

Minutes of Special Meeting

Hillsdale Community Library Board of Trustees

October 11, 2021

5:30 P.M.

Present: Jim Bowen, George Allen, Karen Hill, Pastor Scott Cress, Rickie Freeman

Guests: staff members Annette Littley, and Heidi Pruitt; and Human Resources Director Laura Sergent;
James Pugh

President Bowen opened the meeting with introductions all around. The purpose of the meeting was to interview Mr. Pugh for the position of Library Director. A list of questions compiled by the board at the last meeting was used to elicit responses about key issues for the library and the direction in which it needs to proceed. Mr. Pugh was in turn given the opportunity to ask questions of the board concerning the position. After Mr. Pugh left there was preliminary discussion about his candidacy.

The next interviews will be conducted on October 13, at 5:30P.M.

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE
 PERIOD ENDING 09/30/2021
 % Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 YTD BALANCE 09/30/2020	YTD BALANCE 09/30/2021	ACTIVITY FOR MONTH 09/30/21	AVAILABLE BALANCE	% BDCY USED
		NORM (ABNORM)	AMENDED BUDGET NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 271 - LIBRARY FUND							
Revenues							
271-000.000-402.000	CURRENT TAXES	131,961.98	133,280.00	118,209.09	71,180.64	8,679.49	93.49
271-000.000-412.000	DELINQUENT TAXES	588.03	105.00	0.00	0.00	105.00	0.00
271-000.000-437.000	SPECIAL ACTS	1,493.20	2,306.00	0.00	0.00	2,306.00	0.00
271-000.000-528.000	FEDERAL GRANT - CARES ACT	3,369.71	0.00	0.00	0.00	(130.29)	100.00
271-000.000-569.000	STATE GRANT	10,294.83	9,600.00	0.00	1,972.37	7,627.63	20.55
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION	20,523.22	5,000.00	0.00	0.00	5,000.00	0.00
271-000.000-574.000	STATE REVENUE SHARING	0.00	8,105.00	0.00	0.00	8,105.00	0.00
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/REC	22,600.00	13,800.00	8,800.00	0.00	13,800.00	0.00
271-000.000-588.000	SUBSCRIPTION CARD SALES	2,068.00	1,500.00	320.00	384.50	707.10	52.86
271-000.000-629.000	COPIES / DUPLICATING	2,333.37	2,000.00	453.90	277.40	1,162.95	41.85
271-000.000-656.000	PERAL FINES	27,194.17	25,000.00	0.00	0.00	25,000.00	0.00
271-000.000-657.000	BOOK FINES	409.65	500.00	112.10	79.22	313.83	37.23
271-000.000-658.000	ORDINANCE FINES	846.97	750.00	151.47	43.07	587.88	21.62
271-000.000-665.000	INTEREST	272.10	400.00	43.95	39.13	329.40	17.65
271-000.000-667.000	RENTS	224.45	200.00	7.90	42.00	95.00	52.50
271-000.000-674.000	RENTS - MEETING ROOMS	200.10	2,000.00	25.00	0.00	2,000.00	0.00
271-000.000-675.000	CONTRIBUTIONS IN LIEU OF TAX	0.00	1,760.00	0.00	0.00	1,760.00	0.00
271-000.000-675.002	CONTRIBUTIONS AND DONATIONS	0.00	2,300.00	0.00	0.00	2,300.00	0.00
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	0.00	400.00	0.00	0.00	400.00	0.00
271-000.000-675.790	CONTR. & DONT. - BOOKS	1,201.54	565.00	142.50	213.64	22.00	96.11
271-000.000-675.792	CONTR. & DONT. - CHILD. LIBRAR	611.35	6,505.00	300.00	2.45	6,501.55	0.05
271-000.000-692.000	OTHER REVENUE	11,393.95	4,600.00	2,309.81	15,003.00	(10,403.00)	326.15
271-000.000-692.006	OTHER REVENUE - COFFEE	12.00	400.00	0.00	0.00	400.00	0.00
271-000.000-692.007	OTHER REVENUE - TRUSTS	25,082.70	25,080.00	0.00	0.00	25,080.00	0.00
271-000.000-692.008	OTHER REVENUES - WOODLAND	0.00	3,400.00	0.00	0.00	1,000.00	70.59
TOTAL REVENUES		262,681.32	249,556.00	130,875.72	89,237.42	102,749.54	58.83
Expenditures							
271-790.000-702.000	WAGES	99,422.12	125,395.00	20,416.49	16,290.49	90,729.81	27.64
271-790.000-704.000	SICK TIME PAY	3,388.55	3,596.00	824.58	288.00	2,880.16	19.91
271-790.000-705.000	VACATION TIME PAY	6,700.16	2,204.00	1,036.64	0.00	1,562.24	29.12
271-790.000-706.000	PERSONAL TIME PAY	629.28	2,954.00	0.00	0.00	2,954.00	0.00
271-790.000-710.000	HOLIDAY AND OTHER PAY	2,097.62	2,204.00	419.54	0.00	1,990.08	9.71
271-790.000-715.000	HEALTH AND LIFE INSURANCE	389.57	1,175.00	60.06	10.56	1,088.02	7.40
271-790.000-716.000	RETIREMENT	4,011.10	3,830.00	894.26	593.61	2,625.75	31.44
271-790.000-717.000	WORKERS' COMPENSATION	169.00	225.00	0.00	0.00	63.00	72.00
271-790.000-720.000	EMPLOYER'S FICA	8,563.67	10,049.00	1,713.87	1,268.09	7,277.08	27.58
271-790.000-721.000	DISABILITY INSURANCE	298.18	739.00	105.86	24.04	666.88	9.76
271-790.000-726.000	SUPPLIES	4,425.96	2,000.00	1,697.83	3.52	956.29	52.19
271-790.000-750.000	PERIODICALS / MAGAZINES	231.00	400.00	0.00	0.00	400.00	0.00
271-790.000-801.000	CONTRACTUAL SERVICES	20,468.76	20,000.00	7,546.34	813.89	15,949.15	20.25
271-790.000-810.000	DUES AND SUBSCRIPTIONS	370.12	500.00	(370.12)	0.00	500.00	0.00
271-790.000-860.000	TRANSPORTATION AND MILEAGE	73.96	750.00	0.00	0.00	750.00	0.00
271-790.000-861.000	TRAINING & SEMINARS	60.00	500.00	60.00	0.00	500.00	0.00
271-790.000-820.000	UTILITIES	15,560.75	18,500.00	2,549.56	1,168.30	14,797.15	20.02
271-790.000-925.000	TELEPHONE	1,382.45	2,100.00	168.00	352.03	1,747.97	16.76
271-790.000-930.000	REPAIRS & MAINTENANCE	18,684.61	5,000.00	180.48	0.00	4,708.89	5.82
271-790.000-970.000	CAPITAL OUTLAY	0.00	9,000.00	0.00	0.00	9,000.00	0.00
271-790.000-982.000	BOOKS	11,246.90	15,000.00	476.45	22.95	10,320.84	31.19
271-790.000-999.101	TRANSFER - GENERAL FUND	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
271-792.000-726.000	SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0.00
271-792.000-726.001	SUPPLIES - GRANTS	500.00	0.00	500.00	0.00	0.00	0.00
271-792.000-726.010	SUPPLIES-SUMMER READING	(314.63)	500.00	(366.01)	0.00	500.00	0.00
271-792.000-982.000	BOOKS	7,317.15	6,500.00	6,239.73	6,999.10	(1,109.89)	117.08

