

DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: November 18, 2024 @ 6:30 pm

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: October 21, 2024

Treasurer's Report: October. Credit Card - \$4,197.50 for October.

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion of procedure for Board appointees to fill seats for 2025.
2. Discussion and approval of Holiday Closures for 2025.
3. Discussion and approval of Board Meeting Dates for 2025.
4. Discussion and approval of fee reduction or waiver for Renewed Horizon's use of the Community Room.
5. Discussion and approval of Library Assistant's wage increase to \$12.50.
6. Discussion and approval of new wage schedule and timeline.
7. Discussion and approval of Emergency Management Policy.

OLD BUSINESS:

1. Discussion and possible motion regarding the need for changes in Display Policy.

Township Board Meeting: November 21, 2024 7 pm.

Adjournment:

Next regular meeting: December 9, 2024 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: October 21, 2024 @ 6:30 pm**

MINUTES

Meeting was called to order at 6:31 PM

Pledge of Allegiance: was said.

Roll Call: Present- Jeffrey Babbitt, Bruce Bendull, Shana Dykhuis, Carrie Brooks (Chair), Michael Rydman. Absent - Brittany Hunter, Andrea Strong

Changes to the Agenda: Brooks motioned to approve the agenda. Dykhuis seconded. All yes, motion carried.

Public Comment & Correspondence: None.

Approval of the Minutes: Dykhuis motioned to approve the minutes from September 16, 2024. Bendull seconded. All yes, motion carried.

Treasurer's Report: Dykhuis motioned to pay the credit card bill for September in the amount of \$5,649.79. Brooks seconded. All yes, motion carried.

Director's Report: Director reported that programs are well-attended. 1,081 visits in August. Circulation is strong. Hoopla use set record again with 314 in September and Mango Languages use is double digits for the fourth month in a row. Five percent return on bulk letter with 26 tote bags distributed for Library Card Signup Month. T-Mobile Hometown Grant has been submitted. Contract signed with Pine Rest for Employee Assistance Program. Director attended several meetings and webinars. State Aid Annual Report is begun, on track to be completed early. Library will pursue eRate funding.

Committee Reports: None.

NEW BUSINESS:

1. Discussion and approval of Revision in Financial Policies to include Comparative and Competitive Bidding Policy. Brooks motioned to approve policy revision as written. Dykhuis seconded. All yes, Motion carried.

3. Discussion of Mid-Year Fiscal Health and Forecast FYE 2025. Babbitt reports revenue and expenditures are as expected.

OLD BUSINESS:

2. Discussion and possible motion regarding the need for changes in Display Policy. Tabled until Attorney Anne Seuryck responds to Brooks.

Adjournment: Brooks motioned to adjourn at 7:13 PM. Dykhuis seconded. All yes, motion carried.

Township Board Meeting: October 24, 2024 7 pm. Babbitt expects to attend.

Next Regular Meeting: November 18, 2024 at 6:30 pm

Submitted by Jeffrey Babbitt, Director

Director's Report, November 18, 2024

Library Operation Updates

Program attendance has been good. The Haunted Library event on October 28 drew 31 participants, and many of the craft programs were at capacity. The list for Appetizers and Canvas on November 25 is full at this point. The Writing Group that meets every other Saturday under Jen's direction has been slowly gaining momentum and generating enthusiasm.

Statistics

People visited the library 1,346 times in October, averaging 49 visits per open day. Our Active Patron stats have been consistently higher than in the previous year this Fiscal Year, so we are doing a good job engaging the patrons we have. We continue to add an average of about 20 patrons a month, which is not enough to compensate for the annual purge of old, inactive records unless new registration is strong during Summer Reading, which it was not this year.

Circulation is strong.

Budget and Financial Items

Reilly is working on updating the Budget.

Staff and Building Items

On October 25, our new IT contractor noticed that part of the roof on the west side of the building was bowed out beyond the shingles, in danger of collecting water and freezing over the winter, and Township Maintenance was called in to fix the problem.

More recently on November 13, staff reported that the stopper was missing from one of the doors between the lobby and the main library. Maintenance replaced the stopper with a wooden stopper that proved ineffective. Maintenance was contacted again.

Savannah, our newest Library Assistant, has completed her first 90 days. She is an excellent addition to the team.

Meetings, Workshops, etc.

On October 24, I attended the Township Board meeting and delivered my report.

October 28, I attended the webinar Charting Your Course for Funding Year 2025: Navigating E-Rate Administration to prepare for the challenges of eRate funding next year.

November 6, I met with a MailChimp rep for Onboarding. We will be using their services for our new monthly eNewsletter.

November 7, I participated in the Allegan County Library Association meeting in Otsego. ACLA dues are increasing this year to \$100 to pay for the countywide Training Day event on September 15, 2025. My plan is to delay opening the library on that day until 5pm and to encourage staff to attend the training.

November 7, I had a phone call with Derek Long of Canon about possibly switching copier services when our lease is up next year.

November 8, I attended an MLA Connect webinar called Amplifying Voices on library podcasting. I think this is worth considering as a way to connect with the community, both as an audience and as a pool of potential interviewees, if we approach it with a focus on the community of Dorr.

Later on November 8, the Michigan Public Library Directors met on Zoom.

Lakeland's Board and Advisory Council met on November 14. We discussed, among other things, the Consortia mobile app, which should go live in January; the ESTA and Minimum Wage laws that are in flux; and the new option to opt out of sending patrons to collections if they don't bring materials back.

November 18, I, Reilly, and Lexi will meet with Joe Barrette of Library Pass to explore whether Comics Plus-related programming can help increase usage of the new database.

Volunteers

No volunteers this month.

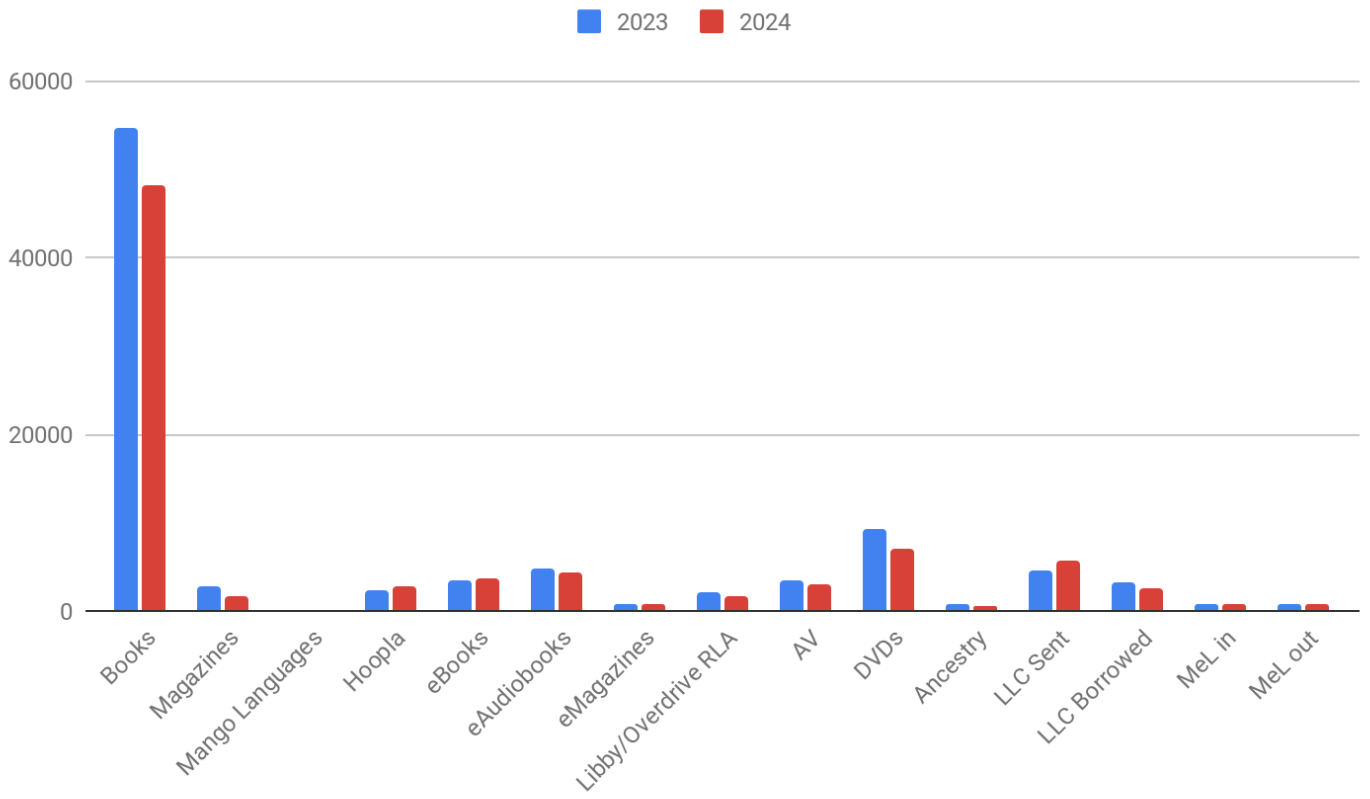
Library Closings

There have been no closings since the last Board meeting.

