



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

Board Meeting

Thursday, June 18, 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 May 21, 2026 (m)
5. Board Correspondence (i)
6. Treasurer's Report (m)
7. Director's Report (i)
8. Ongoing and New Library Business
 - a. Former Library Director's Tree of Recognition (i)
 - b. Strategic Plan progress Report (i)
 - c. Employee Manual edits
 - i. Chapter 2: What you can Expect from the Salem Township Library (m)
 - ii. Chapter 3A: Open Door Policy (m)
 - iii. Chapter 10: PTO (m)
9. Policy Review
 - a. Financial and Control Policies (m)
 - i. Discussion and vote to designate the Library Board Officer and authorized check signers pursuant to the approved Financial Policy. (m)
10. Positive Patron Interaction (i)
11. Budget Hearing

a. Proposed budget for fiscal year July 1, 2025 – June 30, 2026 (m)

b. Hearing public comment

12. Public Comment

13. Adjournment (m)

14. Next Meeting: September 17, 2026 at 6pm

Salem Township Library Board Minutes

May 21, 2026

Attending: Amber, Rebecca, Ashley, Connie, Joy
Library Director: Lisa

Amber called the meeting to order at 6:03 PM.

Motion made by Ashley to approve the agenda, seconded by Rebecca. All ayes.

No public comment.

Motion made by Ashley to approve minutes from April 1, 2026, seconded by Rebecca. All ayes.

Connie shared information concerning recent emails received by the board. Email concerning possible magazine donation had been forwarded to the director.

Rebecca shared the Treasurer's Report stating her recent time spent learning more about Quickbooks has given her greater understanding of the process and how stats are compiled. Carol Dawe has suggested a board member be added as authorized signer to library financial accounts. Lisa will question the lawyer. Motion made by Joy to table discussion until next meeting to allow time to consider and gather more information; seconded by Ashley. All ayes.

Motion made by Joy to approve the Treasurer's Report, seconded by Ashley. All ayes.

Lisa shared details from the Director's Report. She plans to update the format of future reports to include information from staff concerning ongoing library events.

The library IT support person has been troubleshooting recent computer issues.

The Temp Cataloger has been an asset in assisting with cataloging until this position can be filled at a later date.

Lisa shared information gained while attending the township budget meeting concerning the staff budget and proposed pay increases.

Marissa shared an impressive and informative presentation from what she learned at the conference she attended last fall in St. Louis.

Discussion concerning changes made to the Personnel Conflict Resolution Policy.

Motion made by Joy to approve the policy, seconded by Rebecca. All ayes.

Discussion concerning Chapter 11 of the STL Employee Manual. Lisa will start reviewing entire manual to correct wording that includes the changes in job position titles.

Library staff shared positive patron interactions including an excited young patron bringing them heart shaped rocks and another patron appreciates staff book recommendations.

Request made by the Library Director to close the meeting for her review.
Motion made by Rebecca to close the meeting for Library Director's Annual Review, seconded by Joy. All ayes.

Request concerning opportunity for Public Comment made before public left.

Motion made by Rebecca to adjust agenda to move Public Comment forward, ahead of the Library Director's Review; seconded by Ashley. All ayes.

Public comment: staff shared concerns on the wording of parts of the Personnel Conflict Resolution Policy.

Motion made by Rebecca to close the meeting for Library Director's Annual Review, seconded by Joy. All ayes.

The Library Board is pleased with the Library Director's progress over the past year. We appreciate her efforts to balance the many responsibilities and challenges of her position.

Motion made by Ashley to reopen closed meeting, seconded by Rebecca. All ayes.

Motion made by Joy to adjourn, seconded by Ashley. All ayes.

Next Meeting: June 18, 2026 at 6 PM.

