

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
September 17, 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, Janice Krakowski, Demetrhea Terrien, Sara Nelson, and Larry Blose.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the August 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, 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).

Director Boyer noted that the Allegan County Library Association's training event went well. (All staff attended.)

Demetrhea Terrien shared that Randy Walker is excited about what the Library is offering and shared the Library newsletter at a recent city council meeting.

Janice Krakowski asked about the unfinished sentence under Meetings & Partnerships in the report. Director Boyer explained that there isn't a lot to say at the moment. The Lakeland Library Cooperative board gave details on the state budget, but both are a mess right now. On the federal side, despite the whole organization being shut down by executive order, the legislative branch is still appropriating funds. Federal money goes to things like MeLcat. Everything is up in the air – there will be another report next month.

VIII. Committee Reports

- A. Patio Committee (ad hoc) – (See Appendix)

We've met with Roots Wild (they currently do our plantings out front), we have a meeting with GMS tomorrow, (Thursday, September 18, 2025) and we are meeting with the Outdoor Discovery Center next Thursday. (September 25, 2025)

Janice Krakowski expressed concern about Mugwort (invasive species).

Director Boyer and Frank Aiello explained that getting rid of Mugwort is a difficult process and will take a few years before it is gone.

B. Personnel Committee – (See Appendix)

Director Boyer and Sara Nelson asked the board if short term disability insurance and paid parental leave is something the Personnel Committee should pursue. Demetrhea Terrien said yes to exploring the options. David Blatt asked about group insurance. Director Boyer said it was an idea at one point, but fell flat. Short term disability is a pretty affordable benefit to offer. Everyone agreed that the committee should continue working on this.

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

Director Boyer explained that on the day of the meeting, the slate will be on the agenda, but trustees can self-nominate during the meeting. There are 4 officers: (1 year term) president, vice president, treasurer, and secretary.

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

- We had the annual Fall Fundraising Dinner on Tuesday, September 16. (Takeout from Farmhouse) We sold 109 tickets and received some donations, so we don't have a total yet, but we're pretty sure we hit the target of \$3,000.
- We just approved the cost of paperback books for Big Read.
- We raised \$1,503 from the big blowout book sale in August.
- Work has begun (getting donations from local businesses) on the Silent Auction (November 6-20).
- Sara Nelson asked if tickets for the Fall Dinner could be purchased online. Christi Allen said that is a possibility for next year.

XII. Next Meeting: October 15, 2025 at 7:00pm

Note: Director Boyer acknowledged Larry Blose for all the work he has done for the Library over the years. *Thank you Larry!*

XIII. David Blatt made a motion to adjourn. Adjournment by unanimous consent at 7:50pm.

Saugatuck-Douglas District Library  
Expenses by Vendor Detail  
September 16 through October 13, 2025

