

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**BOARD MEETING**

March 20, 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. President's Report
- IX. Committee Reports
  - A. Finance Committee
- X. Old Business
  - A. Board member email accounts
- XI. New Business
  - A. Public Comment Policy – 1<sup>st</sup> reading, for discussion
- XII. Strategic Plan Update
- XIII. Guest: Friends of the Library representative – Christi Allen
- XIV. Next Meeting: April 17, 2024 at 7:00 pm
- XV. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
February 21, 2024  
UNOFFICIAL MINUTES

- I. Meeting Called to order at 7:02pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Trustees: David Blatt, Larry Blose, Janice Krakowski, Frank Aiello, and Sara Nelson.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the January 2024 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, Sara Nelson seconded the motion. The motion was passed with 5 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 (None)
- IX. Old Business (None)
- X. New Business
  - A. Presidents Report
    - David Blatt gave a summary on a webinar he recently watched about banning books and discussed with the group. He also thought it might be nice if the board members took turns watching to webinars. Ingrid Boyer noted that she could look for some that are relevant and concise.
  - B. Budget Amendments
    - Ingrid Boyer presented the budget amendments and discussed with the group.
    - David Blatt presented a motion to approve the budget amendments, Frank Aiello seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.
  - C. Publication and distribution of Strategic Plan
    - Ingrid Boyer discussed with the group how best to present the Strategic Plan to patrons. It was decided that a summarized version in the form of a poster would be on display in the front hallway, along with

printed copies for anyone who would like a paper version. There will be a QR code on the poster linking to the full plan on the website.

D. Short term capital improvement projects

- There is \$172,000 in the construction budget that needs to be spent in the next 2-5 years. After discussion, it was decided that the priorities are: architectural drawings for long term expansion and short term storage in mind, casework for the staff desks, and noise masking solutions.

XI. Guest: Friends of the Library representative (none)

XII. Next Meeting: March 20, 2024 at 7:00 pm

XII. Adjournment by unanimous consent at 8:17 PM.

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

Type	Date	Memo	Account	Amount
<b>All Surface Building Services LLC</b>				
Check	02/27/2024	Monthly cleaning service, I...	930 · Building Maint...	-995.00
Total All Surface Building Services LLC				-995.00
<b>Amazon.com</b>				
Check	02/26/2024	Coat rack, computer remot...	975 · Furnishings	-56.32
Check	03/06/2024	Headphones	729 · Custodial Supp...	-184.23
Check	03/06/2024	February 2024 invoices	727 · Office Supplies	-142.23
Check	03/06/2024	February 2024 invoices	959.210 · DVDs	-271.74
Check	03/06/2024	February 2024 invoices	959.110 · Print Books	-94.99
Check	03/06/2024	February 2024 invoices	880 · Programs	-29.66
Total Amazon.com				-779.17
<b>Atlantic Monthly</b>				
Check	03/04/2024	expires 3/2025	959.120 · Periodicals	-94.99
Total Atlantic Monthly				-94.99
<b>Baker Tilly</b>				
Check	03/06/2024	Annual continuing disclosu...	971 · New Library B...	-1,000.00
Total Baker Tilly				-1,000.00
<b>Blue Star Storage</b>				
Check	02/27/2024	March rent	930 · Building Maint...	-60.00
Total Blue Star Storage				-60.00
<b>CENGAGE LEARNING/GALE</b>				
Check	03/06/2024	Invoice # 833670983, 8369...	959.110 · Print Books	-32.75
Check	03/13/2024	Invoice # 83843565, Invoic...	959.110 · Print Books	-31.00
Check	03/13/2024	Invoice # 83939305	959.110 · Print Books	-19.50
Total CENGAGE LEARNING/GALE				-83.25
<b>Christa Wise</b>				
Check	02/29/2024	6 week art class, presenter's...	880 · Programs	-300.00
Total Christa Wise				-300.00
<b>Classic Office Systems, Inc.</b>				
Check	02/27/2024	Annual phone maintenance...	801 · Professional Se...	-514.00
Total Classic Office Systems, Inc.				-514.00
<b>Comcast</b>				
Check	02/27/2024	Phone, Feb 10- Mar 9, 2024	850 · Phone & Internet	-189.56
Total Comcast				-189.56
<b>Consumers Energy</b>				
Check	03/13/2024	Jan/Feb electric bill	920 · Utilities	-2,421.79
Total Consumers Energy				-2,421.79
<b>Dwell Magazine</b>				
Check	03/06/2024	2 year subscription, expires...	959.120 · Periodicals	-30.00
Total Dwell Magazine				-30.00