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

	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
Income				
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%
Total Income	214,486.21	202,450.00	12,036.21	105.9%
Expense				
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	20,236.36	35,000.00	-14,763.64	57.8%
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	630.94	700.00	-69.06	90.1%
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	353.29	500.00	-146.71	70.7%
960 - Misc	-0.73	100.00	-100.73	-0.7%
Total Expense	78,075.04	125,950.00	-47,874.96	62.0%
Net Income	136,411.17	76,500.00	59,911.17	178.3%

Salem Township Library
Reconciliation Detail
03 Petty Cash, Period Ending 05/31/2026

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						0.00
Cleared Balance						0.00
Register Balance as of 05/31/2026						0.00
Ending Balance						0.00

Salem Township Library
Reconciliation Detail
002 - Savings, Period Ending 05/31/2026

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						55.30
Cleared Balance						55.30
Register Balance as of 05/31/2026						55.30
Ending Balance						55.30

**Salem Township Library
Reconciliation Detail
001 - Checking, Period Ending 05/31/2026**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						32,873.42
Cleared Transactions						
Checks and Payments - 18 items						
Bill Pmt -Check	04/08/2026	8960	Heimler Consulting	X	-274.99	-274.99
Bill Pmt -Check	04/21/2026	8964	Center Point Large ...	X	-99.48	-374.47
Bill Pmt -Check	04/21/2026	8969	Muskegon Area Dist...	X	-24.95	-399.42
Bill Pmt -Check	05/06/2026	8975	Ingram	X	-1,426.40	-1,825.82
Bill Pmt -Check	05/06/2026	8979	Midwest Tape	X	-799.19	-2,625.01
Bill Pmt -Check	05/06/2026	8972	American Express	X	-397.16	-3,022.17
Bill Pmt -Check	05/06/2026	8974	Heimler Consulting	X	-285.00	-3,307.17
Bill Pmt -Check	05/06/2026	8981	Ricoh USA Inc.	X	-274.48	-3,581.65
Bill Pmt -Check	05/06/2026	8973	Fire Pros Inc.	X	-105.00	-3,686.65
Bill Pmt -Check	05/06/2026	8977	Jennifer Brown	X	-84.71	-3,771.36
Bill Pmt -Check	05/06/2026	8976	Irene VanDyk	X	-60.00	-3,831.36
Bill Pmt -Check	05/06/2026	8978	Mabel Brenner	X	-24.48	-3,855.84
Bill Pmt -Check	05/06/2026	8980	Nancy Compagner	X	-24.48	-3,880.32
Bill Pmt -Check	05/08/2026	8982	Naomi Younglove	X	-30.45	-3,910.77
Bill Pmt -Check	05/12/2026	8986	Northern Heating & ...	X	-612.79	-4,523.56
Bill Pmt -Check	05/12/2026	8985	Moomey Plumbing L...	X	-375.00	-4,898.56
Bill Pmt -Check	05/12/2026	8983	Charter Communica...	X	-148.00	-5,046.56
Bill Pmt -Check	05/19/2026	8987	Center Point Large ...	X	-99.48	-5,146.04
Total Checks and Payments					-5,146.04	-5,146.04
Deposits and Credits - 1 item						
Deposit	05/31/2026			X	25.42	25.42
Total Deposits and Credits					25.42	25.42
Total Cleared Transactions					-5,120.62	-5,120.62
Cleared Balance					-5,120.62	27,752.80
Uncleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	05/12/2026	8984	Marissa Nienhuis		-20.00	-20.00
Bill Pmt -Check	05/19/2026	8988	Lakeland Library CO...		-30.00	-50.00
Bill Pmt -Check	05/28/2026	8990	Wells Fargo Vendor ...		-114.56	-164.56
Bill Pmt -Check	05/28/2026	8989	Lisa VandeBunte		-88.63	-253.19
Total Checks and Payments					-253.19	-253.19
Total Uncleared Transactions					-253.19	-253.19
Register Balance as of 05/31/2026					-5,373.81	27,499.61
New Transactions						
Checks and Payments - 11 items						
Bill Pmt -Check	06/04/2026	8993	Ingram		-1,784.72	-1,784.72
Bill Pmt -Check	06/04/2026	8996	Midwest Tape		-798.26	-2,582.98
Bill Pmt -Check	06/04/2026	8991	Consumers Energy		-398.23	-2,981.21
Bill Pmt -Check	06/04/2026	8995	Lakeland Library CO...		-249.10	-3,230.31
Bill Pmt -Check	06/04/2026	8992	Elite Fund Inc.		-154.00	-3,384.31
Bill Pmt -Check	06/04/2026	8994	IPM Services Inc		-30.00	-3,414.31
Bill Pmt -Check	06/09/2026	8997	American Express		-1,393.31	-4,807.62
Bill Pmt -Check	06/09/2026	9000	Heimler Consulting		-845.00	-5,652.62
Bill Pmt -Check	06/09/2026	8998	Charter Communica...		-179.98	-5,832.60
Bill Pmt -Check	06/09/2026	9001	Marissa Nienhuis		-74.80	-5,907.40
Bill Pmt -Check	06/09/2026	8999	Elliott Nienhuis		-20.00	-5,927.40
Total Checks and Payments					-5,927.40	-5,927.40
Total New Transactions					-5,927.40	-5,927.40
Ending Balance					-11,301.21	21,572.21

