

AGENDA
Hillsdale Community Library Board of Trustees
August 12, 2021
7:00pm

I. CALL TO ORDER

II. ROLL CALL

III. VISITORS COMMENTS

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES OF April 15, 2021 - page 1-5
April 26, 2021 – page 6-7
June 10, 2021 – page 8-9
June 29, 2021 - page 10

VI. REPORTS

- A. Financials – page 11-16
- B. Statistics – page 17
- C. Programs
- D. Communications
- E. Director's – page 21

VII . OLD BUSINESS

- A. Director's evaluation
- B. Finance
- C. Report from Hillsdale Township Meeting - page -22

VIII. NEW BUSINESS

A.

IX. BOARD COMMENT

XI ADJOURNMENT

Next meeting: October 14, 2021 at 7pm

GL NUMBER	DESCRIPTION	NORM (ABNORM)	AMENDED BUDGET	YTD BALANCE 07/31/2020	YTD BALANCE 07/31/2021	MONTH 07/31/21	ACTIVITY FOR INCR (DECR)	AVAILABLE BALANCE	% BDT USED
Fund 271 - LIBRARY FUND									
Revenues									
271-000.000-402.000	CURRENT TAXES		131,961.98	13,385.79	20,657.70	20,657.70	0.00	112,622.30	15.50
271-000.000-412.000	DELINQUENT TAXES		588.03	0.00	0.00	0.00	0.00	105.00	0.00
271-000.000-437.000	SPECIAL ACTS		1,493.20	0.00	0.00	0.00	0.00	2,306.00	0.00
271-000.000-528.000	FEDERAL GRANT - CARES ACT		3,369.71	0.00	0.00	0.00	0.00	0.00	0.00
271-000.000-568.000	STATE GRANT		10,294.83	0.00	0.00	0.00	0.00	9,600.00	0.00
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION		20,523.22	0.00	0.00	0.00	0.00	5,000.00	0.00
271-000.000-574.000	STATE REVENUE SHARING		0.00	0.00	0.00	0.00	0.00	8,105.00	0.00
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/REC		22,600.00	8,800.00	0.00	0.00	0.00	13,800.00	0.00
271-000.000-588.000	SUBSCRIPTION CARD SALES		2,068.00	80.00	300.50	300.50	0.00	1,199.50	20.03
271-000.000-629.000	COPIES / DUPLICATING		2,333.37	102.85	286.95	286.95	0.00	1,713.05	14.35
271-000.000-656.000	PENAL FINES		27,194.17	0.00	0.00	0.00	0.00	25,000.00	0.00
271-000.000-657.000	BOOK FINES		409.65	28.15	0.00	0.00	0.00	487.65	0.00
271-000.000-658.000	ORDNANCE FINES		846.97	0.00	0.00	0.00	0.00	680.70	2.47
271-000.000-665.000	INTEREST		272.10	22.49	6.13	6.13	0.00	393.87	1.53
271-000.000-667.000	RENTS		224.45	0.00	50.00	50.00	0.00	150.00	25.00
271-000.000-667.271	RENTS - MEETING ROOMS		200.10	25.00	0.00	0.00	0.00	2,000.00	0.00
271-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX		0.00	0.00	0.00	0.00	0.00	1,760.00	0.00
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS		0.00	0.00	0.00	0.00	0.00	2,300.00	0.00
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY		0.00	0.00	0.00	0.00	0.00	400.00	0.00
271-000.000-675.792	CONTR. & DONAT. - BOOKS		1,201.54	0.00	137.64	137.64	0.00	427.36	24.36
271-000.000-675.790	CONTR. & DONAT. - CHILD. LIBRAR		611.35	0.00	0.00	0.00	0.00	6,505.00	0.00
271-000.000-675.792	OTHER REVENUE		11,393.95	0.00	0.00	0.00	0.00	4,600.00	0.00
271-000.000-692.000	OTHER REVENUE - COFFEE		12.00	0.00	0.00	0.00	0.00	400.00	0.00
271-000.000-692.006	OTHER REVENUE - TRUSTS		25,082.70	0.00	0.00	0.00	0.00	25,080.00	0.00
271-000.000-692.008	OTHER REVENUES - WOODLAND		0.00	0.00	0.00	0.00	0.00	3,400.00	0.00
TOTAL REVENUES			262,681.32	22,444.28	21,520.57	21,520.57		228,035.43	8.62
Expenditures									
271-790.000-702.000	WAGES		99,422.12	4,685.72	9,407.73	9,407.73	0.00	115,987.27	7.50
271-790.000-704.000	SICK TIME PAY		3,388.55	209.78	427.84	427.84	0.00	3,168.16	11.90
271-790.000-705.000	VACATION TIME PAY		6,700.16	407.36	0.00	0.00	0.00	2,204.00	0.00
271-790.000-706.000	PERSONAL TIME PAY		629.28	0.00	0.00	0.00	0.00	2,954.00	0.00
271-790.000-710.000	HOLIDAY AND OTHER PAY		2,097.62	209.78	213.92	213.92	0.00	1,990.08	9.71
271-790.000-715.000	HEALTH AND LIFE INSURANCE		389.57	160.02	38.21	38.21	0.00	1,136.79	3.25
271-790.000-716.000	RETIREMENT		4,011.10	295.26	305.32	305.32	0.00	3,524.68	7.97
271-790.000-717.000	WORKERS' COMPENSATION		169.00	0.00	162.00	162.00	0.00	63.00	72.00
271-790.000-720.000	EMPLOYER'S FICA		8,563.67	399.24	768.78	768.78	0.00	9,280.22	7.65
271-790.000-721.000	DISABILITY INSURANCE		298.18	57.78	24.04	24.04	0.00	714.96	3.25
271-790.000-726.000	SUPPLIES		4,425.96	751.57	421.92	421.92	0.00	1,578.08	21.10
271-790.000-750.000	PERIODICALS / MAGAZINES		231.00	0.00	0.00	0.00	0.00	400.00	0.00
271-790.000-801.000	CONTRACTUAL SERVICES		20,468.76	(2,245.62)	1,506.14	1,506.14	0.00	18,493.86	7.53
271-790.000-810.000	DUES AND SUBSCRIPTIONS		370.12	(370.12)	0.00	0.00	0.00	750.00	0.00
271-790.000-860.000	TRANSPORTATION AND MILEAGE		73.96	0.00	0.00	0.00	0.00	500.00	0.00
271-790.000-861.000	TRAINING & SEMINARS		60.00	0.00	0.00	0.00	0.00	500.00	0.00
271-790.000-920.000	UTILITIES		15,560.75	1,279.45	1,132.91	1,132.91	0.00	17,367.09	6.12
271-790.000-925.000	TELEPHONE		2,100.00	56.00	56.00	56.00	0.00	2,044.00	2.67
271-790.000-930.000	REPAIRS & MAINTENANCE		18,684.61	0.00	0.00	0.00	0.00	5,000.00	0.00
271-790.000-970.000	CAPITAL OUTLAY		0.00	0.00	315.00	315.00	0.00	8,685.00	3.50
271-790.000-982.000	BOOKS		11,246.90	10.99	29.67	29.67	0.00	14,970.33	0.20
271-790.000-999.101	TRANSFER - GENERAL FUND		2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
271-792.000-726.000	SUPPLIES		0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
271-792.000-726.001	SUPPLIES - GRANTS		500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-792.000-726.010	SUPPLIES-SUMMER READING		(314.63)	(500.00)	0.00	0.00	0.00	500.00	0.00
271-792.000-852.000	BOOKS		7,317.15	0.00	0.00	0.00	0.00	6,500.00	0.00

