

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

January 19, 2022

- I. Call the Meeting to Order
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Public Comment
- V. Bills
- VI. Financial Reports
 - A. Balance Sheet
 - B. Profit & Loss
- VII. Librarian's Report
- VIII. Committee Reports – None
- IX. Old Business
 - A. Collection Development/Material Selection Policy – 2nd reading
 - B. Gift Acceptance & Donation Acceptance Policy – Review
 - C. Audit – Final Financial Statements
 - D. Patron Behavior Policy – 2nd reading
- X. New Business
 - A. Animal Policy – repeal and replace with Patron Behavior Policy?
 - B. Cell Phone Policy - repeal and replace with Patron Behavior Policy?
 - C. Foster Swift rate increase notification
 - D. United for Libraries – registration and access (www.ala.org/united)
 - E. Board Vacancy – City of the Village of Douglas Representative
 - F. Mission and Vision Statements
 - Proposed Mission Statement: *The Saugatuck-Douglas District Library strives to be a welcoming place that supports lifelong learning, inspires exploration of ideas and culture, and enriches the lives of all our users through diverse materials, programs and services.*
 - Proposed Vision Statement: *The Saugatuck-Douglas District Library is a vital community-based center for learning and exploration.*
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: February 16, 2022 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY BOARD MEETING - MINUTES

December 1, 2021

I. Meeting called to Order at 7:00 PM

The following were present:

Library Director (ex officio) Ingrid Boyer, Shar Stewart representing the Friends of the Library.

Trustees: Larry Blose, David Blatt, Mark Chancey, Brandy Erlanson, Bonnie Lowe, Charles Mason,

II. Approval of the Agenda by unanimous consent.

III. Approval of the Minutes without amendment by unanimous consent.

IV. No public comment.

V. SDDL Auditor Jody Broekhuizen of DeLong & Brower (Holland, MI) presented the Independent Auditor's report and supporting financial statements. The audit report was clean with no qualifying statements.

The Auditor reported that there is \$419,601.72 remaining in the building fund (capital campaign and bond proceeds). The auditor had the following suggestions for the remaining funds:

1. The funds can be kept until used for future capital projects.
2. Of the total funds remaining, \$326,461 are from the Capital Campaign. The capital campaign funds can be used to service the debt payments from the bond issue.

Motion: David Blatt moved that the remaining capital funds be kept for future capital projects and that we revisit this decision in approximately one year. The motion was seconded by Brandy Erlanson and passed with no dissenting votes.

VI Financial Reports:

Bills presented by Director Boyer (appendix A):

Motion: David Blatt moved that all bills be paid. The motion was seconded by Brandy Erlanson and was passed with no dissenting votes.

The Balance Sheet and Profit and Loss statement were presented and discussed (Appendix A)

VII. Librarian's report was presented by Director Boyer (See Appendix A).

IX. Committee Reports – None

X. Old Business - None

XI. New Business

A. Trustee Manual from the Library of Michigan was distributed to the Trustees.

B. Collection Development/Material Selection Policy – 1st reading

The original policy was approved in 2015. The updated policy was presented for the first reading. The policy will be discussed at the next meeting.

C. Gift Acceptance & Donation Acceptance Policy was presented and will be discussed at the next meeting.

XII. Cathy Brockington was presented a plaque that honors her for her service to SDDL.

XIII. Guest: Friends of the Library representative Char Stewart.

- The FOL executive board decided that instead of a Christmas party to honor the library staff they will give each staff member a gift card.
- The FOL has received substantial donations this year.
- The FOL is working on a better sign for the bookstore.

