

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**BOARD MEETING**

August 2, 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. Old Business - None
- IX. New Business
  - A. Financial Advisor Selection Process
  - B. Appointment/Reappointment of Library Trustees
- X. Guest: Friends of the Library representative
- XI. Next Meeting: September 20, 2023 at 7:00 pm
- XII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BUDGET HEARING & BOARD MEETING

June 21, 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, Bonnie Lowe, and Demetrhea Terrien.
- II. The Agenda (See Appendix) was passed without amendment by unanimous consent.
- III. The Minutes from the May 2023 minutes were amended to correct an error. The amended minutes were passed by unanimous consent.
- IV. No public comment.
- V. The Finance presented a proposed budget for 2023/2024. The budget planning document is presented in the appendix. Ingrid Boyer presented a discussion explaining changes in the new budget compared to the revenues and expenses from the previous year, Charles Mason made a motion that the budget be passed as presented without any additional changes. Demetrhea Terrien seconded the motion and the motion passed with 6 yes votes and 0 no votes.
- VI. Library bills were presented and explained by Director Boyer (see Appendix). After a brief discussion, Bonnie Lowe presented a motion to pay the bills, the motion was seconded by Charles Mason. The motion was passed with 6 members voting yes and 0 members voting no.
- VII. Financial Report (balance sheet and Profit and Loss Statement) were presented by director Boyer (see appendix).
- VIII. Librarian's Report was presented by Director Boyer (see appendix). The June panel discussion on Book Banning was attended by over 70 Adults making it one of the most successful Adult programs.
- IX. Committee Reports – Finance Committee, Budget Proposal (see above)
- X. Old Business - None
- XI. New Business
  - A. Budget amendments for the 2022/2023 Budget were proposed by the Director Boyer. Demetrhea Terrien moved that the budget amendments be accepted. Mark Chancey seconded the motion. The motion was adopted with 6 members voting yes and 0 members voting no.

B. Director Boyer proposed the following change to the Library's room use policy:

No User may reserve the Main Meeting Room or the Patio more than (2) times per month.

No User may reserve the Study Room more than (1) time per week with a maximum of (2) times per month.

David Blatt moved that the policy be adopted. Charles Mason seconded the motion and the motion was passed with 6 members voting yes and 0 members voting no.

XII. Guest: Friends of the Library representative

Janet Eder representing the friends of the library reported the following:

- The FOL had their annual meeting in June with 30 to 35 members attending.
- FOL donations for library programming doubled from last year.
- The FOL paid for the flowers in the planters.
- The fall fundraiser will be held at the Farmhouse Deli. A FOL committee are working on the final details.

XIII. Next Meeting: August 2, 2023 at 7:00 pm

XIV. The meeting was Adjourned by unanimous consent at 7:45 pm.

Saugatuck-Douglas District Library  
Expenses by Vendor Detail  
June 20 through July 31, 2023

