

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**BOARD MEETING**

March 15, 2023

- I. Call the Meeting to Order
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Public Comment
- V. Bills
- VI. Financial Reports
  - A. Balance Sheet
  - B. Profit & Loss
- VII. Librarian's Report
- VIII. Committee Reports - None
- IX. Old Business - None
- X. New Business – None
- XI. Strategic Planning Discussion – led by Carol Dawe
- XII. Guest: Friends of the Library representative
- XIII. Next Meeting: April 19, 2023 at 7:00 pm
- XIV. Adjournment

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

Board of Trustees Meeting

February 15, 2023

- I. Meeting Called to order at 7:00 by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Gini Cooper representing the Friends of the Library, Trustees: David Blatt, Larry Blose, Mark Chancey, Bonnie Lowe, and Demetrhea Terrien.
- II. The Agenda (See Appendix) was passed without amendment by unanimous consent.
- III. The Minutes from the January meeting was passed without amendment by unanimous consent.
- IV. Public Comment: No Public Comment.
- V. Library bills were presented and explained by Director Boyer. Bonnie Lowe moved to pay the bills, Demetrhea Terrien seconded. The motion was passed with 5 members voting yes and 0 members voting no.
- VI. 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
  - A. Discussion and motions regarding revised Investment Policy and investment of funds in CLASS:
    - L. Blose and I. Boyer led a discussion of CLASS (Michigan Cooperative Liquid Assets Security System). CLASS is an investment pool for government organizations that invests in short term high quality investments permitted under Michigan law. After a question and answer period and discussion, The following motions were voted on:
      - Resolution to Adopt Investment Policy: A revised investment policy was obtained from our lawyers. The revised policy is in compliance with Michigan law regulating the investment of surplus funds of political subdivisions (PA 20). A copy of the Investment policy and the resolution of adoption is contained in the appendix pp. 13-20. B. Lowe moved that we adopt the resolution and M. Chancey seconded. The motion was passed with 5 yes votes and 0 no votes.
      - Motion to approve the use of CLASS for the investment of library funds was made by D. Terrien and seconded by D. Blatt. The motion was passed with 5 yes votes and 0 no votes.
  - B. Strategic Planning:

Our current strategic plan is dated 2018-2023. Now that we have been in our new building for a couple of years, it is time to set goals for the next 3-5 years. The current plan is contained in the Appendix p. 21. Carol Dawe, the director of the Lakeland Library Cooperative, has offered to assist us in this process. She has been working in library administration for a very long time and just guided Lakeland through its most recent plan.

Director Boyer suggested that the board select no more than 2-3 trustees to be part of a Strategic Planning committee. Marlee Alexander would also be part of the committee representing a staff. Gini Cooper said that she would find a member of the FOL to serve on the committee. D. Blatt and D. Terrien volunteered to serve on the committee. Their appointment was accepted without objection.

- C. Health Insurance renewal (see appendix p. 32). Director Boyer informed the board that the staff health insurance is due for renewal and that she and the affected staff member will review the policy and make appropriate changes.
- D. Budget amendments were proposed by Director Boyer (see appendix p. 33). L. Blose made a motion that the amendment be accepted and D. Blatt seconded the amendment. The motion was passed with 5 yes votes and 0 no votes.
- X. Guest: Friends of the Library representative Gini Cooper reported that the FOL executive board has been on winter hiatus and will meet next in March. The board meets the first Wednesday of the month at 3:00 at the library. Gini reported that some FOL members will attend the Michigan FOL convention on March 3 in Novi.
- XI. The next meeting of the SDDL Board of Trustees is March 15, 2023 at 7:00 PM.
- XII. The meeting adjourned at 8.10 pm.

