

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

April 20, 2022

- I. Call the Meeting to Order
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Public Comment
- V. Bills
- VI. Financial Reports
 - A. Balance Sheet
 - B. Profit & Loss
- VII. Librarian's Report
- VIII. Committee Reports
 - A. Finance Committee – Job Descriptions & Salary Scale
- IX. Old Business – None
- X. New Business
 - A. Budget Amendments
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: May 18, 2022 at 7:00 pm
- XIII. Adjournment

**Minutes of the
SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

Board Meeting March 17, 2022

- I. Meeting called to order at 7:00 PM. The following were present:
Library Director (ex officio) Ingrid Boyer, Susan Blose representing Friends of the Library,
Trustees: David Blatt, Mark Chancey, Bonnie Lowe, Demetrhea Terrien
- II. Agenda approved by unanimous consent
- III. The new trustee, Demetrhea Terrien representing Douglas was welcomed by the Board
- IV. February Minutes were approved by unanimous consent
- V. No public comments
- VI. Bills were presented by Director Boyer. A clerical error was noted and corrected in the Office supply account pertaining to headphones
- VII. Financial Reports were presented to the Board and discussed see Appendix
- VIII. Librarian's Report: The report is located in the appendix. Director Boyer's vacation dates were clarified to be April 3 to April 9
- IX. Committee reports:
 - A. Finance Committee
A full discussion of the work of this committee was postponed until the April Meeting. The categories of employees were provided by the Library Director.
- X. Old Business: None
- XI. New Business
 - A. Roll over 1 week of paid time off (PTO) for the Library Director

The rationale for this request as well as any potential financial implications were presented by Director Boyer. After discussion by the Trustees a motion was made by Trustee Blatt: Change the current policy of 4 weeks of PTO to 4 weeks of PTO and allow for 1 week of this PTO roll over to the next year. Motion seconded by Trustee Chancey. The motion passed unanimously, 4 voting yes, 0 voting no.
- XII. Guest: Friends of the Library (FOL) representative Susan Blose
 - A. It was noted that a formal opening ceremony was never done for the library due to the pandemic. This is under consideration by the FOL
 - B. The ongoing fundraising efforts continue

C. The FOL representative provided a review for the new Trustee of FOL focus and activities.

XIII. Next meeting: April 20, 2022 at 7:00 pm

XIV. Adjournment at 7:41 pm

Respectfully Submitted by Trustee D. Terrien

7:24 PM
 04/18/22
 Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
 March 16 through April 18, 2022

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	03/25/2022	March cleaning, invoice #3577	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Allegan County Library Association				
Bill	03/23/2022	2022 annual dues	962 · Dues	-50.00
Total Allegan County Library Association				-50.00
BCN				
Check	04/11/2022	May premium	701.300 · Health Insurance Compe...	-298.63
Total BCN				-298.63
Blue Star Storage				
Bill	03/29/2022	6 months rent for storage unit	930 · Building Maintenance	-324.00
Total Blue Star Storage				-324.00
CENGAGE LEARNING/GALE				
Check	03/21/2022	Invoice # 77359122	959.110 · Print Books	-19.00
Check	04/18/2022	Invoice # 77507234	959.110 · Print Books	-38.50
Total CENGAGE LEARNING/GALE				-57.50
Comcast				
Check	03/27/2022	3/10-4/9	850 · Phone & Internet	-256.14
Total Comcast				-256.14
Consumers Energy				
Check	04/13/2022	February/March electric bill	920 · Utilities	-2,200.56
Total Consumers Energy				-2,200.56
Dwell Magazine				
Bill	03/29/2022	2 year subscription to Oct 2024	959.120 · Periodicals	-30.00
Total Dwell Magazine				-30.00
Gatehouse Media				
Check	03/25/2022	Holland Sentinel subscription	959.120 · Periodicals	-34.00
Total Gatehouse Media				-34.00
Heimler, Nick				
Check	04/07/2022	Erate eligible maintenance, invoice #3470	801 · Professional Services	-285.00
Total Heimler, Nick				-285.00
Ingram Library Services				
Check	03/21/2022	February invoices	959.110 · Print Books	-1,102.60
Check	03/21/2022	February invoices	959.220 · Audio Books	0.00
Check	04/18/2022	March invoices	959.110 · Print Books	-930.44
Check	04/18/2022	March invoices	959.220 · Audio Books	0.00
Total Ingram Library Services				-2,033.04
Jack Ridl				
Check	04/18/2022	Poetry Workshop	880 · Programs	-200.00
Total Jack Ridl				-200.00

