

Hillsdale Community Library Board of Trustees
Minutes of the Meeting for January 13th, 2022

- I. Call to Order: President Bowen called the meeting to order at 6:03 PM.
- II. Roll Call: Jim Bowen, Karen Hill, George Allen, Scott Cress, Bryonna Barton (Director), David McConnell (community member)
- III. Approval of Agenda: Agenda approved by consent.
- IV. Approval of Minutes: Minutes approved with changes. Motion by Allen. Second by Hill. Unanimous.
- V. Reports
 - A. Financial: Barton provided a week-by-week breakdown of income. The first week was an abnormality as some income from November still needed to be reported. Sizeable donations were reported for December and forthcoming in January. The income and expenditures sheet from the city was reviewed. Motion to accept by Cress. Second by Allen. Unanimous.
 - B. Circulation: An extensive report was submitted by Barton. The library saw an increase in board book circulation. Total circulation was up 3000 (which includes Overdrive). Overdrive is hitting new records state-wide, which will hopefully lead to an increase in funds through Woodlands Co-op. There appears to be an error for meeting rooms in October. Allen inquired about a procedure for counting in-house circulation. Barton will discuss the matter with employees.
 - C. Programs: There was a significant jump in the use of Mango Languages (from 1-2 a month to 13). There was an average of 24 kids in storytime for December. Barton informed the board of her decision to cancel a subscription to the Junior Library Guild. The library will receive a 90% refund (the original annual subscription was \$6622.90) if the January order is sent back. Barton will use the savings to self-select items from Baker & Taylor.

