

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

April 15, 2026

- 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 : None
- IX. Old/Ongoing Business
 - A. Saugatuck-Douglas District Library and Friends of the Library Operating Agreement
 - B. Millage Renewal and Ballot Language
- X. New Business
 - A. July 3rd Closure
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: May 20, 2026 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
March 18, 2026
Unofficial Minutes

- I. Meeting Called to order at 7:02pm by Sara Nelson. The following were present:
Library Director (ex officio) Ingrid Boyer, Christi Allen representing the Friends of the Library, Trustees: David Blatt, Susan Blose, Demetrhea Terrien, Sara Nelson, and Janice Krakowski.
- II. David Blatt presented a motion to approve the agenda (see Appendix), Susan Blose seconded the motion. The motion was passed by unanimous consent.
- III. David Blatt presented a motion to approve the Minutes from the February meeting (see Appendix), Susan Blose seconded the motion. The motion was passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). Demetrhea Terrien presented a motion to pay the bills, Susan Blose seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.
- VI. Financial Report
 - A. Balance sheet was presented by Director Boyer (see Appendix).
 - B. Profit and Loss Statement was presented by Director Boyer (see Appendix).
- VII. The Librarian's Report was presented by Director Boyer (see Appendix).

The retirement system MERS is changing their record keeper (company who holds money) so the last two payrolls show no payment to employees. This change should make things easier for our bookkeeper.

Sara Nelson asked about long term statistics. Director Boyer noted that they did look at that when creating the strategic plan, but will plan to put that together for the next meeting.

Susan Blose asked about the gate count. Director Boyer explained it is a digital counter at the front door. It isn't perfect, but it is a nice baseline.

Susan Blose asked about outsourcing Lakeland delivery. Director Boyer explained that Lakeland had their own delivery service (drivers, sorters, trucks) but the delivery coordinator is retiring, so they are switching to a delivery service.
- VIII. Committee Reports – None
- IX. Old/Ongoing Business – None
- X. New Business

Director Boyer reminded everyone that approval of ballot language will happen at the next meeting.

The ODC is starting to plan for the backyard project. Roots Wild came and met with Director Boyer today about the southeast corner. They will be changing plantings and adding flagstone around the sculpture. They are going to keep killing mugwort throughout the summer, so the new plantings and flagstone won't be added until the fall.

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

- Christi Allen and Janet Eder looked at membership data, specifically what amount to people like to donate. Based on that information, they've changed the membership tiers to \$25, \$50, \$100, and \$350. Each amount has its own book-related title.
- Janice Krakowski asked about leaving something in will for the Library. Christi will look into it and see who/where to direct folks who have the same wish.
- Susan Blose asked how much the Friends are giving to the backyard project. Director Boyer said there is no set number right now. The Library will pay for it with the help of individual donors and the Friends. The Friends have been fundraising with this project in mind.

XII. Next Meeting: April 15, 2026 at 7:00pm

XIII. David Blatt presented a motion to adjourn, Demetrhea Terrien seconded the motion. Adjournment by unanimous consent at 7:31pm.

3:21 PM
04/10/26
Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
March 17 through April 10, 2026

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	03/17/2026	March cleaning, Invoice #3771	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Amazon.com				
Check	04/07/2026	March invoices	729 · Custodial Supplies	-96.24
Check	04/07/2026	March invoices	959.110 · Print Books	-18.50
Check	04/07/2026	March invoices	959.210 · DVDs	-425.10
Check	04/07/2026	March invoices	727 · Office Supplies	-175.96
Check	04/07/2026	March invoices	930 · Building Maintenance	-37.89
Total Amazon.com				-753.69
Comcast				
Check	03/26/2026	March internet	850 · Phone & Internet	-219.90
Check	03/30/2026	Phone, 3/10/26-4/9/26	850 · Phone & Internet	-148.97
Total Comcast				-368.87
ConsumerReports				
Check	04/07/2026	2 year subscription, 26 issues expires 8/2...	959.120 · Periodicals	-44.00
Total ConsumerReports				-44.00
Craft Train				
Check	04/07/2026	Downloadable craft materials	730 · Youth Services Supplies	-3.99
Total Craft Train				-3.99
Demco, Inc.				
Check	03/18/2026	Invoice #7775296, spine labels, stickers a...	728 · Collection Expenses	-102.87
Check	04/07/2026	Invoice #7785603, book jackets	728 · Collection Expenses	-182.90
Check	04/07/2026	Invoice # 7783945, KAPCO covers and s...	728 · Collection Expenses	-251.08
Total Demco, Inc.				-536.85
Dwell Magazine				
Check	04/07/2026	2 year subscription, expires 10/2028	959.120 · Periodicals	-48.00
Total Dwell Magazine				-48.00
Ebb and Phloem LLC				
Check	03/25/2026	Indoor plant care presentation	880 · Programs	-300.00
Total Ebb and Phloem LLC				-300.00
ELM USA, Inc.				
Check	04/07/2026	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
Freeport District Library				
Check	04/07/2026	Barcode: 31343000452539	956 · Lost materials	-10.00
Total Freeport District Library				-10.00
Gannett News				
Check	03/31/2026	4 week Holland Sentinel subscription	959.120 · Periodicals	-59.01
Total Gannett News				-59.01