Type	Date	Memo	Account	Amount
Kanopy, Inc.				
Check	04/08/2022	Invoice #291335	959.320 · Digital Content Databases	-153.90
Total Kanopy, Inc.				-153.90
KLSWA				
Check	03/18/2022	February water	920 · Utilities	-122.61
Total KLSWA				-122.61
Lakeland Library Cooperative				
Check	03/25/2022	Annual billing, Capira mobile	727 · Office Supplies	-17.00
Bill	04/01/2022	Apr-Jun Maintenance	959.310 · E-Books	-450.00
Bill	04/01/2022	Apr-Jun Admin	803 · Coop Services (LLC)	-3,535.37
Total Lakeland Library Cooperative				-4,002.37
Maintenance Management, Inc.				
Check	03/21/2022	Snow removal Jan-Feb, invoice #2876	930 · Building Maintenance	-815.00
Total Maintenance Management, Inc.				-815.00
Michigan Gas Utilities				
Check	03/24/2022	acct. #0504864801-00002	920 · Utilities	-13.66
Total Michigan Gas Utilities				-13.66
Midwest Tape-HOOPLA				
Check	04/08/2022	Invoice #501910751	959.320 · Digital Content Databases	-1,141.38
Total Midwest Tape-HOOPLA				-1,141.38
Nendick-Mason				
Bill	04/12/2022	presenters fee for 3/30 program	880 · Programs	-200.00
Total Nendick-Mason				-200.00
Oakley, Virginia				
Bill	04/12/2022	reimburse DVD purchase	959.210 · DVDs	-21.19
Total Oakley, Virginia				-21.19
OverDrive				
Check	04/11/2022	Invoice #01720CO22115578	959.310 · E-Books	-33.34
Total OverDrive				-33.34
People				
Bill	04/12/2022	2 yr renewal, 10/2022 - 9/2024 (108 issues)	959.120 · Periodicals	-225.72
Total People				-225.72
RICOH USA, INC (TX)				
Check	04/01/2022	monthly lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
Scholastic Library Publishing				
Check	04/18/2022	invoice #37792922	959.110 · Print Books	-34.98
Total Scholastic Library Publishing				-34.98

Type	Date	Memo	Account	Amount
T Mobile				
Check	04/03/2022	hotspots	959.320 · Digital Content Databases	-150.50
Total T Mobile				-150.50
TechSoup				
Check	03/25/2022	Quickbooks 2021	957 · Technology	-78.00
Total TechSoup				-78.00
Wright, Jane A.				
Bill	04/08/2022	Mar accounting service	801 · Professional Services	-540.00
Total Wright, Jane A.				-540.00
Zoom				
Check	04/11/2022	Annual subscription	957 · Technology	-158.89
Total Zoom				-158.89
TOTAL				-14,601.71

Saugatuck-Douglas District Library
Balance Sheet
As of April 18, 2022

	<u>Apr 18, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CheckingRegular2041	948,124.72
003 · Square Macatawa	1,749.39
010 · PettyCash	150.00
011 · Huntington Reserve Account	10,123.87
012 · Huntington Construction Chkg	62,283.94
012.001 · US T Bills, 7/14/2022	229,637.72
012.002 · US T Bills, 5/26/2022	49,976.19
012.003 · US T Bills, 2/23/2023	49,544.84
Total Checking/Savings	<u>1,351,590.67</u>
Other Current Assets	
130 · Prepaid Expense	525.00
Total Other Current Assets	<u>525.00</u>
Total Current Assets	<u>1,352,115.67</u>
TOTAL ASSETS	<u><u>1,352,115.67</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	24.32
210 · Payroll Liabilities	3,204.08
223 · Due to F.O.L.	668.17
Total Other Current Liabilities	<u>3,896.57</u>
Total Current Liabilities	<u>3,896.57</u>
Total Liabilities	3,896.57
Equity	
390 · Fund Balance	666,490.22
392 · Restricted F.B. for New Bldg	468,049.69
394 · Restricted F.B. for Debt Serv	192,730.38
Net Income	20,948.81
Total Equity	<u>1,348,219.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,352,115.67</u></u>

