

**Elk Rapids District Library Board of Trustees**  
**Meeting Agenda**  
**June 11, 2020**  
**5:00 pm at the Government Center**

1. Call to order
2. Approval of Agenda Action
3. Approval of Minutes May 11 & June 4 Action
4. Treasurer's Report & Approval of Bills Roll Call Vote
5. Correspondence
6. Director's Report
7. Friends Report
8. Ad Hoc Committee Reports
  - a. Strategic Plan Committee – Karen Simpson, Chris Weitschat
11. Unfinished Business
  - a. Director Contract Action
12. New Business
  - a. Capital Campaign and Expansion Project Action
  - b. Personnel Matter Action
  - c.
13. Public Comment  
Limit 3 minutes for comment. Any questions from the public shall be submitted in writing and will be answered at the next regular Board meeting.
14. Board Comments
15. Adjournment

TREASURER'S REPORT  
Elk Rapids District Library  
MAY 2020  
FY 2020-2021

Date of Report: June 6, 2020  
Meeting Date: June 11, 2020

Attached are copies of the following reports for May 2020:

1. General Fund Budget Report through the end of May 2020
2. General Fund Transaction Detail by Date Report
3. Budget vs. Actual Report
4. Balance Sheet

The **Transaction Detail by Date Report** shows checks numbered 28218 through 28234 written May against the **General Fund**. These 17 checks require Board approval of payments already made. One electronic funds transfer to the IRS and three debits for a total of 20 automatic payroll deductions were also made in May from the General Fund.

The **Balance Sheet** report shows ERDL assets totaling \$765,450.45 as of May 31, 2020.

Diane A. Geddes  
Treasurer



Treasurer's Report

ACCOUNT NUMBER AND NAME	EXPENSE	See Note	MAY ACTIVITY	TOTAL YTD ACTUAL	APPROVED BUDGET	CURRENT DIFFERENCE
101-701 Payroll						
101-702 Salaries/Wages			21,633.50	28,864.00	201,300.00	\$ 172,436.00
101-703 FICA			1,341.28	1,789.59	12,500.00	\$ 10,710.41
101-704 Medicare			313.67	418.54	3,000.00	\$ 2,581.46
101-705 Pension			345.00	460.00	3,050.00	\$ 2,590.00
101-706 Health Insurance			648.80	430.00	4,200.00	\$ 3,770.00
101-726 Operating Supplies				240.88	7,000.00	\$ 6,759.12
101-727 Software			299.95	670.00	2,000.00	\$ 1,330.00
101-728 Equipment					2,000.00	\$ 2,000.00
101-763 Miscellaneous					500.00	\$ 500.00
101-801 Professional/Contractual				2,191.90	8,500.00	\$ 6,308.10
101-851 Insurance					3,500.00	\$ 3,500.00
101-860 Mileage					1,500.00	\$ 1,500.00
101-871 Worker's Comp.					700.00	\$ 700.00
101-900 Postage			55.00		200.00	\$ 200.00
101-901 Publicity					1,000.00	\$ 1,000.00
101-901 Publicity-Other						
Utilities						
101-921 Electricity				394.70	3,000.00	\$ 2,605.30
101-922 Water			176.25	248.90	1,600.00	\$ 1,351.10
101-923 Natural Gas			206.87	622.40	2,900.00	\$ 2,277.60
101-924 Internet/Telephone			363.85	733.68	5,000.00	\$ 4,266.32
101-930 Building Facilities			145.72	1,684.73	15,000.00	\$ 13,315.27



## **Director's Report June 2020**

The usual format of these reports doesn't seem to apply right now, so this is a summary of the highlights of our reopening plans.

- Curbside service seems to be working smoothly.
- We have online forms on our website to renew a library card or apply for a new temporary card that are working well.
- We should have the RBDigital magazine and video collections on our website soon.
- Staff and I would like to do a massive fine forgiveness right now. There are people who have fines from years ago and we are never going to see that money. We would like to give everyone a clean slate going forward.
- We have a series of virtual programs set up for Summer Reading, and we are putting together packets for people to pick up for at home record keeping of reading over the summer. We are focusing on kids and trying to help out Kids Club. We are still brainstorming any rewards for books read.
- I am applying for a CARES Act grant to purchase more WiFi hotspots and Chrome Books for patron check out. Hotspots are still on backorder with our supplier, but if we receive the grant maybe they will be available before Fall.
- The statistics are kind of meaningless this month, except when looking at Overdrive, ValueLine, and WiFi usage. Please note I added April and May together because I didn't do any statistical reports for April.

I will continue to update the board as things change. So far we have not seen the new guidelines for Libraries from the task force. We will continue to do our best to keep up and comply with changing rules.