

**SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**BOARD MEETING**

**January 21, 2026**

- I. Call the Meeting to Order
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Public Comment
- V. Strategic Plan Update
- VI. Bills
- VII. Financial Reports
  - A. Balance Sheet
  - B. Profit & Loss
- VIII. Librarian's Report
- IX. Committee Reports - None
- X. Old/Ongoing Business
- XI. New Business
  - A. Short Term Disability Insurance
- XII. Guest: Friends of the Library representative
- XIII. Next Meeting: February 18, 2026 at 7:00 pm
- XIV. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
December 3, 2025  
Unofficial Minutes

I. Meeting Called to order at 7:02pm by Frank Aiello. The following were present: Library Director (ex officio) Ingrid Boyer, Janet Eder representing the Friends of the Library, Trustees: David Blatt, Demetrea Terrien, Frank Aiello, Sara Nelson, and Janice Krakowski.

II. David Blatt presented a motion to approve the agenda (see Appendix), Demetrea Terrien seconded the motion. The motion was passed by unanimous consent.

III. Demetrea Terrien presented a motion to approve the Minutes from the October meeting (see Appendix), Frank Aiello seconded the motion. The motion was passed by unanimous consent.

IV. No public comment

V. Guest: Carol Dawe from Lakeland Library Cooperative

Carol gave a presentation about what is expected of library board members, public comment, basics about millages, and strategic plans. After the presentation, Carol answered board member questions.

VI. Strategic Plan Update

The board will read and discuss at the next meeting.

VII. Library bills were presented by Director Boyer (See Appendix). David Blatt presented a motion to pay the bills, Sarah Nelson seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.

VIII. Financial Report

- A. Balance sheet was presented by Director Boyer (see Appendix).
- B. Profit and Loss Statement was presented by Director Boyer (see Appendix).

IX. The Librarian's Report was presented by Director Boyer (see Appendix).

X. Committee Reports

- A. Patio Committee – minutes attached

XI. Old/Ongoing Business

- A. Backyard Improvement Proposals
  - Outdoor Discovery Proposal: \$160,000 (not to exceed)
  - Roots Wild Proposal: \$36,000

Demetrhea Terrien presented a motion to approve the backyard improvement proposals with the Outdoor Discovery Center doing the hardscaping and playscape at \$160,000 (not to exceed) and Roots Wild for the plantings at \$36,000, Frank Aiello seconded the motion. David Blatt asked where the money is coming from. Director Boyer explained that some would come from the New Building Fund (spending down), up to \$60,000 from the Friends of the Library, individual donors who have confirmed \$15,000, and the Capital Improvement Fund. The motion was passed with 5 members voting yes and 0 members voting no.

## XII. New Business

### A. Website Design Proposal: Weblinx - \$10,800

David Blatt presented a motion to approve the website with Weblinx for \$10,800, Sarah Nelson seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.

## XIII. Guest: Friends of the Library representative (Janet Eder)

- The FOL fundraising season has ended. The Friends raised \$7,000 from the silent auction.
- Kirstin Carr is the new vice president, Jessica Gray is secretary. Gini Cooper will stay on as president through June, 2026.

## XIV. Next Meeting: January 21, 2026 at 7:00pm

XV. David Blatt presented a motion to adjourn, Demetrhea Terrien seconded the motion. Adjournment by unanimous consent at 8:24pm.

