

**PUTNAM DISTRICT LIBRARY**

**Agenda**

**August 18 - 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 July Meeting Minutes**

Motion: Second: Discussion: Vote:

**Treasurer's Report**

- July Financial Statement

Motion: Second: Discussion: Vote:

- Audit report from Walker Fluke and Sheldon

Motion: Second: Discussion: Vote:

**Monthly Board Business**

- **Review board calendar**

- *August:* Director recommends staff wage adjustments;
- *September:* review staff policies
- *October:* State Aid report opens; finance meeting (review apr-sept); B/G walk through

**Committee Reports**

- **Finance:**  
Penal fines received (\$4607); increase from previous years
  - Total state aid payments \$5481.62
- **Bldg/Gds:**
  - Volunteer for landscaping
- **Operations:**
  - Nothing to report

**Director's Report**

- Staff update
  - Review wage recommendations  
Motion: Second: Discussion: Vote:
- Technology update
  - New wireless access points up and running, requires users to agree to terms

- Programming Update
  - Tracey attending workshops with Library of MI, brainstorming ideas for events
  - How can we help school/parents during school year?
- Covid 19/Reopening update
  - No major updates

**Program statistics:**

Program Attendance by event								
Date	Program	Total	Kids	Teens	Adults	Male	Female	
2-Jul	Magical Creatures Dragons - Summer Reading	0	0	0	0	0	0	0
6-Jul	Magical Creatures Swan Lake - Summer Reading	0	0	0	0	0	0	0
9-Jul	Magical Creatures Swan - Summer Reading	0	0	0	0	0	0	0
13-Jul	Fables Peter and the wolf - Summer Reading	0	0	0	0	0	0	0
16-Jul	Fables Peter and the wolf - Summer Reading	0	0	0	0	0	0	0
20-Jul	Norse Mythology - Summer Reading	0	0	0	0	0	0	0
22-Jul	Sketch a Scene - teen	0	0	0	0	0	0	0
23-Jul	Norse Mythology - Summer Reading	0	0	0	0	0	0	0
27-Jul	3 Little Pigs/ Building - Summer Reading family	0	0	0	0	0	0	0
30-Jul	3 Little Pigs/ Building - Summer Reading family	0	0	0	0	0	0	0

**Old Business:**

- Upstairs history project - Kermit Douse with Nashville MI Historical Society

**New Business:**

**Public Comment:** Three minute limit

**Adjournment:**                      Motion:                      Second:                      Vote:                      Time: \_\_\_\_\_

**Next meeting is Tuesday, September 15, 2020 @ 6 PM**

## Putnam District Library Board Meeting Notes for July 21, 2020

Call to Order at 6:09pm

**Members Present:** Ginger Cole, Holly Carpenter, Christy Trigg, Tina Williams

**Staff Present:** Savannah Shilton

**Motion to Approve the Agenda** by Tina Williams, Second by Holly Carpenter. No Discussion. Motion Carried.

**Motion to Approve June Meeting Minutes** by Christy Trigg, Second by Holly Carpenter. No Discussion. Motion Carried.

### **Treasurer's Report**

**Motion to Approve May Financial Statement** by Tina Williams, Second by Christy Trigg. 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

*July-* County Assessment form (L-4029) – sets yearly millage/Ginger and Christy sign (do not have it yet), Finance meeting – not needed

*August-* Director recommends, staff wage adjustments

*September* – review staff policies

#### **Committee Reports**

*Finance* – audit is going on – picked up paperwork last week, 2<sup>nd</sup> state aid payment received (amount next month), reimbursement percentage received for firewall protection ≈80%, applied for grant form Michigan Library for PPE ≈\$500, Savannah not on account @ Commercial Bank

**Motion to add Savannah Shilton to Commercial Bank account and remove Shauna Swantek** by Christy Trigg, Second by Holly Carpenter. No Discussion. Motion Carried.

*Buildings and Grounds-* wasp and hornet nests removed – a company out of Charlotte sprayed at least 10 nests cost about \$150, Bushes on the south lawn – some were cut down as they were too wild – decided we did want to keep them there, Carpet cleaning in August will use Key Cleaning (this will be an added expense as this used to be done by the Friends group that dissolved)

*Operations-* Discussed patron policy – page 12 update

**Motion to update page 12 of Patron Policies to say “ Library maintains copies of official library documents for the current and previous fiscals years; library fiscal years are April-March”** by Christy Trigg , Second by Tina Williams. Discussion: None. Motion Carried.

#### **Director's Report**

*Staff update-* none

*Technology Update-* new firewall received and installed by Clark Technical Services. \$80 to replace both WiFi Access Points

*Programming Update-* Programming attendance very slow, Summer Reading has about 25 kids, 5-10 teens and 5-10 adults – may extend date to accommodate all of the prizes to give out.

*Covid 19 updates-* No major issues, majority of visitors are compliant with rules.

