

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

October 19, 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. Meeting schedule for 2023
 - B. Election of Officers
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: December 7, 2022 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

September 14, 2022

I. Meeting Called to order at 7:00 by Charles Mason. The following were present: Library Director (ex officio) Ingrid Boyer, Ellie Caruthers representing the Friends of the Library, Trustees: David Blatt, Larry Blose, Mark Chancey, Bonnie Lowe, and Charles Mason.

II. Approval of Agenda: Two additional items of new business were added to the agenda:

- Sale of Library Art
- Nomination of Officers for the 2022/2023 year.

The amended agenda was passed by unanimous consent.

III. Approval of the Minutes: After two adjustments to the meeting notes for the August 3 meeting, the amended minutes were passed with unanimous consent.

III. Public Comment: No public comment.

IV. The Bills were presented and explained by Director Boyer. After discussion, Bonnie Lowe moved to pay the bills, David Blatt seconded. The motion was passed with 5 members voting yes and 0 members voting no.

V. 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 - None

IX. Old Business - None

X. New Business

A. Meeting Room Policy:

Director Boyer proposed that the library's meeting room policy be amended to read:

Item F.1. to be changed to read - "Any person 18 years or older may fill out an application for the Main Meeting Room or the Patio. Applications should be sent to info@sdlibrary.org or by calling 269-857-8241.

And the following item F.6. be added: “There is no application form or signed waiver required to reserve the Study Room. Reservations may be made by phone or email. Requests shall be accepted on a first-come-first-serve basis.”

David Blatt proposed that the amendments be adopted. Mark Chancey seconded. The vote was 5 votes yes, 0 votes no. The motion was approved.

B. Human Resources Manual revisions to Paid Time Off policies:

Director Boyer proposed a series of changes to the Human Resources Manual (the complete set of proposed changes are in the appendix to these minutes). After discussion, David Blatt moved that the changes be approved as presented; Charles Mason seconded. The vote was 5 yes votes and 0 no votes. The motion was approved.

C. Sale of Library Art: Director Boyer reported that there are several art pieces that the library has purchased that are not longer being displayed. She suggested that some of the art be donated to the FOL for the silent auction and asked for the board approval of the donation. Bonnie Lowe moved that the donation be approved and Mark Chancey seconded. The motion was approved: 5 votes yes and 0 votes no.

D. Charles Mason asked for nominations for officers for the Board of Trustees for the 2022/2023 year. The following nominations were received:

| | |
|-----------------|-------------|
| President: | David Blatt |
| Vice President: | Bonnie Lowe |
| Mark Chancey: | Treasurer |
| Larry Blöse: | Secretary |

The slate of officers will be elected at the October meeting.

XI. Guest: Ellie Caruthers presented a report on the activities of the Friends of the Library.

- On September 27th the Fall Fundraising will be a dinner from Baldy’s barbeque. Baldy’s has volunteered to donate the food for the fundraising at no cost to the FOL.
- The FOL is currently preparing a silent auction that will be conducted November 3rd through 17th.

