

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

March 16, 2022

- I. Call the Meeting to Order
- II. Approval of the Agenda
- III. Welcome to new Douglas board member – Demetrhea Terrien
- IV. Approval of the Minutes
- V. Public Comment
- VI. Bills
- VII. Financial Reports
 - A. Balance Sheet
 - B. Profit & Loss
- VIII. Librarian’s Report
- IX. Committee Reports
 - A. Finance Committee
- X. Old Business – None
- XI. New Business
 - A. Directors Paid Time Off Rollover Adjustment
 - REQUEST FROM LIBRARY DIRECTOR: Modify the current policy to allow the Library Director to rollover 1-week of paid time off.
 - RATIONALE: Currently, the director is granted 4 weeks of paid time off annually. This resets on July 1. Any time remaining on that date is lost. It is difficult to plan exactly when to use vacation time, especially when the fiscal year ends in the middle of summer which is the busiest time of year. A roll-over would allow more scheduling flexibility. A one-time exception was granted in June of 2019 due to the extenuating circumstances of election and construction. In the two years since then, a total of 103 hours of paid time off has been lost.
 - FINANCIAL IMPLICATIONS: Currently, when the Director leaves their position, the Library must pay out a *maximum* of 4 weeks paid time off. If this new policy were approved, the Library would have to pay out a *maximum* of 5 weeks paid time off. The difference would be about \$1050.
- XII. Guest: Friends of the Library representative
- XIII. Next Meeting: April 20, 2022 at 7:00 pm
- XIV. Adjournment

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

- I. Meeting called to order at 7:00 PM. The following were present:
Library Director (ex officio) Ingrid Boyer, Gini Cooper representing the Friends of the Library,
Trustees: Larry Blose, David Blatt, Mark Chancey, Brandy Erlanson, Bonnie Lowe, Charles
Mason.
- II. Agenda approved (with modification) by unanimous consent.
- III. Minutes approved by unanimous consent.
- IV. No Public Comment
- V. Bills presented by Director Boyer. After discussion , David Blatt moved to pay the bills:
Bonnie Lowe seconded.. The motion was passed with no dissenting votes.
- VI. Financial Reports were presented to the board and discussed (See Appendix).
- VII. Librarian's report: The Librarian's report is contained in the Appendix.
- VIII. Committee Reports
 - A. Finance Committee: The Finance Committee (Boyer, Blose, Chancey) met on Feb. 9 to
begin its work on developing a plan for revising wages and benefits. Minutes of the
meeting are presented in the Appendix. The committee discussed some basic principles
for the wages.
 - The minimum wage should be \$15 per hour (adjusted for inflation or cost of
living).
 - The wages should be adjusted annually to account for Cost of Living increases.

The committee will prepare a salary plan that is appropriate for the budget over the
next five years. The committee will meet before the March meeting to finalize a
proposal to be submitted to the board at the March meeting.
 - B. Board Vacancy the City of Douglas is preparing to appoint a trustee to fill the position
vacated by Trustee Erlanson.

IX. Old Business:

- A. Second Reading of the Patron Behavior Policy. The changes from the first reading were discussed. The Patron Behavior Policy replaces several previous policies:

Trustee Blatt Made the following motion: Adopt the Patron Behavior Policy as presented in the Appendix and rescind The Animal Policy, the Cell Phone Policy, the Solicitation Policy, The Tobacco and Vapor Free Policy.

Trustee Erlanson seconded the motion. T

The motion passed with 6 voting yes and 0 voting no.

- B. Meeting Room Policy: Director Boyer suggested a change to the Meeting Room Policy. The proposed change is on page 23 of the appendix. The board agreed without objection.

X. New Business

- A. Investing bond proceeds: Trustee Blose reported that he had a telephone meeting with Jamie Hebebrand – VP and Director, Institutional Investments from Huntington Capital Markets a subsidiary of Huntington Bank. The meeting was to discuss plans to invest unspent funds from our capital account (proceeds from the bond sale which will be used for library improvement in the future). She suggested that we invest in T-Bills or notes with a maturity of one year or less. The bonds can be invested over a variety of maturities so as to allow a portion of the them to mature every quarter and be available when needed.

Trustee Blose presented the following Motion: Motion to authorize Director Boyer to invest the remaining capital funds in Treasury Bills or Notes. Seconded by Trustee Mason. The motion was passed 6 voting yes 0 voting no.

