

HOPKINS DISTRICT LIBRARY

Board of Trustees Meeting Agenda

March 9th, 2021 at 7:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86774864745?pwd=aXdhZDdaQ3NVUnQ1d0lvcVcvTFZCQT09>

Call to Order

Roll Call

Approval of Agenda

Approval of Minutes

Treasurer's Report/Financial Reports

- A. Bills - See Binder
- B. Reports - See pages following agenda

Correspondence

Public Comment

Director's Report

Old Business - N/A

New Business

1. Resignation from board member
 - a. Filling open position
 - b. Removing from bank accounts
2. Return to regular hours
3. Budget updates
 - a. Appropriate line for acts of appreciation
 - b. Increase employee hours
4. Updated MDHHS orders
 - a. Board Meetings
 - b. Programming

Public Comment

Adjournment

Next Meeting Tuesday, April 13th at 7pm

Hopkins District Library

Balance Sheet As of February 28, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
001 Operations Account	83,151.03
002.1 High Yield Savings	213,649.43
003.1 MASON PARMALEE ENDOWMENT XXX1	1,000.00
003.2 TIME DEPOSIT XXX023	10,004.51
003.3 TIME DEPOSIT XXX405	14,373.90
003.4 TIME DEPOSIT XXX153	20,953.48
Total Bank Accounts	\$343,132.35
Other Current Assets	
012 Undeposited Funds	0.00
014 Repayment	
Overpayment - Feb. 2019	0.00
Total 014 Repayment	0.00
018 Tax Receivable	85,963.32
Total Other Current Assets	\$85,963.32
Total Current Assets	\$429,095.67
TOTAL ASSETS	\$429,095.67
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	1,712.95
Total Accounts Payable	\$1,712.95
Other Current Liabilities	
203 Payroll Liabilities	
203.1 Federal Taxes (941/944)	542.10
203.2 MI Income Tax	139.45
203.3 MI Unemployment Tax	0.00
Adjustment to previous check	0.26
Federal Unemployment (940)	12.30
Total 203 Payroll Liabilities	694.11
220 Deferred Inflow	22,427.72
230 Direct Deposit Payable	0.00
Total Other Current Liabilities	\$23,121.83
Total Current Liabilities	\$24,834.78
Total Liabilities	\$24,834.78
Equity	
300 Opening Balance Equity	0.00
390 Unrestricted Net Assets	347,612.04
Net Income	56,648.85
Total Equity	\$404,260.89
TOTAL LIABILITIES AND EQUITY	\$429,095.67

Hopkins District Library

General Ledger

February 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
001 Operations Account							
	Beginning Balance						56,555.35
02/01/2021	Transfer				003.2 TIME DEPOSIT XXX023	4.66	56,560.01
02/01/2021	Payroll Check	DD	Stephanie A. Clement	Pay Period: 01/17/2021-01/30/2021	230 Direct Deposit Payable	-52.86	56,507.15
02/01/2021	Deposit				664 Interest	4.66	56,511.81
02/01/2021	Payroll Check	DD	Larinda E. Milller	Pay Period: 01/17/2021-01/30/2021	230 Direct Deposit Payable	-314.56	56,197.25
02/01/2021	Payroll Check	DD	Katherine A. Brinker	Pay Period: 01/17/2021-01/30/2021	230 Direct Deposit Payable	-677.27	55,519.98
02/01/2021	Payroll Check	DD	Linda Heppe	Pay Period: 01/17/2021-01/30/2021	230 Direct Deposit Payable	-50.00	55,469.98
02/01/2021	Payroll Check	DD	Linda Heppe	Pay Period: 01/17/2021-01/30/2021	230 Direct Deposit Payable	-290.53	55,179.45
02/08/2021	Tax Payment		IRS	Tax Payment for Period: 01/01/2021-01/31/2021	203.1 Payroll Liabilities:Federal Taxes (941/944)	-417.78	54,761.67
02/10/2021	Check	5835	T-Mobile		900 Technology	-89.58	54,672.09
02/10/2021	Check	5836	Allegan County Library Association		801.1 Legal and Professional Fees	-50.00	54,622.09
02/10/2021	Check	5837	GreatAmerica Financial Svcs.		930.2 Equipment Maintenance	-104.00	54,518.09
02/10/2021	Check	5838	Dorr Township Library		731.1 Books	-3.99	54,514.10
02/10/2021	Check	5834	Larinda Miller		880 Programs	-54.94	54,459.16
02/10/2021	Tax Payment		MI Department of Treasury	Tax Payment for Period: 01/01/2021-01/31/2021	203.2 Payroll Liabilities:MI Income Tax	-99.37	54,359.79
02/10/2021	Deposit				-Split-	8,533.21	62,893.00
02/12/2021	Payroll Check	DD	Linda Heppe	Pay Period: 01/31/2021-02/13/2021	230 Direct Deposit Payable	-339.23	62,553.77
02/12/2021	Payroll Check	DD	Larinda E. Milller	Pay Period: 01/31/2021-02/13/2021	230 Direct Deposit Payable	-314.57	62,239.20
02/12/2021	Payroll Check	DD	Linda Heppe	Pay Period: 01/31/2021-02/13/2021	230 Direct Deposit Payable	-50.00	62,189.20
02/12/2021	Payroll Check	DD	Stephanie A. Clement	Pay Period: 01/31/2021-02/13/2021	230 Direct Deposit Payable	-39.65	62,149.55
02/12/2021	Payroll Check	DD	Katherine A. Brinker	Pay Period: 01/31/2021-02/13/2021	230 Direct Deposit Payable	-722.42	61,427.13
02/15/2021	Check	5841	Katherine A. Brinker		Insurance:851.2 Health Insurance	-304.92	61,122.21
02/18/2021	Expense		Michigan Gas Utilities		920 Utilities	-131.58	60,990.63
02/22/2021	Check	5842	Book Pages		731.5 Periodicals	-30.00	60,960.63
02/22/2021	Check	5844	Village of Hopkins		930.1 Building Maintenance	-34.66	60,925.97
02/22/2021	Check	5843	Cofessco		930.1 Building Maintenance	-60.35	60,865.62
02/24/2021	Expense		Consumers Energy		920 Utilities	-204.76	60,660.86
02/26/2021	Deposit				-Split-	22,485.90	83,146.76
02/26/2021	Transfer				003.3 TIME DEPOSIT XXX405	4.27	83,151.03
Total for 001 Operations Account						\$26,595.68	
002.1 High Yield Savings							
	Beginning Balance						211,847.15
02/17/2021	Deposit				655 Penal Fines	1,794.12	213,641.27
02/28/2021	Deposit				664 Interest	8.16	213,649.43
Total for 002.1 High Yield Savings						\$1,802.28	