Type	Date	Memo	Account	Amount
<b>ALA</b>				
Check	07/31/2023	annual memberships	962 · Dues	-286.00
Total ALA				-286.00
<b>All Surface Building Services LLC</b>				
Check	06/27/2023	June cleaning	930 · Building Maintenance	-995.00
Check	07/28/2023	July cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-1,990.00
<b>Amazon.com</b>				
Check	07/23/2023	June invoices	727 · Office Supplies	-148.80
Check	07/23/2023	June invoices	730 · Youth Services Supplies	-672.65
Check	07/23/2023	June invoices	959.210 · DVDs	-120.28
Check	07/23/2023	June invoices	728 · Collection Expenses	-22.99
Check	07/23/2023	June invoices	930 · Building Maintenance	-370.47
Check	07/23/2023	June invoices	729 · Custodial Supplies	-140.53
Total Amazon.com				-1,475.72
<b>Back Alley</b>				
Check	06/27/2023	Pizza for Library Lock In	880 · Programs	-70.40
Total Back Alley				-70.40
<b>Blue Star Storage</b>				
Check	06/22/2023	July rental	930 · Building Maintenance	-60.00
Check	07/28/2023	August rental	930 · Building Maintenance	-60.00
Total Blue Star Storage				-120.00
<b>Book Depot</b>				
Check	06/28/2023	Summer reading prize books	880 · Programs	-679.83
Total Book Depot				-679.83
<b>Boyer, Ingrid</b>				
Check	06/20/2023	Summer science supplies from Dollar Tre...	880 · Programs	-117.88
Check	06/20/2023	Paper towels from Costco	729 · Custodial Supplies	-19.99
Total Boyer, Ingrid				-137.87
<b>Brockington, Drew</b>				
Check	07/14/2023	Program for Saugatuck-Douglas District ...	880 · Programs	-400.00
Total Brockington, Drew				-400.00
<b>CENGAGE LEARNING/GALE</b>				
Check	07/03/2023	Invoice #81349075	959.110 · Print Books	-32.50
Check	07/28/2023	Invoice #81330158	959.110 · Print Books	-15.00
Total CENGAGE LEARNING/GALE				-47.50
<b>Christian Science Monitor</b>				
Check	06/21/2023	12 month subscription	959.120 · Periodicals	-150.00
Total Christian Science Monitor				-150.00

Type	Date	Memo	Account	Amount
<b>Comcast</b>				
Check	06/23/2023	June internet	850 · Phone & Internet	-219.90
Check	06/27/2023	Phone, 6/10/23-7/9/23	850 · Phone & Internet	-183.72
Check	07/20/2023	July internet	850 · Phone & Internet	-219.90
Check	07/27/2023	Phone, 7/10/23-8/9/23	850 · Phone & Internet	-184.08
Total Comcast				-807.60
<b>Commercial Record</b>				
Check	07/28/2023	budget hearing notice, strategic planning ...	900 · Publicity & Printing	-406.00
Total Commercial Record				-406.00
<b>Consumers Energy</b>				
Check	07/14/2023	May/June electric bill	920 · Utilities	-995.53
Total Consumers Energy				-995.53
<b>Control Solutions, Inc.</b>				
Bill	06/30/2023	HVAC control system repair	930 · Building Maintenance	-437.50
Total Control Solutions, Inc.				-437.50
<b>Dairy Dayz</b>				
Check	07/10/2023	prize coupons	880 · Programs	-78.00
Total Dairy Dayz				-78.00
<b>Demco, Inc.</b>				
Check	06/22/2023	Invoice #7321641, book covers & labels	728 · Collection Expenses	-284.52
Total Demco, Inc.				-284.52
<b>Dollar Tree Stores, Inc.</b>				
Check	06/21/2023	kids science supplies	730 · Youth Services Supplies	-17.23
Total Dollar Tree Stores, Inc.				-17.23
<b>Ecogardens</b>				
Check	06/22/2023	landscaping seasonal maintenance, mulch	930 · Building Maintenance	-3,812.50
Total Ecogardens				-3,812.50
<b>Elite Fund, Inc.</b>				
Check	07/03/2023	Annual erate support services, category 1	801 · Professional Services	-100.00
Total Elite Fund, Inc.				-100.00
<b>ELM USA, Inc.</b>				
Check	06/26/2023	monthly disc cleaning	728 · Collection Expenses	-25.00
Check	07/24/2023	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-50.00
<b>family fare</b>				
Check	06/21/2023	science program supplies & ice cream top...	730 · Youth Services Supplies	-59.43
Total family fare				-59.43
<b>GFS</b>				
Check	06/29/2023	paper cups & snacks	730 · Youth Services Supplies	-96.92
Check	06/29/2023	paper cups & snacks	727 · Office Supplies	-51.52
Total GFS				-148.44