Completed November 15, 2024, at 3:15 PM.

	2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4263	4118	4682	4005	3855	5636	6377	5335	4137	4504	4239	3548
Magazines	230	287	291	392	327	242	266	219	179	170	145	145
Mango Languages	2	49	12	4	0	3	3	6	3	1	2	13
Hoopla	198	198	205	188	174	215	205	217	199	212	187	186
eBooks	259	252	323	273	249	284	404	289	300	318	283	314
eAudiobooks	365	320	388	387	393	462	480	453	396	426	388	355
eMagazines	27	19	34	39	24	48	61	45	60	149	125	108
Libby/Overdrive RLA Loans	167	171	184	136	163	222	173	186	194	158	181	160
AV	328	237	414	302	269	321	252	249	215	294	229	269
DVDs	879	634	853	995	892	1030	859	764	667	590	568	469
Ancestry	63	13	70	63	52	0	218	84	66	0	105	23
LLC Sent	372	387	475	354	345	473	462	277	210	436	442	368
LLC Borrowed	437	251	394	332	437	285	242	99	91	262	194	131
MeL in	67	56	71	65	55	39	75	53	61	57	55	46
MeL out	70	54	69	67	54	48	70	55	61	61	56	35

	2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	3659	3928	4824	4747	4394	5005	6038	5532	5094	4973		
Magazines	172	154	177	261	122	165	194	177	202	131		
Mango Languages	12	3	0	0	7	22	28	33	26	23		
Hoopla	252	229	281	267	255	276	269	303	314	293		
eBooks	347	415	338	331	407	376	348	464	418	341		
eAudiobooks	399	412	433	437	467	459	450	454	455	426		
eMagazines	132	134	135	48	69	58	80	47	62	93		
Libby/Overdrive RLA Loans	217	207	211	175	147	194	184	N/A	N/A	N/A		
AV	348	277	330	285	292	347	366	321	282	259		
DVDs	629	566	682	761	719	641	941	899	710	565		
Ancestry	0	39	0	59	71	118	182	0	24	0		
LLC Sent	430	478	492	453	408	509	659	748	666	743		
LLC Borrowed	267	223	267	237	208	225	191	279	293	269		
MeL in	75	94	76	77	80	75	71	82	90	81		
MeL out	87	91	80	84	88	79	66	85	89	81		



Holiday Closures

Date	Holiday
Wednesday, January 1, 2025	New Year's Day
Thursday, January 9, 2025	Half Day for Staff Development (Closing at 4:00 PM)
Saturday, May 24, 2025	Memorial Day Weekend
Monday, May 26, 2025	Memorial Day
Friday, July 4, 2025	Independence Day
Monday, August 11, 2025	Staff Inservice
Saturday, August 30, 2025	Labor Day Weekend
Monday, September 1, 2025	Labor Day
Monday, September 15, 2025	Half Day for Staff Development 9:30 AM To 4:00 PM (Open at 5:00 PM)
Thursday, November 27, 2025	Thanksgiving
Friday, November 28, 2025	Black Friday
Saturday, November 29, 2025	Black Saturday
Wednesday, December 24, 2025	Christmas Eve
Thursday, December 25, 2025	Christmas
Wednesday, December 31, 2025	New Year's Eve

**Dorr Township Library Board of Trustees
Meeting Dates 2025**

**3rd Monday of each month, January-November, 6:30 PM
2nd Monday of December, 6:30 PM**

January 20

July 21

February 17

August 18

March 17

September 15

April 21

October 20

May 19

November 17

June 16

December 8

Pending approval by the Dorr Township Library Board of Trustees
November 18, 2024.

Community Room Use Application

Name: Renewed Horizon

Date: 11/4/24

Address: 217 W Franklin St

Phone: 

ID: 

ID Type Library Card
 Driver's License State ID
 Other _____

Email: renewedhorizonac@gmail.com

Date & Time Needed

Date: 11/ Wednesday starting 4/13

Time: 10-12 am

waived by Director until Board meeting 11/18/24

- \$25 fee for Community Room use, refundable *only* with 24 hours cancellation notice
- \$_____ non-refundable fee for Community Room use (with Board permission)
- \$25 cleaning deposit, refundable (on inspection of rooms)
- \$10 key deposit for use outside of library hours, refundable (on return of key)
- This is a recurring meeting on (the) Wednesday of the week month

I acknowledge that I am responsible for the clean and intact condition of the room and the public restrooms and the furniture and equipment therein when I leave the library, and the return of the key (if applicable) within 24 hours of end of use (not counting Sunday). The cleaning deposit is forfeit and I shall be charged \$25 per hour after the first hour of time necessary to clean the Community Room and restrooms should the rooms be in unacceptable condition. The key deposit is forfeit if I am unable to return the key. **The Library is not responsible for any loss or damage to persons or belongings during Community Room use.**



Patron Signature

11/4/24

Date



Staff Signature

11/4/24

Date

Dorr Township Library

Employee Performance Evaluation

Evaluation Date <u>11/14/2024</u>	Rating	Definition
Employee <u>Savannah [REDACTED]</u>	4	Outstanding: Often exceeds standards.
Start Date <u>8/15/2024</u>	3	Satisfactory: Fully meets standards
Evaluation Period <u>8/15/24</u> to <u>11/12/24</u>	2	Fair: Needs improvement; more is expected
Supervisor <u>Jennifer [REDACTED]/Jeffrey Babbitt</u>	1	Unsatisfactory: Never meets standards

Performance Standards	Rating	Notes
Exhibits personal attributes necessary for success.		
Adapts to change.	4	
Communicates clearly and honestly.	4	
Strives to learn and improve.	4	
Dependable and punctual.	3	
Sets goals and follows through.	4	
SUBTOTAL	19	18-20: Outstanding; 13-17: Satisfactory; 8-12: Fair; <8: Unsatisfactory
Meets standards set by Conduct Policy.		
Greets patrons, colleagues, and volunteers appropriately.	4	
Demonstrates excellent "customer service" skills	4	
Maintains a professional and friendly attitude in all interactions.	4	
Responsive to the needs of patrons, colleagues, and volunteers; connects with appropriate resources if unable to fulfill needs.	4	
Shows problem-solving capability.	4	
Takes initiative.	3	
Works well with the team.	4	
Demonstrates accountability.	4	
Treats patrons, colleagues, and volunteers with respect.	4	
Acts as a good steward of library resources, adhering to official library policies and procedures and respecting professional values.	3	
Exhibits leadership qualities if and when appropriate.	3	
SUBTOTAL	41	39-44: Outstanding; 28-38: Satisfactory; 17-27: Fair; <17: Unsatisfactory

Meets specific standards set forth in job description.		
Knows individual job responsibilities and works systematically.	4	
Plans own time to meet obligations and specified deadlines.	4	
Work shows quality, effort, accuracy, and attention to detail.	4	
Accepts responsibility for special assignments.	4	
Exhibits technical knowledge; demonstrates an understanding of how to accomplish tasks using the appropriate resources.	3	
SUBTOTAL	19	18-20: Outstanding; 13-17: Satisfactory; 8-12: Fair; <8: Unsatisfactory
TOTAL	79	74-84: Outstanding 53-73: Satisfactory 32-52: Fair <32: Unsatisfactory


SUPERVISORY COMMENTS Jennifer states that Savannah is “always eager to help other staff members when she has downtime” and is “eager to learn different tasks as the opportunity arises.” Interaction with patrons is very impressive, seems to stem organically from an interest in other human beings. She makes patrons feel valued. Agreeable to working on new eNewsletter.

EMPLOYEE COMMENTS I have really appreciated learning about the day to day running of the library from Jen, and interacting with patrons is my favorite part of the job. Of further interest for future study is how libraries + library systems interact with each other - I recently did a google research dive on delivery systems in my home state, for example.

RECOMMENDATIONS AND GOALS Continue to learn and apply various library skills.