Hopkins District Library

General Ledger

February 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
003.1 MASON PARMALEE ENDOWMENT XXX1							
	Beginning						1,000.00
	Balance						
Total for 003.1 MASON PARMALEE ENDOWMENT XXX1							
003.2 TIME DEPOSIT XXX023							
	Beginning						10,004.66
	Balance						
02/01/2021	Transfer				001 Operations Account	-4.66	10,000.00
02/28/2021	Deposit				664 Interest	4.51	10,004.51
Total for 003.2 TIME DEPOSIT XXX023						\$ -0.15	
003.3 TIME DEPOSIT XXX405							
	Beginning						14,373.90
	Balance						
02/25/2021	Deposit				664 Interest	4.27	14,378.17
02/26/2021	Transfer				001 Operations Account	-4.27	14,373.90
Total for 003.3 TIME DEPOSIT XXX405						\$0.00	
003.4 TIME DEPOSIT XXX153							
	Beginning						20,949.92
	Balance						
02/25/2021	Deposit				664 Interest	3.56	20,953.48
Total for 003.4 TIME DEPOSIT XXX153						\$3.56	
018 Tax Receivable							
	Beginning						85,963.32
	Balance						
Total for 018 Tax Receivable							
200 Accounts Payable							
	Beginning						512.62
	Balance						
02/28/2021	Bill		American Express		-Split-	1,200.33	1,712.95
Total for 200 Accounts Payable						\$1,200.33	
203 Payroll Liabilities							
203.1 Federal Taxes (941/944)							
	Beginning						417.78
	Balance						
02/01/2021	Payroll Check	DD	Katherine A. Brinker	Federal Taxes (941/944)	230 Direct Deposit Payable	117.62	535.40
02/01/2021	Payroll Check	DD	Stephanie A. Clement	Federal Taxes (941/944)	230 Direct Deposit Payable	9.18	544.58
02/01/2021	Payroll Check	DD	Linda Heppe	Federal Taxes (941/944)	230 Direct Deposit Payable	82.60	627.18
02/01/2021	Payroll Check	DD	Larinda E. Milller	Federal Taxes (941/944)	230 Direct Deposit Payable	54.64	681.82
02/08/2021	Tax Payment		IRS	Federal Taxes (941/944)	001 Operations Account	-417.78	264.04
02/12/2021	Payroll Check	DD	Larinda E. Milller	Federal Taxes (941/944)	230 Direct Deposit Payable	54.62	318.66

