

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

August 5, 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 Business
 - A. Director's Performance Review
- X. New Business
 - A. Election Results
 - B. RESOLUTION to authorize transfer of \$86,000 from the Committed Capital Fund to pay the costs for the backyard improvement project

Backyard Improvement Project Budget		
Outdoor Discovery Center - patio, paths and play area	\$160,000	Board approved on 12/3/2025
Roots Wild - plantings	\$36,000	Board approved on 12/3/2025
Signage, irrigation, furniture and other unplanned expenses	\$45,000	
TOTAL PROJECT COST	\$241,000	
Deposits paid to date (from New Building Fund)	(\$40,000)	
Donations and pledges	(\$115,000)	
Transfer from Committed Capital Fund	\$86,000	

C. Budget Amendments related to backyard improvement project (see Appendix A)

- XI. Guest: Friends of the Library representative
- XII. Next Meeting: September 16, 2026 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
June 17, 2026
Unofficial Minutes

- I. Meeting Called to order at 7:01pm by Sara Nelson. The following were present:
Library Director (ex officio) Ingrid Boyer, Jess Gray representing the Friends of the Library, Trustees: Sara Nelson, Susan Blose, David Blatt, Frank Aiello, Demetrhea Terrien, and Janice Krakowski.
- II. Director Boyer noted a change to the budget due to recent events. Demetrhea Terrien presented a motion to approve the agenda with that caveat (see Appendix), Susan Blose seconded the motion. The motion was passed by unanimous consent.
- III. Susan Blose presented a motion to approve the Minutes from the May meeting (see Appendix), Frank Aiello seconded the motion. The motion was passed by unanimous consent.
- IV. No public comment
- V. Budget Hearing for Fiscal Year 2026-2027
 - A. Resolution to Adopt Budget and Set Millage Rate
David Blatt presented a motion to adopt the budget and set the millage rate, Susan Blose seconded the motion. There was discussion. The motion was passed with 6 members voting yes and 0 members voting no.
- VI. 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 6 members voting yes and 0 members voting no.
- VII. Financial Report
 - A. Balance sheet was presented by Director Boyer (see Appendix).
Director Boyer noted that the recent invoice from the Outdoor Discovery Center (for the backyard project) will fully deplete the construction accounts. She is in process of closing out those accounts.
 - B. Profit and Loss Statement was presented by Director Boyer (see Appendix).
- VIII. The Librarian's Report was presented by Director Boyer (see Appendix).

Director Boyer noted that she added to the "Building and Grounds" category because the emergency lighting backup needs new batteries and the vestibule door handle broke off today. The quote for the new batteries is \$3,864. The door handle will need to be replaced. Demetrhea Terrien asked about the emergency lighting backup. Director Boyer explained it is only for when the power goes out. Demetrhea Terrien asked about the Tonieboxes. Director Boyer gave a brief demonstration. They are a screen free way for kids to listen to books. Susan Blose

asked about the hotspots. Director Boyer noted that we have a new policy that prevents patrons from abusing the system. Demetrhea Terrien asked about Polaris. Director Boyer explained it is the big software for libraries – the current one is called Sierra. This new system is owned by the same company, but it's cloud based. Lakeland has outgrown Sierra. Susan Blose asked if that includes a new app. Director Boyer said it's a different thing, but they probably will change the app as well. Frank Aiello asked if it's cheaper. Director Boyer said yes, but the migration is expensive. Lakeland is handling the migration, we pay dues to Lakeland. Sara Nelson asked about the Commercial Record. Director Boyer said the Library has gotten clear and cohesive articles so far. Susan Blose asked about the adult reading challenge. Marlee Hudson explained that it is a passive challenge that encourages patrons to read and get outside, rather than be on their phones. A FOL tote bag filled with goodies is the prize, which will be given to the winner in August.

IX. Committee Reports

A. Finance Committee met on June 5 to prepare budget proposal

X. Old Business – None

XI. New Business

A. Budget Amendments

Director Boyer went through the spreadsheet (see Appendix). Susan Blose asked about insurance. Director Boyer explained that property insurance, and workers comp and liability are under "Insurance", but health insurance is under "Payroll".

