

## Hillsdale Community Library Board

### August 13, 2020 Minutes

**Call to Order:** The meeting was called to order just after 7 p.m. after members joined via Zoom.

**Roll Call:** Jim Bowen, Karen Hill, Mark Maier, Rickie Freeman, Director Mary Hill Absent: Darryl Hart

**Staff Members:** Heidi Prullt, David Kohli-Roberts, Annette Littley, Sierra Smith

**Visitors' Comments:** None

**Approval of Agenda:** Moved by Hill, seconded by Freeman, unanimously approved

**Approval of Minutes of the July 23, 2020 meeting:** Moved by Freeman, supported by Hill, unanimously approved

#### Reports

**Financial:** Jim asked if the provided financials would be final for last year. Mary felt they should be. Mary stated that she is on the budget committee for the co-op; we can expect a decrease in state aid and would not see that until September or October.

**Statistics:** Please see board packet

**Programs:** Rickie was thanked for continuing to do Read alouds on Facebook. Heidi and David have assisted with putting together craft packets for children.

**Communications:** Woodlands Contract (to be discussed later in the meeting)

**Director's:** All but 7 of the 50 summer reading packets were picked up by families. Bowen asked what the response had been from patrons about curbside pick-up and our hours. Mary felt patrons were happy. Hill added that she had had inquiries from patrons about when we were re-opening. Mary plans to add a "sandwich sign" with her PPE grant money. The board recommended other public service announcements on WCSR, an article in the Hillsdale Daily News and something stated on televised city council meetings. Maier will check with the Collegian staff when they return to campus. Mary reported that we have spent close to \$2,000 on PPE thus far and would like to add a free-standing hand sanitizer by the front door. Regarding the \$3,500 CARES grant money that we are assured to receive, we have to spend the money first and then it is reimbursed. IT will select laptops for us.

#### New Business

**Library Director Evaluation:** According to our board policy book, a director evaluation should take place each spring. Maier stated we have not always followed that policy. Mary has not been evaluated by the board for the past two springs. Bowen said that we had not set library goals last year so Mary's evaluation would look different and that we needed to some strategic planning moving forward. Hill stated that we could evaluate Mary as far as personal/professional skills. Hill mentioned SWOT strategic planning method. Mary said she had used that process in previous cities and said a facilitator from Woodlands could join us via ZOOM and help us with that system. The board agreed we needed to start that process before Maier term limited on the board. Maier's input would be most helpful as he has longevity on the board and previously served as our director. Mary will contact Woodlands and we are looking at September.

#### Old Business

**Woodlands Contract:** Hill thanked Maier for the letter he wrote (please see board packet); one correction was made. It was agreed to sign the letter from the entire board as a sign of unity. Mary feels we need to go with the contract and Maier agreed. It was moved by Maier and seconded by Freeman to approve the contract; unanimously passed.

Library Re-Opening: Hill had visited the library in-person and stated that there was more PPE than any grocery store or city building that she had been in thus far. Mary complimented her staff and stated that she wanted to keep them safe. She added that some city workers had had COVID and she was fearful of opening up more than we already have. There is currently no date set to fully open. Mary said we probably could add a few more patrons per scheduled time slot and still meet the governor's order of 10.

Library Comp Time: The city has a policy against no comp time. Heidi Pruitt does empty our drop box on holidays. It was recommended that Heidi flex her time or readjust her schedule within the next given pay period. This flex time would not be an official policy but at the director's discretion. Heidi stated that she can only work up to 29 ½ hours per week. Hill inquired into the status of Vickie Lee's claimed comp time and how that would affect our budget. We have not heard anything more about this issue; Bowen was asked to consult with Mr. Mackie.

Board Comments: Hill thanked Bowen for hosting the Zoom meeting.

Visitors' Comments: Heidi Pruitt stated that most people seem to like our hours but some have expressed disappointment that there are no Saturday hours.

Our next meeting is scheduled for September 10, 2020. Freeman is not available. Bowen will check with Hart about his availability or the need to reschedule for a quorum.

The meeting was adjourned at 8 p.m.