Hopkins District Library

General Ledger

February 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
02/12/2021	Payroll Check	DD	Linda Heppe	Federal Taxes (941/944)	230 Direct Deposit Payable	91.10	409.76
02/12/2021	Payroll Check	DD	Stephanie A. Clement	Federal Taxes (941/944)	230 Direct Deposit Payable	6.88	416.64
02/12/2021	Payroll Check	DD	Katherine A. Brinker	Federal Taxes (941/944)	230 Direct Deposit Payable	125.46	542.10
Total for 203.1 Federal Taxes (941/944)						\$124.32	
203.2 MI Income Tax							
Beginning Balance							
							99.37
02/01/2021	Payroll Check	DD	Katherine A. Brinker	MI Income Tax	230 Direct Deposit Payable	32.67	132.04
02/01/2021	Payroll Check	DD	Linda Heppe	MI Income Tax	230 Direct Deposit Payable	17.39	149.43
02/01/2021	Payroll Check	DD	Larinda E. Milller	MI Income Tax	230 Direct Deposit Payable	15.17	164.60
02/01/2021	Payroll Check	DD	Stephanie A. Clement	MI Income Tax	230 Direct Deposit Payable	2.55	167.15
02/10/2021	Tax Payment		MI Department of Treasury	MI Income Tax	001 Operations Account	-99.37	67.78
02/12/2021	Payroll Check	DD	Linda Heppe	MI Income Tax	230 Direct Deposit Payable	19.74	87.52
02/12/2021	Payroll Check	DD	Larinda E. Milller	MI Income Tax	230 Direct Deposit Payable	15.17	102.69
02/12/2021	Payroll Check	DD	Stephanie A. Clement	MI Income Tax	230 Direct Deposit Payable	1.91	104.60
02/12/2021	Payroll Check	DD	Katherine A. Brinker	MI Income Tax	230 Direct Deposit Payable	34.85	139.45
Total for 203.2 MI Income Tax						\$40.08	
203.3 MI Unemployment Tax							
02/01/2021	Payroll Check	DD	Katherine A. Brinker	MI Unemployment Tax	230 Direct Deposit Payable	0.00	0.00
02/12/2021	Payroll Check	DD	Katherine A. Brinker	MI Unemployment Tax	230 Direct Deposit Payable	0.00	0.00
Total for 203.3 MI Unemployment Tax						\$0.00	
Adjustment to previous check							
Beginning Balance							
							0.26
Total for Adjustment to previous check							
Federal Unemployment (940)							
Beginning Balance							
							2.77
02/01/2021	Payroll Check	DD	Katherine A. Brinker	Federal Unemployment (940)	230 Direct Deposit Payable	4.61	7.38
02/12/2021	Payroll Check	DD	Katherine A. Brinker	Federal Unemployment (940)	230 Direct Deposit Payable	4.92	12.30
Total for Federal Unemployment (940)						\$9.53	
Total for 203 Payroll Liabilities						\$173.93	
220 Deferred Inflow							
Beginning Balance							
							22,427.72
Total for 220 Deferred Inflow							
230 Direct Deposit Payable							
02/01/2021	Payroll Check	DD	Larinda E. Milller	Direct Deposit	001 Operations Account	-314.56	-314.56
02/01/2021	Payroll Check	DD	Larinda E. Milller	Pay Period: 01/17/2021-01/30/2021	-Split-	314.56	0.00
02/01/2021	Payroll Check	DD	Katherine A. Brinker	Direct Deposit	001 Operations Account	-677.27	-677.27