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	<u>Jul '21 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
400 · Millage				
400.100 · COVODouglas	84,338.39	85,118.87	-780.48	99.1%
400.200 · City	81,976.99	81,669.70	307.29	100.4%
400.300 · Twp	162,562.09	164,881.43	-2,319.34	98.6%
Total 400 · Millage	328,877.47	331,670.00	-2,792.53	99.2%
405 · Bond Levy				
405.100 · COVODouglas	61,687.33	61,693.36	-6.03	100.0%
405.200 · City	59,287.97	59,193.93	94.04	100.2%
405.300 · Twp	117,821.43	119,505.54	-1,684.11	98.6%
Total 405 · Bond Levy	238,796.73	240,392.83	-1,596.10	99.3%
520 · USF	1,775.64	2,400.00	-624.36	74.0%
539 · State Aid	2,774.64	4,000.00	-1,225.36	69.4%
608 · Fines & Fees	5,488.29	3,000.00	2,488.29	182.9%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	15,380.56	18,000.00	-2,619.44	85.4%
655.200 · Herrick-LaketownFunds	5,498.14	10,000.00	-4,501.86	55.0%
Total 655 · Penal Fines	20,878.70	28,000.00	-7,121.30	74.6%
664 · Interest	370.62	100.00	270.62	370.6%
671 · Other Revenue	6,350.28	1,600.00	4,750.28	396.9%
674.100 · General Donations	2,060.03	1,500.00	560.03	137.3%
675 · FOL	2,340.00	8,000.00	-5,660.00	29.3%
698 · Transfer from Restricted Fund	0.00	300,000.00	-300,000.00	0.0%
Total Income	609,712.40	920,662.83	-310,950.43	66.2%
Gross Profit	609,712.40	920,662.83	-310,950.43	66.2%
Expense				
701 · Payroll Expenses	138,460.90	195,000.00	-56,539.10	71.0%
727 · Office Supplies	1,622.69	2,000.00	-377.31	81.1%
728 · Collection Expenses	1,586.64	2,000.00	-413.36	79.3%
729 · Custodial Supplies	748.07	4,000.00	-3,251.93	18.7%
730 · Youth Services Supplies	366.63	1,000.00	-633.37	36.7%
731 · Postage	261.64	370.00	-108.36	70.7%
801 · Professional Services	21,783.40	27,000.00	-5,216.60	80.7%
803 · Coop Services (LLC)	13,964.14	15,000.00	-1,035.86	93.1%
850 · Phone & Internet	2,599.16	3,500.00	-900.84	74.3%
880 · Programs	4,017.28	3,000.00	1,017.28	133.9%
900 · Publicity & Printing	1,902.57	7,000.00	-5,097.43	27.2%
920 · Utilities	17,924.96	31,000.00	-13,075.04	57.8%
930 · Building Maintenance	16,773.04	31,000.00	-14,226.96	54.1%
941 · Copy Machine	2,204.12	3,600.00	-1,395.88	61.2%
956 · Lost materials	120.95	500.00	-379.05	24.2%
957 · Technology	2,536.21	3,000.00	-463.79	84.5%

	<u>Jul '21 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	13,749.47	12,000.00	1,749.47	114.6%
959.120 · Periodicals	3,257.89	4,000.00	-742.11	81.4%
Total 959.100 · Print Materials	16,996.83	16,000.00	996.83	106.2%
959.200 · Other				
959.210 · DVDs	2,307.25	1,000.00	1,307.25	230.7%
959.220 · Audio Books	758.99	1,000.00	-241.01	75.9%
Total 959.200 · Other	3,066.24	2,000.00	1,066.24	153.3%
959.300 · Electronic				
959.310 · E-Books	2,486.80	4,000.00	-1,513.20	62.2%
959.320 · Digital Content Databases	16,039.36	19,000.00	-2,960.64	84.4%
Total 959.300 · Electronic	18,526.16	23,000.00	-4,473.84	80.5%
Total 959 · Materials	38,582.09	41,000.00	-2,417.91	94.1%
961 · Travel/Conference	1,031.79	1,200.00	-168.21	86.0%
962 · Dues	503.00	1,000.00	-497.00	50.3%
964 · Tax Charge Backs	221.99	300.00	-78.01	74.0%
965 · Insurance	6,940.00	6,600.00	340.00	105.2%
971 · New Library Building	76,845.00	300,000.00	-223,155.00	25.6%
991 · Debt Service - Principal	105,000.00	105,000.00	0.00	100.0%
992 · Debt Service - Interest	129,793.76	129,793.00	0.76	100.0%
Total Expense	587,130.01	913,863.00	-326,732.99	64.2%
Net Income	22,582.39	6,799.83	15,782.56	332.1%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