XIV. Next Meeting: January 19, 2021 at 7:00 pm

XV. Adjournment at 8:20.

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	12/16/2021	December cleaning, invoice #3368	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Allegan County				
Bill	01/11/2022	Dec tax chargebacks	964 · Tax Charge Backs	-71.35
Total Allegan County				-71.35
Amazon.com				
Bill	12/10/2021	Nov/Dec purchases	959.210 · DVDs	-215.06
Bill	12/10/2021	Nov/Dec purchases	959.120 · Periodicals	-12.00
Total Amazon.com				-227.06
Barnes & Noble Booksellers				
Check	12/07/2021	1 ebook	959.310 · E-Books	-9.99
Check	12/21/2021	1 ebook	959.310 · E-Books	-10.99
Total Barnes & Noble Booksellers				-20.98
BCN				
Check	12/10/2021	January premium	701.300 · Health Insurance Compe...	-277.68
Check	01/12/2022	February premium	701.300 · Health Insurance Compe...	-277.68
Total BCN				-555.36
BonAppetit				
Bill	01/03/2022	30 issues-exp Feb '25	959.120 · Periodicals	-35.97
Total BonAppetit				-35.97
Coloma News Agency				
Bill	12/07/2021	New York Times to 11/14/2022	959.120 · Periodicals	-1,339.00
Total Coloma News Agency				-1,339.00
Comcast				
Check	11/27/2021	11/10/21-12/09/21	850 · Phone & Internet	-257.23
Check	12/27/2021	12/10/21-1/9/22	850 · Phone & Internet	-252.23
Total Comcast				-509.46
Commercial Record				
Bill	12/14/2021	Preservation Micro	959.120 · Periodicals	-40.00
Total Commercial Record				-40.00
Consumers Energy				
Check	12/13/2021	October/November electric bill	920 · Utilities	-1,298.01
Check	01/12/2022	November/December electric bill	920 · Utilities	-1,611.77
Total Consumers Energy				-2,909.78
Delong & Brower, P.C.				
Bill	01/03/2022	annual audit for y/e 6/30/21	801 · Professional Services	-6,709.00
Total Delong & Brower, P.C.				-6,709.00
Demco, Inc.				
Check	12/14/2021	book covers, glue, tape	728 · Collection Expenses	-429.61
Total Demco, Inc.				-429.61

Type	Date	Memo	Account	Amount
ELM USA, Inc.				
Check	12/14/2021	monthly disc cleaning	728 · Collection Expenses	-25.00
Check	01/18/2022	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-50.00
EPS				
Check	12/02/2021	Quarterly invoice for fire, alarm, video su...	930 · Building Maintenance	-576.00
Total EPS				-576.00
Excel Electric				
Bill	01/07/2022	relocate outlets under desk	972 · Construction	-672.00
Total Excel Electric				-672.00
Fennville District Library				
Check	12/01/2021	Invoice #41	956 · Lost materials	-17.99
Total Fennville District Library				-17.99
Foster Swift				
Bill	01/07/2022	respond to email	801 · Professional Services	-21.00
Total Foster Swift				-21.00
Gatehouse Media				
Check	11/26/2021	Holland Sentinel subscription	959.120 · Periodicals	-34.00
Check	12/27/2021	Holland Sentinel subscription	959.120 · Periodicals	-34.00
Total Gatehouse Media				-68.00
Grand Rapids Press				
Check	12/07/2021	quarterly newspaper subscription	959.120 · Periodicals	-96.00
Total Grand Rapids Press				-96.00
Heimler, Nick				
Check	01/13/2022	Erate eligible maintenance, invoice #3332	801 · Professional Services	-285.00
Total Heimler, Nick				-285.00
Herrick District Library				
Bill	12/08/2021	3 Lost and Paid Materials	956 · Lost materials	-42.97
Total Herrick District Library				-42.97
Ingram Library Services				
Check	12/15/2021	November invoices	959.110 · Print Books	-1,295.06
Check	12/15/2021	November invoices	959.220 · Audio Books	0.00
Total Ingram Library Services				-1,295.06
Kanopy, Inc.				
Check	12/01/2021	Invoice #273804	959.320 · Digital Content Databases	-218.50
Bill	12/07/2021	May downloads, re-entered as they never ...	959.320 · Digital Content Databases	-97.00
Check	01/13/2022	Invoice #277444	959.320 · Digital Content Databases	-183.35
Total Kanopy, Inc.				-498.85
KLSWA				
Check	12/23/2021	November water	920 · Utilities	-124.08
Total KLSWA				-124.08