Hopkins District Library

General Ledger

February 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
02/01/2021	Payroll Check	DD	Katherine A. Brinker	Pay Period: 01/17/2021-01/30/2021	-Split-	677.27	0.00
02/01/2021	Payroll Check	DD	Linda Heppe	Direct Deposit	001 Operations Account	-50.00	-50.00
02/01/2021	Payroll Check	DD	Linda Heppe	Direct Deposit	001 Operations Account	-290.53	-340.53
02/01/2021	Payroll Check	DD	Linda Heppe	Direct Deposit 2	230 Direct Deposit Payable	50.00	-290.53
02/01/2021	Payroll Check	DD	Linda Heppe	Pay Period: 01/17/2021-01/30/2021	-Split-	290.53	0.00
02/01/2021	Payroll Check	DD	Stephanie A. Clement	Direct Deposit	001 Operations Account	-52.86	-52.86
02/01/2021	Payroll Check	DD	Stephanie A. Clement	Pay Period: 01/17/2021-01/30/2021	-Split-	52.86	0.00
02/12/2021	Payroll Check	DD	Katherine A. Brinker	Pay Period: 01/31/2021-02/13/2021	-Split-	722.42	722.42
02/12/2021	Payroll Check	DD	Linda Heppe	Direct Deposit 2	230 Direct Deposit Payable	50.00	772.42
02/12/2021	Payroll Check	DD	Linda Heppe	Direct Deposit	001 Operations Account	-339.23	433.19
02/12/2021	Payroll Check	DD	Linda Heppe	Direct Deposit	001 Operations Account	-50.00	383.19
02/12/2021	Payroll Check	DD	Stephanie A. Clement	Pay Period: 01/31/2021-02/13/2021	-Split-	39.65	422.84
02/12/2021	Payroll Check	DD	Stephanie A. Clement	Direct Deposit	001 Operations Account	-39.65	383.19
02/12/2021	Payroll Check	DD	Katherine A. Brinker	Direct Deposit	001 Operations Account	-722.42	-339.23
02/12/2021	Payroll Check	DD	Larinda E. Milller	Pay Period: 01/31/2021-02/13/2021	-Split-	314.57	-24.66
02/12/2021	Payroll Check	DD	Larinda E. Milller	Direct Deposit	001 Operations Account	-314.57	-339.23
02/12/2021	Payroll Check	DD	Linda Heppe	Pay Period: 01/31/2021-02/13/2021	-Split-	339.23	0.00
Total for 230 Direct Deposit Payable						\$0.00	
390 Unrestricted Net Assets							
Beginning Balance							347,612.04
Total for 390 Unrestricted Net Assets							
402 Millage							
Beginning Balance							34,468.49
02/10/2021	Deposit				001 Operations Account	1,781.63	36,250.12
02/10/2021	Deposit				001 Operations Account	6,751.58	43,001.70
02/26/2021	Deposit				001 Operations Account	7,839.88	50,841.58
02/26/2021	Deposit				001 Operations Account	1,138.60	51,980.18
02/26/2021	Deposit				001 Operations Account	4,680.68	56,660.86
02/26/2021	Deposit				001 Operations Account	6,581.03	63,241.89
02/26/2021	Deposit				001 Operations Account	2,152.96	65,394.85
Total for 402 Millage						\$30,926.36	
655 Penal Fines							
Beginning Balance							2,678.50
02/17/2021	Deposit			ALLEGAN COUNTY CORP PAY ALLEGAN COUNTY CORP PAY	002.1 High Yield Savings	1,794.12	4,472.62
Total for 655 Penal Fines						\$1,794.12	
658 Book Fines							
Beginning Balance							57.76

Hopkins District Library

General Ledger

February 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Balance							
Total for 658 Book Fines							
664 Interest							
Beginning Balance							
							21.45
02/01/2021	Deposit			INTEREST FROM TIME DEPOSIT C.O.D INTEREST FROM TIME DEPOSIT C.O.D. 551023	001 Operations Account	4.66	26.11
02/25/2021	Deposit			INTEREST	003.4 TIME DEPOSIT XXX153	3.56	29.67
02/25/2021	Deposit			INTEREST	003.3 TIME DEPOSIT XXX405	4.27	33.94
02/28/2021	Deposit			INTEREST	003.2 TIME DEPOSIT XXX023	4.51	38.45
02/28/2021	Deposit			INTEREST INTEREST	002.1 High Yield Savings	8.16	46.61
Total for 664 Interest						\$25.16	
671 Refund							
Beginning Balance							
							20.43
02/28/2021	Bill		American Express		200 Accounts Payable	5.87	26.30
Total for 671 Refund						\$5.87	
672 Copies							
Beginning Balance							
							47.05
02/26/2021	Deposit				001 Operations Account	51.25	98.30
Total for 672 Copies						\$51.25	
673 Book and DVD Sales							
Beginning Balance							
							39.50
02/26/2021	Deposit				001 Operations Account	17.50	57.00
Total for 673 Book and DVD Sales						\$17.50	
674 Faxes							
Beginning Balance							
							20.00
02/26/2021	Deposit				001 Operations Account	24.00	44.00
Total for 674 Faxes						\$24.00	
695.1 Utilities Reimbursement							
Beginning Balance							
							77.50
Total for 695.1 Utilities Reimbursement							
701 Payroll Expenses							
Beginning Balance							
							126.00
02/28/2021	Bill		American Express	intuit/ quickbooks charge	200 Accounts Payable	65.00	191.00

