

SUTTONS BAY-BINGHAM DISTRICT LIBRARY
Board of Trustees Regular Meeting
May 16, 2018 9:00 A.M. Community Room

AGENDA

I. Agenda Changes

II. Secretary's Report

III. Public Comments

A. Friends of Library Representative — Shannahan

B. Other Public

IV. OLD BUSINESS

A. Finalize Proposed 2018-2019 Budget for Approval — Graves, Chaplin
Note: Public Exposure 8:30 A.M. May 16, 2018

B. Library Director Evaluation, Sub-Committee Report — Gentges

C. Annual Volunteer Recognition— Review, All

D. Staff Evaluations — Chaplin

E. Furnace/AC Replacement — Chaplin

F. Story Time Review — Chaplin

V. NEW BUSINESS

A. Policy Addition — Krug

B. Annual Report (Publish in August) — Graves, Chaplin

C. 2018 Lights, Bites and Books Gala — Coulter, Chaplin

VI. TREASURER'S REPORT

A. Bank Statements for February, March, April

Savings	February	March	April
Checking			

Petty Cash \$150 \$150 \$150

B. Checks #
EFT's #

VII. OTHER REPORTS

- A. Library Director's Report — Chaplin
- B. Friends Meeting — Shannahan, Chaplin, Gentges (Krug)
Book Sale, Gala Comparisons, Proposed Landscaping (incl. master gardening plan.)
- C. Township Report — Krug, Gentges, Johnson
- D. Landscaping and Maintenance — Caplin

Note: Next regularly scheduled meeting June 20, 2018 9:00 A.M. Community Room. Quorum required. Notify Krug (231-271-5719) if unable to attend.

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES - APRIL 18, 2018**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, April 18, 2018, at 9:00 a.m. at the Library.

ROLL CALL OF BOARD MEMBERS - Quorum Present

Present: John Krug, Margie Johnson, Sandy Boone, Sue Gentges, Kara Gregory,
Barbara Graves

Absent and excused: None

Staff Present: Bradley Chaplin

1 AGENDA APPROVAL

Consensus to approve the Agenda with the addition of New Business C. Story Time.

2 SECRETARY'S REPORT- Regular Meeting Minutes – March 28, 2018

Margie Johnson/moved, Kara Gregory/supported, to approve the March 28, 2018 Minutes as drafted, PASSED.

3 PUBLIC COMMENTS

- a. **Program Review – Roger Mendel, Director, Northland Library Cooperative –**
Tabled to a future meeting.

4. OLD BUSINESS

a. Policy Re: Alcohol On Premises (Related Events)

There was a review of the March 28th Meeting where the Board discussed the request of the Rotary to use the Library after hours for a wine tasting event. At the April 18th Meeting the Board was asked to vote as to whether the application of Rotary should be approved. John Krug said he would vote yes and doesn't want to foreclose what may be requested in the future. The remainder of the Board voted no to the Rotary's request.

b. Proposed 2018-2019 Budget

Discussion was held regarding the preliminary 2018-2019 Budget. The Budget Committee will be meeting next Monday. John Krug said a Public Exposure of the 2018-2019 Budget will be held on May 16, 2018 at 8:30 a.m. The 2018-2019 Budget will be submitted at the May 16, 2018 Regular Library Meeting for approval.

c. Library Director Evaluation

The Committee Meeting to evaluate the Library Director was held on Monday.

d. Annual Volunteer Recognition

The Volunteer Appreciation Breakfast will be held on May 15, 2018 at 9 am at the VI Grill. Responses to the invitation are requested by May 9th.

e. Furnace/AC Replacement

Bradley Chaplin said the two furnaces in the Library have been replaced, and two new air conditioners have been installed outside of the Library building.

5. NEW BUSINESS

a. Staff Evaluations

Bradley Chaplin said he is working on staff evaluations which will be submitted to the Board at its May Meeting.

b. 2018 Lights, Bites and Books GALA

Bradley Chaplin said the first meeting of the 2018 Lights, Bites and Books GALA will be held on May 15, 2018.

c. Story Time

Bradley Chaplin said he is requesting that the Board approve a paid staff position of Library Story Teller of \$50.00 per time and hire Toni Hill as story teller. Story time will be held for kids on Wednesdays from 10 a.m. to 11:30 a.m.

John Krug/moved, Barbara Graves/supported, that the Library approve hiring Toni Hill to a paid staff position of Library Story Teller of \$50.00 per time, for a total budgeted amount of \$2,500.00 to be added to the 2018-2019 Budget, PASSED.

6. TREASURER'S REPORT

Barbara Graves said the Treasurer's Reports for February, March and April 2018 will be presented at the May Meeting.

7. OTHER REPORTS

a. Library Director's Report – April 2018

Bradley Chaplin submitted his Library Director's Report for April 2018. The Library Director's Report will be part of the Minutes.

b. Friends Meeting

The Friends Meeting will be held next week.

c. Township Reports

John Krug - Suttons Bay Township
Marge Johnson – Bingham Township
Sue Gentges & Sandy Boone - Village of Suttons Bay

8. Landscaping and Maintenance

No report.

