

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

January 17, 2024

- 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. Finance (David Blatt & Larry Blose)
 - Financial Consultant RFP
 - SLGS finalized with U.S. Bank
- IX. Old Business
 - A. New Trustees
 - City of Saugatuck – Sara Nelson was appointed by the Saugatuck City Council on December 20. She is filling the seat vacated by Bonnie Lowe. Her term expires September 2027.
 - B. Strategic Plan Presentation
- X. New Business
 - A. Approved vendors
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: February 21, 2023 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
December 6, 2023

- I. Meeting Called to order at 7:06pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Ellie Caruthers representing the Friends of the Library, Trustees: David Blatt, Janice Krakowski, Demetrhea Terrien, and Frank Aiello.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the October 2023 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). Demetrhea Terrien presented a motion to pay the bills, Frank Aiello 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. Committee Reports
 - A. Financial Consultant RFP (Larry Blose & David Blatt)
 - Defer until the next meeting.
- IX. Old Business was presented by Director Boyer.
 - A. Strategic Planning Update
 - Carol Dawe, Ingrid Boyer, David Blatt, and Demetrhea Terrien met on November 13th where they shared their feedback based on survey responses and compiled them into a draft of goals and objectives as well as an action plan. After the board approves, the staff will put it into action. The draft will be ready for the January meeting.
 - B. New Trustees
 - City of Saugatuck – there is one more candidate to interview. There is a new mayor, which is why this process has been delayed.
- X. New Business
 - A. Election of Officers (SLATE: President--David Blatt, Vice President--Janice Krakowski; Treasurer—Larry Blose; Secretary—Demetrhea Terrien)
 - Janice Krakowski gave a brief intro
 - No nominations from the floor

- Janice Krakowski presented a motion to approve the SLATE as is, Demetrhea Terrien seconded the motion. The motion was passed with 4 members voting yes and 0 members voting no.

XI. Guest: Friends of the Library representative

Ellie Caruthers representing the Friends of the Library made the following comments:

- The treats for this meeting were baked by Susan Blose, Gini Cooper, and Christi Allen.
- The Friends had a final meeting today and have some final numbers from fundraising events and donations to report: \$16,000 came in, \$7,000 was paid out, leaving \$11,000. A conservative amount has been put into the account, which is currently at \$85,000, and the rest has been invested in a CD.
- Carol Carra has put so much work into curating the used bookstore. David Blatt asked how that was going, Ellie Caruthers noted that they need more children's books and literary fiction. All other categories are well stocked.

XII. Next Meeting: January 17, 2024 at 7:00 pm

XII. Adjournment by unanimous consent at 7:39 PM.

Saugatuck-Douglas District Library
Expenses by Vendor Detail
December 4, 2023 through January 14, 2024

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	12/27/2023	Monthly cleaning service, Invoice #1885	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Allegan County Library Association				
Check	12/19/2023	2024 Dues	962 · Dues	-50.00
Total Allegan County Library Association				-50.00
Amazon.com				
Check	12/14/2023	November 2023 invoices	959.110 · Print Books	-7.99
Check	12/14/2023	November 2023 invoices	729 · Custodial Supplies	-141.06
Check	12/14/2023	November 2023 invoices	959.210 · DVDs	-272.89
Check	12/14/2023	November 2023 invoices	727 · Office Supplies	-148.55
Check	12/14/2023	November 2023 invoices	728 · Collection Expenses	-35.57
Total Amazon.com				-606.06
Blue Star Storage				
Check	12/27/2023	January rent	930 · Building Maintenance	-60.00
Total Blue Star Storage				-60.00
CENGAGE LEARNING/GALE				
Check	12/12/2023	Invoice # 83013270	959.110 · Print Books	-16.00
Total CENGAGE LEARNING/GALE				-16.00
Coloma News Agency				
Bill	01/05/2024	New York Times to 11/12/2024	959.120 · Periodicals	-1,651.00
Total Coloma News Agency				-1,651.00
Comcast				
Check	12/27/2023	December internet	850 · Phone & Internet	-219.90
Check	01/02/2024	Phone, 12/10-1/9	850 · Phone & Internet	-187.56
Total Comcast				-407.46
Consumers Energy				
Check	12/13/2023	Oct/Nov electric bill	920 · Utilities	-1,188.40
Check	01/13/2024	Nov/Dec electric bill	920 · Utilities	-1,987.08
Total Consumers Energy				-3,175.48
Delong & Brower, P.C.				
Check	12/19/2023	Audit for fiscal year 2022-2023	801 · Professional Services	-6,828.00
Total Delong & Brower, P.C.				-6,828.00
ELM USA, Inc.				
Check	12/19/2023	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
Enfold Systems, Inc.				
Check	12/04/2023	website annual fee, October 2023-Septem...	900 · Publicity & Printing	-212.40
Total Enfold Systems, Inc.				-212.40