XII. Next Meeting: October 19, 2022 at 7:00 pm

XIII. The meeting was adjourned by unanimous consent at 8:10 PM.

| Type | Date | Memo | Account | Amount |
|--|------------|---|-------------------------------------|-----------|
| All Surface Building Services LLC | | | | |
| Check | 09/22/2022 | Sept. cleaning | 930 · Building Maintenance | -995.00 |
| Total All Surface Building Services LLC | | | | -995.00 |
| BCN | | | | |
| Check | 09/26/2022 | October premium | 701.300 · Health Insurance Compe... | -298.63 |
| Total BCN | | | | -298.63 |
| Ben's Rubber Stamps | | | | |
| Check | 10/06/2022 | magnetic name badges | 727 · Office Supplies | -135.00 |
| Total Ben's Rubber Stamps | | | | -135.00 |
| Blue Star Storage | | | | |
| Check | 09/19/2022 | October rental | 930 · Building Maintenance | -54.00 |
| Check | 10/12/2022 | November rental | 930 · Building Maintenance | -54.00 |
| Total Blue Star Storage | | | | -108.00 |
| CCI Solutions | | | | |
| Check | 09/20/2022 | audiobooks cases | 728 · Collection Expenses | -60.69 |
| Total CCI Solutions | | | | -60.69 |
| CENGAGE LEARNING/GALE | | | | |
| Check | 10/04/2022 | Invoice # 79028165 | 959.110 · Print Books | -19.00 |
| Total CENGAGE LEARNING/GALE | | | | -19.00 |
| Comcast | | | | |
| Check | 09/27/2022 | 9/10-10/9 | 850 · Phone & Internet | -256.31 |
| Total Comcast | | | | -256.31 |
| Consumers Energy | | | | |
| Check | 09/13/2022 | July/August electric bill | 920 · Utilities | -1,092.99 |
| Check | 10/13/2022 | August/September electric bill | 920 · Utilities | -1,093.02 |
| Total Consumers Energy | | | | -2,186.01 |
| Demco, Inc. | | | | |
| Check | 09/15/2022 | kids pencils for DES welcome night, invo... | 728 · Collection Expenses | -146.77 |
| Total Demco, Inc. | | | | -146.77 |
| ELM USA, Inc. | | | | |
| Check | 09/19/2022 | monthly disc cleaning | 728 · Collection Expenses | -25.00 |
| Total ELM USA, Inc. | | | | -25.00 |
| Enfold Systems, Inc. | | | | |
| Check | 10/12/2022 | website annual fee, October 2022-Septem... | 900 · Publicity & Printing | -212.40 |
| Total Enfold Systems, Inc. | | | | -212.40 |
| Gatehouse Media | | | | |
| Check | 09/29/2022 | monthly Holland Sentinel subscription | 959.120 · Periodicals | -34.23 |
| Total Gatehouse Media | | | | -34.23 |

| Type | Date | Memo | Account | Amount |
|-------------------------------------|------------|---|-------------------------------------|-----------|
| Go Daddy.com | | | | |
| Check | 09/20/2022 | domain registration renewal | 900 · Publicity & Printing | -63.51 |
| Check | 09/20/2022 | domain privacy and protection | 900 · Publicity & Printing | -29.97 |
| Total Go Daddy.com | | | | -93.48 |
| Heimler, Nick | | | | |
| Check | 10/14/2022 | MIBS, invoice #3700; Erate maintenance... | 801 · Professional Services | -610.00 |
| Check | 10/14/2022 | MIBS, invoice #3700; Erate maintenance... | 970 · Capital Expenditures | |
| Total Heimler, Nick | | | | -610.00 |
| Hill-VanHorn, Erin | | | | |
| Bill | 09/13/2022 | Reimburse mileage to youth services conf | 961 · Travel/Conference | -35.69 |
| Total Hill-VanHorn, Erin | | | | -35.69 |
| Ingram Library Services | | | | |
| Check | 09/19/2022 | August invoices | 959.110 · Print Books | -1,268.86 |
| Check | 09/19/2022 | August invoices | 959.220 · Audio Books | |
| Total Ingram Library Services | | | | -1,268.86 |
| Kanopy, Inc. | | | | |
| Check | 10/14/2022 | Invoice #315916-PPU | 959.320 · Digital Content Databases | -117.30 |
| Total Kanopy, Inc. | | | | -117.30 |
| KLSWA | | | | |
| Check | 09/22/2022 | Aug water | 920 · Utilities | -666.39 |
| Total KLSWA | | | | -666.39 |
| Lakeland Library Cooperative | | | | |
| Check | 09/28/2022 | movie license | 880 · Programs | -327.00 |
| Check | 10/14/2022 | Quarterly billing, coop services | 803 · Coop Services (LLC) | -3,451.75 |
| Total Lakeland Library Cooperative | | | | -3,778.75 |
| Meijer | | | | |
| Check | 09/19/2022 | storage tubs | 727 · Office Supplies | -55.91 |
| Total Meijer | | | | -55.91 |
| Michigan Gas Utilities | | | | |
| Check | 09/22/2022 | acct. #0504864801-00002 | 920 · Utilities | -13.68 |
| Total Michigan Gas Utilities | | | | -13.68 |
| MicroMarketing | | | | |
| Check | 10/03/2022 | audiobooks, invoice #899986, 900265 | 959.220 · Audio Books | -184.00 |
| Check | 10/14/2022 | audiobooks, invoice #901463 | 959.220 · Audio Books | -34.40 |
| Total MicroMarketing | | | | -218.40 |
| Midwest Tape-HOOPLA | | | | |
| Check | 10/11/2022 | Invoice #502755364 | 959.320 · Digital Content Databases | -1,167.25 |
| Total Midwest Tape-HOOPLA | | | | -1,167.25 |
| MotherEarthNews | | | | |
| Bill | 09/27/2022 | 2 yr-12 issues-exp 2/1/25 | 959.120 · Periodicals | -27.00 |
| Total MotherEarthNews | | | | -27.00 |

