

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

February 19, 2025

- 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. Old Business - None
- IX. New Business
 - A. Paid Time Off Policy Revisions
 - B. Patio Planning Proposal from Harley, Ellis, Devereaux
- X. Guest: Friends of the Library representative
- XI. Next Meeting: March 19, 2025 at 7:00 pm
- XII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
January 15, 2025
Unofficial Minutes

- I. Meeting Called to order at 7:00pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Susan Blose representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Frank Aiello, Sara Nelson, Janice Krakowski, and Larry Blose.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the December 2024 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). David Blatt presented a motion to pay the bills, Demetrhea Terrien seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.
- VI. Financial Report
 - A. Balance sheet was presented by Director Boyer (see Appendix).
 - B. Profit and Loss Statement was presented by Director Boyer (see Appendix).
- VII. The Librarian's Report was presented by Director Boyer (see Appendix).
- VIII. Old Business – None
- IX. New Business – None
- X. Guest: Friends of the Library representative (Susan Blose)
 - The Friends are on hiatus until March.
 - Happy New Year postcards were just sent out to members. (This included photos of some of what the FOL paid for last year.)
 - The Friends have a new treasurer. The audit was done recently and got good marks.
 - In the last fiscal year, the Friends raised about \$14,000 and will continue to fundraise. The Silent Auction raised a lot of money this year (gift cards raised the most.)
- XI. Next Meeting: February 19, 2025 at 7:00pm
- XII. Adjournment by unanimous consent at 7:10 pm.

Saugatuck-Douglas District Library
Expenses by Vendor Detail
January 13 through February 17, 2025

Type	Date	Memo	Account	Amount
Abi Fergus				
Check	01/20/202:	Wildlife tracking program on...	880 · Programs	-225.00
Check	01/21/202:	Travel expenses for wildlife t...	880 · Programs	-50.00
Total Abi Fergus				-275.00
All Surface Building Services LLC				
Check	01/28/202:	January cleaning	930 · Building Maintena...	-995.00
Total All Surface Building Services LLC				-995.00
Allegan County				
Bill	01/21/202:	December 2024 tax chargeba...	964 · Tax Charge Backs	-31.43
Total Allegan County				-31.43
Allegan County Library Association				
Check	01/15/202:	2025 Dues	962 · Dues	-100.00
Total Allegan County Library Association				-100.00
Amazon.com				
Check	01/15/202:	December invoices	729 · Custodial Supplies	-85.20
Check	01/15/202:	December invoices	727 · Office Supplies	-60.01
Check	01/15/202:	December invoices	959.210 · DVDs	-88.43
Check	01/15/202:	December invoices	880 · Programs	-37.76
Check	02/05/202:	January invoices	729 · Custodial Supplies	-56.94
Check	02/05/202:	January invoices	727 · Office Supplies	-163.83
Check	02/05/202:	January invoices	959.210 · DVDs	-236.56
Check	02/05/202:	January invoices	880 · Programs	-88.96
Check	02/05/202:	January invoices	728 · Collection Expenses	-127.96
Check	02/05/202:	January invoices	730 · Youth Services Su...	-167.39
Total Amazon.com				-1,113.04
Baker Tilly				
Bill	02/04/202:	Client # 157060, annual fee f...	801 · Professional Servi...	-1,000.00
Total Baker Tilly				-1,000.00
Blick Art Materials				
Check	01/20/202:	supplies for Stafford art class	880 · Programs	-100.80
Check	02/04/202:	supplies for Stafford art class	880 · Programs	-33.15
Total Blick Art Materials				-133.95
Christian Science Monitor				
Check	01/21/202:	4 week subscription	959.120 · Periodicals	-15.00
Total Christian Science Monitor				-15.00
Comcast				
Check	01/27/202:	1/10/25-2/9/25, phone	850 · Phone & Internet	-142.22
Check	01/27/202:	February internet	850 · Phone & Internet	-219.90
Total Comcast				-362.12
Commercial Record				
Bill	02/01/202:	1 yr subscription	959.120 · Periodicals	-55.00
Total Commercial Record				-55.00

Type	Date	Memo	Account	Amount
Control Solutions, Inc.				
Bill	02/06/202:	HVAC control system repair	930 · Building Maintena...	-810.00
Total Control Solutions, Inc.				-810.00
Dawn Stafford				
Bill	01/21/202:	Painting class, six sessions	880 · Programs	-300.00
Total Dawn Stafford				-300.00
Delong & Brower, P.C.				
Check	01/14/202:	Audit for fiscal year 2023-24	801 · Professional Servi...	-7,500.00
Total Delong & Brower, P.C.				-7,500.00
Demco, Inc.				
Check	01/22/202:	Spine labels, sign holders	728 · Collection Expenses	-143.73
Bill	02/07/202:	tape and spine labels	728 · Collection Expenses	-154.77
Check	02/10/202:	tape, book covers	728 · Collection Expenses	-388.66
Total Demco, Inc.				-687.16
Ebb and Phloem LLC				
Check	01/22/202:	December plant care	930 · Building Maintena...	-75.00
Check	02/10/202:	January plant care	930 · Building Maintena...	-75.00
Total Ebb and Phloem LLC				-150.00
ELM USA, Inc.				
Check	01/21/202:	monthly disc cleaning	728 · Collection Expenses	-25.50
Total ELM USA, Inc.				-25.50
Etsy				
Check	01/31/202:	Downloadable valentine tem...	880 · Programs	-5.68
Total Etsy				-5.68
Excel Electric				
Bill	01/30/202:	lighting control repair, job #...	930 · Building Maintena...	-715.00
Total Excel Electric				-715.00
Gannett News				
Check	01/29/202:	4 week Holland Sentinel sub...	959.120 · Periodicals	-59.01
Total Gannett News				-59.01
Google LLC				
Check	02/03/202:	Google Workspace	957 · Technology	-96.00
Total Google LLC				-96.00
Heimler, Nick				
Check	01/14/202:	MIBS quarterly fee, Jan-Mar	801 · Professional Servi...	-285.00
Bill	01/14/202:	Magic Desktop renewal	957 · Technology	-599.96
Total Heimler, Nick				-884.96