Type	Date	Memo	Account	Amount
<b>Grand Rapids Press</b>				
Check	07/11/2023	12 week newspaper subscription	959.120 · Periodicals	-128.67
Total Grand Rapids Press				-128.67
<b>Great Lakes Plumbing Services LLC</b>				
Check	07/25/2023	water heater repair	930 · Building Maintenance	-185.00
Total Great Lakes Plumbing Services LLC				-185.00
<b>Heimler, Nick</b>				
Check	07/28/2023	consulting services	801 · Professional Services	-285.00
Total Heimler, Nick				-285.00
<b>Herrick District Library</b>				
Bill	06/30/2023	1 lost & paid book	956 · Lost materials	-14.99
Total Herrick District Library				-14.99
<b>In Your Element Wellness, LLC</b>				
Check	07/10/2023	Forest Bathing program	880 · Programs	-249.60
Total In Your Element Wellness, LLC				-249.60
<b>Ingram Library Services</b>				
Check	07/28/2023	June invoices	959.110 · Print Books	-1,648.94
Check	07/28/2023	June invoices	959.220 · Audio Books	
Total Ingram Library Services				-1,648.94
<b>Intuit</b>				
Check	07/11/2023	annual payroll subscription	957 · Technology	-715.00
Check	07/23/2023	annual payroll subscription	957 · Technology	-757.90
Total Intuit				-1,472.90
<b>Jim Cooper</b>				
Check	07/03/2023	Lakeshore Jazz program	880 · Programs	-525.00
Total Jim Cooper				-525.00
<b>Jo-Ann Fabrics</b>				
Check	07/01/2023	fabric	730 · Youth Services Supplies	-78.12
Check	07/05/2023	fabric	730 · Youth Services Supplies	-14.43
Check	07/11/2023	fabric	730 · Youth Services Supplies	-34.27
Total Jo-Ann Fabrics				-126.82
<b>Kanopy, Inc.</b>				
Check	07/11/2023	Invoice # 354994, video downloads	959.320 · Digital Content Databases	-122.40
Total Kanopy, Inc.				-122.40
<b>KLSWA</b>				
Check	06/21/2023	May/June water	920 · Utilities	-244.84
Check	07/24/2023	June/July water	920 · Utilities	-394.99
Total KLSWA				-639.83
<b>Lake Vista SuperValu</b>				
Check	06/27/2023	paper plates and snacks	730 · Youth Services Supplies	-20.65
Total Lake Vista SuperValu				-20.65

Type	Date	Memo	Account	Amount
<b>Lakeland Library Cooperative</b>				
Check	06/22/2023	Wowbrary subscription	900 · Publicity & Printing	-375.00
Check	07/11/2023	Coop services and Overdrive	803 · Coop Services (LLC)	-3,451.75
Check	07/11/2023	Coop services and Overdrive	959.310 · E-Books	-450.00
Total Lakeland Library Cooperative				-4,276.75
<b>Lakeshore Learning</b>				
Bill	07/03/2023	Storytime toys & balance beam	730 · Youth Services Supplies	-1,022.93
Total Lakeshore Learning				-1,022.93
<b>Maintenance Management, Inc.</b>				
Check	07/28/2023	February & March snow removal, May &...	930 · Building Maintenance	-1,015.00
Total Maintenance Management, Inc.				-1,015.00
<b>Meijer</b>				
Check	07/04/2023	science supplies	880 · Programs	-36.12
Total Meijer				-36.12
<b>Michigan Gas Utilities</b>				
Check	06/23/2023	acct. #0504864801-00002	920 · Utilities	-16.73
Check	07/24/2023	acct. #0504864801-00002	920 · Utilities	-12.45
Total Michigan Gas Utilities				-29.18
<b>Michigan Municipal Risk Management Author</b>				
Bill	07/01/2023	installment 1 of 2	965 · Insurance	-3,250.50
Bill	07/01/2023	installment 1 of 2	965 · Insurance	-300.00
Total Michigan Municipal Risk Management Author				-3,550.50
<b>MicroMarketing</b>				
Check	07/28/2023	audiobooks, invoice 927715	959.220 · Audio Books	-42.20
Total MicroMarketing				-42.20
<b>Midwest Collaborative for Library Service</b>				
Check	07/03/2023	MCLS Annual membership	962 · Dues	-125.00
Total Midwest Collaborative for Library Service				-125.00
<b>Midwest Tape-HOOPLA</b>				
Check	07/11/2023	Invoice #504010913	959.320 · Digital Content Databases	-1,315.03
Total Midwest Tape-HOOPLA				-1,315.03
<b>Moeller, Sally</b>				
Check	06/27/2023	June bookkeeping	801 · Professional Services	-165.00
Check	07/28/2023	July bookkeeping	801 · Professional Services	-240.00
Total Moeller, Sally				-405.00
<b>New Dawn Linen Service</b>				
Check	06/22/2023	may mat service	930 · Building Maintenance	-68.88
Total New Dawn Linen Service				-68.88
<b>OverDrive</b>				
Check	07/03/2023	Invoice #01720CP23206389	959.320 · Digital Content Databases	-81.67
Total OverDrive				-81.67