Type	Date	Memo	Account	Amount
Kramer Services				
Bill	12/20/2021	5 yds. crushed concrete	972 · Construction	-240.00
Total Kramer Services				-240.00
Lakeland Library Cooperative				
Check	11/30/2021	Overdrive magazines Jan-Dec 2022	728 · Collection Expenses	-806.45
Check	01/13/2022	Quarterly billing, Overdrive	803 · Coop Services (LLC)	-3,536.27
Check	01/13/2022	Quarterly billing, Overdrive	959.320 · Digital Content Databases	-450.00
Total Lakeland Library Cooperative				-4,792.72
Library Pass, Inc.				
Bill	12/03/2021	Comics Plus	959.320 · Digital Content Databases	-650.00
Total Library Pass, Inc.				-650.00
Maintenance Management, Inc.				
Check	12/30/2021	Mowing September-November 2021	930 · Building Maintenance	-315.00
Total Maintenance Management, Inc.				-315.00
Meijer				
Check	12/10/2021	electric kettle and paper towels	729 · Custodial Supplies	-15.99
Check	12/10/2021	electric kettle and paper towels	975 · Furnishings	-36.99
Total Meijer				-52.98
Michigan Gas Utilities				
Check	12/22/2021	acct. #0504864801-00002	920 · Utilities	-17.10
Total Michigan Gas Utilities				-17.10
Michigan Library Association				
Check	01/18/2022	Spring Institute conference registration	961 · Travel/Conference	-250.00
Total Michigan Library Association				-250.00
MicroMarketing				
Check	11/30/2021	audiobooks, invoice #869839	959.220 · Audio Books	-64.50
Check	12/17/2021	audiobooks, invoice #871228	959.220 · Audio Books	-34.40
Check	12/31/2021	audiobooks, invoice #873068	959.220 · Audio Books	-34.40
Total MicroMarketing				-133.30
Midwest Tape-HOOPLA				
Check	12/02/2021	Invoice #501352532	959.320 · Digital Content Databases	-1,056.07
Check	01/13/2022	Invoice # 501491232	959.320 · Digital Content Databases	-1,023.21
Total Midwest Tape-HOOPLA				-2,079.28
Natural History				
Bill	12/07/2021	1 year renewal to Mar 2023	959.120 · Periodicals	-28.00
Total Natural History				-28.00
Nendick-Mason				
Bill	01/18/2022	reimb prizes for Holiday Village Show	880 · Programs	-100.00
Total Nendick-Mason				-100.00

Type	Date	Memo	Account	Amount
New Dawn Linen Service				
Check	12/14/2021	November mat service	930 · Building Maintenance	-55.20
Total New Dawn Linen Service				-55.20
Office Max/Depot				
Check	12/22/2021	paper	727 · Office Supplies	-73.98
Total Office Max/Depot				-73.98
OverDrive				
Check	01/16/2022	Invoice #01720CP21510408	959.320 · Digital Content Databases	-16.12
Total OverDrive				-16.12
RICOH USA, INC (TX)				
Check	12/01/2021	monthly lease	941 · Copy Machine	-146.30
Check	01/01/2022	monthly lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-292.60
Roman				
Check	01/08/2022	COVID-19 Antigen Self-Test	727 · Office Supplies	-300.00
Total Roman				-300.00
Scholastic Library Publishing				
Check	12/31/2021	invoice numbers 35530936	959.110 · Print Books	-17.49
Total Scholastic Library Publishing				-17.49
T Mobile				
Check	12/03/2021	hotspots	959.320 · Digital Content Databases	-149.30
Check	01/07/2022	hotspots	959.320 · Digital Content Databases	-149.30
Total T Mobile				-298.60
Tamarack District Library				
Bill	12/14/2021	1 lost & paid book	956 · Lost materials	-9.99
Total Tamarack District Library				-9.99
Tech Logic				
Bill	12/23/2021	Shelf management system	976 · Technology	-2,662.25
Total Tech Logic				-2,662.25
Time				
Bill	12/07/2021	2 year subscription to Mar 2024	959.120 · Periodicals	-60.00
Total Time				-60.00
U.S. Bank				
Bill	01/14/2022	Debt service payment	991 · Debt Service - Principal	0.00
Bill	01/14/2022	Debt service payment	992 · Debt Service - Interest	-64,109.38
Total U.S. Bank				-64,109.38
Uline				
Check	01/13/2022	toilet paper, trash bags	729 · Custodial Supplies	-131.00
Total Uline				-131.00