Respectfully submitted,

Karen Hill

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	07/31/2020	(ABNORMAL)	MONTH 07/31/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.000										
271-000.000-402.000	CURRENT TAXES	133,000.00		13,385.79		13,385.79		119,614.21	10.06	
271-000.000-412.000	DELINQUENT TAXES	105.00		0.00		0.00		105.00	0.00	
271-000.000-437.000	SPECIAL ACTS	2,000.00		0.00		0.00		2,000.00	0.00	
271-000.000-569.000	STATE GRANT	9,095.00		0.00		0.00		9,095.00	0.00	
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	6,400.00		0.00		0.00		6,400.00	0.00	
271-000.000-574.000	STATE REVENUE SHARING	8,105.00		0.00		0.00		8,105.00	0.00	
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/REC	13,800.00		8,800.00		8,800.00		5,000.00	63.77	
271-000.000-588.000	SUBSCRIPTION CARD SALES	2,710.00		80.00		80.00		2,630.00	2.95	
271-000.000-629.000	COPIES / DUPLICATING	4,900.00		102.85		102.85		4,797.15	2.10	
271-000.000-656.000	PENAL FINES	28,000.00		0.00		0.00		28,000.00	0.00	
271-000.000-657.000	BOOK FINES	2,805.00		28.15		28.15		2,776.85	1.00	
271-000.000-665.000	ORDINANCE FINES	1,480.00		0.00		0.00		1,480.00	0.00	
271-000.000-667.000	INTEREST	4,815.00		22.49		22.49		4,792.51	0.47	
271-000.000-667.271	RENTS - MEETING ROOMS	205.00		0.00		0.00		205.00	0.00	
271-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX	6,450.00		25.00		25.00		6,425.00	0.39	
271-000.000-674.000	CONTRIBUTIONS AND DONATIONS	1,760.00		0.00		0.00		1,760.00	0.00	
271-000.000-675.000	CONTR. & DONAT. - TECHNOLOGY	890.00		0.00		0.00		890.00	0.00	
271-000.000-675.002	CONTR. & DONAT. - BOOKS	400.00		0.00		0.00		400.00	0.00	
271-000.000-675.792	CONTR. & DONAT. - CHILD. LIBRAR	565.00		0.00		0.00		565.00	0.00	
271-000.000-692.000	OTHER REVENUE	6,505.00		0.00		0.00		6,505.00	0.00	
271-000.000-692.003	OTHER REVENUE - E-RATE	3,550.00		0.00		0.00		3,550.00	0.00	
271-000.000-692.006	OTHER REVENUE - COFFEE	140.00		0.00		0.00		140.00	0.00	
271-000.000-692.007	OTHER REVENUE - TRUSTS	400.00		0.00		0.00		400.00	0.00	
271-000.000-692.008	OTHER REVENUES - WOODLAND	25,080.00		0.00		0.00		25,080.00	0.00	
		3,400.00		0.00		0.00		3,400.00	0.00	
Total Dept 000.000		266,560.00		22,444.28		22,444.28		244,115.72	8.42	
TOTAL REVENUES		266,560.00		22,444.28		22,444.28		244,115.72	8.42	
Expenditures										
Dept 790.000 - LIBRARY										
271-790.000-702.000	WAGES	118,850.00		4,685.72		4,685.72		114,164.28	3.94	
271-790.000-704.000	SICK TIME PAY	3,930.00		209.78		209.78		3,720.22	5.34	
271-790.000-705.000	VACATION TIME PAY	5,100.00		407.36		407.36		4,692.64	7.99	
271-790.000-706.000	PERSONAL TIME PAY	615.00		0.00		0.00		615.00	0.00	
271-790.000-710.000	HOLIDAY AND OTHER PAY	2,145.00		209.78		209.78		1,935.22	9.78	
271-790.000-715.000	HEALTH AND LIFE INSURANCE	1,175.00		160.02		160.02		1,014.98	13.62	
271-790.000-716.000	RETIREMENT	3,715.00		295.26		295.26		3,419.74	7.95	
271-790.000-717.000	WORKERS' COMPENSATION	225.00		0.00		0.00		225.00	0.00	
271-790.000-720.000	EMPLOYER'S FICA	10,040.00		399.24		399.24		9,640.76	3.98	
271-790.000-721.000	DISABILITY INSURANCE	315.00		57.78		57.78		257.22	18.34	
271-790.000-726.000	SUPPLIES	5,500.00		751.57		751.57		4,748.43	13.66	
271-790.000-750.000	PERIODICALS / MAGAZINES	400.00		0.00		0.00		400.00	0.00	
271-790.000-801.000	CONTRACTUAL SERVICES	27,000.00		(2,245.62)		(2,245.62)		29,245.62	(8.32)	
271-790.000-810.000	DUES AND SUBSCRIPTIONS	500.00		(370.12)		(370.12)		870.12	(74.02)	
271-790.000-860.000	TRANSPORTATION AND MILEAGE	750.00		0.00		0.00		750.00	0.00	
271-790.000-861.000	TRAINING & SEMINARS	500.00		0.00		0.00		500.00	0.00	
271-790.000-920.000	UTILITIES	18,775.00		1,279.45		1,279.45		17,495.55	6.81	
271-790.000-930.000	TELEPHONE	500.00		56.00		56.00		2,94	1.87	
271-790.000-930.000	REPAIRS & MAINTENANCE	1,375.00		0.00		0.00		13,87	0.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE  
 PERIOD ENDING 07/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		AMENDED BUDGET	NORMAL	07/31/2020	ABNORMAL	MONTH 07/31/2020	INCREASE (DECREASE)	NORMAL	ABNORMAL	
Fund 271 - LIBRARY FUND										
Expenditures										
271-790.000-970.000	CAPITAL OUTLAY	14,500.00		0.00		0.00		14,500.00		0.00
271-790.000-982.000	BOOKS	15,000.00		10.99		10.99		14,989.01		0.07
271-790.000-999.101	TRANSFER - GENERAL FUND	2,000.00		0.00		0.00		2,000.00		0.00
Total Dept 790.000 - LIBRARY		247,910.00		5,907.21		5,907.21		242,002.79		2.38
Dept 792.000 - LIBRARY - CHILDREN'S AREA										
271-792.000-726.000	SUPPLIES	1,000.00		0.00		0.00		1,000.00		0.00
271-792.000-726.010	SUPPLIES-SUMMER READING	1,000.00		(500.00)		(500.00)		1,500.00		(50.00)
271-792.000-982.000	BOOKS	6,500.00		0.00		0.00		6,500.00		0.00
Total Dept 792.000 - LIBRARY - CHILDREN'S AREA		8,500.00		(500.00)		(500.00)		9,000.00		(5.88)
TOTAL EXPENDITURES		256,410.00		5,407.21		5,407.21		251,002.79		2.11
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		266,560.00		22,444.28		22,444.28		244,115.72		8.42
TOTAL EXPENDITURES		256,410.00		5,407.21		5,407.21		251,002.79		2.11
NET OF REVENUES & EXPENDITURES		10,150.00		17,037.07		17,037.07		(6,887.07)		167.85

