

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

April 16, 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/Ongoing Business
 - A. Paid Time Off Policy and HR Manual Review – Personnel Committee
 - B. Patio Committee Update
- IX. New Business
- X. Guest: Friends of the Library representative
- XI. Next Meeting: May 21, 2025 at 7:00 pm
- XII. Adjournment

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

- I. Meeting Called to order at 7:01pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Christi Allen representing the Friends of the Library, Trustees: David Blatt, Frank Aiello, Janice Krakowski, Larry Blose, Demetrhea Terrien, and Sara Nelson.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the February 2025 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, Larry Blose seconded the motion. The motion was passed with 6 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).

Note related to executive order: Director Boyer explained that at this point, the impact for our library is minimal because the bills are paid through the end of September. In the fall, MeLcat and MeL databases (IMLS pays for) may go away. There are currently lobbying efforts within the state – it's about \$6million they're talking about, it should be doable. We are lucky to be in a robust cooperative – some libraries rely heavily on MeL for interlibrary loans. We do most of our loans within the Lakeland Cooperative.

David Blatt asked about the meeting on security issues. Director Boyer said she came away with good information. Luckily, we don't have it bad at all – some libraries deal with violence and vandalism.

Frank Aiello asked if the new integrated library system will be affected by the executive order. Director Boyer said no.

David Blatt and Demetrhea Terrien asked about the inventory project. Director Boyer and Marlee Alexander explained that Lakeland is asking for libraries to complete this project within the next year. It includes all items – it shouldn't take too long to complete.

- VIII. Strategic Plan Update was presented by Director Boyer

Goal #1: Ensure Stability and Growth – Provide the foundation needed for long term success.

Objective 1.1: Work with consultants to plan for the long-term financial health of the organization.

March 2025 Update:

- *The patio committee has negotiated a proposal with HED which was approved by the full board on February 19, 2025.*
- *The committee met for a kick-off meeting with the HED Landscaping team. They presented us with three potential concepts. The committee will meet before the April 2025 board meeting to discuss what direction we want them to pursue and will then schedule follow-up visits with the architects.*

Objective 1.2: Prioritize future focused leadership through professional development and review of the Library's organizational structure.

March 2025 Update:

- *The director has continued to build staff training into monthly staff meetings. Rather than set a calendar in advance, it has become clear that we need to respond to new technology and issues as they develop. For example, Lakeland launched a new app and that training staff on that became the top priority. Instead of a schedule, we have developed a running list of training topics. Each month, we will determine which topic is most pressing.*
- *Individual professional development goals will be included in annual performance reviews. Goals may include completion of online learning modules.*

Goal #2: Enhance Community Engagement – Solicit ongoing input and participation to promote community ownership.

Objective 2.1: Improve awareness and understanding of library resources through effective communication and instruction.

March 2025 Update: I met with Virginia Oakley and Marlee Alexander to devise a Communication/Marketing Plan. Rather than create something in addition to our existing Strategic Plan, we decided to incorporate our identified priorities as Communication Activities in this document and track progress via the ongoing Strategic Plan updates. We identified the following activities to be implemented over the next 18 months. These are all related to the Communication bullet point under Objective 2.1. This does not include activities related to Instruction.

- *Print newsletter*
- *Website*
- *Signage*

- *Community Information Hub*
- *Social Media Review and Assessment*
- *Text Messaging Service*
- *Annual Report/Millage information via direct mail*
- *Library branded merchandise*

NEW! ACTIVITY: Publish a print newsletter at least 3 times a year.

- Responsibility: Director, Assistant Director, Head of Programs and Marketing
- Deadline: September 2025
- Status: In Progress
- *March 2025 Update: We printed our Winter/Spring 2025 issue. It was delivered the first week of January. We have received positive feedback and we may need to print additional copies. Work on the summer issue has already begun. Our goal is to have it delivered mid-May.*

NEW! ACTIVITY: Design and launch a new website.

- Responsibility: Director, Assistant Director
- Deadline: September 2025
- Status: In Progress
- *March 2025 Update: We have identified 3 vendors that we definitely want to pursue and are researching other possible candidates. Marlee and I have already done a demo and gotten a quote from one of the three vendors.*

NEW! ACTIVITY: Create a Community Information Hub for non-library communication in the vestibule

- Responsibility: Director, Head of Collections
- Deadline: June 2025
- Status: Assigned

NEW! ACTIVITY: Add signage throughout the building to improve access and cross-promote resources.