9:28 AM

01/19/26

Accrual Basis

**Saugatuck-Douglas District Library**  
**Expenses by Vendor Detail**  
**December 1, 2025 through January 19, 2026**

Type	Date	Memo	Account	Amount
<b>All Surface Building Services LLC</b>				
Check	12/19/2025	December cleaning, invoice # 3636	930 · Building Maintenance	-995.00
Check	01/16/2026	January cleaning, invoice # 3684	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-1,990.00
<b>Amazon.com</b>				
Check	12/15/2025	November invoices	729 · Custodial Supplies	-66.70
Check	12/15/2025	November invoices	727 · Office Supplies	-44.71
Check	12/15/2025	November invoices	959.210 · DVDs	-203.41
Check	12/15/2025	November invoices	959.110 · Print Books	-185.38
Check	12/15/2025	November invoices	730 · Youth Services Supplies	-35.89
Check	12/15/2025	November invoices	880 · Programs	-120.39
Check	12/15/2025	November invoices	728 · Collection Expenses	-80.00
Check	01/09/2026	December invoices	729 · Custodial Supplies	-63.62
Check	01/09/2026	December invoices	728 · Collection Expenses	-19.95
Check	01/09/2026	December invoices	959.210 · DVDs	-364.29
Check	01/09/2026	December invoices	959.110 · Print Books	-110.63
Check	01/09/2026	December invoices	730 · Youth Services Supplies	-35.99
Total Amazon.com				-1,330.96
<b>AR Service LLC</b>				
Check	01/07/2026	Nov./Dec snow removal, invoice #1183	930 · Building Maintenance	-980.00
Total AR Service LLC				-980.00
<b>Christian Science Monitor</b>				
Check	12/04/2025	4 week subscription	959.120 · Periodicals	-15.00
Check	12/26/2025	4 week subscription	959.120 · Periodicals	-15.00
Total Christian Science Monitor				-30.00
<b>Coloma News Agency</b>				
Check	12/23/2025	Annual subscription 11/12/2025-11/10/2...	959.120 · Periodicals	-1,651.00
Total Coloma News Agency				-1,651.00
<b>Comcast</b>				
Check	12/27/2025	12/10/25-1/9/26 phone	850 · Phone & Internet	-149.12
Check	12/29/2025	December internet	850 · Phone & Internet	-219.90
Total Comcast				-369.02
<b>Consumers Energy</b>				
Check	12/12/2025	Electric bill	920 · Utilities	-1,605.72
Check	01/09/2026	Electric bill	920 · Utilities	-2,407.00
Total Consumers Energy				-4,012.72
<b>Crystal Blue Sled Dogs</b>				
Check	12/13/2025	VOID: Sled dog event at Saugatuck-Dou...	880 · Programs	0.00
Total Crystal Blue Sled Dogs				0.00
<b>Delong &amp; Brower, P.C.</b>				
Check	12/03/2025	Audit for fiscal year 2024-25	801 · Professional Services	-8,000.00
Total Delong & Brower, P.C.				-8,000.00
<b>Demco, Inc.</b>				
Check	01/07/2026	Invoice #742656	728 · Collection Expenses	-129.75
Check	01/16/2026	Invoice #7750190	728 · Collection Expenses	-123.95

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**Saugatuck-Douglas District Library**  
**Expenses by Vendor Detail**  
**December 1, 2025 through January 19, 2026**