Fund 271 LIBRARY FUND

GI Number	Description	Balance
*** Assets ***		
271-000.000-001.000	CHECKING ACCOUNT - COMMON	38,265.87
271-000.000-001.002	CHECKING ACCT - ACCT PAYABLE	97.12
271-000.000-004.000	CASH ON HAND	50.00
271-000.000-020.000	INVESTMENTS - MBIA/CLASS	134,930.75
271-000.000-040.000	ACCOUNTS RECEIVABLE	27,194.17
<b>Total Assets</b>		<b>200,537.91</b>
*** Liabilities ***		
271-000.000-202.000	ACCOUNTS PAYABLE	(404.94)
271-000.000-257.000	ACCRUED WAGES PAYABLE	4,451.42
<b>Total Liabilities</b>		<b>4,046.48</b>
*** Fund Balance ***		
271-000.000-390.000	FUND BALANCE	109,211.70
<b>Total Fund Balance</b>		<b>109,211.70</b>
Beginning Fund Balance - 20-21		109,211.70
Net of Revenues VS Expenditures - 20-21		53,114.89
*20-21 End FB/21-22 Beg FB		162,326.59
Net of Revenues VS Expenditures - Current Year		34,164.84
Ending Fund Balance		196,491.43
Total Liabilities And Fund Balance		200,537.91

