

MINUTES
Hillsdale Community Library Board of Trustees
July 2, 2020
7:00pm
Meeting Room

- I. CALL TO ORDER
 - a. President Bowen called the meeting to order at 7:02pm.

- II. ROLL CALL
 - a. Jim Bowen, Karen Hill, Mark Maier, Mary Hill (Director), Darryl Hart, Rickie Freeman present.
 - b. Vickie Lee.

- III. APPROVAL OF AGENDA
 - a. Approved as submitted. Moved by Hill supported by Hart.

- IV. MINUTES
 - a. ~~Meetings~~ have not yet been received.
MINUTES

- V. REPORTS
 - a. Mary reported that Detective Brad Martin had been in touch regarding an incident in the library. The police are reviewing the tape to see if they can identify people who damaged the building.
 - b. Mary is optimistic we will receive a grant for four laptops to replace public computers.
 - c. Mary has purchased a new drop box for returning library books. This will be installed by DPS soon.
 - d. Our next library board meeting will be on July 23rd at 7:00pm.

- VI. OLD BUSINESS
 - a. Re-opening Plan.
 - i. Mary reported that the library would re-open on July 13th by appointment only.
 - ii. Curbside delivery seems popular and will remain.
 - iii. Mary expressed a strong desire to move slowly with re-opening out of concern for the staff and our patrons.
 - iv. Hill reported on the opening of libraries in other communities.
 - v. Mary reported that two more staff members will return to work on July 15th.

- VII. NEW BUSINESS
 - a. Patron Rule of Conduct Policy

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/2020	AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 271 - LIBRARY FUND							
Revenues							
Dept 000.000							
271-000.000-402.000	CURRENT TAXES	130,000.00		129,806.56	6,187.95	193.44	99.85
271-000.000-412.000	DELINQUENT TAXES	500.00		169.06	43.70	330.94	33.81
271-000.000-437.000	SPECIAL ACTS	2,200.00		1,357.72	0.00	842.28	61.71
271-000.000-569.000	STATE GRANT	8,000.00		15,906.00	6,391.90	(7,906.00)	198.83
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	6,200.00		16,270.99	0.00	(10,070.99)	262.44
271-000.000-574.000	STATE REVENUE SHARING	8,105.00		8,105.00	8,105.00	0.00	100.00
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/REC	13,800.00		22,600.00	0.00	(8,800.00)	163.77
271-000.000-588.000	SUBSCRIPTION CARD SALES	3,500.00		2,115.20	40.00	1,384.80	60.43
271-000.000-629.000	COPIES / DUPLICATING	4,500.00		3,534.05	8.70	965.95	78.53
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		1,840.33	0.00	659.67	73.61
271-000.000-658.000	ORDINANCE FINES	4,000.00		812.72	53.75	3,187.28	20.32
271-000.000-659.000	INTEREST	2,500.00		2,058.94	0.00	441.06	82.36
271-000.000-667.000	RENTS	200.00		301.00	1.00	(101.00)	150.50
271-000.000-667.271	RENTS - MEETING ROOMS	5,000.00		4,826.00	0.00	174.00	96.52
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS	8,000.00		358.55	0.00	7,641.45	4.48
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	0.00		400.00	0.00	(400.00)	100.00
271-000.000-675.790	CONTR. & DONT. - BOOKS	1,500.00		326.02	0.00	1,173.98	21.73
271-000.000-675.792	CONTR. & DONT. - CHLD. LIBRAR	4,500.00		68.90	0.00	4,431.10	1.53
271-000.000-692.000	OTHER REVENUE	30,000.00		5,185.05	0.00	24,814.95	17.28
271-000.000-692.003	OTHER REVENUE - E-RATE	5,200.00		6,403.89	0.00	(1,203.89)	123.15
271-000.000-692.006	OTHER REVENUE - COFFEE	0.00		410.50	0.00	(410.50)	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		245,264.18	20,832.00	33,940.82	87.84
TOTAL REVENUES							
279,205.00		279,205.00		245,264.18	20,832.00	33,940.82	87.84
Expenditures							
Dept 790.000 - LIBRARY							
271-790.000-702.000	WAGES	130,615.00		115,995.58	5,635.41	14,619.42	88.81
271-790.000-703.000	OVERTIME PAY	0.00		1,093.50	1,093.50	(1,093.50)	100.00
271-790.000-704.000	SICK TIME PAY	2,396.00		3,679.72	242.40	(1,283.72)	153.58
271-790.000-705.000	VACATION TIME PAY	5,568.00		4,914.24	0.00	653.76	88.26
271-790.000-706.000	PERSONAL TIME PAY	898.00		1,187.04	0.00	(289.04)	132.19
271-790.000-710.000	HOLIDAY AND OTHER PAY	5,145.00		3,192.48	0.00	1,952.52	62.05
271-790.000-715.000	HEALTH AND LIFE INSURANCE	25,400.00		22,934.88	0.00	2,405.12	90.53
271-790.000-716.000	RETIREMENT	5,451.00		5,290.09	400.46	160.91	97.05
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		9,781.88	521.10	1,290.12	88.35
271-790.000-721.000	DISABILITY INSURANCE	395.00		393.36	0.00	1.64	99.58
271-790.000-726.000	SUPPLIES	5,500.00		3,403.98	111.35	2,096.02	61.89
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		441.00	231.00	(41.00)	110.25
271-790.000-801.000	CONTRACTUAL SERVICES	24,500.00		23,607.10	12.22	892.90	96.36
271-790.000-810.000	DUES AND SUBSCRIPTIONS	800.00		849.88	(370.12)	(49.88)	106.24
271-790.000-815.000	LIBRARY GRANT EXPENDITURES	0.00		3,130.55	0.00	(3,130.55)	100.00
271-790.000-860.000	TRANSPORTATION AND MILEAGE	500.00		279.69	0.00	220.31	55.94
271-790.000-861.000	TRAINING & SEMINARS	500.00		438.70	(316.32)	61.30	87.74
271-790.000-862.000	LODGING AND MEALS	0.00		91.59	0.00	(91.59)	100.00
271-790.000-920.000	UTILITIES	18,775.00		16,882.73	1,055.31	2,092.27	88.86