Type	Date	Memo	Account	Amount
<b>ELM USA, Inc.</b>				
Check	02/20/2024	monthly disc cleaning	728 · Collection Exp...	-25.00
Total ELM USA, Inc.				-25.00
<b>EPS</b>				
Check	03/04/2024	Fire, service contract, quart...	930 · Building Maint...	-340.53
Check	03/04/2024	Video surveillance, service ...	930 · Building Maint...	-150.00
Total EPS				-490.53
<b>Food Network Magazine</b>				
Check	02/26/2024	Subscription expires April ...	959.120 · Periodicals	-49.97
Total Food Network Magazine				-49.97
<b>Google LLC</b>				
Check	03/04/2024	Google Workspace	957 · Technology	-60.00
Total Google LLC				-60.00
<b>Heimler, Nick</b>				
Check	02/27/2024	Invoice #693, erate eligible...	801 · Professional Se...	-650.00
Check	02/29/2024	Invoice #681 (partial paym...	976 · Technology	-2,549.88
Check	02/29/2024	Magic desktop licenses	957 · Technology	-599.96
Total Heimler, Nick				-3,799.84
<b>Ingram Library Services</b>				
Check	03/06/2024	February invoices	959.110 · Print Books	-2,008.90
Check	03/06/2024	February invoices	959.220 · Audio Boo...	-145.70
Total Ingram Library Services				-2,154.60
<b>Kanopy, Inc.</b>				
Check	03/13/2024	Invoice # 389472	959.320 · Digital Co...	-170.85
Total Kanopy, Inc.				-170.85
<b>Lake Vista SuperValu</b>				
Check	02/26/2024	Paper plates	730 · Youth Services...	-6.01
Total Lake Vista SuperValu				-6.01
<b>Lakeshore Irrigation LLC</b>				
Check	02/29/2024	Maintenance contract	930 · Building Maint...	-239.96
Total Lakeshore Irrigation LLC				-239.96
<b>Letitia Jap</b>				
Check	02/29/2024	March 24 concert	880 · Programs	-200.00
Total Letitia Jap				-200.00
<b>Macatawa Bank</b>				
Check	03/01/2024	annual safety deposit box r...	727 · Office Supplies	-70.00
Total Macatawa Bank				-70.00
<b>Michelle Detering</b>				
Check	03/06/2024	watercolor class on April 2...	880 · Programs	-100.00
Total Michelle Detering				-100.00

<b>Type</b>	<b>Date</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
<b>Michigan Gas Utilities</b>				
Check	02/20/2024	acct. #0504864801-00002	920 · Utilities	-15.52
Total Michigan Gas Utilities				-15.52
<b>Midwest Tape-HOOPLA</b>				
Check	03/06/2024	Invoice #505126807	959.320 · Digital Co...	-1,448.84
Total Midwest Tape-HOOPLA				-1,448.84
<b>Moeller, Sally</b>				
Check	03/06/2024	February bookkeeping	801 · Professional Se...	-90.00
Total Moeller, Sally				-90.00
<b>New Dawn Linen Service</b>				
Check	03/06/2024	January mat service	930 · Building Maint...	-45.92
Total New Dawn Linen Service				-45.92
<b>OverDrive</b>				
Check	02/29/2024	Invoice #01720CO24051601	959.310 · E-Books	-531.83
Check	03/06/2024	Invoice #01720CP24066294	959.320 · Digital Co...	-147.96
Total OverDrive				-679.79
<b>Overisel Lumber Company</b>				
Check	02/29/2024	Equipment and tools for ne...	975 · Furnishings	-1,049.96
Total Overisel Lumber Company				-1,049.96
<b>Pablo Mahave-Veglia</b>				
Check	02/29/2024	March 24 performance	880 · Programs	-200.00
Total Pablo Mahave-Veglia				-200.00
<b>Priority Health</b>				
Check	03/01/2024	March premium	701.300 · Health Ins...	-278.87
Total Priority Health				-278.87
<b>RICOH USA, INC (TX)</b>				
Check	03/01/2024	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
<b>Scholastic Library Publishing</b>				
Check	03/06/2024	Invoice # 57084647	959.110 · Print Books	-890.85
Total Scholastic Library Publishing				-890.85
<b>T Mobile</b>				
Check	03/07/2024	hotspots	959.320 · Digital Co...	-145.72
Total T Mobile				-145.72
<b>Unique Management Services, Inc.</b>				
Check	03/06/2024	Collection fees, invoice #6...	728 · Collection Exp...	-9.85
Total Unique Management Services, Inc.				-9.85

