

**PUTNAM DISTRICT LIBRARY**

**Agenda**

**September 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 August Meeting Minutes**

Motion: Second: Discussion: Vote:

**Treasurer's Report**

- August Financial Statement

Motion: Second: Discussion: Vote:

**Monthly Board Business**

- **Review board calendar**

- *September:* review staff policies
- *October:* State Aid report opens; finance meeting (review apr-sept); B/G walk through
- *November:* Director's evaluation conducted, promote annual giving, strategic goals reviewed (postponed; Kate is working on logistics to conduct virtually)

**Committee Reports**

- **Finance:**

- No updates

- **Bldg/Gds:**

- Porch, lawn

- **Operations:**

- Discuss update to staff policy, page 19, section 2, last paragraph. Consider rephrasing to say pay based on recommendation from Library Director, with Board approval.

“If the Library is closed two or more days due to fire, tornado, or other unplanned lengthy closings, regular full time employees will be paid for up to two weeks. Also, work schedules may be altered and job duties may be temporally altered or reassigned based upon unusual need. Hourly employees will be paid only for time worked.”

**Motion to revise Emergencies/Emergency Closings, section 2:** Second: Discussion: Vote:

**Director's Report**

- Staff update
  - No updates
  
- Technology update
  - No updates
  
- Programming Update
  - Survey conducted regarding Fall/Winter events
  - September is Library Card Sign-Up Month
  - Creating make-and-take craft kits; creating some demo videos to accompany crafts
  - Creating some recorded events, posting on Youtube
  
- Covid 19/Reopening update
  - No updates

**Program statistics:**

Program Attendance by event							
Date	Program	Total	Kids	Teens	Adults	Male	Female
8/29/2020	Marshmallow Launch Challenge	2	1	0	1	1	1
8/31/2020	The Power of Play	0	0	0	0	0	0

**Old Business:****New Business:****Public Comment:** Three minute limit
**Adjournment:**                      Motion:                      Second:                      Vote:                      Time:\_\_\_\_\_

**Next regular meeting October 20 at 6 pm; finance committee meeting October 20 at 5:30 pm**

## Putnam District Library Board Meeting Notes for Aug 18, 2020

Call to Order at 6:09pm

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

**Staff Present:** Savannah Shilton

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

**Motion to Approve July Meeting Minutes** by Tina Williams, Second by Holly Carpenter. No Discussion. Motion Carried.

### Treasurer's Report

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

**Motion to Approve Audit Report from Walker, Fluke and Sheldon** by Duane Hansen , Second by Bessie Smith. No Discussion. Motion Carried.

### Monthly Board Business

#### Review Board Calendar

POSTPONED- sign conflict of interest forms, board set annual goals

*August*- Director recommends staff wage adjustments

*September* – review staff policies – send Thursday to board for review for next meeting

*October* – State Aid report opens, finance meeting (review Apr-Sept), B/G walkthrough

#### Committee Reports

*Finance* – Penal fines Barry County received - \$4607 which is an increase from previous year (budgeted for \$3800) State Aid payments of \$5481.62

*Buildings and Grounds*- Volunteers to help with landscaping – Kathy and Tom Pierce – want to help the library. Porch is too late this year, need to get lined up for next spring.

*Operations*-Nothing to report

#### Director's Report

*Staff update*- wage recommendations

**Motion to Approve Wage Recommendations** by Duane Hansen, Second by Bessie Smith. No Discussion. Motion Carried.

*Technology Update*- new wireless access points are up and running – wifi strength is better and requires users to agree to terms

*Programming Update-* Programming attendance very slow, Tracey is attending workshops with Library of Michigan, brainstorming ideas for events . Looking at ways to support schools

*Covid 19 updates-* there was just one day that there were people with no masks

**Old Business:** Kermit Krouse with Nashville Historical Society contacted a person to help with upstairs history project, but she backed out

**New Business:** None

No Public Comment

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

**Meeting Adjourned at 6:52pm**

**Next meeting is Tuesday, September 15, 2020 at 6pm.**



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

	Aug 20	Budget	% of Budget	Apr - Aug 20	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
1000 · Book Revenue	63.39	235.00	27.0%	202.63	975.00	20.8%	2,000.00
2000 · Contributions	21.59	70.00	30.8%	125.49	1,450.00	8.7%	2,100.00
3000 · Grant Income	400.00	0.00	100.0%	400.00	3,000.00	13.3%	4,400.00
4000 · Interest Earned	0.00	10.00	0.0%	45.52	50.00	91.0%	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	199.25	190.00	104.9%	286.25	870.00	32.9%	2,200.00
7000 · Penal Fines	0.00	3,500.00	0.0%	4,607.46	3,500.00	131.6%	3,500.00
8000 · Refunds	12.00	22.00	54.5%	4,437.23	8,620.00	51.5%	11,600.00
8500 · RIDES	0.00	2,300.00	0.0%	2,259.81	2,300.00	98.3%	2,300.00
9000 · State Aid	0.00	2,100.00	0.0%	5,481.62	4,800.00	114.2%	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>696.23</b>	<b>8,427.00</b>	<b>8.3%</b>	<b>27,970.59</b>	<b>33,565.00</b>	<b>83.3%</b>	<b>141,000.00</b>
<b>Expense</b>							
100 · Accountant fees	0.00	2,800.00	0.0%	0.00	2,800.00	0.0%	2,800.00
150 · Association Dues	1,382.06	0.00	100.0%	3,400.84	1,800.00	188.9%	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	616.17	450.00	136.9%	2,567.59	2,925.00	87.8%	6,500.00
250 · Building/Maintenance	179.28	175.00	102.4%	1,830.34	2,175.00	84.2%	4,500.00
300 · DVDs	47.48	75.00	63.3%	228.96	425.00	53.9%	1,000.00
350 · Travel/Education	0.00	50.00	0.0%	0.00	250.00	0.0%	500.00
400 · Insurance	0.00	0.00	0.0%	684.00	1,200.00	57.0%	1,200.00
450 · Internet	907.06	1,000.00	90.7%	4,485.97	4,600.00	97.5%	11,000.00
500 · Office	241.61	200.00	120.8%	594.32	1,350.00	44.0%	3,000.00
550 · Payroll Expenses	4,705.70	7,026.00	67.0%	27,598.65	34,132.00	80.9%	78,500.00
650 · Programs	125.43	300.00	41.8%	336.90	1,450.00	23.2%	3,000.00
700 · Rental Fees	0.00	150.00	0.0%	120.00	150.00	80.0%	150.00
750 · Technology	6,211.39	450.00	1,380.3%	8,681.29	3,100.00	280.0%	14,000.00
800 · Utilities	272.94	375.00	72.8%	1,199.85	1,855.00	64.7%	4,500.00
850 · Grants	400.00	200.00	200.0%	400.00	1,200.00	33.3%	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>15,089.12</b>	<b>13,251.00</b>	<b>113.9%</b>	<b>54,388.52</b>	<b>61,712.00</b>	<b>88.1%</b>	<b>141,000.00</b>
<b>Net Ordinary Income</b>	<b>-14,392.89</b>	<b>-4,824.00</b>	<b>298.4%</b>	<b>-26,417.93</b>	<b>-28,147.00</b>	<b>93.9%</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>-14,392.89</b>	<b>-4,824.00</b>	<b>298.4%</b>	<b>-26,417.93</b>	<b>-28,147.00</b>	<b>93.9%</b>	<b>0.00</b>