## 14 NEW PATRONS

## VISITS

Number of patrons who visited the library

### 2026

801 Adults    505 Kids    1,306 Total

### 2025

815 Adults    620 Kids    1,435 Total

## APRIL PROGRAMS

Library programs provided and participant counts

- Book Clubs: 19
- Play-Doh Fun: 16
- Knitting and Crocheting Nights: 11
- Perler Beads: 8
- Open Legos: 10
- Snap Circuits: 4
- Play N' Learn: 13
- Lego Club: 13
- Edible Plants: 9
- Board Game Afternoons: 6

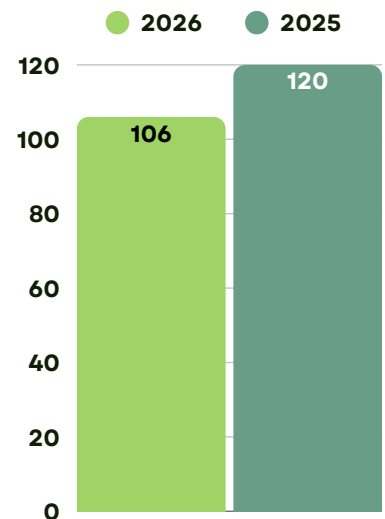
## MAY PROGRAMS

Current & upcoming library programs and events

- May 4: Knitting & Crocheting @ 6pm; PM Book Club @ 7pm
- May 5: Closed for summer reading prep
- May 7: Play-Doh Fun @ 11am
- May 9: Lego Club @ 11am
- May 11: Wearable Art Sewing Class @ 5pm
- May 14: Play 'N Learn @ 11am
- May 18: AM Book Club @ 8:30am; Knitting & Crocheting @ 6pm;  
Mother- Daughter Hair Night/Tea Party @ 6pm
- May 20: Board Game Afternoons @ 1pm
- May 21: Air Clay @ 4pm
- May 23-25 Library Closed for Memorial Day
- May 27: Last Story Time until September
- May 29: Homeschool Curriculum Swap @ 1pm
- May 30: Spring Reading Challenge Ends

## REFERENCES

When patrons ask for information



## LIBRARY NEWS

What's happening at your library

- Our Assistant Director resinged. The Library will be hiring in the coming months.
  - We have a temporary cataloger who will begin on May 18<sup>th</sup>. She will help us until we hire a new employee.
- Summer Reading begins on June 8 with a Touch-a-Truck event @ 2pm.

# library marketing & communications

**PRESENTED BY: MARISSA NIENHUIS**

# **What We Did in Ferguson:**

## **A Warts-and-all Telling of Stories**

**SCOTT BONNER**

# key points

---

- Ferguson Municipal Public Library's handling of their town in crisis following the killing of Mike Brown (August 2014) – protests, riots, etc.
- Deciding how to juggle supporting the community and keeping everyone safe
- Go big, don't "turtle up"
- Schools are closed, the library opens "School for Peace"
- Plan ahead for crisis, get to know your organizations.
- Be prepared for long days, running, too many decisions with too little information, and making mistakes.
- Remember that people are more important than things.

**In crisis, just  
be a library,  
only more so.**

The work we do every day is good training for stepping up when our community is in crisis.





**“If safe, open. If  
open, do  
everything we  
possibly can.”**

Regret saying yes too much.

## **CENTER OF THE COMMUNITY**

- Safe
- Politically neutral
- Not selling or buying anything
- Not pushing an agenda
- Not pushing a religion
- Many resources

## **MAKE TOUGH CHOICES**

“I’d rather have broken glass than tell the community that we’re scared of them.”



Have faith in yourself...  
...have faith in your mission

Take risks. Screw up. Go big. Get help.  
Second guess yourself. Make a mess of  
things. *It's all better than turtling up.*

You will have regrets. You should.  
It's worth it.

You already know what to do.

**Harnessing AI**

**How to Save Time and Boost  
Creativity in Library  
Marketing**

**ANGELA HURSH / MEGAN BRATTON**

# key points

---

- Artificial intelligence is the ability of machines or computer systems to perform tasks that typically require human intelligence.
- Think of AI as an assistant, not a replacement for human work.
- Consider Ethical issues / boundaries
- AI can help improve efficiency, support creativity, and help with large scale projects.
- Can train to reflect your brand's voice and writing style.
- Many ways to use AI

# ethics

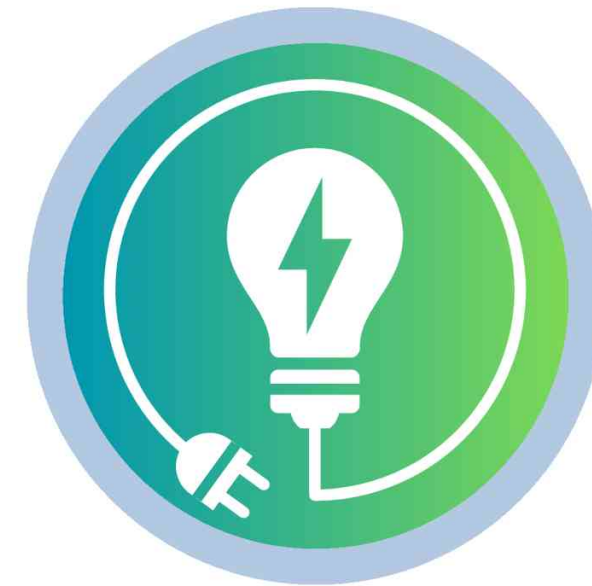
- Always add a human touch
- Turn off data saving
- Always fact check / cite sources



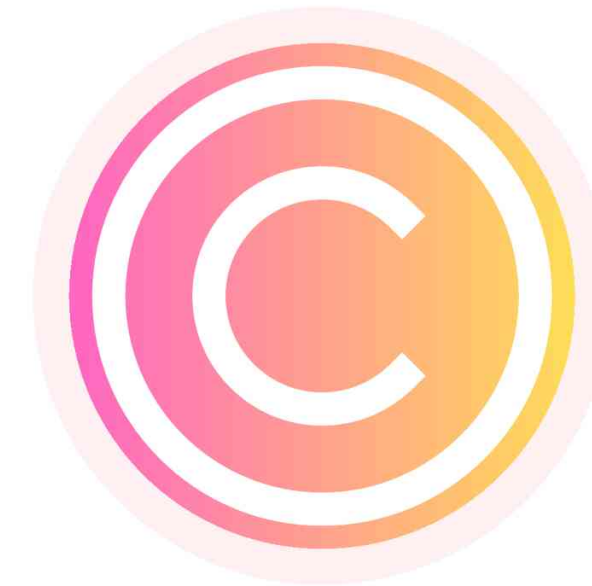
**DISCLOSE USE**



**PROTECT DATA  
PRIVACY**



**ENERGY  
CONCERNS**



**COPYRIGHT  
INFRINGEMENT**

# How AI can help

## **SPEEDS UP REPETATIVE TASKS**

- Writing alt text
- Summarizing meeting notes

## **SUPPORTS CREATIVITY**

- Gives you ideas for your own spin
- Makes you more creative

## **LARGE SCALE PROJECTS**

- Compile survey results
- Personalize marketing emails
- Train to maintain consistent voice / tone

## **WRITTEN CONTENT**

- Emails
- Blog post + formatting (with heavy edits)
- Press releases

## **TECH SUPPORT**

- Save money on using web developer support
- Suggest additions to content
- Organize spreadsheets

## **TIMELINES**

- Help come up with marketing timelines for planning, promotions, etc.

