

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

February 21, 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 (None)
- IX. Old Business (None)
- X. New Business
 - A. Budget Amendments (for approval)
 - B. Publication and distribution of Strategic Plan (for discussion)
 - C. Short term capital improvement projects (for discussion)
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: March 20, 2024 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

January 17, 2024

UNOFFICIAL MINUTES

- I. Meeting called to order at 7:01 PM by David Blatt. The following members were present: Library Director (ex officio) Ingrid Boyer, Carol Dawe Lakeland Library Cooperative Director, Charlotte Stewart representing the Friends of the Library, Trustees: David Blatt, Janice Krakowski, Demetrhea Terrien, Sara Nelson, Larry Blose, and Frank Aiello. Attendees went around the room for a brief introduction.
- II. The Agenda (see Appendix) was passed by unanimous consent.
- III. The Minutes from the December 2023 (see Appendix) meeting were passed by unanimous consent.
- IV. No Public Comment.
- V. Library bills were presented by Director Boyer (see Appendix).
 - Questions were asked by David Blatt regarding Ricoh invoices, postage, and dues. All questions were satisfactorily answered by Director Boyer.
 - Larry Blose presented a motion to pay the bills, Janice Krakowski seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.
- VI. Financial Report (Balance Sheet and Profit & Loss Statement) was presented by Director Boyer (see Appendix).
 - Question was asked by Demetrhea Terrien about balance of mortgage and satisfactorily answered by director Boyer.
- VII. The Librarian's Report was presented by Director Boyer (see Appendix).
- VIII. Committee Reports
 - A. Finance (David Blatt & Larry Blose)
 - Financial Consultant RFP
 - Andy Campbell will work with us on debt.
 - Still looking for 2nd person to work with us on fund balances and budget
 - SLGS finalized with U.S. Bank
- IX. Old Business was presented by Director Boyer
 - A. Strategic Plan Presentation
 - The Strategic Plan was discussed (see Appendix). David Blatt moved to approve the Strategic Plan as presented, Demetrhea Terrien seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.
- X. New Business was presented by Director Boyer
 - A. Approved vendors: Demetrhea Terrien presented a motion to approve vendors, Larry Blose seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.
- XI. Guest: Friends of the Library representative

Charlotte Stewart representing the Friends of the Library made the following comments:

- Friends of Library Board does not meet in January & February.
- The final tally for the 2023 FOL auction was \$4073.
- The current balance is \$85,409.11.
- Bookstore is continuing to collect donations of books monthly.
- Friends of Library Board funded \$3000 in library programming including concert series, birdwatching, Shakespeare performance, and reimbursement for reindeer event.
- \$400 in giftcards was given to 8 Library staff members for Christmas.
- Final dates for Nov 2024 auction have been set.
- Happy New Year postcard will be sent out to all friends of library.

XII. Next Meeting: February 21, 2024 at 7:00 pm

XIII. Adjournment by unanimous consent at 8:25 PM.

Saugatuck-Douglas District Library
Expenses by Vendor Detail
January 15 through February 19, 2024

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	01/22/2024	Monthly cleaning service, Invoice #1967	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Allegan County				
Check	01/18/2024	December 2023 tax chargebacks	964 · Tax Charge Backs	-280.60
Total Allegan County				-280.60
Amazon.com				
Check	01/16/2024	December 2023 invoices	959.110 · Print Books	-34.98
Check	01/16/2024	December 2023 invoices	727 · Office Supplies	-76.59
Check	01/16/2024	December 2023 invoices	959.210 · DVDs	-180.67
Check	02/07/2024	Headphones	957 · Technology	-119.85
Check	02/07/2024	Tax forms and miscellaneous office suppl...	727 · Office Supplies	-190.42
Check	02/07/2024	January 2024 invoices	959.210 · DVDs	-198.74
Total Amazon.com				-801.25
Aspnes, Lynn				
Check	02/07/2024	February 18 concert, harp and flute	880 · Programs	-200.00
Total Aspnes, Lynn				-200.00
Blue Star Storage				
Check	01/22/2024	February rent	930 · Building Maintenance	-60.00
Total Blue Star Storage				-60.00
CENGAGE LEARNING/GALE				
Check	01/22/2024	Invoice # 83084431	959.110 · Print Books	-20.00
Check	01/27/2024	Invoice # 83093675	959.110 · Print Books	-15.00
Total CENGAGE LEARNING/GALE				-35.00
Comcast				
Check	01/25/2024	Internet, January 2024	850 · Phone & Internet	-219.90
Check	01/27/2024	Phone, January 10-February 9, 2024	850 · Phone & Internet	-189.56
Total Comcast				-409.46
Commercial Record				
Check	02/07/2024	annual subscription	959.120 · Periodicals	-40.00
Total Commercial Record				-40.00
Consumers Energy				
Check	02/13/2024	Dec/Jan electric bill	920 · Utilities	-2,586.76
Total Consumers Energy				-2,586.76
Critter Barn, Inc.				
Check	02/02/2024	deposit for 6/13/24 program	880 · Programs	-75.00
Total Critter Barn, Inc.				-75.00
Dickinson Wright PLLC				
Check	02/01/2024	professional services related to SLGS	971 · New Library Building	-2,064.00
Total Dickinson Wright PLLC				-2,064.00