| Type                                     | Date       | Memo                                       | Account                       | Amount    |
|------------------------------------------|------------|--------------------------------------------|-------------------------------|-----------|
| <b>All Surface Building Services LLC</b> |            |                                            |                               |           |
| Check                                    | 09/19/2025 | September cleaning, Invoice #3484          | 930 · Building Maintenance    | -995.00   |
| Total All Surface Building Services LLC  |            |                                            |                               | -995.00   |
| <b>Amazon.com</b>                        |            |                                            |                               |           |
| Check                                    | 10/13/2025 | September invoices                         | 729 · Custodial Supplies      | -134.92   |
| Check                                    | 10/13/2025 | September invoices                         | 727 · Office Supplies         | -32.99    |
| Check                                    | 10/13/2025 | September invoices                         | 959.210 · DVDs                | -141.57   |
| Check                                    | 10/13/2025 | September invoices                         | 959.110 · Print Books         | -24.89    |
| Check                                    | 10/13/2025 | September invoices                         | 730 · Youth Services Supplies | -38.66    |
| Check                                    | 10/13/2025 | September invoices                         | 930 · Building Maintenance    | -8.02     |
| Total Amazon.com                         |            |                                            |                               | -381.05   |
| <b>AR Service LLC</b>                    |            |                                            |                               |           |
| Check                                    | 10/12/2025 | Invoice #1113, September mowing            | 930 · Building Maintenance    | -195.00   |
| Total AR Service LLC                     |            |                                            |                               | -195.00   |
| <b>Christian Science Monitor</b>         |            |                                            |                               |           |
| Check                                    | 09/29/2025 | 4 week subscription                        | 959.120 · Periodicals         | -15.00    |
| Total Christian Science Monitor          |            |                                            |                               | -15.00    |
| <b>Citizens Insurance/Hanover Ins.</b>   |            |                                            |                               |           |
| Check                                    | 09/19/2025 | WHI 7596621 19                             | 965 · Insurance               | -493.00   |
| Total Citizens Insurance/Hanover Ins.    |            |                                            |                               | -493.00   |
| <b>Comcast</b>                           |            |                                            |                               |           |
| Check                                    | 09/25/2025 | September internet                         | 850 · Phone & Internet        | -219.90   |
| Check                                    | 09/27/2025 | 9/10/25-10/9/25, phone                     | 850 · Phone & Internet        | -142.20   |
| Total Comcast                            |            |                                            |                               | -362.10   |
| <b>Consumers Energy</b>                  |            |                                            |                               |           |
| Check                                    | 10/13/2025 | Electric bill                              | 920 · Utilities               | -1,395.87 |
| Total Consumers Energy                   |            |                                            |                               | -1,395.87 |
| <b>Cricut</b>                            |            |                                            |                               |           |
| Check                                    | 09/23/2025 | cricut downloadable                        | 727 · Office Supplies         | -0.99     |
| Total Cricut                             |            |                                            |                               | -0.99     |
| <b>Demco, Inc.</b>                       |            |                                            |                               |           |
| Check                                    | 10/12/2025 | Invoice #7709284, book covers & spine l... | 728 · Collection Expenses     | -449.82   |
| Total Demco, Inc.                        |            |                                            |                               | -449.82   |
| <b>Ebb and Phloem LLC</b>                |            |                                            |                               |           |
| Check                                    | 09/29/2025 | August plant care                          | 930 · Building Maintenance    | -75.00    |
| Check                                    | 10/12/2025 | September plant care                       | 930 · Building Maintenance    | -75.00    |
| Total Ebb and Phloem LLC                 |            |                                            |                               | -150.00   |
| <b>ELM USA, Inc.</b>                     |            |                                            |                               |           |
| Check                                    | 10/12/2025 | monthly disc cleaning                      | 728 · Collection Expenses     | -25.00    |
| Total ELM USA, Inc.                      |            |                                            |                               | -25.00    |

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Expenses by Vendor Detail  
September 16 through October 13, 2025

