

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

October 16, 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. Old Business
- IX. New Business
 - A. Election of Officers & Committee Members
 - Slate of Officers for approval: President, David Blatt; Vice President, Janice Krakowski; Treasurer, Larry Blose; Secretary, Demetrhea Terrien.
 - Finance Committee per by-laws: President and Secretary
 - Personnel Committee: Nominations from the Floor
 - B. 2025 Meeting Schedule (attached)
- X. Guest: Friends of the Library representative
- XI. Next Meeting: December 4, 2024 at 7:00 pm
- XII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
September 18, 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, Kirstin Carr representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Frank Aiello, Sara Nelson, Larry Blose, and Janice Krakowski.
- II. Director Boyer requested that the 10 Year Master Plan Report from HED be moved to the end of the agenda. The Agenda (See Appendix) with this revision was passed by unanimous consent.
- III. The Minutes from the August 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, Frank Aiello seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.
- VI. Financial Report
 - A. Balance sheet was presented by Director Boyer (see Appendix).
 - B. 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. Capital Fund Project Proposal: Commercial Record Digitization
 - Frank Aiello presented the proposal. The Commercial Record is a great resource for local history, but it is difficult to find information because most of what is online is not searchable. When we got a grant through CMU, they were able to digitize 1957-1970. Those years are searchable on CMU's website. You can search by keyword or browse by year. The current goal is to digitize 1868-1957 and make those years fully searchable. The History Center has microfilm of all the Commercial Records that would just need to be handed over to CMU and they would take the files and make them searchable. There are about 35,000 pages that would need to be digitized. \$27,000 is the estimate for the first phase of digitization. After the first 100 years are digitized, we would like to pursue 1970 and beyond, but we will run into copyright issues. This

project reflects many of the goals from the Strategic Plan, including partnership with community organizations, benefiting the community, expanding access to resources, and investing in quality materials.

- Frank Aiello made a motion that the board authorizes the transfer of funds from the Capital Fund to the Operating Fund in an amount not to exceed \$35,000 for the digitization of the Commercial Record, years 1868 through 1956. The final amount to be determined by actual project costs. Sarah Nelson seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.

B. Nomination of Officers – to be voted on at the October meeting

- Current officers:
 - President: David Blatt
 - Vice President: Janice Krakowski
 - Treasurer: Larry Blose
 - Secretary: Demetrhea Terrien
- Will accept nominations from the floor at the next meeting.

XI. Guest: Friends of the Library representative – Kirstin Carr

- The Fall Dinner is next week- all of the tickets were sold!
- The Silent Auction will be from November 7-21. The Friends are soliciting donations for that now.

XII. 10 Year Master Plan Report from HED was presented by Director Boyer (see Appendix)

- Sarah Nelson asked if we would need to expand parking if we went with option D. Director Boyer said no.
- All were in agreement that option A and B are not viable options.
- Janice Krakowski asked if we need to spend the money, Director Boyer said yes because it was bond money with the purpose of going toward the new building.
- Option #3 is not an option if we go with D.
- Janice Krakowski thought the small patio/nook would be better than the playscape because it might not get a lot of use. Larry Blose pointed out that during the summer we have many children in the Library and that's when it would be used the most. The new park in Saugatuck is getting a lot of use.
- David Blatt asked about square footage on the small patio/nook. Director Boyer said it is very similar to fireplace room.
- Sarah Nelson asked about the possibility of having doors that open to the small patio/nook.
- Kirstin Carr added that it would be nice if you go with the small patio/nook and D because you could still offer that outdoor space for folks who utilize the current patio.

- Sarah Nelson and Director Boyer brought up the possible issue of security for the small patio/nook. If hedges were added so it is more enclosed that would help. Security cameras would also be a necessity.
- Demetrhea Terrien added that electrical access/outlets would be nice as well.
- Sarah Nelson asked if we could do one or two elements of the playscape in addition to the small patio/nook. Directory Boyer said it is definitely a possibility.
- Janice Krakowski and Demetrhea Terrien agreed that doing both would be ideal.
- David Blatt suggested that the Friends may want to help fund this project.
- All were in agreement that the goal is to pursue the small patio/nook with the goal of getting a few moveable items for the playscape.
- An ad hoc committee (Director Boyer, Sarah Nelson, Janice Krakowski, and Marlee Alexander) was formed for the purpose of working on this project.
- Director Boyer will follow up with the architect about the possibility of door on the southeast side of the building where the small patio/nook would go.

