

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

BOARD MEETING

December 4, 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. Old Business
  - A. Patio Committee – Minutes and update
- X. New Business
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: January 15, 2025 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
October 16, 2024  
Unofficial Minutes

- I. Meeting Called to order at 7:01 pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Char Stewart representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Frank Aiello, Sara Nelson, and Janice Krakowski.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the September 2024 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). One duplicate entry was noted and will be corrected. J. Krakowski 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. Old Business: None
- IX. New Business
  - A. Election of Officers & Committee Members
    - Slate of Officers for approval and discussion was presented: D. Blatt-President, J. Krakowski-Vice President, L. Blose-Treasurer, & D. Terrien-Secretary. D. Terrien presented a motion to adopt the slate, S. Nelson seconded the motion. The motion passed with 5 members voting yes and 0 members voting no.
  - B. 2025 Meeting Schedule (attached)
    - The 2025 meeting schedule was presented. D. Terrien presented a motion to approve the schedule, D. Blatt seconded the motion. The motion passed with 5 members voting yes and 0 members voting no.
    - S. Nelson and F. Aiello volunteered to be on the Personal committee.
- X. Guest: Friends of the Library representative – Char Stewart
  - FOL members have also attended Michigan FOL meetings. They have been asked to present a biography to be included in the Michigan FOL newsletter.

- The fundraising event at the Wild Dog was very successful and the restaurant has offered to be host for next year. The Silent Auction will be Nov.7 through Nov. 21.

XI. Next Meeting: December 4, 2024 at 7:00pm

XII. Adjournment by unanimous consent at 7:18 pm.

3:58 PM

12/02/24

Accrual Basis

## Saugatuck-Douglas District Library

## Expenses by Vendor Detail

October 15 through December 2, 2024

Type	Date	Memo	Account	Amount
<b>All Surface Building Services LLC</b>				
Check	10/17/2024	October cleaning	930 · Building Maintenance	-995.00
Check	11/25/2024	November cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-1,990.00
<b>Amazon.com</b>				
Check	10/15/2024	book display easels	975 · Furnishings	-119.85
Check	11/05/2024	October invoices	729 · Custodial Supplies	-60.16
Check	11/05/2024	October invoices	727 · Office Supplies	-35.86
Check	11/05/2024	October invoices	959.210 · DVDs	-112.18
Check	11/05/2024	October invoices	880 · Programs	-279.72
Check	11/05/2024	October invoices	730 · Youth Services Supplies	-110.29
Total Amazon.com				-718.06
<b>Anne Corlett</b>				
Check	10/29/2024	Painting class	880 · Programs	-300.00
Total Anne Corlett				-300.00
<b>Blick Art Materials</b>				
Check	10/25/2024	supplies for gelli printing class	880 · Programs	-222.93
Total Blick Art Materials				-222.93
<b>Blue Star Storage</b>				
Check	10/24/2024	November rent	930 · Building Maintenance	-60.00
Total Blue Star Storage				-60.00
<b>Carson City Public Library</b>				
Check	10/16/2024	Invoice #100224	956 · Lost materials	-20.00
Total Carson City Public Library				-20.00
<b>Christian Science Monitor</b>				
Check	10/29/2024	4 week subscription	959.120 · Periodicals	-15.00
Total Christian Science Monitor				-15.00
<b>Comcast</b>				
Check	10/27/2024	Phone, 10/10-11/9	850 · Phone & Internet	-137.85
Check	10/30/2024	October internet	850 · Phone & Internet	-219.90
Check	11/28/2024	November internet	850 · Phone & Internet	-219.90
Total Comcast				-577.65
<b>Consumers Energy</b>				
Check	11/08/2024	Electric bill	920 · Utilities	-988.00
Total Consumers Energy				-988.00
<b>Demco, Inc.</b>				
Check	10/24/2024	Sign holders, stamper and ink	728 · Collection Expenses	-116.30
Total Demco, Inc.				-116.30
<b>Ebb and Phloem LLC</b>				
Check	11/25/2024	October plant care	930 · Building Maintenance	-75.00
Total Ebb and Phloem LLC				-75.00

