

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**BOARD MEETING**

January 14, 2025

- 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 - None
- IX. New Business - None
- X. Guest: Friends of the Library representative
- XI. Next Meeting: February 19, 2025 at 7:00 pm
- XII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
December 4, 2024  
Unofficial Minutes

- I. Meeting Called to order at 7:00pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Gini Cooper representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Frank Aiello, Sara Nelson, and Larry Blose.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the October 2024 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). David Blatt presented a motion to pay the bills, Larry Blose 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).
  - The Friends of the Library agreed to purchase computers and a Nintendo Switch for the pop up computer lab for kids.
- VIII. Strategic Plan Update
  - A. Objective 1.1: Work with consultants to plan for the long-term financial health of the organization.

*December 2024 Update:*

    - *HED completed the Master Plan document outlining expansion options and site limitations.*
    - *New construction related purchases: installed drip irrigation, display furniture*
    - *The board has identified the addition of an uncovered patio as the final building project priority. A committee has been formed. The committee is talking to HED about creating an overall landscaping plan for the backyard.*
  - B. Objective 1.2: Prioritize future focused leadership through professional development and review of the Library's organizational structure.

*December 2024 Update:*

    - *Staffing plan: COMPLETE*

- *Training calendar: No serious progress has been on this. Deadline has been pushed back to next quarter.*
- C. Objective 2.1: Improve awareness and understanding of library resources through effective communication and instruction.  
*December 2024 Update: Director and Assistant Director have had informal talks about priorities, but no official plan has been written. The newsletter has been identified as an initial goal and that is moving forward. Our new Head of Marketing has been working remotely. Now that she is back to in-person work, we will be able to resume this activity. Deadline has been pushed back to next quarter.*
- D. Objective 2.2: Create new programming opportunities for enrichment, learning, and fun.  
*December 2024 Update: There is a long list of programs and events scheduled for Winter/Spring 2025. The print newsletter will have all the details. That is scheduled to be printed the first week of January.*
- E. Objective 2.3: Strengthen collaborative community partnerships.  
*December 2024 Update: We have partnered with The Book Nook of Saugatuck to run our holiday book drive. No other new partnerships at this time.*
- F. Objective 3.1: Assess current resources and usage by analyzing data, soliciting customer feedback, and reexamining purchasing models.  
**NEW! ACTIVITY:** Create and promote digital and analog mechanisms for patron feedback.
  - Responsibility: Director, Head of Collections, Marketing, Assistant Director
  - Deadline: August 2025 (in advance of summer season)
  - Status: Assigned
- G. Objective 3.2: Explore opportunities by investigating new resources, reimaging our use of space, and developing new collections.  
*December 2024 Update: The collection was launched the week of November 18. Starting collection includes Active Minds memory kits, tent, tools and games. We will continue to add new items on an ongoing basis.*

*New display furniture has been installed. We have already cycled through several displays. We can monitor the success of the displays by the number of items we have to replace. Certain displays draw more engagement than others. The furniture is flexible and allows us to rearrange to keep things fresh.*

NEW! ACTIVITY: Reorganize YA book collection by genre (fantasy, romance, science fiction, etc.)

- Responsibility: Head of Collections, Cataloging staff
- Deadline: March 2025
- Status: In progress

*December 2024 Update: We have identified genre classification for each title. We are in the process of editing each item record to reflect the new call number. Spine labels have been ordered. Next steps include processing, shifting and new signage.*

NEW! ACTIVITY: Reorganize Children's book collection to reflect current cataloging and usage trends.

- Responsibility: Director, Head of Collections, Youth Services
- Deadline: June 2025 (in advance of summer season)
- Status: In progress

December 2024 Update: We are in the process of drastically weeding the juvenile non-fiction collection. Chapter books and comics have already been weeded. Next steps include continued weeding (picture books and early readers), the creation of an "Early Chapter Book" section and genre-based classification of non-fiction section.

