

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING AGENDA

August 7, 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. Strategic Plan Update
- IX. Committee Reports - None
- X. Old Business - None
- XI. New Business
- XII. Guest: Friends of the Library representative
- XIII. Next Meeting: September 18, 2024 at 7:00 pm
- XIV. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
June 19, 2024
Unofficial Minutes

- I. Meeting Called to order at 7:01pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Christi Allen representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Frank Aiello, Sara Nelson, Larry Blose, and Janice Krakowski.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the May 2024 meeting (See Appendix) had one typo under New Business: “The new full time person will managed behind the scenes, while the other full time employee will be facing the public.”
“Managed” should be changed to “manage”.
- IV. No public comment
- V. Budget Hearing for Fiscal Year 2024-2025
 - A. Resolution to Adopt Budget and Set Millage Rate – Demetrhea Terrien presented a motion to accept the Resolution to Adopt Budget and Set Millage Rate for the next fiscal year, Janice Krakowski seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.
 - B. Resolution to Establish Capital Fund – Larry Blose asked about investments and a plan for the future. Director Boyer explained that nothing happens without board approval- there has to be a formal resolution before we invest it, spend it, etc. Demetrhea Terrien noted that it aligns nicely with the Strategic Plan. David Blatt presented a motion to establish the Capital Fund, Janice Krakowski seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.
- VI. Library bills were presented by Director Boyer (See Appendix). Larry Blose presented a motion to pay the bills, Frank Aiello seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.
- VII. Financial Report
 - A. Balance sheet was presented by Director Boyer (see Appendix).
 - B. Profit and Loss Statement was presented by Director Boyer (see Appendix).
- VIII. The Librarian’s Report was presented by Director Boyer (See Appendix).
- IX. Committees
 - A. Finance Committee – Unofficial Minutes 6/5/24 (See Appendix).

X. Old Business

- A. Director's Performance Review – Sara Nelson presented a motion to go into closed session for the purpose to review and discuss the performance evaluation for the Library Director, Frank Aiello seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no. The entire Board moved into closed session at 7:16pm. Discussion also included potential compensation actions. Closed session ended at 7:54pm. David Blatt presented a motion to raise director's salary to \$80,000 as of July 1st, Janice Krakowski seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.

XI. New Business

- A. Budget Amendments – Larry Blose presented a motion to approve the budget amendments, Janice Krakowski seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.

XII. Guest: Friends of the Library representative – Christi Allen

- Thank you to the folks who came to the Annual FOL meeting and ice cream social- it was a large group!
- Susan Blose is working on getting tote bags with the FOL logo printed on them. Those should be ready around at the beginning of July.
- The Friends are currently working on the Fall Fundraising Dinner.

XIII. Next Meeting: August 7, 2024 at 7:00pm

XIV. Adjournment by unanimous consent at 8:17pm.

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

August 2, 2024

PROGRAMS

- Children & Youth: The final event of our summer reading program is scheduled for Friday, August 9. It is a young listener's concert, co-sponsored by the Chamber Music Festival of Saugatuck. It has been a busy couple of months and as is typical we are all feeling a little exhausted. The rest of the month is reserved for staff recuperation, including some vacation time. Planning for the fall begins soon.
- Adult: Our regular programs (book discussions, Bridge, Mah Jonghh) continue through the summer. We are gathering ideas for the fall. Sarah Goy, our new programming coordinator, and I will be meeting on Monday to start planning for fall and winter events.

FINANCE & CONTRIBUTIONS:

- We have begun working with our auditors from DeLong and Brower to prepare for our annual audit. This usually takes place in September/October. This year, because of some major changes to our balance sheet (new funds and investment accounts) we have asked them for some additional assistance as we close out the 23-24 fiscal year. (SP 1.1)

BUILDINGS & GROUNDS:

- We have purchased indoor plants and they are already set-up throughout the Library. I think they look great. The cost of the plants, pots and installation has been paid out of the construction fund. We will be working with Aileen Glover from Ebb & Phloem to maintain them. The FOL have pledged up to \$1200 to cover this new expense. (SP 1.1)
- In addition to the new plantings, we are continuing to develop the space on the southeast corner of the building. We will be putting in flagstones and benches to highlight the existing sculpture and new memorial tree. Greg Raymond of Ecogardens is putting together a proposal. (SP 1.1)
- I spoke with a representative from the Outdoor Discovery Center about possible installation of natural playscape elements in our backyard. I told him that we are still working with our architects on the overall site plan and will follow-up after we have the report from HED.

