

Hillsdale Community Library Board of Trustees

June 10, 2021  
7:00 PM

I. CALL TO ORDER

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

II. ROLL CALL

A. Director Mary Hill, Jim Bowen, George Allen, Karen Hill, Scott Cress, Rickie Freeman

B. Guests: Lisa Roberts, President of The Friends of the Library

III. VISITOR'S COMMENTS – Lisa talked about The Friends of the Library book sale. A crowd had gathered before it even opened. Thousands of books were sold and most of the ones that were left were non-fiction. Because of the overwhelming success, the Friends plan to make this an annual event. With the \$1723.25 profits the group has purchased a canopy for outdoor events and is buying a new changing table for the restroom in the children's room. The Friends are also funding the summer reading program and will buy a replacement for the blue cart that has seen better days. Books that were left over from the sale were given to the Thrift Store and the Jonesville Goodwill

IV. APPROVAL OF AGENDA

A. Moved by Allen, seconded by Cress, unanimously approved

V. APPROVAL OF MINUTES

A. The approval of the Minutes from April 15, 2021 meeting were delayed until some corrections can be made. They needed to mention that Mary left the meeting because she was ill and that there was input in the discussions by guests Karen Hill and Darryl Hart. A corrected version will be submitted for approval at the August meeting.

B. The minutes of the Special Meeting of April 26, needed the clarification of Director Hill or K. Hill. Scott moved that we accept the corrected minutes. K. Hill seconded and the motion was unanimously approved.

VI. REPORTS

A. Financials- Director Hill stated that the \$2000.00 grant from the Library of Michigan had come in and some of the YA books purchased from it had already come in. \$719.00 was spent on large print books. The current budget year ends 6/30/21. The director fielded many questions concerning penal fines and state revenue shares, which are unknown amounts and therefore estimates in the budget. There are a number of line items that are unclear as to what the funds involve and how they are listed. There were questions about where the Penny Fund/Amazon sales are listed and how to identify donations from individuals as opposed to interest from trusts. Since the city has someone new doing the finances this seems an opportune time to ask for definitions of terms and increased clarity in reporting of line items. Director Hill requested that questions about financial reporting be emailed to her and she will set up a meeting where Finance Director Joseph Mangan can come and provide those explanations

B. Statistics- The number of items being checked out is significantly higher than last year, even pre-covid. The number of children coming into the library has risen with more than 30 this week. A classroom from Bailey Pre-school visited. With the expanded hours and the addition of the summer reading program we should continue to show gains in attendance.

C. Programs- We hired college interns Caleb Holm and Emma Shea for the summer program. The Friends of the Library is providing funding. McDonalds is providing a bicycle and two Kindles for prizes as well as coupons for participants. The Sweet Shop is also providing coupons.

A new group called Sit and Stitch will use the conference room on Wednesdays from 11:30-2:00.

D. COMMUNICATIONS- none

E. DIRECTOR'S- Aleia (sp?) Henes has been hired as a page. Now that children are returning Director Hill is working with H. R. Director Sargent on a posting for a Children's Librarian. Ideally, the Director hopes to hire a college student to work from 3:00-7:00 M-Th and possibly a different person to read on Friday mornings. Being certified is not an issue. State certification is primarily to qualify for state aid and can now be done online for free. David Kohli and Heidi Pruitt have both expressed an interest in this process.

The companion books for The Sauk's productions of "Stuart Little," "Peter and the Starcatcher," and "Anne of Green Gables" have arrived and will be given at each of the performances. Application has been made for the Michigan Humanities Grant for the 20221-22 Great Michigan Read.

VII. NEW BUSINESS- There was no new business.

VIII. OLD BUSINESS

A. Strategic Planning- After some discussion it was decided to keep this as an agenda item to monitor progress toward getting a real handle on the finances. This includes questions about what the library pays to the city for city services; our relationship with the surrounding townships; and the feasibility of becoming a district library. Cress and Allen volunteered to be on a committee to establish relationships with the townships. K. Hill will contact some people she knows on the Jonesville District Library to gain insight into the process of becoming a district library.

B. Addition of job descriptions for Board positions- Allen's submission of said descriptions was appreciated and will be added to the library manual. Director Hill requested a subcommittee to help assist in the updating of the manual, which should be evaluated yearly. K. Hill and Freeman will make up that committee.

