

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

BOARD MEETING

December 7, 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. Personnel Committee – Paid Time Off for Salaried Employees (p. 15-16)
- IX. Old Business - None
- X. New Business
  - A. Approved vendor list for online bill pay (p. 17)
  - B. Carl Hoerman paintings (separate attachment)
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: January 18, 7:00 pm
- XIII. Adjournment

## SAUGATUCK-DOUGLAS DISTRICT LIBRARY

## BOARD MEETING

October 19, 2022

- I. Meeting Called to order at 7:00 by Charles Mason. The following were present: Library Director (ex officio) Ingrid Boyer, Kirstin Carr representing the Friends of the Library, Trustees: Larry Blose, Mark Chancey, Charles Mason, and Demetrhea Terrien.
- II. The agenda (see appendix) was passed by unanimous consent.
- III. The Minutes from the September meeting (see appendix) was passed by unanimous consent.
- IV. Public Comment: No public comment.
- V. Library bills were presented and explained by Director Boyer. Larry Blose moved to pay the bills, Demetrhea Terrien seconded. The motion was passed with 4 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 – None
- X. New Business
- A. Director Boyer presented a tentative board meeting schedule for 2023 as follows:
- |                   |                    |
|-------------------|--------------------|
| January 18, 2023  | June 21, 2023      |
| February 15, 2023 | August 2 2023      |
| March 15, 2023    | September 20, 2023 |
| April 19, 2023    | October 18, 2023   |
| May 17, 2023      | December 6, 2023   |
- B. Election of Officers: The following officers were elected to serve for 2023:
- |                |             |
|----------------|-------------|
| President      | David Blatt |
| Vice President | Bonnie Lowe |
| Treasurer      | Mark Cancey |
| Secretary      | Larry Blose |
- XI. Friends of the Library representative Kirstin Carr reported that the Fall Fundraiser (take out barbeque) raised \$7125.20. The silent auction has 50 donated items and will run from November 3 through the 17<sup>th</sup>.
- XII. Next Meeting: December 7, 2022 at 7:00 pm
- XIII. Adjournment by Unanimous Consent 7:20 PM.

Saugatuck-Douglas District Library  
**Expenses by Vendor Detail**  
 October 15 through December 5, 2022

Type	Date	Memo	Account	Amount
<b>All Surface Building Services LLC</b>				
Check	10/24/2022	Oct. cleaning	930 · Building Maintenance	-995.00
Check	11/28/2022	Nov. cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-1,990.00
<b>Amazon.com</b>				
Bill	11/10/2022	Oct/Nov purchases	959.110 · Print Books	-19.99
Bill	11/10/2022	Oct/Nov purchases	959.210 · DVDs	-261.39
Bill	11/10/2022	Oct/Nov purchases	727 · Office Supplies	-19.59
Bill	11/10/2022	Oct/Nov purchases	729 · Custodial Supplies	-168.71
Bill	11/10/2022	Oct/Nov purchases	730 · Youth Services Supplies	-25.92
Bill	11/10/2022	Oct/Nov purchases	880 · Programs	-65.18
Total Amazon.com				-560.78
<b>BCN</b>				
Check	11/11/2022	November & December premiums	701.300 · Health Insurance Compe...	-597.26
Total BCN				-597.26
<b>Blue Star Storage</b>				
Check	11/21/2022	December rental	930 · Building Maintenance	-54.00
Total Blue Star Storage				-54.00
<b>CENGAGE LEARNING/GALE</b>				
Check	11/01/2022	Invoice #79237275	959.110 · Print Books	-22.39
Check	11/07/2022	Invoice #s 79514292, 79470088	959.110 · Print Books	-30.00
Check	11/14/2022	Invoice #s 79534778	959.110 · Print Books	-17.50
Total CENGAGE LEARNING/GALE				-69.89
<b>Classic Office Systems, Inc.</b>				
Check	11/28/2022	Phone replacement labels	727 · Office Supplies	-65.00
Total Classic Office Systems, Inc.				-65.00
<b>Comcast</b>				
Check	10/27/2022	10/10-11/9	850 · Phone & Internet	-268.94
Check	11/27/2022	11/10-12/9	850 · Phone & Internet	-276.11
Total Comcast				-545.05
<b>Consumers Energy</b>				
Check	11/14/2022	Sept/Oct electric bill	920 · Utilities	-1,215.12
Total Consumers Energy				-1,215.12
<b>Ellison Educational Equipment, Inc.</b>				
Check	10/28/2022	Die cuts	730 · Youth Services Supplies	-41.99
Total Ellison Educational Equipment, Inc.				-41.99
<b>ELM USA, Inc.</b>				
Check	10/22/2022	monthly disc cleaning	728 · Collection Expenses	-25.00
Check	11/18/2022	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-50.00

