

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

June 18, 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
- IX. Old/Ongoing Business
- X. New Business
 - A. Budget Amendments
 - B. Director's Performance Review
- XI. Guest: Friends of the Library representative
 - A. Next Meeting: August 6, 2025 at 7:00 pm
- XII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
May 21, 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, Betsy York 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 April 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, Janice Krakowski 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).
- VIII. Committee Reports
 - A. Patio Committee – Next Steps
HED came back with a final plan. They've done what we've asked them to do, now the Patio Committee will schedule a meeting to discuss next steps.
 - B. Personnel Committee – HR Manual Revisions
The change to accommodate PTO was made and the revised HR Manual was sent to our attorney. The Personnel Committee will schedule a meeting – most likely at the end of summer.
 - C. Finance Committee – Draft Budget Proposal
The Finance Committee drafted the budget proposal. Director Boyer explained that they had to estimate because Allegan County is running behind and have not provided the millage rate. That is why it is currently a draft and not firm proposal. Any changes to this proposal can't take place until the budget hearing on June 10.
This is the last year of our current millage. Ballot language would be submitted in May of 2026 and be on the ballot in August 2026.
We are transferring a significant amount from Capital Improvement Fund to pay for 1) Commercial Record project, 2) Budgeting for a new website, and 3) WAP, or wireless access point replacements throughout the building and patio. There is a 4% increase for payroll. We will be closing out construction fund this year.

We will discuss and approve the Budget Proposal on June 10.

IX. Old/Ongoing Business

X. New Business

A. Bulletin Board Policy

Jennell Lehman and Director Boyer came up with this policy for the Communication Hub that will be in the vestibule. They imagine that the policy may need revisions after a couple months. The goal is to identify who can post, who cannot post, and more procedural notes. Demetrhea Terrien thought the line about “personal solicitations for fundraisers” was a bit confusing and Sara Nelson agreed.

David Blatt presented a motion to adopt the Bulletin Board Policy with the stipulation that the “personal solicitations for fundraisers” line be removed. Janice Krakowski seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.

B. Director Boyer’s Performance Review

Sara Nelson volunteered to create a survey for board members to use when assessing Director Boyer’s performance. This will be built into the June 18 meeting under “Old Business”.

XI. Guest: Friends of the Library representative (Betsy York)

- Janet Eder is doing a great job as treasurer.
- Soil has been added to the planter boxes – flowers are coming soon.
- Sunday, June 15 at 2:00pm is the FOL Annual Meeting and Ice Cream Social.

XII. Upcoming Meetings:

- A. Budget Hearing on June 10, 2025 at 7:00pm
- B. Regular Monthly Meeting on June 18, 2025 at 7:00pm

XIII. Larry Blose made a motion to adjourn. Adjournment by unanimous consent at 8:12pm.

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BUDGET HEARING
JUNE 10, 2025
Unofficial Minutes

- I. Meeting called to order at 7:00pm by Chairman D. Blatt. The following were present: Library Director (ex officio) I. Boyer, D. Blatt, D. Terrien, S. Nelson, L. Blose, F. Aiello, J. Krakowski.
- II. The agenda was approved by unanimous consent.
- III. There was no public in attendance.
- IV. The budget for fiscal year 2025-2026
 - Discussion centered on elements within the Operating budget and Capital budget.
 - J. Krakowski made a motion to adopt the 2025-2026 budget and millage rate. It was seconded by L. Bose.
 - Ayes in favor of the budget were 6, nays 0.
- V. Meeting was adjourned at 7:14 pm

