

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**BOARD MEETING**

March 19, 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. Strategic Plan Update
- IX. Old/Ongoing Business
  - A. Paid Time Off Policy and HR Manual Review – Personnel Committee
  - B. Patio Committee Update
- X. New Business
  - A. Budget Amendments
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: April 16, 2025 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
February 19, 2025  
Unofficial Minutes

- I. Meeting Called to order at 7:03pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Jessica Gray representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Sara Nelson, and Janice Krakowski.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the January 2024 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). Demetrhea Terrien presented a motion to pay the bills, Sara Nelson seconded the motion. The motion was passed with 4 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. Paid Time Off Policy Revisions – Sarah Nelson asked if accruing could become an issue since the new law doesn't allow caps. Director Boyer explained that currently, the cap for part time employees is at 50 hours, full time is 2 weeks, and director (salary) is up to 4 weeks (that can be carried over). By taking off the caps, we are doing the minimum to comply. When we remove those caps, we will need to set up procedures that state the accrual rate and it needs to be used before any unpaid time off is taken. David Blatt asked if there would be an issue financially. Director Boyer said not for part time, but possibly for full time, though it is unlikely based on our staff (we want to take vacation time). This new law relates to sick time- we cannot cap sick time, but we can cap vacation time. We will need to look at our policies and make sure they still make sense.

David Blatt presented a motion to approve the revisions as presented in the Paid Time Off Policy, Janice Krakowski seconded the motion. The motion was passed with 4 members voting yes and 0 members voting no.

- B. Patio Planning Proposal from Harley, Ellis, Devereaux – One thing that came up was site lighting – if they put in lighting, would need an electrical engineer, but it's unlikely that we'll need that. David Blatt asked about the possibility of saving the money, but because it is from the building fund, it cannot be saved.

Janice Krakowski presented a motion to approve the Patio Planning Proposal, Demetrhea Terrien seconded the motion. The motion was passed with 4 members voting yes and 0 members voting no.

X. Guest: Friends of the Library representative (Jessica Gray)

- The next meeting will be in March, so there is nothing new to report.
- Book donation drop off days are still happening on the first Saturday of the month from 12:00pm-2:00pm.

XI. Next Meeting: March 19, 2025 at 7:00pm

XII. Sara Nelson made a motion to adjourn. Adjournment by unanimous consent at 7:32pm.

4:23 PM  
03/16/25  
Accrual Basis

Saugatuck-Douglas District Library  
Expenses by Vendor Detail  
February 18 through March 16, 2025

Type	Date	Memo	Account	Amount
<b>All Surface Building Services LLC</b>				
Check	02/28/2025	February cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
<b>Bird Watcher's Digest</b>				
Check	03/13/2025	2 year subscription	959.120 · Periodicals	-48.00
Total Bird Watcher's Digest				-48.00
<b>Blick Art Materials</b>				
Check	02/24/2025	supplies for Stafford art class	880 · Programs	-25.64
Total Blick Art Materials				-25.64
<b>Classic Office Systems, Inc.</b>				
Check	02/19/2025	Invoice # 51586, phone software	957 · Technology	-1,380.00
Total Classic Office Systems, Inc.				-1,380.00
<b>Consumers Energy</b>				
Check	03/13/2025	Electric bill	920 · Utilities	-4,751.66
Total Consumers Energy				-4,751.66
<b>CountryLiving</b>				
Check	02/19/2025	0867780645, 2 yrs, expires July 2027	959.120 · Periodicals	-23.97
Total CountryLiving				-23.97
<b>ELM USA, Inc.</b>				
Check	03/06/2025	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
<b>EPS</b>				
Check	03/03/2025	Video surveillance, quarterly service	930 · Building Maintenance	-150.00
Check	03/03/2025	Fire alarm, quarterly service	930 · Building Maintenance	-340.53
Check	03/03/2025	Card access, quarterly service	930 · Building Maintenance	-165.00
Total EPS				-655.53
<b>Etsy</b>				
Check	02/24/2025	Downloadable Minecraft art	880 · Programs	-3.12
Check	02/27/2025	Downloadable Minecraft art	880 · Programs	-4.60
Total Etsy				-7.72
<b>Google LLC</b>				
Check	03/03/2025	Google Workspace	957 · Technology	-96.00
Total Google LLC				-96.00
<b>Harley Ellis Devereaux</b>				
Bill	02/19/2025	January architectural/ engineering services	974 · Design	-1,007.45
Total Harley Ellis Devereaux				-1,007.45
<b>Ingram Library Services</b>				
Check	03/07/2025	February invoices	959.110 · Print Books	-1,294.20
Total Ingram Library Services				-1,294.20