Type	Date	Memo	Account	Amount
EPS				
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
Check	12/11/2023	Access control re-install, ticket # 1351624	930 · Building Maintenance	-385.00
Total EPS				-1,174.63
Foster Swift				
Check	12/05/2023	audit letter	801 · Professional Services	-47.00
Total Foster Swift				-47.00
GigSalad				
Check	01/04/2024	Maciek the Magician, summer program	880 · Programs	-324.00
Total GigSalad				-324.00
Google LLC				
Check	12/31/2023	Google Workspace	957 · Technology	-60.00
Total Google LLC				-60.00
Grit				
Bill	01/05/2024	6 issues	959.120 · Periodicals	-19.95
Total Grit				-19.95
Heimler, Nick				
Check	12/27/2023	Invoice #548, MIBS Oct-Dec 2023	801 · Professional Services	-285.00
Check	01/11/2024	Invoice #613, basic maintenance	801 · Professional Services	-455.00
Total Heimler, Nick				-740.00
Ingram Library Services				
Check	01/12/2024	November invoices	959.110 · Print Books	-1,561.86
Check	01/12/2024	11/1/23 invoices	959.110 · Print Books	-43.97
Total Ingram Library Services				-1,605.83
James Van Ry				
Check	01/05/2024	Book display custom risers, fabricated an...	972 · Construction	-297.50
Total James Van Ry				-297.50
Kanopy, Inc.				
Check	12/12/2023	Invoice # 376439	959.320 · Digital Content Databases	-192.95
Check	01/11/2024	Invoice # 3801115	959.320 · Digital Content Databases	-190.40
Total Kanopy, Inc.				-383.35
KLSWA				
Check	12/06/2023	October water	920 · Utilities	-144.93
Check	12/26/2023	November water	920 · Utilities	-132.77
Total KLSWA				-277.70

Type	Date	Memo	Account	Amount
Lakeland Library Cooperative				
Check	01/11/2024	LLC Overdrive eBooks	959.310 · E-Books	-180.00
Check	01/11/2024	LLC Overdrive eAudiobooks	959.310 · E-Books	-270.00
Check	01/11/2024	LLC Overdrive eMagazines	959.310 · E-Books	-153.58
Check	01/11/2024	Quarterly fees, Invoice # 24-17717	803 · Coop Services (LLC)	-3,564.50
Total Lakeland Library Cooperative				-4,168.08
Maintenance Management, Inc.				
Check	12/12/2023	Invoice #2990, October mowing, shovel ...	930 · Building Maintenance	-200.00
Total Maintenance Management, Inc.				-200.00
Michaels				
Check	12/08/2023	craft supplies	730 · Youth Services Supplies	-31.79
Total Michaels				-31.79
Michigan Gas Utilities				
Check	12/22/2023	acct. #0504864801-00002	920 · Utilities	-15.74
Total Michigan Gas Utilities				-15.74
Michigan Municipal Risk Management Author				
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
MicroMarketing				
Check	12/27/2023	audiobooks, invoice #941015	959.220 · Audio Books	-103.18
Total MicroMarketing				-103.18
Midwest Tape-HOOPLA				
Check	12/12/2023	Invoice #504719616	959.320 · Digital Content Databases	-1,571.38
Check	01/11/2024	Invoice #50485870	959.320 · Digital Content Databases	-1,464.67
Total Midwest Tape-HOOPLA				-3,036.05
Moeller, Sally				
Check	12/27/2023	December bookkeeping	801 · Professional Services	-60.00
Total Moeller, Sally				-60.00
New Dawn Linen Service				
Check	12/27/2023	November mat service	930 · Building Maintenance	-45.92
Total New Dawn Linen Service				-45.92
OverDrive				
Check	12/04/2023	Invoice #01720COP23435456	959.320 · Digital Content Databases	-200.54
Check	01/04/2024	Invoice #01720CP23465154	959.320 · Digital Content Databases	-197.52
Total OverDrive				-398.06
Overisel Lumber Company				
Check	12/19/2023	Lumber for shelving supports	975 · Furnishings	-16.62
Bill	01/05/2024	kickdown door stop	930 · Building Maintenance	-9.99
Total Overisel Lumber Company				-26.61

