

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

September 17, 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 (ad hoc) – minutes attached
 - B. Personnel Committee – minutes attached
- IX. Old/Ongoing Business
 - A. Appointment/Reappointment of Trustees
 - Saugatuck Township – David Blatt reappointed, new term expires September 2029
 - City of the Village of Douglas – Demetrhea Terrien reappointed, new term expires September 2029
 - City of Saugatuck – Larry Blose retiring, interviews scheduled for September 24
- X. New Business
 - A. Election of Officers at October meeting
- XI. Guest: Friends of the Library representative
 - A. Next Meeting: October 15, 2025 at 7:00 pm
- XII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
August 6, 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, Gini Cooper representing the Friends of the Library, Trustees: David Blatt, Janice Krakowski, Demetrhea Terrien, Sara Nelson, and Larry Blose.
- II. The Agenda (See Appendix) *with the addition of "Strategic Plan Update" under New Business* was passed by unanimous consent.
- III. The Minutes from the June 10th meeting and the June 18th meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). David Blatt presented a motion to pay the bills, Demetrhea Terrien seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.
- VI. Financial Report
 - A. Balance sheet was presented by Director Boyer (see Appendix).
 - B. Profit and Loss Statement was presented by Director Boyer (see Appendix).
- VII. The Librarian's Report was presented by Director Boyer (see Appendix).

A Patio Committee meeting and HR Committee meeting are scheduled – both will happen before the September meeting.

We got an award from the Garden Club for our native/pollinator-friendly garden in the front of the building!
- VIII. Committee Reports - None
- IX. Old/Ongoing Business – No updates
- X. New Business
 - A. Appointment/Reappointment of Trustees
Three trustees have terms that are up in September. Two trustees are staying, Larry Blose is stepping down. The City of Saugatuck is posting the opening and they should have someone appointed by the October meeting. At that meeting we will hold elections for officers.
 - B. Strategic Plan Update 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.

ACTIVITY: Complete final construction projects

- *August 2025 Update:*

HED has completed their design. It is now up to the committee to find contractors to do the work. Once a firm is selected, we can consult with HED as needed.

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.

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

- *August 2025 Update: Summer issue went out on schedule. Fall issue is in the works and should be back from the printers around Labor Day. We are working with the Friends of the Library to explore options for wider distribution. As a test, we will print an additional 50 copies of the fall newsletter, which the FOL will distribute throughout the community. They have a list of locations.*

ACTIVITY: Design and launch a new website.

- *Revised Deadline: ~~September 2025~~ March 2026*

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

- *August 2025 Update: We purchased two shelving units and installed felt tiles as a tack board. We also drafted and approved a new Community Bulletin Board Policy. Our puzzle exchange collection is currently stored on the shelves and pamphlets and brochures are displayed on the top shelf.*

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

- *Revised Deadline: ~~September~~ December 2025*

Objective 2.2: Create new programming opportunities for enrichment, learning, and fun.

ACTIVITY: Develop new programs

- *August 2025 Update: New programs include programs on ecology and landscape design presented by the Outdoor Discover Center, fabric dyeing with volunteer DeeDee Hanson, winter film series, puzzle races.*

Objective 2.3: Strengthen collaborative community partnerships.

ACTIVITY: Work with other organizations on programs and initiatives

- *August 2025 Update:*
 - Art Club to sponsor our summer scavenger hunt for kids. They provided money for weekly prizes.
 - Local businesses to donate prizes for tween, teen and adult reading challenges
 - Fire Department attended summer reading kick-off and brought a truck and cooling hose for the event.

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 3.1: Assess current resources and usage by analyzing data, soliciting customer feedback, and reexamining purchasing models.

ACTIVITY: Create and promote digital and analog mechanisms for patron feedback.

