

**MINUTES**  
**Hillsdale Community Library Board of Trustees**  
**February 13, 2020**  
**7:00pm**  
**Meeting Room**

- I. CALL TO ORDER
  - a. President Bowen called the meeting to order at 7:04pm.
  
- II. ROLL CALL
  - a. Jim Bowen, Karen Hill, Mark Maier, Mary Hill (Director), Darryl Hart present.
    - i. Rickie Freeman was absent
  - b. Bob LaValle (Friends of the HCL) was also present
  
- III. APPROVAL OF AGENDA
  - a. Approved as submitted. Moved by Hart, supported by Hill.
  
- IV. MINUTES
  - a. Approved as submitted. Moved by Hart, supported by Hill.
  
- V. REPORTS
  - a. Mary gave an overview of the financial reports available.
  - b. Mary reported she will soon be meeting with the City Manager regarding our budget for the next fiscal year.
  - c. Mary noted that new lights have been installed in the alley. There are additional troubles with the lighting, however, that still need to be addressed. She is concerned for the safety of staff, in particular.
  - d. Mary reported on recent development at Woodlands regarding their budget and what they pass along to their member libraries.
  - e. The account with the HCF is at a place where we could use funds to help purchase a new book drop (more on this later).
  
- VI. OLD BUSINESS
  - a. Formation of Friends of the Library Update
    - i. The first meeting was held last Monday evening. There was a good turnout.
    - ii. The group is hoping to join the statewide organization for Friends groups in Michigan.
  - b. Furnaces
    - i. Mary put another furnace in the budget for next year in hopes to replace all the furnaces in the building eventually.
  - c. Homeless Situation

- i. Mary reports that things are better. We've banned five people from using the library that were abusing the property or disregarding rules. The police have been very helpful.
- ii. The library will have an in-service day on Monday to discuss safety.

VII. NEW BUSINESS

- a. Proposed Budget
  - i. See above under Reports
- b. Book Drop
  - i. Mary would like to replace the book drop and presented the board with three different options. Mary will make a selection and let us know at a future meeting.
  - ii. The cost could range from \$600 to \$2,000.
- c. Check out Period
  - i. Mary reported many libraries use a four-week checkout period (including Melcat) and asked the board to consider adopting this for our library. Moved by Hart, supported by Hill.  
Building lighting
  - ii. Maier brought up the issue of Visiting Patron and asked the board to consider whether or not it wanted to continue to participate. Mary advised the board to re-consider our participation in the past since it doesn't seem to be much of a benefit to our patrons.
    - 1. Considering Mary's comments, Maier moved that we no longer participate in Visiting Patron. This was seconded by Hart and unanimously passed.
- d. New security cameras
  - i. New cameras were installed near the fireplace area.
- e. Closed session
  - i. The board went into closed session to discuss a personnel question at 8:05pm.
  - ii. The board went back into open session at 8:10pm.

VIII. BOARD COMMENTS

- a. No comments.

IX. ADJOURNMENT

- a. 8:20pm

Submitted by Mark Maier, Board Secretary

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2020	NORMAL (ABNORMAL)	MONTH 01/31/2020	INCREASE (DECREASE)		
Fund 271 - LIBRARY FUND									
Revenues									
Dept 000.000									
271-000.000-402.000	CURRENT TAXES	130,000.00		122,270.15		1,478.00		7,729.85	94.05
271-000.000-412.000	DELINQUENT TAXES	500.00		125.36		125.36		374.64	25.07
271-000.000-437.000	SPECIAL ACTS	2,200.00		1,289.51		568.09		910.49	58.61
271-000.000-520.000	FEDERAL GRANTS - COMPUTERS	0.00		6,403.89		0.00		(6,403.89)	100.00
271-000.000-569.000	STATE GRANT	8,000.00		4,803.02		0.00		3,196.98	60.04
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	6,200.00		6,441.12		0.00		(241.12)	103.89
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		27,600.00		27,600.00		(13,800.00)	200.00
271-000.000-588.000	SUBSCRIPTION CARD SALES	3,500.00		1,914.40		174.00		1,585.60	54.70
271-000.000-629.000	COPIES / DUPLICATING	4,500.00		2,771.75		433.95		1,728.25	61.59
271-000.000-656.000	PENAL FINES	39,000.00		0.00		0.00		39,000.00	0.00
271-000.000-657.000	BOOK FINES	2,500.00		1,528.03		270.17		971.97	61.12
271-000.000-658.000	ORDNANCE FINES	4,000.00		669.54		42.20		3,330.46	16.74
271-000.000-665.000	INTEREST	2,500.00		1,370.57		0.00		1,129.43	54.82
271-000.000-667.000	RENTS	200.00		182.00		38.00		18.00	91.00
271-000.000-667.271	RENTS - MEETING ROOMS	5,000.00		3,201.00		200.00		1,799.00	64.02
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS	8,000.00		323.30		68.10		7,676.70	4.04
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	0.00		400.00		400.00		(400.00)	100.00
271-000.000-675.790	CONTR. & DONAT. - BOOKS	1,500.00		45.15		4.50		1,454.85	3.01
271-000.000-675.792	CONTR. & DONAT. - CHILD. LIBRAR.	4,500.00		46.00		7.75		4,454.00	1.02
271-000.000-692.000	OTHER REVENUE	30,000.00		165.05		9.05		29,834.95	0.55
271-000.000-692.003	OTHER REVENUE - E-RATE	5,200.00		0.00		0.00		5,200.00	0.00
271-000.000-692.006	OTHER REVENUE - COFFEE	0.00		333.00		109.50		(333.00)	100.00
271-000.000-692.007	OTHER REVENUE - TRUSTS	0.00		22,407.70		0.00		(22,407.70)	100.00
Total Dept 000.000		279,205.00		204,290.54		31,528.67		74,914.46	73.17
TOTAL REVENUES									
		279,205.00		204,290.54		31,528.67		74,914.46	73.17
Expenditures									
Dept 790.000 - LIBRARY									
271-790.000-702.000	WAGES	130,615.00		71,304.02		7,299.87		59,310.98	54.59
271-790.000-704.000	SICK TIME PAY	2,396.00		2,838.62		916.56		(442.62)	118.47
271-790.000-705.000	VACATION TIME PAY	5,568.00		3,511.84		779.68		2,056.16	63.07
271-790.000-706.000	PERSONAL TIME PAY	898.00		899.04		899.04		(1.04)	100.12
271-790.000-710.000	HOLIDAY AND OTHER PAY	5,145.00		2,689.12		1,198.72		2,455.88	52.27
271-790.000-715.000	HEALTH AND LIFE INSURANCE	25,400.00		16,221.70		3,955.34		9,178.30	63.86
271-790.000-716.000	RETIREMENT	5,451.00		3,139.57		419.56		2,311.43	57.60
271-790.000-717.000	WORKERS' COMPENSATION	280.00		203.00		0.00		77.00	72.50
271-790.000-720.000	EMPLOYER'S FICA	11,072.00		6,084.10		836.45		4,987.90	54.95
271-790.000-721.000	DISABILITY INSURANCE	395.00		259.68		32.46		135.32	65.74
271-790.000-734.000	SUPPLIES	5,500.00		2,118.30		644.39		3,381.70	38.51
271-790.000-734.000	POSTAGE	100.00		68.08		0.00		31.92	68.08
271-790.000-750.000	PERIODICALS / MAGAZINES	400.00		210.00		0.00		190.00	52.50
271-790.000-801.000	CONTRACTUAL SERVICES	24,500.00		25,223.76		2,550.66		(723.76)	102.95
271-790.000-810.000	DUES AND SUBSCRIPTIONS	800.00		849.88		539.88		(49.88)	106.24
271-790.000-815.000	LIBRARY GRANT EXPENDITURES	0.00		1,562.83		0.00		(1,562.83)	100.00
271-790.000-860.000	TRANSPORTATION AND MILEAGE	500.00		186.61		0.00		313.39	37.32
271-790.000-861.000	TRAINING & SEMINARS	500.00		755.02		270.00		(255.02)	151.00
271-790.000-920.000	UTILITIES	18,775.00		10,269.61		1,522.45		8,505.39	54.70
271-790.000-925.000	TELEPHONE	3,000.00		1,624.54		56.00		1,375.46	54.15