Type	Date	Memo	Account	Amount
Hill-VanHorn, Erin				
Check	01/14/202:	Storytime supplies	730 · Youth Services Su...	-28.24
Bill	01/21/202:	Mileage reimbursement, pizz...	961 · Travel/Conference	-48.30
Bill	01/21/202:	Mileage reimbursement, pizz...	880 · Programs	-37.81
Total Hill-VanHorn, Erin				-114.35
Holland Litho Printing				
Bill	01/21/202:	Library newsletter, Winter/S...	900 · Publicity & Printing	-713.51
Total Holland Litho Printing				-713.51
Holland Symphony Orchestra				
Bill	01/21/202:	Sunday Concert series at SD...	880 · Programs	-400.00
Total Holland Symphony Orchestra				-400.00
Ingram Library Services				
Bill	02/01/202:	January invoices	959.110 · Print Books	-1,403.65
Total Ingram Library Services				-1,403.65
Intuit				
Check	01/19/202:	Quickbooks Desktop Enterpr...	957 · Technology	-2,037.32
Total Intuit				-2,037.32
Jim Cooper				
Bill	01/21/202:	Sunday Concert Series at SD...	880 · Programs	-440.00
Total Jim Cooper				-440.00
John Ball Zoo				
Check	02/12/202:	Summer reading program on ...	880 · Programs	-230.00
Total John Ball Zoo				-230.00
Kalamazoo Book Arts Center				
Bill	02/11/202:	Book binding class	880 · Programs	-700.00
Total Kalamazoo Book Arts Center				-700.00
Kanopy, Inc.				
Check	01/14/202:	Invoice # 431203	959.320 · Digital Conte...	-169.15
Check	02/10/202:	Invoice # 436378	959.320 · Digital Conte...	-112.20
Total Kanopy, Inc.				-281.35
KLSWA				
Check	02/04/202:	December water	920 · Utilities	-176.03
Total KLSWA				-176.03
Lakeland Library Cooperative				
Check	02/10/202:	Transparent language, annual...	959.320 · Digital Conte...	-945.00
Total Lakeland Library Cooperative				-945.00
Maintenance Management, Inc.				
Check	01/22/202:	November - December snow ...	930 · Building Maintena...	-635.00
Total Maintenance Management, Inc.				-635.00

Type	Date	Memo	Account	Amount
Meijer				
Check	02/02/202:	handsoap	729 · Custodial Supplies	-21.25
Total Meijer				-21.25
Michigan Blue				
Check	02/03/202:	3 year subscription, exp Spri...	959.120 · Periodicals	
Total Michigan Blue				0.00
Michigan Gas Utilities				
Check	01/24/202:	acct. #0504864801-00002	920 · Utilities	-41.06
Total Michigan Gas Utilities				-41.06
Michigan Library Association				
Check	02/06/202:	Website accessibility webina...	961 · Travel/Conference	-25.00
Total Michigan Library Association				-25.00
MicroMarketing				
Check	01/14/202:	audiobooks, invoice #9971418	959.220 · Audio Books	-79.95
Check	01/28/202:	audiobooks, invoice #s 9719...	959.220 · Audio Books	-77.30
Check	02/10/202:	audiobooks, invoice #s 972896	959.220 · Audio Books	-34.39
Total MicroMarketing				-191.64
Midwest Tape-HOOPLA				
Check	01/14/202:	Invoice #506552883	959.320 · Digital Conte...	-1,668.69
Check	02/10/202:	Invoice #506691193	959.320 · Digital Conte...	-1,836.38
Total Midwest Tape-HOOPLA				-3,505.07
Moeller, Sally				
Check	02/10/202:	January bookkeeping	801 · Professional Servi...	-315.00
Total Moeller, Sally				-315.00
Nendick-Mason				
Bill	01/21/202:	Seed starting presentation	880 · Programs	-300.00
Total Nendick-Mason				-300.00
New Dawn Linen Service				
Check	01/14/202:	December mat service	930 · Building Maintena...	-49.44
Total New Dawn Linen Service				-49.44
Office Max/Depot				
Check	02/04/202:	paper	727 · Office Supplies	-119.97
Total Office Max/Depot				-119.97
OverDrive				
Check	02/10/202:	Book discussion	959.320 · Digital Conte...	-1.35
Check	02/10/202:	CPC ebooks	959.320 · Digital Conte...	-27.50
Check	02/10/202:	CPC eaudiobooks	959.320 · Digital Conte...	-169.01
Check	02/10/202:	Advantage titles	959.310 · E-Books	-78.12
Total OverDrive				-275.98