MARKETING

- Nothing to report.

COLLECTIONS:

- We have begun adding signage to areas of our adult collection. So far we have added signs to the new books area and will continue with the non-fiction collection soon. (SP: 3.2)

HUMAN RESOURCES

- We have hired a Lisa Johnson as our new Patron Services Associate. Her first day was July 24. She has been training with Marlee and we are gradually reducing our season help hours with her regular schedule. (SP: 1.2)

- We have officially transitioned Jennell Lehman into her new full-time position as Head of Collections. I have already noticed an increased level of productivity in this area. Sarah Goy is also beginning to take on some of her new responsibilities as program coordinator. It is exciting to see the new staffing plan in action. (SP: 1.2)
- Sarah Goy and Jennell Lehman attended the first meeting of the Lakeland Adult Services Committee. This new group will meet quarterly. The timing is great for Sarah and Jennell as they grow into their new positions. (SP:1.2)

TECHNOLOGY

- Nothing to report.

MEETINGS & PARTNERSHIPS

- General Note: This time of year is gratefully short on meetings. Those of us in the world of public libraries are busy running summer programs and dealing with the increased population of summer visitors.
- June 26: I met with Tracy Sweeney from HED to review her team's progress on our site plan review for future development. She walked me through a very rough draft of their report which will analyze 3-4 options for expansion. She wanted to give me the opportunity to provide any input as they move toward completion. It was interesting to see the development so far and I am looking forward to the final product. She anticipates having something for the board to look at in September or October.
- July 2: I met with Aileen Glover to discuss her plant proposal. We walked through the space and identified placement and plant types.
- July 29: I met with Carol Dawe to discuss our next quarterly strategic plan update. She weighed in on format and upcoming activities. It was a brief discussion. In general, she gave a stamp of approval to what we have done so far. At this meeting, Carol also asked me to serve on Lakeland's Advisory Council board. The Advisory Council includes a representative from each member library and is responsible for developing policies and procedures that are then approved by the Lakeland board. I told her I would consider serving as either vice chair or secretary. This is not something I would have considered prior to the implementation of our new staffing plan.
- August 1: I attended the first Lakeland Adult Services meeting. I was there as a representative of the Continuing Education committee. It is not my intent to participate in these meetings going forward. Jennell and Sarah will represent our library going forward.
- August 1: I attended the monthly meeting of the LLC Continuing Education committee. We are planning to have a kick-off type meeting in September to set the agenda for the year. I will likely continue as vice-chair.
- August 5: Jennell Lehman and I met with a group from the History Center to discuss the digitization of the Commercial Record.

Statistical Summary : JUNE 2024				
	May-24	Jun-24	Jun-23	
Circulation				
Print	4905	5898	6788	-13%
Hoopla	703	704	598	18%
Overdrive	1154	1178	895	32%
Kanopy	63	59	55	7%
SUBTOTAL	6825	7839	8336	-6%
Interlibrary Loan				
Loaned/Sent (Outgoing)	358	446	405	10%
Borrowed/Received (Incoming)	420	493	594	-17%
Programming				
Number of Programs	30	36	28	29%
Attendance (Kids & Early Lit)	392	849	738	15%
Attendance (Adults)	194	242	185	31%
Technology				
Website Visits	3248	3839	3774	2%
Wifi Usage	1728	1721	1800	-4%
Gate Count	4190	5132	5234	-2%
New Patrons	26	26	34	-24%

Saugatuck-Douglas District Library
 Expenses by Vendor Detail
 June 18 through August 5, 2024

