

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

September 14, 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 - None
- X. New Business
 - A. Meeting Room Policy
 - B. Human Resources Manual revisions to Paid Time Off policies
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: October 19, 2022 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING MINUTES

August 3, 2022

- I. Meeting Called to order at 7:00 by Charles Mason. The following were present:
Library Director (ex officio) Ingrid Boyer, Cristi Allen representing the Friends of the Library,
Trustees: David Blatt, Larry Blose, Mark Chancey, Demetrhea Terrien, and Charles Mason.
- II. The Agenda was approved without amendment by unanimous consent.
- III. Minutes approved by unanimous consent.
- IV. No Public Comment
- V. The Bills were presented and explained by Director Boyer. After discussion David Blatt moved to pay the bills, D. Terrien seconded. The motion was passed with 5 members voting yes and 0 members voting no.
- VI. Financial Report (balance sheet and Profit and Loss Statement) were presented by director Boyer (See Appendix).
- VII. Librarian's Report was presented by Director Boyer (See Appendix).
- VIII. Committee Reports - None
- IX. Old Business
 - A. Children's Room Project: I. Boyer and M. Chancey presented a plan for capital Improvements for the Children's Area of the Library. After discussion, C. Mason moved that the planned improvements be accepted and that it be paid for up to \$178,250 to be provided from the capital building funds. D. Terrien seconded the motion and the motion was passed with 5 votes yes and 0 votes no.
 - B. Director's Performance Review – Executive Session: L. Blose made a motion to begin an Executive Session to discuss the Director's performance review. The motion was seconded by C. Mason and approved with 5 votes yes and 0 votes no. During the executive session the motion was made and approved to raise Director Boyer's Salary to \$60,000 per year. The Salary increase is to be retroactive back to the first pay period starting after June 30, 2022.
- X. New Business:
 - A. MERS Signatory Agreement and Plan Document: D. Terrien moved that the board approved the "Resolution Establishing Authorized Signatories for MERS" (See Appendix). C. Mason seconded and the motion was approved 5 votes yes and 0 votes no.
 - B. Cora Bliss Taylor painting. The painting has been on loan to the Dougla History Center for an exhibit on Cora Bliss Taylor. (Director Boyer suggested that the Library does not have an area to properly display the painting. She suggested that the painting be gifted to the History Center to be a part of their permanent collection. She checked with the original doner and they approved). C. Mason moved that the Cora Bliss Painting be gifted to the Douglas History Center. D. Terrien seconded the Motion. The motion passed with 5 votes yes and 0 votes no.

XI. Friends of the Library report by Cristi Allen.

- The FOL will be having a silent auction this year beginning in November.
- The FOL Dinner will be carry out again. Food by Baldy's Smoke House and will be in late September or October.

XII. Next Meeting: September 14 , 2022 at 7:00 pm

XIII. Adjournment by unanimous consent 8:15.

Submitted by Laurence Blose
Recording Secretary

11:45 AM
09/12/22
Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
August 3 through September 12, 2022

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	08/23/2022	Aug cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Allegan County				
Bill	08/15/2022	July tax chargebacks	964 · Tax Charge Backs	-59.81
Total Allegan County				-59.81
Amazon.com				
Bill	08/10/2022	July/Aug purchases	959.210 · DVDs	-239.78
Bill	08/10/2022	July/Aug purchases	880 · Programs	-34.27
Bill	08/10/2022	July/Aug purchases	730 · Youth Services Supplies	-78.96
Bill	08/10/2022	July/Aug purchases	959.110 · Print Books	-12.85
Bill	08/10/2022	July/Aug purchases	727 · Office Supplies	-29.80
Check	08/24/2022	Gift card for winner of teen reading chall...	880 · Programs	-50.00
Total Amazon.com				-445.66
Barnes & Noble Booksellers				
Check	08/24/2022	4 ebooks	959.310 · E-Books	-10.96
Total Barnes & Noble Booksellers				-10.96
BCN				
Check	08/12/2022	September premium	701.300 · Health Insurance Compe...	-298.63
Total BCN				-298.63
Boyer, Ingrid				
Bill	08/11/2022	mileage to Lakeland board mtg	961 · Travel/Conference	-52.06
Bill	08/18/2022	mileage to Allegan Co Lib Assoc	961 · Travel/Conference	-26.32
Total Boyer, Ingrid				-78.38
CENGAGE LEARNING/GALE				
Check	08/08/2022	Invoice # 78146179	959.110 · Print Books	-18.00
Check	09/06/2022	Invoice # 78308053	959.110 · Print Books	-37.00
Total CENGAGE LEARNING/GALE				-55.00
Chicago Magazine				
Check	08/31/2022	Three year subscription	959.120 · Periodicals	-33.00
Total Chicago Magazine				-33.00
Classic Office Systems, Inc.				
Check	08/16/2022	phone system annual maintenance	957 · Technology	-220.25
Total Classic Office Systems, Inc.				-220.25
Comcast				
Check	08/27/2022	8/10-9/9	850 · Phone & Internet	-256.31
Total Comcast				-256.31
Consumers Energy				
Check	08/13/2022	June/July electric bill	920 · Utilities	-1,139.82
Total Consumers Energy				-1,139.82