Supervisor Signature

11/14/24
Date


Employee Signature

Nov. 14, 2024
Date

Dorr Township Library Wage Schedule Executive Summary

- According to the Bureau of Labor and Economic Opportunity analysis of a September 18, 2024 Michigan Supreme Court clarifying order, the Minimum Wage on February 21, 2025 will be \$12.48 per hour. After that, the Minimum Wage will increase every year from 2026 to 2028 on February 21 to be, respectively: \$13.29, \$14.16, and \$14.97.
- UPDATE: House Bill 6056, introduced on November 7, would slow the increase down a bit, increasing the Minimum Wage every year on January 1 from 2025 to 2029, respectively: \$12.00, \$12.50, \$13.00, \$14.00, \$15.00. The Director will follow this bill.
- In order to keep up with the coming changes in the Minimum Wage without straining our revenue sources, Dorr Township Library must implement a new wage schedule to be rolled out over the next three years with the Library Assistant's starting wage at its base.
- To avoid playing an annual game of "catch-up" with the Minimum Wage if HB 6056 does not become law, the Director proposes to increase wage levels on February 21 over the next three years, instead of waiting for the Fiscal Year to begin. Starting wages for Library Assistants would then increase to \$13.35 starting February 21, 2026, \$14.25 starting February 21, 2027, and \$15 starting February 21, 2028. Increases in all other wages will be implemented according to the schedules shown.
- Michigan libraries of a size similar to Dorr in financially comparable communities were paying starting wages for Library Clerks between \$12.50 and \$14.00 per hour in FYE 2023, during which time our starting wage was \$10.10.
- The most recent (2019) ALA-APA Salary Survey for "Very Small" (population < 10K) libraries in the Great Lakes/Plains region shows average hourly wages for library managers of \$21.60, for Assistant Directors \$26.35, and for Directors \$31.14.
- It was necessary to flatten the wage structure to some extent to avoid straining our resources to a breaking point. Therefore, our administrative and management wages remain significantly lower than similar libraries regionally. However, the proposed wages are generally in line with other comparable Michigan libraries.
- Recommendations include that we
 - Acknowledge management and professional duties of long-serving staff by recategorizing Library Assistant II positions as Manager and Librarian positions.
 - Reflect management and professional duties in the pay scale.
 - Reflect years of service in wages adjusted for long-serving staff.
 - Place reasonable caps on wage ranges at which staff members will "max out" after a number of years, thus limiting the financial impact of wage increases.

Dorr Township Library Wage Schedule

The proposed change aims to arrive at the following Wage Schedule by February 21, 2028:

Minimum and Maximum Wage Schedules by Category and Degree						
	Min. w/ HS diploma	Min. w/ Bachelor's	Min. w/ MLS	Max. w/ HS diploma	Max. w/ Bachelor's	Max. w/ MLS
Library Director	--	\$21.45	\$23.10	--	\$26.00	\$28.85
Assistant Director	--	\$18.98	\$19.80	--	\$22.50	\$24.00
Professional	\$16.50	\$17.25	\$18.00	\$19.00	\$19.50	\$21.00
Library Assistant	\$15.00	\$15.25	\$16.00	\$18.00	\$18.25	\$19.00

Starting wages will increase by the following increments from February 21, 2025 until arriving at the final schedule:

Lowest Starting Wage Schedule, FYE 2025-FYE 2028				
Position	FYE 2025	FYE 2026	FYE 2027	FYE 2028
Library Director*	\$20.00	\$20.48	\$20.96	\$21.45
Assistant Director	\$16.75	\$17.49	\$18.23	\$18.98
Cataloger**	\$12.00	\$13.50	\$15.00	\$16.50
Circulation Manager	\$12.00	\$13.50	\$15.00	\$16.50
Children's Librarian	\$12.00	\$13.50	\$15.00	\$16.50
Marketing Librarian†	\$12.00	\$13.75	\$15.50	\$17.25
Programming Librarian	\$12.00	\$13.75	\$15.50	\$17.25
Collection Manager	\$12.00	\$13.75	\$15.50	\$17.25
Library Assistant‡	\$12.00	\$13.35	\$14.25	\$15.00

* A minimum of a Bachelor's Degree is required of Directors and Assistant Directors.

** Catalogers, Circulation Managers, and Children's Librarians must have at least a High School Diploma.

† Marketing Librarians, Programming Librarians and Collection Managers should have minimum of a Bachelor's.

‡ The Library Assistant's wage increases reflect the increase in the State Minimum Wage.

The practical impact on current staff would look like the following, assuming for the purposes of this study zero turnover in the staff through March 2029 (with the exception of one Library

Assistant). These changes take into account the number of years staff has been employed by Dorr Township Library, generally allowing for an annual raise of 3.0%.

Hourly Wages of Current Staff					
Position	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029
Library Director	\$23.72	\$25.28 (^6.6%)	\$26.85 (^6.2%)	\$28.41 (^5.8%)	\$28.85* (^1.5%)
Assistant Director	\$19.68	\$21.12 (^7.3%)	\$22.56 (^6.8%)	\$24.00** (^6.4%)	\$24.00
Cataloger	\$16.46	\$17.47 (^6.2%)	\$18.49 (^5.8%)	\$19.50† (^5.5%)	\$19.50
Marketing/Programming Librarian	\$15.51	\$16.84 (^8.6%)	\$18.17 (^7.9%)	\$19.50 (^7.3%)	\$19.50
Circulation/Collection Manager	\$15.07	\$16.55 (^9.8%)	\$18.02 (^8.9%)	\$19.50 (^8.2%)	\$19.50
Children’s Librarian	\$14.03	\$15.69 (^11.8%)	\$17.34 (^10.6%)	\$19.00‡ (^9.6%)	\$19.00
Library Assistant A	\$12.50	\$13.96 (^11.7%)	\$15.42 (^10.5%)	\$16.88 (^9.5%)	\$17.39 (^3.0%)
Library Assistant B	\$12.50§	\$13.96 (^11.7%)	\$14.25♣	\$15.91 (^9.7%)	\$16.39 (^3.0%)
State Minimum Wage as of February 21 near the end of the Fiscal Year	\$12.48	\$13.29 (^6.5%)	\$14.16 (^6.5%)	\$14.97 (^5.7%)	unknown
Alternative schedule proposed by HB 6056	\$12.00	\$12.50	\$13.00	\$14.00	\$15.00

* This is the cap for a Director with an MLS degree.

** This is the cap for an Assistant Director with an MLS degree.

† This is the cap for a Professional position with a Bachelor’s degree.

‡ This is the cap for a Professional position with no 4-year degree.

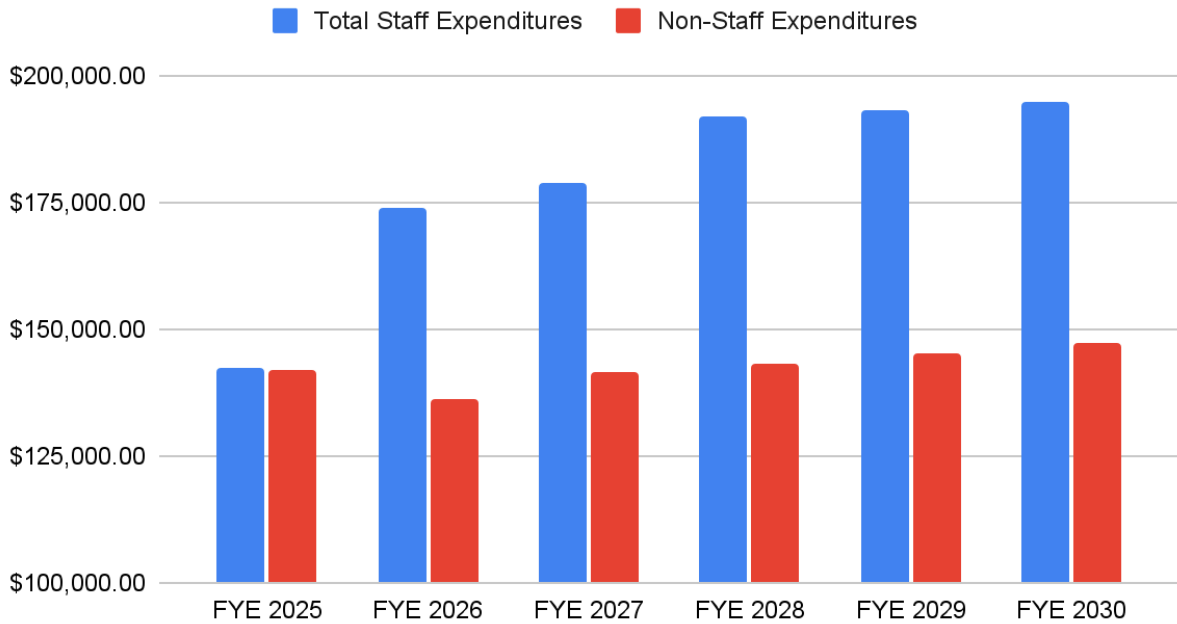
§ Pending Board approval of post-probation wage.