David Blatt presented a motion to accept the budget amendments for 2025-2026, Demetrhea Terrien seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.

B. Director's Performance Review

Sara Nelson said that last year she sent out a survey to the board members and shared the results with Director Boyer. She asked if she should do the same thing this year, and everyone agreed that would be good.

XII. Guest: Friends of the Library representative (Jess Gray)

- Gini Cooper retired from the board after 19 years. Kirstin Carr is the new board president, Christi Allen is vice president and in charge of membership, Jess Gray is secretary, and Janet Eder is treasurer.
- The Friends raised \$38,000 over the past fiscal year and have contributed over \$21,000 to the Library this year. They also have about \$69,000 in CDs ready to assist the Library with bigger projects in the near and distant future.
- The Friends are planning the Fall Fundraising dinner, which will likely be on a Tuesday in September and will be sit down at a local restaurant.
- The Silent Auction will be in November.

- They had about 40 people at the Ice Cream Social.

XIII. Next Meeting: August 5, 2026 at 7:00pm

XIV. Janice Krakowski presented a motion to adjourn, Frank Aiello seconded the motion.
Adjournment by unanimous consent at 7:58pm.

Saugatuck-Douglas District Library
Expenses by Vendor Detail
June 17 through August 2, 2026

Type	Date	Memo	Account	Amount
ALA				
Check	08/02/2026	annual memberships	962 · Dues	-270.00
Total ALA				-270.00
All Surface Building Services LLC				
Check	08/02/2026	July cleaning, invoice #3951	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Amazon.com				
Check	07/20/2026	June invoices	729 · Custodial Supplies	-181.59
Check	07/20/2026	June invoices	728 · Collection Expenses	-29.92
Check	07/20/2026	June invoices	959.210 · DVDs	-249.20
Check	07/20/2026	June invoices	727 · Office Supplies	-82.96
Check	07/20/2026	June invoices	730 · Youth Services Supplies	-141.84
Check	07/20/2026	June invoices	880 · Programs	-37.99
Check	07/20/2026	June invoices	959.110 · Print Books	-695.13
Check	08/02/2026	July invoices	729 · Custodial Supplies	-59.89
Check	08/02/2026	July invoices	959.110 · Print Books	-279.48
Check	08/02/2026	July invoices	959.210 · DVDs	-149.48
Check	08/02/2026	July invoices	727 · Office Supplies	-50.58
Check	08/02/2026	July invoices	730 · Youth Services Supplies	-163.40
Check	08/02/2026	July invoices	880 · Programs	-58.45
Total Amazon.com				-2,179.91
American United Life Insurance Company				
Check	07/06/2026	June premium, short term disability	701 · Payroll Expenses	-64.55
Total American United Life Insurance Company				-64.55
AR Service LLC				
Check	07/09/2026	June mowing, invoice #1401	930 · Building Maintenance	-325.00
Total AR Service LLC				-325.00
Canva				
Check	07/06/2026	Annual subscription, design software	957 · Technology	-300.00
Total Canva				-300.00
Christian Science Monitor				
Check	07/30/2026	4 week subscription	959.120 · Periodicals	-15.00
Total Christian Science Monitor				-15.00
Comcast				
Check	06/26/2026	June internet	850 · Phone & Internet	-219.90
Check	06/27/2026	Phone, 6/10-7/9/2026	850 · Phone & Internet	-148.84
Check	07/24/2026	July internet	850 · Phone & Internet	-212.85
Check	07/27/2026	Phone, 7/10-8/9/2026	850 · Phone & Internet	-149.22
Total Comcast				-730.81
Commercial Record				
Check	08/01/2026	Budget hearing notice and Backyard Bas...	959.120 · Periodicals	-270.00
Total Commercial Record				-270.00

6:10 PM
08/02/26
Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
June 17 through August 2, 2026

