

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

June 15, 2022

- I. Call the Meeting to Order
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Public Comment
- V. Budget Hearing: Fiscal Year 2022-2023
- VI. Bills
- VII. Financial Reports
 - A. Balance Sheet
 - B. Profit & Loss
- VIII. Librarian's Report
- IX. Committee Reports - None
- X. Old Business – None
- XI. New Business
 - A. Personnel Committee Membership
 - B. Director's Performance Review
 - C. MERS Retirement plans for Director and Assistant Director
 - D. Budget Amendments
- XII. Guest: Friends of the Library representative
- XIII. Next Meeting: Budget Hearing on August 3, 2022 at 7:00 pm
- XIV. Adjournment

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

Board Meeting May 18, 2022

- I. Meeting called to order at 7:01 PM. The following were present:
Library Director (ex officio) Ingrid Boyer, Gini Cooper representing Friends of the Library,
Trustees: David Blatt, Mark Chancey, Bonnie Lowe, Demetrhea Terrien, Charles Mason
- II. Agenda approved by unanimous consent
- III. April Minutes were approved by unanimous consent
- IV. No public comments
- V. Bills were presented by Director Boyer. Motion to approve payment of 16, 611.43 by
D. Blatt, second by B. Lowe. Motion passed unanimously.
- VI. Financial Reports were presented to the Board and discussed see Appendix
No changes to the Balance Sheet
There may be some amendments to the Profit & Loss report prior to closing out the
fiscal year.
- VII. Librarian's Report: The report is located in the appendix.
There was a detailed explanation on recent grounds and facilities issues. There is now
electricity to the shed.
- VIII. Committee reports: None
- IX. Old Business: None
- X. New Business
 - A. Director Boyer presented video of 1st amendment audits and discussed issues
related to these actions.
 - B. Book challenges were also discussed by the Board.
- XI. Guest: Friends of the Library (FOL) representative Gina Cooper
 - A. Membership renewal letters have been sent out.
 - B. The first of the signs will be up by the end of this month, second sign up by
the Annual meeting on June 12, all Board Members invited to the meeting.
- XII. Next meeting: June 20, 2022 at 7:00 pm
- XIII. Adjournment 8:13pm by unanimous consent.

Saugatuck-Douglas District Library: 2022-2023 Budget Proposal

Description	FY 22-23 Proposal
Millage - Douglas	\$ 86,500.00
Millage - Saugatuck City	\$ 83,500.00
Millage - Saugatuck Twp	\$ 169,500.00
Proceeds from Bond Levy - Douglas	\$ 61,500.00
Proceeds from Bond Levy - Saugatuck City	\$ 59,500.00
Proceeds from Bondy Levy - Saugatuck Twp	\$ 121,000.00
State Aid	\$ 5,000.00
Universal Service Fund	\$ 2,400.00
Fines & Fees	\$ 5,600.00
Penal Fines - Other	\$ 14,000.00
Penal Fines - Herrick	\$ 7,500.00
Interest	\$ 350.00
Other Revenue	\$ 4,000.00
Contributions - General	\$ 1,000.00
Contributions - FOL	\$ 8,000.00
Transfer from Restricted Fund Balance (New Building)	\$ 385,000.00
TOTAL INCOME	\$ 1,014,350.00
Payroll	\$ 195,000.00
Office Supplies	\$ 2,500.00
Collection Expenses	\$ 3,000.00
Custodial Supplies	\$ 2,000.00
Youth Services Supplies	\$ 3,000.00
Postage	\$ 400.00
Professional Services	\$ 20,000.00
Coop Services (LLC)	\$ 15,000.00
Phone & Internet	\$ 3,500.00
Programming	\$ 8,000.00
Publicity & Printing	\$ 5,000.00
Utilities	\$ 28,000.00
Building Maintenance	\$ 24,000.00
Copy Machine	\$ 4,000.00
Lost Materials	\$ 500.00
Technology	\$ 4,000.00
Print Books	\$ 18,000.00
Periodicals	\$ 5,600.00
DVDs	\$ 3,500.00
Audiobooks	\$ 1,750.00
eBooks	\$ 3,800.00
Digital Content	\$ 24,000.00
Conferences & Travel	\$ 3,000.00
Dues	\$ 800.00
Tax Charge Backs	\$ 500.00
Insurance	\$ 7,500.00
Capital Expenditure	\$ 1,000.00
New Library	\$ 385,000.00
Debt Service - Interest	\$ 126,568.00
Debt Service - Principal	\$ 110,000.00
Transfer to Debt Service RF	\$ 5,432.00
TOTAL EXPENSES	\$ 1,014,350.00
TOTAL PROFIT	\$ -