- *Revised Deadline: ~~August 2025~~ December 2025*

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

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

- *Revised Deadline: ~~June 2025~~ March 2026*
- *August 2025 Update: We continue to weed picture books. We have separated and created sections for Holiday and Spanish/Bilingual Books. We have also created an "Early Chapter Book" collection by moving titles DOWN from J Fiction and UP from the "I Can Read" collection. In order to make these changes, we shifted things, relabeled items and added signage. "I Can Read" books are now after NonFiction. Early Chapter books are between the "I Can Read" books and the J Fiction. The final step is to organize the Picture Book collection into categories by subject.*

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.

ACTIVITY: Digitize the *Commercial Record*

- *August 2025 Update: We have a signed contract. We now need to send the Clarke our microfilm. Work will begin in October of 2025.*

Note: Carol Dawe is coming to the December meeting. She will talk with us about how to extend the plan to be 5 years instead of 3 so we have more time to complete it.

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

- The Fall Fundraising Dinner will be take out from Farmhouse on September 16. Tickets will be for sale at the Library from August 26 – September 8.
- The Friends will be soliciting donations for the Silent Auction shortly after Labor Day. They collect auction items for 2 months. The auction runs from November 6-20.

XII. Next Meeting: September 17, 2025 at 7:00pm

XIII. Janice Krakowski made a motion to adjourn. Adjournment by unanimous consent at 7:39pm.

6:30 PM
09/15/25
Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
August 5 through September 15, 2025

Type	Date	Memo	Account	Amount
ALA				
Check	08/23/2025	annual memberships	962 · Dues	-265.00
Total ALA				-265.00
All Surface Building Services LLC				
Check	08/25/2025	August cleaning, Invoice #3425	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Amazon.com				
Check	08/11/2025	July invoices	729 · Custodial Supplies	-133.99
Check	08/11/2025	July invoices	727 · Office Supplies	-42.65
Check	08/11/2025	July invoices	959.210 · DVDs	-315.67
Check	08/11/2025	July invoices	959.110 · Print Books	-34.82
Check	08/11/2025	July invoices	730 · Youth Services Supplies	-16.95
Check	09/04/2025	August invoices	729 · Custodial Supplies	-135.84
Check	09/04/2025	August invoices	727 · Office Supplies	-17.88
Check	09/04/2025	August invoices	959.210 · DVDs	-245.53
Check	09/04/2025	August invoices	959.110 · Print Books	-65.37
Check	09/04/2025	August invoices	957 · Technology	-79.99
Total Amazon.com				-1,088.69
American Button Machines				
Check	09/12/2025	Button making supplies	730 · Youth Services Supplies	-142.81
Total American Button Machines				-142.81
Big Apple Bagels				
Check	08/19/2025	bagels and cream cheese for ACLA meeti...	727 · Office Supplies	-49.44
Total Big Apple Bagels				-49.44
Central Michigan University				
Check	08/28/2025	Newspaper digitization project, deposit	970 · Capital Expenditures	-6,880.00
Total Central Michigan University				-6,880.00
Comcast				
Check	08/25/2025	August 2025 internet	850 · Phone & Internet	-219.90
Check	08/27/2025	8/10/25-9/9/25, phone	850 · Phone & Internet	-142.20
Total Comcast				-362.10
Commercial Record				
Check	09/04/2025	Used book sale ad	900 · Publicity & Printing	-180.00
Total Commercial Record				-180.00
ConsumerReports				
Check	09/04/2025	annual renewal	959.120 · Periodicals	-35.00
Total ConsumerReports				-35.00
Consumers Energy				
Check	08/13/2025	Electric bill	920 · Utilities	-1,834.59
Check	09/11/2025	Electric bill	920 · Utilities	-2,058.15
Total Consumers Energy				-3,892.74

6:30 PM
09/15/25
Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
August 5 through September 15, 2025

