

**ADDISON TOWNSHIP PUBLIC LIBRARY**  
**Draft BOARD MEETING AGENDA**  
**TUESDAY June 16, 2020, 7PM**

**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 --
- Finance --Schedule meeting for Proposed Budget, 2021 which will be discussed at the August 2020 Meeting
- Communications and Technology --

**COMMUNICATIONS:**

**OLD BUSINESS:**

- Salvation Army Camp Tax Challenge
- Grant for Technology on hold for a month.
- Pandemic Plan

**NEW BUSINESS:**

- Pandemic Policy-New

**PUBLIC FORUM:**

**NEXT MEETING:** Tuesday August 18, 2020, 7PM at the Addison Township Public Library/via ZOOM. *No meeting in July.*

**ADJOURNMENT:**

**ADDISON TOWNSHIP PUBLIC LIBRARY**  
**Draft BOARD MEETING MINUTES**  
**TUESDAY May 19, 2020**

**CALL TO ORDER:** 7:22pm

**BOARD MEMBERS PRESENT:** Mary Ellen Warner, Mary Frost, Marilyn Szost, James Baldiga, James Elsarelli, Brian Howarth also, Alan Group, James Ratliff, Staff: Lyn Henderson and Jaema Berman.

**PLEDGE OF ALLEGIANCE:**

**CALL TO AUDIENCE:** *2 minute maximum per speaker* Char Sutherby, Linda Meininger, Lynn Boehmer

**APPROVAL OF THE AGENDA:** Unanimous

**Consent Agenda Review: Vote:** Unanimous

**FINANCIAL REPORT: Abbreviated report**

**Total, all accounts:** \$737,842.53

**DIRECTOR'S REPORT:**

The library spent \$1700.00 on the Hotspot/Technology Grant program. Going ahead with the Judith Anne Doublestein Memorial Brick. Genealogy group met on Zoom successfully. Library Book club having their first Zoom meeting too. The Summer Reading Program is going completely digital this summer: Magic Show, puppet show, events, and Storytime by Judie Kimpan. Lyn Henderson organized staff to call all patrons 65 yrs and older to let them know that we are there for them and will be opening in the near future with curbside services and building services by appt. only. 221 households were called by Lyn Henderson, Judie Kimpan and Billie Stockman. The Library Network has decided to postpone system wide interlibrary Loan. It's understood that extra work results from materials that will quarantine for 72 hours before returning to circulation. Patrons will only have access to our local materials as well as the Overdrive e-book and e-audiobook, free Tumblebooks for all ages. TLN has extended off site access to Ancestry Library Edition until the end of June.

**COMMITTEE REPORTS:**

- Policy –
- Building –James Elsarelli: status hasn't changed much... meeting for special use approval was cancelled, still not scheduled. :( Waiting on Governor to open up state for small meetings. Site plan submittal dependent on special use approval. Soonest we could have this mtg is June 9, once we're approved, we'll need to release funds for the civil engineer & the architect to finish site plan, which will also generate for us our final fixed cost. \$40k between the two to get the final building & site estimate.
- Finance –
- Communications and Technology –

**COMMUNICATIONS:**

Proposal for a memorial brick in honor of Judith Ann Doublestein, former Director: Discussion of memorializing Judith Doublestein brick & director Michelle Presley (recently deceased)  
Char suggested Memorilization Policy.

**OLD BUSINESS:**

- **Pandemic Preparedness Plan:** Jaema is walking through the NEW Pandemic Policy, the one she developed is from the American Library Assoc. The PDF from Marilyn will be used to inform both our new Pandemic Policy & the Pandemic Plan.

**NEW BUSINESS:**

- **Reopening/Restart:** Committee of Library Directors mtg w/ Governor soon to work on open dates, opening could extend into late Summer.

**PUBLIC FORUM:** Char says. Oakland county will be delivering kits to Leonard for businesses to assist with re-opening. Lyn H. suggests changing out the sign more regularly...

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

**ADJOURNMENT:**

2:13 PM  
06/15/20  
Cash Basis

# Addison Township Public Library Expense Summary

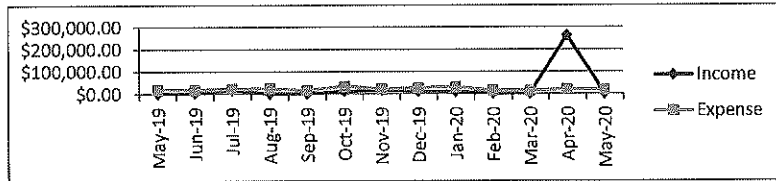
May 2020

May 20

Amazon.com	235.47
Ammanuel and Janet Yasso JT Family Trust	1,000.00
Applied Imaging	4.81
AT&T	275.87
Broadway Embroidery	200.00
Culligan of Romeo	12.50
Detroit Bus	112.70
DTE Energy	233.00
Eileen Galbraith	6.95
Google Store	74.20
GoToMeeting	14.00
James Baldiga	150.48
Michigan Library Association2	370.12
QuickBooks Payroll Service	9,220.43
Quill.com	123.25
Shoreline Investment Services, Inc	61.90
The Library Network	5,876.46
U.S. Bank Equipment Finance	93.37
Zoom	15.89
<b>TOTAL</b>	<b><u>18,081.40</u></b>