\* Year Not Closed

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BUDGET USED
		AMENDED BUDGET	NORMAL	07/31/2020	(ABNORMAL)	MONTH 07/31/2020	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.000										
271-000.000-402.000	CURRENT TAXES	133,000.00		13,385.79		13,385.79		119,614.21		10.06
271-000.000-412.000	DELINQUENT TAXES	105.00		0.00		0.00		105.00		0.00
271-000.000-437.000	SPECIAL ACTS	2,000.00		0.00		0.00		2,000.00		0.00
271-000.000-569.000	STATE GRANT	9,095.00		0.00		0.00		9,095.00		0.00
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	6,400.00		0.00		0.00		6,400.00		0.00
271-000.000-574.000	STATE REVENUE SHARING	8,105.00		0.00		0.00		8,105.00		0.00
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/RBC	13,800.00		0.00		0.00		13,800.00		0.00
271-000.000-588.000	SUBSCRIPTION CARD SALES	2,710.00		80.00		80.00		2,630.00		2.95
271-000.000-629.000	COPIES / DUPLICATING	4,900.00		102.85		102.85		4,797.15		2.10
271-000.000-656.000	PENAL FINES	28,000.00		0.00		0.00		28,000.00		0.00
271-000.000-657.000	BOOK FINES	2,805.00		28.15		28.15		2,776.85		1.00
271-000.000-658.000	ORDINANCE FINES	1,480.00		13.20		13.20		1,466.80		0.89
271-000.000-665.000	INTEREST	4,815.00		0.00		0.00		4,815.00		0.00
271-000.000-667.000	RENTS	205.00		0.00		0.00		205.00		0.00
271-000.000-667.271	RENTS - MEETING ROOMS	6,450.00		25.00		25.00		6,425.00		0.39
271-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX	1,760.00		0.00		0.00		1,760.00		0.00
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS	890.00		0.00		0.00		890.00		0.00
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	400.00		0.00		0.00		400.00		0.00
271-000.000-675.790	CONTR. & DONAT. - BOOKS	565.00		0.00		0.00		565.00		0.00
271-000.000-675.792	CONTR. & DONAT. - CHILD. LIBRAR	6,505.00		0.00		0.00		6,505.00		0.00
271-000.000-692.000	OTHER REVENUE	3,550.00		0.00		0.00		3,550.00		0.00
271-000.000-692.003	OTHER REVENUE - E-RATE	140.00		0.00		0.00		140.00		0.00
271-000.000-692.006	OTHER REVENUE - COFFEE	400.00		0.00		0.00		400.00		0.00
271-000.000-692.007	OTHER REVENUE - TRUSTS	25,080.00		0.00		0.00		25,080.00		0.00
271-000.000-692.008	OTHER REVENUES - WOODLAND	3,400.00		0.00		0.00		3,400.00		0.00
Total Dept 000.000		266,560.00		13,634.99		13,634.99		252,925.01		5.12
TOTAL REVENUES										
		266,560.00		13,634.99		13,634.99		252,925.01		5.12
Expenditures										
Dept 790.000 - LIBRARY										
271-790.000-702.000	WAGES	118,850.00		6,820.57		6,820.57		112,029.43		5.74
271-790.000-704.000	SICK TIME PAY	3,930.00		209.78		209.78		3,720.22		5.34
271-790.000-705.000	VACATION TIME PAY	5,100.00		407.36		407.36		4,692.64		7.99
271-790.000-706.000	PERSONAL TIME PAY	615.00		0.00		0.00		615.00		0.00
271-790.000-710.000	HOLIDAY AND OTHER PAY	2,145.00		209.78		209.78		1,935.22		9.78
271-790.000-715.000	HEALTH AND LIFE INSURANCE	1,175.00		160.02		160.02		1,014.98		13.62
271-790.000-716.000	RETIREMENT	3,715.00		295.26		295.26		3,419.74		7.95
271-790.000-717.000	WORKERS' COMPENSATION	225.00		0.00		0.00		225.00		0.00
271-790.000-720.000	EMPLOYER'S FICA	10,040.00		585.01		585.01		9,454.99		5.83
271-790.000-721.000	DISABILITY INSURANCE	315.00		57.78		57.78		257.22		18.34
271-790.000-726.000	SUPPLIES	5,500.00		751.57		751.57		4,748.43		13.66
271-790.000-750.000	PERIODICALS / MAGAZINES	400.00		0.00		0.00		400.00		0.00
271-790.000-801.000	CONTRACTUAL SERVICES	27,000.00		(2,245.62)		(2,245.62)		29,245.62		(8.32)
271-790.000-810.000	DUES AND SUBSCRIPTIONS	500.00		(370.12)		(370.12)		870.12		(74.02)
271-790.000-866.000	TRANSPORTATION AND MILEAGE	750.00		0.00		0.00		750.00		0.00
271-790.000-861.000	TRAINING & SEMINARS	500.00		0.00		0.00		500.00		0.00
271-790.000-920.000	UTILITIES	18,775.00		1,279.45		1,279.45		17,495.55		6.81
271-790.000-920.000	TELEPHONE	100.00		56.00		56.00		2,900.00		1.87
271-790.000-920.000	REPAIRS & MAINTENANCE	875.00		0.00		0.00		13,800.00		0.00

