

**ADDISON TOWNSHIP PUBLIC LIBRARY**  
**Draft BOARD MEETING AGENDA**  
**TUESDAY Jan. 19, 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:**

- Lakeville Lake Improvement Tax

**OLD BUSINESS:**

- Voip Phone System

**NEW BUSINESS:**

- New Board of Trustees Officer Appointments

**PUBLIC FORUM:**

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

**ADJOURNMENT:**

**ADDISON TOWNSHIP PUBLIC LIBRARY**  
**Draft BOARD MEETING Minutes**  
**TUESDAY December 1, 2020**

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**CALL TO ORDER:** President of the Board, James Baldiga, called the meeting to order at 7:08 P.M. via ZOOM

**BOARD MEMBERS PRESENT:** J. Baldiga-yes, J. Elsarelli-yes, J. Eller-Yes, M. Frost-yes, K. King, M. Szost-yes, Library Director, Jaema Berman was present.

**PLEDGE OF ALLEGIENCE**

**CALL TO AUDIENCE: Present-** L. Henderson, A. Kowalski, L. & C. Meininger: Question regarding amount of money needed in order to break ground for the new library building. Answered by J. Baldiga and J. Elsarelli: Preparation of the site, preparation and approval of plans have been in process along with the payment of fees for these have been progressing. The direction of the previous Board has been to ensure that enough money was available to complete the project.

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

**FINANCIAL REPORT:** Explanation of the accounts for new Board members. At present \$20K under budget. The director has applied to the CARES Act for compensation for COVID-19 related expenses in the sum of \$22K. Motion to approve by J. Baldiga, 2<sup>nd</sup> by M. Frost, carried by unanimous voice vote.

**DIRECTOR'S REPORT:** Curbside is going exceptionally well. Suggestion to begin collecting data on it. Increase in interlibrary loans. Ancestry use has also increased. Motion to file by J. Baldiga, 2<sup>nd</sup> by M. Frost, carried by a voice vote. At the next meeting, annual numbers will be available.

**COMMITTEE REPORTS**

- Policy – No meeting
- Building
  - Progress report: recap of history for new members. The wall along the neighbor's property will be replaced by a berm, spruce trees and an oak.
  - Capital Fund Committee- Brief history of fundraising activity. Postcards are available at the library for fundraising purposes.

Communication – Insurance agent states that insurance will not increase.

- The Smiths donated \$500 for building

Old Business: VOiP will be used instead of land line. Will save considerable amount of money. Motion to approve switching from land line to VOiP by J. Baldiga, xxx 2<sup>nd</sup>.

New Business: Per auditor, need to vote to approve the 2020 budget. J. Baldiga so moves, M. Szost 2<sup>nd</sup>. Unanimous approval by roll call vote: J. Baldiga-yes, J. Elsarelli-yes, J. Eller-Yes, M. Frost-yes, K. King, M. Szost-yes.

**PUBLIC FORUM**

**NEXT MEETING:** 7 PM Tuesday December 19, 2020 at the Addison Township Public Library or Zoom.

**ADJOURNMENT:** 08:06 PM

\* meetings are voice recorded

**Expenses**

**December 2020**

Dec 20

Amazon.com	289.41
Ammanuel and Janet Yasso JT Family Trust	1,000.00
Applied Imaging	120.83
AT&T	316.92
Baker and Taylor	824.99
Bill Olivich	189.00
Collaborative Summer Library Program	65.05
CONSUMERS ENERGY	82.00
Culligan of Romeo	44.90
Decker Agency	7,570.00
Demco	34.01
DTE Energy	233.00
James Elsarelli	63.40
Payroll	8,566.00
Postmaster	490.87
PSLZ LLP Certified Public Accountants	4,000.00
Quill.com	166.80
Shoreline Investment Services, Inc	424.95
Sunrise Services	1,450.00
U.S. Bank Equipment Finance	238.56
Zoom	15.89
<b>TOTAL</b>	<b><u><u>26,186.58</u></u></b>