Type	Date	Memo	Account	Amount
ELM USA, Inc.				
Check	01/25/2024	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
Excel Electric				
Bill	01/15/2024	lighting control repair	972 · Construction	-943.00
Total Excel Electric				-943.00
Fennville District Library				
Check	02/01/2024	Invoice #50	956 · Lost materials	-8.95
Total Fennville District Library				-8.95
Google LLC				
Check	01/31/2024	Google Workspace	957 · Technology	-60.00
Total Google LLC				-60.00
Heimler, Nick				
Check	01/22/2024	Invoice #667, quarterly basic maintenance	801 · Professional Services	-285.00
Total Heimler, Nick				-285.00
Herrick District Library				
Check	02/01/2024	Lost books, invoice #2024-00000039	956 · Lost materials	-107.12
Total Herrick District Library				-107.12
Ingram Library Services				
Check	01/25/2024	12/1/23 invoices	959.110 · Print Books	-652.37
Check	02/07/2024	January invoices	959.110 · Print Books	-1,325.36
Total Ingram Library Services				-1,977.73
Intuit				
Check	01/16/2024	Quickbooks Online monthly subscription	957 · Technology	-60.48
Check	01/19/2024	Quickbooks Desktop Enterprise, annual s...	957 · Technology	-1,551.84
Total Intuit				-1,612.32
Jim Cooper				
Check	01/25/2024	Jazz concert	880 · Programs	-440.00
Total Jim Cooper				-440.00
Kanopy, Inc.				
Check	02/09/2024	Invoice # 385011-PPU	959.320 · Digital Content Databases	-173.40
Total Kanopy, Inc.				-173.40
Kantner, Christopher				
Bill	02/07/2024	February 18 concert, harp and flute	880 · Programs	-200.00
Total Kantner, Christopher				-200.00
KLSWA				
Check	02/05/2024	December water	920 · Utilities	-132.32
Total KLSWA				-132.32

Type	Date	Memo	Account	Amount
Lake Vista SuperValu				
Check	01/25/2024	Baking soda	729 · Custodial Supplies	-5.70
Total Lake Vista SuperValu				-5.70
Lakeland Library Cooperative				
Check	01/22/2024	Transparent Language, annual subscription	959.320 · Digital Content Databases	-900.00
Total Lakeland Library Cooperative				-900.00
Maintenance Management, Inc.				
Check	02/01/2024	snow removal, invoice #139	930 · Building Maintenance	-910.00
Total Maintenance Management, Inc.				-910.00
Meijer				
Check	01/27/2024	craft supplies	730 · Youth Services Supplies	-15.41
Total Meijer				-15.41
Michigan Gas Utilities				
Check	01/25/2024	acct. #0504864801-00002	920 · Utilities	-31.76
Total Michigan Gas Utilities				-31.76
Michigan Library Association				
Check	01/17/2024	Membership and Spring Institute registrat...	961 · Travel/Conference	-355.00
Check	01/17/2024	Spring Institute registration, Ingrid Boyer	961 · Travel/Conference	-270.00
Total Michigan Library Association				-625.00
MicroMarketing				
Check	01/22/2024	audiobooks, invoice #942480	959.220 · Audio Books	-43.00
Total MicroMarketing				-43.00
Midwest Tape-HOOPLA				
Check	02/09/2024	Invoice #504993533	959.320 · Digital Content Databases	-1,604.72
Total Midwest Tape-HOOPLA				-1,604.72
Moeller, Sally				
Check	02/09/2024	January bookkeeping, includes year end t...	801 · Professional Services	-345.00
Total Moeller, Sally				-345.00
Nendick-Mason				
Check	02/02/2024	Seeds for seed library	880 · Programs	-17.38
Total Nendick-Mason				-17.38
New Dawn Linen Service				
Check	01/22/2024	December mat service	930 · Building Maintenance	-45.92
Total New Dawn Linen Service				-45.92
OverDrive				
Check	02/02/2024	Invoice #01720CP24031559	959.320 · Digital Content Databases	-132.35
Check	02/02/2024	Invoice #01720CO24022828	959.310 · E-Books	-358.08
Check	02/07/2024	Invoice #01720CO24036191	959.310 · E-Books	-151.47
Total OverDrive				-641.90