Salem Township Library Reconciliation Detail

017 - MM Investments, Period Ending 05/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,009,546.90
Cleared Transactions						
Deposits and Credits - 4 items						
Deposit	05/14/2026			X	165.52	165.52
Deposit	05/14/2026			X	2,953.44	3,118.96
Deposit	05/14/2026			X	3,833.97	6,952.93
Deposit	05/31/2026			X	2,515.01	9,467.94
Total Deposits and Credits					9,467.94	9,467.94
Total Cleared Transactions					9,467.94	9,467.94
Cleared Balance					9,467.94	1,019,014.84
Register Balance as of 05/31/2026					9,467.94	1,019,014.84
Ending Balance					9,467.94	1,019,014.84

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

	Jul '25 - May 26	Budget	\$ Over Budget	% of Budget
Income				
403 - Property Tax-Millage	86,022.61	80,000.00	6,022.61	107.5%
566 - State Aid	10,707.16	10,000.00	707.16	107.1%
581 - Penal Fines	20,068.97	21,000.00	-931.03	95.6%
582 - Penal Fines Overisel	12,194.76	13,000.00	-805.24	93.8%
607 - Printer Fees	1,165.77	1,200.00	-34.23	97.1%
626 - Contracted Services	63,999.20	49,000.00	14,999.20	130.6%
658 - Book Fines	2,187.88	2,300.00	-112.12	95.1%
665 - Interest Revenue	25,728.11	23,000.00	2,728.11	111.9%
667 - Rentals	407.00	550.00	-143.00	74.0%
674 - Donations	87.66	50.00	37.66	175.3%
675 - Misc. Revenue	15.69	150.00	-134.31	10.5%
676 - Erate/USF Funds	795.52	1,500.00	-704.48	53.0%
677 - Book Sale Revenue	564.25	700.00	-135.75	80.6%
Total Income	223,944.58	202,450.00	21,494.58	110.6%
Expense				
727 - Office Supplies	3,056.10	4,000.00	-943.90	76.4%
728 - Equipment	7,822.33	15,000.00	-7,177.67	52.1%
791 - Books	18,518.45	23,000.00	-4,481.55	80.5%
792 - Audio Visual	11,054.55	16,000.00	-4,945.45	69.1%
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	272.83	750.00	-477.17	36.4%
796 - STEAM Kits	63.95	750.00	-686.05	8.5%
801 - Contractual Services	293.98	550.00	-256.02	53.5%
802 - Professional Services	20,636.36	35,000.00	-14,363.64	59.0%
820 - Tech Support	845.00	2,300.00	-1,455.00	36.7%
850 - Telephone	963.86	1,300.00	-336.14	74.1%
860 - Mileage	845.68	700.00	145.68	120.8%
880 - Programs	2,845.22	4,800.00	-1,954.78	59.3%
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.	7,865.11	12,000.00	-4,134.89	65.5%
955 - Professional Development	353.29	500.00	-146.71	70.7%
960 - Misc	-0.73	100.00	-100.73	-0.7%
Total Expense	82,934.85	125,950.00	-43,015.15	65.8%
Net Income	141,009.73	76,500.00	64,509.73	184.3%