| Type | Date | Memo | Account | Amount |
|--------------------------------------|------------|---------------------------------|-------------------------------------|-------------------|
| Natural History | | | | |
| Bill | 10/11/2022 | 2 year renewal to Mar 2025 | 959.120 · Periodicals | -49.62 |
| Total Natural History | | | | -49.62 |
| Nendick-Mason | | | | |
| Bill | 10/11/2022 | reimburse Village Show expenses | 880 · Programs | -112.55 |
| Total Nendick-Mason | | | | -112.55 |
| New Dawn Linen Service | | | | |
| Check | 09/22/2022 | Aug mat service | 930 · Building Maintenance | -43.70 |
| Total New Dawn Linen Service | | | | -43.70 |
| OverDrive | | | | |
| Check | 09/15/2022 | Invoice #01720CP22324642 | 959.310 · E-Books | -194.98 |
| Check | 10/06/2022 | Invoice #01720CO22357378 | 959.310 · E-Books | -59.99 |
| Check | 10/06/2022 | Invoice #01720CPC20200323 | 959.320 · Digital Content Databases | -168.77 |
| Check | 10/14/2022 | Invoice #01720CO22374188 | 959.310 · E-Books | -130.00 |
| Total OverDrive | | | | -553.74 |
| RICOH USA, INC (TX) | | | | |
| Check | 10/01/2022 | copier lease | 941 · Copy Machine | -146.30 |
| Total RICOH USA, INC (TX) | | | | -146.30 |
| Scholastic Library Publishing | | | | |
| Check | 10/04/2022 | Invoice #41226578 | 959.110 · Print Books | -34.98 |
| Check | 10/14/2022 | Invoice #41653304 | 959.110 · Print Books | -17.49 |
| Total Scholastic Library Publishing | | | | -52.47 |
| T Mobile | | | | |
| Check | 10/07/2022 | hotspots | 959.320 · Digital Content Databases | -137.35 |
| Total T Mobile | | | | -137.35 |
| Wright, Jane A. | | | | |
| Bill | 10/03/2022 | Sept accounting service | 801 · Professional Services | -450.00 |
| Total Wright, Jane A. | | | | -450.00 |
| Zoobean, Inc. | | | | |
| Bill | 09/27/2022 | summer reading - PP | 880 · Programs | -805.50 |
| Total Zoobean, Inc. | | | | -805.50 |
| TOTAL | | | | -14,880.98 |

Balance Sheet

As of October 14, 2022

| | <u>Oct 14, 22</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 001 · Checking Regular 2041 | 647,138.52 |
| 003 · Square Macatawa 9464 | 1,739.98 |
| 010 · PettyCash | 150.00 |
| 011 · Huntington Reserve Account 0832 | 10,124.54 |
| 012 · Huntington Construct Chkg 8303 | 86,324.77 |
| 015 · Huntington Brokerage Acct 2135 | 219,139.90 |
| | <hr/> |
| Total Checking/Savings | 964,617.71 |
| Other Current Assets | |
| 025 · Cumulative Unrealized Gn/Ls | 42.66 |
| 130 · Prepaid Expense | 1,131.34 |
| | <hr/> |
| Total Other Current Assets | 1,174.00 |
| | <hr/> |
| Total Current Assets | 965,791.71 |
| | <hr/> |
| TOTAL ASSETS | <u>965,791.71</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 209 · Health Ins Payable | 76.98 |
| 210 · Payroll Liabilities | 7,951.55 |
| 220 · Accrued Payroll | 6,685.54 |
| 223 · Due to F.O.L. | 238.50 |
| | <hr/> |
| Total Other Current Liabilities | 14,952.57 |
| | <hr/> |
| Total Current Liabilities | 14,952.57 |
| | <hr/> |
| Total Liabilities | 14,952.57 |
| Equity | |
| 390 · Fund Balance | 632,895.29 |
| 392 · Restricted F.B. for New Bldg | 468,049.69 |
| 394 · Restricted F.B. for Debt Serv | 192,730.38 |
| Net Income | -342,836.22 |
| | <hr/> |
| Total Equity | 950,839.14 |
| | <hr/> |
| TOTAL LIABILITIES & EQUITY | <u>965,791.71</u> |