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>Wall Street Journal</b>				
Check	03/06/2024	4 weeks	Adult	-38.99
Total Wall Street Journal				-38.99
<b>TOTAL</b>				<b><u>-18,875.13</u></b>

**Saugatuck-Douglas District Library**  
**Balance Sheet**  
 As of March 18, 2024

	<b>Mar 18, 24</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · Checking Regular 2041	503,979.90
003 · Square Macatawa 9464	1,336.71
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	6,601.61
017 · Michigan CLASS	
017.01 · Michigan CLASS - General ...	568,124.65
017.02 · Michigan CLASS - Constru...	1.08
<b>Total 017 · Michigan CLASS</b>	<b>568,125.73</b>
<b>018 · U.S. Bank SLGS</b>	
018.01 · U.S. Bank Construction	162,000.00
018.02 · U.S. Bank Bond Payment	21,272.48
<b>Total 018 · U.S. Bank SLGS</b>	<b>183,272.48</b>
<b>Total Checking/Savings</b>	<b>1,263,466.43</b>
<b>Other Current Assets</b>	
022 · Accts Receivable	11,102.76
130 · Prepaid Expense	3,550.50
<b>Total Other Current Assets</b>	<b>14,653.26</b>
<b>Total Current Assets</b>	<b>1,278,119.69</b>
<b>TOTAL ASSETS</b>	<b>1,278,119.69</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	59.84
210 · Payroll Liabilities	3,161.22
220 · Accrued Payroll	8,174.72
223 · Due to F.O.L.	609.93
<b>Total Other Current Liabilities</b>	<b>15,556.21</b>
<b>Total Current Liabilities</b>	<b>15,556.21</b>
<b>Total Liabilities</b>	<b>15,556.21</b>
<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	137,091.39
<b>Total Equity</b>	<b>1,262,563.48</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,278,119.69</b>