Saugatuck-Douglas District Library: 2022-2023 Budget Proposal

Description	Actual as of 5/31/22	FY 22-23 Proposal	Notes
Millage - Douglas	\$ 84,338.39	\$ 86,500.00	Actual Calculation: 199,922*.435 = \$86966.07
Millage - Saugatuck City	\$ 81,976.99	\$ 83,500.00	Actual Calculation: 192,697*.435= \$83823.20
Millage - Saugatuck Twp	\$ 164,662.73	\$ 169,500.00	Actual Calculation: 390,703*.435 = \$169955.80
Proceeds from Bond Levy - Douglas	\$ 61,687.33	\$ 61,500.00	Actual Calculation: 199,922*.31 = \$61,975.82
Proceeds from Bond Levy - Saugatuck City	\$ 59,287.97	\$ 59,500.00	Actual Calculation: 192,697*.31 = \$59,736.07
Proceeds from Bond Levy - Saugatuck Twp	\$ 119,343.49	\$ 121,000.00	Actual Calculation: 390,703*.31 = \$121,117.93
State Aid	\$ 2,774.64	\$ 5,000.00	State funding increase
Universal Service Fund	\$ 2,613.65	\$ 2,400.00	No anticipated change
Fines & Fees	\$ 6,295.86	\$ 5,600.00	No anticipated change
Penal Fines - Other	\$ 17,246.67	\$ 14,000.00	Penal fines have been decreasing over the last several years
Penal Fines - Herrick	\$ 8,299.35	\$ 7,500.00	Penal fines have been decreasing over the last several years
Interest	\$ 408.56	\$ 350.00	Balance in various accounts will be decreasing as we spend construction funds
Other Revenue	\$ 6,500.28	\$ 4,000.00	LCSA and insurance distribution
Contributions - General	\$ 2,185.03	\$ 1,000.00	No anticipated change
Contributions - FOL	\$ 4,115.00	\$ 8,000.00	
Transfer from Restricted Fund Balance (New Building)	\$ -	\$ 385,000.00	Assumes we spend the remaining construction funds
TOTAL INCOME		\$ 1,014,350.00	
Payroll	\$ 159,732.39	\$ 195,000.00	Reflects new pay scale
Office Supplies	\$ 2,400.00	\$ 2,500.00	No anticipated change in purchasing, adjusted for possible inflation
Collection Expenses	\$ 1,662.86	\$ 3,000.00	No anticipated change in purchasing, adjusted for possible inflation
Custodial Supplies	\$ 873.06	\$ 2,000.00	Adjusted to reflect actual spending in the new building
Youth Services Supplies	\$ 622.14	\$ 3,000.00	Return to a pre-pandemic number of programs
Postage	\$ 261.64	\$ 400.00	No anticipated change
Professional Services	\$ 23,010.90	\$ 20,000.00	Higher rates from Nick Heimler and attorneys, no election fees
Coop Services (LLC)	\$ 13,964.14	\$ 15,000.00	Based on Lakeland's projection
Phone & Internet	\$ 2,854.09	\$ 3,500.00	No anticipated change
Programming	\$ 6,532.23	\$ 8,000.00	Return to a pre-pandemic number of programs
Publicity & Printing	\$ 2,002.57	\$ 5,000.00	No anticipated change
Utilities	\$ 21,239.59	\$ 28,000.00	Adjusted for inflation/increased energy costs
Building Maintenance	\$ 19,642.72	\$ 24,000.00	No anticipated change
Copy Machine	\$ 2,678.04	\$ 4,000.00	No anticipated change
Lost Materials	\$ 212.84	\$ 500.00	No anticipated change
Technology	\$ 2,536.21	\$ 4,000.00	No anticipated change
Print Books	\$ 14,561.40	\$ 18,000.00	
Periodicals	\$ 4,254.82	\$ 5,600.00	
DVDs	\$ 2,751.64	\$ 3,500.00	
Audiobooks	\$ 921.21	\$ 1,750.00	
eBooks	\$ 2,701.12	\$ 3,800.00	
Digital Content	\$ 17,544.86	\$ 24,000.00	
Conferences & Travel	\$ 1,138.03	\$ 3,000.00	Return to pre-pandemic meeting/conference schedule
Dues	\$ 503.00	\$ 800.00	
Tax Charge Backs	\$ 221.99	\$ 500.00	
Insurance	\$ 6,940.00	\$ 7,500.00	MMRMA, \$6521; Workers Comp, approximately \$700
Capital Expenditure	\$ 2,000.00	\$ 1,000.00	Almost all Capital Expenditures will be included in the bond.
New Library	\$ 84,067.51	\$ 385,000.00	Estimate of remaining construction expenses.
Debt Service - Interest	\$ 129,793.76	\$ 126,568.00	September 2022 (\$64,109) + March 2023 (\$62,459)
Debt Service - Principal	\$ 105,000.00	\$ 110,000.00	September 2022
TOTAL EXPENSES		\$ 1,008,918.00	
TOTAL PROFIT		\$ 5,432.00	Transfer to debt service restricted fund