Type	Date	Memo	Account	Amount
Priority Health				
Check	02/01/2024	February premium	701.300 · Health Insurance Compe...	-278.87
Total Priority Health				-278.87
R. W. LaPine, Inc.				
Check	01/22/2024	Quarterly preventive maintenance	930 · Building Maintenance	-946.00
Total R. W. LaPine, Inc.				-946.00
Republic Services				
Check	02/04/2024	quarterly trash	920 · Utilities	-57.27
Total Republic Services				-57.27
RICOH USA, INC (IL)				
Check	02/14/2024	Invoice #5068854584	941 · Copy Machine	-265.30
Total RICOH USA, INC (IL)				-265.30
RICOH USA, INC (TX)				
Check	02/01/2024	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
RNL Graphic Solutions LLC				
Check	02/07/2024	Library cards	728 · Collection Expenses	-728.06
Total RNL Graphic Solutions LLC				-728.06
Southfield Public Library				
Bill	01/15/2024	Lost book	956 · Lost materials	-37.00
Total Southfield Public Library				-37.00
Stingers Pest Control, Inc.				
Bill	02/13/2024	Annual pest control	930 · Building Maintenance	-294.40
Total Stingers Pest Control, Inc.				-294.40
T Mobile				
Check	02/08/2024	hotspots	959.320 · Digital Content Databases	-148.59
Total T Mobile				-148.59
TIME USA LLC				
Bill	01/15/2024	2 year subscription to Mar 2026	959.120 · Periodicals	-69.50
Total TIME USA LLC				-69.50
U.S. Bank				
Check	02/01/2024	VOID: Acceptance fee and custodial char...	971 · New Library Building	0.00
Check	02/01/2024	Acceptance fee and custodial charge	971 · New Library Building	-2,000.00
Check	02/07/2024	Interest payment	992 · Debt Service - Interest	-60,659.38
Total U.S. Bank				-62,659.38
TOTAL				-84,328.37