Type	Date	Memo	Account	Amount
<b>EPS</b>				
Check	12/02/2022	Fire alarm monitoring/maintenance	930 · Building Maintenance	-330.63
Check	12/02/2022	Video inspections & service	930 · Building Maintenance	-150.00
Check	12/02/2022	Access control service agreement	930 · Building Maintenance	-309.00
Check	12/02/2022	Burglar alarm service & monitoring	930 · Building Maintenance	-185.40
Total EPS				-975.03
<b>family fare</b>				
Check	11/11/2022	paper towels	729 · Custodial Supplies	-18.17
Total family fare				-18.17
<b>Foster Swift</b>				
Bill	11/09/2022	audit letter & policy revisions	801 · Professional Services	-270.00
Total Foster Swift				-270.00
<b>Gatehouse Media</b>				
Check	10/27/2022	monthly Holland Sentinel subscription	959.120 · Periodicals	-34.23
Total Gatehouse Media				-34.23
<b>Grand Rapids Press</b>				
Check	11/01/2022	12 week newspaper subscription	959.120 · Periodicals	-133.87
Total Grand Rapids Press				-133.87
<b>Heimler, Nick</b>				
Bill	10/26/2022	kids headphones & antivirus software ren...	957 · Technology	-244.96
Check	11/14/2022	Invoice # 3729, basic maintenance fees	801 · Professional Services	-357.50
Check	11/14/2022	Invoice # 3729, basic maintenance fees	970 · Capital Expenditures	
Total Heimler, Nick				-602.46
<b>Hill-VanHorn, Erin</b>				
Bill	10/25/2022	Reimburse storytime supplies	730 · Youth Services Supplies	-22.51
Total Hill-VanHorn, Erin				-22.51
<b>Ingram Library Services</b>				
Check	10/17/2022	September invoices	959.110 · Print Books	-1,701.86
Check	10/17/2022	September invoices	959.220 · Audio Books	-40.49
Check	10/17/2022	September invoices	959.110 · Print Books	
Check	11/22/2022	October invoices	959.110 · Print Books	-1,353.44
Check	11/22/2022	October invoices	959.220 · Audio Books	
Check	11/22/2022	October invoices	959.110 · Print Books	
Total Ingram Library Services				-3,095.79
<b>Jo-Ann Fabrics</b>				
Check	11/05/2022	Sewing machine and supplies for Sew Fun	880 · Programs	-421.70
Check	11/08/2022	Sewing supplies	880 · Programs	-89.00
Check	11/12/2022	Sewing supplies	880 · Programs	-14.27
Check	11/23/2022	Cricut machine and supplies	880 · Programs	-467.46
Total Jo-Ann Fabrics				-992.43
<b>Kanopy, Inc.</b>				
Check	11/14/2022	Invoice #320563-PPU	959.320 · Digital Content Databases	-158.10
Total Kanopy, Inc.				-158.10

