



MEMORANDUM

ALGANSEE BRANCH
580-B S. Ray-Quincy Rd.
Quincy MI 49082
(517) 639-9830

TO: Board of Trustees
FROM: Linda Lyshol, Library Director
DATE: August 16, 2018
RE: Public Services Committee Report

BRONSON BRANCH
207 N. Matteson St.
Bronson MI 49028
(517) 369-3785

The Public Services Committee (Kim Langworthy, Tom Lowande, and Sue Smith) met Thursday, August 16, 2018, to discuss the following matters:

- Monetary Donations Policy
- Change of Hours Proposal
- Holiday Closures 2019

COLDWATER BRANCH
(Administrative Offices)
10 E. Chicago St.
Coldwater MI 49036
(517) 278-2341
Fax (517) 278-2342

Concerning the Monetary Donations Policy:

It was brought to my attention that we had no policy addressing monetary donations; specifically, should we release the names of the people who have donated monetarily to the BDL. After consulting the library's attorney, the policy was created. The attorney's email is included.

QUINCY BRANCH
11 N. Main St.
Quincy MI 49082
(517) 639-4001

Concerning the Holiday Closures 2019:

The Courthouse observes 13 holiday closures. The BDL observes 10 holiday closures. The public seems to hold the impression that we are closed the same days as the Courthouse. We frequently receive calls on holidays asking if we are open. It seems logical to observe the same holidays as the Courthouse. Part-time staff will receive holiday pay if their normal hours coincide with the holiday(s).

SHERWOOD BRANCH
118 Sherman St.
Sherwood MI 49089
(517) 741-7976

The Public Services Committee recommends Board approval of these three matters.

LUCILLE E. DEARTH
UNION TWP. BRANCH
195 N. Broadway St.
Union City MI 49094
(517) 741-5061

BRANCH DISTRICT LIBRARY POLICY



MONETARY DONATIONS POLICY

Adopted: August 20, 2018

Revised: _____

Donations may be made to the Branch District Library in honor or in memory of a person, to celebrate a family event, or to mark any special occasion. The Branch District Library appreciates these gifts as they allow us to continue providing the people of our communities with library collections and services to meet their educational, informational, and recreational needs. Please print and mail this form with your donation to:

**Branch District Library
Coldwater Branch
Attn: Gina Horn
10 E. Chicago St.
Coldwater, MI 49036**

My/Our donation to the Library is \$_____.

Please make your check payable to the Branch District Library.

My Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

This gift is in memory of: _____

This gift is in honor of: _____

In accordance with the Michigan Library Privacy Act (Act 455 of 1982), the names of people making donations to the Library will not be released without their consent. Please send a notification letter of this honorarium/memorial to:

Name: _____

Their address: _____

City: _____ State: _____ Zip: _____

I would like to designate my donation to: Where it is needed most, Algansee Branch
 Bronson Branch, Coldwater Branch, Quincy Branch, Sherwood Branch,
 Union Township Branch.

Thank you for your donation!



Linda Lyshol [REDACTED]

Privacy Question

1 message

Seuryneck, Anne [REDACTED]

Wed, Aug 15, 2018 at 2:29 PM

To: [REDACTED]

Linda – sorry for the delay in responding! I would consider the information about donors to be "library records" subject to the Michigan Library Privacy act. As such, the Library may not release the names without a court order or written consent from the donors.

Please call with any questions. Thanks!

DISCLAIMER/CONFIDENTIALITY: This communication, along with any documents, files or attachments, is intended only for the use of the addressee and may contain legally privileged and confidential information. Any document attached is a legal document and should not be changed or altered without the knowledge and approval of legal counsel. The sender takes no responsibility for any alterations, additions, revisions or deletions to any such document. Due to software and printer variations, documents printed at the recipient's location may vary from the original printed document.

Proposal: Sunday Hours in Coldwater

Eliminate Sunday hours in Coldwater—only branch open on Sundays.

Good stewardship means not only looking at current hours, but also, instituting more consistent hours throughout the county.

