

## Hopkins District Library Board Meeting Agenda

November 10 at 7:00pm

Call to Order -

Roll Call - Present -

Absent -

Approval of Agenda -

Approval of Minutes -

Treasurer's Report -

Financial Reports -

A. Bills -

B. Reports -

Correspondence -

Public Comment -

**Director's Report - See Pages (            )**

Old Business --

1. Strategic Planning update
2. 2021 Budget
3. 2020 Budget
4. Bonus Dates

New Business –

1. Policy Updates

- a. Procedures for Remote Attendance at Meeting
2. Director Search Update
3. Director duties in interim

Public Comment-

Adjournment -

Next Meeting Tuesday, December 8 at 7pm

## **Hopkins District Library Board Meeting Agenda**

September 8, 2020 at 7:00pm

Call to Order - Morgan Coon at 7:01

Roll Call - Present - Barb Wroblewski, Serena Pawloski, Tim McKinnon, Sandra Morris, Karen Brower, Morgan Coon

Absent - Zak Smit and Eric Alberda

Approval of Agenda - Karen B. made the motion to approve the agenda and Barb W. seconded. All ayes.

Approval of Minutes - Truth in Taxation minutes - Karen B. made a motion to approve the truth in taxation minute. Barb W. seconded. All ayes.

Regular meeting minutes - Tim M. made a motion to approve the regular meeting minutes as written. Sandy supported. All ayes.

Treasurer's Report - July Financials - Karen B. made a motion to accept the July financials. Tim M. supported. All ayes.

August Financials - Serena P made the motion to accept the August financials. Barb W. seconded. All ayes.

Financial Reports -

A. Budget Amendments - Karen B. made the motion. Morgan C. seconded.

B. Bills -

C. Reports -

Correspondence -

Public Comment -

**Director's Report - See Pages (            )**

Old Business --

1.

New Business –

1. Policy Updates

- a. Book Depreciation Policy - Karen and Serena for the second option.
- b. Hotspot Lending Policy - Karen and Barb

Public Comment-

Adjournment - Karen B. and Barb at 7:54

Next Meeting Tuesday, October 13 at 7pm

## Hopkins District Library

## 001 Operations Account, Period Ending 10/30/2020

## RECONCILIATION REPORT

Reconciled on: 11/02/2020

Reconciled by: hopkinslibrary.mi@gmail.com

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance.....	27,905.32
Checks and payments cleared (21).....	-9,361.39
Deposits and other credits cleared (4).....	10,269.04
Statement ending balance.....	<u>28,812.97</u>

Uncleared transactions as of 10/30/2020.....	-79.44
Register balance as of 10/30/2020.....	28,733.53
Cleared transactions after 10/30/2020.....	0.00
Uncleared transactions after 10/30/2020.....	-760.77
Register balance as of 11/02/2020.....	27,972.76

## Details

## Checks and payments cleared (21)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/14/2020	Bill Payment		Michigan Gas Utilities	-122.03
09/28/2020	Check	5809	GreatAmerica Financial Svcs.	-145.20
09/29/2020	Check	5810	American Express	-963.92
10/02/2020	Check	5811	Lakeland Library Cooperative	-3,519.42
10/06/2020	Check	5812	T-Mobile	-89.58
10/06/2020	Tax Payment		MI Department of Treasury	-150.98
10/06/2020	Tax Payment		IRS	-781.28
10/09/2020	Payroll Check	DD	Elyshia Hoekstra	-738.08
10/09/2020	Payroll Check	DD	Linda Heppe	-290.52
10/09/2020	Payroll Check	DD	Larinda E. Miller	-314.57
10/09/2020	Payroll Check	DD	Stephanie A. Clement	-52.86
10/09/2020	Payroll Check	DD	Linda Heppe	-50.00
10/13/2020	Check	5814	The Library Network	-28.50
10/13/2020	Bill Payment		Michigan Gas Utilities	-39.08
10/13/2020	Check	5813	Blue Cross Blue Shield of Mic...	-421.76
10/26/2020	Payroll Check	DD	Linda Heppe	-50.00
10/26/2020	Payroll Check	DD	Elyshia Hoekstra	-738.07
10/26/2020	Payroll Check	DD	Stephanie A. Clement	-52.86
10/26/2020	Payroll Check	DD	Larinda E. Miller	-314.56
10/26/2020	Payroll Check	DD	Linda Heppe	-290.52
10/26/2020	Bill Payment		Consumers Energy	-207.60

<b>Total</b>				<b>-9,361.39</b>
--------------	--	--	--	------------------

## Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/30/2020	Deposit			260.40
10/26/2020	Transfer			4.13
10/30/2020	Transfer			10,000.00
10/30/2020	Transfer			4.51

<b>Total</b>				<b>10,269.04</b>
--------------	--	--	--	------------------

## Additional Information

## Uncleared checks and payments as of 10/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
------	------	---------	-------	--------------

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/23/2020	Check	5808	Loutit District Library	-15.99
10/30/2020	Check	5815	Karen Brower	-63.58
<b>Total</b>				<b>-79.57</b>

Uncleared deposits and other credits as of 10/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/06/2020	Payroll Adjustment			0.13
<b>Total</b>				<b>0.13</b>