Type	Date	Memo	Account	Amount
<b>KLSWA</b>				
Check	10/25/2022	Sept water	920 · Utilities	-436.08
Check	11/23/2022	Oct water	920 · Utilities	-163.63
Total KLSWA				-599.71
<b>Lakeland Library Cooperative</b>				
Check	11/14/2022	Overdrive quarterly billing, invoice #PT2...	803 · Coop Services (LLC)	-450.00
Total Lakeland Library Cooperative				-450.00
<b>Lakeshore Irrigation LLC</b>				
Check	11/28/2022	winterization	930 · Building Maintenance	-12.50
Total Lakeshore Irrigation LLC				-12.50
<b>Maximum Interiors</b>				
Bill	11/05/2022	add trim to fireplace & insulate baby cha...	972 · Construction	-396.00
Total Maximum Interiors				-396.00
<b>Meijer</b>				
Check	11/26/2022	popcorn, bowls, dish soap	729 · Custodial Supplies	-3.49
Check	11/26/2022	popcorn, bowls, dish soap	880 · Programs	-10.90
Total Meijer				-14.39
<b>Menards</b>				
Check	10/29/2022	wood for LEGO ramp, storage containers	730 · Youth Services Supplies	-88.91
Total Menards				-88.91
<b>Michaels</b>				
Check	10/22/2022	perler beads	730 · Youth Services Supplies	-8.47
Check	11/12/2022	buttons for Sew Fun	880 · Programs	-12.79
Total Michaels				-21.26
<b>Michigan Gas Utilities</b>				
Check	10/22/2022	acct. #0504864801-00002	920 · Utilities	-12.82
Check	11/23/2022	acct. #0504864801-00002	920 · Utilities	-18.96
Total Michigan Gas Utilities				-31.78
<b>Michigan History Magazine</b>				
Bill	11/08/2022	2 yr renew to Jan/Feb 2025	959.120 · Periodicals	-41.95
Total Michigan History Magazine				-41.95
<b>Michigan Municipal Risk Management Author</b>				
Bill	11/17/2022	installment 2 of 2, general fund	965 · Insurance	-2,960.50
Bill	11/17/2022	installment 2 of 2, retention fund	965 · Insurance	-300.00
Total Michigan Municipal Risk Management Author				-3,260.50
<b>MicroMarketing</b>				
Check	10/24/2022	audiobooks, invoice #902801	959.220 · Audio Books	-107.50
Check	10/28/2022	audiobooks, invoice #903102	959.220 · Audio Books	-68.80
Check	11/07/2022	audiobooks, invoice #903966	959.220 · Audio Books	-34.39
Check	11/14/2022	audiobooks, invoice #904980	959.220 · Audio Books	-34.39
Total MicroMarketing				-245.08

Type	Date	Memo	Account	Amount
<b>Midwest Tape-HOOPLA</b>				
Check	11/14/2022	Invoice #502901072	959.320 · Digital Content Databases	-1,273.49
Total Midwest Tape-HOOPLA				-1,273.49
<b>New Dawn Linen Service</b>				
Check	10/17/2022	Sep mat service	930 · Building Maintenance	-43.70
Check	11/15/2022	Oct mat service	930 · Building Maintenance	-65.55
Total New Dawn Linen Service				-109.25
<b>Nicolson Associates</b>				
Bill	11/01/2022	50% deposit for donor wall & plaques	975 · Furnishings	-7,670.00
Total Nicolson Associates				-7,670.00
<b>Otsego District Library.</b>				
Check	10/25/2022	ACLA training day, lunches	961 · Travel/Conference	-100.66
Total Otsego District Library.				-100.66
<b>OverDrive</b>				
Check	11/04/2022	Invoice #01720CP22396356	959.310 · E-Books	-54.19
Check	11/15/2022	Invoice #01720CO22405938	959.310 · E-Books	-55.00
Check	11/15/2022	Invoice #01720CO22404782	959.310 · E-Books	-40.00
Total OverDrive				-149.19
<b>Psychology Today</b>				
Bill	11/08/2022	2 1/2 year renewal, 18 issues to Jun/July ...	959.120 · Periodicals	-39.97
Total Psychology Today				-39.97
<b>R. W. LaPine, Inc.</b>				
Bill	11/04/2022	PM summer 2022	930 · Building Maintenance	-946.00
Total R. W. LaPine, Inc.				-946.00
<b>Republic Services</b>				
Check	11/02/2022	quarterly trash	920 · Utilities	-47.76
Check	11/29/2022	quarterly trash, rate increase	920 · Utilities	-4.52
Total Republic Services				-52.28
<b>RICOH USA, INC (IL)</b>				
Check	11/15/2022	Invoice #5065998540	941 · Copy Machine	-360.33
Total RICOH USA, INC (IL)				-360.33
<b>RICOH USA, INC (TX)</b>				
Check	11/01/2022	copier lease	941 · Copy Machine	-146.30
Check	12/01/2022	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-292.60
<b>Spice &amp; Tea Merchants</b>				
Check	11/16/2022	Lavender for Sew Fun	730 · Youth Services Supplies	-16.97
Total Spice & Tea Merchants				-16.97
<b>T Mobile</b>				
Check	11/08/2022	hotspots	959.320 · Digital Content Databases	-148.34
Total T Mobile				-148.34