Type	Date	Memo	Account	Amount
<b>Kanopy, Inc.</b>				
Check	03/13/2025	Invoice # 440958	959.320 · Digital Content Databases	-105.40
		Total Kanopy, Inc.		-105.40
<b>KLSWA</b>				
Check	03/03/2025	January water	920 · Utilities	-186.45
		Total KLSWA		-186.45
<b>Lakeshore Irrigation LLC</b>				
Check	03/10/2025	Annual contract	930 · Building Maintenance	-244.16
		Total Lakeshore Irrigation LLC		-244.16
<b>Macatawa Bank</b>				
Check	03/03/2025	annual safety deposit box rental	727 · Office Supplies	-70.00
		Total Macatawa Bank		-70.00
<b>Michigan Gas Utilities</b>				
Check	02/24/2025	acct. #0504864801-00002	920 · Utilities	-30.75
		Total Michigan Gas Utilities		-30.75
<b>Michigan Library Association</b>				
Check	02/25/2025	Service animal webinar	961 · Travel/Conference	-25.00
		Total Michigan Library Association		-25.00
<b>Midwest Tape-HOOPLA</b>				
Check	03/13/2025	Invoice #506822733	959.320 · Digital Content Databases	-1,648.32
		Total Midwest Tape-HOOPLA		-1,648.32
<b>Moeller, Sally</b>				
Check	03/13/2025	February bookkeeping	801 · Professional Services	-90.00
		Total Moeller, Sally		-90.00
<b>New Dawn Linen Service</b>				
Check	02/26/2025	January mat service	930 · Building Maintenance	-49.44
Check	03/13/2025	February mat service	930 · Building Maintenance	-49.44
		Total New Dawn Linen Service		-98.88
<b>OverDrive</b>				
Check	03/06/2025	Book discussion	959.320 · Digital Content Databases	-10.10
Check	03/06/2025	CPC ebooks	959.320 · Digital Content Databases	-54.92
Check	03/06/2025	CPC eaudiobooks	959.320 · Digital Content Databases	-118.18
Check	03/06/2025	Advantage titles	959.310 · E-Books	-467.02
		Total OverDrive		-650.22
<b>R. W. LaPine, Inc.</b>				
Check	03/13/2025	Repair, added Freon	930 · Building Maintenance	-472.50
		Total R. W. LaPine, Inc.		-472.50
<b>RICOH USA, INC (TX)</b>				
Check	03/01/2025	copier lease	941 · Copy Machine	-152.89
Check	03/03/2025	copier lease	941 · Copy Machine	-152.89
		Total RICOH USA, INC (TX)		-305.78

Type	Date	Memo	Account	Amount
<b>Teachers Pay Teachers</b>				
Check	02/24/2025	downloadables, Minecraft reading challe...	880 · Programs	-11.38
Check	02/25/2025	downloadables, Minecraft reading challe...	880 · Programs	-5.00
Total Teachers Pay Teachers				-16.38
<b>The Atlantic</b>				
Check	03/04/2025	expires 3/2026	959.120 · Periodicals	-104.99
Total The Atlantic				-104.99
<b>When I Work, Inc.</b>				
Check	03/01/2025	Monthly schedule and attendance software	957 · Technology	-30.00
Total When I Work, Inc.				-30.00
<b>TOTAL</b>				<b>-14,389.00</b>