Submitted by  
Laurence E. Blose  
SDDL Board Secretary

| Type                                     | Date       | Memo                         | Account                             | Amount    |
|--|------------|------------------------------|-------------------------------------|-----------|
| <b>All Surface Building Services LLC</b> |            |                              |                                     |           |
| Check                                    | 03/01/2023 | Feb. cleaning                | 930 · Building Maintenance          | -995.00   |
| Total All Surface Building Services LLC  |            |                              |                                     | -995.00   |
| <b>Amazon.com</b>                        |            |                              |                                     |           |
| Check                                    | 02/16/2023 | address labels               | 727 · Office Supplies               | -27.17    |
| Check                                    | 02/17/2023 | crayon rubbing plates        | 730 · Youth Services Supplies       | -36.24    |
| Check                                    | 02/22/2023 | DVD                          | 959.210 · DVDs                      | -15.99    |
| Check                                    | 02/27/2023 | DVDs                         | 727 · Office Supplies               | -37.91    |
| Check                                    | 03/01/2023 | DVDs                         | 727 · Office Supplies               | -84.79    |
| Check                                    | 03/01/2023 | DVD                          | 959.210 · DVDs                      | -11.74    |
| Check                                    | 03/06/2023 | yard signs                   | 880 · Programs                      | -29.99    |
| Check                                    | 03/06/2023 | craft supplies               | 730 · Youth Services Supplies       | -6.99     |
| Check                                    | 03/07/2023 | crayon rubbing plates        | 730 · Youth Services Supplies       | -17.19    |
| Total Amazon.com                         |            |                              |                                     | -268.01   |
| <b>Atlantic Monthly</b>                  |            |                              |                                     |           |
| Check                                    | 03/04/2023 | expires 3/2024               | 959.120 · Periodicals               | -89.99    |
| Total Atlantic Monthly                   |            |                              |                                     | -89.99    |
| <b>BCN</b>                               |            |                              |                                     |           |
| Check                                    | 02/23/2023 | March premium                | 701.300 · Health Insurance Compe... | -298.63   |
| Total BCN                                |            |                              |                                     | -298.63   |
| <b>Bird Watcher's Digest</b>             |            |                              |                                     |           |
| Bill                                     | 03/01/2023 | 2 year renewal               | 959.120 · Periodicals               | -48.00    |
| Total Bird Watcher's Digest              |            |                              |                                     | -48.00    |
| <b>Blue Star Storage</b>                 |            |                              |                                     |           |
| Check                                    | 02/21/2023 | March rental                 | 930 · Building Maintenance          | -60.00    |
| Check                                    | 03/14/2023 | April rental                 | 930 · Building Maintenance          | -60.00    |
| Total Blue Star Storage                  |            |                              |                                     | -120.00   |
| <b>CENGAGE LEARNING/GALE</b>             |            |                              |                                     |           |
| Check                                    | 02/21/2023 | Invoice # 80206395, 80205489 | 959.110 · Print Books               | -32.00    |
| Check                                    | 03/14/2023 | Invoice # 80648310           | 959.110 · Print Books               | -37.50    |
| Total CENGAGE LEARNING/GALE              |            |                              |                                     | -69.50    |
| <b>Comcast</b>                           |            |                              |                                     |           |
| Check                                    | 02/21/2023 | Internet, 2/1-2/28           | 850 · Phone & Internet              | -178.67   |
| Check                                    | 02/27/2023 | Phone, 2/10-3/9              | 850 · Phone & Internet              | -183.93   |
| Total Comcast                            |            |                              |                                     | -362.60   |
| <b>Consumers Energy</b>                  |            |                              |                                     |           |
| Check                                    | 03/13/2023 | Jan/Feb electric bill        | 920 · Utilities                     | -2,514.32 |
| Total Consumers Energy                   |            |                              |                                     | -2,514.32 |
| <b>ELM USA, Inc.</b>                     |            |                              |                                     |           |
| Check                                    | 02/23/2023 | monthly disc cleaning        | 728 · Collection Expenses           | -25.00    |
| Total ELM USA, Inc.                      |            |                              |                                     | -25.00    |