XIII. Next Meeting: October 16, 2024 at 7:00pm

XIV. Adjournment by unanimous consent at 8:35pm.

Saugatuck-Douglas District Library

Expenses by Vendor Detail

September 16 through October 14, 2024

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	09/23/2024	September cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Amazon.com				
Check	09/16/2024	Ipad for design work	976 · Technology	-1,417.98
Check	10/14/2024	September invoices	729 · Custodial Supplies	-174.11
Check	10/14/2024	September invoices	727 · Office Supplies	-18.73
Check	10/14/2024	September invoices	959.210 · DVDs	-221.21
Check	10/14/2024	September invoices	959.110 · Print Books	-491.03
Check	10/14/2024	September invoices	730 · Youth Services Supplies	-21.94
Check	10/14/2024	September invoices	728 · Collection Expenses	-61.20
Check	10/14/2024	September invoices	880 · Programs	-24.49
Check	10/14/2024	September invoices	957 · Technology	-68.20
Total Amazon.com				-2,498.89
Blick Art Materials				
Check	09/26/2024	supplies for painting class	880 · Programs	-251.61
Total Blick Art Materials				-251.61
Blue Star Storage				
Check	09/20/2024	October rent	930 · Building Maintenance	-60.00
Total Blue Star Storage				-60.00
CENGAGE LEARNING/GALE				
Check	10/11/2024	Invoice # 85679606	959.110 · Print Books	-53.18
Total CENGAGE LEARNING/GALE				-53.18
Christian Science Monitor				
Check	09/30/2024	4 week subscription	959.120 · Periodicals	-15.00
Total Christian Science Monitor				-15.00
Comcast				
Check	09/30/2024	September phone	850 · Phone & Internet	-137.54
Check	09/30/2024	September internet	850 · Phone & Internet	-219.90
Total Comcast				-357.44
Consumers Energy				
Check	10/10/2024	Electric bill	920 · Utilities	-1,201.55
Total Consumers Energy				-1,201.55
Dairy Dayz				
Check	09/18/2024	prize coupons	880 · Programs	-66.00
Total Dairy Dayz				-66.00
Demco, Inc.				
Check	09/26/2024	wire easels	975 · Furnishings	-83.49
Check	09/27/2024	Nesting display tables, newspaper boxes	975 · Furnishings	-6,934.41
Check	10/04/2024	Invoice #7543800, book covers	728 · Collection Expenses	-547.49
Total Demco, Inc.				-7,565.39

Type	Date	Memo	Account	Amount
Ebb and Phloem LLC				
Check	10/11/2024	Monthly plant care	930 · Building Maintenance	-75.00
Total Ebb and Phloem LLC				-75.00
Google LLC				
Check	09/30/2024	Google Workspace	957 · Technology	-96.00
Total Google LLC				-96.00
Grand Rapids Children's Museum				
Check	09/18/2024	Circulating membership, 12 months	959.100 · Print Materials	-250.00
Total Grand Rapids Children's Museum				-250.00
Harley Ellis Devereaux				
Check	09/27/2024	Site study, 8/1/24-8/31/24	974 · Design	-5,806.27
Total Harley Ellis Devereaux				-5,806.27
Heimler, Nick				
Check	10/04/2024	Basic maintenance, invoice #991	801 · Professional Services	-520.00
Check	10/11/2024	Managed internal broadband services, in...	801 · Professional Services	-285.00
Total Heimler, Nick				-805.00
Hope College				
Check	09/18/2024	Big Read	880 · Programs	-100.00
Total Hope College				-100.00
Ingram Library Services				
Check	10/04/2024	September invoices	959.110 · Print Books	-1,618.25
Total Ingram Library Services				-1,618.25
James Van Ry				
Check	09/18/2024	Patching and painting walls, minor plum...	930 · Building Maintenance	-560.00
Total James Van Ry				-560.00
KLSWA				
Check	09/27/2024	Aug water	920 · Utilities	-403.99
Total KLSWA				-403.99
Lakeland Library Cooperative				
Check	10/04/2024	Barcodes and movie license	880 · Programs	-440.00
Check	10/04/2024	Barcodes and movie license	728 · Collection Expenses	-88.40
Check	10/04/2024	Quarterly Billing, invoice #25-17946	803 · Coop Services (LLC)	-3,742.75
Total Lakeland Library Cooperative				-4,271.15
Library Design Associates, Inc.				
Check	10/04/2024	Locking storage cabinet	975 · Furnishings	-3,980.00
Total Library Design Associates, Inc.				-3,980.00
Library Network, The				
Check	10/04/2024	Deep freeze licenses, invoice #75129	957 · Technology	-98.00
Total Library Network, The				-98.00