Type	Date	Memo	Account	Amount
<b>Ecogardens</b>				
Check	11/18/2024	Drip irrigation for planter boxes, final pa...	972 · Construction	-2,768.06
Check	11/25/2024	Garden stewardship Sep, Oct, Nov	930 · Building Maintenance	-3,456.75
Total Ecogardens				-6,224.81
<b>ELM USA, Inc.</b>				
Check	10/28/2024	monthly disc cleaning	728 · Collection Expenses	-25.00
Check	10/29/2024	monthly disc cleaning	728 · Collection Expenses	-50.00
Check	11/18/2024	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-100.00
<b>Etsy</b>				
Check	11/08/2024	Downloadable calendar	727 · Office Supplies	-1.00
Total Etsy				-1.00
<b>Foster Swift</b>				
Check	11/18/2024	Audit response	801 · Professional Services	-49.00
Total Foster Swift				-49.00
<b>Gannett News</b>				
Check	10/29/2024	monthly Holland Sentinel subscription	959.120 · Periodicals	-123.39
Total Gannett News				-123.39
<b>Google LLC</b>				
Check	11/01/2024	Google Workspace	957 · Technology	-96.00
Total Google LLC				-96.00
<b>Grand Rapids Public Library</b>				
Check	11/18/2024	Statement #570_zv096	956 · Lost materials	-16.95
Total Grand Rapids Public Library				-16.95
<b>Grand Traverse Resort</b>				
Check	10/17/2024	MLA conference hotel	961 · Travel/Conference	-345.68
Total Grand Traverse Resort				-345.68
<b>Heimler, Nick</b>				
Check	11/18/2024	Basic maintenance, invoice #1070	801 · Professional Services	-552.50
Total Heimler, Nick				-552.50
<b>Ingram Library Services</b>				
Check	11/04/2024	October invoices	959.110 · Print Books	-2,333.22
Check	11/04/2024	October invoices	959.220 · Audio Books	-21.99
Total Ingram Library Services				-2,355.21
<b>Kanopy, Inc.</b>				
Check	11/11/2024	Invoice # 422985	959.320 · Digital Content Databases	-159.80
Total Kanopy, Inc.				-159.80
<b>KLSWA</b>				
Check	10/29/2024	Sep water	920 · Utilities	-415.33
Total KLSWA				-415.33

Type	Date	Memo	Account	Amount
<b>Lehman, Jennell</b>				
Check	11/18/2024	mileage for MLA Conference	961 · Travel/Conference	-239.86
Total Lehman, Jennell				-239.86
<b>Loutit District Library</b>				
Check	10/16/2024	Invoice #2400000097	956 · Lost materials	-16.99
Total Loutit District Library				-16.99
<b>McLain, Amber</b>				
Check	10/29/2024	Used Nintendo Switch	957 · Technology	-50.00
Total McLain, Amber				-50.00
<b>Michigan Gas Utilities</b>				
Check	10/23/2024	acct. #0504864801-00002	920 · Utilities	-12.39
Total Michigan Gas Utilities				-12.39
<b>Michigan Library Association</b>				
Check	11/18/2024	Canva masterclass, training	961 · Travel/Conference	-25.00
Total Michigan Library Association				-25.00
<b>MicroMarketing</b>				
Check	10/24/2024	audiobooks, invoice #964717	959.220 · Audio Books	-50.00
Check	11/06/2024	audiobooks, invoice #966489	959.220 · Audio Books	-38.70
Total MicroMarketing				-88.70
<b>Midwest Tape-HOOPLA</b>				
Check	11/11/2024	Invoice #506271771	959.320 · Digital Content Databases	-1,768.32
Total Midwest Tape-HOOPLA				-1,768.32
<b>Moeller, Sally</b>				
Check	10/24/2024	September bookkeeping	801 · Professional Services	-300.00
Check	11/06/2024	October bookkeeping	801 · Professional Services	-150.00
Total Moeller, Sally				-450.00
<b>Morgan, Veronica</b>				
Check	11/18/2024	presenter fee and supplies, No Sew Fabri...	880 · Programs	-166.49
Total Morgan, Veronica				-166.49
<b>MotherEarthNews</b>				
Check	10/29/2024	0000140890, 1 year, expired January 2026	959.120 · Periodicals	-39.95
Total MotherEarthNews				-39.95
<b>New Dawn Linen Service</b>				
Check	11/25/2024	October mat service	930 · Building Maintenance	-49.44
Total New Dawn Linen Service				-49.44
<b>Office Max/Depot</b>				
Check	11/13/2024	paper	727 · Office Supplies	-79.98
Total Office Max/Depot				-79.98