Type	Date	Memo	Account	Amount
Dairy Dayz				
Check	08/28/2025	prize coupons for summer reading challe...	880 · Programs	-68.00
Total Dairy Dayz				-68.00
Ebb and Phloem LLC				
Check	08/13/2025	July plant care	930 · Building Maintenance	-75.00
Total Ebb and Phloem LLC				-75.00
ELM USA, Inc.				
Check	08/23/2025	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
EPS				
Check	09/04/2025	Video surveillance, quarterly service	930 · Building Maintenance	-150.00
Check	09/04/2025	Access control, quarterly service	930 · Building Maintenance	-165.00
Check	09/04/2025	Fire alarm, quarterly service	930 · Building Maintenance	-340.53
Total EPS				-655.53
Foster Swift				
Check	08/23/2025	Attorney/client conference	801 · Professional Services	-102.00
Total Foster Swift				-102.00
Gannett News				
Check	08/29/2025	4 week Holland Sentinel subscription	959.120 · Periodicals	-59.01
Total Gannett News				-59.01
Go Daddy.com				
Check	09/08/2025	domain registration renewal	900 · Publicity & Printing	-43.18
Total Go Daddy.com				-43.18
Google LLC				
Check	09/02/2025	Google Workspace	957 · Technology	-96.00
Total Google LLC				-96.00
Goy, Sarah				
Check	08/23/2025	Reimbursement, vinyl rolls	727 · Office Supplies	-50.00
Total Goy, Sarah				-50.00
Hargadon, Steve				
Check	09/10/2025	Online training series on Library Wellness	961 · Travel/Conference	-299.00
Total Hargadon, Steve				-299.00
Heimler, Nick				
Check	08/25/2025	Erate basic maintenance	801 · Professional Services	-422.50
Total Heimler, Nick				-422.50
Herrick District Library				
Check	08/07/2025	Lost books, invoice #2026-00004	956 · Lost materials	-58.98
Total Herrick District Library				-58.98

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Saugatuck-Douglas District Library
Expenses by Vendor Detail
August 5 through September 15, 2025

Type	Date	Memo	Account	Amount
Ingram Library Services				
Check	08/07/2025	July invoices	959.110 · Print Books	-2,223.30
Check	09/04/2025	August invoices	959.110 · Print Books	-1,933.82
Total Ingram Library Services				-4,157.12
Kanopy, Inc.				
Check	08/13/2025	Invoice #461418 - PPU	959.320 · Digital Content Databases	-124.95
Check	09/04/2025	Invoice #466116	959.320 · Digital Content Databases	-92.65
Total Kanopy, Inc.				-217.60
KLSWA				
Check	09/01/2025	July water	920 · Utilities	-445.56
Total KLSWA				-445.56
Library Journal				
Check	08/11/2025	Expires October 2026	959.120 · Periodicals	-179.00
Total Library Journal				-179.00
Meijer				
Check	08/24/2025	hand soap	729 · Custodial Supplies	-21.15
Total Meijer				-21.15
Menards				
Check	08/18/2025	gloves and mask for ice dyeing program	880 · Programs	-17.44
Total Menards				-17.44
Michaels				
Check	08/07/2025	Nutkin hide-and-seek prizes	880 · Programs	-56.11
Check	08/25/2025	Cricut vinyl	727 · Office Supplies	-34.48
Total Michaels				-90.59
Michigan Gas Utilities				
Check	09/04/2025	acct. #0504864801-00002	920 · Utilities	-12.39
Total Michigan Gas Utilities				-12.39
Midwest Tape-HOOPLA				
Check	08/13/2025	Invoice #507535277	959.320 · Digital Content Databases	-1,892.38
Check	09/04/2025	Invoice #507677628	959.320 · Digital Content Databases	-1,842.03
Total Midwest Tape-HOOPLA				-3,734.41
Moeller, Sally				
Check	09/04/2025	August bookkeeping	801 · Professional Services	-105.00
Total Moeller, Sally				-105.00
MotherEarthNews				
Check	08/23/2025	0000140890, 2 year, expiresd January 20...	959.120 · Periodicals	-77.95
Total MotherEarthNews				-77.95

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Saugatuck-Douglas District Library
Expenses by Vendor Detail
August 5 through September 15, 2025