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>Wright, Jane A.</b>				
Bill	11/01/2022	Oct accounting service	801 · Professional Services	-360.00
Total Wright, Jane A.				-360.00
<b>X-CEL Chemical Specialties Co.</b>				
Check	11/15/2022	EnvirOx Cleaning solution	729 · Custodial Supplies	-210.00
Total X-CEL Chemical Specialties Co.				-210.00
<b>TOTAL</b>				<b>-28,382.84</b>

**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>
<b>Income</b>				
<b>400 · Millage</b>				
400.100 · COVODouglas	10.53	86,500.00	-86,489.47	0.0%
400.200 · City	213.99	83,500.00	-83,286.01	0.3%
400.300 · Twp	0.00	169,500.00	-169,500.00	0.0%
<b>Total 400 · Millage</b>	224.52	339,500.00	-339,275.48	0.1%
<b>405 · Bond Levy</b>				
405.100 · COVODouglas	7.51	61,500.00	-61,492.49	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%
<b>Total 405 · Bond Levy</b>	7.51	242,000.00	-241,992.49	0.0%
<b>520 · USF</b>	1,007.10	2,400.00	-1,392.90	42.0%
<b>539 · State Aid</b>	0.00	5,000.00	-5,000.00	0.0%
<b>608 · Fines &amp; Fees</b>	3,685.92	5,600.00	-1,914.08	65.8%
<b>655 · Penal Fines</b>				
655.100 · Penal Fines Allegan County	7,184.79	14,000.00	-6,815.21	51.3%
655.200 · Herrick-LaketownFunds	2,935.65	7,500.00	-4,564.35	39.1%
<b>Total 655 · Penal Fines</b>	10,120.44	21,500.00	-11,379.56	47.1%
<b>664 · Interest</b>	1,056.63	350.00	706.63	301.9%
<b>671 · Other Revenue</b>	2,299.16	4,000.00	-1,700.84	57.5%
<b>674.100 · General Donations</b>	2,450.03	1,000.00	1,450.03	245.0%
<b>675 · FOL</b>	4,774.39	8,000.00	-3,225.61	59.7%
<b>698 · Transfer from Restricted Fund</b>	0.00	385,000.00	-385,000.00	0.0%
<b>Total Income</b>	25,625.70	1,014,350.00	-988,724.30	2.5%
<b>Gross Profit</b>	25,625.70	1,014,350.00	-988,724.30	2.5%
<b>Expense</b>				
<b>701 · Payroll Expenses</b>	84,122.00	195,000.00	-110,878.00	43.1%
<b>727 · Office Supplies</b>	1,053.14	2,500.00	-1,446.86	42.1%
<b>728 · Collection Expenses</b>	730.35	3,000.00	-2,269.65	24.3%
<b>729 · Custodial Supplies</b>	723.12	2,000.00	-1,276.88	36.2%
<b>730 · Youth Services Supplies</b>	906.58	3,000.00	-2,093.42	30.2%
<b>731 · Postage</b>	91.97	400.00	-308.03	23.0%
<b>801 · Professional Services</b>	4,795.00	20,000.00	-15,205.00	24.0%
<b>803 · Coop Services (LLC)</b>	7,404.29	15,000.00	-7,595.71	49.4%
<b>850 · Phone &amp; Internet</b>	1,313.47	3,500.00	-2,186.53	37.5%
<b>880 · Programs</b>	5,169.17	8,000.00	-2,830.83	64.6%
<b>900 · Publicity &amp; Printing</b>	382.88	5,000.00	-4,617.12	7.7%
<b>920 · Utilities</b>	9,788.80	28,000.00	-18,211.20	35.0%
<b>930 · Building Maintenance</b>	8,992.43	24,000.00	-15,007.57	37.5%
<b>941 · Copy Machine</b>	1,612.07	4,000.00	-2,387.93	40.3%
<b>956 · Lost materials</b>	0.00	500.00	-500.00	0.0%
<b>957 · Technology</b>	2,585.11	4,000.00	-1,414.89	64.6%