PERIOD ENDING 01/31/2020

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
<b>Fund 271 - LIBRARY FUND</b>						
Expenditures						
271-790.000-930.000	REPAIRS & MAINTENANCE	6,500.00	2,550.13	15.35	3,949.87	39.23
271-790.000-970.000	CAPITAL OUTLAY	90,000.00	85,261.75	7,230.00	4,738.25	94.74
271-790.000-982.000	BOOKS	15,000.00	6,597.92	35.65	8,402.08	43.99
271-790.000-982.001	BOOKS - FROM DONATION MONIES	1,500.00	0.00	0.00	1,500.00	0.00
271-790.000-999.101	TRANSFER - GENERAL FUND	2,000.00	0.00	0.00	2,000.00	0.00
<b>Total Dept 790.000 - LIBRARY</b>						
		356,295.00	244,429.12	29,202.06	111,865.88	68.60
<b>Dept 792.000 - LIBRARY - CHILDREN'S AREA</b>						
271-792.000-726.000	SUPPLIES	1,000.00	267.67	0.00	732.33	26.77
271-792.000-726.010	SUPPLIES-SUMMER READING	1,000.00	392.83	0.00	607.17	39.28
271-792.000-982.000	BOOKS	6,500.00	3,623.25	26.00	2,876.75	55.74
<b>Total Dept 792.000 - LIBRARY - CHILDREN'S AREA</b>						
		8,500.00	4,283.75	26.00	4,216.25	50.40
<b>TOTAL EXPENDITURES</b>						
		364,795.00	248,712.87	29,228.06	116,082.13	68.18
<b>Fund 271 - LIBRARY FUND:</b>						
TOTAL REVENUES		279,205.00	204,290.54	31,528.67	74,914.46	73.17
TOTAL EXPENDITURES		364,795.00	248,712.87	29,228.06	116,082.13	68.18
NET OF REVENUES & EXPENDITURES		(85,590.00)	(44,422.33)	2,300.61	(41,167.67)	51.90

Fund 271 LIBRARY FUND

GT Number	Description	Balance
*** Assets ***		
271-000.000-001.000	CHECKING ACCOUNT - COMMON	(36,614.02)
271-000.000-004.000	CASH ON HAND	50.00
271-000.000-020.000	INVESTMENTS - MBIA/CLASS	141,112.98
271-000.000-040.000	ACCOUNTS RECEIVABLE	27,600.00
<b>Total Assets</b>		<b>132,148.96</b>
*** Liabilities ***		
271-000.000-202.000	ACCOUNTS PAYABLE	(5.91)
<b>Total Liabilities</b>		<b>(5.91)</b>
*** Fund Balance ***		
271-000.000-390.000	FUND BALANCE	176,577.20
<b>Total Fund Balance</b>		<b>176,577.20</b>
<b>Beginning Fund Balance</b>		<b>176,577.20</b>
<b>Net of Revenues VS Expenditures</b>		<b>(44,422.33)</b>
<b>Ending Fund Balance</b>		<b>132,154.87</b>
<b>Total Liabilities And Fund Balance</b>		<b>132,148.96</b>