**Expenses**

November 2020

Nov 20

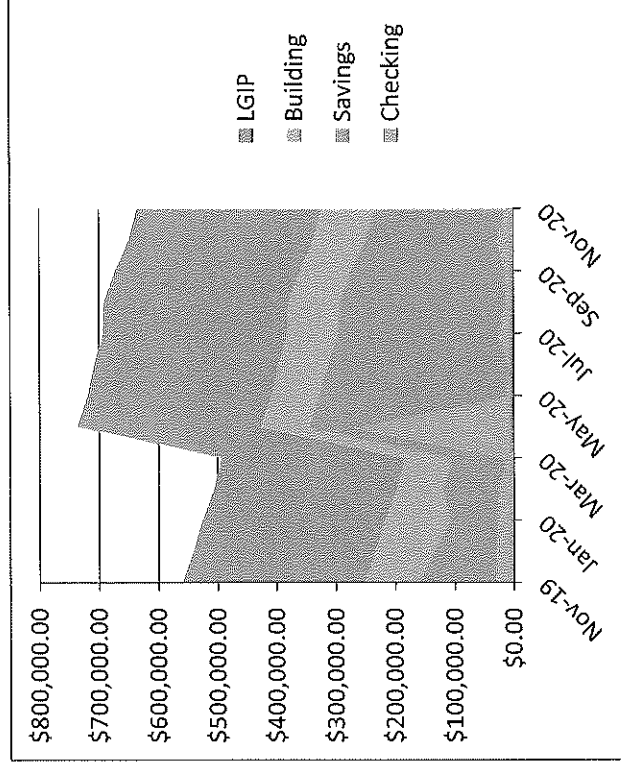
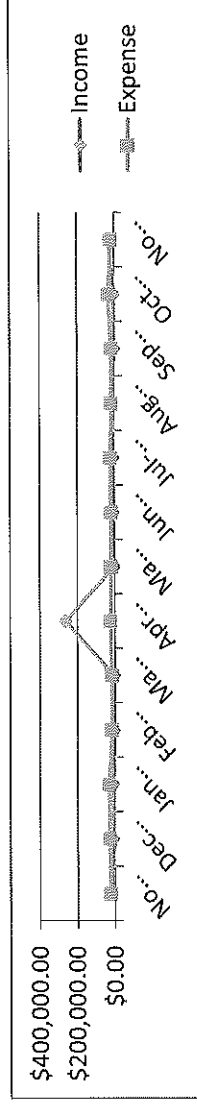
Adobe	23.88
Amazon.com	403.85
Ammanuel and Janet Yasso JT Family Trust	1,000.00
AT&T	316.92
Baker and Taylor	2,382.92
Clear To Go	30.00
Collaborative Summer Library Program	20.00
CONSUMERS ENERGY	82.00
DTE Energy	161.30
Eastman Fire Protection	85.03
Eileen Galbraith1	20.41
Nowak & Fraus Engineers	2,880.00
Payroll	8,729.68
Publishers Weekly	239.49
Quill.com	256.86
Shoreline Investment Services, Inc	30.95
U.S. Bank Equipment Finance	85.80
U.S. Postmaster	11.00
Zoom	15.89
<b>TOTAL</b>	<b><u>16,775.98</u></b>

# November 2020 Income/Expense Snapshot

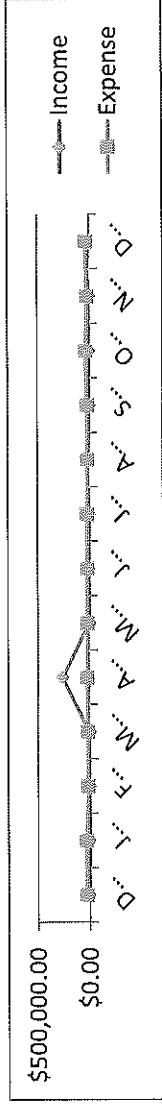
Month	Income	Expense
Nov-19	\$16,138.71	\$21,977.95
Dec-19	\$10,891.31	\$26,419.79
Jan-20	\$9,584.40	\$30,934.71
Feb-20	\$3,427.02	\$15,251.93
Mar-20	\$1,277.97	\$14,408.44
Apr-20	\$263,591.68	\$20,375.59
May-20	\$1,338.78	\$18,081.40
Jun-20	\$6,929.44	\$16,856.36
Jul-20	\$5,612.17	\$20,812.63
Aug-20	\$13,439.70	\$15,802.03
Sep-20	\$888.81	\$16,287.33
Oct-20	\$1,788.61	\$29,947.04
Nov-20	<b>\$26,345.34</b>	<b>\$16,775.98</b>