Type	Date	Memo	Account	Amount
Priority Health				
Check	02/03/202:	February premium	701.300 · Health Insura...	-286.90
Total Priority Health				-286.90
Republic Services				
Check	02/09/202:	quarterly trash	920 · Utilities	-60.13
Total Republic Services				-60.13
RICOH USA, INC (IL)				
Check	01/14/202:	Invoice #5070735536	941 · Copy Machine	-120.47
Bill	02/01/202:	January copies	941 · Copy Machine	-145.31
Total RICOH USA, INC (IL)				-265.78
RICOH USA, INC (TX)				
Check	01/23/202:	copier lease	941 · Copy Machine	-152.89
Total RICOH USA, INC (TX)				-152.89
Summit Fire Protection				
Check	01/22/202:	Fire extinguisher inspections	930 · Building Maintena...	-126.00
Total Summit Fire Protection				-126.00
T Mobile				
Bill	02/11/202:	circulating hot spots	959.320 · Digital Conte...	-150.50
Total T Mobile				-150.50
U.S. Bank				
Bill	01/13/202:	March payment, interest only	992 · Debt Service - Int...	-58,784.38
Bill	01/24/202:	Administrative fee, SLGS	801 · Professional Servi...	-1,500.00
Total U.S. Bank				-60,284.38
When I Work, Inc.				
Check	02/01/202:	Monthly schedule and attend...	957 · Technology	-30.00
Total When I Work, Inc.				-30.00
Whorled LLC				
Bill	02/11/202:	Library concert, 3/16/25	880 · Programs	-650.00
Total Whorled LLC				-650.00
Zenwork Inc.				
Check	01/14/202:	1099 e filing charge through I...	701 · Payroll Expenses	-11.67
Total Zenwork Inc.				-11.67
TOTAL				-90,252.72

Balance Sheet

As of February 17, 2025

	<u>Feb 17, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	123,327.11
003 · Square Macatawa 9464	2,086.62
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	18,083.54
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	784,083.87
Total 017 · Michigan CLASS	<u>784,083.87</u>
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	63,579.06
018.02 · U.S. Bank Bond Payment	21,743.28
Total 018 · U.S. Bank SLGS	<u>85,322.34</u>
Total Checking/Savings	1,013,053.48
Other Current Assets	
022 · Accts Receivable	8,903.56
Total Other Current Assets	<u>8,903.56</u>
Total Current Assets	<u>1,021,957.04</u>
TOTAL ASSETS	<u>1,021,957.04</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	47.95
210 · Payroll Liabilities	4,873.82
220 · Accrued Payroll	9,590.24
223 · Due to F.O.L.	451.50
Total Other Current Liabilities	<u>14,963.51</u>
Total Current Liabilities	<u>14,963.51</u>
Total Liabilities	14,963.51
Equity	
390 · Fund Balance	197,183.86
392 · Restricted F.B. for New Bldg	111,763.32
394 · Restricted F.B. for Debt Serv	211,686.42
396 · Committed Capital Fund	650,000.00
Net Income	-163,640.07
Total Equity	<u>1,006,993.53</u>
TOTAL LIABILITIES & EQUITY	<u>1,021,957.04</u>

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual - OPERATING

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of B...
Income				
400 · Millage				
400.100 · COVODouglas	64,402.87	105,500.00	-41,097.13	61.0%
400.200 · City	58,174.75	99,500.00	-41,325.25	58.5%
400.300 · Twp	129,239.68	214,000.00	-84,760.32	60.4%
Total 400 · Millage	251,817.30	419,000.00	-167,182.70	60.1%
520 · USF	2,188.44	3,000.00	-811.56	72.9%
539 · State Aid	2,940.14	5,700.00	-2,759.86	51.6%
608 · Fines & Fees	6,071.66	5,000.00	1,071.66	121.4%
655 · Penal Fines				
655.100 · Penal Fines Allegan Cou...	15,193.28	24,000.00	-8,806.72	63.3%
655.200 · Herrick-LaketownFunds	9,192.58	12,500.00	-3,307.42	73.5%
Total 655 · Penal Fines	24,385.86	36,500.00	-12,114.14	66.8%
664 · Interest	517.72	1,000.00	-482.28	51.8%
665 · Investment Earnings	23,091.31	37,000.00	-13,908.69	62.4%
671 · Other Revenue	3,860.23	4,000.00	-139.77	96.5%
674.100 · General Donations	2,519.65	3,000.00	-480.35	84.0%
675 · FOL	7,325.41	10,000.00	-2,674.59	73.3%
Total Income	324,717.72	524,200.00	-199,482.28	61.9%
Gross Profit	324,717.72	524,200.00	-199,482.28	61.9%
Expense				
701 · Payroll Expenses	190,885.17	293,000.00	-102,114.83	65.1%
727 · Office Supplies	1,919.57	2,700.00	-780.43	71.1%
728 · Collection Expenses	3,111.96	2,500.00	611.96	124.5%
729 · Custodial Supplies	827.16	2,100.00	-1,272.84	39.4%
730 · Youth Services Supplies	2,319.77	3,100.00	-780.23	74.8%
731 · Postage	12.76	700.00	-687.24	1.8%
801 · Professional Services	15,816.50	18,000.00	-2,183.50	87.9%
803 · Coop Services (LLC)	11,050.00	16,000.00	-4,950.00	69.1%
850 · Phone & Internet	2,507.20	4,500.00	-1,992.80	55.7%
880 · Programs	8,796.78	10,000.00	-1,203.22	88.0%
900 · Publicity & Printing	1,625.87	2,500.00	-874.13	65.0%
920 · Utilities	12,903.95	27,000.00	-14,096.05	47.8%
930 · Building Maintenance	20,849.06	40,000.00	-19,150.94	52.1%
941 · Copy Machine	2,532.51	3,600.00	-1,067.49	70.3%
956 · Lost materials	95.99	300.00	-204.01	32.0%
957 · Technology	8,178.65	8,000.00	178.65	102.2%
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	13,443.17	27,500.00	-14,056.83	48.9%
959.120 · Periodicals	3,480.09	6,000.00	-2,519.91	58.0%
Total 959.100 · Print Materials	17,266.65	33,500.00	-16,233.35	51.5%
959.200 · Other				
959.210 · DVDs	1,500.82	3,000.00	-1,499.18	50.0%
959.220 · Audio Books	556.16	400.00	156.16	139.0%
Total 959.200 · Other	2,056.98	3,400.00	-1,343.02	60.5%