# Things to note

## Images

- Do not add text within images (can't spell / use English properly)
- Not ready for print

## Knowledge Cutoff

- Training data ends around June 2024, and is unaware of events, discoveries, or developments since then, unless prompted.

## Environmental Concerns

- By 2027, AI servers energy use could be comparable to the entire annual electricity usage of Argentina.

# **Your Library's Greatest Hits**

## **Turning Data into a Value Story**

**SOPHIE HOLLIS**

# Why Communicate Value?

**FUNDING, STAFF, AND  
OPERATIONAL NEEDS**

**RELATIONSHIPS WITH  
DECISION MAKERS**

**BE PREPARED FOR  
OPPORTUNITIES**

# Types of Data



**Patron counts**

**Facilities Use**

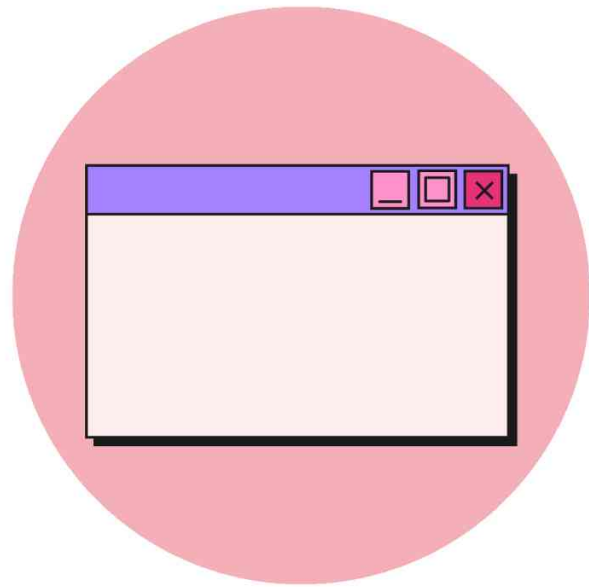
**E-resource usage**

**Cost Savings**

**Event Participation**

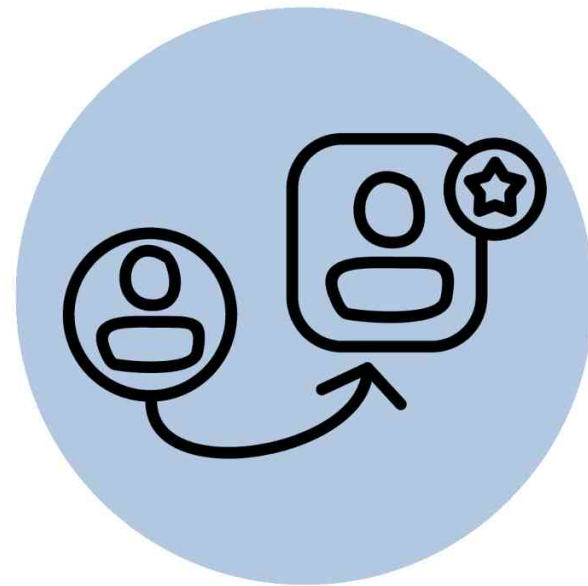
**Patron Stories**

# Testimonials



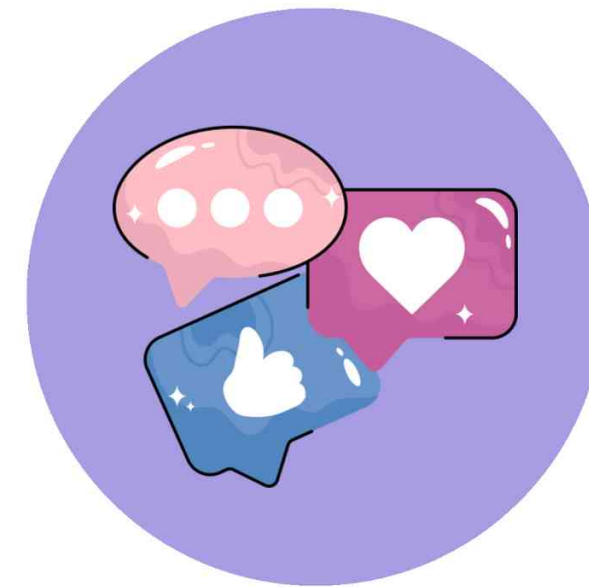
## SITE POP-UPS

- "Do you like this resource"
- Ask if comfortable being contacted



## DIRECT REFERRAL

- Highest quality content



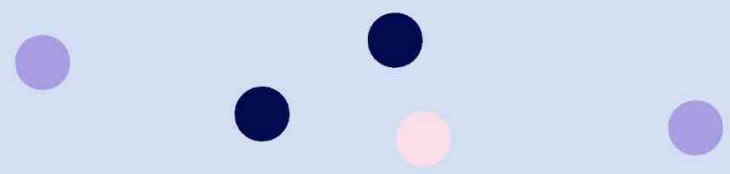
## SOCIAL MEDIA

- Can be lower quality

**Celebrate Hyperlocality:**

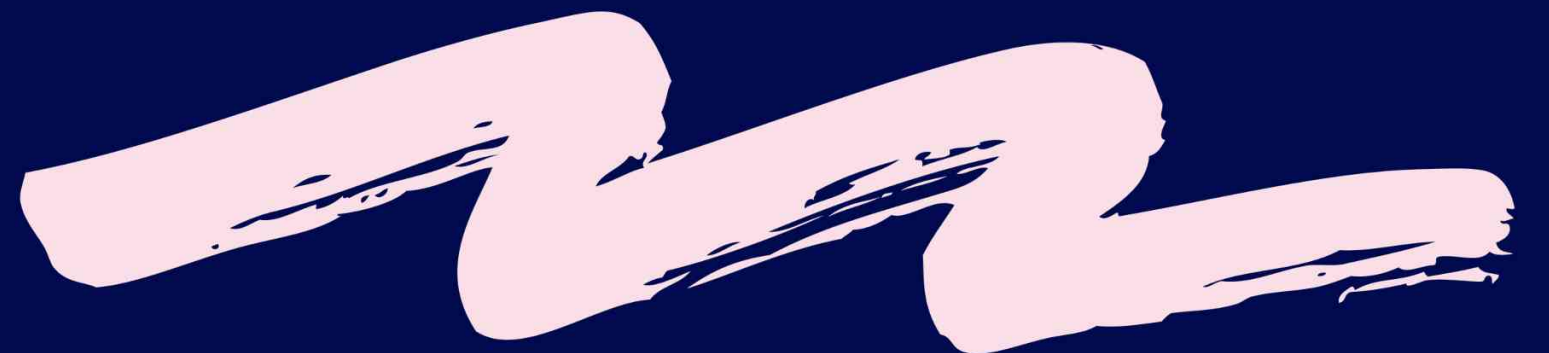
**Build Community  
Engagement through  
Storytelling**

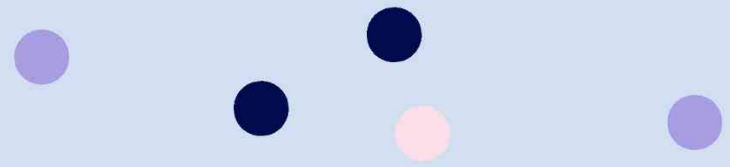
**AMANDA DONOVAN**



**HYPERLOCALITY  
IS  
FOCUSING ON A  
SMALL  
GEOGRAPHIC  
COMMUNITY OR  
NEIGHBORHOOD.**

Hyperlocality creates connection.