Type	Date	Memo	Account	Amount
Maintenance Management, Inc.				
Check	09/17/2024	Apr-Jun mowing and spring clean-up, inv...	930 · Building Maintenance	-780.00
Check	09/17/2024	Jul-August mowing, invoice #195	930 · Building Maintenance	-585.00
Total Maintenance Management, Inc.				-1,365.00
Meijer				
Check	09/30/2024	gift card for YA grand prize winner	880 · Programs	-50.00
Total Meijer				-50.00
Menards				
Check	10/04/2024	storage tubs	727 · Office Supplies	-152.68
Total Menards				-152.68
Michigan Gas Utilities				
Check	09/25/2024	acct. #0504864801-00002	920 · Utilities	-13.68
Total Michigan Gas Utilities				-13.68
Michigan History Magazine				
Check	10/04/2024	2 years, expires 11/30/2026	959.120 · Periodicals	-44.95
Total Michigan History Magazine				-44.95
MicroMarketing				
Check	10/04/2024	audiobooks, invoice #963889	959.220 · Audio Books	-96.28
Check	10/11/2024	audiobooks, invoice #964088	959.220 · Audio Books	-34.39
Total MicroMarketing				-130.67
Midwest Tape-HOOPLA				
Check	10/11/2024	Invoice #506124544	959.320 · Digital Content Databases	-1,718.37
Total Midwest Tape-HOOPLA				-1,718.37
New Dawn Linen Service				
Check	09/20/2024	August mat service	930 · Building Maintenance	-49.44
Check	10/11/2024	September mat service	930 · Building Maintenance	-74.16
Total New Dawn Linen Service				-123.60
OverDrive				
Check	10/04/2024	Invoice #01720CP24289995	959.320 · Digital Content Databases	-293.97
Total OverDrive				-293.97
Priority Health				
Check	10/01/2024	Oct premium	701.300 · Health Insurance Compe...	-286.90
Total Priority Health				-286.90
RICOH USA, INC (IL)				
Check	09/23/2024	Invoice #5070027648	941 · Copy Machine	-383.18
Total RICOH USA, INC (IL)				-383.18
RICOH USA, INC (TX)				
Check	09/23/2024	copier lease	941 · Copy Machine	-152.89
Total RICOH USA, INC (TX)				-152.89

Type	Date	Memo	Account	Amount
Staples				
Check	10/04/2024	hanging file boxes	727 · Office Supplies	-84.76
Total Staples				-84.76
T Mobile				
Check	10/11/2024	hotspots	959.320 · Digital Content Databases	-150.50
Total T Mobile				-150.50
U.S. Bank				
Check	10/01/2024	Paying agent fee	801 · Professional Services	-500.00
Check	10/01/2024		801 · Professional Services	-500.00
Total U.S. Bank				-1,000.00
Unique Management Services, Inc.				
Check	09/20/2024	Collection fees, invoice #6130530	728 · Collection Expenses	-19.70
Total Unique Management Services, Inc.				-19.70
Wall Street Journal				
Check	09/19/2024	4 week subscription	959.120 · Periodicals	-38.99
Total Wall Street Journal				-38.99
TOTAL				-37,137.56

