

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**BOARD MEETING**

December 6, 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
  - A. Financial Consultant RFP (Larry Blose & David Blatt)
- IX. Old Business
  - A. Strategic Planning Update
  - B. New Trustees
    - City of Saugatuck – Our final interview is scheduled for December 8. The mayor will then take her recommendation to the full city council for approval on December 11.
- X. New Business
  - A. Election of Officers (SLATE: President--David Blatt, Vice President--Janice Krakowski; Treasurer—Larry Blose; Secretary—Demetrhea Terrien)
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: January 17, 2023 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
October 18, 2023

- I. Meeting Called to order at 7:00pm 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, Demetrhea Terrien, and Frank Aiello
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the September 2023 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). Larry Blose presented a motion to pay the bills, David Blatt seconded the motion. The motion was passed with 4 members voting yes and 0 members voting no.
- VI. Financial Report (balance sheet and Profit and Loss Statement) was presented by director Boyer (see Appendix).
- VII. The Librarian's Report was presented by Director Boyer (See Appendix).
- VIII. Old Business was presented by Director Boyer.
  - A. Strategic Planning Update
    - The process started in April with Carol Dawe facilitating a focus group with the board, then with the staff, then with the Friends. A survey was created and put out for the public to complete. After the results from the survey were compiled, Carol facilitated six more focus groups with patrons who volunteered to be a part of the process. Since the last group met in August, Carol and Ingrid have been working on synthesizing the data. A subcommittee (Sarah Goy and Marlee Alexander) met with Carol and Ingrid to brainstorm and give input. David Blatt and Demetrhea Terrien have agreed to be board representatives and will meet with Carol to look over the draft of the plan. After that meeting, the plan will be presented at the December meeting. Due to board membership, (50% turnover) it seemed like the wrong time to implement/approve a plan with brand new members, so a fully flushed out plan will be presented for approval at the January meeting.

B. New Trustees

- Saugatuck Township – Frank Aiello was appointed on October 11. Frank was welcomed and gave a brief introduction.
- City of Saugatuck – Interviews are in process. Appointments should be made on November 13. David Blatt, Scott Dean (mayor), and Ingrid Boyer are doing the interviews. Scott makes the recommendation and city council votes.
- Douglas – Janice Krakowski was appointed.

IX. New Business

A. Election of Officers

- Ingrid Boyer noted that October is the annual meeting in which officers are meant to be elected, but since two of the new members were not present, would it be possible to postpone. Demetrhea Terrien made a motion to postpone the election of officers until the December meeting when all members are present, David Blatt seconded the motion. The motion was passed by unanimous consent.
- David Blatt asked Larry Blose if he could serve on a committee for the purposes of drafting a financial proposal. Larry Blose agreed. David Blatt made a motion to make an ad hoc committee including Ingrid Boyer, Larry Blose, and David Blatt to draft a RFP to hire and contract with a financial consultant. Demetrhea Terrien seconded the motion. The motion was passed by unanimous consent.

B. 2024 Meeting Schedule

- David Blatt asked if the usual time of 7:00pm worked for everyone– just float the idea. Dates look okay for everyone.

C. Capitalization Policy

- Unwritten policy – Ingrid explained. David Blatt made a motion to adopt the new capitalization policy. Larry seconded. The motion was passed by unanimous consent.

D. Meeting Room Policy – Rental Fees and Procedures

- Allow groups to reserve rooms after hours. Fee is \$30/hour. It was fine. Transfer of money. Left early and wanted their fee prorated for \$15. Change form – more stipulation – pay in advance, full amount. Check boxes. Marlee and Ingrid will look at the form and make the changes. Maintain current policy.

X. Guest: Friends of the Library representative

Gini Cooper representing the Friends of the Library made the following comments:

- It is the Friends' 25<sup>th</sup> anniversary next year!
- The Friends provide funds for a lot of the children's programs, an annual subscription to the New York Times, adult programming, gifts for Library staff, and more. They send a representative to every board meeting.
- Right now tickets are being sold for the Fall Fundraising Dinner. Takeout dinners will be picked up from Farmhouse Deli on Tuesday, October 24. Tickets had been capped at 100, but Carol Carra got approval from Farmhouse to continue selling.
- The next fundraiser is the Silent Auction which will start on November 2. The Friends are in process of collecting gift baskets and gift cards from local businesses.
- Since most of the fundraising currently happens in the fall, it would be nice to balance that with a spring event. The Friends are talking about hosting a mini golf tournament in the spring.
- The Ice Cream Social and annual meeting is held in June.