# **Hyperlocality Stories = Votes - Support - Funding**

TELL HYPERLOCAL STORIES THAT DEMONSTRATE  
THE LIBRARY'S TANGIBLE VALUE AND IMPACT

**THE PEOPLE ARE THE  
LIBRARY, WE ARE THE  
PLATFORM AND THE  
SPACE. THE LIBRARY IS  
NOTHING WITHOUT THE  
PEOPLE.**

**TIE FUNDING  
TO A  
TANGIBLE  
PERSON.**

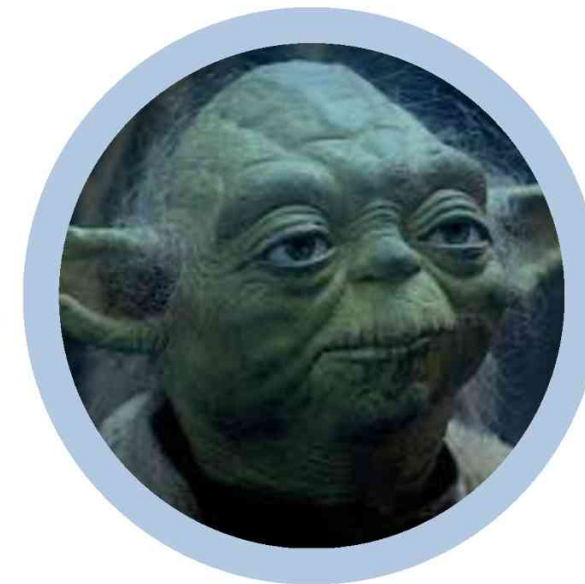
**REAL LIFE PEOPLE IN  
YOUR COMMUNITY  
ARE  
THE HERO OF THE  
LIBRARY STORY**

**The customer is the hero of the story, not [the library]. When we position our customer as the hero and ourselves as the guide, we will be recognized as a trusted resource to help them overcome their challenges.**

-Donald Miller, Building a StoryBrand



**DUMBLEDORE, NOT HARRY POTTER**



**YODA, NOT LUKE SKYWALKER**

# **Making Social Media Less of a Cesspool:**

**Using Empathy,  
Encouragement, and Humor to  
Engage Hearts and Minds**

**JOSH MOSEY**

# Libraries should be the good news.

Use the 80/20 rule:

80% of your content should be providing value, entertainment, or education to your audience and only 20% on direct promotion.



# three pillars

**Empathy**

**Responding with  
understanding and care**

**Encouragement**

**Uplifting voices and  
celebrating community**

**Humor**

**Using lightheartedness to  
connect and entertain**

# Empathy

**CONSIDER  
FEELINGS**

**ENCOURAGE  
CONNECTION**

**SUPPORT  
WITHOUT FIXING**

**PROVIDE A  
SPACE**

**EMPHADIZE A  
PERSON'S VALUE**

**NORMALIZE  
HEALTHY ESCAPISM**

**ALL FEELINGS  
ARE VALID**



**encouragement**

**CELEBRATE  
PATRONS**

**PROMOTE LEARNING /  
GROWTH**

**ENCOURAGE  
PARTICIPATION**

**HIGHLIGHT LOCAL  
STORIES**

# humor

**APPROPRIATE AND  
INCLUSIVE**

**MEMES, JOKES, &  
PLAYFUL CAPTIONS**

**BUILD RAPPORT**

# extra strategies

## Mental Health Resource Spotlights

Normalize  
feelings like  
burnout,  
grief, or  
overwhelm

Nostalgia  
& sympathy

Acknowledge  
groups who  
may feel  
unseen

You've  
got this  
- study  
tips

Lost &  
found  
oddities

Highlight  
quiet  
spaces

Staff  
Spotlight -  
hidden  
talents, their  
why, etc.

Patron  
Shoutouts

# Getting the Most out of Canva Pro

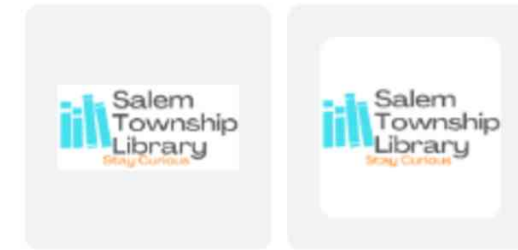
**GABRIELA DENTON**

# set up a brand kit

- Can set up multiple
- Add some with different color schemes for kids / special events

## Logos

See all



## Colors

See all

Colors from Logo small.png



Color palette



## Fonts

See all

Heading

## Brand Voice

Add a brand voice

## Photos

Add brand assets

## Graphics

Add brand assets

## Icons

Add brand assets

# accessibility

## COLOR CONTRAST

- Check design accessibility in Canva
- [webaim.org/resources/contrastchecker/](https://webaim.org/resources/contrastchecker/)

## COLOR VISION DEFICIENCY

- Spectrum extension for Chrome (Deuteranopia)



## ALT TEXT

- Right click on image, select "Alternative Text"
- Canva AI "Suggest for me" is very helpful for writing