274,501

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
Fund 271 - LIBRARY FUND						
Expenditures						
271-790.000-925.000	TELEPHONE	3,000.00	2,333.43	484.89	666.57	77.78
271-790.000-930.000	REPAIRS & MAINTENANCE	6,500.00	8,017.31	333.39	(1,517.31)	123.34
271-790.000-970.000	CAPITAL OUTLAY	90,000.00	85,261.75	0.00	4,738.25	94.74
271-790.000-982.000	BOOKS	15,000.00	7,800.70	65.90	7,199.30	52.00
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	2,000.00	2,000.00	0.00	100.00
Total Dept 790.000 - LIBRARY		356,295.00	323,132.26	11,500.49	33,162.74	90.69
Dept 792.000 - LIBRARY - CHILDREN'S AREA						
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	892.83	500.00	107.17	89.28
271-792.000-982.000	BOOKS	6,500.00	3,936.70	303.74	2,563.30	60.56
Total Dept 792.000 - LIBRARY - CHILDREN'S AREA		8,500.00	5,097.20	803.74	3,402.80	59.97
TOTAL EXPENDITURES		364,795.00	328,229.46	12,304.23	36,565.54	89.98
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		279,205.00	245,264.18	20,832.00	33,940.82	87.84
TOTAL EXPENDITURES		364,795.00	328,229.46	12,304.23	36,565.54	89.98
NET OF REVENUES & EXPENDITURES		(85,590.00)	(82,965.28)	8,527.77	(2,624.72)	96.93
			<i>29,237</i>			
			<i>(53,726)</i>			

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

*** Assets ***

271-000.000-001.000	CHECKING ACCOUNT - COMMON	(10,972.54)
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
Total Assets		94,040.81

*** Liabilities ***

271-000.000-202.000	ACCOUNTS PAYABLE	428.89
Total Liabilities		428.89

*** Fund Balance ***

271-000.000-390.000	FUND BALANCE	176,577.20
Total Fund Balance		176,577.20

Beginning Fund Balance 176,577.20

Net of Revenues VS Expenditures (82,965.28)

