

Minutes
Hillsdale Community Library
Board of Trustees January 21,
2021
7:00pm

I. CALL TO ORDER

- A. President Bowen called the meeting to order at 7:02

II. ROLL CALL

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

III. VISITORS COMMENTS

- A. No visitors

IV. APPROVAL OF AGENDA

- A. Hill moved, Hart seconded

V. APPROVAL OF MINUTES OF December 10 - page 1-3

- A. Freeman moved, Hill seconded

VI. REPORTS

A. Financials

- Financial reports were cursory due to the special nature of the meeting
- The Director will be interviewing a potential children's librarian
- \$23,810 from Kalder Charitable Trust
- \$1,272.70 from Gardner Charitable Trust
- Mary reported budgeting to replace the carpeting in the meeting rooms
- On schedule to replace all the furnaces
- Discussion of tax services group using the library meeting rooms
- New Finance Director for the City may be joining the Board at the next meeting
- Director has finished state aid report

B. Programs

- Facebook Live events continue to be popular throughout the state
- Over 300 craft bags given out
- Woodlands co-op has paid for Tutor.com online resource

VII. NEW BUSINESS

- A. New officers to be elected at the annual meeting in April.
- B. Proposed that Children's Librarian position include taking minutes at Board meetings

Fund 271 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
271-000.000-001.000	CHECKING ACCOUNT - COMMON	83,341.21
271-000.000-001.002	CHECKING ACCT - ACCT PAYABLE	157.66
271-000.000-004.000	CASH ON HAND	50.00
271-000.000-020.000	INVESTMENTS - MBIA/CLASS	84,901.15
Total Assets		168,450.02
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
271-000.000-390.000	FUND BALANCE	109,211.70
Total Fund Balance		109,211.70
Beginning Fund Balance		109,211.70
Net of Revenues VS Expenditures		59,238.32
Ending Fund Balance		168,450.02
Total Liabilities And Fund Balance		168,450.02

January, 2021

I'd like to thank the board for this opportunity to respond to my review. I have studied it carefully and believe I have an objective view of both its positive and negative aspects. I'd like to approach these one at a time.

1. My relationship with the city and college has definitely been strained. While I have had one difficult situation with a college volunteer, which I agree I could have handled differently, I have also had a very successful experience with another one that resulted in an engaging, outdoor debate that had a large number of public attendees. (See attached article from the Hillsdale Newspaper.
 - a. I understand that negative impressions have more far reaching effects than positive ones. I am committed to taking a proactive role in improving my visibility and embracing the challenges involved in building a true partnership with the city and college.
 - b. Thank you for the positive feedback on my work with social media and my library staff, it is appreciated. While I was initially frustrated by the suggestion that I needed to complete tasks others have been hired to do, after consideration it is clear to me that this request was made in order to solidify my role as not only a strong leader but as a team member.
 - c. Thank you for the positive comments on my crisis interventions. The "noose" situation that was singled out does allow for improvement. Should a similar situation arise in the future, I believe a collaboration of response would perhaps be more satisfactory unless I believe that the immediate safety of myself, my employees, or patrons is at risk.
 - d. The circumstances surrounding Covid 19 have been mentioned and indeed have proven challenging for everyone and I am no exception. Thank you for your positive input on my abilities to handle the financial aspects of my position. I am prepared to defend the utilization of my time during these challenging times.
 - *I utilized my personal resources to attend multiple Zoom meetings in an attempt to keep services running smoothly for patrons.
 - *I have also written a substantial number of grants that have provided our library with vital assets for the continued improvement of city and college services.
 - *I do know how to use all aspects of the circulation system. I do know how to renew library cards.
2. My ability to work through and accept proposed change has been addressed as an issue in my review. Change can be difficult for everyone, as we all

know. In my current situation, it is particularly difficult when changes are suggested that do not take into consideration my many years of experience within the library sciences. I would like to suggest that future proposals for change be presented in discussion format so that we might better be able to capitalize on the ideas of the board and the my experience as a Director. It is my hope that this approach would provide with less expensive and more successful implementation and the resulting more positive impact on our community and the services we provide to our patrons.

I do realize that the college is a vital part of our community. My suggestion is that if the college, city, and library are to move forward in a meaningful way we must each place the others as a priority and attempt to face future challenges as a unified force pushing for excellence by embracing our different views and compromising when appropriate in order to achieve the desired results.

