

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

February 16, 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
 - A. Finance Committee
- IX. Old Business
 - A. Policy Review
 - Patron Behavior Policy
 - Animal Policy
 - Cell Phone Policy
 - Solicitation Policy
 - Tobacco and Vapor Free Policy
 - Meeting Room Policy
 - B. Board Vacancy
- X. New Business
 - A. United for Libraries – registration and access (www.ala.org/united)
 - B. Investing bond proceeds (Larry Blose)
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: March 16, 2022 at 7:00 pm
- XIII. Adjournment

Minutes of the
SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
January 19, 2022

I. Meeting called to Order at 7:00 PM

The following were present:

Library Director (ex officio) Ingrid Boyer, Susan Bloser representing the Friends of the Library.

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

II Approval of the Agenda after amendments by unanimous consent.

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

IV. Public Comment: No Public Comment

V. Bills were reviewed by the board (See appendix)

Motion: Davis Blatt moved that all bills be paid. The motion was seconded by Mark Chancey and was passed with no dissenting votes.

VI. Financial Reports

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

VII. Librarian's Report

The Librarian's report was read and discussed (Appendix A)

A letter objecting to a mandatory mask policy (for patrons) was presented to the board. Librarian Boyer reported that the policy was changed from a mask required to a mask recommended policy and so the comments in the letter were moot.

VIII. Committee Reports – None

IX. Old Business

A. Collection Development/Material Selection Policy – 2nd reading

A few changes were made to the policy read in the December meeting based upon comments by our lawyer and trustee discussion at the December meeting. The final version is in the Appendix. After a discussion, the following motion was presented:

Motion: To accept the Collection development/Material Selection Policy (Appendix A). Motion by David Blatt; seconded by Larry Blose: Motion was passed - 5 voting for, 0 voting against.

B Gift Acceptance & Donation Acceptance Policy – Review

Motion: To accept the Gift Acceptance & Donation Acceptance Policy presented in Appendix A.
Motion by Charles Mason; seconded by David Blatt: Motion was passed – 5 voting for, 0 voting against.

C. Audit – Final Financial Statements was presented to the board (See Appendix A).

D Patron Behavior Policy – 2nd reading

After a discussion and several suggested amendments, further debate on the policy was postponed with no objections and referred to Director Boyer for the additional changes. The amended policy will be considered in the February 2022 Meeting.

X. New Business

A. Animal Policy – Without objection postponed until February 2022 meeting.

B. Cell Phone Policy – Without objection postponed until February 2022 meeting.

C. Our Lawyer Foster Swift is raising our fees by 5%.

D. United for Libraries – registration and access (www.ala.org/united)

E. Board Vacancy – Brandy Erlanson resigned her position as trustee. Accordingly, A Village of Douglas Library Trustee position is open. Director Boyer has begun a search for someone to fill the position.

F. Mission and Vision Statements

Motion: the following statement

“The Saugatuck-Douglas District Library is 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.”

was adopted as the library mission statement. Motion by Charles Mason, seconded by Larry Blose: Passed 5 votes yes, 0 votes no.

G. Director Boyer requested that the Finance Committee meet to consider:

1. Staff compensation
2. Long term operations funding
3. Investment of Capital Building and other funds (until their use).

Charles Mason, a member of the finance committee requested that he be recused from the decisions. Without objection He was recused and Larry Blose was appointed to replace him on the committee for these deliberations.

