

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**BOARD MEETING**

May 17, 2023

- 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. Director's Performance Review
- XI. Guest: Friends of the Library representative
- XII. Next Meeting & Budget Hearing: June 21, 2023 at 7:00 pm
- XIII. Adjournment

## SAUGATUCK-DOUGLAS DISTRICT LIBRARY

### BOARD MEETING

April 19, 2023

- I. Meeting Called to order at 7:00 by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Janet Eder representing the Friends of the Library, Trustees: David Blatt, Larry Blose, Mark Chancey, Charles Mason, and Demetrhea Terrien.
- II. Agenda (See Appendix) was passed without amendment by unanimous consent.
- III. After some minor changes to the Minutes from the March Meeting, the minutes were passed by unanimous consent.
- IV. There was no public comment.
- V. Library bills were presented and explained by Director Boyer (see Appendix). After a brief discussion, David Blatt moved to pay the bills, Demetrhea 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: See the discussion of the strategic planning committee under Old Business:
- IX. Old Business: Director Boyer presented a questionnaire prepared by the strategic planning committee to be circulated in the community to get community input to the strategic plan. The proposed questionnaire is in the appendix. Director Boyer led a discussion of the items in the questionnaire, how and when the questionnaire will be distributed throughout the community, and how the information obtained from the questionnaire will be incorporated into the strategic plan.
- X. New Business: The board decided that the Director's 22/23 performance evaluation should be completed prior to the end of the fiscal year so that any salary adjustments can be incorporated in to the upcoming 23/24 budget. The board discussed how the evaluation process should proceed. L. Blose will distribute a questionnaire to the board members. The questionnaire used last year will be used after some changes to allow board members to not answer some questions if they do not have knowledge of the information in the question. The filled in questionnaire will be returned to L. Blose who will compile the results and present them at the May meeting.
- XI. The Friends of the Library representative had the following comments.
  - The annual meeting and Ice Cream Social will be June 4<sup>th</sup> at 2:00 PM.
  - The FOL is currently planning the fall fundraisers and will have a September dinner and a silent auction in November.
  - The current FOL membership consists of 76 lifetime memberships, 16 individual memberships, and 23 family memberships.
- XII. The next meeting of the SDDL Board of Trustees is May 17, 2023 at 7:00 pm.
- XII. The meeting Adjourned by unanimous consent at 8:00 pm.

Submitted by  
Laurence E. Blose  
SDDL Board Secretary

Saugatuck-Douglas District Library  
Expenses by Vendor Detail  
April 25 through May 15, 2023

Type	Date	Memo	Account	Amount
<b>All Surface Building Services LLC</b>				
Check	04/25/2023	April cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
<b>Amazon.com</b>				
Check	05/01/2023	facial tissue and toilet paper	729 · Custodial Supplies	-108.23
Check	05/01/2023	sewing machine and cases	880 · Programs	-399.97
Check	05/01/2023	DVDs	959.210 · DVDs	-100.31
Check	05/01/2023	Perler beads, sewing needles	730 · Youth Services Supplies	-59.61
Check	05/01/2023	tabloid and index paper	727 · Office Supplies	-70.64
Check	05/01/2023	Children's room accessories	975 · Furnishings	-219.68
Total Amazon.com				-958.44
<b>Blue Star Storage</b>				
Check	04/25/2023	May rental	930 · Building Maintenance	-60.00
Total Blue Star Storage				-60.00
<b>CENGAGE LEARNING/GALE</b>				
Check	04/25/2023	Invoice #80961040	959.110 · Print Books	-15.50
Total CENGAGE LEARNING/GALE				-15.50
<b>Comcast</b>				
Check	04/27/2023	4/10-5/9 phone	850 · Phone & Internet	-183.63
Total Comcast				-183.63
<b>Consumers Energy</b>				
Check	05/13/2023	Mar/April electric bill	920 · Utilities	-1,516.07
Total Consumers Energy				-1,516.07
<b>CountryLiving</b>				
Check	05/15/2023	0867780645, 2 yrs, expires July 2025	959.120 · Periodicals	-27.97
Total CountryLiving				-27.97
<b>Dollar Tree Stores, Inc.</b>				
Check	05/02/2023	kids programming supplies, soda and poo...	730 · Youth Services Supplies	-19.25
Total Dollar Tree Stores, Inc.				-19.25
<b>ELM USA, Inc.</b>				
Check	05/01/2023	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
<b>Franklin Bronze Plaques</b>				
Bill	04/28/2023	Sculpture at Saugatuck-Douglas District ...	975 · Furnishings	-316.75
Total Franklin Bronze Plaques				-316.75
<b>In Your Element Wellness, LLC</b>				
Check	04/28/2023	Deposit for Forest Bathing program	880 · Programs	-110.50
Total In Your Element Wellness, LLC				-110.50
<b>Ingram Library Services</b>				
Check	04/25/2023	March invoices	959.110 · Print Books	-1,943.90
Total Ingram Library Services				-1,943.90