Type	Date	Memo	Account	Amount
Total Demco, Inc.				-253.70
<b>Displays2go</b>				
Check	12/04/2025	mobile whiteboard	975 · Furnishings	-509.95
Total Displays2go				-509.95
<b>Ebb and Phloem LLC</b>				
Check	12/03/2025	November plant care, flower box fall clea...	930 · Building Maintenance	-125.00
Total Ebb and Phloem LLC				-125.00
<b>ELM USA, Inc.</b>				
Check	12/23/2025	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
<b>EPS</b>				
Check	12/03/2025	Fire alarm, quarterly service	930 · Building Maintenance	-340.53
Check	12/03/2025	Card access system, quarterly service	930 · Building Maintenance	-165.00
Check	12/03/2025	Video surveillance, quarterly service	930 · Building Maintenance	-150.00
Total EPS				-655.53
<b>Felt Right</b>				
Check	12/01/2025	Tiles for wainscoting and white board	975 · Furnishings	-681.08
Check	12/15/2025	Tiles for wainscoting and white board	975 · Furnishings	-681.08
Total Felt Right				-1,362.16
<b>Gannett News</b>				
Check	12/01/2025	4 week Holland Sentinel subscription	959.120 · Periodicals	-59.01
Check	12/30/2025	4 week Holland Sentinel subscription	959.120 · Periodicals	-59.01
Total Gannett News				-118.02
<b>Google LLC</b>				
Check	12/01/2025	Google Workspace	957 · Technology	-112.00
Check	01/01/2026	Google Workspace	957 · Technology	-112.00
Total Google LLC				-224.00
<b>Heimler, Nick</b>				
Check	12/23/2025	Invoice #1708, consulting services	801 · Professional Services	-325.00
Check	01/16/2026	Invoice #1789, MIBS January-March 2026	801 · Professional Services	-285.00
Total Heimler, Nick				-610.00
<b>Herrick District Library</b>				
Check	01/07/2026	Lost books, invoice #2026-00027	956 · Lost materials	-20.98
Total Herrick District Library				-20.98
<b>Holland Litho Printing Service</b>				
Check	01/05/2026	Invoice #203872, postage for January 20...	900 · Publicity & Printing	-518.49
Check	01/05/2026	Invoice #203732-1, printing Winter/Spri...	900 · Publicity & Printing	-780.83
Total Holland Litho Printing Service				-1,299.32
<b>Ingram Library Services</b>				
Check	12/03/2025	November invoices	959.110 · Print Books	-1,134.31
Check	01/07/2026	December invoices	959.110 · Print Books	-436.22
Total Ingram Library Services				-1,570.53

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**Expenses by Vendor Detail**  
**December 1, 2025 through January 19, 2026**

Type	Date	Memo	Account	Amount
<b>Kanopy, Inc.</b>				
Check	12/03/2025	Invoice #479666 - PPU	959.320 · Digital Content Databases	-160.65
Check	01/07/2026	Invoice #483505-PPU	959.320 · Digital Content Databases	-204.00
		Total Kanopy, Inc.		-364.65
<b>Keala Venema</b>				
Check	01/07/2026	Futuretime String band, concert	880 · Programs	-400.00
		Total Keala Venema		-400.00
<b>KLSWA</b>				
Check	12/01/2025	October water	920 · Utilities	-280.13
Check	01/01/2026	November water	920 · Utilities	-220.60
		Total KLSWA		-500.73
<b>Kyle Ondersma</b>				
Check	01/07/2026	Beekeeping presentation	880 · Programs	-300.00
		Total Kyle Ondersma		-300.00
<b>Lakeland Library Cooperative</b>				
Check	12/19/2025	Transparent Languages, invoice # PT26...	959.310 · E-Books	-945.00
Check	01/07/2026	Quarterly Overdrive	959.310 · E-Books	-610.72
Check	01/08/2026	Quarterly fees	803 · Coop Services (LLC)	-3,998.85
		Total Lakeland Library Cooperative		-5,554.57
<b>Library Network, The</b>				
Check	12/23/2025	Deep freeze licenses, invoice #77356	957 · Technology	-88.20
		Total Library Network, The		-88.20
<b>Meijer</b>				
Check	12/12/2025	furniture sliders and craft supplies	930 · Building Maintenance	-8.48
Check	12/12/2025	furniture sliders and craft supplies	730 · Youth Services Supplies	-11.57
		Total Meijer		-20.05
<b>Michaels</b>				
Check	12/06/2025	craft supplies, Tracks & Tails	730 · Youth Services Supplies	-45.95
Check	12/12/2025	craft supplies, Tracks & Tails	730 · Youth Services Supplies	-41.83
		Total Michaels		-87.78
<b>Michigan Gas Utilities</b>				
Check	12/03/2025	acct. #0504864801-00002	920 · Utilities	-15.06
Check	01/07/2026	acct. #0504864801-00002	920 · Utilities	-33.16
		Total Michigan Gas Utilities		-48.22
<b>Michigan Municipal Risk Management Author</b>				
Check	12/03/2025	Policy #M0001328, R0001328	965 · Insurance	-3,826.00
Check	12/03/2025	Policy #M0001328, R0001328	965 · Insurance	-300.00
		Total Michigan Municipal Risk Management Author		-4,126.00
<b>Midwest Tape-HOOPLA</b>				
Check	12/03/2025	Invoice #508108669	959.320 · Digital Content Databases	-1,624.29
Check	01/07/2026	Invoice #508251135	959.320 · Digital Content Databases	-1,744.40
		Total Midwest Tape-HOOPLA		-3,368.69

