

**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, Demetrhea Terrien, Frank Aiello, Sara Nelson, and Janice Krakowski.

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

III. Demetrhea 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.

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   |

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    |
|---------------------------------------|------------|--|-----------------------------|-----------|
| 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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Accrual Basis

## Saugatuck-Douglas District Library

## 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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**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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Accrual Basis

**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 efilng charge through Intuit            | 727 · Office Supplies               | -26.99            |
| Total Zenwork Inc.         |            |  |                                     | -26.99            |
| <b>TOTAL</b>               |            |  |                                     | <b>-49,315.43</b> |



**Balance Sheet**

As of January 19, 2026

|  | Jan 19, 26        |
|--|-------------------|
| <b>ASSETS</b>                          |                   |
| <b>Current Assets</b>                  |                   |
| <b>Checking/Savings</b>                |                   |
| 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        |
| <b>Total 017 · Michigan CLASS</b>      | 597,262.22        |
| 018 · U.S. Bank SLGS                   |                   |
| 018.01 · U.S. Bank Construction        | 35,143.02         |
| 018.02 · U.S. Bank Bond Payment        | 22,435.59         |
| <b>Total 018 · U.S. Bank SLGS</b>      | 57,578.61         |
| <b>Total Checking/Savings</b>          | 899,107.62        |
| <b>Total Current Assets</b>            | 899,107.62        |
| <b>TOTAL ASSETS</b>                    | <b>899,107.62</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                   |
| <b>Liabilities</b>                     |                   |
| <b>Current Liabilities</b>             |                   |
| <b>Other Current Liabilities</b>       |                   |
| 210 · Payroll Liabilities              | 5,256.63          |
| 211 · Direct Deposit Liabilities       | -47.93            |
| 223 · Due to F.O.L.                    | 151.00            |
| <b>Total Other Current Liabilities</b> | 5,359.70          |
| <b>Total Current Liabilities</b>       | 5,359.70          |
| <b>Total Liabilities</b>               | 5,359.70          |
| <b>Equity</b>                          |                   |
| 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       |
| <b>Total Equity</b>                    | 893,747.92        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>899,107.62</b> |

**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>                              |                        |               |                       |                    |
| <b>400 · Millage</b>                       |                        |               |                       |                    |
| 400.100 · COVODouglas                      | 44,372.95              | 110,000.00    | -65,627.05            | 40.3%              |
| 400.200 · City                             | 42,043.06              | 106,000.00    | -63,956.94            | 39.7%              |
| 400.300 · Twp                              | 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>                     |                        |               |                       |                    |
| 405.100 · COVODouglas                      | 24,660.68              | 61,500.00     | -36,839.32            | 40.1%              |
| 405.200 · City                             | 23,239.00              | 60,000.00     | -36,761.00            | 38.7%              |
| 405.300 · Twp                              | 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>                   |                        |               |                       |                    |
| 655.100 · Penal Fines Allegan County       | 11,082.97              | 22,000.00     | -10,917.03            | 50.4%              |
| 655.200 · Herrick-LaketownFunds            | 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>                     |                        |               |                       |                    |
| 959.100 · Print Materials                  |                        |               |                       |                    |

|  | <u>Jul '25 - Ju...</u> | <u>Budget</u>    | <u>\$ Over Bud...</u> | <u>% of Budget</u> |
|--|------------------------|------------------|-----------------------|--------------------|
| 959.110 · Print Books                  | 10,536.45              | 26,000.00        | -15,463.55            | 40.5%              |
| 959.120 · Periodicals                  | 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%              |
| 959.200 · Other                        |                        |                  |                       |                    |
| 959.210 · DVDs                         | 1,757.30               | 3,000.00         | -1,242.70             | 58.6%              |
| 959.220 · Audio Books                  | 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%              |
| 959.300 · Electronic                   |                        |                  |                       |                    |
| 959.310 · E-Books                      | 4,066.33               | 6,000.00         | -1,933.67             | 67.8%              |
| 959.320 · Digital Content Databases    | 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%              |
| 961 · Travel/Conference                | 419.00                 | 3,150.00         | -2,731.00             | 13.3%              |
| 962 · Dues                             | 1,181.00               | 1,500.00         | -319.00               | 78.7%              |
| 964 · Tax Charge Backs                 | -91.88                 | 500.00           | -591.88               | -18.4%             |
| 965 · Insurance                        | 8,745.00               | 8,900.00         | -155.00               | 98.3%              |
| 970 · Capital Expenditures             | 10,599.97              | 67,500.00        | -56,900.03            | 15.7%              |
| 971 · New Library Building             | 5,504.24               | 73,000.00        | -67,495.76            | 7.5%               |
| 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%              |
| <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% |
| SUBTOTAL                                   | 7360   | 7309   | 7370   | -1%  |
|  |        |        |        |      |
| <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>                          | 4199   | 3573   | 3590   | 0%   |
|  |        |        |        |      |
| <b>New Patrons</b>                         | 27     | 17     | 27     | -37% |
|  |        |        |        |      |

| Statistical Summary : DECEMBER 2025 |        |        |        |      |
|-------------------------------------|--------|--------|--------|------|
|                                     | 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% |
| SUBTOTAL                            | 7309   | 7256   | 7263   | 0%   |
|                                     |        |        |        |      |
| <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>                   | 3573   | 3198   | 3267   | -2%  |
|                                     |        |        |        |      |
| <b>New Patrons</b>                  | 17     | 17     | 23     | -26% |
|                                     |        |        |        |      |