

Hillsdale Community Library Board of Trustees
Minutes of the Meeting for February 10th, 2022

- I. Call to Order: President Bowen called the meeting to order at 6:05 PM.
- II. Roll Call: Present - Jim Bowen (President), Karen Hill, George Allen, Josh Paladino, Scott Cress, Bryonna Barton (Director)
- III. Visitor's Comments: No visitors present
- IV. Approval of Agenda: Agenda approved by consent
- V. Approval of Minutes: Hill moved the acceptance of the January Minutes. Allen seconded. Unanimous approval.
- VI. Financial Report: Barton noted the loss of income for January due to the move to curbside service which began on Jan. 17th. Additionally, we are projecting a \$2000 loss in the supplies category, due to a miscalculated cut during last year's budget process. On the positive side, the library received a refund for a canceled subscription to the Junior Library Guild, and a trust paid out \$26,312.70. The budgeting process for the next fiscal year is well underway. Allen moved approval of the report. Hill seconded. Unanimous approval.
- VII. Statistics Report: There was a drop in circulation this month due to the move to curbside service. The reporting process for Overdrive items has been improved, and we will now have better info in this area. The MelCat requests are up for January. Barton is updating records in MelCat so that we have fewer canceled requests. The demand for computers is increasing. In-person programming was canceled at the end of the month due to the move to curbside service. Storytime was moved to YouTube, resulting in a slight increase in online attendance over in-person attendance. Mango Languages usage is holding steady at 13. Twelve people completed the winter adult reading program, out of 29 sign-ups. There were 545 website views in January.

VIII. Director's Report

- A. The staff did very well with the transition to curbside service. It was challenging due to the need for various staff members to quarantine because of COVID. Barton commends their hard work.
- B. Patron Survey: There was lots of praise for the staff in the patron survey. Patrons would like to see more programming and weekend hours. Barton is analyzing budget constraints and staff hours to see how we can re-start the Saturday service. The addition of the children's librarian to staff will be a big help in this area.
- C. The paperwork for state aid has been completed.
- D. A report from the Hillsdale County Community Foundation indicated that we now have \$3,384.26 that can be spent on youth services and building improvements. Suggestions for immediate use include the purchase of a new child-sized toilet for the single-use bathroom. Additional bathroom improvements are being investigated. Allen moved that the director be granted full discretion to spend HCCF funds, as long as the board is notified and HCCF guidelines are followed. Hill seconded. Unanimous approval.
- E. A report was submitted by Barton to HCCF indicating how \$800 was used to purchase audiobooks and large-print items. Due to the purchase, circulation in these areas has increased.
- F. Children's Librarian: Barton talked to James Nelson of the Hope Grant. There is more freedom in how the grant can be utilized than the Board had been previously told. We are looking forward to hiring a new children's librarian at an appropriate wage. There will be some money left from the grant at the end of the year to be used at the library's discretion.
- G. The board was informed that the library saved \$5400 in wages due to the departure of the previous director and the gap in time before the hire of the new director.
- H. Barton completed a five-year capital improvement plan for the city. It represents "hopes and dreams" over a five-year period - furnace & AC unit replacement, exterior building updates, children's section remodel, teen zone, young adult study nook.

- I. After discussing various issues involving lost records, conflicting communication, and potential financial improprieties, the board concluded that it is in the best interest of the library to request a full financial audit for three years be conducted to review the library's finances. Cress moved the audit. Hill seconded. Unanimous approval. The board looks forward to working with the appropriate entities in the completion of this process.
- J. We received a note that Dave McConnell has contributed \$5000 in honor of Eric T. Keiber, to be used for catalog computer improvements and fiction acquisitions.
- K. The board was informed that the appointment of Rickie Freeman to the board of the Woodlands Co-op was invalid, due to irregularities in the process and violation of the board's bylaws. This error was largely the product of miscommunication from the previous director. Allen moved that Karen Hill be appointed to the board. Cress seconded. Unanimous approval.