| Type                                  | Date       | Memo                                     | Account                             | Amount    |
|---------------------------------------|------------|------------------------------------------|-------------------------------------|-----------|
| <b>Gannett News</b>                   |            |                                          |                                     |           |
| Check                                 | 09/30/2025 | 4 week Holland Sentinel subscription     | 959.120 · Periodicals               | -59.01    |
| Total Gannett News                    |            |                                          |                                     | -59.01    |
| <b>Google LLC</b>                     |            |                                          |                                     |           |
| Check                                 | 10/01/2025 | Google Workspace                         | 957 · Technology                    | -109.86   |
| Total Google LLC                      |            |                                          |                                     | -109.86   |
| <b>Grand Rapids Children's Museum</b> |            |                                          |                                     |           |
| Check                                 | 09/27/2025 | Circulating membership, 12 months        | 959.100 · Print Materials           | -250.00   |
| Total Grand Rapids Children's Museum  |            |                                          |                                     | -250.00   |
| <b>Heimler, Nick</b>                  |            |                                          |                                     |           |
| Check                                 | 10/12/2025 | New kids computer and touchscreen mon... | 970 · Capital Expenditures          | -569.98   |
| Check                                 | 10/13/2025 | Consulting services, invoice #1569       | 801 · Professional Services         | -585.00   |
| Total Heimler, Nick                   |            |                                          |                                     | -1,154.98 |
| <b>Herrick District Library</b>       |            |                                          |                                     |           |
| Check                                 | 10/12/2025 | Lost books, invoice #2026-00018          | 956 · Lost materials                | -31.98    |
| Total Herrick District Library        |            |                                          |                                     | -31.98    |
| <b>Holland Litho Printing</b>         |            |                                          |                                     |           |
| Check                                 | 09/19/2025 | Fall newsletter                          | 900 · Publicity & Printing          | -708.83   |
| Total Holland Litho Printing          |            |                                          |                                     | -708.83   |
| <b>Ingram Library Services</b>        |            |                                          |                                     |           |
| Check                                 | 10/12/2025 | September invoices                       | 959.110 · Print Books               | -2,372.16 |
| Total Ingram Library Services         |            |                                          |                                     | -2,372.16 |
| <b>Kanopy, Inc.</b>                   |            |                                          |                                     |           |
| Check                                 | 10/12/2025 | Invoice #470551 - PPU                    | 959.320 · Digital Content Databases | -181.05   |
| Total Kanopy, Inc.                    |            |                                          |                                     | -181.05   |
| <b>KLSWA</b>                          |            |                                          |                                     |           |
| Check                                 | 10/01/2025 | August water                             | 920 · Utilities                     | -483.01   |
| Total KLSWA                           |            |                                          |                                     | -483.01   |
| <b>Lakeland Library Cooperative</b>   |            |                                          |                                     |           |
| Check                                 | 09/19/2025 | Invoice #PT25-1759, movie license        | 880 · Programs                      | -449.00   |
| Check                                 | 10/12/2025 | Quarterly billing, Invoice #26-18251     | 803 · Coop Services (LLC)           | -3,998.85 |
| Check                                 | 10/13/2025 | Overdrive quarterly, Invoice #PT26-1793  | 959.310 · E-Books                   | -610.72   |
| Total Lakeland Library Cooperative    |            |                                          |                                     | -5,058.57 |
| <b>Maintenance Management, Inc.</b>   |            |                                          |                                     |           |
| Check                                 | 09/19/2025 | July - August mowing                     | 930 · Building Maintenance          | -520.00   |
| Total Maintenance Management, Inc.    |            |                                          |                                     | -520.00   |
| <b>Michigan Gas Utilities</b>         |            |                                          |                                     |           |
| Check                                 | 10/12/2025 | acct. #0504864801-00002                  | 920 · Utilities                     | -13.68    |
| Total Michigan Gas Utilities          |            |                                          |                                     | -13.68    |

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September 16 through October 13, 2025