Type	Date	Memo	Account	Amount
ConsumerReports				
Check	06/25/2026	1 year digital subscription	959.120 · Periodicals	-39.00
Total ConsumerReports				-39.00
Consumers Energy				
Check	07/14/2026	Electric bill	920 · Utilities	-1,467.80
Total Consumers Energy				-1,467.80
Cooking Light				
Check	07/08/2026	2 years, expires December 2028	959.120 · Periodicals	-35.00
Total Cooking Light				-35.00
Cricut				
Check	07/13/2026	cricut monthly subscription	727 · Office Supplies	-9.99
Total Cricut				-9.99
Critchlow Alligator Sanctuary				
Check	07/08/2026	Presentation on July 30	880 · Programs	-576.00
Total Critchlow Alligator Sanctuary				-576.00
ebay				
Check	08/02/2026	replacement parts for croquet set	959.110 · Print Books	-32.53
Total ebay				-32.53
Elite Fund, Inc.				
Check	07/09/2026	Annual erate support services, category 1...	801 · Professional Services	-125.00
Total Elite Fund, Inc.				-125.00
ELM USA, Inc.				
Check	07/09/2026	monthly disc cleaning	728 · Collection Expenses	-25.00
Check	08/02/2026	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-50.00
Erin Mullis				
Check	07/08/2026	Painting class, August 4 & 6	880 · Programs	-100.00
Total Erin Mullis				-100.00
Etsy				
Check	07/21/2026	downloadable dinosaur flashcards	880 · Programs	-1.49
Total Etsy				-1.49
Foster Swift				
Check	07/21/2026	Draft budget resolution	801 · Professional Services	-267.00
Total Foster Swift				-267.00
Gannett News				
Check	06/30/2026	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
June 17 through August 2, 2026

Type	Date	Memo	Account	Amount
Google LLC				
Check	07/01/2026	Google Workspace	957 · Technology	-112.00
Total Google LLC				-112.00
Heimler, Nick				
Check	08/02/2026	Wifi access point, invoice #1990	970 · Capital Expenditures	-229.00
Total Heimler, Nick				-229.00
Herrick District Library				
Check	07/09/2026	Lost books, invoice #2027-00001	956 · Lost materials	-65.97
Total Herrick District Library				-65.97
Intuit				
Check	06/19/2026	Payroll per employee monthly fee	701 · Payroll Expenses	-28.62
Check	07/20/2026	Payroll per employee monthly fee	701 · Payroll Expenses	-33.92
Total Intuit				-62.54
Joel Tacey's Tip Top Entertainment LLC				
Check	07/01/2026	children's program on July 2, 2026	880 · Programs	-575.00
Total Joel Tacey's Tip Top Entertainment LLC				-575.00
Junior Library Guild				
Check	07/21/2026	Children's books, 4 category annual subs...	959.110 · Print Books	-1,054.48
Total Junior Library Guild				-1,054.48
Kanopy, Inc.				
Check	07/09/2026	June downloads, Invoice #510065 - PPU	959.320 · Digital Content Databases	-198.05
Check	08/02/2026	July downloads, invoice #514098 PPU	959.320 · Digital Content Databases	-206.55
Check	08/02/2026	July downloads, invoice #514098 PPU	959.320 · Digital Content Databases	-206.55
Total Kanopy, Inc.				-611.15
KLSWA				
Check	07/01/2026	May water	920 · Utilities	-331.43
Total KLSWA				-331.43
Lakeland Library Cooperative				
Check	07/10/2026	Invoice #PT26-2084, quarterly Overdrive	959.310 · E-Books	-610.00
Check	07/13/2026	Invoice #PT26-2043, Wowbrary subscrip...	900 · Publicity & Printing	-375.00
Total Lakeland Library Cooperative				-985.00
Michaels				
Check	06/23/2026	summer craft supplies	730 · Youth Services Supplies	-31.95
Total Michaels				-31.95
Michigan Gas Utilities				
Check	08/01/2026	acct. #0504864801-00002	920 · Utilities	-27.24
Total Michigan Gas Utilities				-27.24
Midwest Tape-HOOPLA				
Check	07/09/2026	June 2026 downloads, Invoice #5090808...	959.320 · Digital Content Databases	-1,922.83
Total Midwest Tape-HOOPLA				-1,922.83

