

Duck Creek Regional Library
Board of Directors Meeting
22 South Main Street, Smyrna, DE
Website: <https://duckcreek.lib.de.us>

January 8, 2026 3 PM

Minutes

Welcome

Pledge of Allegiance

Opening Prayer

Recognition of Visitors

Merrill Lynch Report- Kathleen Hawkins

Minutes of November 6, 2025- Pages 3-5

Motion

Financial Reports- Ken Messer- Pages 6-13

<u>Bank Accounts-</u>	November	December
WSFS Checking Account	\$7,078.13	\$14,966.88
WSFS Money Market Account	\$218,153.07	\$163,600.70
Merrill Lynch Account	\$329,435.66	\$330,117.47
Merrill Lynch Account	\$329,417.26	\$330,233.36
Total All Cash Accounts	\$884,084.12	\$838,918.41

Financial Reports- Statement of Financial Position, Statement of Activity, Budget to Actual, and Cash Flow - [Separate email Angela/Dana](#)

Motion

Accounting Review FY 2024-2025 status-

Library Director Report- Erica Wilson- [Separate email Erica](#)

Friends of Duck Creek Library Report- Kathy Messer & Kay Wheatley- Page 14

Review Vision, Mission, Core Values, Core Purpose -Rick Horsey Page 15

Goals- [Separate email Erica](#)

Old Business

Review Electronic Votes- Holiday Pay Schedule Change, Mango Language Program, and Paychex Time-Off Tracker- Pages 16-18

Strategic Plan Schedule for 2026-2027- one day during week of March 16th

New Business

Acceptable Behavior Policy – sent separate email on 1/6/26 (copies pages 19-22)

Motion

Intrusion (Security) Alarm System- Ercia, staff and I are recommending that we have a Intrusion Security Alarm system installed. Erica got estimates from Mainline (\$12,014) and B Safe (\$5418.55). Kathy Messer, Kay Wheatley, and the Friends of Duck Creek have offered to pay for the system \$5,418.55 and the Operating Board would pay the quarterly fees for monitoring and maintenance of \$195. Page 23

Motion

Executive Session- Motion to go to Execution session if visitors present.

Debbie Wicks- Election to board

Motion

Election of Vice-President- Term would expire 6/30/26

Motion

At-Large Delegates- Discussion

Personnel Manual Discussion- Lisa and Erica Page 24

Board of Directors Register- Page 25

Next meeting- March 12, 2026

Adjournment

Duck Creek Regional Library
Board of Directors Meeting
22 South Main Street, Smyrna, DE
Website: <https://duckcreek.lib.de.us>
November 6, 2025 at 3 pm
Minutes

Welcome/Call to Order/Attendance- Ken Messer, Debbie Wicks, Lisa Torbert, Rick Horsey, Nelson Drew (Zoom), and Chris Hudson

Pledge of Allegiance- All

Opening Prayer- Rick Horsey

Recognition of Visitors- Joanne Masten, Leanna Carroll, Ercia Jones Wilson, Regina Brown, Dana Wattay, Angela Ceballos, Kay Wheatley, and Rita Puriefoy.

Minutes of September 11, 2025- Minutes were sent out prior to the meeting. There were no corrections or additions to the minutes.

Motion was made by Ken Messer and seconded by Lisa Torbert to approve the minutes as presented. Motion #20251106-01 was approved.

Financial Reports- September & October 2025- Financial reports were sent out prior to the meeting. Ken Messer explained the financial reports. There were no changes or additions to the financial reports.

<u>Bank Accounts-</u>	September	October
WSFS Checking Account	\$45,386.64	\$33,226.24
WSFS Money Market Account	\$167,008.37	\$217,580.44
Merrill Lynch Account	\$115,985.21	\$273,834.77
Merrill Lynch Account	\$212,937.36	\$383,860.54
Total All Cash Accounts	\$541,317.58	\$908,501.99

Financial Reports- Statement of Financial Position, Statement of Activity, Budget to Actual, and Cash Flow prior to the meeting.

Motion was made by Lisa Torbert and seconded by Ken Messer to approve the financial reports as presented. Motion #20251106-02 was approved.

Accounting Review FY 2024-2025 status report- Dana stated they need a copy of the retirement plan documents for the Simple IRA from Merrill Lynch.

✓ **To do: Send Simple IRA plan document to Wattay Accounting.** - Sent 11/14/25 Dana, Angela Ken

Interim Library Director Report- Leanna Carroll reviewed her report for library usage, purchases and income.