10:11 PM

06/17/25

Accrual Basis

Saugatuck-Douglas District Library

Expenses by Vendor Detail

May 20 through June 17, 2025

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	06/05/2025	May cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Allison Loraine				
Check	06/10/2025	Library Lock-In, June 30, 2025	880 · Programs	-220.00
Total Allison Loraine				-220.00
Amazon.com				
Check	06/07/2025	May invoices	729 · Custodial Supplies	-123.95
Check	06/07/2025	May invoices	727 · Office Supplies	-60.16
Check	06/07/2025	May invoices	959.210 · DVDs	-231.58
Check	06/07/2025	May invoices	959.110 · Print Books	-142.78
Check	06/07/2025	May invoices	728 · Collection Expenses	-23.32
Check	06/07/2025	May invoices	730 · Youth Services Supplies	-10.89
Total Amazon.com				-592.68
AR Service LLC				
Check	06/13/2025	Mowing, April - May	930 · Building Maintenance	-260.00
Total AR Service LLC				-260.00
Architectural Digest				
Check	06/01/2025	0007514292, 12 month subscription, exp...	959.120 · Periodicals	-74.99
Total Architectural Digest				-74.99
Boyer, Ingrid				
Check	05/29/2025	Snacks for theater camp	880 · Programs	-42.96
Total Boyer, Ingrid				-42.96
Chicago Magazine				
Check	06/05/2025	Three year subscription	959.120 · Periodicals	-24.00
Total Chicago Magazine				-24.00
Comcast				
Check	05/24/2025	May internet	850 · Phone & Internet	-219.90
Check	05/27/2025	5/10-6/9/25, phone	850 · Phone & Internet	-141.93
Total Comcast				-361.83
Commercial Record				
Check	06/13/2025	budget notices	900 · Publicity & Printing	-112.00
Total Commercial Record				-112.00
Consumers Energy				
Check	06/12/2025	Electric bill	920 · Utilities	-1,278.33
Total Consumers Energy				-1,278.33
Dairy Dayz				
Check	06/10/2025	prize coupons	880 · Programs	-100.00
Total Dairy Dayz				-100.00

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Saugatuck-Douglas District Library
Expenses by Vendor Detail
May 20 through June 17, 2025

Type	Date	Memo	Account	Amount
Demco, Inc.				
Check	06/05/2025	spine labels	728 · Collection Expenses	-21.81
Check	06/05/2025	Paper circuits for Escape Room	880 · Programs	-23.49
Check	06/05/2025	Sticker mosaic for summer reading	880 · Programs	-37.59
Total Demco, Inc.				-82.89
Discover				
Check	06/10/2025	0227820487, expires 7/2027	957 · Technology	-66.95
Total Discover				-66.95
Ebb and Phloem LLC				
Check	05/29/2025	April 2025 plant care	930 · Building Maintenance	-75.00
Total Ebb and Phloem LLC				-75.00
ELM USA, Inc.				
Check	05/29/2025	monthly disc cleaning	728 · Collection Expenses	-48.00
Total ELM USA, Inc.				-48.00
Enfold Systems, Inc.				
Check	05/29/2025	website annual fee, October 2024-Septem...	900 · Publicity & Printing	-132.00
Total Enfold Systems, Inc.				-132.00
EPS				
Check	06/04/2025	Card access, quarterly service	930 · Building Maintenance	-165.00
Check	06/04/2025	Fire alarm, quarterly service	930 · Building Maintenance	-340.53
Check	06/04/2025	Security cameras, quarterly service	930 · Building Maintenance	-150.00
Check	06/17/2025	Invoice #S765807, repair to card access r...	930 · Building Maintenance	-1,466.28
Total EPS				-2,121.81
Gannett News				
Check	05/29/2025	4 week Holland Sentinel subscription	959.120 · Periodicals	-59.01
Total Gannett News				-59.01
Google LLC				
Check	06/01/2025	Google Workspace	957 · Technology	-96.00
Total Google LLC				-96.00
Goy, Sarah				
Check	05/29/2025	Reimbursement, vinyl rolls	727 · Office Supplies	-50.00
Total Goy, Sarah				-50.00
Great Big Canvas				
Check	05/30/2025	Posters for Nutkin's Hide & Seek	730 · Youth Services Supplies	-133.40
Total Great Big Canvas				-133.40
Holland Litho Printing				
Check	05/29/2025	Summer newsletter	900 · Publicity & Printing	-764.28
Check	05/29/2025	Credit	900 · Publicity & Printing	40.39
Total Holland Litho Printing				-723.89

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Saugatuck-Douglas District Library
Expenses by Vendor Detail
May 20 through June 17, 2025