| Type                           | Date       | Memo                                   | Account                             | Amount    |
|--------------------------------|------------|----------------------------------------|-------------------------------------|-----------|
| <b>Midwest Tape-HOOPLA</b>     |            |                                        |                                     |           |
| Check                          | 10/12/2025 | Invoice #507820869                     | 959.320 · Digital Content Databases | -1,777.18 |
| Total Midwest Tape-HOOPLA      |            |                                        |                                     | -1,777.18 |
| <b>Moeller, Sally</b>          |            |                                        |                                     |           |
| Check                          | 09/29/2025 | September bookkeeping                  | 801 · Professional Services         | -120.00   |
| Total Moeller, Sally           |            |                                        |                                     | -120.00   |
| <b>New Dawn Linen Service</b>  |            |                                        |                                     |           |
| Check                          | 10/12/2025 | Jul-Sept mat service                   | 930 · Building Maintenance          | -186.69   |
| Total New Dawn Linen Service   |            |                                        |                                     | -186.69   |
| <b>OverDrive</b>               |            |                                        |                                     |           |
| Check                          | 10/12/2025 | Book Discussion                        | 959.320 · Digital Content Databases | -47.97    |
| Check                          | 10/12/2025 | CPC eaudiobooks                        | 959.320 · Digital Content Databases | -113.03   |
| Check                          | 10/12/2025 | CPC ebooks                             | 959.320 · Digital Content Databases | -41.53    |
| Check                          | 10/12/2025 | Advantage ebook                        | 959.310 · E-Books                   | -43.99    |
| Total OverDrive                |            |                                        |                                     | -246.52   |
| <b>Ransom District Library</b> |            |                                        |                                     |           |
| Check                          | 09/29/2025 | ACLA Training day lunches              | 961 · Travel/Conference             | -120.00   |
| Total Ransom District Library  |            |                                        |                                     | -120.00   |
| <b>RICOH USA, INC (TX)</b>     |            |                                        |                                     |           |
| Check                          | 09/23/2025 | copier lease                           | 941 · Copy Machine                  | -152.89   |
| Total RICOH USA, INC (TX)      |            |                                        |                                     | -152.89   |
| <b>Scientific American</b>     |            |                                        |                                     |           |
| Check                          | 10/03/2025 | 1 year subscription, expires 10/3/2026 | 959.120 · Periodicals               | -79.00    |
| Total Scientific American      |            |                                        |                                     | -79.00    |
| <b>T Mobile</b>                |            |                                        |                                     |           |
| Check                          | 09/23/2025 | hotspots                               | 959.320 · Digital Content Databases | -113.55   |
| Total T Mobile                 |            |                                        |                                     | -113.55   |
| <b>Teachers Pay Teachers</b>   |            |                                        |                                     |           |
| Check                          | 09/30/2025 | downloadables, crafts                  | 730 · Youth Services Supplies       | -2.00     |
| Total Teachers Pay Teachers    |            |                                        |                                     | -2.00     |
| <b>Tech Logic</b>              |            |                                        |                                     |           |
| Check                          | 10/12/2025 | annual self-check licenses             | 957 · Technology                    | -1,340.03 |
| Total Tech Logic               |            |                                        |                                     | -1,340.03 |
| <b>U.S. Bank</b>               |            |                                        |                                     |           |
| Check                          | 10/07/2025 | Invoice #7792401, paying agent fee     | 801 · Professional Services         | -600.00   |
| Total U.S. Bank                |            |                                        |                                     | -600.00   |
| <b>Wall Street Journal</b>     |            |                                        |                                     |           |
| Check                          | 09/18/2025 | 4 week subscription                    | 959.120 · Periodicals               | -64.99    |
| Total Wall Street Journal      |            |                                        |                                     | -64.99    |

| Type                    | Date       | Memo                      | Account          | Amount     |
|-------------------------|------------|---------------------------|------------------|------------|
| When I Work, Inc.       |            |                           |                  |            |
| Check                   | 10/01/2025 | Scheduling and attendance | 957 · Technology | -45.00     |
| Total When I Work, Inc. |            |                           |                  | -45.00     |
| TOTAL                   |            |                           |                  | -20,253.81 |

