

**ADDISON TOWNSHIP PUBLIC LIBRARY**  
**Draft BOARD MEETING AGENDA**  
**TUESDAY Feb. 16, 2020, 7PM**  
**ZOOM**

**CALL TO ORDER:**

**BOARD MEMBERS PRESENT:**

**PLEDGE OF ALLEGIENCE:**

**CALL TO AUDIENCE:** *2 minute maximum per speaker*

**APPROVAL OF THE AGENDA:**

**Consent Agenda Review**

**FINANCIAL REPORT:**

**DIRECTOR'S REPORT:**

**COMMITTEE REPORTS:**

- Policy
- Building – James Elsarelli
- Finance –
- Capital Campaign Committee – James Baldiga

**COMMUNICATIONS:**

- Census Recognition

**OLD BUSINESS:**

- Letter re: building site to local neighborhood.
- Faxing via copier.

**NEW BUSINESS:**

- Annual audit

**PUBLIC FORUM:**

**NEXT MEETING:** Tuesday March 16, 2020, 7PM at the Addison Township Public Library/**via ZOOM.**

**ADJOURNMENT:**

**ADDISON TOWNSHIP PUBLIC LIBRARY**  
**Draft BOARD MEETING Minutes**  
**TUESDAY January 19, 2021**

**CALL TO ORDER:** President of the Board, James Baldiga, called the meeting to order at 7:07 P.M. via ZOOM

**BOARD MEMBERS PRESENT:** J. Baldiga-yes, J. Elsarelli-yes, J. Eller-Yes, M. Frost-no, K. King-yes (at 7:15), M. Szost-yes, Library Director, Jaema Berman was present.

**CALL TO AUDIENCE:** Present- L. Henderson, C.Sutherby, L. & C. Meininger:

**CONSENT AGENDA REVIEW:** Motion to approve by J. Baldiga, 2<sup>nd</sup> by J. Eller, carried by a voice vote.

**FINANCIAL REPORT:** The CARES Act for compensation for COVID-19 related expenses was applied for. \$95K surplus funds in the 20-21 budget to roll over to the building fund. Motion to approve the report by J. Baldiga, 2<sup>nd</sup> by J. Eller, carried by unanimous voice vote.

**DIRECTOR'S REPORT:** Thank you to Friends for all the efforts in fundraising for the new library. We should consider purchasing items that can replace worn furniture in currently in the library. The library will keep pursuing new ways to use the library services. Suggestion to collect data on how often technical services are being accessed. Motion to file by J. Baldiga, motion carried by a voice vote.

### COMMITTEE REPORTS

- Policy – No meeting
- Building
  - The surveyor has placed 3 different colored ribbons to delineate placement of the septic system, back-up system and building.
  - Perk test still needs to be done and
  - We may resubmit to the Zoning Board in February or March
  - We need to place “No Trespassing” signs on property
  - Capital Fund Committee- Postcards are available at the library for fundraising purposes. 89 bricks have been sold. Jennie will speak to her grant writer regarding additional funding opportunities.

Communication – Taxes for Lakeville Lake piece of property are approximately \$700

Old Business: VOiP will be installed on next Friday

New Business: Jaema will determine the amount of money we should keep liquid and the amount we can transfer to invest.

**PUBLIC FORUM:** No comment

**NEXT MEETING:** 7 PM Tuesday February 16,2021 at the Addison Township Public Library or Zoom.

**ADJOURNMENT:** 08:11 PM

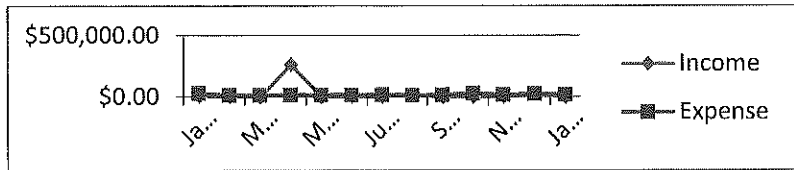
\* meetings are voice recorded

# Addison Township Public Library Expenses Summary

	January 2021
	<u>Jan 21</u>
Accident Fund Insurance	864.00
Accurate Cleaning Services	325.00
Amazon.com	238.78
Ammanuel and Janet Yasso JT Family Trust	1,000.00
AT&T	319.21
Baker and Taylor	337.06
CONSUMERS ENERGY	82.00
Culligan of Romeo	22.45
DTE Energy	233.00
Greenwoodheinemann	25.00
Payroll	8,621.32
QuickBooks Payroll Service	12.78
Quill.com	432.60
Shoreline Investment Services, Inc	49.95
Sunrise Services	625.00
The Library Network	5,875.98
U.S. Bank Equipment Finance	47.25
U.S. Postmaster	12.40
Zoom	15.89
<b>TOTAL</b>	<b><u>19,139.67</u></b>