IX. Adjournment: The meeting was adjourned by Bowen at 9:13 PM.

Hillsdale Community Library
January 2021
INCOME

Name	1-Jan - 14-Jan	24-Jan	31-Jan	Month End Total
Taxes				\$ 1,773.13
Deliquent Taxes				\$ 62.89
State Aid				\$ -
Penal Fines				\$ -
Ordinance Fines				\$ 13.20
Interest				\$ -
1-Printing/Coping/Fax	\$ 176.20	\$ 1.50	\$ 6.70	\$ 184.40
2-Subscription/Replacment Cards	\$ 127.00	\$ 40.00		\$ 167.00
3-Book/DVD Fines	\$ 49.65	\$ 4.00	\$ 7.00	\$ 60.65
4-Adult Book Sale	\$ 37.00	\$ 2.00		\$ 39.00
5-Children Book Sale	\$ 1.50			\$ 1.50
6-Lost/Damaged Materials	\$ 14.00			\$ 14.00
7-DVD Rentals	\$ 20.00	\$ 4.00		\$ 24.00
8-Meeting Rooms & Other Rent				\$ -
9-Children's Donations				\$ -
10-Other Donations	\$ 500.35		\$ 100.00	\$ 600.35
11-Summer Reading Program				\$ -
12-Other Revenue				\$ 4.80
Misc. Income				\$ 26,367.20
TOTAL	\$ 925.70	\$ 51.50	\$ 113.70	\$ -
				\$ 29,312.12

Income Abnormalities Note:

-Week of January 17th is reflecting January 1st - January 14th due to Bryonna working remotely because of illness.

**Hillsdale Community Library
January 2021
Expense**

Wages

Wages	\$ 6,179.23
Sick Pay	\$ 900.00
Holiday & Other Pay	\$ 730.71
Benefits	\$ 730.54
FICA	\$ 631.56
Total	\$ 9,172.04

Books

Baker & Taylor	\$ 15.11
Baker & Taylor	\$ 40.94
Baker & Taylor	\$ 16.19
Baker & Taylor	\$ 45.76
Baker & Taylor	\$ 54.35
Baker & Taylor	\$ 75.26
Total	\$ 247.61

Contractual Services

Woodlands Co-Op	\$ 362.00
Woodlands Co-Op	\$ 237.00
Woodlands Co-Op	\$ 157.89
Total	\$ 756.89

Supplies

Tech	\$ 208.12
Demco	\$ 236.95
Rental Cooler	\$ 27.00
Total	\$ 472.07

Technology

Sonit	\$ 156.00
Total	\$ 156.00

Utilities

Utilities	\$ 1,097.50
Telephone	\$ 92.88
Total	\$ 1,190.38

TOTAL MONTH \$ 11,994.99

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2022	01/31/2022	MONTH 01/31/2022	INCREASE (DECREASE)	BALANCE	% BDGT
				NORMAL (ABNORMAL)		NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	USED
Fund 271 - LIBRARY FUND									
Revenues									
Dept 000.000									
271-000.000-402.000	CURRENT TAXES	133,280.00		130,684.45	1,773.13			2,595.55	98.05
271-000.000-412.000	DELINQUENT TAXES	105.00		62.89	62.89			42.11	59.90
271-000.000-437.000	SPECIAL ACTS	2,306.00		1,397.67	0.00			908.33	60.61
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		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	2,000.00		1,730.70	127.00			(230.70)	115.38
271-000.000-629.000	COPIES / DUPLICATING	25,000.00		2,008.95	184.40			(8.95)	100.45
271-000.000-656.000	PENAL FINES	500.00		0.00	0.00			25,000.00	0.00
271-000.000-657.000	BOOK FINES	500.00		563.72	60.65			(63.72)	112.74
271-000.000-658.000	ORDINANCE FINES	750.00		378.27	13.20			371.73	50.44
271-000.000-665.000	INTEREST	400.00		236.14	0.00			163.86	59.04
271-000.000-667.000	KENTS	200.00		215.00	24.00			(15.00)	107.50
271-000.000-667.271	RENTS - MEETING ROOMS	2,000.00		6,350.00	0.00			(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		1,858.25	618.00			441.75	80.79
271-000.000-675.002	CONTR. & DONAT. - LIBRARY EXPAN	400.00		0.00	0.00			400.00	0.00
271-000.000-675.471	CONTR. & DONAT. - BOOKS	565.00		853.51	53.00			(288.51)	151.06
271-000.000-675.790	CONTR. & DONT. - BIG READ	0.00		0.00	0.00			0.00	0.00
271-000.000-675.791	CONTR. & DONT. - CHILD. LIBRAR	6,505.00		14.70	1.50			6,490.30	0.23
271-000.000-675.792	OTHER REVENUE	4,600.00		15,550.96	4.80			(10,950.96)	338.06
271-000.000-692.000	OTHER REV - N.B. RESOURCE CNT	0.00		0.00	0.00			0.00	0.00
271-000.000-692.002	OTHER REVENUE - E-RATE	0.00		0.00	0.00			0.00	0.00
271-000.000-692.003	OTHER REVENUES - GEEK THE LIB	0.00		0.00	0.00			0.00	0.00
271-000.000-692.004	OTHER REVENUE - COFFEE	400.00		0.00	0.00			400.00	0.00
271-000.000-692.006	OTHER REVENUE - TRUSTS	25,080.00		26,312.70	26,312.70			(1,232.70)	104.92
271-000.000-692.007	OTHER REVENUES - WOODLAND	3,400.00		2,400.00	0.00			1,000.00	70.59
271-000.000-692.008	CASH OVER & (SHORT)	0.00		0.00	0.00			0.00	0.00
Total Dept 000.000		249,556.00		200,161.02	29,235.27			49,394.98	80.21
TOTAL REVENUES		249,556.00		200,161.02	29,235.27			49,394.98	80.21
Expenditures									
Dept 790.000 - LIBRARY									
271-790.000-702.000	WAGES	125,395.00		62,508.47	6,719.23			62,886.53	49.85
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	3,596.00		1,855.84	900.00			1,740.16	51.61
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
271-790.000-707.000	LONGEVITY PAY	0.00		0.00	0.00			0.00	0.00
271-790.000-710.000	HOLIDAY AND OTHER PAY	2,204.00		1,309.98	730.71			894.02	59.44
271-790.000-715.000	HEALTH AND LIFE INSURANCE	1,175.00		537.93	488.24			637.07	45.78
271-790.000-716.000	RETIREMENT	3,830.00		1,702.12	242.30			2,127.88	44.44
271-790.000-717.000	WORKERS' COMPENSATION	225.00		170.00	0.00			55.00	75.56
271-790.000-718.000	UNEMPLOYMENT INSURANCE	0.00		0.00	0.00			0.00	0.00
271-790.000-720.000	EMPLOYER'S FICA	10,049.00		5,065.47	631.56			4,983.53	50.41
271-790.000-721.000	DISABILITY INSURANCE	739.00		48.08	0.00			690.92	6.51