9. Adjournment

The meeting was adjourned at 10:32 a.m.

Respectfully submitted,
Marge Johnson, Secretary

Note: Public Exposure of the 2018-2019 Budget will be held on Wednesday, May 16, 2018 at 8:30 am.

A regular meeting is scheduled for Wednesday, May 16, 2018 at 9 am.

Quorum required. Notify J. Krug (271-5719) if unable to attend.

SUTTONS BAY BINGHAM DISTRICT LIBRARY

Profit & Loss Budget vs. Actual

July 2017 through June 2018

05/10/18

Accrual Basis

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Income · 4000-Income				
580.01 · 4010-Bingham Township	93,928.90	96,170.00	-2,241.10	97.7%
580.02 · 4020-Suttons Bay Township	109,374.96	110,770.00	-1,395.04	98.7%
539 · 4030-State Aid	3,157.45	3,000.00	157.45	105.2%
655 · 4040-Penal Fines	10,423.61	10,000.00	423.61	104.2%
664 · 4050-Interest Income	620.01	300.00	320.01	206.7%
651 · 4060-Library Fees	2,089.10	2,500.00	-410.90	83.6%
671 · 4070-Miscellaneous Income				
674 · 4075-Unrestricted Misc Income	2,760.00	1,000.00	1,760.00	276.0%
675 · 4080-Restricted				
675.03 · 4083-Technology	2,000.00			
675.07 · 4087-Summer Reading Programs	0.00	800.00	-800.00	0.0%
675.08 · 4088-Community Relations, Other	200.00			
Total 675 · 4080-Restricted	2,200.00	800.00	1,400.00	275.0%
671 · 4070-Miscellaneous Income - Other	11,860.75			
Total 671 · 4070-Miscellaneous Income	16,820.75	1,800.00	15,020.75	934.5%
Total Income · 4000-Income	236,414.78	224,540.00	11,874.78	105.3%
Total Income	236,414.78	224,540.00	11,874.78	105.3%
Gross Profit	236,414.78	224,540.00	11,874.78	105.3%
Expense				
Mat'ls · 5000-Library Materials				
971 · 5010-Collection	18,645.31	24,000.00	-5,354.69	77.7%
972 · 5011-Periodicals	3,203.34	3,300.00	-96.66	97.1%
973 · 5012-Processing	1,546.66	2,500.00	-953.34	61.9%
Total Mat'ls · 5000-Library Materials	23,395.31	29,800.00	-6,404.69	78.5%
Staff · 6000-Staff & Payroll Expenses				
701 · 6011-Librarian	52,153.83	59,000.00	-6,846.17	88.4%
702 · 6012-Library Assistant 1	16,959.76	19,084.00	-2,124.24	88.9%
703 · 6013-Library Assistant 2	6,109.17	6,630.00	-520.83	92.1%
708 · 6018-Library Assistant 3	15,216.00	23,000.00	-7,784.00	66.2%
704 · 6014-Substitute	668.52	1,000.00	-331.48	66.9%
705 · 6015-Page	1,678.50	1,900.00	-221.50	88.3%
711 · 6030-Social Security	5,752.71	6,721.67	-968.96	85.6%
712 · 6031-Medicare	1,345.38	1,572.00	-226.62	85.6%
713 · 6040-Workers' Comp.	325.00	550.00	-225.00	59.1%
714 · 6050-Retirement	6,199.94	4,685.04	1,514.90	132.3%
716 · 6080-Professional Development	1,477.82	1,400.00	77.82	105.6%
718 · 6095-Direct Deposit fee	113.75			
Total Staff · 6000-Staff & Payroll Expenses	108,000.38	125,542.71	-17,542.33	86.0%
BldgEqu · 6100-Building and Equipment				
921 · 6111-Electricity	2,435.18	3,300.00	-864.82	73.8%
922 · 6112-Gas	879.71	1,300.00	-420.29	67.7%
850 · 6113-Telephone	118.04			
931 · 6121-Repair & Maintenance				
931.1 · R & M Labor	112.50			
931 · 6121-Repair & Maintenance - Other	775.52	3,000.00	-2,224.48	25.9%
Total 931 · 6121-Repair & Maintenance	888.02	3,000.00	-2,111.98	29.6%
801 · 6122-Janitorial Service	3,600.60	4,200.00	-599.40	85.7%
932 · 6123-Landscaping/Land Maint				
932.1 · Labor elig for 1099	1,057.50			
932 · 6123-Landscaping/Land Maint - Other	45.00	1,800.00	-1,755.00	2.5%
Total 932 · 6123-Landscaping/Land Maint	1,102.50	1,800.00	-697.50	61.3%
802 · 6124-Insurance, Prop & Liab	2,493.13	2,200.00	293.13	113.3%
730 · 6125-Maintenance Supply	346.00	1,000.00	-654.00	34.6%
974 · 6126-Capital Outlay	12,310.19			