April 20, 2022

PROGRAMS:

- Our first storytime of the spring session was held on Friday, April 15. It was a lively group with approximately 30 kids and caregivers in attendance.
- Hannah Mason presented a seed starting class on March 30 at 7pm. (24 in attendance.) Hannah is also starting an informal seed sharing library. Patrons can "borrow" seeds, grow them and hopefully return some seeds for next year if they have a successful crop. We have about ten varieties so far, mostly flowers but also vegetables and herbs. We'll be inviting patrons to donate seeds, too so hopefully there will soon be more choices. The info about each kind of seed and how to grow them will be kept in a binder next to the seeds. A few interested people joined Hannah for a seed cleaning session. Hannah provided instruction on how to harvest and prepare seeds and the group prepped the first batch of seeds for the seed library.
- Local poet Jack Ridl will be presenting a poetry appreciation program in honor of National Poetry Month. The event is scheduled for April 18 at 7pm. We asked for pre-registration and the event is currently full. We will be offering a second session on May 2.
- We are partnering with Douglas UCC's Creation Justice Team to host two events highlighting the issue of light pollution. These events coincide with International Dark Sky Week. The first event is a storytime for kids. The second is a documentary film screening. Both occur in the last week of April. UCC has gifted us with several children's books on the subject. Some of which will be read at the storytime and some that will be given away as door prizes. They had previously purchased multiple copies of The End of Night by Paul Bogard. This was the book chosen for the book discussion held in conjunction with the other events on light pollution.

FINANCE & CONTRIBUTIONS

- Maryrita Peters, a long-time Friend of the Library passed away last month. Her family designated the Library as one of the organizations to which memorial funds could be directed.

BUILDINGS & GROUNDS:

- Mark Chancey and I met with the TMC design team on Monday, April 18 to begin planning work on the Children's Room décor. It was a good meeting and they are enthusiastic about working with us. They will be out to visit soon and we will likely have some type of proposal or scope of work documentation before the next board meeting. As a starting point, we have suggested a not-to-exceed budget of \$150,000.

PUBLICITY

- The Commercial Record ran articles about the Seed Starting workshop and the Jack Ridl poetry event.

COLLECTIONS:

- It was recently discovered that Hoopla, one of our downloadable content databases, had included several problematic titles including blatant anti-Semitic and Holocaust denying literature. Because of the way these databases work, we are not able to select or deselect individual titles. The situation has, however, created new discussions over how these companies select their titles and which publishers/distributors they use.

HUMAN RESOURCES

- Immediately following board approval of the new salary scale, I will be conducting performance evaluations of all employees. As part of these meeting, we will discuss current and proposed revisions to job descriptions as well as wage increases.

MEETINGS & PARTNERSHIPS

- On April 14, I attended a meeting at the Saugatuck Center for the Arts regarding their summer art exhibit entitled, *Creating Community: Space for Discovery*. The exhibit will consist of 7 separate installations throughout the area. We specifically discussed the installation at Wade's Bayou and how the Library might be involved. For this exhibit, members of the community will participate in its actual creation. The SCA is asking community members and community organizations to paint a total of 3000 wooden boards. We will likely host a painting event sometime in May. It will take place on the patio. We hope to tie it into a storytime so kids and families can take part.
- On April 14, I attended the meeting of the Lakeland Library Cooperative Board and the Lakeland Advisory Council.
- I have been in conversation with Liz Engel, one of the 2022 Community Pride organizers to discuss how the Library can be involved. At the moment, we are planning to offer pride-themed button making and a book display at the Saturday, June 4 celebration at Beery Field. We will also be handing out lists of LGBTQIA+ books and resources and possibly a drawing for a book-giveaway. We are also fortunate to host a book signing for Wade Rouse at the same event. Wade is a local bestselling author who has published 13 books. He will be giving a presentation and will do the signing immediately following his talk. We participated in this event in June of 2019. That was the first of what was supposed to be an annual event, but COVID intervened.