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Woodlands				
Bill	12/21/2021	fertilize & spread crushed concrete	972 · Construction	-240.00
Total Woodlands				-240.00
Wright, Jane A.				
Bill	12/02/2021	Nov accounting service	801 · Professional Services	-320.00
Bill	01/03/2022	Dec accounting service	801 · Professional Services	-360.00
Total Wright, Jane A.				-680.00
Yes! Magazine				
Bill	01/04/2022	3 year renewal to Feb 2025	959.120 · Periodicals	-72.00
Total Yes! Magazine				-72.00
TOTAL				-95,266.51

Saugatuck-Douglas District Library
Balance Sheet
As of January 18, 2022

	<u>Jan 18, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CheckingRegular2041	993,413.33
003 · Square Macatawa	2,713.36
010 · PettyCash	150.00
011 · Chemical Reserve Account	10,123.87
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Total Checking/Savings	1,006,400.56
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Total Current Assets	1,006,400.56
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TOTAL ASSETS	1,006,400.56
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	-14.98
210 · Payroll Liabilities	2,949.00
223 · Due to F.O.L.	331.58
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Total Other Current Liabilities	3,265.60
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Total Current Liabilities	3,265.60
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Total Liabilities	3,265.60
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Equity	
390 · Fund Balance	666,490.22
392 · Restricted F.B. for New Bldg	468,049.69
394 · Restricted F.B. for Debt Serv	192,730.38
Net Income	-324,135.33
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Total Equity	1,003,134.96
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TOTAL LIABILITIES & EQUITY	1,006,400.56
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Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	<u>Jul '21 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
400 · Millage				
400.100 · COVODouglas	44,420.27	85,118.87	-40,698.60	52.2%
400.200 · City	36,875.88	81,669.70	-44,793.82	45.2%
400.300 · Twp	805.86	164,881.43	-164,075.57	0.5%
Total 400 · Millage	82,102.01	331,670.00	-249,567.99	24.8%
405 · Bond Levy				
405.100 · COVODouglas	32,828.05	61,693.36	-28,865.31	53.2%
405.200 · City	26,599.42	59,193.93	-32,594.51	44.9%
405.300 · Twp	584.05	119,505.54	-118,921.49	0.5%
Total 405 · Bond Levy	60,011.52	240,392.83	-180,381.31	25.0%
520 · USF	1,559.64	2,400.00	-840.36	65.0%
539 · State Aid	0.00	4,000.00	-4,000.00	0.0%
608 · Fines & Fees	4,226.01	3,000.00	1,226.01	140.9%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	10,189.30	18,000.00	-7,810.70	56.6%
655.200 · Herrick-LaketownFunds	2,999.77	10,000.00	-7,000.23	30.0%
Total 655 · Penal Fines	13,189.07	28,000.00	-14,810.93	47.1%
664 · Interest	241.01	100.00	141.01	241.0%
671 · Other Revenue	4,358.73	1,600.00	2,758.73	272.4%
674.100 · General Donations	1,511.70	1,500.00	11.70	100.8%
675 · FOL	2,340.00	8,000.00	-5,660.00	29.3%
698 · Transfer from Restricted Fund	0.00	300,000.00	-300,000.00	0.0%
Total Income	169,539.69	920,662.83	-751,123.14	18.4%
Gross Profit	169,539.69	920,662.83	-751,123.14	18.4%
Expense				
701 · Payroll Expenses	98,718.35	195,000.00	-96,281.65	50.6%
727 · Office Supplies	1,091.38	2,000.00	-908.62	54.6%
728 · Collection Expenses	2,270.47	2,000.00	270.47	113.5%
729 · Custodial Supplies	530.90	4,000.00	-3,469.10	13.3%
730 · Youth Services Supplies	350.81	1,000.00	-649.19	35.1%
731 · Postage	125.73	370.00	-244.27	34.0%
801 · Professional Services	18,748.40	27,000.00	-8,251.60	69.4%
803 · Coop Services (LLC)	10,428.77	15,000.00	-4,571.23	69.5%
850 · Phone & Internet	1,834.95	3,500.00	-1,665.05	52.4%
880 · Programs	3,617.28	3,000.00	617.28	120.6%
900 · Publicity & Printing	1,556.07	7,000.00	-5,443.93	22.2%
920 · Utilities	10,187.88	31,000.00	-20,812.12	32.9%
930 · Building Maintenance	11,816.35	31,000.00	-19,183.65	38.1%
941 · Copy Machine	1,705.24	3,600.00	-1,894.76	47.4%
956 · Lost materials	120.95	500.00	-379.05	24.2%
957 · Technology	2,293.40	3,000.00	-706.60	76.4%

