

ADDISON TOWNSHIP PUBLIC LIBRARY
Draft BOARD MEETING Agenda
TUESDAY February 18, 2020

CALL TO ORDER

BOARD MEMBERS PRESENT
PLEDGE OF ALLEGIENCE
CALL TO AUDIENCE:
APPROVAL OF THE AGENDA
CONSENT AGENDA REVIEW
FINANCIAL REPORT

DIRECTOR'S REPORT

COMMITTEE REPORTS

- Building
 - Progress report-Site Plan Review progress
 - Land preparation
 - Public concerns: New Building operational cost budget
- Capital Fund Committee – Bricks
 - fundraising letters, second appeal
 - Louies' Restaurant
- Finance
- Communications and Technology:

COMMUNICATIONS

OLD BUSINESS: Cyber security
Yasso and tenancy plans

NEW BUSINESS

PUBLIC FORUM: *2 minute maximum per speaker*

NEXT MEETING: 7 PM Tuesday March 18, 2020 at the Addison Township Public Library.
ADJOURNMENT

* *meetings are voice recorded*

ADDISON TOWNSHIP PUBLIC LIBRARY
Draft BOARD MEETING Minutes
TUESDAY January 21,2020

CALL TO ORDER: President of the Board, James Baldiga, called the meeting to order at 7:03P.M. at the Addison Township Public Library, 1400 Rochester Road, Leonard, MI, 48367.

BOARD MEMBERS PRESENT: James Baldiga-yes, James Elsarelli-yes, Mary Frost-yes, Brian Howarth-yes, Marilyn Szost-yes, Mary Ellen Warner -yes Library Director, Jaema Berman was also present

PLEDGE OF ALLEGIENCE

CALL TO AUDIENCE: *2 minute maximum per speaker* C. Sutherby, L. Henderson, J. Ratliff, Mike Vermeesch and son.

APPROVAL OF THE AGENDA: M. Szost moved to approve with addition of a presentation by Mike Vermeesch and 2020 election to New Business, B. Howarth 2nd, unanimous approval by voice vote.

CONSENT AGENDA REVIEW: J. Elsarelli moved to accept with correction of minutes, J. Baldiga 2nd; unanimous approval by voice vote.

Special Presentation: Mr. Vermeesch's hobby is "treasure hunting" with a metal detector. He wishes to prospect the building site and relinquish any materials found back to the library after cleaning them and providing some information about them. He states that he will not interfere with any building activity. He was invited to fill out a release form, which he did, and will commence with the activity at his leisure. He also donated an 1896 map of the township.

FINANCIAL REPORT: The budget has again come in with a surplus. Motion to accept by M. Szost, 2nd by M. Frost. Unanimous approval by roll call. James Baldiga-yes, Mary Frost-yes, Brian Howarth-yes, Marilyn Szost-yes, Mary Ellen Warner -yes

DIRECTOR'S REPORT: Jaema reviewed the statistics for the past year. Move to accept and file by J. Baldiga, 2nd M. Frost. Unanimous approval by voice vote.

COMMITTEE REPORTS

- Building
 - Progress report-Site Plan Review process: fees paid, estimate was accurate. Process for paperwork and plan approval, from public hearing to soil erosion permits in motion
 - James Ratliff is officially the project manager and recommends that we pursue acquiring materials like fill that can be trucked in at a much reduced price. J. Baldiga made the motion pursuant to taking advantage if such an opportunity presents itself, to "release an amount not to exceed \$20,000 from the *New Building Fund* for the purpose of land preparation." Roll call vote: James Baldiga-yes, James Elsarelli-yes Mary Frost-yes, Brian Howarth-no, Marilyn Szost-yes, Mary Ellen Warner -yes; Motion passed, yes- 5, no-1
 - Public concerns: There are concerns from the public that a new building would have more operational costs than current ones. J. Baldiga and Jaema will work on compiling anticipated costs and present them to the Board in February. As the building will be more energy efficient and have the same staffing numbers, and staffing is a large part of operating budget, the costs should be similar. In addition, it was suggested that, in future, a line item be added to the budget to save for in anticipated repairs.
- Capital Fund Committee – 59 Bricks sold, continue to strategize on how to continue to promote; of the end of year fundraising letters sent out, five have responded with donations. A second appeal to another set of potential donors is planned. Louies' Restaurant has offered to donate half of its 50/50 raffle held during its Superbowl Party.