Saugatuck-Douglas District Library
Expenses by Vendor Detail
June 17 through August 2, 2026

Type	Date	Memo	Account	Amount
Moeller, Sally				
Check	06/30/2026	June bookkeeping	801 · Professional Services	-120.00
Check	08/01/2026	July bookkeeping	801 · Professional Services	-195.00
Total Moeller, Sally				-315.00
Myers Emergency Power Systems				
Check	06/29/2026	Emergency lighting battery replacement ...	930 · Building Maintenance	-4,045.40
Total Myers Emergency Power Systems				-4,045.40
New Dawn Linen Service				
Check	07/09/2026	June mat service, Invoice #s 75032 & 75...	930 · Building Maintenance	-55.34
Total New Dawn Linen Service				-55.34
NewYorker				
Check	08/01/2026	Expires Dec 2027	959.120 · Periodicals	-179.99
Total NewYorker				-179.99
ODC Network				
Check	07/08/2026	Up Close & Wild booth, July 16	880 · Programs	-350.00
Check	07/08/2026	Invasive species program on August 11	880 · Programs	-200.00
Total ODC Network				-550.00
Outdoor Discovery Center				
Check	06/29/2026	Deposit for landscaping project	972 · Construction	-22,260.00
Check	06/29/2026	Deposit for landscaping project	970 · Capital Expenditures	-9,740.00
Total Outdoor Discovery Center				-32,000.00
OverDrive				
Check	07/09/2026	Book Discussion	959.320 · Digital Content Databases	-18.76
Check	07/09/2026	CPC eaudiobooks	959.320 · Digital Content Databases	-226.35
Check	07/09/2026	CPC ebooks	959.320 · Digital Content Databases	-273.01
Check	07/09/2026	Advantage ebook	959.310 · E-Books	-82.50
Check	07/09/2026	Advantage eaudiobooks	959.310 · E-Books	-261.25
Check	07/09/2026	iNDIEFLIX	959.320 · Digital Content Databases	-2.99
Total OverDrive				-864.86
RICOH USA, INC (TX)				
Check	06/23/2026	copier lease	941 · Copy Machine	-152.89
Check	07/23/2026	copier lease	941 · Copy Machine	-152.89
Total RICOH USA, INC (TX)				-305.78
Roots Wild				
Check	07/01/2026	seasonal maintenace	930 · Building Maintenance	-1,101.39
Check	08/02/2026	seasonal maintenace	930 · Building Maintenance	-1,101.39
Total Roots Wild				-2,202.78
Shenanigans Ponies and Petting Zoo				
Check	07/08/2026	Invoice #12251, balance due	880 · Programs	-450.00
Total Shenanigans Ponies and Petting Zoo				-450.00

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08/02/26

Accrual Basis

Saugatuck-Douglas District Library

Expenses by Vendor Detail

June 17 through August 2, 2026

Type	Date	Memo	Account	Amount
T Mobile				
Check	06/23/2026	hotspots	959.320 · Digital Content Databases	-123.20
Check	07/21/2026	hotspots	959.320 · Digital Content Databases	-123.20
Total T Mobile				-246.40
U.S. Bank				
Check	07/21/2026	VOID: Invoice #80518218224588, custo...	801 · Professional Services	0.00
Check	07/21/2026	Invoice #8224588, custodian admin fees	801 · Professional Services	-600.00
Total U.S. Bank				-600.00
Wall Street Journal				
Check	06/25/2026	4 week subscription	959.120 · Periodicals	-64.99
Check	07/23/2026	4 week subscription	959.120 · Periodicals	-64.99
Total Wall Street Journal				-129.98
When I Work, Inc.				
Check	07/02/2026	Scheduling and attendance, annual subscr...	957 · Technology	-427.50
Total When I Work, Inc.				-427.50
TOTAL				-56,294.71