# Copyright-free Image Sites



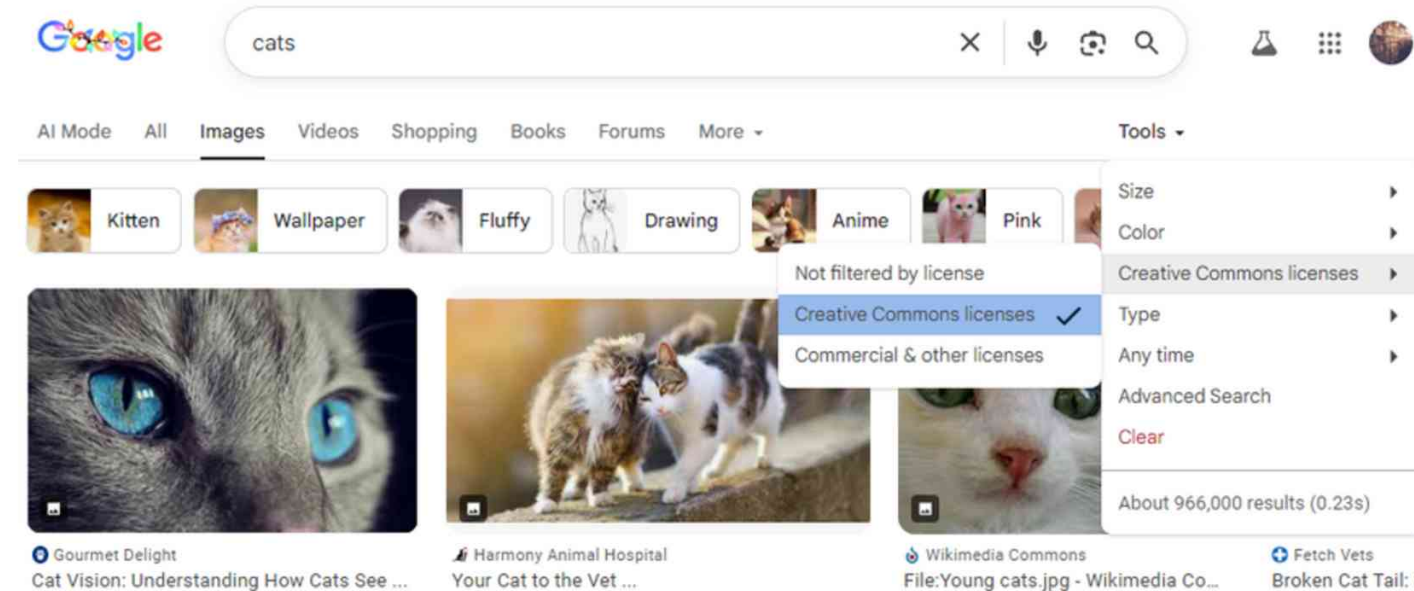
**WIKIMEDIA  
COMMONS**



**PEXELS**





**PIXABAY**



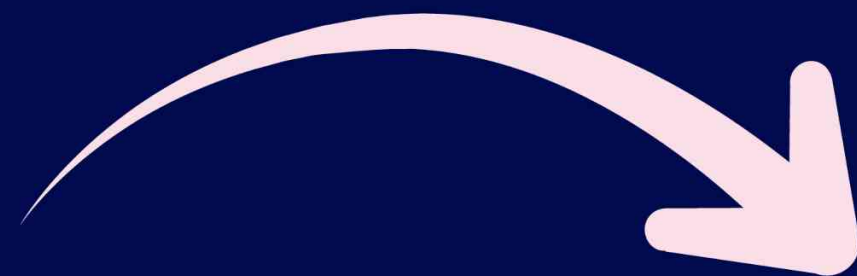
**GOOGLE IMAGES -  
CREATIVE  
COMMONS LICENSE**

# Copy Art Style



Copy art style  

Copy basic style



# Sticky Notes

Maybe change the color to green?

Lucy Burnips

Add more cat pictures, please.

Lucy Burnips

Don't forget to add Storytime with Santa!

Lucy Burnips

Looks great! :)

Lucy Burnips

**Own the Narrative:**

**Telling Your Library's  
Story in an Era of Scrutiny  
and Strain**

**KIOSHA BOYLES**

# The Value of Storytelling

**Strengthen public & political support**

Build allies who champion your mission

**Amplify core values**

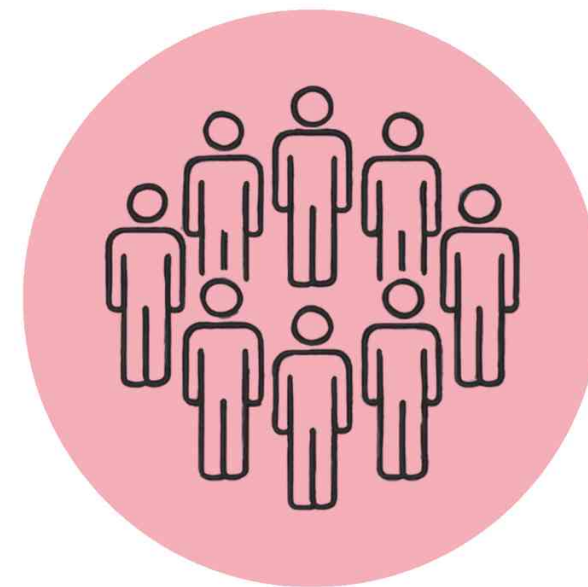
Access, inclusion, and intellectual freedom

**Proactive PR**

Shape public perception rather than being shaped by it

**The community reinforces a positive message.**

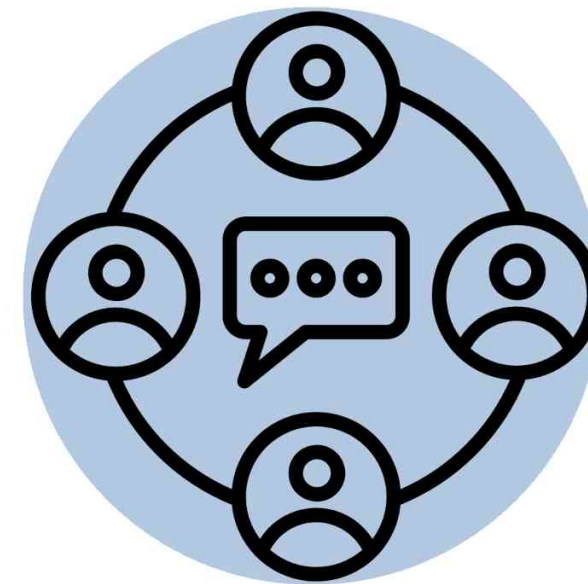
# Build a resilient narrative



**ASSESS YOUR CLIMATE  
& STAKEHOLDERS**



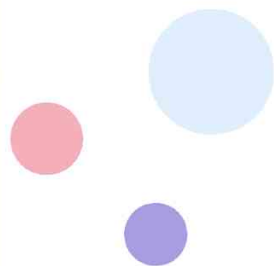
**UNDERSTAND WHAT  
MATTERS TO YOUR  
AUDIENCE**



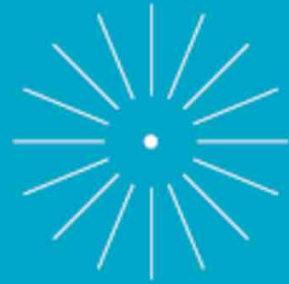
**ALIGN MESSAGING TO  
REFLECT COMMUNITY  
ENTERED OUTCOMES**



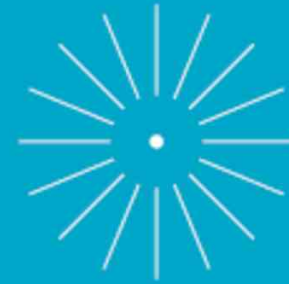
**STAY GROUNDED IN  
TRUTH, EVEN WHEN  
FACING OPPOSITION**



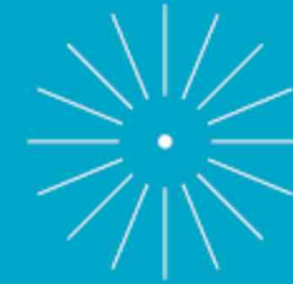
# Goodwill Banking



Goodwill Banking is a concept that says: every positive, trust-building action “deposits” goodwill into your organizational reputation account.



It is the intentional process of building and maintaining a reserve of public trust, credibility, and positive sentiment before you need it.



Later, if a challenge arises (negative press, controversy, funding issue), you can “draw” on that bank of goodwill because the public already sees you as a positive force.



# Generate Buzz-Worthy Initiatives

Create moments that make people FEEL differently about the library, don't just tell them.

Develop initiatives that generate joy, surprise, or meaning.