- XI. Guest: Friends of the Library representative: Gini Cooper represented the Friends of the Library:

- The friends of the library next meeting is in March.
- The FOL are preparing a commission for signage for the book store.

- XI The next Meeting is March 16, 2022 at 7:00 pm.

- XII. Meeting adjourned at 8:10.

Submitted by Larry Blose, Recording Secretary

3:15 PM
03/15/22
Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
February 16 through March 15, 2022

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	02/28/2022	February cleaning, invoice #3510	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Amazon.com				
Bill	03/10/2022	Feb/Mar purchases	959.210 · DVDs	-215.59
Bill	03/10/2022	Feb/Mar purchases	727 · Office Supplies	-18.66
Bill	03/10/2022	Feb/Mar purchases	957 · Technology	-5.92
Bill	03/10/2022	Feb/Mar purchases	730 · Youth Services Supplies	-15.82
Bill	03/10/2022	Feb/Mar purchases	975 · Furnishings	-251.99
Total Amazon.com				-507.98
Atlantic Monthly				
Check	03/07/2022	expires 3/4/2023	959.120 · Periodicals	-79.99
Total Atlantic Monthly				-79.99
Baker Tilly				
Bill	02/23/2022	annual fee for bond continuing disclosur...	801 · Professional Services	-750.00
Total Baker Tilly				-750.00
BCN				
Check	03/14/2022	March & April premiums	701.300 · Health Insurance Compe...	-576.31
Total BCN				-576.31
Better Homes and Gardens				
Check	02/17/2022	Expires 3/2024	959.120 · Periodicals	-22.00
Total Better Homes and Gardens				-22.00
Boyer, Ingrid				
Bill	03/15/2022	reimb food @ spring MLA conference	961 · Travel/Conference	-31.00
Total Boyer, Ingrid				-31.00
CCI Solutions				
Check	03/14/2022	audiobooks cases	728 · Collection Expenses	-34.97
Total CCI Solutions				-34.97
CENGAGE LEARNING/GALE				
Check	02/17/2022	Invoice # 76850493	959.110 · Print Books	-19.50
Check	02/20/2022	Invoice # 76766479	959.110 · Print Books	-31.00
Total CENGAGE LEARNING/GALE				-50.50
Comcast				
Check	02/27/2022	2/10/22-3/9/22	850 · Phone & Internet	-254.14
Total Comcast				-254.14
Comfort Inn & Suites Mt. Pleasant				
Check	02/23/2022	Spring Institute lodging	961 · Travel/Conference	-136.52
Total Comfort Inn & Suites Mt. Pleasant				-136.52
Consumers Energy				
Check	03/13/2022	January/February electric bill	920 · Utilities	-2,653.27
Total Consumers Energy				-2,653.27

Type	Date	Memo	Account	Amount
Deluxe				
Check	03/07/2022	checks for construction checking account	727 · Office Supplies	-215.02
Total Deluxe				-215.02
Demco, Inc.				
Check	02/20/2022	brochure display rack	975 · Furnishings	-107.63
Check	02/28/2022	headphones and headphone covers	727 · Office Supplies	-8,232.00
Total Demco, Inc.				-8,339.63
ELM USA, Inc.				
Check	02/20/2022	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
EPS				
Check	03/02/2022	Quarterly invoice for fire, alarm, video su...	930 · Building Maintenance	-576.00
Total EPS				-576.00
Gatehouse Media				
Check	02/27/2022	Holland Sentinel subscription	959.120 · Periodicals	-34.00
Total Gatehouse Media				-34.00
Gemini Publications/Michigan Blue				
Bill	03/15/2022	3 year subscription to Spring 2025	959.120 · Periodicals	-34.95
Total Gemini Publications/Michigan Blue				-34.95
Grand Rapids Press				
Check	03/02/2022	quarterly newspaper subscription	959.120 · Periodicals	-96.00
Total Grand Rapids Press				-96.00
Hill-VanHorn, Erin				
Bill	03/15/2022	Reimburse mileage to MLA's spring insti...	961 · Travel/Conference	-142.74
Total Hill-VanHorn, Erin				-142.74
Ingram Library Services				
Check	02/17/2022	January invoices	959.110 · Print Books	-1,059.35
Check	02/17/2022	January invoices	959.220 · Audio Books	0.00
Total Ingram Library Services				-1,059.35
Kanopy, Inc.				
Check	03/09/2022	Invoice #286889	959.320 · Digital Content Databases	-205.20
Total Kanopy, Inc.				-205.20
KLSWA				
Check	02/28/2022	January Water	920 · Utilities	-120.91
Total KLSWA				-120.91
Lakeshore Irrigation LLC				
Bill	03/01/2022	2022 maint agreement	930 · Building Maintenance	-278.59
Total Lakeshore Irrigation LLC				-278.59