♣ Anticipating hiring a replacement for staff leaving for graduate school in August 2025.

The impact of these sizable increases in Staff Expenses on the Annual Budget and the Fund Balance of the Library will be mitigated by the gradual rollout. The Director will also seek a \$5,000 increase in the Township appropriation to \$60,000 annually to defray the cost of the wage increases.

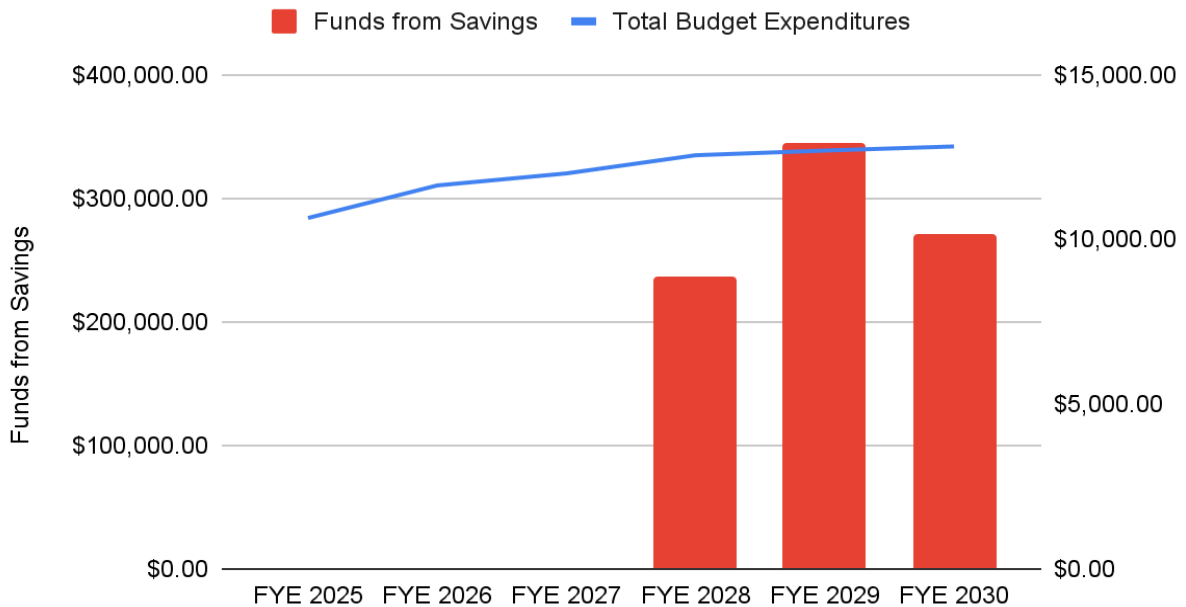
As the chart below shows, the increase in Staff Expenses is rather steep through 2028, but flattens out afterward. Meanwhile, Non-Staff Expenses remain relatively flat to compensate.

Total Staff Expenditures vs. Non-Staff Expenditures



The Total Annual Budget increases nearly 18% between FYE 2025 and FYE 2028 mainly as a consequence of rising wages. To supplement revenue and enable Expenditures to cover the increased wages, it becomes necessary to transfer funds from savings in FYE 2028, and more so in FYE 2029. However, as the target wage schedule is reached and staff “max out” their wages, the rising trend in money transferred is reversed beginning in FYE 2023.

Funds from Savings





LEO Labor and Economic Opportunity

Michigan Minimum Wage Rate 2025 Increase Schedule

October 01, 2024

Media Contact:

Jason Moon

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(517) 282-0041

Michigan Minimum Wage Rate 2025 Increase Schedule

LANSING, Mich. — Michigan's Minimum Wage will increase twice in 2025 – first increasing on Jan. 1, 2025, following the usual rate increase schedule, and again on Feb. 21, 2025, in accordance with the recent [Michigan Supreme Court ruling](#) regarding the Improved Workforce Opportunity Wage Act (IWOWA), PA 337 of 2018, schedule.

Minimum Hourly Wage Rate Effective Jan. 1, through Feb. 20, 2025:

- The minimum hourly wage will increase from \$10.33 to \$10.56 per hour.
- The 85% rate for minors under the age of 18 will increase from \$8.78 to \$8.98 per hour.
- The tipped employee rate of hourly pay increases from \$3.93 to \$4.01 per hour.

- The training wage of \$4.25 per hour for newly hired employees under the age of 20 for their first 90 calendar days of employment remains unchanged.

Minimum Hourly Wage Rate Effective Feb. 21, 2025, and Thereafter:

Tipped Employee

Effective Date	Minimum Hourly Wage Rate	Minimum Hourly Rate	Minimum Reported Average Hourly Tips	85% Rate
Feb. 21, 2025	\$12.48	\$5.99	\$6.49	\$10.61
Feb. 21, 2026	\$13.29	\$7.97	\$5.32	\$11.30
Feb. 21, 2027	\$14.16	\$9.91	\$4.25	\$12.04
Feb. 21, 2028	\$14.97	\$11.98	\$2.99	\$12.72

- **85% Rate:** Minors under the age of 18 may be paid 85% of the minimum hourly wage rate.
- **Training Wage:** A training wage of \$4.25 per hour may be paid to employees under 20 years of age for the first 90 calendar days of employment.

Every Oct. beginning in 2028, the state treasurer will calculate an adjusted minimum wage rate, increasing the minimum wage by the rate of inflation. The adjusted minimum wage rate is published by Nov. 1 of the year it is calculated and comes effective beginning Feb. 21 of the succeeding year.

Tipped Employees

The minimum hourly wage rate of a tipped employee will be 48% of the minimum hourly wage rate effective Feb. 21, 2025, and will increase based on the following schedule:

- Effective Feb. 21, 2026, it will be 60% of the minimum hourly wage rate.

- Effective Feb. 21, 2027, it will be 70% of the minimum hourly wage rate.
- Effective Feb. 21, 2028, it will be 80% of the minimum hourly wage rate.
- Effective Feb. 21, 2029, it will be 90% of the minimum hourly wage rate.
- Effective Feb. 21, 2030, and thereafter, it will be 100% of the minimum hourly wage rate.

For further information regarding Michigan’s minimum wage and overtime laws, including [FAQs](#) and the required employer [poster](#), visit: Michigan.gov/MinimumWage.

Labor and Economic Opportunity

MI Newswire

Labor and Economic Opportunity

Wage and Hour

Related News

Claimants can access UIA's online resources on Election Day

New \$5.65 million Economic Support Available for Symphony Orchestras

Help Inspire the Next Generation of STEM Leaders: Sponsorship Opportunities Available for "Go For Launch!" Event in Grand Ledge, MI

Career Exploration Camps for over 300 middle schoolers offered students hands-on STEM learning

HOUSE BILL NO. 6056

November 07, 2024, Introduced by Reps. Shannon and Filler and referred to the Committee on Regulatory Reform.

A bill to amend 2014 PA 138, entitled "Workforce opportunity wage act," by amending sections 4 and 4b (MCL 408.414 and 408.414b); and to repeal acts and parts of acts.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 Sec. 4. (1) Subject to the exceptions specified in this act,
2 the minimum hourly wage rate is:

3 ~~(a) Before September 1, 2014, \$7.40.~~

4 ~~(b) Beginning September 1, 2014, \$8.15.~~

5 ~~(c) Beginning January 1, 2016, \$8.50.~~

6 ~~(d) Beginning January 1, 2017, \$8.90.~~

- 1 ~~(e) Beginning January 1, 2018, \$9.25.~~
- 2 (a) **Beginning January 1, 2025, \$12.00.**
- 3 (b) **Beginning January 1, 2026, \$12.50.**
- 4 (c) **Beginning January 1, 2027, \$13.00.**
- 5 (d) **Beginning January 1, 2028, \$14.00.**
- 6 (e) **Beginning January 1, 2029, \$15.00.**

7 (2) Every January beginning in January ~~2019, 2030~~, the state
8 treasurer shall adjust the minimum wage by an amount determined by
9 the state treasurer at the end of the **immediately** preceding
10 calendar year to reflect the average annual percentage change in
11 the ~~consumer price index~~ **Consumer Price Index** for the most recent
12 5-year period for which data are available. As used in this
13 subsection, ~~"consumer price index"~~ **"Consumer Price Index"** means the
14 most comprehensive index of consumer prices available for the
15 midwest region from the ~~bureau~~ **Bureau** of ~~labor statistics~~ **Labor**
16 **Statistics** of the United States ~~department~~ **Department** of ~~labor~~.
17 **Labor**. The wage and hours division of the department of licensing
18 and regulatory affairs shall post the adjusted minimum wage on its
19 website ~~by~~ **not later than** February 1 of the year it is calculated,
20 and the adjusted rate is effective beginning April 1 of that year.
21 An annual increase under this subsection ~~shall~~ **must** not exceed
22 3.5%.