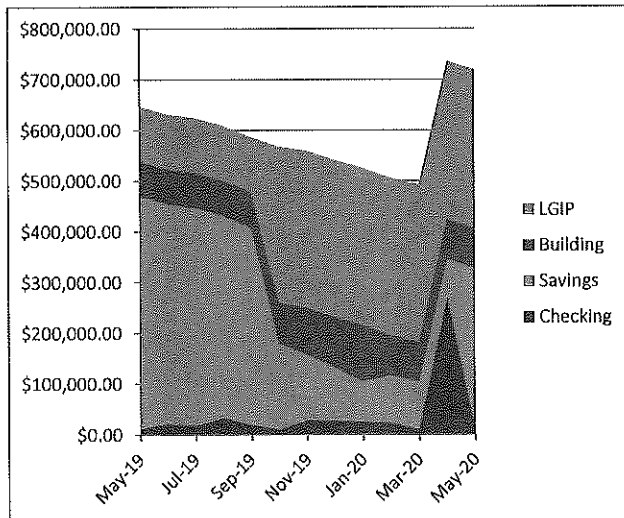
### May 2020 Income/Expense Snapshot

Month	Income	Expense
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
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



### Account Balances

Month	Checking	Savings	Building	LGIP
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
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
<b>Total</b>			<b>\$719,805.54</b>	



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

	<u>May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Brick Fundraiser	568.30	1,500.00	-931.70	37.89%
Bulding Fund	0.00	1,500.00	-1,500.00	0.0%
Donations	105.00	500.00	-395.00	21.0%
Fines & misc	0.00	50.00	-50.00	0.0%
Group Dividend	0.00	30.00	-30.00	0.0%
Interest Income	665.48	300.00	365.48	221.83%
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	0.00	0.00	0.00	0.0%
State aid	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<u>1,338.78</u>	<u>3,880.00</u>	<u>-2,541.22</u>	<u>34.51%</u>
<b>Gross Profit</b>	1,338.78	3,880.00	-2,541.22	34.51%
<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	26.93	975.00	-948.07	2.76%
DVDs	0.00	400.00	-400.00	0.0%
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>26.93</u>	<u>1,733.33</u>	<u>-1,706.40</u>	<u>1.55%</u>
Collections Agency	0.00	16.66	-16.66	0.0%
Dues and Subscriptions	29.89	31.25	-1.36	95.65%
Equipment	0.00	50.00	-50.00	0.0%
Fire Monitoring	61.90	62.50	-0.60	99.04%
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 May 2020

	May 20	Budget	\$ Over Budget	% of Budget
Miscellaneous	0.00	16.66	-16.66	0.0%
New building development	0.00	1,666.80	-1,666.80	0.0%
Newsletter	0.00	250.00	-250.00	0.0%
Patron Reimbursement	0.00	4.16	-4.16	0.0%
Payroll Expenses	9,220.43	10,000.00	-779.57	92.2%
Postage and Delivery	0.00	25.00	-25.00	0.0%
Printing and Reproduction	98.18	170.00	-71.82	57.75%
<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	0.00	275.00	-275.00	0.0%
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	370.12	50.00	320.12	740.24%
<b>Supplies</b>				
Library Supplies	876.12	425.00	451.12	206.15%
Maintenance Supplies	0.00	7.00	-7.00	0.0%
Software	0.00	183.33	-183.33	0.0%
<b>Total Supplies</b>	876.12	615.33	260.79	142.38%
Taxes	0.00	30.00	-30.00	0.0%
Telephone	275.87	280.00	-4.13	98.53%
<b>The Library Network</b>				
Acquisitions	0.00	112.56	-112.56	0.0%
Bulk Purchase	99.00			
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	5,777.46	1,916.00	3,861.46	301.54%
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>	5,876.46	3,146.88	2,729.58	186.74%
<b>Utilities</b>				
Gas and Electric	233.00	420.00	-187.00	55.48%
Water	12.50	30.00	-17.50	41.67%
<b>Total Utilities</b>	245.50	450.00	-204.50	54.56%
Website Application and Hosting	0.00	18.00	-18.00	0.0%
<b>Total Expense</b>	18,081.40	21,803.83	-3,722.43	82.93%

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

	<u>May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	-16,742.62	-17,923.83	1,181.21	93.41%
Net Income	<u>-16,742.62</u>	<u>-17,923.83</u>	<u>1,181.21</u>	<u>93.41%</u>