Fund 271 LIBRARY FUND

GL Number Description Balance

GL Number	Description	Balance
271-000.000-001.000	CHECKING ACCOUNT - COMMON	42,099.73
271-000.000-001.002	CHECKING ACCT - ACCT PAYABLE	97.15
271-000.000-001.008	CHECKING ACCOUNT - LITERACY	50.00
271-000.000-004.000	CASH ON HAND	134,932.60
271-000.000-020.000	INVESTMENTS - MBI/CLASS	0.00
271-000.000-040.000	ACCOUNTS RECEIVABLE	0.00
271-000.000-040.001	OTHER ACCOUNTS RECEIVABLE	0.00
271-000.000-079.000	DUE FROM FEDERAL GOVERNMENT	0.00
271-000.000-084.000	DUE FROM OTHER FUNDS	0.00
271-000.000-084.471	DUE FROM LIBRARY IMPROV. FUND	0.00
271-000.000-084.582	DUE FROM UTILITIES DEPARTMENT	0.00
271-000.000-123.000	PREPAID EXPENSES	0.00
271-000.000-199.000	DUMMY ACCOUNT FOR AUDIT ENTRY	0.00

*** Assets ***

Total Assets 177,179.48

*** Liabilities ***

271-000.000-202.000	ACCOUNTS PAYABLE	1,800.23
271-000.000-202.050	ACCURED ACCOUNTS PAYABLE	0.00
271-000.000-202.500	ACCOUNTS PAYABLE-AUDITORS	0.00
271-000.000-214.000	DUE TO OTHER FUNDS	0.00
271-000.000-214.101	DUE TO GENERAL FUND	0.00
271-000.000-214.582	DUE TO ELECTRIC	0.00
271-000.000-214.633	DUE TO PUBLIC SERVICES INV. F	0.00
271-000.000-214.640	DUE TO RMEF	0.00
271-000.000-214.699	DUE TO DPS LEAVE & BENEFITS F	0.00
271-000.000-214.701	DUE TO TRUST AND AGENCY FUND	0.00
271-000.000-214.711	DUE TO CEMETERY PERPET. CARE	0.00
271-000.000-214.750	DUE TO IMPREST PAYROLL FUND	0.00
271-000.000-230.692	DUE TO BPU - MISCELLANEOUS	0.00
271-000.000-239.000	UNEARNED REVENUE - CURRENT	0.00
271-000.000-257.000	ACCURED WAGES PAYABLE	4,451.42
271-000.000-258.000	FICA PAYABLE	0.00
271-000.000-260.000	ACCURED SICK LEAVE	0.00
271-000.000-338.000	ENCUMBRANCES	0.00
271-000.000-339.000	DEFERRED REVENUES	0.00