Uncleared checks and payments after 10/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/04/2020	Tax Payment		IRS	-781.30
11/04/2020	Tax Payment		MI Department of Treasury	-150.98
<b>Total</b>				<b>-932.28</b>

Uncleared deposits and other credits after 10/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/31/2020	Deposit			171.51
<b>Total</b>				<b>171.51</b>

Hopkins District Library

002.1 High Yield Savings, Period Ending 10/31/2020

RECONCILIATION REPORT

Reconciled on: 11/02/2020

Reconciled by: hopkinslibrary.mi@gmail.com

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	215,575.29
Checks and payments cleared (1).....	-10,000.00
Deposits and other credits cleared (2).....	1,749.32
Statement ending balance.....	<u>207,324.61</u>

Register balance as of 10/31/2020..... 207,324.61

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/30/2020	Transfer			-10,000.00
<b>Total</b>				<b>-10,000.00</b>

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/14/2020	Deposit			1,740.15
10/31/2020	Deposit			9.17
<b>Total</b>				<b>1,749.32</b>

Hopkins District Library

003.1 MASON PARMALEE ENDOWMENT □ XXX1, Period Ending 10/30/2020

RECONCILIATION REPORT

Reconciled on: 11/02/2020

Reconciled by: hopkinslibrary.mi@gmail.com

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	1,000.00
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>1,000.00</u>

Register balance as of 10/30/2020.....1,000.00

Hopkins District Library

003.2 TIME DEPOSIT □ XXX023, Period Ending 10/30/2020

RECONCILIATION REPORT

Reconciled on: 11/02/2020

Reconciled by: hopkinslibrary.mi@gmail.com

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	10,000.00
Checks and payments cleared (1).....	-4.51
Deposits and other credits cleared (1).....	4.51
Statement ending balance.....	<u>10,000.00</u>

Register balance as of 10/30/2020.....10,000.00

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/30/2020	Transfer			-4.51
Total				-4.51

## 003.3 TIME DEPOSIT XXX405, Period Ending 10/30/2020

## RECONCILIATION REPORT

Reconciled on: 11/02/2020

Reconciled by: hopkinslibrary.mi@gmail.com

Any changes made to transactions after this date aren't included in this report.

## Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/29/2020	Deposit			4.51
<b>Total</b>				<b>4.51</b>

**Summary**

USD

Statement beginning balance.....	14,373.90
Checks and payments cleared (1).....	-4.13
Deposits and other credits cleared (1).....	4.13
Statement ending balance.....	<u>14,373.90</u>

Register balance as of 10/30/2020.....14,373.90

**Details**

## Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/26/2020	Transfer			-4.13
<b>Total</b>				<b>-4.13</b>

## Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/25/2020	Deposit			4.13
<b>Total</b>				<b>4.13</b>

## Hopkins District Library

## 003.4 TIME DEPOSIT XXX153, Period Ending 10/30/2020

## RECONCILIATION REPORT

Reconciled on: 11/02/2020

Reconciled by: hopkinslibrary.mi@gmail.com

Any changes made to transactions after this date aren't included in this report.

**Summary**

USD

Statement beginning balance.....	20,894.49
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	17.09
Statement ending balance.....	<u>20,911.58</u>

Register balance as of 10/30/2020.....20,911.58

**Details**

## Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/25/2020	Deposit			17.09
<b>Total</b>				<b>17.09</b>



# Hopkins District Library

## BALANCE SHEET

As of November 3, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
001 Operations Account	27,596.97
002.1 High Yield Savings	207,324.61
003.1 MASON PARMALEE ENDOWMENT XXX1	1,000.00
003.2 TIME DEPOSIT XXX023	10,000.00
003.3 TIME DEPOSIT XXX405	14,373.90
003.4 TIME DEPOSIT XXX153	20,911.58
<b>Total Bank Accounts</b>	<b>\$281,207.06</b>
Other Current Assets	
012 Undeposited Funds	0.00
014 Repayment	
Overpayment - Feb. 2019	0.00
<b>Total 014 Repayment</b>	<b>0.00</b>
018 Tax Receivable	-496.24
<b>Total Other Current Assets</b>	<b>\$ -496.24</b>
<b>Total Current Assets</b>	<b>\$280,710.82</b>
<b>TOTAL ASSETS</b>	
<b>\$280,710.82</b>	
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	259.16
<b>Total Accounts Payable</b>	<b>\$259.16</b>
Other Current Liabilities	
203 Payroll Liabilities	
203.1 Federal Taxes (941/944)	781.30
203.2 MI Income Tax	150.98
203.3 MI Unemployment Tax	0.00
Adjustment to previous check	0.13
<b>Total 203 Payroll Liabilities</b>	<b>932.41</b>
220 Deferred Inflow	22,427.72
230 Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$23,360.13</b>
<b>Total Current Liabilities</b>	<b>\$23,619.29</b>
<b>Total Liabilities</b>	<b>\$23,619.29</b>
Equity	
300 Opening Balance Equity	0.00
390 Unrestricted Net Assets	320,166.09
Net Income	-63,074.56
<b>Total Equity</b>	<b>\$257,091.53</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$280,710.82</b>

