

PUTNAM DISTRICT LIBRARY

Agenda

December 15 - 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 November Meeting Minutes

Motion: Second: Discussion: Vote:

Treasurer's Report

- November Financial Statement

Motion: Second: Discussion: Vote:

Monthly Board Business

- **Review board calendar**
 - *December:* Director's evaluation delivered; ~~Christmas Parade~~ ~~December~~ Drive Through Parade @ 6 pm; winter tax mailing (Maple Grove twp)
 - *January:* Director's compensation reviewed; review trustee bylaws; finance meeting; E-Rate RFP decision; board survey conducted;
 - *February:* Staff evaluations; follow up board survey results

Committee Reports

- **Finance:**
 - Nothing to report
- **Building and Grounds:**
 - Alley light
 - Filed police complaint – trash can issues
- **Operations:**
 - Open Meetings Act

Director's Report

- Staff update
 - 1 staff member quarantine
 - Staff Christmas – planning gift exchange either virtually or @ library
 - Discuss staff outing/gift options
- Technology update
 - Currently have 2 bids for internet services, in January board will vote

Technology Update- No updates

Programming Update- Halloween feedback, VITA (Volunteer Income Tax Assistance) plans (Tuesday or Friday) – uses our location for tax season, concerns for upcoming season, local people depend on it. Appts while closed with one staff present maybe? Duane suggested virtual if possible; Savannah will check into. Board agreed to Tuesdays before the library is open.

Covid 19/Reopening update – Discuss returning to previous phase in pandemic plan – Other libraries have gone back to curbside. There is a 30% occupancy requirement. Will start curbside again beginning Thursday until further notice.

Old Business: none

New Business: none

No Public Comment

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

Meeting Adjourned at 6:37 pm

Next meeting is Tuesday, December 15, 2020 at 6pm.

- Covid19 response update
 - Curbside going well; tracking curbside pickups

- Programming Update
 - Considering Take & Make for teens/adults

Program statistics:

Program Attendance by event							
Date	Program	Total	Kids	Teens	Adults	Male	Female
11/18/2020	Art Décor Jar	0	0	0	0	0	0
11/18/2020	No Sew Hedgehog Pillow	0	0	0	0	0	0
11/21/2020	Art Décor Jar	0	0	0	0	0	0

Take & Make Kids Crafts		
Date	Craft	#
11/2-11/7	Leaf Man	8
11/9-/11/14	Flint Corn	8
11/16-11/21	Acorn	15
11/23-11/25	Turkey	13
11/30-12/5	Snow globe	15

Old Business:

New Business:

Public Comment: Three minute limit

Adjournment: Motion: Second: Vote: Time:_____

Next regular meeting January 19 at 6 pm

Putnam District Library Board Meeting Notes for November 17, 2020

Call to Order at 6:06 pm

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

Absent - Christy Trigg

Staff Present: Savannah Shilton

Motion to Approve the Agenda by Duane Hansen, Second by Bessie Smith. No Discussion. Motion Carried.

Motion to Approve October Meeting Minutes by Bessie Smith, Second by Duane Hansen. No Discussion. Motion Carried.

Treasurer's Report

Motion to Approve October Financial Statement by Bessie Smith, Second by Duane Hansen. No Discussion. Motion Carried.

Monthly Board Business

Review Board Calendar

November- Director's evaluation to be conducted - Savannah will send to Ginger; promote annual giving – will put ad in paper this year instead of sending out letter; strategic goals reviewed (postponed; Kate is working on logistics to conduct virtually)

December- Director's evaluation delivered; Christmas Parade December 12? – Brittney will get more info on parade; winter tax mailing (Maple Grove twp) Savannah to send by end of week as they will be stuffing envelopes next week

January- Director's compensation reviewed; Community Calendar check-in; review trustee bylaws; finance meeting; E-Rate RFP decision – discount/money back for internet, have to put out a proposal for bids; board survey conducted

Committee Reports

Finance – Hugh Hickok donations – book cases not included

Motion to decline book collection by Bessie Smith, Second by Tina Williams. No discussion. Motion Carried.