SUTTONS BAY BINGHAM DISTRICT LIBRARY

05/10/18

Profit & Loss Budget vs. Actual

Accrual Basis

July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
975 - 6127-Technology	6,956.40	3,500.00	3,456.40	198.8%
803 - 6131-Internet Service Provider	60.00			
804 - 6132-Computer Maint/Support	635.75			
805 - 6133-Other Computer Support	30,000.00	12,000.00	18,000.00	250.0%
806 - 6134-Copier	536.75	850.00	-313.25	63.1%
Total BldgEqu - 6100-Building and Equipment	62,362.27	33,150.00	29,212.27	188.1%
Admin - 6200-Administrative Services				
727 - 6210-Office Supplies	1,428.76	1,000.00	428.76	142.9%
728 - 6220-Postage	384.55	800.00	-415.45	48.1%
807 - 6230-Legal & Professional	6,571.90	7,500.00	-928.10	87.6%
881 - 6241-Summer Reading Programs	134.99	1,000.00	-865.01	13.5%
880 - 6249-Other Community Relations	770.73	1,500.00	-729.27	51.4%
885 - 6245-Programming	1,650.13	1,500.00	150.13	110.0%
808 - 6250-Dues	2,397.12	2,450.00	-52.88	97.8%
809 - 6260-Insur, Officers & Dir	890.00	900.00	-10.00	98.9%
810 - 6261 - Trustee Expense	0.00	100.00	-100.00	0.0%
963 - 6280-Miscellaneous	340.59	300.00	40.59	113.5%
Total Admin - 6200-Administrative Services	14,568.77	17,050.00	-2,481.23	85.4%
6560 - Payroll Expenses	0.00			
Total Expense	208,326.73	205,542.71	2,784.02	101.4%
Net Ordinary Income	28,088.05	18,997.29	9,090.76	147.9%
Other Income/Expense				
Other Expense				
OthExp - 8000-Other Expenses				
BldgRes - 8500-Building Fund Reserve	0.00	10,000.00	-10,000.00	0.0%
Total OthExp - 8000-Other Expenses	0.00	10,000.00	-10,000.00	0.0%
Total Other Expense	0.00	10,000.00	-10,000.00	0.0%
Net Other Income	0.00	-10,000.00	10,000.00	0.0%
Net Income	28,088.05	8,997.29	19,090.76	312.2%

SUTTONS BAY BINGHAM DISTRICT LIBRARY
Balance Sheet Prev Year Comparison
As of June 19, 2017

	Jun 19, 17	Jun 19, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
005 · 1002-Chemical Bank Checking	12,610.37	1,802.50	10,807.87	599.6%
006 · 1011-Chemical Bank MM	217,062.49	88,926.26	128,136.23	144.1%
003 · 1020-Certificate of Deposit				
003.11 · 1031-Bank of N. MI CD #11	0.00	15,204.58	-15,204.58	-100.0%
003.10 · 1030-Bank of N. MI CD#10	0.00	15,204.58	-15,204.58	-100.0%
Total 003 · 1020-Certificate of Deposit	0.00	30,409.16	-30,409.16	-100.0%
004 · 1090-Petty Cash	150.00	150.00	0.00	0.0%
Total Checking/Savings	229,822.86	121,287.92	108,534.94	89.5%
Other Current Assets				
123 · 1110-Prepaid Expenses	1,900.00	1,900.00	0.00	0.0%
Total Other Current Assets	1,900.00	1,900.00	0.00	0.0%
Total Current Assets	231,722.86	123,187.92	108,534.94	88.1%
Fixed Assets				
136 · 1200-Library Building	368,153.00	368,153.00	0.00	0.0%
146 · 1210-Library Contents	436,049.00	436,049.00	0.00	0.0%
Total Fixed Assets	804,202.00	804,202.00	0.00	0.0%
TOTAL ASSETS	1,035,924.86	927,389.92	108,534.94	11.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Credit Cards				
201.06 · Elan Credit Card #5419 (RD)	0.00	1,801.31	-1,801.31	-100.0%
210.08 · Chemical Credit Card 2152 (BC)	348.28	0.00	348.28	100.0%
Total Credit Cards	348.28	1,801.31	-1,453.03	-80.7%
Other Current Liabilities				
258 · 2100-Payroll Liabilities				
258.01 · 2110-Fed 941 Payable	773.32	694.08	79.24	11.4%
258.02 · 2111-MI SIT Payable	675.77	604.59	71.18	11.8%
258.03 · 2120-Retirement Benefits Payabl	122.09	933.29	-811.20	-86.9%
258.04 · 2130 - Accrued Payroll	1,873.70	1,873.70	0.00	0.0%
258 · 2100-Payroll Liabilities - Other	100.00	100.00	0.00	0.0%
Total 258 · 2100-Payroll Liabilities	3,544.88	4,205.66	-660.78	-15.7%
339 · 2390-Deferred revenue	16,303.00	16,303.00	0.00	0.0%
Total Other Current Liabilities	19,847.88	20,508.66	-660.78	-3.2%
Total Current Liabilities	20,196.16	22,309.97	-2,113.81	-9.5%
Total Liabilities	20,196.16	22,309.97	-2,113.81	-9.5%
Equity				
Funds · 3000-Funds				
390 · 3100-General Fund	91,467.38	91,467.38	0.00	0.0%
393 · 3200-Restricted Funds				
393.06 · 3256-Office Supplies	47.87	47.87	0.00	0.0%
Total 393 · 3200-Restricted Funds	47.87	47.87	0.00	0.0%
399 · 3300-Building and Contents	804,202.00	804,202.00	0.00	0.0%
Total Funds · 3000-Funds	895,717.25	895,717.25	0.00	0.0%

