

**Hillsdale Community Library Board of Trustees
Minutes of the Meeting for December 16th, 2021**

- I. Call to Order: President Bowen called the meeting to order at 6:10 PM.
- II. Roll Call: Present - Jim Bowen, Karen Hill, George Allen, Scott Cress, Bryonna Barton (Director)
- III. Visitor's Comments: No visitors present
- IV. Approval of Agenda: Agenda approved by consent
- V. Approval of Minutes: Allen moved acceptance of Nov. 18th minutes. Bowen seconded. Unanimous approval.
- VI. Reports
 - A. Financial: Barton presented income reports going back to July 2021. Some items were missing because a city employee who handles cash register receipts is currently on leave. Current city budget was presented. Financial reports are processed by the Woodhill Group. Some documents need more explanation and Barton will be meeting with a finance person in the coming days. Financial report for November is still incomplete. Allen moved acceptance. Hill seconded. Unanimous approval.
 - B. Statistics: Barton submitted a circulation report that demonstrated that circulation numbers dropped from summer through the fall. The data shows a need to provide programming during the school year. Some corrections need to be made to the subscription card sales line item. The report now shows computer usage in the library. Barton intends to track patron copier usage. Barton will also attempt to track visitors to the website, but noted that there are challenges to doing so that require research. Cress moved acceptance. Allen seconded. Unanimous approval.
 - C. Programs: Lego club was back in action in October but canceled in November due to illness. Numbers for programs are currently being tallied for December. Tutor.com numbers are going up. Mango is not popular but also not advertised. Storytime holds steady for most months at 10 average. Heidi will be heading up a winter reading program and will work with Marta to incorporate new children's programming. Marta attended a

children's symposium on summer reading. Barton encouraged Marta to reach out to other local libraries and schools to build up the program. Barton would like Marta to attend a youth services summit. Barton discussed renewing a movie license year subscription at a rate of \$362 a year. This would allow us to show movies in-house for programming. Barton also noted that the former director ordered books for giveaways to coincide with performances at the Sauk. A book club for adults is in the works. Heidi is working on this.

- D. Communication: VITA tax is coming back on Feb. 1st, and the contract is in the works for two meeting rooms for 8 hours at a rate of \$100 a day.
- E. Director's Report: Barton received state aid certification. This will give her the ability to submit the report to claim state aid. Employees are also working on level 4 certification. Barton has completed her graduate degree and is about to receive level 2 certification. Barton noted to the board that she has been unable to retrieve several important records from the term of the previous director. The AWE learning computer is ready for update and Barton is considering grant-writing to replace the unit. Catalog computers have been out of order since 2019. Barton is working with IT to update and repair. It is possible that four public "laptops" acquired with grant funds can be re-deployed to function as the catalog computers. New computers might be purchased from TechSoup. \$2468 would be the replacement cost if the computers were purchased new. It is reported that the Friends group did not pay their non-profit dues on time but the issue has been rectified. The library may not use the umbrella of the Friends non-profit status for any monetary products. Barton is investigating how to acquire a 501c3 of our own for subscriptions and registering for services under a non-profit banner. The staff holiday party is slated for Dec. 22. Some patrons have expressed interest in volunteering opportunities.

VII. Old Business: The board received a report of an applicant for the vacant board seat. Applications must be approved by the city council.

VIII. New Business

- A. Discussion followed concerned requesting that city municipal code be altered so that we might expand the size of the board to include township representatives if it is amenable to the city council. Barton will work with Mackie and directors to investigate this possibility.

B. It was reported that there was a \$1480 remainder from the children's librarian grant. This money could potentially be used for holiday bonuses for employees. A review of employee hours and productivity was considered with the intent of deciding bonus amounts. Cress made a motion that the board petition the city to allocate \$1500 for employee bonuses to be disbursed according to the board's discretion. Allen seconded. Unanimous approval.