Friends of Duck Creek Library Report- Kay reported that the Friends are waiting for the final bills from the library construction and are in the final stages of the Capital Campaign. The campaign ends December 31, 2025. After, the bills are paid and Capital Campaign ends then

the Friends will be able to let us know the amount of financial support available for future operations. Kathy reported that their Friend's Board completed their Strategic plan and will be presented to the board at their next meeting. Kathy visited the Lewes library and discussed the ways that their Friends group operated their store and other operational opportunities. Kathy reported that the Townsend Women's Club had a fund raiser in September that raised \$5,000 for DCRL.

- ✓ To do: Ercia and the staff will make a list of items they would like to have that would enhance library operations for staff and patrons. *Completed 11/13 - meet scheduled*
- To do: Kay will report back to the DCRL Board after December to let us know the amount of financial support that will be available for future operations.

Review of Vision, Mission, Core Values, Core Purpose, and Goals- Rick reviewed the Vision, Mission, Core Values and Core Purpose. Leanna and Ken updated the board on Wildly Important Goals. All the goals are on track for completion as of October 2025.

Old Business

Town of Smyrna- Breakdown of transferred designated library funds and grants
 Security at the Library- Smyrna police Chief Donner said they would try to have a patrol car outside the library at closing time for security of staff exiting the building.
 Programming and Book Sale Policy- To be completed by Erica and staff at a later date
 Amended Memorandum of Lease Agreement and Assignment of Lease Agreement- Signed by Mayor Gott, Kathy Messer and Rick Horsey on October 3, 2025.

- ✓ To do: Check with Smyrna police chief to see if the officers have been patrolling.
- ✓ To do: Rick will contact the Electric department about the street light that is out.

New Business

Snow Removal Contract- Rick reviewed Austin's Lawn Care snow contract. It is the same contract terms as last year. There were no questions or comments.

- ✓ **Motion was made by Ken Messer and seconded by Lisa Torbert to approve Austin's snow removal contract. Motion #20251106-03 was approved.** *sent signed copy 11/17 & copied Erica*

Bulletin Board Policy- Leanna Carroll went over the recommended Bulletin Board policy. The policy gives the Library Director the flexibility to accept or decline bulletins that violates policy. There was a recommendation that we add the date of one week in the policy that the bulletin had to be received by staff prior to posting.

Motion was made by Ken Messer and seconded by Debbie Wicks to approve the Bulletin Board Policy adding the bulletin had to be received by staff one week prior to posting. Motion #20251106-04 was approved.

Library Director Job Post- Reimbursement of \$495 for job posting on Indeed. Rick stated that the job was posted on Indeed and was asking for \$495 as reimbursement for the posting.

- ✓ **Motion was made by Debbie Wicks and seconded by Lisa Torbert to approve reimbursement for the Indeed job posting. Motion #20251106-05 was approved.** *sent request to Dana for reimburse*

Executive Session-

Personnel Updates

Library Director- Hiring Erica Jones Wilson as Library Director and promoting Jordan Ranger as Co-Assistant Library Director with Leanna Carroll was approved electronically on 10.8.25.

Electronic motion was made by Chris Hudson and seconded by Ken Messer to approve Erica Jones Wilson as the new Library Director and to promote Jordan Ranger as Co-Assistant Library Director with Leanna Carroll not to exceed \$3,000 from the operating budget.

Motion # 20251008-01 was electronically approved.

Family Leave Act- Information about the family leave act was sent prior to the board meeting. Ken and Dana reviewed the regulations for FLA. After discussion, Ken made a recommendation to register all full-time and part-time employees in FLA, have DCRL pay for the benefit, and have Paychex administer the plan.

Motion was made by Lisa Torbert and seconded by Ken Messer to register all full and part-time employees in FLA and pay for the benefit to all qualified employees. Motion #20251106-06 was approved. SENT email to Ken 11/17

Howell Wallace has resigned from the DCRL Board effective 11/3/25. It was discussed and suggested that we offer the board position first to Nelson Drew. If Drew cannot accept the position, then we would offer the position to Debbie Wicks. After the Board decides who will be appointed to the Board then we will appoint a new Vice-President.

To do: Rick will speak with Nelson Drew and offer him a seat on the Board. If Nelson cannot accept the position, then it will be offered to Debbie Wicks. Rick asked all Board members to let us know if they know of anyone who lives in Smyrna and would be qualified to serve as a member at-large. We would like to have at least (2) at-large delegates. - Nelson declined, Debbie Accepted - SENT NOTICE to Board 11/17

To do: Schedule the strategic plan update in March 2026.

Next Meeting- January 8, 2026

Adjournment- Motion was made by Ken Messer and seconded by Chris Hudson to adjourn the meeting. Motion #20251106-07 was approved.