Balance Sheet

As of February 19, 2024

	<u>Feb 19, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	324,303.56
003 · Square Macatawa 9464	1,336.71
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	10,305.52
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	565,675.45
017.02 · Michigan CLASS - Construction	1.08
Total 017 · Michigan CLASS	<u>565,676.53</u>
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	162,000.00
018.02 · U.S. Bank Bond Payment	21,272.48
Total 018 · U.S. Bank SLGS	<u>183,272.48</u>
Total Checking/Savings	<u>1,085,044.80</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>1,099,698.06</u>
TOTAL ASSETS	<u>1,099,698.06</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
202 · Accts Payable	3,550.50
209 · Health Ins Payable	63.63
210 · Payroll Liabilities	4,084.52
220 · Accrued Payroll	8,174.72
223 · Due to F.O.L.	411.93
Total Other Current Liabilities	<u>16,285.30</u>
Total Current Liabilities	<u>16,285.30</u>
Total Liabilities	16,285.30
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	-42,059.33
Total Equity	<u>1,083,412.76</u>
TOTAL LIABILITIES & EQUITY	<u>1,099,698.06</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	71,061.59	99,050.00	-27,988.41	71.7%
400.200 · City	58,270.45	93,755.00	-35,484.55	62.2%
400.300 · Twp	114,717.28	195,145.00	-80,427.72	58.8%
Total 400 · Millage	244,049.32	387,950.00	-143,900.68	62.9%
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	6,390.13	6,500.00	-109.87	98.3%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	16,835.49	18,000.00	-1,164.51	93.5%
655.200 · Herrick-LaketownFunds	12,501.14	9,000.00	3,501.14	138.9%
Total 655 · Penal Fines	29,336.63	27,000.00	2,336.63	108.7%
664 · Interest	1,220.39	1,000.00	220.39	122.0%
665 · Investment Earnings	20,137.04	5,000.00	15,137.04	402.7%
671 · Other Revenue	2,804.00	4,000.00	-1,196.00	70.1%
674.100 · General Donations	5,248.52	1,000.00	4,248.52	524.9%
675 · FOL	6,250.14	9,000.00	-2,749.86	69.4%
Total Income	319,448.49	449,850.00	-130,401.51	71.0%
Gross Profit	319,448.49	449,850.00	-130,401.51	71.0%
Expense				
701 · Payroll Expenses	140,782.54	221,000.00	-80,217.46	63.7%
727 · Office Supplies	1,366.34	2,700.00	-1,333.66	50.6%
728 · Collection Expenses	1,732.04	2,500.00	-767.96	69.3%
729 · Custodial Supplies	958.36	1,800.00	-841.64	53.2%
730 · Youth Services Supplies	2,486.31	3,000.00	-513.69	82.9%
731 · Postage	281.51	250.00	31.51	112.6%
801 · Professional Services	10,681.00	26,000.00	-15,319.00	41.1%
803 · Coop Services (LLC)	10,580.75	15,000.00	-4,419.25	70.5%
850 · Phone & Internet	3,037.68	5,000.00	-1,962.32	60.8%
880 · Programs	5,460.10	8,000.00	-2,539.90	68.3%
900 · Publicity & Printing	1,765.27	1,500.00	265.27	117.7%
920 · Utilities	13,199.56	27,000.00	-13,800.44	48.9%
930 · Building Maintenance	20,535.42	43,000.00	-22,464.58	47.8%
941 · Copy Machine	2,376.06	4,000.00	-1,623.94	59.4%
956 · Lost materials	213.07	200.00	13.07	106.5%
957 · Technology	4,891.58	8,000.00	-3,108.42	61.1%
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	12,327.26	24,000.00	-11,672.74	51.4%
959.120 · Periodicals	2,167.39	5,000.00	-2,832.61	43.3%
Total 959.100 · Print Materials	14,582.88	29,000.00	-14,417.12	50.3%

	<u>Jul '23 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
959.200 · Other				
959.210 · DVDs	1,583.09	3,000.00	-1,416.91	52.8%
959.220 · Audio Books	513.46	1,000.00	-486.54	51.3%
Total 959.200 · Other	2,096.55	4,000.00	-1,903.45	52.4%
959.300 · Electronic				
959.310 · E-Books	2,376.73	4,000.00	-1,623.27	59.4%
959.320 · Digital Content Databases	16,510.60	28,500.00	-11,989.40	57.9%
Total 959.300 · Electronic	18,887.33	32,500.00	-13,612.67	58.1%
Total 959 · Materials	35,566.76	65,500.00	-29,933.24	54.3%
961 · Travel/Conference	1,703.43	1,500.00	203.43	113.6%
962 · Dues	947.00	700.00	247.00	135.3%
964 · Tax Charge Backs	208.16	500.00	-291.84	41.6%
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	266,422.94	449,850.00	-183,427.06	59.2%
Net Income	53,025.55	0.00	53,025.55	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	42,999.29	64,318.48	-21,319.19	66.9%
405.200 · City	36,838.05	60,881.32	-24,043.27	60.5%
405.300 · Twp	74,488.57	126,718.42	-52,229.85	58.8%
Total 405 · Bond Levy	154,325.91	251,918.22	-97,592.31	61.3%
698 · Transfer from Restricted ...	0.00	25,000.00	-25,000.00	0.0%
Total Income	154,325.91	276,918.22	-122,592.31	55.7%
Gross Profit	154,325.91	276,918.22	-122,592.31	55.7%
Expense				
971 · New Library Building				
972 · Construction	2,397.50			
976 · Technology	1,951.87			
971 · New Library Building - ...	4,064.00	25,000.00	-20,936.00	16.3%
Total 971 · New Library Building	8,413.37	25,000.00	-16,586.63	33.7%
991 · Debt Service - Principal	120,000.00	120,000.00	0.00	100.0%
992 · Debt Service - Interest	123,118.76	123,118.00	0.76	100.0%
Total Expense	251,532.13	268,118.00	-16,585.87	93.8%
Net Income	-97,206.22	8,800.22	-106,006.44	-1,104.6%