C. Director's Review- It is close to completion and will be made available to all parties soon.

IX. NEW BUSINESS- There was no new business.

X. BOARD COMMENT- No comments.

XI. ADJOURNMENT at 9:03 PM

Special meeting tentatively scheduled for June 28 or 29 at 5:00 PM.

**AGENDA**  
**Hillsdale Community Library Board of Trustees**  
**June 10, 2021**  
**7:00pm**

I. CALL TO ORDER

II. ROLL CALL

III. VISITORS COMMENTS

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES OF April 15, 2021 - page 1-5  
April 26, 2021- page 6-7

VI. REPORTS

- A. Financials – page 8-10
- B. Statistics – page 11
- C. Programs
- D. Communications
- E. Director's – page 12

VII . OLD BUSINESS

- A. Strategic planning
- B. Addition of job descriptions for Board positions page 13-18
- C. Director's review

VIII. NEW BUSINESS

A.

IX. BOARD COMMENT

XI ADJOURNMENT

Next meeting: August 12, 2021

## Director's Report – June, 2021

The Summer Reading program "A Summer of Fun" will start June 21<sup>st</sup> and run until July 30<sup>th</sup>. The programs will be Monday, Wednesday, and Friday outside between the library and the Mitchell in the green space. The Monday programs will be for pre K, Wednesday programs for 1<sup>st</sup> through 6<sup>th</sup> grades, and Friday programs for 7<sup>th</sup> through 12<sup>th</sup> grades.

Our two new hires are college interns Caleb Holm and Emma Shea. They will coordinate the summer reading program and provide craft kits to go. We plan to hire a high school page for the summer and interviews have been scheduled.

We have expanded hours to open at 10am Monday through Friday. We will continue to close at 5pm Monday, Wednesday and Friday, and at 6pm on Tuesday and Thursday. We also have reopened the restrooms and put the furniture back into place.

We have received the LSTA Library of Michigan grant for \$2000 for YA books. Approximately \$500 has been spent to date.

The library is partnering with the Sauk theatre to promote reading and the Hillsdale Community Library. *Stuart Little* by E.B. White, will be performed at the Sauk Theatre July 16- 26th. We have provided two books to be given away per performance. Future performances of *Anne of Green Gables*, December 2-12. and *Peter and the Star Catchers*, August 12-22 will each have books for their performances.

McDonalds has provided prizes for Summer Reading. We will receive a bicycle and two kindles for grand prizes again this summer.

A group has formed of "Sit and Stitch" that will be held on Wednesdays in our conference room. They will be meeting from 11:30 until 2pm.

I have applied for the Michigan Humanities Grant for this year's read: The 2021-22 Great Michigan Read – chosen by regional selection committees representing all corners of Michigan – is *The Women of the Copper Country*, by Mary Doria Russell!

We have had one classroom visit from Bailey school.

Two new displays: Adopt a Cat month and the YA books for the LSTA grant that have come in so far. Big Books display featuring oversized books from our bottom shelves.

The Friends of the Library had a successful book sale bringing in \$1700. The Friends has voted to give us a new changing table for the Children's bathroom and a Tent Canopy for our outdoor activities this summer.

We are seeing some increase in patrons but expect this to increase as school ends and summer kicks in.

This is the link to view our State Library Statistics for 2019-20.

[https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855\\_89735\\_61707---,00.html](https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855_89735_61707---,00.html)

## Hillsdale Community Library Board

### Duties of Officers

The Board of the Hillsdale Community Library has three officers – a **President**, a **Vice President**, and a **Secretary**. The duties of those officers align with those specified in **Robert's Rules of Order**, as given below (somewhat adapted and abridged):

**The President.** The presiding officer, when no special title has been assigned him, is ordinarily called the **Chairman**, or the **President**, or, especially in religious assemblies, the **Moderator**. In organized societies the constitution always prescribes his title, that of **President** being most common. In debate he is referred to by his official title and is addressed by prefixing **Mr.** or **Madam**, as the case may be, to that title. In referring to himself he should never use the personal pronoun; he generally says, "the chair," which means the presiding officer of the assembly, regardless of whether his position is permanent or temporary. If his position is only temporary he is called the **chairman**.