Type	Date	Memo	Account	Amount
Priority Health				
Check	01/02/2024	January premium	701.300 · Health Insurance Compe...	-278.87
Total Priority Health				-278.87
Republic Services				
Check	12/06/2023	quarterly trash, adjustment	920 · Utilities	-1.82
Total Republic Services				-1.82
RICOH USA, INC (IL)				
Check	12/12/2023	Invoice #5068382605	941 · Copy Machine	-479.17
Check	12/19/2023	Invoice #5068382605	941 · Copy Machine	-479.17
Total RICOH USA, INC (IL)				-958.34
RICOH USA, INC (TX)				
Check	01/01/2024	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
Saugatuck Center for the Arts				
Check	12/27/2023	Young Actors Workshop, summer 2023	880 · Programs	-197.90
Total Saugatuck Center for the Arts				-197.90
Scholastic Library Publishing				
Check	12/29/2023	Invoice #s 56108662	959.110 · Print Books	-46.77
Total Scholastic Library Publishing				-46.77
Sisters in Ink				
Check	12/04/2023	Reindeer sign	900 · Publicity & Printing	-86.00
Total Sisters in Ink				-86.00
T Mobile				
Check	12/06/2023	hotspots	959.320 · Digital Content Databases	-147.63
Check	01/05/2024	hotspots	959.320 · Digital Content Databases	-137.10
Total T Mobile				-284.73
TOTAL				-32,593.02

Saugatuck-Douglas District Library

01/14/24

Balance Sheet

Cash Basis

As of January 14, 2024

	<u>Jan 14, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	216,758.34
003 · Square Macatawa 9464	1,566.99
010 · PettyCash	150.00
011 · Huntington Reserve Account 0832	-0.91
012 · Huntington Construct Chkg 8303	4,353.15
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	563,029.50
017.02 · Michigan CLASS - Construction	-3.79
Total 017 · Michigan CLASS	<u>563,025.71</u>
018 · U.S. Bank SLGS	193,272.48
Total Checking/Savings	<u>979,125.76</u>
Other Current Assets	
022 · Accts Receivable	11,102.76
130 · Prepaid Expense	3,550.50
Total Other Current Assets	<u>14,653.26</u>
Total Current Assets	<u>993,779.02</u>
TOTAL ASSETS	<u>993,779.02</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
202 · Accts Payable	3,550.50
209 · Health Ins Payable	44.71
210 · Payroll Liabilities	6,512.08
220 · Accrued Payroll	8,174.72
223 · Due to F.O.L.	1,254.91
Total Other Current Liabilities	<u>19,536.92</u>
Total Current Liabilities	<u>19,536.92</u>
Total Liabilities	19,536.92
Equity	
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	-151,229.99
Total Equity	<u>974,242.10</u>
TOTAL LIABILITIES & EQUITY	<u>993,779.02</u>