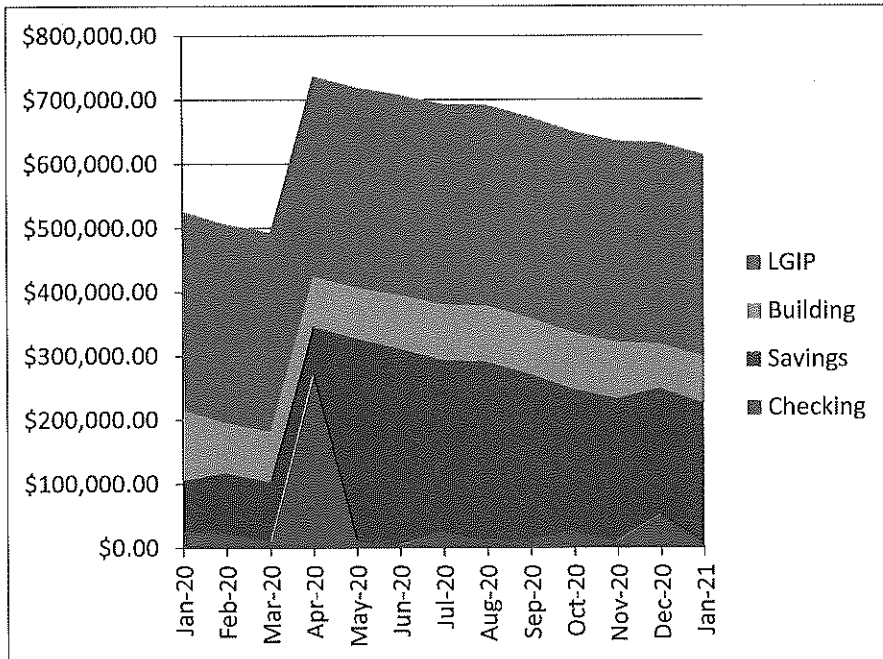
# January 2021 Income/Expense Snapshot

Month	Income	Expense
Jan-20	\$9,584.40	\$30,934.71
Feb-20	\$3,427.02	\$15,251.93
Mar-20	\$1,277.97	\$14,408.44
Apr-20	\$263,591.68	\$20,375.59
May-20	\$1,338.78	\$18,081.40
Jun-20	\$6,929.44	\$16,856.36
Jul-20	\$5,612.17	\$20,812.63
Aug-20	\$13,439.70	\$15,802.03
Sep-20	\$888.81	\$16,287.33
Oct-20	\$1,788.61	\$29,947.04
Nov-20	\$3,237.82	\$16,775.98
Dec-20	\$26,345.34	\$26,186.58
Jan-21	\$564.47	\$19,139.67



## Account Balances

Month	Checking	Savings	Building	LGIP
Jan-20	\$25,428.41	\$79,689.16	\$111,479.77	\$309,992.50
Feb-20	\$24,275.49	\$93,581.50	\$78,255.21	\$310,414.86
Mar-20	\$10,391.75	\$93,586.87	\$78,959.63	\$311,105.88
Apr-20	\$272,918.53	\$73,591.09	\$78,964.31	\$311,737.24
May-20	\$11,669.98	\$316,229.34	\$79,537.62	\$312,368.60
Jun-20	\$5,345.58	\$306,246.97	\$84,053.68	\$312,649.96
Jul-20	\$24,910.24	\$268,828.94	\$87,100.66	\$312,905.54
Aug-20	\$11,664.39	\$279,782.00	\$87,596.02	\$313,149.94
Sep-20	\$10,651.64	\$261,364.69	\$87,851.05	\$313,349.81
Oct-20	\$26,178.20	\$221,379.35	\$88,741.13	\$313,788.73
Nov-20	\$11,606.27	\$221,391.63	\$88,996.40	\$314,140.46
Dec-20	\$52,378.14	\$196,821.64	\$69,583.66	\$314,253.62
Jan-21	\$7,466.33	\$218,901.25	\$73,347.11	\$314,502.45



