

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

April 19, 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
 - A. Strategic Planning Update – approval of survey (attached)
- X. New Business - None
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: May 17, 2023 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

Board Meeting

March 15, 2023

I. Meeting called to order by David Blatt at 7:00 pm. The following were present: Library Director (ex officio) Ingrid Boyer, Christie Allen representing the Friends of the Library, Carol Dawes Director of Lakeland Library Cooperative, Ronna Alexander, guest & graphic artist, Trustees: C. Mason, B. Lowe, M. Chauncey, and D. Terrien.

II. The agenda was passed by unanimous consent with having Friends of the Library representative presenting prior to the strategic planning discussion.

III. The Minutes from February 15, 2023 was passed by unanimous consent.

IV. There was no public comment.

V. The bills were presented and explained by Director Boyer. Charles Mason moved to pay the bills and Bonnie Lowe seconded. The motion was passed with 5 members voting yes and 0 members voting no.

VI. Financial report (balance sheet and Profit & Loss Statement) were presented by Director Boyer.

VII. Librarian's report was presented by Director Boyer

VIII. Committee Reports: None

IX. Old Business: None

X. New Business: None

XI. Friends of the Library representative, Christie Allen discussed efforts for membership renewal and a reminder that the Annual meeting is scheduled for June 4 and all are invited.

XII. Carol Dawes and Director Boyer led the board and guests in a strategic planning discussion. The plan should be flexible, focusing on the next 3-5 years and goals set for 1 year increments. The Strategic Planning Sub-committee composition was discussed. Some key deadline dates were identified as April 19 (next board meeting) August 2nd & September 19th.

Ronna Alexander presented the graphic she created as the meeting progressed which captured our discussion.

XIII. Meeting was adjourned at 8:20pm by unanimous consent. The next meeting will be April 19th at 7pm.

Submitted by D. Terrien

2:05 PM
 04/17/23
 Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
 March 15 through April 25, 2023

| Type | Date | Memo | Account | Amount |
|---|------------|---------------------------------------|-------------------------------|-----------|
| All Surface Building Services LLC | | | | |
| Check | 03/24/2023 | March cleaning | 930 · Building Maintenance | -995.00 |
| Check | 04/25/2023 | April cleaning | 930 · Building Maintenance | -995.00 |
| Total All Surface Building Services LLC | | | | -1,990.00 |
| Allegan County Library Association | | | | |
| Bill | 04/08/2023 | 2023 dues | 962 · Dues | -50.00 |
| Total Allegan County Library Association | | | | -50.00 |
| Amazon.com | | | | |
| Check | 03/20/2023 | DVDs | 959.210 · DVDs | -123.86 |
| Check | 03/20/2023 | Yards signs and frames | 880 · Programs | -94.98 |
| Check | 03/23/2023 | Books and DVDs | 959.110 · Print Books | -76.12 |
| Check | 03/23/2023 | Books and DVDs | 959.210 · DVDs | -25.19 |
| Check | 04/10/2023 | trash bags & paper towels | 729 · Custodial Supplies | -96.24 |
| Check | 04/10/2023 | sewing machine case, yard sign stakes | 880 · Programs | -84.99 |
| Check | 04/10/2023 | batteries | 727 · Office Supplies | -17.51 |
| Total Amazon.com | | | | -518.89 |
| Barnes & Noble Booksellers | | | | |
| Check | 04/11/2023 | 1 ebook | 959.310 · E-Books | -13.99 |
| Total Barnes & Noble Booksellers | | | | -13.99 |
| Blue Star Storage | | | | |
| Check | 04/25/2023 | May rental | 930 · Building Maintenance | -60.00 |
| Total Blue Star Storage | | | | -60.00 |
| Boyer, Ingrid | | | | |
| Bill | 04/17/2023 | Travel to LLC meetings | 961 · Travel/Conference | -117.90 |
| Bill | 04/17/2023 | soap and storage bins | 727 · Office Supplies | -50.84 |
| Bill | 04/17/2023 | storytime supplies | 730 · Youth Services Supplies | -11.49 |
| Total Boyer, Ingrid | | | | -180.23 |
| CENGAGE LEARNING/GALE | | | | |
| Check | 04/14/2023 | Invoice # 80889382 | 959.110 · Print Books | -19.00 |
| Check | 04/25/2023 | Invoice #80961040 | 959.110 · Print Books | -15.50 |
| Total CENGAGE LEARNING/GALE | | | | -34.50 |
| Central Michigan University | | | | |
| Bill | 03/29/2023 | Digitization of newspaper 2022 | 959.120 · Periodicals | -754.40 |
| Total Central Michigan University | | | | -754.40 |
| Comcast | | | | |
| Check | 03/21/2023 | March internet | 850 · Phone & Internet | -219.90 |
| Check | 03/27/2023 | Phone, 3/10-4/9 | 850 · Phone & Internet | -183.93 |
| Check | 04/20/2023 | April internet | 850 · Phone & Internet | -219.90 |
| Total Comcast | | | | -623.73 |
| ConsumerReports | | | | |
| Check | 03/20/2023 | annual renewal | 959.120 · Periodicals | -30.00 |
| Total ConsumerReports | | | | -30.00 |