5:17 PM

05/10/18

Accrual Basis

SUTTONS BAY BINGHAM DISTRICT LIBRARY
Balance Sheet Prev Year Comparison
As of June 19, 2017

	<u>Jun 19, 17</u>	<u>Jun 19, 16</u>	<u>\$ Change</u>	<u>% Change</u>
3900 · Retained Earnings	6,822.64	3,942.88	2,879.76	73.0%
Net Income	113,188.81	5,419.82	107,768.99	1,988.4%
Total Equity	<u>1,015,728.70</u>	<u>905,079.95</u>	<u>110,648.75</u>	<u>12.2%</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,035,924.86</u></u>	<u><u>927,389.92</u></u>	<u><u>108,534.94</u></u>	<u><u>11.7%</u></u>

SUTTONS BAY BINGHAM DISTRICT LIBRARY

Monthly Transaction Report (Click on Split to see the detail)

April 18 through May 10, 2018

Type	Date	Num	Name	Memo	Split	Amount
005 - 1002-Chemical Bank Checking						
Liability Check	04/24/2018		QuickBooks Payroll...	Created by Payroll Service on 04/23/2018	-SPLIT-	-3,486.79
Transfer	04/23/2018		QuickBooks Payroll...	Funds Transfer	006 · 1011-Chemical Bank ...	19,100.00
Liability Check	05/08/2018		Consumers Energy	Created by Payroll Service on 05/07/2018	-SPLIT-	-3,299.12
Transfer	05/08/2018	741	DTE Energy	Funds Transfer	006 · 1011-Chemical Bank ...	7,900.00
General Journal	04/24/2018	743	Bradley N Chaplin	(5/3/18; 3/9/18-4/9/18)	921 · 6111-Electricity	-220.85
Paycheck	04/25/2018	DD1171	Jane A Suppes	(7/14/18; 3/17/18-4/17/18)	922 · 6112-Gas	-113.40
Paycheck	04/25/2018	DD1172	Patricia Wolters	Direct Deposit	-SPLIT-	0.00
Paycheck	04/25/2018	DD1173	Suzanne M Rogers	Direct Deposit	-SPLIT-	0.00
Paycheck	04/25/2018	DD1174	Bradley N Chaplin	Direct Deposit	-SPLIT-	0.00
Paycheck	05/09/2018	DD1175	Jane A Suppes	Direct Deposit	-SPLIT-	0.00
Paycheck	05/09/2018	DD1176	Madelynne M Greg...	Direct Deposit	-SPLIT-	0.00
Paycheck	05/09/2018	DD1177	Patricia Wolters	Direct Deposit	-SPLIT-	0.00
Paycheck	05/09/2018	DD1178	Huntington Bank	Direct Deposit	-SPLIT-	0.00
Liability Check	04/23/2018	14221	Vanguard	1st qtr 2018	-SPLIT-	0.00
Liability Check	04/23/2018	14222	Martha Ann Ramsdell	42326873 - P Wolters 1st qtr 2018	258.03 · 2120-Retirement B...	-953.05
Paycheck	04/25/2018	14224	First Bankcard		258.03 · 2120-Retirement B...	-315.15
Check	05/08/2018	14225	Michigan Library As...	xxxx-2152	-SPLIT-	-147.43
Check	05/08/2018	14226	Amazon	Inv #0061502: Renew Dues	210.08 · Chemical Credit C...	-68.92
Check	04/24/2018	14227	Michigan Mechanic...	60457 8781 055155 2: Mar/Apr 2018 - cur...	808 · 6250-Dues	-362.83
Check	04/24/2018	14228	Audio Editions	4024: Furnace Replacement	-SPLIT-	-1,043.67
Check	04/24/2018	14229	Demco	1663478	974 · 6126-Capital Outlay	-12,310.19
Check	04/24/2018	14230	Baker & Taylor Books	6349204	971 · 5010-Collection	-135.08
Check	04/24/2018	14231	Portland District Lib...	Invoice dated 3/2/18: replacement	973 · 5012-Processing	-113.32
Check	05/08/2018	14232	Audio Editions	L229303: April 2018	-SPLIT-	-624.56
Check	05/08/2018	14233	Baker & Taylor Books	1663927, 1664638	971 · 5010-Collection	-6.99
Check	05/08/2018	14234	David Mailarch	L229303: April 2018	-SPLIT-	-74.78
Check	05/08/2018	14235	Nick Wierzba	Tree Program 4/26/18	-SPLIT-	-291.89
Check	05/08/2018	14236	Sean Gaskell	Music Program 5/10/18	885 · 6245-Programming	-300.00
Check	05/08/2018	14237	Gale Group	Music Program 5/10/18	885 · 6245-Programming	-100.00
Check	05/08/2018	14238	Bookkeeping Servic...	63625420	971 · 5010-Collection	-333.49
Check	05/08/2018	14239	Northern Office Equ...	6128: April 2018	807 · 6230-Legal & Professi...	-319.00
Check	05/08/2018	14240	Therese Kaufman	62567: April 2018	806 · 6134-Copier	-48.20
Check	05/08/2018	14241		Cleanings: 5 full cleanings as of 4/23/18	801 · 6122-Janitorial Service	-357.00
Total 005 · 1002-Chemical Bank Checking						1,599.29
006 - 1011-Chemical Bank MM						
Deposit	04/19/2018		Deposit		-SPLIT-	125.50
Transfer	04/23/2018		Funds Transfer		005 · 1002-Chemical Bank ...	-19,100.00
Deposit	04/25/2018		Deposit		-SPLIT-	11,838.54
Deposit	04/30/2018		Interest		664 · 4050-Interest Income	24.46
Transfer	05/08/2018		Funds Transfer		005 · 1002-Chemical Bank ...	-7,900.00
Total 006 · 1011-Chemical Bank MM						-15,011.50
TOTAL						-13,412.21