| Type                            | Date       | Memo   | Account                             | Amount    |
|---------------------------------|------------|--|-------------------------------------|-----------|
| <b>EPS</b>                      |            |  |                                     |           |
| Check                           | 03/01/2023 | Quarterly invoice fire alarm monitoring a... | 930 · Building Maintenance          | -330.63   |
| Check                           | 03/01/2023 | Quarterly invoice alarm monitoring           | 930 · Building Maintenance          | -185.40   |
| Check                           | 03/01/2023 | Quarterly invoice access control             | 930 · Building Maintenance          | -309.00   |
| Check                           | 03/01/2023 | Quarterly invoice video surveillance         | 930 · Building Maintenance          | -150.00   |
| Total EPS                       |            |  |                                     | -975.03   |
| <b>Foster Swift</b>             |            |  |                                     |           |
| Bill                            | 03/14/2023 | Investment and Computer Use policies, e...   | 801 · Professional Services         | -540.50   |
| Total Foster Swift              |            |  |                                     | -540.50   |
| <b>Hill-VanHorn, Erin</b>       |            |  |                                     |           |
| Bill                            | 03/01/2023 | Mileage reimbursement ACYS meeting           | 961 · Travel/Conference             | -43.49    |
| Total Hill-VanHorn, Erin        |            |  |                                     | -43.49    |
| <b>Ingram Library Services</b>  |            |  |                                     |           |
| Check                           | 02/21/2023 | January invoices                             | 959.110 · Print Books               | -1,440.73 |
| Check                           | 02/21/2023 | January invoices                             | 959.220 · Audio Books               |           |
| Check                           | 02/21/2023 | January invoices                             | 959.110 · Print Books               |           |
| Check                           | 03/14/2023 | February invoices                            | 959.110 · Print Books               | -956.00   |
| Check                           | 03/14/2023 | February invoices                            | 959.220 · Audio Books               | -62.14    |
| Total Ingram Library Services   |            |  |                                     | -2,458.87 |
| <b>JenniferMaker</b>            |            |  |                                     |           |
| Check                           | 03/13/2023 | Cricut downloadable instruction book         | 959.310 · E-Books                   | -20.14    |
| Total JenniferMaker             |            |  |                                     | -20.14    |
| <b>Jo-Ann Fabrics</b>           |            |  |                                     |           |
| Check                           | 02/25/2023 | fabric                                       | 730 · Youth Services Supplies       | -93.27    |
| Check                           | 03/07/2023 | fabric                                       | 730 · Youth Services Supplies       | -14.23    |
| Total Jo-Ann Fabrics            |            |  |                                     | -107.50   |
| <b>Kanopy, Inc.</b>             |            |  |                                     |           |
| Check                           | 03/14/2023 | Invoice # 338469, video downloads            | 959.320 · Digital Content Databases | -215.90   |
| Total Kanopy, Inc.              |            |  |                                     | -215.90   |
| <b>KLSWA</b>                    |            |  |                                     |           |
| Check                           | 02/24/2023 | Jan/Feb water                                | 920 · Utilities                     | -263.66   |
| Total KLSWA                     |            |  |                                     | -263.66   |
| <b>Lakeshore Irrigation LLC</b> |            |  |                                     |           |
| Check                           | 02/23/2023 | Maintenance contract                         | 930 · Building Maintenance          | -234.66   |
| Total Lakeshore Irrigation LLC  |            |  |                                     | -234.66   |
| <b>Library Ideas LLC</b>        |            |  |                                     |           |
| Check                           | 03/01/2023 | VOX books, Invoice #96682                    | 959.110 · Print Books               | -85.18    |
| Total Library Ideas LLC         |            |  |                                     | -85.18    |
| <b>Macatawa Bank</b>            |            |  |                                     |           |
| Check                           | 03/01/2023 | annual safety deposit box rental             | 727 · Office Supplies               | -70.00    |
| Total Macatawa Bank             |            |  |                                     | -70.00    |

