

Hillsdale Library Board

Minutes of the October 8, 2020 Meeting

Members Present: Jim Bowen, Rickie Freeman, Darryl Hart (via Zoom), Karen Hill, Director Mary Hill, George Allen (board member pending approval by city council, via Zoom),

Guest: Kate Andrade, Woodlands Co-op Director

New Business: New Business was moved to the top of the agenda to accommodate Kate Andrade, our guest from Woodlands. She spoke about strategic planning and encouraged the board to talk to our community including stake holders such as city staff, patrons, school representatives, and focus groups such as service groups. She recommended using a survey tool, taking time to create the questions and later analyzing the data. Survey questions could include topics such asking about our hours, programming that could be added, the need for more electronic resources, etc. The data we gather would help us with planning and also could be used for grant writing. Kate's assistance is a service provided by Woodlands. Statistic students from Hillsdale College could perhaps be recruited to analyze the data from the surveys.

Approval of Agenda: Motion made by Freeman, supported by K. Hill, unanimously approved.

Approval of the Minutes: Motion made by Freeman, supported by Hart, unanimously approved.

Reports

Financial Reports: Mary reported that in this new budget year, we are open fewer hours and have fewer staff so wages are down. State aid came thru at 43 cents per capita We get 1 mill from the city of Hillsdale and small amounts from Hillsdale township and part of Jefferson township. Bowen asked several questions regarding the financials. K Hill inquired about Vickie Lee and if comp time had been paid as submitted and where that was reflected in the budget. Lee was paid \$1,176.00 and it was taken out of last year's budget.

Director's Report: M. Hill thanked Freeman for all of her time with the story hours and commented about how well received they were. Staff members Heidi and David have been making "make it-take it" project packets. M Hill will be looking to hire a part-time Children's librarian. Heidi has received additional training with social media and our Facebook numbers have increased. Four laptops have been delivered; these were purchased with grant money. The city IT department configured them with our network and restricted them to work only on the library's wifi. M Hill places a standing order with the Junior Library Guild and with Large Print books. The library is now open to walk-in patrons; temperatures are no longer being taken at the door but masks should still be worn. M Hill has put an announcement on WCSR, updated Facebook posts, and has changed the sandwich board outside at the curb to reflect this new status. An increase in patron usage has been a bit slow as word gets out to the public.

Old Business:

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

| GL NUMBER | DESCRIPTION | 2020-21 | | YTD BALANCE | | ACTIVITY FOR | | AVAILABLE | |
|-------------------------|-------------------------------------|----------------|------------|-------------|------------|--------------|---------------------|------------|--------|
| | | AMENDED BUDGET | NORMAL | 09/30/2020 | 09/30/2020 | MONTH | INCREASE (DECREASE) | BALANCE | % BGDG |
| | | | | NORMAL | (ABNORMAL) | | (DECREASE) | (ABNORMAL) | USED |
| Fund 271 - LIBRARY FUND | | | | | | | | | |
| Revenues | | | | | | | | | |
| Dept 000.000 | | | | | | | | | |
| 271-000.000-402.000 | CURRENT TAXES | 133,000.00 | 118,209.09 | | | 65,788.69 | | 14,790.91 | 88.88 |
| 271-000.000-412.000 | DELINQUENT TAXES | 105.00 | 0.00 | | | 0.00 | | 105.00 | 0.00 |
| 271-000.000-437.000 | SPECIAL ACTS | 2,000.00 | 0.00 | | | 0.00 | | 2,000.00 | 0.00 |
| 271-000.000-520.000 | FEDERAL GRANTS - COMPUTERS | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |
| 271-000.000-523.000 | FEDERAL GRANTS - REC & CULTUR | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |
| 271-000.000-528.000 | FEDERAL GRANT - CARES ACT | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |
| 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 | 0.00 | | | 0.00 | | 6,400.00 | 0.00 |
| 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 | 320.00 | | | 80.00 | | 2,390.00 | 11.81 |
| 271-000.000-629.000 | COPIES / DUPLICATING | 4,900.00 | 453.90 | | | 173.95 | | 4,446.10 | 9.26 |
| 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 | 112.10 | | | 47.90 | | 2,692.90 | 4.00 |
| 271-000.000-658.000 | ORDINANCE FINES | 1,480.00 | 151.47 | | | 35.97 | | 1,328.53 | 10.23 |
| 271-000.000-665.000 | INTEREST | 4,815.00 | 43.95 | | | 7.70 | | 4,771.95 | 0.91 |
| 271-000.000-667.000 | RENTS | 205.00 | 7.90 | | | 5.90 | | 197.10 | 3.85 |
| 271-000.000-667.271 | RENTS - MEETING ROOMS | 6,450.00 | 25.00 | | | 0.00 | | 6,425.00 | 0.39 |
| 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 |
| 271-000.000-675.471 | CONTR. & DONAT. - LIBRARY EXPAN | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |
| 271-000.000-675.790 | CONTR. & DONT. - BOOKS | 565.00 | 142.50 | | | 89.00 | | 422.50 | 25.22 |
| 271-000.000-675.791 | CONTR. & DONT. - BIG READ | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |
| 271-000.000-675.792 | CONTR. & DONT. - CHILDR. LIBRAR | 6,505.00 | 300.00 | | | 0.00 | | 6,205.00 | 4.61 |
| 271-000.000-692.000 | OTHER REVENUE | 3,550.00 | 2,309.81 | | | 2,309.81 | | 1,240.19 | 65.07 |
| 271-000.000-692.002 | OTHER REV - N.B. RESOURCE CNT | 140.00 | 0.00 | | | 0.00 | | 140.00 | 0.00 |
| 271-000.000-692.003 | OTHER REVENUE - E-RATE | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |
| 271-000.000-692.004 | OTHER REVENUES - GEEK THE LIB | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |
| 271-000.000-692.006 | OTHER REVENUE - COFFEE | 400.00 | 0.00 | | | 0.00 | | 400.00 | 0.00 |
| 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 |
| 271-000.000-694.000 | CASH OVER & (SHORT) | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |
| Total Dept 000.000 | | 266,560.00 | 130,875.72 | | | 68,538.92 | | 135,684.28 | 49.10 |
| TOTAL REVENUES | | 266,560.00 | 130,875.72 | | | 68,538.92 | | 135,684.28 | 49.10 |
| Expenditures | | | | | | | | | |
| Dept 790.000 - LIBRARY | | | | | | | | | |
| 271-790.000-702.000 | WAGES | 118,850.00 | 20,416.49 | | | 7,790.70 | | 98,433.51 | 17.18 |
| 271-790.000-703.000 | OVERTIME PAY | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-704.000 | SICK TIME PAY | 3,930.00 | 824.58 | | | 90.40 | | 3,105.42 | 20.98 |
| 271-790.000-705.000 | VACATION TIME PAY | 5,100.00 | 1,036.64 | | | 419.52 | | 4,063.36 | 20.33 |
| 271-790.000-706.000 | PERSONAL TIME PAY | 615.00 | 0.00 | | | 0.00 | | 615.00 | 0.00 |
| 271-790.000-707.000 | LONGEVITY PAY | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-710.000 | HOLIDAY AND OTHER PAY | 2,145.00 | 419.54 | | | 209.76 | | 1,725.46 | 19.56 |
| 271-790.000-715.000 | HEALTH AND LIFE INSURANCE | 1,175.00 | 60.06 | | | 40.58 | | 1,114.94 | 5.11 |
| 271-790.000-716.000 | RETIREMENT | 3,715.00 | 894.26 | | | 299.50 | | 2,820.74 | 24.07 |
| 271-790.000-717.000 | WORKERS' COMPENSATION | 225.00 | 0.00 | | | 0.00 | | 225.00 | 0.00 |
| 271-790.000-718.000 | UNEMPLOYMENT INSURANCE | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0.00 |