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	06/25/20	June cleaning	930 · Building Maint...	-995.00
Check	07/25/20	July cleaning	930 · Building Maint...	-995.00
Total All Surface Building Services LLC				-1,990.00
Amazon.com				
Check	07/11/20	June invoices	729 · Custodial Supp...	-62.04
Check	07/11/20	June invoices	727 · Office Supplies	-221.27
Check	07/11/20	June invoices	959.210 · DVDs	-109.35
Check	07/11/20	June invoices	880 · Programs	-132.09
Check	07/11/20	June invoices	730 · Youth Services...	-507.37
Check	07/11/20	June invoices	728 · Collection Exp...	-25.96
Check	07/11/20	June invoices	957 · Technology	-306.10
Total Amazon.com				-1,364.18
Back Alley				
Check	07/29/20	Pizza for Library Lock In	880 · Programs	-87.12
Total Back Alley				-87.12
Better Homes and Gardens				
Check	07/11/20	Expires 12/2025	959.120 · Periodicals	-28.00
Total Better Homes and Gardens				-28.00
Blue Star Storage				
Check	07/08/20	July rent	930 · Building Maint...	-75.00
Check	07/18/20	August rent	930 · Building Maint...	-60.00
Total Blue Star Storage				-135.00
Book Depot				
Check	07/18/20	summer reading prizes, c...	880 · Programs	-634.23
Check	07/18/20	summer reading prizes, c...	959.110 · Print Books	-194.53
Total Book Depot				-828.76
Boyer, Ingrid				
Check	06/19/20	Reimbursement, young t...	730 · Youth Services...	-103.76
Total Boyer, Ingrid				-103.76
Canva				
Check	07/06/20	Annual subscription, desi...	957 · Technology	-300.00
Total Canva				-300.00
CENGAGE LEARNING/GALE				
Check	06/24/20	Invoice # 84461537	959.110 · Print Books	-20.15
Check	06/26/20	Invoice # 84506455	959.110 · Print Books	-20.15
Check	07/18/20	Invoice # 84544579	959.110 · Print Books	-38.50
Check	07/25/20	Invoice # 84365303	959.110 · Print Books	-19.00
Total CENGAGE LEARNING/GALE				-97.80

Type	Date	Memo	Account	Amount
Comcast				
Check	06/27/20	Phone, 6/10-7/9	850 · Phone & Internet	-136.87
Check	06/28/20	June internet	850 · Phone & Internet	-219.90
Check	07/27/20	July internet	850 · Phone & Internet	-219.90
Check	07/27/20	Phone, 7/10-8/9/24	850 · Phone & Internet	-137.01
Total Comcast				-713.68
Consumers Energy				
Check	07/11/20	Electric bill	920 · Utilities	-1,153.59
Total Consumers Energy				-1,153.59
DB Intl Market				
Check	07/12/20	snacks for middle school ...	730 · Youth Services...	-15.62
Total DB Intl Market				-15.62
Demco, Inc.				
Check	07/18/20	kits	959.100 · Print Mate...	-93.39
Check	07/29/20	Shelving accessories and ...	975 · Furnishings	-1,062.11
Total Demco, Inc.				-1,155.50
Ebb and Phloem LLC				
Check	07/11/20	New indoor plants	975 · Furnishings	-2,620.00
Total Ebb and Phloem LLC				-2,620.00
Ecogardens				
Check	07/29/20	Landscaping edits and en...	972 · Construction	-1,866.16
Check	08/02/20	July maintenance	930 · Building Maint...	-1,152.25
Total Ecogardens				-3,018.41
Elite Fund, Inc.				
Check	07/08/20	Annual erate support ser...	801 · Professional Se...	-100.00
Total Elite Fund, Inc.				-100.00
ELM USA, Inc.				
Check	06/29/20	monthly disc cleaning	728 · Collection Exp...	-25.00
Check	07/18/20	monthly disc cleaning	728 · Collection Exp...	-25.00
Total ELM USA, Inc.				-50.00
Etsy				
Check	06/23/20	Downloadable art for esc...	880 · Programs	-13.71
Check	06/24/20	Downloadable art for esc...	880 · Programs	-2.64
Total Etsy				-16.35
family fare				
Check	07/10/20	batteries	727 · Office Supplies	-63.57
Total family fare				-63.57
Fine Gardening				
Check	06/26/20	1137566707, exp 12/27	959.120 · Periodicals	-79.95
Total Fine Gardening				-79.95