XI. Guest Susan Blose representing the friends of the library gave an overview of the FOL 2021 activities.

XII. Next Meeting: February 16, 2022 at 7:00 pm

XIII. Adjournment by unanimous consent.

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	01/25/2022	January cleaning, invoice #3442	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Better Homes and Gardens				
Bill	02/15/2022	2 year renewal thru 02/24	959.120 · Periodicals	-12.00
Total Better Homes and Gardens				-12.00
Boyer, Ingrid				
Bill	02/01/2022	mileage to Lakeland board mtg	961 · Travel/Conference	-52.65
Total Boyer, Ingrid				-52.65
CENGAGE LEARNING/GALE				
Check	02/11/2022	Invoice # 76850493	959.110 · Print Books	-15.00
Total CENGAGE LEARNING/GALE				-15.00
Comcast				
Check	01/27/2022	1/10/22-2/9/22	850 · Phone & Internet	-254.14
Total Comcast				-254.14
Constant Contact				
Check	02/14/2022	annual email marketing	900 · Publicity & Printing	-346.50
Total Constant Contact				-346.50
Consumers Energy				
Check	02/11/2022	December/January electric bill	920 · Utilities	-2,414.73
Total Consumers Energy				-2,414.73
Discover				
Bill	02/01/2022	3 year subscription to Jan 2025	959.120 · Periodicals	-67.95
Total Discover				-67.95
Gatehouse Media				
Check	01/26/2022	Holland Sentinel subscription	959.120 · Periodicals	-34.00
Total Gatehouse Media				-34.00
Ingram Library Services				
Check	01/20/2022	December invoices	959.110 · Print Books	-723.13
Check	01/20/2022	December invoices	959.220 · Audio Books	0.00
Total Ingram Library Services				-723.13
Kanopy, Inc.				
Check	02/02/2022	Invoice #282677	959.320 · Digital Content Databases	-183.60
Total Kanopy, Inc.				-183.60
KLSWA				
Check	01/24/2022	December water	920 · Utilities	-122.90
Total KLSWA				-122.90

Type	Date	Memo	Account	Amount
Lakeland Library Cooperative				
Check	01/24/2022	Annual billing, Capira mobile	900 · Publicity & Printing	-1,171.67
Check	01/24/2022	Annual billing, Capira mobile	959.320 · Digital Content Databases	
Total Lakeland Library Cooperative				-1,171.67
Library Design Associates, Inc.				
Bill	02/01/2022	New TMC learning panels	975 · Furnishings	-6,434.00
Total Library Design Associates, Inc.				-6,434.00
Michigan Gas Utilities				
Check	01/25/2022	acct. #0504864801-00002	920 · Utilities	-18.22
Total Michigan Gas Utilities				-18.22
Michigan Library Association				
Check	01/19/2022	Spring Institute conference registration - ...	961 · Travel/Conference	-500.00
Total Michigan Library Association				-500.00
MicroMarketing				
Check	01/24/2022	audiobooks, invoice #874677	959.220 · Audio Books	-60.19
Total MicroMarketing				-60.19
Midwest Tape-HOOPLA				
Check	02/09/2022	Invoice # 501628672	959.320 · Digital Content Databases	-1,170.61
Total Midwest Tape-HOOPLA				-1,170.61
New Dawn Linen Service				
Check	01/20/2022	December mat service	930 · Building Maintenance	-37.70
Total New Dawn Linen Service				-37.70
OverDrive				
Check	02/02/2022	Invoice #01720CP21510408	959.320 · Digital Content Databases	-132.97
Check	02/10/2022	Invoice #01720CO22044864	959.310 · E-Books	-111.98
Total OverDrive				-244.95
Republic Services				
Check	01/31/2022	trash	920 · Utilities	-47.76
Total Republic Services				-47.76
RICOH USA, INC (TX)				
Check	02/01/2022	monthly lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
Rolling Stone				
Check	02/14/2022	Subscription thru January 2023	959.120 · Periodicals	-89.95
Total Rolling Stone				-89.95
T Mobile				
Check	02/04/2022	hotspots	959.320 · Digital Content Databases	-149.30
Total T Mobile				-149.30

Type	Date	Memo	Account	Amount
Uline				
Check	01/27/2022	paper towels	729 · Custodial Supplies	-60.00
Check	02/14/2022	trash can liners, hand soap	729 · Custodial Supplies	-109.79
Total Uline				-169.79
Unique Management Services, Inc.				
Check	01/24/2022	invoice #609524	728 · Collection Expenses	-35.80
Total Unique Management Services, Inc.				-35.80
Vistaprint				
Check	02/07/2022	note cards	727 · Office Supplies	-75.77
Total Vistaprint				-75.77
Wright, Jane A.				
Bill	02/01/2022	Jan accounting service	801 · Professional Services	-450.00
Total Wright, Jane A.				-450.00
TOTAL				-16,023.61