- Responsibility: Director, Assistant Director, Head of Collections
- Deadline: September 2025
- Status: Assigned

NEW! ACTIVITY: Review, analyze and assess social media content and procedures.

- Responsibility: Director, Virginia Oakley and Head of Programs and Marketing
- Deadline: March 2026
- Status: Assigned

NEW! ACTIVITY: Design and produce library branded merchandise for sale or giveaway.

- Responsibility: Assistant Director, Head of Programs and Marketing

- Deadline: March 2026
- Status: Assigned

NEW! ACTIVITY: Create printed annual report/millage renewal information materials for possible direct mail or newspaper insert distribution.

- Responsibility: Director, Assistant Director,
- Deadline: June 2026 (prior to August 2026 millage)
- Status: Assigned

NEW! ACTIVITY: Explore text messaging service options for possible implementation.

- Responsibility: Director, Assistant Director, Head of Collections
- Deadline: September 2026
- Status: Assigned

Objective 2.3: Strengthen collaborative community partnerships.

March 2025 Update: At the request of Christian Neighbors, we are working to become an official Community Access Partner for MDHHS’s MI Bridge portal. We are also exploring possible exercise classes through the Area Agency on Aging of West Michigan.

Goal #3: Expand Access to Resources – Proactively embrace new opportunities and make regular shifts in our practices in order to meet the needs of our community.

Objective 3.2: Explore opportunities by investigating new resources, reimagining our use of space, and developing new collections.

March 2025 Update: The YA reorganizing by genre project has been completed!

March 2025 Update: We have made a first pass at weeding the non-fiction section, but additional items will likely be withdrawn as we start to move the collection around. We have begun weeding picture books.

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.

March 2025 Update: There is a brief video tutorial for how to use Ancestry Library Edition available on the website. The tutorial was created by Marlee Alexander.

March 2025 Update: The Clarke Historical Library has told us work will begin in late 2025. We are waiting on their business office to create a formal contract, but we have been assured our “spot in line” has been reserved.

IX. Old/Ongoing Business

- A. Paid Time Off Policy and HR Manual Review – Personnel Committee – After approving the revisions that had to be approved, it is a good idea to take a more complete look at the HR manual and have a lawyer look at it as well. The Personnel Committee will schedule a time to do this.
- B. Patio Committee Update – Janice Krakowski, Director Boyer, and Marlee Alexander attended a meeting with HED where they provided a package of information along with concepts for the patio. The Patio Committee will meet this Friday to discuss the concepts and move forward with the project. Director Boyer presented the slides provided by HED and invited comments from the board.

Demetrhea Terrien asked about seating and brought up things to consider such as winter storage, durability of materials, and the possibility of chairs being stolen.

David Blatt noted that the smaller spaces are appealing based on the need for individuals needed to conduct Zoom calls, work from home, etc.

Janice Krakowski suggested we look into a synthetic lawn because pets can't destroy it. (In reference to the walking path where people could walk dogs.)

Larry Blose asked about the placement of the play scape – Director Boyer explained that the retention pond is not buildable, so that area is greyed out in all of the concept drawings.

Director Boyer added that we can complete the project in phases because additional funding (after construction fund) can come from the Friends, individual donors, and the Captial Fund.

X. New Business

- A. Budget Amendments – Director Boyer presented (see appendix)

David Blatt presented a motion to approve the budget amendments, Janice Krakowski seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.

- B. David Blatt, on behalf of the board, presented Ingrid Boyer with a plaque in recognition of her 10 years of being the director.

XI. Guest: Friends of the Library representative (Christi Allen)

- During times like these with federal funds being threatened, the FOL is here to support the Library.
- New board member: Betsy York.
- The membership drive is about to start up (mail/email). The Annual Meeting and Ice Cream Social will be on the patio on June 15 at 2pm.

