

PUTNAM DISTRICT LIBRARY

Agenda

June 15, 2021 - 6 PM

Call to Order

Time: _____

Members Present Attendance (name, location):

Ginger Cole –
Bessie Smith –
Holly Carpenter-
Duane Hansen –
Tina Williams –
Christy Trigg –

Staff Present Savannah Shilton

Approve Agenda Motion: Second: Discussion:

Roll call vote:

Ginger Cole –
Bessie Smith –
Holly Carpenter-
Duane Hansen –
Tina Williams –
Christy Trigg –

Approve May Meeting Minutes

Motion: Second: Discussion:

Roll call vote:

Ginger Cole –
Bessie Smith –
Holly Carpenter-
Duane Hansen –
Tina Williams –
Christy Trigg –

Treasurer's Report

- Approve May Financial Statement Motion: Second: Discussion:

Roll call vote:

Ginger Cole –
Bessie Smith –
Holly Carpenter-
Duane Hansen –
Tina Williams –
Christy Trigg –

Monthly Board Business

- Review board calendar
 - June: review board survey results; share staff goals/evaluations; review patron policies; send mailing with tax bill to village residents

- *July*: County Assessment form (L-4029); finance meeting (review apr-jun)
- *August*: staff wage recommendations;

Committee Reports

- **Finance:**
 - Summer Reading donations
- **Building and Grounds:**
 - Porch bids are hitting a snag due to lumber prices; project will now likely take place in fall
- **Operations:**
 - Patron policy recommendations:
 - Items charged to account at 45 days overdue (currently at 90 days)
 - patrons notified of item being overdue at least 4 times (currently 3)
 - reduce hold/reserve period to 7 business days (currently 10 business days)
 - removal of MI ID# being stored in the patron record (we will still use the ID to confirm patron's address and birthdate)
 - -add policy: fines/fees are forgiven after 5 years, at Director's discretion

Director's Report

- **Staff**
 - No updates
- **Technology**
 - Clear Rate issues with ending contract
- **Covid19 response**
 - Plans for upcoming board meetings
 - Updated patron signage following CDC guidelines
 - Discuss staff policies for masks
- **Programming**
 - Summer Reading weekly events – held outside
 - Car Show June 19 – we will host art on the lawn (library not organizing), provide kids activities
 - Take & Make Kids Craft: 84 kits in May; pausing the kits for summer
 - Program statistics:

Program Attendance by event						
Date	Program	Total	Kids	Teens	Adults	
5/6/2021	Nighttime Tales	2	1	0	1	
5/13/2021	Nighttime Tales	2	1	0	1	
5/20/2021	Nighttime Tales	2	1	0	1	
5/17-5/22	Rock Painting	11	8	0	3	
5/27/2021	Nighttime Tales	2	1	0	1	

Old Business:

New Business:

Public Comment: Three minute limit

Adjournment:

Motion:

Second:

Time:_____

Roll call vote:

Ginger Cole –

Bessie Smith –

Holly Carpenter-

Duane Hansen –

Tina Williams –

Christy Trigg –

Next regular meeting July 20 at 6 pm

Putnam District Library Board Meeting Minutes for May 18, 2021

Call to Order at 6:01 pm

Members Present: Attendant (Name, location)

Ginger Cole – Maple Grove Township

Holly Carpenter – Maple Grove Township

Duane Hansen – Village of Nashville

Tina Williams – Village of Nashville

Christy Trigg – Castleton Township

Staff Present: Savannah Shilton

Motion to Approve the Agenda by Duane Hansen, Second by Tina Williams. No Discussion.

Ginger Cole – yes

Holly Carpenter – yes

Duane Hansen- Aye

Tina Williams – yes

Christy Trigg – yes

Motion Carried.

Motion to Approve April Meeting Minutes by Duane Hansen, Second by Christy Trigg. No Discussion.

Ginger Cole – yes

Holly Carpenter – yes

Duane Hansen - yes

Tina Williams – yes

Christy Trigg – yes

Motion Carried.

Treasurer's Report

Motion to Approve April Financial Statement by Duane Hansen, Second by Tina Williams. No Discussion.

Ginger Cole – yes

Holly Carpenter – yes

Duane Hansen – yes

Tina Williams – yes

Christy Trigg – yes

Motion Carried.

Monthly Board Business

Review Board Calendar

POSTPONED- set annual goals

May- director compensation, audit, B/G projects planned, review board survey results – push to June, share staff goals /evaluations – push to June

Motion to increase Savannah pay from \$17/hr to \$17.75/hr (≈4% increase) by Duane Hansen, Second by Tina Williams, No discussion.

Ginger Cole – yes

Holly Carpenter – yes

Duane Hansen – yes

Tina Williams – yes

Christy Trigg – yes

Motion Carried.

June- review patron policies, send mailing with tax bill to village residents

July- County Assessment form (L-4029), finance meeting (review Apr-Jun)

Committee Reports

Finance – Audit begins May 24th

Buildings and Grounds- Village is still waiting for bids as of 5/13/2021.