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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of B...
<b>Income</b>				
<b>400 · Millage</b>				
400.100 · COVODouglas	93,878.99	99,050.00	-5,171.01	94.8%
400.200 · City	90,993.34	93,755.00	-2,761.66	97.1%
400.300 · Twp	183,395.49	195,145.00	-11,749.51	94.0%
<b>Total 400 · Millage</b>	368,267.82	387,950.00	-19,682.18	94.9%
<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>	6,850.22	6,500.00	350.22	105.4%
<b>655 · Penal Fines</b>				
655.100 · Penal Fines Allegan Cou...	19,123.10	18,000.00	1,123.10	106.2%
655.200 · Herrick-LaketownFunds	12,501.14	9,000.00	3,501.14	138.9%
<b>Total 655 · Penal Fines</b>	31,624.24	27,000.00	4,624.24	117.1%
<b>664 · Interest</b>	1,540.84	1,000.00	540.84	154.1%
<b>665 · Investment Earnings</b>	22,586.24	20,000.00	2,586.24	112.9%
<b>671 · Other Revenue</b>	4,950.10	4,000.00	950.10	123.8%
<b>674.100 · General Donations</b>	5,955.52	1,000.00	4,955.52	595.6%
<b>675 · FOL</b>	6,250.14	9,000.00	-2,749.86	69.4%
<b>Total Income</b>	452,037.44	464,850.00	-12,812.56	97.2%
<b>Gross Profit</b>	452,037.44	464,850.00	-12,812.56	97.2%
<b>Expense</b>				
<b>701 · Payroll Expenses</b>	156,751.77	231,000.00	-74,248.23	67.9%
<b>727 · Office Supplies</b>	1,696.55	2,700.00	-1,003.45	62.8%
<b>728 · Collection Expenses</b>	1,791.89	2,500.00	-708.11	71.7%
<b>729 · Custodial Supplies</b>	1,142.59	2,600.00	-1,457.41	43.9%
<b>730 · Youth Services Supplies</b>	2,492.32	4,500.00	-2,007.68	55.4%
<b>731 · Postage</b>	281.51	750.00	-468.49	37.5%
<b>801 · Professional Services</b>	11,935.00	26,000.00	-14,065.00	45.9%
<b>803 · Coop Services (LLC)</b>	10,580.75	15,000.00	-4,419.25	70.5%
<b>850 · Phone &amp; Internet</b>	3,257.58	5,000.00	-1,742.42	65.2%
<b>880 · Programs</b>	6,289.76	8,000.00	-1,710.24	78.6%
<b>900 · Publicity &amp; Printing</b>	1,765.27	2,000.00	-234.73	88.3%
<b>920 · Utilities</b>	15,636.87	27,000.00	-11,363.13	57.9%
<b>930 · Building Maintenance</b>	22,366.83	43,000.00	-20,633.17	52.0%
<b>941 · Copy Machine</b>	2,522.36	4,000.00	-1,477.64	63.1%
<b>956 · Lost materials</b>	213.07	400.00	-186.93	53.3%
<b>957 · Technology</b>	5,471.64	8,000.00	-2,528.36	68.4%
<b>959 · Materials</b>	41,721.35	65,500.00	-23,778.65	63.7%

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	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of B...</u>
961 · Travel/Conference	1,703.43	2,500.00	-796.57	68.1%
962 · Dues	947.00	1,200.00	-253.00	78.9%
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%
<b>Total Expense</b>	<b>296,425.70</b>	<b>464,850.00</b>	<b>-168,424.30</b>	<b>63.8%</b>
<b>Net Income</b>	<b><u>155,611.74</u></b>	<b><u>0.00</u></b>	<b><u>155,611.74</u></b>	<b><u>100.0%</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>405 · Bond Levy</b>				
405.100 · COVODouglas	61,639.23	64,318.48	-2,679.25	95.8%
405.200 · City	58,946.35	60,881.32	-1,934.97	96.8%
405.300 · Twp	119,083.45	126,718.42	-7,634.97	94.0%
<b>Total 405 · Bond Levy</b>	239,669.03	251,918.22	-12,249.19	95.1%
<b>698 · Transfer from Restricted ...</b>	0.00	25,000.00	-25,000.00	0.0%
<b>Total Income</b>	239,669.03	276,918.22	-37,249.19	86.5%
<b>Gross Profit</b>	239,669.03	276,918.22	-37,249.19	86.5%
<b>Expense</b>				
<b>971 · New Library Building</b>				
972 · Construction	3,340.50			
975 · Furnishings	1,172.89			
976 · Technology	4,501.75			
971 · New Library Building - ...	5,064.00	25,000.00	-19,936.00	20.3%
<b>Total 971 · New Library Building</b>	14,079.14	25,000.00	-10,920.86	56.3%
<b>991 · Debt Service - Principal</b>	120,000.00	120,000.00	0.00	100.0%
<b>992 · Debt Service - Interest</b>	123,118.76	123,118.00	0.76	100.0%
<b>Total Expense</b>	257,197.90	268,118.00	-10,920.10	95.9%
<b>Net Income</b>	<b>-17,528.87</b>	<b>8,800.22</b>	<b>-26,329.09</b>	<b>-199.2%</b>

## LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

March 20, 2024

### PROGRAMS

- Our summer reading schedule is nearly finalized. We are working with the Saugatuck Chamber Music Festival to schedule a young listeners' concert. That is the last loose end to tie up before we distribute our marketing materials at the end of this month. This year we have three programs that require registration and that will officially open on April 8. In addition to the partnership with the Chamber Music Festival, we are also offering two sessions of a Young Actor Workshop in partnership with the SCA. This will be led by one of their artists in residence who specializes in drama instruction for kids. The morning session is for kids in grades 1-3. The afternoon session is for kids in grades 4-6. We are especially excited about the afternoon session as we typically struggle to find programs that will appeal to this age group. (SP: 2.2, 2.3)
- We have started a Cookbook Club. They meet monthly. Each month they highlight a different category or cuisine. Participants are encouraged to use books from the Library's collection. Instead of a traditional book discussion, the meetings feature a sort of potluck with commentary and questions about each dish. So far they have been drawing 10-12 people for each session, which works well for this format. (SP: 2.2)
- Throughout the month of February, we conducted a "Spread the Love" Reading Challenge. Kids were encouraged to read as a way to earn jars of peanut butter to be donated to the Allegan County Food Pantry Collaborative. Each hour of reading translated to a \$5.00 donation--roughly the cost of one jar of peanut butter-- from an anonymous donor. We received lots of positive feedback from parents and teachers who thought it was a great idea, but that did not really translate into a lot of participation. Our goal was 100 jars, but we maxed out at 62. We were hoping to draw elementary school kids into the program, but this did not really pan out. Instead, we got a lot of preschool families. We are talking about giving it another try next year, but doing it in collaboration with the school to hopefully attract more readers. (SP: 2.2, 2.3)
- For the second year in a row, we will be hosting a lecture as part of the Community Pride celebration. Last year we hosted a very successful panel discussion on book banning and its impact of the LGBTQIA+ community. This year, we will be hosting Karen Graves, a retired professor of Education at Denison University. She will be talking about the history of discrimination and persecution faced by educators and highlighting the story of one groundbreaking case in Ohio in the 1970s. (SP 2.2, 2.3)

### FINANCE & CONTRIBUTIONS:

- One positive and unexpected result came out of our moderately successful "Spread the Love" challenge. A patron who read about the challenge was inspired to match the donation and wanted it to go to the Library to encourage kids to read "real books". We are going to use the donation to purchase prize books to give away as part of our summer reading challenge.
- The Friends of the Library have approved several of my recent requests. They will be paying our portion of the two art programs that we are doing in partnership with the Art Club and a subscription to the Wall Street Journal. They have also agreed to fund two summer events for kids: a magic show and a visit from the Critter Barn for our kick-off event.

- A member of the Christian Science Church in Saugatuck donated \$150 for the purchase of an annual subscription to the Christian Science Monitor.
- We received a \$50 donation from one of our users who was appreciative of the class we are offering in collaboration with the Art Club.
- We received a \$35 donation from a preschool teacher for the purchase of three picture books in honor of her students.

#### BUILDINGS & GROUNDS:

- Installation of our new cloud-based card access system (door locks) was completed on March 9. So far the new system is working great. A huge improvement from the old system. (SP: 1.1)
- Our Fire Alarm system was upgraded on February 21. Previously it connected to cell service, but it is now wired to our Wi-Fi network for more reliable communication. The cellular connection is now the back-up system. (SP 1.1)

#### MARKETING

- The Strategic Plan is up on the website. The poster, which will be displayed in the vestibule, is on its way to the printers.
- The Commercial Record ran a story on our environmental book discussion that will take place on March 27.

#### COLLECTIONS:

- After reviewing Ancestry.com, we have decided to start a one year subscription. Eric Gollanek from the History Center as well as a few of his family history experts helped review the product and we were all pleased. It is very easy to use and provides an excellent collection of historical records. The History Center is also planning to make a contribution to subsidize the cost. Once the subscription is up and running, we are looking forward to holding an instruction session. This will probably happen in the fall. (SP: 2.1, 2.3, 3.3)
- We have also been talking to the History Center about digitizing the Commercial Record. We have identified a grant opportunity through the Library of Michigan specifically for the digitization of local historical documents. Based on the grant criteria and the scope of our project, we are optimistic about our chances. The application is due at the end of May and I will be attending several required webinars in preparation. Those webinars begin in mid-April. We have also been in contact with the Clarke Historical Library at Central Michigan University. They host the Michigan Digital Newspaper Portal which is a statewide database of local newspapers. Several years of the Commercial Record are already included in this database and we hope to eventually have the entire run available in a digital, searchable format. (SP: 2.1, 3.2, 3.3)