Salem Township Library

Balance Sheet

As of May 31, 2026

	<u>May 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
001 - Checking	27,499.61
002 - Savings	55.30
017 - MM Investments	1,019,014.84
Total Checking/Savings	<u>1,046,569.75</u>
Total Current Assets	<u>1,046,569.75</u>
TOTAL ASSETS	<u>1,046,569.75</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202 - Accounts Payable	-401.02
Total Accounts Payable	<u>-401.02</u>
Total Current Liabilities	<u>-401.02</u>
Total Liabilities	-401.02
Equity	
398 - Opening Balance Equity	100,368.68
399 - Net Position Unrestricted	805,592.36
Net Income	141,009.73
Total Equity	<u>1,046,970.77</u>
TOTAL LIABILITIES & EQUITY	<u>1,046,569.75</u>



SALEM TOWNSHIP LIBRARY

CHECKOUTS 2026

Physical Items **5,410**



Digital Items **1,667**



Hotspots **23**



Steam Kits & LOT Items **75**



CHECKOUTS 2025

Physical Items **5,728**



Digital Items **1,463**



Hotspots **21**



Steam Kits & LOT Items **64**



%

-6%

+12%

+9%

+15%

ITEMS LOANED OUT

Number of physical items that were borrowed by other libraries

2026

389

2025

406

171 ITEMS ADDED

Number of physical items that were added to our collection

22 NEW PATRONS

VISITS

Number of patrons who visited the library

2026

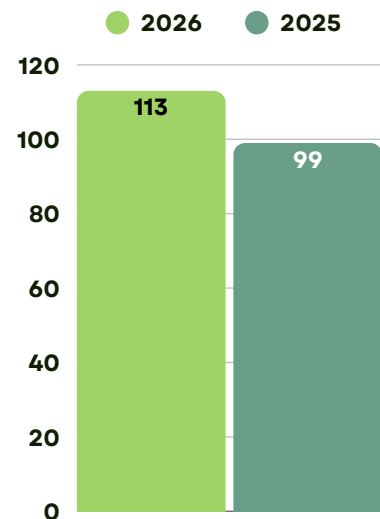
685 Adults 487 Kids 1,172 Total

2025

681 Adults 527 Kids 1,208 Total

REFERENCES

When patrons ask for information



MAY PROGRAMS

Library programs provided and participant counts

- Book Clubs: 17
- Play-Doh Fun: 16
- Knitting and Crocheting Nights: 10
- Play N' Learn: 23
- Lego Club: 15
- Board Game Afternoons: 0
- Mother Daughter Hair Night: 25
- Air Clay: 13
- Homeschool Curriculum Swap: 0

JUNE PROGRAMS

Current & upcoming library programs and events

- June 1: PM Book Club @ 7pm
- June 8: Touch a Truck @ 2pm-4pm
- June 11: Play N' Learn @ 11am
- June 17: Stem Stations @ 2pm-4pm
- June 24: Escape Room Puzzles @ 10am-5pm
- June 29: AM Book Club @ 8:30am

LIBRARY NEWS

What's happening at your library

- We received a donation of 6 new board/card games from Atlas Games.
- Summer Reading runs from June 8 - July 31.
- First Day of Summer Reading:
 - 302 People visited the library*
 - 238 kids signed up to read
 - 49 adults signed up to read
 - 17 littles signed up for 1,000 Books Before Kindergarten

** Some families signed up children who were not present*

Goal Progress

*Currently,
Resources have
been diverted to
HR/Operations*



Collection

Expand & Diversify our Audio Book Materials

- Successfully transitioned VOX book expansion from a "strategic goal" into our standard, regularly occurring collection development workflow.
- Additional initiatives in this area are temporarily deferred to prioritize critical personnel management, temporary hiring, and legal review of related operational policies.
- Work in this area will resume once internal staffing structures are stabilized.

Space

Reimagine Space for our Community

- Approved the new Library Program Room policy to address immediate community (small) space needs.
- Long-term initiatives, including facility land research, are temporarily deferred to prioritize critical personnel management, temporary hiring, and legal review of related operational policies.
- Work in this area will resume once internal staffing structures are stabilized.