XII. Next Meeting: April 16, 2025 at 7:00pm

XIII. Larry Blose made a motion to adjourn. Adjournment by unanimous consent at 8:00pm.

Saugatuck-Douglas District Library
Expenses by Vendor Detail
March 17 through April 14, 2025

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	04/01/202:	March cleaning	930 · Building Maintena...	-995.00
Total All Surface Building Services LLC				-995.00
Amazon.com				
Check	03/18/202:	February invoices	729 · Custodial Supplies	-130.59
Check	03/18/202:	February invoices	727 · Office Supplies	-75.71
Check	03/18/202:	February invoices	959.210 · DVDs	-65.92
Check	03/18/202:	February invoices	880 · Programs	-130.54
Check	03/18/202:	February invoices	728 · Collection Expenses	-69.95
Check	03/18/202:	February invoices	959.110 · Print Books	-29.85
Check	04/04/202:	March invoices	729 · Custodial Supplies	-84.95
Check	04/04/202:	March invoices	727 · Office Supplies	-89.17
Check	04/04/202:	March invoices	959.210 · DVDs	-235.42
Check	04/04/202:	March invoices	880 · Programs	-73.81
Check	04/04/202:	March invoices	728 · Collection Expenses	-44.48
Check	04/04/202:	March invoices	730 · Youth Services Su...	-29.94
Total Amazon.com				-1,060.33
Boyer, Ingrid				
Check	04/03/202:	Reimbursement, batteries, bl...	727 · Office Supplies	-42.92
Total Boyer, Ingrid				-42.92
Comcast				
Check	03/25/202:	April internet	850 · Phone & Internet	-219.90
Check	03/27/202:	3/10-4/9/25, phone	850 · Phone & Internet	-142.22
Total Comcast				-362.12
Consumers Energy				
Check	04/11/202:	Electric bill	920 · Utilities	-3,038.43
Total Consumers Energy				-3,038.43
Ebb and Phloem LLC				
Check	04/01/202:	February plant care	930 · Building Maintena...	-75.00
Check	04/11/202:	Monthly plant care	930 · Building Maintena...	-75.00
Total Ebb and Phloem LLC				-150.00
ELM USA, Inc.				
Check	04/04/202:	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
Google LLC				
Check	04/01/202:	Google Workspace	957 · Technology	-96.00
Total Google LLC				-96.00
Goy, Sarah				
Check	04/03/202:	Reimbursement, vinyl stickers	727 · Office Supplies	-53.98
Total Goy, Sarah				-53.98
Harley Ellis Devereaux				
Bill	03/25/202:	February architectural servic...	974 · Design	-1,794.74
Total Harley Ellis Devereaux				-1,794.74

Saugatuck-Douglas District Library
Expenses by Vendor Detail
March 17 through April 14, 2025

Type	Date	Memo	Account	Amount
Heimler, Nick				
Check	04/10/202:	Erate eligible basic maintena...	801 · Professional Servi...	-455.00
		Total Heimler, Nick		-455.00
Ingram Library Services				
Check	04/03/202:	March invoices	959.110 · Print Books	-2,103.79
		Total Ingram Library Services		-2,103.79
Jeremy Verwys				
Check	03/25/202:	Library concert series, 4/13 p...	880 · Programs	-350.00
		Total Jeremy Verwys		-350.00
Kanopy, Inc.				
Check	04/10/202:	Invoice # 445549	959.320 · Digital Conte...	-124.10
		Total Kanopy, Inc.		-124.10
Lakeland Library Cooperative				
Check	04/10/202:	eBooks	959.310 · E-Books	-270.00
Check	04/10/202:	eAudiobooks	959.310 · E-Books	-180.00
Check	04/10/202:	eMagazines	959.320 · Digital Conte...	-153.58
		Total Lakeland Library Cooperative		-603.58
Michigan Gas Utilities				
Check	03/28/202:	acct. #0504864801-00002	920 · Utilities	-23.39
		Total Michigan Gas Utilities		-23.39
Midwest Tape-HOOPLA				
Check	04/10/202:	Invoice #506968453	959.320 · Digital Conte...	-1,874.44
		Total Midwest Tape-HOOPLA		-1,874.44
Moeller, Sally				
Check	04/10/202:	March bookkeeping	801 · Professional Servi...	-90.00
		Total Moeller, Sally		-90.00
New Dawn Linen Service				
Check	04/10/202:	March mat service	930 · Building Maintena...	-80.01
		Total New Dawn Linen Service		-80.01
Outdoor Discovery Center				
Check	03/25/202:	Library program, presenter fee	880 · Programs	-200.00
		Total Outdoor Discovery Center		-200.00
OverDrive				
Check	04/04/202:	Book Discussion audiobook	959.320 · Digital Conte...	-15.20
Check	04/04/202:	CPC eaudiobooks	959.320 · Digital Conte...	-156.02
Check	04/04/202:	CPC ebooks	959.320 · Digital Conte...	-47.59
		Total OverDrive		-218.81
Priority Health				
Check	04/01/202:	April premium	701.300 · Health Insura...	-317.70
		Total Priority Health		-317.70