XI. Next Meeting: December 6, 2023 at 7:00 pm

Final comment: Ingrid Boyer informed members of Steve Oakley's passing. In his obituary, the Library was designated as a recipient for donations in his memory.

XII. Adjournment by unanimous consent at 8:07 PM.

Saugatuck-Douglas District Library  
Expenses by Vendor Detail  
October 16 through December 5, 2023

Type	Date	Memo	Account	Amount
<b>All Surface Building Services LLC</b>				
Check	10/24/2023	October cleaning	930 · Building Maintenance	-995.00
Check	11/22/2023	November cleaning	930 · Building Maintenance	-995.00
Check	11/22/2023	Carpet cleaning, program room and offices	930 · Building Maintenance	-250.00
Total All Surface Building Services LLC				-2,240.00
<b>Amazon.com</b>				
Check	10/17/2023	September invoices	959.110 · Print Books	-99.26
Check	10/17/2023	September invoices	729 · Custodial Supplies	-25.99
Check	10/17/2023	September invoices	959.210 · DVDs	-302.10
Check	10/17/2023	September invoices	727 · Office Supplies	-31.98
Check	11/20/2023	October 2023 invoices	959.110 · Print Books	-155.55
Check	11/20/2023	October 2023 invoices	729 · Custodial Supplies	-102.16
Check	11/20/2023	October 2023 invoices	959.210 · DVDs	-130.70
Check	11/20/2023	October 2023 invoices	727 · Office Supplies	-18.00
Check	11/20/2023	October 2023 invoices	730 · Youth Services Supplies	-81.48
Total Amazon.com				-947.22
<b>Blue Star Storage</b>				
Check	10/24/2023	November rental	930 · Building Maintenance	-60.00
Check	11/27/2023	December rent	930 · Building Maintenance	-60.00
Total Blue Star Storage				-120.00
<b>Boyer, Ingrid</b>				
Check	10/24/2023	Mileage and reimbursement for hallowee...	880 · Programs	-66.96
Check	10/24/2023	Mileage and reimbursement for hallowee...	961 · Travel/Conference	-192.17
Total Boyer, Ingrid				-259.13
<b>CENGAGE LEARNING/GALE</b>				
Check	10/24/2023	Invoice #s 81701578, 82018134, 824885...	959.110 · Print Books	-49.50
Check	10/24/2023	Invoice #s 812454136, 82513255	959.110 · Print Books	-35.50
Check	10/31/2023	Invoice # 82778778	959.110 · Print Books	-18.50
Check	11/13/2023	Invoice # 82810404	959.110 · Print Books	-18.50
Total CENGAGE LEARNING/GALE				-122.00
<b>Comcast</b>				
Check	10/27/2023	10/10/23-11/9/23, phone	850 · Phone & Internet	-187.58
Check	11/27/2023	November internet	850 · Phone & Internet	-219.90
Check	11/30/2023	11/10/23-12/9/23, phone	850 · Phone & Internet	-187.58
Total Comcast				-595.06
<b>Consumers Energy</b>				
Check	11/13/2023	Sep/Oct electric	920 · Utilities	-1,065.70
Total Consumers Energy				-1,065.70
<b>Demco, Inc.</b>				
Bill	10/30/2023	supplies	728 · Collection Expenses	-431.67
Check	11/27/2023	Invoice #7398089, book covers & labels	728 · Collection Expenses	-285.78
Total Demco, Inc.				-717.45
<b>Ecogardens</b>				
Check	11/27/2023	landscaping seasonal maintenance	930 · Building Maintenance	-1,037.50
Total Ecogardens				-1,037.50

