

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**BOARD MEETING**

May 21, 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. Committee Reports
  - A. Patio Committee – Next steps
  - B. Personnel Committee – HR Manual Revisions
  - C. Finance Committee – Draft Budget Proposal
- IX. Old/Ongoing Business
- X. New Business
  - A. Bulletin Board Policy
- XI. Guest: Friends of the Library representative
- XII. Upcoming Meetings:
  - A. Budget Hearing on June 10, 2025 at 7:00 pm,
  - B. Regular Monthly Meeting on June 18, 2025 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
April 16, 2025  
Unofficial Minutes

- I. Meeting Called to order at 7:00pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Kirstin Carr representing the Friends of the Library, Trustees: David Blatt, Frank Aiello, Janice Krakowski, and Larry Blose.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the March 2025 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). Larry Blose presented a motion to pay the bills, Frank Aiello seconded the motion. The motion was passed with 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).

Director Boyer had a few additions to the report:

- A. Macatawa Bank has been bought by Wintrust. There are no major changes or fees associated with this change.
- B. The Library of Michigan has scheduled an impromptu meeting to talk about federal funding and possibly floating a contingency plan. Larry Blose and David Blatt asked about the executive order – Director Boyer has filled out surveys to measure impacts. Cooperatives are in a better position, whereas statewide programs will get hit. There will likely be more to report on next month.
- C. When the gas line went down, the Library did *not* lose heat (electric), only the fireplace uses gas. We put it out on social media and our website that the Library had heat and some folks took advantage of that.

Larry Blose asked about the volunteers to help with taxes (United Way used to send out volunteers to help individuals with taxes, but they don't have the funding to provide that service anymore). Director Boyer explained there are certain requirements for a new location (Library). Fennville Library has plenty of clients, while we probably have a bigger volunteer pool. A private room is needed, which Fennville does not have, but we do. We would need a site coordinator and training for volunteers. By working together, we'll have enough clients and volunteers to make it worthwhile.

Christian Neighbors in Plainwell is currently the only Allegan County location.

VIII. Old/Ongoing Business

- A. Paid Time Off Policy and HR Manual Review – Personnel Committee
  - The Personnel Committee were unable to find a time to meet. They will have an update next month.
- B. Patio Committee Update
  - Director Boyer sent an email to HED and they said they would be in touch.

#### IX. New Business

##### X. Guest: Friends of the Library representative (Kirstin Carr)

- The Friends are getting ready for next membership drive – a letter has been drafted that will go out soon.
- New board member: Janet Eder.

##### XI. Next Meeting: May 21, 2025 at 7:00pm

XII. Larry Blose made a motion to adjourn. Adjournment by unanimous consent at 7:27pm.

5:38 PM

05/20/25

Accrual Basis

## Saugatuck-Douglas District Library

## Expenses by Vendor Detail

April 15 through May 20, 2025

Type	Date	Memo	Account	Amount
<b>All Surface Building Services LLC</b>				
Check	04/23/2025	April cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
<b>Allegan County</b>				
Check	04/23/2025	April 2025 tax chargebacks	964 · Tax Charge Backs	-114.92
Total Allegan County				-114.92
<b>Amazon.com</b>				
Check	05/06/2025	April invoices	729 · Custodial Supplies	-104.13
Check	05/06/2025	April invoices	727 · Office Supplies	-151.80
Check	05/06/2025	April invoices	959.210 · DVDs	-219.44
Check	05/06/2025	April invoices	880 · Programs	-68.03
Check	05/06/2025	April invoices	728 · Collection Expenses	-82.20
Check	05/06/2025	April invoices	730 · Youth Services Supplies	-5.19
Check	05/06/2025	April invoices	959.110 · Print Books	-229.87
Total Amazon.com				-860.66
<b>Bonnie J. Morris</b>				
Check	04/25/2025	Honorarium and travel expenses, June 4 l...	880 · Programs	-1,366.45
Total Bonnie J. Morris				-1,366.45
<b>Boyer, Ingrid</b>				
Check	05/08/2025	Reimburse for vestibule furniture purchase	975 · Furnishings	-383.88
Total Boyer, Ingrid				-383.88
<b>Comcast</b>				
Check	04/24/2025	April internet	850 · Phone & Internet	-219.90
Check	04/27/2025	4/10-5/9/25, phone	850 · Phone & Internet	-141.93
Total Comcast				-361.83
<b>Consumers Energy</b>				
Check	05/14/2025	Electric bill	920 · Utilities	-2,290.84
Total Consumers Energy				-2,290.84
<b>Demco, Inc.</b>				
Check	04/29/2025	Brochure display racks	975 · Furnishings	-238.14
Check	05/16/2025	tape, book covers	728 · Collection Expenses	-9.03
Check	05/16/2025	tape, book covers	959.110 · Print Books	-99.99
Total Demco, Inc.				-347.16
<b>Elite Fund, Inc.</b>				
Check	05/17/2025	Annual erate support services, category 2	801 · Professional Services	-293.00
Total Elite Fund, Inc.				-293.00
<b>ELM USA, Inc.</b>				
Check	04/25/2025	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
<b>Etsy</b>				
Check	04/30/2025	Downloadable Star Wars art	880 · Programs	-1.99
Total Etsy				-1.99