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Accrual Basis

Saugatuck-Douglas District Library

Expenses by Vendor Detail

March 17 through April 10, 2026

Type	Date	Memo	Account	Amount
Google LLC				
Check	04/01/2026	Google Workspace	957 · Technology	-112.00
Total Google LLC				-112.00
Goy, Sarah				
Check	03/26/2026	Reimbursement, puzzles	880 · Programs	-63.54
Total Goy, Sarah				-63.54
Hackley Public Library				
Check	04/07/2026	Invoice #26-1123, lost book 3134600490...	956 · Lost materials	-28.99
Total Hackley Public Library				-28.99
Hill-VanHorn, Erin				
Check	03/26/2026	Reimbursement for travel to conference i...	961 · Travel/Conference	-116.00
Total Hill-VanHorn, Erin				-116.00
Ingram Library Services				
Check	04/07/2026	March invoices	959.110 · Print Books	-1,438.76
Total Ingram Library Services				-1,438.76
Intuit				
Check	04/07/2026	Payroll per employee monthly fee	701 · Payroll Expenses	-28.62
Total Intuit				-28.62
Johnson, Jim				
Check	04/10/2026	Watercolor class	880 · Programs	-300.00
Total Johnson, Jim				-300.00
Kanopy, Inc.				
Check	04/07/2026	Invoice #497836-PPU	959.320 · Digital Content Databases	-158.95
Total Kanopy, Inc.				-158.95
KLSWA				
Check	04/01/2026	January/February water	920 · Utilities	-443.68
Total KLSWA				-443.68
Kolk, Benjamin				
Check	03/17/2026	Library concert on March 22, 2026	880 · Programs	-700.00
Total Kolk, Benjamin				-700.00
Lakeland Library Cooperative				
Check	04/07/2026	Invoice #PT26-1930, quarterly Overdrive...	959.310 · E-Books	-610.72
Check	04/08/2026	Invoice #26-18401, quarterly coop services	803 · Coop Services (LLC)	-3,998.85
Total Lakeland Library Cooperative				-4,609.57
Menards				
Check	03/23/2026	handsoap	729 · Custodial Supplies	-38.59
Check	03/23/2026	storage supplies for staff room	727 · Office Supplies	-18.81
Check	04/02/2026	ziploc bags	730 · Youth Services Supplies	-17.07
Total Menards				-74.47