8

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDCST USED
		AMENDED BUDGET	NORMAL	07/31/2020	MONTH 07/31/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 271 - LIBRARY FUND										
Expenditures										
271-790.000-970.000	CAPITAL OUTLAY	14,500.00		0.00	0.00	0.00	14,500.00	0.00		
271-790.000-982.000	BOOKS	15,000.00		10.99	10.99	10.99	14,989.01	0.07		
271-790.000-999.101	TRANSFER - GENERAL FUND	2,000.00		0.00	0.00	0.00	2,000.00	0.00		
Total Dept 790.000 - LIBRARY		247,910.00		8,227.83	8,227.83	8,227.83	239,682.17	3.32		
Dept 792.000 - LIBRARY - CHILDREN'S AREA										
271-792.000-726.000	SUPPLIES	1,000.00		0.00	0.00	0.00	1,000.00	0.00		
271-792.000-726.010	SUPPLIES-SUMMER READING	1,000.00		(500.00)	(500.00)	(500.00)	1,500.00	(50.00)		
271-792.000-982.000	BOOKS	6,500.00		0.00	0.00	0.00	6,500.00	0.00		
Total Dept 792.000 - LIBRARY - CHILDREN'S AREA		8,500.00		(500.00)	(500.00)	(500.00)	9,000.00	(5.88)		
TOTAL EXPENDITURES		256,410.00		7,727.83	7,727.83	7,727.83	248,682.17	3.01		
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		266,560.00		13,634.99	13,634.99	13,634.99	252,925.01	5.12		
TOTAL EXPENDITURES		256,410.00		7,727.83	7,727.83	7,727.83	248,682.17	3.01		
NET OF REVENUES & EXPENDITURES		10,150.00		5,907.16	5,907.16	5,907.16	4,242.84	58.20		

GL Number	Description	Balance
-----------	-------------	---------

\*\*\* Assets \*\*\*

271-000.000-001.000	CHECKING ACCOUNT - COMMON	23,787.42
271-000.000-004.000	CASH ON HAND	50.00
271-000.000-020.000	INVESTMENTS - MBIA/CLASS	104,801.35
271-000.000-123.000	PREPAID EXPENSES	162.00
<b>Total Assets</b>		<b>128,800.77</b>

\*\*\* Liabilities \*\*\*

271-000.000-202.000	ACCOUNTS PAYABLE	2,611.14
271-000.000-257.000	ACCRUED WAGES PAYABLE	2,134.85
271-000.000-258.000	FICA PAYABLE	185.77
<b>Total Liabilities</b>		<b>4,931.76</b>

\*\*\* Fund Balance \*\*\*

271-000.000-390.000	FUND BALANCE	176,577.20
<b>Total Fund Balance</b>		<b>176,577.20</b>

Beginning Fund Balance - 19-20	176,577.20
Net of Revenues VS Expenditures - 19-20	(58,615.35)
*19-20 End FB/20-21 Beg FB	117,961.85
Net of Revenues VS Expenditures - Current Year	5,907.16
Ending Fund Balance	123,869.01
Total Liabilities And Fund Balance	128,800.77

\* Year Not Closed