Operations- No updates

Director's Report

Staff update- Welcome to Chloe Kelly (Darcie's daughter) and Hanna Bancroft. Hanna started last week, Chloe starts tomorrow. Busy with training Darcie's tasks to Amy and Brittany and new staff. Some training with Tracey too.

Technology Update- Equipment installation for AT&T service starting (July 1) – started to install fiber ahead of time – had to put in a new electric outlet.

Programming Update- Summer reading starts Jun 1, hoping for some outdoor events, planning a rock painting event outside May 24-28, Take and Make Craft: 50 for April. Car show June 19 – art on the lawn (library is not organizing) and kids activities. Continuing with Night Time Tales.

Holly Carpenter left meeting

Covid 19 updates- Recommend to change quarantine period of items.

Motion to remove quarantine period for all items (books, etc) based on CDC guidelines by Duane Hansen, Second by Tina Williams.

Ginger Cole – yes

Duane Hansen – yes

Tina Williams – yes

Christy Trigg – yes

Motion Carried

Old Business: Emailed Kate @ Woodlands Library Cooperative about strategic planning. She suggested doing patron survey now – usually done every 3 years, we would bump it up a year to help with strategic planning.

New Business: none

No Public Comment

Motion to Adjourn by Duane Hansen. Second by Tina Williams.

Roll Call: Ginger Cole – yes

Duane Hansen – yes

Tina Williams – yes

Christy Trigg – yes

Meeting Adjourned at 6:43 pm

Next meeting is Tuesday, June 15, 2021 at 6pm.

4:00 PM

06/09/21

Accrual Basis

Putnam District Library
Profit & Loss Budget Performance
May 2021

	May 21	Budget	% of Budget	Apr - May 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Due from State	0.00			0.00			0.00
1000 · Book Revenue	162.15	75.00	216.2%	269.04	250.00	107.6%	1,500.00
2000 · Contributions	668.35	125.00	534.7%	695.24	250.00	278.1%	2,100.00
3000 · Grant Income	248.83	0.00	100.0%	248.83	260.00	95.7%	3,660.00
4000 · Interest Earned	13.79	10.00	137.9%	32.17	20.00	160.9%	100.00
4500 · CD Income	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
5000 · Movie rental fees	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
6000 · Office Revenue	105.50	150.00	70.3%	187.60	420.00	44.7%	2,000.00
7000 · Penal Fines	0.00	0.00	0.0%	0.00	0.00	0.0%	3,500.00
8000 · Refunds	304.93	262.00	116.4%	304.93	300.00	101.6%	9,650.00
8500 · RIDES	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
9000 · State Aid	2,944.10	2,700.00	109.0%	2,944.10	2,700.00	109.0%	5,300.00
9500 · Tax Revenue	10,912.26	10,000.00	109.1%	10,912.26	10,000.00	109.1%	113,000.00
Total Income	15,359.91	13,322.00	115.3%	15,594.17	14,200.00	109.8%	140,810.00
Expense							
100 · Accountant fees	0.00	0.00	0.0%	0.00	0.00	0.0%	3,200.00
150 · Association Dues	442.93	0.00	100.0%	442.93	250.00	177.2%	3,800.00
175 · RIDES (Delivery)	0.00	0.00	0.0%	0.00	0.00	0.0%	2,300.00
200 · Books	788.65	700.00	112.7%	1,233.04	1,500.00	82.2%	8,500.00
250 · Building/Maintenance	51.79	150.00	34.5%	51.79	1,000.00	5.2%	11,600.00
300 · DVDs	59.90	100.00	59.9%	96.85	200.00	48.4%	1,000.00
350 · Travel/Education	0.00	75.00	0.0%	0.00	200.00	0.0%	500.00
400 · Insurance	225.00	0.00	100.0%	911.00	0.00	100.0%	1,200.00
450 · Internet	910.66	800.00	113.8%	1,821.32	1,600.00	113.8%	9,500.00
500 · Office	126.64	175.00	72.4%	148.92	375.00	39.7%	3,000.00
550 · Payroll Expenses	5,724.45	6,024.00	95.0%	13,228.91	12,810.00	103.3%	74,000.00
600 · Phone	0.00	0.00	0.0%	0.00	0.00	0.0%	700.00
650 · Programs	94.35	350.00	27.0%	315.18	675.00	46.7%	4,000.00
700 · Rental Fees	0.00	0.00	0.0%	0.00	0.00	0.0%	150.00
750 · Technology	2,323.37	1,950.00	119.1%	2,473.37	2,950.00	83.8%	9,200.00
800 · Utilities	261.21	350.00	74.6%	626.67	800.00	78.3%	4,500.00
850 · Grants	248.83	0.00	100.0%	248.83	260.00	95.7%	3,660.00
950 · CD	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
9670 · Capital Outlay	0.00			0.00			0.00
Total Expense	11,257.78	10,674.00	105.5%	21,598.81	22,620.00	95.5%	140,810.00
Net Ordinary Income	4,102.13	2,648.00	154.9%	-6,004.64	-8,420.00	71.3%	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	4,102.13	2,648.00	154.9%	-6,004.64	-8,420.00	71.3%	0.00