Saugatuck-Douglas District Library  
Expenses by Vendor Detail  
April 15 through May 20, 2025

Type	Date	Memo	Account	Amount
<b>Felt Right</b>				
Check	04/18/2025	Bulletin board tiles	975 · Furnishings	-128.88
Total Felt Right				-128.88
<b>Food &amp; Wine</b>				
Check	04/25/2025	2 year subscription, expires 8/2027	959.120 · Periodicals	-36.00
Total Food & Wine				-36.00
<b>Google LLC</b>				
Check	05/01/2025	Google Workspace	957 · Technology	-96.00
Total Google LLC				-96.00
<b>Harley Ellis Devereaux</b>				
Check	04/25/2025	Invoice #993323, architectural services ...	974 · Design	-4,961.91
Total Harley Ellis Devereaux				-4,961.91
<b>Heimler, Nick</b>				
Check	04/23/2025	Erate eligible basic maintenance	801 · Professional Services	-422.50
Check	04/23/2025	Erate managed internal broadband servic...	801 · Professional Services	-285.00
Total Heimler, Nick				-707.50
<b>Hill-VanHorn, Erin</b>				
Check	05/09/2025	Supplies and mileage	730 · Youth Services Supplies	-59.41
Check	05/09/2025	Supplies and mileage	961 · Travel/Conference	-161.70
Total Hill-VanHorn, Erin				-221.11
<b>Hoekstra Electric</b>				
Check	04/16/2025	Repair and replace lighting fixtures	930 · Building Maintenance	-787.50
Total Hoekstra Electric				-787.50
<b>Holland Symphony Orchestra</b>				
Check	04/25/2025	Brass quintet performance on May 18	880 · Programs	-400.00
Total Holland Symphony Orchestra				-400.00
<b>Ingram Library Services</b>				
Check	05/09/2025	April invoices	959.110 · Print Books	-1,868.69
Total Ingram Library Services				-1,868.69
<b>Kanopy, Inc.</b>				
Check	05/12/2025	Invoice # 449904-PPU	959.320 · Digital Content Databases	-88.40
Total Kanopy, Inc.				-88.40
<b>KLSWA</b>				
Check	04/16/2025	March water	920 · Utilities	-221.11
Total KLSWA				-221.11
<b>Lakeland Library Cooperative</b>				
Check	04/17/2025	Quarterly billing	803 · Coop Services (LLC)	-3,742.75
Check	05/05/2025	Bookpage subscription, invoice #PT25-1...	959.120 · Periodicals	-237.60
Total Lakeland Library Cooperative				-3,980.35

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05/20/25  
Accrual Basis

Saugatuck-Douglas District Library  
Expenses by Vendor Detail  
April 15 through May 20, 2025