Saugatuck-Douglas District Library
Expenses by Vendor Detail
March 17 through April 14, 2025

Type	Date	Memo	Account	Amount
Stingers Pest Control, Inc.				
Check	04/01/2025	Pest control, 2025 season	930 · Building Maintena...	-300.80
Total Stingers Pest Control, Inc.				-300.80
T Mobile				
Check	03/26/2025	hotspots	959.320 · Digital Conte...	-138.06
Check	04/04/2025	hotspots	959.320 · Digital Conte...	-150.50
Total T Mobile				-288.56
When I Work, Inc.				
Check	04/01/2025	Monthly schedule and attend...	957 · Technology	-30.00
Total When I Work, Inc.				-30.00
TOTAL				-14,678.70

Balance Sheet

As of April 14, 2025

	<u>Apr 14, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	121,442.48
003 · Square Macatawa 9464	2,892.58
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	15,284.99
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	986,683.78
Total 017 · Michigan CLASS	986,683.78
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	63,756.10
018.02 · U.S. Bank Bond Payment	21,743.28
Total 018 · U.S. Bank SLGS	85,499.38
Total Checking/Savings	1,211,953.21
Other Current Assets	
022 · Accts Receivable	8,903.56
040 · Undeposited Funds	100.00
Total Other Current Assets	9,003.56
Total Current Assets	1,220,956.77
TOTAL ASSETS	1,220,956.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	32.10
210 · Payroll Liabilities	11,201.44
220 · Accrued Payroll	9,590.24
223 · Due to F.O.L.	1,294.58
Total Other Current Liabilities	22,118.36
Total Current Liabilities	22,118.36
Total Liabilities	22,118.36
Equity	
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	28,204.81
Total Equity	1,198,838.41
TOTAL LIABILITIES & EQUITY	1,220,956.77

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income				
400 · Millage				
400.100 · COVODouglas	104,474.68	105,500.00	-1,025.32	99.0%
400.200 · City	99,645.60	99,500.00	145.60	100.1%
400.300 · Twp	212,958.69	214,000.00	-1,041.31	99.5%
Total 400 · Millage	417,078.97	419,000.00	-1,921.03	99.5%
520 · USF	2,188.44	3,400.00	-1,211.56	64.4%
539 · State Aid	5,989.46	5,900.00	89.46	101.5%
608 · Fines & Fees	7,428.69	7,000.00	428.69	106.1%
655 · Penal Fines				
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%
Total 655 · Penal Fines	26,336.82	36,500.00	-10,163.18	72.2%
664 · Interest	704.61	1,000.00	-295.39	70.5%
665 · Investment Earnings	25,868.26	37,000.00	-11,131.74	69.9%
671 · Other Revenue	5,910.89	5,900.00	10.89	100.2%
674.100 · General Donations	2,890.40	3,000.00	-109.60	96.3%
675 · FOL	9,700.41	12,000.00	-2,299.59	80.8%
Total Income	504,096.95	530,700.00	-26,603.05	95.0%
Gross Profit	504,096.95	530,700.00	-26,603.05	95.0%
Expense				
701 · Payroll Expenses	237,545.08	293,000.00	-55,454.92	81.1%
727 · Office Supplies	2,181.35	2,700.00	-518.65	80.8%
728 · Collection Expenses	3,276.39	4,000.00	-723.61	81.9%
729 · Custodial Supplies	1,042.60	1,200.00	-157.40	86.9%
730 · Youth Services Supplies	2,370.75	3,300.00	-929.25	71.8%
731 · Postage	12.76	200.00	-187.24	6.4%
801 · Professional Services	14,951.50	18,000.00	-3,048.50	83.1%
803 · Coop Services (LLC)	14,792.75	15,200.00	-407.25	97.3%
850 · Phone & Internet	3,231.44	4,500.00	-1,268.56	71.8%
880 · Programs	9,608.82	12,000.00	-2,391.18	80.1%
900 · Publicity & Printing	1,625.87	2,500.00	-874.13	65.0%
920 · Utilities	25,131.04	30,000.00	-4,868.96	83.8%
930 · Building Maintenance	25,815.94	40,000.00	-14,184.06	64.5%
941 · Copy Machine	2,838.29	4,600.00	-1,761.71	61.7%
956 · Lost materials	95.99	300.00	-204.01	32.0%
957 · Technology	7,735.41	8,000.00	-264.59	96.7%
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	16,871.01	27,500.00	-10,628.99	61.3%
959.120 · Periodicals	3,735.99	6,000.00	-2,264.01	62.3%
Total 959.100 · Print Materials	20,950.39	33,500.00	-12,549.61	62.5%