	<u>Jul '21 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	10,444.94	12,000.00	-1,555.06	87.0%
959.120 · Periodicals	2,419.33	4,000.00	-1,580.67	60.5%
Total 959.100 · Print Materials	12,853.74	16,000.00	-3,146.26	80.3%
959.200 · Other				
959.210 · DVDs	1,439.45	1,000.00	439.45	143.9%
959.220 · Audio Books	550.04	1,000.00	-449.96	55.0%
Total 959.200 · Other	1,989.49	2,000.00	-10.51	99.5%
959.300 · Electronic				
959.310 · E-Books	1,498.93	4,000.00	-2,501.07	37.5%
959.320 · Digital Content Databases	10,699.11	19,000.00	-8,300.89	56.3%
Total 959.300 · Electronic	12,198.04	23,000.00	-10,801.96	53.0%
Total 959 · Materials	27,034.13	41,000.00	-13,965.87	65.9%
961 · Travel/Conference	333.88	1,200.00	-866.12	27.8%
962 · Dues	453.00	1,000.00	-547.00	45.3%
964 · Tax Charge Backs	147.99	300.00	-152.01	49.3%
965 · Insurance	6,940.00	6,600.00	340.00	105.2%
971 · New Library Building	66,268.61	300,000.00	-233,731.39	22.1%
991 · Debt Service - Principal	105,000.00	105,000.00	0.00	100.0%
992 · Debt Service - Interest	129,793.76	129,793.00	0.76	100.0%
Total Expense	501,368.30	913,863.00	-412,494.70	54.9%
Net Income	-331,828.61	6,799.83	-338,628.44	-4,880.0%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

January 19, 2022

PROGRAMS:

- The afternoon and evening book discussion groups continue to meet in person.
- We hosted another Holiday Village Show.
- Beginning on January 19, we will be hosting knitting circle. Individuals are invited to bring a current project (knitting, crochet, embroidery) and work on it in a communal setting. We also have someone who has offered to instruct anyone who is interested in learning to knit for the first time.

FINANCE

- Financial statements were completed and submitted by the deadlines. Copies will be distributed at the January meeting.

CONTRIBUTIONS:

- We received over 70 book donations from our Holiday Wishlist. We also received an additional \$150 in cash donations.