4:24 PM

## Saugatuck-Douglas District Library

03/16/25

## Balance Sheet

Cash Basis

As of March 16, 2025

	Mar 16, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · Checking Regular 2041	123,131.03
003 · Square Macatawa 9464	2,086.62
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	17,076.09
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fu...	986,683.78
<b>Total 017 · Michigan CLASS</b>	986,683.78
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	63,579.06
018.02 · U.S. Bank Bond Payment	21,743.28
<b>Total 018 · U.S. Bank SLGS</b>	85,322.34
<b>Total Checking/Savings</b>	1,214,449.86
<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>	1,223,353.42
<b>TOTAL ASSETS</b>	<b>1,223,353.42</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
209 · Health Ins Payable	93.37
210 · Payroll Liabilities	10,188.88
220 · Accrued Payroll	9,590.24
223 · Due to F.O.L.	673.50
<b>Total Other Current Liabilities</b>	20,545.99
<b>Total Current Liabilities</b>	20,545.99
<b>Total Liabilities</b>	20,545.99
<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	32,173.83
<b>Total Equity</b>	1,202,807.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,223,353.42</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	98,994.67	105,500.00	-6,505.33	93.8%
400.200 · City	94,041.71	99,500.00	-5,458.29	94.5%
400.300 · Twp	202,464.27	214,000.00	-11,535.73	94.6%
<b>Total 400 · Millage</b>	395,500.65	419,000.00	-23,499.35	94.4%
<b>520 · USF</b>	2,188.44	3,000.00	-811.56	72.9%
<b>539 · State Aid</b>	5,989.46	5,700.00	289.46	105.1%
<b>608 · Fines &amp; Fees</b>	6,492.22	5,000.00	1,492.22	129.8%
<b>655 · Penal Fines</b>				
655.100 · Penal Fines Allegan County	17,144.24	24,000.00	-6,855.76	71.4%
655.200 · Herrick-LaketownFunds	9,192.58	12,500.00	-3,307.42	73.5%
<b>Total 655 · Penal Fines</b>	26,336.82	36,500.00	-10,163.18	72.2%
<b>664 · Interest</b>	517.72	1,000.00	-482.28	51.8%
<b>665 · Investment Earnings</b>	25,691.22	37,000.00	-11,308.78	69.4%
<b>671 · Other Revenue</b>	5,910.89	4,000.00	1,910.89	147.8%
<b>674.100 · General Donations</b>	2,590.40	3,000.00	-409.60	86.3%
<b>675 · FOL</b>	9,700.41	10,000.00	-299.59	97.0%
<b>Total Income</b>	480,918.23	524,200.00	-43,281.77	91.7%
<b>Gross Profit</b>	480,918.23	524,200.00	-43,281.77	91.7%
<b>Expense</b>				
<b>701 · Payroll Expenses</b>	214,203.96	293,000.00	-78,796.04	73.1%
<b>727 · Office Supplies</b>	1,919.57	2,700.00	-780.43	71.1%
<b>728 · Collection Expenses</b>	3,136.96	2,500.00	636.96	125.5%
<b>729 · Custodial Supplies</b>	827.16	2,100.00	-1,272.84	39.4%
<b>730 · Youth Services Supplies</b>	2,319.77	3,100.00	-780.23	74.8%
<b>731 · Postage</b>	12.76	700.00	-687.24	1.8%
<b>801 · Professional Services</b>	14,406.50	18,000.00	-3,593.50	80.0%
<b>803 · Coop Services (LLC)</b>	11,050.00	16,000.00	-4,950.00	69.1%
<b>850 · Phone &amp; Internet</b>	2,507.20	4,500.00	-1,992.80	55.7%
<b>880 · Programs</b>	8,846.52	10,000.00	-1,153.48	88.5%
<b>900 · Publicity &amp; Printing</b>	1,625.87	2,500.00	-874.13	65.0%
<b>920 · Utilities</b>	21,884.85	27,000.00	-5,115.15	81.1%
<b>930 · Building Maintenance</b>	23,315.13	40,000.00	-16,684.87	58.3%
<b>941 · Copy Machine</b>	2,838.29	3,600.00	-761.71	78.8%
<b>956 · Lost materials</b>	95.99	300.00	-204.01	32.0%
<b>957 · Technology</b>	7,609.41	8,000.00	-390.59	95.1%
<b>959 · Materials</b>				
959.100 · Print Materials				
959.110 · Print Books	14,737.37	27,500.00	-12,762.63	53.6%
959.120 · Periodicals	3,657.05	6,000.00	-2,342.95	61.0%
<b>Total 959.100 · Print Materials</b>	18,737.81	33,500.00	-14,762.19	55.9%