Saugatuck-Douglas District Library
Balance Sheet
As of February 15, 2022

	<u>Feb 15, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CheckingRegular2041	1,088,045.66
003 · Square Macatawa	3,262.97
010 · PettyCash	150.00
011 · Chemical Reserve Account	10,123.87
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Total Checking/Savings	1,101,582.50
Other Current Assets	
130 · Prepaid Expense	500.00
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Total Other Current Assets	500.00
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Total Current Assets	1,102,082.50
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TOTAL ASSETS	<u>1,102,082.50</u>
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	30.26
210 · Payroll Liabilities	1,964.43
223 · Due to F.O.L.	89.50
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Total Other Current Liabilities	2,084.19
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Total Current Liabilities	2,084.19
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Total Liabilities	2,084.19
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	-227,271.98
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Total Equity	1,099,998.31
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TOTAL LIABILITIES & EQUITY	<u>1,102,082.50</u>

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	52,304.12	85,118.87	-32,814.75	61.4%
400.200 · City	45,086.41	81,669.70	-36,583.29	55.2%
400.300 · Twp	58,477.89	164,881.43	-106,403.54	35.5%
Total 400 · Millage	155,868.42	331,670.00	-175,801.58	47.0%
405 · Bond Levy				
405.100 · COVODouglas	38,542.01	61,693.36	-23,151.35	62.5%
405.200 · City	32,550.28	59,193.93	-26,643.65	55.0%
405.300 · Twp	42,383.35	119,505.54	-77,122.19	35.5%
Total 405 · Bond Levy	113,475.64	240,392.83	-126,917.19	47.2%
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	4,441.54	3,000.00	1,441.54	148.1%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	11,778.21	18,000.00	-6,221.79	65.4%
655.200 · Herrick-LaketownFunds	2,999.77	10,000.00	-7,000.23	30.0%
Total 655 · Penal Fines	14,777.98	28,000.00	-13,222.02	52.8%
664 · Interest	285.43	100.00	185.43	285.4%
671 · Other Revenue	4,358.73	1,600.00	2,758.73	272.4%
674.100 · General Donations	1,645.70	1,500.00	145.70	109.7%
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	298,753.08	920,662.83	-621,909.75	32.4%
Gross Profit	298,753.08	920,662.83	-621,909.75	32.4%
Expense				
701 · Payroll Expenses	111,558.64	195,000.00	-83,441.36	57.2%
727 · Office Supplies	1,353.77	2,000.00	-646.23	67.7%
728 · Collection Expenses	1,499.82	2,000.00	-500.18	75.0%
729 · Custodial Supplies	728.98	4,000.00	-3,271.02	18.2%
730 · Youth Services Supplies	350.81	1,000.00	-649.19	35.1%
731 · Postage	128.65	370.00	-241.35	34.8%
801 · Professional Services	19,458.40	27,000.00	-7,541.60	72.1%
803 · Coop Services (LLC)	10,428.77	15,000.00	-4,571.23	69.5%
850 · Phone & Internet	2,089.09	3,500.00	-1,410.91	59.7%
880 · Programs	3,617.28	3,000.00	617.28	120.6%
900 · Publicity & Printing	1,902.57	7,000.00	-5,097.43	27.2%
920 · Utilities	12,791.49	31,000.00	-18,208.51	41.3%
930 · Building Maintenance	12,714.05	31,000.00	-18,285.95	41.0%
941 · Copy Machine	2,057.82	3,600.00	-1,542.18	57.2%
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	11,557.79	12,000.00	-442.21	96.3%
959.120 · Periodicals	2,623.23	4,000.00	-1,376.77	65.6%
Total 959.100 · Print Materials	14,170.49	16,000.00	-1,829.51	88.6%
959.200 · Other				
959.210 · DVDs	1,657.13	1,000.00	657.13	165.7%
959.220 · Audio Books	584.43	1,000.00	-415.57	58.4%
Total 959.200 · Other	2,241.56	2,000.00	241.56	112.1%
959.300 · Electronic				
959.310 · E-Books	1,610.91	4,000.00	-2,389.09	40.3%
959.320 · Digital Content Databases	13,142.04	19,000.00	-5,857.96	69.2%
Total 959.300 · Electronic	14,752.95	23,000.00	-8,247.05	64.1%
Total 959 · Materials	31,157.86	41,000.00	-9,842.14	76.0%
961 · Travel/Conference	886.53	1,200.00	-313.47	73.9%
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	75,842.88	300,000.00	-224,157.12	25.3%
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	533,316.51	913,863.00	-380,546.49	58.4%
Net Income	<u><u>-234,563.43</u></u>	<u><u>6,799.83</u></u>	<u><u>-241,363.26</u></u>	<u><u>-3,449.5%</u></u>