**Addison Township Public Library  
Profit & Loss Budget vs. Actual  
January 2021**

	<u>Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Donations	0.00	0.00	0.00	0.0%
Fines & misc	165.20	0.00	165.20	100.0%
Group Dividend	0.00	0.00	0.00	0.0%
Interest Income	267.37	0.00	267.37	100.0%
Library Millage	0.00	0.00	0.00	0.0%
New Building Fund	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	0.00	0.00	0.00	0.0%
Reimbursement	131.90	0.00	0.00	100.0%
State aid	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<u>564.47</u>	<u>0.00</u>	<u>564.47</u>	<u>100.0%</u>
<b>Gross Profit</b>	564.47	0.00	564.47	100.0%
<b>Expense</b>				
Advertising	0.00	179.40	-179.40	0.0%
Bank Checks	0.00	0.00	0.00	0.0%
Bank Service Charges	0.00	0.00	0.00	0.0%
<b>Building Maintenance</b>				
General	325.00	0.00	325.00	100.0%
Snow Removal	625.00	1,185.00	-560.00	52.74%
<b>Total Building Maintenance</b>	<u>950.00</u>	<u>1,185.00</u>	<u>-235.00</u>	<u>80.17%</u>
<b>Collection development</b>				
Audiobooks	0.00	505.04	-505.04	0.0%
Books	360.35	1,093.35	-733.00	32.96%
DVDs	157.58	278.93	-121.35	56.49%
Puppets	0.00	0.00	0.00	0.0%
<b>Total Collection development</b>	<u>517.93</u>	<u>1,877.32</u>	<u>-1,359.39</u>	<u>27.59%</u>
Collections Agency	0.00	8.95	-8.95	0.0%
Dues and Subscriptions	15.89	0.00	15.89	100.0%
Equipment	0.00	0.00	0.00	0.0%
Fire Monitoring	49.95	30.95	19.00	161.39%
Fund Raising	0.00	0.00	0.00	0.0%
<b>Insurance</b>				
Disability Insurance	864.00	864.00	0.00	100.0%
Insurance - Other	0.00	0.00	0.00	0.0%
<b>Total Insurance</b>	<u>864.00</u>	<u>864.00</u>	<u>0.00</u>	<u>100.0%</u>
Licenses and Permits	0.00	0.00	0.00	0.0%
Lost Books	0.00	0.00	0.00	0.0%
New building development	0.00	3,750.00	-3,750.00	0.0%
Newsletter	0.00	0.00	0.00	0.0%
Payroll Expenses	8,621.32	9,500.00	-878.68	90.75%
Postage and Delivery	12.40	55.42	-43.02	22.38%

## Addison Township Public Library Profit & Loss Budget vs. Actual January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
Printing and Reproduction	47.25	140.20	-92.95	33.7%
Professional Fees				
Audit	0.00	0.00	0.00	0.0%
Total Professional Fees	0.00	0.00	0.00	0.0%
Programming	0.00	445.00	-445.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Rent	1,000.00	1,000.00	0.00	100.0%
Repairs				
Building Repairs	0.00	0.00	0.00	0.0%
Total Repairs	0.00	0.00	0.00	0.0%
Staff development	0.00	0.00	0.00	0.0%
Supplies				
Library Supplies	503.29	563.76	-60.47	89.27%
Maintenance Supplies	0.00	5.01	-5.01	0.0%
Software	25.00	0.00	25.00	100.0%
Total Supplies	528.29	568.77	-40.48	92.88%
Taxes	0.00	0.00	0.00	0.0%
Telephone	319.21	256.58	62.63	124.41%
The Library Network				
Acquisitions	0.00	0.00	0.00	0.0%
Datamailers	0.00	0.00	0.00	0.0%
Delivery	0.00	0.00	0.00	0.0%
Download Destination	0.00	0.00	0.00	0.0%
Equipment	0.00	0.00	0.00	0.0%
Shared Automation System	5,875.98	5,659.04	216.94	103.83%
Technology Services	0.00	0.00	0.00	0.0%
Telecommunications	0.00	0.00	0.00	0.0%
Total The Library Network	5,875.98	5,659.04	216.94	103.83%
Utilities				
Gas and Electric	315.00	389.00	-74.00	80.98%
Water	22.45	22.45	0.00	100.0%
Total Utilities	337.45	411.45	-74.00	82.02%
Website Application and Hosting	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>19,139.67</b>	<b>25,932.08</b>	<b>-6,792.41</b>	<b>73.81%</b>
<b>Net Ordinary Income</b>	<b>-18,575.20</b>	<b>-25,932.08</b>	<b>7,356.88</b>	<b>71.63%</b>
<b>Net Income</b>	<b>-18,575.20</b>	<b>-25,932.08</b>	<b>7,356.88</b>	<b>71.63%</b>

January 2021

Director's Report

	Jan-20	Jan-21
<b>Library Use Statistics</b>		
Items Circulated	1483	967
Loaned Out	1511	2611
Loaned In	310	334
Total Users	1,795	1,762
Collection Total	27,029	26,519
New Patrons	21	6
Door Count	1,431	849
WiFi Use	81	73
Ancestry.com	264	373/23/4
Computer Usage	46	5
Downloadable Books	416	341
Website	1801	1085
<b>Programs</b>		
Storytime (4)	12	16
Connect and Color	2	0
Genealogy	6	6
Handy Crafters	6	0
Dungeons & Dragons	3	0
Book Club	9	3
Genealogy Help	2	0
Tech Help	8	12
<b>Total Participants</b>	<b>48</b>	<b>37</b>