Type	Date	Memo	Account	Amount
<b>Lakeshore Irrigation LLC</b>				
Check	05/15/2025	Spring system start-up, extra labor	930 · Building Maintenance	-23.27
Total Lakeshore Irrigation LLC				-23.27
<b>Menards</b>				
Check	04/17/2025	shelving for shed	727 · Office Supplies	-33.68
Total Menards				-33.68
<b>Michigan Gas Utilities</b>				
Check	04/28/2025	acct. #0504864801-00002	920 · Utilities	-3.10
Total Michigan Gas Utilities				-3.10
<b>Midwest Tape-HOOPLA</b>				
Check	05/12/2025	Invoice #507110106	959.320 · Digital Content Databases	-1,817.89
Total Midwest Tape-HOOPLA				-1,817.89
<b>New Dawn Linen Service</b>				
Check	05/12/2025	April mat service	930 · Building Maintenance	-53.34
Total New Dawn Linen Service				-53.34
<b>Nicholas Haight</b>				
Bill	05/05/2025	Drip valve installation	930 · Building Maintenance	-500.00
Total Nicholas Haight				-500.00
<b>OverDrive</b>				
Check	05/07/2025	Book Discussion	959.320 · Digital Content Databases	-102.75
Check	05/07/2025	CPC eaudiobooks	959.320 · Digital Content Databases	-94.31
Check	05/07/2025	CPC ebooks	959.320 · Digital Content Databases	-108.05
Check	05/07/2025	Advantage ebooks	959.310 · E-Books	-212.85
Total OverDrive				-517.96
<b>Priority Health</b>				
Check	05/01/2025	May premium	701.300 · Health Insurance Compe...	-317.70
Total Priority Health				-317.70
<b>ProQuest</b>				
Check	04/16/2025	Invoice #70890223, Ancestry Library Edi...	959.320 · Digital Content Databases	-1,759.50
Total ProQuest				-1,759.50
<b>Republic Services</b>				
Check	05/20/2025	quarterly trash	920 · Utilities	-60.13
Total Republic Services				-60.13
<b>RICOH USA, INC (IL)</b>				
Check	04/23/2025	Invoice #5071173857	941 · Copy Machine	-83.69
Check	05/15/2025	Invoice #5071327798	941 · Copy Machine	-153.03
Total RICOH USA, INC (IL)				-236.72
<b>Roots Wild</b>				
Check	05/08/2025	Landscaping maintenance, mugwort reme...	930 · Building Maintenance	-2,209.43
Total Roots Wild				-2,209.43

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05/20/25

Accrual Basis

## Saugatuck-Douglas District Library

## Expenses by Vendor Detail

April 15 through May 20, 2025

Type	Date	Memo	Account	Amount
<b>Saugatuck-Douglas Art Club</b>				
Bill	05/05/2025	Art Fair Award	900 · Publicity & Printing	-100.00
Total Saugatuck-Douglas Art Club				-100.00
<b>Saugatuck Public Schools</b>				
Check	05/05/2025	Yearbook ad, quarter page	900 · Publicity & Printing	-125.00
Total Saugatuck Public Schools				-125.00
<b>Stormy's Foam Parties</b>				
Check	05/05/2025	Summer Reading Kick-off event on June ...	880 · Programs	-475.00
Total Stormy's Foam Parties				-475.00
<b>T Mobile</b>				
Check	05/09/2025	hotspots - 2 months	959.320 · Digital Content Databases	-301.00
Total T Mobile				-301.00
<b>When I Work, Inc.</b>				
Check	05/01/2025	Monthly schedule and attendance software	957 · Technology	-30.00
Total When I Work, Inc.				-30.00
<b>TOTAL</b>				<b>-29,101.90</b>