IX. Board Comments: There will be a paid staff development day on January 17th.

X. Adjournment: The meeting was adjourned at 8:28 PM.

Hillsdale Community Library
November 2021
INCOME

Voted Millage

Taxes \$ 262.51

State Aid

Penal Fines

Ordinance Fines

Interest

Book/DVD Fines \$ 62.00

DVD Rentals

Copier \$ 225.80

Lost Materials

Donations \$ 78.20

Fax

Library Cards \$ 219.30

Meeting Rooms & Other Rent \$ 99.00

Misc. Income

Other

TOTAL \$ 946.81

REVENUE AND EXPENDITURE RT FOR CITY OF HILLSDALE

PERIOD ENDING 11/30/2021
 & Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		06/30/2021	2021-22	11/30/2020	11/30/2021	MONTH 11/30/21	INCR (DECR)	BALANCE	NORM (ABNORM)	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)			NORM (ABNORM)		
Fund 271 - LIBRARY FUND										
Revenues										
271-000.000-402.000	CURRENT TAXES	131,961.98	133,280.00	122,435.60	127,609.97	262.51	5,670.03	95.75		
271-000.000-412.000	DELINQUENT TAXES	588.03	105.00	66.81	0.00	0.00	105.00	0.00		
271-000.000-437.000	SPECIAL ACTS	1,493.20	2,306.00	1,472.52	1,397.67	0.00	908.33	60.61		
271-000.000-528.000	FEDERAL GRANT - CARES ACT	3,369.71	0.00	0.00	130.29	0.00	(130.29)	100.00		
271-000.000-559.000	STATE GRANT	10,294.83	9,600.00	0.00	1,972.37	0.00	7,627.63	20.55		
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION	20,523.22	5,000.00	7,390.05	7,440.45	0.00	(2,440.45)	148.81		
271-000.000-574.000	STATE REVENUE SHARING	0.00	8,105.00	0.00	0.00	0.00	8,105.00	0.00		
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/RBC	22,600.00	13,800.00	8,800.00	0.00	0.00	13,800.00	0.00		
271-000.000-588.000	SUBSCRIPTION CARD SALES	2,068.00	1,500.00	803.50	1,236.70	219.30	263.30	82.45		
271-000.000-629.000	COPIES / DUPLICATING	2,333.37	2,000.00	803.70	1,494.00	225.80	506.00	74.70		
271-000.000-656.000	PENAL FINES	27,194.17	25,000.00	0.00	0.00	0.00	25,000.00	0.00		
271-000.000-657.000	BOOK FINES	409.65	500.00	216.65	353.17	62.00	146.83	70.63		
271-000.000-658.000	ORDNANCE FINES	846.97	750.00	333.14	232.25	0.00	517.75	30.97		
271-000.000-665.000	INTEREST	272.10	400.00	108.14	125.90	0.00	274.10	31.48		
271-000.000-667.000	RENTS	224.45	200.00	43.45	156.00	24.00	44.00	78.00		
271-000.000-667.271	RENTS - MEETING ROOMS	200.10	2,000.00	100.10	6,250.00	75.00	(4,250.00)	312.50		
271-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX	0.00	1,760.00	0.00	0.00	0.00	1,760.00	0.00		
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS	0.00	2,300.00	0.00	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	0.00	400.00	0.00		
271-000.000-675.790	CONTR. & DONAT. - BOOKS	1,201.54	565.00	305.30	730.25	77.45	(165.25)	129.25		
271-000.000-675.792	CONTR. & DONAT. - CHILD. LIBRAR	611.35	6,505.00	306.60	8.20	0.75	6,496.80	0.13		
271-000.000-692.000	OTHER REVENUE	11,393.95	4,600.00	2,376.51	15,536.00	0.00	(10,936.00)	337.74		
271-000.000-692.006	OTHER REVENUE - COFFEE	12.00	400.00	0.00	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	0.00	25,080.00	0.00		
271-000.000-692.008	OTHER REVENUES - WOODLAND	0.00	3,400.00	0.00	2,400.00	0.00	1,000.00	70.59		
TOTAL REVENUES		262,681.32	249,556.00	145,562.07	167,073.22	946.81	82,482.78	66.95		
Expenditures										
271-790.000-702.000	WAGES	99,422.12	125,395.00	37,103.43	45,710.41	5,184.00	79,684.59	36.45		
271-790.000-704.000	SICK TIME PAY	3,388.55	3,596.00	1,586.28	715.84	0.00	2,880.16	19.91		
271-790.000-705.000	VACATION TIME PAY	6,700.16	2,204.00	3,939.50	641.76	0.00	1,562.24	29.12		
271-790.000-706.000	PERSONAL TIME PAY	629.28	2,954.00	0.00	0.00	0.00	2,954.00	0.00		
271-790.000-710.000	HOLIDAY AND OTHER PAY	2,097.62	2,204.00	629.30	213.92	0.00	1,990.08	9.71		
271-790.000-715.000	HEALTH AND LIFE INSURANCE	389.57	1,175.00	136.17	131.72	6.53	1,043.28	11.21		
271-790.000-716.000	RETIREMENT	4,011.10	3,830.00	1,640.09	1,208.67	0.00	2,621.33	31.56		
271-790.000-717.000	WORKERS' COMPENSATION	169.00	225.00	162.00	162.00	0.00	63.00	72.00		
271-790.000-720.000	EMPLOYER'S FICA	8,563.67	10,049.00	3,291.40	3,616.78	396.61	6,432.22	35.99		
271-790.000-721.000	DISABILITY INSURANCE	298.18	739.00	153.94	48.08	(48.08)	590.92	6.51		
271-790.000-726.000	SUPPLIES	4,425.96	2,000.00	2,076.37	1,444.26	31.60	555.74	72.21		
271-790.000-750.000	PERIODICALS / MAGAZINES	231.00	400.00	0.00	0.00	0.00	400.00	0.00		
271-790.000-801.000	CONTRACTUAL SERVICES	20,468.76	20,000.00	14,069.17	9,344.38	3,406.53	10,655.62	46.72		
271-790.000-810.000	DUES AND SUBSCRIPTIONS	370.12	500.00	(370.12)	0.00	0.00	500.00	0.00		
271-790.000-860.000	TRANSPORTATION AND MILEAGE	73.96	750.00	0.00	0.00	0.00	750.00	0.00		
271-790.000-861.000	TRAINING & SEMINARS	60.00	500.00	60.00	0.00	0.00	500.00	0.00		
271-790.000-920.000	UTILITIES	15,560.75	18,500.00	4,761.86	5,775.45	1,142.06	12,724.55	31.22		
271-790.000-925.000	TELEPHONE	1,382.45	2,100.00	280.00	560.44	104.20	1,539.56	26.69		
271-790.000-930.000	REPAIRS & MAINTENANCE	18,684.61	5,000.00	318.58	955.79	550.00	4,044.21	19.12		
271-790.000-970.000	CAPITAL OUTLAY	0.00	9,000.00	0.00	315.00	0.00	8,685.00	3.50		
271-790.000-982.000	BOOKS	11,246.90	15,000.00	3,622.32	4,679.16	0.00	10,320.84	31.19		
271-790.000-999.101	TRANSFER - GENERAL FUND	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00		
271-792.000-726.000	SUPPLIES	0.00	1,000.00	0.00	0.00	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	0.00		
271-792.000-726.010	SUPPLIES-SUMMER READING	(314.63)	500.00	(314.63)	0.00	0.00	500.00	0.00		
271-792.000-982.000	BOOKS	7,317.15	6,500.00	6,300.73	8,154.01	207.26	(1,654.01)	125.45		