| Type | Date | Memo | Account | Amount |
|-------------------------------------|------------|---------------------------------------|-------------------------------------|-----------|
| Consumers Energy | | | | |
| Check | 04/14/2023 | Feb/Mar electric bill | 920 · Utilities | -1,940.80 |
| Total Consumers Energy | | | | -1,940.80 |
| Critter Barn, Inc. | | | | |
| Check | 04/10/2023 | deposit for 6/12 program | 880 · Programs | -75.00 |
| Total Critter Barn, Inc. | | | | -75.00 |
| Demco, Inc. | | | | |
| Check | 04/14/2023 | Invoice #7282934, book covers | 728 · Collection Expenses | -394.07 |
| Total Demco, Inc. | | | | -394.07 |
| ELM USA, Inc. | | | | |
| Check | 03/21/2023 | monthly disc cleaning | 728 · Collection Expenses | -25.00 |
| Total ELM USA, Inc. | | | | -25.00 |
| Gatehouse Media | | | | |
| Check | 03/30/2023 | monthly Holland Sentinel subscription | 959.120 · Periodicals | -34.23 |
| Total Gatehouse Media | | | | -34.23 |
| Heimler, Nick | | | | |
| Check | 04/14/2023 | basic maintenance | 801 · Professional Services | -585.00 |
| Check | 04/14/2023 | new directors desktop computer | 970 · Capital Expenditures | -819.99 |
| Check | 04/14/2023 | managed internal broadband services | 801 · Professional Services | -285.00 |
| Total Heimler, Nick | | | | -1,689.99 |
| Ingram Library Services | | | | |
| Check | 04/25/2023 | March invoices | 959.110 · Print Books | -1,943.90 |
| Total Ingram Library Services | | | | -1,943.90 |
| Kanopy, Inc. | | | | |
| Check | 04/14/2023 | Invoice # 343208, video downloads | 959.320 · Digital Content Databases | -158.95 |
| Total Kanopy, Inc. | | | | -158.95 |
| KLSWA | | | | |
| Check | 03/22/2023 | Feb/Mar water | 920 · Utilities | -125.56 |
| Check | 04/25/2023 | Mar/Apr water | 920 · Utilities | -132.59 |
| Total KLSWA | | | | -258.15 |
| Lake Vista SuperValu | | | | |
| Check | 03/24/2023 | candy for storywalk | 880 · Programs | -47.64 |
| Total Lake Vista SuperValu | | | | -47.64 |
| Lakeland Library Cooperative | | | | |
| Check | 03/17/2023 | Transparent Language | 959.320 · Digital Content Databases | -900.00 |
| Bill | 03/29/2023 | CoverOne book binding machine | 970 · Capital Expenditures | -1,223.60 |
| Check | 04/05/2023 | Labor Law poster | 727 · Office Supplies | -27.00 |
| Check | 04/17/2023 | Quarterly fees, Overdrive | 959.310 · E-Books | -450.00 |
| Check | 04/17/2023 | Quarterly fees, Overdrive | 803 · Coop Services (LLC) | -3,451.75 |
| Total Lakeland Library Cooperative | | | | -6,052.35 |

