

Spring Lake District Library Board Agenda

Thursday, March 26, 2020

Virtual Meeting

10am

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – February 14, 2020
5. Financial report and approval of bills
6. Director's report
7. Old business
 - a.
 - b.
 - c.
8. New business
 - a. Coronavirus and impact on the library
 - b. Schedule next meeting date
 - c.
 - d.
9. Adjourn the meeting

Spring Lake District Library Board Minutes (Unofficial)

February 14, 2020

Present: Mary Eagin, John Nash, Mark Powers, Peter Sherwood

Absent: Joan Boand, Christine Burns, Gordon Gallagher

Also present: Maggie McKeithan, Library Director, Amanda Rantanen, Business Manager

The meeting was called to order at 10:04 a.m. by President, John Nash

Motion to approve the agenda made by Peter Sherwood and supported by Mark Powers. The motion was approved.

Motion by Peter Sherwood, and supported by Mark Powers, to approve the minutes of the January 17, 2020 meeting. The motion was approved.

Motion by Peter Sherwood, and supported by Mark Powers, to accept the financial reports from January 2020 and approve the payment of bills. Motion was approved.

Director's Report - Maggie presented a written report of her work the previous month.

- Maggie noted a recent staff Field Trip, with visits to Wyoming Public Library, Grand Rapids Public (main) Library and East Grand Rapids Library. They saw some very interesting things that they would like to implement at SLDL. The most exciting was RFID Technology for checking in materials – the device read the tag on the book as the patron put it into the book drop and immediately checked the book in (or other library material). This would alleviate staff members having to do this and update the circulation information to know that the item was back in the building.
- Maggie noted that the Board will meet on March 4 for a Strategic Planning session meeting from 10 a.m. – 2 p.m. Library staff will be meeting with the consultant that morning.
- The 2019 audit has been completed and Maggie asked about the presentation. The Board indicated that they would like to have the auditors present to the full board at the March meeting (or when the auditors are available).
- It was noted that the contract with the auditors has been completed. Discussion was held on getting bids for next year.
- Discussion on the Copy Machine replacement is being tabled until next month – as more information needs to be obtained.

Old Business:

Millage Committee –

Maggie continues to work on getting 6 – 8 people for the Millage Committee. She will be sending out an email to those who have agreed to serve to set up the first meeting.

New Business:

Committee Appointments –

Currently the Board Committee are as follows:

Personnel: Joan Boand, Christine Burns, Peter Sherwood

Finance: Mary Eagin, Gordon Gallagher, Peter Sherwood

It was agreed that the committees would remain with those appointments for 2020.

Purchasing – Program Room Tables –

Maggie presented information on the tables that she would recommend purchasing, after looking at 3 different options from different sources. These had the best options and also the lowest price.

Vendor: Kentwood Office Supply

Product: HON Huddle Flip-top Tables (nesting)

16 rectangular tables and 8 half rounds with ganging hardware.

Motion by Peter Sherwood, and supported by Mark Powers, to approve purchasing this table at a cost of not to exceed \$14,500. ROLL CALL VOTE: Mary Eagin – yes, John Nash – yes, Mark Powers – yes, Peter Sherwood – yes. Motion Approved.

John recommends getting rid of some of the older ones, if we need space, with possibility of borrowing extra tables from the Township for events like the flower show or others that require more tables. Mark also suggested renting when the need is bigger than usual.

Motion by Mark Powers and supported by Peter Sherwood to adjourn the meeting at 11:05 a.m. Motion was approved.

Respectfully submitted,

Mary Eagin, Secretary

**Spring Lake District Library
General Fund
Income Statement Compared with Budget
For the One Month Ending February 29, 2020**