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Accrual Basis

Saugatuck-Douglas District Library

Expenses by Vendor Detail

March 17 through April 10, 2026

Type	Date	Memo	Account	Amount
Michaels				
Check	03/23/2026	sewing supplies	730 · Youth Services Supplies	-47.27
Total Michaels				-47.27
Michigan Gas Utilities				
Check	04/07/2026	acct. #0504864801-00002	920 · Utilities	-13.91
Total Michigan Gas Utilities				-13.91
Midwest Tape-HOOPLA				
Check	04/07/2026	Invoice #508658896	959.320 · Digital Content Databases	-1,897.81
Total Midwest Tape-HOOPLA				-1,897.81
Moeller, Sally				
Check	04/07/2026	March bookkeeping	801 · Professional Services	-90.00
Total Moeller, Sally				-90.00
New Dawn Linen Service				
Check	04/07/2026	March mat service	930 · Building Maintenance	-83.01
Total New Dawn Linen Service				-83.01
Outdoor Discovery Center				
Check	04/10/2026	Rainscaping program on April 16, 2026	880 · Programs	-200.00
Total Outdoor Discovery Center				-200.00
OverDrive				
Check	04/07/2026	Book Discussion	959.320 · Digital Content Databases	-17.46
Check	04/07/2026	CPC eaudiobooks	959.320 · Digital Content Databases	-213.16
Check	04/07/2026	CPC ebooks	959.320 · Digital Content Databases	-163.04
Check	04/07/2026	Advantage ebook	959.310 · E-Books	-59.99
Total OverDrive				-453.65
ProQuest				
Check	04/07/2026	Ancestry Library Edition, April-Dec 2026	959.320 · Digital Content Databases	-1,365.81
Total ProQuest				-1,365.81
RICOH USA, INC (TX)				
Check	03/23/2026	copier lease	941 · Copy Machine	-152.89
Total RICOH USA, INC (TX)				-152.89
Roots Wild				
Check	03/27/2026	50% down payment for backyard landsca...	972 · Construction	-6,659.37
Check	04/01/2026	seasonal maintenace	930 · Building Maintenance	-1,101.39
Check	04/02/2026	design fee for southeast corner project, in...	972 · Construction	-300.00
Total Roots Wild				-8,060.76
Sports Illustrated				
Check	03/17/2026	3 year renewal, expires Jul 2029, Acct # ...	959.120 · Periodicals	-105.00
Total Sports Illustrated				-105.00
T Mobile				
Check	03/20/2026	hotspots	959.320 · Digital Content Databases	-120.33
Total T Mobile				-120.33

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Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
March 17 through April 10, 2026

Type	Date	Memo	Account	Amount
Tamarack District Library				
Check	04/07/2026	Sale of duplicate copy, Good People	959.110 · Print Books	-15.00
Total Tamarack District Library				-15.00
When I Work, Inc.				
Check	04/01/2026	Scheduling and attendance	957 · Technology	-45.00
Total When I Work, Inc.				-45.00
Zahnow LLC				
Check	04/07/2026	photography for website and newsletter	900 · Publicity & Printing	-600.00
Total Zahnow LLC				-600.00
TOTAL				-24,469.43

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Saugatuck-Douglas District Library

04/10/26

Balance Sheet

Cash Basis

As of April 10, 2026

	<u>Apr 10, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	250,758.54
003 · Square Macatawa 9464	1,257.16
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	2,370.69
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fu...	604,768.34
017.03 · Debt Service Fund	234,630.00
Total 017 · Michigan CLASS	<u>839,398.34</u>
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	22,118.97
018.02 · U.S. Bank Bond Payment	22,435.59
Total 018 · U.S. Bank SLGS	<u>44,554.56</u>
Total Checking/Savings	<u>1,138,489.29</u>
Other Current Assets	
130 · Prepaid Expense	1,821.08
Total Other Current Assets	<u>1,821.08</u>
Total Current Assets	<u>1,140,310.37</u>
TOTAL ASSETS	<u><u>1,140,310.37</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
210 · Payroll Liabilities	5,359.31
211 · Direct Deposit Liabilities	-47.77
223 · Due to F.O.L.	1,412.03
Total Other Current Liabilities	<u>6,723.57</u>
Total Current Liabilities	<u>6,723.57</u>
Total Liabilities	6,723.57
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	14,678.53
Total Equity	<u>1,133,586.80</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,140,310.37</u></u>