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Account Number: XXXXXX5863
Statement Date: 11/30/2025
Page: 1 of 6

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WSFS NON-PROFIT INTEREST CHKG

Account Number: XXXXXX5863

Balance Summary

Beginning Balance as of 11/01/25	\$33,226.24
+ Deposits and Credits (25)	\$5,299.10
- Checks Posted (4)	\$3,517.85
- Withdrawals and Debits (42)	\$27,929.36
Ending Balance as of 11/30/25	\$7,078.13
Number of Days in Statement Period	30
Low Balance	\$7,077.94
Average Balance	\$17,000.67
Average Collected Balance	\$16,996.00

Checks Posted

* Indicates a break in check sequence

Date	Check#	Amount	Date	Check#	Amount	Date	Check#	Amount
Nov 14	1061	\$290.00	Nov 14	1063	\$78.00	Nov 26	1064	\$399.85
Nov 05	1062	\$2,750.00						

Transaction Detail

Date	Description	Deposits	Withdrawals
Nov 03	DEBIT CARD REFUND	\$3.70	
	MERCHANT REFUND TERMINAL 401134 AMAZON RETA NK0QL 7TY1 SEATTLE WA XXXXXXXXXXXXX6620 TRAN DATE 10-31-25		
Nov 03	ACH DEPOSIT	\$32.96	
	Square Inc SQ251103 251103		
Nov 03	DEBIT CARD		-\$117.87
	MERCHANT PURCHASE TERMINAL 401134 AMAZON RETA NK0QL 7TY1 WWW AMAZO WA XXXXXXXXXXXXX6620 TRAN DATE 10-31-25		
Nov 04	ACH DEPOSIT	\$1.31	
	Square Inc SQ251104 251104		
Nov 05	ACH DEPOSIT	\$6.52	
	Square Inc SQ251105 251105		
Nov 05	DEBIT CARD		-\$31.99
	MERCHANT PURCHASE TERMINAL 416407 STAPLES INC 0020 9908 staples c MA XXXXXXXXXXXXX6620 TRAN DATE 11-04-25		



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SMALL BUSINESS MMA PROMOTION

Account Number:

XXXXXX2259

Balance Summary

Beginning Balance as of 11/01/25	\$217,580.44
+ Deposits and Credits (1)	\$572.63
- Checks Posted (0)	\$0.00
- Withdrawals and Debits (0)	\$0.00
Ending Balance as of 11/30/25	\$218,153.07
Number of Days in Statement Period	30
Low Balance	\$217,580.44
Average Balance	\$217,580.44
Average Collected Balance	\$217,580.00

Transaction Detail

Date	Description	Deposits	Withdrawals
Nov 30	INTEREST CREDIT	\$572.63	

Earnings Summary

Interest for Period Ending 11/30/25	\$572.63
Interest Paid Year to Date	\$7,911.34
Annual Percentage Yield Earned (APYE)	3.25%
Number of Days for APY	30
Average Balance for APY	\$217,580.44

Balance By Date

Date	Balance	Date	Balance
Oct 31	\$217,580.44	Nov 30	\$218,153.07

Overdraft\Return Item Fees

Fee Type	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



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Your Financial Advisor:
KATHLEEN V HAWKINS
55 KINGS HWY
DOVER DE 19901
kathleen_hawkins@ml.com
1-800-887-6048

\$ 329,435.66

ENDOWMENT

November 01, 2025 - November 28, 2025

	This Statement	Year to Date
Opening Value (11/01)	\$ 383,860.54	
Total Credits	558.31	830,580.96
Total Debits	(55,000.00)	(501,625.00)
Securities You Transferred In/Out		
Market Gains/(Losses)	16.81	479.70
Closing Value (11/28)	\$ 329,435.66	

	November 28	October 31
ASSETS		
Cash/Money Accounts	8,955.96	208,397.65
Fixed Income	319,997.15	175,005.25
Equities	-	-
Mutual Funds	-	-
Options	-	-
Other	-	-
Subtotal (Long Portfolio)	328,953.11	383,402.90
Estimated Accrued Interest	482.55	457.64
TOTAL ASSETS	\$ 329,435.66	\$ 383,860.54
LIABILITIES		
Debit Balance	-	-
Short Market Value	-	-
TOTAL LIABILITIES	-	-
NET PORTFOLIO VALUE	\$ 329,435.66	\$ 383,860.54



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1073 SEVEN HICKORIES RD
CLAYTON DE 19938-3263

Net Portfolio Value:

\$ 329,417.26

Your Financial Advisor:
KATHLEEN V HAWKINS
55 KINGS HWY
DOVER DE 19901
kathleen_hawkins@ml.com
1-800-887-6048

ENDOWMENT

November 01, 2025 - November 28, 2025

	This Statement	Year to Date
Opening Value (11/01)	\$ 273,834.77	
Total Credits	55,367.01	328,977.60
Total Debits	-	(80.00)
Securities You Transferred In/Out	-	-
Market Gains/(Losses)	215.48	519.66
Closing Value (11/28)	\$ 329,417.26	

ASSETS

	November 28	October 31
Cash/Money Accounts	3,897.60	158,530.59
Fixed Income	324,996.90	115,003.45
Equities	-	-
Mutual Funds	-	-
Options	-	-
Other	-	-
<i>Subtotal (Long Portfolio)</i>	328,894.50	273,534.04
Estimated Accrued Interest	522.76	300.73
TOTAL ASSETS	\$ 329,417.26	\$ 273,834.77

LIABILITIES

Debit Balance	-	-
Short Market Value	-	-
TOTAL LIABILITIES	-	-
NET PORTFOLIO VALUE	\$ 329,417.26	\$ 273,834.77



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WSFS NON-PROFIT INTEREST CHKG

Account Number: XXXXXX5863

Balance Summary

Beginning Balance as of 12/01/25	\$7,078.13
+ Deposits and Credits (26)	\$64,925.19
- Checks Posted (4)	\$4,614.70
- Withdrawals and Debits (53)	\$52,421.74
Ending Balance as of 12/31/25	\$14,966.88
Number of Days in Statement Period	31
Low Balance	\$5,947.06
Average Balance	\$31,257.94
Average Collected Balance	\$31,027.00

Checks Posted

* Indicates a break in check sequence

Date	Check#	Amount	Date	Check#	Amount	Date	Check#	Amount
Dec 18	1065	\$2,750.00	Dec 10	1067	\$75.00	Dec 23	1068	\$1,070.00
Dec 12	1066	\$719.70						

Transaction Detail

Date	Description	Deposits	Withdrawals
Dec 01	DEBIT CARD MERCHANT PURCHASE TERMINAL 469216 AMAZON MKTPL BB06Y 9Z72 Amzn com WA XXXXXXXXXXXXX6620 TRAN DATE 11-28-25		-\$660.10
Dec 01	DEBIT CARD MERCHANT PURCHASE TERMINAL 405523 WALMART COM 800 925 6 AR XXXXXXXXXXXXX6620 TRAN DATE 11-28-25		-\$24.91
Dec 01	DEBIT CARD MERCHANT PURCHASE TERMINAL 469216 AMAZON MKTPL BB62X 23A0 Amzn com WA XXXXXXXXXXXXX6620 TRAN DATE 11-30-25		-\$190.41
Dec 01	DEBIT CARD MERCHANT PURCHASE TERMINAL 469216 AMAZON MKTPL BB6CJ 3TT1 Amzn com WA XXXXXXXXXXXXX6620 TRAN DATE 11-29-25		-\$10.07
Dec 01	DEBIT CARD MERCHANT PURCHASE TERMINAL 405523 WALMART COM 800 925 6 AR XXXXXXXXXXXXX6620 TRAN DATE 11-28-25		-\$55.59



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DUCK CREEK REGIONAL LIBRARY INC
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SMALL BUSINESS MMA PROMOTION

Account Number: **XXXXXX2259**

Balance Summary

Beginning Balance as of 12/01/25	\$218,153.07
+ Deposits and Credits (1)	\$447.63
- Checks Posted (0)	\$0.00
- Withdrawals and Debits (2)	\$55,000.00
Ending Balance as of 12/31/25	\$163,600.70
Number of Days in Statement Period	31
Low Balance	\$163,153.07
Average Balance	\$169,765.97
Average Collected Balance	\$169,765.00

Transaction Detail

Date	Description	Deposits	Withdrawals
Dec 02	CASH MGMT TRSFR DR REF 3361323L FUNDS TRANSFER TO DEP 213735863 FROM		\$40,000.00
Dec 12	CASH MGMT TRSFR DR REF 3461508L FUNDS TRANSFER TO DEP 213735863 FROM		\$15,000.00
Dec 31	INTEREST CREDIT	\$447.63	

Earnings Summary

Interest for Period Ending 12/31/25	\$447.63
Interest Paid Year to Date	\$8,358.97
Annual Percentage Yield Earned (APYE)	3.15%
Number of Days for APY	31
Average Balance for APY	\$169,765.97