BUILDINGS & GROUNDS:

- The interior painting on the ceiling of the main building was completed on Monday, December 13. The Library was closed on that day.
- When the painters moved the scissor lift into the building through the front door, the weight of the machine dented the threshold. A replacement threshold has been ordered. It should be ready to be installed in about 2 weeks. We are withholding payment from the painters until the repair work has been completed.
- Excel Electric was here on Monday, December 13 to move and install additional outlets in preparation for the new cabinetry that will be installed at the service desks, including the self-checkout station.

PUBLICITY

- Nothing to report.

TECHNOLOGY:

- Magic Desktop, a child friendly internet/gaming interface has been installed on the computers in the children's area.

COLLECTIONS:

- We have added a new database, Comics Plus. It provides access to a huge collection of comics and graphic novels for all ages, kids through adult. The cost is very reasonable because we are a small library. Only \$650/year. Comic and manga series typically have

many, many volumes, more than we could ever handle on our shelves. This is a great solution for those who tend to devour these series.

- We are able to take advantage of a recently negotiated discount on our Kanopy subscription. Kanopy is a database that offers video streaming. Previously we paid \$2.00 per film watched. The discount will knock that down to \$1.80.
- As part of our Libby/Overdrive access we have added content from Craftsy, a database of over 1600 video classes that cover knitting, sewing, cooking, photography, yoga, gardening. If our patrons were to subscribe on their own, this service costs \$96.00/year. Through the library, these classes will be free to all of our patrons and will cost us \$2.99/week for unlimited access.
- The Lakeland Library Cooperative has been awarded a grant to purchase a large number of non-fiction ebooks. The books will be available through Overdrive. Funds are from the ARPA (American Rescue Plan Act).

HUMAN RESOURCES

- Leslie Cyranowski will be traveling for two months in Europe. We will be filling her shifts with existing staff.
- Kim Martinson, former part-time employee and current substitute, has taken a full-time job and will no longer be available to fill-in for times that we need additional help. We are attempting to hire a new substitute employee, but are having difficulty finding candidates who are interested in a job with no regular schedule. If we are unable to find someone, we may reach out to volunteers for extra help.

MEETINGS & PARTNERSHIPS

- December 2: attended an online Summer Reading Symposium. It was a half-day event and I took away a lot of good ideas for the summer.
- December 9: attended the Lakeland Library Cooperative Board and Advisory Council meetings.
- December 17: attended a Library Law webinar hosted by the Library of Michigan.
- January 13: attended the Lakeland Library Cooperative Board and Advisory Council meetings.

OTHER

- Because we had 2 employees who tested positive for COVID and one additional employee with symptoms, the Library was closed for a few days the first full week of January. During that same week, we were closed 2 days for bad weather. It was an exciting first week of 2022.

Gift Acceptance and Donation Acceptance Policy

The Saugatuck Douglas District Library welcomes gifts and contributions in a variety of forms. Gifts are essential to the continued success of the library in fulfilling its important public mission.

Gifts of Collection Materials

Gifts and bequests of collection materials – books, periodicals, newspapers, CDs, DVDs, etc. – may be accepted by the library director with the understanding that they become the property of the library upon receipt and that the library staff may make all decisions as to their retention, location, cataloging treatment and other considerations relating to their use and disposition. **The library director will make these decisions in accordance with the library's Material Selection Policy.**

Monetary Gifts

Unrestricted monetary gifts and bequests may be accepted by the library director or the library board and will be used to the best advantage of the library. Monetary gifts include cash, publicly traded securities and other assets that are readily convertible to cash.

Restricted monetary gifts and bequests (i.e., gifts and bequests designated for a specific purpose) must be reviewed and approved by the library trustees and may be accepted only if the specific conditions of the gift are consistent with the mission and current needs of the library and can reasonably be fulfilled by the library.