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Accrual Basis

**Saugatuck-Douglas District Library**  
**Expenses by Vendor Detail**  
**December 1, 2025 through January 19, 2026**

Type	Date	Memo	Account	Amount
<b>Moeller, Sally</b>				
Check	01/07/2026	December bookkeeping	801 · Professional Services	-120.00
Total Moeller, Sally				-120.00
<b>New Dawn Linen Service</b>				
Check	12/03/2025	November mat service, Invoice #s 64431,...	930 · Building Maintenance	-53.34
Check	01/07/2026	December mat service, Invoice #s 65793,...	930 · Building Maintenance	-53.34
Total New Dawn Linen Service				-106.68
<b>OverDrive</b>				
Check	12/15/2025	Book Discussion	959.320 · Digital Content Databases	-77.70
Check	12/15/2025	CPC eaudiobooks	959.320 · Digital Content Databases	-123.91
Check	12/15/2025	CPC ebooks	959.320 · Digital Content Databases	-175.06
Check	12/15/2025	Advantage ebook	959.310 · E-Books	-525.48
Check	12/15/2025	Craftsy	959.320 · Digital Content Databases	-2.99
Check	01/07/2026	Book Discussion	959.320 · Digital Content Databases	-74.60
Check	01/07/2026	CPC eaudiobooks	959.320 · Digital Content Databases	-101.09
Check	01/07/2026	CPC ebooks	959.320 · Digital Content Databases	-92.98
Check	01/07/2026	Advantage ebook	959.310 · E-Books	-150.25
Total OverDrive				-1,324.06
<b>Republic Services</b>				
Check	12/17/2025	quarterly trash, adjustment	920 · Utilities	-2.39
Total Republic Services				-2.39
<b>RICOH USA, INC (IL)</b>				
Check	12/15/2025	Invoice #5072401128	941 · Copy Machine	-394.65
Total RICOH USA, INC (IL)				-394.65
<b>RICOH USA, INC (TX)</b>				
Check	12/23/2025	copier lease	941 · Copy Machine	-152.89
Total RICOH USA, INC (TX)				-152.89
<b>Rolling Stone</b>				
Check	12/26/2025	Subscription thru February 2027	959.120 · Periodicals	-109.95
Total Rolling Stone				-109.95
<b>Roots Wild</b>				
Check	12/15/2025	Deposit for backyard project	972 · Construction	-3,589.67
Total Roots Wild				-3,589.67
<b>Ruth-anne Cooke</b>				
Check	12/30/2025	Sled dog program	880 · Programs	-200.00
Total Ruth-anne Cooke				-200.00
<b>Sammys Party on Wheels LLC</b>				
Check	01/07/2026	Invoice #8218, deposit for June 11 foam ...	880 · Programs	-220.00
Total Sammys Party on Wheels LLC				-220.00
<b>Sisters in Ink</b>				
Check	12/15/2025	sandwich board for Tracks and Tails	900 · Publicity & Printing	-80.00
Total Sisters in Ink				-80.00

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**Saugatuck-Douglas District Library**  
**Expenses by Vendor Detail**  
**December 1, 2025 through January 19, 2026**