Balance By Date

Date	Balance	Date	Balance	Date	Balance
Nov 30	\$218,153.07	Dec 12	\$163,153.07	Dec 31	\$163,600.70
Dec 02	\$178,153.07				



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1073 SEVEN HICKORIES RD
CLAYTON DE 19938-3263

Net Portfolio Value:

\$330,117.47

Your Financial Advisor:
KATHLEEN V HAWKINS
55 KINGS HWY
DOVER DE 19901
kathleen_hawkins@ml.com
1-800-887-6048

ENDOWMENT

November 29, 2025 - December 31, 2025

	This Statement	Year to Date
Opening Value (11/29)	\$329,435.66	
Total Credits	954.60	831,535.56
Total Debits		(501,625.00)
Securities You Transferred In/Out		
Market Gains/(Losses)	(272.79)	206.91
Closing Value (12/31)	\$330,117.47	

	December 31	November 28
ASSETS		
Cash/Money Accounts	94,910.56	8,955.96
Fixed Income	234,997.81	319,997.15
Equities	-	-
Mutual Funds	-	-
Options	-	-
Other	-	-
Subtotal (Long Portfolio)	329,908.37	328,953.11
Estimated Accrued Interest	209.10	482.55
TOTAL ASSETS	\$330,117.47	\$329,435.66
LIABILITIES		
Debit Balance	-	-
Short Market Value	-	-
TOTAL LIABILITIES	-	-
NET PORTFOLIO VALUE	\$330,117.47	\$329,435.66



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DUCK CREEK REGIONAL LIBRARY,
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1073 SEVEN HICKORIES RD
CLAYTON DE 19938-3263

Net Portfolio Value:

\$ 330,233.36

Your Financial Advisor:
KATHLEEN V HAWKINS
55 KINGS HWY
DOVER DE 19901
kathleen_hawkins@ml.com
1-800-867-6048

ENDOWMENT

November 29, 2025 - December 31, 2025

	This Statement	Year to Date
Opening Value (11/29)	\$ 329,417.26	
Total Credits	942.89	329,920.49
Total Debits	-	(80.00)
Securities You Transferred In/Out	(126.79)	392.87
Market Gains/(Losses)		
Closing Value (12/31)	\$ 330,233.36	

	December 31	November 28
ASSETS		
Cash/Money Accounts	141,840.49	3,897.60
Fixed Income	188,000.46	324,996.90
Equities	-	-
Mutual Funds	-	-
Options	-	-
Other	-	-
Subtotal (Long Portfolio)	329,840.95	328,894.50
Estimated Accrued Interest	392.41	522.76
TOTAL ASSETS	\$ 330,233.36	\$ 329,417.26
LIABILITIES		
Debit Balance	-	-
Short Market Value	-	-
TOTAL LIABILITIES	-	-
NET PORTFOLIO VALUE	\$ 330,233.36	\$ 329,417.26



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Rick Horsey

From: Kathy Messer <kathryntmesser@gmail.com>
Sent: Monday, January 5, 2026 10:15 AM
To: Rick Horsey
Subject: Friends Report

Rick,

Our focus, since our last meeting has been meeting with the following vendors for and acquiring estimates for services with:

- Patti Bishop - art work & murals on walls in Children s Area
- Delaware Millwork - cutout trees, corner bookcase trees for Children s hall entrance & collections area
- Shore Tinting & more- additional frosting & tinting of windows & glass areas.

Wrapping up of our Capital Campaign as of Dec. 31,2025. Last mailing and emails for membership and final contributions.

Request for funds to purchase merchandise for the Friends' Store.

Continue adding to our membership & fundraising ideas with our strategic plan.

Respectfully submitted,

Kathy Messer
Friends of DCRL, Pres.



DUCK CREEK REGIONAL LIBRARY

SMYRNA, DE.

Vision Statement

Mission Statement

Core Values

Core Purpose

We are the community's go-to destination for quality educational programs and valuable resources and inviting spaces. Individuals are empowered and lives enriched through Fostering Lifelong Learning and Meaningful connections.

Our core values are inclusivity, professionalism, confidentially, responsible stewardship of resources, equitable access, welcoming and safe environment and a commitment to financial sustainability

We welcome individuals of all ages and backgrounds to an environment that inspires Lifelong Learning. Honors our History, equipped for an ever-changing future, and strengthens our communities through advocacy, quality educational programs, valuable resources and services and inclusive meeting spaces.