SUTTONS BAY BINGHAM DISTRICT LIBRARY
Activity Since Last Meeting (Click on split to see Detail)
 April 18 through May 10, 2018

Type	Date	Numb	Name	Memo	Split	Amount
005 - 1002-Chemical Bank Checking						
Liability Check	04/24/2018			Created by Payroll Service on ...	-SPLIT-	-3,486.79
Transfer	04/23/2018		QuickBooks Payroll ...	Funds Transfer	006 · 1011-Che...	19,100.00
Liability Check	05/08/2018			Created by Payroll Service on ...	-SPLIT-	-3,299.12
Transfer	05/08/2018		QuickBooks Payroll ...	Funds Transfer	006 · 1011-Che...	7,900.00
General Journal	04/24/2018	741	Consumers Energy	(5/3/18: 3/9/18-4/9/18)	921 · 6111-Elec...	-220.85
General Journal	05/08/2018	743	DTE Energy	(7/14/18: 3/17/18-4/17/18)	922 · 6112-Gas	-113.40
Paycheck	04/25/2018	DD1171	Bradley N Chaplin	Direct Deposit	-SPLIT-	0.00
Paycheck	04/25/2018	DD1172	Jane A Suppes	Direct Deposit	-SPLIT-	0.00
Paycheck	04/25/2018	DD1173	Patricia Wolters	Direct Deposit	-SPLIT-	0.00
Paycheck	04/25/2018	DD1174	Suzanne M Rogers	Direct Deposit	-SPLIT-	0.00
Paycheck	05/09/2018	DD1175	Bradley N Chaplin	Direct Deposit	-SPLIT-	0.00
Paycheck	05/09/2018	DD1176	Jane A Suppes	Direct Deposit	-SPLIT-	0.00
Paycheck	05/09/2018	DD1177	Madelynne M Gregory	Direct Deposit	-SPLIT-	0.00
Paycheck	05/09/2018	DD1178	Patricia Wolters	Direct Deposit	-SPLIT-	0.00
Liability Check	04/23/2018	14221	Huntington Bank	1st qtr 2018	258.03 · 2120-...	-953.05
Liability Check	04/23/2018	14222	Vanguard	42326873 - P Wolters 1st qtr 2...	258.03 · 2120-...	-315.15
Paycheck	04/25/2018	14224	Martha Ann Ramsdell		-SPLIT-	-147.43
Check	05/08/2018	14225	First Bankcard	xxxx-2152	210.08 · Chemi...	-68.92
Check	05/08/2018	14226	Michigan Library Ass...	Inv #0061502: Renew Dues	808 · 6250-Dues	-362.83
Check	04/24/2018	14227	Amazon	60457 8781 055155 2: Mari/Apr...	-SPLIT-	-1,043.67
Check	04/24/2018	14228	Michigan Mechanical...	4024: Furnace Replacement	974 · 6126-Cap...	-12,310.19
Check	04/24/2018	14229	Audio Editions	1663478	971 · 5010-Coll...	-135.08
Check	04/24/2018	14230	Demco	6349204	973 · 5012-Pro...	-113.32
Check	04/24/2018	14231	Baker & Taylor Books	L229303: April 2018	-SPLIT-	-624.56
Check	04/24/2018	14232	Portland District Libr...	Invoice dated 3/2/18: replace...	971 · 5010-Coll...	-6.99
Check	05/08/2018	14233	Audio Editions	1663927, 1664638	-SPLIT-	-74.78
Check	05/08/2018	14234	Baker & Taylor Books	L229303: April 2018	-SPLIT-	-291.89
Check	05/08/2018	14235	David Mailarch	Tree Program 4/26/18	885 · 6245-Pro...	-300.00
Check	05/08/2018	14236	Nick Wierzba	Music Program 5/10/18	885 · 6245-Pro...	-100.00
Check	05/08/2018	14237	Sean Gaskell	Music Program 5/10/18	885 · 6245-Pro...	-375.00
Check	05/08/2018	14238	Gale Group	63625420	971 · 5010-Coll...	-333.49
Check	05/08/2018	14239	Bookkeeping Service...	6128: April 2018	807 · 6230-Leg...	-319.00
Check	05/08/2018	14240	Northern Office Equi...	62567: April 2018	806 · 6134-Cop...	-48.20
Check	05/08/2018	14241	Therese Kaufman	Cleanings: 5 full cleanings as ...	801 · 6122-Jani...	-357.00
Total 005 · 1002-Chemical Bank Checking						1,599.29
006 - 1011-Chemical Bank MM						
Deposit	04/19/2018			Deposit	-SPLIT-	125.50
Transfer	04/23/2018			Funds Transfer	005 · 1002-Che...	-19,100.00
Deposit	04/25/2018			Deposit	-SPLIT-	11,838.54
Deposit	04/30/2018			Interest	664 · 4050-Inter...	24.46
Transfer	05/08/2018			Funds Transfer	005 · 1002-Che...	-7,900.00
Total 006 · 1011-Chemical Bank MM						-15,011.50
TOTAL						-13,412.21