His duties are generally as follows: To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every way compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if he thinks it advisable; to restrain the members when engaged in debate, within the rules of order; to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business; to authenticate, by his signature, when necessary, all the acts, orders, and proceedings of the assembly declaring its will and in all things obeying its commands.

In case of fire, riot, or very serious disorder, or other great emergency, the chair has the right and the duty to declare the assembly adjourned to some other time (and place if necessary), if it is impracticable to take a vote, or in his opinion, dangerous to delay for a vote.

The chairman should rise to put a question to vote, except in very small assemblies, such as boards or committees, but may state it sitting; he should also rise from his seat (without calling any one to the chair) when giving his reasons for his decision upon a point of order, or when speaking upon an appeal, which he can do in preference to other members. During debate he should be seated and pay attention to the speaker, who is required to address his remarks to the presiding officer.

He should always refer to himself as "the chair," thus, "The chair decides," etc., not "I decide," etc. When a member has the floor, the chairman cannot interrupt him excepting as provided in 3, so long as he does not transgress any of the rules of the assembly.

If a member of the assembly, he is entitled to vote when the vote is by ballot (but not after the tellers have commenced to count the ballots), and in all other cases where the vote would change the result. Thus, in a case where a two-thirds vote is necessary, and his vote thrown with the minority would prevent the adoption of the question, he can cast his vote; so, also, he can vote with the minority when it will produce a tie vote and thus cause the motion to fail; but he cannot vote twice, first to make a tie, and then to give the casting vote. Whenever a motion is made referring to the chairman only, or which compliments or condemns him with others, it should be put to vote by the Vice President if in the room, or by the Secretary, or on their failure to do so, by the maker of the motion. The chair should not hesitate to put the question on a motion to appoint delegates or a committee on account of his being included.

The chairman cannot close debate unless by order of the assembly, which requires a two-thirds vote; nor can he prevent the making of legitimate motions by hurrying through the proceedings. If members are reasonably prompt in exercising their right to speak or make motions, the chair cannot prevent their doing so. If he has hurriedly taken and announced a vote while a member is rising to address the chair, the vote is null and void, and the member must be recognized. On the other hand the chairman should not permit the object of a meeting to be defeated by a few factious persons using parliamentary forms with the evident object of obstructing business. In such a case he should refuse to entertain the dilatory or frivolous motion, and, if an appeal is taken, he should entertain it, and, if sustained by a large majority he may afterwards refuse to entertain even an appeal made by the faction when evidently made merely to obstruct business. But the chair should never adopt such a course merely to expedite business, when the opposition is not factious. It is only justifiable when it is perfectly clear that the opposition is trying to obstruct business.

If it is necessary for the chairman to vacate the chair the first **Vice President**, if there is one, should take the chair, and in his absence the next one in order should take it. If there is no vice president in the hall, then the chairman may, if it is necessary to vacate the chair, appoint a chairman pro tem., but the first adjournment puts an end to the appointment, which the assembly can terminate before, if it pleases, by electing another chairman. But the regular chairman, knowing that he will be absent from a future meeting, cannot authorize another member to act in his place at such meeting; the secretary, or, in his absence, some other member should in such case call the meeting to order, and a chairman pro tem. be elected who would hold office during that session, unless such office is terminated by the entrance of the president or a vice president, or by the election of another chairman pro tem., which may be done by a majority vote.

The chairman sometimes calls a member to the chair and takes part in the debate. This should rarely be done, and nothing can justify it in a case where much feeling is shown and there is a

liability to difficulty in preserving order. If the chairman has even the appearance of being a partisan, he loses much of his ability to control those who are on the opposite side of the question. There is nothing to justify the unfortunate habit some chairmen have of constantly speaking on questions before the assembly, even interrupting the member who has the floor. One who expects to take an active part in debate should never accept the chair, or at least should not resume the chair, after having made his speech, until after the pending question is disposed of. The presiding officer of a large assembly should never be chosen for any reason except his ability to preside.