## Account Balances

Month	Checking	Savings	Building	LGIP
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
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	<b>\$11,606.27</b>	<b>\$221,391.63</b>	<b>\$88,996.40</b>	<b>\$314,140.46</b>
<b>Total</b>				<b>\$636,134.76</b>



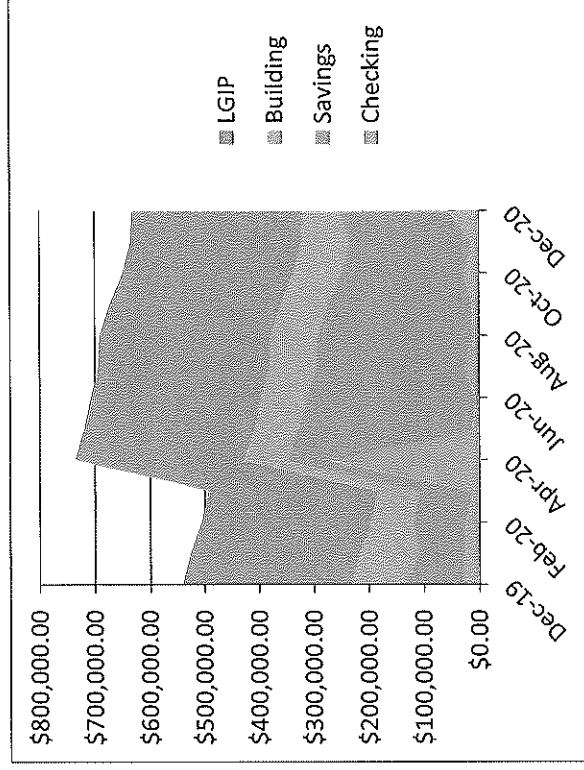
# December 2020 Income/Expense Snapshot



Month	Income	Expense
Dec-19	\$10,891.31	\$26,419.79
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
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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

## Account Balances

Month	Checking	Savings	Building	LGIP
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
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
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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
<b>Total</b>				<b>\$633,037.06</b>



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

	<u>Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Brick Fundraiser	500.00	0.00	500.00	100.0%
Building Fund	0.00	0.00	0.00	0.0%
Donations	0.00	0.00	0.00	0.0%
Fines & misc	435.51	0.00	435.51	100.0%
Group Dividend	0.00	0.00	0.00	0.0%
Interest Income	370.10	0.00	370.10	100.0%
Library Millage	0.00	0.00	0.00	0.0%
Penal fines	0.00	0.00	0.00	0.0%
U-erate Program	1,710.71	1,700.00	10.71	100.63%
Refund	221.50	0.00	221.50	100.0%
State aid	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<u>3,237.82</u>	<u>1,700.00</u>	<u>1,537.82</u>	<u>190.46%</u>
<b>Gross Profit</b>	3,237.82	1,700.00	1,537.82	190.46%
<b>Expense</b>				
Advertising	0.00	60.00	-60.00	0.0%
Bank Checks	0.00	40.00	-40.00	0.0%
<b>Building Maintenance</b>				
General	0.00	110.00	-110.00	0.0%
Snow Removal	0.00	425.00	-425.00	0.0%
<b>Total Building Maintenance</b>	<u>0.00</u>	<u>535.00</u>	<u>-535.00</u>	<u>0.0%</u>
Capital expense	0.00	41.66	-41.66	0.0%
<b>Collection development</b>				
Audiobooks	0.00	300.00	-300.00	0.0%
Books	2,414.92	975.00	1,439.92	247.68%
DVDs	272.62	400.00	-127.38	68.16%
Periodicals	0.00	10.00	-10.00	0.0%
Puppets	0.00	40.00	-40.00	0.0%
Realia Youth	0.00	8.33	-8.33	0.0%
<b>Total Collection development</b>	<u>2,687.54</u>	<u>1,733.33</u>	<u>954.21</u>	<u>155.05%</u>
Collections Agency	0.00	16.66	-16.66	0.0%
Dues and Subscriptions	309.26	31.25	278.01	989.63%
Equipment	0.00	50.00	-50.00	0.0%
Fire Monitoring	115.98	62.50	53.48	185.57%
Fund Raising	0.00	41.66	-41.66	0.0%
Furniture	0.00	33.33	-33.33	0.0%
<b>Insurance</b>				
Disability Insurance	0.00	75.00	-75.00	0.0%
Insurance - Other	0.00	675.00	-675.00	0.0%
<b>Total Insurance</b>	<u>0.00</u>	<u>750.00</u>	<u>-750.00</u>	<u>0.0%</u>
Licenses and Permits	0.00	13.66	-13.66	0.0%
Lost Books	0.00	16.66	-16.66	0.0%
Mileage	0.00	1.55	-1.55	0.0%