#### HUMAN RESOURCES

- Erin Hill-VanHorn and I attended the Michigan Library Association's Spring Institute for Youth Librarians. The conference was held in Muskegon on March 8 & 9. Almost all of the sessions I attended provided good information. We have identified several new initiatives and programs we would like to try out sometime in the next 12 months. (SP: 1.2, 2.2)
- Our health insurance plan year begins on April 1. Our sole employee has opted to switch to a Health Saving Account plan. With this change, we will see a 2% cost increase instead of the 12%

increase if we had stayed with the current plan. We are continuing with our current provider, Priority Health.

- I met with Carol Dawe to begin talking about how to approach the question of staff restructuring. It was a productive, big picture meeting. (SP 1.2).

#### TECHNOLOGY

- Lakeland's new app, Biblioapps, was schedule to go live in mid-March. That deadline has been pushed back till late April. The second round of testing should begin this week. I continue to serve on that team.
- We discontinued one of our three Comcast phone lines. Instead of having a dedicated fax line, we now just use it in parallel with our second phone line. This saves us about \$50 a month.

#### MEETINGS & PARTNERSHIPS

- February 22: I attended a meeting of Lakeland staff to talk about marketing and instructional materials that will be used when their new app is released next month. We are developing FAQs, print and social media assets and video tutorials. (SP: 2.1)
- February 22: The Lakeland Continuing Education committee met. As the Youth Services Liaison I am reaching out to potential presenters for a fall workshop on STEM programming.
- February 22: I was invited to participate in Douglas Elementary School's book selection committee. My role is to help them analyze their current collection and to connect them with resources for new book selection. We met for the first time last month. I am excited about this chance to assist the school. Its teachers and students are both users who we serve and potential partners we can work with to further our mission. (SP: 2.3)
- February 23: I spoke with our attorney Anne Seuryneck to review several library policies.
- February 26: Erin Hill-Van Horn and I attended the quarterly Allegan County Library Association's Youth Service meeting at the Otsego District Library. This is a very informal gathering but is among my favorite meetings. The group is comprised of librarians from very similar sized organizations and almost everything we discuss is applicable to us.
- February 26: I spoke with Lynn Aspnes, the creative director of the Chamber Music Festival of Saugatuck to plan a young listeners concert for late summer.
- February 26: I participated in a focus group/listening session of the Midwest Collaborative for Library Service (MCLS). They are in the midst of strategic planning. MCLS is the organization that provides MelCat, the state-wide interlibrary loan system, runs the delivery service, and manages the many shared eResources available to all Michigan residents.
- February 27: I met with Heidi Miller our representative at the Buursma Agency. They have coordinated our health care insurance. She walked me through our various options and answered lots of questions about health savings plans.
- February 28: Ronna Alexander, a community member who is currently caring for a parent with dementia, has suggested a simple fundraiser/awareness campaign to highlight the needs of this group and their caregivers. Ronna is also an artist and has created a simple painting activity that seems to be helpful for this population. She has lots of small paintings created by her mother which we will be displaying and making available for sale beginning in late April. Any proceeds or donations will go to the purchase of dementia care kits. The kits will contain a variety of books, puzzles and manipulatives all around a theme. This is a new type of collection that is currently available in many libraries. Since we have a small service population, our plan is

to make the kits intergenerational so they can also be used by children. We are hoping to start with 4-5 kits. (SP 3.2, 3.3)

- March 4: The Lakeland Youth Services committee met at the Coopersville District Library. I was able to talk about upcoming professional development opportunities.
- March 5: I met with a group from Harley Ellis Devereaux (HED) to talk about long term expansion opportunities exist for our building and our site. We talked very generally about what our top priorities and how much additional square footage our site can accommodate. Tracy Sweeney, the lead architect for our current building and Fred Meinberg, the technical architect who worked on the project led the meeting and seemed happy that I reached out. They will be preparing a proposal for board review. They expect to have that ready just in time for our March 20 meeting.