# Hopkins District Library

## GENERAL LEDGER

October 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
001 Operations Account							
Beginning Balance							26,918.71
10/02/2020	Check	5811	Lakeland Library Cooperative		-Split-	-3,519.42	23,399.29
10/06/2020	Tax Payment		MI Department of Treasury	Tax Payment for Period: 09/01/2020-09/30/2020	203.2 Payroll Liabilities:MI Income Tax	-150.98	23,248.31
10/06/2020	Check	5812	T-Mobile	Account # 970593655	920 Utilities	-89.58	23,158.73
10/06/2020	Tax Payment		IRS	Tax Payment for Period: 09/01/2020-09/30/2020	203.1 Payroll Liabilities:Federal Taxes (941/944)	-781.28	22,377.45
10/09/2020	Payroll Check	DD	Stephanie A. Clement	Pay Period: 09/27/2020-10/10/2020	230 Direct Deposit Payable	-52.86	22,324.59
10/09/2020	Payroll Check	DD	Larinda E. Miller	Pay Period: 09/27/2020-10/10/2020	230 Direct Deposit Payable	-314.57	22,010.02
10/09/2020	Payroll Check	DD	Linda Heppe	Pay Period: 09/27/2020-10/10/2020	230 Direct Deposit Payable	-50.00	21,960.02
10/09/2020	Payroll Check	DD	Linda Heppe	Pay Period: 09/27/2020-10/10/2020	230 Direct Deposit Payable	-290.52	21,669.50
10/09/2020	Payroll Check	DD	Elyshia Hoekstra	Pay Period: 09/27/2020-10/10/2020	230 Direct Deposit Payable	-738.08	20,931.42
10/13/2020	Bill Payment (Check)		Michigan Gas Utilities		200 Accounts Payable	-39.08	20,892.34
10/13/2020	Check	5814	The Library Network		900 Technology	-28.50	20,863.84
10/13/2020	Check	5813	Blue Cross Blue Shield of Michigan		Insurance:851.2 Health Insurance	-421.76	20,442.08
10/26/2020	Payroll Check	DD	Linda Heppe	Pay Period: 10/11/2020-10/24/2020	230 Direct Deposit Payable	-290.52	20,151.56
10/26/2020	Bill Payment (Check)		Consumers Energy		200 Accounts Payable	-207.60	19,943.96
10/26/2020	Transfer				003.3 TIME DEPOSIT XXX405	4.13	19,948.09
10/26/2020	Payroll Check	DD	Elyshia Hoekstra	Pay Period: 10/11/2020-10/24/2020	230 Direct Deposit Payable	-738.07	19,210.02
10/26/2020	Payroll Check	DD	Stephanie A. Clement	Pay Period: 10/11/2020-10/24/2020	230 Direct Deposit Payable	-52.86	19,157.16
10/26/2020	Payroll Check	DD	Larinda E. Miller	Pay Period: 10/11/2020-10/24/2020	230 Direct Deposit Payable	-314.56	18,842.60
10/26/2020	Payroll Check	DD	Linda Heppe	Pay Period: 10/11/2020-10/24/2020	230 Direct Deposit Payable	-50.00	18,792.60
10/30/2020	Check	5815	Karen Brower		930.1 Building Maintenance	-63.58	18,729.02
10/30/2020	Transfer				002.1 High Yield Savings	10,000.00	28,729.02
10/30/2020	Transfer				003.2 TIME DEPOSIT XXX023	4.51	28,733.53
10/31/2020	Check	5817	Village of Hopkins		930.1 Building Maintenance	-38.25	28,695.28
10/31/2020	Check	5818	American Express	379813424851003	-Split-	-1,076.04	27,619.24
10/31/2020	Check	5819	T-Mobile	Acct # 970593655	920 Utilities	-89.58	27,529.66
10/31/2020	Deposit				-Split-	171.51	27,701.17
10/31/2020	Check	5816	GreatAmerica Financial Svcs.	Agreement # 014-1350456-000	930.2 Equipment Maintenance	-104.20	27,596.97
<b>Total for 001 Operations Account</b>							<b>\$678.26</b>

# Hopkins District Library

## PROFIT AND LOSS

October 2020

	TOTAL	
	OCT 2020	JAN - OCT, 2020 (YTD)
<b>Income</b>		
402 Millage		65.38
574 State Aid		5,037.70
655 Penal Fines	1,740.15	18,732.00
658 Book Fines	20.29	215.08
664 Interest	34.90	424.72
671 Refund	52.60	290.50
672 Copies	73.65	452.40
673 Book and DVD Sales	2.90	348.00
674 Faxes	13.00	92.00
695 Misc Revenue		9.00
695.1 Utilities Reimbursement	61.67	1,096.19
695.2 Local Unit Reimbursement		1,263.07
<b>Total Income</b>	<b>\$1,999.16</b>	<b>\$28,026.04</b>
<b>GROSS PROFIT</b>	<b>\$1,999.16</b>	<b>\$28,026.04</b>
<b>Expenses</b>		
701 Payroll Expenses		245.00
702.1 Wages	3,552.54	39,667.95
Taxes	271.78	3,034.61
<b>Total 701 Payroll Expenses</b>	<b>3,824.32</b>	<b>42,947.56</b>
730 Supplies	460.94	1,933.30
731.1 Books	325.46	3,534.89
731.3 740b - AV Material		163.35
731.5 Periodicals	17.45	515.78
731.6 Ebooks		48.46
750 Training		740.27
790 Lakeland Library	3,551.00	13,449.33
801.1 Legal and Professional Fees		3,901.00
801.3 Bookkeeping	49.00	245.00
851 Insurance		421.76
851.1 Building Insurance		4,649.20
851.2 Health Insurance	421.76	2,077.25
<b>Total 851 Insurance</b>	<b>421.76</b>	<b>7,148.21</b>
880 Programs	81.34	1,426.30
900 Technology	30.62	2,221.87
905 Databases		3,164.70
915 Unique Management		26.85
920 Utilities	547.51	4,712.31
930.1 Building Maintenance	101.83	2,951.06
930.2 Equipment Maintenance	104.20	1,324.12
955 Misc Expenses		137.08
955.2 Advertising		250.00
<b>Total Expenses</b>	<b>\$9,515.43</b>	<b>\$90,841.44</b>
<b>NET OPERATING INCOME</b>	<b>\$ -7,516.27</b>	<b>\$ -62,815.40</b>
<b>NET INCOME</b>	<b>\$ -7,516.27</b>	<b>\$ -62,815.40</b>