<u>Income</u>	<u>FEB 2020</u>	<u>YTD Total</u>	<u>2020 Budget</u>	<u>Balance</u>	<u>% Rec'd</u>
Current Prop. Taxes .58	195,906.22	\$ 241,366.33	\$ 427,000.00	\$ 185,633.67	57%
Current Prop. Taxes 1.2	404,167.96	497,955.27	881,000.00	\$ 383,044.73	57%
PILOT	-	524.61	1,000.00	\$ 475.39	52%
State Revenue	56,847.42	56,847.42	16,000.00	\$ (40,847.42)	355%
Local Government Revenue	99,262.76	150,439.46	75,000.00	\$ (75,439.46)	201%
Library Fines	595.52	1,772.02	4,000.00	\$ 2,227.98	44%
Penal Fines			56,000.00	\$ 56,000.00	0%
Investment Income	572.70	6,532.58	15,000.00	\$ 8,467.42	44%
Grants, Gifts & Contributions	12.45	503.90	110,000.00	\$ 109,496.10	0%
Other Income	1,031.50	1,888.11	22,100.00	\$ 20,211.89	9%
Total Income	\$ 758,396.53	\$ 957,829.70	\$ 1,607,100.00	\$ 649,270.30	60%

<u>Expenses</u>	<u>FEB 2020</u>	<u>YTD Total</u>	<u>2020 Budget</u>	<u>Balance</u>	<u>% Spent</u>
Personnel	\$ 79,250.52	\$ 146,038.36	\$ 1,021,800.00	\$ 875,761.64	14%
Materials	14,220.04	44,486.55	159,500.00	115,013.45	28%
Programming	872.13	2,967.75	18,000.00	15,904.38	16%
Technology	2,094.25	8,131.69	50,000.00	41,868.31	16%
Operations	30,474.67	70,090.93	332,800.00	262,709.07	21%
Capital Expenses	13,119.32	20,619.32	25,000.00	4,380.68	82%
Total Expense	\$ 140,030.93	\$ 292,334.60	\$ 1,607,100.00	\$ 1,314,765.40	18%

	Received for 2020	Restricted Fund Balance
Crockery Income	\$ 57,510.83	
State Aid		
Penal Fines		
Escrowed Penal Fines		
Contract Payments		

**Spring Lake District Library
General Fund General Ledger Cash Accounts
As of February 29, 2020**

Huntington Checking Account #102-000-001

Beginning Checking Account Balance:		\$	137,583.27
2/4/20	Jan 20 MERS Defined	3,163.80	
2/4/20	Jan HCSP-115 Trust	2,543.66	
2/10/20	Consumers Energy	4,151.04	
2/11/2020	Checks	47,974.87	
2/13/2020	MI Gas	\$ 1,235.47	
2/28/20	ADP PR Exp	154.27	
2/28/20	ADP time clock feb	176.35	
2/28/20	Sage Software Renewal	\$ 468.95	
Payroll ending 02/02/2020		21,811.05	
Huntington Bank (tax payment)		7,018.45	
457 Plan contributions		649.74	
Garnishments		274.25	
Payroll ending 02/16/2020		21,975.20	
Huntington Bank (tax payment)		7,108.82	
457 Plan contributions		403.78	
Garnishments		274.25	
Total Expenses:			119,383.95
Total Deposits:			913,182.74
Transfer from Flagstar CD Maturity			-
Transfer to Capital Projects			-
Void Checks			-
Service Charge from Checking			134.25
Interest Income from Checking			-
Ending Checking Account Balance:		\$	<u>931,247.81</u>

On-Line Book Sale Account #102-000-007

Beginning Checking Account Balance		\$	1,241.94
Total Deposits:			16.55
Transfers to General Fund Checking:			-
Ending Checking Account Balance:		\$	<u>1,258.49</u>

Spring Lake District Library
Balance Sheet
February 29, 2020

ASSETS

Current Assets

Petty Cash	\$ 212.27
Credit Card Payment Receivable	(47.40)
Accrued Interest	12,272.87
Huntington Checking	931,247.81
Flagstar Bank - CD's	220,089.89
Flagstar Bank - Liquid Savings	75,645.63
On Line Book Sale Account	1,258.49
Chemical Bank CD	112,906.96
Penal Fines, Crockery Escrow	48,501.90
Huntington Brokerage	1,132,000.00

Total Current Assets 2,534,088.42

Property and Equipment

Total Property and Equipment 0.00

Other Assets

Prepaid Expenses	150.20
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Total Other Assets 150.20

Total Assets \$ 2,534,238.62

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$ 73,971.50
Due to Friends of the Library	655.80
Withheld Payroll Taxes	(29.40)
Accrued Deductions -- MERS	946.84
Health Savings Plan	(1,749.66)
Friends of SLDL	(1,016.52)

