

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

May 18, 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 - None
- IX. Old Business – None
- X. New Business
 - A. 1st Amendment Audits
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: Budget Hearing on June 15, 2022 at 7:00 pm to be followed by regular board meeting
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

April 20, 2022

I. Meeting called to order at 7:00 PM by Charles Mason. The following were present:

Library Director (ex officio) Ingrid Boyer, Char Stewart representing the Friends of the Library, Trustees: David Blatt, Larry Blose, Mark Chancey, Charles Mason, Demetrhea Terrien.

II. Agenda approved without amendment by unanimous consent.

III. Minutes form March 17, 2022 approved without amendment by unanimous consent.

IV. No Public Comment

V. Bills were presented by Director Boyer. After discussion, David Blatt moved to pay the bills, Demetrhea Terrien seconded and the motion was passed with no dissenting votes.

VI. Financial Reports were presented to the board and discussed.

VII. Librarian's Report see Appendix A (Board Packet).

Circulation comparison. An analysis of circulation trends 2019 – 2022 was presented by Director Boyer and discussed by the board. The analysis is presented in Appendix A.

VIII. Committee Reports:

The Finance Committee (Blose, Boyer, and Chancey) presented a salary scale plan (See Appendix B). The plan was designed to update salaries for current staff and allow for longevity pay for new and recent hires. Under the new salary scale all employees will eventually make at least \$15 an hour after longevity pay.

The finance committee submitted a motion to accept the principles of the new salary scale and to initiate the scale immediately in the next pay period (not to wait until the next fiscal year). Trustee Mason recused himself from voting on the motion. The motion was passed with 4 yes votes and 0 no votes.

IX. Old Business – None

IX. New Business

A. Budget revision. Director Boyer presented proposed budget amendments for the 2021-2022 fiscal year. The proposed amendment is contained in appendix A. The motion to approve the amendments was made by Charles Mason and seconded by Mark Chancey. The motion was approved with 5 votes yes and 0 votes no.

X. Guest: Friends of the Library representative Char Stewart reported the following:

- The FOL has \$66,638.76 funds out of which the FOL has awarded the Library \$5,100 to pay for Summer programming.
- The FOL has 107 current members.
- The FOL has approved their new logo and is preparing a sign for the used book sale section of the library.
- The Annual Meeting in June will include the traditional ice cream social.

XI. Next Meeting: May 18, 2022 at 7:00 pm

XII. The Meeting adjourned at 7:50 by unanimous consent.

2:56 PM
 05/16/22
 Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
 April 19 through May 16, 2022

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	04/26/2022	April cleaning, invoice #3669	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Architectural Digest				
Bill	05/10/2022	1 yr subscription to May 2023	959.120 · Periodicals	-49.99
Total Architectural Digest				-49.99
Barnes & Noble Booksellers				
Check	05/10/2022	1 ebook	959.310 · E-Books	-12.99
Total Barnes & Noble Booksellers				-12.99
BCN				
Check	05/12/2022	June premium	701.300 · Health Insurance Compe...	-298.63
Total BCN				-298.63
Book Depot				
Check	04/28/2022	summer reading prizes	880 · Programs	-505.88
Total Book Depot				-505.88
City of the Village of Douglas				
Bill	04/26/2022	VOID: Booth rental for Comm Pride Event	880 · Programs	0.00
Bill	05/10/2022	Communitty Pride booth reservation	880 · Programs	-50.00
Total City of the Village of Douglas				-50.00
Comcast				
Check	04/27/2022	4/10-5/9	850 · Phone & Internet	-254.93
Total Comcast				-254.93
Consumers Energy				
Check	05/13/2022	March/April electric bill	920 · Utilities	-1,788.25
Total Consumers Energy				-1,788.25
ELM USA, Inc.				
Check	04/25/2022	monthly disc cleaning	728 · Collection Expenses	-25.50
Total ELM USA, Inc.				-25.50
EPS				
Check	05/02/2022	Quarterly invoice video surveillance mon...	930 · Building Maintenance	-60.00
Total EPS				-60.00
family fare				
Check	05/01/2022	batteries	727 · Office Supplies	-9.53
Total family fare				-9.53
Food Network Magazine				
Check	05/12/2022	Subscription expires May 2022	959.120 · Periodicals	-12.72
Total Food Network Magazine				-12.72
Gatehouse Media				
Check	04/28/2022	Holland Sentinel subscription	959.120 · Periodicals	-34.23