	<u>Jul '22 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
<b>959 · Materials</b>				
<b>959.100 · Print Materials</b>				
959.110 · Print Books	7,875.85	18,000.00	-10,124.15	43.8%
959.120 · Periodicals	1,011.19	5,600.00	-4,588.81	18.1%
<b>Total 959.100 · Print Materials</b>	8,887.04	23,600.00	-14,712.96	37.7%
<b>959.200 · Other</b>				
959.210 · DVDs	888.59	3,500.00	-2,611.41	25.4%
959.220 · Audio Books	607.16	1,750.00	-1,142.84	34.7%
<b>Total 959.200 · Other</b>	1,495.75	5,250.00	-3,754.25	28.5%
<b>959.300 · Electronic</b>				
959.310 · E-Books	935.96	3,800.00	-2,864.04	24.6%
959.320 · Digital Content Databases	9,789.13	24,000.00	-14,210.87	40.8%
<b>Total 959.300 · Electronic</b>	10,725.09	27,800.00	-17,074.91	38.6%
<b>Total 959 · Materials</b>	21,107.88	56,650.00	-35,542.12	37.3%
<b>961 · Travel/Conference</b>	214.73	3,000.00	-2,785.27	7.2%
<b>962 · Dues</b>	278.00	800.00	-522.00	34.8%
<b>964 · Tax Charge Backs</b>	59.81	500.00	-440.19	12.0%
<b>965 · Insurance</b>	7,108.00	7,500.00	-392.00	94.8%
<b>970 · Capital Expenditures</b>	0.00	1,000.00	-1,000.00	0.0%
<b>971 · New Library Building</b>	84,213.33	385,000.00	-300,786.67	21.9%
<b>991 · Debt Service - Principal</b>	110,000.00	110,000.00	0.00	100.0%
<b>992 · Debt Service - Interest</b>	64,109.38	126,568.00	-62,458.62	50.7%
<b>Total Expense</b>	416,761.51	1,008,918.00	-592,156.49	41.3%
<b>Net Income</b>	<b>-391,135.81</b>	<b>5,432.00</b>	<b>-396,567.81</b>	<b>-7,200.6%</b>

Saugatuck-Douglas District Library  
**Balance Sheet**  
As of December 5, 2022

	<u>Dec 5, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · Checking Regular 2041	606,058.31
003 · Square Macatawa 9464	2,094.19
010 · PettyCash	150.00
011 · Huntington Reserve Account 0832	10,124.54
012 · Huntington Construct Chkg 8303	118,287.01
015 · Huntington Brokerage Acct 2135	179,139.90
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<b>Total Checking/Savings</b>	915,853.95
<b>Other Current Assets</b>	
025 · Cumulative Unrealized Gn/Ls	42.66
130 · Prepaid Expense	1,131.34
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<b>Total Other Current Assets</b>	1,174.00
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<b>Total Current Assets</b>	917,027.95
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<b>TOTAL ASSETS</b>	<b><u>917,027.95</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
209 · Health Ins Payable	44.54
210 · Payroll Liabilities	4,138.57
220 · Accrued Payroll	6,685.54
223 · Due to F.O.L.	758.90
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<b>Total Other Current Liabilities</b>	11,627.55
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<b>Total Current Liabilities</b>	11,627.55
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<b>Total Liabilities</b>	11,627.55
<b>Equity</b>	
390 · Fund Balance	632,895.29
392 · Restricted F.B. for New Bldg	468,049.69
394 · Restricted F.B. for Debt Serv	192,730.38
Net Income	-388,274.96
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<b>Total Equity</b>	905,400.40
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>917,027.95</u></b>

## LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

December 7, 2022

### PROGRAMS

- The NEA Big Read wrapped up in the end of November. We ended up giving away 45 copies of the book. We also raffled off two tote bags. Both of our book discussion groups met and discussed the book. It was nice to welcome some first time attenders who came because of the additional publicity. Our final event was the keynote address that we streamed. Eight people attended. Because some people were such fans of the book, it was nice to be able to offer that additional opportunity to extend their enjoyment of the book
- We have just started a monthly film viewing and discussion group. The plan is to hold 3 sessions as a trial. The first meeting was on December 1. We screened several award-winning short films from our Kanopy account. 5 people attended this first meeting.
- The Lakeshore Model Railroad Club put on a Halloween themed train show in October. They will be returning this month to show-off their Christmas/winter layouts.
- Members of the Saugatuck-Douglas Art Club approached us about hosting a weekly painting group. They typically gather outdoors at various spots in the community, but they are looking for a winter alternative. The weekly meetings are open to the public. We are offering this on a trial basis through the end of February.
- We are currently advertising for our Winter Holiday Village Show. People are invited to submit photos of how they celebrate the winter holidays including decorations, festive food and holiday lights. Once the photos have been collected, Hannah Mason puts together a slide show that can be viewed on the lobby monitor. The show is also available to stream from our web site.
- On Saturday, November 12 we hosted a very unique program called the Death Café. This is a global movement to open up conversations about death and dying. The event was facilitated by Kat Van Hammen (a Qi Gong teacher) and Amy Vanderbeek-Manning (a death doula). 28 people attended. There were snacks and free-flowing conversation. It was very well received by all who participated and there were several requests to do it again. If you are curious about the Death Café movement, visit their website: [deathcafe.com](https://deathcafe.com).
- Our fall session of programs for kids wrap up this week. It has been a successful season as we acclimate to this level of programming post-COVID limits. In addition to weekly morning storytimes, we offered 4 different afterschool programs for kids in preK through 5<sup>th</sup> grade. They included sewing classes, LEGO building events and craft programs.

### FINANCE & CONTRIBUTIONS

- Our annual audit has been completed and submitted to the State. I have copies for trustees and a review of the audit will be on the agenda for our January meeting.
- Charles Rickett, a dear friend of the Library, passed away last month. Charles was a long-time Library trustee, serving for 25 years. He was very instrumental in laying the groundwork for our current building. His family has designated the Friends of the Library for memorial donations.

- The Friends of the Library agreed to fund a long wish list of items at their November meeting. The list included a sewing machine, a Cricut cutting machine, continued funding for our circulating hotspots and the annual subscription for the New York Times.
- We are in the midst of our annual holiday book donation campaign. This is a very simple fundraiser that invites patrons to purchase a book for the library as part of their holiday/year-end charitable giving. The books purchased usually include a book plate naming the donor and any honorary or memorial message they choose to include. This year we added a jigsaw puzzle wish list.

#### BUILDINGS & GROUNDS:

- We have approved the final proofs for the smaller donor recognition plaques that will be installed around the library. They will be delivered and installed by the end of January.
- I received the first draft of the mural as well as some details for the shelving that will be installed beneath it. Mark Chancey and I will be reviewing these materials and following up with Matt DeBear of Library Design Associates. We are still on schedule for a late January installation.
- The gutters were cleaned on November 22. We managed to schedule the work after the early snow and before everything froze up for the winter.

#### PUBLICITY

- The Commercial Record ran an article on the Friends of the Library's fall fundraising dinner. This appeared in the October 6 issue. They also ran a story on the FOL auction that appeared in the October 20 issue.

#### COLLECTIONS:

- This month we are launching a new collection in the children's department. We will be circulating jigsaw puzzles for kids ages 4 and up. This collection will function similar to our summer kit program, but will run year round. We are starting with about 20 puzzles, but hope to add more if the program is successful. The puzzles will be on the shelf and ready to go in time for the school's winter break.

#### HUMAN RESOURCES

- We are saying good-bye to Leslie Cyranowski who has worked at the Library since the spring of 2021. She is moving to Colorado and her last day will be January 4. She will be missed. We will post the job opening in early January.

#### TECHNOLOGY

- Nothing to report.

#### MEETINGS & PARTNERSHIPS

- A group of local individuals are working with the History Center to develop an exhibit on the history of women in Saugatuck and Douglas. We have been invited to participate, although the exact nature of our contribution is still to be determined. My idea is to share information about the role of women in the history of this Library. (Spoiler alert: almost all

of the work involved in creating a community library and managing it for the first several decades was done exclusively by women.) As time allows, I am going to be digging into our archives looking for interesting information. I know there are some key figures who it might be fun to highlight.

- On October 27, I attended the Lakeland Library Cooperative's Continuing Education Committee. I also attended a sub-committee meeting on December 1 to discuss our upcoming Gender Diversity training event(s).
- On November 1, I attended a webinar on reaching out to LGBTQIA+ youth with a special focus on summer reading activities.