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of B...
959.300 · Electronic				
959.310 · E-Books	2,870.52	6,000.00	-3,129.48	47.8%
959.320 · Digital Content Datab...	16,647.86	32,500.00	-15,852.14	51.2%
Total 959.300 · Electronic	19,518.38	38,500.00	-18,981.62	50.7%
Total 959 · Materials	38,842.01	75,400.00	-36,557.99	51.5%
961 · Travel/Conference	1,532.84	3,000.00	-1,467.16	51.1%
962 · Dues	1,100.00	1,000.00	100.00	110.0%
964 · Tax Charge Backs	72.52	500.00	-427.48	14.5%
965 · Insurance	8,184.00	7,800.00	384.00	104.9%
970 · Capital Expenditures	0.00	2,500.00	-2,500.00	0.0%
Total Expense	333,164.27	524,200.00	-191,035.73	63.6%
Net Income	-8,446.55	0.00	-8,446.55	100.0%

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual - CAPITAL
 July 2024 through June 2025

	<u>Jul '24 - Jun ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
405 · Bond Levy				
405.100 · COVODouglas	37,129.29	59,850.00	-22,720.71	62.0%
405.200 · City	32,752.24	56,350.00	-23,597.76	58.1%
405.300 · Twp	73,039.17	120,910.00	-47,870.83	60.4%
Total 405 · Bond Levy	142,920.70	237,110.00	-94,189.30	60.3%
665 · Investment Earnings	2,239.70			
Total Income	145,160.40	237,110.00	-91,949.60	61.2%
Gross Profit	145,160.40	237,110.00	-91,949.60	61.2%
Expense				
801 · Professional Services	2,000.00			
971 · New Library Building				
972 · Construction	7,402.28	0.00	7,402.28	100.0%
974 · Design	13,085.92	0.00	13,085.92	100.0%
975 · Furnishings	25,793.72	0.00	25,793.72	100.0%
976 · Technology	561.00	0.00	561.00	100.0%
971 · New Library Building - Other	0.00	75,000.00	-75,000.00	0.0%
Total 971 · New Library Building	46,842.92	75,000.00	-28,157.08	62.5%
991 · Debt Service - Principal	125,000.00	125,000.00	0.00	100.0%
992 · Debt Service - Interest	119,443.76	119,443.00	0.76	100.0%
Total Expense	293,286.68	319,443.00	-26,156.32	91.8%
Net Income	-148,126.28	-82,333.00	-65,793.28	179.9%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

February 14, 2025

PROGRAMS

- Please review the Winter/Spring Newsletter for all the upcoming programs. It is available on our website. We have received a lot of positive feedback on the print publication. People commented on how “professional” it looks. They are also impressed with the number of programs we are offering.
- Our concert series is probably the most popular thing we have ever done. So far we have had two performances. We have three more scheduled. Each performance has been standing room only. People are enthusiastic and grateful.
- We had a tween event on Monday, January 20 with 7 attendees. They participated in a mini video game tournament, we served pizza and then we forced them to participate in a focus group type discussion. We were hoping to get ideas for future events and to find out what times work for their schedules. We learned that they are interested in art programs as well as gaming and NERF battles. We also learned that they are very busy and there was no consensus on days or times for future events.
- March is “Reading Month” and we are doing a month-long challenge for kids and families. There is a Minecraft themed BINGO board. Anyone who completes the challenge will be entered to win 4 tickets to the upcoming Minecraft movie.