23 (3) An increase in the minimum hourly wage rate as prescribed
24 in subsection (2) does not take effect if the unemployment rate
25 determined by the ~~bureau~~ **Bureau** of ~~labor statistics~~, **Labor**
26 **Statistics of the** United States ~~department~~ **Department** of ~~labor~~,
27 **Labor**, for this state is ~~8.5%~~ **7.5%** or ~~greater~~ **more** for the year
28 **immediately** preceding the year of the prescribed increase.

29 Sec. 4b. (1) An employer may pay a new employee who is less

1 than 20 years of age a training hourly wage ~~of \$4.25~~ **that is 75% of**
2 **the general minimum hourly wage established under section 4** for the
3 first 90 days of that employee's employment. The hourly wage
4 authorized under this subsection is in lieu of the minimum hourly
5 wage otherwise prescribed by this act.

6 (2) Except as provided in subsection (1), the minimum hourly
7 wage for an employee who is less than 18 years of age is 85% of the
8 general minimum hourly wage established ~~in~~ **under** section 4.

9 (3) An employer shall not displace an employee to hire an
10 individual at the hourly wage authorized under this section. As
11 used in this subsection, "displace" includes termination of
12 employment or any reduction of hours, wages, or employment
13 benefits.

14 (4) A person who violates subsection (3) is subject to a civil
15 fine of not more than \$1,000.00.

16 Enacting section 1. The improved workforce opportunity wage
17 act, 2018 PA 337, MCL 408.931 to 408.945, is repealed.

Library Name	Leighton Township Library	Clerk	NonMLS Mgr	NonMLS Mid	NonMLS Entry	MLS Director	
County	Allegan	\$12.50	\$14.42		\$13.00		Min
Class	3	\$17.00	\$15.42		\$14.50		Max
		% Dorr	% Mean	% Median			
Pop Size	7,001	88.4%					
Total Op Exp 2023	\$247,506.00	108.6%					
Med Home Value	\$349,675.00	100.8%	137.0%	150.4%			
Poverty Rate	1.9%	34.5%	14.8%	15.4%			
Median Income	\$86,181.00	92.8%	130.9%	144.3%			
Staff Size	9	128.6%					
FTE	3.7	106.3%					
Staff Exp as % Tot	58.3%	118.3%					
Mean Med Home Val	\$255,180.81						
Med Med Home Val	\$232,500.00						
Dorr Med Home Val	\$347,000.00						
Mean Poverty Rate	12.8%						
Med Poverty Rate	12.3%						
Dorr Poverty Rate	5.5%						
Mean Med Income	\$65,831.63						
Med Med Income	\$59,727.00						
Dorr Med Income	\$92,857.00						
Dorr Pop	7,922						
Dorr Total Op Exp	\$227,895.00						
Dorr Staff Size	7						
Dorr FTE	3.48						
Dorr Staff Exp %	49.3%						

Library Name	Henika District Library	Clerk	NonMLS Mgr	NonMLS Mid	NonMLS Entry	MLS Director	
County	Allegan	\$13.00					Min
Class	3	\$16.00					Max
		% Dorr	% Mean	% Median			
Pop Size	7,978	100.7%					
Total Op Exp 2023	\$463,316.00	203.3%					
Med Home Value	\$319,900.00	92.2%	125.4%	137.6%			
Poverty Rate	7.3%	132.7%	57.0%	59.3%			
Median Income	\$63,500.00	68.4%	96.5%	106.3%			
Staff Size	7	100.0%					
FTE	5.13	147.4%					
Staff Exp as % Tot	42.8%	86.8%					
Mean Med Home Val	\$255,180.81						
Med Med Home Val	\$232,500.00						
Dorr Med Home Val	\$347,000.00						
Mean Poverty Rate	12.8%						
Med Poverty Rate	12.3%						
Dorr Poverty Rate	5.5%						
Mean Med Income	\$65,831.63						
Med Med Income	\$59,727.00						
Dorr Med Income	\$92,857.00						
Dorr Pop	7,922						
Dorr Total Op Exp	\$227,895.00						
Dorr Staff Size	7						
Dorr FTE	3.48						
Dorr Staff Exp %	49.3%						

Library Name	Salem Township Library	Clerk	NonMLS Mgr	NonMLS Mid	NonMLS Entry	MLS Director	
County	Allegan	\$13.50		\$14.50	\$14.00		Min
Class	3	\$13.50		\$14.50	\$14.00		Max
		% Dorr	% Mean	% Median			
Pop Size	8,289	104.6%					
Total Op Exp 2023	\$159,831.00	70.1%					
Med Home Value	\$673,750.00	194.2%	264.0%	289.8%			
Poverty Rate	3.1%	56.4%	24.2%	25.2%			
Median Income	\$115,125.00	124.0%	174.9%	192.8%			
Staff Size	8	114.3%					
FTE	3.73	107.2%					
Staff Exp as % Tot	68.4%	138.7%					
Mean Med Home Val	\$255,180.81						
Med Med Home Val	\$232,500.00						
Dorr Med Home Val	\$347,000.00						
Mean Poverty Rate	12.8%						
Med Poverty Rate	12.3%						
Dorr Poverty Rate	5.5%						
Mean Med Income	\$65,831.63						
Med Med Income	\$59,727.00						
Dorr Med Income	\$92,857.00						
Dorr Pop	7,922						
Dorr Total Op Exp	\$227,895.00						
Dorr Staff Size	7						
Dorr FTE	3.48						
Dorr Staff Exp %	49.3%						

Library Name	Patmos Library	Clerk	NonMLS Mgr	NonMLS Mid	NonMLS Entry	MLS Director	
County	Ottawa	\$13.00			\$15.00	\$16.00	Min
Class	3	\$17.00			\$18.00	\$19.00	Max
		% Dorr	% Mean	% Median			
Pop Size	9,630	121.6%					
Total Op Exp 2023	\$267,494.00	117.4%					
Med Home Value	\$455,000.00	131.1%	178.3%	195.7%			
Poverty Rate	3.0%	54.5%	23.4%	24.4%			
Median Income	\$101,924.00	109.8%	154.8%	170.6%			
Staff Size	7	100.0%					
FTE	3.7	106.3%					
Staff Exp as % Tot	31.6%	64.0%					
Mean Med Home Val	\$255,180.81						
Med Med Home Val	\$232,500.00						
Dorr Med Home Val	\$347,000.00						
Mean Poverty Rate	12.8%						
Med Poverty Rate	12.3%						
Dorr Poverty Rate	5.5%						
Mean Med Income	\$65,831.63						
Med Med Income	\$59,727.00						
Dorr Med Income	\$92,857.00						
Dorr Pop	7,922						
Dorr Total Op Exp	\$227,895.00						
Dorr Staff Size	7						
Dorr FTE	3.48						
Dorr Staff Exp %	49.3%						

Library Name	Eau Claire Library	Clerk	NonMLS Mgr	NonMLS Mid	NonMLS Entry	MLS Director	
County	Berrien	\$10.46			\$17.04		Min
Class	3	\$11.38			\$18.06		Max
		% Dorr	% Mean	% Median			
Pop Size	7,026	88.7%					
Total Op Exp 2023	\$226,114.00	99.2%					
Med Home Value	\$240,000.00	69.2%	94.1%	103.2%			
Poverty Rate	18.7%	340.0%	146.1%	152.0%			
Median Income	\$61,667.00	66.4%	93.7%	103.2%			
Staff Size	7	100.0%					
FTE	3.8	109.2%					
Staff Exp as % Tot	64.1%	130.0%					
Mean Med Home Val	\$255,180.81						
Med Med Home Val	\$232,500.00						
Dorr Med Home Val	\$347,000.00						
Mean Poverty Rate	12.8%						
Med Poverty Rate	12.3%						
Dorr Poverty Rate	5.5%						
Mean Med Income	\$65,831.63						
Med Med Income	\$59,727.00						
Dorr Med Income	\$92,857.00						
Dorr Pop	7,922						
Dorr Total Op Exp	\$227,895.00						
Dorr Staff Size	7						
Dorr FTE	3.48						
Dorr Staff Exp %	49.3%						