Type	Date	Memo	Account	Amount
OverDrive				
Check	08/23/2025	Book Discussion	959.320 · Digital Content Databases	-36.76
Check	08/23/2025	CPC eaudiobooks	959.320 · Digital Content Databases	-124.72
Check	08/23/2025	CPC ebooks	959.320 · Digital Content Databases	-114.08
Check	08/23/2025	Advantage ebooks	959.310 · E-Books	-360.22
Check	09/04/2025	Book Discussion	959.320 · Digital Content Databases	-61.78
Check	09/04/2025	CPC eaudiobooks	959.320 · Digital Content Databases	-106.49
Check	09/04/2025	CPC ebooks	959.320 · Digital Content Databases	-125.97
Total OverDrive				-930.02
Priority Health				
Check	09/01/2025	September premium	701.300 · Health Insurance Compe...	-317.70
Total Priority Health				-317.70
Psychology Today				
Check	08/23/2025	2106620467, 3 year subscription expires ...	959.120 · Periodicals	-39.97
Total Psychology Today				-39.97
Republic Services				
Check	08/09/2025	quarterly trash	920 · Utilities	-60.13
Total Republic Services				-60.13
RICOH USA, INC (IL)				
Check	09/04/2025	Invoice #5071921742	941 · Copy Machine	-628.83
Total RICOH USA, INC (IL)				-628.83
RICOH USA, INC (TX)				
Check	08/23/2025	copier lease	941 · Copy Machine	-152.89
Total RICOH USA, INC (TX)				-152.89
Roots Wild				
Check	08/23/2025	Landscaping maintenance, mugwort rem...	930 · Building Maintenance	-2,209.43
Total Roots Wild				-2,209.43
T Mobile				
Check	08/11/2025	hotspots	959.320 · Digital Content Databases	-114.50
Total T Mobile				-114.50
U.S. Bank				
Check	08/12/2025	Invoice #2951894	991 · Debt Service - Principal	-130,000.00
Check	08/12/2025	Invoice #2951894	992 · Debt Service - Interest	-58,784.38
Total U.S. Bank				-188,784.38
Wall Street Journal				
Check	08/21/2025	4 week subscription	959.120 · Periodicals	-64.99
Total Wall Street Journal				-64.99
When I Work, Inc.				
Check	09/01/2025	Scheduling and attendance	957 · Technology	-45.00
Total When I Work, Inc.				-45.00
TOTAL				-218,251.03

Balance Sheet

As of September 15, 2025

	Sep 15, 25
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	48,988.29
003 · Square Macatawa 9464	2,256.27
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	9,587.06
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	693,438.28
Total 017 · Michigan CLASS	693,438.28
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	64,620.56
018.02 · U.S. Bank Bond Payment	22,435.59
Total 018 · U.S. Bank SLGS	87,056.15
Total Checking/Savings	841,476.05
Other Current Assets	
022 · Accts Receivable	8,903.56
130 · Prepaid Expense	791.00
Total Other Current Assets	9,694.56
Total Current Assets	851,170.61
TOTAL ASSETS	851,170.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	20.57
210 · Payroll Liabilities	6,891.20
211 · Direct Deposit Liabilities	-47.93
220 · Accrued Payroll	9,590.24
224 · Deferred Revenue	2,262.00
Total Other Current Liabilities	18,716.08
Total Current Liabilities	18,716.08
Total Liabilities	18,716.08
Equity	
390 · Fund Balance	153,132.41
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	-294,127.62
Total Equity	832,454.53
TOTAL LIABILITIES & EQUITY	851,170.61