| Type | Date | Memo | Account | Amount |
|--------------------------------------|------------|-----------------------------|-------------------------------------|-----------|
| Michaels | | | | |
| Check | 03/19/2023 | Cricut supplies and clay | 730 · Youth Services Supplies | -122.85 |
| Total Michaels | | | | -122.85 |
| Michigan Gas Utilities | | | | |
| Check | 03/24/2023 | acct. #0504864801-00002 | 920 · Utilities | -12.45 |
| Total Michigan Gas Utilities | | | | -12.45 |
| MicroMarketing | | | | |
| Check | 04/05/2023 | audiobooks, invoice #917353 | 959.220 · Audio Books | -72.28 |
| Total MicroMarketing | | | | -72.28 |
| Midwest Tape-HOOPLA | | | | |
| Check | 04/14/2023 | Invoice #503583953 | 959.320 · Digital Content Databases | -1,569.36 |
| Total Midwest Tape-HOOPLA | | | | -1,569.36 |
| Morrison, Jeff | | | | |
| Check | 04/08/2023 | Author talk presenters fee | 880 · Programs | -400.00 |
| Total Morrison, Jeff | | | | -400.00 |
| New Dawn Linen Service | | | | |
| Check | 04/14/2023 | March mat service | 930 · Building Maintenance | -45.92 |
| Total New Dawn Linen Service | | | | -45.92 |
| Newaygo Area District Library | | | | |
| Check | 03/21/2023 | Lost book, invoice #38100 | 956 · Lost materials | -27.99 |
| Total Newaygo Area District Library | | | | -27.99 |
| Office Max/Depot | | | | |
| Check | 04/03/2023 | paper | 727 · Office Supplies | -79.98 |
| Total Office Max/Depot | | | | -79.98 |
| OverDrive | | | | |
| Check | 04/10/2023 | Invoice #01720CP23104476 | 959.320 · Digital Content Databases | -80.03 |
| Check | 04/10/2023 | Invoice #01720CO23103165 | 959.310 · E-Books | -93.50 |
| Total OverDrive | | | | -173.53 |
| Priority Health | | | | |
| Check | 04/07/2023 | April premium | 701.300 · Health Insurance Compe... | -278.87 |
| Total Priority Health | | | | -278.87 |
| RICOH USA, INC (TX) | | | | |
| Check | 04/01/2023 | copier lease | 941 · Copy Machine | -146.30 |
| Total RICOH USA, INC (TX) | | | | -146.30 |
| Scholastic Library Publishing | | | | |
| Check | 04/14/2023 | Invoice # 47939950 | 959.110 · Print Books | -17.49 |
| Total Scholastic Library Publishing | | | | -17.49 |

| Type | Date | Memo | Account | Amount |
|---|-------------|---------------------------------------|-------------------------------------|-------------------|
| T Mobile | | | | |
| Check | 04/10/2023 | hotspots | 959.320 · Digital Content Databases | -149.30 |
| Total T Mobile | | | | -149.30 |
| Unique Management Services, Inc. | | | | |
| Check | 04/14/2023 | invoice #6111702 | 728 · Collection Expenses | -9.85 |
| Total Unique Management Services, Inc. | | | | -9.85 |
| Wright, Jane A. | | | | |
| Bill | 04/03/2023 | March accouting services and training | 801 · Professional Services | -180.00 |
| Total Wright, Jane A. | | | | -180.00 |
| Zoobean, Inc. | | | | |
| Bill | 04/17/2023 | Beanstack final payment | 880 · Programs | -402.75 |
| Total Zoobean, Inc. | | | | -402.75 |
| TOTAL | | | | -20,564.74 |