Type	Date	Memo	Account	Amount
<b>Kanopy, Inc.</b>				
Check	05/08/2023	Invoice # 347451, video downloads	959.320 · Digital Content Databases	-147.90
Total Kanopy, Inc.				-147.90
<b>KLSWA</b>				
Check	04/25/2023	Mar/Apr water	920 · Utilities	-132.59
Total KLSWA				-132.59
<b>Lake Vista SuperValu</b>				
Check	05/03/2023	science supplies, oil & soda	730 · Youth Services Supplies	-43.85
Total Lake Vista SuperValu				-43.85
<b>Lakeland Library Cooperative</b>				
Check	05/08/2023	BookPage subscription, invoice # PT23-...	959.120 · Periodicals	-216.00
Total Lakeland Library Cooperative				-216.00
<b>Library Design Associates, Inc.</b>				
Bill	05/10/2023	balance for LearnPlay design & production	975 · Furnishings	-82,600.00
Total Library Design Associates, Inc.				-82,600.00
<b>Menards</b>				
Check	04/25/2023	duct tape	729 · Custodial Supplies	-9.68
Check	05/02/2023	science program supplies	730 · Youth Services Supplies	-16.25
Check	05/13/2023	storage furniture for shed	975 · Furnishings	-425.91
Total Menards				-451.84
<b>Michaels</b>				
Check	04/25/2023	art program supplies	730 · Youth Services Supplies	-43.14
Total Michaels				-43.14
<b>Midwest Tape-HOOPLA</b>				
Check	05/08/2023	Invoice #503721046	959.320 · Digital Content Databases	-1,338.62
Total Midwest Tape-HOOPLA				-1,338.62
<b>Republic Services</b>				
Check	05/10/2023	quarterly trash	920 · Utilities	-54.54
Total Republic Services				-54.54
<b>RICOH USA, INC (TX)</b>				
Check	05/01/2023	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
<b>Saugatuck-Douglas Art Club</b>				
Bill	05/10/2023	Art Fair Award	900 · Publicity & Printing	-100.00
Total Saugatuck-Douglas Art Club				-100.00
<b>Saugatuck-Douglas District Library.</b>				
Check	05/15/2023	Fund transfer for building related expenses	975 · Furnishings	-425.19
Total Saugatuck-Douglas District Library.				-425.19

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<b>Type</b>	<b>Date</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
<b>T Mobile</b>				
Check	05/11/2023	hotspots	959.320 · Digital Content Databases	-149.30
Total T Mobile				-149.30
<b>Terry's Precast Products Inc.</b>				
Check	05/15/2023	Base for art installation plaque	975 · Furnishings	-159.96
Total Terry's Precast Products Inc.				-159.96
<b>Wright, Jane A.</b>				
Check	05/08/2023	Invoice #3360	801 · Professional Services	-180.00
Total Wright, Jane A.				-180.00
<b>TOTAL</b>				<b>-92,361.24</b>