H. 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.

*December 2024: In partnership with the History Center, we hosted a program entitled "Family History 101." The program included a demonstration of the new database. The Library ran a press release advertising the program and highlighting the addition of Ancestry Library Edition to the Library's collection. In addition to the press release, the database is prominently featured on our website. We also include links to a recording of the Family History 101 session. Coming soon, there will also be a video tutorial.*

*December 2024 Update: The Library board passed a resolution committing funds from the Capital Improvement Fund to cover the cost of digitizing the entire run up to 1971. We will be working with the Clarke Historical Library. Timing is dependent on their staff availability.*

## IX. Old Business

A. Patio Committee – Minutes and update (see Appendix).

HED put together a proposal for the greenspace/patio. The committee will meet between now and January to go over the proposal and will have more for the board at the next meeting.

X. New Business (no new business)

XI. Guest: Friends of the Library representative (Gini Cooper)

- The treasurer decided to take hiatus, so someone has stepped forward as interim treasurer and two have agreed to be back-ups. In the new year, the Friends will be looking for another board member.
- The Silent Auction raised \$7,032 – the best they have ever done!
- The Friends approved Ingrid's wish list, which included funding \$3,000-\$5,000 for kids gaming and the New York Times subscription.

XII. Next Meeting: January 15, 2025 at 7:00pm

XIII. Adjournment by unanimous consent at 7:38pm.

7:05 PM

01/14/25

Accrual Basis

## Saugatuck-Douglas District Library

## Expenses by Vendor Detail

December 4, 2024 through January 14, 2025

Type	Date	Memo	Account	Amount
<b>All Surface Building Services LLC</b>				
Check	12/27/2024	December cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
<b>Amazon.com</b>				
Check	12/10/2024	November invoices	729 · Custodial Supplies	-88.19
Check	12/10/2024	November invoices	727 · Office Supplies	-9.65
Check	12/10/2024	November invoices	959.210 · DVDs	-272.95
Check	12/10/2024	November invoices	880 · Programs	-16.52
Check	12/10/2024	November invoices	730 · Youth Services Supplies	-19.49
Check	12/10/2024	November invoices	959.110 · Print Books	-97.22
Check	12/10/2024	November invoices	957 · Technology	-79.99
Check	12/10/2024	November invoices	728 · Collection Expenses	-20.99
Total Amazon.com				-605.00
<b>Christian Science Monitor</b>				
Check	12/23/2024	4 week subscription	959.120 · Periodicals	-15.00
Total Christian Science Monitor				-15.00
<b>Coloma News Agency</b>				
Check	12/04/2024	Annual subscription 11/13/2024-11/11/2...	959.120 · Periodicals	-1,651.00
Total Coloma News Agency				-1,651.00
<b>Comcast</b>				
Check	12/26/2024	December internet	850 · Phone & Internet	-219.90
Check	12/27/2024	12/10/24-1/9/25 phone	850 · Phone & Internet	-137.89
Total Comcast				-357.79
<b>Constant Contact</b>				
Check	12/14/2024	annual email marketing	900 · Publicity & Printing	-442.40
Total Constant Contact				-442.40
<b>Consumers Energy</b>				
Check	12/11/2024	Electric bill	920 · Utilities	-1,334.82
Check	01/10/2025	Electric bill	920 · Utilities	-2,396.69
Total Consumers Energy				-3,731.51
<b>Delong &amp; Brower, P.C.</b>				
Check	01/14/2025	Audit for fiscal year 2023-24	801 · Professional Services	-7,500.00
Total Delong & Brower, P.C.				-7,500.00
<b>Demco, Inc.</b>				
Check	12/17/2024	Spine labels, shelving accessories	728 · Collection Expenses	-297.55
Total Demco, Inc.				-297.55
<b>Ebb and Phloem LLC</b>				
Check	12/12/2024	November plant care	930 · Building Maintenance	-75.00
Total Ebb and Phloem LLC				-75.00
<b>ELM USA, Inc.</b>				
Check	12/20/2024	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00