Type	Date	Memo	Account	Amount
Dairy Dayz				
Check	08/05/2022	prize coupons	880 · Programs	-25.65
Check	08/11/2022	prize coupons	880 · Programs	-25.65
Total Dairy Dayz				-51.30
Demco, Inc.				
Check	08/26/2022	tape, invoice #7168006	728 · Collection Expenses	-92.91
Total Demco, Inc.				-92.91
Dollar Tree Stores, Inc.				
Check	08/26/2022	cleaning supplies for staff room	729 · Custodial Supplies	-13.18
Total Dollar Tree Stores, Inc.				-13.18
ELM USA, Inc.				
Check	08/19/2022	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
EPS				
Check	09/06/2022	Fire alarm monitoring/maintenance	930 · Building Maintenance	-330.63
Check	09/06/2022	Video inspections & service	930 · Building Maintenance	-150.00
Check	09/06/2022	Access control service agreement	930 · Building Maintenance	-309.00
Check	09/06/2022	Burglar alarm service & monitoring	930 · Building Maintenance	-185.40
Total EPS				-975.03
Foster Swift				
Bill	08/12/2022	budget & truth in taxation	801 · Professional Services	-180.00
Total Foster Swift				-180.00
Gatehouse Media				
Check	08/25/2022	monthly Holland Sentinel subscription	959.120 · Periodicals	-34.23
Total Gatehouse Media				-34.23
Grand Rapids Press				
Check	08/14/2022	12 week newspaper subscription	959.120 · Periodicals	-125.88
Total Grand Rapids Press				-125.88
Haworth Retail Store				
Check	08/15/2022	replacement armrests for staff chairs	727 · Office Supplies	-37.10
Check	09/08/2022	replacement armrests for staff chairs	727 · Office Supplies	-74.20
Total Haworth Retail Store				-111.30
Heimler, Nick				
Check	09/09/2022	Managed internal broadband services fee,...	801 · Professional Services	-422.50
Check	09/09/2022	Managed internal broadband services fee,...	970 · Capital Expenditures	
Total Heimler, Nick				-422.50
Ingram Library Services				
Check	08/23/2022	July invoices	959.110 · Print Books	-1,283.29
Check	08/23/2022	July invoices	959.220 · Audio Books	
Total Ingram Library Services				-1,283.29

Type	Date	Memo	Account	Amount
Kanopy, Inc.				
Check	08/08/2022	Invoice #306348	959.320 · Digital Content Databases	-136.85
Check	09/09/2022	Invoice #311074	959.320 · Digital Content Databases	-130.90
Total Kanopy, Inc.				-267.75
KLSWA				
Check	08/23/2022	July water	920 · Utilities	-699.64
Total KLSWA				-699.64
Lakeland Library Cooperative				
Check	08/12/2022	barcodes	728 · Collection Expenses	-53.89
Total Lakeland Library Cooperative				-53.89
Lakeshore Irrigation LLC				
Bill	08/04/2022	sprinkler repairs and adjustments	972 · Construction	-724.79
Check	08/29/2022	mid-season checks	930 · Building Maintenance	-96.05
Check	08/29/2022	installation of new heads along front plan...	972 · Construction	-422.54
Total Lakeshore Irrigation LLC				-1,243.38
Library Design Associates, Inc.				
Bill	08/05/2022	deposit for LearnPlay design & production	975 · Furnishings	-75,000.00
Total Library Design Associates, Inc.				-75,000.00
Library Network, The				
Bill	08/17/2022	20 renewal DeepFreeze licenses	957 · Technology	-98.00
Total Library Network, The				-98.00
Meijer				
Check	08/05/2022	paper towel, bleach	729 · Custodial Supplies	-24.04
Total Meijer				-24.04
Michigan Gas Utilities				
Check	08/23/2022	acct. #0504864801-00002	920 · Utilities	-12.82
Total Michigan Gas Utilities				-12.82
MicroMarketing				
Check	08/08/2022	audiobooks, invoice #893998	959.220 · Audio Books	-34.40
Total MicroMarketing				-34.40
Midwest Tape-HOOPLA				
Check	08/09/2022	Invoice #502469255	959.320 · Digital Content Databases	-1,245.09
Check	09/09/2022	Invoice #502614154	959.320 · Digital Content Databases	-989.83
Total Midwest Tape-HOOPLA				-2,234.92
New Dawn Linen Service				
Check	08/19/2022	July mat service	930 · Building Maintenance	-43.70
Total New Dawn Linen Service				-43.70
Office Max/Depot				
Check	09/06/2022	paper	727 · Office Supplies	-134.97
Total Office Max/Depot				-134.97