Total Liabilities 6,251.65

*** Fund Balance ***

271-000.000-390.000	FUND BALANCE	164,216.74
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Total Fund Balance 164,216.74

Beginning Fund Balance 164,216.74

Net of Revenues VS Expenditures

Ending Fund Balance	170,927.83
Total Liabilities and Fund Balance	177,179.48

Director's Report – August, 2021

We received 22 workforce development books from a grant from the state library. They include books on career change, entrepreneurship, job hunting, job skills, leadership, legal issues, resumes, interviews, workforce education and workplace environment.

I completed the CARES ACT grant report for which we received reimbursement for PPE and 4 laptops. That money should be credited to our account soon.

I wrote the Humanities Grant for Great Reads 2021 which is The Women of the Copper Country, by Mary Doria Russell. The free books will arrive early September for handing out to the community.

I wrote the Humanities HOPE grant for \$15,000 to pay wages for a Children's Librarian.

We completed the children's summer reading program. We had 120 participants. Please view our Facebook to see the happy recipients of the prizes and to see pictures of the weekly programs. Having Caleb Holm and Emma Shea (Hillsdale College Students) as our summer reading coordinators worked extremely well. They were a delight to work with for the six weeks of our program. Their last day was July 30.

Adult program will go until the end of August. Heidi purchased gift certificates from the following local businesses for prizes paid for by the Friends group. Toasted Mud, Gifted Garden, Gelzer's, Hunt Club, and Checker Records.

The Friends also purchased a canopy tent to be used for outside events. And they purchased a smaller bike with training wheels as an additional summer reading prize. All the food for summer reading was purchased by the Friends.

I have hired Marta Roberts as our children's librarian. She started August 2nd. She will work Monday through Thursday and be here for the after school activities. She is currently putting together the craft in a bag kits that have been so popular.

Rickie Freeman and Pastor Scott have volunteered to do the Friday morning story times. Rickie will manage the schedule and Scott will fill in when she needs a day off. Rickie will start the fall schedule after Labor Day.

Library Statistics 2020-2021

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE
PATRON CHECK OUTS - 2020-2021	906	820	800	1116	1047	1826	1845	1996	2307	2099	1730	2428
PATRON CHECK OUTS - 2019-2020				2031	1769	1331	1912	1925	434	1177	50	1351
ITEMS CHECKED OUT - 2020-2021	2519	3245	3217	3558	3584	4117	4316	4368	5826	5207	5411	6267
ITEMS CHECKED OUT - 2019-2020				2319	1824	1399	1905	1924	1714	1618	60	3440
WEB PAGE USAGE					295	148	224	285	342			186
DOOR COUNTS 2020-2021					774	975	958	868	1165	1173	1033	1673
DOOR COUNTS 2019-2020					3323	3430	3800					
TUMBLEBOOKS 2020-2021	17	87	155	178	296		103	27	7	12	31	43

SPECIFICS OF LIBRARY OPERATIONS:

- Closed to public on March 23
- Opened for curbside pick up June 8
- Curbside and by appointment on July 13
- Opened limited hours October 6th

Melcat borrowing stats:

From January through June of 2019, our patrons requested 1,323 items from MeLcat.

From January through June of 2021, our patrons requested 1,216 items from MeLcat.

Report for Library Board, August 12th, 2021

On Tuesday, July 13th George Allen and I attended the regularly scheduled meeting of the Hillsdale Township Board of Trustees. The meeting was called to order at 6:30 PM, with prayer and the Pledge of Allegiance. George and I were permitted to speak during a period of visitor comments. We shared the following items with the Board and meeting attendees.

- We expressed appreciation for their ongoing relationship with our library.
- We shared information concerning library usage among township residents.
- We invited them to participate in upcoming library events.

Following our comment, Trustees conversed briefly about ways to encourage residents to acquire a library card. We also took a few questions. A follow-up message with the requested information was sent to Supervisor Jackie Sullivan.

Respectfully submitted,
Scott Cress

The following is a message sent to Township Supervisor Jackie Sullivan:

Ms. Sullivan,

Thank you for permitting George Allen and myself to share about the Hillsdale Library during the last township board meeting. This message contains follow-up information to be shared at a future township meeting.

1. Of the 1602 cards currently possessed by township residents, 1596 of them have been used within the last two years.
2. Non-resident family cards currently cost \$40 annually. Our ongoing partnership with Hillsdale Township, therefore, translates to substantial savings to township residents.
3. When a new resident goes to the library to acquire a card, they must show proof of their current address. This address is then verified by library staff using the following website: <https://gis.hillsdale.us/Guest-Map>. This process confirms if a new resident lives in the Township.
4. Any minor under 16 can only receive a card after a parent or guardian accepts responsibility for the card and any associated fines.
5. Replacement cards cost \$3.50.