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

February 14, 2022

PROGRAMS:

- We have resumed doing outreach storytimes at the Douglas Preschool and the Lakeside Learning Center. We had fun doing Valentine's Day themed story times on February 10. We hope to make these recurring events. We also have a new class, the Douglas Elementary transitional kindergarten, interested in having us visit. Our first visit will be this week Thursday.
- The afternoon and evening book discussion groups continue to meet in person. Our Wednesday knitting circle continues to meet and is attracting some new participants.
- Because the numbers of COVID cases are dropping so quickly and unless that trend changes, we are planning an in-person spring story time session beginning in mid-March.

FINANCE

- The finance committee met on February 9 to begin its work on a plan for revising wages and benefits. Unofficial minutes are provided in the packet. The committee will be meeting again sometime before the March board meeting. Once the committee has completed its review work, they will present a formal report/recommendation to the board.
- We received our health insurance policy renewal information. Beginning in April there will be an increase of 7.55%, or a total annual increase of \$295.80.
- Larry Blose and I will meet with Kristin Timmer from Macatawa Bank to discuss our current accounts and if we should make changes. The meeting is scheduled for February 15.

CONTRIBUTIONS:

- Nothing to report.

BUILDINGS & GROUNDS:

- Nothing to report.

PUBLICITY

- There was a lovely photo of Hannah Nendick-Mason published in the February 10 issue of the Commercial Record. The caption read: "Seeking a clean, well-lighted place to expand your mind during the winter doldrums? The new Saugatuck-Douglas District Library may be for you."

TECHNOLOGY:

- We will be replacing two of our oldest staff computers. They have become too old to manage the necessary operating system updates. We purchased the new computers from Nick Heimler and he completed the installation on Monday, February 14.

- My laptop crashed earlier this month, but Nick was able to fix it on Monday. Fortunately, I do not store anything on the hard drive of this computer. Everything is backed up on the network server so no data was lost. It has, however, been a bit of an inconvenience.

COLLECTIONS:

- Nothing to report.

HUMAN RESOURCES

- Leslie Cyranowski, who has been traveling in Europe since the end of December, will be returning in early-March. We are excited for her to come back to work.
- Even though we had some promising candidates, I decided to withdraw our job posting for a substitute library associate. While I would like to replace our former substitute who has since taken a new full-time position, the training and scheduling of this new employee would be too complicated. I am hoping that once Leslie returns, we will have more depth to cover planned and unplanned employee absences. We can re-evaluate the need for a sub in late spring or summer.
- Erin Hill-VanHorn and I will be attending the Michigan Library Association's Spring Institute on March 10-11 in Mt. Pleasant. This conference is for youth librarians. This is the first in person conference I have attended since the pandemic.

MEETINGS

- January 20 & 27: attended a two-part virtual training entitled "Reimagining School Readiness." I found it to be a really valuable experience and I have already started building some of the ideas into my plan for summer.