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

	<u>Jul '25 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
400 · Millage				
400.100 · COVODouglas	102,283.59	110,000.00	-7,716.41	93.0%
400.200 · City	102,635.75	106,000.00	-3,364.25	96.8%
400.300 · Twp	216,003.04	223,000.00	-6,996.96	96.9%
Total 400 · Millage	420,922.38	439,000.00	-18,077.62	95.9%
405 · Bond Levy				
405.100 · COVODouglas	57,669.89	61,500.00	-3,830.11	93.8%
405.200 · City	56,914.50	60,000.00	-3,085.50	94.9%
405.300 · Twp	120,045.28	123,000.00	-2,954.72	97.6%
Total 405 · Bond Levy	234,629.67	244,500.00	-9,870.33	96.0%
520 · USF	5,781.66	9,500.00	-3,718.34	60.9%
539 · State Aid	3,048.28	5,900.00	-2,851.72	51.7%
608 · Fines & Fees	7,478.66	8,000.00	-521.34	93.5%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	14,981.31	22,000.00	-7,018.69	68.1%
655.200 · Herrick-LaketownFunds	5,777.33	11,000.00	-5,222.67	52.5%
Total 655 · Penal Fines	20,758.64	33,000.00	-12,241.36	62.9%
664 · Interest	829.52	0.00	829.52	100.0%
665 · Investment Earnings	22,081.30	27,000.00	-4,918.70	81.8%
671 · Other Revenue	5,040.44	5,000.00	40.44	100.8%
674.100 · General Donations	6,342.30	3,000.00	3,342.30	211.4%
675 · FOL	15,318.16	17,000.00	-1,681.84	90.1%
697 · Transfer from Capital Fund	0.00	57,000.00	-57,000.00	0.0%
698 · Transfer from Restricted Fund	0.00	73,000.00	-73,000.00	0.0%
699 · Transfer from Fund Balance	0.00	20,000.00	-20,000.00	0.0%
Total Income	742,231.01	941,900.00	-199,668.99	78.8%
Gross Profit	742,231.01	941,900.00	-199,668.99	78.8%
Expense				
701 · Payroll Expenses	228,439.21	308,880.00	-80,440.79	74.0%
727 · Office Supplies	1,811.36	2,900.00	-1,088.64	62.5%
728 · Collection Expenses	3,056.57	3,500.00	-443.43	87.3%
729 · Custodial Supplies	1,117.21	1,300.00	-182.79	85.9%
730 · Youth Services Supplies	1,427.74	3,820.00	-2,392.26	37.4%
731 · Postage	16.84	50.00	-33.16	33.7%
801 · Professional Services	16,494.50	17,500.00	-1,005.50	94.3%
803 · Coop Services (LLC)	15,739.30	16,800.00	-1,060.70	93.7%
850 · Phone & Internet	3,507.12	4,500.00	-992.88	77.9%
880 · Programs	8,255.03	13,650.00	-5,394.97	60.5%
900 · Publicity & Printing	5,622.51	6,400.00	-777.49	87.9%
920 · Utilities	23,077.52	30,000.00	-6,922.48	76.9%
930 · Building Maintenance	30,828.84	43,000.00	-12,171.16	71.7%
941 · Copy Machine	2,907.09	5,000.00	-2,092.91	58.1%
956 · Lost materials	185.71	300.00	-114.29	61.9%
957 · Technology	6,030.67	9,500.00	-3,469.33	63.5%

	<u>Jul '25 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	16,411.79	26,000.00	-9,588.21	63.1%
959.120 · Periodicals	4,430.21	6,300.00	-1,869.79	70.3%
Total 959.100 · Print Materials	21,258.14	32,300.00	-11,041.86	65.8%
959.200 · Other				
959.210 · DVDs	2,598.81	3,000.00	-401.19	86.6%
959.220 · Audio Books	41.32	0.00	41.32	100.0%
Total 959.200 · Other	2,640.13	3,000.00	-359.87	88.0%
959.300 · Electronic				
959.310 · E-Books	5,215.99	6,000.00	-784.01	86.9%
959.320 · Digital Content Databases	24,145.85	34,450.00	-10,304.15	70.1%
Total 959.300 · Electronic	29,361.84	40,450.00	-11,088.16	72.6%
Total 959 · Materials	53,260.11	75,750.00	-22,489.89	70.3%
961 · Travel/Conference	1,199.67	3,150.00	-1,950.33	38.1%
962 · Dues	1,366.00	1,500.00	-134.00	91.1%
964 · Tax Charge Backs	-80.48	500.00	-580.48	-16.1%
965 · Insurance	8,892.55	8,900.00	-7.45	99.9%
970 · Capital Expenditures	20,454.97	67,500.00	-47,045.03	30.3%
971 · New Library Building	51,847.20	73,000.00	-21,152.80	71.0%
991 · Debt Service - Principal	130,000.00	130,000.00	0.00	100.0%
992 · Debt Service - Interest	115,618.76	115,618.00	0.76	100.0%
Total Expense	731,076.00	943,018.00	-211,942.00	77.5%
Net Income	11,155.01	-1,118.00	12,273.01	-997.8%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