Our purpose is to serve as a community hub where individuals of all ages and backgrounds come together to access quality education programs and valuable resources and services

Collection

Technology

Educational Programs

Life Enrichment

Community Hub

Financial Stability

By June 30, 2026 we will add (3) new collections formats and (2) new digital resources

By June 30, 2026, we will identify at least (3) options to ensure uninterrupted internet service throughout DCRL building

We will continue existing education programs and increase recurring programs for children from 4 to 5; teens from 1 to 3; and adults from 2 to 5 by 6/30/26

We will continue existing life enrichment programs and increase recurring programs for children from 2 to 3; teens from 1 to 3; and adults from 1 to 5 by 6/30/26

We will increase; Avg. daily visitors from 110 to 350, program attendees from 2k to 4k, school partnerships from 4 to 7, community partnerships from 4 to 8, and meeting room usage from 120 to 1,000 by 6/30/26

We will increase funding sources from 7 to 12 by 6/30/26. We will develop forward looking predictive financial reports by 6/30/26

Rick Horsey

From: Rick Horsey
Sent: Monday, November 24, 2025 8:48 AM
To: Torbert Lisa; Debbie Wicks; Messer Ken; 'Christopher Hudson'; nelson drew
Cc: Jones Erica; Carroll Leanna; Ranger Jordan
Subject: DCRL Holiday Pay Schedule

Good morning,

Our Board has unanimously agreed to change DCRL Holiday pay policy as of November 24, 2025. Motion reads:

Motion was made virtually by Lisa Torbert and seconded by Debbie Wicks to change the Duck Creek Regional Library "Holiday Pay Policy" to match Delaware Division of Libraries "Holiday Pay Policy" with the exception of working a half day on New Year's Eve. The Holiday's closed would be New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day (Observed), Labor Day, Election Day (when applicable), Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve (half day), Christmas Day, and New Year's Eve (half day).

Motion # 20251124-01 was approved unanimously.

**Thank you,
Rick**

Rick Horsey

From: Rick Horsey
Sent: Monday, November 24, 2025 9:06 AM
To: Torbert Lisa; 'Debbie Wicks'; 'Christopher Hudson'; Messer Ken; nelson drew
Cc: Jones Erica; Carroll Leanna; Ranger Jordan; Kathy Messer - President Friends Of Duck Creek Regional Library (kathryntmesser@gmail.com)
Subject: DCRL Motion to Approve Mango Language Program

Good morning,

Our Board has unanimously agreed to purchase the Mango Language Program for the sum of \$6,975. Erica please accept this motion and complete the application and funding request.

virtually
Motion was made by Lisa Torbert and seconded by Debbie Wicks to approve the purchase of Mango Language Program for the sum of \$6,975.

Motion #20251124-02 was unanimously approved.

Blessings,
Rick

**Duck Creek Regional Library
Paychex Time-Off Tracker Motion
December 10, 2025**

Background- December 8, 2025 email was sent to Board members below:

Good afternoon,

I hope this finds everyone well! We have been trying for a few months to get information and pricing for the Paychex Time-Off Tracker option. This option would help us track PTO/Vacation hours to the employee's accounts and keep track of their time off requests. Currently, we are doing this manually and this has been very challenging.

This is an email from Erica explaining the PTO/Vacation Tracker option:

Our current Paychex configuration does not include PTO management. Previously, the staff had access to this function while working under the town. When this functionality was removed, paper records were employed to track PTO requests. Upgrading to the Full Flextime service adds Time Off Management (employees requesting time off electronically through Time and Attendance) to our subscription. This is necessary to ensure we properly maintain our records and track time off requests from the staff. Additionally, this upgraded system adds additional reporting and HR functions we didn't previously have, such as performance reviews, which may prove helpful later.

Paychex	Pay Period Cost (10 Employees)	Annual Cost (27 Pay Periods)
Current Plan	\$132.99	\$3,590.73 (est.)
New Plan	\$180.16	\$4,864.32
Difference (+/-)	-\$47.17	-\$1,273.59

Please review and send us your questions. If you approve of adding the option we will need a motion and a second.

Motion was made by Chris Hudson and seconded by Lisa Torbert to add the optional Paychex Time-Off Tracker for the annual cost of \$1,273.59.

Motion #20251210-01 was approved by electronic vote by all Board members.



Acceptable Behavior Policy

The library maintains an atmosphere that promotes the use and enjoyment of its resources and services; promotes the safety of the public and library staff; and protects the building, furniture, equipment, and materials of the library. Patrons are expected to behave in such a manner that their actions do not interfere with the functions of the library or with the enjoyment of the library by other patrons or with their safety.