Saugatuck-Douglas District Library

Finance Committee Meeting Minutes

February 9, 2022

I. Call to Order

Meeting called to order at 3:00 pm. Present: M. Chancey, L. Blose, I. Boyer

II. Proposed Job Descriptions and Current Wages

Ingrid Boyer presented the committee with an overview of current job descriptions and wages.

III. Proposed Wage Scale with calculations for seniority

The committee discussed possible increases and longevity adjustments. Larry Blose will run reports to calculate budget implications for any proposed changes. He will present these reports at the next committee meeting for the members to review.

IV. Benefits

In addition to the basic wage scale, Ingrid Boyer presented possible changes/additions to the benefits currently offered to library employees. Budget implications for these changes will be included in Larry's report and will be reviewed at the next meeting.

V. Adjournment

Meeting adjourned at approximately 4:15 pm.

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. Patrons are required to clean up after the animals brought into the building and are responsible for any damage caused by their animals. Animals are permitted on the patio as long as they do not disturb other patrons.
- 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. Snacks and covered beverages are permitted in the building except near Library computers. Patrons are required to clean up after themselves. Any damage to Library property caused by food or beverages is the responsibility of the patron.
- 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.

**Saugatuck-Douglas District Library
Solicitation Policy**

Solicitations of any kind (including, but not limited to, solicitations for petition signatures, money, donations, or goods or services of any kind) and the active distribution of any written materials or literature are prohibited within the Library building.

Groups or individuals who wish to engage in solicitation or distribution of materials or literature as described above may do so only outside the building provided that they do not:

- Impede access by the public to the building
- Interfere with use of the building (such as excessive noise)
- Engage in littering
- Violate any local, state or federal laws, rules, regulations, or ordinances.

This policy shall not be construed to prohibit Library-related activities such as fundraising sponsored by the Friends of the Library or other Library-sponsored activities.

Saugatuck-Douglas District Library
Tobacco & Vapor Free Policy

This policy is adopted in order to provide for the public health, safety and welfare of Saugatuck-Douglas District Library patrons, employees and volunteers.

Regulations:

- The use of all tobacco products which includes all tobacco-derived or containing products, including cigarettes, cigars, cigarillos, hookah-smoked products, oral tobacco (spit, spitless, smokeless, chew and snuff) and vapor cigarettes (e-cigarettes), are prohibited in any part of the Library and on Library grounds (parking lot, lawns, decks, walkways, etc.).
- This policy applies to all employees, volunteers, library patrons and contractors.

Enforcement:

- Violations of this policy should be immediately brought to the attention of the Library Director or other library personnel.
- Persons found to be in violation of this policy will be subject to disciplinary action.

First Reading October 21, 2015

interests of the community.

2. When not reserved for use, the Study Room is available to walk-in users for up to 2 hours. Persons or organizations may not use the Study Room in a manner that monopolizes their use or unreasonably restricts the room's availability for use by others.
3. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
4. Non-Library sponsored or co-sponsored meetings and events will not be scheduled in the Main Meeting Room and Patio more than three months in advance.
5. The Library is responsible for scheduling use of the Meeting Rooms. ~~The program and meeting schedule will be posted and updated regularly.~~
6. Each Non-Library sponsored or co-sponsored event shall be scheduled for a time any day not to exceed 4 hours.
7. No User may reserve the Main Meeting Room or the Patio more than (2) times per month. No User may reserve the Study Room more than (1) time per week.

F. Application Process.

1. Any person 18 years or older may fill out an application for the Meeting Rooms. Applications should be sent to info@sdlibrary.org or by calling 269-857-8241.
2. The Library will contact you with confirmation that your Reservation is accepted. Do not assume that your Reservation is complete upon submission of the application.
3. The fee, if any, will be due upon confirmation of the Meeting Room Reservation.
4. If you need to cancel the Reservation, you must provide the Library 24 hours notice.
5. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.