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE
 PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2022	(ABNORMAL)	MONTH 01/31/2022	INCREASE (DECREASE)	BALANCE	% BODT
								NORMAL (ABNORMAL)	USED
Fund 271 - LIBRARY FUND									
Expenditures									
271-790.000-726.000	SUPPLIES	2,000.00		2,304.16		445.07		(304.16)	115.21
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	20,000.00		10,101.27		0.00		9,898.73	50.51
271-790.000-810.000	DUES AND SUBSCRIPTIONS	500.00		0.00		0.00		500.00	0.00
271-790.000-815.000	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		0.00		0.00		500.00	0.00
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	18,500.00		8,583.28		1,097.50		9,916.72	46.40
271-790.000-925.000	TELEPHONE	2,100.00		757.52		92.88		1,342.48	36.07
271-790.000-930.000	REPAIRS & MAINTENANCE	5,000.00		964.49		0.00		4,035.51	19.29
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	9,000.00		315.00		0.00		8,685.00	3.50
271-790.000-982.000	BOOKS	15,000.00		6,511.49		121.02		8,488.51	43.41
271-790.000-982.001	BOOKS - FROM DONATION MONIES	0.00		0.00		0.00		0.00	0.00
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		228,121.00		103,376.86		11,468.51		124,744.14	45.32
Dept 792.000 - LIBRARY - CHILDREN'S AREA									
271-792.000-726.000	SUPPLIES	1,000.00		8.46		0.00		991.54	0.85
271-792.000-726.001	SUPPLIES - GRANTS	0.00		0.00		0.00		0.00	0.00
271-792.000-726.010	SUPPLIES-SUMMER READING	500.00		0.00		0.00		500.00	0.00
271-792.000-726.792	SUPPLIES-FROM DONATIONS	0.00		0.00		0.00		0.00	0.00
271-792.000-982.000	BOOKS	6,500.00		1,476.77		(5,175.25)		5,023.23	22.72
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		8,000.00		1,485.23		(5,175.25)		6,514.77	18.57
TOTAL EXPENDITURES									
		236,121.00		104,862.09		6,293.26		131,258.91	44.41
Fund 271 - LIBRARY FUND:									
TOTAL REVENUES		249,556.00		200,161.02		29,235.27		49,394.98	80.21
TOTAL EXPENDITURES		236,121.00		104,862.09		6,293.26		131,258.91	44.41
NET OF REVENUES & EXPENDITURES		13,435.00		95,298.93		22,942.01		(81,863.93)	709.33
TOTAL REVENUES - ALL FUNDS									
		249,556.00		200,161.02		29,235.27		49,394.98	80.21
TOTAL EXPENDITURES - ALL FUNDS									
		236,121.00		104,862.09		6,293.26		131,258.91	44.41