Type	Date	Memo	Account	Amount
Google LLC				
Check	07/01/20.	Google Workspace	957 · Technology	-96.00
Check	08/01/20.	Google Workspace	957 · Technology	-96.00
Total Google LLC				-192.00
Harley Ellis Devereaux				
Check	06/29/20.	Site study, 5/1/24-5/31/24	974 · Design	-3,349.98
Check	07/29/20.	Site study, 6/1/24-6/30/24	974 · Design	-3,395.66
Total Harley Ellis Devereaux				-6,745.64
Heimler, Nick				
Check	06/29/20.	Invoice #865, laptop and ...	976 · Technology	-1,499.98
Check	07/25/20.	Invoice #899, MIBS July...	801 · Professional Se...	-285.00
Check	07/25/20.	Invoice #867, Basic main...	801 · Professional Se...	-325.00
Total Heimler, Nick				-2,109.98
Hesperia Community Library				
Check	07/08/20.	lost book	956 · Lost materials	-20.00
Total Hesperia Community Library				-20.00
Hill-VanHorn, Erin				
Check	06/19/20.	mileage and kids snacks ...	730 · Youth Services...	-53.59
Check	06/19/20.	mileage and kids snacks ...	961 · Travel/Confere...	-64.32
Check	06/19/20.	mileage and kids snacks ...	730 · Youth Services...	-15.74
Check	08/05/20.	tween snacks and supplies	730 · Youth Services...	-303.39
Total Hill-VanHorn, Erin				-437.04
HomeGoods				
Check	07/12/20.	storage bins for shelving ...	728 · Collection Exp...	-58.26
Total HomeGoods				-58.26
Ingram Library Services				
Check	07/11/20.	June invoices	959.110 · Print Books	-1,445.99
Check	07/11/20.	June invoices	959.220 · Audio Boo...	-97.32
Total Ingram Library Services				-1,543.31
Jo-Ann Fabrics				
Check	07/12/20.	fabric and sewing supplies	730 · Youth Services...	-75.42
Check	07/20/20.	fabric and sewing supplies	730 · Youth Services...	-163.14
Total Jo-Ann Fabrics				-238.56
Kanopy, Inc.				
Bill	06/30/20.	June downloads	959.320 · Digital Co...	-120.70
Total Kanopy, Inc.				-120.70
KLSWA				
Bill	07/03/20.	May water	920 · Utilities	-335.41
Check	07/29/20.	June water	920 · Utilities	-478.88
Total KLSWA				-814.29

Type	Date	Memo	Account	Amount
Lake Vista SuperValu				
Check	06/24/20	snacks for stuffed animal...	880 · Programs	-20.42
Check	06/26/20	snacks for summer progr...	880 · Programs	-10.99
Check	07/02/20	Supplies for Artventures	730 · Youth Services...	-11.62
Total Lake Vista SuperValu				-43.03
Lakeland Library Cooperative				
Bill	06/27/20	Delivery dots	728 · Collection Exp...	-20.37
Bill	07/01/20	Quarterly coop fees	803 · Coop Services ...	-3,564.50
Check	07/14/20	Quarterly Overdrive	959.310 · E-Books	-603.58
Total Lakeland Library Cooperative				-4,188.45
Lakeshore Learning				
Check	06/29/20	kits	959.110 · Print Books	-439.92
Total Lakeshore Learning				-439.92
Library Journal				
Check	06/22/20	Expires October 2025	959.120 · Periodicals	-179.00
Check	06/26/20	Expires October 2025	959.120 · Periodicals	-179.00
Total Library Journal				-358.00
Meijer				
Check	06/22/20	hand soap and snacks for...	880 · Programs	-4.98
Check	06/22/20	hand soap and snacks for...	729 · Custodial Supp...	-4.20
Check	07/12/20	supplies for middle scho...	880 · Programs	-32.93
Total Meijer				-42.11
Michigan Gas Utilities				
Check	06/25/20	acct. #0504864801-00002	920 · Utilities	-13.25
Check	07/25/20	acct. #0504864801-00002	920 · Utilities	-13.25
Total Michigan Gas Utilities				-26.50
Michigan Municipal Risk Management Author				
Bill	07/03/20	General fund contribution	965 · Insurance	-3,545.50
Bill	07/03/20	Retention fund contributi...	965 · Insurance	-300.00
Total Michigan Municipal Risk Management Author				-3,845.50
Midwest Collaborative for Library Service				
Check	07/08/20	MCLS Annual members...	962 · Dues	-125.00
Total Midwest Collaborative for Library Service				-125.00
Midwest Tape-HOOPLA				
Bill	06/30/20	June downloads	959.320 · Digital Co...	-1,585.73
Total Midwest Tape-HOOPLA				-1,585.73
Moeller, Sally				
Check	06/26/20	June bookkeeping	801 · Professional Se...	-90.00
Total Moeller, Sally				-90.00
National Geographic				
Check	06/26/20	8123949482, expires 12/26	959.120 · Periodicals	-89.00
Total National Geographic				-89.00