Hopkins District Library

General Ledger

February 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 701 Payroll Expenses						\$65.00	
702.1 Wages							
Beginning Balance							2,338.32
02/01/2021	Payroll Check	DD	Linda Heppe	Gross Pay - This is not a legal pay stub	230 Direct Deposit Payable	409.22	2,747.54
02/01/2021	Payroll Check	DD	Stephanie A. Clement	Gross Pay - This is not a legal pay stub	230 Direct Deposit Payable	60.00	2,807.54
02/01/2021	Payroll Check	DD	Katherine A. Brinker	Gross Pay - This is not a legal pay stub	230 Direct Deposit Payable	768.75	3,576.29
02/01/2021	Payroll Check	DD	Larinda E. Milller	Gross Pay - This is not a legal pay stub	230 Direct Deposit Payable	357.05	3,933.34
02/12/2021	Payroll Check	DD	Stephanie A. Clement	Gross Pay - This is not a legal pay stub	230 Direct Deposit Payable	45.00	3,978.34
02/12/2021	Payroll Check	DD	Katherine A. Brinker	Gross Pay - This is not a legal pay stub	230 Direct Deposit Payable	820.00	4,798.34
02/12/2021	Payroll Check	DD	Larinda E. Milller	Gross Pay - This is not a legal pay stub	230 Direct Deposit Payable	357.05	5,155.39
02/12/2021	Payroll Check	DD	Linda Heppe	Gross Pay - This is not a legal pay stub	230 Direct Deposit Payable	464.52	5,619.91
Total for 702.1 Wages						\$3,281.59	
Taxes							
Beginning Balance							181.66
02/01/2021	Payroll Check	DD	Larinda E. Milller	Employer Taxes	230 Direct Deposit Payable	27.32	208.98
02/01/2021	Payroll Check	DD	Stephanie A. Clement	Employer Taxes	230 Direct Deposit Payable	4.59	213.57
02/01/2021	Payroll Check	DD	Linda Heppe	Employer Taxes	230 Direct Deposit Payable	31.30	244.87
02/01/2021	Payroll Check	DD	Katherine A. Brinker	Employer Taxes	230 Direct Deposit Payable	63.42	308.29
02/12/2021	Payroll Check	DD	Katherine A. Brinker	Employer Taxes	230 Direct Deposit Payable	67.65	375.94
02/12/2021	Payroll Check	DD	Stephanie A. Clement	Employer Taxes	230 Direct Deposit Payable	3.44	379.38
02/12/2021	Payroll Check	DD	Larinda E. Milller	Employer Taxes	230 Direct Deposit Payable	27.31	406.69
02/12/2021	Payroll Check	DD	Linda Heppe	Employer Taxes	230 Direct Deposit Payable	35.55	442.24
Total for Taxes						\$260.58	
Total for 701 Payroll Expenses with subs						\$3,607.17	
730 Supplies							
Beginning Balance							55.00
02/28/2021	Bill		American Express		200 Accounts Payable	43.77	98.77
Total for 730 Supplies						\$43.77	
731.1 Books							
Beginning Balance							372.07
02/10/2021	Check	5838	Dorr Township Library	Lost and paid- Mr. Tony is Full of Baoloney	001 Operations Account	3.99	376.06
02/28/2021	Bill		American Express		200 Accounts Payable	774.31	1,150.37
Total for 731.1 Books						\$778.30	
731.3 740b - AV Material							
Beginning Balance							81.30

Hopkins District Library

General Ledger

February 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
02/28/2021	Bill		American Express		200 Accounts Payable	62.29	143.59
Total for 731.3 740b - AV Material						\$62.29	
731.5 Periodicals							
Beginning Balance							17.45
02/22/2021	Check	5842	Book Pages		001 Operations Account	30.00	47.45
02/28/2021	Bill		American Express		200 Accounts Payable	22.45	69.90
Total for 731.5 Periodicals						\$52.45	
790 Lakeland Library							
Beginning Balance							3,545.31
Total for 790 Lakeland Library							
801.1 Legal and Professional Fees							
02/10/2021	Check	5836	Allegran County Library Association	Professional dues	001 Operations Account	50.00	50.00
02/28/2021	Bill		American Express	credit card fee	200 Accounts Payable	58.74	108.74
Total for 801.1 Legal and Professional Fees						\$108.74	
851 Insurance							
851.2 Health Insurance							
02/15/2021	Check	5841	Katherine A. Brinker	reimbursement to director for 40% of insurance coverage	001 Operations Account	304.92	304.92
Total for 851.2 Health Insurance						\$304.92	
Total for 851 Insurance						\$304.92	
880 Programs							
Beginning Balance							6.99
02/10/2021	Check	5834	Larinda Miller	craft program supplies	001 Operations Account	54.94	61.93
02/28/2021	Bill		American Express	craft supplies	200 Accounts Payable	16.88	78.81
Total for 880 Programs						\$71.82	
900 Technology							
Beginning Balance							333.38
02/10/2021	Check	5835	T-Mobile	hotspot service charge	001 Operations Account	89.58	422.96
02/28/2021	Bill		American Express	internet and phone	200 Accounts Payable	162.76	585.72
Total for 900 Technology						\$252.34	
915 Unique Management							
Beginning Balance							8.95
Total for 915 Unique Management							
920 Utilities							
Beginning Balance							351.51