Library Name	Dorothy Hull Library - Windsor Tn	Clerk	NonMLS Mgr	NonMLS Mid	NonMLS Entry	MLS Director	
County	Eaton	\$14.00					Min
Class	3	\$16.00					Max
		% Dorr	% Mean	% Median			
Pop Size	7,140	90.1%					
Total Op Exp 2023	\$139,868.00	61.4%					
Med Home Value	\$285,500.00	82.3%	111.9%	122.8%			
Poverty Rate	3.9%	70.9%	30.5%	31.7%			
Median Income	\$95,956.00	103.3%	145.8%	160.7%			
Staff Size	5	71.4%					
FTE	1.93	55.5%					
Staff Exp as % Tot	66.9%	135.7%					
Mean Med Home Val	\$255,180.81						
Med Med Home Val	\$232,500.00						
Dorr Med Home Val	\$347,000.00						
Mean Poverty Rate	12.8%						
Med Poverty Rate	12.3%						
Dorr Poverty Rate	5.5%						
Mean Med Income	\$65,831.63						
Med Med Income	\$59,727.00						
Dorr Med Income	\$92,857.00						
Dorr Pop	7,922						
Dorr Total Op Exp	\$227,895.00						
Dorr Staff Size	7						
Dorr FTE	3.48						
Dorr Staff Exp %	49.3%						

Library Name	Thompson Home Public Library	Clerk	NonMLS Mgr	NonMLS Mid	NonMLS Entry	MLS Director	
County	Gratiot	\$14.00					Min
Class	3	\$16.00					Max
		% Dorr	% Mean	% Median			
Pop Size	8,042	101.5%					
Total Op Exp 2023	\$188,736.00	82.8%					
Med Home Value	\$162,132.00	46.7%	63.5%	69.7%			
Poverty Rate	20.2%	367.3%	157.8%	164.2%			
Median Income	\$60,389.00	65.0%	91.7%	101.1%			
Staff Size	7	100.0%					
FTE	2.85	81.9%					
Staff Exp as % Tot	56.6%	114.8%					
Mean Med Home Val	\$255,180.81						
Med Med Home Val	\$232,500.00						
Dorr Med Home Val	\$347,000.00						
Mean Poverty Rate	12.8%						
Med Poverty Rate	12.3%						
Dorr Poverty Rate	5.5%						
Mean Med Income	\$65,831.63						
Med Med Income	\$59,727.00						
Dorr Med Income	\$92,857.00						
Dorr Pop	7,922						
Dorr Total Op Exp	\$227,895.00						
Dorr Staff Size	7						
Dorr FTE	3.48						
Dorr Staff Exp %	49.3%						

Position	Mean	Hourly Wage	Median	Hourly Wage	Adj Mean* (2024 dollars)	Hourly Wage	Adj Mean* (2024 dollars)	Hourly Wage
Beginning Librarian (Non-MLS)	\$25,099.00	\$12.07	\$25,099.00	\$12.07	\$39,096.41	\$18.80	\$39,096.41	\$18.80
Beginning Librarian (MLS)	\$40,257.00	\$19.35	\$36,267.00	\$17.44	\$62,707.85	\$30.15	\$56,492.67	\$27.16
Librarian (Nonsupervisor Non-MLS)	\$27,260.00	\$13.11	\$26,331.00	\$12.66	\$42,462.58	\$20.41	\$41,015.48	\$19.72
Librarian (Nonsupervisor MLS)	\$28,757.00	\$13.83	\$24,960.00	\$12.00	\$44,794.44	\$21.54	\$38,879.89	\$18.69
Manager (Non-MLS)	\$25,622.00	\$12.32	\$26,053.00	\$12.53	\$39,911.09	\$19.19	\$40,582.45	\$19.51
Manager (MLS)	\$51,494.00	\$24.76	\$43,472.00	\$20.90	\$80,211.59	\$38.56	\$67,715.81	\$32.56
Assistant Director (MLS)	\$44,379.00	\$21.34	\$45,000.00	\$21.63	\$69,128.64	\$33.23	\$70,095.96	\$33.70
Director (MLS)	\$42,622.00	\$20.49	\$42,000.00	\$20.19	\$66,391.78	\$31.92	\$65,422.90	\$31.45
	Beg Lib	Lib NS	Manager					
MLS/Non-MLS as %	152.4%	100.2%	183.8%					
% Comparison of Positions								
	Manager	Assistant Dir	Director					
Librarian (Avg)	125.3%	152.8%	144.6%					
Manager (Avg)		121.9%	115.4%					
* 2024 dollars via https://data.bls.gov/cgi-bin/cpicalc.pl								

Position	Mean	Hourly Wage	Median	Hourly Wage	Adj Mean* (2024 dollars)	Hourly Wage	Adj Median* (2024 dollars)	Hourly Wage
Manager (MLS)	\$44,935.00	\$21.60	\$46,703.00	\$22.45	\$56,286.75	\$27.06	\$58,501.39	\$28.13
Assistant Director (MLS)	\$54,813.00	\$26.35	\$54,813.00	\$26.35	\$68,660.19	\$33.01	\$68,660.19	\$33.01
Director (MLS)	\$64,763.00	\$31.14	\$65,000.00	\$31.25	\$81,123.82	\$39.00	\$81,420.69	\$39.14
% Comparison of Positions								
	Manager	Assistant Dir	Director					
Manager (Avg)		119.6%	141.6%					
* 2024 dollars via https://data.bls.gov/cgi-bin/cpicalc.pl								

EMERGENCY MANAGEMENT POLICY

I. Purpose

The purpose of this Policy is to address emergency issues that may arise in the operation of the Door Township Library (“Library”). This Policy addresses medical emergencies, weather, and other safety emergencies.

II. Weather Emergencies

A. Tornado

1. *Tornado Watch:* If there is a tornado watch in effect, the Library is not required to take any action. However, the Library Director or his/her designee shall listen to the weather radio and monitor any change in conditions until the watch has ended.

2. *Tornado Warning:* If there is a warning or the sirens are activated, Library staff members must advise patrons to seek shelter in the basement of the Fire Station on 18th and 142nd. If it is not possible to get to the designated shelter in time, the safest place in our current building would be in the bathrooms. Library staff must be sure that all patrons are advised, and then seek shelter themselves. Use arms to protect head and neck. Patrons and Library staff should remain in place until the warning is over.

B. Snow and other Inclement Weather. The Library Director or his/her designee has the authority to close the Library in the event of snow or other inclement weather. The decision may be based on the conditions of the roads and parking lots, the forecast and availability of Library staff to operate the library. The Library typically closes when both Hopkins Public and Wayland Union School Districts close. If the weather occurs when schools are normally not open (e.g., weekends, spring break), the Library Director and/or their designee use their discretion and knowledge of local conditions. The Library Director shall notify the Board President and patrons at the Library and send patrons home if threatening weather is approaching. The Library Director shall notify patrons if it is not safe to leave the Library. A sign shall be posted on the door notifying patrons of the closing.

III. Medical Emergencies

- A. **Application.** The provision applies to serious injuries or potentially life-threatening medical emergencies unless otherwise specifically provided in this Policy (such as opioid and AED related emergencies).
- B. **Call 911.** The Library staff should call 911 for medical emergencies. The Library Director or his/her designee should use his/her judgment to call even if the patron does not want 911 to be called. Library staff should clear out of the area to allow emergency first responders to have access to the patron.

IV. Opioid Antagonist Administration

- A. **Purpose.** The purpose of this Section of the Policy is to establish guidelines and procedures governing the administration and use of any Opioid Antagonist by the Library.
- B. **Definitions**

As used in this Section:

- 1. ***Act.*** The “Act” shall mean the Administration of Opioid Antagonist Act, 2019 PA 39.
- 2. ***Employee or Agent.*** “Employee or Agent” means any of the following:
 - a. An individual who is employed by, or under contract with, the Library.
 - b. An individual who serves on the Library Board of the Library.
 - c. An individual who volunteers at the Library.
- 3. ***Gross Negligence.*** “Gross Negligence” means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.
- 4. ***Opioid Antagonist.*** “Opioid Antagonist” means naloxone hydrochloride or any other similarly acting and equally safe drug approved by the United States Food and Drug Administration for the treatment of drug overdose.

5. *Opioid-related Overdose.* "Opioid-related Overdose" means a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that a reasonable person would believe to be an opioid-related overdose that requires medical assistance.