Type	Date	Memo	Account	Amount
OverDrive				
Check	09/06/2022	Invoice #01720CP22324642	959.320 · Digital Content Databases	-65.56
Total OverDrive				-65.56
Republic Services				
Check	08/08/2022	trash	920 · Utilities	-47.76
Total Republic Services				-47.76
RICOH USA, INC (IL)				
Check	08/16/2022	Invoice #5065233493	941 · Copy Machine	-373.94
Total RICOH USA, INC (IL)				-373.94
RICOH USA, INC (TX)				
Check	09/01/2022	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
Sailing Magazine				
Check	08/26/2022	12 months, 10 issues	959.120 · Periodicals	-28.00
Total Sailing Magazine				-28.00
Scholastic Library Publishing				
Check	08/08/2022	invoice #s 40466774 & 40470386	959.110 · Print Books	-77.95
Total Scholastic Library Publishing				-77.95
T Mobile				
Check	08/08/2022	hotspots	959.320 · Digital Content Databases	-149.30
Check	09/07/2022	hotspots	959.320 · Digital Content Databases	-149.30
Total T Mobile				-298.60
Uline				
Check	08/23/2022	trash can liners, drawstring	729 · Custodial Supplies	-92.97
Total Uline				-92.97
TOTAL				-87,886.03

11:32 AM
09/12/22
Cash Basis

Saugatuck-Douglas District Library
Balance Sheet
As of September 12, 2022

	<u>Sep 12, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	676,036.61
003 · Square Macatawa 9464	2,367.47
010 · PettyCash	150.00
011 · Huntington Reserve Account 0832	10,124.54
012 · Huntington Construct Chkg 8303	86,306.09
015 · Huntington Brokerage Acct 2135	219,182.56
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Total Checking/Savings	994,167.27
Accounts Receivable	
020 · Accounts Receivable	-2,813.69
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Total Accounts Receivable	-2,813.69
Other Current Assets	
130 · Prepaid Expense	1,131.34
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Total Other Current Assets	1,131.34
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Total Current Assets	992,484.92
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TOTAL ASSETS	<u>992,484.92</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	56.72
210 · Payroll Liabilities	5,397.26
223 · Due to F.O.L.	253.50
	<hr/>
Total Other Current Liabilities	5,707.48
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Total Current Liabilities	5,707.48
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Total Liabilities	5,707.48
Equity	
390 · Fund Balance	631,341.63
392 · Restricted F.B. for New Bldg	468,049.69
394 · Restricted F.B. for Debt Serv	192,730.38
Net Income	-305,344.26
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Total Equity	986,777.44
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TOTAL LIABILITIES & EQUITY	<u>992,484.92</u>