Type	Date	Memo	Account	Amount
<b>OverDrive</b>				
Check	11/04/2024	Advantage ebook	959.310 · E-Books	-39.99
Check	11/04/2024	CPC ebooks	959.320 · Digital Content Databases	-45.55
Check	11/04/2024	CPC eaudiobooks	959.320 · Digital Content Databases	-70.93
Check	11/04/2024	Great Courses	959.320 · Digital Content Databases	-2.99
Total OverDrive				-159.46
<b>Priority Health</b>				
Check	11/01/2024	Nov premium	701.300 · Health Insurance Compe...	-286.90
Total Priority Health				-286.90
<b>Republic Services</b>				
Check	10/30/2024	quarterly trash	920 · Utilities	-57.27
Total Republic Services				-57.27
<b>RICOH USA, INC (IL)</b>				
Check	10/24/2024	Invoice #5070232340	941 · Copy Machine	-276.26
Check	11/25/2024	Invoice #5070396154	941 · Copy Machine	-131.02
Total RICOH USA, INC (IL)				-407.28
<b>RICOH USA, INC (TX)</b>				
Check	10/23/2024	copier lease	941 · Copy Machine	-152.89
Check	11/23/2024	copier lease	941 · Copy Machine	-152.89
Total RICOH USA, INC (TX)				-305.78
<b>Scholastic Library Publishing</b>				
Check	11/11/2024	Invoice #64984556, 64974620	959.110 · Print Books	-31.18
Total Scholastic Library Publishing				-31.18
<b>Seed Savers</b>				
Check	10/15/2024	For seed library	880 · Programs	-30.00
Total Seed Savers				-30.00
<b>T Mobile</b>				
Check	11/05/2024	hotspots	959.320 · Digital Content Databases	-150.50
Total T Mobile				-150.50
<b>Tech Logic</b>				
Check	10/29/2024	Self checkout software licenses	957 · Technology	-1,313.76
Check	10/29/2024	RFID tags	728 · Collection Expenses	-548.00
Total Tech Logic				-1,861.76
<b>Wall Street Journal</b>				
Check	10/17/2024	4 week subscription	959.120 · Periodicals	-38.99
Total Wall Street Journal				-38.99
<b>When I Work, Inc.</b>				
Check	10/29/2024	Pro-rated for October 2024	957 · Technology	-2.41
Check	11/01/2024	November schedule and attendance	957 · Technology	-30.00
Total When I Work, Inc.				-32.41
<b>TOTAL</b>				<b>-21,871.26</b>

Saugatuck-Douglas District Library

Balance Sheet

As of December 2, 2024

	<u>Dec 2, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · Checking Regular 2041	49,803.05
003 · Square Macatawa 9464	730.78
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	3,490.78
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	<u>626,573.31</u>
<b>Total 017 · Michigan CLASS</b>	626,573.31
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	82,865.59
018.02 · U.S. Bank Bond Payment	<u>21,743.28</u>
<b>Total 018 · U.S. Bank SLGS</b>	<u>104,608.87</u>
<b>Total Checking/Savings</b>	785,356.79
<b>Other Current Assets</b>	
022 · Accts Receivable	<u>8,903.56</u>
<b>Total Other Current Assets</b>	<u>8,903.56</u>
<b>Total Current Assets</b>	<u>794,260.35</u>
<b>TOTAL ASSETS</b>	<b><u>794,260.35</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
209 · Health Ins Payable	63.58
210 · Payroll Liabilities	6,752.01
220 · Accrued Payroll	9,590.24
223 · Due to F.O.L.	<u>508.50</u>
<b>Total Other Current Liabilities</b>	<u>16,914.33</u>
<b>Total Current Liabilities</b>	<u>16,914.33</u>
<b>Total Liabilities</b>	16,914.33
<b>Equity</b>	
390 · Fund Balance	197,183.86
392 · Restricted F.B. for New Bldg	111,763.32
394 · Restricted F.B. for Debt Serv	211,686.42
396 · Committed Capital Fund	650,000.00
Net Income	<u>-393,287.58</u>
<b>Total Equity</b>	<u>777,346.02</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>794,260.35</u></b>

