

PUTNAM DISTRICT LIBRARY

Agenda

July 21 at 6 PM

Call to Order

Time: _____

Members Present Ginger Cole, Bessie Smith, Holly Carpenter, Christy Trigg, Duane Hansen, Tina Williams

Staff Present Savannah Shilton

Approve Agenda Motion: Second: Discussion: Vote:

Approve June Meeting Minutes

Motion: Second: Discussion: Vote:

Treasurer's Report

- June Financial Statement

○ Motion: Second: Discussion: Vote:

Monthly Board Business

- Review board calendar
 - *July*: Sign County Assessment form (L-4029); finance meeting (review apr-jun)
 - *August*: Director recommends staff wage adjustments;
 - *September*: review staff policies

Committee Reports

- Finance:
 - Audit status
 - 2nd state aid payment received
 - Reimbursement percentage received for firewall project
 - Applied for grant from Library of Michigan for PPE
 - Savannah not on account @ Commercial Bank

Motion to add Savannah Shilton to Commercial Bank account and remove Shauna Swantek

Motion: Second: Discussion: Vote:

- Bldg/Gds:
 - Wasp and hornet nests
 - Carpet cleaning - August

- Operations:
 - Discuss patron policy update: page 12 update

Motion to update page 12 of patron policies: "The Library maintains copies of official library documents for the current and previous fiscal years; library fiscal years are April - March."

Motion: Second: Discussion: Vote:

Director's Report

- Staff update
- Technology update
 - New firewall received; Clark Technical Services working on initial setup
- Programming Update
 - Programming attendance very slow
 - Summer reading has ~25 kids registered, ~5-10 teens, ~5-10 adults
- Covid 19/Reopening update
 - No major issues; majority of visitors are compliant with rules;

Program statistics:

Program Attendance by event							
Date	Program	Total	Kids	Teens	Adults	Male	Female
6/22/2020	Imagination SR Kickoff	0	0	0	0	0	0
6/25/2020	Imagination SR Kickoff	2	1	0	1	0	2
6/29/2020	Dragons - Summer Reading event	0	0	0	0	0	0

Old Business:

New Business:

Public Comment: Three minute limit

Adjournment:

Motion:

Second:

Vote:

Next meeting is Tuesday, August 18, 2020

Putnam District Library Board Meeting Notes for June 16, 2020

Call to Order at 6:07pm

Members Present: Ginger Cole, Bessie Smith, Christy Trigg, Duane Hansen, Tina Williams

Staff Present: Savannah Shilton

Motion to Approve the Agenda by Tina Williams, Second by Christy Trigg. No Discussion. Motion Carried.

Motion to Approve May Meeting Minutes by Christy Trigg, Second by Tina Williams. No Discussion. Motion Carried.

Motion to Approve June 3 Meeting Minutes by Christy Trigg, Second by Tina Williams. No Discussion. Motion Carried.

Treasurer's Report

Motion to Approve May Financial Statement by Christy Trigg, Second by Bessie Smith. No Discussion. Motion Carried.

Monthly Board Business

Review Board Calendar

POSTPONED- Director Share staff evaluations, staff sign conflict of interest forms, board set annual goals

June- review patron Policies (recommendations below), send summer tax mailing to Village -did not send this year

July- County Assessment form (L-4029) – sets yearly millage/Ginger and Christy sign, Finance meeting – review April – June

August- Director recommends staff wage adjustments

Committee Reports

Finance – Called on status of audit – preliminary stages

Buildings and Grounds- plexiglass guards for circulation desk are installed

Operations- Discussed policy updates (included are the updates to DVD as last discussed and voted on last meeting) – Expand number of items to be borrowed at a timer per library card to 20 instead of 14.

Motion to Approve Policy changes for total number of items borrowed per card to 20 by Tina Williams, Second by Christy Trigg. Discussion: None. Motion Carried.

Director's Report

Staff update- Shared staff goals.

Technology Update- firewall having issues, working with Tony Clark to get new (already approved) firewall installed

Programming Update- Due to firewall issues, planning to launch Summer Reading June 15, Surveying preschool storytime families, Tracey planning virtual events that follow Summer Reading theme – Imagine Your Story

Covid 19 updates- Curbside received well so far. Plexiglass shields in place. TO be completed – pull out kid toys, seating, blocking off internet seating. Working on how to comply with completing and filing assessment questions for staff and naming a supervisor. Board meetings are allowed to be electronic until end of June – will notify if that gets extended. July board meeting may be in the building.