SUTTONS BAY BINGHAM DISTRICT LIBRARY
P&L by Month YTD
July 1, 2017 through May 10, 2018

5:18 PM
 05/10/18
 Accrual Basis

Ordinary Income/Expense	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 1 - 10...	TOTAL
Income												
Income - 4000-Income												
580.01 - 4010-Bingham Township	0.00	0.00	0.00	0.00	0.00	0.00	63,780.84	23,538.28	6,809.78	0.00	0.00	93,928.90
580.02 - 4020-Suttons Bay Township	161.73	0.00	0.00	0.00	0.00	18,628.93	52,839.52	22,750.86	14,983.92	0.00	0.00	109,374.96
539 - 4030-State Aid	0.00	1,804.26	0.00	0.00	0.00	1,353.19	0.00	0.00	0.00	0.00	0.00	3,157.45
655 - 4040-Penal Fines	0.00	10,423.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,423.61
664 - 4050-Interest Income	26.54	24.85	16.08	234.73	5.89	89.87	89.87	96.51	96.00	24.46	0.00	820.01
651 - 4060-Library Fees	374.50	215.00	250.50	104.00	187.00	267.60	210.00	107.00	278.00	95.50	0.00	2,089.10
671 - 4070-Miscellaneous Income	130.00	50.00	50.00	630.00	0.00	1,000.00	730.00	80.00	0.00	90.00	0.00	2,760.00
674 - 4075-Unrestricted Misc Income												
675 - 4080-Restricted												
675.03 - 4083-Technology	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
675.08 - 4088-Community Relations, Other	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	-1,000.00	0.00	0.00	0.00	200.00
Total 675 - 4080-Restricted	0.00	2,000.00	0.00	0.00	0.00	1,200.00	0.00	-1,000.00	0.00	0.00	0.00	2,200.00
671 - 4070-Miscellaneous Income - Other	0.00	0.00	75.93	0.00	0.00	0.00	6.28	0.00	0.00	11,778.54	0.00	11,860.75
Total 671 - 4070-Miscellaneous Income	130.00	2,050.00	125.93	630.00	0.00	2,200.00	736.28	-920.00	0.00	11,868.54	0.00	16,820.75
Total Income	692.77	14,517.72	392.51	968.73	192.89	22,455.00	117,656.31	45,572.65	21,977.70	11,988.50	0.00	236,414.78
Total Income	692.77	14,517.72	392.51	968.73	192.89	22,455.00	117,656.31	45,572.65	21,977.70	11,988.50	0.00	236,414.78
Gross Profit	692.77	14,517.72	392.51	968.73	192.89	22,455.00	117,656.31	45,572.65	21,977.70	11,988.50	0.00	236,414.78
Expense												
Met's - 5000-Library Materials												
971 - 5010-Collection	800.26	1,997.60	1,512.20	1,872.45	1,545.68	379.41	3,636.84	2,077.80	1,609.55	2,513.36	700.16	18,645.31
972 - 5011-Periodicals	288.49	0.00	0.00	0.00	0.00	2,600.51	0.00	0.00	314.34	0.00	0.00	3,203.34
973 - 5012-Processing	217.94	74.95	100.79	0.00	183.20	91.63	150.00	599.20	0.00	128.95	0.00	1,546.66