C. Policy

1. *Provision of Opioid Antagonist.* As permitted by the Act, the Library or individual Employees of the Library may provide and maintain on-site at the Library (or in a nearby place, such as a trained Employee's car) Opioid Antagonists to treat a case of suspected Opioid-related Overdose in the Library or on Library property.
2. *Provision of Opioid Antagonist.* The Library may purchase and possess an Opioid Antagonist for the purpose of implementing the Act. The Library may obtain an Opioid Antagonist to be stored inside or outside of the building by one or more individual employees who have received training. The Opioid Agent shall be stored in a secure location either inside the Library or in a trained Employee's locked car in the parking lot. Such locations shall be determined by the Library Director. All Library Employees or Agents trained to administer the Opioid Antagonist shall be informed of the location of the Opioid Antagonist.
3. *Distribution and Administration of Opioid Antagonist.* An Employee or Agent may possess an Opioid Antagonist distributed to that Employee or Agent and may administer that Opioid Antagonist to an individual if both of the following apply:
 - a. The Employee or Agent has been trained in the proper administration of that Opioid Antagonist; and
 - b. The Employee or Agent has reason to believe that the individual is experiencing an Opioid-Related Overdose.

- D. Training. Employees or Agents of the Library may volunteer to be trained in the proper administration of an Opioid Antagonist. The Library Director shall determine who is trained. The training shall be conducted by any person or organization that is accredited to train for the administration and use of an Opioid Antagonist. The Library shall attach the protocol for the administration of the Opioid Antagonist as Exhibit A to this Policy and the description of who may require the Opioid Antagonist. After the initial training, the Library Director shall determine when supplemental or additional training should occur.

E. Procurement and Storage of Opioid Antagonist

1. *Procurement.* The Library Director or his/her designee will be responsible for the procurement of the Opioid Antagonist. The Library Director shall replace the supply as needed and shall monitor the supply for expiration dates.
2. *Supplies.* At minimum, the Library may have the following supplies:
 - a. At least two (2) kits of the Opioid Antagonist at a secure and accessible location;
 - b. Gloves;
 - c. Face mask; and,
 - d. Step-by-step instructions regarding the administration.
3. *Storage.* The following shall apply to the storage of the Opioid Antagonist:
 - a. Opioid Antagonist will be clearly marked and stored in an accessible place at the discretion of the Library Director. The Library Director will ensure that all other relevant Library staff are aware of the Opioid Antagonist storage location.
 - b. Opioid Antagonist will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
 - c. Inspection of the Opioid Antagonist shall be conducted regularly, including checking the expiration date found on box.

F. Use of Opioid Antagonist

1. *911.* Any Library Employee or Agent shall call 911 immediately.
2. *Use; Protocol.* After calling 911 and if necessary, in case of a suspected Opioid-related Overdose, the Library Employee or Agent may administer the Opioid Antagonist. If administered, the Library Director or other trained Employee or Agent shall follow the protocols outlined in the Opioid Antagonist Training (see attached) to prepare and administer the Opioid Antagonist. The protocol for the administration of the Opioid Antagonist is attached as Exhibit A to this Policy and is considered incorporated as part of this Policy. The protocol shall be reviewed and updated if required after additional training.

3. *Incident Report.* The Library Employee or Agent who calls 911 and/or administers the Opioid Antagonist shall complete an incident report in the form approved by the Library Director. The report shall not be released unless in conformance with the Library Privacy Act or required by law.

G. Immunity

1. *Civil Liability.* As stated in the Act, the Library and an Employee or Agent that possesses or in good faith administers an Opioid Antagonist as provided by law is immune from civil liability for injuries or damages arising out of the administration of that Opioid Antagonist to an individual under the Act if the conduct does not amount to Gross Negligence that is the proximate cause of the injury or damage.
2. *Criminal Liability.* The Library and an Employee or Agent of the Library that possesses or in good faith administers an opioid antagonist is not subject to criminal prosecution for purchasing, possessing, or distributing an Opioid Antagonist under the Act or for administering an Opioid Antagonist to an individual under the Act.
3. *Immunity by Law.* The immunity provided by the Act is in addition to any immunity otherwise provided by law.

V. **Emergency Requiring Automated External Defibrillator Use**

- A. Purpose. The purpose of this Section of the Policy is to establish guidelines and procedures governing the administration and use of an Automated External Defibrillator (“AED”) by the Library.
- B. Definitions. As used in this Section:
 1. *Act.* The “Act” shall mean The Liability of Certain Persons for Emergency Care Act, 1963 PA 17.
 2. *Employee or Agent.* “Employee or Agent” means any of the following:
 - a. An individual who is employed by, or under contract with, the Library.
 - b. An individual who serves on the Library Board of the Library.
 - c. An individual who volunteers at the Library.

3. *Gross Negligence.* “Gross Negligence” means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.
- C. Policy. The Library shall provide and maintain on-site at the Library (including any of its branches) AEDs to treat a victim who is experiencing sudden cardiac arrest. The AED shall only be applied to a victim who is not responding, not breathing, or not breathing normally and has no signs of circulation, such as normal coughing, breathing or movement.
- D. Training. Employees or Agents of the Library may be trained in the proper administration of the AED. The Library Director shall determine who is trained. The training shall be conducted by any person or organization that is accredited to train for the administration and use of an AED. The Library shall attach the protocol for the administration of the AED as Exhibit A to this Policy and the description of who may require the use of the AED. After the initial training, the Library Director shall determine when supplemental or additional training should occur.
- E. Procurement and Storage of the AED
1. *Procurement.* The Library Director or his/her designee will be responsible for the procurement of the AED. The Library Director shall replace the supply as needed and shall monitor the supply for expiration dates.
 2. *State of Readiness.* The Library Director shall be responsible for the following:
 - a. Assuring that the AED is maintained in a state of readiness and documenting such maintenance.
 - b. Ensuring that the AED is registered with an EMS agency and provide any updates to the agency as needed.
 - c. Making sure that Library staff know the location of the AED.
 - d. Placing instructions next or near the AED indicating how to use the AED.
 - e. Notifying EMS whenever the AED is used.
 - f. Checking the AED for readiness after each use and as recommended by the manufacturer, whichever is earlier. This includes making sure the battery is charged, that the electrode packets are not expired, and any other maintenance recommended by the manufacturer.
 - g. Documenting all maintenance.

F. Use of AED

1. *911.* Any Library Employee or Agent shall call 911 immediately.
2. *Use; Protocol.* After calling 911 and if necessary, in case a person is not responding, not breathing, or not breathing normally and has no signs of circulation, such as normal coughing, breathing or movement, the Library Employee or Agent may administer the AED. If administered, the Library Director or other trained Employee or Agent shall follow the protocols outlined in the AED Training (see attached) to prepare and administer the AED. The protocol for the administration of the AED is attached as Exhibit A to this Policy and is considered incorporated as part of this Policy. The protocol shall be reviewed and updated if required after additional training.
3. *Incident Report.* The Library Employee or Agent who calls 911 and/or administers the AED shall complete an incident report in the form approved by the Library Director. The report shall not be released unless in conformance with the Library Privacy Act or required by law.

G. Immunity

1. *Civil Liability.* As stated in the Act, the Library and an Employee or Agent who in good faith administers an AED or instructs others to use the AED as provided by law is immune from civil liability for injuries or damages arising out of an act or omission in rendering emergency services using an AED to an individual under the Act if the conduct does not amount to Gross Negligence or willful and wanton misconduct.
2. *Immunity by Law.* The immunity provided by the Act is in addition to any immunity otherwise provided by law.

VI. Blood Borne Pathogens

- A. Application. When contact with blood or other potentially infectious bodily fluids may result, all human blood and bodily fluids are to be treated as if known to be infectious or contain blood borne pathogens.
- B. Containment.
 1. *Quarantine.* If human blood, bodily fluids, or other potentially infectious materials (“Infectious Material”) are present at the Library, the Infectious Material and the surrounding area must be quarantined. The Library Director shall determine whether the presence of Infectious Material requires closing the Library.

2. *Personal Protection Equipment.* Personal protection clothing, such as gloves and masks, shall be provided and used in the cleanup and safe disposal of Infectious Material. The Library may hire a hazardous/contaminated cleanup company.
3. *Cleanup.* The Library shall follow all rules or protocols developed by the State of Michigan or local health department to address cleanup of an Infectious Material.