**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> |
|--------------------------------------|------------------------|-------------------|-----------------------|--------------------|
| <b>Income</b>                        |                        |                   |                       |                    |
| 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%               |
| <b>Total 400 · Millage</b>           | <b>228.40</b>          | <b>439,000.00</b> | <b>-438,771.60</b>    | <b>0.1%</b>        |
| 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%               |
| <b>Total 405 · Bond Levy</b>         | <b>0.00</b>            | <b>244,500.00</b> | <b>-244,500.00</b>    | <b>0.0%</b>        |
| 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                   | 3,105.58               | 8,000.00          | -4,894.42             | 38.8%              |
| 655 · Penal Fines                    |                        |                   |                       |                    |
| 655.100 · Penal Fines Allegan County | 6,415.02               | 22,000.00         | -15,584.98            | 29.2%              |
| 655.200 · Herrick-LaketownFunds      | 3,430.04               | 11,000.00         | -7,569.96             | 31.2%              |
| <b>Total 655 · Penal Fines</b>       | <b>9,845.06</b>        | <b>33,000.00</b>  | <b>-23,154.94</b>     | <b>29.8%</b>       |
| 664 · Interest                       | 162.13                 | 0.00              | 162.13                | 100.0%             |
| 665 · Investment Earnings            | 6,642.57               | 27,000.00         | -20,357.43            | 24.6%              |
| 671 · Other Revenue                  | 2,262.00               | 5,000.00          | -2,738.00             | 45.2%              |
| 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%               |
| <b>Total Income</b>                  | <b>29,477.98</b>       | <b>941,900.00</b> | <b>-912,422.02</b>    | <b>3.1%</b>        |
| <b>Gross Profit</b>                  | <b>29,477.98</b>       | <b>941,900.00</b> | <b>-912,422.02</b>    | <b>3.1%</b>        |
| <b>Expense</b>                       |                        |                   |                       |                    |
| 701 · Payroll Expenses               | 98,569.82              | 308,880.00        | -210,310.18           | 31.9%              |
| 727 · Office Supplies                | 558.24                 | 2,900.00          | -2,341.76             | 19.2%              |
| 728 · Collection Expenses            | 1,450.14               | 3,500.00          | -2,049.86             | 41.4%              |
| 729 · Custodial Supplies             | 562.69                 | 1,300.00          | -737.31               | 43.3%              |
| 730 · Youth Services Supplies        | 413.76                 | 3,820.00          | -3,406.24             | 10.8%              |
| 731 · Postage                        | 16.84                  | 50.00             | -33.16                | 33.7%              |
| 801 · Professional Services          | 2,809.50               | 17,500.00         | -14,690.50            | 16.1%              |
| 803 · Coop Services (LLC)            | 7,741.60               | 16,800.00         | -9,058.40             | 46.1%              |
| 850 · Phone & Internet               | 1,448.85               | 4,500.00          | -3,051.15             | 32.2%              |
| 880 · Programs                       | 2,325.88               | 13,650.00         | -11,324.12            | 17.0%              |
| 900 · Publicity & Printing           | 1,307.01               | 6,400.00          | -5,092.99             | 20.4%              |
| 920 · Utilities                      | 8,033.31               | 30,000.00         | -21,966.69            | 26.8%              |
| 930 · Building Maintenance           | 10,993.83              | 43,000.00         | -32,006.17            | 25.6%              |
| 941 · Copy Machine                   | 1,240.39               | 5,000.00          | -3,759.61             | 24.8%              |
| 956 · Lost materials                 | 90.96                  | 300.00            | -209.04               | 30.3%              |
| 957 · Technology                     | 2,297.88               | 9,500.00          | -7,202.12             | 24.2%              |