Hopkins District Library

General Ledger

February 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Balance							
02/18/2021	Expense		Michigan Gas Utilities	MICHIGAN GAS UTI AUTOPAY 0506073 MICHIGAN GAS UTI AUTOPAY 050607370200001	001 Operations Account	131.58	483.09
02/24/2021	Expense		Consumers Energy	CONSUMERS ENERGY ENERGYBILL 1000 CONSUMERS ENERGY ENERGYBILL 100021651854	001 Operations Account	204.76	687.85
Total for 920 Utilities						\$336.34	
930.1 Building Maintenance							
Beginning Balance							180.00
02/22/2021	Check	5843	Cofessco	Servicing/ inspection of fire extinguishers	001 Operations Account	60.35	240.35
02/22/2021	Check	5844	Village of Hopkins	cost of salt on January 20	001 Operations Account	34.66	275.01
Total for 930.1 Building Maintenance						\$95.01	
930.2 Equipment Maintenance							
02/10/2021	Check	5837	GreatAmerica Financial Svcs.		001 Operations Account	104.00	104.00
Total for 930.2 Equipment Maintenance						\$104.00	
969 Debt Service Expense							
Beginning Balance							211.00
Total for 969 Debt Service Expense							

Hopkins District Library

Profit and Loss

January - February, 2021

	TOTAL
Income	
402 Millage	65,394.85
655 Penal Fines	4,472.62
658 Book Fines	57.76
664 Interest	46.61
671 Refund	26.30
672 Copies	98.30
673 Book and DVD Sales	57.00
674 Faxes	44.00
695.1 Utilities Reimbursement	77.50
Total Income	\$70,274.94
GROSS PROFIT	\$70,274.94
Expenses	
701 Payroll Expenses	191.00
702.1 Wages	5,619.91
Taxes	442.24
Total 701 Payroll Expenses	6,253.15
730 Supplies	98.77
731.1 Books	1,150.37
731.3 740b - AV Material	143.59
731.5 Periodicals	69.90
790 Lakeland Library	3,545.31
801.1 Legal and Professional Fees	108.74
851 Insurance	
851.2 Health Insurance	304.92
Total 851 Insurance	304.92
880 Programs	78.81
900 Technology	258.57
915 Unique Management	8.95
920 Utilities	1,015.00
930.1 Building Maintenance	275.01
930.2 Equipment Maintenance	104.00
969 Debt Service Expense	211.00
Total Expenses	\$13,626.09
NET OPERATING INCOME	\$56,648.85
NET INCOME	\$56,648.85

Director's Report -

Programs -

For the month of February, Hopkins District Library (HDL) continued offering its regular programs, including weekly virtual storytimes every Wednesday, and weekly take and make craft kits for adults, teens, and children every Friday. Participation in these programs is growing and efforts seem to be very appreciated amongst the community.

HDL also continued to focus on outreach through social media. This included sharing a series on Financial Fitness. Each week, HDL advertised one such free webinar/training through the MSU extension office. Additionally, HDL has been advertising available free State of Michigan tax packets, and the offer to assist in finding and printing Federal and other necessary tax forms within the library. Brinker has been connecting with many local agencies that support families and children with various resources. Through these connections, HDL has fostered relationships with many agencies and resources that could help families and children in our service area. Brinker has been working to support these initiatives by sharing various resources offered by these agencies on social media. Brinker has continued to expand social media outreach by joining many local resource pages and sharing applicable library posts, in the hopes of reaching non-library users.

In addition to continuing to deliver regular programs and social media outreach, February was a month of preparation at HDL. In terms of preparing for children's programming, Library Director, Brinker had many informal meetings with staff, and Hopkins Family Coach, Kelli Stufibergen in order to prepare for programming in the month of March (Reading Month). In celebration of Reading Month, HDL has prepared and planned for an additional weekly storytime (Mondays at 4:30pm), an additional weekly craft, and a reading challenge with prizes. All of these events have been done in collaboration with our community partner and Hopkins Family Coach, Stufibergen.

In terms of preparing for adult programming, the staff has been strategizing and planning for the start of a book club called "Restorative Reads." "Restorative Reads" is an adult book club focusing on feel-good reads. HDL was planning to offer the program virtually, though considering the updated MDHHS orders, we are looking to offer the program in a hybrid format (one meeting held with a virtual component for those not comfortable attending in-person, and in-person for those able). The first meeting for this book club will be on the evening of Monday, April 19th.