April 15, 2026

PROGRAMS

- All summer program plans have been finalized! We have expanded our summer newsletter to include May events. It should hit newsstands on or before May 1.
- Summer highlights include two "Backyard Bashes." The first one will be held at the Library. The second will be at the History Center. Our two organizations are working together to plan and host a block-party style event, similar to what used to be called "Douglas Socials." The main goals are simply fun and community connection. These are also opportunities to showcase our organizations and highlight all that we have to offer. There will be food, beverages, live music and activities for kids of all ages.
- After school programs for elementary students have been hit or miss this winter/spring season. The programs that require registration (sewing and STEM) have been well attended. Drop-in programs, like Maker Lab and Pop-Up Gaming, have been much less successful. We will continue to monitor participation, but for fall, will concentrate our efforts on pre-registration programs that focus on more narrowly defined topics.

FINANCE & CONTRIBUTIONS:

- We will be discussing new taxable value reports as part of the millage discussion.

BUILDINGS & GROUNDS:

- I will be meeting with Nate from the ODC to begin more detailed planning of the backyard enhancements. That meeting should take place the last week of April.

MARKETING

- We have hired local photographer Kim Zahnow to take photos of programs, spaces and staff to be used on the website and in other marketing materials.

COLLECTIONS:

- The Seed Library is back up for the season. Jennell has done a great job of developing this collection, working with sorting volunteers and putting together documentation and organizing the display.
- We have begun weeding our DVD collection. The Children/Family section has been downsized the most. It seems that age group has more moved more completely to streaming options.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

- Erin Hill-VanHorn attended the Michigan Library Association's Spring Institute in mid-March. This is their annual conference for youth librarians. It was held in Grand Rapids.
- Our short-term disability insurance coverage took effect on April 1. There were some staffing changes at our insurance agency that delayed our enrollment by a month. Fortunately, no employees needed the coverage during March.

TECHNOLOGY

- Marlee, Jennell and I met on a Sunday morning for a website planning session. Our goal was to map the entire website and we pretty much accomplished that. We will be putting this into a spreadsheet to share with the team at Weblinx.

MEETINGS & PARTNERSHIPS

- March 26: Lakeland Continuing Education Committee. We are looking at AI training opportunities and a fall session on Change Management.
- April 9: Lakeland Board and Advisory meetings. There was a lot of discussion related to the recommendation to move to a new Integrated Library System. That vote will take place in June. If approved, the cooperative will move to the new software in the fall of 2027
- April 10: Library of Michigan monthly director's meeting

OTHER

- I am taking vacation from April 16-April 26.
- I have added a few columns to the monthly statistical report. There is now a year-to-date comparison. So, for this month, there are number for the previous 12 months (April 2025-March 26) and a column for that same time frame for the previous year (April 2024-March 2025). It was suggested that this additional data might be helpful in tracking trends. I don't have data for all rows. I can fill that in for next month if the board will find it useful. It will just take a little more time.

Statistical Summary : MARCH 2026

	Feb-26	Mar-26	Mar-25		April 2024- March 2025	April 2025- March 2026	
Circulation							
Print	5068	5991	5456	10%	65660	66017	1%
Hoopla	715	765	797	-4%	8953	8771	-2%
Overdrive	1530	1771	1392	27%	14496	15370	6%
Kanopy	88	113	154	-27%	1722	1532	-11%
SUBTOTAL	7401	8640	7799	11%	90831	91690	1%
Interlibrary Loan							
Loaned/Sent (Outgoing)	404	401	421	-5%	4926	4965	1%
Borrowed/Received (Incoming)	466	438	414	6%	5180	4593	-11%
Programming							
Number of Programs	50	56	45	24%	NA	NA	
Attendance (Kids & Early Lit)	406	447	296	51%	NA	NA	
Attendance (Adults)	302	382	368	4%	NA	NA	
Technology							
Website Visits	4956	6271	3962	58%	42044	55429	32%
Wifi Usage	1055	1289	1665	-23%	20997	19375	-8%
Gate Count	3487	3960	4059	-2%	49082	49542	1%
New Patrons	18	18	14	29%	NA	NA	

OPERATING AGREEMENT BETWEEN
THE SAUGATUCK-DOUGLAS DISTRICT LIBRARY AND
THE FRIENDS OF THE SAUGATUCK-DOUGLAS DISTRICT LIBRARY

THIS OPERATING AGREEMENT is entered into this ____ day of _____, 2026, by the Saugatuck-Douglas District Library, a Michigan library operating pursuant to the District Library Establishment Act 1989 PA 24 (“DLEA”), and the Friends of the Library, a Michigan non-profit corporation.