- Finance – none
- Communications and Technology: none

COMMUNICATIONS: Meeting scheduled with Chris Yasso to inform of plans for tenancy.

OLD BUSINESS: Cyber security is still in the information gathering stage

NEW BUSINESS: Board member elections will be in November 2020. To this end, if members would like to have their name placed on the ballot, applications are available from the Township Clerk's Office.

PUBLIC FORUM: *2 minute maximum per speaker*

NEXT MEETING: Tuesday February 18, 2020 at the Addison Township Public Library.

ADJOURNMENT: 8:25 PM

* *meetings are voice recorded*

Addison Township Public Library Expense Summary

	<u>January 2020</u> <u>Jan 20</u>
Accident Fund Insurance	864.00
Addison Plumbing	145.00
Addison Township	6,940.00
Amazon.com	452.13
Ammanuel and Janet Yasso JT Family Trust	1,000.00
Applied Imaging	49.33
AT&T	277.02
Baker and Taylor	1,582.54
Billie Jean Stockman	13.56
Carthew Law Firm PC	300.00
CONSUMERS ENERGY	122.00
Culligan of Romeo	58.80
Demco	113.71
DTE Energy	529.00
Eileen Galbraith	21.59
Jaema Berman	8.89
Joann	54.74
Judith Kimpan	3.18
Meijer	9.52
Postmaster	1.30
QuickBooks Payroll Service	9,260.30
Quill.com	61.45
Shoreline Investment Services, Inc	30.95
Sunrise Services	1,070.00
The Library Network	7,845.48
U.S. Bank Equipment Finance	93.37
Unique Management Services	26.85
TOTAL	<u>30,934.71</u>

**Addison Township Public Library
Profit & Loss Budget vs. Actual
January 2020**

	<u>Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Brick Fundraiser	3,252.58	1,500.00	1,752.58	216.84%
Building Fund	5,500.00	1,500.00	4,000.00	366.67%
Donations	0.00	500.00	-500.00	0.0%
Fines & misc	382.20	50.00	332.20	764.4%
Group Dividend	0.00	30.00	-30.00	0.0%
Interest Income	446.60	300.00	146.60	148.87%
Library Millage	0.00	0.00	0.00	0.0%
Penal fines	0.00	0.00	0.00	0.0%
Rebate	0.00	0.00	0.00	0.0%
Refund	3.02	0.00	3.02	100.0%
State aid	0.00	0.00	0.00	0.0%
Total Income	<u>9,584.40</u>	<u>3,880.00</u>	<u>5,704.40</u>	<u>247.02%</u>
Gross Profit	9,584.40	3,880.00	5,704.40	247.02%
Expense				
Advertising	0.00	60.00	-60.00	0.0%
Bank Checks	0.00	40.00	-40.00	0.0%
Building Maintenance				
General	0.00	105.00	-105.00	0.0%
Snow Removal	1,070.00	400.00	670.00	267.5%
Total Building Maintenance	<u>1,070.00</u>	<u>505.00</u>	<u>565.00</u>	<u>211.88%</u>
Capital expense	0.00	41.74	-41.74	0.0%
Collection development				
Audiobooks	501.84	300.00	201.84	167.28%
Books	1,295.66	975.00	320.66	132.89%
DVDs	237.17	400.00	-162.83	59.29%
Periodicals	0.00	10.00	-10.00	0.0%
Puppets	0.00	40.00	-40.00	0.0%
Realia Youth	0.00	8.35	-8.35	0.0%
Total Collection development	<u>2,034.67</u>	<u>1,733.35</u>	<u>301.32</u>	<u>117.38%</u>
Collections Agency	26.85	16.74	10.11	160.39%
Dues and Subscriptions	0.00	31.25	-31.25	0.0%
Equipment	0.00	50.00	-50.00	0.0%
Fire Monitoring	30.95	62.50	-31.55	49.52%
Fund Raising	0.00	41.74	-41.74	0.0%
Furniture	0.00	33.40	-33.40	0.0%
Insurance				
Disability Insurance	864.00	75.00	789.00	1,152.0%
Insurance - Other	0.00	675.00	-675.00	0.0%
Total Insurance	<u>864.00</u>	<u>750.00</u>	<u>114.00</u>	<u>115.2%</u>
Licenses and Permits	0.00	13.74	-13.74	0.0%
Lost Books	0.00	16.74	-16.74	0.0%
Mileage	0.00	1.55	-1.55	0.0%