	<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>	1,500.82	3,000.00	-1,499.18	50.0%
<b>959.220 · Audio Books</b>	556.16	400.00	156.16	139.0%
<b>Total 959.200 · Other</b>	2,056.98	3,400.00	-1,343.02	60.5%
<b>959.300 · Electronic</b>				
<b>959.310 · E-Books</b>	3,337.54	6,000.00	-2,662.46	55.6%
<b>959.320 · Digital Content Databases</b>	18,584.78	32,500.00	-13,915.22	57.2%
<b>Total 959.300 · Electronic</b>	21,922.32	38,500.00	-16,577.68	56.9%
<b>Total 959 · Materials</b>	42,717.11	75,400.00	-32,682.89	56.7%
<b>961 · Travel/Conference</b>	1,557.84	3,000.00	-1,442.16	51.9%
<b>962 · Dues</b>	1,100.00	1,000.00	100.00	110.0%
<b>964 · Tax Charge Backs</b>	72.52	500.00	-427.48	14.5%
<b>965 · Insurance</b>	8,184.00	7,800.00	384.00	104.9%
<b>970 · Capital Expenditures</b>	1,959.92	2,500.00	-540.08	78.4%
<b>Total Expense</b>	372,191.33	524,200.00	-152,008.67	71.0%
<b>Net Income</b>	<b>108,726.90</b>	<b>0.00</b>	<b>108,726.90</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>				
<b>405 · Bond Levy</b>				
405.100 · COVODouglas	55,428.12	59,850.00	-4,421.88	92.6%
405.200 · City	53,022.66	56,350.00	-3,327.34	94.1%
405.300 · Twp	112,723.45	120,910.00	-8,186.55	93.2%
<b>Total 405 · Bond Levy</b>	221,174.23	237,110.00	-15,935.77	93.3%
<b>665 · Investment Earnings</b>	2,239.70			
<b>Total Income</b>	223,413.93	237,110.00	-13,696.07	94.2%
<b>Gross Profit</b>	223,413.93	237,110.00	-13,696.07	94.2%
<b>Expense</b>				
<b>801 · Professional Services</b>	500.00			
<b>971 · New Library Building</b>				
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 -...	1,500.00	75,000.00	-73,500.00	2.0%
<b>Total 971 · New Library Buildi...</b>	48,342.92	75,000.00	-26,657.08	64.5%
<b>991 · Debt Service - Principal</b>	125,000.00	125,000.00	0.00	100.0%
<b>992 · Debt Service - Interest</b>	119,443.76	119,443.00	0.76	100.0%
<b>Total Expense</b>	293,286.68	319,443.00	-26,156.32	91.8%
<b>Net Income</b>	<b>-69,872.75</b>	<b>-82,333.00</b>	<b>12,460.25</b>	<b>84.9%</b>

## **LIBRARIAN'S REPORT**

Submitted by Ingrid Steen Boyer

March 19, 2025

### PROGRAMS

- Please review the Winter/Spring Newsletter for all the upcoming programs.
- Winter Concert Series continues to be hugely successful. Our Irish folk band rocked the house on Sunday, March 16. The room was filled to capacity and we had over 40 people in overflow seating in the Children's Room and lobby.
- We are currently running a *March Is Reading Month* challenge for kids. The theme is Minecraft, a popular video game with an upcoming feature film. We have BINGO boards with different reading and learning activities. Kids get prizes for completing a BINGO and are entered into a drawing for the free movie tickets. We have had a lot of enthusiasm and participation.