FINANCE & CONTRIBUTIONS:

- We have received the first few millage payments. We typically receive about 90% of property tax revenue in the first 3 months of the year.
- I had a call with our bond attorney Roger Swets to discuss how and when we can close out the two demand deposit SLGS we opened last year around this time. The purpose of these two accounts is to safely invest our remaining construction fund and debt fund balance. We laid out a plan to close out the bond repayment fund in the next few weeks. The construction fund can be closed following substantial completion of the patio project. The goal is to have the accounts closed by the end of 2025, which seems realistic. We pay a significant custodial fee to U.S. Bank for these funds. We would like to not pay this fee next year. (SP 1.1)
- There has been some questions about federal funding for libraries given the changes being made by the new administration. The Institute for Museum and Library Services (IMLS) is the national agency that administers funds to library. All grants are given to the states and the states are responsible for use and distribution. The Library of Michigan currently administers IMLS funds and the bulk of that money goes to pay for Mel and MelCat. Those services are paid through the end of the state’s fiscal year, September of 2025. There is a lot of uncertainty over what will happen beyond that. IMLS funds also go toward stipends and grants. The grant programs have been on hold for the last two years. That freeze has now been extended for a third year.

BUILDINGS & GROUNDS:

- The lighting issue in the fireplace room has been repaired. It required two service techs from two different companies, but everything is back in working order.

- The HVAC system also seems to be fixed. As advised by the manufacturer, our tech added Freon, which seems to have done the trick. Once we have a return to more normal temperatures, they will be examining the system to find where there are leaks.
- The Patio Committee received a revised proposal from HED that incorporates our requested changes. It eliminated some of the extras and the overall cost was reduced by about half. The committee is satisfied with the current version and is recommending it be approved by the board at tonight's meeting. (SP 1.1)

MARKETING

- Marlee Alexander, Virginia Oakley and I met to discuss the aspects of the Strategic Plan that relate to marketing and communication. The number of ideas and projects in this area was a little overwhelming so we wanted to take a step back to set some priorities and to talk about the best possible division of labor. We had a good brainstorming session and our determinations will be reflected in next month's Strategic Plan Update. (SP 2.1)

COLLECTIONS:

- We have finished our Young Adult genre reclassification project. (SP 3.2)
- We are moving forward with our Children's collection cataloging projects. We are currently weeding our picture book collection. Jennell Lehman and I will be visiting some libraries that have implemented non-Dewey classification systems to get an idea of what might work best for our collection and to gather general inspiration. (SP 3.2)

HUMAN RESOURCES

- The State of Michigan has new legislation regarding minimum wage and paid time off that is set to go into effect on February 21, although there are likely to be some last minute changes or a change in deadline. The Library is already fully in compliance with the new minimum wage standards and the possible changes relate to tipped wages and do not apply to us. We do, however, need to make changes to our paid time off policies in order to comply with the new law. We currently have caps on the number of hours that may be accrued for both full and part-time hourly employees. The new laws required that you have unlimited accrual and rollovers. I have prepared the necessary revisions that must be approved at the February meeting. Although there should definitely be discussion of additional revisions, it does not make sense to do so until after the status of the new law is finalized on the 21st.

TECHNOLOGY

- Marlee Alexander attended a webinar on website accessibility hosted by the Michigan Library Association. She reported that it was a very informative training. This webinar will help us be more knowledgeable as we assess potential vendors for our website redesign. (SP 2.1)
- We had an update from the Clarke Historical Library regarding the Commercial Record digitization. They have officially hired a new department head who has prepared a revised quote for the project, which I have approved. Work will begin in late 2025. (SP 3.2, 3.3)

MEETINGS & PARTNERSHIPS

- Sarah Goy and I have finalized arrangements to have Bonnie Morris come speak at our Library during this year's Community Pride festival. We will share the costs with the Community Pride

board. Bonnie is a women's history professor and author of 18 books, including *The Disappearing L: Erasure of Lesbian Spaces and Culture* (2016). She has taught at Harvard Divinity School, Semester at Sea, George Washington University, Georgetown University, and according to her website, currently teaches a course on women's sports at Berkeley. Part of *The Disappearing L* addresses the Michigan's Womyn's Music Festival and she has a new book out, *What's the Score? 25 Years of Teaching Women's Sports History*. (SP 2.2, 2.3)

- January 16: I attended the Allegan County Library Association's quarterly meeting at the Ransom District Library in Plainwell. The main focus of the meeting was to plan the county-wide staff in-service event scheduled for September. We typically close the library in order to send all staff to this event. This year it is happening at the Gun Lake Tribe pow-wow grounds.
- January 21: Met with Raul Hernandez from the Governor's LGBTQ+ Commission to discuss the possibility of holding one of their meetings at the Library in August.
- February 14: Attended the Library of Michigan's monthly virtual director's meeting. The majority of the meeting was on the minimum wage and paid time off legislation at the state level. There was also information presented on the federal funding outlook.

Statistical Summary : DECEMBER 2024				
	Nov-24	Dec-24	Dec-23	
Circulation				
Print	5198	5029	5848	-14%
Hoopla	786	743	635	17%
Overdrive	1199	1225	1246	-2%
Kanopy	187	266	199	34%
SUBTOTAL	7370	7263	7928	-8%
Interlibrary Loan				
Loaned/Sent (Outgoing)	407	359	331	8%
Borrowed/Received (Incoming)	399	389	543	-28%
Programming				
Number of Programs	41	31	29	7%
Attendance (Kids & Early Lit)	258	439	495	-11%
Attendance (Adults)	257	134	121	11%
Technology				
Website Visits	3913	2654	2367	12%
Wifi Usage	1770	1706	1568	9%
Gate Count	3590	3267	3669	-11%
New Patrons	27	23	25	-8%

VACATIONS & LEAVES OF ABSENCE

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 two regular work weeks.)