Type	Date	Memo	Account	Amount
<b>Gannett News</b>				
Check	12/31/2024	4 week Holland Sentinel subscription	959.120 · Periodicals	-59.01
Total Gannett News				-59.01
<b>GFS</b>				
Check	12/09/2024	cups, lids, hot chocolate	880 · Programs	-69.43
Check	12/09/2024	stir sticks	880 · Programs	-12.99
Total GFS				-82.42
<b>Google LLC</b>				
Check	01/02/2025	Google Workspace	957 · Technology	-96.00
Total Google LLC				-96.00
<b>Harley Ellis Devereaux</b>				
Check	12/20/2024	Site study, 11/1-11/30/24	974 · Design	-3,883.99
Total Harley Ellis Devereaux				-3,883.99
<b>Heimler, Nick</b>				
Check	12/10/2024	Invoice #1109, 8 patron computers	976 · Technology	-2,999.92
Check	12/17/2024	Invoice #1111, PC Installations, Tech Tal...	801 · Professional Services	-390.00
Check	12/17/2024	Invoice #1141, Erate eligible basic maint...	801 · Professional Services	-455.00
Check	12/18/2024	Invoice #1110, Erate eligible basic maint...	801 · Professional Services	-390.00
Check	01/08/2025	Magic Desktop annual license	957 · Technology	-149.99
Check	01/14/2025	MIBS quarterly fee, Jan-Mar	801 · Professional Services	-285.00
Total Heimler, Nick				-4,669.91
<b>Hill-VanHorn, Erin</b>				
Check	01/14/2025	Storytime supplies	730 · Youth Services Supplies	-28.24
Total Hill-VanHorn, Erin				-28.24
<b>Ingram Library Services</b>				
Check	12/11/2024	November invoices	959.110 · Print Books	-1,026.99
Check	01/08/2025	December invoices	959.110 · Print Books	-834.20
Total Ingram Library Services				-1,861.19
<b>Jo-Ann Fabrics</b>				
Check	12/09/2024	Reindeer holiday event supplies	730 · Youth Services Supplies	-32.67
Total Jo-Ann Fabrics				-32.67
<b>Kanopy, Inc.</b>				
Check	12/13/2024	Invoice # 427373	959.320 · Digital Content Databases	-147.90
Check	01/14/2025	Invoice # 431203	959.320 · Digital Content Databases	-169.15
Total Kanopy, Inc.				-317.05
<b>KLSWA</b>				
Check	12/04/2024	October water	920 · Utilities	-260.50
Check	12/30/2024	November water	920 · Utilities	-180.68
Total KLSWA				-441.18

Type	Date	Memo	Account	Amount
<b>Lakeland Library Cooperative</b>				
Check	01/07/2025	Quarterly Billing, invoice #25-18020	803 · Coop Services (LLC)	-3,742.75
Check	01/08/2025	Overdrive quarterly billing, invoice #PT2...	959.310 · E-Books	-603.58
Total Lakeland Library Cooperative				-4,346.33
<b>Maintenance Management, Inc.</b>				
Check	12/17/2024	September-October mowing, invoice #211	930 · Building Maintenance	-455.00
Total Maintenance Management, Inc.				-455.00
<b>Michiana Automatic Door Service, LLC</b>				
Check	01/08/2025	Main entrance latch repair	930 · Building Maintenance	-206.25
Total Michiana Automatic Door Service, LLC				-206.25
<b>Michigan Gas Utilities</b>				
Check	12/24/2024	acct. #0504864801-00002	920 · Utilities	-27.11
Total Michigan Gas Utilities				-27.11
<b>Michigan Municipal Risk Management Author</b>				
Check	12/04/2024	Policy #M0001328, R0001328	965 · Insurance	-3,545.50
Check	12/04/2024	Policy #M0001328, R0001328	965 · Insurance	-300.00
Total Michigan Municipal Risk Management Author				-3,845.50
<b>MicroMarketing</b>				
Check	01/14/2025	audiobooks, invoice #9971418	959.220 · Audio Books	-79.95
Total MicroMarketing				-79.95
<b>Midwest Tape-HOOPLA</b>				
Check	12/12/2024	Invoice #506412119	959.320 · Digital Content Databases	-1,733.17
Check	01/14/2025	Invoice #506552883	959.320 · Digital Content Databases	-1,668.69
Total Midwest Tape-HOOPLA				-3,401.86
<b>Moeller, Sally</b>				
Check	12/13/2024	November bookkeeping	801 · Professional Services	-90.00
Check	01/08/2025	December bookkeeping	801 · Professional Services	-120.00
Total Moeller, Sally				-210.00
<b>Natural History</b>				
Check	12/17/2024	0000668970, 20 issues	959.120 · Periodicals	-49.95
Total Natural History				-49.95
<b>New Dawn Linen Service</b>				
Check	12/17/2024	November mat service	930 · Building Maintenance	-49.44
Check	01/14/2025	December mat service	930 · Building Maintenance	-49.44
Total New Dawn Linen Service				-98.88