Type	Date	Memo	Account	Amount
Macatawa Bank				
Check	03/15/2022	annual safety deposit box rental	727 · Office Supplies	-70.00
Total Macatawa Bank				-70.00
Maintenance Management, Inc.				
Check	02/17/2022	Snow removal Dec-Jan, invoice #2867	930 · Building Maintenance	-860.00
Total Maintenance Management, Inc.				-860.00
Michiana Automatic Door Service, LLC				
Bill	02/16/2022	replace threshold	972 · Construction	-642.50
Total Michiana Automatic Door Service, LLC				-642.50
Michigan Gas Utilities				
Check	02/23/2022	acct. #0504864801-00002	920 · Utilities	-22.46
Total Michigan Gas Utilities				-22.46
MicroMarketing				
Check	02/20/2022	audiobooks, invoice #877640	959.220 · Audio Books	-34.39
Check	02/28/2022	audiobooks, invoice #877428	959.220 · Audio Books	-68.79
Check	03/14/2022	audiobooks, invoice #879545	959.220 · Audio Books	-34.39
Check	03/14/2022	audiobooks, invoice #879755	959.220 · Audio Books	-36.99
Check	03/15/2022	audiobooks, invoice #879066	959.220 · Audio Books	-34.39
Total MicroMarketing				-208.95
Midwest Living				
Bill	03/15/2022	2 yr renewal to Aug 2024	959.120 · Periodicals	-20.00
Total Midwest Living				-20.00
Midwest Tape-HOOPLA				
Check	03/09/2022	Invoice #501757200	959.320 · Digital Content Databases	-1,097.04
Total Midwest Tape-HOOPLA				-1,097.04
New Dawn Linen Service				
Check	02/17/2022	January mat service	930 · Building Maintenance	-37.70
Total New Dawn Linen Service				-37.70
Oakley, Virginia				
Bill	03/15/2022	reimburse DVD purchase	959.210 · DVDs	-21.19
Total Oakley, Virginia				-21.19
OverDrive				
Check	03/04/2022	Invoice #01720CP22069827	959.310 · E-Books	-272.57
Check	03/14/2022	Invoice #01720CO22083067	959.310 · E-Books	-119.98
Total OverDrive				-392.55
RICOH USA, INC (IL)				
Check	02/17/2022	Invoice # 506779231	941 · Copy Machine	-206.28
Total RICOH USA, INC (IL)				-206.28
RICOH USA, INC (TX)				
Check	03/01/2022	monthly lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30

Type	Date	Memo	Account	Amount
Scholastic Library Publishing				
Check	02/23/2022	invoice numbers 3595980, 35944138, 35...	959.110 · Print Books	-48.67
Check	03/09/2022	invoice #36512645	959.110 · Print Books	-17.49
Total Scholastic Library Publishing				-66.16
T Mobile				
Check	03/08/2022	hotspots	959.320 · Digital Content Databases	-149.30
Total T Mobile				-149.30
Unique Management Services, Inc.				
Check	02/17/2022	invoice #6098094	728 · Collection Expenses	-35.80
Check	02/28/2022	invoice #606401	728 · Collection Expenses	-17.90
Check	03/14/2022	invoice #6099074	728 · Collection Expenses	-8.95
Total Unique Management Services, Inc.				-62.65
Wright, Jane A.				
Bill	03/01/2022	Feb accounting service	801 · Professional Services	-360.00
Total Wright, Jane A.				-360.00
TOTAL				-21,582.15

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

	<u>Mar 15, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CheckingRegular2041	950,373.95
003 · Square Macatawa	1,441.73
010 · PettyCash	150.00
011 · Chemical Reserve Account	10,123.87
012 · Huntington Checking	391,456.68
	<hr/>
Total Checking/Savings	1,353,546.23
Other Current Assets	
130 · Prepaid Expense	525.00
	<hr/>
Total Other Current Assets	525.00
	<hr/>
Total Current Assets	1,354,071.23
	<hr/>
TOTAL ASSETS	<u>1,354,071.23</u>
	<hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	-26.20
210 · Payroll Liabilities	2,430.15
223 · Due to F.O.L.	296.08
	<hr/>
Total Other Current Liabilities	2,700.03
	<hr/>
Total Current Liabilities	2,700.03
	<hr/>
Total Liabilities	2,700.03
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	24,100.91
	<hr/>
Total Equity	1,351,371.20
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>1,354,071.23</u>
	<hr/>