The chairman should not only be familiar with parliamentary usage, and set the example of strict conformity thereto, but he should be a man of executive ability, capable of controlling men. He should set an example of courtesy, and should never forget that to control others it is necessary to control one's self. A nervous, excited chairman can scarcely fail to cause trouble in a meeting. No rules will take the place of tact and common sense on the part of the chairman. While usually he need not wait for motions of routine, or for a motion to be seconded when he knows it is favored by others, yet if this is objected to, it is safer instantly to require the forms of parliamentary law to be observed. By general consent many things can be done that will save much time, but where the assembly is very large, or is divided and contains members who are habitually raising points of order, the most expeditious and safe course is to enforce strictly all the rules and forms of parliamentary law. He should be specially careful after every motion is made and every vote is taken to announce the next business in order. Whenever an improper motion is made, instead of simply ruling it out of order, it is well for the chairman to suggest how the desired object can be accomplished.

The by-laws sometimes state that the president shall appoint all committees. In such case the assembly may authorize committees, but cannot appoint or nominate them. The president, however, cannot appoint any committees except those authorized by the by-laws or by a vote of the assembly. Sometimes the by-laws make the president ex-officio a member of every committee. Where this is done he has the rights of other members of the committees but not the obligation to attend every committee meeting.

A chairman will often find himself perplexed with the difficulties attending his position, and in such cases he will do well to remember that parliamentary law was made for deliberative assemblies, and not the assemblies for parliamentary law. This is well expressed by a distinguished English writer on parliamentary law, thus: "The great purpose of all rules and forms is to subserve the will of the assembly rather than to restrain it; to facilitate, and not to obstruct, the expression of their deliberative sense."

**The Vice President.** In the case of the absence of the president the vice president must preside, and in case of the illness or resignation or death of the president the vice president becomes president for the unexpired term, unless the rules specify how vacancies shall be filled. It is a mistake to elect a vice president who is not competent to perform the duties of president.

**Hints to Inexperienced Chairmen.** While in the chair, have beside you your Constitution, By-laws, and Rules of Order, which should be studied until you are perfectly familiar with them. You cannot tell the moment you may need this knowledge. If a member asks what motion to make in order to attain a certain object, you should be able to tell him at once.

You should know all the business to come regularly before the meeting, and call for it in its regular order. Have with you a list of members of all committees, to guide you in nominating new committees.

When a motion is made, do not recognize any member or allow any one to speak until the motion is seconded and you have stated the question; or, in case of there being no second and no response to your call for a second, until you have announced that fact; except in case of a main motion before it is seconded or stated some one rises and says he rises to move a reconsideration, or to call up the motion to reconsider, or to move to take a question from the table. In any of these cases you should recognize the interrupting member as entitled to the floor. If you have made a mistake and assigned the floor to the wrong person, or recognized a motion that was not in order, correct the error as soon as your attention is called to it. So, when a vote is taken, announce the result and also what question, if any, is then pending, before recognizing any member that addresses the chair. Never wait for mere routine motions to be seconded, when you know no one objects to them.

If a member ignorantly makes an improper motion, do not rule it out of order, but courteously suggest the proper one. If it is moved "to lay the question on the table until 3 P.M.," as the motion is improper, ask if the intention is "to postpone the question to 3 P.M.;" if the answer is yes, then state that the question is on the postponement to that time. If it is moved simply "to postpone the question," without stating the time, do not rule it out of order, but ask the mover if he wishes "to postpone the question indefinitely" (which kills it), or "to lay it on the table" (which enables it to be taken up at any other time); then state the question in accordance with the motion he intended to make. So, if after a report has been presented and read, a member moves that "it be received," ask him if he means to move "its adoption" (or "acceptance," which is the same thing), as the report has been already received. No vote should be taken on receiving a report, which merely brings it before the assembly, and allows it to be read, unless some one objects to its reception.

The chairman of a committee usually has the most to say in reference to questions before the committee; but the chairman of an ordinary deliberative assembly, especially a large one, should, of all the members, have the least to say upon the merits of pending questions.

Never interrupt members while speaking, simply because you know more about the matter than they do; never get excited; never be unjust to the most troublesome member, or take advantage of his ignorance of parliamentary law, even though a temporary good is accomplished thereby.

Know all about parliamentary law, but do not try to show off your knowledge. Never be technical, or more strict than is absolutely necessary for the good of the meeting. Use your judgment; the



assembly may be of such a nature through its ignorance of parliamentary usages and peaceable disposition, that a strict enforcement of the rules, instead of assisting, would greatly hinder business; but in large assemblies, where there is much work to be done, and especially where there is liability to trouble, the only safe course is to require a strict observance of the rules.