VII. Infectious Disease

- A. Purpose. In the event of an infectious disease outbreak, the Library will take proactive steps to protect the Library, Library staff and patrons to ensure that library services are provided.
- B. Safety Measures. During an outbreak, the Library will:
 1. *Cleaning Protocols.* The Library will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from the public areas and wiping down surfaces after Library programming.
 2. *Personal Responsibility.* We ask all patrons to cooperate voluntarily in taking steps to reduce the transmission of infectious disease in the Library. The best strategy remains the most obvious – frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. The Library will also install alcohol-based hand sanitizers throughout the Library. During an infectious disease outbreak, it is critical that patrons do not enter the Library while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention (“CDC”) recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Symptoms may vary depending upon the infectious disease.
- C. Director’s Role; Authority. Because each infectious disease outbreak may have unique or different issues, the Library Director (or other person appointed by the Library Board) will monitor and coordinate events around a specific infectious disease outbreak. The Library Director has the authority to:

1. *Cancel or Limit Services.* The Library Director may cancel or limit programs or services to ensure the safety and security of Library staff and patrons. This includes canceling scheduled meetings held in any Library meeting room. The Library Director shall use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.
 2. *Library Closure.* The Library Director has the authority to close the Library for up to seven (7) days during any infectious disease outbreak. The Library Board shall meet during that time to determine whether to (1) reopen the Library or (2) extend the closure time period. The Library Director shall use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website.
 3. *Additional Protocols.* The Library Director has the authority to establish additional protocols such as disinfecting borrowed materials before they are recirculated. The Library Director shall post notices in the Library of the additional protocols.
 4. *Consultation.* The decision to cancel or limit services, including closing of the Library or adopting additional protocols, may be based on recommendations made regarding the outbreak by the CDC, local health officials or the Library Board.
- D. Sick Patrons Patrons who arrive at the Library with symptoms of the infectious disease outbreak may be sent home in accordance with this Policy. Only the Library Director or his/her designee shall have the authority to require a sick patron to leave the Library. Any patron may appeal the decision within ten (10) business days of the date of removal by sending a written letter to the Library Board.

VIII. Bomb Threat

If a message comes during Library hours that an explosive device is set to detonate in the building, follow these procedures:

- A. Keep Person on Phone. The person taking the message needs to keep the phone line open so the call can be traced. Be alert for clues about the caller, if possible.
- B. 911. Signal someone else to call 911.
- C. Evacuation. Direct everyone to leave the building immediately. Direct everyone to move as far away from the building as possible, but leave the driveway open for the police/fire department to arrive as quickly as possible.

IX. Fire or Suspicious Package

- A. 911. Call 911 immediately.
- B. Evacuation. Tell patrons to leave the building and walk as far as possible from the building, without blocking the driveway or parking lot. Room must be made for the fire trucks to arrive as quickly as possible.

X. Active Shooter

- A. Definitions. As used in this Subsection:
 - 1. *Active Shooter.* “Active Shooter” refers to an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.
 - 2. *Run, Hide, Fight.* “Run, Hide, Fight” refers to the recommended course of action to help keep individuals safe during an active shooter event.
 - 3. *Library Staff.* “Library Staff” means any of the following:
 - a. An individual who is employed by, or under contract with, the Library.
 - b. An individual who serves on the Library Board of the Library.
 - c. An individual who volunteers at the Library.
- B. Response Procedures. Active shooter events are unpredictable and evolve quickly. When an active shooter event occurs, it is important Library Patrons and Staff follow the Library’s policy to the full extent possible. The Library has adopted the “Run, Hide, or Fight” policy. This is not a sequential process, but rather a list of options. Individuals will often have to rely on their own judgment to decide which option will best protect lives.
 - 1. *Run.* Library Patrons and Staff should make every attempt to distance themselves from the shooter and, if possible, exit the Library. If the decision to run is implemented, Patrons and Staff should:
 - a. Evacuate the area as quickly and quietly as possible, reuniting at the Dorr Fire Station on the corner of 18th and 142nd. Library staff should attempt to direct Patrons.
 - b. Leave personal belongings behind.
 - c. Help others escape if possible.

- d. Only attempt to move and/or assist the wounded if it is safe to do so.
 - e. Prevent and warn others from entering an area where the active shooter may be located.
 - f. Call 911 when safe to do so. If possible, provide the 911 operator or law enforcement officers on the scene with the following information:
 - i. Location and number of active shooter(s).
 - ii. Physical description of shooter(s).
 - iii. Number and type of weapons held by the shooter(s).
 - iv. Number of potential victims at the location.
2. *Hide.* If running is not a safe option, Library Patrons and Staff should hide in as safe a place as possible.
- a. Turn off lights, lock and barricade doors, close any blinds and/or cover any windows.
 - b. Hide out of sight from doorways and windows.
 - c. Silence all electronic devices.
 - d. Remain silent.
 - e. Designated Safe Spaces:
 - i. Staff Break Room behind the Circulation Desk.
 - f. Stay in place until given an all-clear by identified law enforcement.
3. *Fight.* As a last resort, Library Patrons and Staff should attempt to disrupt and/or incapacitate the active shooter by:
- a. Acting as aggressively as possible against the active shooter(s); commit to physical actions.
 - b. Use makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
 - c. Enlist the help of other Library Staff and Patrons to work as a team to overtake the active shooter(s).

4. *Arrival of Law Enforcement.* When law enforcement officers arrive at the scene, Library Patrons and Staff shall:
 - a. Follow all instructions from the officers.
 - b. Immediately raise hands and spread fingers.
 - c. Proceed in the direction as advised by the officers.
 - d. Provide all relevant information to officers when asked, but do not distract responding officers unless it will assist in identifying the location of the shooter or the location(s) of known explosives or booby trap.

C. Post- Response Procedures

1. *Facility as a crime scene.* After and during the investigation, Library Staff shall:
 - a. Consult with law enforcement officials as needed for the investigation.
 - b. Have the Library appropriately cleaned and sanitized once law enforcement no longer requires the Library to remain secured as a crime scene.
 - c. The Library will coordinate with law enforcement for the return and retrieval of personal items.
2. *Library Staff Assistance.* All Library Staff involved in an active shooter event will be identified, and appropriate mental health resources will be offered.

D. Training and Library Preparedness

1. *Training.* Library Patrons are likely to follow the lead of staff during an active shooter event. Library Staff shall review this policy annually and all new Library Staff shall review this policy during orientation.
2. *Preparedness.* This policy shall *not* be posted publicly on the Library website to protect the Library's procedures and any secure areas and/or reunification sites.
3. *Go-Kit.* The Library shall create a "go-kit" (i.e. to-go bag) that includes facility materials necessary for first responders (e.g. facility maps, building access cards, alarm codes, etc.). If safely accessible prior to law enforcement's arrival, occupants should retrieve and provide the first responder with the prepared "go-kit" (i.e. go-bag, etc.).

XI. Incident Reports

For any emergency, except a weather related emergency, the Library Director shall require an incident report to be completed.

XII. Employee Assistance Program

Employees involved in or witnessing any of the emergencies described herein, except §IIB inclement weather, will be offered counseling with the Library's contracted Employee Assistance Program provider.

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DISPLAY POLICY

1. Guidelines

Library displays are planned, curated, and implemented by library staff. While any item in the library's collection can be utilized for purposes of a display, Library staff use a set of criteria to determine which topics to promote and which materials are selected. The Library strives to include a wide variety of relevant topics and viewpoints as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs.

Criteria may include, but are not limited to:

- Library's Strategic Plan and current mission and vision alignments
- Library's Collection Development Plan
- Library stakeholders and partners
- Community needs and interests
- Educational, informational, or cultural significance

2. Responsibility

Library staff or community members may suggest a display topic, and staff typically design and curate displays. However, final approval and ultimate responsibility for each display rests with the Library Director.

3. Intellectual Freedom and Censorship

The Library affirms the First Amendment to the U.S. Constitution and the right of the people to receive information. Displays and exhibits are marketing efforts designed to provide for these rights and are therefore under First Amendment protection.

4. Types of Display

- a. Monthly Displays. Every month, Library staff will change out displays around the Library to highlight different topics throughout the year. These topics can include, but are not limited to, seasonal displays, cultural or heritage displays, award winning materials, and specific genres or classes of materials. Monthly displays are planned in advance by Library staff.
- b. Pop-Up Displays. Pop-up displays are smaller displays that are thematic and timely as it pertains to ongoing happenings in the Library and literary world. Examples include the displays near the entrance showcasing the current book being read in each Book Club.

- c. Digital Displays. Displays that occur in the Library's online presence including, but not limited to, the Library's social media pages, the Library's digital signage, the Library's digital resources and applications, and any digital promotional materials that are dispersed through digital avenues such as emails or text messages. These digital displays are promoted in conjunction with already vetted physical displays and programs.

Approved by Dorr Township Library Board August 21, 2023.