Type	Date	Memo	Account	Amount
New Dawn Linen Service				
Check	06/24/20	May mat service	930 · Building Maint...	-47.68
Check	07/18/20	June mat service	930 · Building Maint...	-49.44
Total New Dawn Linen Service				-97.12
New Yorker				
Check	07/11/20	Expires Dec 2025	959.120 · Periodicals	-179.99
Total New Yorker				-179.99
OverDrive				
Check	07/06/20	Invoice #01720CP94195...	959.310 · E-Books	-79.87
Check	08/02/20	Invoice #01720CPC2020...	959.320 · Digital Co...	-227.33
Check	08/02/20	Invoice #01720MA2422...	959.310 · E-Books	-217.49
Total OverDrive				-524.69
Pawlak-Field, Melissa				
Check	07/30/20	Library Lock In, July 31 ...	880 · Programs	-200.00
Total Pawlak-Field, Melissa				-200.00
Priority Health				
Check	07/01/20	July premium	701.300 · Health Ins...	-286.90
Check	08/01/20	Aug premium	701.300 · Health Ins...	-286.90
Total Priority Health				-573.80
Republic Services				
Check	08/05/20	quarterly trash	920 · Utilities	-57.27
Total Republic Services				-57.27
RICOH USA, INC (TX)				
Check	07/01/20	copier lease	941 · Copy Machine	-146.30
Check	08/01/20	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-292.60
Saugatuck Center for the Arts				
Check	06/29/20	Young Actors Workshop...	880 · Programs	-1,000.00
Total Saugatuck Center for the Arts				-1,000.00
Scholastic Library Publishing				
Check	07/18/20	Invoice #61289920	959.110 · Print Books	-31.18
Total Scholastic Library Publishing				-31.18
T Mobile				
Check	07/12/20	hotspots	959.320 · Digital Co...	-148.59
Check	08/05/20	hotspots	959.320 · Digital Co...	-150.50
Total T Mobile				-299.09
U.S. Bank				
Bill	08/05/20	September 2024 interest ...	991 · Debt Service - ...	-125,000.00
Bill	08/05/20	September 2024 interest ...	992 · Debt Service - ...	-60,659.38
Total U.S. Bank				-185,659.38

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Wall Street Journal				
Check	06/27/20	Monthly subscription	959.120 · Periodicals	-38.99
Check	07/27/20	Monthly subscription	959.120 · Periodicals	-38.99
Total Wall Street Journal				-77.98
TOTAL				<u><u>-226,027.41</u></u>

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
400 · Millage				
400.100 · COVODouglas	0.00	105,500.00	-105,500.00	0.0%
400.200 · City	0.00	99,500.00	-99,500.00	0.0%
400.300 · Twp	0.00	214,000.00	-214,000.00	0.0%
Total 400 · Millage	0.00	419,000.00	-419,000.00	0.0%
520 · USF	0.00	3,000.00	-3,000.00	0.0%
539 · State Aid	2,940.14	5,700.00	-2,759.86	51.6%
608 · Fines & Fees	1,203.14	5,000.00	-3,796.86	24.1%
655 · Penal Fines				
655.100 · Penal Fines Allegan Cou...	2,097.52	24,000.00	-21,902.48	8.7%
655.200 · Herrick-LaketownFunds	3,470.08	12,500.00	-9,029.92	27.8%
Total 655 · Penal Fines	5,567.60	36,500.00	-30,932.40	15.3%
664 · Interest	0.00	1,000.00	-1,000.00	0.0%
665 · Investment Earnings	4,236.57	37,000.00	-32,763.43	11.5%
671 · Other Revenue	3,860.23	4,000.00	-139.77	96.5%
674.100 · General Donations	643.00	3,000.00	-2,357.00	21.4%
675 · FOL	0.00	10,000.00	-10,000.00	0.0%
Total Income	18,450.68	524,200.00	-505,749.32	3.5%
Gross Profit	18,450.68	524,200.00	-505,749.32	3.5%
Expense				
701 · Payroll Expenses	34,791.32	293,000.00	-258,208.68	11.9%
727 · Office Supplies	284.84	2,700.00	-2,415.16	10.5%
728 · Collection Expenses	238.13	2,500.00	-2,261.87	9.5%
729 · Custodial Supplies	62.04	2,100.00	-2,037.96	3.0%
730 · Youth Services Supplies	1,076.56	3,100.00	-2,023.44	34.7%
731 · Postage	10.72	700.00	-689.28	1.5%
801 · Professional Services	890.00	18,000.00	-17,110.00	4.9%
803 · Coop Services (LLC)	3,564.50	16,000.00	-12,435.50	22.3%
850 · Phone & Internet	356.91	4,500.00	-4,143.09	7.9%
880 · Programs	1,045.60	10,000.00	-8,954.40	10.5%
900 · Publicity & Printing	0.00	2,500.00	-2,500.00	0.0%
920 · Utilities	3,445.38	27,000.00	-23,554.62	12.8%
930 · Building Maintenance	2,822.22	40,000.00	-37,177.78	7.1%
941 · Copy Machine	292.60	3,600.00	-3,307.40	8.1%
956 · Lost materials	20.00	300.00	-280.00	6.7%
957 · Technology	798.10	8,000.00	-7,201.90	10.0%
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	1,729.20	27,500.00	-25,770.80	6.3%
959.120 · Periodicals	246.98	6,000.00	-5,753.02	4.1%
Total 959.100 · Print Materials	2,069.57	33,500.00	-31,430.43	6.2%