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

	Nov 20	Budget	\$ Over Budget	% of Budget
Miscellaneous	0.00	16.66	-16.66	0.0%
New building development	2,880.00	1,666.80	1,213.20	172.79%
Newsletter	0.00	250.00	-250.00	0.0%
Patron Reimbursement	0.00	4.16	-4.16	0.0%
Payroll Expenses	8,729.68	10,000.00	-1,270.32	87.3%
Postage and Delivery	11.00	25.00	-14.00	44.0%
Printing and Reproduction	85.80	170.00	-84.20	50.47%
<b>Professional Fees</b>				
Audit	0.00	333.33	-333.33	0.0%
<b>Total Professional Fees</b>	0.00	333.33	-333.33	0.0%
Programming	20.00	275.00	-255.00	7.27%
Reconciliation Discrepancies	0.00	5.00	-5.00	0.0%
Rent	1,000.00	1,000.00	0.00	100.0%
<b>Repairs</b>				
Building Repairs	0.00	30.00	-30.00	0.0%
Equipment Repairs	0.00	10.41	-10.41	0.0%
<b>Total Repairs</b>	0.00	40.41	-40.41	0.0%
Staff development	0.00	50.00	-50.00	0.0%
<b>Supplies</b>				
Library Supplies	311.33	425.00	-113.67	73.25%
Maintenance Supplies	20.41	7.00	13.41	291.57%
Software	0.00	183.33	-183.33	0.0%
Supplies - Other	44.76			
<b>Total Supplies</b>	376.50	615.33	-238.83	61.19%
Taxes	0.00	30.00	-30.00	0.0%
Telephone	316.92	280.00	36.92	113.19%
<b>The Library Network</b>				
Acquisitions	0.00	112.56	-112.56	0.0%
Datamailers	0.00	15.00	-15.00	0.0%
Delivery	0.00	116.66	-116.66	0.0%
Download Destination	0.00	230.00	-230.00	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	0.00	1,916.00	-1,916.00	0.0%
Technology Services	0.00	155.00	-155.00	0.0%
Telecommunications	0.00	241.66	-241.66	0.0%
<b>Total The Library Network</b>	0.00	3,146.88	-3,146.88	0.0%
<b>Utilities</b>				
Gas and Electric	243.30	420.00	-176.70	57.93%
Water	0.00	30.00	-30.00	0.0%
<b>Total Utilities</b>	243.30	450.00	-206.70	54.07%
Website Application and Hosting	0.00	18.00	-18.00	0.0%
<b>Total Expense</b>	16,775.98	21,803.83	-5,027.85	76.94%



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

	<u>Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	-13,538.16	-20,103.83	6,565.67	67.34%
Net Income	<u>-13,538.16</u>	<u>-20,103.83</u>	<u>6,565.67</u>	<u>67.34%</u>