Type	Date	Memo	Account	Amount
<b>OverDrive</b>				
Check	12/05/2024	Book discussion	959.320 · Digital Content Databases	-5.50
Check	12/05/2024	CPC ebooks	959.320 · Digital Content Databases	-67.40
Check	12/05/2024	CPC eaudiobooks	959.320 · Digital Content Databases	-57.80
Check	12/05/2024	Great Courses	959.320 · Digital Content Databases	-2.99
Check	12/05/2024	IndieFlix	959.320 · Digital Content Databases	-2.99
Check	12/05/2024	Craftsy	959.320 · Digital Content Databases	-2.99
Check	01/07/2025	Book discussion	959.320 · Digital Content Databases	-5.50
Check	01/07/2025	CPC ebooks	959.320 · Digital Content Databases	-101.30
Check	01/07/2025	CPC eaudiobooks	959.320 · Digital Content Databases	-86.14
Check	01/07/2025	Advantage titles	959.310 · E-Books	-438.99
Check	01/07/2025	Great Courses	959.320 · Digital Content Databases	-2.99
Total OverDrive				-774.59
<b>Priority Health</b>				
Check	01/02/2025	January premium	701.300 · Health Insurance Compe...	-286.90
Total Priority Health				-286.90
<b>R. W. LaPine, Inc.</b>				
Check	12/17/2024	Quarterly maintenance	930 · Building Maintenance	-948.70
Total R. W. LaPine, Inc.				-948.70
<b>Reindeer Ranch</b>				
Check	12/04/2024	December 14 event	880 · Programs	-1,500.00
Total Reindeer Ranch				-1,500.00
<b>Republic Services</b>				
Check	12/09/2024	trash, adjustment	920 · Utilities	-1.91
Total Republic Services				-1.91
<b>Retro Bakery</b>				
Check	12/04/2024	Cookie decorating kits for reindeer event	880 · Programs	-187.50
Total Retro Bakery				-187.50
<b>RICOH USA, INC (IL)</b>				
Check	12/17/2024	Invoice #5070557864	941 · Copy Machine	-102.25
Check	01/14/2025	Invoice #5070735536	941 · Copy Machine	-120.47
Total RICOH USA, INC (IL)				-222.72
<b>RICOH USA, INC (TX)</b>				
Check	12/23/2024	copier lease	941 · Copy Machine	-152.89
Total RICOH USA, INC (TX)				-152.89
<b>Rolling Stone</b>				
Check	12/27/2024	Subscription thru February 2026	959.120 · Periodicals	-74.95
Total Rolling Stone				-74.95
<b>Saugatuck Home Watch</b>				
Check	12/10/2024	Invoice #1252024, installed furniture, bul...	930 · Building Maintenance	-418.00
Total Saugatuck Home Watch				-418.00