## **Director's Report - Pages**

### **Programs –**

We have continued to do our take and makes which have had some varied interest especially for the younger kids. On Halloween, we did a special kids storytime outside where we introduced the tablet that will be in the kids area. This is one of the things we were able to purchase with the LSTA grant we received in February. We haven't been able to put it out yet because of social distancing guidelines but we are planning on opening either the kids computer or the kids tablet up (one at a time) in the near future. To maintain social distancing, only one will be available at each time.

**Statistics** - see attached

**Building Items** - We purchased some tulip bulbs to put in the flower beds so that will be pretty in the spring. We received a large donation of young adult items that we can't wait to add to the shelf. We'll have to do a little shifting to make room for it. Our hotspots have been pretty popular. All of them are checked out with a couple holds placed on them. We've allowed a couple of tutors to start using the library again with capacity increasing, but we still aren't allowing larger groups (like quilt club and book club) because we just don't have the space for them to social distance with other patrons who are using the library at the same time.

**Budget Items** - In old business, I have attached another draft of the 2021 budget. I have also made some adjustments (as I mentioned in the last meeting) to the 2020 budget to account for a lower income this year. Please see the attached document for those adjustments. The staff would also like to know if the bonuses can still be paid out before Black Friday like we have done in previous years to allow them to buy Christmas presents for their family during the deals.

**Meetings, workshops, etc** - Lakeland meetings - November 12

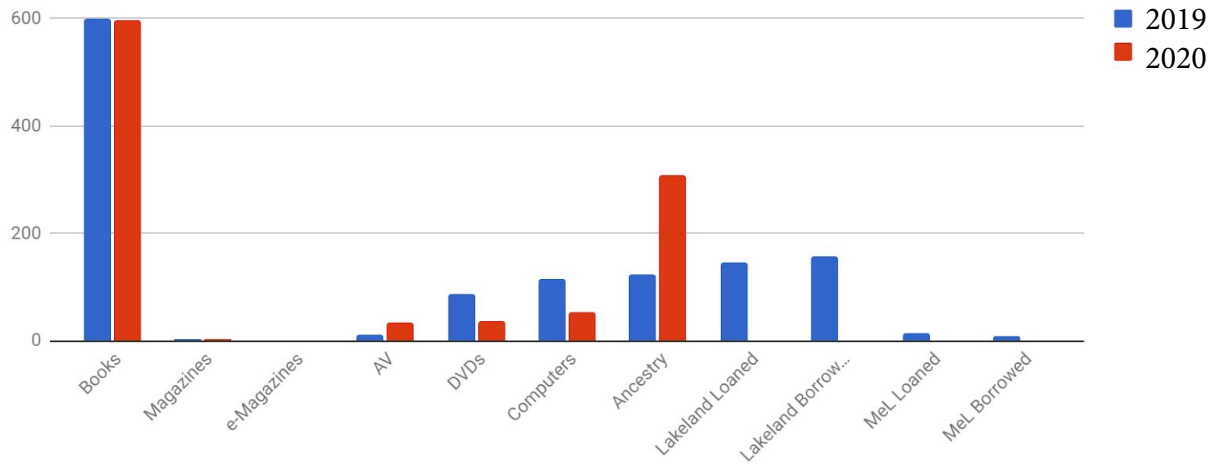
**Library Closings** – Thursday, November 26th, Friday, November 27th, and Saturday, November 28th.