While on library property:

- All persons shall respect the rights of others. No one shall harass, annoy, or interfere with any other person by means of physical contact, communication or other intrusive behavior. No one shall interfere with library personnel in the performance of their duties.
- **Any activity** that is inconsistent with normal library purposes is not permitted. Some examples include bathing, sleeping, **loitering**, or panhandling.
- No one may deface, destroy, steal, move or misuse any library materials, furnishings, equipment or other library property. Patrons must abide by the Computer Use Policy.
- **The use of alcohol** or any drug constituting a controlled, dangerous substance as defined by law is not allowed. No one under the influence of alcohol or such drugs shall be allowed in the library or on its grounds.
- Smoking, including the use of any tobacco products, e-cigarettes, and marijuana is not permitted anywhere in the library building or on its grounds.
- Only law enforcement personnel may be in possession of weapons or firearms in the library or on library grounds.
- Patrons must be fully clothed while in the library. Shirts and shoes must be worn at all times.
- Conversations shall be conducted quietly. Shouting, loud voices, abusive or offensive language are not allowed.
- Computer and device users must wear headphones / earbuds when audio is in use to minimize disruptive noise.
- Cell phone use should be kept to a minimum. **Cell phones should be set to vibrate or turned off while in the building.** Any necessary conversations should be conducted in a low voice and with discretion or outside the building.
- **Patrons shall dispose of litter and debris in designated trash / recycling containers and leave tabletops and chairs clean.**
- **Food is only allowed in designated areas as part of a program or event.**
- Animals, except for service animals as defined in the Americans with Disabilities Act, are not permitted except in connection with library programs.
- Personal property should not be left unattended and may be subject to inspection by library staff if left unattended. Items left unattended may be considered

abandoned and will be disposed of by staff. The library is not responsible for lost or stolen personal property.

- Restrooms are for patron and staff use only and may not be used for non-intended activities such as changing clothes or bathing.
- Running, rollerblading, skateboarding and similar activities are not allowed in the library or on the library grounds.
- Bicycles, motorized scooters, motorbikes and similar transportation may not be brought inside the library or left in an area that blocks access in any way.
- No unauthorized sales, solicitations of contributions, or collection of signatures by any outside organization or individual are allowed for any reason or purpose.
- Children under 12 must be accompanied by a responsible adult throughout the library building.
- The Children's Room is for children 12 and under; the Teen Lounge is for ages 13 to 18. Adults without children/teens present will be asked to move to another part of the library.

Anyone who fails to meet these standards of acceptable behavior or any other library policy will be required to leave the premises. If unacceptable behavior occurs again, the individual may be denied the privilege of library use for a set period or indefinitely. The Duck Creek Regional Library reserves the right to amend this policy at any time.

Thank you for helping library staff make the Duck Creek Regional Library a safe and enjoyable place for all who use the library.

DUCK CREEK
REGIONAL LIBRARY
SMYRNA, DE

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While on library property:

1. All persons shall respect the rights of others. No one shall harass, annoy, or interfere with any other person by means of physical contact, communication or other intrusive behaviors. No one shall interfere with library personnel in the performance of their duties.
2. Facilitated library programs, community partnerships events, and other open enrollment programs or courses are open to all, without discrimination, and are subject to library oversight/supervision. Private events, clubs, and meetings are similarly bound by library policy and may be subject to library oversight when deemed necessary by the library director.
3. Any activity that is inconsistent with normal library purposes is not permitted. Some examples include bathing, excessive periods of sleeping, or panhandling.
4. No one may deface, destroy, steal, move or misuse any library materials, furnishings, equipment or other library property. Patrons must abide by the Delaware Division of Libraries Computer Use Policy.
5. The use of alcohol, unless prior approval is obtained for use in reserved meeting rooms for a private gathering, or any drug constituting a controlled, dangerous substance as defined by law is not allowed. No one under the influence of alcohol or such drugs shall be allowed in the library or on its grounds.
6. Smoking, including the use of any tobacco products, e-cigarettes, and marijuana is not permitted anywhere in the library building or on its grounds.
7. Only law enforcement personnel maybe in possession of weapons or firearms within the library or on library grounds.
8. Patrons must be fully clothed while in the library. Shirts and shoes must be always worn.
9. Conversations shall be conducted at normal volume. Shouting, loud voices, abusive or offensive language are not allowed.
10. Computer and device users should wear headphones/earbuds when audio is in use to minimize disruptive noise.
11. Cell phone use should be kept to a minimum. Any necessary conversations should be conducted in low voice and with discretion, or outside the building.

