

**Minutes**  
**Hillsdale Community Library**  
**Board of Trustees Feb 11, 2021**  
**7:00pm**

**I. CALL TO ORDER**

- a. President Bowen called the meeting to order at 7:01 PM

**II. ROLL CALL**

- a. Jim Bowen, Karen Hill, Darryl Hart, Rickie Freeman, George Allen

**III. VISITORS COMMENTS**

- a. Joe Mangan, City Finance Director, no comments

**IV. APPROVAL OF AGENDA**

- a. Hill moved, Allen seconded

**V. APPROVAL OF MINUTES OF January 21**

- a. Freeman moved, Hill seconded

**VI. REPORTS**

a. Financials

- i. Library Director invited comment from new City Finance Director
- ii. Finance Director reviewed fund balance summary, showing a beginning fund balance of 109,211.70, a net revenue of 71,584.55, and an ending fund balance of 180,796.25.
- iii. Finance Director cautioned that, while the HCL is in an overall solid financial position, the final revenues of the year will not match current figures.
- iv. Library Director pointed out that penal fines have not yet been accounted for, and current figures are only projections.
- v. Small increase in property taxes expected for next year.
- vi. Other revenue items discussed.
- vii. "Penny Fund" account to be closed and money moved to the City pooled cash fund – money came from donations and Amazon sales.

b. Statistics

- i. Patron check outs and items checked out highest for past 6 months
- ii. Web consultant helped add Tutor.com database, will be on website shortly
- iii. Tumblebooks also popular, advertising appears to drive numbers up

c. Programs

- i. Vita tax preparers making use of meeting rooms.
- ii. IT has been working on catalog, Verso (ILS) update issues, new computer purchases in July should resolve.
- iii. \$800 from Hillsdale Community Foundation
- iv. Director will be applying for State of Michigan grant for young adult books in conjunction with summer reading program.
- v. New carpeting for meeting room purchase expected.
- vi. Mentioned in an article with the Hillsdale Collegian.
- vii. Purchased additional books for Black History Month
- viii. Statistics from Winter Reading Program presented

d. Communications

- i. None at this time.

VII. NEW BUSINESS

- a. Joe Mangan, new Finance Director for the City, introduced.

VIII. OLD BUSINESS

- a. 2021 Library Director Goals, moved to approve by Hill, seconded by Hart, unanimously approved
- b. Review of Board Bylaws. May possibly be modified pending discussion at the annual meeting in April. Bylaws, Article 3, Section 1, may need to be updated to reflect the fact that the Board is no longer meeting every month, but rather every other month.

IX. BOARD COMMENT

- a. Allen asked about items on April agenda.
  - i. Director will have budget prepared to vote on.
  - ii. New officers will need to be elected.
- b. Board discussed safety and security issues around library, including lighting, security cameras, and activity of library staff.
- c. Discussed incident of damage to library restroom. Damage has been repaired, and responsible person has been banned from the library.
- d. Hill asked about interview with children's librarian candidate. Candidate was offered the position and declined.