WHEREAS, the Saugatuck-Douglas District Library (“Library”) is a district library established under the DLEA; and

WHEREAS, Friends of the Saugatuck-Douglas District Library (“Friends”) is a non-profit corporation with a stated purpose of building a partnership between the Library and the community for the purpose of supporting the Library in its provision of quality library services to the community;

WHEREAS, as a non-profit corporation, the Friends is a legally distinct entity from the Library; and

WHEREAS, the Library and the Friends wish to enter into this Operating Agreement and provide for the respective responsibilities and obligations to fulfill a mutual goal of encouraging literacy, education, and the use of all the Library’s resources; and

WHEREAS, the Library has determined that entering into this Operating Agreement is in the best interests of the health and welfare of the residents of the Library district.

NOW, THEREFORE, the Library and the Friends agree as follows:

1. **Library Responsibilities.** During the term of this Operating Agreement, the Library agrees to the following responsibilities:

a. During the preparation of the Library’s fiscal year budget each year, the Library agrees to share with the Friends the Library’s goals for the next fiscal year and discuss with the Friends how the Friends’ resources and support might help forward these initiatives, including both funding and volunteer needs.

b. The Library agrees to supply the Friends with a list of the programs, items or other anticipated needs (i.e., a “Wish List”) for which the Library may desire additional support. The Library may also make periodic requests for funding outside of the annual budget throughout the year.

c. At the Library’s sole discretion, the Library shall provide the Friends with surplus materials, such as used books and other donated material (“Surplus Materials”) that the Library has deemed to be of no value to the Library and the Library’s collection. However, the Library is not required to provide all Surplus Materials to the Friends.

d. The Library Director shall have the primary responsibility for administering and approving services to be performed by the Friends or items to be purchased by the Friends and shall coordinate all communications between the Friends and the Library. The Library Director also shall have the primary responsibility for communications with the Friends, including informing the Friends of current policies. The Library Director shall also determine if he/she or another staff member from the Library shall attend any meeting of the Friends or prepare a report in advance of any Friends meeting.

e. At the Library's sole discretion and if available, the Library may provide the Friends with space in the Library for book sales. The Library shall have sole discretion regarding what type of items may be sold at the Library.

f. The Library agrees to share its long-term planning goals with the Friends and seek input from the Friends regarding how the Friends may support or assist the Library with the Library's long-term goals.

g. ~~The Library shall acknowledge all contributions of the Friends by [insert description of what you will do.]~~ The Library agrees to publicly acknowledge the contributions of the Friends in its promotion materials and events sponsored by the Friends.

h. The Library agrees to provide the Friends with staff support to assist them with tasks related to this Operating Agreement; however the Library Director shall have exclusive authority to determine what staff support is necessary.

i. With approval of the Library Director, the Library will permit the Friends to use the meeting room for the performance of its functions under this Operating Agreement. This provision does not permit the Friends to terminate any existing reservation made under the Library's Meeting Room Use Policy.

2. **Friends Responsibilities.** During the term of this Operating Agreement, the Friends agree to the following responsibilities:

a. ~~The Friends shall use its best efforts to liquidate the Surplus Material through a book sale. The Friends agree that any and all money raised at a book sale held at “_____” in the Library or raised from the sale of Surplus Material shall be spent exclusively for Library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.~~ The Friends agree that any and all monies raised will be spent exclusively for library programs, services and other defined needs.

b. The Friends agree that all communication shall be through the Library Director.

c. The Friends agree to cover their operating expenses. The Library may provide incidental supplies and printing at the discretion of the Director.

d. The Friends agree that the Library Board has the final decision in accepting or declining any and all gifts made to the Library.

e. The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library Board.

f. The Friends agree to maintain a non-profit corporation status during the term of this Operating Agreement.

g. The Friends agree that its Board members and volunteers are not employees of the Library.