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

	<u>Jul '24 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
<b>Income</b>				
<b>400 · Millage</b>				
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%
<b>Total 400 · Millage</b>	0.00	419,000.00	-419,000.00	0.0%
<b>520 · USF</b>	448.21	3,000.00	-2,551.79	14.9%
<b>539 · State Aid</b>	2,940.14	5,700.00	-2,759.86	51.6%
<b>608 · Fines &amp; Fees</b>	3,947.34	5,000.00	-1,052.66	78.9%
<b>655 · Penal Fines</b>				
655.100 · Penal Fines Allegan County	8,046.88	24,000.00	-15,953.12	33.5%
655.200 · Herrick-LaketownFunds	3,470.08	12,500.00	-9,029.92	27.8%
<b>Total 655 · Penal Fines</b>	13,390.55	36,500.00	-23,109.45	36.7%
<b>664 · Interest</b>	301.75	1,000.00	-698.25	30.2%
<b>665 · Investment Earnings</b>	14,867.28	37,000.00	-22,132.72	40.2%
<b>671 · Other Revenue</b>	3,860.23	4,000.00	-139.77	96.5%
<b>674.100 · General Donations</b>	1,660.65	3,000.00	-1,339.35	55.4%
<b>675 · FOL</b>	1,559.00	10,000.00	-8,441.00	15.6%
<b>Total Income</b>	42,975.15	524,200.00	-481,224.85	8.2%
<b>Gross Profit</b>	42,975.15	524,200.00	-481,224.85	8.2%
<b>Expense</b>				
<b>701 · Payroll Expenses</b>	124,545.88	293,000.00	-168,454.12	42.5%
<b>727 · Office Supplies</b>	1,435.37	2,700.00	-1,264.63	53.2%
<b>728 · Collection Expenses</b>	1,917.95	2,500.00	-582.05	76.7%
<b>729 · Custodial Supplies</b>	575.58	2,100.00	-1,524.42	27.4%
<b>730 · Youth Services Supplies</b>	2,071.98	3,100.00	-1,028.02	66.8%
<b>731 · Postage</b>	12.76	700.00	-687.24	1.8%
<b>801 · Professional Services</b>	3,381.50	18,000.00	-14,618.50	18.8%
<b>803 · Coop Services (LLC)</b>	7,307.25	16,000.00	-8,692.75	45.7%
<b>850 · Phone &amp; Internet</b>	1,649.44	4,500.00	-2,850.56	36.7%
<b>880 · Programs</b>	3,406.17	10,000.00	-6,593.83	34.1%
<b>900 · Publicity &amp; Printing</b>	374.96	2,500.00	-2,125.04	15.0%
<b>920 · Utilities</b>	8,412.63	27,000.00	-18,587.37	31.2%
<b>930 · Building Maintenance</b>	13,398.70	40,000.00	-26,601.30	33.5%
<b>941 · Copy Machine</b>	1,858.70	3,600.00	-1,741.30	51.6%
<b>956 · Lost materials</b>	95.99	300.00	-204.01	32.0%
<b>957 · Technology</b>	2,648.47	8,000.00	-5,351.53	33.1%
<b>959 · Materials</b>				
959.100 · Print Materials				
959.110 · Print Books	10,100.47	27,500.00	-17,399.53	36.7%
959.120 · Periodicals	1,310.19	6,000.00	-4,689.81	21.8%
<b>Total 959.100 · Print Materials</b>	11,754.05	33,500.00	-21,745.95	35.1%

	<u>Jul '24 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
<b>959.200 · Other</b>				
<b>959.210 · DVDs</b>	902.88	3,000.00	-2,097.12	30.1%
<b>959.220 · Audio Books</b>	364.52	400.00	-35.48	91.1%
<b>Total 959.200 · Other</b>	1,267.40	3,400.00	-2,132.60	37.3%
<b>959.300 · Electronic</b>				
<b>959.310 · E-Books</b>	1,749.83	6,000.00	-4,250.17	29.2%
<b>959.320 · Digital Content Databases</b>	9,058.06	32,500.00	-23,441.94	27.9%
<b>Total 959.300 · Electronic</b>	10,807.89	38,500.00	-27,692.11	28.1%
<b>Total 959 · Materials</b>	23,829.34	75,400.00	-51,570.66	31.6%
<b>961 · Travel/Conference</b>	1,459.54	3,000.00	-1,540.46	48.7%
<b>962 · Dues</b>	1,000.00	1,000.00	0.00	100.0%
<b>964 · Tax Charge Backs</b>	41.09	500.00	-458.91	8.2%
<b>965 · Insurance</b>	4,338.50	7,800.00	-3,461.50	55.6%
<b>970 · Capital Expenditures</b>	0.00	2,500.00	-2,500.00	0.0%
<b>Total Expense</b>	203,761.80	524,200.00	-320,438.20	38.9%
<b>Net Income</b>	<b>-160,786.65</b>	<b>0.00</b>	<b>-160,786.65</b>	<b>100.0%</b>