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>
Income				
400 · Millage				
400.100 · COVODouglas	37,674.58	99,050.00	-61,375.42	38.0%
400.200 · City	34,447.05	93,755.00	-59,307.95	36.7%
400.300 · Twp	45,088.07	195,145.00	-150,056.93	23.1%
Total 400 · Millage	117,209.70	387,950.00	-270,740.30	30.2%
520 · USF	1,109.10	2,800.00	-1,690.90	39.6%
539 · State Aid	2,903.22	5,600.00	-2,696.78	51.8%
608 · Fines & Fees	5,526.60	6,500.00	-973.40	85.0%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	17,646.24	18,000.00	-353.76	98.0%
655.200 · Herrick-LaketownFunds	9,420.95	9,000.00	420.95	104.7%
Total 655 · Penal Fines	27,067.19	27,000.00	67.19	100.2%
664 · Interest	979.34	1,000.00	-20.66	97.9%
665 · Investment Earnings	17,486.22	5,000.00	12,486.22	349.7%
671 · Other Revenue	2,781.00	4,000.00	-1,219.00	69.5%
674.100 · General Donations	4,620.12	1,000.00	3,620.12	462.0%
675 · FOL	3,959.14	9,000.00	-5,040.86	44.0%
Total Income	183,641.63	449,850.00	-266,208.37	40.8%
Gross Profit	183,641.63	449,850.00	-266,208.37	40.8%
Expense				
701 · Payroll Expenses	124,631.99	221,000.00	-96,368.01	56.4%
727 · Office Supplies	1,029.33	2,700.00	-1,670.67	38.1%
728 · Collection Expenses	978.98	2,500.00	-1,521.02	39.2%
729 · Custodial Supplies	952.66	1,800.00	-847.34	52.9%
730 · Youth Services Supplies	2,455.54	3,000.00	-544.46	81.9%
731 · Postage	273.98	250.00	23.98	109.6%
801 · Professional Services	10,051.00	26,000.00	-15,949.00	38.7%
803 · Coop Services (LLC)	10,580.75	15,000.00	-4,419.25	70.5%
850 · Phone & Internet	2,624.89	5,000.00	-2,375.11	52.5%
880 · Programs	4,727.72	8,000.00	-3,272.28	59.1%
900 · Publicity & Printing	1,330.57	1,500.00	-169.43	88.7%
920 · Utilities	10,391.45	27,000.00	-16,608.55	38.5%
930 · Building Maintenance	17,284.10	43,000.00	-25,715.90	40.2%
941 · Copy Machine	2,443.63	4,000.00	-1,556.37	61.1%
956 · Lost materials	60.00	200.00	-140.00	30.0%
957 · Technology	2,545.89	8,000.00	-5,454.11	31.8%
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	10,279.55	24,000.00	-13,720.45	42.8%
959.120 · Periodicals	2,018.89	5,000.00	-2,981.11	40.4%
Total 959.100 · Print Materials	12,386.67	29,000.00	-16,613.33	42.7%

	<u>Jul '23 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
959.200 · Other				
959.210 · DVDs	1,203.68	3,000.00	-1,796.32	40.1%
959.220 · Audio Books	470.46	1,000.00	-529.54	47.0%
Total 959.200 · Other	1,674.14	4,000.00	-2,325.86	41.9%
959.300 · Electronic				
959.310 · E-Books	1,867.18	4,000.00	-2,132.82	46.7%
959.320 · Digital Content Databases	13,551.54	28,500.00	-14,948.46	47.5%
Total 959.300 · Electronic	15,418.72	32,500.00	-17,081.28	47.4%
Total 959 · Materials	29,479.53	65,500.00	-36,020.47	45.0%
961 · Travel/Conference	1,078.43	1,500.00	-421.57	71.9%
962 · Dues	947.00	700.00	247.00	135.3%
964 · Tax Charge Backs	0.00	500.00	-500.00	0.0%
965 · Insurance	7,650.00	7,700.00	-50.00	99.4%
970 · Capital Expenditures	0.00	5,000.00	-5,000.00	0.0%
Total Expense	231,517.44	449,850.00	-218,332.56	51.5%
Net Income	-47,875.81	0.00	-47,875.81	100.0%