<b>Statistical Summary : FEBRUARY 2024</b>				
	Jan-24	Feb-24	Feb-23	
<b>Circulation</b>				
Print	5921	5605	5034	11%
Hoopla	707	633	712	-11%
Overdrive	1477	1287	984	31%
Kanopy	81	72	97	-26%
<b>SUBTOTAL</b>	<b>8186</b>	<b>7597</b>	<b>6827</b>	<b>11%</b>
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	470	424	341	24%
Borrowed/Received (Incoming)	546	637	435	46%
<b>Programming</b>				
Number of Programs	35	44	35	26%
Attendance (Kids & Early Lit)	140	233	258	-10%
Attendance (Adults)	229	270	135	100%
<b>Technology</b>				
Website Visits	3385	3128	2380	31%
Wifi Usage	1528	1581	1327	19%
<b>Gate Count</b>	<b>3713</b>	<b>3990</b>	<b>2786</b>	<b>43%</b>
<b>New Patrons</b>	<b>25</b>	<b>17</b>	<b>12</b>	<b>42%</b>

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**  
**POLICY FOR PUBLIC COMMENTS AT MEETINGS**

**I. Purpose**

The Saugatuck-Douglas District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

**II. Public Comment Period; Meeting Agendas**

- A. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public (“Public Comment”).
- B. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

**III. Rules of Public Comment**

The Library Board adopts the following procedures to receive Public Comments:

- A. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform the President’s duties under this policy.
- B. The President will ask persons wishing to speak to raise their hands to be recognized by the President. The President will recognize one person to speak at a time, and each speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.
- C. Public Comments must be addressed to the Library Board, not to other members of the audience.



- D. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker.
- E. In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.
- F. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
- G. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.
- H. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual’s behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment.
- I. The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.
- J. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.
- K. Members of the public must remain seated, stand in the back of the room or along the sides of the room during Public Comment. Members of the public should only approach the podium when called on by the Board President. Members of the public may not stand in the area in front the first row of chairs and the wall behind the table where Board Members are seated unless permitted by the Board President.
- L. All signs are prohibited in the Board meetings.

#### **IV. Recording of Rules**

These rules will be recorded in the minutes and kept on file with the Library Secretary.

# SAUGATUCK-DOUGLAS DISTRICT LIBRARY

## STRATEGIC PLAN ACTIVITY PLAN

### MARCH 2024 UPDATE

**Goal #1: Ensure Stability and Growth - Provide the foundation needed for long term success.**

**Objective 1.1: Work with consultants to plan for the long-term financial health of the organization.**

ACTIVITY: Meet with financial consultant(s) to discuss fund balances, millage renewals and debt repayment.

- Responsibility: Director and Finance Committee
- Deadline: March 31, 2024
- Status: Completed

ACTIVITY: Set fund balance goals, establish new funds if necessary and reallocate funds.

- Responsibility: Director and Finance Committee with make recommendations. Board will approve any changes.
- Deadline: May 2024, in advance of budget proposal
- Status: In Progress
- *Update: The Finance Committee has met and has prepared a presentation for the board's March meeting. The board will discuss the proposal and will hopefully vote to authorize the new fund structure at the April meeting.*

ACTIVITY: Complete final construction projects

- Responsibility: Director and Board
- Deadline: December 2025
- Status: In Progress
- *Update: I have met with a team from Harley Ellis Devereaux. They are working on a proposal to create a master plan document outlining expansion options for our site.*

**Objective 1.2: Prioritize future focused leadership through professional develop and review of the Library's organizational structure.**

ACTIVITY: Assess current staffing needs, review existing job descriptions and make budget projections

- Responsibility: Director, Consultant (Carol Dawe), Board Representative (Sara Nelson)
- Deadline: May 2024, in advance of budget proposal
- Status: In Progress
- *Update: Carol Dawe and I have had one initial meeting. The purpose was to address big picture needs and rough budgetary implications. The next step will be the creation of new and updated job descriptions.*

## **Goal #2: Enhance Community Engagement - Solicit ongoing input and participation to promote community ownership.**

Objective 2.1: Improve awareness and understanding of library resources through effective communication and instruction.

Objective 2.2: Create new programming opportunities for enrichment, learning, and fun.