2:17 PM
04/17/23
Cash Basis

Saugatuck-Douglas District Library
Balance Sheet
As of April 19, 2023

| | <u>Apr 19, 23</u> |
|--|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 001 · Checking Regular 2041 | 444,017.95 |
| 003 · Square Macatawa 9464 | 4,163.54 |
| 010 · PettyCash | 150.00 |
| 011 · Huntington Reserve Account 0832 | 10,124.54 |
| 012 · Huntington Construct Chkg 8303 | 152,868.49 |
| 015 · Huntington Brokerage Acct 2135 | 125,642.35 |
| 017 · Michigan CLASS | |
| 017.01 · Michigan CLASS - General Fund | 540,000.00 |
| | <u>540,000.00</u> |
| Total 017 · Michigan CLASS | <u>540,000.00</u> |
| Total Checking/Savings | <u>1,276,966.87</u> |
| Other Current Assets | |
| 025 · Cumulative Unrealized Gn/Ls | 42.66 |
| 130 · Prepaid Expense | 1,131.34 |
| | <u>1,174.00</u> |
| Total Other Current Assets | <u>1,174.00</u> |
| Total Current Assets | <u>1,278,140.87</u> |
| TOTAL ASSETS | <u><u>1,278,140.87</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 209 · Health Ins Payable | 56.11 |
| 210 · Payroll Liabilities | 3,601.20 |
| 220 · Accrued Payroll | 6,685.54 |
| 223 · Due to F.O.L. | 711.77 |
| | <u>11,054.62</u> |
| Total Other Current Liabilities | <u>11,054.62</u> |
| Total Current Liabilities | <u>11,054.62</u> |
| Total Liabilities | 11,054.62 |
| Equity | |
| 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 | -26,589.11 |
| | <u>1,267,086.25</u> |
| Total Equity | <u>1,267,086.25</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,278,140.87</u></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 | 86,075.28 | 86,500.00 | -424.72 | 99.5% |
| 400.200 · City | 83,937.85 | 83,500.00 | 437.85 | 100.5% |
| 400.300 · Twp | 169,703.25 | 169,500.00 | 203.25 | 100.1% |
| Total 400 · Millage | 339,716.38 | 339,500.00 | 216.38 | 100.1% |
| 405 · Bond Levy | | | | |
| 405.100 · COVODouglas | 61,947.55 | 61,500.00 | 447.55 | 100.7% |
| 405.200 · City | 59,663.71 | 59,500.00 | 163.71 | 100.3% |
| 405.300 · Twp | 120,933.44 | 121,000.00 | -66.56 | 99.9% |
| Total 405 · Bond Levy | 242,544.70 | 242,000.00 | 544.70 | 100.2% |
| 520 · USF | 1,007.10 | 2,400.00 | -1,392.90 | 42.0% |
| 539 · State Aid | 2,862.76 | 5,000.00 | -2,137.24 | 57.3% |
| 608 · Fines & Fees | 6,772.89 | 5,600.00 | 1,172.89 | 120.9% |
| 655 · Penal Fines | | | | |
| 655.100 · Penal Fines Allegan County | 16,498.22 | 14,000.00 | 2,498.22 | 117.8% |
| 655.200 · Herrick-LaketownFunds | 2,935.65 | 7,500.00 | -4,564.35 | 39.1% |
| Total 655 · Penal Fines | 19,433.87 | 21,500.00 | -2,066.13 | 90.4% |
| 664 · Interest | 3,359.94 | 2,850.00 | 509.94 | 117.9% |
| 671 · Other Revenue | 4,030.06 | 4,000.00 | 30.06 | 100.8% |
| 674.100 · General Donations | 4,147.72 | 3,200.00 | 947.72 | 129.6% |
| 675 · FOL | 8,785.36 | 8,000.00 | 785.36 | 109.8% |