## LIFE MOMENTS

- Books for babies
- Celebrate milestones

## GATHER

- Community dinners
- Breakfast gatherings

## TOWNHALLS

- Host forums for local elections

## BEHIND-THE- SCENES

- Offer inside looks at how the library works

**Know Your Audience:**

**Market Research & UX to  
Strengthen Library  
Communications**

**KATIE ROTHLEY**

It's not about what  
the library offers,  
but how the  
community  
experiences the  
library.

Patrons stay encouraged and  
connected when they feel  
understood.



# People buy **concepts**

**Show them the value**

## **SHARE EXPERIENCES**

"We offer Ancestry.com"

VS.

"Our patron just found a lost relative using Ancestry.com at the library!"

## **MESSAGE TRANSFORMATION**

"The library offers free online learning resources"

VS.

"Learn new skills for free – your library has your back when you want to grow."

# Reframing Messages

## ACCESSIBILITY

Easy to use. Available for all abilities. Clear and simple.

## NEUTRALITY

Fact-based. Balanced. Unbiased. Trusted information.

## REPRESENTATION

Books and resources that reflect the people we serve. Stories from many walks of life.

## INCLUSION

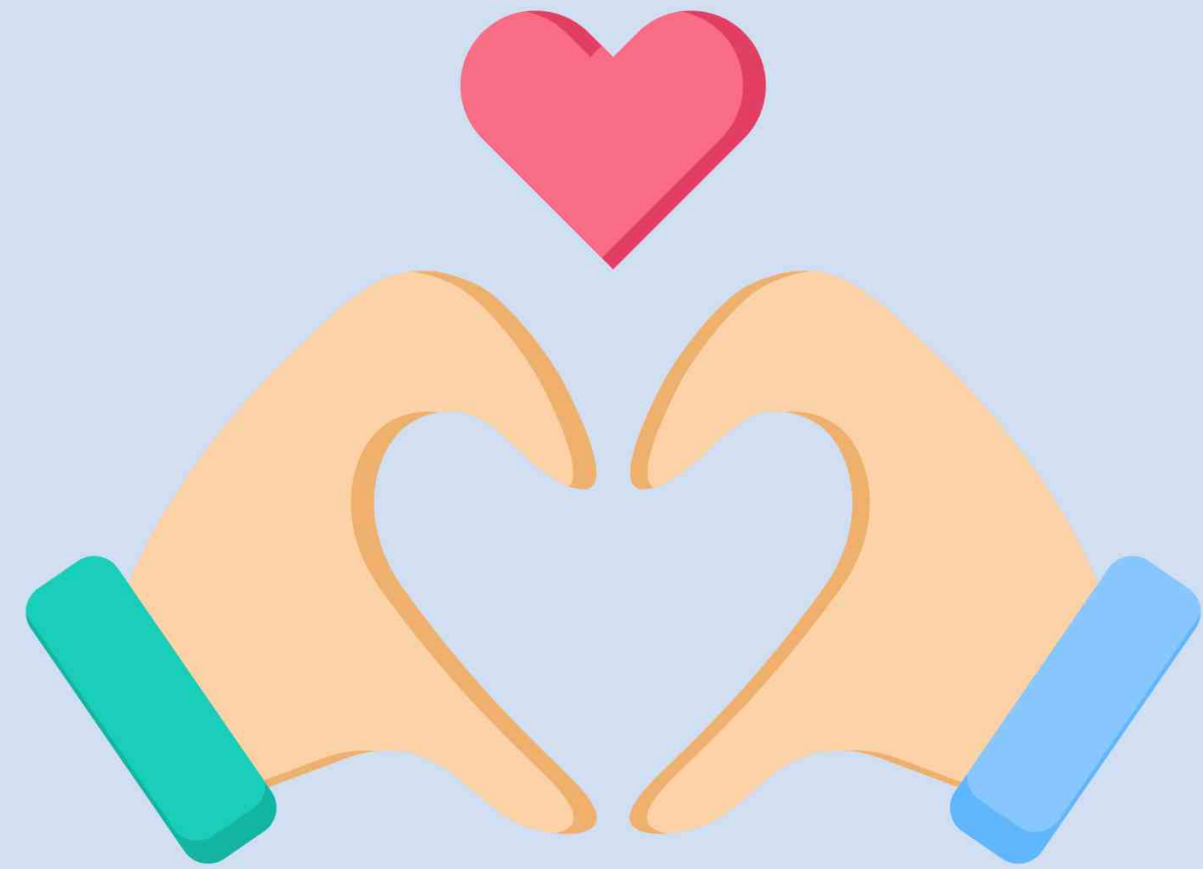
Everyone is welcome. We serve all. Open to all. A place for you.

## EQUITY

Access for everyone. Fair access. Personalized help. Removing barriers.

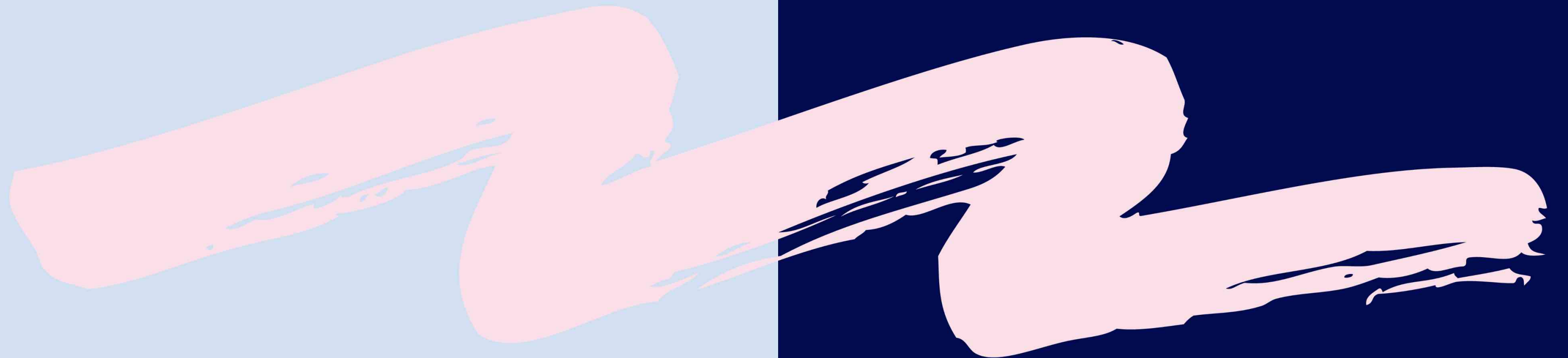
## DIVERSITY

Reflecting the richness of our community. Many perspectives. All backgrounds.



**“They may forget what  
you said, but they will  
never forget how you  
made them feel.”**

**—Maya Angelou**



**From “I Didn’t Know”  
to “Whoa!”**

**Promoting Library  
Digital Resources**

**LEIGH GADDY / MICHELLE NEWCOMB**

# email marketing.

## why?

**#1**

Single most effective marketing channel.

**#2**

Studies show that you get the most return-on-investment for your time & energy.

**#3**

Use what you know about patrons to target emails with interesting information about your digital resources.