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	<u>Jul '22 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
400 · Millage				
400.100 · COVODouglas	0.00	86,500.00	-86,500.00	0.0%
400.200 · City	0.00	83,500.00	-83,500.00	0.0%
400.300 · Twp	0.00	169,500.00	-169,500.00	0.0%
Total 400 · Millage	0.00	339,500.00	-339,500.00	0.0%
405 · Bond Levy				
405.100 · COVODouglas	0.00	61,500.00	-61,500.00	0.0%
405.200 · City	0.00	59,500.00	-59,500.00	0.0%
405.300 · Twp	0.00	121,000.00	-121,000.00	0.0%
Total 405 · Bond Levy	0.00	242,000.00	-242,000.00	0.0%
520 · USF	897.53	2,400.00	-1,502.47	37.4%
539 · State Aid	0.00	5,000.00	-5,000.00	0.0%
608 · Fines & Fees	1,892.65	5,600.00	-3,707.35	33.8%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	3,301.21	14,000.00	-10,698.79	23.6%
655.200 · Herrick-LaketownFunds	2,914.57	7,500.00	-4,585.43	38.9%
Total 655 · Penal Fines	6,215.78	21,500.00	-15,284.22	28.9%
664 · Interest	182.71	350.00	-167.29	52.2%
671 · Other Revenue	2,252.00	4,000.00	-1,748.00	56.3%
674.100 · General Donations	421.65	1,000.00	-578.35	42.2%
675 · FOL	3,260.00	8,000.00	-4,740.00	40.8%
698 · Transfer from Restricted Fund	0.00	385,000.00	-385,000.00	0.0%
Total Income	15,122.32	1,014,350.00	-999,227.68	1.5%
Gross Profit	15,122.32	1,014,350.00	-999,227.68	1.5%
Expense				
701 · Payroll Expenses	37,186.58	195,000.00	-157,813.42	19.1%
727 · Office Supplies	482.90	2,500.00	-2,017.10	19.3%
728 · Collection Expenses	594.66	3,000.00	-2,405.34	19.8%
729 · Custodial Supplies	190.19	2,000.00	-1,809.81	9.5%
730 · Youth Services Supplies	624.74	3,000.00	-2,375.26	20.8%
731 · Postage	26.93	400.00	-373.07	6.7%
801 · Professional Services	2,207.50	20,000.00	-17,792.50	11.0%
803 · Coop Services (LLC)	3,502.54	15,000.00	-11,497.46	23.4%
850 · Phone & Internet	512.11	3,500.00	-2,987.89	14.6%
880 · Programs	2,756.53	8,000.00	-5,243.47	34.5%
900 · Publicity & Printing	169.94	5,000.00	-4,830.06	3.4%
920 · Utilities	4,459.71	28,000.00	-23,540.29	15.9%
930 · Building Maintenance	3,758.95	24,000.00	-20,241.05	15.7%
941 · Copy Machine	812.84	4,000.00	-3,187.16	20.3%
956 · Lost materials	0.00	500.00	-500.00	0.0%
957 · Technology	1,076.15	4,000.00	-2,923.85	26.9%

	<u>Jul '22 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	3,017.36	18,000.00	-14,982.64	16.8%
959.120 · Periodicals	650.32	5,600.00	-4,949.68	11.6%
Total 959.100 · Print Materials	3,667.68	23,600.00	-19,932.32	15.5%
959.200 · Other				
959.210 · DVDs	368.83	3,500.00	-3,131.17	10.5%
959.220 · Audio Books	103.19	1,750.00	-1,646.81	5.9%
Total 959.200 · Other	472.02	5,250.00	-4,777.98	9.0%
959.300 · Electronic				
959.310 · E-Books	401.80	3,800.00	-3,398.20	10.6%
959.320 · Digital Content Databases	4,788.11	24,000.00	-19,211.89	20.0%
Total 959.300 · Electronic	5,189.91	27,800.00	-22,610.09	18.7%
Total 959 · Materials	9,329.61	56,650.00	-47,320.39	16.5%
961 · Travel/Conference	78.38	3,000.00	-2,921.62	2.6%
962 · Dues	278.00	800.00	-522.00	34.8%
964 · Tax Charge Backs	59.81	500.00	-440.19	12.0%
965 · Insurance	3,260.50	7,500.00	-4,239.50	43.5%
970 · Capital Expenditures	0.00	1,000.00	-1,000.00	0.0%
971 · New Library Building	76,147.33	385,000.00	-308,852.67	19.8%
991 · Debt Service - Principal	110,000.00	110,000.00	0.00	100.0%
992 · Debt Service - Interest	64,109.38	126,568.00	-62,458.62	50.7%
Total Expense	321,625.28	1,008,918.00	-687,292.72	31.9%
Net Income	-306,502.96	5,432.00	-311,934.96	-5,642.5%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