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	<u>Jul '25 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
400 · Millage				
400.100 · COVODouglas	0.00	110,000.00	-110,000.00	0.0%
400.200 · City	228.40	106,000.00	-105,771.60	0.2%
400.300 · Twp	0.00	223,000.00	-223,000.00	0.0%
Total 400 · Millage	228.40	439,000.00	-438,771.60	0.1%
405 · Bond Levy				
405.100 · COVODouglas	0.00	61,500.00	-61,500.00	0.0%
405.200 · City	0.00	60,000.00	-60,000.00	0.0%
405.300 · Twp	0.00	123,000.00	-123,000.00	0.0%
Total 405 · Bond Levy	0.00	244,500.00	-244,500.00	0.0%
520 · USF	1,490.93	9,500.00	-8,009.07	15.7%
539 · State Aid	3,128.10	5,900.00	-2,771.90	53.0%
608 · Fines & Fees	2,532.81	8,000.00	-5,467.19	31.7%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	4,586.75	22,000.00	-17,413.25	20.8%
655.200 · Herrick-LaketownFunds	3,430.04	11,000.00	-7,569.96	31.2%
Total 655 · Penal Fines	8,016.79	33,000.00	-24,983.21	24.3%
664 · Interest	162.13	0.00	162.13	100.0%
665 · Investment Earnings	10,097.64	27,000.00	-16,902.36	37.4%
671 · Other Revenue	0.00	5,000.00	-5,000.00	0.0%
674 · Contributions	0.00	3,000.00	-3,000.00	0.0%
675 · FOL	1,523.45	17,000.00	-15,476.55	9.0%
697 · Transfer from Capital Fund	0.00	57,000.00	-57,000.00	0.0%
698 · Transfer from Restricted Fund	0.00	73,000.00	-73,000.00	0.0%
699 · Transfer from Fund Balance	0.00	20,000.00	-20,000.00	0.0%
Total Income	28,020.22	941,900.00	-913,879.78	3.0%
Gross Profit	28,020.22	941,900.00	-913,879.78	3.0%
Expense				
701 · Payroll Expenses	76,107.65	308,880.00	-232,772.35	24.6%
727 · Office Supplies	444.28	2,900.00	-2,455.72	15.3%
728 · Collection Expenses	975.32	3,500.00	-2,524.68	27.9%
729 · Custodial Supplies	427.77	1,300.00	-872.23	32.9%
730 · Youth Services Supplies	369.61	3,820.00	-3,450.39	9.7%
731 · Postage	16.84	50.00	-33.16	33.7%
801 · Professional Services	1,219.50	17,500.00	-16,280.50	7.0%
803 · Coop Services (LLC)	3,742.75	16,800.00	-13,057.25	22.3%
850 · Phone & Internet	724.01	4,500.00	-3,775.99	16.1%
880 · Programs	1,876.88	13,650.00	-11,773.12	13.8%
900 · Publicity & Printing	598.18	6,400.00	-5,801.82	9.3%
920 · Utilities	6,140.75	30,000.00	-23,859.25	20.5%
930 · Building Maintenance	8,939.12	43,000.00	-34,060.88	20.8%
941 · Copy Machine	934.61	5,000.00	-4,065.39	18.7%
956 · Lost materials	58.98	300.00	-241.02	19.7%
957 · Technology	802.99	9,500.00	-8,697.01	8.5%

	<u>Jul '25 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	6,458.83	26,000.00	-19,541.17	24.8%
959.120 · Periodicals	696.93	6,300.00	-5,603.07	11.1%
Total 959.100 · Print Materials	7,155.76	32,300.00	-25,144.24	22.2%
959.200 · Other				
959.210 · DVDs	825.61	3,000.00	-2,174.39	27.5%
959.220 · Audio Books	41.32	0.00	41.32	100.0%
Total 959.200 · Other	866.93	3,000.00	-2,133.07	28.9%
959.300 · Electronic				
959.310 · E-Books	1,055.18	6,000.00	-4,944.82	17.6%
959.320 · Digital Content Databases	7,188.90	34,450.00	-27,261.10	20.9%
Total 959.300 · Electronic	8,244.08	40,450.00	-32,205.92	20.4%
Total 959 · Materials	16,266.77	75,750.00	-59,483.23	21.5%
961 · Travel/Conference	299.00	3,150.00	-2,851.00	9.5%
962 · Dues	390.00	1,500.00	-1,110.00	26.0%
964 · Tax Charge Backs	-113.99	500.00	-613.99	-22.8%
965 · Insurance	4,126.00	8,900.00	-4,774.00	46.4%
970 · Capital Expenditures	9,129.99	67,500.00	-58,370.01	13.5%
971 · New Library Building	0.00	73,000.00	-73,000.00	0.0%
991 · Debt Service - Principal	130,000.00	130,000.00	0.00	100.0%
992 · Debt Service - Interest	58,784.38	115,618.00	-56,833.62	50.8%
Total Expense	322,261.39	943,018.00	-620,756.61	34.2%
Net Income	<u><u>-294,241.17</u></u>	<u><u>-1,118.00</u></u>	<u><u>-293,123.17</u></u>	<u><u>26,318.5%</u></u>