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	46,823.17	64,318.48	-17,495.31	72.8%
405.200 · City	36,838.05	60,881.32	-24,043.27	60.5%
405.300 · Twp	74,488.57	126,718.42	-52,229.85	58.8%
Total 405 · Bond Levy	158,149.79	251,918.22	-93,768.43	62.8%
698 · Transfer from Restricted ...	0.00	25,000.00	-25,000.00	0.0%
Total Income	158,149.79	276,918.22	-118,768.43	57.1%
Gross Profit	158,149.79	276,918.22	-118,768.43	57.1%
Expense				
971 · New Library Building				
972 · Construction	2,397.50			
976 · Technology	1,951.87			
971 · New Library Building - ...	4,064.00	25,000.00	-20,936.00	16.3%
Total 971 · New Library Building	8,413.37	25,000.00	-16,586.63	33.7%
991 · Debt Service - Principal	120,000.00	120,000.00	0.00	100.0%
992 · Debt Service - Interest	123,118.76	123,118.00	0.76	100.0%
Total Expense	251,532.13	268,118.00	-16,585.87	93.8%
Net Income	-93,382.34	8,800.22	-102,182.56	-1,061.1%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

February 21, 2024

PROGRAMS

- The second concert in our winter series was held on Sunday afternoon and it was a great success. So many people sought me out following the performance to thank the Library. This was a flute and harp performance to a standing room only crowd. The previous concert, also very well attended, was a Jazz performance featuring Jim Cooper. This is a new type of program for us. The idea is to provide cultural experiences during the winter months when there are far fewer offerings than in the summer. It is also an effort to create new partnerships with other local cultural organizations. This month's performance was in partnership with the Chamber Music Festival of Saugatuck. They paid a half portion of the musicians fees, helped recruit the performers and helped publicize the event. A similar program and partnership is scheduled for next month with the Holland Symphony Orchestra. The final performance will be a singer of sea shanties cosponsored by the History Center. (*SP: 2.2, 2.3*)
- Another new initiative, this one in partnership with the Saugatuck Douglas Art Club, will begin on February 26. We will be running a six-week class entitled "Mark Making and Abstract Composition" taught by Christa Wise, former art teacher at Saugatuck High School. This came about in response to a watercolor class we did in the fall. The idea was to offer something similar, but more in-depth. The Art Club is splitting the cost of the presenter's fee and helping promote the class. The class filled up in less than 24 hours. (*SP: 2.2, 2.3*)

FINANCE & CONTRIBUTIONS:

- Mary Mason, one of the founding members of the Friends of the Library recently passed away. Her family has designated the Friends of the Library to receive donations in her memory.
- I recently had a library visitor discover a "donated by" bookplate in one of our children's books and asked how she could make a similar donation. I told her I would put together a short wishlist so you she could choose a book or two. After receiving the list of 21 books, she told me she wanted to purchase them all. A very generous and unexpected gift!
- We completed all the steps required to set up the U.S. Bank account to hold the SLGS (Small and Local Government Security) funds. In addition to opening the account, we have also made our first withdrawal. Although we don't anticipate initiating frequent disbursements, it is nice to know that the process is pretty straightforward. (*SP: 1.1*)
- Larry Blose and I met with Alan Panter of Yeo and Yeo CPAs and Business Consultants. It was a very informative call. The Finance Committee (David Blatt, Larry Blose and myself) will be meeting soon to discuss the information we received and make some recommendations to the board for next steps. Yeo & Yeo was one of two consulting firms we contacted. We also heard back from Andy Campbell from BakerTilly. Andy worked with us on our bond sale in 2019. As part of that ongoing relationship, he will continue to advise us on debt repayment strategies at no additional cost. There was no charge for our initial call with Alan. If needed, future consultations will be billed at his hourly rate.

BUILDINGS & GROUNDS:

- Installation of our new cloud-based card access system (door locks) is scheduled for March 4.

- A hanging wire sculpture of an owl created by local artist Jessica Bohus was installed above the reading area in the south east corner of the building. This piece of art lived above the circulation desk at the old library and was previously in the current children's room until the new décor was installed. Jessica has plans to create a second owl to perch on one of the nearby bookshelves and to keep the flying owl company.