Type	Date	Memo	Account	Amount
<b>Sow True Seed</b>				
Check	01/08/2026	Seed donation, shipping only	959.110 · Print Books	-8.59
Total Sow True Seed				-8.59
<b>T Mobile</b>				
Check	12/24/2025	hotspots	959.320 · Digital Content Databases	-121.20
Total T Mobile				-121.20
<b>Walgreens</b>				
Check	12/10/2025	craft supplies	730 · Youth Services Supplies	-6.59
Total Walgreens				-6.59
<b>Wall Street Journal</b>				
Check	12/11/2025	4 week subscription	959.120 · Periodicals	-64.99
Total Wall Street Journal				-64.99
<b>Weblinx, Inc.</b>				
Check	12/15/2025	Invoice # 35608, website design services,...	970 · Capital Expenditures	-2,700.00
Total Weblinx, Inc.				-2,700.00
<b>When I Work, Inc.</b>				
Check	12/01/2025	Scheduling and attendance	957 · Technology	-45.00
Check	01/08/2026	Scheduling and attendance	957 · Technology	-45.00
Total When I Work, Inc.				-90.00
<b>Zenwork Inc.</b>				
Check	01/16/2026	1099 efiling charge through Intuit	727 · Office Supplies	-26.99
Total Zenwork Inc.				-26.99
<b>TOTAL</b>				<b><u>-49,315.43</u></b>

## Saugatuck-Douglas District Library

## Balance Sheet

As of January 19, 2026

Jan 19, 26

## ASSETS

## Current Assets

## Checking/Savings

001 · Checking Regular 2041	228,406.01
003 · Square Macatawa 9464	1,383.97
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	14,326.81
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	597,262.22

Total 017 · Michigan CLASS	597,262.22
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## 018 · U.S. Bank SLGS

018.01 · U.S. Bank Construction	35,143.02
018.02 · U.S. Bank Bond Payment	22,435.59

Total 018 · U.S. Bank SLGS	57,578.61
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## Total Checking/Savings

899,107.62

## Total Current Assets

899,107.62

## TOTAL ASSETS

**899,107.62**

## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Other Current Liabilities

210 · Payroll Liabilities	5,256.63
211 · Direct Deposit Liabilities	-47.93
223 · Due to F.O.L.	151.00

Total Other Current Liabilities	5,359.70
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## Total Current Liabilities

5,359.70

## Total Liabilities

5,359.70

## Equity

390 · Fund Balance	208,330.39
392 · Restricted F.B. for New Bldg	56,240.45
394 · Restricted F.B. for Debt Serv	204,337.43
396 · Committed Capital Fund	650,000.00
Net Income	-225,160.35

