

**ADDISON TOWNSHIP PUBLIC LIBRARY**  
**Draft BOARD MEETING Agenda**  
**TUESDAY March 17, 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
- Capital Fund Committee – Bricks
  - fundraising letters, second appeal
- Finance
- Communications and Technology:

**COMMUNICATIONS**

**OLD BUSINESS:**

**NEW BUSINESS**

**PUBLIC FORUM:** *2 minute maximum per speaker*

**NEXT MEETING:** 7 PM Tuesday April 21, 2020 at the Addison Township Public Library.

**ADJOURNMENT**

\* *meetings are voice recorded*

1:48 PM  
04/06/20  
Cash Basis

## Addison Township Public Library

### Expenses

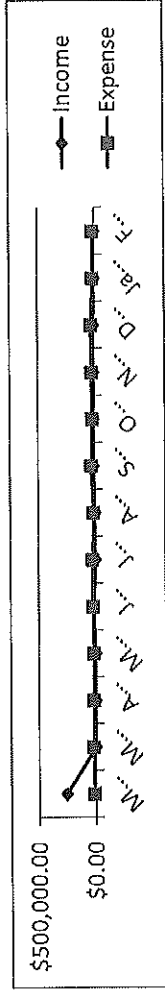
March 2020

Mar 20

Accident Fund Insurance	19.00
Amazon.com	249.20
Ammanuel and Janet Yasso JT Family Trust	1,000.00
AT&T	276.24
Baker and Taylor	933.62
Collaborative Summer Library Program	264.50
CONSUMERS ENERGY	122.00
Culligan of Romeo	29.40
DTE Energy	80.30
Judith Kimpan	19.38
Logmein.com	14.00
PFL.com	696.81
QuickBooks Payroll Service	9,163.27
Quill.com	68.82
Shoreline Investment Services, Inc	30.95
Sunrise Services	625.00
The Library Network	707.19
U.S. Bank Equipment Finance	93.37
Unique Management Services	8.95
Walmart	6.44
<b>TOTAL</b>	<b><u>14,408.44</u></b>

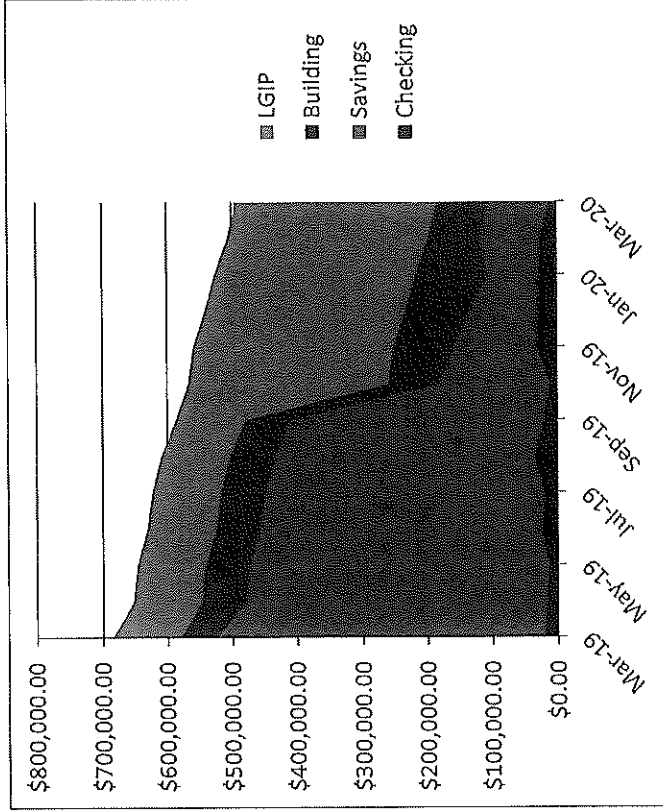
# March 2020 Income/Expense Snapshot

Month	Income	Expense
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
Feb-20	\$3,427.02	\$15,251.93
Mar-20	\$1,277.97	\$14,408.44