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

September 17, 2025

PROGRAMS

- Check out the newsletter for information on all the programs and events.
- Early September is a busy time for families. In order to let everyone adjust to school and fall sports schedules, we usually wait till later in September to start our children's programming. Storytimes and afterschool programs begin next week. Our first ever pop-up video gaming session for older kids is this Thursday, September 18.
- For adults, we are trying a new series featuring local authors this fall. We will be hosting three speakers on three separate evenings.
- Save the date! We are hosting another all-ages holiday/winter event in December. For the last two years, we had reindeer. This year we are featuring sled dogs. The Lakeshore Model Railroaders will have their holiday train layouts and we are also using the event to kick off our winter IditaREAD challenge. The reading challenge concludes in March; coinciding with the real Iditarod.

FINANCE & CONTRIBUTIONS:

- Our audit scheduled for September 30. We will once again be working with DeLong & Brower.
- We received a donation of \$554 from Karen Dunn, a long-time patron and supporter.
- The Friends of the Library raised over \$1500 in their end of the summer blowout sale.
- Quickbooks, our bookkeeping and payroll service is adding a per employee monthly fee for payroll services. Most months we will be charged \$3.00/employee. This will come to about \$360 annually.

BUILDINGS & GROUNDS:

- Lighting Repair Update: The replacement parts were delivered to our electrician on September 15, just in time to be included in this report. Work will be schedule in the next week or two.
- The HVAC issues have been resolved. The replacement coil which was out of stock for months, finally shipped and was installed on Thursday, September 11. The system has been running well since then.
- We are in the process of getting quotes for our backyard landscaping project. As a starting point, the committee identified 4 potential contractors. I've reached out to all of them and have heard back from 3 of the 4. We met with one company last week and have meetings scheduled with two others in the next two weeks.

MARKETING

- The Commercial Record mentioned the Library in the list of Garden Club award winners last month, accompanied by a lovely photo.
- The fall issue of the Library's newsletter was returned from the printer the first week of September. On a trial basis, the Friends of the Library will be helping us distribute our newsletter to some new locations. We printed an additional 50 copies this issue which they have distributed to various organizations and local businesses. They will report back on how many issues are being claimed.

COLLECTIONS:

- Our inventory project is about 98% complete. All that is left is some of the Large Print collection and magazines. We are finishing well ahead of our March deadline.
- We have just three shelves left in our picture book weeding project.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

- Jennell Lehman has decided to step back from her full-time position as Head of Collections. She will be continuing with reduced hours and responsibilities. She is now going to be working about 24 hours a week, down from 35. Fortunately, she is willing to keep doing almost all of the specialized tasks included in her job description. She is also willing, on occasion, to work extra hours on special projects like the seed library and the reorganization of the non-fiction section. Marlee and I have come up with a revised schedule that we think will work for all staff. Heidi Vandepoel, who has worked for us the last two summers, has agreed to work Tuesday mornings and will also sub as needed. We are going to see how things go with the revised schedule and will re-evaluate later in the fall.
- Marlee Alexander will be attending a 4-part online training series on Wellness in Libraries. She has given a good report following the first session.
- Marlee will be opting out of our health insurance coverage beginning next month. She will be added to her spouse's plan.
- All staff will be attending the Allegan County Library Association's training event on September 17 at the Gun Lake Tribes Jijak Camp near the casino. I will be presenting at one of the breakout sessions on "Becoming a Libby Super-User." Erin Hill-VanHorn will be facilitating the Youth Services round table discussion.