# Get to know your audience.

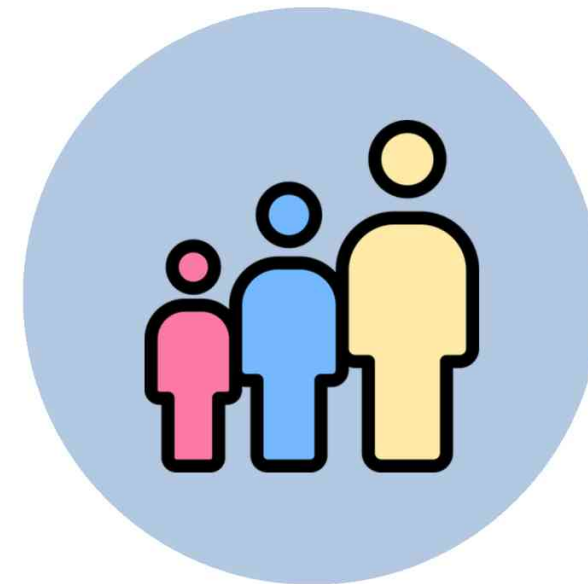
Provide opportunities for patrons to sign up for newsletters based on interests:



**GENRE INTERESTS**



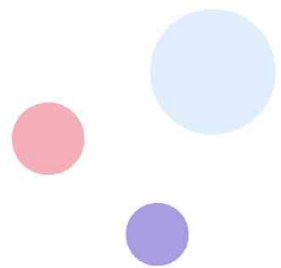
**HOBBIES & CRAFTS**



**AGE**



**CLUBS**



# email basics

**GOOD FLOW /  
WHITE SPACE**

**NO MORE THAN  
TWO FONTS**

**HIGH QUALITY  
IMAGERY**

**DESIGN FOR  
ACCESSIBILITY**

**FOLLOW YOUR  
BRANDING**

**ALWAYS PROVIDE  
A CTA**



# website friendly digital resources

**FOLLOW NAVIGATION  
BEST PRACTICES**

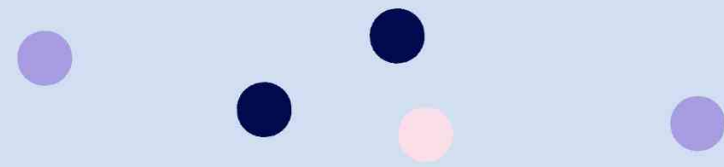
**AS FEW CLICKS AS  
POSSIBLE**

**LIBRARY CARD  
NEEDED TO ACCESS?**

**GROUP RESOURCES  
BY CATEGORY**

**EXPLAIN YOUR  
RESOURCES**

# Extras



**The way its  
always been  
done is not the  
best way.**

**Share small  
moments:**  
**-light that got fixed**  
**-kid's drawing**  
**-sun streaming in  
window**

**Daddy & Me  
Storytime**

**QR code for  
feedback  
after events**

**Sensory/  
Lactation  
Space**

**Toy / Game /  
Costume  
Swaps**

**Don't be a  
"Book  
Warehouse"**

**Thank you for your  
support that made  
this opportunity  
possible!**

## A. Conflict Resolution

### 1. Philosophy: The Two-Way Street

The Library is committed to an "Open Door" environment where suggestions and concerns are handled with honesty and respect. Effective communication is a two-way street; it requires both the speaker and the listener to seek mutual understanding. A resolution does not always mean a specific request is granted; rather, it means the issue has been heard, evaluated against the Library's needs and resources, and addressed with a clear response. Because the Director and Board cannot address concerns they are unaware of, employees are responsible for expressing their needs clearly and verbally. Non-verbal cues, body language, or a general expectation of "being noticed" are not substitutes for direct communication.

### 2. Direct Dialogue & Self-Evaluation

The first step in resolving any workplace concern—including concerns regarding the Library Director—is a direct conversation with the Director.

- **The Duty to Inform:** It is the employee's responsibility to bring a problem to the Director's attention. The Library cannot fix a problem it does not know exists.
- **The Chain of Command:** All workplace concerns must be brought to the Director to ensure an efficient resolution. In cases involving illegal activity, staff should contact law enforcement immediately. While the Director may bring specific matters to the Board's attention when appropriate, staff are expected to follow this internal process for all professional concerns, as the Board functions as the library's governing body.
- **Collaborative Problem Solving:** While staff may not always have a fully formed solution, they are expected to participate actively in the resolution process. Meaningful change is a collaborative effort; bringing a concern to the Director is the beginning of a dialogue, rather than a "hand-off" of a problem for others to resolve in isolation.
- **Evaluate the Approach:** If you feel an issue was not addressed, consider if the concern was communicated clearly. Both parties should acknowledge that communication style differences may be at play.
- **Feasibility:** Understand that a "no" or a "not at this time" may be due to budget, policy, or operational constraints, and does not indicate a lack of listening.

### 3. Finality of Decisions:

- While the Director is committed to open communication and collaborative problem-solving, all final determinations regarding personnel and library operations rest with the Director. Once a decision

has been reached and communicated based on policy and feasibility,  
the matter is considered resolved.

# Conflict Resolution Summary Form

Date of Meeting: \_\_\_\_\_

Participants: \_\_\_\_\_

1. Summary of Concern: *(Briefly describe the issue and the employee's proposed solution/ideas)*

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2. Director's Context & Perspective: *(Include notes on feasibility, budget, policy, or potential communication style differences where applicable)*

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3. Outcome & Next Steps: *(State the final decision or any agreed-upon action items)*

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## Signatures for Accountability

*By signing below, all parties acknowledge that this discussion took place and the outcome was communicated.*

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

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

job. An application for military family leave must include information about the circumstances supporting the need for military family leave. The Library reserves the right to determine whether the condition is a serious health condition and reserves the right to, at its own expense, obtain a second opinion by a physician to be designated by the Library. The Library also may require certification during the course of your leave and may require that you provide certification of your ability to return to work if you are on leave due to a serious health condition preventing you from working.

Use of Leave. An employee does not need to use his or her leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as to not unduly disrupt the employer's operations. Military family leave due to qualifying exigencies may also be taken on an intermittent basis. Leave due to the birth or adoption of a child may be taken intermittently only with the advance approval of the Library.

Restoration to Employment Following Leave. An eligible employee for family and medical leave will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. STL cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" and/or whether job restoration is possible will be made by the Library Director.

## **J. Worker's Compensation**

The Michigan Workers Compensation Law is supervised by the state and one hundred percent (100%) paid for by Salem Township. This law was designed to provide you with benefits for any injury which you may suffer in connection with your job. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers Compensation benefits.

## **Chapter Eleven: Other Policies**

### **A. Keys**

Keys to the Salem Township Library will be issued to employees authorized to open the building or to work when the library is closed. Other library materials are issued to staff on an as needed basis. Lost property must be reported to Administration. Upon

voluntary or involuntary termination of employment, you are required to return all Library owned property.

## **B. Electronic Media Policy**

STL employees use a number of electronic media in the course of performing their duties for STL, including computers, computer software, voice mail, electronic mail (e-mail), internet access, world wide web access, facsimile and others. Electronic media, as defined above, are provided for the use of STL employees for business related purposes, and as such, do not offer privacy protections that one might expect from a personal system. Use of electronic media during work hours should be limited to STL-related business only. STL reserves the right to enter, search and monitor all electronic media owned by STL without advance notice. Justification for such action may include monitoring work flow or productivity, investigating theft, disclosure of confidential information or personal abuse of the system.