Type	Date	Memo	Account	Amount
Ingram Library Services				
Check	06/09/2025	May invoices	959.110 · Print Books	-2,120.12
Total Ingram Library Services				-2,120.12
Kanopy, Inc.				
Check	06/13/2025	Invoice# 453870 - PPU	959.320 · Digital Content Databases	-147.05
Total Kanopy, Inc.				-147.05
KLSWA				
Check	06/17/2025	April and May water	920 · Utilities	-557.99
Total KLSWA				-557.99
Lake Odessa Community Library				
Check	06/05/2025	Lost book, invoice #5825	956 · Lost materials	-27.00
Total Lake Odessa Community Library				-27.00
Lakeland Library Cooperative				
Check	06/08/2025	PT25-1634, Labor law posters	727 · Office Supplies	-30.00
Total Lakeland Library Cooperative				-30.00
Leslie Howard				
Check	05/29/2025	Library Pub trivia, mixologist	880 · Programs	-150.00
Total Leslie Howard				-150.00
Meijer				
Check	06/07/2025	book rings and velcro tabs for Beyond B...	728 · Collection Expenses	-24.35
Total Meijer				-24.35
Menards				
Check	05/21/2025	hose and caddy, folding chairs	930 · Building Maintenance	-116.53
Total Menards				-116.53
Michaels				
Check	06/01/2025	tie-dye kits	730 · Youth Services Supplies	-67.46
Check	06/02/2025	rainbow loom bands	959.100 · Print Materials	-13.38
Total Michaels				-80.84
Michigan Gas Utilities				
Check	06/05/2025	acct. #0504864801-00002	920 · Utilities	-11.97
Total Michigan Gas Utilities				-11.97
Midwest Living				
Check	06/01/2025	0166356030, 2 year subscription, expires...	959.120 · Periodicals	-30.00
Total Midwest Living				-30.00
Midwest Tape-HOOPLA				
Check	06/13/2025	Invoice #507256763	959.320 · Digital Content Databases	-1,692.97
Total Midwest Tape-HOOPLA				-1,692.97

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Saugatuck-Douglas District Library

Expenses by Vendor Detail

May 20 through June 17, 2025

Type	Date	Memo	Account	Amount
Moeller, Sally				
Check	06/05/2025	Bookkeeping, April & May 2025	801 · Professional Services	-135.00
Total Moeller, Sally				-135.00
New Dawn Linen Service				
Check	06/13/2025	May mat service	930 · Building Maintenance	-53.34
Total New Dawn Linen Service				-53.34
NewYorker				
Check	06/05/2025	Expires Dec 2026	959.120 · Periodicals	-179.99
Total NewYorker				-179.99
Outdoor Discovery Center				
Check	06/10/2025	Library program on June 24, 2025	880 · Programs	-200.00
Total Outdoor Discovery Center				-200.00
OverDrive				
Check	06/09/2025	Book Discussion	959.320 · Digital Content Databases	-34.38
Check	06/09/2025	CPC eaudiobooks	959.320 · Digital Content Databases	-135.97
Check	06/09/2025	CPC ebooks	959.320 · Digital Content Databases	-70.32
Check	06/09/2025	Advantage ebooks	959.310 · E-Books	-197.49
Check	06/09/2025	Great Courses	959.320 · Digital Content Databases	-2.99
Total OverDrive				-441.15
Pawlak-Field, Melissa				
Check	06/10/2025	Library Lock In, June 16 session	880 · Programs	-200.00
Total Pawlak-Field, Melissa				-200.00
Priority Health				
Check	06/01/2025	June premium	701.300 · Health Insurance Compe...	-317.70
Total Priority Health				-317.70
Republic Services				
Check	05/20/2025	quarterly trash	920 · Utilities	-60.13
Total Republic Services				-60.13
RICOH USA, INC (IL)				
Check	06/17/2025	Invoice #5071476448	941 · Copy Machine	-197.75
Total RICOH USA, INC (IL)				-197.75
RICOH USA, INC (TX)				
Check	05/23/2025	copier lease	941 · Copy Machine	-152.89
Total RICOH USA, INC (TX)				-152.89
Sanilac Computer Products/mConsole				
Check	06/10/2025	mConsole yearly support	957 · Technology	-220.00
Total Sanilac Computer Products/mConsole				-220.00
Scholastic Literacy Partnerships				
Check	05/31/2025	gift books for summer reading	880 · Programs	-353.57
Total Scholastic Literacy Partnerships				-353.57