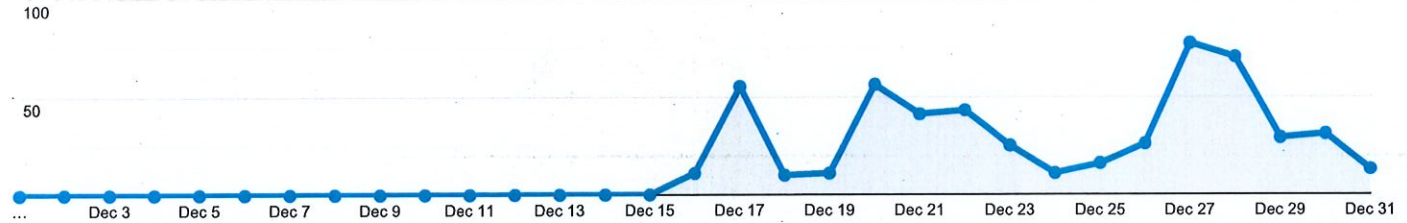
Pages

Dec 1, 2021 - Dec 31, 2021

All Users
100.00% Pageviews

Explorer

Pageviews



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	525 % of Total: 100.00% (525)	430 % of Total: 100.00% (430)	00:02:21 Avg for View: 00:02:21 (0.00%)	312 % of Total: 100.00% (312)	70.29% Avg for View: 70.29% (0.00%)	59.43% Avg for View: 59.43% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /	339 (64.57%)	272 (63.26%)	00:02:34	270 (86.54%)	67.90%	63.42%	\$0.00 (0.00%)
2. /library-online-resources/	44 (8.38%)	36 (8.37%)	00:05:29	4 (1.28%)	100.00%	70.45%	\$0.00 (0.00%)
3. /library-services/	22 (4.19%)	18 (4.19%)	00:02:38	9 (2.88%)	88.89%	50.00%	\$0.00 (0.00%)
4. /contact/	20 (3.81%)	20 (4.65%)	00:03:33	2 (0.64%)	100.00%	75.00%	\$0.00 (0.00%)
5. /board-of-trustees/	17 (3.24%)	15 (3.49%)	00:01:31	9 (2.88%)	100.00%	58.82%	\$0.00 (0.00%)
6. /library-policies/	16 (3.05%)	13 (3.02%)	00:00:56	2 (0.64%)	50.00%	37.50%	\$0.00 (0.00%)
7. /library-collections/	11 (2.10%)	8 (1.86%)	00:00:17	3 (0.96%)	66.67%	45.45%	\$0.00 (0.00%)
8. /about/	9 (1.71%)	8 (1.86%)	00:00:33	1 (0.32%)	100.00%	22.22%	\$0.00 (0.00%)
9. /events/	9 (1.71%)	9 (2.09%)	00:00:33	3 (0.96%)	100.00%	44.44%	\$0.00 (0.00%)
10. /faq/	7 (1.33%)	5 (1.16%)	00:00:27	1 (0.32%)	0.00%	28.57%	\$0.00 (0.00%)
11. /community-resources/	5 (0.95%)	3 (0.70%)	00:01:32	1 (0.32%)	0.00%	0.00%	\$0.00 (0.00%)
12. /friends-of-the-library/	5 (0.95%)	3 (0.70%)	00:00:13	0 (0.00%)	0.00%	20.00%	\$0.00 (0.00%)
13. /meeting-minutes/	5 (0.95%)	4 (0.93%)	00:09:14	0 (0.00%)	0.00%	60.00%	\$0.00 (0.00%)
14. /support-the-library/	5 (0.95%)	5 (1.16%)	00:00:35	0 (0.00%)	0.00%	20.00%	\$0.00 (0.00%)
15. /mitchell-research-center/	4 (0.76%)	4 (0.93%)	00:00:25	3 (0.96%)	100.00%	75.00%	\$0.00 (0.00%)
16. /meeting-rooms/	3 (0.57%)	3 (0.70%)	00:02:11	1 (0.32%)	100.00%	33.33%	\$0.00 (0.00%)
17. /?fbclid=IwAR3uHR4iEY-q6yQrrMVkXU6GGSF562m6bYveEXroyCYzH_CXR V-fCWLF9wE	1 (0.19%)	1 (0.23%)	00:00:38	1 (0.32%)	0.00%	0.00%	\$0.00 (0.00%)
18. /library-card-policy.aspx	1 (0.19%)	1 (0.23%)	00:00:00	1 (0.32%)	100.00%	100.00%	\$0.00 (0.00%)
19. /mitchell-research-center.aspx	1 (0.19%)	1 (0.23%)	00:00:00	1 (0.32%)	100.00%	100.00%	\$0.00 (0.00%)
20. /wp-content/uploads/2017/10/Library-Card-Policy.pdf	1 (0.19%)	1 (0.23%)	00:00:34	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)

2021-2022	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
LEGO CLUB	NA	NA	NA	17	NA	NA							17
SCIENCE CLUB	NA	NA	NA	8	NA	NA							8
ARTS AND CRAFTS	NA	NA	NA	6	NA	1							7
SIT AND STITCH	NA	26	27	34	31	41							159
TUTOR.COM	24	4	15	18	27	6							94
MANGO LANGUAGES	4	1	1	2	0	13							21
STORYTIME	10	10	10	21	32	24							107

Hillsdale Community Library

December 2021

INCOME

Name	10-Dec	17-Dec	24-Dec	31-Dec	Month End Total
Taxes					\$ 427.66
State Aid					
Penal Fines					
Ordinance Fines					\$ 149.90
Interest					\$ 132.82
1-Printing/Coping/Fax	\$ 192.70	\$ 38.90	\$ 80.25	\$ 18.70	\$ 330.55
2-Subscription/Replacment Cards	\$ 158.50	\$ 45.00	\$ -	\$ 43.50	\$ 247.00
3-Book/DVD Fines	\$ 116.15	\$ 25.50	\$ 7.75	\$ 0.50	\$ 149.90
4-Adult Book Sale	\$ -	\$ 5.00	\$ 1.00	\$ 5.50	\$ 11.50
5-Children Book Sale	\$ -	\$ -	\$ -	\$ -	\$ -
6-Lost/Damaged Materials	\$ -	\$ -	\$ -	\$ -	\$ -
7-DVD Rentals	\$ -	\$ 1.00	\$ 9.00	\$ 2.00	\$ 12.00
8-Meeting Rooms & Other Rent	\$ 123.00	\$ -	\$ -	\$ -	\$ 123.00
9-Children's Donations	\$ 5.00	\$ -	\$ -	\$ -	\$ 5.00
10-Other Donations	\$ 1,253.00	\$ -	\$ -	\$ -	\$ 1,253.00
11-Summer Reading Program	\$ -	\$ -	\$ -	\$ -	\$ -
12-Other Revenue	\$ -	\$ -	\$ 10.16	\$ -	\$ 10.16
Misc. Income					\$ -
TOTAL	\$ 1,848.35	\$ 115.40	\$ 108.16	\$ 70.20	\$ 2,852.49