Total Current Liabilities 72,778.56

Long-Term Liabilities

Total Long-Term Liabilities 0.00

Total Liabilities 72,778.56

Capital

Fund Balance	1,795,964.96
Net Income	665,495.10

Total Capital 2,461,460.06

Total Liabilities & Capital \$ 2,534,238.62

**Spring Lake District Library
Check Register
For the Period From Feb 15, 2020 to Mar 17, 2020**

Check #	Date	Payee	Amount	Note
19399	3/17/20	Action Chemical	3,514.99	new cordless floor scrubber - \$2,990, other janitorial supplies
19400	3/17/20	Baker & Taylor Books	7,158.96	books
19401	3/17/20	VOID		
19402	3/17/20	Carbonite	599.99	on the cloud server back-up / replace Next IT services
19403	3/17/20	Center Point Publishing	364.32	
19404	3/17/20	Charter Communications	15.86	
19405	3/17/20	Chase Card Services	2,269.90	see notes below*
19406	3/17/20	The City Farmer	900.00	snow plowing
19407	3/17/20	Copy Tech	704.00	copier / printer service
19408	3/17/20	Kathy DeBone	123.79	
19409	3/17/20	Demco, Inc.	110.30	
19410	3/17/20	Lisa Donner	5.22	
19411	3/17/20	Foster Swift	520.00	legal advise on health insurance issue
19412	3/17/20	Friends of Spring Lake District Library	1,016.52	weekly collecitons
19413	3/17/20	Gale/CENGAGE Learning	182.34	
19414	3/17/20	Grand Rapids Magazine	14.00	
19415	3/17/20	Hurst Mechanical	7,205.57	\$5,672.14 - repair snowmelt system, \$1,533.43 monthly
19416	3/17/20	Kanopy, Inc	200.00	
19417	3/17/20	Kentwood Office Furniture	7,169.32	50% deposit on purchase of huddle tables for program room
19418	3/17/20	Kuerth's Disposal & Recycling, Inc.	87.00	
19419	3/17/20	Lakeland Library Cooperative	3,790.32	\$3K - collection HQ thru Feb 2021, \$790.32 - RB Digital
19420	3/17/20	Cathy Loree	89.60	
19421	3/17/20	Maggie McKeithan	8.12	
19422	3/17/20	Midwest Tape	1,829.00	\$1,814.02 Hoopla, \$14.99 audio book
19423	3/17/20	Spring Lake Orchard Market	14.38	
19424	3/17/20	Ottawa Area Intermediate Sch. District	261.36	
19425	3/17/20	OverDrive, Inc.	3,133.48	OverDrive digital materials
19426	3/17/20	Priority Health	17,273.46	2 months worth of health insurance, Feb & Mar
19427	3/17/20	Q & A Pizza LLC	60.10	
19428	3/17/20	Quill.com	126.39	
19429	3/17/20	Amanda Rantanen	5.22	
19430	3/17/20	Recorded Books, LLC	309.94	
19431	3/17/20	RNL Graphic Solutions LLC	857.40	
19432	3/17/20	Schindler Elevator Corporation	482.85	
19433	3/17/20	SecurAlarm Systems, Inc.	270.00	
19434	3/17/20	SEHI Computer Products	2,960.00	5 HP ProDesk PC's - back ordered from DEC 2019
19435	3/17/20	Shred-It	54.26	
19436	3/17/20	Standard Insurance Company	1,075.09	
19437	3/17/20	Amanda Standerfer	5,299.66	\$3,912.50 - 25% of contract, \$1,387.16 travel exp. reimb.
19438	3/17/20	T-Mobile	317.80	
19439	3/17/20	Alison Taylor	106.40	
19440	3/17/20	TDS Metrocom	517.84	
19441	3/17/20	The Chamber	627.00	
19442	3/17/20	Tiles Excavating, Inc.	387.50	
19443	3/17/20	Valley City Sign Company	1,253.00	repair / retrofit lighted signange on front of the building
19444	3/17/20	VendPrint	688.00	current copier vending services - annual fees
19445	3/17/20	Aimee Wilson	11.25	
Total			<u><u>73,971.50</u></u>	