Monetary gifts and bequests may also be directed to the Friends of the Saugatuck Douglas District Library **or the library's endowment fund. The endowment fund is held and managed by the Allegan County Community Foundation. Any donations to the endowment funds are handled by the foundation and are then applied to the library's fund.**

Gifts of Artwork, Furnishings or Property

Gifts and bequests of artwork intended for the library art collection are governed by the Art Acquisition and Disposal Policy.

The library may also accept gifts or bequests of artwork, furnishings or property for purposes unrelated to the library's mission. Such unrelated use gifts and bequests are typically designated for sale and the proceeds used to the best advantage of the library. Because the disposal of unrelated use gifts and bequests may have tax implications for the donors, such gifts and bequests will only be accepted with a written agreement that explicitly states the library's intention to sell the donated property. The library will not accept unrelated use gifts that incur expenses or are complicated to sell. All unrelated use gifts must be reviewed and approved by the library trustees.

It is the legal responsibility of the donor to obtain a monetary appraisal for any property that is given to the library and claimed as a charitable deduction for tax purposes. To avoid any potential conflict of interest, library staff may not provide monetary appraisals of property for donors and may not arrange appraisals on behalf of donors. Library staff may help donors find suitable appraisers by directing them to the websites of the American Society of Appraisers and the International Society of Appraisers. Donations of property valued at less than \$5,000 generally do not require a formal appraisal.

Gifts-In-Kind

The Library welcomes gifts of goods and services that are consistent with the mission of the library, its day to day operations or improvement of the library's amenities.

Sponsorships

The Library welcomes sponsorships of specific programs, projects and events from individuals and groups including but not limited to businesses and service organizations. The Library Director must approve all sponsorships. In assessing the suitability of an offered sponsorship, the Director will consider the public image of the sponsor, its line of business and all of its products and services. A sponsor may receive public recognition.

Gift Recognition

Thank you letters for significant gifts are typically prepared by the Library Director. However, donors may request a more specific written acknowledgment of any donation. All forms of donor recognition are subject to Board review and approval.

Donors may choose not be recognized by name when bestowing gifts to the Library. This wish will be reflected on published lists and other forms of donor recognition. The Board respects the preference of donors who wish to remain anonymous, subject to any legal or other requirement for disclosure. However the identity of all donors must be known by the Executive Director and, at the time of the gift, the president of the president of the Board.

The Library keeps records of donations received. Donors may request the opportunity to discuss how donated funds are utilized with the Board or the Library Director.

MATERIAL SELECTION POLICY

I. Purpose.

The purpose of the Saugatuck-Douglas District Library's Material Selection Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Saugatuck-Douglas District Library ("Library").

II. Definitions:

The term "Library Materials" means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

III. Goals of Materials Selection.

- A. To meet the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

IV. Responsibility for Selection.

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults and adults. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for book selection,

however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

V. General Principles.

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made on the basis of anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.

- B. Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.

- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference and research materials for the general public and students based on the services it is expected to perform.

VI. Specific Principles for Selection.

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint

- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material

VII. Gifts.

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library. **In addition, all donated materials are subject to the library's Gift Acceptance and Donation Acceptance Policy.**

VIII. Maintenance of the Collection.

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

IX. Challenges to Materials.

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons (“Requester”) who object to Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester’s and Library’s satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials (“Request for Reconsideration”).
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library’s Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director’s decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of this Policy.

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Library Board of Trustees has delegated the responsibility for selection and evaluation of collection materials to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials, please return a completed form c/o the Library Director, Saugatuck-Douglas District Library, 174 Center Street, Douglas, Michigan, 49406. All decisions of the Board are final.

Name: _____ Date: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Do you represent self? _____ Organization? _____

1. Resource on which you are commenting:

Book _____ Video/DVD _____ Magazine _____ Audio Recording _____ Newspaper _____

Electronic information/network (please specify): _____

Other: _____

Title: _____

Author/Producer: _____

2. How did you come to select this material? _____

3. Did you read, view, or listen to the entire work? _____

4. What concerns you about the resource? Please be specific by citing pages or passages (use other side or additional pages if necessary). _____

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

PATRON BEHAVIOR POLICY

I. Introduction.

The Saugatuck-Douglas District Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings – interior and exterior – and all grounds controlled and operated by the Library (“Library facilities”) and to all persons entering in or on the premises, unless otherwise specified.