**Addison Township Public Library
Profit & Loss Budget vs. Actual
January 2020**

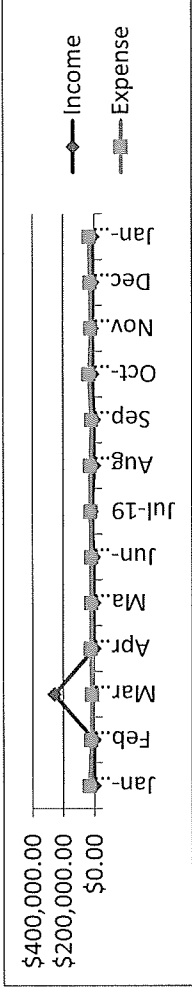
	<u>Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Miscellaneous	0.00	16.74	-16.74	0.0%
New building development	7,240.00	1,666.00	5,574.00	434.57%
Newsletter	0.00	250.00	-250.00	0.0%
Patron Reimbursement	0.00	4.24	-4.24	0.0%
Payroll Expenses	9,260.30	10,000.00	-739.70	92.6%
Postage and Delivery	1.30	25.00	-23.70	5.2%
Printing and Reproduction	142.70	170.00	-27.30	83.94%
Professional Fees				
Audit	0.00	333.37	-333.37	0.0%
Total Professional Fees	0.00	333.37	-333.37	0.0%
Programming	80.37	275.00	-194.63	29.23%
Reconciliation Discrepancies	0.00	5.00	-5.00	0.0%
Rent	1,000.00	1,000.00	0.00	100.0%
Repairs				
Building Repairs	145.00	30.00	115.00	483.33%
Equipment Repairs	0.00	10.50	-10.50	0.0%
Total Repairs	145.00	40.50	104.50	358.03%
Staff development	0.00	50.00	-50.00	0.0%
Supplies				
Library Supplies	184.68	425.00	-240.32	43.45%
Maintenance Supplies	21.59	7.60	13.99	284.08%
Software	0.00	183.37	-183.37	0.0%
Total Supplies	206.27	615.97	-409.70	33.49%
Taxes	0.00	30.00	-30.00	0.0%
Telephone	277.02	280.00	-2.98	98.94%
The Library Network				
Acquisitions	1,352.00	116.56	1,235.44	1,159.92%
Datamailers	8.83	15.00	-6.17	58.87%
Delivery	0.00	116.74	-116.74	0.0%
Download Destination	0.00	200.00	-200.00	0.0%
Equipment	0.00	325.00	-325.00	0.0%
General Invoice	0.00	10.00	-10.00	0.0%
Library Lables	0.00	25.00	-25.00	0.0%
Shared Automation System	5,777.46	1,922.00	3,855.46	300.6%
Technology Services	0.00	155.00	-155.00	0.0%
Telecommunications	707.19	241.74	465.45	292.54%
Total The Library Network	7,845.48	3,127.04	4,718.44	250.89%
Utilities				
Gas and Electric	651.00	420.00	231.00	155.0%
Water	58.80	30.00	28.80	196.0%
Total Utilities	709.80	450.00	259.80	157.73%
Website Application and Hosting	0.00	18.00	-18.00	0.0%
Total Expense	<u>30,934.71</u>	<u>21,754.61</u>	<u>9,180.10</u>	<u>142.2%</u>
Net Ordinary Income	-21,350.31	-17,874.61	-3,475.70	119.45%

Addison Township Public Library
Profit & Loss Budget vs. Actual
January 2020

	<u>Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>-21,350.31</u>	<u>-17,874.61</u>	<u>-3,475.70</u>	<u>119.45%</u>