Ending Fund Balance 93,611.92

Total Liabilities And Fund Balance 94,040.81

BUDGET REPORT FOR CITY OF HILLSDALE

Calculations as of 06/30/2020

GL NUMBER	DESCRIPTION	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20	2020-21	2020-21
		ACTIVITY	ACTIVITY	ACTIVITY	AMENDED	BUDGET THRU 06/30/20	ACTIVITY	REQUESTED	RECOMMENDED
							BUDGET	BUDGET	BUDGET
ESTIMATED REVENUES									
271-000.000-402.000	CURRENT TAXES	117,998	121,747	126,079	130,000	123,619	133,000	133,000	133,000
271-000.000-412.000	DELINQUENT TAXES	414	168	107	500	125	105	105	105
271-000.000-437.000	SPECIAL ACTS	3,087	2,545	3,113	2,200	1,358	2,000	2,000	2,000
271-000.000-520.000	FEDERAL GRANTS - COMPUTERS								
271-000.000-523.000	FEDERAL GRANTS - REC & CULTUR								
271-000.000-569.000	STATE GRANT	7,773	8,229	9,095	8,000	11,114	9,095	9,095	9,095
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE			9,518	6,200	16,271	6,400	6,400	6,400
271-000.000-574.000	STATE REVENUE SHARING	8,105	8,105	8,105	8,105		8,105	8,105	8,105
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/REC	13,800	13,800		13,800	22,600	13,800	13,800	13,800
271-000.000-588.000	SUBSCRIPTION CARD SALES	3,324	3,001	2,709	3,500	2,035	2,710	2,710	2,710
271-000.000-629.000	COPIES / DUPLICATING	6,191	4,532	4,813	4,500	3,465	4,900	4,900	4,900
271-000.000-656.000	PENAL FINES	39,578	38,982	32,203	39,000		28,000	28,000	28,000
271-000.000-657.000	BOOK FINES	1,956	2,595	2,803	2,500	1,803	2,805	2,805	2,805
271-000.000-658.000	ORDINANCE FINES	5,013	3,479	1,481	4,000	759	1,480	1,480	1,480
271-000.000-665.000	INTEREST	1,874	3,528	4,816	2,500	2,059	4,815	4,815	4,815
271-000.000-667.000	RENTS	185	279	206	200	285	205	205	205
271-000.000-667.271	RENTS - MEETING ROOMS	590	1,200	6,450	5,000	4,826	6,450	6,450	6,450
271-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX		1,443	1,761			1,760	1,760	1,760
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS	47,447	7,367	888	8,000	359	890	890	890
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	4,778		401		400	400	400	400
271-000.000-675.471	CONTR. & DONAT. - LIBRARY EXPAN								
271-000.000-675.790	CONTR. & DONT. - BOOKS	24,791	1,697	564	1,500	326	565	565	565
271-000.000-675.791	CONTR. & DONT. - BIG READ								
271-000.000-675.792	CONTR. & DONT.- CHILD. LIBRAR	1,724	1,662	6,503	4,500	69	6,505	6,505	6,505
271-000.000-692.000	OTHER REVENUE	2,250	31,039	33,629	30,000	5,184	3,550	3,550	3,550
271-000.000-692.002	OTHER REV - N.B. RESOURCE CNT								
271-000.000-692.003	OTHER REVENUE - E-RATE								
271-000.000-692.004	OTHER REVENUES - GEEK THE LIB								
271-000.000-692.006	OTHER REVENUE - COFFEE			123		373	400	400	400
271-000.000-692.007	OTHER REVENUE - TRUSTS					22,408	25,080	25,080	25,080
271-000.000-692.008	OTHER REVENUES - WOODLAND						3,400	3,400	3,400
271-000.000-694.000	CASH OVER & (SHORT)								
TOTAL ESTIMATED REVENUES		290,878	255,398	264,236	279,205	225,842	266,560	266,560	266,560