Saugatuck-Douglas District Library  
**Balance Sheet**  
As of May 20, 2025

	May 20, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · Checking Regular 2041	98,122.55
003 · Square Macatawa 9464	1,020.34
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	9,575.81
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fu...	973,753.88
<b>Total 017 · Michigan CLASS</b>	973,753.88
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	64,093.51
018.02 · U.S. Bank Bond Payment	21,743.28
<b>Total 018 · U.S. Bank SLGS</b>	85,836.79
<b>Total Checking/Savings</b>	1,168,459.37
<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>	1,177,362.93
<b>TOTAL ASSETS</b>	<b>1,177,362.93</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
209 · Health Ins Payable	21.46
210 · Payroll Liabilities	4,941.49
220 · Accrued Payroll	9,590.24
223 · Due to F.O.L.	138.00
<b>Total Other Current Liabilities</b>	14,691.19
<b>Total Current Liabilities</b>	14,691.19
<b>Total Liabilities</b>	14,691.19
<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	-7,961.86
<b>Total Equity</b>	1,162,671.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,177,362.93</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	104,475.01	105,500.00	-1,024.99	99.0%
400.200 · City	99,645.60	99,500.00	145.60	100.1%
400.300 · Twp	212,960.97	214,000.00	-1,039.03	99.5%
<b>Total 400 · Millage</b>	417,081.58	419,000.00	-1,918.42	99.5%
<b>520 · USF</b>	2,188.44	3,400.00	-1,211.56	64.4%
<b>539 · State Aid</b>	5,989.46	5,900.00	89.46	101.5%
<b>608 · Fines &amp; Fees</b>	8,663.72	7,000.00	1,663.72	123.8%
<b>655 · Penal Fines</b>				
655.100 · Penal Fines Allegan County	19,599.43	24,000.00	-4,400.57	81.7%
655.200 · Herrick-LaketownFunds	9,192.58	12,500.00	-3,307.42	73.5%
<b>Total 655 · Penal Fines</b>	28,792.01	36,500.00	-7,707.99	78.9%
<b>664 · Interest</b>	860.36	1,000.00	-139.64	86.0%
<b>665 · Investment Earnings</b>	33,275.77	37,000.00	-3,724.23	89.9%
<b>671 · Other Revenue</b>	5,910.89	5,900.00	10.89	100.2%
<b>674.100 · General Donations</b>	3,368.70	3,000.00	368.70	112.3%
<b>675 · FOL</b>	13,950.41	12,000.00	1,950.41	116.3%
<b>Total Income</b>	520,081.34	530,700.00	-10,618.66	98.0%
<b>Gross Profit</b>	520,081.34	530,700.00	-10,618.66	98.0%
<b>Expense</b>				
<b>701 · Payroll Expenses</b>	271,952.78	293,000.00	-21,047.22	92.8%
<b>727 · Office Supplies</b>	2,382.58	2,700.00	-317.42	88.2%
<b>728 · Collection Expenses</b>	3,392.62	4,000.00	-607.38	84.8%
<b>729 · Custodial Supplies</b>	1,146.73	1,200.00	-53.27	95.6%
<b>730 · Youth Services Supplies</b>	2,435.35	3,300.00	-864.65	73.8%
<b>731 · Postage</b>	12.76	200.00	-187.24	6.4%
<b>801 · Professional Services</b>	16,277.00	17,200.00	-923.00	94.6%
<b>803 · Coop Services (LLC)</b>	14,792.75	16,000.00	-1,207.25	92.5%
<b>850 · Phone &amp; Internet</b>	3,955.10	4,500.00	-544.90	87.9%
<b>880 · Programs</b>	12,020.29	12,000.00	20.29	100.2%
<b>900 · Publicity &amp; Printing</b>	1,850.87	2,500.00	-649.13	74.0%
<b>920 · Utilities</b>	27,706.22	30,000.00	-2,293.78	92.4%
<b>930 · Building Maintenance</b>	30,384.48	40,000.00	-9,615.52	76.0%
<b>941 · Copy Machine</b>	3,380.79	4,600.00	-1,219.21	73.5%
<b>956 · Lost materials</b>	95.99	300.00	-204.01	32.0%
<b>957 · Technology</b>	7,536.41	8,000.00	-463.59	94.2%
<b>959 · Materials</b>				
959.100 · Print Materials				
959.110 · Print Books	19,069.56	27,500.00	-8,430.44	69.3%
959.120 · Periodicals	4,257.57	6,000.00	-1,742.43	71.0%
<b>Total 959.100 · Print Materials</b>	23,670.52	33,500.00	-9,829.48	70.7%

**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>				
<b>405.100 · COVODouglas</b>	59,776.07	59,850.00	-73.93	99.9%
<b>405.200 · City</b>	56,224.56	56,350.00	-125.44	99.8%
<b>405.300 · Twp</b>	120,352.56	120,910.00	-557.44	99.5%
<b>Total 405 · Bond Levy</b>	236,353.19	237,110.00	-756.81	99.7%
<b>665 · Investment Earnings</b>	2,754.15	1,800.00	954.15	153.0%
<b>Total Income</b>	239,107.34	238,910.00	197.34	100.1%
<b>Gross Profit</b>	239,107.34	238,910.00	197.34	100.1%
<b>Expense</b>				
<b>801 · Professional Services</b>	500.00			
<b>971 · New Library Building</b>				
<b>972 · Construction</b>	7,402.28	0.00	7,402.28	100.0%
<b>974 · Design</b>	13,085.92	0.00	13,085.92	100.0%
<b>975 · Furnishings</b>	26,160.74	0.00	26,160.74	100.0%
<b>976 · Technology</b>	561.00	0.00	561.00	100.0%
<b>971 · New Library Building - ...</b>	1,500.00	75,000.00	-73,500.00	2.0%
<b>Total 971 · New Library Building</b>	48,709.94	75,000.00	-26,290.06	64.9%
<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>	293,653.70	319,443.00	-25,789.30	91.9%
<b>Net Income</b>	<b>-54,546.36</b>	<b>-80,533.00</b>	<b>25,986.64</b>	<b>67.7%</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>959.200 · Other</b>				
<b>959.210 · DVDs</b>	2,021.60	3,000.00	-978.40	67.4%
<b>959.220 · Audio Books</b>	556.16	400.00	156.16	139.0%
<b>Total 959.200 · Other</b>	2,577.76	3,400.00	-822.24	75.8%
<b>959.300 · Electronic</b>				
<b>959.310 · E-Books</b>	4,000.39	6,000.00	-1,999.61	66.7%
<b>959.320 · Digital Content Databases</b>	25,365.67	32,500.00	-7,134.33	78.0%
<b>Total 959.300 · Electronic</b>	29,366.06	38,500.00	-9,133.94	76.3%
<b>Total 959 · Materials</b>	55,614.34	75,400.00	-19,785.66	73.8%
<b>961 · Travel/Conference</b>	1,719.54	3,000.00	-1,280.46	57.3%
<b>962 · Dues</b>	1,100.00	1,600.00	-500.00	68.8%
<b>964 · Tax Charge Backs</b>	187.44	500.00	-312.56	37.5%
<b>965 · Insurance</b>	8,184.00	8,200.00	-16.00	99.8%
<b>970 · Capital Expenditures</b>	1,959.92	2,500.00	-540.08	78.4%
<b>Total Expense</b>	468,087.96	530,700.00	-62,612.04	88.2%
<b>Net Income</b>	<u><u>51,993.38</u></u>	<u><u>0.00</u></u>	<u><u>51,993.38</u></u>	<u><u>100.0%</u></u>

## LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

May 20, 2025

### PROGRAMS

- Our summer newsletter came back from the printer last week. It is also available on the website. Check it out to see all the cool stuff we will be doing this summer.

### FINANCE & CONTRIBUTIONS:

- The Finance Committee (David, Larry, Ingrid) met on May 1 to prepare the budget proposal. A draft version will be presented to the board at the May meeting. Final approval will take place at the Budget Hearing on June 10. As required by law, public notices will be published in the Commercial Record.
- We have still not received our final Headlee packet from the Allegan County Equalization Department. That document sets the final millage rate. The current budget proposal is a draft. It is based on *actual* property values but an *estimated* millage rate. I have tried to be conservative so any changes will hopefully be easy to incorporate without cutting expenses. The county told me the packets would be sent by the end of the week.
- The Friends of the Library approved additional summer reading expenses, including presenter fees for adults and teen programs as well as another year of circulating hotspots.

### BUILDINGS & GROUNDS:

- The patio committee has not met since March 21. I just received a final plan document from HED which has sufficient detail for us to begin discussions with potential contractors to get cost estimates and explore phasing options. The patio committee will need to meet soon to make plans for identifying potential contractors and getting bids. At this stage, our work with HED has concluded and we are on to the next steps of the project.
- After talking to a couple of new landscaping companies, I decided to go with a company called Roots Wild. They are a small, local and pretty young. Similar to our previous landscaper, they specialize in native and pollinator friendly plants and take a more eco-friendly approach to things like pesticides, herbicides, mulch, water and fertilizer. They came with a recommendation from Will Hoffman, our recent presenter from the Outdoor Discovery Center. In addition to regular maintenance, we have a separate contract with them for Mugwort remediation. This will likely be a multi-year process and will involve herbicide application and manually digging out the plants.
- We have acquired all the necessary furniture and fixtures for our Community Communication Hub. Once we approve a revised Bulletin Board policy, we will hang the bulletin board and put up the brochure racks.
- Lighting Repair Update:
  - We are still working on repairing/replacing the burned out lighting fixtures. The local electrician we were working with was unable to find the necessary parts. I reached out to Excel Electric who did all the original electrical work and they confirmed that replacement parts are no longer available. They provided us with three options: to replace some of the internal components, to replace all the internal components or to replace the entire fixtures. The options range in price from \$9000 to \$19,000 and all involve replacing equipment that has proven to be unreliable and is now basically obsolete.
  - A fourth option, is to basically start from scratch with a new type of fixture. When pressed, the Excel representative admitted that this is what he would recommend. After some discussion, we have a plan to explore this fourth option. He is talking to his suppliers about alternate fixtures. He is also looking at finish options and installation issues. The goal is to find a fixture that closely

- matches what we have currently so there will be minimal paint and drywall repair.
  - Because I am concerned over rising prices related to the unstable trade and tariff situation, Excel has agreed to honor original quoted pricing while we explore this new option. If we don't find a workable alternative or if it proves to be too expensive, we can revisit the original three options.
- Installation of drip irrigation lines was completed earlier this month. Most of the work was done in the fall after the sprinklers were winterized. Garden Club and Friends of the Library volunteers will be planting the boxes on Wednesday, May 21.
- The Library came through almost completely unscathed following last week's terrible storm. We lost power, but it was restored by around 8:30 am in time for us to open the library. We were without internet for most of the day, which always makes for chaos. The one issue we had was with our card access system. Three of the card readers were damaged presumably due to a power surge. One of the three was located right behind the Reference Desk and it emitted a very loud, continuous beep. Technicians were able to fix it on Monday, but we are still waiting on replacement units for two of the exterior units. The doors can still be programmed to lock and unlock, but key fobs don't work at those two locations. They should be fixed in a week or so.