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

	<u>Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Brick Fundraiser	371.64	0.00	371.64	100.0%
Building Fund	68.60	0.00	68.60	100.0%
Donations	3,500.00	0.00	3,500.00	100.0%
Fines & misc	76.00	0.00	76.00	100.0%
Grant	22,066.77			
Group Dividend	0.00	0.00	0.00	0.0%
Interest Income	130.43	0.00	130.43	100.0%
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	131.90	0.00	131.90	100.0%
State aid	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<u>26,345.34</u>	<u>0.00</u>	<u>26,345.34</u>	<u>100.0%</u>
<b>Gross Profit</b>	26,345.34	0.00	26,345.34	100.0%
<b>Expense</b>				
Advertising	0.00	60.00	-60.00	0.0%
Bank Checks	0.00	40.00	-40.00	0.0%
<b>Building Maintenance</b>				
General	189.00	110.00	79.00	171.82%
Snow Removal	1,450.00	425.00	1,025.00	341.18%
<b>Total Building Maintenance</b>	<u>1,639.00</u>	<u>535.00</u>	<u>1,104.00</u>	<u>306.36%</u>
Capital expense	0.00	41.66	-41.66	0.0%
<b>Collection development</b>				
Audiobooks	0.00	300.00	-300.00	0.0%
Books	840.03	975.00	-134.97	86.16%
DVDs	177.03	400.00	-222.97	44.26%
Periodicals	0.00	10.00	-10.00	0.0%
Puppets	0.00	40.00	-40.00	0.0%
Realia Youth	0.00	8.33	-8.33	0.0%
<b>Total Collection development</b>	<u>1,017.06</u>	<u>1,733.33</u>	<u>-716.27</u>	<u>58.68%</u>
Collections Agency	0.00	16.66	-16.66	0.0%
Dues and Subscriptions	15.89	31.25	-15.36	50.85%
Equipment	0.00	50.00	-50.00	0.0%
Fire Monitoring	424.95	62.50	362.45	679.92%
Fund Raising	0.00	41.66	-41.66	0.0%
Furniture	0.00	33.33	-33.33	0.0%
<b>Insurance</b>				
Disability Insurance	0.00	75.00	-75.00	0.0%
Insurance - Other	7,570.00	675.00	6,895.00	1,121.48%
<b>Total Insurance</b>	<u>7,570.00</u>	<u>750.00</u>	<u>6,820.00</u>	<u>1,009.33%</u>
Licenses and Permits	0.00	13.66	-13.66	0.0%
Lost Books	0.00	16.66	-16.66	0.0%

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

	<u>Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Mileage	0.00	1.55	-1.55	0.0%
Miscellaneous	0.00	16.66	-16.66	0.0%
New building development	0.00	1,666.80	-1,666.80	0.0%
Newsletter	490.87	250.00	240.87	196.35%
Patron Reimbursement	0.00	4.16	-4.16	0.0%
Payroll Expenses	8,566.00	10,000.00	-1,434.00	85.66%
Postage and Delivery	0.00	25.00	-25.00	0.0%
Printing and Reproduction	359.39	170.00	189.39	211.41%
<b>Professional Fees</b>				
Audit	4,000.00	333.33	3,666.67	1,200.01%
<b>Total Professional Fees</b>	4,000.00	333.33	3,666.67	1,200.01%
Programming	65.05	275.00	-209.95	23.66%
Reconciliation Discrepancies	0.00	5.00	-5.00	0.0%
Rent	1,000.00	1,000.00	0.00	100.00%
<b>Repairs</b>				
Building Repairs	63.40	30.00	33.40	211.33%
Equipment Repairs	0.00	10.41	-10.41	0.0%
<b>Total Repairs</b>	63.40	40.41	22.99	156.89%
Staff development	0.00	50.00	-50.00	0.0%
<b>Supplies</b>				
Library Supplies	298.15	425.00	-126.85	70.15%
Maintenance Supplies	0.00	7.00	-7.00	0.0%
Software	0.00	183.33	-183.33	0.0%
<b>Total Supplies</b>	298.15	615.33	-317.18	48.45%
Taxes	0.00	30.00	-30.00	0.0%
Telephone	316.92	280.00	36.92	113.19%
<b>The Library Network</b>				
Acquisitions	0.00	112.56	-112.56	0.0%
Datamailers	0.00	15.00	-15.00	0.0%
Delivery	0.00	116.66	-116.66	0.0%
Download Destination	0.00	230.00	-230.00	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	0.00	1,916.00	-1,916.00	0.0%
Technology Services	0.00	155.00	-155.00	0.0%
Telecommunications	0.00	241.66	-241.66	0.0%
<b>Total The Library Network</b>	0.00	3,146.88	-3,146.88	0.0%
<b>Utilities</b>				
Gas and Electric	315.00	420.00	-105.00	75.0%
Water	44.90	30.00	14.90	149.67%
<b>Total Utilities</b>	359.90	450.00	-90.10	79.98%
Website Application and Hosting	0.00	18.00	-18.00	0.0%
<b>Total Expense</b>	26,186.58	21,803.83	4,382.75	120.1%