h. The Friends shall determine which funding requests identified in paragraph 1(b) that it shall approve. Upon approval, the Friends shall notify the Library Director of the approved funding so that the Library may proceed with purchasing the requested items, programs or services.

i. The Friends shall also determine if a representative from the Friends shall attend any meeting of the Library Board or prepare a report in advance of any Library Board meeting.

j. The Friends understand that if it does not **promote support** the Library and follow the terms of this Operating Agreement, the Library will ask the Friends to dissolve and will terminate this Operating Agreement. In the event Friends is dissolved, the Friends agree that all assets, real and personal, shall be distributed to the Library upon dissolution.

k. The Friends shall allow a member of the Library administration to attend all Friends meetings and shall include any Library report provided by the Library Director on the Friends' agenda

l. The Friends will make available to the Library all work-related accounts, records and documents for inspection, auditing or evaluation during normal business hours in order to assess performance or compliance under this Operating Agreement.

3. **Term; Termination.** This Operating Agreement shall become effective on _____, 20__ and shall remain in effect until terminated by either Party. Either party may terminate this Operating Agreement with **fifteen (15) thirty (30)** days written notice.

4. **Notices.** The parties shall be provided any notice required or permitted under this Operating Agreement at the addresses listed below, or at such other address as may be designated by a party upon written notice to the other party:

Saugatuck-Douglas District Library
Attention: Library Director
174 Center Street
PO Box 789
Douglas MI 49406

Friends of the Saugatuck-Douglas District Library
Attention: President
P.O. Box 205
Douglas, MI 49406

All notices to be given under this Operating Agreement shall be served personally, by deposit in the United States mail, first class postage pre-paid by registered or certified mail, or by deposit with an overnight courier with charges pre-paid. Any such notices shall be deemed to have been given on the day of personal service, one (1) business day after deposit with an overnight courier, or three (3) business days after deposit in the United States mail, as applicable.

5. **Waiver and Release.** In consideration of this Operating Agreement, **the Friends both parties** waive, and forever release each other from any and all claims, actions, and demands of whatever type or nature arising out of this Operating Agreement. The waiver and release set forth in this Paragraph shall survive the expiration or termination of this Operating Agreement.

6. **Assignment, Delegation, Subcontract.** Neither party shall assign, delegate, subcontract, or otherwise transfer its obligations under or interest in this Operating Agreement, in whole or in part.

7. **Amendment.** This Operating Agreement shall not be amended except by a written amendment approved and executed by the parties.

8. **Entire Agreement.** This Operating Agreement constitutes the entire agreement between the parties and supersedes any and all prior understandings or representations of any kind except to the extent incorporated in this Operating Agreement.

9. **Governing Law.** This Operating Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have executed this Operating Agreement as of the day and year first written above.

**SAUGATUCK-DOUGLAS DISTRICT
LIBRARY**

By: _____

Its: _____

By: _____

Its: _____

**FRIENDS OF THE SAUGATUCK-
DOUGLAS DISTRICT LIBRARY**

By: _____

Its: _____

By: _____

Its: _____

Saugatuck-Douglas District Library: 2026-2027 Budget Proposal & Millage Rate Analysis