Community

Build & Grow our Community Reach

- Initiatives in this area are temporarily deferred to prioritize critical personnel management, temporary hiring, and legal review of related operational policies.
- Work in this area will resume once internal staffing structures are stabilized.

Curiosity

Explore New & Diverse Learning Materials

- initiatives in this area are temporarily deferred to prioritize critical personnel management, temporary hiring, and legal review of related operational policies.
- Work in this area will resume once internal staffing structures are stabilized.



<https://saletownshiplibrary.org/about/>. Meetings are held on the 3rd Thursday, every other month unless otherwise posted.

Chapter Two: What You Can Expect from the Salem Township Library

The Salem Township Library's established employee relations policy is to:

- Operate the Library with the most economical and judicious use of taxpayers' money.
- Select people on the basis of skill, training, ability, attitude, and character without discrimination. See Equal Employment Opportunity, Chapter Six (E).
- Provide the necessary training to support library services.
- Provide paid personal/sick/vacation days and holidays to all eligible employees.
- Dedicate ourselves to the highest quality of service to both our external and our internal customers.
- Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticism of fellow employees.
- Assure employees that they can discuss any problem with the **administration Director** of STL. See Open Door, Chapter Three (C).
- Make prompt and fair adjustment of any complaints that may arise in the everyday conduct of our business, to the extent that it is practicable.
- Respect individual rights, and treat all employees with courtesy and consideration.
- Maintain mutual respect in our working relationship.
- Provide buildings and offices that are attractive, comfortable, orderly and safe.
- Make promotions or fill vacancies from within STL whenever possible.
- Keep all employees informed about the overall aims and objectives of STL.
- Do all these things in a spirit of friendliness and cooperation so that STL will continue to be known as a great place to work.

Chapter Three: What Salem Township Library Expects from You

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with all of your co-workers and maintain a good team attitude. How you interact with fellow employees and the patrons we serve will affect the success of our library. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the library overall, and personal satisfaction for you.

A. Open Door Policy

Your opinions, suggestions, and questions are important to us and we encourage you to express your concerns as they relate to issues at work. We will attempt to provide you with honest and straightforward responses to your comments and questions. The Director is expected to listen to employee concerns relating to issues at work, to encourage such input, and to seek resolution to such issues. The first person to notify regarding issues at work is the Director. If the Director is not available to answer your question or obtain the appropriate information, ~~please feel free to contact the Assistant Director.~~ please send an email inquiry. If the requested information is not immediately available, the Director will research the matter and follow up with you as soon as possible.

B. Conflict of Interest Policy

State law governs STL when it is contemplating entering into a transaction, contract, or other arrangement that could benefit the private interests of an officer, director, or employee of the Library. (MCL 15.321 et seq.) In the event that any Library employee, or any business in which an employee or his/her spouse or child has an ownership interest, has a financial interest in a prospective contract or other arrangement with the Library, the employee must immediately disclose the financial interest to the Library Director prior to execution of the contract by the Library, and prior to consideration of the contract by the Library Board. In this circumstance, the employee is prohibited in taking part in the negotiations for the contract, or from representing either party to the transaction.

Chapter Ten: Benefits

A. Holidays

All employees, with the exception of pages, temporary employees and substitute employees who work an average of ten or more hours per week, will receive six hours of holiday pay for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

If a holiday falls on a Sunday, the Library will be closed on the following Monday, which will be considered the holiday. If the Lakeland Library Cooperative does not offer computer service on a holiday not mentioned above, the possible closing and holiday pay will be treated individually by the library board. Early closing times for the eves of Thanksgiving and New Year's and subsequent holiday pay for these closings will be treated individually by the library board.

B. Paid Time Off (PTO)

STL recognizes the importance of employees having the opportunity for leisure time and to attend to non-work matters. STL also believes that Paid Time Off ("PTO") is important to the health and well-being of its employees and encourages all employees to utilize their PTO.

PTO is time off with pay for vacations, personal days, volunteerism, health and wellness, or all of these options and more. PTO may be used for reasons including, but not limited to the following (hereafter, "Sick Leave Reasons"):

- A. The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- B. For the employee's family member's mental or physical illness, injury, or health

condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for the family member of the employee.

