

**Elk Rapids District Library Board of Trustees**  
**Meetings for April 13, 2023**  
**5:00PM @ Government Center, 315 Bridge St, Elk Rapids**

Call to Order

- 1) Approval of Agenda [Action]
- 2) Public Comment - Any citizen who wishes to address the Library Board on a matter may speak at this time. Persons addressing the Board may state their name, address and if applicable, their affiliation. A three-minute limitation applies.
- 3) Trustee Training: Library Policies
- 4) Consent Agenda - *The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any item on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action.*
  - a) Minutes – March 9, 2023
  - b) Treasurer’s Report and Approval of Bills
- 5) Correspondence
- 6) Unfinished Business
  - a) Policy updates
- 7) New Business
  - a) Donor Perfect
  - b) Torch Lake Township
- 8) Director’s Report
- 9) Standing Committee Reports
  - a) Personnel Committee – Pollister Amos, Atkinson, Petrovich
  - b) Financial Committee – Atkinson, Pollister Amos, Weber
- 10) Ad Hoc Committee Reports
  - a) Building Committee – Hults, Stephenson, McAuliffe
  - b) Strategic Planning Committee – Stephenson, Weber, Wonch
- 11) Friends Report
- 12) Public Comment
- 13) Board Comments
- 14) Adjourn

**Elk Rapids District Library**  
**Balance Sheet**  
As of March 31, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
000-001 Banking Control	
001.01 5/3 Bank General Fund/Checking	215,246.48
001.02 5/3 Bank General Fund/Savings	239,440.03
002.01 Huntington Bank CD	207,913.59
003.01 Alden Money Market	201,235.42
<b>Total 000-001 Banking Control</b>	<b>\$ 863,835.52</b>
<b>Total Bank Accounts</b>	<b>\$ 863,835.52</b>
<b>Other Current Assets</b>	
000-120 Taxes Receivable	75,873.98
000-123 Prepaid expenses	13,979.05
1190 Accounts receivable - Torch Lk	0.00
<b>Total Other Current Assets</b>	<b>\$ 89,853.03</b>
<b>Total Current Assets</b>	<b>\$ 953,688.55</b>
<b>TOTAL ASSETS</b>	<b>\$ 953,688.55</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total 000-232 FICA Liabilities</b>	<b>-\$ 109.76</b>
000-238 Retirement Match	536.55
<b>Total 000-231 Payroll Liabilities</b>	<b>\$ 406.20</b>
2200 Accrued Salaries & Wages	5,774.34
2250 Accrued Compensated Absences	5,024.00
<b>Total Other Current Liabilities</b>	<b>\$ 11,204.54</b>
<b>Total Current Liabilities</b>	<b>\$ 11,204.54</b>
<b>Total Liabilities</b>	<b>\$ 11,204.54</b>
<b>Equity</b>	
000-370 Fund Balance	758,326.48
3000 Open Bal Equity	148,200.27
Net Income	35,957.26
<b>Total Equity</b>	<b>\$ 942,484.01</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 953,688.55</b>

# Elk Rapids District Library

## Budget vs. Actuals: FY2023-2024

March 2023

	Mar 2023		
	Actual	Budget	% of Budget
<b>Income</b>			
000-402 Millage	65,884.48	347,634.00	18.95%
000-403 T.L.Town.		3,500.00	0.00%
000-500 Grants control	500.00	10,000.00	5.00%
000-566 State Aid		5,520.00	0.00%
000-626 Copy Fees	186.40	1,400.00	13.31%
000-627 Non-resident Fees		0.00	
000-655 Book Fines/Fees	56.15	500.00	11.23%
000-656 Penal Fines		10,000.00	0.00%
000-664 Interest	183.91	600.00	30.65%
000-671 Donations	200.00	3,000.00	6.67%
000-676 Reimbursement paid		10,500.00	0.00%
000-696 Miscellaneous	599.28	2,000.00	29.96%
<b>Total Income</b>	<b>\$ 67,610.22</b>	<b>\$ 394,654.00</b>	<b>17.13%</b>
<b>Expenses</b>			
790-676 Reimbursements Spent	413.77	10,500.00	3.94%
790-701 Payroll Control	22,925.02	315,560.00	7.26%
790-720 Operating Supplies Control	468.63	11,000.00	4.26%
790-728 Equipment	2,249.91	4,000.00	56.25%
790-755 Publicity		1,000.00	0.00%
790-760 Grant Control spending	495.40	10,000.00	4.95%
790-790 Collection control	1,989.41	22,000.00	9.04%
790-800 Miscellaneous Expense		500.00	0.00%
790-801 Contracted Service	324.20	18,000.00	1.80%
790-851 Insurance Control		4,500.00	0.00%
790-880 Programs	320.06	2,000.00	16.00%
790-920 Utilities	1,552.41	14,000.00	11.09%
790-931 Building Facilities	681.80	12,200.00	5.59%
790-956 Membership/Dues		4,200.00	0.00%
790-958 Mileage		250.00	0.00%
790-962 Education/Training	232.35	1,000.00	23.24%
790-999 Contingency		2,000.00	0.00%
<b>Total Expenses</b>	<b>\$ 31,652.96</b>	<b>\$ 432,710.00</b>	<b>7.32%</b>
<b>Net Operating Income</b>	<b>\$ 35,957.26</b>	<b>-\$ 38,056.00</b>	<b>-94.49%</b>