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 01/31/2022	ACTIVITY FOR MONTH 01/31/2022	AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	% BDDT USED
NET OF REVENUES & EXPENDITURES		13,435.00		95,298.93	22,942.01	(81,863.93)	709.33

2021-2022	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
AV DVD/Blu-Ray - Fiction	101	145	122	144	123	123	86						844
AV DVD/Blu-Ray - Non-Fiction	3	7	-	-	14	15	2						41
Juvenile DVDs	6	6	5	3	6	2	1						29
Juvenile Non-Fiction DVDs	2	1	-	-	-	-	-						3
Juvenile BOCD	45	46	25	29	36	38	26						245
Juvenile Playaway	3	4	-	-	-	1	1						9
Juvenile Board Books	133	154	188	169	138	171	70						1,023
Juvenile Easy	488	624	735	798	695	705	290						4,335
Juvenile Easy Kits	7	39	13	16	21	4	6						106
Juvenile Easy Readers - Fiction	265	192	237	155	117	82	45						1,093
Juvenile Easy Readers - Non-Fiction	33	1	29	5	14	5	2						89
Juvenile Rescue Readers	45	23	18	19	15	13	6						139
Junior Fiction	956	1,109	637	603	563	623	328						4,819
Junior Graphic Novels	92	150	147	75	107	109	56						736
Junior Non-Fiction Graphic Novels	10	4	13	8	8	15	3						61
Junior Non-Fiction	284	291	216	195	234	182	195						1,577
Young Adult - NEW	103	69	45	23	33	62	16						351
YA BOCD	2	3	-	1	2	-	2						10
Junior/YA Playaway	15	18	6	1	2	3	2						47
YA Fiction Graphic Novels	76	82	32	11	13	15	5						234
YA Sci-Fi/Fantasy	5	7	9	6	3	4	16						50
YA Reference	-	-	3	-	-	-	-						3
YA Fiction	190	242	93	86	107	168	110						996
YA Non-Fiction	18	24	14	19	17	18	6						116
Adult Fiction - NEW	804	911	794	94	840	759	437						4,639
BOCD - Fiction	63	56	48	43	67	26	49						352
BOCD - Non-Fiction	9	1	15	8	9	-	9						51
Fiction	1,154	1,245	1,102	1,023	898	1,047	644						7,113
Non-Fiction	326	369	323	346	305	310	147						2,126
Large Print	234	284	233	241	262	218	95						1,577
Paperbacks	69	121	16	114	114	77	72						584
Sci-Fi	19	30	13	18	10	15	28						133
Western	11	11	7	3	2	8	3						45
Reference	-	-	1	3	-	-	-						4
Overdrive	404	424	406	428	420	417	436						2,835
TOTAL CIRCULATION	5,955	6,703	5,545	4,688	5,195	5,235	3,194						36,515
Mel. Requests	128	161	165	137	152	112	161						1,016
Mel. Requests Recd	141	171	219	166	169	138	192						1,196
Ext Mel Requests	222	451	182	257	173	356	256						1,897
Hours Open	141	163	148	155	156	140	123						1,026
Patrons	1,723	1,591	1,674	1,811	1,564	1,764	749						10,876
Wireless Logins	656	672	608	600	552	628	376						3,716
Public Computer Usage	50	43	35	35	42	211	141						557
1-Printing/Copying/Fax	\$ 286.95	\$ 272.70	\$ 277.40	\$ 431.15	\$ 225.80	\$ 330.55	\$ 184.40						\$ 2,008.95
2-Subscription/Replacement Cards	\$ 300.50	\$ 107.90	\$ 384.50	\$ 224.50	\$ 219.30	\$ 247.00	\$ 167.00						\$ 1,650.70
3-Book/DVD Fines	\$ 12.35	\$ 95.80	\$ 79.22	\$ 105.00	\$ 62.00	\$ 149.90	\$ 60.65						\$ 564.92
4-Adult Book Sale	\$ 12.50	\$ 6.50	\$ 20.00	\$ 36.50	\$ 19.50	\$ 11.50	\$ 39.00						\$ 145.50
5-Children Book Sale	\$ 13.05	\$ 0.75	\$ 1.25	\$ 4.00	\$ 0.75	\$ -	\$ 1.50						\$ 21.30
6-Lost/Damaged Materials	\$ 21.00	\$ 129.35	\$ 17.50	\$ 73.30	\$ 57.95	\$ -	\$ 14.00						\$ 313.10
7-DVD Rentals	\$ 24.00	\$ 27.00	\$ 50.00	\$ 27.00	\$ 24.00	\$ 12.00	\$ 24.00						\$ 188.00
8-Meeting Rooms & Other Rent	\$ 50.00	\$ 13.00	\$ 42.00	\$ 6,177.00	\$ 99.00	\$ 123.00	\$ -						\$ 6,504.00
9-Children's Donations	\$ 137.64	\$ 192.72	\$ 213.64	\$ 113.60	\$ 77.45	\$ 1,253.00	\$ 600.35						\$ 2,588.60
10-Other Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
11-Summer Reading Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
12-Other Revenue	\$ 1.00	\$ -	\$ 4.00	\$ -	\$ -	\$ 10.16	\$ -						\$ 15.16
TOTAL	\$ 858.99	\$ 846.72	\$ 1,091.96	\$ 7,196.25	\$ 786.50	\$ 2,142.11	\$ 1,090.90						\$ 14,013.43