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Accrual Basis

Saugatuck-Douglas District Library

Expenses by Vendor Detail

May 20 through June 17, 2025

Type	Date	Memo	Account	Amount
Sisters in Ink				
Check	06/03/2025	VOID: T-shirt deposit GJE, RGJE create...	880 · Programs	0.00
Check	06/03/2025	t-shirts for tie-dye event - deposit	880 · Programs	-400.00
Check	06/10/2025	t-shirts for tie-dye event	880 · Programs	-740.00
Total Sisters in Ink				-1,140.00
Van Til's Greenhouse				
Check	06/01/2025	flower boxes	930 · Building Maintenance	-512.00
Total Van Til's Greenhouse				-512.00
Wall Street Journal				
Check	05/29/2025	4 week subscription	959.120 · Periodicals	-64.99
Total Wall Street Journal				-64.99
When I Work, Inc.				
Check	06/01/2025	Scheduling and attendance	957 · Technology	-45.00
Total When I Work, Inc.				-45.00
TOTAL				-16,913.07

Saugatuck-Douglas District Library

Balance Sheet

As of June 18, 2025

	Jun 18, 25
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	81,162.31
003 · Square Macatawa 9464	1,509.65
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	9,581.02
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fu...	957,376.28
Total 017 · Michigan CLASS	957,376.28
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	64,265.65
018.02 · U.S. Bank Bond Payment	22,312.38
Total 018 · U.S. Bank SLGS	86,578.03
Total Checking/Savings	1,136,357.29
Other Current Assets	
022 · Accts Receivable	8,903.56
130 · Prepaid Expense	791.00
Total Other Current Assets	9,694.56
Total Current Assets	1,146,051.85
TOTAL ASSETS	1,146,051.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	10.82
210 · Payroll Liabilities	5,828.88
211 · Direct Deposit Liabilities	-8,295.09
220 · Accrued Payroll	9,590.24
223 · Due to F.O.L.	202.60
Total Other Current Liabilities	7,337.45
Total Current Liabilities	7,337.45
Total Liabilities	7,337.45
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	-31,919.20
Total Equity	1,138,714.40
TOTAL LIABILITIES & EQUITY	1,146,051.85

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>
Income				
400 · Millage				
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%
Total 400 · Millage	417,081.58	419,000.00	-1,918.42	99.5%
520 · USF	4,508.05	3,400.00	1,108.05	132.6%
539 · State Aid	5,989.46	5,900.00	89.46	101.5%
608 · Fines & Fees	9,208.24	7,000.00	2,208.24	131.5%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	23,832.98	24,000.00	-167.02	99.3%
655.200 · Herrick-LaketownFunds	12,594.21	12,500.00	94.21	100.8%
Total 655 · Penal Fines	36,427.19	36,500.00	-72.81	99.8%
664 · Interest	945.01	1,000.00	-54.99	94.5%
665 · Investment Earnings	37,639.41	37,000.00	639.41	101.7%
671 · Other Revenue	5,910.89	5,900.00	10.89	100.2%
674.100 · General Donations	3,387.36	3,000.00	387.36	112.9%
675 · FOL	15,284.01	12,000.00	3,284.01	127.4%
Total Income	536,381.20	530,700.00	5,681.20	101.1%
Gross Profit	536,381.20	530,700.00	5,681.20	101.1%
Expense				
701 · Payroll Expenses	294,999.11	293,000.00	1,999.11	100.7%
727 · Office Supplies	2,612.72	2,700.00	-87.28	96.8%
728 · Collection Expenses	3,510.10	4,000.00	-489.90	87.8%
729 · Custodial Supplies	1,270.68	1,200.00	70.68	105.9%
730 · Youth Services Supplies	2,882.36	3,300.00	-417.64	87.3%
731 · Postage	12.76	200.00	-187.24	6.4%
801 · Professional Services	16,412.00	17,200.00	-788.00	95.4%
803 · Coop Services (LLC)	14,792.75	16,000.00	-1,207.25	92.5%
850 · Phone & Internet	3,955.10	4,500.00	-544.90	87.9%
880 · Programs	13,494.44	12,000.00	1,494.44	112.5%
900 · Publicity & Printing	2,818.76	2,500.00	318.76	112.8%
920 · Utilities	29,554.51	30,000.00	-445.49	98.5%
930 · Building Maintenance	36,231.00	40,000.00	-3,769.00	90.6%
941 · Copy Machine	3,812.92	4,600.00	-787.08	82.9%
956 · Lost materials	141.97	300.00	-158.03	47.3%
957 · Technology	7,955.60	8,000.00	-44.40	99.4%
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	21,525.57	27,500.00	-5,974.43	78.3%
959.120 · Periodicals	4,909.54	6,000.00	-1,090.46	81.8%
Total 959.100 · Print Materials	26,791.88	33,500.00	-6,708.12	80.0%