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

	<u>Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	158.76	-21,803.83	21,962.59	-0.73%
Net Income	<u>158.76</u>	<u>-21,803.83</u>	<u>21,962.59</u>	<u>-0.73%</u>

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

Ordinary Income/Expense	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Brick Fundraiser	13,061.27	0.00	13,061.27	100.0%
Building Fund	10,424.60	0.00	10,424.60	100.0%
Donations	3,605.00	0.00	3,605.00	100.0%
Fines & misc	2,775.11	0.00	2,775.11	100.0%
Grants:iPad, Cares Act	23,634.47	0.00	23,634.47	100.0%
Group Dividend	855.24	0.00	855.24	100.0%
Interest Income	5,018.57	0.00	5,018.57	100.0%
Library Millage	259,998.86	250,000.00	9,998.86	104.0%
Penal fines	10,937.76	10,000.00	937.76	109.38%
Rebate	1,710.71	1,700.00	10.71	100.63%
Refund	1,159.68	0.00	1,159.68	100.0%
State aid	5,084.52	5,000.00	84.52	101.69%
<b>Total Income</b>	<b>338,265.79</b>	<b>266,700.00</b>	<b>71,565.79</b>	<b>126.83%</b>
<b>Gross Profit</b>	<b>338,265.79</b>	<b>266,700.00</b>	<b>71,565.79</b>	<b>126.83%</b>
<b>Expense</b>				
Advertising	37.60	720.00	-682.40	5.22%
Bank Checks	0.00	480.00	-480.00	0.0%
<b>Building Maintenance</b>				
General	875.40	1,315.00	-439.60	66.57%
Snow Removal	4,180.00	5,070.00	-890.00	82.45%
<b>Total Building Maintenance</b>	<b>5,055.40</b>	<b>6,385.00</b>	<b>-1,329.60</b>	<b>79.18%</b>
Capital expense	0.00	500.00	-500.00	0.0%
<b>Collection development</b>				
Audiobooks	2,576.09	3,600.00	-1,023.91	71.56%
Books	12,329.01	11,700.00	629.01	105.38%
DVDs	2,142.91	4,800.00	-2,657.09	44.64%
Periodicals	0.00	120.00	-120.00	0.0%
Puppets	0.00	480.00	-480.00	0.0%
Realia Youth	0.00	100.00	-100.00	0.0%
<b>Total Collection development</b>	<b>17,048.01</b>	<b>20,800.00</b>	<b>-3,751.99</b>	<b>81.96%</b>

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

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Collections Agency	35.80	200.00	-164.20	17.9%
Dues and Subscriptions	1,727.06	375.00	1,352.06	460.55%
Equipment	769.76	600.00	169.76	128.29%
Fire Monitoring	850.43	750.00	100.43	113.39%
Fund Raising	696.81	500.00	196.81	139.36%
Furniture	0.00	400.00	-400.00	0.0%
iPad Grant	1,567.67	1,567.70	-0.03	100.0%
Insurance				
Disability Insurance	883.00	900.00	-17.00	98.11%
Insurance - Other	7,570.00	8,100.00	-530.00	93.46%
Total Insurance	8,453.00	9,000.00	-547.00	93.92%
Licenses and Permits	30.00	164.00	-134.00	18.29%
Lost Books	58.70	200.00	-141.30	29.35%
Mileage	0.00	18.60	-18.60	0.0%
Miscellaneous	0.00	200.00	-200.00	0.0%
New building development	16,452.00	20,000.00	-3,548.00	82.26%
Newsletter	2,565.06	3,000.00	-434.94	85.5%
Patron Reimbursement	0.00	50.00	-50.00	0.0%
Payroll Expenses				
Payroll Expenses	120,350.05	120,000.00	350.05	100.29%
Total Payroll Expenses	120,350.05	120,000.00	350.05	100.29%
Postage and Delivery	34.30	300.00	-265.70	11.43%
Printing and Reproduction	1,674.42	2,020.00	-345.58	82.89%
Professional Fees				
Audit	4,000.00	4,000.00	0.00	100.0%
Total Professional Fees	4,000.00	4,000.00	0.00	100.0%
Programming	1,473.89	3,300.00	-1,826.11	44.66%
Reconciliation Discrepancies	0.00	60.00	-60.00	0.0%
Rent	11,000.00	12,000.00	-1,000.00	91.67%
Repairs				
Building Repairs	271.80	360.00	-88.20	75.5%
Equipment Repairs	65.00	125.00	-60.00	52.0%