- 📖 **Closing on Sundays in Coldwater is a smart cost-savings because statistics show us that, although the public wanted the branch to be open on Sundays, relatively few take advantage of the open hours. This does not need to be a permanent change but will, as the numbers show below, free up some of our funds. Out of 44 Class V libraries in Michigan, only 14 are open on Sundays.**

Reasoning:

Staffing costs are approx. \$57/Sunday (this is wages and taxes)

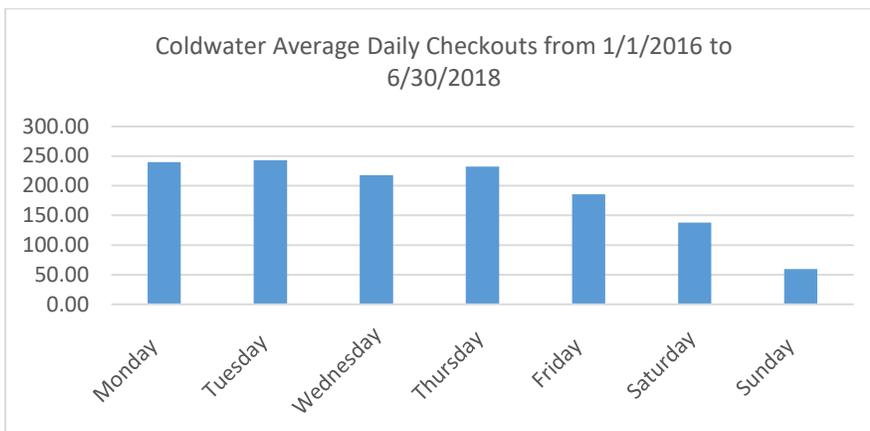
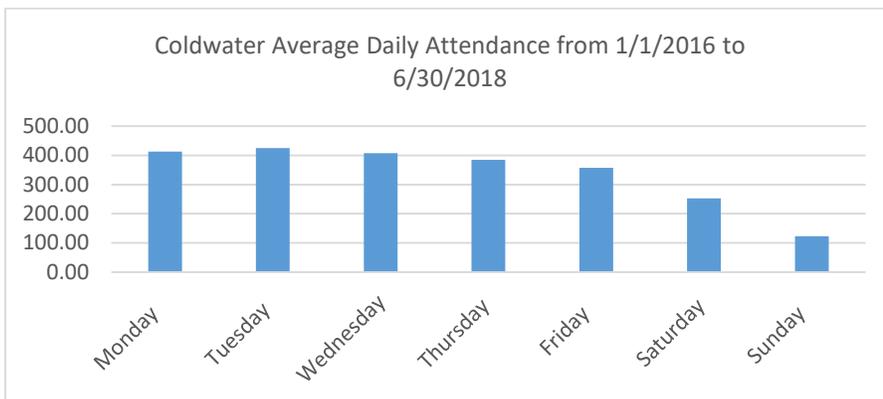
2019: Assuming 52 Sundays X \$256.50 (\$57/hr X 4.5 hrs) = \$13,338

Bottom line is \$13,338 (payroll) + \$4,264 (electricity in summer, approx. \$82/day) + \$1,196 (gas in winter, approx. \$23/day) = **\$18,798 OR \$152 per patron**

Looking back from 1/1/16 to 6/30/18:

Sunday checkouts = 7741/130 (# of Sundays)

Almost 60/Sunday or 15/hr



PROPOSED COLDWATER HOURS

MON	10am - 8pm 10 hrs
TUE	9am - 8pm 11 hrs
WED	9am - 8pm 11 hrs
THU	9am - 8pm 11 hrs
FRI	9am - 5pm 8 hrs
SAT	9am - 3pm 6 hrs
SUN	CLOSED

From 61 to 57 total hours

4.2 Travel

Approved travel expenses such as mileage, room rent, registration fees, meals, tolls, and parking fees incurred in attending Library meetings or to accomplish Library business shall be reimbursed, in accordance with the Expense Reimbursement Policy. In order to be paid, the employee must complete a reimbursement form and submit it to the Library Director.

4.3 Attendance at Regular Staff Meetings

Regularly scheduled staff meetings may be used as in-service training. Philosophy of service, policies, new materials, and methods for aiding the growth of employees in their professional abilities may be discussed at these meetings.

Attendance at staff meetings is at the discretion of the Director. Employees who attend staff meetings when they are not otherwise scheduled to work will be paid for the meeting time.

5. BENEFITS

5.1 Eligibility

.....to be filled in after discussion

5.2 Holidays

The BDL Board of Trustees sets the holiday closing schedule each year.

The following Holidays shall be paid to employees per their benefit level.

New Year's Day

Martin Luther King's Birthday **ADD**

Presidents' Day **ADD**

Good Friday **ADD**

~~Easter~~ **DELETE if Board approves closing on Sunday**

Memorial Day

Independence Day

Labor Day

Veteran's Day **ADD**

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve Day