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

| GL NUMBER | DESCRIPTION | 2020-21 | | YTD BALANCE | | ACTIVITY FOR | | AVAILABLE | |
|--|-------------------------------|----------------|-------------------|-------------|-------------------|------------------|---------------------|-------------|---------|
| | | AMENDED BUDGET | NORMAL (ABNORMAL) | 09/30/2020 | NORMAL (ABNORMAL) | MONTH 09/30/2020 | INCREASE (DECREASE) | BALANCE | % BDTG |
| | | | | | | | | NORMAL | USED |
| Fund 271 - LIBRARY FUND | | | | | | | | | |
| Expenditures | | | | | | | | | |
| 271-790.000-720.000 | EMPLOYER'S FICA | 10,040.00 | | 1,713.87 | | 651.05 | | 8,326.13 | 17.07 |
| 271-790.000-721.000 | DISABILITY INSURANCE | 315.00 | | 105.86 | | 24.04 | | 209.14 | 33.61 |
| 271-790.000-726.000 | SUPPLIES | 5,500.00 | | 1,697.83 | | 899.81 | | 3,802.17 | 30.87 |
| 271-790.000-726.002 | SUPPLIES-N.B. RESOURCE CENTER | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-726.003 | SUPPLIES - TECHNOLOGY GRANT | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-726.004 | SUPPLIES - GEEK THE LIBRARY | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-726.791 | SUPPLIES - BIG READ | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-734.000 | POSTAGE | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 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 | | 7,546.34 | | 6,707.60 | | 19,453.66 | 27.95 |
| 271-790.000-810.000 | DUES AND SUBSCRIPTIONS | 500.00 | | (370.12) | | 0.00 | | 870.12 | (74.02) |
| 271-790.000-815.000 | LIBRARY GRANT EXPENDITURES | 0.00 | | 0.00 | | 0.00 | | 0.00 | 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 | | 60.00 | | 440.00 | 12.00 |
| 271-790.000-862.000 | LODGING AND MEALS | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-865.000 | INTEREST EXPENSE | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-905.000 | PUBLISHING / NOTICES | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-920.000 | UTILITIES | 18,775.00 | | 2,549.56 | | 1,226.99 | | 16,225.44 | 13.58 |
| 271-790.000-925.000 | TELEPHONE | 3,000.00 | | 168.00 | | 56.00 | | 2,832.00 | 5.60 |
| 271-790.000-930.000 | REPAIRS & MAINTENANCE | 13,875.00 | | 180.48 | | 0.00 | | 13,694.52 | 1.30 |
| 271-790.000-940.000 | EQUIPMENT RENTAL | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-964.000 | REFUNDS AND REBATES | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 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 - FROM DONATION MONIES | 15,000.00 | | 476.45 | | 160.83 | | 14,523.55 | 3.18 |
| 271-790.000-999.101 | TRANSFER - GENERAL FUND | 2,000.00 | | 0.00 | | 0.00 | | 2,000.00 | 0.00 |
| 271-790.000-999.362 | TRANSFER - BOND & INT. REDEM. | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 271-790.000-999.471 | TRANSFER TO LIBRARY IMPR FUND | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| Total Dept 790.000 - LIBRARY | | 247,910.00 | | 37,779.84 | | 18,636.78 | | 210,130.16 | 15.24 |
| 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 | | (366.01) | | 0.00 | | 1,366.01 | (36.60) |
| 271-792.000-726.792 | SUPPLIES-FROM DONATIONS | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 271-792.000-982.000 | BOOKS - FROM DONATION MONIES | 6,500.00 | | 6,239.73 | | 6,221.93 | | 260.27 | 96.00 |
| 271-792.000-982.001 | BOOKS - FROM DONATION MONIES | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| Total Dept 792.000 - LIBRARY - CHILDREN'S AREA | | 8,500.00 | | 6,373.72 | | 6,221.93 | | 2,126.28 | 74.98 |
| TOTAL EXPENDITURES | | | | | | | | | |
| Total Dept 792.000 - LIBRARY - CHILDREN'S AREA | | 256,410.00 | | 44,153.56 | | 24,858.71 | | 212,256.44 | 17.22 |
| Fund 271 - LIBRARY FUND: | | | | | | | | | |
| TOTAL REVENUES | | 266,560.00 | | 130,875.72 | | 68,538.92 | | 135,684.28 | 49.10 |
| TOTAL EXPENDITURES | | 256,410.00 | | 44,153.56 | | 24,858.71 | | 212,256.44 | 17.22 |
| NET OF REVENUES & EXPENDITURES | | 10,150.00 | | 86,722.16 | | 43,680.21 | | (76,572.16) | 854.41 |

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

| GL NUMBER | DESCRIPTION | 2020-21 | | YTD BALANCE | | ACTIVITY FOR | | AVAILABLE | | | |
|-----------|--------------------------------|----------------|--------|-------------|------------|--------------|------------|-------------|----------|--------|------|
| | | AMENDED BUDGET | NORMAL | 09/30/2020 | 09/30/2020 | MONTH | 09/30/2020 | NORMAL | ABNORMAL | % BDTG | USED |
| | TOTAL REVENUES - ALL FUNDS | 266,560.00 | | 130,875.72 | | 68,538.92 | | 135,684.28 | | 49.10 | |
| | TOTAL EXPENDITURES - ALL FUNDS | 256,410.00 | | 44,153.56 | | 24,858.71 | | 212,256.44 | | 17.22 | |
| | NET OF REVENUES & EXPENDITURES | 10,150.00 | | 86,722.16 | | 43,680.21 | | (76,572.16) | | 854.41 | |

Fund 271 LIBRARY FUND

| GL Number | Description | Balance |
|---|-------------------------------|-------------------|
| *** Assets *** | | |
| 271-000.000-001.000 | CHECKING ACCOUNT - COMMON | 110,839.91 |
| 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 | 84,881.95 |
| 271-000.000-040.000 | ACCOUNTS RECEIVABLE | 0.00 |
| 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 | 162.00 |
| 271-000.000-199.000 | DUMMY ACCOUNT FOR AUDIT ENTRY | 0.00 |
| Total Assets | | 195,933.86 |
| *** Liabilities *** | | |
| 271-000.000-202.000 | ACCOUNTS PAYABLE | 0.00 |
| 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 | 0.00 |
| 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 | | 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 | | 86,722.16 |
| Ending Fund Balance | | 195,933.86 |
| Total Liabilities And Fund Balance | | 195,933.86 |