| Type                                | Date       | Memo                                | Account                             | Amount    |
|-------------------------------------|------------|-------------------------------------|-------------------------------------|-----------|
| <b>Maintenance Management, Inc.</b> |            |                                     |                                     |           |
| Check                               | 03/01/2023 | January snow removal, invoice #2942 | 930 · Building Maintenance          | -440.00   |
| Total Maintenance Management, Inc.  |            |                                     |                                     | -440.00   |
| <b>Menards</b>                      |            |                                     |                                     |           |
| Check                               | 03/06/2023 | soap, tape, wooden stakes           | 727 · Office Supplies               | -15.38    |
| Check                               | 03/06/2023 | soap, tape, wooden stakes           | 729 · Custodial Supplies            | -5.97     |
| Check                               | 03/06/2023 | soap, tape, wooden stakes           | 880 · Programs                      | -13.86    |
| Total Menards                       |            |                                     |                                     | -35.21    |
| <b>Michaels</b>                     |            |                                     |                                     |           |
| Check                               | 02/25/2023 | craft supplies                      | 730 · Youth Services Supplies       | -2.11     |
| Check                               | 03/06/2023 | craft supplies                      | 730 · Youth Services Supplies       | -22.87    |
| Total Michaels                      |            |                                     |                                     | -24.98    |
| <b>Michigan Gas Utilities</b>       |            |                                     |                                     |           |
| Check                               | 02/23/2023 | acct. #0504864801-00002             | 920 · Utilities                     | -19.73    |
| Total Michigan Gas Utilities        |            |                                     |                                     | -19.73    |
| <b>Midwest Tape-HOOPLA</b>          |            |                                     |                                     |           |
| Check                               | 02/24/2023 | Invoice #503174608                  | 959.320 · Digital Content Databases | -1,297.58 |
| Check                               | 03/14/2023 | Invoice #503439503                  | 959.320 · Digital Content Databases | -1,416.62 |
| Total Midwest Tape-HOOPLA           |            |                                     |                                     | -2,714.20 |
| <b>Nendick-Mason</b>                |            |                                     |                                     |           |
| Bill                                | 03/14/2023 | Seed starting presentation          | 880 · Programs                      | -200.00   |
| Total Nendick-Mason                 |            |                                     |                                     | -200.00   |
| <b>New Dawn Linen Service</b>       |            |                                     |                                     |           |
| Check                               | 02/21/2023 | January mat service                 | 930 · Building Maintenance          | -45.92    |
| Check                               | 03/14/2023 | February mat service                | 930 · Building Maintenance          | -45.92    |
| Total New Dawn Linen Service        |            |                                     |                                     | -91.84    |
| <b>OverDrive</b>                    |            |                                     |                                     |           |
| Check                               | 03/07/2023 | Invoice #01720CP23066014            | 959.320 · Digital Content Databases | -160.75   |
| Check                               | 03/07/2023 | Invoice #01720CO23053179            | 959.310 · E-Books                   | -105.99   |
| Total OverDrive                     |            |                                     |                                     | -266.74   |
| <b>RICOH USA, INC (IL)</b>          |            |                                     |                                     |           |
| Check                               | 02/21/2023 | Invoice #5066672872                 | 941 · Copy Machine                  | -299.33   |
| Total RICOH USA, INC (IL)           |            |                                     |                                     | -299.33   |
| <b>RICOH USA, INC (TX)</b>          |            |                                     |                                     |           |
| Check                               | 03/01/2023 | copier lease                        | 941 · Copy Machine                  | -146.30   |
| Total RICOH USA, INC (TX)           |            |                                     |                                     | -146.30   |
| <b>T Mobile</b>                     |            |                                     |                                     |           |
| Check                               | 03/08/2023 | hotspots                            | 959.320 · Digital Content Databases | -290.41   |
| Total T Mobile                      |            |                                     |                                     | -290.41   |