- Employees may carryover any unused 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:

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	2.70 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 any unused 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 ~~any up to four weeks (140 hours) of~~ unused paid time off.

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Dallas
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Sacramento
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San Francisco

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Royal Oak, MI 48067

T 248.262.1500
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January 17, 2025

Ingrid Boyer / Director of Saugatuck-Douglas District Library
174 Center Street
Douglas, MI 49406
e: iboyer@sdlibrary.org

Subject: Saugatuck-Douglas District Library [SDDL] – Second Patio Installation
HED: 2024-SD036-001

Dear Ingrid and SDDL Team:

Thank you for the opportunity to further our assistance to you and your team on Saugatuck-Douglas District Library [SDDL] – Second Patio Installation. This proposal is to provide landscape architecture services needed to design the second patio of Saugatuck-Douglas District Library from Concept Design to Construction Documentation

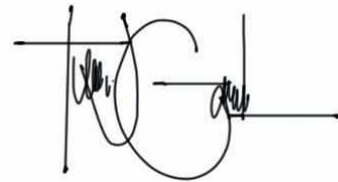
The Saugatuck Library Second Patio Installation project is an opportunity to transform the outdoor area behind the library into a vibrant, family-oriented space that fosters community engagement, creativity, and a connection to nature. Our team is excited to collaborate on this project to create an inviting environment that enhances the library’s role as a community hub.

If you have any questions regarding this proposal for services, or if you wish to discuss any aspect of this project, please contact one of us directly. We look forward to this opportunity to continue our relationship with SDDL.

Sincerely,



Tracy Sweeney, AIA, LEED AP BD+C, NCARB
Associate / Design, Architecture



Tim Gawel, NCIDQ
Associate Principal / Market Sector Leader

PROPOSAL ACCEPTANCE

We suggest that if this proposal-agreement meets with your approval and you choose to award this project to HED, this proposal-agreement letter will serve as the contract between HED and SDDL. By signing below, I approve and agree to be bound by the terms and conditions of this Proposal Letter Agreement ("**Agreement**"), attest that I have the authority to execute this Agreement on behalf of SDDL and authorize HED ("**Consultant**") to commence services.

Accepted for Saugatuck-Douglas District Library [SDDL] by:

Signature

Printed Name and Title

Date

This Proposal-Agreement will be valid for a period of sixty (60) days from date first noted above. Upon acceptance, please forward a signed copy to HED and retain a complete signed copy of the Agreement for your records.

PROJECT GOAL

- **Consider a Family-Oriented Space:** The potential for a natural play area should be considered in the patio design.
- **Enhance Outdoor Comfort:** Design the second patio area with a potential shade structure ensuring it is accessible from the door near the existing fireplace room, to provide a comfortable space for reading and socializing.
- **Provide Patio Amenities:** Recommend site furnishings such as benches, tables, and chairs to encourage relaxation and community connection.
- **Low Maintenance Approach:** Focus on minimizing upkeep requirements and ensuring durability.

PROJECT SCOPE

Concept Design

The Concept Plan establishes the foundation for the project, incorporating an analysis of existing site conditions and preliminary design ideas. Key deliverables include:

- **Existing Conditions Assessment:** Evaluation of the current site to identify opportunities and constraints.
- **Refined Program and Idea Sketches:** Collaborative sketches to refine the project's vision and goals.

Owner Review Meetings and Comments *

- Convene owner review meetings and incorporate owner comments into the final design.

Delivery

The delivery package includes drawings and notes to guide the implementation of the design. Deliverables include:

- **Conceptual Master Plan:** A sketch of the entire site that serves as a road map for completing the site improvements.
- **Site Plan:** A layout plan documenting the final patio design with amenities.
- **Details:** Detailed drawings illustrating key design elements.

**In-person meetings are not required to execute the scope of the study but are available if desired. The cost of travel will be billed as an additional service, as outlined below.*

EXCLUSION

The following services are outside the scope of this proposal and can be provided under a separate agreement if needed:

- Refined 3D site modeling and renderings
- Cost estimation
- Bidding and permitting comments
- Construction administration
- Irrigation design
- Stormwater management
- Signage
- Geotechnical studies
- Arborist tree condition study
- Site lighting
- Construction Drawings and Specifications

PROPOSED SCHEDULE + FEE

- **Schedule:** The Design Build package is estimated to be completed within 3-4 weeks.

- **Fee:** The total fee for these services is **\$8,000.00** on an hourly-not-to-exceed basis.

As part of the previous Strategic Plan phase, HED utilized \$16,200 from the allocated budget of \$19,200, leaving \$3,000 available. This amount will be applied to the current scope. The additional fee required to complete this scope will be **\$5,000**.

HOURLY RATES

HED's fee for providing the above outlined services for your project will be on a flat rate hourly basis per the following rate schedule plus reimbursable expenses as outlined above.