# ERDL Expansion Balance Sheet

As of March 31, 2023

Mar 31, 23

## ASSETS

### Current Assets

#### Checking/Savings

10100 - Heffer at Huntington 295,482.58

10110 - Independent Bank 572,279.57

Total Checking/Savings 867,762.15

Total Current Assets 867,762.15

**TOTAL ASSETS 867,762.15**

## LIABILITIES & EQUITY

### Equity

32000 - Unrestricted Net Assets 866,936.25

Net Income 825.90

Total Equity 867,762.15

**TOTAL LIABILITIES & EQUITY 867,762.15**

# INVOICE



MIDWEST  
COLLABORATIVE  
*for* LIBRARY  
SERVICES

1407 Rensen Street, Suite 1, Lansing, MI 48910-3657  
Phone: 800-530-9019, 517-394-2420 Fax: 517-394-2096 www.mcls.org

INVOICE DATE 3/14/2023  
INVOICE NO 361574  
PAGE 1

Questions?  
Call 800-530-9019 ext 405  
or email [accounting@mcls.org](mailto:accounting@mcls.org)

S 1367000  
O Elk Rapids District Library  
L Pamela Williams  
D 300 Isle of Pines  
D PO Box 337  
T Elk Rapids, MI 49629-0337  
O

S 300 Isle of Pines  
H PO Box 337  
I Elk Rapids, MI 49629-033  
P  
T  
O

NOTES MCLS SP Consult

INVOICE BALANCE DUE 8,000.00

PO NUMBER	FEDERAL TAX ID	TERMS	DUE DATE	ORDER DATE	ORDER NO
	23-7436918	NET 30	4/13/2023	3/14/2023	972671
ITEM ID	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL AMOUNT
40800	Strategic Planning Consulting MCLS SP Consult Upon completion of Retreats	Each	1.0000	8,000.00000	8,000.00

Freight 0.00

Invoice Total 8,000.00

Prepayment 0.00

INVOICE BALANCE DUE 8,000.00

Please return this stub with your payment.