**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>
<b>Income</b>				
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%
<b>Total 405 · Bond Levy</b>	<b>0.00</b>	<b>237,110.00</b>	<b>-237,110.00</b>	<b>0.0%</b>
665 · Investment Earnings	1,526.23			
<b>Total Income</b>	<b>1,526.23</b>	<b>237,110.00</b>	<b>-235,583.77</b>	<b>0.6%</b>
<b>Gross Profit</b>	<b>1,526.23</b>	<b>237,110.00</b>	<b>-235,583.77</b>	<b>0.6%</b>
<b>Expense</b>				
801 · Professional Services	500.00			
<b>971 · New Library Building</b>				
972 · Construction	7,402.28	0.00	7,402.28	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%
<b>Total 971 · New Library Buildi...</b>	<b>42,958.93</b>	<b>75,000.00</b>	<b>-32,041.07</b>	<b>57.3%</b>
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%
<b>Total Expense</b>	<b>229,118.31</b>	<b>319,443.00</b>	<b>-90,324.69</b>	<b>71.7%</b>
<b>Net Income</b>	<b>-227,592.08</b>	<b>-82,333.00</b>	<b>-145,259.08</b>	<b>276.4%</b>

Patio Committee

October 25, 2024

*MINUTES*

Ingrid Boyer, Marlee Alexander, Janice Krakowski, Sara Nelson

- I. New Concept: Move patio to the back (Northeast Corner) to use existing door.
  - a. Do we like this?
  - b. Next steps?

*The idea was introduced by Ingrid Boyer. The committee discussed and determined they were interested in following up. They also discussed other options for the back green space and decided to reach out to HED's landscape design department. We are hoping to commission a full study and plan for the entire space with the option to phase in additional features as space and budget allow.*

- II. Old Concept
  - a. Is price acceptable?
  - b. Security concerns
    - i. Child Safety
    - ii. Ability to monitor who is coming in and out.
      1. Is there a way to prevent people from entering from outside the property?
      2. Walls/Fence with a one-way gate?
  - c. Next steps?

*Because of the previous decision regarding the new concept, the committee did not discuss any of the issues related to adding a door or creating a patio on the southeast corner of the building*

*Respectfully submitted,*

*Ingrid S. Boyer*

## LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

December 2, 2024

### PROGRAMS

- Children & Youth:
  - Storytime concludes on December 5. We will take a break for the holidays and resume in mid-January.
  - Afterschool Maker Lab concluded on November 26. Attendance built up over the course of the fall. By the end of the session, we were happy with the level of participation.
  - We had 6 kids participate in our 3 week Afterschool Quilting program. We had capacity for 8. This was planned by volunteers. Ingrid and Erin assisted at each session.
  - Reindeer/Model Train event is scheduled for December 14. Retro Bakery will be providing cookie decorating kits.
  - I continue to visit the daycare kids at Lakeside Learning Center. I am there most weeks and read with two classes. About 25 kids.
  - The Transitional Kindergarten class from Douglas Elementary continues to visit the library weekly for a storytime with Miss Erin
  - Erin visited the 4 year old preschool classes the day before Halloween. Ingrid visited the 3 year old class on Halloween.
  - Starting later this month, we are going to be opening our program room for afterschool video gaming once or twice a week. We are still working on the details, but will at least have a Nintendo Switch available on the big screen. Our afterschool crowd has been getting rather rowdy. We hate to always be shushing and reprimanding, but it is a shared space. If it goes well, we will continue the practice in 2025.
- Adult:
  - We currently have 4 groups that meet weekly in the program room: Open Art Studio, Bridge, Mah Jongg, Knitting Circle.
  - Other adult programs in October and November: painting class with Anne Corlett, poetry reading with Jack Ridl and Ruth Zwald, bereavement program, poetry open mic, intro to gelli printing, puzzle race. We were pleased with attendance and have received lots of positive feedback from participants.
  - The Saugatuck Woman's Club met at the Library on October 25. As part of this regular meeting, they invited me to give a presentation about the Library past and present. I was honored to be asked and had a lot of fun presenting and answering questions from their membership.
  - Upcoming December programs: "No Sew" Fabric Collage class. Cookbook Club resumes this week.

### FINANCE & CONTRIBUTIONS:

- Audit has been completed. It is currently under partner review and will be submitted to the State by the December 31 deadline. No major concerns were raised. Copies of the Financial Statements will be available at the January meeting.