## Total Equity

893,747.92

## TOTAL LIABILITIES &amp; EQUITY

**899,107.62**

# Saugatuck-Douglas District Library

## Profit & Loss Budget vs. Actual

July 2025 through June 2026

	Jul '25 - Ju...	Budget	\$ Over Bud...	% of Budget
<b>Income</b>				
<b>400 · Millage</b>				
<b>400.100 · COVODouglas</b>	44,372.95	110,000.00	-65,627.05	40.3%
<b>400.200 · City</b>	42,043.06	106,000.00	-63,956.94	39.7%
<b>400.300 · Twp</b>	67,896.21	223,000.00	-155,103.79	30.4%
<b>Total 400 · Millage</b>	154,312.22	439,000.00	-284,687.78	35.2%
<b>405 · Bond Levy</b>				
<b>405.100 · COVODouglas</b>	24,660.68	61,500.00	-36,839.32	40.1%
<b>405.200 · City</b>	23,239.00	60,000.00	-36,761.00	38.7%
<b>405.300 · Twp</b>	37,733.61	123,000.00	-85,266.39	30.7%
<b>Total 405 · Bond Levy</b>	85,633.29	244,500.00	-158,866.71	35.0%
<b>520 · USF</b>	921.84	9,500.00	-8,578.16	9.7%
<b>539 · State Aid</b>	0.00	5,900.00	-5,900.00	0.0%
<b>608 · Fines &amp; Fees</b>	5,727.09	8,000.00	-2,272.91	71.6%
<b>655 · Penal Fines</b>				
<b>655.100 · Penal Fines Allegan County</b>	11,082.97	22,000.00	-10,917.03	50.4%
<b>655.200 · Herrick-LaketownFunds</b>	3,179.03	11,000.00	-7,820.97	28.9%
<b>Total 655 · Penal Fines</b>	14,262.00	33,000.00	-18,738.00	43.2%
<b>664 · Interest</b>	404.45	0.00	404.45	100.0%
<b>665 · Investment Earnings</b>	15,988.97	27,000.00	-11,011.03	59.2%
<b>671 · Other Revenue</b>	2,262.00	5,000.00	-2,738.00	45.2%
<b>674 · Contributions</b>	0.00	3,000.00	-3,000.00	0.0%
<b>675 · FOL</b>	3,915.22	17,000.00	-13,084.78	23.0%
<b>697 · Transfer from Capital Fund</b>	0.00	57,000.00	-57,000.00	0.0%
<b>698 · Transfer from Restricted Fund</b>	0.00	73,000.00	-73,000.00	0.0%
<b>699 · Transfer from Fund Balance</b>	0.00	20,000.00	-20,000.00	0.0%
<b>Total Income</b>	286,222.76	941,900.00	-655,677.24	30.4%
<b>Gross Profit</b>	286,222.76	941,900.00	-655,677.24	30.4%
<b>Expense</b>				
<b>701 · Payroll Expenses</b>	160,383.18	308,880.00	-148,496.82	51.9%
<b>727 · Office Supplies</b>	1,214.91	2,900.00	-1,685.09	41.9%
<b>728 · Collection Expenses</b>	2,116.81	3,500.00	-1,383.19	60.5%
<b>729 · Custodial Supplies</b>	846.76	1,300.00	-453.24	65.1%
<b>730 · Youth Services Supplies</b>	733.96	3,820.00	-3,086.04	19.2%
<b>731 · Postage</b>	16.84	50.00	-33.16	33.7%
<b>801 · Professional Services</b>	12,719.50	17,500.00	-4,780.50	72.7%
<b>803 · Coop Services (LLC)</b>	11,740.45	16,800.00	-5,059.55	69.9%
<b>850 · Phone &amp; Internet</b>	2,329.58	4,500.00	-2,170.42	51.8%
<b>880 · Programs</b>	4,879.35	13,650.00	-8,770.65	35.7%
<b>900 · Publicity &amp; Printing</b>	3,609.73	6,400.00	-2,790.27	56.4%
<b>920 · Utilities</b>	12,775.58	30,000.00	-17,224.42	42.6%
<b>930 · Building Maintenance</b>	43,021.50	43,000.00	21.50	100.1%
<b>941 · Copy Machine</b>	2,093.71	5,000.00	-2,906.29	41.9%
<b>956 · Lost materials</b>	127.73	300.00	-172.27	42.6%
<b>957 · Technology</b>	3,067.08	9,500.00	-6,432.92	32.3%
<b>959 · Materials</b>				
<b>959.100 · Print Materials</b>				

	<b>Jul '25 - Ju...</b>	<b>Budget</b>	<b>\$ Over Bud...</b>	<b>% of Budget</b>
<b>959.110 · Print Books</b>	10,536.45	26,000.00	-15,463.55	40.5%
<b>959.120 · Periodicals</b>	3,571.30	6,300.00	-2,728.70	56.7%
<b>Total 959.100 · Print Materials</b>	14,372.30	32,300.00	-17,927.70	44.5%
<b>959.200 · Other</b>				
<b>959.210 · DVDs</b>	1,757.30	3,000.00	-1,242.70	58.6%
<b>959.220 · Audio Books</b>	41.32	0.00	41.32	100.0%
<b>Total 959.200 · Other</b>	1,798.62	3,000.00	-1,201.38	60.0%
<b>959.300 · Electronic</b>				
<b>959.310 · E-Books</b>	4,066.33	6,000.00	-1,933.67	67.8%
<b>959.320 · Digital Content Databases</b>	14,629.34	34,450.00	-19,820.66	42.5%
<b>Total 959.300 · Electronic</b>	18,695.67	40,450.00	-21,754.33	46.2%
<b>Total 959 · Materials</b>	34,866.59	75,750.00	-40,883.41	46.0%
<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>	-91.88	500.00	-591.88	-18.4%
<b>965 · Insurance</b>	8,745.00	8,900.00	-155.00	98.3%
<b>970 · Capital Expenditures</b>	10,599.97	67,500.00	-56,900.03	15.7%
<b>971 · New Library Building</b>	5,504.24	73,000.00	-67,495.76	7.5%
<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>	511,684.97	943,018.00	-431,333.03	54.3%
<b>Net Income</b>	<b>-225,462.21</b>	<b>-1,118.00</b>	<b>-224,344.21</b>	<b>20,166.6%</b>

## LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

January 21, 2026

### PROGRAMS

- The beekeeping program held on Saturday, January 10 was a big success with 42 attendees. This was a new type of program, so we were pleased with the response.
- The first of our winter concerts, was held on Sunday, January 18, 2026. Despite bad weather, it was a standing room only crowd. Very positive feedback for the old-timey, bluegrass performance by the Futuretime String Band.
- Our Tuesday storytime and Thursday playgroup both started last week. Attendance for storytime was good, but only one person came for playgroup. This is a brand new program and we will continue to promote it and hope word will spread.
- Tracks and Tails, our 3<sup>rd</sup> annual all-ages holiday/winter extravaganza was held on Saturday, December 13. We had a good turnout despite some vicious weather. Last year was definitely more crowded and we suspect that this may be attributable to our change from reindeer to sled dogs. We felt that it was a bettechain link fence. We also used the sled dog visit to kick off our winter IditaRead challenge. Kids have been enjoying adding their pictures to our board and tracking their progress on our big map.
- We continue to be surprised by the extreme enthusiasm for our quarterly puzzle races. In December we had 16 teams compete! It is nice that such a simple program is such a hit!
- Check out the Winter/Spring newsletter for details on all the upcoming programs.

### FINANCE & CONTRIBUTIONS:

- We had another successful year working with the Book Nook of Saugatuck for our holiday wish list. Cheryl, the owner reported that had a disappointingly slow December, but we still received 70 donated books. Some were purchased online.
- We received several year-end gifts from regular patrons, totaling \$1400. The Friends also received checks and online gifts.
- I had a conversation with a long-time library supporter and potential donor about our backyard improvement project. It was a great talk and led to a commitment of \$25,000 toward the project which will be made through the Friends of the Library.

### BUILDINGS & GROUNDS:

- Nothing to report

### MARKETING

- The Commercial Record ran articles about the library in the December 11, 18, January 8 and 15 issues.
- Our annual report postcard went out and was delivered to most residents around January 13. I am quite proud of how it turned out and we have had some compliments from patrons.
- We met our Winter/Spring newsletter deadline with copies available before January 1. The work of creating the newsletter takes a lot of time, but I think we are streamlining the process somewhat. Marlee continues to a great job. Despite the time and the expense, I think this is a good use of our resources. It gives a great overview of all that we offer.

### COLLECTIONS:

- Weeding of Adult Non-Fiction is complete. Our next targeted collection in Large Print followed by DVDs and Books on CD.

- Our inventory project is complete! We finished well ahead of Lakeland's March deadline.

#### HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

- The staff met on December 17.
- At our last staff meeting, Marlee introduced a concept called 360 Reviews. This is a new type of performance review designed to gauge peer relationships and correct possible team dysfunctions. Although we generally feel pretty good about our staff dynamics, there are some issues and always room for improvement. We asked each staff member to complete a short self-evaluation and then complete the same survey for each of their co-workers. All survey responses were anonymous and the data was collated by Marlee who shared it with me. We are now in the process of meeting with each employee to discuss their results. The process is proving to be a little scary, but is yielding very useful, actionable results. This system is designed to be repeated every 6 months or so. The director and assistant director also participated in this process with slightly modified questions.

#### TECHNOLOGY

- We have a signed agreement with Weblinx to design our new website. We made our first payment and had our kickoff meeting on January 9. Frank was able to join Marlee and me. We all enjoyed meeting the team and they made a very good first impression.
- In December, we launched LocalHop, our new online event calendar and registration platform. Marlee has been doing all the work on this one and it seems to be going smoothly. Our first experience with the registration process was for an after school sewing class. It worked as expected and required much less work on our end.
- Nick Heimler completed an upgrade to our Wi-Fi network in early December. He replaced most of the Wireless Access Points and installed a controller to better monitor and troubleshoot issues remotely.