X. ADJOURNMENT at 7:49 pm

Next meeting: 08 April 2021

\*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 (ABNORMAL)	01/31/2021	MONTH 01/31/2021	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.000	CURRENT TAXES	133,000.00		125,941.54	1,519.61	7,058.46	94.69			
271-000.000-402.000	DELINQUENT TAXES	105.00		88.97	22.16	16.03	84.73			
271-000.000-412.000	SPECIAL ACTS	2,000.00		1,472.52	0.00	527.48	73.63			
271-000.000-437.000	FEDERAL GRANT - CARES ACT	0.00		3,369.71	0.00	(3,369.71)	100.00			
271-000.000-528.000	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		7,390.05	0.00	(990.05)	115.47			
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	CONTR./LOCAL UNITS-CULTURE/REC	13,800.00		8,800.00	0.00	5,000.00	63.77			
271-000.000-588.000	SUBSCRIPTION CARD SALES	2,710.00		1,087.00	123.50	1,623.00	40.11			
271-000.000-629.000	COPIES / DUPLICATING	4,900.00		1,080.50	151.10	3,819.50	22.05			
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		274.85	17.60	2,530.15	9.80			
271-000.000-658.000	ORDINANCE FINES	1,480.00		333.14	0.00	1,146.86	22.51			
271-000.000-665.000	INTEREST	4,815.00		210.41	49.79	4,604.59	4.37			
271-000.000-667.000	RENTS	205.00		100.10	36.00	94.55	53.88			
271-000.000-667.271	RENTS - MEETING ROOMS	6,450.00		100.10	0.00	6,349.90	1.55			
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	CONTR. & DONAT. - TECHNOLOGY	890.00		0.00	23,810.00	890.00	0.00			
271-000.000-675.002	CONTR. & DONAT. - BOOKS	565.00		0.00	0.00	400.00	0.00			
271-000.000-675.790	CONTR. & DONAT. - CHILID. LIBRAR	6,505.00		338.05	23.25	226.95	59.83			
271-000.000-682.000	OTHER REVENUE	3,550.00		307.85	0.00	6,197.15	4.73			
271-000.000-692.003	OTHER REVENUE - E-RATE	140.00		2,376.51	0.00	1,173.49	66.94			
271-000.000-692.006	OTHER REVENUE - COFFEE	400.00		12.00	0.00	140.00	0.00			
271-000.000-692.007	OTHER REVENUE - TRUSTS	25,080.00		25,082.70	0.00	388.00	3.00			
271-000.000-692.008	OTHER REVENUES - WOODLAND	3,400.00		0.00	1,272.70	(2.70)	100.01			
Total Dept 000.000		266,560.00		178,376.35	27,025.71	88,183.65	66.92			
TOTAL REVENUES										
		266,560.00		178,376.35	27,025.71	88,183.65	66.92			
Expenditures										
Dept 790.000 - LIBRARY										
271-790.000-702.000	WAGES	118,850.00		51,781.28	7,063.97	67,068.72	43.57			
271-790.000-704.000	SICK TIME PAY	3,930.00		2,445.08	485.90	1,484.92	62.22			
271-790.000-705.000	VACATION TIME PAY	5,100.00		4,078.16	0.00	1,021.84	79.96			
271-790.000-706.000	PERSONAL TIME PAY	615.00		629.28	629.28	(14.28)	102.32			
271-790.000-710.000	HOLIDAY AND OTHER PAY	2,145.00		1,887.86	839.04	257.14	88.01			
271-790.000-715.000	HEALTH AND LIFE INSURANCE	1,175.00		210.25	37.04	964.75	17.89			
271-790.000-716.000	RETIREMENT	3,715.00		2,239.09	299.50	1,475.91	60.27			
271-790.000-717.000	WORKERS' COMPENSATION	225.00		162.00	0.00	63.00	72.00			
271-790.000-720.000	EMPLOYER'S FICA	10,040.00		4,630.38	689.88	5,409.62	46.12			
271-790.000-721.000	DISABILITY INSURANCE	315.00		202.02	24.04	112.98	64.13			
271-790.000-726.000	SUPPLIES	5,500.00		2,409.38	38.78	3,090.62	43.81			
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		14,997.29	318.91	12,002.71	55.55			
271-790.000-810.000	DUES AND SUBSCRIPTIONS	500.00		0.00	0.00	500.00	0.00			
271-790.000-860.000	TRANSPORTATION AND MILEAGE	750.00		0.00	0.00	750.00	0.00			
271-790.000-866.000	TRAINING & SEMINARS	500.00		60.00	0.00	440.00	12.00			
271-790.000-867.000	UTILITIES	775.00		8,478.83	2,589.77	10,068.60	45.16			
271-790.000-920.000	TELEPHONE	1,000.00		392.00	56.00	2,608.00	13.07			

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

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 271 - LIBRARY FUND						
Expenditures						
271-790.000-930.000	REPAIRS & MAINTENANCE	13,875.00	1,255.58	827.26	12,619.42	9.05
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	4,447.22	780.11	10,552.78	29.65
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	100,305.70	14,679.48	147,604.30	40.46
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
271-792.000-726.001	SUPPLIES - GRANTS	0.00	500.00	0.00	(500.00)	100.00
271-792.000-726.010	SUPPLIES-SUMMER READING	1,000.00	(314.63)	0.00	1,314.63	(31.46)
271-792.000-982.000	BOOKS	6,500.00	6,300.73	0.00	199.27	96.93
Total Dept 792.000 - LIBRARY - CHILDREN'S AREA		8,500.00	6,486.10	0.00	2,013.90	76.31
TOTAL EXPENDITURES		256,410.00	106,791.80	14,679.48	149,618.20	41.65
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		266,560.00	178,376.35	27,025.71	88,183.65	66.92
TOTAL EXPENDITURES		256,410.00	106,791.80	14,679.48	149,618.20	41.65
NET OF REVENUES & EXPENDITURES		10,150.00	71,584.55	12,346.23	(61,434.55)	705.27

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GL Number	Description	Balance
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\*\*\* Assets \*\*\*

271-000,000-001,000	CHECKING ACCOUNT - COMMON	95,681.94
271-000,000-001,002	CHECKING ACCT - ACCT PAYABLE	157.74
271-000,000-004,000	CASH ON HAND	50.00
271-000,000-020,000	INVESTMENTS - MBIA/CLASS	84,906.57
<b>Total Assets</b>		<b>180,796.25</b>

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

0.00

Total Liabilities

\*\*\* 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 109,211.70

Net of Revenues VS Expenditures 71,584.55

Ending Fund Balance 180,796.25

Total Liabilities And Fund Balance 180,796.25