Type	Date	Memo	Account	Amount
<b>Saugatuck Twp Fire Dist</b>				
Check	12/20/2024	Replacement pads for AED	930 · Building Maintenance	-167.00
Total Saugatuck Twp Fire Dist				-167.00
<b>Scholastic Library Publishing</b>				
Check	12/27/2024	Invoice #67157138	959.110 · Print Books	-15.59
Check	01/08/2025	Invoice #67454134	959.110 · Print Books	-15.59
Total Scholastic Library Publishing				-31.18
<b>Sisters in Ink</b>				
Check	12/04/2024	Reindeer sign	900 · Publicity & Printing	-95.00
Total Sisters in Ink				-95.00
<b>T Mobile</b>				
Check	12/11/2024	hotspots	959.320 · Digital Content Databases	-150.50
Check	01/08/2025	hotspots	959.320 · Digital Content Databases	-142.85
Total T Mobile				-293.35
<b>Unique Management Services, Inc.</b>				
Check	12/17/2024	Collection fees, invoice #6133911	728 · Collection Expenses	-9.85
Total Unique Management Services, Inc.				-9.85
<b>Wall Street Journal</b>				
Check	12/12/2024	4 week subscription	959.120 · Periodicals	-38.99
Total Wall Street Journal				-38.99
<b>When I Work, Inc.</b>				
Check	01/02/2025	Monthly schedule and attendance software	957 · Technology	-30.00
Total When I Work, Inc.				-30.00
<b>Zenwork Inc.</b>				
Check	01/14/2025	1099 efileing charge through Intuit	701 · Payroll Expenses	-11.67
Total Zenwork Inc.				-11.67
<b>TOTAL</b>				<b>-45,132.94</b>

**Balance Sheet**

As of January 14, 2025

	Jan 14, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · Checking Regular 2041	207,835.06
003 · Square Macatawa 9464	2,086.62
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	19,594.39
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	631,659.84
<b>Total 017 · Michigan CLASS</b>	631,659.84
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	63,342.94
018.02 · U.S. Bank Bond Payment	21,743.28
<b>Total 018 · U.S. Bank SLGS</b>	85,086.22
<b>Total Checking/Savings</b>	946,412.13
<b>Other Current Assets</b>	
022 · Accts Receivable	8,903.56
<b>Total Other Current Assets</b>	8,903.56
<b>Total Current Assets</b>	955,315.69
<b>TOTAL ASSETS</b>	<b>955,315.69</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
209 · Health Ins Payable	30.45
210 · Payroll Liabilities	10,086.19
220 · Accrued Payroll	9,590.24
223 · Due to F.O.L.	222.50
<b>Total Other Current Liabilities</b>	19,929.38
<b>Total Current Liabilities</b>	19,929.38
<b>Total Liabilities</b>	19,929.38
<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	-235,247.29