Balance Sheet

As of August 2, 2026

	<u>Aug 2, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	137,366.25
003 · Square Macatawa 9464	1,036.84
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	2,326.70
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fu...	610,425.63
017.03 · Debt Service Fund	259,697.79
Total 017 · Michigan CLASS	<u>870,123.42</u>
Total Checking/Savings	<u>1,011,003.21</u>
Other Current Assets	
130 · Prepaid Expense	7,288.08
Total Other Current Assets	<u>7,288.08</u>
Total Current Assets	<u>1,018,291.29</u>
TOTAL ASSETS	<u>1,018,291.29</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
210 · Payroll Liabilities	3,387.34
211 · Direct Deposit Liabilities	-47.77
223 · Due to F.O.L.	474.00
224 · Deferred Revenue	2,595.00
Total Other Current Liabilities	<u>6,408.57</u>
Total Current Liabilities	<u>6,408.57</u>
Total Liabilities	<u>6,408.57</u>
Equity	
390 · Fund Balance	153,709.45
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	-52,404.61
Total Equity	<u>1,011,882.72</u>
TOTAL LIABILITIES & EQUITY	<u>1,018,291.29</u>

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	<u>Jul '26 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
400 · Millage				
400.100 · COVODouglas	0.00	126,500.00	-126,500.00	0.0%
400.200 · City	0.00	123,100.00	-123,100.00	0.0%
400.300 · Twp	0.00	262,500.00	-262,500.00	0.0%
Total 400 · Millage	0.00	512,100.00	-512,100.00	0.0%
405 · Bond Levy				
405.100 · COVODouglas	0.00	61,300.00	-61,300.00	0.0%
405.200 · City	0.00	58,943.00	-58,943.00	0.0%
405.300 · Twp	0.00	126,400.00	-126,400.00	0.0%
Total 405 · Bond Levy	0.00	246,643.00	-246,643.00	0.0%
520 · USF	0.00	3,000.00	-3,000.00	0.0%
539 · State Aid	0.00	5,900.00	-5,900.00	0.0%
608 · Fines & Fees	1,099.74	9,000.00	-7,900.26	12.2%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	1,950.64	17,600.00	-15,649.36	11.1%
655.200 · Herrick-LaketownFunds	0.00	8,800.00	-8,800.00	0.0%
Total 655 · Penal Fines	1,950.64	26,400.00	-24,449.36	7.4%
664 · Interest	0.00	2,000.00	-2,000.00	0.0%
665 · Investment Earnings	0.00	13,400.00	-13,400.00	0.0%
671 · Other Revenue	0.00	5,000.00	-5,000.00	0.0%
674.100 · General Donations	10.25	3,000.00	-2,989.75	0.3%
675 · FOL	0.00	16,200.00	-16,200.00	0.0%
697 · Transfer from Capital Fund	0.00	26,040.00	-26,040.00	0.0%
Total Income	3,060.63	868,683.00	-865,622.37	0.4%
Gross Profit	3,060.63	868,683.00	-865,622.37	0.4%
Expense				
701 · Payroll Expenses	35,901.30	325,000.00	-289,098.70	11.0%
727 · Office Supplies	143.53	3,100.00	-2,956.47	4.6%
728 · Collection Expenses	79.92	3,675.00	-3,595.08	2.2%
729 · Custodial Supplies	241.48	1,400.00	-1,158.52	17.2%
730 · Youth Services Supplies	305.24	4,000.00	-3,694.76	7.6%
731 · Postage	0.00	50.00	-50.00	0.0%
801 · Professional Services	1,532.00	19,000.00	-17,468.00	8.1%
803 · Coop Services (LLC)	0.00	18,000.00	-18,000.00	0.0%
850 · Phone & Internet	362.07	4,700.00	-4,337.93	7.7%
880 · Programs	2,348.93	15,000.00	-12,651.07	15.7%
900 · Publicity & Printing	375.00	9,000.00	-8,625.00	4.2%
920 · Utilities	3,636.86	31,500.00	-27,863.14	11.5%
930 · Building Maintenance	3,578.12	51,000.00	-47,421.88	7.0%
941 · Copy Machine	152.89	4,500.00	-4,347.11	3.4%
956 · Lost materials	81.47	400.00	-318.53	20.4%
957 · Technology	951.50	10,000.00	-9,048.50	9.5%