	<u>Jul '24 - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
959.200 · Other				
959.210 · DVDs	109.35	3,000.00	-2,890.65	3.6%
959.220 · Audio Books	97.32	400.00	-302.68	24.3%
Total 959.200 · Other	206.67	3,400.00	-3,193.33	6.1%
959.300 · Electronic				
959.310 · E-Books	900.94	6,000.00	-5,099.06	15.0%
959.320 · Digital Content Databa...	2,263.15	32,500.00	-30,236.85	7.0%
Total 959.300 · Electronic	3,164.09	38,500.00	-35,335.91	8.2%
Total 959 · Materials	5,440.33	75,400.00	-69,959.67	7.2%
961 · Travel/Conference	0.00	3,000.00	-3,000.00	0.0%
962 · Dues	125.00	1,000.00	-875.00	12.5%
964 · Tax Charge Backs	0.00	500.00	-500.00	0.0%
965 · Insurance	3,845.50	7,800.00	-3,954.50	49.3%
970 · Capital Expenditures	0.00	2,500.00	-2,500.00	0.0%
Total Expense	59,109.75	524,200.00	-465,090.25	11.3%
Net Income	-40,659.07	0.00	-40,659.07	100.0%

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual CAPITAL
 July 2024 through June 2025

	<u>Jul '24 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
405 · Bond Levy				
405.100 · COVODouglas	0.00	59,850.00	-59,850.00	0.0%
405.200 · City	0.00	56,350.00	-56,350.00	0.0%
405.300 · Twp	0.00	120,910.00	-120,910.00	0.0%
Total 405 · Bond Levy	<u>0.00</u>	<u>237,110.00</u>	<u>-237,110.00</u>	<u>0.0%</u>
Total Income	<u>0.00</u>	<u>237,110.00</u>	<u>-237,110.00</u>	<u>0.0%</u>
Gross Profit	0.00	237,110.00	-237,110.00	0.0%
Expense				
971 · New Library Building				
972 · Construction	1,866.16	0.00	1,866.16	100.0%
974 · Design	3,395.66	0.00	3,395.66	100.0%
975 · Furnishings	3,682.11	0.00	3,682.11	100.0%
976 · Technology	0.00	0.00	0.00	0.0%
971 · New Library Building - ...	0.00	75,000.00	-75,000.00	0.0%
Total 971 · New Library Building	8,943.93	75,000.00	-66,056.07	11.9%
991 · Debt Service - Principal	125,000.00	125,000.00	0.00	100.0%
992 · Debt Service - Interest	60,659.38	119,443.00	-58,783.62	50.8%
Total Expense	<u>194,603.31</u>	<u>319,443.00</u>	<u>-124,839.69</u>	<u>60.9%</u>
Net Income	<u><u>-194,603.31</u></u>	<u><u>-82,333.00</u></u>	<u><u>-112,270.31</u></u>	<u><u>236.4%</u></u>