

**MINUTES**  
**Hillsdale Community Library Board of Trustees**  
**June 4, 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, staff, also present.
  
- III. APPROVAL OF AGENDA
  - a. Approved as submitted. Moved by Hill supported by Hart.
  
- IV. MINUTES
  - a. Approved as submitted. Moved by Maier, supported by Hill.
  
- V. REPORTS
  - a. Mary gave an overview of the financial reports available.
  - b. Mary reports that our budget will be cut by approximately \$14,000 next year.
  - c. Mary reported on various grants received, including a grant to help cover her salary during the shutdown and a grant to cover travel costs associated with a conference previously attended.
  - d. Mary also reported on several other grants in process which are detailed in her Directors Report.
  - e. Mary reported that a doorbell has been installed on the back door to alert staff of deliveries or to people needing access to the library. We might look into doing the same at the front door.
  - f. We are having issues with Facebook. Mary hopes that the return of staff will help alleviate this problem.
  - g. We are going to quarantine books left in the book drop for three days before processing them and returning them to their shelves. This seems to be the standard practice at other libraries.
  - h. Mary doesn't believe it's practical to open the library until July. She will open the book drop next Tuesday.
  - i. Heidi, David, and Vickie should be back to work next week.
  - j. Carside delivery should be available on Wednesday.
  
- VI. OLD BUSINESS
  - a. Budget discussion.

- i. Mary reiterated likely cuts.
- ii. At present, all we have are the expenditure side of the budget. We do not have projected revenues.

VII. NEW BUSINESS

- a. Update on Grants
  - i. See above under Reports
- b. Library Re-Opening
  - i. See above under Reports
  - ii. Mary handed out information from other libraries on how they are handling re-opening.
    - 1. Kent District Library, likely won't re-open until July 6<sup>th</sup> at the earliest.

VIII. BOARD COMMENTS

- a. Hill expressed a desire for summer reading activities to continue even if the library can't re-open.
- b. Freeman suggested that we look into a fundraising activity on Facebook or other social media to support the library. The Friends of the Library might be able to help with this.
- c. Hill and Freeman asked Vickie about unemployment benefits and how the staff was doing since being furloughed.
- d. Our next meeting will be June 18<sup>th</sup> in the library.