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

	<u>Jul '24 - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
959.200 · Other				
959.210 · DVDs	1,802.16	3,000.00	-1,197.84	60.1%
959.220 · Audio Books	556.16	400.00	156.16	139.0%
Total 959.200 · Other	2,358.32	3,400.00	-1,041.68	69.4%
959.300 · Electronic				
959.310 · E-Books	3,787.54	6,000.00	-2,212.46	63.1%
959.320 · Digital Content Databases	21,244.27	32,500.00	-11,255.73	65.4%
Total 959.300 · Electronic	25,031.81	38,500.00	-13,468.19	65.0%
Total 959 · Materials	48,340.52	75,400.00	-27,059.48	64.1%
961 · Travel/Conference	1,557.84	3,000.00	-1,442.16	51.9%
962 · Dues	1,100.00	1,600.00	-500.00	68.8%
964 · Tax Charge Backs	72.52	500.00	-427.48	14.5%
965 · Insurance	8,184.00	8,200.00	-16.00	99.8%
970 · Capital Expenditures	1,959.92	2,500.00	-540.08	78.4%
Total Expense	413,470.78	530,700.00	-117,229.22	77.9%
Net Income	<u><u>90,626.17</u></u>	<u><u>0.00</u></u>	<u><u>90,626.17</u></u>	<u><u>100.0%</u></u>

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	59,776.07	59,850.00	-73.93	99.9%
405.200 · City	56,224.56	56,350.00	-125.44	99.8%
405.300 · Twp	120,352.56	120,910.00	-557.44	99.5%
Total 405 · Bond Levy	236,353.19	237,110.00	-756.81	99.7%
665 · Investment Earnings	2,416.74			
Total Income	238,769.93	237,110.00	1,659.93	100.7%
Gross Profit	238,769.93	237,110.00	1,659.93	100.7%
Expense				
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 - Other	1,500.00	75,000.00	-73,500.00	2.0%
Total 971 · New Library Building	48,342.92	75,000.00	-26,657.08	64.5%
991 · Debt Service - Principal	125,000.00	125,000.00	0.00	100.0%
992 · Debt Service - Interest	119,443.76	119,443.00	0.76	100.0%
Total Expense	293,286.68	319,443.00	-26,156.32	91.8%
Net Income	<u><u>-54,516.75</u></u>	<u><u>-82,333.00</u></u>	<u><u>27,816.25</u></u>	<u><u>66.2%</u></u>

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

April 16, 2025

PROGRAMS

- Our Winter/Spring event line-up is nearing its conclusion. (We are also running out of printed newsletters—more or less on schedule). Remaining April and May events include an informational program by the Outdoor Discovery Center, a puzzle race and our final concert series of the spring.
- We are partnering with Douglas Elementary School and their Parent Teacher Organization for their annual observance of Screen Free Week. There will be 3 afterschool events held at the Library during the last week of April. We are also running our 2nd annual bookmark design contest as a related activity. (SP 2.3)
- Plans for the Community Pride lecture continue to develop. The History Center has signed on as a full partner and will be sharing the cost, not just hosting the reception. This is great for our budget and for the quality and reach of the event. (SP 2.3)
- We are partnering with several different organizations to hold two puppet events as part of Kuklafest. We will have a puppet making workshop on Saturday, April 26 and a puppet show on Saturday, May 3. (SP 2.3)
- Summer programs for kids are coming together. The national slogan which we are choosing to use this year is “Color Your World” and we are leaning into the art theme with art-themed reading logs, scavenger hunts, escape rooms and more.
- We typically pull back on Adult programming in the summer months. We do have a few programs schedule for early June and late August.

FINANCE & CONTRIBUTIONS:

- The Friends of the Library approved summer reading expenses including presenter fees, supplies and prizes. They also approved \$300 to go toward the purchase of additional games and puzzles. Our existing collection needed a bit of a refresh.
- The Friends voted to continue funding our Wall Street Journal subscription for a second year.
- As of last week, we have received the delinquent taxes from the county. Over 99% of millage funds have been received.
- Budget meeting to be scheduled soon with Board President and Board Treasurer!