**Volunteers** - n/a

**Lakeland, State other library news** - I don't currently have any in this area, but I may have some later this week.

2019												
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	457	490	549	502	450	931	1019	739	592	600	447	430
Magazines	2	1	5	3	5	2	8	15	5	3	2	1
e-Magazines and Audio	1	0	1	0	1	3	2	1	1	1	2	0
AV	17	10	25	35	24	11	15	15	9	10	8	10
DVDs	59	42	30	51	33	103	108	90	81	87	66	84
Computers	90	107	85	111	109	144	143	108	155	115	111	87
Ancestry	28	0	88	3	139	5	16	36	39	124	12	53
Lakeland Loans	99	126	117	122	102	140	147	122	114	146	119	118
Lakeland Borrowed	145	157	184	163	153	182	163	172	163	156	147	123
MeL in	12	30	11	27	12	7	6	19	19	14	27	10
Mel out	17	24	11	9	11	10	16	20	14	9	15	7
2020												
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	587	518	343	x x		202	555	675	638	598		
Magazines	5	5	1	x x		1	5	1	1	2		
e-Magazines and Audio	11	21	34	19	6	10	4	16	16			
AV	14	20	9	x x		2	20	13	36	33		
DVDs	103	37	52	x x		12	62	40	58	37		
Computers	107	144	x	x x		x	6	36	51	54		
Ancestry	241	111	150	702	360	12	73	63	378	309		
Lakeland Loans	111	114	75	x x		110	184	136	127			
Lakeland Borrowed	179	213	131	x x		80	93	211	192			
MeL in	8	9	8	x x		x	x	15	17			
Mel out	8	15	6	x x		x	x	18	13			

### Circulation Statistics



## Budget 2021

	Budget 2021	Budget 2020	Total spent 2020
<b>Staff Expenses</b>	\$ 62,700.00	\$ 62,300.00	\$46,127.77
<b>Professional Fees</b>	\$ 4,125.00	\$ 4,125.00	\$3,173.95
<b>Library Operations</b>	\$ 37,204.05	\$ 38,204.05	\$28,198.67
<b>Building Expenses</b>	\$ 20,575.00	\$ 19,575.00	\$15,827.56
	<b>\$ 124,604.05</b>	<b>\$ 124,204.05</b>	\$93,327.95
			77%

<b>Staff Expenses</b>	Budget 2021	Budget 2020	Total spent 2020
Emp. Wages	\$ 51,300.00	\$ 51,300.00	\$39,188.16
Employer taxes	\$ 4,400.00	\$ 4,000.00	\$3,103.46
Custodial wages	\$ 1,800.00	\$ 2,000.00	\$1,320.00
Insurance	\$ 5,200.00	\$ 5,000.00	\$2,937.91
	<b>\$ 62,700.00</b>	<b>\$ 62,300.00</b>	\$46,549.53
			75%

<b>Professional Fees</b>	Budget 2021	Budget 2020	Total spent 2020
Collection Agency	\$ 125.00	\$ 125.00	\$8.95
Bookkeeping/Quickbooks	\$ 4,000.00	\$ 4,000.00	\$3,165.00
	<b>\$ 4,125.00</b>	<b>\$ 4,125.00</b>	\$3,173.95
			77%

<b>Library Operations</b>	Budget 2021	Budget 2020	Total spent 2020
Books	\$ 5,400.00	\$ 5,400.00	\$3,408.75
Ebooks	\$ 300.00	\$ 300.00	\$48.46
AV Material	\$ 450.00	\$ 450.00	\$163.35
Periodicals	\$ 610.00	\$ 610.00	\$485.78
Programs	\$ 3,830.00	\$ 3,830.00	\$1,426.30
Office/General Supplies	\$ 1,800.00	\$ 1,800.00	\$1,673.94
Employee Training	\$ 800.00	\$ 800.00	\$513.00
Coop Fees	\$ 16,000.00	\$ 16,000.00	\$13,417.75
Technology	\$ 2,700.00	\$ 2,700.00	\$2,193.37
Databases	\$ 4,114.05	\$ 4,114.05	\$3,164.70
Advertising	\$ 500.00	\$ 500.00	\$250.00
Professional Dues	\$ 350.00	\$ 350.00	\$227.27
Legal Fees	\$ 350.00	\$ 1,350.00	\$1,226.00
	<b>\$ 37,204.05</b>	<b>\$ 38,204.05</b>	\$26,745.40
			75%

<b>Building Expenses</b>	Budget 2021	Budget 2020	Total spent 2020
Building Ins.	\$ 4,775.00	\$ 4,775.00	\$4,649.20
Utilities	\$ 7,300.00	\$ 6,300.00	\$4,439.43



Building Maintenance	\$ 3,400.00	\$ 3,400.00	\$3,017.86
Equipment	\$ 3,900.00	\$ 3,900.00	\$3,229.40
Equipment Mant.	\$ 700.00	\$ 700.00	\$278.50
Misc	\$ 500.00	\$ 500.00	\$213.17
	<b>\$ 20,575.00</b>	<b>\$ 19,575.00</b>	\$11,178.36
			57%

Building Expenses	Budget 2021	Budget 2020	Total spent 2020
Building Ins.	\$ 4,775.00	\$ 4,775.00	\$4,649.20
Utilities	<b>\$ 7,300.00</b>	<b>\$ 6,300.00</b>	\$4,439.43
Internet/phone			\$1,715.84
Electric			\$1,961.08
Gas			\$762.51
Building Maintenance	<b>\$ 3,400.00</b>	<b>\$ 3,400.00</b>	\$3,017.86
Building maint.			\$3,017.86
Equipment	<b>\$ 3,900.00</b>	<b>\$ 3,900.00</b>	\$3,229.40
Computer replacement			\$1,941.25
Copier			\$1,082.15
Website			\$206.00
Equipment Mant.	<b>\$ 700.00</b>	<b>\$ 700.00</b>	\$278.50
Computer Maint.			\$0.00
Software			\$278.50
Misc	\$ 500.00	\$ 500.00	\$213.17
	<b>\$ 20,575.00</b>	<b>\$ 19,575.00</b>	\$10,965.19
			56%