12:00 PM
06/13/22
Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
May 17 through June 13, 2022

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	05/23/2022	May cleaning, invoice #3751	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Animal Magic, Inc.				
Bill	06/07/2022	summer reading performance	880 · Programs	-425.00
Total Animal Magic, Inc.				-425.00
BCN				
Check	06/10/2022	July premium	701.300 · Health Insurance Compe...	-298.63
Total BCN				-298.63
Benjamin Gauthier from BenJammin Music				
Bill	06/07/2022	summer reading concert	880 · Programs	-250.00
Total Benjamin Gauthier from BenJammin Music				-250.00
Boyer, Ingrid				
Bill	05/24/2022	mileage for 2 lakeland mtgs	961 · Travel/Conference	-106.24
Total Boyer, Ingrid				-106.24
Comcast				
Check	05/27/2022	5/10-6/9	850 · Phone & Internet	-254.93
Total Comcast				-254.93
Consumers Energy				
Check	06/13/2022	April/May electric bill	920 · Utilities	-1,203.02
Total Consumers Energy				-1,203.02
ELM USA, Inc.				
Check	05/19/2022	monthly disc cleaning	728 · Collection Expenses	-25.00
Check	06/10/2022	monthly disc cleaning	728 · Collection Expenses	-25.50
Total ELM USA, Inc.				-50.50
EPS				
Check	06/08/2022	Quarterly invoice video surveillance mon...	930 · Building Maintenance	-576.00
Total EPS				-576.00
Gatehouse Media				
Check	05/26/2022	Holland Sentinel subscription	959.120 · Periodicals	-34.23
Total Gatehouse Media				-34.23
Grand Rapids Press				
Check	05/24/2022	quarterly newspaper subscription	959.120 · Periodicals	-96.00
Total Grand Rapids Press				-96.00
Heimler, Nick				
Check	05/23/2022	Monthly consulting, invoice #3505	801 · Professional Services	-250.00
Total Heimler, Nick				-250.00
Holland R.I.T. Music				
Check	05/17/2022	portable PA system rental	975 · Furnishings	-30.00
Check	05/17/2022	portable PA system	975 · Furnishings	-189.00