Reports snapshot

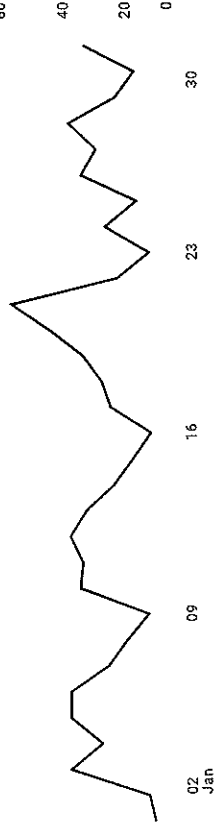
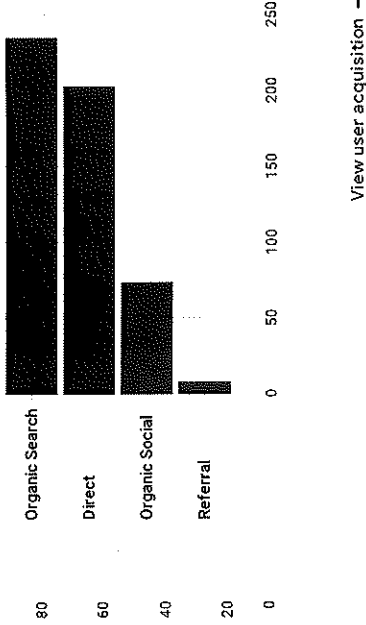
Custom Jan 1 - Jan 31, 2022

All Users Add comparison

Users	Event count	Conversions	Total revenue
550	4.2K	0	\$0.00

WHERE DO YOUR NEW USERS COME FROM?

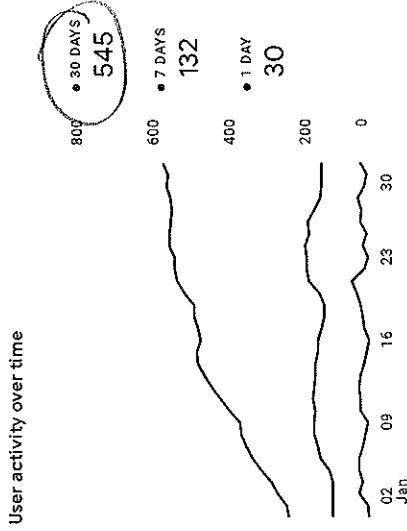
New users by First user default channel grouping



WHAT ARE YOUR TOP CAMPAIGNS?

Sessions by	SESSIONS
Session default channel group...	404
Direct	360
Organic Search	82
Organic Social	49
Referral	1
Unassigned	

HOW ARE ACTIVE USERS TRENDING?



WHICH PAGES AND SCREENS GET THE MOST VIEWS?

Views by Page title and screen class	VIEWS
HILLSDALE CO...SINCE 1908...	459
Hillsdale Com... SINCE 1908...	435
Library Online ...munity Library	90
COVID Resource...munity Library	55
Library Onlin...NITY LIBRARY	54
Employment - H...unity Library	52
Contact - Hill...munity Library	45

View traffic acquisition

View pages and screens