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> |
|--|------------------------|---------------|-----------------------|--------------------|
| Income | | | | |
| 400 · Millage | | | | |
| 400.100 · COVODouglas | 0.00 | 86,500.00 | -86,500.00 | 0.0% |
| 400.200 · City | 213.99 | 83,500.00 | -83,286.01 | 0.3% |
| 400.300 · Twp | 0.00 | 169,500.00 | -169,500.00 | 0.0% |
| Total 400 · Millage | 213.99 | 339,500.00 | -339,286.01 | 0.1% |
| 405 · Bond Levy | | | | |
| 405.100 · COVODouglas | 0.00 | 61,500.00 | -61,500.00 | 0.0% |
| 405.200 · City | 0.00 | 59,500.00 | -59,500.00 | 0.0% |
| 405.300 · Twp | 0.00 | 121,000.00 | -121,000.00 | 0.0% |
| Total 405 · Bond Levy | 0.00 | 242,000.00 | -242,000.00 | 0.0% |
| 520 · USF | 0.00 | 2,400.00 | -2,400.00 | 0.0% |
| 539 · State Aid | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 608 · Fines & Fees | 2,791.67 | 5,600.00 | -2,808.33 | 49.9% |
| 655 · Penal Fines | | | | |
| 655.100 · Penal Fines Allegan County | 5,631.59 | 14,000.00 | -8,368.41 | 40.2% |
| 655.200 · Herrick-LaketownFunds | 0.00 | 7,500.00 | -7,500.00 | 0.0% |
| Total 655 · Penal Fines | 5,631.59 | 21,500.00 | -15,868.41 | 26.2% |
| 664 · Interest | 670.91 | 350.00 | 320.91 | 191.7% |
| 671 · Other Revenue | 2,252.00 | 4,000.00 | -1,748.00 | 56.3% |
| 674.100 · General Donations | 887.53 | 1,000.00 | -112.47 | 88.8% |
| 675 · FOL | 4,184.92 | 8,000.00 | -3,815.08 | 52.3% |
| 698 · Transfer from Restricted Fund | 0.00 | 385,000.00 | -385,000.00 | 0.0% |
| Total Income | 16,632.61 | 1,014,350.00 | -997,717.39 | 1.6% |
| Gross Profit | 16,632.61 | 1,014,350.00 | -997,717.39 | 1.6% |
| Expense | | | | |
| 701 · Payroll Expenses | 60,163.34 | 195,000.00 | -134,836.66 | 30.9% |
| 727 · Office Supplies | 750.66 | 2,500.00 | -1,749.34 | 30.0% |
| 728 · Collection Expenses | 680.35 | 3,000.00 | -2,319.65 | 22.7% |
| 729 · Custodial Supplies | 247.60 | 2,000.00 | -1,752.40 | 12.4% |
| 730 · Youth Services Supplies | 652.84 | 3,000.00 | -2,347.16 | 21.8% |
| 731 · Postage | 26.93 | 400.00 | -373.07 | 6.7% |
| 801 · Professional Services | 3,807.50 | 20,000.00 | -16,192.50 | 19.0% |
| 803 · Coop Services (LLC) | 6,954.29 | 15,000.00 | -8,045.71 | 46.4% |
| 850 · Phone & Internet | 1,037.36 | 3,500.00 | -2,462.64 | 29.6% |
| 880 · Programs | 4,058.44 | 8,000.00 | -3,941.56 | 50.7% |
| 900 · Publicity & Printing | 382.88 | 5,000.00 | -4,617.12 | 7.7% |
| 920 · Utilities | 6,232.80 | 28,000.00 | -21,767.20 | 22.3% |
| 930 · Building Maintenance | 4,949.35 | 24,000.00 | -19,050.65 | 20.6% |
| 941 · Copy Machine | 1,105.44 | 4,000.00 | -2,894.56 | 27.6% |
| 956 · Lost materials | 0.00 | 500.00 | -500.00 | 0.0% |
| 957 · Technology | 1,076.15 | 4,000.00 | -2,923.85 | 26.9% |