**Old Business:** None

**New Business:** None

No Public Comment

**Motion to Adjourn** by Christy Trigg, Second by Tina Williams. Motion Carried.

**Meeting Adjourned at 6:32pm**

**Next meeting is Tuesday, Aug 18, 2020 at 6pm.**

Putnam District Library  
**Profit & Loss Budget Performance**  
 July 2020

08/07/20

Accrual Basis

	Jul 20	Budget	% of Budget	Apr - Jul 20	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
1000 · Book Revenue	139.24	235.00	59.3%	139.24	740.00	18.8%	2,000.00
2000 · Contributions	78.90	220.00	35.9%	103.90	1,380.00	7.5%	2,100.00
3000 · Grant Income	0.00	0.00	0.0%	0.00	3,000.00	0.0%	4,400.00
4000 · Interest Earned	0.00	10.00	0.0%	34.21	40.00	85.5%	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	87.00	150.00	58.0%	87.00	680.00	12.8%	2,200.00
7000 · Penal Fines	4,607.46	0.00	100.0%	4,607.46	0.00	100.0%	3,500.00
8000 · Refunds	4,087.20	22.00	18,578.2%	4,425.23	8,598.00	51.5%	11,600.00
8500 · RIDES	2,259.81	0.00	100.0%	2,259.81	0.00	100.0%	2,300.00
9000 · State Aid	2,764.12	0.00	100.0%	5,481.62	2,700.00	203.0%	4,800.00
9500 · Tax Revenue	0.00	0.00	0.0%	10,124.58	8,000.00	126.6%	108,000.00
<b>Total Income</b>	<b>14,023.73</b>	<b>637.00</b>	<b>2,201.5%</b>	<b>27,263.05</b>	<b>25,138.00</b>	<b>108.5%</b>	<b>141,000.00</b>
<b>Expense</b>							
100 · Accountant fees	0.00	0.00	0.0%	0.00	0.00	0.0%	2,800.00
150 · Association Dues	0.00	200.00	0.0%	2,018.78	1,800.00	112.2%	3,650.00
175 · RIDES (Delivery)	2,259.81	2,300.00	98.3%	2,259.81	2,300.00	98.3%	2,300.00
200 · Books	1,364.74	712.50	191.5%	1,951.42	2,475.00	78.8%	6,500.00
250 · Building/Maintenance	180.80	1,425.00	12.7%	1,651.06	2,000.00	82.6%	4,500.00
300 · DVDs	0.00	100.00	0.0%	181.48	350.00	51.9%	1,000.00
350 · Travel/Education	0.00	0.00	0.0%	0.00	200.00	0.0%	500.00
400 · Insurance	0.00	350.00	0.0%	684.00	1,200.00	57.0%	1,200.00
450 · Internet	894.49	900.00	99.4%	3,578.91	3,600.00	99.4%	11,000.00
500 · Office	20.39	150.00	13.6%	352.71	1,150.00	30.7%	3,000.00
550 · Payroll Expenses	5,057.40	7,028.00	72.0%	22,892.95	27,106.00	84.5%	78,500.00
650 · Programs	0.00	450.00	0.0%	211.47	1,150.00	18.4%	3,000.00
700 · Rental Fees	0.00	0.00	0.0%	120.00	0.00	100.0%	150.00
750 · Technology	480.00	325.00	147.7%	2,469.90	2,650.00	93.2%	14,000.00
800 · Utilities	161.27	375.00	43.0%	926.91	1,480.00	62.6%	4,500.00
850 · Grants	0.00	1,000.00	0.0%	0.00	1,000.00	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
<b>Total Expense</b>	<b>10,418.90</b>	<b>15,315.50</b>	<b>68.0%</b>	<b>39,299.40</b>	<b>48,461.00</b>	<b>81.1%</b>	<b>141,000.00</b>
<b>Net Ordinary Income</b>	<b>3,604.83</b>	<b>-14,678.50</b>	<b>-24.6%</b>	<b>-12,036.35</b>	<b>-23,323.00</b>	<b>51.6%</b>	<b>0.00</b>
<b>Other Income/Expense</b>							
<b>Other Expense</b>							
80000 · Ask My Accountant	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>3,604.83</b>	<b>-14,678.50</b>	<b>-24.6%</b>	<b>-12,036.35</b>	<b>-23,323.00</b>	<b>51.6%</b>	<b>0.00</b>

Wage recommendations August 2020

staff member	current pay	recommended increase	recommended pay	average biweekly hours	Aprox. Wages	notes
SRS	\$17.00	n/a	\$17.00	64	\$1,088.00	reviewed in January
DK	\$10.40	\$0.62	\$11.02	30	\$330.60	
BO	\$10.00	\$0.57	\$10.57	15	\$158.55	
AS	\$10.20	\$0.52	\$10.72	15	\$160.80	
TW	\$12.00	\$0.42	\$12.42	52	\$645.84	
					<b>\$2,383.79</b>	<b>TOTAL</b>

staff member	current amount of PTO	recommended increase	recommended amount of PTO	notes
SRS	84hrs	n/a	n/a	reviewed in January
DK	10hrs	5hrs	15hrs	
BO	0hrs	8hrs	8hrs	
AS	0hrs	8hrs	8hrs	
TW	0hrs	20hrs	20hrs	

**NOTES:**

- The average biweekly hours. Staff may work more or less as needed, within the annual budget.
- Minimum wage increased to \$9.65 in January 2020 and \$9.87 in 2021. Recommend 22 cents for minimum wage increase and additional increase along with that.
- budget leaves room for additional aide to be hired, once we are in need of more staff (not now due to pandemic).