Account. 1367000  
Invoice No. 361574  
Notes MCLS SP Consult

Invoice Total 8,000.00

Prepayment 0.00

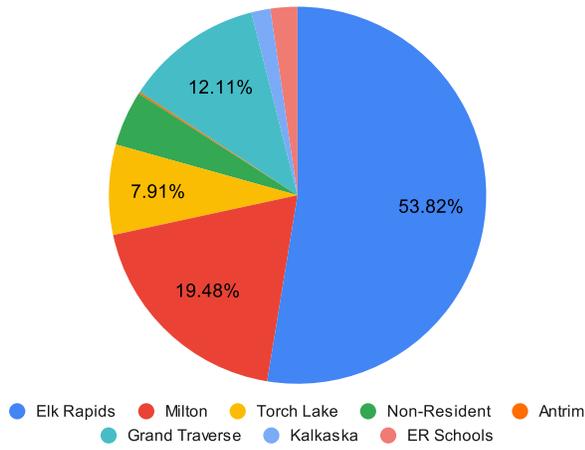
INVOICE BALANCE DUE 8,000.00

Elk Rapids District Library  
March 2023 Check Detail

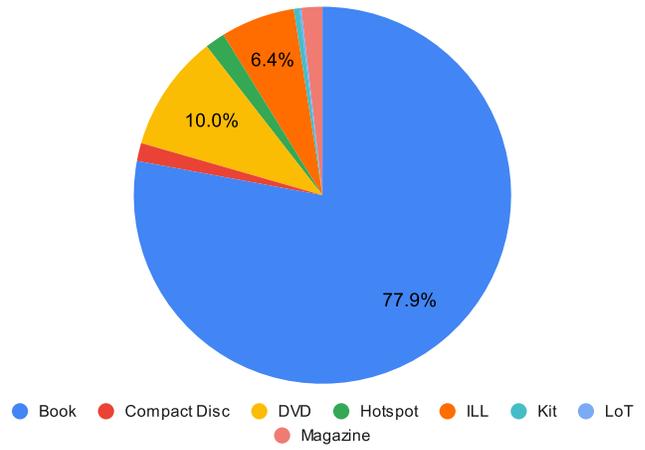
Date	Num	Name	Account	Amount
03/01/2023	ACH	Charter Communications	utilitites:internet/phone	373.95
03/02/2023	ACH	GFL Environmental	utilities:garbage	75.84
03/07/2023	ACH	integrated payroll	contracted services: payroll	69.20
03/07/2023	ACH	integrated payroll	payroll: FICA	2,632.59
3/7/2023	ACH	integrated payroll	Salaries and Wages	
03/20/2023	ACH	Village of Elk Rapids	utilities: water	97.15
03/21/2023	ACH	integrated payroll	contracted services: payroll	67.00
03/21/2023	ACH	integrated payroll	payroll: FICA	2,359.38
3/21/2023	ACH	integrated payroll	Salaries and Wages	
03/29/2023	ACH	Charter Communications	utilities:internet/phone	373.55
03/30/2023	ACH	GFL Environmental	utilities: garbage	75.84
03/09/2023	29077	Baker & Taylor	collection: books	1,100.35
03/09/2023	29078	East Bay Cleaning	building	400.00
03/09/2023	29079	Village of Elk Rapids	utilities:electricity	224.77
03/09/2023	29080	Cintas	building facilities	77.07
03/09/2023	29081	Gill-Roy's	building facilities	44.07
03/09/2023	29082	DEMCO, INC.	operational supplies	170.86
03/09/2023	29083	Village Market Food Center	programming/education	194.52
03/09/2023	29084	DTE Energy	utilities:gas	482.99
03/09/2023	29085	VISA	operating supplies 105.07	996.68
			periodicals 629.99	
			youth prog 93.40	
			education/training 93.22	
			equipment/technology 75.00	
03/09/2023	29086	Gale/Cengage Learning	books	77.00
03/09/2023	29087	Midwest Tape	audio visual	26.24
03/20/2023	29092	Baker & Taylor	books	689.80
03/20/2023	29093	Otis Elevator Company	equipment	2,000.00
03/20/2023	29094	DEMCO, INC.	operating supplies	188.55
03/20/2023	29095	Foster, Swift, Collins & Smith, PC	contracted services: legal	188.00
03/20/2023	29096	Xerox Corp.	contracted services:equipment	65.18
03/20/2023	29097	Amazon.com	equipment/technology 109.72	655.68
			youth programming 37.19	
			grant spending 495.42	
			books 122.46	
			operating supplies 44.64	
			adult programming 141.05	
			audio visual 42.18	
			credit 345.97	