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	80,744.14	85,118.87	-4,374.73	94.9%
400.200 · City	80,065.12	81,669.70	-1,604.58	98.0%
400.300 · Twp	153,347.19	164,881.43	-11,534.24	93.0%
Total 400 · Millage	314,156.45	331,670.00	-17,513.55	94.7%
405 · Bond Levy				
405.100 · COVODouglas	59,082.32	61,693.36	-2,611.04	95.8%
405.200 · City	57,902.28	59,193.93	-1,291.65	97.8%
405.300 · Twp	111,142.69	119,505.54	-8,362.85	93.0%
Total 405 · Bond Levy	228,127.29	240,392.83	-12,265.54	94.9%
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	5,013.27	3,000.00	2,013.27	167.1%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	13,379.68	18,000.00	-4,620.32	74.3%
655.200 · Herrick-LaketownFunds	5,498.14	10,000.00	-4,501.86	55.0%
Total 655 · Penal Fines	18,877.82	28,000.00	-9,122.18	67.4%
664 · Interest	328.59	100.00	228.59	328.6%
671 · Other Revenue	6,350.28	1,600.00	4,750.28	396.9%
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	578,399.04	920,662.83	-342,263.79	62.8%
Gross Profit	578,399.04	920,662.83	-342,263.79	62.8%
Expense				
701 · Payroll Expenses	124,998.68	195,000.00	-70,001.32	64.1%
727 · Office Supplies	1,602.86	2,000.00	-397.14	80.1%
728 · Collection Expenses	1,586.64	2,000.00	-413.36	79.3%
729 · Custodial Supplies	748.07	4,000.00	-3,251.93	18.7%
730 · Youth Services Supplies	366.63	1,000.00	-633.37	36.7%
731 · Postage	145.64	370.00	-224.36	39.4%
801 · Professional Services	20,958.40	27,000.00	-6,041.60	77.6%
803 · Coop Services (LLC)	10,428.77	15,000.00	-4,571.23	69.5%
850 · Phone & Internet	2,344.23	3,500.00	-1,155.77	67.0%
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	15,588.13	31,000.00	-15,411.87	50.3%
930 · Building Maintenance	15,378.64	31,000.00	-15,621.36	49.6%
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	2,299.32	3,000.00	-700.68	76.6%

	<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	12,745.55	12,000.00	745.55	106.2%
959.120 · Periodicals	2,938.17	4,000.00	-1,061.83	73.5%
Total 959.100 · Print Materials	15,673.19	16,000.00	-326.81	98.0%
959.200 · Other				
959.210 · DVDs	2,286.06	1,000.00	1,286.06	228.6%
959.220 · Audio Books	758.99	1,000.00	-241.01	75.9%
Total 959.200 · Other	3,045.05	2,000.00	1,045.05	152.3%
959.300 · Electronic				
959.310 · E-Books	2,003.46	4,000.00	-1,996.54	50.1%
959.320 · Digital Content Databases	14,593.58	19,000.00	-4,406.42	76.8%
Total 959.300 · Electronic	16,597.04	23,000.00	-6,402.96	72.2%
Total 959 · Materials	35,308.14	41,000.00	-5,691.86	86.1%
961 · Travel/Conference	1,031.79	1,200.00	-168.21	86.0%
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	76,845.00	300,000.00	-223,155.00	25.6%
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	561,004.29	913,863.00	-352,858.71	61.4%
Net Income	17,394.75	6,799.83	10,594.92	255.8%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

March 16, 2022

PROGRAMS:

- Our Spring Storytime season kicks off the week after Spring Break with the first session on Friday, April 15.
- Hannah Mason will be presenting a seed starting class on March 30 at 7pm.
- Local poet Jack Ridl will be presenting a poetry appreciation program in honor of National Poetry Month. The event is scheduled for April 18 at 7pm.
- Nick Heimler, our IT consultant, will be offering help sessions for the first time since before the pandemic. Patrons can bring in computers or portable devices that they may be having issues with and he will provide trouble-shooting and advice. This is schedule for March 29, 10am-12pm.
- We will be partnering with the Douglas Elementary School PTO to offer afterschool and evening programs as part of their Screen Free Week. The programs will happen the first week in May.
- Planning for the children's summer programming is well underway. We are looking forward to a busy summer in stark contrast to 2020 and 2021. We will be offering weekly story times, weekly art programs, evening and afternoon STEM programs as well as several special events with outside presenters. For the second year, we will be offering our "Badge Quest" program which features circulating kits. This was launched last summer as an alternative to in-person programs and was a great success. It was run with grant funds from the Library of Michigan and we will be re-using the materials purchased with that grant. We will also be purchasing new kits to add to our collection.