<b>Total Equity</b>	935,386.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>955,315.69</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	25,817.72	105,500.00	-79,682.28	24.5%
400.200 · City	38,550.94	99,500.00	-60,949.06	38.7%
400.300 · Twp	77,008.61	214,000.00	-136,991.39	36.0%
<b>Total 400 · Millage</b>	141,377.27	419,000.00	-277,622.73	33.7%
<b>520 · USF</b>	2,188.44	3,000.00	-811.56	72.9%
<b>539 · State Aid</b>	2,940.14	5,700.00	-2,759.86	51.6%
<b>608 · Fines &amp; Fees</b>	5,601.91	5,000.00	601.91	112.0%
<b>655 · Penal Fines</b>				
655.100 · Penal Fines Allegan County	13,073.91	24,000.00	-10,926.09	54.5%
655.200 · Herrick-LaketownFunds	3,470.08	12,500.00	-9,029.92	27.8%
<b>Total 655 · Penal Fines</b>	16,543.99	36,500.00	-19,956.01	45.3%
<b>664 · Interest</b>	365.52	1,000.00	-634.48	36.6%
<b>665 · Investment Earnings</b>	20,431.16	37,000.00	-16,568.84	55.2%
<b>671 · Other Revenue</b>	3,860.23	4,000.00	-139.77	96.5%
<b>674.100 · General Donations</b>	2,369.65	3,000.00	-630.35	79.0%
<b>675 · FOL</b>	4,075.49	10,000.00	-5,924.51	40.8%
<b>Total Income</b>	199,753.80	524,200.00	-324,446.20	38.1%
<b>Gross Profit</b>	199,753.80	524,200.00	-324,446.20	38.1%
<b>Expense</b>				
<b>701 · Payroll Expenses</b>	168,565.52	293,000.00	-124,434.48	57.5%
<b>727 · Office Supplies</b>	1,490.76	2,700.00	-1,209.24	55.2%
<b>728 · Collection Expenses</b>	2,415.07	2,500.00	-84.93	96.6%
<b>729 · Custodial Supplies</b>	663.77	2,100.00	-1,436.23	31.6%
<b>730 · Youth Services Supplies</b>	2,152.38	3,100.00	-947.62	69.4%
<b>731 · Postage</b>	12.76	700.00	-687.24	1.8%
<b>801 · Professional Services</b>	12,611.50	18,000.00	-5,388.50	70.1%
<b>803 · Coop Services (LLC)</b>	11,050.00	16,000.00	-4,950.00	69.1%
<b>850 · Phone &amp; Internet</b>	2,145.08	4,500.00	-2,354.92	47.7%
<b>880 · Programs</b>	5,472.62	10,000.00	-4,527.38	54.7%
<b>900 · Publicity &amp; Printing</b>	912.36	2,500.00	-1,587.64	36.5%
<b>920 · Utilities</b>	12,626.73	27,000.00	-14,373.27	46.8%
<b>930 · Building Maintenance</b>	18,254.06	40,000.00	-21,745.94	45.6%
<b>941 · Copy Machine</b>	2,387.20	3,600.00	-1,212.80	66.3%
<b>956 · Lost materials</b>	95.99	300.00	-204.01	32.0%
<b>957 · Technology</b>	5,052.45	8,000.00	-2,947.55	63.2%
<b>959 · Materials</b>				
959.100 · Print Materials				
959.110 · Print Books	12,039.52	27,500.00	-15,460.48	43.8%
959.120 · Periodicals	3,312.09	6,000.00	-2,687.91	55.2%
<b>Total 959.100 · Print Materials</b>	15,695.00	33,500.00	-17,805.00	46.9%