Type	Date	Memo	Account	Amount
<b>ELM USA, Inc.</b>				
Check	10/24/2023	monthly disc cleaning	728 · Collection Expenses	-25.00
Check	11/21/2023	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-50.00
<b>Enfold Systems, Inc.</b>				
Check	12/04/2023	website annual fee, October 2023-Septem...	900 · Publicity & Printing	-212.40
Total Enfold Systems, Inc.				-212.40
<b>EPS</b>				
Check	12/04/2023	Quarterly invoice fire alarm	930 · Building Maintenance	-330.63
Check	12/04/2023	Quarterly invoice video surveillance	930 · Building Maintenance	-150.00
Check	12/04/2023	Quarterly invoice access control	930 · Building Maintenance	-309.00
Total EPS				-789.63
<b>Foster Swift</b>				
Check	12/05/2023	audit letter	801 · Professional Services	-47.00
Total Foster Swift				-47.00
<b>Google LLC</b>				
Check	10/31/2023	G Suite	957 · Technology	-60.00
Check	11/30/2023	Google Workspace	957 · Technology	-60.00
Total Google LLC				-120.00
<b>Goy, Sarah</b>				
Bill	11/22/2023	Mileage reimbursement for Lakeland wor...	961 · Travel/Conference	-52.66
Total Goy, Sarah				-52.66
<b>Great Lakes Plumbing Services LLC</b>				
Check	10/24/2023	drinking fountain filter replacement	930 · Building Maintenance	-270.00
Total Great Lakes Plumbing Services LLC				-270.00
<b>Heimler, Nick</b>				
Check	11/27/2023	Invoice #576, Tech Talk and EPS update	801 · Professional Services	-390.00
Total Heimler, Nick				-390.00
<b>Hill-VanHorn, Erin</b>				
Bill	11/22/2023	Mileage reimbursement, Lakeland works...	961 · Travel/Conference	-23.32
Total Hill-VanHorn, Erin				-23.32
<b>Hope College</b>				
Check	10/17/2023	Big Read	880 · Programs	-200.00
Total Hope College				-200.00
<b>Ingram Library Services</b>				
Check	10/24/2023	September invoices	959.110 · Print Books	-2,001.23
Check	11/28/2023	October invoices	959.110 · Print Books	-1,728.10
Total Ingram Library Services				-3,729.33
<b>James Van Ry</b>				
Check	10/24/2023	Chair rail installation in program room	972 · Construction	-750.00
Total James Van Ry				-750.00

Type	Date	Memo	Account	Amount
<b>Jo-Ann Fabrics</b>				
Check	11/01/2023	fabric and sewing supplies	730 · Youth Services Supplies	-112.00
Check	11/08/2023	fabric and sewing supplies	730 · Youth Services Supplies	-23.77
Total Jo-Ann Fabrics				-135.77
<b>John Forsythe Drywall</b>				
Bill	11/22/2023	Drywall repair due to settling	972 · Construction	-1,350.00
Total John Forsythe Drywall				-1,350.00
<b>Kanopy, Inc.</b>				
Check	11/13/2023	Invoice # 372185	959.320 · Digital Content Databases	-217.60
Total Kanopy, Inc.				-217.60
<b>KLSWA</b>				
Check	10/25/2023	Sep/Oct water	920 · Utilities	-350.24
Total KLSWA				-350.24
<b>Lake Vista SuperValu</b>				
Check	11/13/2023	Maker Lab supplies	880 · Programs	-10.85
Total Lake Vista SuperValu				-10.85
<b>Lakeland Library Cooperative</b>				
Check	11/28/2023	Invoice #PT24-1072, Back to Basics trai...	961 · Travel/Conference	-100.00
Total Lakeland Library Cooperative				-100.00
<b>Library Network, The</b>				
Check	10/24/2023	Deep freeze licenses	957 · Technology	-98.00
Total Library Network, The				-98.00
<b>Meijer</b>				
Check	11/05/2023	dishpan	727 · Office Supplies	-23.31
Check	12/02/2023	soap, 3M hooks, miscellaneous office sup...	727 · Office Supplies	-54.45
Total Meijer				-77.76
<b>Menards</b>				
Check	11/01/2023	storage tubs	727 · Office Supplies	-20.56
Total Menards				-20.56
<b>Michaels</b>				
Check	12/02/2023	holiday craft program supplies	730 · Youth Services Supplies	-39.73
Total Michaels				-39.73
<b>Michigan Gas Utilities</b>				
Check	10/20/2023	acct. #0504864801-00002	920 · Utilities	-14.52
Check	11/22/2023	acct. #0504864801-00002	920 · Utilities	-12.88
Total Michigan Gas Utilities				-27.40
<b>Michigan Municipal Risk Management Author</b>				
Bill	12/05/2023	Retention fund contribution	965 · Insurance	-300.00
Bill	12/05/2023	Installment 2 of 2	965 · Insurance	
Bill	12/05/2023	General fund contribution	965 · Insurance	-3,250.50
Total Michigan Municipal Risk Management Author				-3,550.50