	<u>Jul '26 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	2,061.62	0.00	2,061.62	100.0%
959.120 · Periodicals	541.29	0.00	541.29	100.0%
Total 959.100 · Print Materials	2,602.91	0.00	2,602.91	100.0%
959.200 · Other				
959.210 · DVDs	398.68	0.00	398.68	100.0%
Total 959.200 · Other	398.68	0.00	398.68	100.0%
959.300 · Electronic				
959.310 · E-Books	953.75	0.00	953.75	100.0%
959.320 · Digital Content Databases	3,178.29	0.00	3,178.29	100.0%
Total 959.300 · Electronic	4,132.04	0.00	4,132.04	100.0%
959 · Materials - Other	0.00	80,000.00	-80,000.00	0.0%
Total 959 · Materials	7,133.63	80,000.00	-72,866.37	8.9%
961 · Travel/Conference	0.00	3,400.00	-3,400.00	0.0%
962 · Dues	270.00	1,575.00	-1,305.00	17.1%
964 · Tax Charge Backs	0.00	500.00	-500.00	0.0%
965 · Insurance	0.00	10,200.00	-10,200.00	0.0%
970 · Capital Expenditures	1,079.00	26,040.00	-24,961.00	4.1%
991 · Debt Service - Principal	0.00	135,000.00	-135,000.00	0.0%
992 · Debt Service - Interest	0.00	111,643.00	-111,643.00	0.0%
Total Expense	58,172.94	868,683.00	-810,510.06	6.7%
Net Income	-55,112.31	0.00	-55,112.31	100.0%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

August 2, 2026

PROGRAMS

- Summer programming is almost over. There is only the final Backyard Bash to go. This event was originally scheduled for July 20, but was postponed because of poor air quality related to wildfires.
- We are currently working on fall programming with the next newsletter scheduled for the last week of August.
- We were approached by Hope College and the Big Read Lakeshore to host one of their author visits. Gary Schmidt is a Newbery Award winning author and he will be speaking at our library on November 19. It will be a great opportunity for members of our book discussion groups who will have just read his work earlier in the month. I think it will also draw a good number of attendees from Holland.

FINANCE & CONTRIBUTIONS:

- We received an additional pledge of \$20,000 for the backyard project. I contacted the Kirk and Julie Cousins Foundation and they were excited to support the effort.

BUILDINGS & GROUNDS:

- The batteries in the emergency lighting system were replaced. It seems like these have about a 5 year lifespan so we can expect to do this again around 2031.
- Nate from the Outdoor Discovery Center is helping us select furniture for the various backyard seating areas. This is the last piece before we finalize the budget.

MARKETING

- The Library was featured or mentioned in multiple articles in June and July issues of the Commercial Record. Wendy Colsen wrote a pretty comprehensive piece on the Library and Interurban millages. That article was also run in the following issue. The Backyard Bashes, including the one that was postponed were mentioned and advertised. Under the new editor, there is a standard "This Week on the Art Coast" feature listing various events around town. At least one Library events has been included in almost every issue.

COLLECTIONS:

- Our new Tonieboxes are proving to be very popular. In the first few weeks, we found that both the boxes and figures were checked almost all of the time. We immediately bought an additional 20 figures. We suspect demand will decrease after summer, but we plan to continue adding to the collection.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

- Marlee and I have begun the follow-up meetings for our 360 Review system. So far she and I have reviewed each other. Marlee and I have discussed the content of these check-ins, but she will be having the actual conversations with staff.

TECHNOLOGY - Nothing to report

MEETINGS & PARTNERSHIPS – Nothing to report

STATISTICS

NOTE: At the September meeting, I will have a full report on summer programming statistics with a comparison to last year.