Total Mat's - 5000-Library Materials	1,306.69	2,072.55	1,612.99	1,872.45	1,728.88	3,071.55	3,786.84	2,677.00	1,923.89	2,642.31	700.16	23,395.31
Staff - 6000-Staff & Payroll Expenses												
701 - 6011-Librarian	4,500.00	6,807.69	4,538.46	4,538.46	4,538.46	4,538.46	6,807.69	4,538.46	4,538.46	4,538.46	2,269.23	52,153.63
702 - 6012-Library Assistant 1	1,454.00	2,183.65	1,596.45	1,468.00	1,513.88	1,458.83	2,165.30	1,431.30	1,486.35	1,431.30	770.70	16,859.76
703 - 6013-Library Assistant 2	590.88	982.63	895.69	478.13	561.00	460.88	852.51	0.00	452.63	734.82	0.00	6,109.17
708 - 6016-Library Assistant 3	0.00	0.00	1,336.00	1,856.00	1,624.00	1,744.00	2,392.00	1,696.00	1,936.00	1,672.00	960.00	15,216.00
704 - 6014-Substitute	23.88	0.00	0.00	210.10	167.13	0.00	42.98	0.00	0.00	224.43	0.00	668.52
705 - 6015-Page	252.00	324.00	76.50	94.50	202.50	112.50	135.00	189.00	171.00	45.00	76.50	1,678.50
711 - 6030-Social Security	422.26	637.23	523.47	536.00	533.64	517.37	774.72	487.00	532.23	536.05	252.74	5,752.71
712 - 6031-Medicare	98.75	149.03	122.42	125.37	124.79	120.89	181.18	113.90	124.47	125.37	99.11	1,345.38
713 - 6040-Workers' Comp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
714 - 6050-Retirement	90.15	135.39	98.98	91.02	93.86	3,877.37	325.00	0.00	0.00	0.00	0.00	4,431.42
716 - 6080-Professional Development	230.00	254.86	0.00	486.72	0.00	0.00	107.39	361.04	364.46	381.04	183.93	6,199.94
718 - 6095-Direct Deposit fee	7.00	10.50	8.75	10.50	10.50	10.50	15.75	7.00	398.85	15.75	7.00	1,477.82
Total Staff - 6000-Staff & Payroll Expenses	7,658.92	11,464.98	9,196.72	9,894.80	9,389.76	12,870.90	14,442.22	8,823.70	10,014.95	9,684.22	4,579.21	108,000.38
Blgd/Equ - 6100-Building and Equipment												
921 - 6111-Electricity	270.00	310.09	218.36	266.76	202.30	186.44	287.51	249.31	223.56	220.85	0.00	2,435.18
922 - 6112-Gas	0.00	68.43	17.26	0.00	31.50	60.66	120.92	346.05	0.00	121.49	113.40	879.71
850 - 6113-Telephone	0.00	118.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.04
931 - 6121-Repair & Maintenance	0.00	0.00	112.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.50
931.1 - R & M Labor	0.00	125.00	101.52	0.00	88.00	0.00	76.95	125.15	258.90	0.00	0.00	775.52
931 - 6121-Repair & Maintenance - Other	0.00	125.00	214.02	0.00	88.00	0.00	76.95	125.15	258.90	0.00	0.00	888.02
Total 931 - 6121-Repair & Maintenance	0.00	918.00	438.80	357.00	0.00	571.20	0.00	387.60	571.20	0.00	357.00	3,600.80