Fund 271 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
271-000.000-001.000	CHECKING ACCOUNT - COMMON	118,507.89
271-000.000-001.002	CHECKING ACCT - ACCT PAYABLE	0.00
271-000.000-001.008	CHECKING ACCOUNT - LITERACY	0.00
271-000.000-004.000	CASH ON HAND	50.00
271-000.000-020.000	INVESTMENTS - MBIA/CLASS	134,937.45
271-000.000-040.000	ACCOUNTS RECEIVABLE	40.00
271-000.000-040.001	OTHER ACCOUNTS RECEIVABLE	0.00
271-000.000-079.000	DUE FROM FEDERAL GOVERNMENT	0.00
271-000.000-084.000	DUE FROM OTHER FUNDS	0.00
271-000.000-084.471	DUE FROM LIBRARY IMPROV. FUND	0.00
271-000.000-084.582	DUE FROM UTILITIES DEPARTMENT	0.00
271-000.000-123.000	PREPAID EXPENSES	0.00
271-000.000-199.000	DUMMY ACCOUNT FOR AUDIT ENTRY	0.00
Total Assets		253,535.34
*** Liabilities ***		
271-000.000-202.000	ACCOUNTS PAYABLE	639.30
271-000.000-202.050	ACCRUED ACCOUNTS PAYABLE	0.00
271-000.000-202.500	ACCOUNTS PAYABLE-AUDITORS	0.00
271-000.000-214.000	DUE TO OTHER FUNDS	0.00
271-000.000-214.101	DUE TO GENERAL FUND	0.00
271-000.000-214.582	DUE TO ELECTRIC	0.00
271-000.000-214.633	DUE TO PUBLIC SERVICES INV. F	0.00
271-000.000-214.640	DUE TO RMEF	0.00
271-000.000-214.699	DUE TO DPS LEAVE & BENEFITS F	0.00
271-000.000-214.701	DUE TO TRUST AND AGENCY FUND	0.00
271-000.000-214.711	DUE TO CEMETERY PERPET. CARE	0.00
271-000.000-214.750	DUE TO IMPREST PAYROLL FUND	0.00
271-000.000-230.692	DUE TO BPU - MISCELLANEOUS	0.00
271-000.000-239.000	UNEARNED REVENUE - CURRENT	0.00
271-000.000-257.000	ACCRUED WAGES PAYABLE	4,451.42
271-000.000-258.000	FICA PAYABLE	0.00
271-000.000-260.000	ACCRUED SICK LEAVE	0.00
271-000.000-338.000	ENCUMBRANCES	0.00
271-000.000-339.000	DEFERRED REVENUES	0.00
Total Liabilities		5,090.72
*** Fund Balance ***		
271-000.000-390.000	FUND BALANCE	164,216.74
Total Fund Balance		164,216.74
Beginning Fund Balance		164,216.74
Net of Revenues VS Expenditures		84,227.88
Ending Fund Balance		248,444.62
Total Liabilities And Fund Balance		253,535.34