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>
959.200 · Other				
959.210 · DVDs	2,253.18	3,000.00	-746.82	75.1%
959.220 · Audio Books	556.16	400.00	156.16	139.0%
Total 959.200 · Other	2,809.34	3,400.00	-590.66	82.6%
959.300 · Electronic				
959.310 · E-Books	4,197.88	6,000.00	-1,802.12	70.0%
959.320 · Digital Content Databases	27,449.35	32,500.00	-5,050.65	84.5%
Total 959.300 · Electronic	31,647.23	38,500.00	-6,852.77	82.2%
Total 959 · Materials	61,248.45	75,400.00	-14,151.55	81.2%
961 · Travel/Conference	1,719.54	3,000.00	-1,280.46	57.3%
962 · Dues	1,100.00	1,600.00	-500.00	68.8%
964 · Tax Charge Backs	187.44	500.00	-312.56	37.5%
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	508,856.13	530,700.00	-21,843.87	95.9%
Net Income	<u>27,525.07</u>	<u>0.00</u>	<u>27,525.07</u>	<u>100.0%</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	2,926.29	1,800.00	1,126.29	162.6%
Total Income	239,279.48	238,910.00	369.48	100.2%
Gross Profit	239,279.48	238,910.00	369.48	100.2%
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	26,160.74	0.00	26,160.74	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%
Total 971 · New Library Building	48,709.94	75,000.00	-26,290.06	64.9%
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	293,653.70	319,443.00	-25,789.30	91.9%
Net Income	-54,374.22	-80,533.00	26,158.78	67.5%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

June 18, 2025

PROGRAMS

- Summer Kick-Off Foam Party was great. About 200 people attended. There was sidewalk chalk, a prize wheel, free books and lots of foam. The fire department was there with their truck and showered kids with their giant sprinkler. It was just an all-around good time. The weather was perfect. No notes.
- Pride Lecture was also a big hit. Bonnie Harris was an excellent speaker and turn-out was great. Over 90 people attended the lecture. The partnership with the History Center and Community Pride was effortless.
- Other children's programs have also been successful. Families seem to appreciate the variety and quality of the programs we offer.

FINANCE & CONTRIBUTIONS:

- I received the Headlee Packet from Allegan County in time to make minor revisions to the budget proposal which was approved at the Budget Hearing on Tuesday, June 10.

BUILDINGS & GROUNDS:

- The new bulletin board is up in the vestibule!
- Lighting Repair Update: After checking with a few suppliers, we were unable to find any alternate fixtures that are even close to matching the size and style of our current units. So, our current plan is to replace the "guts". The replacement parts only have a one-year warranty, so our electrician is asking for some type of extension. Given our history with these lights, I don't feel good about a single year.
- Key card readers that were damaged in last month's electrical storm have all been replaced.

MARKETING

- The Commercial Record ran an article about the June 4 Pride lecture in their May 28.