#### MARKETING

- The Commercial Record ran articles for us in the May 1 (Kuklafest Puppet Show partnership) and May 8 (Brass Quintet concert) issues. We were also mentioned in the April 24 issue, highlighting a partnership with the Chamber Music Festival of Saugatuck. We will be hosting a young listener's concert in July.
- The summer newsletter is here!!! Another great looking publication designed by Marlee Alexander.

#### COLLECTIONS:

- Jennell Lehman has begun the inventory project. For the Adult Fiction and Adult Non-fiction sections, she has decided to simultaneously weed the collection. So far, we have completed the following sections: Young Adult, Tween and New Books. She is halfway through with Adult Fiction.
- Since we are undertaking some major weeding this spring and summer, we have decided this is the year to do end-of-the-summer mega used book sale. The Friends of the Library have signed on to help and we are currently collecting and boxing all the books we can manage. Our shed will basically be floor to ceiling book boxes by mid-August. The sale is scheduled for August 14-16.
- We have created a new sub-section in the children's collection. We have divided out "Early Chapter Books" and have given them their own labels. This will help parents and library staff direct kids to the appropriate materials. We have already completed the cataloging and labeling. We will be shifting/reshelving the books on Wednesday. We have signage ready to go.
- We have also been working on the picture book collection. We are weeding and shifting to make the collection more appealing to the eye. We are also beginning to create some divisions based on subject. So far we have pulled out all holiday books. They will get their own section. We will do a more complete categorization in the fall.

#### HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

- The Personnel Committee (Frank, Sara, Ingrid) met on April 25. We began working our way through the Human Resources manual and have revised portions of the document. We agreed that once we are finished with our proposed revisions, we will submit it for attorney review prior to bringing it back to the full board. Although we have made some good progress, this project has been put on my back burner. Budget planning and preparation for summer have taken priority, but I hope to schedule another Personnel Committee meeting in July or August.
- Erin Hill-Van Horn attended the quarterly Lakeland Youth Services meeting on May 5. She has volunteered

to serve on the Summer Reading Workshop planning committee. This committee plans and hosts this annual event that happens in November.

- Erin Hill-Van Horn and I both attended the Allegan County Youth Services meeting on April 14.

#### TECHNOLOGY

- We have a new firewall. Installed on May 7.

#### MEETINGS & PARTNERSHIPS

- April 24: The Library of Michigan held a special virtual meeting to discuss the status of federal funding to libraries. Randy Riley, the state librarian, was able to share that they had received fairly official communication that they will receive 50% of the original allocation from the Institute of Museum and Library Services. This is the agency that was defunded by executive order back in March. Although everyone is still holding their breath, they are optimistic that it will happen. There is even talk of nearly the full allocation being committed, but this is less certain. If the 50% payment comes through, MelCat service will be maintained at its current level. There are ongoing law suits fighting the March 14 executive order. Michigan's AG Dana Nessel is one of 21 who are pursuing this.
- April 29: I attended a millage webinar hosted by the Lakeland Library Cooperative. Carol Dawe facilitated and a panel of 3 library directors covered SO MUCH information. I took a lot of notes and feel very prepared for what lies ahead of us leading up to our millage renewal election next year.
- May 1: As Treasurer of the Allegan County Library Association, I participated in a site visit to Camp Jijek, the Gun Lake Tribes pow-wow grounds. This is where the biennial all county training event will be held this year. It is a beautiful venue and I think it is going to be a really great event. It is happening on Wednesday September 17. The Library will close for the day, but will re-open for the library board meeting that is scheduled for that evening.

#### STATISTICS

- I am still waiting on electronic usage statistics from Lakeland for March and April. They seem to have moved to a schedule of quarterly updates. I would like to invite the board to discuss the frequency and format of statistical reports. Should we consider moving to a quarterly system as well? It would be more efficient. What information is most critical?