- C. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- D. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Eligibility: All STL employees, as that term is defined in Michigan's Earned Sick Time Act, are eligible for PTO pursuant to this policy.

Amount of PTO: PTO is frontloaded to employees regularly scheduled to work at least fifteen (15) hours per week based on the following schedule:

Years of Service Completed	Hours of PTO
0 to 14 years	72
15 to 20 years	80
21 years and more	100

Employees who are regularly scheduled to work fewer than 15 hours per week, seasonal employees, and temporary employees will accrue PTO at a rate of one (1) accrued for every thirty (30) hours worked.

PTO Year: For purposes of this policy, a “year” is STL’s fiscal year, which starts each July 1st and ends the following June 30th. Employees who receive a frontloaded amount of PTO will be awarded that PTO on July 1st of each year.

New Employees: New employees who will be regularly scheduled to work at least 15 hours per week and who begin employment after July 1st will be provided a prorated amount of PTO based on the anticipated number of hours that the employee will work for the remainder of the fiscal year. New employees who receive a frontloaded amount of PTO may use their available PTO immediately. Employees who accrue PTO pursuant to this policy will begin accruing PTO upon hire, but may not use accrued PTO until their 120th calendar day of employment.

Use Cap: Unless otherwise stated herein, employees are limited to using a maximum of seventy-two (72) hours of PTO in a fiscal year. The only exception to this limit is for employees who are regularly scheduled to work at least 15 hours per week and have completed at least 15 years of service; these employees are limited to using one hundred (100) hours of PTO in a fiscal year.

Minimum PTO Increments: Employees must take PTO in one (1) hour increments.

Maximum PTO Increments for Non-Sick Leave Reasons: Unless an employee needs to use PTO for one of the above-listed Sick Leave Reasons, STL limits the use of PTO as follows: circulation employees may use a maximum of 20 PTO hours (average work week) at a time, the **Assistant Director Cataloging Specialist** may use a maximum of 25 PTO hours (average work week) at a time, and the Director may use a maximum of 30 PTO hours (maximum work week) at a time. Employees who need to use PTO for Sick Leave Reasons are not subject to these limits. An employee who would like to use more than the above-stated PTO limit for non-Sick Leave Reasons should meet with the Library Director to determine if arrangements can be made to allow the longer leave.

Notice of Absence: Notice for PTO days/hours must be submitted to the Library Director in writing when possible. If the need to use PTO for Sick Leave Reasons is foreseeable, employees must give at least seven (7) days’ written notice. If the need to use PTO for Sick Leave Reasons is not foreseeable (e.g., sudden illness, car accident, etc.), employees must give notice to the Library Director as soon as reasonably practicable using the STL’s notification procedures. Requests to use PTO for non-Sick Leave Reasons must be submitted to the Library Director in writing at least two weeks

Financial and Control Policies

Philosophy

The purpose of financial management in the operation of all Salem Township Library (STL) activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to patrons, partners, employees, the township and the community. In order to accomplish this, STL commits to providing accurate and complete financial data for internal and external use by the Library Director and the Library Board of Trustees; hereafter known as Director and Board.

Authority

STL is a Township Library established under section 10 of the City, Village and Township Libraries Act, 1877 PA 164, MCL 397.210.

Per Michigan Library Law (MCL 397.205), as it relates to STL's establishment type, all library bank accounts must be held by the township and under the administration of the Township [Treasurer]. All money received for the library shall be deposited into said accounts held by the Township and kept separate from all other Township bank accounts and funds.

The Director is ultimately responsible for the financial management of all activities. The Board Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board.

~~The Assistant Director is authorized to sign checks up to \$1,500. Checks for amounts greater than \$1,500 shall require direct permission of the Board Treasurer.~~

The Director is authorized to enter into contracts for activities that have been approved by the Board as a part of budgets or plans.

The Director is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Board on variances and the reason for these variances.