#### OTHER

- Jim VanRy, our cleaning person passed away unexpectedly two weeks ago. He was a really great guy and will be missed. Although he was not technically an employee, he was a regular, friendly presence in the library. All Surface Building Services, our cleaning company, has found a replacement. Heidi, the new employee seems very nice and is keeping the same schedule.
- I filed our federal tax returns (W2s/W3s, 1099s) last week. State filings will happen this week. This is the second year we are doing this completely paperless, as required by the IRS. Although there is a learning curve, the whole process is much simpler.
- I submitted our annual statistical report to the Library of Michigan on December 26. This is an annual requirement in order to receive our state aid funds.

#### MEETINGS & PARTNERSHIPS

- December 10 & January 6: Christina Lewis, who teaches first year English at Saugatuck High School, has been bringing her students to the library to check out books. Saugatuck High School does not currently have a library, so we were able to issue cards and facilitate access to our collection. They have visited twice, with a third visit scheduled for early February.
- January 6: Call with Heidi Miller of the Buursma Agency to discuss our options for Short Term Disability Insurance.
- January 8: Lakeland Library Cooperative board and Advisory Committee meetings
- January 15: Allegan County Library Association quarterly meeting

## STATISTICS

- We continue to see a decline in print circulation. We did some additional analysis and discovered that last year the decline is entirely attributed to children's and young adult materials. This is concerning, but I am not sure how to address it. Erin VanHorn has reached out to staff at Douglas Elementary School to discuss. With a little more time, I can look into state data to see if other libraries are seeing a similar trend.

<b>Statistical Summary : NOVEMBER 2025</b>				
	Oct-25	Nov-25	Nov-24	
<b>Circulation</b>				
Print	4995	4953	5198	-5%
Hoopla	711	662	786	-16%
Overdrive	1521	1551	1199	29%
Kanopy	133	143	187	-24%
<b>SUBTOTAL</b>	<b>7360</b>	<b>7309</b>	<b>7370</b>	<b>-1%</b>
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	409	356	407	-13%
Borrowed/Received (Incoming)	312	329	399	-18%
<b>Programming</b>				
Number of Programs	50	39	41	-5%
Attendance (Kids & Early Lit)	377	213	258	-17%
Attendance (Adults)	309	264	257	3%
<b>Technology</b>				
Website Visits	4768	5781	3913	48%
Wifi Usage	1855	1667	1770	-6%
<b>Gate Count</b>	<b>4199</b>	<b>3573</b>	<b>3590</b>	<b>0%</b>
<b>New Patrons</b>	<b>27</b>	<b>17</b>	<b>27</b>	<b>-37%</b>

<b>Statistical Summary : DECEMBER 2025</b>				
	Nov-25	Dec-25	Dec-24	
<b>Circulation</b>				
Print	4953	4878	5029	-3%
Hoopla	662	716	743	-4%
Overdrive	1551	1511	1225	23%
Kanopy	143	151	266	-43%
<b>SUBTOTAL</b>	<b>7309</b>	<b>7256</b>	<b>7263</b>	<b>0%</b>
<b>Interlibrary Loan</b>				
Loaned/Sent (Outgoing)	356	320	359	-11%
Borrowed/Received (Incoming)	329	266	389	-32%
<b>Programming</b>				
Number of Programs	39	37	31	19%
Attendance (Kids & Early Lit)	213	426	439	-3%
Attendance (Adults)	264	250	134	87%
<b>Technology</b>				
Website Visits	5781	5998	2654	126%
Wifi Usage	1667	1748	1706	2%
<b>Gate Count</b>	<b>3573</b>	<b>3198</b>	<b>3267</b>	<b>-2%</b>
<b>New Patrons</b>	<b>17</b>	<b>17</b>	<b>23</b>	<b>-26%</b>