Type	Date	Memo	Account	Amount
Total Holland R.I.T. Music				-219.00
Ingram Library Services				
Check	05/17/2022	April invoices	959.110 · Print Books	-732.57
Check	05/17/2022	April invoices	959.220 · Audio Books	-162.22
Total Ingram Library Services				-894.79
KLSWA				
Check	05/20/2022	April water	920 · Utilities	-127.22
Total KLSWA				-127.22
Lakeland Library Cooperative				
Check	05/25/2022	Annual Bookpage subscription	959.120 · Periodicals	-180.00
Total Lakeland Library Cooperative				-180.00
Meijer				
Check	05/17/2022	storage tub for children's area	730 · Youth Services Supplies	-11.65
Total Meijer				-11.65
Michigan Gas Utilities				
Check	05/24/2022	acct. #0504864801-00002	920 · Utilities	-12.39
Total Michigan Gas Utilities				-12.39
OverDrive				
Check	06/09/2022	Invoice #01720CP22176570	959.310 · E-Books	-112.77
Check	06/10/2022	Invoice #01720CO22187481	959.310 · E-Books	-96.04
Total OverDrive				-208.81
RICOH USA, INC (IL)				
Check	05/17/2022	Invoice #506452358	941 · Copy Machine	-181.32
Total RICOH USA, INC (IL)				-181.32
RICOH USA, INC (TX)				
Check	06/01/2022	monthly lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
Sanilac Computer Products/mConsole				
Bill	06/07/2022	mConsole yearly support 6/10/22-6/9/23	957 · Technology	-220.00
Total Sanilac Computer Products/mConsole				-220.00
Stingers Pest Control, Inc.				
Bill	05/17/2022	Annual pest control	930 · Building Maintenance	-285.20
Total Stingers Pest Control, Inc.				-285.20
Summit Fire Protection				
Bill	06/07/2022	annual inspection	930 · Building Maintenance	-99.00
Total Summit Fire Protection				-99.00
T Mobile				
Check	06/09/2022	hotspots	959.320 · Digital Content Databases	-150.50
Total T Mobile				-150.50
Uline				

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Check	05/20/2022	hand soap, vacuum bags, paper towels	729 · Custodial Supplies	-113.00
Total Uline				-113.00
Van Til's Greenhouse				
Check	05/19/2022	flower boxes	930 · Building Maintenance	-596.05
Total Van Til's Greenhouse				-596.05
Wright, Jane A.				
Bill	06/07/2022	May accounting service	801 · Professional Services	-360.00
Total Wright, Jane A.				-360.00
TOTAL				-8,344.78

12:04 PM
06/13/22
Cash Basis

Saugatuck-Douglas District Library
Balance Sheet
As of June 13, 2022

	<u>Jun 13, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CheckingRegular2041	918,957.32
003 · Square Macatawa	2,265.77
010 · PettyCash	150.00
011 · Huntington Reserve Account	10,123.87
012 · Huntington Construction Chkg	105,290.53
012.001 · US T Bills, 7/14/2022	229,637.72
012.003 · US T Bills, 2/23/2023	49,544.84
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Total Checking/Savings	1,315,970.05
Other Current Assets	
130 · Prepaid Expense	1,006.34
	<hr/>
Total Other Current Assets	1,006.34
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Total Current Assets	1,316,976.39
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TOTAL ASSETS	<u><u>1,316,976.39</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	16.20
210 · Payroll Liabilities	5,346.21
223 · Due to F.O.L.	122.00
	<hr/>
Total Other Current Liabilities	5,484.41
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Total Current Liabilities	5,484.41
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Total Liabilities	5,484.41
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	-15,778.31
	<hr/>
Total Equity	1,311,491.98
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TOTAL LIABILITIES & EQUITY	<u><u>1,316,976.39</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	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	3,339.05	2,400.00	939.05	139.1%
539 · State Aid	2,774.64	4,000.00	-1,225.36	69.4%
608 · Fines & Fees	6,422.41	5,000.00	1,422.41	128.4%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	19,168.49	18,000.00	1,168.49	106.5%
655.200 · Herrick-LaketownFunds	8,299.35	10,000.00	-1,700.65	83.0%
Total 655 · Penal Fines	27,467.84	28,000.00	-532.16	98.1%
664 · Interest	450.17	100.00	350.17	450.2%
671 · Other Revenue	6,506.95	5,600.00	906.95	116.2%
674.100 · General Donations	2,283.18	1,500.00	783.18	152.2%
675 · FOL	7,255.00	8,000.00	-745.00	90.7%
698 · Transfer from Restricted Fund	0.00	300,000.00	-300,000.00	0.0%
Total Income	627,819.95	926,662.83	-298,842.88	67.8%
Gross Profit	627,819.95	926,662.83	-298,842.88	67.8%
Expense				
701 · Payroll Expenses	167,037.15	195,000.00	-27,962.85	85.7%
727 · Office Supplies	1,825.71	2,000.00	-174.29	91.3%
728 · Collection Expenses	1,662.86	2,000.00	-337.14	83.1%
729 · Custodial Supplies	873.06	3,000.00	-2,126.94	29.1%
730 · Youth Services Supplies	622.14	2,000.00	-1,377.86	31.1%
731 · Postage	261.64	370.00	-108.36	70.7%
801 · Professional Services	24,120.90	27,000.00	-2,879.10	89.3%
803 · Coop Services (LLC)	13,964.14	15,000.00	-1,035.86	93.1%
850 · Phone & Internet	3,109.02	3,500.00	-390.98	88.8%
880 · Programs	7,176.26	8,000.00	-823.74	89.7%
900 · Publicity & Printing	2,002.57	7,000.00	-4,997.43	28.6%
920 · Utilities	21,239.59	28,000.00	-6,760.41	75.9%
930 · Building Maintenance	21,008.02	28,000.00	-6,991.98	75.0%
941 · Copy Machine	2,678.04	3,600.00	-921.96	74.4%
956 · Lost materials	212.84	500.00	-287.16	42.6%
957 · Technology	2,756.21	3,000.00	-243.79	91.9%