|                                        | <u>Jul '25 - Ju...</u>    | <u>Budget</u>           | <u>\$ Over Bud...</u>     | <u>% of Budget</u>      |
|----------------------------------------|---------------------------|-------------------------|---------------------------|-------------------------|
| <b>959 · Materials</b>                 |                           |                         |                           |                         |
| <b>959.100 · Print Materials</b>       |                           |                         |                           |                         |
| 959.110 · Print Books                  | 8,809.55                  | 26,000.00               | -17,190.45                | 33.9%                   |
| 959.120 · Periodicals                  | 929.93                    | 6,300.00                | -5,370.07                 | 14.8%                   |
| <b>Total 959.100 · Print Materials</b> | 10,004.03                 | 32,300.00               | -22,295.97                | 31.0%                   |
| <b>959.200 · Other</b>                 |                           |                         |                           |                         |
| 959.210 · DVDs                         | 967.18                    | 3,000.00                | -2,032.82                 | 32.2%                   |
| 959.220 · Audio Books                  | 41.32                     | 0.00                    | 41.32                     | 100.0%                  |
| <b>Total 959.200 · Other</b>           | 1,008.50                  | 3,000.00                | -1,991.50                 | 33.6%                   |
| <b>959.300 · Electronic</b>            |                           |                         |                           |                         |
| 959.310 · E-Books                      | 1,709.89                  | 6,000.00                | -4,290.11                 | 28.5%                   |
| 959.320 · Digital Content Databases    | 9,349.66                  | 34,450.00               | -25,100.34                | 27.1%                   |
| <b>Total 959.300 · Electronic</b>      | 11,059.55                 | 40,450.00               | -29,390.45                | 27.3%                   |
| <b>Total 959 · Materials</b>           | 22,072.08                 | 75,750.00               | -53,677.92                | 29.1%                   |
| <b>961 · Travel/Conference</b>         | 419.00                    | 3,150.00                | -2,731.00                 | 13.3%                   |
| <b>962 · Dues</b>                      | 1,181.00                  | 1,500.00                | -319.00                   | 78.7%                   |
| <b>964 · Tax Charge Backs</b>          | -113.99                   | 500.00                  | -613.99                   | -22.8%                  |
| <b>965 · Insurance</b>                 | 4,619.00                  | 8,900.00                | -4,281.00                 | 51.9%                   |
| <b>970 · Capital Expenditures</b>      | 9,699.97                  | 67,500.00               | -57,800.03                | 14.4%                   |
| <b>971 · New Library Building</b>      | 0.00                      | 73,000.00               | -73,000.00                | 0.0%                    |
| <b>991 · Debt Service - Principal</b>  | 130,000.00                | 130,000.00              | 0.00                      | 100.0%                  |
| <b>992 · Debt Service - Interest</b>   | 58,784.38                 | 115,618.00              | -56,833.62                | 50.8%                   |
| <b>Total Expense</b>                   | 366,522.14                | 943,018.00              | -576,495.86               | 38.9%                   |
| <b>Net Income</b>                      | <u><u>-337,044.16</u></u> | <u><u>-1,118.00</u></u> | <u><u>-335,926.16</u></u> | <u><u>30,147.1%</u></u> |

Saugatuck-Douglas District Library  
**Balance Sheet**  
As of October 13, 2025

|                                        | Oct 13, 25        |
|----------------------------------------|-------------------|
| <b>ASSETS</b>                          |                   |
| <b>Current Assets</b>                  |                   |
| <b>Checking/Savings</b>                |                   |
| 001 · Checking Regular 2041            | 71,234.68         |
| 003 · Square Macatawa 9464             | 1,056.27          |
| 010 · PettyCash                        | 150.00            |
| 012 · Huntington Construct Chkg 8303   | 9,587.06          |
| 017 · Michigan CLASS                   |                   |
| 017.01 · Michigan CLASS - General Fund | 638,438.28        |
| 017 · Michigan CLASS - Other           | -610.72           |
| <b>Total 017 · Michigan CLASS</b>      | <b>637,827.56</b> |
| 018 · U.S. Bank SLGS                   |                   |
| 018.01 · U.S. Bank Construction        | 64,620.56         |
| 018.02 · U.S. Bank Bond Payment        | 22,435.59         |
| <b>Total 018 · U.S. Bank SLGS</b>      | <b>87,056.15</b>  |
| <b>Total Checking/Savings</b>          | <b>806,911.72</b> |
| <b>Other Current Assets</b>            |                   |
| 022 · Accts Receivable                 | 10,509.52         |
| <b>Total Other Current Assets</b>      | <b>10,509.52</b>  |
| <b>Total Current Assets</b>            | <b>817,421.24</b> |
| <b>TOTAL ASSETS</b>                    | <b>817,421.24</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                   |
| <b>Liabilities</b>                     |                   |
| <b>Current Liabilities</b>             |                   |
| <b>Other Current Liabilities</b>       |                   |
| 209 · Health Ins Payable               | 72.31             |
| 210 · Payroll Liabilities              | 11,464.46         |
| 211 · Direct Deposit Liabilities       | -47.93            |
| 220 · Accrued Payroll                  | 13,568.44         |
| 223 · Due to F.O.L.                    | 290.50            |
| <b>Total Other Current Liabilities</b> | <b>25,347.78</b>  |
| <b>Total Current Liabilities</b>       | <b>25,347.78</b>  |
| <b>Total Liabilities</b>               | <b>25,347.78</b>  |
| <b>Equity</b>                          |                   |
| 390 · Fund Balance                     | 154,867.25        |
| 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                             | -336,243.53       |
| <b>Total Equity</b>                    | <b>792,073.46</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>817,421.24</b> |