<b>Type</b>	<b>Date</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
<b>Pawlak-Field, Melissa</b>				
Check	06/26/2023	VOID: Library Lock In, June 27 session	880 · Programs	0.00
Check	06/26/2023	Library Lock In, June 27 session	880 · Programs	-200.00
Check	07/24/2023	Library Lock In, Aug 1 session	880 · Programs	-200.00
Total Pawlak-Field, Melissa				-400.00
<b>Priority Health</b>				
Check	07/03/2023	July premium	701.300 · Health Insurance Compe...	-278.87
Total Priority Health				-278.87
<b>Raymond Geddes</b>				
Check	07/14/2023	SRC-kids prizes	880 · Programs	-175.67
Total Raymond Geddes				-175.67
<b>RICOH USA, INC (TX)</b>				
Check	07/01/2023	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
<b>Sanilac Computer Products/mConsole</b>				
Check	06/22/2023	mConsole yearly support	957 · Technology	-220.00
Total Sanilac Computer Products/mConsole				-220.00
<b>T Mobile</b>				
Check	07/24/2023	hotspots	959.320 · Digital Content Databases	-148.35
Total T Mobile				-148.35
<b>U.S. Bank</b>				
Bill	06/30/2023	Paying agent fee	801 · Professional Services	-500.00
Total U.S. Bank				-500.00
<b>TOTAL</b>				<b>-31,811.32</b>



Saugatuck-Douglas District Library  
**Balance Sheet**  
As of July 31, 2023

	<u>Jul 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · Checking Regular 2041	356,864.47
003 · Square Macatawa 9464	2,510.91
010 · PettyCash	150.00
011 · Huntington Reserve Account 0832	10,149.90
012 · Huntington Construct Chkg 8303	78,045.38
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	547,740.89
017.02 · Michigan CLASS - Construction	100,372.87
<b>Total 017 · Michigan CLASS</b>	<u>648,113.76</u>
<b>Total Checking/Savings</b>	<u>1,095,834.42</u>
<b>Other Current Assets</b>	
130 · Prepaid Expense	1,617.34
<b>Total Other Current Assets</b>	<u>1,617.34</u>
<b>Total Current Assets</b>	<u>1,097,451.76</u>
<b>TOTAL ASSETS</b>	<u><u>1,097,451.76</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
209 · Health Ins Payable	67.45
210 · Payroll Liabilities	3,728.90
220 · Accrued Payroll	6,685.54
223 · Due to F.O.L.	799.50
<b>Total Other Current Liabilities</b>	<u>11,281.39</u>
<b>Total Current Liabilities</b>	<u>11,281.39</u>
<b>Total Liabilities</b>	11,281.39
<b>Equity</b>	
390 · Fund Balance	540,180.89
392 · Restricted F.B. for New Bldg	381,132.56
394 · Restricted F.B. for Debt Serv	198,255.41
Net Income	-33,398.49
<b>Total Equity</b>	<u>1,086,170.37</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,097,451.76</u></u>