Balance Sheet

As of October 14, 2024

	<u>Oct 14, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	60,819.64
003 · Square Macatawa 9464	730.78
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	6,674.69
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	<u>663,780.05</u>
Total 017 · Michigan CLASS	663,780.05
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	82,204.05
018.02 · U.S. Bank Bond Payment	<u>21,743.28</u>
Total 018 · U.S. Bank SLGS	<u>103,947.33</u>
Total Checking/Savings	836,102.49
Other Current Assets	
022 · Accts Receivable	8,903.56
040 · Undeposited Funds	<u>200.00</u>
Total Other Current Assets	<u>9,103.56</u>
Total Current Assets	<u>845,206.05</u>
TOTAL ASSETS	<u>845,206.05</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	46.08
210 · Payroll Liabilities	9,594.75
220 · Accrued Payroll	1,067.19
223 · Due to F.O.L.	<u>127.50</u>
Total Other Current Liabilities	<u>10,835.52</u>
Total Current Liabilities	<u>10,835.52</u>
Total Liabilities	10,835.52
Equity	
390 · Fund Balance	152,693.96
392 · Restricted F.B. for New Bldg	172,882.84
394 · Restricted F.B. for Debt Serv	204,231.86
396 · Committed Capital Fund	650,000.00
Net Income	<u>-345,438.13</u>
Total Equity	<u>834,370.53</u>
TOTAL LIABILITIES & EQUITY	<u>845,206.05</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	448.21	3,000.00	-2,551.79	14.9%
539 · State Aid	2,940.14	5,700.00	-2,759.86	51.6%
608 · Fines & Fees	3,257.14	5,000.00	-1,742.86	65.1%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	6,265.70	24,000.00	-17,734.30	26.1%
655.200 · Herrick-LaketownFunds	3,470.08	12,500.00	-9,029.92	27.8%
Total 655 · Penal Fines	9,735.78	36,500.00	-26,764.22	26.7%
664 · Interest	257.90	1,000.00	-742.10	25.8%
665 · Investment Earnings	11,412.48	37,000.00	-25,587.52	30.8%
671 · Other Revenue	3,860.23	4,000.00	-139.77	96.5%
674.100 · General Donations	1,159.65	3,000.00	-1,840.35	38.7%
675 · FOL	1,559.00	10,000.00	-8,441.00	15.6%
Total Income	34,630.53	524,200.00	-489,569.47	6.6%
Gross Profit	34,630.53	524,200.00	-489,569.47	6.6%
Expense				
701 · Payroll Expenses	91,059.82	293,000.00	-201,940.18	31.1%
727 · Office Supplies	730.80	2,700.00	-1,969.20	27.1%
728 · Collection Expenses	1,153.65	2,500.00	-1,346.35	46.1%
729 · Custodial Supplies	515.42	2,100.00	-1,584.58	24.5%
730 · Youth Services Supplies	1,961.69	3,100.00	-1,138.31	63.3%
731 · Postage	12.76	700.00	-687.24	1.8%
801 · Professional Services	2,830.00	18,000.00	-15,170.00	15.7%
803 · Coop Services (LLC)	7,307.25	16,000.00	-8,692.75	45.7%
850 · Phone & Internet	1,291.69	4,500.00	-3,208.31	28.7%
880 · Programs	2,392.03	10,000.00	-7,607.97	23.9%
900 · Publicity & Printing	374.96	2,500.00	-2,125.04	15.0%
920 · Utilities	6,939.64	27,000.00	-20,060.36	25.7%
930 · Building Maintenance	7,767.51	40,000.00	-32,232.49	19.4%
941 · Copy Machine	1,145.64	3,600.00	-2,454.36	31.8%
956 · Lost materials	42.05	300.00	-257.95	14.0%
957 · Technology	1,156.30	8,000.00	-6,843.70	14.5%
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	7,736.07	27,500.00	-19,763.93	28.1%
959.120 · Periodicals	1,092.86	6,000.00	-4,907.14	18.2%
Total 959.100 · Print Materials	9,172.32	33,500.00	-24,327.68	27.4%

	<u>Jul '24 - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
959.200 · Other				
959.210 · DVDs	790.70	3,000.00	-2,209.30	26.4%
959.220 · Audio Books	253.83	400.00	-146.17	63.5%
Total 959.200 · Other	1,044.53	3,400.00	-2,355.47	30.7%
959.300 · Electronic				
959.310 · E-Books	1,106.26	6,000.00	-4,893.74	18.4%
959.320 · Digital Content Databases	6,731.62	32,500.00	-25,768.38	20.7%
Total 959.300 · Electronic	7,837.88	38,500.00	-30,662.12	20.4%
Total 959 · Materials	18,054.73	75,400.00	-57,345.27	23.9%
961 · Travel/Conference	849.00	3,000.00	-2,151.00	28.3%
962 · Dues	1,000.00	1,000.00	0.00	100.0%
964 · Tax Charge Backs	41.09	500.00	-458.91	8.2%
965 · Insurance	4,338.50	7,800.00	-3,461.50	55.6%
970 · Capital Expenditures	0.00	2,500.00	-2,500.00	0.0%
Total Expense	150,964.53	524,200.00	-373,235.47	28.8%
Net Income	-116,334.00	0.00	-116,334.00	100.0%