Statistical Summary : JUNE 2026				
	May-26	Jun-26	Jun-25	
Circulation				
Print	4924	5998	6097	-2%
Hoopla	869	796	663	20%
Overdrive	1449	1489	1239	20%
Kanopy	119	152	98	55%
SUBTOTAL	7361	8287	8097	2%
Interlibrary Loan				
Loaned/Sent (Outgoing)	394	513	457	12%
Borrowed/Received (Incoming)	389	348	471	- 26%
Programming				
Number of Programs	40	41	35	17%
Attendance (Kids & Early Lit)	376	724	961	- 25%
Attendance (Adults)	309	534	298	79%
Technology				
Website Visits	3605	6795	4660	46%
Wifi Usage	1403	1736	1762	-1%
Gate Count	4191	5333	5306	1%
New Patrons	20	33	28	18%

Statistical Summary : FISCAL 2024-2025 vs. 2025-2026			
	2024-2025	2025-2026	
Circulation			
Print	65888	65859	0%
Hoopla	8937	9100	2%
Overdrive	13281	18514	39%
Kanopy	1957	1501	-23%
SUBTOTAL	90063	94826	5%
Interlibrary Loan			
Loaned/Sent (Outgoing)	4959	5030	1%
Borrowed/Received (Incoming)	5011	4534	-10%
Programming			
Number of Programs	445	495	11%
Attendance (Kids & Early Lit)	4376	4559	4%
Attendance (Adults)	3206	3679	15%
Technology			
Website Visits	42662	58229	36%
Wifi Usage	21132	18623	-12%
Gate Count	49281	49383	0%
New Patrons	311	293	-6%

Saugatuck-Douglas District Library: 2026-2027

	Approved June 2026	Proposed August 2026	Revised Budget
Millage - Operating	\$ 512,100.00		\$ 512,100.00
Millage - Debt	\$ 246,643.00		\$ 246,643.00
State Aid	\$ 5,900.00		\$ 5,900.00
Universal Service Fund	\$ 3,000.00		\$ 3,000.00
Fines & Fees	\$ 9,000.00		\$ 9,000.00
Penal Fines - Other	\$ 17,600.00		\$ 17,600.00
Penal Fines - Herrick	\$ 8,800.00		\$ 8,800.00
Interest/Investment Income	\$ 15,400.00		\$ 15,400.00
Other Revenue	\$ 5,000.00		\$ 5,000.00
Contributions - General	\$ 3,000.00		\$ 3,000.00
Contributions - FOL	\$ 16,200.00	\$ 115,000.00	\$ 131,200.00
Transfer from Capital Improvement Fund	\$ 26,040.00	\$ 86,000.00	\$ 112,040.00
TOTAL INCOME	\$ 868,683.00	\$ 201,000.00	\$ 1,069,683.00
Payroll	\$ 325,000.00		\$ 325,000.00
Office Supplies	\$ 3,100.00		\$ 3,100.00
Collection Expenses	\$ 3,675.00		\$ 3,675.00
Custodial Supplies	\$ 1,400.00		\$ 1,400.00
Youth Services Supplies	\$ 4,000.00		\$ 4,000.00
Postage	\$ 50.00		\$ 50.00
Professional Services	\$ 19,000.00		\$ 19,000.00
Coop Services (LLC)	\$ 18,000.00		\$ 18,000.00
Phone & Internet	\$ 4,700.00		\$ 4,700.00
Programming	\$ 15,000.00		\$ 15,000.00
Publicity & Printing	\$ 9,000.00		\$ 9,000.00
Utilities	\$ 31,500.00		\$ 31,500.00
Building Maintenance	\$ 51,000.00		\$ 51,000.00
Copy Machine	\$ 4,500.00		\$ 4,500.00
Lost Materials	\$ 400.00		\$ 400.00
Technology	\$ 10,000.00		\$ 10,000.00
Materials	\$ 80,000.00		\$ 80,000.00
Conferences & Travel	\$ 3,400.00		\$ 3,400.00
Dues	\$ 1,575.00		\$ 1,575.00
Tax Charge Backs	\$ 500.00		\$ 500.00
Insurance	\$ 10,200.00		\$ 10,200.00
Capital Expenses	\$ 26,040.00	\$ 201,000.00	\$ 227,040.00
Debt Service - Principal	\$ 135,000.00		\$ 135,000.00
Debt Service - Interest	\$ 111,643.00		\$ 111,643.00
TOTAL EXPENSES	\$ 868,683.00		\$ 1,069,683.00
TOTAL PROFIT	\$ -		