**The Secretary.** The recording officer is variously called Clerk, or Secretary, or Recording Secretary (where there is also a Corresponding Secretary), or Recorder, or Scribe, etc. The secretary is the recording officer of the assembly and the custodian of its records except such as are specifically assigned to others, as the treasurer's books. These records are open, however, to inspection by any member at reasonable times, and where a committee needs any records of a society for the proper performance of its duties, they should be turned over to its chairman. The same principle applies in boards and committees, their records being accessible to members of the board or committee, as the case may be, but to no others.

In addition to keeping the records of the society and the minutes of the meetings, it is the duty of the secretary to keep a register, or roll, of the members and to call the roll when required; to notify officers, committees, and delegates of their appointment, and to furnish committees with all papers referred to them, and delegates with credentials; and to sign with the president all orders on the treasurer authorized by the society, unless otherwise specified in the by-laws. He should also keep one book in which the constitution, by-laws, rules of order, and standing rules should all be written. He should keep a record of the proceedings, called the **minutes**, stating **what was done and not what was said**, and never making criticisms, favorable or otherwise, on anything said or done. When a committee is appointed, the secretary should hand the names of the committee, and all papers referred to it, to the chairman of the committee, or some other of its members. He should indorse on the reports of committees the date of their reception, and what further action was taken upon them, and preserve them among the records, for which he is responsible. It is not necessary to vote that a report be "placed on file," as that should be done without a vote, except in organizations that habitually keep no records except their minutes and papers ordered on file.

**The Minutes.** The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record, or the Journal. The essentials of the record are as follows: (a) the kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special"; (b) name of the assembly; (c) date of meeting and place, when it is not always the same; (d) the fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes, (e) whether the minutes of the previous meeting were approved, or their reading dispensed with, the dates of the meetings being given when it is customary to occasionally transact business at other than the regular business meetings; (f) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn; (g) and usually the hours of meeting and adjournment, when the meeting is solely

for business. Generally the name is recorded of the member who introduced a main motion, but not of the seconder.

In keeping the minutes, much depends upon the kind of meeting, and whether the minutes are to be published. In the meetings of ordinary societies and of boards of managers and trustees, there is no object in reporting the debates; the duty of the secretary, in such cases, is mainly to record what is "done" by the assembly, and not what is said by the members. He should enter the essentials of a record, as previously stated, and when a count has been ordered or where the vote is by ballot, he should enter the number of votes on each side; and when the voting is by yeas and nays he should enter a list of the names of those voting on each side.

**The Minutes, Requirements from the State of Michigan Open Meetings Act:**

(1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

(2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.

(3) A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

(4) A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.

**It is highly recommended that all Board Members acquaint themselves with Robert's Rules and the Open Meetings Act of the State of Michigan.**

*last edited 06.03.21*

*George Allen, Vice President, Hillsdale Community Library Board*

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

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2021	ACTIVITY FOR MONTH 05/31/2021	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL				
Fund 271 - LIBRARY FUND							
Expenditures							
271-790.000-930.000	REPAIRS & MAINTENANCE	13,875.00		18,563.05	0.00	(4,688.05)	133.79
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		8,021.40	217.57	6,978.60	53.48
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		172,485.61	11,140.92	75,424.39	69.58
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		7,100.65	406.00	(600.65)	109.24
Total Dept 792.000 - LIBRARY - CHILDREN'S AREA		8,500.00		7,286.02	406.00	1,213.98	85.72
TOTAL EXPENDITURES		256,410.00		179,771.63	11,546.92	76,638.37	70.11
Fund 271 - LIBRARY FUND:							
TOTAL REVENUES		266,560.00		223,438.02	18,105.33	43,121.98	83.82
TOTAL EXPENDITURES		256,410.00		179,771.63	11,546.92	76,638.37	70.11
NET OF REVENUES & EXPENDITURES		10,150.00		43,666.39	6,558.41	(33,516.39)	430.21