| 698 · Transfer from Restricted Fund | 0.00 | 385,000.00 | -385,000.00 | 0.0% |
| 699 · Transfer from Fund Balance | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Total Income | 632,727.28 | 1,029,050.00 | -396,322.72 | 61.5% |
| Gross Profit | 632,727.28 | 1,029,050.00 | -396,322.72 | 61.5% |
| Expense | | | | |
| 701 · Payroll Expenses | 159,336.24 | 195,000.00 | -35,663.76 | 81.7% |
| 727 · Office Supplies | 2,091.12 | 2,500.00 | -408.88 | 83.6% |
| 728 · Collection Expenses | 1,591.55 | 3,000.00 | -1,408.45 | 53.1% |
| 729 · Custodial Supplies | 978.67 | 2,000.00 | -1,021.33 | 48.9% |
| 730 · Youth Services Supplies | 1,406.22 | 3,000.00 | -1,593.78 | 46.9% |
| 731 · Postage | 96.29 | 400.00 | -303.71 | 24.1% |
| 801 · Professional Services | 16,903.00 | 20,000.00 | -3,097.00 | 84.5% |
| 803 · Coop Services (LLC) | 13,857.79 | 15,000.00 | -1,142.21 | 92.4% |
| 850 · Phone & Internet | 3,330.25 | 4,200.00 | -869.75 | 79.3% |
| 880 · Programs | 6,882.58 | 8,000.00 | -1,117.42 | 86.0% |
| 900 · Publicity & Printing | 729.38 | 5,000.00 | -4,270.62 | 14.6% |
| 920 · Utilities | 20,099.68 | 28,000.00 | -7,900.32 | 71.8% |
| 930 · Building Maintenance | 34,630.26 | 35,500.00 | -869.74 | 97.6% |
| 941 · Copy Machine | 2,642.90 | 4,000.00 | -1,357.10 | 66.1% |
| 956 · Lost materials | 141.95 | 500.00 | -358.05 | 28.4% |
| 957 · Technology | 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> |
|--|------------------------|-----------------|-----------------------|--------------------|
| 959 · Materials | | | | |
| 959.100 · Print Materials | | | | |
| 959.110 · Print Books | 14,749.29 | 18,000.00 | -3,250.71 | 81.9% |
| 959.120 · Periodicals | 3,814.50 | 5,600.00 | -1,785.50 | 68.1% |
| Total 959.100 · Print Materials | 18,521.46 | 23,600.00 | -5,078.54 | 78.5% |
| 959.200 · Other | | | | |
| 959.210 · DVDs | 1,469.06 | 3,500.00 | -2,030.94 | 42.0% |
| 959.220 · Audio Books | 741.58 | 1,750.00 | -1,008.42 | 42.4% |
| Total 959.200 · Other | 2,210.64 | 5,250.00 | -3,039.36 | 42.1% |
| 959.300 · Electronic | | | | |
| 959.310 · E-Books | 2,958.34 | 3,800.00 | -841.66 | 77.9% |
| 959.320 · Digital Content Databases | 19,678.81 | 24,000.00 | -4,321.19 | 82.0% |
| Total 959.300 · Electronic | 22,637.15 | 27,800.00 | -5,162.85 | 81.4% |
| Total 959 · Materials | 43,369.25 | 56,650.00 | -13,280.75 | 76.6% |
| 961 · Travel/Conference | 674.76 | 3,000.00 | -2,325.24 | 22.5% |
| 962 · Dues | 328.00 | 800.00 | -472.00 | 41.0% |
| 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 | 2,043.59 | 1,000.00 | 1,043.59 | 204.4% |
| 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% |
| Total Expense | 662,799.01 | 1,023,118.00 | -360,318.99 | 64.8% |
| Net Income | -30,071.73 | 5,932.00 | -36,003.73 | -506.9% |