ACTIVITY: Develop new programs

- Responsibility: Library staff
- Deadline: Ongoing
- Status: In progress
- *Update: In the last few months, we have created several new adult programs: a cookbook club, a documentary film series and a winter concert series.*

Objective 2.3: Strengthen collaborative community partnerships.

ACTIVITY: Work with other organizations on programs and initiatives

- Responsibility: Director and library staff
- Deadline: Ongoing
- Status: In progress
- *Update: In the last few months we have worked with the following community groups to plan and implement programs. This list includes all partnerships through the end of June.*
  - *The History Center (Ancestry.com project, Wikipedia Edit-athon, Sea Shanty concert, Shakespeare performance, Commercial Record Digitization)*
  - *Douglas Elementary School (School library committee, Screen Free Week)*
  - *Allegan County Food Pantry Collaborative (winter reading challenge with anonymous donation to their peanut butter drive)*
  - *Saugatuck Center for the Arts (Art Out Loud family hike/story trail, Young Actor Workshop)*
  - *Glenn School (library visit with tour, scavenger hunt and art activity)*
  - *Children Lakeshore First (summer food distribution and family outreach)*
  - *Saugatuck Douglas Art Club (Mixed media instruction series, April watercolor class)*

**Goal #3: Expand Access to Resources - Proactively embrace new opportunities and make regular shifts in our practices in order to meet the needs of our community.**

Objective 3.1: Assess current resources and usage by analyzing data, soliciting customer feedback, and reexamining purchasing models.

Objective 3.2: Explore opportunities by investigating new resources, reimagining our use of space, and developing new collections.

ACTIVITY: Expand our non-traditional collections beyond children's materials by launching a Library of Things for adults.

- Responsibility: Library staff, specifically Jennell Lehman (cataloger)
- Deadline: Launch the collection in early June, in advance of summer season
- Status: In progress
- *Update: We have acquired a few items and are repurposing items that we already own. So far we have a sewing machine (donated), a radon detector (purchased), a 10' tent/canopy (we already own), table top games (donated), outdoor game (donated) and some tools (we already own). They still need to be cataloged. We are also working on a way to display them. Our tentative plan is to put images of the items in empty audiobook cases and shelve/display them where we currently display new books on CD. We will move the audiobooks to the AV area alongside new DVDs. Because use of our audiobook collection is declining, we have decided they can be moved out of our high visibility shelving. The new Library of Things collection will also feature dementia care kits which we hope to purchase, assemble and catalog by the end of the year.*

ACTIVITY: Create a Tween section

- Responsibility: Library staff (Virginia Oakley, Sarah Goy, Jennell Lehman)
- Deadline: Early June, in advance of the last day of school
- Status: In progress
- *Update: As a first step we are weeding out our Young Adult section. We are deaccessioning books that have not checked out in the last 4-5 years. So far we have created book lists and have begun pulling and withdrawing titles.*

ACTIVITY: Improve and expand display areas to highlight themed and topical collections.

- Responsibility: Director and library staff (Marlee Alexander, Sarah Goy)
- Deadline: December 2024
- Status: In progress
- *Update: Sarah Goy proposed a significant overhaul of the lobby display alcoves. She has ideas for new and more varied categories to display and is currently working on how to best create signage. Marlee and I have been considering adding some free-standing display furniture in the YA and Adult fiction areas similar to what we have in the Children's Area. We have discussed how to rearrange furniture to capture additional space.*

Objective 3.3: Invest in quality materials by examining current expenditures, reallocating funds for the purchase of materials and by seeking out new revenue sources.

ACTIVITY: Explore genealogical database options

- Responsibility: Director
- Deadline: December 2024
- Status: In progress
- *Update: I have just completed a trial of Ancestry.com Library Edition and Heritage Quest. Based on my experience with the products and combined with feedback from the History Center, I will be setting up a subscription for Ancestry.com in the next week or so.*

ACTIVITY: Digitize the *Commercial Record*

- Responsibility: Director, in partnership with the History Center
- Deadline: December 2026
- Status: In progress
- *Update: We have identified a potential funding grant from the Library of Michigan. The application is due on May 31, 2024.*