OTHER

- The Michigan Department of Health and Human Services (MDHHS) has sent us 300 at-home COVID tests to be distributed to members of the public. We are launching this program on Monday, April 18. The tests are free and are available to anyone who wants one, up to 5 kits per household. For safety reasons, we are asking that people call to request the tests and they will be delivered to a bin near the front entrance. We do anticipate that some people will request them at the desk and we will issue kits in-person in that instance. If we giveaway all the tests we currently have, MDHHS will send us more.
- On April 12, there was an incident in the parking lot where a patron verbally assaulted one of our staff members, claiming she had touched his car. She is certain she did not,

and he never stepped out of his vehicle to look for any damage. Instead, he accused her of being a “mask-wearing democrat” as well as several profane descriptions of her intelligence and sexual insults. She walked away without engaging with him. He drove away before any further interaction could occur.

The police were notified, but no formal report was issued. Typically, he would have been notified that he was in violation of our Patron Behavior Policy, but this was not possible since he drove away and we do not have any contact information.

This is the second time he has used profanity to insult a staff member. On a previous occasion he used profanity to insult the Library Director when asked to wear a mask.

His behavior is in violation of two sections of our Patron Behavior Policy as cited below:

- “Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, *arguing with, threatening, talking or behaving in a manner* (1) which can reasonably be expected to disturb Library patrons or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons’ use of the Library or the ability of the staff person to do his or her job is prohibited; (3) *that would create or may result in a hostile work environment for Library staff;* and/or (4) that violates Michigan law or federal law.” (Section III.L)
- “Using obscene or threatening language or gestures;” (Section III.E.4)

According to our policy, as cited below, he is currently suspended from the library. It is my determination that this suspension should last for one year. I am working with our attorney to write up a letter that can be delivered to him if/when he returns to the Library.

- “Violations that Affect Safety and Security. Violations involving *verbal abuse*, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows: 1. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period. 2. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director’s authorized designee, may further limit or suspend the patron’s Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.” (Section V.C)

STATISTICS

CIRCULATION COMPARISON						
(PreCOVID vs. Current)						
	PRINT ONLY			ALL FORMATS		
	2021	2019		2021	2019	
January	2476	3031	-18%	3908	3978	-2%
February	3016	3119	-3%	4423	3990	11%
March	3056	3102	-1%	4426	4011	10%
April	2841	2971	-4%	4030	3774	7%
May	3079	3006	2%	4247	3861	10%
June	3811	3741	2%	5097	4626	10%
July	4777	4529	5%	6057	5493	10%
August	3996	3555	12%	5438	4644	17%
September	3134	3217	-3%	4414	4189	5%
October	3017	3034	-1%	4408	3894	13%
November	2927	3029	-3%	4357	3939	11%
December	2730	3059	-11%	4168	3927	6%
ANNUAL	38860	39393	-1%	54973	50326	9%
	PRINT ONLY			ALL FORMATS		
	2022	2019		2022	2019	
January	2500	3031	-18%	4081	3978	3%
February	2834	3119	-9%	4375	3990	10%
March	3403	3102	10%	4979	4011	24%

Comments:

- I chose to disregard 2020 statistics because of the *complete* disruption to regular library operations.
- We were closed to the public for the first 3 days of January 2021. We re-opened by appointment only on January 4. We re-opened fully sometime before the end of the month, but I do not have the exact date.
- We were closed for almost a week in January 2022 due to COVID related staff shortage.
- When you examine these numbers alongside COVID statistics, there is a definite correlation between COVID surges and a drop in print circulation. Conversely, the times when the number of COVID cases were the lowest (Summer of 2021 and March of 2022), print circulation has a significant increase over 2019.
- When we look at all formats—print plus electronic resources—there has been a cumulative increase of just around 10%.