## Account Balances

Month	Checking	Savings	Building	LGIP
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
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
<b>Total</b>				<b>\$494,044.13</b>



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

	<u>Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Brick Fundraiser	389.38	1,500.00	-1,110.62	25.96%
Building Fund	0.00	1,500.00	-1,500.00	0.0%
Donations	0.00	500.00	-500.00	0.0%
Fines & misc	146.63	50.00	96.63	293.26%
Group Dividend	0.00	30.00	-30.00	0.0%
Interest Income	696.33	300.00	396.33	232.11%
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	45.63	0.00	45.63	100.0%
State aid	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<u>1,277.97</u>	<u>3,880.00</u>	<u>-2,602.03</u>	<u>32.94%</u>
<b>Gross Profit</b>	1,277.97	3,880.00	-2,602.03	32.94%
<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	625.00	425.00	200.00	147.06%
<b>Total Building Maintenance</b>	<u>625.00</u>	<u>535.00</u>	<u>90.00</u>	<u>116.82%</u>
Capital expense	0.00	41.66	-41.66	0.0%
<b>Collection development</b>				
Audiobooks	409.87	300.00	109.87	136.62%
Books	581.63	975.00	-393.37	59.65%
DVDs	164.00	400.00	-236.00	41.0%
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>1,155.50</u>	<u>1,733.33</u>	<u>-577.83</u>	<u>66.66%</u>
Collections Agency	8.95	16.66	-7.71	53.72%
Dues and Subscriptions	14.00	31.25	-17.25	44.8%
Equipment	0.00	50.00	-50.00	0.0%
Fire Monitoring	30.95	62.50	-31.55	49.52%
Fund Raising	696.81	41.66	655.15	1,672.61%
Furniture	0.00	33.30	-33.30	0.0%
<b>Insurance</b>				
Disability Insurance	19.00	75.00	-56.00	25.33%
Insurance - Other	0.00	675.00	-675.00	0.0%
<b>Total Insurance</b>	<u>19.00</u>	<u>750.00</u>	<u>-731.00</u>	<u>2.53%</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 March 2020

	Mar 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	9,163.27	10,000.00	-836.73	91.63%
Postage and Delivery	0.00	25.00	-25.00	0.0%
Printing and Reproduction	93.37	170.00	-76.63	54.92%
<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	330.03	275.00	55.03	120.01%
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	56.43	425.00	-368.57	13.28%
Maintenance Supplies	0.00	7.75	-7.75	0.0%
Software	0.00	183.33	-183.33	0.0%
<b>Total Supplies</b>	56.43	616.08	-559.65	9.16%
Taxes	0.00	30.00	-30.00	0.0%
Telephone	276.24	280.00	-3.76	98.66%
<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	270.00	-270.00	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	150.00	-150.00	0.0%
Telecommunications	707.19	241.66	465.53	292.64%
<b>Total The Library Network</b>	707.19	3,181.88	-2,474.69	22.23%
<b>Utilities</b>				
Gas and Electric	202.30	420.00	-217.70	48.17%
Water	29.40	30.00	-0.60	98.0%
<b>Total Utilities</b>	231.70	450.00	-218.30	51.49%
Website Application and Hosting	0.00	20.00	-20.00	0.0%
<b>Total Expense</b>	14,408.44	21,841.55	-7,433.11	65.97%
<b>Net Ordinary Income</b>	-13,130.47	-17,961.55	4,831.08	73.1%

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

	<u>Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>-13,130.47</u>	<u>-17,961.55</u>	<u>4,831.08</u>	<u>73.1%</u>

**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 2<sup>nd</sup>, unanimous approval by voice vote.

**CONSENT AGENDA REVIEW:** J. Elsarelli moved to accept with correction of minutes, J. Baldiga 2<sup>nd</sup>; 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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*