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

	<u>Jul '24 - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</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	0.00	237,110.00	-237,110.00	0.0%
665 · Investment Earnings	864.69			
Total Income	864.69	237,110.00	-236,245.31	0.4%
Gross Profit	864.69	237,110.00	-236,245.31	0.4%
Expense				
801 · Professional Services	1,000.00			
971 · New Library Building				
972 · Construction	4,634.22	0.00	4,634.22	100.0%
974 · Design	9,201.93	0.00	9,201.93	100.0%
975 · Furnishings	25,793.72	0.00	25,793.72	100.0%
976 · Technology	561.00	0.00	561.00	100.0%
971 · New Library Building - ...	0.00	75,000.00	-75,000.00	0.0%
Total 971 · New Library Building	40,190.87	75,000.00	-34,809.13	53.6%
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	226,850.25	319,443.00	-92,592.75	71.0%
Net Income	-225,985.56	-82,333.00	-143,652.56	274.5%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

October 14, 2024

PROGRAMS

- Children & Youth:
 - Storytime started on September 17. For the first few weeks, the kids have been making good use of the summery weather and have been using the patio and backyard for sand and water play.
 - Afterschool Maker Lab starts on October 15. It will feature open-ended building and art experiences.
 - Afterschool Quilting begins on November 7. Dee Dee Hanson is our volunteer. She has planned the project and will help run the class.
 - Reindeer/Model Train event is scheduled for December 14.
 - I have arranged to do weekly visits to Lakeside Learning Center.
 - The Transitional Kindergarten class from Douglas Elementary visits the library weekly for a storytime with Miss Erin.
 - The 3 and 4 year old preschool classes are also planning monthly visits. They came for the first time last week. 28 very excited kids. Miss Erin and Miss Ingrid joined forces for this group.
- Adult:
 - We have a really great line-up for fall programs. The library will be BUSY. One additional program has been added since my last report – a no-sew fabric art class in early December. We may also have the first of our winter concert series on December 15. We are still in discussion with a potential performer
 - Our Family History 101 program was held on October 8. We had 10 people attend. The program was recorded and is now posted on the History Center's webpage along with handouts and other resources. We link to this page from our Genealogy and Family History webpage. Chris Clark and Judi Thomas, History Center volunteers, did a great job and I loved the opportunity to introduce users to the Ancestry Library Edition Webpage. I also included information about MyHeritage, another family history resource provided by the Library of Michigan.

FINANCE & CONTRIBUTIONS:

- Our annual audit fieldwork began on October 1, 2024. The auditors are still working and have assured me that no news is good news. I will be following up with them soon.

BUILDINGS & GROUNDS:

- Our landscapers gifted us planter boxes full of mums. Thank you!
- New furniture has been arriving. Nesting display tables and a large storage cabinet for the staff room. We also have new newspaper storage boxes that are a big improvement over our previous system of just laying things out on a table. (SP 1.1)
- I have been in conversation with our architects about the patio project, specifically the possibility of adding a door to provide direct access from the building. They have provided

some general guidance as well as cost estimates. The ad hoc patio committee will be meeting prior to the December board meeting to discuss feasibility and next steps. (SP 1.1)

MARKETING

- Marlee Alexander and I have been talking about starting a print newsletter. Based on survey data, some of our patrons continue to value print communication. We have been talking to other libraries and have been reviewing samples. We will both be attending a Lakeland Library Continuing Education program on newsletters next month. Our goal is to have our first issue printed by the first week of January. We are committed to producing three issues in 2025-- Winter/Spring, Summer, Fall. (SP 2.1)

COLLECTIONS:

- Weeding projects are ongoing. We are almost finished with the Juvenile Fiction section, aka "Chapter Books." We have begun work on Adult Non-fiction. We are also discussing possible changes to our cataloging in this area. Several libraries in Lakeland have been implementing new, non-Dewey Decimal shelving systems based on patron browsing behavior. Reportedly, library users are responding positively, although it is a challenge for staff to make such a radical change to our beloved (and antiquated) cataloging practices. (SP 3.2)

HUMAN RESOURCES

- Marlee Alexander and Jennell Lehman will be attending the Michigan Library Association's annual meeting in Traverse City in October. (SP 1.2)

TECHNOLOGY

- We have notified the Clarke Historical Library that we intend to move forward with the Commercial Record digitization project. They will let us know when they are ready to begin work. They are in the process of filling staff vacancies, so there may be a delay. We knew this was likely to be the case.