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 06/30/20	2020-21 REQUESTED BUDGET	2020-21 RECOMMENDED BUDGET
APPROPRIATIONS								
Dept 790.000 - LIBRARY								
271-790.000-702.000	WAGES	102,466	124,616	125,245	130,615	112,480	118,850	118,850
271-790.000-703.000	OVERTIME PAY	347	64					
271-790.000-704.000	SICK TIME PAY	1,241		3,142	2,396	3,437	3,930	3,930
271-790.000-705.000	VACATION TIME PAY	4,304	4,183	5,768	5,568	4,914	5,100	5,100
271-790.000-706.000	PERSONAL TIME PAY	993	324	770	898	1,187	615	615
271-790.000-707.000	LONGEVITY PAY	480						
271-790.000-710.000	HOLIDAY AND OTHER PAY	2,542	2,694	3,146	5,145	3,192	2,145	2,145
271-790.000-715.000	HEALTH AND LIFE INSURANCE	1,607	17,466	23,434	25,400	22,995	1,175	1,175
271-790.000-716.000	RETIREMENT	2,255	5,435	5,920	5,451	5,038	3,715	3,715
271-790.000-717.000	WORKERS' COMPENSATION	308	271	194	280	203	225	225
271-790.000-718.000	UNEMPLOYMENT INSURANCE	50	50					
271-790.000-720.000	EMPLOYER'S FICA	8,481	10,086	10,428	11,072	9,423	10,040	10,040
271-790.000-721.000	DISABILITY INSURANCE	264	268	390	395	393	315	315
271-790.000-726.000	SUPPLIES	4,971	5,812	7,068	5,500	3,297	5,500	5,500
271-790.000-726.002	SUPPLIES-N.B. RESOURCE CENTER							
271-790.000-726.003	SUPPLIES - TECHNOLOGY GRANT	3,911	5,729					
271-790.000-726.004	SUPPLIES - GEEK THE LIBRARY							
271-790.000-726.791	SUPPLIES - BIG READ							
271-790.000-734.000	POSTAGE	173	67	88	100	68		
271-790.000-750.000	PERIODICALS / MAGAZINES	1,456	1,848	428	400	441	400	400
271-790.000-801.000	CONTRACTUAL SERVICES	18,556	32,792	28,469	24,500	23,607	27,000	27,000
271-790.000-810.000	DUES AND SUBSCRIPTIONS	617	868	661	800	1,220	500	500
271-790.000-815.000	LIBRARY GRANT EXPENDITURES	29	1,649	465		3,131		
271-790.000-860.000	TRANSPORTATION AND MILEAGE	755	269	598	500	280	750	750
271-790.000-861.000	TRAINING & SEMINARS	175	1,021	430	500	755	500	500
271-790.000-862.000	LODGING AND MEALS	296	345	37		92		
271-790.000-865.000	INTEREST EXPENSE							
271-790.000-905.000	PUBLISHING / NOTICES	583						
271-790.000-920.000	UTILITIES	18,820	19,663	19,981	18,775	15,732	18,775	18,775
271-790.000-925.000	TELEPHONE	2,995	2,068	2,388	3,000	1,905	3,000	3,000
271-790.000-930.000	REPAIRS & MAINTENANCE	25,365	5,787	959	6,500	8,016	13,875	13,875
271-790.000-940.000	EQUIPMENT RENTAL							
271-790.000-964.000	REFUNDS AND REBATES		28					
271-790.000-970.000	CAPITAL OUTLAY	320	28,849	43,663	90,000	85,262	14,500	14,500
271-790.000-982.000	BOOKS	12,113	9,358	10,049	15,000	7,735	15,000	15,000
271-790.000-982.001	BOOKS - FROM DONATION MONIES	891	430	1,173	1,500			

271-790.000-999.101	TRANSFER - GENERAL FUND	2,000	2,000	2,000	2,000	2,000
271-790.000-999.362	TRANSFER - BOND & INT. REDEM.					
271-790.000-999.471	TRANSFER TO LIBRARY IMPR FUND					
Totals for dept 790.000 - LIBRARY		219,364	282,040	296,894	314,803	247,910

Dept 792.000 - LIBRARY - CHILDREN'S AREA						
271-792.000-726.000	SUPPLIES	904	1,760	572	1,000	1,000
271-792.000-726.001	SUPPLIES - GRANTS		2,387	3,065		1,000
271-792.000-726.010	SUPPLIES-SUMMER READING	922	3,554	578	1,000	1,000
271-792.000-726.792	SUPPLIES-FROM DONATIONS	1,217	23			
271-792.000-982.000	BOOKS	6,676	8,384	6,012	3,633	6,500
271-792.000-982.001	BOOKS - FROM DONATION MONIES					
Totals for dept 792.000 - LIBRARY - CHILDREN'S AREA		9,719	16,108	10,227	4,294	8,500

TOTAL APPROPRIATIONS	229,083	298,148	307,121	364,795	319,097	256,410
----------------------	---------	---------	---------	---------	---------	---------

NET OF REVENUES/APPROPRIATIONS - FUND 271						
BEGINNING FUND BALANCE	61,795	(42,750)	(42,885)	(85,590)	(93,255)	10,150
ENDING FUND BALANCE	200,415	262,213	219,462	176,577	176,577	176,577
ENDING FUND BALANCE	262,210	219,463	176,577	90,987	83,322	186,727