	<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	16,044.96	14,500.00	1,544.96	110.7%
959.120 · Periodicals	4,381.34	4,000.00	381.34	109.5%
Total 959.100 · Print Materials	20,415.77	18,500.00	1,915.77	110.4%
959.200 · Other				
959.210 · DVDs	2,751.64	3,000.00	-248.36	91.7%
959.220 · Audio Books	1,058.80	1,500.00	-441.20	70.6%
Total 959.200 · Other	3,810.44	4,500.00	-689.56	84.7%
959.300 · Electronic				
959.310 · E-Books	2,909.93	4,000.00	-1,090.07	72.7%
959.320 · Digital Content Databases	18,961.19	20,500.00	-1,538.81	92.5%
Total 959.300 · Electronic	21,871.12	24,500.00	-2,628.88	89.3%
Total 959 · Materials	46,090.19	47,500.00	-1,409.81	97.0%
961 · Travel/Conference	1,138.03	1,200.00	-61.97	94.8%
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%
970 · Capital Expenditures	2,689.97	1,200.00	1,489.97	224.2%
971 · New Library Building	84,067.51	300,000.00	-215,932.49	28.0%
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	646,994.60	921,063.00	-274,068.40	70.2%
Net Income	-19,174.65	5,599.83	-24,774.48	-342.4%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

June 15, 2022

PROGRAMS

- Our final Storytime of the spring session was held on May 27. It had the largest attendance by far. It was great to promote our summer programs with this large and captive audience.
- In anticipation of summer programming, 5 classes from Douglas Elementary School visited the library during the first week of June. I read them a story, gave a tour of the children's area and hyped the summer activities.
- Hannah Mason and I, along with our two high school employees, staffed a SDDL booth at the Community Pride event on June 4 at Beery Field. Kids were able to make buttons with our button maker and we had many adults and families browsing the books we brought to display. We also handed out bookmarks and souvenir buttons. I personally had many great conversations about the importance of diverse collections and the danger of censorship.
- We are currently hosting an exhibit of Tableau Vivant photographs created by the Saugatuck Douglas Art Club. As an add-on, there are also 3 "Sculpture Stack" displayed in the young adult area. There was a well-attended reception for the exhibit on the evening of June 8. The plan is for the photos to remain on display for most of the summer.
- Our first summer reading event is scheduled for Tuesday, June 14. We are having an outside presenter do a program on exotic animals.
- The Friends of the Library had their annual meeting and ice cream social on Sunday, June 12.