Type	Date	Memo	Account	Amount
<b>MicroMarketing</b>				
Check	10/23/2023	audiobooks, invoice #935302	959.220 · Audio Books	-80.89
Check	11/13/2023	audiobooks, invoice #936716	959.220 · Audio Books	-40.41
Check	11/28/2023	audiobooks, invoice #938135, 937771	959.220 · Audio Books	-38.70
Check	11/28/2023	audiobooks, invoice #938135, 937771	959.220 · Audio Books	-51.60
Total MicroMarketing				-211.60
<b>Midwest Tape-HOOPLA</b>				
Check	11/13/2023	Invoice #504576709	959.320 · Digital Content Databases	-1,385.47
Total Midwest Tape-HOOPLA				-1,385.47
<b>Moeller, Sally</b>				
Check	10/31/2023	October bookkeeping	801 · Professional Services	-186.00
Check	11/28/2023	November bookkeeping	801 · Professional Services	-75.00
Total Moeller, Sally				-261.00
<b>Morgan, Veronica</b>				
Bill	10/30/2023	Watercolor class, presenters fee	880 · Programs	-190.12
Bill	11/22/2023	Watercolor class	880 · Programs	-220.00
Total Morgan, Veronica				-410.12
<b>MOSS</b>				
Bill	10/19/2023	Wireless microphones and installation	976 · Technology	-1,951.87
Total MOSS				-1,951.87
<b>Nendick-Mason</b>				
Check	10/24/2023	Village show prizes	880 · Programs	-60.00
Total Nendick-Mason				-60.00
<b>New Dawn Linen Service</b>				
Check	10/24/2023	September mat service	930 · Building Maintenance	-45.92
Check	11/13/2023	October mat service	930 · Building Maintenance	-68.88
Total New Dawn Linen Service				-114.80
<b>OverDrive</b>				
Check	11/06/2023	Invoice #01720CO23386871	959.310 · E-Books	-95.00
Check	11/06/2023	Invoice #01720CO23386866	959.310 · E-Books	-76.00
Check	11/06/2023	Invoice #01720CP23400789	959.320 · Digital Content Databases	-70.33
Check	11/22/2023	Invoice #01720CO23422200	959.310 · E-Books	-40.00
Check	11/22/2023	Invoice #01720CO23416290	959.310 · E-Books	-81.75
Check	11/22/2023	Invoice #01720CO23414619	959.320 · Digital Content Databases	-352.86
Check	12/04/2023	Invoice #01720COP23435456	959.320 · Digital Content Databases	-200.54
Total OverDrive				-916.48
<b>Priority Health</b>				
Check	11/01/2023	November premium	701.300 · Health Insurance Compe...	-278.87
Check	12/01/2023	November premium	701.300 · Health Insurance Compe...	-278.87
Total Priority Health				-557.74
<b>Radisson Parking Kalamazoo</b>				
Check	10/19/2023	MLA parking, no receipt	961 · Travel/Conference	-10.00
Total Radisson Parking Kalamazoo				-10.00



<b>Type</b>	<b>Date</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
<b>Reindeer Ranch</b>				
Bill	11/22/2023	Reindeer event on 12/9/23	880 · Programs	-1,500.00
Total Reindeer Ranch				-1,500.00
<b>Republic Services</b>				
Check	11/07/2023	quarterly trash	920 · Utilities	-54.54
Total Republic Services				-54.54
<b>RICOH USA, INC (TX)</b>				
Check	11/01/2023	copier lease	941 · Copy Machine	-146.30
Check	12/01/2023	copier lease	941 · Copy Machine	-146.30
Check	12/01/2023	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-438.90
<b>Sisters in Ink</b>				
Check	12/04/2023	Reindeer sign	900 · Publicity & Printing	-86.00
Total Sisters in Ink				-86.00
<b>T Mobile</b>				
Check	11/07/2023	hotspots	959.320 · Digital Content Databases	-148.59
Total T Mobile				-148.59
<b>Tech Logic</b>				
Bill	11/22/2023	software & license renewals to 11/30/24	957 · Technology	-1,288.00
Total Tech Logic				-1,288.00
<b>Unique Management Services, Inc.</b>				
Check	10/24/2023	invoice #6118123	728 · Collection Expenses	-9.85
Check	11/28/2023	Collection fees, invoice #6119253	728 · Collection Expenses	-19.70
Total Unique Management Services, Inc.				-29.55
<b>VanHammen, Kat</b>				
Check	11/28/2023	Dia De Los Muertos program	880 · Programs	-80.00
Total VanHammen, Kat				-80.00
<b>TOTAL</b>				<b>-29,221.47</b>