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

April 19, 2023

PROGRAMS

- We are wrapping up our busy spring session of storytimes and afterschool programs. The final programs meet the first week of May. We take a break from children's programming for the month of May in order to plan for summer. We have almost finalized our schedule for summer 2023. It will kick-off on June 12.
- On April 13, we hosted author and photographer Jeff Morrison. The event was held at the Library and co-sponsored by the History Center. He spoke about architectural sculpture in Michigan. His presentation was really well received. The Library's portion of the presenter's fee was paid by the Friends of the Library.
- During the first week of May, we are partnering with Douglas Elementary School for their annual "Screen Free Week." We will be putting on two afterschool events: an arts & crafts program and a Star Wars themed program on May the 4th (as in "May the 4th be with you.) I will also be at the final event of the week which will be held at Schultz Park. One of the activities is a book giveaway. I help set that up and assist kids in picking out books, providing recommendations, etc.
- Throughout the winter, we have been hosting a group of painters. They meet every Thursday morning and enjoy several hours painting and enjoying each other's company. We are planning a display of their work for the first few weeks of May. The idea is to highlight the group and encourage others to join. Once we are enjoying consistently pleasant weather, the group will shift their meetings to outdoor spaces. We look forward to resuming the program in the fall.

FINANCE & CONTRIBUTIONS

- Our Michigan CLASS value is currently \$541,963.82. Our deposits equaled \$540,000.
- Our final set of T bills, matured on April 12. I closed the account and transferred the balance (\$130,000) to our construction checking account. Once I receive our final statement for the brokerage account, I will work with our accountant to record the investment returns and adjust the balance sheet. The balance sheet included in this month's packet is not current. Adjustments will be reflected on next month's balance sheet. Once we are able to make the necessary accounting adjustments, I plan to deposit at least \$200,000 to a newly created fund under our Michigan CLASS account.
- I finalized an agreement with Sally Moeller to take over bookkeeping activities now that Jane Wright has retired. Sally, Jane and myself met last week to review procedures. Jane has agreed to help answer questions if they arise in the next few months. My agreement with Sally is for a 3 month trial.

BUILDINGS & GROUNDS:

- We are installing a plaque for the sculpture on the southeast corner of the building. This is part of a community wide effort to identify and label public art. The effort is being coordinated by Maryjo Lemanski and the Saugatuck Douglas Fennville Art Initiative.
- Children's room improvements are scheduled for the first week of May.

PUBLICITY

- The Commercial Record printed an article and accompanying photo promoting the Jeff Morrison presentation.

COLLECTIONS:

- Nothing to report.

HUMAN RESOURCES

- Marlee Alexander recently completed the requirements for her Level III Certification from the Library of Michigan. This is beneficial to our Library's status with the Library of Michigan. We are required to have a certain number of employees with certain levels of certification in order to receive state aid. If I were to leave, her certification would allow the library to meet that requirement.

TECHNOLOGY

- Nothing to report.

MEETINGS & PARTNERSHIPS

- March 16: I attended a webinar put on by the Lakeland Library Cooperative. The Lakeland app is getting a major upgrade and we will be able to do lots of customizing. The current version of the app is pretty bare-bones and the new features will make it a lot more functional. And better looking too.
- March 20: Carol Dawe met with Library staff to gather their input on the future of the Library. I was not present, but Carol reports that the comments she heard were very much in alignment with what the trustees brought up at their meeting on March 15.
- March 22: I met with Sally Moeller to discuss hiring her as an independent contractor for accounting services. We reached an agreement and we scheduled a training session with Jane Wright on April 11. That session went well.
- I have continued to meet with Carol Dawe. Since the last board meeting, we have been working on a draft survey to present to the Strategic Planning Committee. The Committee met to review and revise the draft on April 7. This draft will be presented for board approval at the April meeting.

OTHER

- We have just received our annual request to submit a grant proposal to West Shore Aware. With our current level of programming and support from the Friends of the Library, I do not have any ideas of what to ask for. We also have bond funds remaining from the millage which should cover and capital expenses. If you have a good idea for a grant, please let me know.

Statistical Summary : MARCH 2023

| | Feb-23 | Mar-23 | Mar-22 | |
|------------------------------|-------------|-------------|-------------|-------------|
| Circulation | | | | |
| Print | 5034 | 6195 | 5510 | 12% |
| Hoopla | 712 | 734 | 613 | 20% |
| Overdrive | 984 | 925 | 906 | 2% |
| Kanopy | 97 | 64 | 74 | -14% |
| SUBTOTAL | 6827 | 7918 | 7103 | 11% |
| | | | | |
| Interlibrary Loan | | | | |
| Loaned/Sent (Outgoing) | 341 | 410 | 356 | 15% |
| Borrowed/Received (Incoming) | 435 | 652 | 410 | 59% |
| | | | | |
| Programming | | | | |
| Number of Programs | 35 | 46 | 18 | 150% |
| Attendance (Kids) | 258 | 490 | 157 | 212% |
| Attendance (Adults) | 135 | 328 | 81 | 302% |
| | | | | |
| Technology | | | | |
| Website Visits | 2380 | 2696 | 2787 | -3% |
| Wifi Usage | 1327 | 1620 | 1271 | 27% |
| | | | | |
| Gate Count | 2786 | 3973 | 2811 | 41% |
| | | | | |
| New Patrons | 12 | 21 | 28 | -25% |
| | | | | |