IX. ADJOURNMENT

- a. 7:38pm

Submitted by Mark Maier, Board Secretary

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 04/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
		AMENDED BUDGET					
<b>Fund 271 - LIBRARY FUND</b>							
<b>Revenues</b>							
Dept 000.000							
271-000.000-402.000	CURRENT TAXES	130,000.00	123,618.61	6,381.39	0.00	6,381.39	95.09
271-000.000-412.000	DELINQUENT TAXES	500.00	125.36	374.64	0.00	374.64	25.07
271-000.000-437.000	SPECIAL ACTS	2,200.00	1,357.72	842.28	68.21	842.28	61.71
271-000.000-569.000	STATE GRANT	8,000.00	9,514.10	(1,514.10)	4,711.08	(1,514.10)	118.93
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	6,200.00	6,441.12	(241.12)	0.00	(241.12)	103.89
271-000.000-574.000	STATE REVENUE SHARING	8,105.00	0.00	8,105.00	0.00	8,105.00	0.00
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/REC	13,800.00	22,600.00	(8,800.00)	(5,000.00)	(8,800.00)	163.77
271-000.000-588.000	SUBSCRIPTION CARD SALES	3,500.00	2,035.20	1,464.80	0.00	1,464.80	58.15
271-000.000-629.000	COPIES / DUPLICATING	4,500.00	3,464.90	1,035.10	0.00	1,035.10	77.00
271-000.000-656.000	PENAL FINES	39,000.00	0.00	39,000.00	0.00	39,000.00	0.00
271-000.000-657.000	BOOK FINES	2,500.00	1,803.33	696.67	0.00	696.67	72.13
271-000.000-658.000	ORDINANCE FINES	4,000.00	738.84	3,261.16	0.00	3,261.16	18.47
271-000.000-665.000	INTEREST	2,500.00	1,909.13	590.87	0.00	590.87	76.37
271-000.000-667.000	RENTS	200.00	285.00	(85.00)	0.00	(85.00)	142.50
271-000.000-667.271	RENTS - MEETING ROOMS	5,000.00	4,826.00	174.00	300.00	174.00	96.52
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS	8,000.00	358.55	7,641.45	0.00	7,641.45	4.48
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	0.00	400.00	(400.00)	0.00	(400.00)	100.00
271-000.000-675.790	CONTR. & DONT. - BOOKS	1,500.00	326.02	1,173.98	0.00	1,173.98	21.73
271-000.000-675.792	CONTR. & DONT. - CHILD. LIBRAR	4,500.00	68.90	4,431.10	0.00	4,431.10	1.53
271-000.000-692.000	OTHER REVENUE	30,000.00	184.05	29,815.95	0.00	29,815.95	0.61
271-000.000-692.003	OTHER REVENUE - E-RATE	5,200.00	6,403.89	(1,203.89)	0.00	(1,203.89)	123.15
271-000.000-692.006	OTHER REVENUE - COFFEE	0.00	372.50	(372.50)	0.00	(372.50)	100.00
271-000.000-692.007	OTHER REVENUE - TRUSTS	0.00	22,407.70	(22,407.70)	0.00	(22,407.70)	100.00
<b>Total Dept 000.000</b>		<b>279,205.00</b>	<b>209,240.92</b>	<b>69,964.08</b>	<b>79.29</b>	<b>69,964.08</b>	<b>74.94</b>
<b>TOTAL REVENUES</b>		<b>279,205.00</b>	<b>209,240.92</b>	<b>69,964.08</b>	<b>79.29</b>	<b>69,964.08</b>	<b>74.94</b>
<b>Expenditures</b>							
<b>Dept 790.000 - LIBRARY</b>							
271-790.000-702.000	WAGES	130,615.00	105,000.20	25,614.80	12,964.79	25,614.80	80.39
271-790.000-704.000	SICK TIME PAY	2,396.00	3,437.32	(1,041.32)	0.00	(1,041.32)	143.46
271-790.000-705.000	VACATION TIME PAY	5,568.00	4,914.24	653.76	1,018.40	653.76	88.26
271-790.000-706.000	PERSONAL TIME PAY	898.00	1,187.04	(289.04)	0.00	(289.04)	132.19
271-790.000-710.000	HOLIDAY AND OTHER PAY	5,145.00	2,988.80	2,156.20	299.68	2,156.20	58.09
271-790.000-715.000	HEALTH AND LIFE INSURANCE	25,400.00	22,373.08	3,026.92	2,050.46	3,026.92	88.08
271-790.000-716.000	RETIREMENT	5,451.00	4,558.32	892.68	635.17	892.68	83.62
271-790.000-717.000	WORKERS' COMPENSATION	280.00	203.00	77.00	0.00	77.00	72.50
271-790.000-720.000	EMPLOYER'S FICA	11,072.00	8,837.33	2,234.67	1,086.23	2,234.67	79.82
271-790.000-721.000	DISABILITY INSURANCE	395.00	359.62	35.38	33.74	35.38	91.04
271-790.000-726.000	SUPPLIES	5,500.00	3,242.44	2,257.56	187.21	2,257.56	58.95
271-790.000-734.000	POSTAGE	100.00	68.08	31.92	0.00	31.92	68.08
271-790.000-750.000	PERIODICALS / MAGAZINES	210.00	210.00	0.00	0.00	0.00	52.50
271-790.000-801.000	CONTRACTUAL SERVICES	24,500.00	23,055.12	1,444.88	0.00	1,444.88	94.10
271-790.000-810.000	DUES AND SUBSCRIPTIONS	800.00	849.88	(49.88)	0.00	(49.88)	106.24
271-790.000-815.000	LIBRARY GRANT EXPENDITURES	0.00	3,130.55	(3,130.55)	0.00	(3,130.55)	100.00
271-790.000-860.000	TRANSPORTATION AND MILEAGE	500.00	279.69	220.31	0.00	220.31	55.94
271-790.000-861.000	TRAINING & SEMINARS	500.00	755.02	(255.02)	0.00	(255.02)	151.00
271-790.000-862.000	LODGING AND MEALS	0.00	91.59	(91.59)	0.00	(91.59)	100.00
271-790.000-920.000	UTILITIES	18,775.00	14,613.29	4,161.71	2,206.64	4,161.71	77.83
271-790.000-925.000	TELEPHONE	3,000.00	1,792.54	1,207.46	56.00	1,207.46	59.75

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		AMENDED BUDGET	YTD BALANCE 04/30/2020		NORMAL (ABNORMAL)	INCREASE (DECREASE)	
Fund 271 - LIBRARY FUND							
Expenditures							
271-790.000-930.000	REPAIRS & MAINTENANCE	6,500.00	7,658.93	0.00	(1,158.93)	117.83	
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	7,518.67	0.00	7,481.33	50.12	
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	
Total Dept 790.000 - LIBRARY		356,295.00	302,386.50	20,538.32	53,908.50	84.87	
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	392.83	0.00	607.17	39.28	
271-792.000-982.000	BOOKS	6,500.00	3,632.96	0.00	2,867.04	55.89	
Total Dept 792.000 - LIBRARY - CHILDREN'S AREA		8,500.00	4,293.46	0.00	4,206.54	50.51	
TOTAL EXPENDITURES		364,795.00	306,679.96	20,538.32	58,115.04	84.07	
Fund 271 - LIBRARY FUND:							
TOTAL REVENUES		279,205.00	209,240.92	79.29	69,964.08	74.94	
TOTAL EXPENDITURES		364,795.00	306,679.96	20,538.32	58,115.04	84.07	
NET OF REVENUES & EXPENDITURES		(85,590.00)	(97,439.04)	(20,459.03)	11,849.04	113.84	