Saugatuck-Douglas District Library  
**Balance Sheet**  
As of December 5, 2023

	<u>Dec 5, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · Checking Regular 2041	74,425.07
003 · Square Macatawa 9464	1,610.96
010 · PettyCash	150.00
011 · Huntington Reserve Account 0832	10,149.90
012 · Huntington Construct Chkg 8303	173,072.39
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	560,381.63
017.02 · Michigan CLASS - Construction	3,553.71
<b>Total 017 · Michigan CLASS</b>	<u>563,935.34</u>
<b>Total Checking/Savings</b>	<u>823,343.66</u>
<b>Other Current Assets</b>	
022 · Accts Receivable	11,102.76
130 · Prepaid Expense	3,550.50
<b>Total Other Current Assets</b>	<u>14,653.26</u>
<b>Total Current Assets</b>	<u>837,996.92</u>
<b>TOTAL ASSETS</b>	<b><u>837,996.92</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
202 · Accts Payable	3,550.50
209 · Health Ins Payable	25.79
210 · Payroll Liabilities	4,478.20
220 · Accrued Payroll	8,174.72
223 · Due to F.O.L.	912.41
<b>Total Other Current Liabilities</b>	<u>17,141.62</u>
<b>Total Current Liabilities</b>	<u>17,141.62</u>
<b>Total Liabilities</b>	17,141.62
<b>Equity</b>	
390 · Fund Balance	748,357.39
392 · Restricted F.B. for New Bldg	172,882.84
394 · Restricted F.B. for Debt Serv	204,231.86
Net Income	-304,616.79
<b>Total Equity</b>	<u>820,855.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>837,996.92</u></b>

**Saugatuck-Douglas District Library**  
**Profit & Loss Budget vs. Actual**  
July 2023 through June 2024

	<u>Jul '23 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
<b>Income</b>				
<b>400 · Millage</b>				
400.100 · COVODouglas	64.96	99,050.00	-98,985.04	0.1%
400.200 · City	3.54	93,755.00	-93,751.46	0.0%
400.300 · Twp	42.14	195,145.00	-195,102.86	0.0%
<b>Total 400 · Millage</b>	110.64	387,950.00	-387,839.36	0.0%
<b>520 · USF</b>	1,109.10	2,800.00	-1,690.90	39.6%
<b>539 · State Aid</b>	2,903.22	5,600.00	-2,696.78	51.8%
<b>608 · Fines &amp; Fees</b>	4,776.67	6,500.00	-1,723.33	73.5%
<b>655 · Penal Fines</b>				
655.100 · Penal Fines Allegan County	11,077.53	18,000.00	-6,922.47	61.5%
655.200 · Herrick-LaketownFunds	9,420.95	9,000.00	420.95	104.7%
<b>Total 655 · Penal Fines</b>	20,498.48	27,000.00	-6,501.52	75.9%
<b>664 · Interest</b>	831.12	1,000.00	-168.88	83.1%
<b>665 · Investment Earnings</b>	14,821.58	5,000.00	9,821.58	296.4%
<b>671 · Other Revenue</b>	2,556.00	4,000.00	-1,444.00	63.9%
<b>674.100 · General Donations</b>	3,889.12	1,000.00	2,889.12	388.9%
<b>675 · FOL</b>	3,459.14	9,000.00	-5,540.86	38.4%
<b>Total Income</b>	54,955.07	449,850.00	-394,894.93	12.2%
<b>Gross Profit</b>	54,955.07	449,850.00	-394,894.93	12.2%
<b>Expense</b>				
<b>701 · Payroll Expenses</b>	100,549.56	221,000.00	-120,450.44	45.5%
<b>727 · Office Supplies</b>	880.78	2,700.00	-1,819.22	32.6%
<b>728 · Collection Expenses</b>	918.41	2,500.00	-1,581.59	36.7%
<b>729 · Custodial Supplies</b>	811.60	1,800.00	-988.40	45.1%
<b>730 · Youth Services Supplies</b>	2,423.75	3,000.00	-576.25	80.8%
<b>731 · Postage</b>	133.83	250.00	-116.17	53.5%
<b>801 · Professional Services</b>	2,423.00	26,000.00	-23,577.00	9.3%
<b>803 · Coop Services (LLC)</b>	7,016.25	15,000.00	-7,983.75	46.8%
<b>850 · Phone &amp; Internet</b>	2,217.43	5,000.00	-2,782.57	44.3%
<b>880 · Programs</b>	4,205.82	8,000.00	-3,794.18	52.6%
<b>900 · Publicity &amp; Printing</b>	851.40	1,500.00	-648.60	56.8%
<b>920 · Utilities</b>	8,255.86	27,000.00	-18,744.14	30.6%
<b>930 · Building Maintenance</b>	15,788.19	43,000.00	-27,211.81	36.7%
<b>941 · Copy Machine</b>	1,964.46	4,000.00	-2,035.54	49.1%
<b>956 · Lost materials</b>	60.00	200.00	-140.00	30.0%
<b>957 · Technology</b>	2,485.89	8,000.00	-5,514.11	31.1%
<b>959 · Materials</b>				
959.100 · Print Materials				
959.110 · Print Books	8,618.96	24,000.00	-15,381.04	35.9%
959.120 · Periodicals	269.94	5,000.00	-4,730.06	5.4%
<b>Total 959.100 · Print Materials</b>	8,977.13	29,000.00	-20,022.87	31.0%