SUTTONS BAY BINGHAM DISTRICT LIBRARY
P&L by Month YTD
July 1, 2017 through May 10, 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 1 - 10...	TOTAL
932 - 6123-Landscaping/Land Maint												
932.1 - Labor elig for 1089	0.00	830.00	0.00	0.00	227.50	0.00	0.00	0.00	0.00	0.00	0.00	1,057.50
932 - 6123-Landscaping/Land Maint - Other	0.00	30.00	0.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00
Total 932 - 6123-Landscaping/Land Maint	0.00	860.00	0.00	0.00	242.50	0.00	0.00	0.00	0.00	0.00	0.00	1,102.50
802 - 6124-Insurance, Prop & Liab	2,493.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,493.13
730 - 6125-Maintenance Supply	3.17	58.23	0.00	0.00	0.00	8.79	275.81	0.00	0.00	0.00	0.00	346.00
974 - 6126-Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,310.19	0.00	12,310.19
Total 802 - 6124-Insurance, Prop & Liab	2,496.30	58.23	0.00	0.00	0.00	8.79	275.81	0.00	0.00	12,310.19	0.00	14,840.32
803 - 6131-Internet Service Provider	5,087.20	149.00	261.34	26.48	218.63	199.99	550.00	0.00	140.76	325.00	0.00	6,956.40
804 - 6132-Computer Maint/Support	168.96	60.00	47.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	276.84
805 - 6133-Other Computer Support	0.00	193.91	0.00	0.00	0.00	0.00	225.00	0.00	0.00	0.00	0.00	418.91
806 - 6134-Copier	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
Total 803 - 6131-Internet Service Provider	5,087.20	193.91	261.34	26.48	218.63	199.99	550.00	0.00	140.76	325.00	0.00	6,956.40
Total BldgEqu - 6100-Building and Equipment	8,022.46	2,952.73	1,276.79	30,703.65	823.91	1,097.21	1,613.54	1,149.98	1,194.42	13,008.98	518.60	62,362.27
Admin - 6200-Administrative Services	387.94	19.43	120.55	287.36	303.25	10.99	10.99	168.32	106.94	12.99	0.00	1,428.76
727 - 6210-Office Supplies	79.10	83.85	101.00	0.00	39.20	0.00	0.00	0.00	60.40	21.00	0.00	384.55
728 - 6220-Postage	647.50	244.00	269.00	219.00	3,238.50	256.50	503.50	336.90	269.00	288.00	319.00	6,571.90
801 - 6230-Legal & Professional	58.33	34.86	41.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.99
881 - 6241-Summer Reading Programs	0.00	33.71	96.00	0.00	50.00	74.21	416.10	0.00	44.69	56.02	0.00	770.73
880 - 6249-Other Community Relations	0.00	388.99	36.14	250.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	1,650.13
885 - 6245-Programming	0.00	1,186.45	0.00	-60.00	1,335.00	0.00	0.00	0.00	0.00	0.00	0.00	2,397.12
808 - 6250-Dues	-427.16	890.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	890.00
809 - 6280-Insur, Officers & Dir	0.00	74.64	32.33	180.00	35.77	10.00	7.85	0.00	0.00	0.00	0.00	340.59
983 - 6280-Miscellaneous	0.00	74.64	32.33	180.00	35.77	10.00	7.85	0.00	0.00	0.00	0.00	340.59
Total Admin - 6200-Administrative Services	745.71	2,956.93	695.82	876.36	5,001.72	351.70	938.44	705.22	481.03	359.01	1,456.83	14,568.77
6560 - Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	17,733.78	19,447.19	12,782.32	43,347.26	16,924.27	17,391.36	20,781.04	13,355.90	13,614.29	25,694.52	7,254.80	208,326.73
Net Ordinary Income	-17,041.01	-4,929.47	-12,389.81	-42,378.53	-16,731.38	5,063.64	96,875.27	32,216.75	8,363.41	-13,706.02	-7,254.80	28,088.05
Net Income	-17,041.01	-4,929.47	-12,389.81	-42,378.53	-16,731.38	5,063.64	96,875.27	32,216.75	8,363.41	-13,706.02	-7,254.80	28,088.05

DIRECTOR'S REPORT: May 2018

Programming

- **Art Off The Shelf** artist series will host the final installment with painter **David Grath** on Thursday, May 31st at 5pm.
- A musical demonstration of the **African Kora was here on May 10th**. **Sean Gaskell** performed for a good crowd.
- The **Volunteer Appreciation Breakfast** report will be forthcoming.
- **Nick Wierzba** will do two consecutive programs on **Bike Repair on the Road** for the Library on May 17th and May 24th.
- **Kay Charter** will be here on June 7th to discuss "What You Can Do for the Birds".
- **Summer Reading planning** is near completion and nearly ready for our June 25th Kickoff Party. This year due to grants courtesy of the **Northland Library Cooperative** we will be giving away bicycles from **Suttons Bay Bikes**. One boys bike, one girls bike, and a preschool bike with training wheels will be offered as Grand Prizes.

Daily Operations

- The Library was closed on Monday, May 7th for carpet cleaning upstairs and floor cleaning downstairs. Diversified Carpets did a fine job again.
- Thanks to the Northland Library Cooperative I have purchased 260 tote bags with the library logo in full color for our patrons. Once they arrive we will no longer use the plastic bags that we are currently handing out. The bags will be free of charge to our patrons, but we will give them out only as needed.
- Moses Widow Cleaning will be here again to do our windows on Friday, May 25th.
- While at the Small Rural Library Conference I spoke with Dennis Jensen from C2AE Architects/Designers about coming to our library and giving us some ideas as to what could be done with our lighting situation, redoing our reading area, as well as some other interior cosmetic changes that could be done in the future. He will be here to meet me Friday, May 18th.
- The library will be closed on May 28th in observance of Memorial Day.
- I just returned from our second installment of MLA Leadership Academy which was held at the Cascade Branch of the Kent District Library in Grand Rapids.
- We received a \$500.00 continuing education grant from NLC which partially compensates us for sending me to the MLA Leadership Academy.
- I was contacted by Huntington Trust about a donation that was left to the library by a deceased patron. More info to come.

Respectfully,

Bradley Chaplin
May 10th, 2018