FINANCE & CONTRIBUTIONS

- The Finance Committee met on June 8 to review and approve the budget proposal for next fiscal year. The budget will be discussed and voted on at the hearing on June 15.

BUILDINGS & GROUNDS:

- The damage done by the electricians while running power to the shed has largely been remedied. Internet service has been restored and the cable has been reburied. The irrigation system, which was cut in multiple places including at the main valve, has also been repaired. We are still waiting on the sprinkler contractor to bury the wiring and fill the gaping hole which is currently filled with water. Our lot is clay, so it is taking a very long time to drain. It will likely have to be pumped out.
- We are working on a fix for the wall near the fireplace that developed a gap during the winter months. It looks like it will be fairly simple and most importantly, there will be aesthetic repairs so that when the wall shrinks back in the winter, which is likely, the gap will be hidden.

PUBLICITY

- The Commercial Record ran an article about our Summer Reading programs on June 9.

COLLECTIONS:

- Nothing to report

HUMAN RESOURCES

- We hired an additional student page to help with children's programs over the summer. Her name is Layla Vinten-Johansen. She will hopefully take over some of Hailey Engel's hours when she departs for college in August.

TECHNOLOGY

- A new firewall was installed on June 1.

MEETINGS & PARTNERSHIPS

- On June 9, I attended the Lakeland Library Board meeting and the Lakeland Advisory Council meeting.
- On June 9, I attended a webinar on censorship of comics.

EXHIBIT A

Saugatuck-Douglas District Library: 2021-2022 Budget

Description	Budget (Approved April 2022)	Proposed Amendments June 2022	Revised Budget
Millage	\$ 331,670.01	\$ (700.00)	\$ 330,970.01
Bond Income	\$ 240,393.36	\$ (100.00)	\$ 240,293.36
State Aid	\$ 4,000.00		\$ 4,000.00
Universal Service Fund	\$ 2,400.00	\$ 900.00	\$ 3,300.00
Fines & Fees	\$ 5,000.00	\$ 900.00	\$ 5,900.00
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	\$ 5,600.00		\$ 5,600.00
Contributions - General	\$ 1,500.00		\$ 1,500.00
Contributions - FOL	\$ 8,000.00	\$ (1,000.00)	\$ 7,000.00
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	\$ -		\$ -
	\$ 1,119,394.37	\$ (192,731.00)	\$ 926,663.37
Payroll	\$ 195,000.00	\$ (8,000.00)	\$ 187,000.00
Office Supplies	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
Collection Expenses	\$ 2,000.00	\$ 500.00	\$ 2,500.00
Custodial Supplies	\$ 3,000.00		\$ 3,000.00
Youth Services Supplies	\$ 2,000.00		\$ 2,000.00
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	\$ 8,000.00		\$ 8,000.00
Publicity & Printing	\$ 7,000.00	\$ (3,200.00)	\$ 3,800.00
Utilities	\$ 28,000.00		\$ 28,000.00
Building Maintenance	\$ 28,000.00		\$ 28,000.00
Copy Machine	\$ 3,600.00		\$ 3,600.00
Lost Materials	\$ 500.00		\$ 500.00
Technology	\$ 3,000.00		\$ 3,000.00
Print Books	\$ 14,500.00	\$ 5,500.00	\$ 20,000.00
Periodicals	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00
DVDs	\$ 3,000.00	\$ 500.00	\$ 3,500.00
Audiobooks	\$ 1,500.00		\$ 1,500.00
eBooks	\$ 4,000.00		\$ 4,000.00
Digital Content	\$ 20,500.00	\$ 1,500.00	\$ 22,000.00
Conferences & Travel	\$ 1,200.00	\$ 300.00	\$ 1,500.00
Dues	\$ 1,000.00		\$ 1,000.00
Tax Charge Backs	\$ 300.00		\$ 300.00
Insurance	\$ 7,100.00		\$ 7,100.00
Capital Expenditure	\$ 1,200.00	\$ 1,000.00	\$ 2,200.00
New Building	\$ 300,000.00		\$ 300,000.00
Debt Service	\$ 234,793.00		\$ 234,793.00
Transfer to Debt Service Restricted Fund	\$ 198,331.37	\$ (198,331.37)	\$ -
TOTAL EXPENSES	\$ 1,119,394.37	\$ (198,231.37)	\$ 921,163.00
TOTAL PROFIT			\$ 5,500.37