Buildings and Grounds- Book drop donation possibility – Savannah was first to e-mail requesting free box located 2-1/2 hours away. Would need to move location of drop box, maybe to back. Box might be bigger than we would buy, new cost about \$4,000. Will be available at end of month. Board agreed to pursue obtaining this.

Operations- Nothing to report.

Director's Report

Staff update- Staff Christmas – no meal out, Savannah is brainstorming ideas, could maybe do a project if places are open. Will do the usual gift exchange.

Putnam District Library
Profit & Loss Budget Performance
 November 2020

	Nov 20	Budget	% of Budget	Apr - Nov 20	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
1000 · Book Revenue	170.00	130.00	130.8%	777.63	1,370.00	56.8%	2,000.00
2000 · Contributions	63.60	70.00	90.9%	333.49	1,670.00	20.0%	2,100.00
3000 · Grant Income	0.00	0.00	0.0%	2,400.00	4,400.00	54.5%	4,400.00
4000 · Interest Earned	0.00	5.00	0.0%	75.23	70.00	107.5%	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	52.10	150.00	34.7%	579.95	1,460.00	39.7%	2,200.00
7000 · Penal Fines	0.00	0.00	0.0%	4,607.46	3,500.00	131.6%	3,500.00
8000 · Refunds	0.00	22.00	0.0%	8,574.36	8,696.00	98.6%	11,600.00
8500 · RIDES	0.00	0.00	0.0%	2,259.81	2,300.00	98.3%	2,300.00
9000 · State Aid	0.00	0.00	0.0%	5,481.62	4,800.00	114.2%	4,800.00
9500 · Tax Revenue	0.00	0.00	0.0%	10,198.38	8,000.00	127.5%	108,000.00
Total Income	285.70	377.00	75.8%	35,287.93	36,266.00	97.3%	141,000.00
Expense							
100 · Accountant fees	0.00	0.00	0.0%	3,028.00	3,028.00	100.0%	3,028.00
150 · Association Dues	0.00	0.00	0.0%	3,600.84	3,550.00	101.4%	3,650.00
175 · RIDES (Delivery)	0.00	0.00	0.0%	2,259.81	2,300.00	98.3%	2,300.00
200 · Books	796.62	400.00	199.2%	4,785.85	4,487.50	106.6%	6,500.00
250 · Building/Maintenance	124.74	75.00	166.3%	2,380.86	2,650.00	89.8%	4,500.00
300 · DVDs	119.41	100.00	119.4%	437.17	675.00	64.8%	1,000.00
350 · Travel/Education	15.00	100.00	15.0%	37.60	400.00	9.4%	500.00
400 · Insurance	0.00	0.00	0.0%	684.00	1,200.00	57.0%	1,200.00
450 · Internet	907.41	900.00	100.8%	7,207.50	7,300.00	98.7%	11,000.00
500 · Office	459.03	400.00	114.8%	1,111.37	2,150.00	51.7%	3,000.00
550 · Payroll Expenses	4,809.38	6,026.00	79.8%	44,961.53	53,210.00	84.5%	78,500.00
650 · Programs	323.12	175.00	184.6%	1,104.92	2,050.00	53.9%	3,000.00
700 · Rental Fees	0.00	0.00	0.0%	120.00	150.00	80.0%	150.00
750 · Technology	0.00	5,200.00	0.0%	9,647.97	8,775.00	109.9%	14,000.00
800 · Utilities	223.31	400.00	55.8%	1,905.96	2,900.00	65.7%	4,500.00
850 · Grants	243.76	1,000.00	24.4%	758.76	2,900.00	26.2%	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	8,021.78	14,776.00	54.3%	84,032.14	97,725.50	86.0%	141,228.00
Net Ordinary Income	-7,736.08	-14,399.00	53.7%	-48,744.21	-61,459.50	79.3%	-228.00
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	-7,736.08	-14,399.00	53.7%	-48,744.21	-61,459.50	79.3%	-228.00