Saugatuck-Douglas District Library  
**Balance Sheet**  
As of May 17, 2023

	<u>May 17, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · Checking Regular 2041	427,932.41
003 · Square Macatawa 9464	1,163.54
010 · PettyCash	150.00
011 · Huntington Reserve Account 0832	10,124.54
012 · Huntington Construct Chkg 8303	199,146.91
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	<u>543,010.80</u>
<b>Total 017 · Michigan CLASS</b>	<u>543,010.80</u>
<b>Total Checking/Savings</b>	1,181,528.20
<b>Other Current Assets</b>	
130 · Prepaid Expense	<u>1,617.34</u>
<b>Total Other Current Assets</b>	<u>1,617.34</u>
<b>Total Current Assets</b>	<u>1,183,145.54</u>
<b>TOTAL ASSETS</b>	<b><u>1,183,145.54</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
209 · Health Ins Payable	101.53
210 · Payroll Liabilities	2,319.88
220 · Accrued Payroll	6,685.54
223 · Due to F.O.L.	<u>934.77</u>
<b>Total Other Current Liabilities</b>	<u>10,041.72</u>
<b>Total Current Liabilities</b>	<u>10,041.72</u>
<b>Total Liabilities</b>	10,041.72
<b>Equity</b>	
390 · Fund Balance	714,287.39
392 · Restricted F.B. for New Bldg	381,132.56
394 · Restricted F.B. for Debt Serv	198,255.41
Net Income	<u>-120,571.54</u>
<b>Total Equity</b>	<u>1,173,103.82</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,183,145.54</u></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	86,075.28	86,500.00	-424.72	99.5%
400.200 · City	83,938.56	83,500.00	438.56	100.5%
400.300 · Twp	169,703.25	169,500.00	203.25	100.1%
<b>Total 400 · Millage</b>	339,717.09	339,500.00	217.09	100.1%
<b>405 · Bond Levy</b>				
405.100 · COVODouglas	61,947.55	61,500.00	447.55	100.7%
405.200 · City	59,664.22	59,500.00	164.22	100.3%
405.300 · Twp	120,933.44	121,000.00	-66.56	99.9%
<b>Total 405 · Bond Levy</b>	242,545.21	242,000.00	545.21	100.2%
<b>520 · USF</b>	1,007.10	2,400.00	-1,392.90	42.0%
<b>539 · State Aid</b>	2,862.76	5,000.00	-2,137.24	57.3%
<b>608 · Fines &amp; Fees</b>	7,204.23	5,600.00	1,604.23	128.6%
<b>655 · Penal Fines</b>				
655.100 · Penal Fines Allegan County	18,491.89	14,000.00	4,491.89	132.1%
655.200 · Herrick-LaketownFunds	6,208.52	7,500.00	-1,291.48	82.8%
<b>Total 655 · Penal Fines</b>	24,700.41	21,500.00	3,200.41	114.9%
<b>664 · Interest</b>	4,403.38	2,850.00	1,553.38	154.5%
<b>671 · Other Revenue</b>	4,030.06	4,000.00	30.06	100.8%
<b>674.100 · General Donations</b>	4,729.08	3,200.00	1,529.08	147.8%
<b>675 · FOL</b>	8,785.36	8,000.00	785.36	109.8%
<b>698 · Transfer from Restricted Fund</b>	0.00	385,000.00	-385,000.00	0.0%
<b>699 · Transfer from Fund Balance</b>	0.00	10,000.00	-10,000.00	0.0%
<b>Total Income</b>	640,113.18	1,029,050.00	-388,936.82	62.2%
<b>Gross Profit</b>	640,113.18	1,029,050.00	-388,936.82	62.2%
<b>Expense</b>				
<b>701 · Payroll Expenses</b>	174,716.88	195,000.00	-20,283.12	89.6%
<b>727 · Office Supplies</b>	2,161.76	2,500.00	-338.24	86.5%
<b>728 · Collection Expenses</b>	1,616.55	3,000.00	-1,383.45	53.9%
<b>729 · Custodial Supplies</b>	1,125.73	2,000.00	-874.27	56.3%
<b>730 · Youth Services Supplies</b>	1,598.26	3,000.00	-1,401.74	53.3%
<b>731 · Postage</b>	96.29	400.00	-303.71	24.1%
<b>801 · Professional Services</b>	17,743.00	20,000.00	-2,257.00	88.7%
<b>803 · Coop Services (LLC)</b>	13,857.79	15,000.00	-1,142.21	92.4%
<b>850 · Phone &amp; Internet</b>	3,330.25	4,200.00	-869.75	79.3%
<b>880 · Programs</b>	7,393.05	8,000.00	-606.95	92.4%
<b>900 · Publicity &amp; Printing</b>	829.38	5,000.00	-4,170.62	16.6%
<b>920 · Utilities</b>	21,683.17	28,000.00	-6,316.83	77.4%
<b>930 · Building Maintenance</b>	34,736.18	35,500.00	-763.82	97.8%
<b>941 · Copy Machine</b>	2,989.16	4,000.00	-1,010.84	74.7%
<b>956 · Lost materials</b>	141.95	500.00	-358.05	28.4%
<b>957 · Technology</b>	4,356.74	6,000.00	-1,643.26	72.6%