Discipline	Rate per Hour
Design Principal-in-Charge	\$ 290.00
Senior Designer	\$ 210.00
Project Manager	\$ 180.00
Project Architect	\$ 190.00
Design Support	\$ 160.00
Engineering Support	\$ 200.00

Rates are subject to change annually and are effective through December 31, 2025.

EXHIBIT A | Terms & Conditions

The following Terms and Conditions are hereby incorporated by reference in the letter, proposal, or agreement (collectively, the "Agreement") to which they are attached. As used herein, the term "Client" refers to Owner/Client, and the term "Consultant" refers to HED. The basic services and compensation of the Consultant are set forth in the Agreement.

1. **BILLING/PAYMENTS** | Invoices for our services are submitted every month for the portion of services completed. Invoices shall be payable within 30 days of the invoice date. A service charge of 1.5% (or the legal rate) per month will be applied to the unpaid balance after 30 days. Retainers shall be credited on the final invoice. The Client agrees to pay all costs of collection, including reasonable attorneys' fees.
2. **ADDITIONAL SERVICES** | The Client shall pay the Consultant at hourly rates set forth in the Agreement or attached hereto for services performed at the Client's request which are outside of the scope of basic services described in the Agreement, including without limitation services in connection with changes made at the Client's request which are inconsistent with prior approvals by the Client. Additional Services shall be provided for the project if authorized or confirmed in writing by the Client. [Such Additional Services shall include environmental studies, measured drawings of existing conditions, detailed construction cost estimates, quantity surveys, interior design, inventories of materials or equipment, preparation of record drawings, and any other services not otherwise included in this agreement under basic services or not furnished in accordance with generally accepted A/E practice.
3. **STANDARD OF CARE** | The standard of care for all professional services performed or furnished by the Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. The Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with the Consultant's services.
4. **REIMBURSABLE EXPENSES** | The Client shall reimburse the Consultant at a multiple of 1.15 times its actual cost for (i) printing and duplication; (ii) delivery charges and long-distance telephone calls; (iii) travel in connection with the project; (iv) the fees of subconsultants engaged by the Consultant at the Client's request other than those included in the Agreement as a basic service; and (v) presentation models, renderings, and computer simulations. Faxes and in-house copies and plots shall be billed at Consultant's customary per page rate.
5. **CLIENT'S RESPONSIBILITIES** | The Client shall furnish in a timely manner such legal, accounting, and insurance counseling services as may be required for the project and such information relating to existing conditions at the project site (including survey and geotechnical engineering) as Consultant may reasonably request. The Consultant shall be entitled to rely upon the completeness and accuracy of all services and information provided by Client and Client's consultants. If the Client becomes aware of any fault or default in the project, the Client shall issue prompt written notice to Consultant.
6. **DOCUMENTS** | Drawings, specifications, and other documents produced by the Consultant are instruments of service, and the originals thereof and all intellectual property rights therein, including the copyright, shall remain the property of the Consultant. The Consultant shall furnish copies of such documents to the Client as a reimbursable expense, which the Client may use for completion of the Project (or for future renovations and additions) with the involvement of the Consultant as provided in the Agreement, subject to compliance by the Client with its payment obligations as provided in the Agreement and these Terms and Conditions. The Client may not otherwise copy or use such documents, or permit such copying or use by others, except with the Consultant's written permission.
7. **UNAUTHORIZED CHANGES AND USE** | In the event the Client, or anyone for whom the Client is legally liable, makes or permits to be made any changes to any reports, plans, specifications or other documents prepared by the Consultant, or uses such documents without Consultant's involvement, and does not obtain the Consultant's prior written consent, the Client shall assume full responsibility for the results of such authorized changes or use. Therefore, the Client agrees to waive any claim against the Consultant, and, to the fullest extent permitted by law, to indemnify, release, and hold harmless the Consultant from any damages, liabilities, or costs, including reasonable attorneys' fees and costs of defense, arising directly or indirectly from such unauthorized changes or use.
8. **ESTIMATES** | As you are aware, neither the Architect/Engineer nor the Client has control over the cost of labor, materials, or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. As such, the Consultant cannot and does not warrant or represent that bids or negotiated prices will not vary from any estimate of construction cost or evaluation prepared or agreed to by HED.
9. **INSURANCE** | HED carries both general business and architect's and engineer's professional liability insurance coverage for the protection of both our firm and our clients. Details of our insurance coverage will be provided upon request.
10. **ACCESS TO SITE** | Unless otherwise stated, the Consultant will have access to the site for activities necessary for the performance of the services. The Consultant will take reasonable precautions to minimize damage due to these activities, but it shall not be responsible for the cost of restoration of any resulting damage.
11. **HIDDEN CONDITIONS** | A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If the Consultant has reason to believe that such a condition may exist, the Consultant shall issue written notice and request that the Client authorize and pay for all costs associated with the investigation of such a condition. If (1) the Client fails to authorize such an investigation after due notification, or (2) the Consultant has no reason to believe that such a condition exists, the Consultant shall not be responsible for the existing condition or any resulting damages to persons or property.
12. **HAZARDOUS MATERIALS** | HED does not have the specialized training or expertise in the specification, treatment and/or handling of new and/or existing asbestos-containing, asbestos-contaminated, or other toxic and hazardous materials, above or below surface, and our professional liability insurance policy does not include coverage of these services. Therefore, HED cannot provide these services. It is our understanding that the Client will retain, if necessary, a qualified industrial hygienist and/or contractor to provide these services.
13. **CONSTRUCTION OBSERVATION** | If so provided in the Agreement, the Consultant shall visit the site at intervals appropriate to the stage of construction in order to become generally familiar with the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Consultant to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Based on this general observation, the Consultant shall keep the Client informed about the progress of the Work and shall endeavor to guard the Client against deficiencies in the Work. The Consultant shall not supervise, direct, or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. The Consultant shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Consultant does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules, or regulations.