Sincerely,

Mary K. Hill, MLS

PERIOD END: 12/31/2020

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

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
		AMENDED BUDGET	BUDGET				
Fund 271 - LIBRARY FUND							
Revenues							
Dept 000.000							
271-000.000-402.000	CURRENT TAXES	133,000.00		124,421.93	1,986.33	8,578.07	93.55
271-000.000-412.000	DELINQUENT TAXES	105.00		66.81	0.00	38.19	63.63
271-000.000-437.000	SPECIAL ACTS	2,000.00		1,472.52	0.00	527.48	73.63
271-000.000-528.000	FEDERAL GRANT - CARES ACT	0.00		3,369.71	3,369.71	(3,369.71)	100.00
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		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	CONT./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		963.50	160.00	1,746.50	35.55
271-000.000-629.000	COPIES / DUPLICATING	4,900.00		929.40	125.70	3,970.60	18.97
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		237.25	40.60	2,547.75	9.17
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		160.62	52.48	4,654.38	3.34
271-000.000-667.000	RENTS	205.00		74.45	31.00	130.55	36.32
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	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		314.80	9.50	250.20	55.72
271-000.000-692.000	CONTR. & DONAT. - CHILDR. LIBRAR	6,505.00		307.85	1.25	6,197.15	4.73
271-000.000-692.000	OTHER REVENUE	3,550.00		2,376.51	0.00	1,173.49	66.94
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		12.00	12.00	388.00	3.00
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		151,350.64	5,788.57	115,209.36	56.78
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TOTAL REVENUES		266,560.00		151,350.64	5,788.57	115,209.36	56.78
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Expenditures							
Dept 790.000 - LIBRARY							
271-790.000-702.000	WAGES	118,850.00		44,717.31	7,613.88	74,132.69	37.62
271-790.000-704.000	SICK TIME PAY	3,930.00		1,959.18	372.90	1,970.82	49.85
271-790.000-705.000	VACATION TIME PAY	5,100.00		4,078.16	78.66	1,021.84	79.96
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		1,048.82	419.52	1,096.18	48.90
271-790.000-715.000	HEALTH AND LIFE INSURANCE	1,175.00		173.21	37.04	1,001.79	14.74
271-790.000-716.000	RETIREMENT	3,715.00		1,939.59	299.50	1,775.41	52.21
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		3,940.50	649.10	6,099.50	39.25
271-790.000-721.000	DISABILITY INSURANCE	315.00		177.98	24.04	137.02	56.50
271-790.000-726.000	SUPPLIES	5,500.00		2,370.60	294.23	3,129.40	43.10
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		14,678.38	609.21	12,321.62	54.36
271-790.000-810.000	DUES AND SUBSCRIPTIONS	500.00		0.00	370.12	500.00	0.00
271-790.000-860.000	TRANSPORTATION AND MILEAGE	750.00		0.00	0.00	750.00	0.00
271-790.000-861.000	TRAINING & SEMINARS	500.00		60.00	0.00	440.00	12.00
271-790.000-920.000	UTILITIES	18,775.00		5,889.06	1,127.20	12,885.94	31.37
271-790.000-925.000	TELEPHONE	3,000.00		336.00	56.00	2,664.00	11.20

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

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE			
		AMENDED BUDGET	12/31/2020	NORMAL	(ABNORMAL)	MONTH 12/31/2020	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BDC	USED
Fund 271 - LIBRARY FUND											
Expenditures											
271-790.000-930.000	REPAIRS & MAINTENANCE	13,875.00	428.32			109.74		13,446.68		3.09	
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	3,667.11			44.79		11,332.89		24.45	
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	85,626.22			12,105.93		162,283.78		34.54	
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	92,112.32			12,105.93		164,297.68		35.92	
Fund 271 - LIBRARY FUND:											
TOTAL REVENUES											
		266,560.00	151,350.64			5,788.57		115,209.36		56.78	
TOTAL EXPENDITURES											
		256,410.00	92,112.32			12,105.93		164,297.68		35.92	
NET OF REVENUES & EXPENDITURES											
		10,150.00	59,238.32			(6,317.36)		(49,088.32)		583.63	