# Addison Township Public Library

## Profit & Loss Budget vs. Actual

### January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Total Repairs	336.80	485.00	-148.20	69.44%
Staff development	500.12	600.00	-99.88	83.35%
Supplies				
Library Supplies	5,667.55	5,100.00	567.55	111.13%
Maintenance Supplies	69.21	90.00	-20.79	76.9%
Software	1,036.84	2,200.00	-1,163.16	47.13%
Supplies - Other	44.76			
Total Supplies	6,818.36	7,390.00	-571.64	92.27%
Taxes	281.86	360.00	-78.14	78.29%
Telephone	3,520.25	3,360.00	160.25	104.77%
The Library Network				
Acquisitions	1,352.00	1,360.00	-8.00	99.41%
Datamailers	8.83	180.00	-171.17	4.91%
Delivery	1,398.00	1,400.00	-2.00	99.86%
Download Destination	2,701.04	2,800.00	-98.96	96.47%
Equipment	99.00	3,900.00	-3,801.00	2.54%
General Invoice	0.00	120.00	-120.00	0.0%
Library Labes	225.00	300.00	-75.00	75.0%
Shared Automation System	23,208.36	23,000.00	208.36	100.91%
Technology Services	811.00	1,800.00	-989.00	45.06%
Telecommunications	2,121.57	2,900.00	-778.43	73.16%
Total The Library Network	31,924.80	37,760.00	-5,835.20	84.55%
Utilities				
Gas and Electric	3,967.62	5,040.00	-1,072.38	78.72%
Water	284.25	360.00	-75.75	78.96%
Total Utilities	4,251.87	5,400.00	-1,148.13	78.74%
Website Application and Hosting	206.00	220.00	-14.00	93.64%
Total Expense	241,720.02	263,165.30	-21,445.28	91.88%
Net Ordinary Income	96,545.77	3,534.70	93,011.07	2,731.37%
Net Income	96,545.77	3,534.70	93,011.07	2,731.37%

## Director's Report

	Nov-19	Nov-20
<b>Library Use Statistics</b>		
Items Circulated	1477	994
Loaned Out	1439	2586
Loaned In	250	310
Total Users	1,833	1,752
Collection Total	26,978	26,581
New Patrons	12	3
Door Count	1,704	1,100
WiFi Use	96	59
Ancestry.com	259	199/16/5
Computer Usage	51	22
Downloadable Books	355	328
Website	1543	1008
<b>Programs</b>		
Storytime (4)	24	31
Connect and Color	3	0
Genealogy	6	6
Handy Crafters	4	0
Dungeons & Dragons	8	0
Book Club	9	2
Autism Talk	0	0
Holiday Cards	0	0
Genealogy Help	3	0
Faygo	8	0
Teddybear Sleepover	7	0
Teddybear Brunch	12	0
History of Oakland County	17	0
<b>Total Participants</b>	<b>101</b>	<b>39</b>



## Director's Report

	Dec-19	Dec-20
<b>Library Use Statistics</b>		
Items Circulated	1312	664
Loaned Out	1354	2654
Loaned In	267	283
Total Users	1,778	1,756
Collection Total	26,889	26,624
New Patrons	5	4
Door Count	1,628	719
WiFi Use	96	61
Ancestry.com	201	2.13.3
Computer Usage	31	4
Downloadable Books	336	346
Website	1145	894
<b>Programs</b>		
Storytime (4)	24	11
Connect and Color	3	0
Genealogy	6	6
Handy Crafters	4	0
Dungeons & Dragons	8	0
Book Club	10	2
Holiday Cards	0	8
Genealogy Help	3	0
History of Oakland County	17	0
Santa Reads at the Library	25	0
Ugly Sweater Contest	5	0
<b>Total Participants</b>	<b>105</b>	<b>27</b>