## **LIBRARIAN'S REPORT**

Submitted by Ingrid Steen Boyer

October 15, 2025

### PROGRAMS

- We were selected as a last minute partner for the Great Michigan Read program and we will be hosting author Curtis Chin on Tuesday, October 28. We are partnering with the Woman's Club and the History Center. The author event is being held at the Woman's Club. We will be receiving at least 10 copies of Chin's memoir, *Everything I Learned, I Learned in a Chinese Restaurant*. This is a year-long program and we will be looking at ways to facilitate discussions later in the year. This is usually a competitive grant, but apparently they needed to fill a last minute gap and approached us. The Book Nook of Saugatuck will be selling books at the event.
- Our first local author event was held on Sunday afternoon. It was a really lovely session with about 20 people in attendance. Wendy Grombeck sold out the copies of her book and donated the proceeds to the Library – over \$200.

### FINANCE & CONTRIBUTIONS:

- We are in the middle of our annual audit. Our auditors began work on September 30. I am expecting a final call with them sometime this week.
- The Friends of the Library approved another year of plant care, sled dog presenters, and giveaway books for a kids Book Walk at our Tracks & Tails event.

### BUILDINGS & GROUNDS:

- We are still in the process of getting quotes for our backyard landscaping project. We have met with three landscaping companies and have received one proposal (from Roots Wild). We expect the other two proposals in the next few weeks.

### MARKETING

- The Commercial Record ran an article about our local author series in the September 18 edition.

### COLLECTIONS:

- Our inventory project is DONE!
- We are currently weeding our adult non-fiction collection. This is one of the preliminary steps that needs to happen in advance of our de-Dewification cataloging project.
- We have just three shelves left in our picture book weeding project. Still. (We did not make any progress on this project since the last board meeting.)

### HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

- All staff attended the Allegan County Library Association's training event on September 17 at the Gun Lake Tribe's Jijak Camp. It was a pretty good event and I think we all came away with some new ideas and also appreciated the day away.

### TECHNOLOGY

- We replaced one of our children's computers. It was an all-in-one unit whose touch-screen monitor was damaged, making the entire computer un-usable. The replacement station is two separate components (computer and touch-screen monitor). This is cheaper and easier to replace if damaged.
- We also replaced one of our patron catalog computers which was not compatible with Windows 11.

## MEETINGS & PARTNERSHIPS

- September 24: Saugatuck Mayor Holly Anderson and I interviewed two candidates for the open trustee seat. Holly will be making her recommendation at the Saugatuck City Council meeting on October 14.
- September 25: I attended the Lakeland Continuing Education committee meeting.
- October 6: Erin Hill-VanHorn and I attended the Lakeland Youth Services meeting at the Hackley Library in Muskegon.
- October 11: I attended the Lakeland Library Cooperative board and advisory committee meetings.
- October 12: I attended the Library of Michigan Directors virtual meeting. There was lots of talk about funding and the dysfunctional state budget process. Everyone is feeling very relieved that the budget passed with adequate funding for libraries. There is still uncertainty about the federal budget, the state of IMLS and what will happen in October of 2026.