	2025-2026 (CURRENT)	2026-2027 (RENEW AT 2021 RATE)	FINANCE COMMITTEE'S RECOMMENDATION	NOVEMBER BACKUP OPTION #1	NOVEMBER BACKUP OPTION #2
Total District Taxable Value	1,029,272,369		1,107,405,000		
Millage #1 - In Perpetuity (est. rollback)	0.1932	0.1886	0.1886	0.1886	0.1886
Millage #2 - To be renewed	0.2352	0.2500	0.3000	0.2900	0.2800
Total Mills To be Levied	0.4284	0.4386	0.4886	0.4786	0.4686
Tax Payer Impact - Annual Increase					
\$300,000 home	\$ -	\$ 1.53	\$ 9.03	\$ 7.53	\$ 6.03
\$600,000 home	\$ -	\$ 3.06	\$ 18.06	\$ 15.06	\$ 12.06
\$1,000,000 home	\$ -	\$ 5.10	\$ 30.10	\$ 25.10	\$ 20.10
Cushion (based on 5% increase in expenses)		\$ (15,667.17)	\$ 36,103.08	\$ 25,029.03	\$ 17,554.98
Millage - Operating	\$ 439,000.00	\$ 485,707.83	\$ 541,078.08	\$ 530,004.03	\$ 518,929.98
State Aid	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00
Universal Service Fund	\$ 9,500.00	\$ 3,470.00	\$ 3,470.00	\$ 3,470.00	\$ 3,470.00
Fines & Fees	\$ 8,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Penal Fines - Other	\$ 22,000.00	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00
Penal Fines - Herrick	\$ 11,000.00	\$ 8,800.00	\$ 8,800.00	\$ 8,800.00	\$ 8,800.00
Interest/Investment Income	\$ 27,000.00	\$ 21,600.00	\$ 18,000.00	\$ 18,000.00	\$ 21,600.00
Other Revenue	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Contributions - General	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Contributions - FOL	\$ 17,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
Transfer from Fund Balance	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
Transfer from Capital Improvement Fund	\$ 57,000.00	\$ -	\$ -	\$ -	\$ -
Transfer from New Building Fund	\$ 73,000.00	\$ -	\$ -	\$ -	\$ -
Transfer from Debt Service Fund	\$ 1,118.00	\$ -	\$ -	\$ -	\$ -
TOTAL INCOME	\$ 698,518.00	\$ 574,077.83	\$ 625,848.08	\$ 614,774.03	\$ 607,299.98
Payroll	\$ 308,880.00	\$ 324,324.00	\$ 324,324.00	\$ 324,324.00	\$ 324,324.00
Office Supplies	\$ 2,900.00	\$ 3,045.00	\$ 3,045.00	\$ 3,045.00	\$ 3,045.00
Collection Expenses	\$ 3,500.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00
Custodial Supplies	\$ 1,300.00	\$ 1,365.00	\$ 1,365.00	\$ 1,365.00	\$ 1,365.00
Youth Services Supplies	\$ 3,820.00	\$ 4,011.00	\$ 4,011.00	\$ 4,011.00	\$ 4,011.00
Postage	\$ 50.00	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50
Professional Services	\$ 17,500.00	\$ 18,375.00	\$ 18,375.00	\$ 18,375.00	\$ 18,375.00
Coop Services (LLC)	\$ 16,800.00	\$ 17,640.00	\$ 17,640.00	\$ 17,640.00	\$ 17,640.00
Phone & Internet	\$ 4,500.00	\$ 4,725.00	\$ 4,725.00	\$ 4,725.00	\$ 4,725.00
Programming	\$ 13,650.00	\$ 14,332.50	\$ 14,332.50	\$ 14,332.50	\$ 14,332.50
Publicity & Printing	\$ 6,400.00	\$ 6,720.00	\$ 6,720.00	\$ 6,720.00	\$ 6,720.00
Utilities	\$ 30,000.00	\$ 31,500.00	\$ 31,500.00	\$ 31,500.00	\$ 31,500.00
Building Maintenance	\$ 43,000.00	\$ 50,150.00	\$ 50,150.00	\$ 50,150.00	\$ 50,150.00
Copy Machine	\$ 5,000.00	\$ 5,250.00	\$ 5,250.00	\$ 5,250.00	\$ 5,250.00
Lost Materials	\$ 300.00	\$ 315.00	\$ 315.00	\$ 315.00	\$ 315.00
Technology	\$ 9,500.00	\$ 9,975.00	\$ 9,975.00	\$ 9,975.00	\$ 9,975.00
Materials	\$ 75,750.00	\$ 79,537.50	\$ 79,537.50	\$ 79,537.50	\$ 79,537.50
Conferences & Travel	\$ 3,150.00	\$ 3,307.50	\$ 3,307.50	\$ 3,307.50	\$ 3,307.50
Dues	\$ 1,500.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00
Tax Charge Backs	\$ 500.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00
Insurance	\$ 8,900.00	\$ 9,345.00	\$ 9,345.00	\$ 9,345.00	\$ 9,345.00
Capital Expenditure	\$ 67,500.00	\$ -	\$ -	\$ -	\$ -
New Building	\$ 73,000.00	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 697,400.00	\$ 589,745.00	\$ 589,745.00	\$ 589,745.00	\$ 589,745.00
TOTAL PROFIT	\$ 1,118.00	\$ (15,667.17)	\$ 36,103.08	\$ 25,029.03	\$ 17,554.98