MEETINGS & PARTNERSHIPS

- September 26: Attended the LLC Continuing Education Committee
- October 7: Attended the LLC Youth Services Committee meeting at Saranac Public Library
- October 10: Attended the LLC Board and Advisory meetings
- October 12: Met with Tracey Shafroth, a representative from the SCA, to discuss our current program offerings.

STATISTICS

- Our children's programming statistics were down significantly from 2023. Upon analysis I found several key factors that explained the downturn.
 - In 2023 we did a weekly science program. This is something that I personally planned. It was labor intensive and the attendance was not worth the amount of time and effort I was putting into the program. We decided not to repeat this program in 2024.
 - We unfortunately changed the day of our evening LEGO program to Wednesdays, the same night as Saugatuck's Music in the Park. This really impacted participation. Th. This change is attributable to two programs that I was responsible for in 2023 but did not

attempt in 2024. In 2023 I did a weekly STEAM program and regular visits to the daycare center. The absence of these programs explains the difference. My goal is to bring these numbers back up next year. This summer was a bit of a transition. Our new staffing plan gives our Children’s Librarian an additional 10 hours per week which should allow for additional capacity.

- We have continued to see our print circulation numbers decrease. This may be an unavoidable trend, but we are doing more work with displays in an attempt to drive checkouts. We are also working on weeding our collection to make shelves less crowded and more visually appealing. Evidence shows that when library shelves are less crowded, circulation trends upward. We are hoping this will make a difference.

Statistical Summary : JULY 2024				
	Jun-24	Jul-24	Jul-23	
Circulation				
Print	5898	7178	7990	10%
Hoopla	704	723	649	11%
Overdrive	1178	1131	970	17%
Kanopy	104	159	82	94%
SUBTOTAL	7884	9191	9691	-5%
Interlibrary Loan				
Loaned/Sent (Outgoing)	446	468	381	23%
Borrowed/Received (Incoming)	493	467	618	24%
Programming				
Number of Programs	36	41	42	-2%
Attendance (Kids & Early Lit)	849	668	965	31%
Attendance (Adults)	242	150	163	-8%
Technology				
Website Visits	3839	3418	NA	NA
Wifi Usage	1721	2110	NA	NA
Gate Count	5132	6113	5980	2%
New Patrons	26	32	56	43%

Statistical Summary : AUGUST 2024				
	Jul-24	Aug-24	Aug-23	
Circulation				
Print	7178	6149	6639	-7%
Hoopla	723	732	664	10%
Overdrive	1131	940	990	-5%
Kanopy	159	169	82	106%
SUBTOTAL	9191	7990	8375	-5%
Interlibrary Loan				
Loaned/Sent (Outgoing)	468	411	287	43%
Borrowed/Received (Incoming)	467	505	473	7%
Programming				
Number of Programs	41	11	23	-52%
Attendance (Kids & Early Lit)	668	63	217	-71%
Attendance (Adults)	150	123	111	11%
Technology				
Website Visits	3418	2917	NA	NA
Wifi Usage	2110	1905	2101	-9%
Gate Count	6113	4716	5088	-7%
New Patrons	32	29	42	-31%

Statistical Summary : SEPTEMBER 2024				
	Aug-24	Sep-24	Sep-23	
Circulation				
Print	6149	5187	5796	11%
Hoopla	732	736	620	19%
Overdrive	940*	927*	1009	-8%
Kanopy	169	177	157	13%
SUBTOTAL	7990	7027	7582	-7%
Interlibrary Loan				
Loaned/Sent (Outgoing)	411	397	218	82%
Borrowed/Received (Incoming)	505	406	420	-3%
Programming				
Number of Programs	11	17	19	11%
Attendance (Kids & Early Lit)	63	114	139	18%
Attendance (Adults)	123	97	87	11%
Technology				
Website Visits	2917	3291	NA	NA
Wifi Usage	1905	NA	1769	NA
Gate Count	4716	3498	3741	-6%
New Patrons	29	23	18	28%

2025 Meeting Schedule

Saugatuck-Douglas District Library Board of Trustees

The board will meet at 7pm on the 3rd Wednesday of the month, with the exception of combined meeting for July/August and November/December.

The annual budget hearing will take place on June 18 at 7:00 pm. The regular monthly meeting will begin at the conclusion of the hearing.*

January 15, 2025

February 19, 2025

March 19, 2025

April 16, 2025

May 21, 2025

June 18, 2025*

August 6, 2025

September 17, 2025

October 15, 2025

December 3, 2025