- The Friends of the Library approved a major funding request for adult programs. It will cover lots of winter/spring events including a 5-part concert series.
- December tax bills went out last week. We typically receive millage payments around the middle of the month.
- We are partnering with The Book Nook of Saugatuck for our annual holiday book drive. In previous years, this campaign consisted of an Amazon wishlist which we created and shared. Patrons would buy books and have them shipped to us. We would add bookplates and send thank you notes. This year we have an “Adopt-a-Book” display at the bookstore. Donors can shop in person. Library staff curated the list, but the books are stocked and sold by The Book Nook. The project rolled out on Black Friday. Apparently it is going well. Books are selling and I have had to replenish the wishlist. We also have an online registry that goes through The Book Nook’s web site. (SP 2.3)

#### BUILDINGS & GROUNDS:

- Our landscapers installed drip irrigation lines for our planter boxes. Next season, library staff will not have to manually water as we have in the past. This work was paid for out of the construction fund. (SP 1.1)
- The Patio Committee met on October 25. After a short discussion in which several brand new ideas were floated, we decided our best next course of action was to go back to the architect with a second request for proposal. We would like the architect to create a master plan for the entire green space. This way we can anticipate and incorporate all possible features, such as a children’s play scape. The patio would be the first priority, but depending on what is proposed, additional zones or features could be implemented in phases. (SP 1.1)

#### MARKETING

- Marlee Alexander is working on the first of our print newsletters. It will be a Winter/Spring edition. A big part of the work is gathering all the program data. We are firming up all of those details now and are fairly confident we will meet our January 6 deadline. (SP 2.1)

#### COLLECTIONS:

- Our Adult Library of Things collection launched the week before Thanksgiving. Items are displayed on a small slatwall tower near the Study Room. So far the collection includes our “Active Mind” memory kits, a 10’x10’ canopy/text, some tools and games. We will be adding new items throughout the winter and spring. We look forward to promoting the collection in our print newsletter. (SP 3.2, 3.3)
- We have decided to re-catalog our Young Adult collection by genre. Circulation to teen readers has dropped significantly over the last decade. This is a national trend that was seriously exacerbated by the pandemic. We hope that making the collection more browseable will make it more appealing to potential teen readers. We have already assigned the new categories. We are just making for new spine labels to arrive so we can complete the switch. (SP 3.2)

#### HUMAN RESOURCES

- Marlee Alexander and Jennell Lehman attended the Michigan Library Association’s annual meeting in Traverse City on October 16-18. They both came back with new ideas they want to implement. I have enjoyed hearing about the various sessions. (SP 1.2)

- We have started using new scheduling and time clock software. This is new for us. Up until this point we have done everything by paper. Staff are getting used to the clocking in & out procedure. Marlee, who does all the scheduling is finding it to be a big time-saver. I love the ability to have instant and up-to-date access to schedules remotely. In addition to researching and implementing the new time-keeping system, Marlee has also created new tools for staff communication that have been working really well. (SP 1.2)
- Marlee and I attended a Lakeland informational meeting on creating and distributing library newsletters. We heard from staff from various libraries, large and small. I thought it was a really helpful session and I know Marlee has already incorporated some of what she learned into her newsletter draft.
- Our last staff meeting was on November 20. We will not meet in December.
- Erin Hill VanHorn attended the LLC Summer Reading Workshop at the Leighton Township Library on November 22.
- Marlee Alexander attended the LLC Circulation Forum on November 20.

#### TECHNOLOGY

- We replaced all of our patron PCs last month. The previous units were purchased in 2019.

#### MEETINGS & PARTNERSHIPS

- October 23: Met with Meg Shoup from the Saugatuck Center for the Arts to discuss summer theater camp for kids.
- October 24: LLC Continuing Education meeting. We finalized plans for the Newsletter workshop to be held on November 14.
- November 4: Marlee and I met with Michelle Overweg-Spans from the Fennville District Library. Michelle talked us through how she prepares their monthly newsletters. She answered lots of our questions.
- November 5: Janice Krakowski and I met with Tracy Sweeney and some of the landscape architects from HED. They will be putting together a proposal for a patio/green space planning document.
- November 6: Attended the Friends of the Library board meeting.
- November 7: Attended the Allegan County Library Association meeting at the Otsego District Library. We have begun planning work for a county-wide staff development day, scheduled for September or October of 2025.

#### STATISTICS

- We are still waiting on October circulation stats from Lakeland. I will include the complete report next month.