BUILDINGS & GROUNDS:

- The patio committee met on March 21. We prepared a response for HED which was submitted the following week. The team at HED will be getting back to us with more detailed plans in mid-May.
- Our garden maintenance proposal came in really high this year so I have been talking to a few new landscaping companying and getting quotes for both maintenance and mulch. I am also getting quotes to undertake a mitigation project for a really nasty invasive plant with which we have been fighting a losing battle. Unfortunately, much of our landscaped areas are overrun with Mugwort and in order to eradicate it, we will need to make a concerted effort. This will likely be a multi-year process and will involve herbicide application and manually digging out the plants.
- We are still working on finding replacement parts for burned out lighting fixtures. The local electrician we were working with was unable to find the necessary parts. I have contacted the contractor who did all the original electrical work and they have started searching as well. They seem optimistic, but it is taking awhile.
- We have purchased a new book shelf for the vestibule. It will be part of our Community Communication Hub and it is where we will display booklets, brochures and flyers for community organization. This is also where we will put copies of the Commercial Record for people to pick up. After setting up the shelving unit, we decided to purchase a second unit for storage/display of our Puzzle Exchange. Also for the Communication

hug, we have ordered sample felt tiles for a bulletin board. They should be delivered on Friday, April 18. Once we decide on a color, we will order and install the bulletin board. (SP 1.1, 2.3)

MARKETING

- The Commercial Record ran a photo in their April 10 issue of the Friends of the Library recognizing my 10 year anniversary with a cake.
- The summer newsletter is nearing completion. For the most part, program details have been finalized. We are expecting to have it available for patron's mid-May.
- April is National Poetry Month and we are trying some new display ideas. If you stroll about the library you will find actual poems posted on the walls. We created the text with our Cricut cutting machine and Sarah Goy artfully affixed them to the walls. Featured poems include two from local poets, Jack Ridl and Alison Swan. A third poem by local poet Jim Hanson will be added soon. (SP 3.2)

COLLECTIONS:

- We have begun the work of dissolving our Books on CD collection. We have swapped out the media style shelving for book shelving and have condensed the collection. The empty shelves will eventually be filled by the current non-fiction collection. Our non-fiction shelves are *really* crowded! (SP 3.2)

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

- Jennell Lehman & Sarah Goy attended the quarterly Lakeland Adult Services meeting. They reported that it was well worth their time and they walked away with some new adult programming ideas.
- Erin Hill-VanHorn and I attended the quarterly Allegan County Youth Service meeting at the Allegan District Library on April 14. I have not been to one of these in a while and quickly realized how much I missed them. I always enjoy my time meeting with Children's Librarian. They are so enthusiastic. Erin and I stole lots of ideas that we will be implementing this summer.
- Our staff meeting was held on April 15. Staff training topic was Ancestry Library Edition. We also discussed the defunding of IMLS and potential impacts for the Michigan eLibrary.
- Several of our regular staff will be taking significant time off this summer and we have decided to invite one of our previous student pages back as seasonal help. Olivia Holmes worked for us for 3 years as a high school student. She has just completed her sophomore year at Kalamazoo College. We are happy to have a pre-trained, reliable summer employee.

TECHNOLOGY

- We purchased a wireless barcode scanner that Nick Heimler configured for us on April 2. It is connected to a laptop which serves as a mobile inventory station. Lakeland has requested that we finish inventorying our collection by of March 2026. We will likely finish before the end of the summer.

MEETINGS & PARTNERSHIPS

- March 20: I attended the quarterly Allegan County Library Association meeting at the Herrick District Library. We had a presentation from the United Way to hear about libraries can partner with their VITA program to provide free tax filing assistance to low-income taxpayers. Teresa Kline, the director of the Fennville District Library is interested in working with us to provide this services for our two communities. Our library would likely serve as the location and both libraries would work to recruit the necessary volunteers. We will begin conversations with the United Way in the fall to see what else is required. This is not a simple undertaking, but a much needed service. (SP 2.2, 2.3)
- March 21: I met with Carol Dawe to talk about our strategic plan and what needs to happen at the end of our three year cycle. We also determined that she would attend either our October or December board

meeting to provide training for trustees. This, as you may recall, is part of the strategic plan. The idea is to do the training after new trustee are appointed. (SP 1.2)

- April 3: I met with Betsy York, the Friends of the Library's newest board member. We talked about ways to increase the visibility of the FOL.
- April 10: I attended the Lakeland Board meeting and the Lakeland Advisory Council meeting.

STATISTICS

- March statistics will be included in next month's report. We are still waiting on Lakeland for some of our March statistical reports.