### FINANCE & CONTRIBUTIONS:

- The Friends of the Library approved an additional \$1000 in funding for our concert series. This means they will cover all 5 concerts.
- As of last week, we have received the final millage payments from our 3 municipalities. The remaining 5-10% of property tax revenue is collected as delinquent taxes and are paid through the county in May.
- I have begun some informal budget planning for next fiscal year. I will be scheduling a meeting with the Finance Committee soon. We receive our L-4029 packet, which includes updated taxable values and Headlee rollback calculations, in early May. We typically do preliminary work on the budget proposal in April. Our budget hearing is scheduled for June 18, 2025.

### BUILDINGS & GROUNDS:

- We had our highest ever utility bills in January and February. This was in part due to some REALLY cold weather and was exacerbated by the malfunctioning HVAC. We basically had to run the system 24 hours a day to maintain a reasonable temperature. Normally, we operate in an "unoccupied" mode for the hours the building is closed. Since we replenished the Freon, we have been able to return to our normal schedule. I am hoping for a smaller bill this month.
- Our lighting system is showing its age. As we approach the 5 year anniversary of our new building, many of the LED lights are burning out. Given the placement and high tech components, we need to hire an electrician to replace the boards and drivers. I was hoping to work with a local company for this simple maintenance work, but unfortunately they were unable to find the specialized parts. I have reached out to Excel Electric, the original contractor to see if they can complete the work instead.
- The board approved HED's proposal to design a patio and create a space plan for our backyard at the February meeting. The Patio Committee met with the HED team on March 13. They provided us with some initial concepts for consideration. The committee will meet to review the information and prepare a response sometime before the full board meets on April 16. (SP 1.1)

### MARKETING

- The Commercial Record ran an article in their March 13 issue about our Winter Concert series.

### COLLECTIONS:

- Lakeland has requested that we inventory our entire collection. They have set a due date of March 2026.
- Our updated Seed Library is open for business. It is located outside the study room. Jennell Lehman has done a lot of work to get this ready and it looks sharp. At this time, all the cold season seeds have been put

out. New, warmer weather seeds are being added. We are grateful to a few dedicated volunteers who have helped sort, count and package seeds.

#### HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

- Jennell Lehman attended a webinar on Service Animals hosted by the Michigan Library Association.
- Erin Hill-VanHorn attended the quarterly Allegan County Youth Service meeting and the quarterly Lakeland Youth Services meeting.
- I attended, and facilitated, a panel discussion on security issues hosted by the Lakeland Continuing Education Committee. The panel consisted of 4 staff members from Lakeland libraries. We covered topics such as problematic teen behavior, vandalism, theft, issues with unhoused patrons, banning patrons and engagement with law enforcement. Even though I was technically the facilitator, I learned a lot.
- Marlee Alexander represented our library at Lakeland's quarterly Circulation forum.
- Our staff meeting was held on February 26. Staff training topic was Libby eMagazines.
- We renewed our health coverage with Priority. Costs went up by about 10%. We currently have just one employee taking advantage of this benefit, so overall budget impact is minimal.

#### TECHNOLOGY

- On March 5 we upgraded mConsole, the software we use to manage patron usage of public computers. The new version allows us to temporarily override time limits. We have been shortening our time from 60 to 30 minutes for our busy afterschool hours when there is typically a waiting list.
- In their strategic plan, Lakeland Library Cooperative has identified the selection of a new integrated library system (ILS) as their main technology priority. Lakeland has used a product called Sierra for over 10 years and they are looking for a new product from a new vendor that will better meet the needs of the coop. The process will be slow and deliberate. A change like this is a big deal. They are currently forming a Steering Committee.