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| <u>Type</u>            | <u>Date</u> | <u>Memo</u>                               | <u>Account</u>              | <u>Amount</u>            |
|------------------------|-------------|---|-----------------------------|--------------------------|
| <b>Wright, Jane A.</b> |             |   |                             |                          |
| Bill                   | 03/14/2023  | February accounting services and training | 801 · Professional Services | -450.00                  |
|                        |             | Total Wright, Jane A.                     |                             | -450.00                  |
| <b>TOTAL</b>           |             |   |                             | <b><u>-14,784.72</u></b> |

**Balance Sheet**  
As of March 14, 2023

|  | <u>Mar 14, 23</u>          |
|--|----------------------------|
| <b>ASSETS</b>                          |                            |
| <b>Current Assets</b>                  |                            |
| <b>Checking/Savings</b>                |                            |
| 001 · Checking Regular 2041            | 908,551.67                 |
| 003 · Square Macatawa 9464             | 3,467.95                   |
| 010 · PettyCash                        | 150.00                     |
| 011 · Huntington Reserve Account 0832  | 10,124.54                  |
| 012 · Huntington Construct Chkg 8303   | 152,829.55                 |
| 015 · Huntington Brokerage Acct 2135   | 125,642.35                 |
| 017 · Michigan CLASS                   |                            |
| 017.01 · Michigan CLASS - General Fund | 50,000.00                  |
| <b>Total 017 · Michigan CLASS</b>      | <u>50,000.00</u>           |
| <b>Total Checking/Savings</b>          | 1,250,766.06               |
| <b>Other Current Assets</b>            |                            |
| 025 · Cumulative Unrealized Gn/Ls      | 42.66                      |
| 130 · Prepaid Expense                  | 1,131.34                   |
| <b>Total Other Current Assets</b>      | <u>1,174.00</u>            |
| <b>Total Current Assets</b>            | <u>1,251,940.06</u>        |
| <b>TOTAL ASSETS</b>                    | <b><u>1,251,940.06</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                            |
| <b>Liabilities</b>                     |                            |
| <b>Current Liabilities</b>             |                            |
| <b>Other Current Liabilities</b>       |                            |
| 209 · Health Ins Payable               | 56.68                      |
| 210 · Payroll Liabilities              | 5,480.70                   |
| 220 · Accrued Payroll                  | 6,685.54                   |
| 223 · Due to F.O.L.                    | 285.45                     |
| <b>Total Other Current Liabilities</b> | <u>12,508.37</u>           |
| <b>Total Current Liabilities</b>       | <u>12,508.37</u>           |
| <b>Total Liabilities</b>               | 12,508.37                  |
| <b>Equity</b>                          |                            |
| 390 · Fund Balance                     | 714,287.39                 |
| 392 · Restricted F.B. for New Bldg     | 381,132.56                 |
| 394 · Restricted F.B. for Debt Serv    | 198,255.41                 |
| Net Income                             | -54,243.67                 |
| <b>Total Equity</b>                    | <u>1,239,431.69</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b><u>1,251,940.06</u></b> |