## STATISTICS

### **Statistical Summary : SEPTEMBER 2025**

|                               | Aug-25 | Sep-25 | Sep-24 |      |
|-------------------------------|--------|--------|--------|------|
| <b>Circulation</b>            |        |        |        |      |
| Print                         | 6026   | 5081   | 5337   | -5%  |
| Hoopla                        | 760    | 732    | 736    | -1%  |
| Overdrive                     | 1405   | 1475   | 1110   | 33%  |
| Kanopy                        | 99     | 162    | 177    | -8%  |
| SUBTOTAL                      | 8290   | 7450   | 7360   | 1%   |
| <b>Interlibrary Loan</b>      |        |        |        |      |
| Loaned/Sent (Outgoing)        | 450    | 429    | 397    | 8%   |
| Borrowed/Received (Incoming)  | 395    | 322    | 406    | -21% |
| <b>Programming</b>            |        |        |        |      |
| Number of Programs            | 18     | 24     | 17     | 41%  |
| Attendance (Kids & Early Lit) | 42     | 230    | 114    | 102% |
| Attendance (Adults)           | 205    | 226    | 97     | 133% |
| <b>Technology</b>             |        |        |        |      |
| Website Visits                | 3738   | 3319   | 3291   | 1%   |
| Wifi Usage                    | 1805   | 1765   | 1730   | 2%   |
| <b>Gate Count</b>             | 4800   | 3841   | 3498   | 10%  |
| <b>New Patrons</b>            | 25     | 21     | 23     | -9%  |

Personnel Committee

October 3, 2025

*UNOFFICIAL MINUTES*

Ingrid Boyer, Frank Aiello, Sara Nelson

- I. Meeting called to order at approximately 1:00 pm
- II. We continued our review of the Human Resources manual which we began in April. Based on the board's feedback at the September meeting, we are continuing to seek out proposals for short-term disability coverage. We have one quote and the price is reasonable. We are also waiting to hear back from the Buursma Agency who we have worked with successfully on health insurance. They have very good customer service. Ingrid has a meeting scheduled with another rep on October 16.
- III. Ingrid will submit our current draft of the HR manual to our attorney.
- IV. Meeting adjourned at approximately 1:45 pm

Respectfully submitted by Ingrid Boyer

## **2026 Meeting Schedule**

### **Saugatuck-Douglas District Library Board of Trustees**

The board will meet at 7pm on the 3<sup>rd</sup> Wednesday of the month, with the exception of combined meeting for July/August and November/December.

**January 21, 2026**

**February 18, 2026**

**March 18, 2026**

**April 15, 2026**

**May 20, 2026**

**June 17, 2026 – Includes Annual Budget Hearing**

**August 5, 2026**

**September 16, 2026**

**October 21, 2026**

**December 2, 2026**

**Online Bill Payment Policy:** The Saugatuck-Douglas District Library Director is authorized to make e-payments for bills below \$300, and for all bills on a list of approved vendors approved annually by the Library Board.

**Proposed Vendors for Online Bill Pay (\* indicates new vendor):**

Utilities:

- Consumers Energy
- Michigan Gas
- Republic (Trash)
- Kalamazoo Lake Water and Sewer
- Comcast

Building Maintenance

- All Surface Building Services (cleaning)
- EPS (fire and security)
- Roots Wild (landscaping)\*
- AR Service LLC (mowing & snow removal)\*
- R.W. LaPine (HVAC-service contract)

Professional Services

- Nick Heimler (IT)
- Foster Swift (attorneys)

Materials

- Ingram
- Kanopy
- Midwest Tape (Hoopla)
- Overdrive
- Library Ideas

RICOH (copier)

Lakeland Library Cooperative

Constant Contact (email marketing service)

T-Mobile (hotspots)

Tech Logic (self-checkout stations)

Michigan Municipal Risk Management Authority (insurance)

Citizens Insurance/Hanover Insurance (workers compensation insurance)

Intuit (accounting software)

Enfold Systems (website)

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**BOARD MEETING**

October 15, 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. Personnel Committee - minutes attached
- IX. Old/Ongoing Business - none
- X. New Business
  - A. Election of Officers – Slate
    - President – Sara Nelson
    - Vice President – Frank Aiello
    - Treasurer – David Blatt
    - Secretary – David Blatt
  - B. Proposed Meeting Schedule 2026
  - C. Proposed list of pre-approved vendors
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: December 3, 2025 at 7:00 pm
- XIII. Adjournment