Income	Budget 2021	Budget 2020	Total income 2020
Property Taxes	\$ 95,000.00	\$ 90,000.00	\$0.00
State Aid	\$ 3,100.00	\$ 3,000.00	\$3,176.66
Utilities Reimbursement	\$ 1,000.00	\$ 700.00	\$1,096.19
Penal Fines	\$ 25,000.00	\$ 28,000.00	\$16,911.40
Book Fines	\$ 550.00	\$ 550.00	\$231.00
Donations	\$ 500.00	\$ 500.00	\$0.00
Misc. (awards...)	\$ -	\$ -	\$9.00
Copies	\$ 450.00	\$ 600.00	\$405.25
Book Sales	\$ 200.00	\$ 200.00	\$348.00
Faxes	\$ 100.00	\$ 200.00	\$78.00
Grants/Fundraiser	\$ 1,000.00	\$ 1,000.00	\$1,114.05
Interest	\$ 450.00	\$ 450.00	\$428.90
cc cash back/refunds	\$ 150.00	\$ 150.00	\$275.00
Total	\$ 127,500.00	\$ 125,350.00	\$24,073.45

Budget 2020															
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2020
Staff Expenses	\$ 4,895.20	\$ 3,936.10	\$ 5,913.49	\$ 3,936.11	\$ 4,008.82	\$ 3,870.28	\$ 4,897.35	\$ 6,660.03	\$ 4,186.07	\$3,824.32	\$0.00	\$0.00	\$ 46,127.77	\$ 16,172.24	\$ 62,300.00
Professional Fees	\$ 57.95	\$ 49.00	\$ 49.00	\$ 49.00	\$ 49.00	\$ 49.00	\$ 49.00	\$ 2,724.00	\$ 49.00	\$49.00	\$0.00	\$0.00	\$ 3,173.95	\$ 951.05	\$ 4,125.00
Library Operations	\$ 4,199.74	\$ 1,157.48	\$ 1,725.89	\$ 5,772.36	\$ 477.55	\$ 2,622.38	\$ 4,246.83	\$ 2,811.81	\$ 777.90	\$4,406.73	\$0.00	\$0.00	\$ 28,198.67	\$ 7,391.33	\$ 35,590.00
Building Expenses	\$ 775.57	\$ 800.23	\$ 1,934.68	\$ 540.09	\$ 544.81	\$ 3,920.70	\$ 5,340.98	\$ 569.83	\$ 657.50	\$743.17	\$0.00	\$0.00	\$ 15,827.56	\$ 3,747.44	\$ 19,575.00
<b>Total</b>													<b>\$ 93,327.95</b>	<b>\$ 28,262.06</b>	<b>\$ 121,590.00</b>
Percentage of Total													76.76%		

121590

Staff Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2020
Emp. Wages	\$ 4,223.47	\$ 3,332.54	\$ 5,109.41	\$ 3,332.52	\$ 3,400.09	\$ 3,332.54	\$ 4,037.54	\$5,614.97	\$3,372.54	\$3,432.54			\$ 39,188.16	\$ 12,111.84	\$ 51,300.00
Employer taxes	\$ 332.28	\$ 264.11	\$ 404.63	\$ 264.14	\$ 269.28	\$ 264.12	\$ 318.05	\$443.30	\$271.77	\$271.78			\$ 3,103.46	\$ 896.54	\$ 4,000.00
Custodial wages	\$ 120.00	\$ 120.00	\$ 180.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$180.00	\$120.00	\$120.00			\$ 1,320.00	\$ 680.00	\$ 2,000.00
Insurance	\$ 219.45	\$ 219.45	\$ 219.45	\$ 219.45	\$ 219.45	\$ 153.62	\$ 421.76	\$ 421.76	\$421.76	\$421.76			\$ 2,937.91	\$ 2,062.10	\$ 5,000.00
<b>Total</b>													<b>\$ 46,549.53</b>	<b>\$ 15,750.48</b>	<b>\$ 62,300.00</b>
Percentage of Total													74.72%		

Professional Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2020
Collection Agency	\$ 8.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 8.95	\$ 116.05	\$ 125.00
Bookkeeping/Quickbooks	\$ 49.00	\$ 49.00	\$ 49.00	\$ 49.00	\$ 49.00	\$ 49.00	\$ 49.00	\$2,724.00	\$49.00	\$49.00			\$ 3,165.00	\$ 835.00	\$ 4,000.00
<b>Total</b>													<b>\$ 3,173.95</b>	<b>\$ 951.05</b>	<b>\$ 4,125.00</b>
Percentage of Total													76.94%		