**Saugatuck-Douglas District Library**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through June 2023

|  | Jul '22 - Ju... | Budget       | \$ Over Bud... | % of Budget |
|--|-----------------|--------------|----------------|-------------|
| <b>Income</b>                              |                 |              |                |             |
| <b>400 · Millage</b>                       |                 |              |                |             |
| 400.100 · COVODouglas                      | 82,233.93       | 86,500.00    | -4,266.07      | 95.1%       |
| 400.200 · City                             | 81,309.43       | 83,500.00    | -2,190.57      | 97.4%       |
| 400.300 · Twp                              | 142,504.46      | 169,500.00   | -26,995.54     | 84.1%       |
| <b>Total 400 · Millage</b>                 | 306,047.82      | 339,500.00   | -33,452.18     | 90.1%       |
| <b>405 · Bond Levy</b>                     |                 |              |                |             |
| 405.100 · COVODouglas                      | 59,210.06       | 61,500.00    | -2,289.94      | 96.3%       |
| 405.200 · City                             | 57,790.63       | 59,500.00    | -1,709.37      | 97.1%       |
| 405.300 · Twp                              | 101,551.56      | 121,000.00   | -19,448.44     | 83.9%       |
| <b>Total 405 · Bond Levy</b>               | 218,552.25      | 242,000.00   | -23,447.75     | 90.3%       |
| <b>520 · USF</b>                           | 1,007.10        | 2,400.00     | -1,392.90      | 42.0%       |
| <b>539 · State Aid</b>                     | 0.00            | 5,000.00     | -5,000.00      | 0.0%        |
| <b>608 · Fines &amp; Fees</b>              | 5,642.70        | 5,600.00     | 42.70          | 100.8%      |
| <b>655 · Penal Fines</b>                   |                 |              |                |             |
| 655.100 · Penal Fines Allegan County       | 14,350.84       | 14,000.00    | 350.84         | 102.5%      |
| 655.200 · Herrick-LaketownFunds            | 2,935.65        | 7,500.00     | -4,564.35      | 39.1%       |
| <b>Total 655 · Penal Fines</b>             | 17,286.49       | 21,500.00    | -4,213.51      | 80.4%       |
| <b>664 · Interest</b>                      | 3,321.00        | 2,850.00     | 471.00         | 116.5%      |
| <b>671 · Other Revenue</b>                 | 4,030.06        | 4,000.00     | 30.06          | 100.8%      |
| <b>674.100 · General Donations</b>         | 3,481.22        | 3,200.00     | 281.22         | 108.8%      |
| <b>675 · FOL</b>                           | 6,113.39        | 8,000.00     | -1,886.61      | 76.4%       |
| <b>698 · Transfer from Restricted Fund</b> | 0.00            | 385,000.00   | -385,000.00    | 0.0%        |
| <b>699 · Transfer from Fund Balance</b>    | 0.00            | 10,000.00    | -10,000.00     | 0.0%        |
| <b>Total Income</b>                        | 565,548.53      | 1,029,050.00 | -463,501.47    | 55.0%       |
| <b>Gross Profit</b>                        | 565,548.53      | 1,029,050.00 | -463,501.47    | 55.0%       |
| <b>Expense</b>                             |                 |              |                |             |
| <b>701 · Payroll Expenses</b>              | 143,695.24      | 195,000.00   | -51,304.76     | 73.7%       |
| <b>727 · Office Supplies</b>               | 1,915.79        | 2,500.00     | -584.21        | 76.6%       |
| <b>728 · Collection Expenses</b>           | 1,162.63        | 3,000.00     | -1,837.37      | 38.8%       |
| <b>729 · Custodial Supplies</b>            | 882.43          | 2,000.00     | -1,117.57      | 44.1%       |
| <b>730 · Youth Services Supplies</b>       | 1,271.88        | 3,000.00     | -1,728.12      | 42.4%       |
| <b>731 · Postage</b>                       | 96.29           | 400.00       | -303.71        | 24.1%       |
| <b>801 · Professional Services</b>         | 15,853.00       | 20,000.00    | -4,147.00      | 79.3%       |
| <b>803 · Coop Services (LLC)</b>           | 10,406.04       | 15,000.00    | -4,593.96      | 69.4%       |
| <b>850 · Phone &amp; Internet</b>          | 2,926.72        | 4,200.00     | -1,273.28      | 69.7%       |
| <b>880 · Programs</b>                      | 5,977.22        | 8,000.00     | -2,022.78      | 74.7%       |
| <b>900 · Publicity &amp; Printing</b>      | 729.38          | 5,000.00     | -4,270.62      | 14.6%       |
| <b>920 · Utilities</b>                     | 17,888.28       | 28,000.00    | -10,111.72     | 63.9%       |
| <b>930 · Building Maintenance</b>          | 32,534.34       | 35,500.00    | -2,965.66      | 91.6%       |
| <b>941 · Copy Machine</b>                  | 2,496.60        | 4,000.00     | -1,503.40      | 62.4%       |
| <b>956 · Lost materials</b>                | 141.95          | 500.00       | -358.05        | 28.4%       |
| <b>957 · Technology</b>                    | 4,356.74        | 6,000.00     | -1,643.26      | 72.6%       |