#### MEETINGS & PARTNERSHIPS

- February 24: I spoke with Mary Campbell, a former commissioner from Casco Township, about the possibility of offering exercise classes at the library. The specific class we are interested in is called Matter of Balance and is a program offered by Area Agency on Aging of West Michigan. The class is for seniors and is focused on fall prevention. Although she is no longer teaching the class, Mary was able to give me lots of information. I will be following up with the regional coordinators who have more specific information on training and certification. There are many questions to be answered before we can determine if this is a possibility for our location. At a recent program on senior services, attendees expressed an interest in this type of class being offered at the library so I know there is interest. (SP 2.2, 2.3)
- February 26: Eric Gollanek and I met to discuss several ongoing projects. We finalized details regarding the pre-lecture reception they will host at the Old School House as part of our Pride event in June. Commercial Record digitization is scheduled to begin in fall of 2025. CMU is preparing an official contract, but they assure us that our spot in line is confirmed. (SP 2.2, 2.3)
- March 10: Ryan Cummins, Saugatuck's City Manager, invited me to speak at the council meeting. He wanted me to talk about our organization, ongoing programs and upcoming projects. I think my brief presentation went over well.
- March 13: I attended the Lakeland Board meeting and the Lakeland Advisory Council meeting.
- I was recently approached by a volunteer from Christian Neighbors who wanted the library to become an official MI Bridges partner. MI Bridges is the Michigan Department of Health and Human Services public assistance self-serve portal. MDHHS looks to partner with community organizations to help users more effectively access and use their portal. After looking into the program, I determined that it makes sense for the library to be an official Access Partner. That means we will be listed as a location where users can access

the portal and can scan and email documents as needed. We also agree to make available informational posters and brochures. Staff training is available, but not required. I am still in the process of confirming contact information with the state. This requires some security clearance/identity confirmation steps for me as the point of contact. That has proven to be not terribly straight forward. I am still working on that step. In my conversations with the Christian Neighbors volunteers, we also identified a need for their volunteers to be trained on the MI Bridges portal and I encouraged them to use our meeting room because it has the needed tech. They have scheduled their training for next month. (SP 2.3)

## STATISTICS

<b>Statistical Summary : JANUARY 2025</b>				
	Dec-24	Jan-25	Jan-24	
<b>Circulation</b>				
Print	5029	5122	5921	-13%
Hoopla	743	808	707	14%
Overdrive	1225	1396	1477	-5%
Kanopy	266	143	276	-48%
SUBTOTAL	7263	7469	8381	-11%
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	359	451	470	-4%
Borrowed/Received (Incoming)	389	479	546	-12%
<b>Programming</b>				
Number of Programs	31	36	35	3%
Attendance (Kids & Early Lit)	439	225	140	61%
Attendance (Adults)	134	217	229	-5%
<b>Technology</b>				
Website Visits	2654	4442	3385	31%
Wifi Usage	1706	1706	1528	12%
<b>Gate Count</b>	3267	3322	3713	-11%
<b>New Patrons</b>	23	27	25	8%

Statistical Summary : FEBRUARY 2025				
	Jan-25	Feb-25	Feb-24	
<b>Circulation</b>				
Print	5122	4793	5605	-14%
Hoopla	808	705	633	11%
Overdrive	1396	1321	1287	3%
Kanopy	143	95	245	-61%
SUBTOTAL	7469	6914	7770	-11%
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	451	410	424	-3%
Borrowed/Received (Incoming)	479	412	637	-35%
<b>Programming</b>				
Number of Programs	36	49	44	11%
Attendance (Kids & Early Lit)	225	351	233	51%
Attendance (Adults)	217	386	270	43%
<b>Technology</b>				
Website Visits	4442	4196	3128	34%
Wifi Usage	1706	1496	1581	-5%
<b>Gate Count</b>	3322	3255	3990	-18%
<b>New Patrons</b>	27	17	17	0%