	<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	14,768.79	18,000.00	-3,231.21	82.0%
959.120 · Periodicals	4,184.35	5,600.00	-1,415.65	74.7%
<b>Total 959.100 · Print Materials</b>	18,910.81	23,600.00	-4,689.19	80.1%
<b>959.200 · Other</b>				
959.210 · DVDs	1,569.37	3,500.00	-1,930.63	44.8%
959.220 · Audio Books	813.88	1,750.00	-936.12	46.5%
<b>Total 959.200 · Other</b>	2,383.25	5,250.00	-2,866.75	45.4%
<b>959.300 · Electronic</b>				
959.310 · E-Books	2,958.34	3,800.00	-841.66	77.9%
959.320 · Digital Content Databases	21,314.63	24,000.00	-2,685.37	88.8%
<b>Total 959.300 · Electronic</b>	24,272.97	27,800.00	-3,527.03	87.3%
<b>Total 959 · Materials</b>	45,567.03	56,650.00	-11,082.97	80.4%
961 · Travel/Conference	674.76	3,000.00	-2,325.24	22.5%
962 · Dues	328.00	800.00	-472.00	41.0%
964 · Tax Charge Backs	351.05	500.00	-148.95	70.2%
965 · Insurance	7,108.00	7,500.00	-392.00	94.8%
970 · Capital Expenditures	2,043.59	1,000.00	1,043.59	204.4%
971 · New Library Building	187,428.47	385,000.00	-197,571.53	48.7%
991 · Debt Service - Principal	110,000.00	110,000.00	0.00	100.0%
992 · Debt Service - Interest	126,568.76	126,568.00	0.76	100.0%
<b>Total Expense</b>	768,445.80	1,023,118.00	-254,672.20	75.1%
<b>Net Income</b>	<b>-128,332.62</b>	<b>5,932.00</b>	<b>-134,264.62</b>	<b>-2,163.4%</b>



## LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

May 17, 2023

### PROGRAMS

- We have finalized our schedule for summer 2023. It will kick-off on June 12. This is the busiest summer since before the pandemic and we are looking forward to trying new things, including a week-long theater camp.

### FINANCE & CONTRIBUTIONS

- We received our L-4029 paperwork from Allegan County on May 11. Total taxable value has increased from 783,323,677 to 868,683,516. This is a nearly 11% increase. Because inflation was so high, there was no Headlee rollback. This is the first time that has happened since I have been director.
- Our budget hearing will be held on June 21, just before our regular monthly meeting. In preparation for that meeting the Finance Committee (Mark Chancey, David Blatt & myself) will be meeting to come up with a 2023-2024 budget proposal which will be discussed and approved at that June meeting.
- Our final set of T bills, matured on April 12 at which point I closed the account. I am working with our accountant at DeLong & Brower to record the investment returns and adjust the balance sheet. I hope to have those adjustments finalized by the time we meet on May 17. At the very latest, it will be adjusted before the closing of our fiscal year.
- Sally Moeller, our new bookkeeper worked for the first time without Jane on May 9. Together we were able to file and pay the monthly payroll taxes. For the first couple of months, I plan to work alongside her to make sure she is comfortable with our procedures. After our first session, I have no reservations about her ability to complete the work required.
- A final set of proposed budget amendments will be presented at the June meeting. I anticipate we will need to increase the amounts for 3 expense lines (Buildings & Grounds, Programming, and Capital Expenses). Although we anticipated the possibility of transferring money from our Fund Balance, it is likely that we will be able to offset these expense increases with income that exceeded our original budget. We are in a good position in terms of the closing of our fiscal year.