Computers, Computer Software and Computer Files. STL's computers, software and files stored in the computer or network are the property of STL. Therefore, these devices may be subject to search for the reasons stated above. In addition, all software on any of STL's computers must be licensed and may be considered the property of the Library. No employee may install software on any STL computer without first receiving permission from STL. This includes games, screen savers, software from home or friends, etc. The major reasons that no software may be installed on STL computers that has not been purchased or approved by the Library Director include:

- 1) Most computer viruses are introduced into computer networks via software brought from outside.
- 2) If anyone places illegal or unlicensed software on a STL computer, STL is liable and the software vendor can file a lawsuit.
- 3) Our systems are rather complex, and we have worked hard to ensure that all of our software works together harmoniously.

It is also important for you to know that STL does not condone the illegal duplication of software. Copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that it is illegal to make or distribute copies of copyrighted material without authorization (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117). In short, unauthorized duplication of software is a federal crime.

Public Record. Under the Freedom of Information Act, any electronic media message (e.g., computer file or e-mail) which has been generated on the STL computer system may constitute a public record and may be provided to the public upon request. Thus, employees must always assume that e-mail and other computer files are subject to disclosure unless a specific legal basis for non-disclosure exists.

General Allowable Uses of Electronic Media. Allowable uses for electronic media for STL business include the following:

- To facilitate performance of job functions
- To facilitate communication of information
- To coordinate meetings of individuals, locations and resources of STL
- To communicate with outside organizations as required in order to perform an employee's job function.

General Prohibited Uses. Prohibited uses of electronic media include, but are not limited to, the following:

- Illegal or impermissible activities, defined as a violation of STL policies, regulations and state and/or federal law
- Committing fraud or stealing data or equipment
- Using the network for an illegal activity, including violation of copyright, license agreements and other contracts
- Anything that may be construed as harassment or disparagement of others based on race, national origin, sex, age, disability, religious or political beliefs or any other protected status. These include, but are not limited to, slurs, obscene messages, materials and pictures.
- Threatening messages
- Political endorsements
- Commercial activities, including any activity in which an employee stands to benefit financially
- Intentionally disrupting network traffic or crashing the network and connected systems
- Unauthorized access to the files of co-workers or patrons without approval of the Library Director
- Vandalizing the data of another user
- Conduction of personal business, playing games or "surfing" the Internet for personal reasons.

E-Mail and Voice Mail. STL reserves the right to access all voice mail and e-mail left or transmitted via the Library's communication systems to ensure compliance with this

policy. Since e-mail and voice messages are the property of STL and intended for STL business, STL employees will have no right or expectation of privacy in any email or voice mail message in STL's systems. With approval of the Library Director, department heads will have the right to review any email or voice messages of any employee supervised by them.

### **C. Recycling, Waste Prevention & Conservation**

STL actively recycles as many materials as possible. Please place the following acceptable items in the proper recycling bins, and please do not mix recyclables:

- Aluminum
- Glass Bottles (with metal or plastic tops removed)
- White Paper Bleached Bond, White Copier Paper, Envelopes, Adding Machine Tapes
- Laser Printer Cartridges
- Newspapers
- Plastic (#1 and #2)
- Shipping Cartons (flattened)
- Packing Materials
- Magazines
- Glossy Paper

Please keep the following Unacceptable contaminants out of the recycling bins:

- Carbons
- NCR Paper
- Wrapping paper
- Food

### **D. Dress Code / Personal Appearance**

Personal appearance should be a matter of concern for each employee. Our dress code is dress casual. We want to feel comfortable with the public and dress appropriately for the job.

With our dress code the don'ts are few and simple and apply to both men and women: clothing should be clean and neat in appearance with no profane or improper messages; good personal grooming is essential; hair should be clean and neat. Nice denim jeans may be worn.

The following attire is unacceptable: beach wear, sweat suits, cutoffs, jean shorts, garments that are unnecessarily revealing, tank tops, tube tops, open-toed shoes and slippers.

#### **E. Expense Reimbursement**

If you plan a purchase for which you expect to be reimbursed by the Library, make sure you have documented verbal approval by the Library Director in advance of your purchase; this includes mileage and incidental expenses. If you are approved for use of your own automobile for Library business you will be compensated at the current Federal Standard Mileage Rate. Use the designated reimbursement request form for travel, meetings not held at the STL, incidental supplies and other reimbursable expenses.

#### **F. Personal Items for Sale**

No personal items may be sold in the Library.

#### **G. First Aid**

There is a first aid kit behind the front desk of the library. There are OSHA Required Spill Klean-Up Kits throughout the library for using if there is a need to clean up a spill.

You will need to learn the location of all alarms, panic buttons and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.

#### **H. Safety Rules/Accidents and Reports**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all STL activities. We want to protect you against injury and illness, as well as minimize the potential loss of productivity.

Please report all injuries (no matter how slight) to your supervisor immediately, as well as anything that needs repair or is a safety hazard. It will be necessary to fill out an accident report before returning to work. This will be on a form provided by the Administrative Offices. It will also be required that all available names of witnesses to any accidents are turned in with the report.

Below are some general, common sense, and safety rules. Other safety procedures may be posted in your work area. This is a nonexclusive list and anyone who violates these safety rules or engages in conduct that poses a significant threat to their safety or that of others may be subject to discipline up to and including termination.

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk, don't run.
- Report to the director if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Sit firmly and squarely in chairs that roll or tilt.
- Wear or use appropriate safety equipment as required in your work.
- Avoid horseplay or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Wear appropriate personal protective equipment when working on an operation which requires their use.
- Keep your work area clean and orderly, and the aisles clear.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job and use it correctly.

Remember that failure to adhere to these rules will be considered serious infractions of safety rules.

## **I. Security**

Maintaining the security of the STL buildings is every employee's responsibility. We do not have hired security guards, but if there is ever a problem or suspicion of trouble, law enforcement is just a 911 call away. If you are uncomfortable with a patron or stranger around the building, you are encouraged to notify the local police for assistance. If you do need to notify the police, please let others in the building know you have done that, beginning with the Library Director.

The Library also has video cameras strategically located throughout the public areas of the building. This is in an effort to provide a more secure physical setting for staff and patrons.

## J. Smoking

Smoking is not permitted in any STL facility. Smoking is not permitted within 15 feet of any STL facility. When travelling in a vehicle on library business with other library employees, smoking is not permitted in that vehicle.

## K. Drug Free Workplace

STL is committed to providing a safe working environment for employees and prohibiting influences in the workplace that may have a detrimental effect on job performance and productivity. The presence of illegal substances and alcohol adversely affects these goals. Therefore, STL has established this policy which bans alcohol and other substances with potential for abuse in the workplace.

The following activities are prohibited, and employees who engage in them will be subject to discipline up to and including discharge:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or alcohol on STL premises, in STL-supplied vehicles or during working hours.
2. Being under the influence of an illegal drug or alcohol on STL premises, in STL-supplied vehicles or during working hours.
3. Refusing consent to testing or refusing to submit a blood, urine, breath or other sample when requested by management upon reasonable suspicion.
4. Refusing to submit to an inspection when requested by management upon reasonable suspicion of possession of illegal drugs or alcohol.
5. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
6. Conviction under any criminal drug statute, or failure to inform STL within five days after a conviction of a criminal drug statute for activities in the workplace.