In terms of preparation for future social media outreach, staff has been collaborating on various ideas to be released throughout the months of March and April.

As always, HDL asks for board support in getting the word out about programming and outreach initiatives. Please feel free to share social media posts with those you believe may be interested. HDL also requests that the board please reach with any ideas or needs you see in our community that we could help to serve. Additionally, if board members have any interest in partner with Brinker and staff in programming, this is also welcomed. HDL would be honored to host board members as special readers for storytimes, or presenters in programs featuring a special skill.

Statistics -

*Please note we are waiting on most circulation stats to be released from the Lakeland Cooperative. These have historically been made available to us around the eighth of the month. Brinker hopes to have this added to the packet prior to the meeting.

Ancestry use nearly doubled from January. Ancestry Library Edition has confirmed that remote access will continue until at least June of 2021.

Library Operation Updates

With the relaxed MDHHS orders, Brinker seeks board approval to return to regular library hours (M, W 10am-8pm, T, F 10am-6pm and S 10am-1pm). Brinker would happily cover the extended hours on Mondays and Wednesdays. Brinker sees room in the budget to accommodate increasing her hours for this coverage, while also offering raises to both hourly staff members. Extending Brinker’s hours by just five hours a week would accommodate this return to regular business hours, and also allow an increase in the ability to offer programs and outreach to our patrons. For reference, the former library director also worked 25 hours a week.

Please see the next item regarding “Budget Items” for this explanation.

Budget Items

As elaborated upon in the next item, we are now holding staff meetings. Brinker has been purchasing small treats (bagels and pastries) with her personal funds as an act of appreciation toward the employees. Brinker wonders if the budget line for “employee training” could accommodate purchases like this in the future, or if the board and director could look at creating a new line for purchases like this.

Additionally, Brinker proposes extending director’s hours, in addition to delivering wage increases for the hourly staff. Offering each Library Assistant an 18% raise, and increasing the Director’s hours by five hours each week (260 per year) would not require an increase in the staff expense line, in fact, we would still be under budget. Please see the chart below for an explanation on how this could look.

Current:

Employee	Wage	Hours	Subtotal	Employer taxes	Bonus	Vacation	Bonus taxes	Total Wage	Total Tax	Total Cost
Linda	10.60	962.00	10197.20	769.89	481.00	980.50	110.34	11658.70	880.23	12538.93
Larinda	9.65	962.00	9283.30	700.89	481.00	446.31	70.01	10210.61	770.90	10981.51
Katie	20.50	1040.00	21320.00	1609.66	520.00	1025.00	116.65	22865.00	1726.31	24591.31
Stephanie	12.00	140.00	1680.00	126.84	100.00	0.00	7.55	1780.00	134.39	1914.39
	52.75	3104.00	42480.50	3207.28	1582.00	2451.81	304.55	46514.31	3511.83	50026.14

Proposed:

Employee	New Wage	Hours	Subtotal	Employer taxes	Bonus	Vacation	Bonus Taxes	Total Wage	Total Tax	Total Cost
Linda	13.05	962.00	12554.10	947.83	481.00	1207.13	127.45	14242.23	1075.29	15317.51
Larinda	11.39	962.00	10957.18	827.27	481.00	632.15	84.04	12070.33	911.31	12981.63

			18							
Katie	20.50	1300.00	26650.00	2012.08	650.00	1281.25	145.81	28581.25	2157.88	30739.13
Stephanie	12.00	140.00	1680.00	126.84	100.00	0.00	7.55	1780.00	134.39	1914.39
	56.94	3364.00	51841.28	3914.02	1712.00	3120.52	364.86	56673.80	4278.87	60952.67

Staff and Building Items-

As mentioned above, staff has started holding biweekly staff meetings. These are very helpful, especially right now with beginning to structure out programming and events several months in advance. The intention is to taper these meetings down to monthly or bi-monthly staff meetings as programming and event planning becomes more established.

In terms of building items, our downspout on the south side of the side entrance had detached from the gutter. The Village maintenance repaired this for HDL and it is again in working order.

Meetings, workshops, etc -

Through the month of February, Brinker attended the following meetings;

Help Me Grow of Allegan County (2/1)

New Director Orientation with Lakeland Library Cooperative (2/11)

Lakeland Library Cooperative Board Meeting (2/11)

Lakeland Library Cooperative Advisory Council (2/11)

Library of Michigan Public Library Director Meeting (2/12)

Help Me Grow of Allegan County Play Group (2/18)

Library of Michigan Public Library Director Meeting (2/26)

Volunteers -

Brinker has had several patrons request for volunteering opportunities at HDL. She is looking into how HDL can utilize the generosity of this community members, while also maintaining adherence to the MDHHS orders. HDL could utilize these volunteers with preparation for programs.