OTHER:

- I have just completed the process of becoming an official Notary Public for the State of Michigan. We often get requests for notary services and I am excited to offer this and as a new, free service for our patrons. For now, I will be the only Notary Public on our staff, but if it goes well I might be recruiting one or two more. We will start advertising the service in January, as soon as I get my stamp.
- Last month there was a violation of our patron behavior policy that resulted in a suspension of library privileges. An adult patron was observed to be lingering in the area of some of our younger patrons and was staring at them in an unnerving manner. This behavior violates the harassment section of our policy. This is not the first time we have observed this type of behavior from this individual and he was previously warned that if he continued, he would be subject to disciplinary actions. After consulting with our attorney, it was determined that he would be banned from the library for two weeks. He was issued a letter. His suspension was lifted on December 3. If there is a further violation, he will be banned for at least a year. Although he has not yet returned to the building, staff are very aware of this individual and are on high alert whenever he is in the building.

**Statistical Summary : OCTOBER 2022**

	Sep-22	Oct-22	Oct-21	
<b>Circulation</b>				
Print	5658	5681	5181	10%
Hoopla	596	633	586	8%
Overdrive	780	863	748	15%
Kanopy	60	70	57	23%
<b>SUBTOTAL</b>	<b>7094</b>	<b>7247</b>	<b>6572</b>	<b>10%</b>
<b>Interlibrary Loan</b>				
Interlibrary Loan (Outgoing)	362	335	296	13%
Interlibrary Loan (Incoming)	391	353	382	-8%
<b>Programming</b>				
Number of Programs	15	23	12	92%
Attendance (Kids)	83	145	84	73%
Attendance (Adults)	68	57	52	10%
<b>Technology</b>				
Website Visits	2554	2713	2982	-9%
Wifi Usage	1900	1777	1509	18%
<b>Gate Count</b>	<b>3597</b>	<b>3517</b>	<b>NA</b>	<b>NA</b>
<b>New Patrons</b>	<b>18</b>	<b>25</b>	<b>23</b>	<b>9%</b>

## 1.1 PAID TIME OFF

### PART-TIME EMPLOYEES:

Part-time employees shall accrue paid time off at a rate of .04 hours paid time off for every hour worked. (Example: an employee who works 30 hours in a pay period will accrue 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 31.2 hours of paid time off, or roughly the equivalent of one regular work week.)

- Employees may carryover accrued time off, up to a maximum of 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:

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

- In the first 12 months of employment, paid time off accrues and is credited to salaried employees at the end of each pay period according to their negotiated annual total. (Example, a salaried employee entitled to 4 weeks (140 hours) days of annual paid time off, accrues 5.39 hours each pay period.)
- After the first 12 months of employment, the annual amount of paid time off will be granted in full on the anniversary of their hire date.
- If an employee leaves employment during the year, when cashing in unused paid time off, only earned paid time off can be cashed in.
- Salaried employees may carryover up to four weeks (140 hours) of unused paid time off.



**Online Bill Payment Policy:** The Saugatuck-Douglas District Library Director is authorized to make e-payments for bills below \$300, and for all bills on a list of approved vendors approved annually by the Library Board.

**Proposed Vendors for Online Bill Pay (\* indicates new vendor):**

Utilities:

- Consumers Energy
- Michigan Gas
- Republic (Trash)
- Kalamazoo Lake Water and Sewer
- Comcast

Building Maintenance

- All Surface Building Services (cleaning)
- EPS (fire and security)
- Ecogardens (landscaping)\*
- Maintenance Management Services (mowing & snow removal)\*
- R.W. LaPine (HVAC-service contract)\*

Professional Services

- Nick Heimler (IT)
- Foster Swift (attorneys)
- Jane Wright (bookkeeper)

Materials

- Ingram
- Kanopy
- Midwest Tapes (Hoopla)
- Overdrive
- Library Ideas\*

Blue Care Network

RICOH (copier)

Lakeland Library Cooperative

Constant Contact (email marketing service)

T-Mobile (hotspots)

Michigan Municipal Risk Management Authority (insurance)

Citizens Insurance/Hanover Insurance (workers compensation insurance)

Intuit (accounting software)

Enfold Systems (website)