Library Usage & Services

1. How often do you visit the Library or use the Library's online resources (eBooks, etc.)?

- Weekly
- Monthly
- Several times per year
- Never

2. If you do not use the Library regularly, why not? (Check all that apply.)

- The Library's systems are too complicated and it is hard to find what I need
- Library hours aren't convenient
- I buy my own books, DVDs, magazines and eBooks
- I use my own streaming services for viewing and listening
- I use a neighboring public library

3. If you made use of the Library in the last year -- either in-person or online -- what services did you or other members of your household use? (Check all that apply)

- Borrow books, DVDs, magazines and audiobooks
- Download eBooks, eAudiobooks or stream media
- Access Wi-Fi
- Use the Library's online resources to do research, learn a language or look for a job
- Use public computers, print, make copies, scan documents or send faxes
- Work, study, or read in the fireplace room or on the patio
- Meet or socialize with others
- Attend an adult program (eg: information programs, book discussion, social gathering, etc.)
- Attend a children's program
- Use the study room or large meeting room
- Make use of other Library services such as the seed library, jigsaw puzzle exchange, notary public
- Other (please specify)

4. Did you know that the Library currently offers these services?

| | Yes | No |
|--|-----------------------|-----------------------|
| Downloadable eBooks, audiobooks & magazines | <input type="radio"/> | <input type="radio"/> |
| Streaming movies and television | <input type="radio"/> | <input type="radio"/> |
| Informational programs for adults | <input type="radio"/> | <input type="radio"/> |
| Film screenings & book discussions | <input type="radio"/> | <input type="radio"/> |
| Meeting room | <input type="radio"/> | <input type="radio"/> |
| Study room | <input type="radio"/> | <input type="radio"/> |
| Seed Library | <input type="radio"/> | <input type="radio"/> |
| Used bookstore | <input type="radio"/> | <input type="radio"/> |
| Online language learning program | <input type="radio"/> | <input type="radio"/> |
| Covered outdoor patio | <input type="radio"/> | <input type="radio"/> |
| Copying, printing, faxing, scanning and laminating | <input type="radio"/> | <input type="radio"/> |

Looking Ahead...

Our Library has put together a Strategic Planning Committee to chart a course for the next 3 years and to determine what areas of service we should prioritize. Please indicate your interest level for each of the following possible areas of focus for your Library.

5. Programs to promote health, wellness and personal growth. Examples include: exercise classes, cooking demonstrations, mental health workshops.

- I am very interested in this type of service
- I am somewhat interested in this type of service
- I am not very interested in this type of service
- I am not at all interested in this type of service

6. Resources to support the financial health and development of our community through outreach to small businesses, individual households and non-profit organizations. Potential topics & events include: seasonal job fairs, college savings, budgeting, estate planning information, job search tools, job skill training and marketing.

- I am very interested in this type of service
- I am somewhat interested in this type of service
- I am not very interested in this type of service
- I am not at all interested in this type of service

7. Opportunities for civic engagement and community conversation. Examples include: voter forums; educational presentations on topics such as recycling, conservation & land use; access to information on government and social services.

- I am very interested in this type of service
- I am somewhat interested in this type of service
- I am not very interested in this type of service
- I am not at all interested in this type of service

8. Explore options to more fully utilize the green space surrounding the Library. Possibilities include: a community garden, paths & benches, or a space for outdoor classes.

- I am very interested in this type of project
- I am somewhat interested in this type of project
- I am not very interested in this type of project
- I am not at all interested in this type of project

9. Provide access to hands-on materials including: 3D printers, digital recording equipment and specialized craft and DIY tools.

- I am very interested in these types of materials
- I am somewhat interested in these types of materials
- I am not very interested in these types of materials
- I am not at all interested in these types of materials

10. What else would you like to tell us about the Library?

11. Where do you live?

- Douglas
- City of Saugatuck
- Saugatuck Township
- Other (please specify)

12. How do you usually find out about community events?

- Social media
- Newspaper
- Direct email
- Word of mouth
- Posters and fliers around town
- Websites and online community message boards
- Other (please specify)

13. Would you be interested in participating in a focus group to further discuss the future of the library?

- Yes
- No

14. If you are interested in being a part of a focus group, please provide your name and a phone number or email address.