Type	Date	Memo	Account	Amount
Total Gatehouse Media				-34.23
Heimler, Nick				
Check	04/26/2022	Erate eligible maintenance, invoice #3442	801 · Professional Services	-390.00
Total Heimler, Nick				-390.00
Hope College				
Bill	05/02/2022	Big/Little Read Contribution	880 · Programs	-100.00
Total Hope College				-100.00
International E-Z Up, Inc.				
Check	05/13/2022	tent for backyard	975 · Furnishings	-362.51
Total International E-Z Up, Inc.				-362.51
Kanopy, Inc.				
Check	05/05/2022	Invoice #295570	959.320 · Digital Content Databases	-153.90
Total Kanopy, Inc.				-153.90
KLSWA				
Check	04/20/2022	March water	920 · Utilities	-123.60
Total KLSWA				-123.60
KODA Commercial Cleaning				
Check	04/25/2022	powerwashing	930 · Building Maintenance	-534.48
Total KODA Commercial Cleaning				-534.48
Lake Vista SuperValu				
Check	04/27/2022	half and half for Dark Skies event	880 · Programs	-4.05
Total Lake Vista SuperValu				-4.05
Lakeshore Learning				
Check	04/19/2022	kits	880 · Programs	-607.92
Check	05/09/2022	magnetic toy animals	730 · Youth Services Supplies	-114.43
Total Lakeshore Learning				-722.35
Michigan Gas Utilities				
Check	04/25/2022	acct. #0504864801-00002	920 · Utilities	-12.39
Total Michigan Gas Utilities				-12.39
Midwest Tape-HOOPLA				
Check	05/10/2022	Invoice #502047360	959.320 · Digital Content Databases	-1,068.08
Total Midwest Tape-HOOPLA				-1,068.08
New Dawn Linen Service				
Check	04/20/2022	February and March mat service	930 · Building Maintenance	-75.40
Total New Dawn Linen Service				-75.40
Nicolson Associates				
Check	05/12/2022	donor plaque	975 · Furnishings	-6,641.00
Total Nicolson Associates				-6,641.00
Office Max/Depot				

Type	Date	Memo	Account	Amount
Check	05/03/2022	paper	727 · Office Supplies	-85.98
Total Office Max/Depot				-85.98
OverDrive				
Check	04/19/2022	Invoice #01720CP22107728	959.320 · Digital Content Databases	-133.02
Check	04/26/2022	Invoice #01720CO22131901	959.310 · E-Books	-69.50
Check	05/05/2022	Invoice #01720CP22140783	959.310 · E-Books	-131.83
Total OverDrive				-334.35
Pigeon Creek Shakespeare Co.				
Bill	05/10/2022	5/15/22 performance	880 · Programs	-500.00
Total Pigeon Creek Shakespeare Co.				-500.00
Republic Services				
Check	04/26/2022	trash	920 · Utilities	-47.76
Total Republic Services				-47.76
RICOH USA, INC (TX)				
Check	05/01/2022	monthly lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
Saugatuck-Douglas Art Club				
Bill	04/26/2022	Art Fair Award	900 · Publicity & Printing	-100.00
Total Saugatuck-Douglas Art Club				-100.00
Scholastic Library Publishing				
Check	05/11/2022	invoice #38542641	959.110 · Print Books	-62.36
Total Scholastic Library Publishing				-62.36
Scholastic Literacy Partnerships				
Check	04/28/2022	gift books for summer storytime	880 · Programs	-538.77
Total Scholastic Literacy Partnerships				-538.77
T Mobile				
Check	05/06/2022	hotspots	959.320 · Digital Content Databases	-150.50
Total T Mobile				-150.50
Wright, Jane A.				
Bill	05/03/2022	Apr accounting service	801 · Professional Services	-360.00
Total Wright, Jane A.				-360.00
TOTAL				-16,611.43