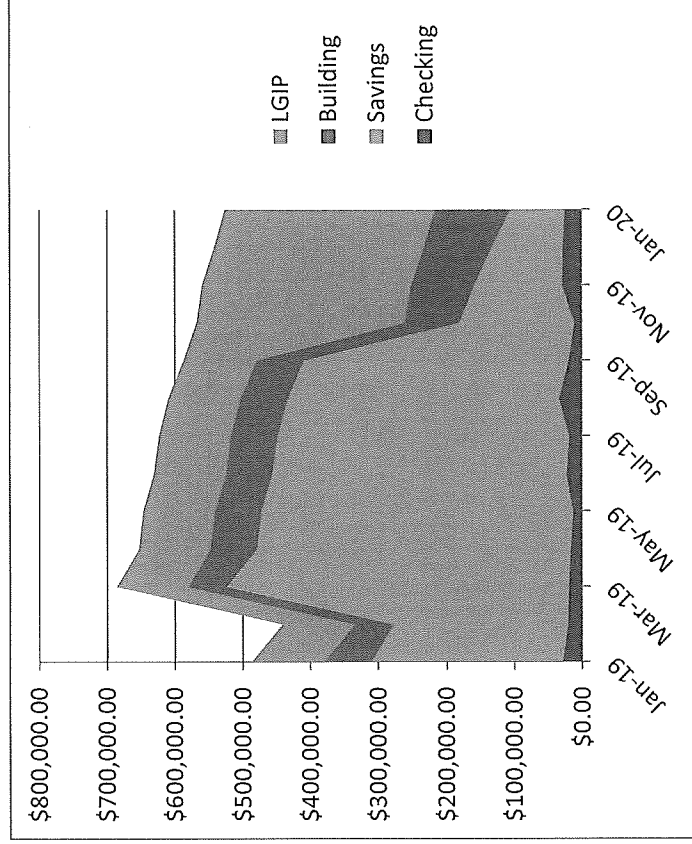
January 2020 Income/Expense Snapshot

Month	Income	Expense
Jan-19	\$430.72	\$31,369.81
Feb-19	\$436.06	\$20,614.16
Mar-19	\$259,585.84	\$15,026.26
Apr-19	\$1,043.21	\$23,330.83
May-19	\$967.22	\$19,137.05
Jun-19	\$3,068.65	\$18,461.03
Jul-19	\$17,133.44	\$23,182.83
Aug-19	\$1,003.53	\$24,646.57
Sep-19	\$1,658.57	\$16,390.59
Oct-19	\$11,498.18	\$34,110.71
Nov-19	\$16,138.71	\$21,977.95
Dec-19	\$10,891.31	\$26,419.79
Jan-20	\$9,584.40	\$30,934.71



Account Balances

Month	Checking	Savings	Building	LGIP
Jan-19	\$29,241.59	\$280,781.71	\$70,461.36	\$106,696.11
Feb-19	\$21,258.90	\$255,796.27	\$57,365.31	\$106,800.80
Mar-19	\$19,737.43	\$502,785.59	\$57,368.39	\$106,957.10
Apr-19	\$16,747.91	\$461,814.01	\$68,372.08	\$107,120.96
May-19	\$13,020.28	\$458,843.58	\$68,376.01	\$107,402.75
Jun-19	\$22,394.81	\$433,388.37	\$68,380.21	\$107,537.74
Jul-19	\$18,521.90	\$429,574.51	\$68,634.02	\$107,717.54
Aug-19	\$33,990.04	\$398,601.08	\$69,568.14	\$107,896.85
Sep-19	\$19,462.51	\$389,622.00	\$70,054.03	\$108,081.32
Oct-19	\$10,791.63	\$169,638.61	\$79,290.74	\$308,403.42
Nov-19	\$28,898.53	\$129,647.39	\$92,442.73	\$308,896.19
Dec-19	\$28,273.87	\$104,654.73	\$99,278.94	\$309,559.54
Jan-20	\$25,428.41	\$79,689.16	\$111,479.77	\$309,992.50
Total				\$526,589.84



January 2020
Director's Report

	Jan-19	Jan-20	2016	2017	2018	2019	2020
Library Use Statistics							
Items Circulated	2287	NA					
Loaned Out	1301	1511					
Loaned In	313	310					
Total Users	1,981	1,795					
Collection Total	27,197	27,029					
New Patrons	9	21					
Door Count	1,405	1,431	22,178	19,861	21,975	21,614	
WiFi Use	97	81					
Ancestry.com	156	264					
Computer Usage	43	46					
Downloadable Books	323	416					
Programs							
Storytime (4)	8	12					
Connect and Color	3	2					
Genealogy	6	6					
Handy Crafters	6	6					
Dungeons & Dragons	4	3					
Book Club	6	9					
DIY Scarves	0	10					
Blood Drive	26	26					
Genealogy Help	4	2					
Total Participants	63	76					