Income Abnormalities Note:

Week of December 10th is a couple weeks of cash register reporting. Tina Bumpus was out sick and Bryonna had not been trained on how to use the system, nor the protocol.

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BGDGT	
		AMENDED BUDGET	12/31/2021	NORMAL	(ABNORMAL)		MONTH 12/31/2021	INCREASE (DECREASE)		NORMAL
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.000										
271-000.000-402.000	CURRENT TAXES	133,280.00	128,911.32			427.66	4,368.68			96.72
271-000.000-412.000	DELINQUENT TAXES	105.00	0.00			0.00	105.00			0.00
271-000.000-437.000	SPECIAL ACTS	2,306.00	1,397.67			0.00	908.33			60.61
271-000.000-528.000	FEDERAL GRANT - CARES ACT	0.00	130.29			0.00	(130.29)			100.00
271-000.000-569.000	STATE GRANT	9,600.00	1,972.37			0.00	7,627.63			20.55
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	5,000.00	7,440.45			0.00	(2,440.45)			148.81
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	0.00			0.00	13,800.00			0.00
271-000.000-588.000	SUBSCRIPTION CARD SALES	1,500.00	1,603.70			367.00	(103.70)			106.91
271-000.000-629.000	COPIES / DUPLICATING	2,000.00	1,824.55			330.55	175.45			91.23
271-000.000-656.000	PENAL FINES	25,000.00	0.00			0.00	25,000.00			0.00
271-000.000-657.000	BOOK FINES	500.00	503.07			149.90	(3.07)			100.61
271-000.000-658.000	ORDINANCE FINES	750.00	365.07			132.82	384.93			48.68
271-000.000-665.000	INTEREST	400.00	128.66			0.00	271.34			32.17
271-000.000-667.000	RENTS	200.00	191.00			35.00	9.00			95.50
271-000.000-667.271	RENTS - MEETING ROOMS	2,000.00	6,350.00			100.00	(4,350.00)			317.50
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	2,300.00	1,240.25			1,240.25	1,059.75			53.92
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	400.00	0.00			0.00	400.00			0.00
271-000.000-675.790	CONTR. & DONAT. - BOOKS	565.00	754.50			24.25	(189.50)			133.54
271-000.000-675.792	CONTR. & DONAT. - CHILD. LIBRAR	6,505.00	13.20			5.00	6,491.80			0.20
271-000.000-692.000	OTHER REVENUE	4,600.00	15,546.16			10.16	(10,946.16)			337.96
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	2,400.00			0.00	1,000.00			70.59
Total Dept 000.000		249,556.00	170,772.26			2,822.59	78,783.74			68.43
TOTAL REVENUES										
		249,556.00	170,772.26			2,822.59	78,783.74			68.43
Expenditures										
Dept 790.000 - LIBRARY										
271-790.000-702.000	WAGES	125,395.00	55,789.24			10,078.83	69,605.76			44.49
271-790.000-704.000	SICK TIME PAY	3,596.00	955.84			240.00	2,640.16			26.58
271-790.000-705.000	VACATION TIME PAY	2,204.00	641.76			0.00	1,562.24			29.12
271-790.000-706.000	PERSONAL TIME PAY	2,954.00	0.00			0.00	2,954.00			0.00
271-790.000-710.000	HOLIDAY AND OTHER PAY	2,204.00	579.27			365.35	1,624.73			26.28
271-790.000-715.000	HEALTH AND LIFE INSURANCE	1,175.00	49.69			(82.03)	1,125.31			4.23
271-790.000-716.000	RETIREMENT	3,830.00	1,459.82			251.15	2,370.18			38.12
271-790.000-717.000	WORKERS' COMPENSATION	225.00	162.00			0.00	63.00			72.00
271-790.000-720.000	EMPLOYER'S FICA	10,049.00	4,433.91			817.13	5,615.09			44.12
271-790.000-721.000	DISABILITY INSURANCE	739.00	48.08			0.00	690.92			6.51
271-790.000-726.000	SUPPLIES	2,000.00	1,832.09			234.92	167.91			91.60
271-790.000-750.000	PERIODICALS / MAGAZINES	400.00	0.00			0.00	400.00			0.00
271-790.000-801.000	CONTRACTUAL SERVICES	20,000.00	10,101.27			756.89	9,898.73			50.51
271-790.000-810.000	DUES AND SUBSCRIPTIONS	500.00	0.00			0.00	500.00			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	0.00			0.00	500.00			0.00
271-790.000-920.000	UTILITIES	18,500.00	7,485.78			1,710.33	11,014.22			40.46
271-790.000-925.000	TELEPHONE	2,100.00	664.64			104.20	1,435.36			31.65
271-790.000-930.000	REPAIRS & MAINTENANCE	5,000.00	964.49			8.70	4,035.51			19.29
271-790.000-970.000	CAPITAL OUTLAY	9,000.00	315.00			0.00	8,685.00			3.50
271-790.000-982.000	BOOKS	15,000.00	6,318.23			0.00	8,681.77			42.12