| | <u>Jul '22 - Ju...</u> | <u>Budget</u> | <u>\$ Over Bud...</u> | <u>% of Budget</u> |
|--|------------------------|-----------------|-----------------------|--------------------|
| 959 · Materials | | | | |
| 959.100 · Print Materials | | | | |
| 959.110 · Print Books | 6,049.55 | 18,000.00 | -11,950.45 | 33.6% |
| 959.120 · Periodicals | 761.17 | 5,600.00 | -4,838.83 | 13.6% |
| Total 959.100 · Print Materials | 6,810.72 | 23,600.00 | -16,789.28 | 28.9% |
| 959.200 · Other | | | | |
| 959.210 · DVDs | 465.75 | 3,500.00 | -3,034.25 | 13.3% |
| 959.220 · Audio Books | 362.08 | 1,750.00 | -1,387.92 | 20.7% |
| Total 959.200 · Other | 827.83 | 5,250.00 | -4,422.17 | 15.8% |
| 959.300 · Electronic | | | | |
| 959.310 · E-Books | 786.77 | 3,800.00 | -3,013.23 | 20.7% |
| 959.320 · Digital Content Databases | 6,378.78 | 24,000.00 | -17,621.22 | 26.6% |
| Total 959.300 · Electronic | 7,165.55 | 27,800.00 | -20,634.45 | 25.8% |
| Total 959 · Materials | 14,804.10 | 56,650.00 | -41,845.90 | 26.1% |
| 961 · Travel/Conference | 114.07 | 3,000.00 | -2,885.93 | 3.8% |
| 962 · Dues | 278.00 | 800.00 | -522.00 | 34.8% |
| 964 · Tax Charge Backs | 59.81 | 500.00 | -440.19 | 12.0% |
| 965 · Insurance | 3,847.50 | 7,500.00 | -3,652.50 | 51.3% |
| 970 · Capital Expenditures | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 971 · New Library Building | 76,147.33 | 385,000.00 | -308,852.67 | 19.8% |
| 991 · Debt Service - Principal | 110,000.00 | 110,000.00 | 0.00 | 100.0% |
| 992 · Debt Service - Interest | 64,109.38 | 126,568.00 | -62,458.62 | 50.7% |
| Total Expense | 361,486.12 | 1,008,918.00 | -647,431.88 | 35.8% |
| Net Income | -344,853.51 | 5,432.00 | -350,285.51 | -6,348.6% |

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

October 19, 2022

PROGRAMS

- Hannah Mason has finalized this summer's Virtual Village Show. It can be viewed through our webpage and on the monitor in the lobby. She kicked off the display with a preview gathering/tea party. Participants were invited to a small gathering on Sunday, September 25.
- Our fall storytime session began on Tuesday, September 13. We have been averaging about 7 kids per session. This is a little on the small side. We have had requests from two families that we add a Friday session so that their children who go to preschool Monday-Thursday can attend. We may add a second session in 2023.
- The Transitional Kindergarten teacher at the Douglas Elementary School contacted us to see about scheduling library visits for her students. I was happy to oblige and we have 5 visits planned throughout the fall semester. The first visit was this week and it was a lot of fun.
- This fall we have been able to schedule monthly help sessions with Nick Heimler, our IT consultants. Patrons can sign up for a 30 minute slot and Nick will answer questions and trouble shoot personal devices (laptops, tablets and phones). The sessions are usually fully booked and we often have a waiting list of one or two people.
- The NEA Big Read kicked off on Saturday, October 15. We will be giving away 45 paperback copies of the book, holding two book discussions, raffling off two tote bags and we will also be hosting a watch party for the keynote address. Madeline Miller, the author of *Circe*, will be presenting at Hope College on November 14. We will be streaming the event live via Zoom.
- We are planning a monthly film viewing and discussion group. Right now, the plan is to begin in late November. We will stream films from Kanopy. Our subscription comes with screening permissions.