September 14, 2022

PROGRAMS

- We hosted a film screening on Thursday, August 4. The documentary, *Becoming Gepetto*, is about a master guitar builder and his son. The director was at the screening. It was very well received. The audience had a great experience.
- Hannah Mason will be running our annual virtual summer Village Show in August & September. People have been submitting photos of things they have made, grown or baked. So far there have been about 80 entries. A preview tea party will be held in a few weeks.
- Our fall storytime session begins on Tuesday, September 13.
- Afterschool programs for kids will begin in October.
- We will once again be participating in the Lakeshore Big Read. Hope College coordinates this area-wide event. They sponsor a number of speakers and events related to a selected title. This year's title is *Circe* by Madeline Miller. We will be hosting two book discussion groups and will be distributing free copies of the book to interested readers. The days and times of our discussion groups will be included in the promotional materials so we hope to attract participants who are outside of our immediate vicinity. This program is partially funded by a grant from the National Endowment for the Arts.

FINANCE & CONTRIBUTIONS

- We received a \$100 donation in honor of Kathy Winter in recognition of her excellent customer service from a grateful patron.
- The 2023 budget for the State of Michigan was passed in July. The budget includes a \$500,000 increase in state aid to libraries. Although exact calculations have not been made available yet, Saugatuck-Douglas will receive more state aid funds than in the previous year. A portion of the extra state aid money will go to the Lakeland Library Cooperative. Their budget calls for new services as well as a decrease in their cost to libraries. Our bill for Cooperative Services will decrease by about \$350. Although the increase may not seem significant, it is good to see one expense that is not increasing and the upward trend in state funding is encouraging.
- The Allegan County Community Foundation sent out their second quarter statements. Unfortunately, but not surprisingly, we saw a loss this quarter due to stock market losses.

BUILDINGS & GROUNDS:

- The donor recognition plaque was delivered and installed on Tuesday, August 9.
- We received the first set of shop drawing from TMC. Mark Chancey and I will be discussing these sometime in the next week or so.
- We are making a plan to coordinate tree trimming with the neighboring condo association. There are trees that are on our property that overhang their main sidewalk. This should not be a major job and the work will be completed sometime in the next year.

PUBLICITY

- Nothing to report

COLLECTIONS:

- Nothing to report.

HUMAN RESOURCES

- In July, there was an important ruling by the Michigan Supreme Court related to minimum wage and paid sick leave. For more information on this topic and how it pertains to the Library, please reference “Proposed Changes to the SDDL Human Resources Manual” under new business.
- The Library staff will be attending a county-wide training event on October 10, 2022. The event is hosted by the the Allegan County Library Association and will be held at the Allegan District Library. We will be closing the library on that day.

TECHNOLOGY

- The firmware that runs our phone system was updated on August 3.
- The automated phone service used by Lakeland to send hold and overdue notices is being replaced. The selected product has increased functionality and is less expensive.
- Lakeland is working on implementing a service that allows us to offer online registration for library cards. It would allow new patrons to sign up online rather than requiring them to visit the library and fill out a form in person. The cards that are issued in this manner provide access to digital services such as downloadable content only. Cards can be upgraded to include physical items if the patron visits the library and confirms their identification and contact information.

MEETINGS & PARTNERSHIPS

- I attended the Lakeland Library Board and Advisory Committee meetings on August 11. There was a lot of discussion of the Patmos Library funding crisis. The budget for next fiscal year was reviewed. The membership was updated on technology upgrades.
- I attended the Allegan County Library Association meeting on August 18. The agenda included planning for the upcoming staff training event.
- Erin Hill-VanHorn and I attended a Youth Service “Share Fair” on Friday, September 2. It was hosted by the Lakeland Library Cooperative and was held at the Georgetown Township Library. Youth Librarians from the area shared the stories of successful programs they have run at their libraries. We came away with some ideas we would like to try beginning this spring.
- I attended the Lakeland Library Board and Advisory Committee meetings on September 8. Among the items on the agenda were possible changes to cataloging procedure which would allow patrons to place holds on books that have an “or order” status. There was also discussion on extending Lakeland membership to the Benton Harbor Library which is currently part of another cooperative.

- Erin Hill-VanHorn and I participated in the Douglas Elementary School Welcome Night on Thursday, September 8. We met with kids and families as they toured the school and we handed out promotional materials for our fall programs. We also handed out color-change pencils which were a big hit.
- I attended the Library of Michigan's monthly virtual meeting of library directors on Friday, September 9, 2022. The group discussed how to craft a policy for unattended children in the library.
- Hannah Mason and I will be meeting with a group from Douglas United Church of Christ to discuss the possibility of hosting an environmental-themed book discussion group.