2:57 PM

Saugatuck-Douglas District Library

05/16/22

Balance Sheet

Cash Basis

As of May 16, 2022

	<u>May 16, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CheckingRegular2041	931,804.28
003 · Square Macatawa	1,749.39
010 · PettyCash	150.00
011 · Huntington Reserve Account	10,123.87
012 · Huntington Construction Chkg	55,292.95
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
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Total Checking/Savings	1,328,279.24
Other Current Assets	
130 · Prepaid Expense	1,006.34
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Total Other Current Assets	1,006.34
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Total Current Assets	1,329,285.58
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TOTAL ASSETS	<u>1,329,285.58</u>
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	20.26
210 · Payroll Liabilities	2,138.10
223 · Due to F.O.L.	804.67
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Total Other Current Liabilities	2,963.03
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Total Current Liabilities	2,963.03
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Total Liabilities	2,963.03
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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	-947.74
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Total Equity	1,326,322.55
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TOTAL LIABILITIES & EQUITY	<u>1,329,285.58</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	164,662.73	164,881.43	-218.70	99.9%
Total 400 · Millage	330,978.11	331,670.00	-691.89	99.8%
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	119,343.49	119,505.54	-162.05	99.9%
Total 405 · Bond Levy	240,318.79	240,392.83	-74.04	100.0%
520 · USF	2,613.65	2,400.00	213.65	108.9%
539 · State Aid	2,774.64	4,000.00	-1,225.36	69.4%
608 · Fines & Fees	5,786.14	5,000.00	786.14	115.7%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	17,246.67	18,000.00	-753.33	95.8%
655.200 · Herrick-LaketownFunds	5,498.14	10,000.00	-4,501.86	55.0%
Total 655 · Penal Fines	22,744.81	28,000.00	-5,255.19	81.2%
664 · Interest	408.56	100.00	308.56	408.6%
671 · Other Revenue	6,500.28	5,600.00	900.28	116.1%
674.100 · General Donations	2,185.03	1,500.00	685.03	145.7%
675 · FOL	4,115.00	8,000.00	-3,885.00	51.4%
698 · Transfer from Restricted Fund	0.00	300,000.00	-300,000.00	0.0%
Total Income	618,425.01	926,662.83	-308,237.82	66.7%
Gross Profit	618,425.01	926,662.83	-308,237.82	66.7%
Expense				
701 · Payroll Expenses	152,733.33	195,000.00	-42,266.67	78.3%
727 · Office Supplies	1,706.20	2,000.00	-293.80	85.3%
728 · Collection Expenses	1,612.14	2,000.00	-387.86	80.6%
729 · Custodial Supplies	748.07	3,000.00	-2,251.93	24.9%
730 · Youth Services Supplies	481.06	2,000.00	-1,518.94	24.1%
731 · Postage	261.64	370.00	-108.36	70.7%
801 · Professional Services	22,783.40	27,000.00	-4,216.60	84.4%
803 · Coop Services (LLC)	13,964.14	15,000.00	-1,035.86	93.1%
850 · Phone & Internet	2,854.09	3,500.00	-645.91	81.5%
880 · Programs	6,323.90	8,000.00	-1,676.10	79.0%
900 · Publicity & Printing	2,002.57	7,000.00	-4,997.43	28.6%
920 · Utilities	19,896.96	28,000.00	-8,103.04	71.1%
930 · Building Maintenance	19,357.52	28,000.00	-8,642.48	69.1%
941 · Copy Machine	2,678.04	3,600.00	-921.96	74.4%
956 · Lost materials	152.89	500.00	-347.11	30.6%
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	14,561.40	14,500.00	61.40	100.4%
959.120 · Periodicals	3,357.82	4,000.00	-642.18	83.9%
Total 959.100 · Print Materials	17,908.69	18,500.00	-591.31	96.8%
959.200 · Other				
959.210 · DVDs	2,307.25	3,000.00	-692.75	76.9%
959.220 · Audio Books	921.21	1,500.00	-578.79	61.4%
Total 959.200 · Other	3,228.46	4,500.00	-1,271.54	71.7%
959.300 · Electronic				
959.310 · E-Books	2,701.12	4,000.00	-1,298.88	67.5%
959.320 · Digital Content Databases	17,544.86	20,500.00	-2,955.14	85.6%
Total 959.300 · Electronic	20,245.98	24,500.00	-4,254.02	82.6%
Total 959 · Materials	41,375.99	47,500.00	-6,124.01	87.1%
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	7,100.00	-160.00	97.7%
971 · New Library Building	83,848.51	300,000.00	-216,151.49	27.9%
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	620,147.18	919,863.00	-299,715.82	67.4%
Net Income	-1,722.17	6,799.83	-8,522.00	-25.3%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