	<u>Jul '23 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
<b>959.200 · Other</b>				
<b>959.210 · DVDs</b>	930.79	3,000.00	-2,069.21	31.0%
<b>959.220 · Audio Books</b>	367.28	1,000.00	-632.72	36.7%
<b>Total 959.200 · Other</b>	1,298.07	4,000.00	-2,701.93	32.5%
<b>959.300 · Electronic</b>				
<b>959.310 · E-Books</b>	1,263.60	4,000.00	-2,736.40	31.6%
<b>959.320 · Digital Content Databases</b>	11,561.85	28,500.00	-16,938.15	40.6%
<b>Total 959.300 · Electronic</b>	12,825.45	32,500.00	-19,674.55	39.5%
<b>Total 959 · Materials</b>	23,100.65	65,500.00	-42,399.35	35.3%
<b>961 · Travel/Conference</b>	1,078.43	1,500.00	-421.57	71.9%
<b>962 · Dues</b>	897.00	700.00	197.00	128.1%
<b>964 · Tax Charge Backs</b>	0.00	500.00	-500.00	0.0%
<b>965 · Insurance</b>	7,650.00	7,700.00	-50.00	99.4%
<b>970 · Capital Expenditures</b>	0.00	5,000.00	-5,000.00	0.0%
<b>Total Expense</b>	183,712.31	449,850.00	-266,137.69	40.8%
<b>Net Income</b>	<b>-128,757.24</b>	<b>0.00</b>	<b>-128,757.24</b>	<b>100.0%</b>

**Saugatuck-Douglas District Library**  
**Profit & Loss Budget vs. Actual**  
 July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
405 · Bond Levy				
405.100 · COVODouglas	0.00	64,318.48	-64,318.48	0.0%
405.200 · City	2.52	60,881.32	-60,878.80	0.0%
405.300 · Twp	0.00	126,718.42	-126,718.42	0.0%
<b>Total 405 · Bond Levy</b>	<b>2.52</b>	<b>251,918.22</b>	<b>-251,915.70</b>	<b>0.0%</b>
698 · Transfer from Restricted ...	0.00	25,000.00	-25,000.00	0.0%
<b>Total Income</b>	<b>2.52</b>	<b>276,918.22</b>	<b>-276,915.70</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>2.52</b>	<b>276,918.22</b>	<b>-276,915.70</b>	<b>0.0%</b>
<b>Expense</b>				
971 · New Library Building				
972 · Construction	2,100.00			
976 · Technology	1,951.87			
971 · New Library Building - ...	0.00	25,000.00	-25,000.00	0.0%
<b>Total 971 · New Library Building</b>	<b>4,051.87</b>	<b>25,000.00</b>	<b>-20,948.13</b>	<b>16.2%</b>
991 · Debt Service - Principal	120,000.00	120,000.00	0.00	100.0%
992 · Debt Service - Interest	62,459.38	123,118.00	-60,658.62	50.7%
<b>Total Expense</b>	<b>186,511.25</b>	<b>268,118.00</b>	<b>-81,606.75</b>	<b>69.6%</b>
<b>Net Income</b>	<b>-186,508.73</b>	<b>8,800.22</b>	<b>-195,308.95</b>	<b>-2,119.4%</b>

## LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

December 6, 2023

### PROGRAMS

- This is our final week of fall children's programming. It has been busy and we are ready for a break. We will resume in mid-January.
- On December 9 we will be hosting a free family event featuring live reindeer, model train layouts, crafts and snacks. We are working with the Douglas Elementary School PTO. We anticipate a big crowd and I am excited for this new partnership. They are doing the snacks, providing volunteer labor and are contributing toward the cost of the reindeer.
- Adult programming highlights:
  - As part of the Lakeshore Big Read, a program hosted by Hope College and funded by a grant from the National Endowment for the Arts, we distributed over 40 books, hosted two book discussions and held one well-attended watch party.
  - Two sessions of a Beginning Watercolor class. This was so popular we had to add a second session and there was still a waiting list.
  - Tech Help with our IT consultant Nick Heimler. We have extend the duration of his visits so that he can meet with more patrons. We now offer 8 slots up from 4.
  - We hosted an educational program on the Mexican observance of Dia de los Muertos and followed it up with the construction and display of an offrenda.
  - We held the first of our Documentary Film Series. Only 5 people attended, but hopefully that number will grow as word spreads.
  - Each offer the following weekly programs: Bridge, Mah Jongg, and Open Studio painting. Our knitting/crocheting group starts up again this week.

### FINANCE & CONTRIBUTIONS

- Our annual audit is now complete and has been submitted to the State of Michigan as required. I will have print copies of the report available at the December 6 meeting. Trustees will have the chance to ask questions and discuss the report at the January meeting.
- I have been working with Roger Swets, the attorney who worked on our bond issue to make a plan for closing out our construction budget. We currently have approximately \$179,000 remaining. In order to comply with IRS regulations, he has a plan to invest these funds in Demand Deposit SLGS (State and Local Government Series—pronounced "SLUG"). These government issued bonds are exempt from the usual yield restrictions and will allow us to earn money while still complying with IRS regulations. This will give us time to spend the money on legitimate project costs, including those ideas generated through the strategic planning process. The most recent conversation occurred on Monday, December 4 and I have not yet had a chance to share this information with ad hoc committee members David and Larry. This new information will be effect how we proceed with hiring a financial consultant.
- Former Library board president Steve Oakley passed away in October. His family selected the Library to receive memorial gifts. We are honored to receive these gifts.
- The Friends of the Library have approved the following requests:
  - They bought candy for us to give away the Outdoor Discovery Center's *Treats & Trails* family Halloween event.

- They purchased copies of the two *Big Read* books so that we could distribute them at no cost to our patrons, including the members of our book discussion groups.
- \$600 toward the purchase of books on topics related to indigenous history and culture, specifically focused on the Anishinaabe people groups of the Great Lakes region.
- For the last several years, the Library has published an annual “holiday wishlist” on Amazon. People can purchase items to be added to our collection. So far, we have received 60 items!

#### BUILDINGS & GROUNDS:

- The issue with the building’s lighting controls are *still* not resolved. We have received the replacement part. It was installed, but it did not solve the problem. This means the problem is related to the programming of the system or a malfunctioning room controller. The next step is to coordinate our electricians with the software programmer to try to identify where physically in the building this particular controller is located. Fortunately, we are able to easily override the control at the breaker, which we do every day at closing.
- The chair rail in the program room has been completed. Our wall is enjoying the newly added protection.
- The first round of dry wall repairs were completed. There are still areas that need to be addressed, but they are at the peak of the ceiling and will require the rental of a lift. Once the dry wall repairs are completed, we will be hiring a painter to finish the project.