FINANCE & CONTRIBUTIONS

- We were contacted by the family of Robert Greene, a Douglas resident who has recently passed away, indicating they would like to designate the library as a recipient of memorial gifts in his name.
- Our annual audit was held on September 28. Since the pandemic, these audits have been completed virtually. The accountant should have the final reports ready for submission by the end of the year.

BUILDINGS & GROUNDS:

- We have approved the final proofs for the smaller donor recognition plaques that will be installed around the library. They will be delivered in 6-8 weeks.
- Mark Chancey and I met with Matt DeBear of Library Design Associates on September 21. We clarified some details of the new shelving that will be part of the Children's Room upgrade. We are still looking at a January installation.

PUBLICITY

- The Commercial Record ran an article on the Library's celebration of Banned Books week. The article was written by Virginia Oakley. I had several people reach out and tell me how much they appreciated the article. A follow-up photo with caption was printed in the following issue.

COLLECTIONS:

- The Friends of the Library have agreed to fund the purchase of 10 VOX Books. These are children's books that have a built-in audio recording so kids can "listen along". This is a popular collection, but the books are very expensive, which is why we have asked the Friends to support the purchase.
- We will be adding a new database to our digital offerings next month. The product is called *Scholastic Teachables*. It provides access to high quality worksheets and other instructional materials. I plan to use it for storytime and I am also excited to offer it to our local teachers and homeschool families. The Friends of the Library are funding this subscription.

HUMAN RESOURCES

- The Library staff attended a county-wide training event on October 10, 2022. The event was hosted by the Allegan County Library Association and was held at the Allegan District Library. The library was closed for the day. Different staff attended different break-out sessions depending on their particular interests as well as their regular tasks. We all attended the opening and closing keynote addresses. The morning session was put on by a customer service expert from Zingerman's in Ann Arbor. There were lots of good tips that we have already put into practice. The final session was entitled "Dealing with Difficult" people.

TECHNOLOGY

- Nothing to report.

MEETINGS & PARTNERSHIPS

- I have recently agreed to serve on the Lakeland Library Cooperative's Continuing Education Committee. I attended my first meeting on September 22. As a member of this committee, I am already working on a training event designed to help library staff improve service to members of the trans community.
- I met with Jen Kierzek on September 23. Jen is the online instruction coordinator at Saugatuck High School. She also teaches freshman writing at Grand Valley State University. The purpose of the meeting was to strategize ways to work with high school teachers to encourage them to use library research tools to better prepare students for college level writing assignments.
- I attended a MDHHS virtual session on the OTC COVID test kit distribution program. I was excited to hear that program is fully funded through July of 2024. So far, our library has given away over 500 kits (1000 tests) since the program began in April of 2022. Now that we know the program will be around for another couple of years, we will be doing a second round of promotion. This programs continues to be very well received.

- I attended the Lakeland Library Coop’s Strategic Planning Workshop on October 13. Lakeland is working with a consultant to craft a new strategic plan. This session was designed to gather feedback from the membership that will help shape the final plan.
- I attended a virtual meeting of the Allegan County Library Association meeting on October 3. The meeting was to finalize details of the October 10 all-county staff training day.
- I attended the Library of Michigan’s monthly virtual meeting of library directors on Friday, October 14. There was some new information about the Open Meetings Act and whether COVID related absences qualify for ADA accommodations. Generally, they do not qualify, but certain long COVID conditions would require special accommodations.
- Hannah Mason and I met with a group from Douglas United Church of Christ to discuss the possibility of hosting an environmental-themed book discussion group. We have a tentative plan to host a discussion of the book *The Hidden Life of Trees* in the spring. We are also looking at bringing in a related presenter who will teach a session on “forest bathing.”