PUBLICITY

- The Commercial Record ran a story about the February 18 chamber music concert. It was published in the February 14 issue.
- The Commercial Record ran a story about our winter reading challenge for kids. It was published in the February 7 issue.

COLLECTIONS:

- I am getting quotes for a subscription to genealogical database that can be used by patrons to work on family history projects. We are working with the History Center on this possible acquisition with the idea of sharing costs. (SP: 3.2, 3.3)
- We are also talking to the History Center about digitizing the Commercial Record. The Commercial Record is the long-running local paper which began publication in the 1860s. It is the single most important primary source for our local history. This would be a major project and would be expensive. Eric Gollanek of the History Center and I have been talking about funding options. (SP: 2.1, 3.2, 3.3)

HUMAN RESOURCES

- Jennell Lehman and I attended a brief workshop on creating a maintaining a Library of Things collection. We heard from other libraries who have such collections. They provided lists of their most popular items, processing and storage solutions and circulation procedures. Jennell has already begun researching possible non-traditional items that we could offer for checkout and has also begun cataloging some items we already own. (SP: 1.2, 3.2)
- Sarah Goy and Jennell Lehman attended a webinar on how to create lists and generate collection reports using the Innovative library software. The webinar was offered by Lakeland and was taught by their new software manager. Sarah and Jennell are using their new knowledge to do some work on the Young Adult section with the goal of creating a Tween section (SP: 1.2, 3.1, 3.2).
- I received an initial quote for our health insurance renewal. If we renew the current plan, we will see a 12% increase. I am scheduled to meet with our representative to talk about any other options we should consider.

TECHNOLOGY

- We upgraded all the monitors for our patron computers. The new monitors are bigger, clearer and brighter. We also added a fifth early literacy computer in the children's department and replaced one staff computer. These new equipment will be paid out of the New Building fund. (SP: 1.1)
- Sadly, my plan to convert our bookkeeping to QuickBooks online fell apart. Because our retirement plan is specifically for municipal employees, Intuit is unable to process those contributions. This was a critical question that our salesperson failed to ask. Basically, they sold

me a product I could not use. Instead, we had to upgrade our current desktop version. On the positive side, we do not have to learn a new platform. On the downside, I wasted a good amount of time and energy making this decision and migrating to the online version.

- Lakeland's new app, Biblioapps, should be ready to go live in mid-March. I am serving as a tester. After the first round of testing, I am excited about the new product, but there are still important fixes that must be made.

MEETINGS & PARTNERSHIPS

- January 18: I met with Barri Rosenbluth, who is on the Art Club board. We brainstormed ideas for how to partner with them to host a series of painting or drawing classes. She will be bringing the idea to her board and will follow-up next month.
- January 18: I met with Seth Kaiman our new account manager with Michigan Municipal Risk Management Authority (MMRMA). MMRMA is who we work with for our property and liability insurance coverage. I have already complete the renewal questionnaire. Although he could not give me a final cost, he assures me our premium will be within about 5% of last year's bill.
- January 29: Met with Carol Dawe to talk about the next steps for the newly approved strategic plan. We talked about distribution to the public, writing an action plan for the first year and how best to deliver quarterly updates.
- January 31: I met with our eRate consultant to complete our Universal Service Fund applications. Erate is a program of the federal government to subsidize the cost of internet service for schools and libraries. We typically receive a 60% reimbursement on our Comcast internet bill, most of Nick Heimlers IT consulting fees, and internet related hardware (firewall, wireless access points, routers, switches, etc.) The funding year matches our fiscal year. We typically see application approvals in the spring for the following year.
- February 1: I met for a second time with Barri Rosenbluth to make final arrangements for the art class we are offering in partnership with the Art Club.
- February 7: I met with Barry Schoenfelner to talk about programming for the solar eclipse that is happening on April 8. Barry is a newly retired chemist who is also an amateur astronomer. If all goes to plan (weather-permitting) he will be setting up an apparatus that will project the eclipse on either the exterior patio wall or one of the program room walls. This will allow people to safely view the eclipse on a large scale.
- February 8: I attended the monthly Lakeland meetings.
- February 9: I attended the monthly Library of Michigan directors meeting.