Old Business:

Strategic Planning that was scheduled for March 21st will be rescheduled when able to do so

New Business: None

No Public Comment

Motion to Adjourn by Duane Hansen, Second by Bessie Smith. Motion Carried.

Meeting Adjourned at 6:42pm

Next meeting is Tuesday, July 21, 2020 at 6pm.

Putnam District Library
Profit & Loss Budget Performance
June 2020

	Jun 20	Budget	% of Budget	Apr - Jun 20	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
1000 · Book Revenue	0.00	245.00	0.0%	0.00	505.00	0.0%	2,000.00
2000 · Contributions	25.00	720.00	3.5%	25.00	1,160.00	2.2%	2,100.00
3000 · Grant Income	0.00	3,000.00	0.0%	0.00	3,000.00	0.0%	4,400.00
4000 · Interest Earned	0.00	10.00	0.0%	22.74	30.00	75.8%	100.00
4500 · CD Income	0.00			0.00			0.00
5000 · Movie rental fees	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
6000 · Office Revenue	0.00	190.00	0.0%	0.00	530.00	0.0%	2,200.00
7000 · Penal Fines	0.00	0.00	0.0%	0.00	0.00	0.0%	3,500.00
8000 · Refunds	0.00	8,532.00	0.0%	338.03	8,576.00	3.9%	11,600.00
8500 · RIDES	0.00	0.00	0.0%	0.00	0.00	0.0%	2,300.00
9000 · State Aid	0.00	0.00	0.0%	2,717.50	2,700.00	100.6%	4,800.00
9500 · Tax Revenue	0.00	0.00	0.0%	10,124.58	8,000.00	126.6%	108,000.00
Total Income	25.00	12,697.00	0.2%	13,227.85	24,501.00	54.0%	141,000.00
Expense							
100 · Accountant fees	0.00	0.00	0.0%	0.00	0.00	0.0%	2,800.00
150 · Association Dues	0.00	1,600.00	0.0%	2,018.78	1,600.00	126.2%	3,650.00
175 · RIDES (Delivery)	0.00	0.00	0.0%	0.00	0.00	0.0%	2,300.00
200 · Books	0.00	600.00	0.0%	586.68	1,762.50	33.3%	6,500.00
250 · Building/Maintenance	850.40	325.00	261.7%	1,470.26	575.00	255.7%	4,500.00
300 · DVDs	36.74	100.00	36.7%	181.48	250.00	72.6%	1,000.00
350 · Travel/Education	0.00	0.00	0.0%	0.00	200.00	0.0%	500.00
400 · Insurance	684.00	850.00	80.5%	684.00	850.00	80.5%	1,200.00
450 · Internet	894.49	900.00	99.4%	2,684.42	2,700.00	99.4%	11,000.00
500 · Office	53.30	500.00	10.7%	332.32	1,000.00	33.2%	3,000.00
550 · Payroll Expenses	5,124.79	7,026.00	72.9%	17,835.55	20,078.00	88.8%	78,500.00
650 · Programs	163.70	450.00	36.4%	211.47	700.00	30.2%	3,000.00
700 · Rental Fees	120.00	0.00	100.0%	120.00	0.00	100.0%	150.00
750 · Technology	308.00	350.00	88.0%	1,989.90	2,325.00	85.6%	14,000.00
800 · Utilities	167.74	375.00	44.7%	765.64	1,105.00	69.3%	4,500.00
850 · Grants	0.00	0.00	0.0%	0.00	0.00	0.0%	4,400.00
900 · Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
950 · CD	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Expense	8,403.16	13,076.00	64.3%	28,880.50	33,145.50	87.1%	141,000.00
Net Ordinary Income	-8,378.16	-379.00	2,210.6%	-15,652.65	-8,644.50	181.1%	0.00
Other Income/Expense							
Other Expense							
80000 · Ask My Accountant	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Other Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Net Other Income	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Net Income	-8,378.16	-379.00	2,210.6%	-15,652.65	-8,644.50	181.1%	0.00