Library Operations	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2020
Books	\$ 238.42	\$ 175.98	\$ 288.66	\$ 286.77	\$ 430.21	\$ 355.40	\$ 234.38	\$544.23	\$529.24	\$325.46			\$ 3,408.75	\$ 1,991.25	\$ 5,400.00
Ebooks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48.46						\$ 48.46	\$ 251.54	\$ 300.00
AV Material	\$ -	\$ 24.00	\$ -	\$ -	\$ -	\$ 12.99	\$ 27.96		\$98.40				\$ 163.35	\$ 286.65	\$ 450.00
Periodicals	\$ 58.00	\$ -	\$ 325.98	\$ 32.00	\$ -	\$ -	\$ 17.45	\$17.45	\$17.45	\$17.45			\$ 485.78	\$ 124.22	\$ 610.00
Programs	\$ 448.37	\$ 176.00	\$ 107.66	\$ 7.49	\$ -	\$ 395.00	\$ 25.00	\$161.45	\$23.99	\$81.34			\$ 1,426.30	\$ 1,403.70	\$ 2,830.00
Office/General Supplies	\$ 86.95	\$ 268.50	\$ 49.91	\$ -	\$ 37.34	\$ -	\$ 213.98	\$447.50	\$108.82	\$460.94			\$ 1,673.94	\$ 126.06	\$ 1,800.00
Employee Training	\$ -	\$ 513.00	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 513.00	\$ 287.00	\$ 800.00
Coop Fees	\$ 3,368.00	\$ -	\$ -	\$ 3,218.00	\$ -	\$ -	\$ 3,312.33			\$3,519.42			\$ 13,417.75	\$ 1,582.25	\$ 15,000.00
Technology	\$ -	\$ -	\$ 953.68	\$ -	\$ -	\$ 1,237.57	\$ -			\$2.12			\$ 2,193.37	\$ 506.63	\$ 2,700.00
Databases	\$ -	\$ -	\$ -	\$ 2,228.10	\$ -	\$ 621.42	\$ -	\$315.18					\$ 3,164.70	\$ 335.30	\$ 3,500.00
Advertising	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$240.00					\$ 250.00	\$ 250.00	\$ 500.00
Professional Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227.27						\$ 227.27	\$ 122.73	\$ 350.00
Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140.00	\$1,086.00					\$ 1,226.00	\$ 124.00	\$ 1,350.00
<b>Total</b>													<b>\$ 26,745.40</b>	<b>\$ 8,844.60</b>	<b>\$ 35,590.00</b>
Percentage of Total													75.15%		

2830

15000

3500

Building Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2020
Building Ins.							\$ 4,649.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,649.20	\$ 125.80	\$ 4,775.00

Utilities	\$ 495.57	\$ 485.35	\$ 496.31	\$ 436.09	\$ 351.94	\$ 349.78	\$ 348.68	\$ 454.77	\$ 512.30	\$ 508.64	\$ -	\$ -	\$ 4,439.43	\$ 1,860.57	\$ 6,300.00	
Building Maintenance	\$ 176.00	\$ 84.74	\$ 379.94	\$ -	\$ 46.00	\$ 2,229.35	\$ -	\$ -	\$ -	\$ 101.83	\$ -	\$ -	\$ 3,017.86	\$ 382.14	\$ 3,400.00	
Equipment	\$ 104.00	\$ 104.00	\$ 1,058.43	\$ 104.00	\$ 104.00	\$ 1,091.57	\$ 310.00	\$ 104.00	\$ 145.20	\$ 104.20	\$ -	\$ -	\$ 3,229.40	\$ 670.60	\$ 3,900.00	
Equipment Mant.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 28.50	\$ -	\$ -	\$ 278.50	\$ 421.50	\$ 700.00	
Misc	\$ -	\$ 126.14	\$ -	\$ -	\$ 42.87	\$ -	\$ 33.10	\$ 11.06	\$ -	\$ -	\$ -	\$ -	\$ 213.17	\$ 286.83	\$ 500.00	
													\$ 11,178.36	\$ 8,396.64	\$ 19,575.00	
													<b>Percentage of Total</b>		57.11%	

Building Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2020	
Building Ins.							\$4,649.20						\$ 4,649.20	\$ 125.80	\$ 4,775.00	
Utilities	\$ 495.57	\$ 485.35	\$ 496.31	\$ 436.09	\$ 351.94	\$ 349.78	\$ 348.68	\$ 454.77	\$ 512.30	\$ 508.64	\$ -	\$ -	\$ 4,439.43	\$ 1,860.57	\$ 6,300.00	
Internet/phone	\$ 153.87	\$ 155.56	\$ 160.39	\$ 160.37	\$ 157.49	\$ 157.50	\$160.03	\$161.24	\$199.06	\$250.33			\$ 1,715.84			
Electric	\$ 206.41	\$ 207.76	\$ 231.50	\$ 176.42	\$ 104.82	\$ 106.38	\$174.95	\$271.08	\$274.16	\$207.60			\$ 1,961.08			
Gas	\$ 135.29	\$ 122.03	\$ 104.42	\$ 99.30	\$ 89.63	\$ 85.90	\$13.70	\$22.45	\$39.08	\$50.71			\$ 762.51			
Building Maintenance	\$ 176.00	\$ 84.74	\$ 379.94	\$ -	\$ 46.00	\$ 2,229.35	\$ -	\$ -	\$ -	\$101.83	\$0.00	\$0.00	\$ 3,017.86	\$ 382.14	\$ 3,400.00	
Building maint.	\$ 176.00	\$ 84.74	\$ 379.94	\$ -	\$ 46.00	\$ 2,229.35	\$0.00	\$0.00		\$101.83			\$ 3,017.86			
Equipment	\$ 104.00	\$ 104.00	\$ 1,058.43	\$ 104.00	\$ 104.00	\$ 1,091.57	\$310.00	\$104.00	\$145.20	\$104.20	\$0.00	\$0.00	\$ 3,229.40	\$ 670.60	\$ 3,900.00	
Computer replacement	\$ -	\$ -	\$ 953.68	\$ -	\$ -	\$987.57	\$0.00						\$ 1,941.25			
Copier	\$ 104.00	\$ 104.00	\$ 104.75	\$ 104.00	\$ 104.00	\$ 104.00	\$104.00	\$104.00	\$145.20	\$104.20			\$ 1,082.15			
Website	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$206.00						\$ 206.00			
Equipment Mant.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 28.50	\$ -	\$ -	\$ 278.50	\$ 421.50	\$ 700.00	
Computer Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -			
Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -			\$28.50			\$ 278.50			
Misc	\$ -	\$ 126.14	\$ -	\$ -	\$ 42.87		\$33.10	\$11.06					\$ 213.17	\$ 286.83	\$ 500.00	
													\$ 10,965.19	\$ 8,609.81	\$ 19,575.00	
													<b>Percentage of Total</b>		56.02%	

Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		Budget 2020
Property Taxes													\$ -		\$ 94,000.00
State Aid				\$ 1,829.66				\$1,347.00					\$ 3,176.66		\$ 3,000.00
Utilities Reimbursement	\$ 85.43	\$ 82.45	\$ 83.99	\$ 68.94	\$ 48.62	\$47.17	\$543.77	\$74.15	\$61.67				\$ 1,096.19		\$ 700.00
Penal Fines	\$ 1,950.80	\$ 2,316.28	\$ 2,167.63	\$ 1,099.08	\$ 1,532.65	\$ 1,964.86	\$1,864.51	\$2,275.44	\$1,740.15				\$ 16,911.40		\$ 22,000.00
Book Fines	\$ 93.54	\$ 49.60		\$ -			\$39.32	\$26.90	\$1.35	\$20.29			\$ 231.00		\$ 550.00
Donations													\$ -		\$ 500.00
Misc. (awards...)								\$9.00					\$ 9.00		\$ -
Copies	\$ 84.20	\$ 69.65		\$ -		\$ 7.50		\$37.50	\$132.75	\$73.65			\$ 405.25		\$ 400.00
Book Sales	\$ 12.95	\$ 22.60		\$ -		\$ 0.25	\$20.50	\$286.65	\$2.15	\$2.90			\$ 348.00		\$ 200.00
Faxes	\$ 29.00	\$ 7.00		\$ -		\$ 8.00	\$4.00	\$9.00	\$8.00	\$13.00			\$ 78.00		\$ 100.00
Grants/Fundraiser						\$ 1,114.05							\$ 1,114.05		\$ 1,000.00
Interest	\$ 49.93	\$ 48.81	\$ 39.74	\$ 39.78	\$ 39.02	\$ 57.38	\$43.50	\$40.44	\$35.40	\$34.90			\$ 428.90		\$ 450.00
cc cash back/refunds	\$ 10.72	\$ 20.31	\$ 23.18	\$ 30.97	\$ 30.82		\$28.00	\$25.39	\$53.01	\$52.60			\$ 275.00		\$ 150.00
Total	\$ 2,316.57	\$ 2,616.70	\$ 2,314.54	\$ 3,068.43	\$ 1,651.11	\$ 3,199.21	\$2,543.60	\$4,131.47	\$2,034.48	\$197.34	\$0.00		\$ 24,073.45		\$ 123,050.00

250  
0

122250

## Procedures for Remote Meeting Attendance

Hopkins District Library allows for the remote attendance of board members under the following circumstances.

Through December 31, 2020, a board member may attend a meeting remotely for any reason. From January 1, 2021 through December 31, 2021, a board member may attend a meeting remotely for the following reasons, according to 2020 PA 228: (1) military duty, (2) a health condition, or (3) when local or state authorities have called a state of emergency or a state of disaster affecting the area where the board trustee lives. Beginning January 1, 2022, a board member may attend a meeting remotely only for the reason of military duty.

If a board member joins remotely, those board members joining remotely must follow the following procedure.

1. A meeting constituting a quorum of the library board must be open to the public.
2. An agenda must be provided to the public at least 2 hours before the meeting.
3. The board must provide a means for two-way communication, either by telecommunication, digital communication, or both. A board member must be able to talk and be heard by the public, and the public must have the ability to speak and be heard by the board. The link or phone number or both for this communication must be provided on the library's website at least 18 hours before the meeting.
4. At the onset of the meeting, the member(s) joining remotely must announce their name and where they are joining from, except for those joining remotely because of military duty (e.g. John Doe, joining from Hopkins, Michigan). Their name, place of joining, and that they are joining remotely must then be recorded in the meeting's minutes. When voting, the member(s) joining remotely must clearly announce their name and their vote, which will then also be recorded in the meeting minutes.
5. If a member intends to attend remotely, the public must be given the means to contact that member sufficiently ahead of time of the meeting in order to provide input for the business at hand. A phone number or email address will be provided for that particular member to be contacted. The entire board can be reached at [hopkinslibraryboard@gmail.com](mailto:hopkinslibraryboard@gmail.com).
6. The Hopkins Library board must follow all other procedures for allowing the public to participate in meetings as outline in 2020 PA 228 found here: <https://www.legislature.mi.gov/documents/2019-2020/publicact/pdf/2020-PA-0228.pdf>.