## Saugatuck-Douglas District Library: 2024-2025 Budget

		Approved June 2024	Proposed Amendments March 2025	Revised Budget	
<b>INCOME</b>					
	Millage - Operating	\$ 419,000.00		\$ 419,000.00	
	State Aid	\$ 5,700.00	200.00	\$ 5,900.00	Based on actual revenue to date
	Universal Service Fund	\$ 3,000.00	400.00	\$ 3,400.00	Based on actual revenue to date
	Fines & Fees	\$ 5,000.00	2,000.00	\$ 7,000.00	Based on actual revenue to date
	Penal Fines - Other	\$ 24,000.00		\$ 24,000.00	
	Penal Fines - Herrick	\$ 12,500.00		\$ 12,500.00	
	Interest/Investment Earnings	\$ 38,000.00		\$ 38,000.00	
	Other Revenue	\$ 4,000.00	1,900.00	\$ 5,900.00	Based on actual revenue to date, higher than expected insurance rebate.
	Contributions - General	\$ 3,000.00		\$ 3,000.00	
	Contributions - FOL	\$ 10,000.00	2,000.00	\$ 12,000.00	Based on new requests and approvals
	<b>TOTAL REVENUE</b>	<b>\$ 524,200.00</b>	<b>6,500.00</b>	<b>\$ 530,700.00</b>	
<b>EXPENSES</b>					
	Payroll	\$ 293,000.00		\$ 293,000.00	
	Office Supplies	\$ 2,700.00		\$ 2,700.00	
	Collection Expenses	\$ 2,500.00	1,500.00	\$ 4,000.00	Currently over budget. New display and shelving fixtures.
	Custodial Supplies	\$ 2,100.00	(900.00)	\$ 1,200.00	Significantly under budget.
	Youth Services Supplies	\$ 3,100.00	200.00	\$ 3,300.00	Likely to go over. Upcoming summer reading expenses.
	Postage	\$ 700.00	(500.00)	\$ 200.00	Significantly under budget. Purchased extra stamps last fiscal year.
	Professional Services	\$ 18,000.00	(800.00)	\$ 17,200.00	Significantly under budget.
	Coop Services (LLC)	\$ 16,000.00		\$ 16,000.00	
	Phone & Internet	\$ 4,500.00		\$ 4,500.00	
	Programming	\$ 10,000.00	2,000.00	\$ 12,000.00	New programs planned. Increase off set by additional FOL income.
	Publicity & Printing	\$ 2,500.00		\$ 2,500.00	
	Utilities	\$ 27,000.00	3,000.00	\$ 30,000.00	Likely to go over budget. HVAC issues and extra cold winter.
	Building Maintenance	\$ 40,000.00		\$ 40,000.00	
	Copy Machine	\$ 3,600.00	1,000.00	\$ 4,600.00	Likely to go over budget. Extra printing for March reading challenge.
	Lost Materials	\$ 300.00		\$ 300.00	
	Technology	\$ 8,000.00		\$ 8,000.00	
	Print Books	\$ 27,500.00		\$ 27,500.00	
	Periodicals	\$ 6,000.00		\$ 6,000.00	
	DVDs	\$ 3,000.00		\$ 3,000.00	
	Audiobooks	\$ 400.00		\$ 400.00	
	eBooks	\$ 6,000.00		\$ 6,000.00	
	Digital Content	\$ 32,500.00		\$ 32,500.00	
	Conferences & Travel	\$ 3,000.00		\$ 3,000.00	
	Dues	\$ 1,000.00	600.00	\$ 1,600.00	Additional MLA memberships for full-time staff
	Tax Charge Backs	\$ 500.00		\$ 500.00	
	Insurance	\$ 7,800.00	400.00	\$ 8,200.00	Currently over budget. Insurance renewal received after budget proposal.
	Capital Expenditure	\$ 2,500.00		\$ 2,500.00	
	<b>TOTAL EXPENSES</b>	<b>\$ 524,200.00</b>	<b>6,500.00</b>	<b>\$ 530,700.00</b>	
	<b>TOTAL PROFIT</b>	<b>\$ -</b>	<b>0.00</b>	<b>\$ -</b>	