**Circulation**

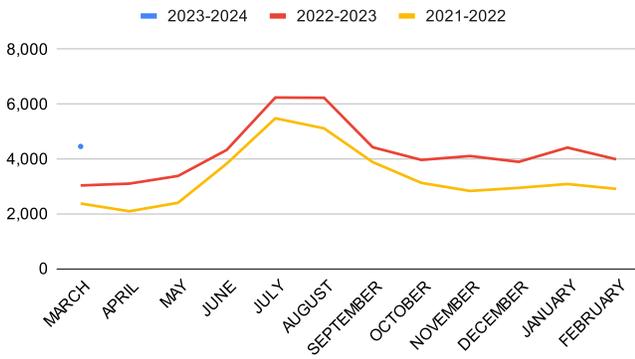
Average Circulation by Municipality



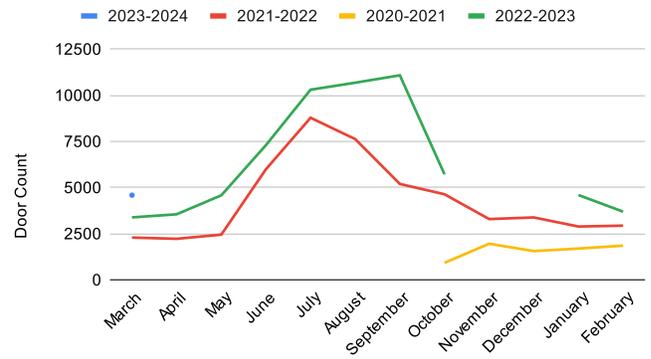
Circulation % By Material Type



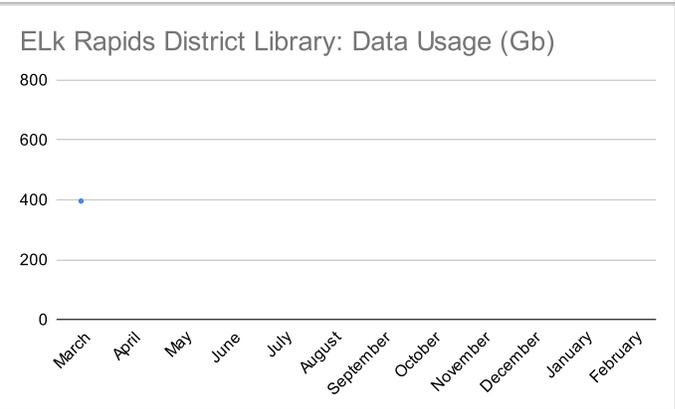
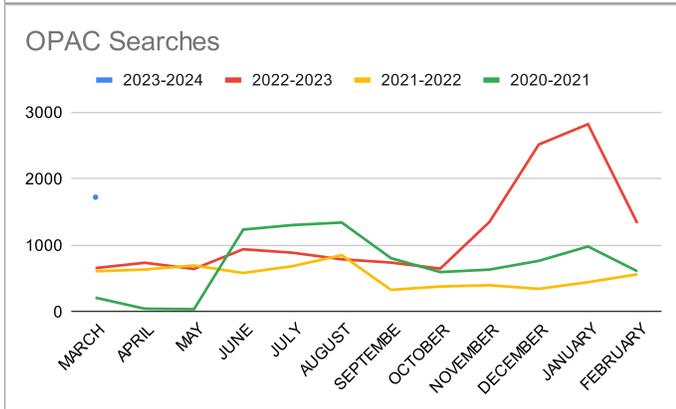
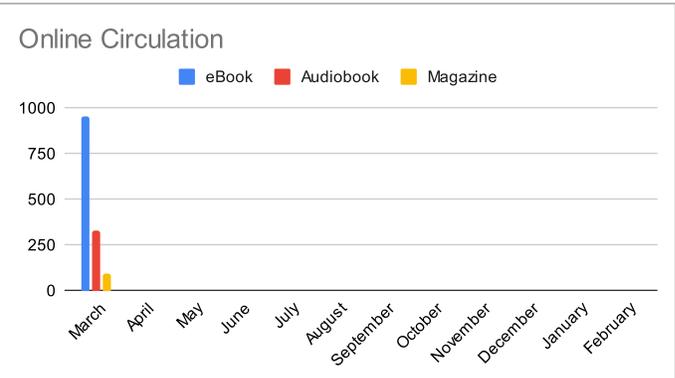
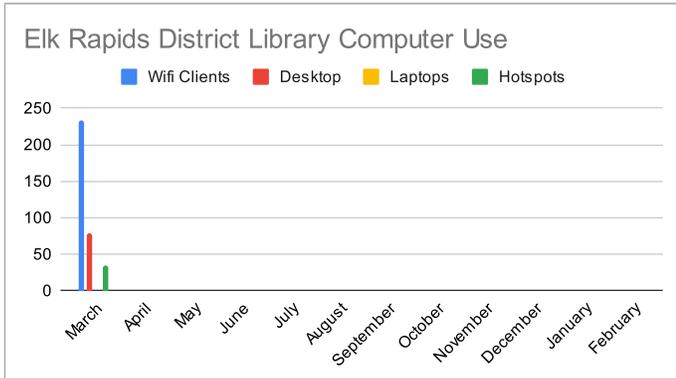
Circulation



Elk Rapids District Library: Foot Traffic



**Internet and Computer Services**



**Social Media and Virtual Programs**