**Saugatuck-Douglas District Library**  
**Profit & Loss Budget vs. Actual**  
 July 2023 through June 2024

	<u>Jul '23 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
<b>Income</b>				
<b>400 · Millage</b>				
400.100 · COVODouglas	0.00	99,050.00	-99,050.00	0.0%
400.200 · City	0.00	93,755.00	-93,755.00	0.0%
400.300 · Twp	0.00	195,145.00	-195,145.00	0.0%
<b>Total 400 · Millage</b>	0.00	387,950.00	-387,950.00	0.0%
<b>405 · Bond Levy</b>				
405.100 · COVODouglas	0.00	64,318.48	-64,318.48	0.0%
405.200 · City	0.00	60,881.32	-60,881.32	0.0%
405.300 · Twp	0.00	126,718.42	-126,718.42	0.0%
<b>Total 405 · Bond Levy</b>	0.00	251,918.22	-251,918.22	0.0%
<b>520 · USF</b>	0.00	2,800.00	-2,800.00	0.0%
<b>539 · State Aid</b>	0.00	5,600.00	-5,600.00	0.0%
<b>608 · Fines &amp; Fees</b>	486.85	6,500.00	-6,013.15	7.5%
<b>655 · Penal Fines</b>				
655.100 · Penal Fines Allegan County	2,177.81	18,000.00	-15,822.19	12.1%
655.200 · Herrick-LaketownFunds	3,478.06	9,000.00	-5,521.94	38.6%
<b>Total 655 · Penal Fines</b>	5,655.87	27,000.00	-21,344.13	20.9%
<b>664 · Interest</b>	0.00	1,000.00	-1,000.00	0.0%
<b>665 · Investment Earnings</b>	0.00	5,000.00	-5,000.00	0.0%
<b>671 · Other Revenue</b>	0.00	4,000.00	-4,000.00	0.0%
<b>674.100 · General Donations</b>	375.37	1,000.00	-624.63	37.5%
<b>675 · FOL</b>	710.00	9,000.00	-8,290.00	7.9%
<b>698 · Transfer from Restricted Fund</b>	0.00	25,000.00	-25,000.00	0.0%
<b>Total Income</b>	7,228.09	726,768.22	-719,540.13	1.0%
<b>Gross Profit</b>	7,228.09	726,768.22	-719,540.13	1.0%
<b>Expense</b>				
<b>701 · Payroll Expenses</b>	17,264.44	221,000.00	-203,735.56	7.8%
<b>727 · Office Supplies</b>	148.80	2,700.00	-2,551.20	5.5%
<b>728 · Collection Expenses</b>	47.99	2,500.00	-2,452.01	1.9%
<b>729 · Custodial Supplies</b>	140.53	1,800.00	-1,659.47	7.8%
<b>730 · Youth Services Supplies</b>	1,822.40	3,000.00	-1,177.60	60.7%
<b>731 · Postage</b>	0.00	250.00	-250.00	0.0%
<b>801 · Professional Services</b>	625.00	26,000.00	-25,375.00	2.4%
<b>803 · Coop Services (LLC)</b>	3,451.75	15,000.00	-11,548.25	23.0%
<b>850 · Phone &amp; Internet</b>	403.98	5,000.00	-4,596.02	8.1%
<b>880 · Programs</b>	1,664.39	8,000.00	-6,335.61	20.8%
<b>900 · Publicity &amp; Printing</b>	406.00	1,500.00	-1,094.00	27.1%
<b>920 · Utilities</b>	1,402.97	27,000.00	-25,597.03	5.2%
<b>930 · Building Maintenance</b>	2,625.47	43,000.00	-40,374.53	6.1%
<b>941 · Copy Machine</b>	146.30	4,000.00	-3,853.70	3.7%
<b>956 · Lost materials</b>	0.00	200.00	-200.00	0.0%
<b>957 · Technology</b>	757.90	8,000.00	-7,242.10	9.5%