Saugatuck-Douglas District Library: 2021-2022 Budget

Description	Budget (Approved April 2022)	Proposed Amendments June 2022	Revised Budget	% Over/Under Budget	Notes (as of 6/13/22)
Millage	\$ 331,670.01	\$ (700.00)	\$ 330,970.01	99.80%	UNDER budget by \$691.89
Bond Income	\$ 240,393.36	\$ (100.00)	\$ 240,293.36	99.97%	UNDER budget by \$74.04
State Aid	\$ 4,000.00		\$ 4,000.00		
Universal Service Fund	\$ 2,400.00	\$ 900.00	\$ 3,300.00	139.10%	OVER budget by \$939.05
Fines & Fees	\$ 5,000.00	\$ 900.00	\$ 5,900.00	128.40%	OVER budget by \$1422.41
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	\$ 5,600.00		\$ 5,600.00		
Contributions - General	\$ 1,500.00		\$ 1,500.00		
Contributions - FOL	\$ 8,000.00	\$ (1,000.00)	\$ 7,000.00	90.70%	UNDER budget by \$745.00
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	\$ -		\$ -		
	\$ 1,119,394.37	\$ (192,731.00)	\$ 926,663.37		
Payroll	\$ 195,000.00	\$ (8,000.00)	\$ 187,000.00	85.70%	UNDER budget by \$27,962.85
Office Supplies	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00	91.30%	Upcoming expenses: additional supplies purchased but not yet billed
Collection Expenses	\$ 2,000.00	\$ 500.00	\$ 2,500.00	83.10%	Upcoming expenses: additional supplies purchased but not yet billed
Custodial Supplies	\$ 3,000.00		\$ 3,000.00		
Youth Services Supplies	\$ 2,000.00		\$ 2,000.00		
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	\$ 8,000.00		\$ 8,000.00		
Publicity & Printing	\$ 7,000.00	\$ (3,200.00)	\$ 3,800.00	28.60%	UNDER budget by \$4997.43
Utilities	\$ 28,000.00		\$ 28,000.00		
Building Maintenance	\$ 28,000.00		\$ 28,000.00		
Copy Machine	\$ 3,600.00		\$ 3,600.00		
Lost Materials	\$ 500.00		\$ 500.00		
Technology	\$ 3,000.00		\$ 3,000.00		
Print Books	\$ 14,500.00	\$ 5,500.00	\$ 20,000.00	110.70%	OVER budget by \$1544.96
Periodicals	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00	109.50%	OVER budget by \$381.34
DVDs	\$ 3,000.00	\$ 500.00	\$ 3,500.00	91.70%	Upcoming expenses: additional DVDs order but not yet billed
Audiobooks	\$ 1,500.00		\$ 1,500.00		
eBooks	\$ 4,000.00		\$ 4,000.00		
Digital Content	\$ 20,500.00	\$ 1,500.00	\$ 22,000.00	92.50%	Upcoming expenses: Hoopla/Kanopy borrowing for June 2022
Conferences & Travel	\$ 1,200.00	\$ 300.00	\$ 1,500.00	94.80%	Upcoming expense: mileage reimbursement
Dues	\$ 1,000.00		\$ 1,000.00		
Tax Charge Backs	\$ 300.00		\$ 300.00		
Insurance	\$ 7,100.00		\$ 7,100.00		
Capital Expenditure	\$ 1,200.00	\$ 1,000.00	\$ 2,200.00	0.00%	OVER budget by \$1489.97
New Building	\$ 300,000.00		\$ 300,000.00		
Debt Service	\$ 234,793.00		\$ 234,793.00		
Transfer to Debt Service Restricted Fund	\$ 198,331.37	\$ (198,331.37)	\$ -		
TOTAL EXPENSES	\$ 1,119,394.37	\$ (198,231.37)	\$ 921,163.00		
TOTAL PROFIT			\$ 5,500.37		Transfer to Debt Service Restricted Fund