II. Rules for a Safe Environment.

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from the property without authorization through the approved lending procedures, vandalism, child pornography or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, marijuana, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance, marijuana or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, hoverboards or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power driven mobility devices are permitted by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
 - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - 3. The Library does not guarantee storage for personal property.
 - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and beverages are only permitted in designated areas.
- C. Unauthorized Use. Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave

the building and shall not remain on Library property. This includes sleeping on Library furniture or floor.

- E. Considerate Use. The following behavior is prohibited in the Library or on Library property:
1. Spitting;
 2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
 3. Climbing on furniture;
 4. Using obscene or threatening language or gestures;
 5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.
- F. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:
1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
 2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.

- b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 25 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library patrons or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) that would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan law or federal law.
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- O. Phones. Phone calls are prohibited in the Library, except in the lobby. Those patrons desiring to use phones to place or receive calls must use the phones outside of the Library buildings or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification. Patrons must provide identification to Library staff when requested.
- R. Tables or Structures on Library Property. No person may use or set up a table, chairs, cart, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library property. Using, smoking or possessing marijuana on Library property is also prohibited.
- T. Shirts and Shoes. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.
- U. Photography. All patrons must seek permission from the Library Director or designee before taking photos or filming at the Library, unless attending a meeting that is open to the public under the Open Meetings Act. Official identification must be shown. Unattended children may not have their pictures taken.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. The Library has a property interest in maintaining and preserving its property. As a result, patrons must not:

1. Deface, vandalize, damage or improperly use or improperly remove Library materials, equipment, furniture, or buildings;
2. Load or install any programs or software on Library computers;
3. Cause damage by returning books containing bedbugs or bringing bedbugs into the Library;
4. Be in the Library with bodily fluids and/or bodily waste on themselves, their clothes or their belongings. Patrons must also not allow bodily fluids or waste to spill or otherwise come in contact with furniture or other surfaces in the Library where patrons or staff could be exposed to contact with the bodily fluid or waste.

Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. This includes any costs the Library incurs for proper and safe clean-up of bodily fluids or bodily wastes

- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
- E. Use of Tables and Computers. Only four (4) people may be seated at a table and no additional people may stand around any one (1) table.

V. Disciplinary Process for Library Facilities.

The Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. When necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 2. *Subsequent Violations:* The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
 2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

VII. Right of Appeal.

Patrons may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

SAUGATUCK-DOUGLAS DISTRICT LIBRARY CELL PHONE POLICY

Saugatuck-Douglas District Library (“The Library”) is committed to providing an environment that is welcoming to all users. An increasing reliance on cell phones is a reality today; however, the use of cell phones can be disruptive in public places. All library users and staff are expected to respect those who desire quiet to conduct their library activities. For this reason, the Board of Trustees has established the following policy regarding the use of cell phones in the library.

1. All those entering the library are asked to turn off cell phone ringers. Anyone needing to take or make a call should conduct cell phone conversations in the following locations:
 - The main entrance lobby at the bottom of the stairs
 - The south entrance lobby at the bottom of the stairs, near the elevator door
2. Please respect others by keeping conversations brief and at low levels. To minimize noise, consider the option of using text messaging while in the library, instead of conducting phone conversations.

Users engaging in disruptive cell phone conversations in public and staff areas will be asked by library staff to move either to the one of the above designated areas or outside.

Signs are placed in these designated areas.

SAUGATUCK-DOUGLAS DISTRICT LIBRARY ANIMAL POLICY

In order to help maintain a pleasant, productive, and safe environment for all Library users and staff, the only animals or pets allowed in the library are service animals or those who are part of a library program or activity.