Statistical Summary : JULY 2022				
	Jun-22	Jul-22	Jul-21	
Circulation				
Print	6386	7770	7255	7%
Hoopla	605	639	559	14%
Overdrive	912	876	692	27%
Kanopy	64	73	29	152%
SUBTOTAL	7967	9358	8535	10%
Interlibrary Loan				
Interlibrary Loan (Outgoing)	378	350	316	11%
Interlibrary Loan (Incoming)	382	458	438	5%
Programming				
Number of Programs	21	20	11	82%
Attendance (Kids)	545	706	414	71%
Attendance (Adults)	52	62	51	22%
Technology				
Website Visits	3275	3603	3428	5%
Wifi Usage	1844	2025	NA	NA
Gate Count				
	4122	5038	NA	NA
New Patrons				
	41	56	65	-14%

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.
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 Room~~ Main Meeting Room or the Patio. 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.
6. There is no application form or signed waiver required to reserve the Study Room. Reservations may be made by phone or email. Requests shall be accepted on a first-come-first-serve basis.

Proposed Revisions to the SDDL Human Resources Manual – September 2022

BACKGROUND:

In July, there was an important ruling by the Michigan Supreme Court related to minimum wage and paid sick leave. In summary, they have ruled that a 2018 law enacted in response to a voter initiative was unconstitutional because the legislature dramatically changed the language and intent of the original petition after the law was first adopted. The original language of the bill called for a gradual increase to the minimum wage so that it would reach \$12/hr in 2022. Because of the legislature's action, the minimum wage is currently \$9.87/hr and will not hit \$12/hr until 2030. The Supreme Court's July ruling reinstates the original provisions of the bill. However, a stay has been granted so the new rules will not go into effect until February of 2023. An appeal has been filed, so a February 2023 enforcement is not guaranteed.

The ruling also addresses a requirement for paid sick leave. The original petition called for all employers to provide a certain number of hours of paid sick leave. The legislature's action created an exception for employers with fewer than 50 employees.

Because of the adjustments we made to the salary scale last fiscal year, the Library will not need to make any major adjustments to our current wages. Our current paid time off policy, however, will require more significant adjustments and could have a bigger impact on the Library's budget. For part-time employees, we currently offer 1 hour of paid time off for every 52 hours worked. If enacted, we would need to offer 1 hour of paid time off for every 30 hours worked. Quick calculations show an annual increase of approximately \$1000. There is an exception for employers with fewer than 10 employees. Over the summer we had exactly 10 employees. Since then, one of our student pages has graduated and we are currently at 9 employees. My preference is to have more than 9 employees, especially in the summer months, so I would recommend that going forward we base our policy on the requirements for 10 or more employees.

PROPOSED CHANGES:

It is my recommendation that we proactively adjust our current paid time off policy so that we are in compliance if and when this state law is changed. I am also recommending several other minor changes to the "Paid Time Off," "Holiday Observance" and "Holiday Pay" sections of the Human Resources Manual. These other changes correct minor issues with implementation of the current policies.

1. Double the accrual rate for part-time employees
 - o Rationale: this change will put us in compliance with the potential changes to Michigan's labor laws.
2. Revise all of rates stated in the HR Manual to reflect two (2) decimal places instead of three (3). In making the adjustments, we will round up.