*Chase Credit Card Detail

In-Service / Travel	522.94
Programming - Adult	517.88
Library / Office Supplies	396.16
Programming - Youth	294.15
Tech Supplies	244.90
Other Circulating Materials	159.95
Professional Contract Services	42.49
Books	19.94
Membership / Dues	18.00
Postage	13.50
	<u><u>2,229.91</u></u>

SLDL Debt Fund
Balance Sheet
February 29, 2020

ASSETS

Current Assets		
Huntington Money Market, 2010	\$	269,769.69
Taxes Receivable 2010 Escrow		(151,981.53)
Prepaid Expenses		625.00
		118,413.16
Total Current Assets		
Property and Equipment		
		0.00
Total Property and Equipment		
Other Assets		
		0.00
Total Other Assets		
		0.00
Total Assets		
	\$	118,413.16

LIABILITIES AND CAPITAL

Current Liabilities		
		0.00
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
		0.00
Total Liabilities		
Capital		
Fund Balance	\$	51,054.56
Net Income		67,358.60
		118,413.16
Total Capital		
		118,413.16
Total Liabilities & Capital		
	\$	118,413.16

SPRING LAKE DISTRICT LIBRARY
Debt Fund Cash Accounts
February 29, 2020

Beginning Huntington Money Market (2010) Account Balance	\$ 86,344.86
Deposits	\$ 183,400.56
Interest	\$ 24.27
Payments	
Bank Fees	\$ -
	<u>\$ 269,769.69</u>

**SPRING LAKE DISTRICT LIBRARY
MONTHLY INCOME & EXPENSE REPORT
Debt Fund**

<u>Income</u>	<u>Feb-20</u>	<u>YTD Total</u>
Current Tax, Debt Escrow	\$ 31,419.03	\$ 67,197.94
PILOT	\$ -	\$ 128.37
Interest Income	\$ 24.27	\$ 32.29
Other Income		
Operating Transfers In		
 Total Income	 <u>\$ 31,443.30</u>	 <u>\$ 67,358.60</u>
<u>Expenses</u>	<u>Feb-20</u>	<u>YTD Total</u>
Miscellaneous	\$ -	\$ -
Operating Transfers Out	\$ -	\$ -
Bond Debt Service	\$ -	\$ -
Interest Expense	\$ -	\$ -
 Total Expense	 <u>\$ -</u>	 <u>\$ -</u>

SLDL Capital Projects Fund
Balance Sheet
February 29, 2020

ASSETS

Current Assets		
Huntington Capital Projects MM	\$	354,959.71
Petty Cash		2.68
		<hr/>
Total Current Assets		354,962.39
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>354,962.39</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
		<hr/>
Total Current Liabilities		0.00
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		0.00
Capital		
Fund Balance	\$	354,866.40
Net Income		95.99
		<hr/>
Total Capital		354,962.39
		<hr/>
Total Liabilities & Capital	\$	<u><u>354,962.39</u></u>

**SPRING LAKE DISTRICT LIBRARY
MONTHLY INCOME & EXPENSE REPORT
Capital Projects Fund**

<u>Income</u>	<u>Acct. #</u>	<u>FEB 2020</u>	<u>YTD Total</u>
Current Property Taxes/Bond	403		
Interest Income	664	\$ 47.79	95.99
Restricted Gifts	675		
Grants-GHACF Expansion	676		
Other Income	694		
Operating Transfers In		\$ -	0.00
Total Income		\$ 47.79	\$ 95.99

<u>Expenses</u>	<u>Acct. #</u>	<u>FEB 2020</u>	<u>YTD Total</u>
Supplies	740		
Miscellaneous	956	0.00	0.00
Contingency	969		
Construction Expense	981-0		0.00
Debt Service			
Debt Interest			
Professional Fees	982		
Total Expense		\$ -	\$ -

SPRING LAKE DISTRICT LIBRARY
Capital Projects Fund
February 29, 2020

Huntington Money Market Account

Beginning Checking Account Balance: \$ 506,893.45

Total Expenses	\$ -
Transfer to General Fund (deposit error - correction made 2/10/20)	\$ (151,981.53)
Interest	\$ 47.79
Void Check	
Banking fees	\$ -
Ending Checking Account Balance:	<u>\$ 354,959.71</u>