TECHNOLOGY

- Nothing to report.

MEETINGS & PARTNERSHIPS

- August 21: Allegan County Library Association quarterly meeting. We were the hosts, but held the meeting at the History Center because our space was being used for a program. We spent the entire meeting planning the staff training day scheduled for September 17.
- September 11: Lakeland Library Cooperative board meeting and Advisory Committee meeting. There was some talk about
- September 12: Library of Michigan's Virtual Directors meeting. There was lots of talk about library funding at both the state and federal level. There is still lots of uncertainty. No one is willing to make any promises.

STATISTICS

Statistical Summary : JULY 2025				
	Jun-25	Jul-25	Jul-24	
Circulation				
Print	6097	7314	7298	0%
Hoopla	663	771	723	7%
Overdrive	1239	1487	1131	31%
Kanopy	98	122	159	-23%
SUBTOTAL	8097	9694	9311	4%
Interlibrary Loan				
Loaned/Sent (Outgoing)	457	496	468	6%
Borrowed/Received (Incoming)	471	522	467	12%
Programming				
Number of Programs	35	53	41	29%
Attendance (Kids & Early Lit)	961	834	668	25%
Attendance (Adults)	298	177	150	18%
Technology				
Website Visits	4660	3914	3418	15%
Wifi Usage	1762	1950	2110	-8%
Gate Count	5306	5777	6113	-5%
New Patrons	28	44	32	38%

Statistical Summary : AUGUST 2025				
	Jul-25	Aug-25	Aug-24	
Circulation				
Print	7314	6026	6263	-4%
Hoopla	771	760	732	4%
Overdrive	1487	1405	1183	19%
Kanopy	122	99	169	-41%
SUBTOTAL	9694	8290	8347	-1%
Interlibrary Loan				
Loaned/Sent (Outgoing)	496	450	411	9%
Borrowed/Received (Incoming)	522	395	505	-22%
Programming				
Number of Programs	53	18	11	64%
Attendance (Kids & Early Lit)	834	42	63	-33%
Attendance (Adults)	177	205	123	67%
Technology				
Website Visits	3914	3738	2917	28%
Wifi Usage	1950	1805	1905	-5%
Gate Count	5777	4800	4716	2%
New Patrons	44	25	29	-14%

Personnel Committee

September 12, 2025

UNOFFICIAL MINUTES

Ingrid Boyer, Frank Aiello, Sara Nelson

- I. Meeting called to order at approximately 3:00 pm
- II. We continued our review of the Human Resources manual which we began in April. Much of our discussion was related to benefits, including the possibility of adding paid parental leave and short-term disability insurance. Once review is completed, the document will be submitted to our attorney for review.
- III. Next meeting scheduled for October 1 at 1:00 pm
- IV. Meeting adjourned at approximately 4:30 pm

Respectfully submitted by Ingrid Boyer

Patio Committee

August 28, 2025

UNOFFICIAL MINUTES

Ingrid Boyer, Marlee Alexander, Janice Krakowski, Sara Nelson

- I. Meeting called to order at approximately 9:07am
- II. General Approach: present the HED plan to potential contractors for bids, with the emphasis on hardscaping paths and patios. We will be clear that the footprint of the plan is important, but we are open to alternate suggestions for materials and techniques.
- III. We identified the following list of potential landscape contractors based on personal knowledge and local reputation. Ingrid will reach out to them for further discussion and project proposals/bids
 - a. Kramer Services
 - b. GMS
 - c. Roots Wild
 - d. Outdoor Discovery Center
- IV. Meeting adjourned at approximately 10:00 am

Respectfully submitted by Ingrid Boyer