May 16, 2022

PROGRAMS:

- We are in discussions with the Boys & Girls Club to see if we can coordinate some summer programming with their participants.
- The fourth graders on Glenn School will be visiting the library on May 25 as part of a Douglas field trip. We will be giving them a tour, reading some books and doing an art project related to our theme for summer reading.
- Our new seed library is off to a good start. We have had many people “borrow” seed packets and we have also had a fair number of donations.
- Local poet Jack Ridl presented two poetry appreciation programs. They were both well attended with over 50 in total attendance. He did a great job and was very well received.
- Our Dark Skies events were also successful. We had 26 viewers at the film screening and 15 (kids plus adults) in attendance at the kids event.
- Pigeon Creek Shakespeare performed at the Old School House on Sunday, May 16, 2022. We co-sponsored this event with the History Center. There were 66 people in attendance, including some kids and teens.
- In the first week of May, we hosted our very first afterschool events since the start of the pandemic. Douglas Elementary School approached us to assist in their Screen Free Week programming. For our part, we hosted 2 afterschool programs: a LEGO building event and an arts and crafts event. Between the two days, we had a total attendance of 63 kids. As a representative of the Library, I also attended the grand finale Color Run which was held at Schultz Park. One feature of the event was a “book swap.” Kids were able to “shop” for free books that had been donated by their classmates. We also donated some books that were left-over from last year’s summer reading prizes.
- Unfortunately, due to circumstances beyond our control, we are unable to host Wade Rouse for a book signing as part of the Community Pride event as we had planned. There were scheduling issues and I am very disappointed that it didn’t work out. We still plan to be there and we will have a booth. We will have a LGBTQ+ book display and we will be handing out bookmarks and people can use our button maker to design and create their own Pride themed bookmarks.

FINANCE & CONTRIBUTIONS

- We received our Headlee packet from the Allegan County Department of Equalization. Last year, our total operating income from property taxes was \$331,670. This year, it will be \$349,832. This is an increase of 5.4%.
- The Finance Committee will be meeting sometime before our June meeting to prepare a budget proposal for next fiscal year. Our annual budget hearing will be held at 7pm on June 15. Our regular monthly meeting will immediately follow the hearing.

BUILDINGS & GROUNDS:

- TMC, the company we are hoping to work with on our Children's Area upgrade is in the process of drawing up a proposal for the project that will include preliminary pricing.

PUBLICITY

- The Commercial Record ran an article about the Pigeon Creek Shakespeare program.

COLLECTIONS:

- Nothing to report

HUMAN RESOURCES

- The Allegan County Library Association will be holding an all-staff training day on Monday, October 10. It will be held at the Allegan District Library. I am planning on closing the library for the day and I am requiring all staff to attend—unless they have a very good excuse.

MEETINGS & PARTNERSHIPS

- On April 21, 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 helped (a little) by painting 6 boards. Our storytime kids tackled two and a group of home-schoolers took care of the other four.
- On April 21, I attended a meeting of the Allegan County Library Association at the Herrick District Library. We discussed the training event scheduled for October 10, 2022.
- On May 2, I attended a meeting of the Lakeland Library Youth Services Committee. We primarily discussed ideas for summer reading programs.

OTHER

- We have given away 156 at-home COVID test kits as part of the Michigan Department of Health and Human Services free distribution program. These tests are free to whoever would like them and we can give one per household member.