Any employee reporting for work under the influence of alcohol or illegal drugs will be relieved from duty immediately. (Under no circumstances should such an employee be sent home without providing assistance to be sure the employee arrives home safely.)

The use of prescribed drugs or over-the-counter medications which may adversely affect performance or behavior must be reported by the employee to the immediate supervisor upon reporting for duty.

The STL may employ drug and/or alcohol screening programs as follows:

- During the pre-employment process
- Following an accident or near-miss incident occurring on STL premises or during work hours
- Where there is reasonable suspicion to believe that an employee is in possession of, using, distributing, or functioning under the influence of illegal drugs or alcohol on the job.

Under certain circumstances, the STL may consider continuing the employment of an employee who has violated a substance abuse rule on a one-time only basis or of an employee who has volunteered that he/she has a substance abuse problem, provided the employee has entered into an approved treatment or counseling program. The determination of continued employment will be based upon consideration of the rule violated, the specific circumstances involved, as well as the employee's overall work record. A second rule violation will result in automatic employment termination.

Employees who enter into a drug or alcohol treatment or counseling program, at STL's discretion, will be required to comply with more stringent testing or other requirements than found in the policy.

Nothing in this policy is intended to discriminate against employees who possess a current registry card for the use of medical marijuana through the Michigan Department of Community Health and in the event, there is any conflict between this policy and the Medical Marijuana Act, the Act will control.

#### **L. Theft**

Internal theft is a potentially serious problem for STL. Although taking small items of STL property may seem inconsequential, the cumulative effect can be very large. Stealing from the library is like stealing from yourself.

Property theft of any type will not be tolerated by STL. We consider property theft to be the unauthorized use of company services or facilities or the taking of any company property for personal use. Unauthorized possession or removal of library property is a very serious offense. Employees violating this policy will be subjected to discipline up to and including possible dismissal and prosecution.

## **M. Circulation Rules**

The reason we have circulation rules is because the collection is for sharing with everyone on a fairly equal basis. In general, STL staff are expected to abide by the same Circulation Policy as our patrons. This includes the policies set forth by the Lakeland Library Cooperative and Michigan Electronic Libraries. The rules below are of special note:

- Check it out. If you borrow something, check it out.
- Overdue fines are waived for staff, but please make every effort to return items on time or renew them if they are renewable.
- If an item is lost or damaged, you will be required to pay for it.

## **N. Confidentiality of Library Records**

Pursuant to "The Library Privacy Act" (1982 PA 455), a patron's records are confidential in nature and such records will not be made available to any other individual or to any agency or government without written authorization of the patron. The Library will resist the issuance or enforcement of any process, order or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

What every Library employee needs to know:

- We will not disclose patron information without a proper court order.
- Any court order is to be referred to the administrator in charge.
- Legal counsel will be asked to be present during the execution of any order.

Because patron confidentiality is of utmost importance to STL, your access of patron information is only permitted when there is a legitimate business need to access it. You are prohibited from accessing patron information (including books checked out, web site use, and other personal information) out of curiosity or for any other purpose not related to performing your duties at STL. If you have any questions about whether your access of patron information is permissible, ask permission of the Library Director before accessing the information.

## **O. Violence in the Workplace**

STL recognizes the need to provide for the safety and security of all employees and visitors. In doing so, STL is complying with Section 5(a) of the Federal Occupational Health Safety and Health Act of 1970 (OSHA). STL will not tolerate threats, threatening

behavior, or acts of violence against employees, patrons, or other individuals by anyone on STL's property. This includes physical attacks, verbal or physical threats, destruction of property, sexual harassment, intimidation or abusive language.

### **Definitions.**

Workplace violence includes but is not limited to harassment, threats, physical attacks and property damage.

Threat is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard as to whether the party communicating the threat has the present ability to carry it out and without regard as to whether the expression is contingent, conditional or future.

Physical attack is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, biting, spitting and throwing objects.

Property damage is intentional damage to property which includes property owned by STL, employees or patrons.

**Prevention.** STL supports the prevention of workplace violence. Prevention efforts include informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting procedure to report incidents of violence without fear of retaliation.

**Prohibited Actions and Sanctions.** It is violation of this policy to engage in any act of workplace violence. No employee or third party is permitted to bring any weapons, including but not limited to firearms, explosives, ammunition, or knives into the workplace, or onto STL's property, or within STL vehicles, unless it has both a work-related purpose and the employee has received the prior written approval of the Library Director.

Any person who, in the opinion of the department head or the Library Director, poses a threat to himself or others shall be removed from the premises and shall remain off STL's premises pending the outcome of an investigation. In the event that the person involved is a patron or other non-employee, law enforcement will be involved. In the event the person is an employee, the Library will initiate an appropriate response which may include, but is not limited to, reassignment of job duties, suspension or

termination of employment, and/or criminal prosecution of the person or persons involved.

**Employee Responsibility.** Any employee having knowledge of a threat or incident of workplace violence involving any other employee (as victim or perpetrator) must report such an act to the Library Director immediately. If the Library Director is either the victim or the perpetrator of the violent act, the employee must report the incident to the Library Board President immediately. Disciplinary action may result if an employee having knowledge of a suspected violent act fails to report the episode.

All employees who apply for or obtain a protective or restraining order which lists STL's property or STL's facilities as being protected areas must provide this information to the Library Director. When presented with such an order, STL reserves the right to take measures as it deems reasonable under the circumstances.

STL and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts. STL understands the sensitivity and confidentiality of the information requested, and recognizes and will respect the privacy of the reporting employee(s) to the extent authorized by law.

All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of workplace violence.

Recommendations for improved safety often come from suggestions of employees. These suggestions are encouraged and may be channeled through your department head or the Library Director.

**Managing a Potentially Violent Situation.** Employees are expected to assist the general public and fellow employees in a courteous manner, but not subject themselves to abusive conduct if confronted by:

1. A distraught, harassing or abusively angry person: If a person becomes angry or abusive, the employee should courteously attempt to calm the person down. If that does not work, the employee shall ask their department head and/or administrator on duty to intervene. The department head shall attempt to calm the person, inform them that they cannot serve the individual if they do not calm down, and be alert to potential danger to staff and others.
2. A person threatening bodily harm: If an employee feels that he/she or another

person is being threatened and are in danger of imminent bodily harm:

- a. The employee should attempt to leave the scene if it can be done safely;
- b. 911 should be called as soon as it can be done safely.

The department head, administrator on duty and Library Director should be notified of the situation as soon as it can be done safely.

#### **P. Communicable Disease Policy**

STL's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), Corona Virus (COVID) and tuberculosis. STL may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

STL will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. However, STL expects employees with a communicable disease to report this fact to their supervisor if there is a danger that the disease could be transmitted to co-workers in the ordinary course of business. STL also reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

STL will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

#### **P. Violations of Policies**

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action (Unacceptable Activities) is presented under Standards of Conduct in the Employment section of this Manual. This list is not to be considered all-inclusive.