|  | <u>Jul '22 - Ju...</u> | <u>Budget</u>   | <u>\$ Over Bud...</u> | <u>% of Budget</u> |
|--|------------------------|-----------------|-----------------------|--------------------|
| <b>959 · Materials</b>                 |                        |                 |                       |                    |
| <b>959.100 · Print Materials</b>       |                        |                 |                       |                    |
| 959.110 · Print Books                  | 12,677.28              | 18,000.00       | -5,322.72             | 70.4%              |
| 959.120 · Periodicals                  | 2,961.64               | 5,600.00        | -2,638.36             | 52.9%              |
| <b>Total 959.100 · Print Materials</b> | 15,596.59              | 23,600.00       | -8,003.41             | 66.1%              |
| <b>959.200 · Other</b>                 |                        |                 |                       |                    |
| 959.210 · DVDs                         | 1,307.05               | 3,500.00        | -2,192.95             | 37.3%              |
| 959.220 · Audio Books                  | 669.30                 | 1,750.00        | -1,080.70             | 38.2%              |
| <b>Total 959.200 · Other</b>           | 1,976.35               | 5,250.00        | -3,273.65             | 37.6%              |
| <b>959.300 · Electronic</b>            |                        |                 |                       |                    |
| 959.310 · E-Books                      | 2,400.85               | 3,800.00        | -1,399.15             | 63.2%              |
| 959.320 · Digital Content Databases    | 17,721.17              | 24,000.00       | -6,278.83             | 73.8%              |
| <b>Total 959.300 · Electronic</b>      | 20,122.02              | 27,800.00       | -7,677.98             | 72.4%              |
| <b>Total 959 · Materials</b>           | 37,694.96              | 56,650.00       | -18,955.04            | 66.5%              |
| 961 · Travel/Conference                | 556.86                 | 3,000.00        | -2,443.14             | 18.6%              |
| 962 · Dues                             | 278.00                 | 800.00          | -522.00               | 34.8%              |
| 964 · Tax Charge Backs                 | 351.05                 | 500.00          | -148.95               | 70.2%              |
| 965 · Insurance                        | 7,108.00               | 7,500.00        | -392.00               | 94.8%              |
| 970 · Capital Expenditures             | 0.00                   | 1,000.00        | -1,000.00             | 0.0%               |
| 971 · New Library Building             | 103,280.98             | 385,000.00      | -281,719.02           | 26.8%              |
| 991 · Debt Service - Principal         | 110,000.00             | 110,000.00      | 0.00                  | 100.0%             |
| 992 · Debt Service - Interest          | 126,568.76             | 126,568.00      | 0.76                  | 100.0%             |
| <b>Total Expense</b>                   | 628,173.14             | 1,023,118.00    | -394,944.86           | 61.4%              |
| <b>Net Income</b>                      | <b>-62,624.61</b>      | <b>5,932.00</b> | <b>-68,556.61</b>     | <b>-1,055.7%</b>   |

## LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

March 15, 2023

### PROGRAMS

- Children's programs for the month include 3 ongoing afterschool offerings: Sew Fun on Wednesdays, Perler Beads every other Thursday and Crafternoons every other Tuesday. Other than Sew Fun, attendance started slow the first week, but we had really good participation the second week. We also are continuing our regular storytimes and attendance at these programs seems to be growing as families make this part of their weekly routines.
- We are co-hosting a book discussion of the Hidden Life of Trees with Douglas UCC on the evening of March 22. We are hoping to follow-up with some outdoor programming when the weather gets warm. Date and location are still to be determined.
- Adult programs for the month included a Seed Starting workshop, a "Conversation on Death and Dying" as well as our regular Tuesday Mah Jongg group, Wednesday Knitting Circle and monthly book discussion groups.
- In April, author and photographer Jeff Morrison will be giving a talk on architectural sculpture in Michigan. His most recent book, Guardians of Detroit, was named one of the Michigan Notable Books of the Year. This event is being co-hosted by the History Center.