Statistical Summary : JANUARY 2024				
	Dec-23	Jan-24	Jan-23	
Circulation				
Print	5848	5921	5813	2%
Hoopla	635	707	755	-6%
Overdrive	1244	1476	1096	35%
Kanopy	87	81	113	-28%
SUBTOTAL	7814	8185	7777	5%
Interlibrary Loan				
Loaned/Sent (Outgoing)	331	470	376	25%
Borrowed/Received (Incoming)	543	546	512	7%
Programming				
Number of Programs	29	35	29	21%
Attendance (Kids & Early Lit)	495	140	163	-14%
Attendance (Adults)	121	229	145	58%
Technology				
Website Visits	2367	3385	3375	0%
Wifi Usage	1568	1528	1429	7%
Gate Count	3669	3713	3332	11%
New Patrons	25	25	30	-17%

Saugatuck-Douglas District Library: 2023-2024 Budget

Description	FY 23-24 Budget (Approved June 2023)	Amendments (Proposed Feb 2024)	Revised Budget
Millage - Operating	\$ 387,950.00		\$ 387,950.00
Millage - Debt	\$ 251,918.22		\$ 251,918.22
State Aid	\$ 5,600.00		\$ 5,600.00
Universal Service Fund	\$ 2,800.00		\$ 2,800.00
Fines & Fees	\$ 6,500.00		\$ 6,500.00
Penal Fines - Other	\$ 18,000.00		\$ 18,000.00
Penal Fines - Herrick	\$ 9,000.00		\$ 9,000.00
Interest/Investment Income	\$ 6,000.00	\$ 15,000.00	\$ 21,000.00
Other Revenue	\$ 4,000.00		\$ 4,000.00
Contributions - General	\$ 1,000.00		\$ 1,000.00
Contributions - FOL	\$ 9,000.00		\$ 9,000.00
Transfer from New Building Fund	\$ 25,000.00		\$ 25,000.00
TOTAL INCOME	\$ 726,768.22		\$ 741,768.22
Payroll	\$ 221,000.00	\$ 10,000.00	\$ 231,000.00
Office Supplies	\$ 2,700.00		\$ 2,700.00
Collection Expenses	\$ 2,500.00	\$ 800.00	\$ 3,300.00
Custodial Supplies	\$ 1,800.00		\$ 1,800.00
Youth Services Supplies	\$ 3,000.00	\$ 1,500.00	\$ 4,500.00
Postage	\$ 250.00	\$ 500.00	\$ 750.00
Professional Services	\$ 26,000.00		\$ 26,000.00
Coop Services (LLC)	\$ 15,000.00		\$ 15,000.00
Phone & Internet	\$ 5,000.00		\$ 5,000.00
Programming	\$ 8,000.00		\$ 8,000.00
Publicity & Printing	\$ 1,500.00	\$ 500.00	\$ 2,000.00
Utilities	\$ 27,000.00		\$ 27,000.00
Building Maintenance	\$ 43,000.00		\$ 43,000.00
Copy Machine	\$ 4,000.00		\$ 4,000.00
Lost Materials	\$ 200.00	\$ 200.00	\$ 400.00
Technology	\$ 8,000.00		\$ 8,000.00
Print Books	\$ 24,000.00		\$ 24,000.00
Periodicals	\$ 5,000.00		\$ 5,000.00
DVDs	\$ 3,000.00		\$ 3,000.00
Audiobooks	\$ 1,000.00		\$ 1,000.00
eBooks	\$ 4,000.00		\$ 4,000.00
Digital Content	\$ 28,500.00		\$ 28,500.00
Conferences & Travel	\$ 1,500.00	\$ 1,000.00	\$ 2,500.00
Dues	\$ 700.00	\$ 500.00	\$ 1,200.00
Tax Charge Backs	\$ 500.00		\$ 500.00
Insurance	\$ 7,700		\$ 7,700.00
Capital Expenditure	\$ 5,000.00		\$ 5,000.00
New Building Expenses	\$ 25,000.00		\$ 25,000.00
Debt Service - Principal	\$ 120,000.00		\$ 120,000.00
Debt Service - Interest	\$ 123,118.00		\$ 123,118.00
Transfer to Debt Service Restricted Fund	\$ 8,800.22		\$ 8,800.22
TOTAL EXPENSES	\$ 726,768.22		\$ 741,768.22
TOTAL PROFIT	\$ -		\$ -