#### PUBLICITY

- Nothing to report.

#### COLLECTIONS:

- Nothing to report.

#### HUMAN RESOURCES

- I really enjoyed my time at the Michigan Library Association Conference in mid-October. I attended lots of quality programs and came away with a lot of ideas, many of them to the completion and implementation of our strategic plan.
- Erin Hill-Van Horn and I attended the Lakeland Youth Services Summer Reading Workshop on November 17. This event always provided practical and relevant information and ideas for summer programming for kids.
- Hannah Nendick-Mason, Jennell Lehman, Sarah Goy and Marlee Alexander attended an all day workshop entitled *Back to Basics*. The event was put on by the Lakeland Library Cooperative and covered the topics of Weeding and Readers Advisory. I was unable to attend, but heard mostly positive feedback.

#### TECHNOLOGY

- Nothing to report.

#### MEETINGS & PARTNERSHIPS

- October 18-20: Michigan Library Association’s Annual Conference in Kalamazoo.
- November 2: Allegan County Library Association. Herrick District Library’s Assistant Director talked about creating community partnerships. She was really insightful and she has agreed to

meet with our programming staff to look at best practices and how to make sure our partnerships are constructive and strategic.

- November 8: Hannah Nendick-Mason and I met with Lynn Aspnes, the new creative director of the Saugatuck Chamber Music Festival. We are exploring the possibility of bringing some ensembles to perform as part of a winter concert series. We also talked about opportunities for kids programs for the summer.
- November 9: Lakeland Board and Advisory Committee meetings. The regular meeting was followed by a “Lunch and Learn” informational program on seed libraries. Hannah Nendick-Mason was one of the presenters. She did a great job and was mentioned as a highlight on several of the evaluation forms. The “Lunch and Learn” series is planned and facilitated by the Continuing Education Committee of which I am a part.
- November 16: I met with Lindsay Henry to plan an upcoming holiday event with the Douglas Elementary School’s Parent Teacher Organization.
- November 21: I met with staff from the Saugatuck Center for the Arts about possible partnership for the spring and the summer.
- November 28: I met with Eric Gollanek, the director of the History Center. We are working on a plan to digitize the Commercial Record. I am excited about this joint effort.
- December 1: LLC Continuing Education Committee meeting. I have been appointed the Youth Services Liaison.

<b>Statistical Summary : SEPTEMBER 2023</b>				
	Aug-23	Sep-23	Sep-22	
<b>Circulation</b>				
Print	6639	5796	5658	2%
Hoopla	664	620	596	4%
Overdrive	977	1007	781	29%
Kanopy	82	83	60	38%
<b>SUBTOTAL</b>	<b>8362</b>	<b>7506</b>	<b>7095</b>	<b>6%</b>
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	287	218	362	-40%
Borrowed/Received (Incoming)	473	420	391	7%
<b>Programming</b>				
Number of Programs	23	19	15	27%
Attendance (Kids & Early Lit)	217	139	83	67%
Attendance (Adults)	111	87	68	28%
<b>Technology</b>				
Website Visits	x	x	2554	NA
Wifi Usage	2101	1769	1900	-7%
<b>Gate Count</b>	5088	3741	3597	4%
<b>New Patrons</b>	42	18	18	0%



Statistical Summary : OCTOBER 2023				
	Sep-23	Oct-23	Oct-22	
<b>Circulation</b>				
Print	5796	5963	5681	5%
Hoopla	620	641	633	1%
Overdrive	798	1127	863	31%
Kanopy	83	93	70	33%
<b>SUBTOTAL</b>	<b>7297</b>	<b>7824</b>	<b>7247</b>	<b>8%</b>
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	218	360	335	7%
Borrowed/Received (Incoming)	420	486	353	38%
<b>Programming</b>				
Number of Programs	19	39	23	70%
Attendance (Kids & Early Lit)	139	898	145	519%
Attendance (Adults)	87	150	57	163%
<b>Technology</b>				
Website Visits	NA	3121	2713	NA
Wifi Usage	1769	1866	1777	5%
<b>Gate Count</b>	<b>3741</b>	<b>4143</b>	<b>3517</b>	<b>18%</b>
<b>New Patrons</b>	<b>18</b>	<b>20</b>	<b>25</b>	<b>-20%</b>