- 12. Patrons shall dispose of litter and debris in designated trash/recycling containers and leave tabletops and chairs clean. At the conclusion of study and meeting room use every attempt must be made to return the space to its previous configuration and level of cleanliness.
- 13. Food is only allowed in designated non-collection areas for personal consumption or as part of a program or event with prior approval.
- 14. Animals, except for service animals as defined in the Americans with Disabilities Act, are not permitted except in connection with library programs.
- 15. Personal property should not be left unattended and may be subject to inspection by library staff if left unattended. Items left unattended, including documents, may be considered abandoned and will be disposed of by staff. The library is not responsible for lost or stolen personal property.
- 16. Restrooms are for public, and staff use only but may not be used for non-intended activities such as bathing or shaving.
- 17. Running, rollerblading, skateboarding and similar activities are not allowed inside the library.
- 18. Bicycles, motorbikes and similar transportation may not be brought inside the library or left in an area that blocks access.
- 19. No unauthorized sales, solicitations of contributions, or collection of signatures by any outside organization or individual are allowed for any reason or purpose.
- 20. Children 11 & under must be accompanied by a responsible adult throughout the library building.
- 21. The Children's Room is for children 11 and under; the Teen Lounge is for ages 12 to 18. Adults without children/teens present will be asked to move to another part of the library.

Anyone who fails to meet these standards of acceptable behavior or any other library policy will receive a warning and may be required to leave the premises. If unacceptable behavior occurs again, the individual may be denied the privilege of library use for a set period or indefinitely. The Duck Creek Regional Library reserves the right to amend this policy at any time.

Thank you for helping library staff make the Duck Creek Regional Library a safe and enjoyable place for all who use the library.

B SAFE, LLC
1490 E Lebanon Rd, B10
Dover, DE 19901

INVOICE

Date
12/31/2025

Invoice Number
12312025

Proposal Number
248418-1-0

Due Date
UPON RECEIPT



To: The Friends of the Duck Creek Regional Library
22 S. Main St.
Smyrna, DE 19977

Net Amount Enclosed **Due: \$5,418.55** *Detach & Return Top Portion with Your Payment*

Site Address: Duck Creek Regional Library-22 S. Main St. Smyrna, DE 19977

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
1.0	Library-System & Labor	\$5,418.55	\$5,418.55

Invoice Balance Due: \$5,418.55

Local Numbers:	Wilmington, DE Branch (302) 633-1833	Dover, DE Branch (302) 674-2600 x3
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<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
12/31/2025	12312025	Duck Creek Library Job	\$5,418.55

B-SAFE, LLC
1490 E Lebanon Rd, B10
Dover, DE 19901
(302) 674-2600 x3

DCRL Board of Directors - Personnel Manual Discussion Topics		
Section/Topic	When	Notes
3.1 Full-Time Employees	January	COMPLETE
3.2 Part-Time Employees		
4.1 Work Hours and Scheduling	January	COMPLETE
4.5 Pay Plan	July	COMPLETE
4.6 Merit Increase	July	COMPLETE
4.7 Performance Bonus	July	COMPLETE
4.8 Overtime and Compensatory Time	March	COMPLETE
8.3 Workplace Safety	July	COMPLETE

Personnel Committee - Personnel Manual Discussion Topics		
Section/Topic	When	Notes
4.8 Overtime and Compensatory Time	January	COMPLETE
6.1 Performance Expectations	June	COMPLETE
6.2 Performance Appraisals	June	COMPLETE
6.4 Termination of Employment	July	COMPLETE
7.2 Professional Development Opportunities	June	COMPLETE
8.4 Drug-Free Workplace	June	COMPLETE

DCRL - Personnel Manual		
Section/Topic	When	Notes
6.1 Performance Expectations	Feb '26	Erica to update
6.2 Performance Appraisals	Feb '26	Erica to update
6.3 Disciplinary Actions and Grievance Procedures	Feb '26	Erica to update
8.9 Technology Security	Feb '26	Erica to update section with DDL policy link
Finalize Appendices	June '26	DCRL Staff - Format, Add Links, Update Terminology after approved by Board

Future Considerations		
Section/Topic	When	Notes
5.3 Paid Time Off (PTO)	TBD	recruitment/retainment implications
5.5 Bereavement Leave	TBD	number of days/family
6.1 & 6.2 Performance Expectations & Appraisal	TBD	Library Director

Timeline

- 2/18/26 - Erica/Lisa finalize updates
- 2/26/26 - Draft to Board for review prior to March 12 meeting
- 3/12/26 - Board discussion and vote
- 3/13/26 - To Staff (follow-up in Staff Meeting)

Duck Creek Regional Library Board of Directors			
	Term Expires		
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