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
Fund 271 - LIBRARY FUND						
Expenditures						
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						
		228,121.00	91,801.11	14,485.47	136,319.89	40.24
Dept 792.000 - LIBRARY - CHILDREN'S AREA						
271-792.000-726.000	SUPPLIES	1,000.00	8.46	8.46	991.54	0.85
271-792.000-726.010	SUPPLIES-SUMMER READING	500.00	0.00	0.00	500.00	0.00
271-792.000-982.000	BOOKS	6,500.00	6,652.02	15.11	(152.02)	102.34
Total Dept 792.000 - LIBRARY - CHILDREN'S AREA						
		8,000.00	6,660.48	23.57	1,339.52	83.26
TOTAL EXPENDITURES						
		236,121.00	98,461.59	14,509.04	137,659.41	41.70
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES						
		249,556.00	170,772.26	2,822.59	78,783.74	68.43
TOTAL EXPENDITURES						
		236,121.00	98,461.59	14,509.04	137,659.41	41.70
NET OF REVENUES & EXPENDITURES						
		13,435.00	72,310.67	(11,686.45)	(58,875.67)	538.23
TOTAL REVENUES - ALL FUNDS						
		249,556.00	170,772.26	2,822.59	78,783.74	68.43
TOTAL EXPENDITURES - ALL FUNDS						
		236,121.00	98,461.59	14,509.04	137,659.41	41.70
NET OF REVENUES & EXPENDITURES						
		13,435.00	72,310.67	(11,686.45)	(58,875.67)	538.23

Fund 271 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
271-000.000-001.000	CHECKING ACCOUNT - COMMON	108,981.35
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	181.00
Total Assets		244,155.40
*** Liabilities ***		
271-000.000-202.000	ACCOUNTS PAYABLE	3,176.57
271-000.000-257.000	ACCRUED WAGES PAYABLE	4,451.42
Total Liabilities		7,627.99
*** 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		72,310.67
Ending Fund Balance		236,527.41
Total Liabilities And Fund Balance		244,155.40