	<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>	1,175.83	3,000.00	-1,824.17	39.2%
<b>959.220 · Audio Books</b>	444.47	400.00	44.47	111.1%
<b>Total 959.200 · Other</b>	1,620.30	3,400.00	-1,779.70	47.7%
<b>959.300 · Electronic</b>				
<b>959.310 · E-Books</b>	2,792.40	6,000.00	-3,207.60	46.5%
<b>959.320 · Digital Content Databases</b>	13,405.92	32,500.00	-19,094.08	41.2%
<b>Total 959.300 · Electronic</b>	16,198.32	38,500.00	-22,301.68	42.1%
<b>Total 959 · Materials</b>	33,513.62	75,400.00	-41,886.38	44.4%
<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>	8,184.00	7,800.00	384.00	104.9%
<b>970 · Capital Expenditures</b>	0.00	2,500.00	-2,500.00	0.0%
<b>Total Expense</b>	290,106.50	524,200.00	-234,093.50	55.3%
<b>Net Income</b>	<b>-90,352.70</b>	<b>0.00</b>	<b>-90,352.70</b>	<b>100.0%</b>

7:00 PM

01/14/25

Accrual Basis

**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	15,322.83	59,850.00	-44,527.17	25.6%
405.200 · City	6,059.74	56,350.00	-50,290.26	10.8%
405.300 · Twp	43,521.04	120,910.00	-77,388.96	36.0%
<b>Total 405 · Bond Levy</b>	64,903.61	237,110.00	-172,206.39	27.4%
665 · Investment Earnings	2,003.58			
<b>Total Income</b>	66,907.19	237,110.00	-170,202.81	28.2%
<b>Gross Profit</b>	66,907.19	237,110.00	-170,202.81	28.2%
<b>Expense</b>				
801 · Professional Services	500.00			
971 · New Library Building				
972 · Construction	7,402.28	0.00	7,402.28	100.0%
974 · Design	13,085.92	0.00	13,085.92	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>	46,842.92	75,000.00	-28,157.08	62.5%
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>	233,002.30	319,443.00	-86,440.70	72.9%
<b>Net Income</b>	<b>-166,095.11</b>	<b>-82,333.00</b>	<b>-83,762.11</b>	<b>201.7%</b>

## LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

January 14, 2025

### PROGRAMS

- Please review the Winter/Spring Newsletter for all the upcoming programs. The new format is designed primarily as a print publication. I will have print copies available at our next meeting. You can also view it on our website.
- The Reindeer/Train event on December 14 was a big hit. Lots of people. All ages. Things ran smoothly. We are already planning for next year. We are hoping to switch things up and bring in sled dogs.
- We had a small, but appreciative group of 9 attend our Wildlife Tracking Program on Sunday, January 12. We got to walk around the library's backyard looking at tracks, deer beds, gnawed plants. We even sniffed deer pee. It was awesome.

### FINANCE & CONTRIBUTIONS:

- I have print copies of our audit for anyone who is interested. They are also available on the Shared Google Drive. It was a clean audit with only the one deficiency. We are dinged for the same issue every year, the inability to prepare our own financial statements. While technically a deficiency, it is acceptable for an organization of our size to hire an outside firm to complete this work on our behalf.
- The Friends of the Library approved a major funding request for computer and video game equipment. Computers have been purchased and installed. We are still shopping for a storage cabinet and gaming equipment. These are intended primarily for student, afterschool use. (SP2.2, 3.2)
- We have received the first few millage payments. We typically receive about 90% of property tax revenue in the first 3 months of the year.
- New IRS guidelines (Paperwork Reduction Act) mean that we are now required to efile. Up until last year, we were still printing and mailing forms. As of Tuesday, January 14, we have successfully filed or scheduled filings for all 2024 informational returns (W2/W3s and 1099-NECs). It was rather nerve-racking to establish all the necessary accounts, but once all of that was in place the actual filing was really simple.
- Our partnership with The Book Nook of Saugatuck for our annual holiday book drive was a big success. We received over 72 books. They ran out of stock right around Christmas. We got great feedback from participants. (SP 2.3)

### BUILDINGS & GROUNDS:

- During our last board meeting, we experienced a lightning event. The power briefly flickered, but seemed to go back to normal almost immediately. Apparently there was some minor damage to our lighting control system. The only room affected was the Fireplace Room. The main wall switch stopped working and half of the lights would not turn on. There was also a continuous clicking sound. It took over a month for both our electrician and lighting control technician to coordinate a service call. The repair was completed on Tuesday, January 14.

- The automatic door at the main entrance required service. It was not fully locking and staff had to physically pull the door closed in order to fully engage the locking mechanism. The hardware was removed and reset so this no longer happens.
- The HVAC system has also been malfunctioning. The issue seems to have started at the same time as the power outage/surge on December 4, but the technicians swear it is not related. So far I have spoken to our regular service technician, who claims it is a control issue. The control technician made a service call on Tuesday, January 14, 2025. He claims their system is functioning as it should. He put a call in to the manufacturer's tech support. They think the system is low on Freon. Tomorrow, I will pass this latest theory back on to my regular technician. The system should be fixed by the vernal equinox. In the meantime, our building is struggling to maintain temperature and I have had to change our usual occupancy settings. The system is currently running 24 hours a day because it can't recover from even just a few hours of cooler temperatures.
- The Patio Committee met on December 20. We reviewed and responded to the proposal from HED. Briefly, they were proposing a more robust planning document than we currently require. We crafted our response and submitted it to them on December 23. As of last week, their team is still trying finding a time to meet. (SP 1.1)