### FINANCE & CONTRIBUTIONS

- We completed our Michigan CLASS application. I initiated an initial contribution from our general checking account on Monday, March 13. I should receive confirmation that it was successfully processed on Tuesday, March 14.
- Our next set of T bills, approximately \$50,000, matured on February 24, 2023. We transferred the proceeds to our construction checking account.

### BUILDINGS & GROUNDS:

- The text on two of the recently installed donor plaques was crooked and had to be redone. That work was completed and the replacement plaques were installed on March 9.
- The final draft for the mural was submitted shortly before last month's meeting. The projected date for installation is now mid-April.

### PUBLICITY

- Nothing to report.

### COLLECTIONS:

- Our Seed Library is up and running for the season. We are grateful for a team of volunteers who sorted and packaged the seeds. We have over 850 packets of seeds ready to go.

### HUMAN RESOURCES

- We have made the switch from Blue Cross Blue Shield of Michigan to our new coverage with Priority Health. New plan year begins on April 1.

TECHNOLOGY

- Nothing to report.

MEETINGS & PARTNERSHIPS

- February 27: Erin Van Horn and I attended the Allegan County Youth Services meeting at the Leighton Township Library in Moline. It was a really nice, informal time to brainstorm with fellow youth librarians.
- March 8: Hannah Mason met with Claire Arctander the campus director from Ox-Box about possible partnerships between our organizations.
- March 9: I attended the Lakeland Library Cooperative meetings. There was a lot of discussion on the ongoing issue of book banning.
- I have been meeting regularly with Carol Dawe, the director of the Lakeland Library Cooperative. She has been working with me on our strategic planning process, which kicks-off with a board discussion at our March meeting!

| <b>Statistical Summary : FEBRUARY 2023</b> |        |        |        |      |
|--|--------|--------|--------|------|
|  | Jan-23 | Feb-23 | Feb-22 |      |
| <b>Circulation</b>                         |        |        |        |      |
| Print                                      | 5813   | 5034   | 4396   | 15%  |
| Hoopla                                     | 755    | 712    | 626    | 14%  |
| Overdrive                                  | 1092   | 984    | 832    | 18%  |
| Kanopy                                     | 113    | 97     | 83     | 17%  |
| SUBTOTAL                                   | 7773   | 6827   | 5937   | 15%  |
|  |        |        |        |      |
| <b>Interlibrary Loan</b>                   |        |        |        |      |
| Loaned/Sent (Outgoing)                     | 376    | 341    | 292    | 17%  |
| Borrowed/Received (Incoming)               | 512    | 435    | 389    | 12%  |
|  |        |        |        |      |
| <b>Programming</b>                         |        |        |        |      |
| Number of Programs                         | 29     | 35     | 12     | 192% |
| Attendance (Kids)                          | 163    | 258    | 96     | 169% |
| Attendance (Adults)                        | 145    | 135    | 27     | 400% |
|  |        |        |        |      |
| <b>Technology</b>                          |        |        |        |      |
| Website Visits                             | 3375   | 2380   | NA     | NA   |
| Wifi Usage                                 | 1429   | 1327   | 864    | 54%  |
|  |        |        |        |      |
| <b>Gate Count</b>                          | 3332   | 2786   | 2298   | 21%  |
|  |        |        |        |      |
| <b>New Patrons</b>                         | 30     | 12     | 14     | -14% |