COLLECTIONS:

- Jennell Lehman is making steady progress on her inventory/weeding project. She is on-schedule to finish Adult Fiction and Biography before our end-of-summer book sale.
- The new "Early Chapter Series" section is done. Books have been recataloged, shifted and labeled. 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 continue to weed the picture book collection. We have pulled out all the Spanish Language and Bilingual books and given them their own section with better signage. We are also going to be putting Spanish language chapter books and graphic novels in the same section. We have never had high demand for books in Spanish, but we want to have at least a basic collection. Traditionally we have focused on bilingual layouts for younger kids.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

- The staff met on May 28. Our main focus was prepping for summer reading and talking about the new bulletin board policy. Since summer is so busy, we will likely not meet again until late August or early September.
- It has been a joy to have Olivia Holmes our returning college student back on staff for the summer.

TECHNOLOGY

- Nothing to report.

MEETINGS & PARTNERSHIPS

- Nothing to report. Between the end of the fiscal year and the start of summer programs, I have not scheduled or attended any meeting. Literally no meetings with anyone outside of our organization since mid-May!

STATISTICS

Statistical Summary : MARCH 2025				
	Feb-25	Mar-25	Mar-24	
Circulation				
Print	4793	5456	5978	-9%
Hoopla	705	797	759	5%
Overdrive	1321	1392	1286	8%
Kanopy	95	154	160	-4%
SUBTOTAL	6914	7799	8183	-5%
Interlibrary Loan				
Loaned/Sent (Outgoing)	410	421	427	-1%
Borrowed/Received (Incoming)	412	414	539	-23%
Programming				
Number of Programs	49	45	39	15%
Attendance (Kids & Early Lit)	351	296	256	16%
Attendance (Adults)	386	368	345	7%
Technology				
Website Visits	4196	3962	3623	9%
Wifi Usage	1496	1665	1591	5%
Gate Count	3255	4059	4047	0%
New Patrons	17	14	19	-26%

Statistical Summary : APRIL 2025				
	Mar-25	Apr-25	Apr-24	
Circulation				
Print	5456	5020	5205	-4%
Hoopla	797	757	724	5%
Overdrive	1392	1299	1075	21%
Kanopy	154	91	162	-44%
SUBTOTAL	7799	7167	7166	0%
Interlibrary Loan				
Loaned/Sent (Outgoing)	421	434	398	9%
Borrowed/Received (Incoming)	414	378	451	-16%
Programming				
Number of Programs	45	51	39	31%
Attendance (Kids & Early Lit)	296	431	193	123%
Attendance (Adults)	368	357	497	-28%
Technology				
Website Visits	3962	3271	3538	-8%
Wifi Usage	1665	1683	1591	6%
Gate Count	4059	3939	3919	1%
New Patrons	14	29	23	26%

Statistical Summary : MAY 2025				
	Apr-25	May-25	May-24	
Circulation				
Print	5020	5119	4905	4%
Hoopla	757	695	703	-1%
Overdrive	1299	1301	1154	13%
Kanopy	91	220	138	59%
SUBTOTAL	7167	7335	6900	6%
Interlibrary Loan				
Loaned/Sent (Outgoing)	434	344	358	-4%
Borrowed/Received (Incoming)	378	346	420	-18%
Programming				
Number of Programs	51	33	30	10%
Attendance (Kids & Early Lit)	431	357	392	-9%
Attendance (Adults)	357	242	194	25%
Technology				
Website Visits	3271	4068	3248	25%
Wifi Usage	1683	1730	1728	0%
Gate Count	3939	4195	4190	0%
New Patrons	29	18	26	-31%