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>
Income				
405 · Bond Levy				
405.100 · COVODouglas	25,143.96	64,318.48	-39,174.52	39.1%
405.200 · City	22,368.99	60,881.32	-38,512.33	36.7%
405.300 · Twp	29,038.99	126,718.42	-97,679.43	22.9%
Total 405 · Bond Levy	76,551.94	251,918.22	-175,366.28	30.4%
698 · Transfer from Restricted ...	0.00	25,000.00	-25,000.00	0.0%
Total Income	76,551.94	276,918.22	-200,366.28	27.6%
Gross Profit	76,551.94	276,918.22	-200,366.28	27.6%
Expense				
971 · New Library Building				
972 · Construction	2,397.50			
976 · Technology	1,951.87			
971 · New Library Building - ...	0.00	25,000.00	-25,000.00	0.0%
Total 971 · New Library Building	4,349.37	25,000.00	-20,650.63	17.4%
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%
Total Expense	186,808.75	268,118.00	-81,309.25	69.7%
Net Income	-110,256.81	8,800.22	-119,057.03	-1,252.9%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

January 17, 2024

PROGRAMS

- On December 9 we hosted a free family event featuring live reindeer, model train layouts, crafts and snacks. We partnered with the Douglas Elementary School PTO who helped coordinate cookie decorating, hot chocolate and provided volunteers. The Lakeshore Model Railroaders had multiple layouts set up in our program room. Respite Cappuccino Court donated the hot chocolate and Retro Bakery provided supplies for the cookie decorating at a *very* steep discount. The Friends of the Library and the PTO both contributed to the cost of the reindeer. The event was a huge success. We estimate about 300 people attended. It was definitely a multi-generational event.
- Our weekly programs for adults continue to draw participants, but in fewer numbers than the fall and summer. Every week we two groups: Bridge on Monday and Mah Jongg on Tuesdays. New for the fall and winter, we have knitting/crocheting on Wednesdays and open studio (painting) on Thursdays.
- We are well on your way to finalizing our Summer Reading program schedule. This is unheard of for us. As part of the program, we will be repeating our collaboration with the SCA to offer a one-week theater camp. We are adding an afternoon session which will be for older kids.

FINANCE & CONTRIBUTIONS

- Our annual audit was submitted to the State of Michigan by the end of the year as required. Copies were distributed to board members at our last meeting and there will be an opportunity to ask questions and discuss the financial statements 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 \$176,000 remaining. In order to comply with IRS regulations, we have created a custodial account with U.S. Bank who will manage a Demand Deposit SLGS (State and Local Government Securities—pronounced “SLUG”). These government issued bonds are exempt from the usual yield restrictions and will allow us to earn on the investment while still complying with IRS regulations.
- The Finance Committee also wrote and submitted an informal Request for Proposals to two potential consultants. We are still waiting to hear back.
- We completed all of our end-of-year tax filings last week. This was a little more complicated since our bookkeeper of over 20 years retired in the spring. Our new bookkeeper has been away from this type of work for several years, so it took more time than it usually does. I worked alongside her and we managed pretty well. The level of complication did inspire me to think more seriously about outsourcing payroll....
- QuickBooks, our accounting software, has changed its pricing model, adversely affecting our cost. This, combined with my recent experience with end-of-year filing, has forced me to look at other options. After analyzing costs and pros/cons, I have decided to switch to QuickBooks Online with their Advanced Payroll service. This will be a big change. I have included the spreadsheet I used to analyze our options if you are curious about my process.

BUILDINGS & GROUNDS:

- The issue with our lighting controls have been more or less resolved. There are still some odd issues with the programming and random lights turning on and off under certain conditions. None of our technicians, including the people who designed the system, can explain why these happen. They have basically no impact on the way we function and I have decided we will have to just live with them.
- We currently use a card access system manufacturer by a company called Honeywell. Theoretically, it allows us to create locking/unlocking schedules and to program these using a desktop interface. Unfortunately, this system has been problematic from the beginning. It is an older product and is no longer supported by the manufacturer. Our technicians hate it because it is so outdated. It is very unreliable and when something goes wrong there is no easy way to fix it. Most recently, when I was out of town, the entire staff was locked out of the building for about an hour. Basically, we cannot go on like this.