### BUILDINGS & GROUNDS:

- The improvements to the Children's Area were *finally* installed on May 4. We have had very positive feedback from patrons, especially families with kids. The staff has really enjoyed observing and overhearing children engaging with the new features, especially the boat, the fishing gear and the kitchen. There was one issue with the shelving that will require a follow-up modification. A piece of trim was added that lowers the height of the top shelf, making it too short for many of our picture books. There is a plan to adapt the structure of the shelves to correct the issue. That work has not yet been scheduled. We are holding back a \$20,000 retainage on the payment until the work is completed.

## PUBLICITY

- The Commercial Record printed a photo and caption highlighting the Plein Aire art display.

## COLLECTIONS:

- Nothing to report.

## HUMAN RESOURCES

- We have re-hired two pages to assist with programming over the summer. Hailey Engel just completed her first year at Michigan Tech and is home for the summer. Layla Vinten-Johanson is completing 10<sup>th</sup> grade at Saugatuck High School.

## TECHNOLOGY

- Nothing to report.

## MEETINGS & PARTNERSHIPS

- April 20: I attended the Allegan County Library Association meeting at the Fennville District Library. We were joined for the first time by the tribal librarian from the Gun Lake Tribe, whose headquarters are in Allegan County. It was really interesting to hear about her work.
- April 27: I attended the Lakeland Library Cooperative's Continuing Education meeting. I am working on a genealogy workshop which will likely be held in October.
- April 28 & May 8: I met with Carol Dawe to review our timeline for survey distribution, collection and focus groups. At our second meeting we talked about potential focus group questions.
- May 1: Erin VanHorn and I attended the Lakeland Youth Services committee meeting. Most of the discussion focused on summer reading programming.

## STRATEGIC PLANNING UPDATE

- After the board approved the user survey at their meeting last month, we are now prepared to launch the survey on May 29, the day our June email newsletter is sent out. I have been working with staff members Sarah Goy and Marlee Alexander to create a timeline for publishing notices and reminders. Sarah will be responsible for text and Marlee for graphics. We have presented our plan to Carol Dawe who also weighed in. We have a detailed schedule which includes press releases, social media postings, emails, and newsletter articles. We have also identified several in-person events where print copies of the survey will be available. Carol and I have also been developing questions for focus groups. We currently plan to hold at least 3 session with members of the public and one session with the Friends of the Library. Carol will be facilitating all of the sessions.

<b>Statistical Summary : APRIL 2023</b>				
	Mar-23	Apr-23	Apr-22	
<b>Circulation</b>				
Print	6195	5266	5345	-1%
Hoopla	734	588	560	5%
Overdrive	925	901	868	4%
Kanopy	64	68	68	0%
<b>SUBTOTAL</b>	<b>7918</b>	<b>6823</b>	<b>6841</b>	<b>0%</b>
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	410	327	318	3%
Borrowed/Received (Incoming)	652	507	400	27%
<b>Programming</b>				
Number of Programs	45	31	19	63%
Attendance (Kids & Early Lit)	490	181	107	69%
Attendance (Adults)	326	149	148	1%
<b>Technology</b>				
Website Visits	2696	2414	2525	-4%
Wifi Usage	1620	1445	1268	14%
<b>Gate Count</b>	<b>3973</b>	<b>3447</b>	<b>2834</b>	<b>22%</b>
<b>New Patrons</b>	<b>21</b>	<b>16</b>	<b>12</b>	<b>33%</b>