Internal Controls & Disbursements

All disbursements shall be supported by appropriate documentation and shall be reviewed and approved by the Library Board or its designated officer prior to payment. Checks shall be signed only by authorized signers approved by the Library Board, which may include the Library Director and the Township Treasurer as a secondary or backup signer. No individual shall both approve a disbursement and solely execute the payment. No signer shall sign a check payable to himself or herself. The Library Director shall provide the Library Board with a periodic report of disbursements and account activity, including bank reconciliations.

The Director shall:

- Prepare and pay obligations
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Board.

- Obtain competitive bids for items or services costing in excess of \$5,000 per unit. Selection will be based on cost, service, and other elements of the contract. *

**STL may award the bid to any provider and is not required to accept the lowest cost proposal.*

The Assistant Director shall:

- Sign all checks written by the Director. *

**In the event of reimbursement to the Assistant Director for expenses incurred on behalf of STL, the Director shall sign said checks.*

The Board shall:

- Review financial reports at each board meeting.
- Provide adequate training to members to enable each member to fulfill his or her financial oversight role.

The Board Treasurer shall:

- Report the financial results of STL operations at each Board Meeting. *

** In the event the Board Treasurer is absent, the financial reports will be given by the Director.*

Financial Transactions with Insiders

No advances of funds to employees or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed. (See STL Employee Manual, Chapter 11 E.)

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities, long-range organization goals, and specific objectives, the Director shall:

- Submit to the Board for approval the amended budget for the current fiscal year at the Budget Hearing.
- Submit to the Board for approval the proposed operating and capital budgets for the next fiscal year at the Budget Hearing.

Asset Protection

In order to ensure that the assets of STL are adequately protected and maintained, the Director shall:

- Plan and carry out suitable protection and maintenance of property, building, and equipment.
- Avoid actions that would expose the organization, its board, or its staff to claims of liability.
- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

STL Credit Card Use

The STL credit card is only available to the Director and Assistant Director. The Director reserves the right to release the company credit card to an individual employee, depending on the circumstances, necessary documentation, and company related expenses.

The STL credit card should only be used for company-related expenses and all receipts must be turned in to the Director for any purchases made on the card.

The STL credit card cannot be used for personal expenses, nor can it be used to receive cash advances, bank checks, traveler's checks, and/or electronic cash transfers.

The Director and Assistant Director, when in possession of the company credit card, must take full responsibility for all purchases made on the card. The Director is prohibited from giving the card to unauthorized individuals, and/or employees, including fellow STL employees.

Purchases made on the STL credit card shall not exceed \$3,000 in any given month, unless otherwise permitted by the Board Treasurer.

The STL Board Treasurer reserves the right to view monthly credit card statements, with or without cause.

Failure by any STL employee to follow these guidelines may result in denied access to the STL credit card, cancellation of the card itself and/or termination of employment.

Salem Township Library
Profit & Loss Budget Overview
 July 2026 through June 2027

	Jul '26 - Jun 27
Income	
403 - Property Tax-Millage	85,000.00
566 - State Aid	10,500.00
581 - Penal Fines	20,000.00
582 - Penal Fines Overisel	12,000.00
607 - Printer Fees	1,200.00
626 - Contracted Services	63,000.00
658 - Book Fines	2,100.00
665 - Interest Revenue	25,000.00
667 - Rentals	400.00
674 - Donations	60.00
675 - Misc. Revenue	30.00
676 - Erate/USF Funds	900.00
677 - Book Sale Revenue	600.00
	220,790.00
Expense	
727 - Office Supplies	4,000.00
728 - Equipment	12,000.00
791 - Books	23,000.00
792 - Audio Visual	16,000.00
793 - Periodicals	1,200.00
794 - Mobile Hotspots	1,500.00
795 - Library of Things	750.00
796 - STEAM Kits	750.00
801 - Contractual Services	500.00
802 - Professional Services	35,000.00
820 - Tech Support	2,000.00
850 - Telephone	1,300.00
860 - Mileage	1,000.00
880 - Programs	5,000.00
921 - Electric	4,000.00
922 - Natural Gas	2,500.00
931 - Building Repairs & Maint.	12,000.00
955 - Professional Development	750.00
960 - Misc	100.00
	123,350.00
Total Expense	123,350.00
Net Income	97,440.00