14. **JOBSITE SAFETY** | Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall relieve the Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the Contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in the Client's contract with the Contractor. The Client also agrees that the Client, the Consultant and the Consultant's subconsultants shall be indemnified by the Contractor and shall be made additional insureds under the Contractor's policies of general liability insurance.
15. **SHOP DRAWING REVIEW** | The Consultant shall review and approve or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review for accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. The Consultant's review shall be conducted with reasonable promptness while allowing sufficient time in the Consultant's judgment to permit adequate review. Review of a specific item shall not indicate that the Consultant has reviewed the entire assembly of which the item is a component. The Consultant shall not be responsible for any deviations from the Construction Documents not brought to the attention of the Consultant in writing by the Contractor. The Consultant shall not be required to review partial submissions or those submissions for which correlated items have not been received. Shop drawings and other submittals related to the Work that are designed or certified by a design professional retained by the Contractor shall bear such professional's written approval, and the Consultant shall be entitled to rely upon the adequacy, accuracy, and completeness of such services, certifications, or approvals.
16. **PHOTOGRAPHS AND WRITTEN PUBLICITY MATERIALS** | The Consultant reserves the right to take and produce professional photographs of the job site upon completion of the work for the purpose of its marketing efforts through the media and Consultant promotional materials including but not limited to the company website, brochure and qualification package. Additionally, the Consultant reserves the right to produce written descriptions of the scope of work and the Consultant's staff efforts pertaining to the work proposed both during and upon completion of the project in the form of press releases and additional Consultant promotional materials including but not limited to the company website, brochure and qualification package.
17. **COMPLETION OF SERVICES** | HED's responsibility to provide the proposed services will terminate at the earlier of the issuance to the Client of the final Certificate for Payment or sixty (60) days after date of substantial completion of the project work.
18. **SUSPENSION OF SERVICES** | If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may suspend performance of services upon seven (7) calendar days' written notice to the Client. The Consultant shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, the Consultant shall resume services under this Agreement. The Consultant's time schedule and compensation shall be equitably adjusted if its services are suspended, delayed, extended, or otherwise materially changed due to causes outside of its control.
19. **TERMINATION OF SERVICES** | This agreement may be terminated upon 10 days written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, the Client shall pay the Consultant for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.
20. **RISK ALLOCATION** | In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant to the Client for any and all claims, losses, costs, and damages of any nature, including attorneys' fees and costs and expert-witness fees and costs, caused by or related to Consultant's negligence or breach of the Agreement and not subject to the waiver under this Agreement, so that the total aggregate liability of the Consultant to the Client shall not exceed the Consultant's total fee for services rendered on this Project or the aggregate amount of all indemnity payments made under any applicable insurance policy, whichever is less. It is intended that this limitation apply to any and all liability or cause of action, however alleged or arising, unless otherwise prohibited by law. If, due to the Consultant's negligence or breach, a required item or component of the Project is omitted from the Consultant's construction documents, the Consultant shall not be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project beyond the item or component that would have been required and included in the original construction documents.
21. **CONSEQUENTIAL DAMAGES** | Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any, incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including but not limited to negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
22. **INDEMNIFICATION** | In addition, and notwithstanding any other provisions of this Agreement, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs including reasonable attorneys' fees and defense costs, rising out of or in any way connected with this Project or the performance by Client or any of its employees and subconsultants under this Agreement, excepting only those damages, liabilities or costs attributable to the negligent acts or negligent failure to act by the Consultant or its breach of the Agreement.
23. **DISPUTE RESOLUTION** | Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or the breach thereof shall be subject to and decided by informal negotiations between authorized representatives of the parties, followed by mediation if the informal negotiations are not successful. Mediation shall be conducted in accordance with the Construction Industry Mediation Rules of the American Arbitration Association in effect at the time the request for mediation is made by either party. In the event that the parties are not successful in resolving the dispute by mediation, then such disputes shall be subject to and decided by arbitration conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association in effect at the time the demand for arbitration is made by either party. The place of the arbitration hearings shall be at the offices of the American Arbitration Association in **Michigan** unless otherwise mutually agreed by the parties. The award rendered by the arbitrator(s) shall be final and binding and enforceable in any court of competent jurisdiction.
24. **ENERGY DATA** | The Client shall make energy usage, cost, BMS and similar data for the first year of occupancy available to the Consultant for internal verification of design parameters.
25. **MISCELLANEOUS PROVISIONS** | The Agreement, including these Terms and Conditions, represents the complete and integrated agreement between the parties; supersedes all prior agreements between the parties relating to the project; may be amended only in writing; is binding upon the parties, their successors, assigns, and legal representatives; and shall be interpreted and governed in accordance with the laws of the Michigan.