\*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	05/31/2021	(ABNORMAL)	MONTH 05/31/2021	(DECREASE)	BALANCE	(ABNORMAL)	
Fund 271 - LIBRARY FUND										
Revenues										
271-000.000-402.000	CURRENT TAXES	133,000.00		126,971.84		(901.67)		6,028.16		95.47
271-000.000-412.000	DELINQUENT TAXES	105.00		425.76		0.00		(320.76)		405.49
271-000.000-437.000	SPECIAL ACTS	2,000.00		1,493.20		0.00		506.80		74.66
271-000.000-528.000	FEDERAL GRANT - CARES ACT	0.00		3,369.71		100.00		(3,369.71)		100.00
271-000.000-569.000	STATE GRANT	9,095.00		5,103.92		5,103.92		3,991.08		56.12
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	6,400.00		20,523.22		13,133.17		(14,123.22)		320.68
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		22,600.00		0.00		(8,800.00)		163.77
271-000.000-588.000	SUBSCRIPTION CARD SALES	2,710.00		1,748.00		167.00		962.00		64.50
271-000.000-629.000	COPIES / DUPLICATING	4,900.00		2,035.60		249.00		2,864.40		41.54
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		389.65		11.20		2,415.35		13.89
271-000.000-658.000	ORDINANCE FINES	1,480.00		746.27		177.75		733.73		50.42
271-000.000-665.000	INTEREST	4,815.00		258.31		5.46		4,556.69		5.36
271-000.000-667.000	RENTS	205.00		177.45		15.00		27.55		86.56
271-000.000-667.271	RENTS - MEETING ROOMS	6,450.00		175.10		50.00		6,274.90		2.71
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
271-000.000-675.792	CONTR. & DONAT. - BOOKS	565.00		720.49		92.50		(155.49)		127.52
271-000.000-692.000	OTHER REVENUE	6,505.00		311.35		2.00		6,193.65		4.79
271-000.000-692.003	OTHER REVENUE - E-RATE	3,550.00		11,293.45		0.00		(7,743.45)		318.13
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	25,080.00		25,082.70		0.00		(2.70)		3.00
271-000.000-692.008	OTHER REVENUES - WOODLAND	3,400.00		0.00		0.00		3,400.00		100.01
Total Dept 000.000		266,560.00		223,438.02		18,105.33		43,121.98		83.82
TOTAL REVENUES		266,560.00		223,438.02		18,105.33		43,121.98		83.82
Expenditures										
Dept 790.000 - LIBRARY										
271-790.000-702.000	WAGES	118,850.00		86,631.79		8,719.28		32,218.21		72.89
271-790.000-704.000	SICK TIME PAY	3,930.00		2,993.84		56.50		936.16		76.18
271-790.000-705.000	VACATION TIME PAY	5,100.00		6,700.16		0.00		(1,600.16)		131.38
271-790.000-706.000	PERSONAL TIME PAY	615.00		629.28		0.00		(14.28)		102.32
271-790.000-710.000	HOLIDAY AND OTHER PAY	2,145.00		1,887.86		0.00		257.14		88.01
271-790.000-715.000	HEALTH AND LIFE INSURANCE	1,175.00		351.36		27.65		823.64		29.90
271-790.000-716.000	RETIREMENT	3,715.00		3,587.14		299.50		127.86		96.56
271-790.000-717.000	WORKERS' COMPENSATION	225.00		169.00		0.00		56.00		75.11
271-790.000-720.000	EMPLOYER'S FICA	10,040.00		7,538.96		671.38		2,501.04		75.09
271-790.000-726.000	DISABILITY INSURANCE	315.00		274.14		0.00		40.86		87.03
271-790.000-750.000	SUPPLIES	5,500.00		3,590.61		79.92		1,909.39		65.28
271-790.000-801.000	PERIODICALS / MAGAZINES	400.00		0.00		0.00		400.00		0.00
271-790.000-810.000	CONTRACTUAL SERVICES	27,000.00		16,417.52		0.00		10,582.48		60.81
271-790.000-860.000	DUES AND SUBSCRIPTIONS	500.00		370.12		0.00		129.88		74.02
271-790.000-861.000	TRANSPORTATION AND MILEAGE	750.00		33.64		0.00		716.36		4.49
271-790.000-864.000	TRAINING & SEMINARS	500.00		60.00		0.00		440.00		12.00
271-790.000-865.000	UTILITIES	775.00		14,049.74		1,013.12		4,000.00		74.83
271-790.000-866.000	TELEPHONE	1,000.00		616.00		56.00		2,500.00		20.53