Saugatuck-Douglas District Library: 2024-2025 Budget

		Approved June 2024	Proposed Amendments March 2025	Revised Budget	Proposed Amendments June 2025	Revised Budget
INCOME						
	Millage - Operating	\$ 419,000.00		\$ 419,000.00	\$ (2,000.00)	\$ 417,000.00
	State Aid	\$ 5,700.00	200.00	\$ 5,900.00		\$ 5,900.00
	Universal Service Fund	\$ 3,000.00	400.00	\$ 3,400.00	\$ 1,000.00	\$ 4,400.00
	Fines & Fees	\$ 5,000.00	2,000.00	\$ 7,000.00	\$ 1,300.00	\$ 8,300.00
	Penal Fines - Other	\$ 24,000.00		\$ 24,000.00	\$ (200.00)	\$ 23,800.00
	Penal Fines - Herrick	\$ 12,500.00		\$ 12,500.00		\$ 12,500.00
	Interest	\$ 1,000.00		\$ 1,000.00	\$ (100.00)	\$ 900.00
	Investment Earnings	\$ 37,000.00		\$ 37,000.00		\$ 37,000.00
	Other Revenue	\$ 4,000.00	1,900.00	\$ 5,900.00		\$ 5,900.00
	Contributions - General	\$ 3,000.00		\$ 3,000.00		\$ 3,000.00
	Contributions - FOL	\$ 10,000.00	2,000.00	\$ 12,000.00		\$ 12,000.00
	TOTAL REVENUE	\$ 524,200.00	6,500.00	\$ 530,700.00	\$ -	\$ 530,700.00
EXPENSES						
	Payroll	\$ 293,000.00		\$ 293,000.00	\$ 3,000.00	\$ 296,000.00
	Office Supplies	\$ 2,700.00		\$ 2,700.00	\$ 400.00	\$ 3,100.00
	Collection Expenses	\$ 2,500.00	1,500.00	\$ 4,000.00		\$ 4,000.00
	Custodial Supplies	\$ 2,100.00	(900.00)	\$ 1,200.00	\$ 400.00	\$ 1,600.00
	Youth Services Supplies	\$ 3,100.00	200.00	\$ 3,300.00		\$ 3,300.00
	Postage	\$ 700.00	(500.00)	\$ 200.00		\$ 200.00
	Professional Services	\$ 18,000.00	(800.00)	\$ 17,200.00		\$ 17,200.00
	Coop Services (LLC)	\$ 16,000.00		\$ 16,000.00	\$ (1,000.00)	\$ 15,000.00
	Phone & Internet	\$ 4,500.00		\$ 4,500.00		\$ 4,500.00
	Programming	\$ 10,000.00	2,000.00	\$ 12,000.00	\$ 3,000.00	\$ 15,000.00
	Publicity & Printing	\$ 2,500.00		\$ 2,500.00	\$ 500.00	\$ 3,000.00
	Utilities	\$ 27,000.00	3,000.00	\$ 30,000.00		\$ 30,000.00
	Building Maintenance	\$ 40,000.00		\$ 40,000.00		\$ 40,000.00
	Copy Machine	\$ 3,600.00	1,000.00	\$ 4,600.00		\$ 4,600.00
	Lost Materials	\$ 300.00		\$ 300.00		\$ 300.00
	Technology	\$ 8,000.00		\$ 8,000.00	\$ 1,000.00	\$ 9,000.00
	Print Books	\$ 27,500.00		\$ 27,500.00	\$ (2,500.00)	\$ 25,000.00
	Periodicals	\$ 6,000.00		\$ 6,000.00	\$ (1,500.00)	\$ 4,500.00
	DVDs	\$ 3,000.00		\$ 3,000.00		\$ 3,000.00
	Audiobooks	\$ 400.00		\$ 400.00	\$ 200.00	\$ 600.00
	eBooks	\$ 6,000.00		\$ 6,000.00	\$ (1,000.00)	\$ 5,000.00
	Digital Content	\$ 32,500.00		\$ 32,500.00	\$ (2,500.00)	\$ 30,000.00
	Conferences & Travel	\$ 3,000.00		\$ 3,000.00		\$ 3,000.00
	Dues	\$ 1,000.00	600.00	\$ 1,600.00		\$ 1,600.00
	Tax Charge Backs	\$ 500.00		\$ 500.00		\$ 500.00
	Insurance	\$ 7,800.00	400.00	\$ 8,200.00		\$ 8,200.00
	Capital Expenditure	\$ 2,500.00		\$ 2,500.00		\$ 2,500.00
	TOTAL EXPENSES	\$ 524,200.00	6,500.00	\$ 530,700.00	\$ -	\$ 530,700.00
	TOTAL PROFIT	\$ -		\$ -		\$ -