FINANCE

- The finance committee met on March 2nd to continue our discussion of staff wages and benefits. Members of the committee will report to the full board at the April meeting.
- On March 3, 2022, we opened a new checking account at Huntington Bank. This account holds the remaining construction funds. The starting balance was \$391,456.68. As discussed at the last board meeting, we invested a majority of that money in government T-bills. After those trades went through, the account's current balance is \$62,297.93. We purchased the T-bills in 3 batches with 3 separate maturity dates as follows:

Investment Amount	Maturity Date	Yield
\$49,976.19	May 26, 2022	0.220%
\$229,637.72	July 14, 2022	0.450%
\$49,544.84	February 23, 2023	0.951%

- The library has an endowment fund managed by the Allegan County Community Foundation. It began in 2018 with a \$15,000 anonymous donation. According to the annual report which I received last month, the current balance of the fund is \$53,251.74.

The Friends of the Library made a \$15,000 donation last year and we also received several year-end gifts including memorial gifts in honor of Loren McCaleb.

BUILDINGS & GROUNDS:

- We are looking at the possibility of contracting with a local florist to provide and maintain plants in the library. I have two proposals that I am considering. We are also deciding whether we want to purchase the plants or if we would rather lease them. Either way, the plantscaping company would do the maintenance and the plants will be replaced if they fail to thrive.
- This season, we will be working with Ecogardens, the landscaping company who did all the planting around the building. A spring clean-up will be scheduled for later this spring.
- Mark Chancey and I will be meeting with the TMC designer to begin planning work on the Children's Room décor.

PUBLICITY

- Nothing to report.

TECHNOLOGY:

- We will be installing a second self-checkout station next to our current catalog computer. Although it is not terribly necessary at this time, it will be useful during our busy season in the summer months. We may take it down in the off-season.

COLLECTIONS:

- It was recently discovered that Hoopla, one of our downloadable content databases, had included several problematic titles including blatant anti-Semitic and Holocaust denying literature. Because of the way these databases work, we are not able to select or deselect individual titles. The situation has, however, created new discussions over how these companies select their titles and which publishers/distributors they use.

HUMAN RESOURCES

- I am currently revising staff job descriptions to align with the proposed new salary scale. The revised descriptions will be reviewed with staff as part of their annual performance evaluations. Another goal is to create a job description for the Library Director. Since this is my own position, I hope to work with the Personnel Committee on this project.
- Erin Hill-Van Horn and I attended the Michigan Library Association's Spring Institute, which is a conference specifically for youth services staff. We had a great time. Highlights included:
 - Training on electronic databases with ideas for incorporating content in high school outreach and early literacy programming.
 - New ideas for preschool and elementary school outreach. Providing monthly book bins for classroom teachers.
 - Forum on graphic novels created by BIPOC authors and illustrators.
- I will be on vacation February 3-February 9.

Saugatuck-Douglas District Library Trustees

March 2022 – September 2022

City of the Village of Douglas Representatives:

Demetrhea Terrien, Trustee
Term Ends – September 2025
demetrhea@gmail.com
143 Harbor Ct.
PO Box 877
Douglas MI 4906
510-435-5711

Charles Mason, President
Term Ends – September 2023
mason@hope.edu
97 Randolph Street
PO Box 2727
Douglas MI 49406
616-566-8971

City of Saugatuck Representatives:

Bonnie Lowe, Trustee
Term Ends – September 2023
lynnlee@wmol.com
515 St. Joseph St.
PO Box 655
Saugatuck MI 49453
269-857-2677

Laurence Blose, Secretary
Term Ends – September 2025
blozel@gvsu.edu
PO Box 838
Saugatuck MI 49453
616-970-5033

Saugatuck Township Representatives:

David E. Blatt, MD, Trustee
Term Ends – September 2025
deblatt@aol.com
6173 Bayou Trail
Saugatuck MI 49453
847-757-3999

Mark Chancey, Treasurer
Term Ends – September 2023
mdcsaug@comcast.net
3415 S. Riverside Drive
Saugatuck MI 49453
616-403-1253