#### MARKETING

- We published our Winter/Spring print newsletter! Copies were delivered on Friday, January 10. Marlee Alexandertook the lead on this project. I am very pleased with the finished product. It looks super professional and is great promotional tool for all the upcoming programs. (SP 2.1)

#### COLLECTIONS:

- We are almost finished with our Young Adult genre reclassification project. The final step is actually moving the books and creating signage. (SP 3.2)
- We are moving forward with our Children's collection cataloging projects. We have done a rough weed of the non-fiction collection and will begin assigning "Categories" which will replace the Dewey Decimal call numbers. (SP 3.2)

#### HUMAN RESOURCES

- Erin Hill-VanHorn and I attended a virtual Summer Reading Symposium on December 5.
- Erin Hill VanHorn attended the ACLA Youth Service meeting at the Otsego District Library on January 6.
- Sarah Goy and I attended a Lakeland informational meeting on social media marketing. We heard from staff from various libraries, large and small. I do not spend a lot of time on social media, so I learned a lot. We have new ideas about how to create more interactive posts and focus on community building rather than just promote, promote, promote. Our last staff meeting was on November 20. We will not meet in December.
- Our all-staff meeting was held on Tuesday, January 14, 2025. We spent some time talking about the latest upgrade to the Lakeland Library App.

#### TECHNOLOGY

- New gaming computers were purchased, delivered and installed on January 8.
- Updated version of the Lakeland Library app went live on January 8.



## MEETINGS & PARTNERSHIPS

- Sarah Goy and I have been emailing with the Community Pride board to schedule another lecture for this June. We are also talking to the History Center about adding a pre-lecture reception at the Old School House. (SP 2.2, 2.3)
- December 5: I attended the Lakeland Continuing Ed committee meeting
- December 18: Met with Eric Gollanek to discuss ongoing partnerships. We continue to check-in with the Clarke Historical Library on our Commercial Record project. No change in their staffing which means our project continues to be on hold.
- January 9: Attended the Lakeland Board meeting and the Lakeland Advisory Council meeting.

## OTHER

- As required, I completed our comprehensive statistical report for the Library of Michigan and submitted it on December 28. This lengthy report must be submitted before February 1 in order to receive our state aid payments.
- I was on vacation from January 1 – January 6.

## STATISTICS

Statistical Summary : OCTOBER 2024				
	Sep-24	Oct-24	Oct-23	
<b>Circulation</b>				
Print	5337	5156	5963	-14%
Hoopla	736	792	641	24%
Overdrive	1110	1132	1133	0%
Kanopy	177	198	171	16%
SUBTOTAL	7360	7278	7908	-8%
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	397	400	360	11%
Borrowed/Received (Incoming)	406	345	486	-29%
<b>Programming</b>				
Number of Programs	17	43	39	10%
Attendance (Kids & Early Lit)	114	321	898	-64%
Attendance (Adults)	97	288	150	92%
<b>Technology</b>				
Website Visits	3291	2691	3121	-14%
Wifi Usage	1730	1869	1866	0%
<b>Gate Count</b>	3498	4021	4143	-3%
<b>New Patrons</b>	23	12	20	-40%

Statistical Summary : NOVEMBER 2024				
	Oct-24	Nov-24	Nov-23	
<b>Circulation</b>				
Print	5156	5198	5477	-5%
Hoopla	792	786	731	8%
Overdrive	1132	1199	1210	-1%
Kanopy	198	187	160	17%
SUBTOTAL	7278	7370	7578	-3%
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	400	407	354	15%
Borrowed/Received (Incoming)	345	399	475	-16%
<b>Programming</b>				
Number of Programs	43	41	38	8%
Attendance (Kids & Early Lit)	321	258	334	-23%
Attendance (Adults)	288	257	142	81%
<b>Technology</b>				
Website Visits	2691	3913	2390	64%
Wifi Usage	1869	1770	1652	7%
<b>Gate Count</b>	4021	3590	4092	-12%
<b>New Patrons</b>	12	27	28	-4%