| Statistical Summary : JULY 2022 | | | | |
|--|--------|--------|--------|------|
| | Jun-22 | Jul-22 | Jul-21 | |
| Circulation | | | | |
| Print | 6386 | 7770 | 7255 | 7% |
| Hoopla | 605 | 639 | 559 | 14% |
| Overdrive | 912 | 876 | 692 | 27% |
| Kanopy | 64 | 73 | 29 | 152% |
| SUBTOTAL | 7967 | 9358 | 8535 | 10% |
| | | | | |
| Interlibrary Loan | | | | |
| Interlibrary Loan (Outgoing) | 378 | 350 | 316 | 11% |
| Interlibrary Loan (Incoming) | 382 | 458 | 438 | 5% |
| | | | | |
| Programming | | | | |
| Number of Programs | 21 | 20 | 11 | 82% |
| Attendance (Kids) | 545 | 706 | 414 | 71% |
| Attendance (Adults) | 52 | 62 | 51 | 22% |
| | | | | |
| Technology | | | | |
| Website Visits | 3275 | 3603 | 3428 | 5% |
| Wifi Usage | 1844 | 2025 | NA | NA |
| | | | | |
| Gate Count | 4122 | 5038 | NA | NA |
| | | | | |
| New Patrons | 41 | 56 | 65 | -14% |

| Statistical Summary : AUGUST 2022 | | | | |
|--|--------|--------|--------|------|
| | Jul-22 | Aug-22 | Aug-21 | |
| Circulation | | | | |
| Print | 7770 | 6963 | 6238 | 12% |
| Hoopla | 639 | 566 | 775 | -27% |
| Overdrive | 876 | 909 | 669 | 36% |
| Kanopy | 73 | 72 | 48 | 50% |
| SUBTOTAL | 9358 | 8510 | 7730 | 10% |
| Interlibrary Loan | | | | |
| Interlibrary Loan (Outgoing) | 350 | 324 | 285 | 14% |
| Interlibrary Loan (Incoming) | 458 | 484 | 342 | 42% |
| Programming | | | | |
| Number of Programs | 20 | 9 | 5 | 80% |
| Attendance (Kids) | 706 | 56 | 129 | -57% |
| Attendance (Adults) | 62 | 100 | 24 | 317% |
| Technology | | | | |
| Website Visits | 3603 | 2736 | 2771 | -1% |
| Wifi Usage | 2025 | 2021 | NA | NA |
| Gate Count | | | | |
| | 5038 | 4578 | NA | NA |
| New Patrons | | | | |
| | 56 | 32 | 9 | 256% |

| Statistical Summary : SEPTEMBER 2022 | | | | |
|---|-------------|-------------|-------------|-------------|
| | Aug-22 | Sep-22 | Sep-21 | |
| Circulation | | | | |
| Print | 6963 | 5658 | 5262 | 8% |
| Hoopla | 566 | 596 | 569 | 5% |
| Overdrive | 909 | 780 | 663 | 18% |
| Kanopy | 72 | 60 | 48 | 25% |
| SUBTOTAL | 8510 | 7094 | 6542 | 8% |
| | | | | |
| Interlibrary Loan | | | | |
| Interlibrary Loan (Outgoing) | 324 | 362 | 340 | 6% |
| Interlibrary Loan (Incoming) | 484 | 391 | 369 | 6% |
| | | | | |
| Programming | | | | |
| Number of Programs | 9 | 14 | 6 | 133% |
| Attendance (Kids) | 56 | 83 | 135 | -39% |
| Attendance (Adults) | 100 | 68 | 19 | 258% |
| | | | | |
| Technology | | | | |
| Website Visits | 2736 | 2554 | 2444 | 5% |
| Wifi Usage | 2021 | 1900 | 1445 | 31% |
| | | | | |
| Gate Count | 4578 | 3597 | NA | NA |
| | | | | |
| New Patrons | 32 | 18 | 30 | -40% |
| | | | | |

Proposed 2023 Meeting Schedule
Saugatuck-Douglas District Library Board of Trustees

The board will meet at 7pm on the 3rd Wednesday of the month, with the exception of combined meeting for July/August and November/December.

January 18, 2023

February 15, 2023

March 15, 2023

April 19, 2023

May 17, 2023

June 21, 2023

August 2 2023

September 20, 2023

October 18, 2023

December 6, 2023