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 11/30/2021
 & Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021 NORM (ABNORM)	2021-22 AMENDED BUDGET NORM (ABNORM)	YTD BALANCE 11/30/2020 NORM (ABNORM)	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 271 - LIBRARY FUND								
Expenditures								
TOTAL EXPENDITURES		207,676.28	236,121.00	80,006.39	83,677.67	10,980.71	152,443.33	35.44
TOTAL REVENUES		262,681.32	249,556.00	145,562.07	167,073.22	946.81	82,482.78	66.95
TOTAL EXPENDITURES		207,676.28	236,121.00	80,006.39	83,677.67	10,980.71	152,443.33	35.44
NET OF REVENUES & EXPENDITURES		55,005.04	13,435.00	65,555.68	83,395.55	(10,033.90)	(69,960.55)	620.73

Fund 271 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
271-000.000-001.000	CHECKING ACCOUNT - COMMON	120,558.48
271-000.000-001.002	CHECKING ACCT - ACCT PAYABLE	(2,073.04)
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	134,943.05
271-000.000-040.000	ACCOUNTS RECEIVABLE	61.00
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		253,539.49
*** Liabilities ***		
271-000.000-202.000	ACCOUNTS PAYABLE	860.20
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		5,311.62
*** 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		84,011.13
Ending Fund Balance		248,227.87
Total Liabilities And Fund Balance		253,539.49