	<u>Jul '23 - 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	1,681.07	24,000.00	-22,318.93	7.0%
959.120 · Periodicals	128.67	5,000.00	-4,871.33	2.6%
<b>Total 959.100 · Print Materials</b>	1,809.74	29,000.00	-27,190.26	6.2%
<b>959.200 · Other</b>				
959.210 · DVDs	120.28	3,000.00	-2,879.72	4.0%
959.220 · Audio Books	42.20	1,000.00	-957.80	4.2%
<b>Total 959.200 · Other</b>	162.48	4,000.00	-3,837.52	4.1%
<b>959.300 · Electronic</b>				
959.310 · E-Books	450.00	4,000.00	-3,550.00	11.3%
959.320 · Digital Content Databases	1,667.45	28,500.00	-26,832.55	5.9%
<b>Total 959.300 · Electronic</b>	2,117.45	32,500.00	-30,382.55	6.5%
<b>Total 959 · Materials</b>	4,089.67	65,500.00	-61,410.33	6.2%
<b>961 · Travel/Conference</b>	0.00	1,500.00	-1,500.00	0.0%
<b>962 · Dues</b>	411.00	700.00	-289.00	58.7%
<b>964 · Tax Charge Backs</b>	0.00	500.00	-500.00	0.0%
<b>965 · Insurance</b>	3,550.50	7,700.00	-4,149.50	46.1%
<b>970 · Capital Expenditures</b>	0.00	5,000.00	-5,000.00	0.0%
<b>971 · New Library Building</b>	0.00	25,000.00	-25,000.00	0.0%
<b>991 · Debt Service - Principal</b>	0.00	120,000.00	-120,000.00	0.0%
<b>992 · Debt Service - Interest</b>	0.00	123,118.00	-123,118.00	0.0%
<b>Total Expense</b>	38,959.09	717,968.00	-679,008.91	5.4%
<b>Net Income</b>	<b>-31,731.00</b>	<b>8,800.22</b>	<b>-40,531.22</b>	<b>-360.6%</b>

## LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

August 2, 2023

### PROGRAMS

- We have been ridiculously busy with kids programming. Staff is exhausted, but I look forward to sharing statistics next month. Lots of good stuff to report.
- Adult programs have also been well-attended—regular programs like MahJongg and book discussion as well as special events like Forest Bathing and a Jazz performance co-hosted by the History Center.
- We are adding a bridge club group to our fall schedule. Similar to Mah Jongg it will meet weekly (Monday afternoons) and is open to everyone.

### FINANCE & CONTRIBUTIONS

- We received a \$200 donation from Cathy Brockington to subsidize children's programming, specifically the visit by graphic novelist Drew Brockington. His program was exceptional.
- The FOL received a \$1500 donation from Heidi Suprenant, one of our summer residents. The gift is in honor of their children and is in appreciation for all the programming we provide for kids and families.

### BUILDINGS & GROUNDS:

- Nothing to report.

### PUBLICITY

- We ran to quarter page ads in the Commercial Record encouraging people to complete the strategic planning survey.

### COLLECTIONS:

- I had to cancel our subscription to the Grand Rapids Press. They no longer offer delivery to our area. We may replace it with a subscription to the Wall Street Journal, a request that was mentioned in a survey response.

### HUMAN RESOURCES

- Nothing to report.

### TECHNOLOGY

- Nothing to report.

### MEETINGS & PARTNERSHIPS

- June 22: Lakeland Continuing Education Committee. We are in the midst of planning an all day event open to all library staff. The meeting will focus on Reader's Advisory skills and resources—a kind of back to basics workshop and recommending books and answering patron questions. I am hoping to have as many staff as possible attend. If there is room for us all, I would close the library for the day. Registration details have not yet been finalized, but the event is scheduled for October.