I have been getting quotes for other systems that are cloud based, easier to trouble-shoot remotely and not affected by server & hardware issues. I have a proposal for a system that should be a better fit, but I am still negotiating the service contract costs.

PUBLICITY

- Nothing to report.

COLLECTIONS:

- We are planning to create a “Tween” section that will be an in-between option for readers who fall between the kids and teen section. Creating this new category will help young people better find books at their reading level. It is also another way to direct readers toward content that is less likely to raise questions of age-appropriateness. It is a tool we can offer without restricting access.

HUMAN RESOURCES

- Nothing to report

TECHNOLOGY

- Nothing to report.

MEETINGS & PARTNERSHIPS

- January 9: I was invited to accompany SPS Superintendent Tim Travis and Middle School/High School Principal Mark Neidlinger on a visit to the East GR Middle School to tour their Learning Commons. We also met with the SPS architect to look at possible layouts. They were looking for my advice on furnishing the soon-to-be-completed space at Saugatuck High School. It was a good chance for me to talk about ways we can support their students and staff.

Statistical Summary : NOVEMBER 2023

	Oct-23	Nov-23	Nov-22	
Circulation				
Print	5963	5477	5579	-2%
Hoopla	641	731	670	9%
Overdrive	1194	1209	882	37%
Kanopy	93	84	57	47%
SUBTOTAL	7891	7501	7188	4%
Interlibrary Loan				
Loaned/Sent (Outgoing)	360	354	313	13%
Borrowed/Received (Incoming)	486	475	401	18%
Programming				
Number of Programs	39	38	28	36%
Attendance (Kids & Early Lit)	898	334	169	98%
Attendance (Adults)	150	142	115	23%
Technology				
Website Visits	3121	2390	2878	-17%
Wifi Usage	1866	1652	1593	4%
Gate Count				
	4143	4092	3509	17%
New Patrons				
	20	28	23	22%

Statistical Summary : DECEMBER 2023

	Nov-23	Dec-23	Dec-22	
Circulation				
Print	5477	5848	5654	3%
Hoopla	731	635	652	-3%
Overdrive	994	1244	900	38%
Kanopy	84	87	100	-13%
SUBTOTAL	7286	7814	7306	7%
Interlibrary Loan				
Loaned/Sent (Outgoing)	354	331	283	17%
Borrowed/Received (Incoming)	475	543	414	31%
Programming				
Number of Programs	38	29	24	21%
Attendance (Kids & Early Lit)	334	495	149	232%
Attendance (Adults)	142	121	73	66%
Technology				
Website Visits	2390		2588	-100%
Wifi Usage	1652	1568	1394	12%
Gate Count				
	4092	3669	3091	19%
New Patrons				
	28	25	16	56%

Online Bill Payment Policy: The Saugatuck-Douglas District Library Director is authorized to make e-payments for bills below \$300, and for all bills on a list of approved vendors approved annually by the Library Board.

Proposed Vendors for Online Bill Pay 2024 (* indicates new vendor):

Utilities:

- Consumers Energy
- Michigan Gas
- Republic (Trash)
- Kalamazoo Lake Water and Sewer
- Comcast

Building Maintenance

- All Surface Building Services (cleaning)
- EPS (fire and security)
- Ecogardens (landscaping)
- Maintenance Management Services (mowing & snow removal)
- R.W. LaPine (HVAC-service contract)

Professional Services

- Nick Heimler (IT)
- Foster Swift (attorneys)
- Sally Moeller (bookkeeper)*

Materials

- Ingram
- Kanopy
- Midwest Tapes (Hoopla)
- Overdrive
- Library Ideas
- Scholastic*

Priority Health*

RICOH (copier)

Lakeland Library Cooperative

Constant Contact (email marketing service)

T-Mobile (hotspots)

Michigan Municipal Risk Management Authority (insurance)

Citizens Insurance/Hanover Insurance (workers compensation insurance)

Intuit (accounting software)

Enfold Systems (website)