EXHIBIT A

Saugatuck-Douglas District Library: 2021-2022 Budget

Description	FY 21-22 Budget (Approved 6/2021)	Proposed Amendments April 2022	Revised Budget	% Over/Under Budget	Notes (as of 4/18/22)
Millage	\$ 331,670.01	\$ -	\$ 331,670.01		
Bond Income	\$ 240,393.36	\$ -	\$ 240,393.36		
State Aid	\$ 4,000.00	\$ -	\$ 4,000.00		
Universal Service Fund	\$ 2,400.00	\$ -	\$ 2,400.00		
Fines & Fees	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00	182.90%	OVER budget by \$2,128.02
Penal Fines - Other	\$ 18,000.00	\$ -	\$ 18,000.00		
Penal Fines - Herrick	\$ 10,000.00	\$ -	\$ 10,000.00		
Interest	\$ 100.00	\$ -	\$ 100.00		
Other Revenue	\$ 1,600.00	\$ 4,000.00	\$ 5,600.00	396.90%	OVER budget by \$4,750.28
Contributions - General	\$ 1,500.00	\$ -	\$ 1,500.00		
Contributions - FOL	\$ 8,000.00	\$ -	\$ 8,000.00		
Transfer from Building Fund	\$ 300,000.00	\$ -	\$ 300,000.00		
Transfer from Debt Service Fund	\$ 192,731.00	\$ -	\$ 192,731.00		
Transfer from Fund Balance	\$ -	\$ -	\$ -		
	\$ 1,113,394.37	\$ 6,000.00	\$ 1,119,394.37		
Payroll	\$ 195,000.00	\$ -	\$ 195,000.00		
Office Supplies	\$ 2,000.00	\$ -	\$ 2,000.00		
Collection Expenses	\$ 2,000.00	\$ -	\$ 2,000.00		
Custodial Supplies	\$ 4,000.00	\$ (1,000.00)	\$ 3,000.00	18.70%	UNDER budget by \$3,251.93
Youth Services Supplies	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	36.70%	Anticipating additional summer reading supplies
Postage	\$ 370.00	\$ -	\$ 370.00		
Professional Services	\$ 27,000.00	\$ -	\$ 27,000.00		
Coop Services (LLC)	\$ 15,000.00	\$ -	\$ 15,000.00		
Phone & Internet	\$ 3,500.00	\$ -	\$ 3,500.00		
Programming	\$ 3,000.00	\$ 5,000.00	\$ 8,000.00	133.90%	OVER budget by \$1017.28, anticipating additional summer expenses
Publicity & Printing	\$ 7,000.00	\$ -	\$ 7,000.00		
Utilities	\$ 31,000.00	\$ (3,000.00)	\$ 28,000.00	57.80%	UNDER budget by \$13,075.04
Building Maintenance	\$ 31,000.00	\$ (3,000.00)	\$ 28,000.00	54.10%	UNDER budget by \$14,226.96
Copy Machine	\$ 3,600.00	\$ -	\$ 3,600.00		
Lost Materials	\$ 500.00	\$ -	\$ 500.00		
Technology	\$ 3,000.00	\$ -	\$ 3,000.00		
Print Books	\$ 12,000.00	\$ 2,500.00	\$ 14,500.00	114.60%	OVER budget \$745.55, anticipating additional book purchases
Periodicals	\$ 4,000.00	\$ -	\$ 4,000.00		
DVDs	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00	230.70%	OVER budget by \$1286.06, anticipating additional DVD purchases
Audiobooks	\$ 1,000.00	\$ 500.00	\$ 1,500.00	75.90%	Anticipating additional audiobook purchases
eBooks	\$ 4,000.00	\$ -	\$ 4,000.00		
Digital Content	\$ 19,000.00	\$ 1,500.00	\$ 20,500.00	84.40%	Anticipating additional patron downloads
Conferences & Travel	\$ 1,200.00	\$ -	\$ 1,200.00		
Dues	\$ 1,000.00	\$ -	\$ 1,000.00		
Tax Charge Backs	\$ 300.00	\$ -	\$ 300.00		
Insurance	\$ 6,600.00	\$ 500.00	\$ 7,100.00	105.20%	OVER budget by \$340
Capital Expenditure	\$ 1,200.00	\$ -	\$ 1,200.00		
New Building	\$ 300,000.00	\$ -	\$ 300,000.00		
Debt Service	\$ 234,793.00	\$ -	\$ 234,793.00		
Transfer to Debt Service Restricted	\$ 198,331.37	\$ -	\$ 198,331.37		
TOTAL EXPENSES	\$ 1,113,394.37	\$ 6,000.00	\$ 1,119,394.37		