- July 17: Lakeland Continuing Education. Most of the meeting was spent talking about an upcoming series of “Lunch and Learn” mini-workshops on topics such as seed libraries and circulating non-traditional items (aka Library of Things).
- July 17 and July 21: Met with Carol Dawe to prepare for the first round of focus groups.

STRATEGIC PLANNING UPDATE

- The first three of the six planned focus groups met on July 24, 25 and 26. Carol Dawe was very pleased with how they went. Although we have not discussed anything in detail, she has told me that they were very enjoyable, mostly positive and produced some good ideas. I have also heard positive feedback from some of the participants. The next three session will be held on August 15, 16 and 19.
- Once all the focus groups are completed, we will begin the process of collating all the survey data and the feedback from focus groups. We will present this to the board at the September meeting. The goal is to have a first draft of the strategic plan ready for review at the October meeting. David and Demetrhea will be part of these final steps.

<b>Statistical Summary : MAY 2023</b>				
	Apr-23	May-23	May-22	
<b>Circulation</b>				
Print	5266	5470	5480	0%
Hoopla	588	616	627	-2%
Overdrive	908	966	855	13%
Kanopy	68	57	73	-22%
<b>SUBTOTAL</b>	<b>6830</b>	<b>7109</b>	<b>7035</b>	<b>1%</b>
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	327	315	275	15%
Borrowed/Received (Incoming)	507	494	412	20%
<b>Programming</b>				
Number of Programs	31	18	28	-36%
Attendance (Kids & Early Lit)	181	177	344	-49%
Attendance (Adults)	149	74	180	-59%
<b>Technology</b>				
Website Visits	2414	3448	2699	28%
Wifi Usage	1445	1790	1463	22%
<b>Gate Count</b>				
	3447	4289	2988	44%
<b>New Patrons</b>				
	16	21	21	0%

<b>Statistical Summary : JUNE 2023</b>				
	May-23	Jun-23	Jun-22	
<b>Circulation</b>				
Print	5470	6788	6386	6%
Hoopla	616	598	605	-1%
Overdrive	966	895	912	-2%
Kanopy	57	55	64	-14%
<b>SUBTOTAL</b>	<b>7109</b>	<b>8336</b>	<b>7967</b>	<b>5%</b>
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	315	405	378	7%
Borrowed/Received (Incoming)	494	594	382	55%
<b>Programming</b>				
Number of Programs	18	28	21	33%
Attendance (Kids & Early Lit)	177	738	545	35%
Attendance (Adults)	74	185	52	256%
<b>Technology</b>				
Website Visits	3448	3774	3275	15%
Wifi Usage	1790	1800	1844	-2%
<b>Gate Count</b>	<b>4289</b>	<b>5234</b>	<b>4122</b>	<b>27%</b>
<b>New Patrons</b>	<b>21</b>	<b>34</b>	<b>41</b>	<b>-17%</b>

Financial Advisor/Consultant for Saugatuck-Douglas District Library:

The 2023-2024 budget includes funds for a qualified financial advisor/consultant to help us establish long-term goals and practices for the library. I am requesting input on the following selection process.

1. The Finance Committee (or Director) will determine a short list of potential bidders from the following sources:
  - a. Recommendations from other library directors and local government entities
  - b. The State of Michigan's Department of Technology, Management & Budget' list of prequalified contracts
  - c. Other recommendations
2. The Finance Committee (or Director) will create a basic request for proposals. Vendors will submit a detailed scope of work and pricing. All proposals should address the following elements:
  - a. Assist in the creation of a long-term investment strategy in compliance with Michigan laws governing the use of public funds
  - b. Advise on debt repayment (refinance options? early repayment?)
  - c. Advise on 5-10 year budget planning, including recommendations for millage rates and restricted funds for capital improvements.
3. The board (or Finance Committee) will review and discuss all submitted proposals before making a final selection.