- Rationale: Our accounting software, QuickBooks, only allows entries of up to 2 decimal places. This minor change will have no measurable impact on the budget.
3. Increase the accrual cap from 35 hours to 50 hours.
 - Rationale: If the accrual rate increase is approved, employees will earn more paid time off and it seem fair to allow more time over which it can be used. The only potential downside is the increased to the Library's outstanding payroll liability. This would come into play if an employee were to leave when their accrued paid time off is near the cap. The library would have to pay out a higher sum in these cases.
 4. Remove the stipulation that requires full-time employees to take paid time off in increments of half days (3.5 hours) or full days (7 hours).
 - Rationale: It causes the Library no harm to allow more flexibility in the use of paid time off. Because of our current scheduling practices, there is no "standard" number of hours worked in a single day by full-time employees. The hours vary depending on whether someone is working an evening, a weekend or if they are scheduled to come in early to open the building.
 5. Revise the "Holiday Observation" section so that full-time employees are entitled to a full 8 hours of holiday pay regardless of whether or not that holiday falls on a weekend. Increase the time in which they are allowed to make up the holiday time off from one week to two.
 - Rationale: Our current policy stipulates that when a holiday falls on a weekend, full-time employees are allowed to take off the "equivalent number of hours." For example, if the 4th of July falls on a Sunday, full-time employees would only get to take off 3 hours. The reason we close the library for holiday observance is in part to give our staff a time of refreshment away from their work. Full-time employees especially require these days to avoid burnout. A few hours does not have the same benefit as a full day. Granting a full 8 hours of holiday time off is standard employment practice for organizations like ours. Allowing more time in which to take the floating holiday makes it easier to schedule the alternate time off.
 6. Task the Personnel Committee with a review of the "Paid Time Off" section of the Human Resources Manual as it pertains to salaried employees. Specifically, should paid time off be accrued over time and does the restriction on the use of paid time off during the probationary period apply to salaried employees. As it is currently written, there is nothing in the policy that would prevent a new salaried employee from leaving within the first 6 months and claiming the full amount of their negotiated paid time off.

PAID TIME OFF

PART-TIME EMPLOYEES:

Part-time employees shall accrue paid time off at a rate of ~~.02~~ **.04 hours** paid time off for every hour worked. (Example: an employee who works 30 hours in a pay period will accrue ~~-.6~~ **1.2 hours** of paid time off. If they work exactly 30 hours every pay period in a 12-month period, they will have earned ~~15.6~~ **31.2 hours** of paid time off, or just slightly over two regular work weeks.)

- Employees may carryover accrued time off, up to a maximum of ~~35~~ **50 hours** at any given time.
- Probationary employees will accrue paid time off, but cannot take paid time off until their probationary period expires.
- Prior approval is required for vacations and other planned absences.
- Paid-time off is not included when calculating overtime.
- Paid time off will not accrue for paid sick or vacation leave.

FULL TIME EMPLOYEES:

Full time employees shall be granted paid time off based on their length of continuous service with the Library in accordance with the following:

Years of Service	Paid Time Off (Days)	Paid Time Off (Hours)	Rate of Accrual (per Pay Period)
At least one (1) but less than five (5) years	10 days	70 hours	2.692 2.70 hours
At least five (5) but less than ten (10) years	12 days	84 hours	3.231 3.24 hours
At least ten (10) but less than fifteen (15) years	15 days	105 hours	4.039 4.04 hours
At least fifteen (15) but less than twenty (20) years	17 days	119 hours	4.577 4.58 hours
At least twenty (20) years	20 days	140 hours	5.385 5.39 hours

- Paid time off accrues and is credited to full time employees at the end of each pay period according to the table above, regardless of the hours worked. (Example, a full time employee entitled to 12 days of annual paid time off, accrues ~~3.231~~ **3.24 hours** each pay period.)
- Probationary employees will accrue paid time off, but cannot take paid time off until their probationary period expires. At the end of the probationary period, an employee will have accrued 35 hours of paid time off, the equivalent of one full week.
- Employees may carryover accrued time off, up to a maximum of 70 hours (2 weeks) at any given time.

- ~~Paid time off may be taken in increments of days (7 hours) or half days (3.5 hours).~~
- Prior approval is required for vacations and other planned absences.
- Paid-time off is not included when calculating overtime.

SALARIED EMPLOYEES:

Salaried employees shall be granted paid time off based on their negotiated benefits package.

HOLIDAY OBSERVATION

~~When a paid holiday falls on a weekend, full-time and salaried employees may take off the equivalent number of hours sometime within one (1) week of the actual holiday. (For example, if July 4 falls on a Saturday, they may take one day off in the week prior to or immediately following the holiday.)~~

If a recognized holiday falls on a Saturday or Sunday, full time and salaried employees shall be granted one day to use as a floating (paid) holiday. This floating holiday must be taken during the four-week period surrounding that holiday, and is to be scheduled with the approval of the Director.

HOLIDAY PAY

Full-time ~~hourly~~ employees shall receive ~~seven (7)~~ eight (8) hours of pay for each recognized holiday. All holiday pay shall be at the employee's straight time regular rate of pay. Salaried employees are not normally required to work on holidays, but shall continue to receive their salaries.