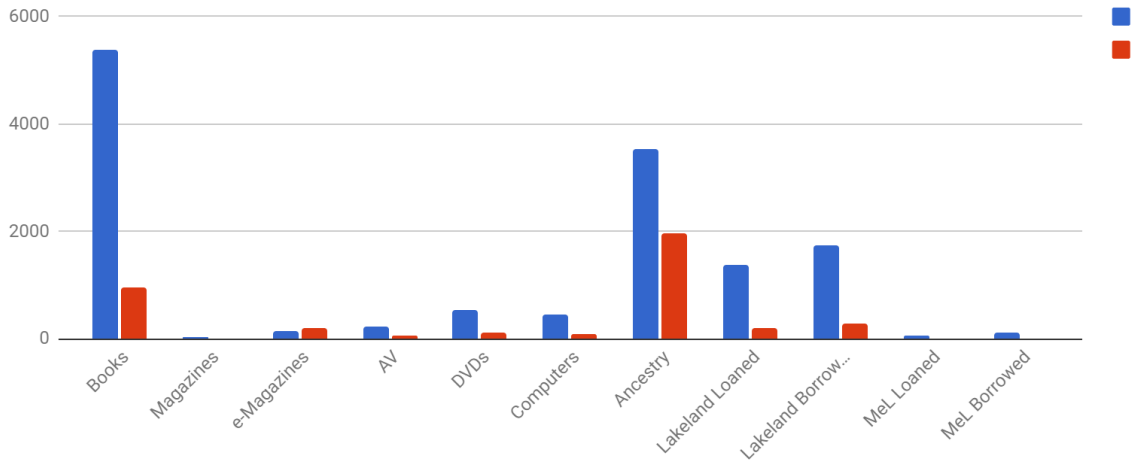
Library Closings-

Library Director made the decision to close the library on February 4th and 16th due to inclement weather. This decision was based on the fact that the local schools had also closed on these dates.

Lakeland, State other library news -

The updated MDHHS orders go into effect on Friday, March 5th. The updated orders will allow for limited in-person programming, and potentially in-person or hybrid board meetings depending on comfort level of board members. Enclosed you will find a more detailed explanation of the updated orders and how they affect library offerings.

Circulation Statistics





HOW THE MARCH 2, 2021 GATHERINGS & FACE MASK ORDER AFFECTS PUBLIC LIBRARIES

This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

March 3, 2021

Q. When does the new order go into effect?

A. The order goes into effect 12:01 am Friday, March 5, 2020.

Q. How long is this new order in effect?

A. This order is in effect until 11:59 pm on April 19, 2021, or until rescinded by MDHHS.

Q. What are the new gathering restrictions under the March 2, 2021 order?

A. Non-residential gatherings are limited to 25 people (no household limitation).

Non-residential outdoor gatherings are limited to 300.

Q. Does this mean my library can have in-person public meetings again?

A. It depends. The limitation is a total of 25 people, with social distancing, and masking required. This means that in order to have a public meeting with 25 people, the venue would have to be large enough to accommodate 25 attendees (including board, director, etc.) sitting or standing 6 feet apart from each other.

A meeting can only accommodate as many people as can fit in the room with social distancing, **up to 25** people. So, if a library decides to have an in-person board meeting, a library will have to make a determination on what they will do if a member of the public shows up to attend and cannot be admitted because there is no more space. Being denied entrance to a public meeting is generally a violation of the Open Meetings Act (See MCL 15.263 <http://legislature.mi.gov/doc.aspx?mcl-15-263>).

This is a consideration that will be especially important to libraries with smaller meeting venues, or libraries that have been experiencing a high level of participation from the public.

A library can have a hybrid meeting, where, for example, the board attends in person, but the public attends virtually. However, technology for these meetings must be carefully placed so that the public can see, hear, be seen, be heard (2-way communication with board), and the public must be able to identify which board member is speaking and how board members vote.

In Sum, while this new MDHHS order DOES open the door for possible in-person public meetings, individual libraries will have to determine the meeting format that is legally the best option for their situation, taking into account the risks and the requirements of each option.

Library Directors and Boards are encouraged to seek advice from their library attorneys on the requirements for public meetings under this order, and on the risks of having an in-person board meetings under this order.

Virtual meetings are still an option for any reason until March 31, 2021.

Virtual meetings are an option until December 31, 2021 if an emergency, disaster, or public health order is in force within the geographic area of the public body's meeting location.

Q. Can I have a Staff Meeting in my library?

A. Yes, as long as the meeting room can accommodate the group, is 25 persons or less, with social distancing, and masking is enforced.

Q. What about Occupancy Limits?

A. This order raises occupancy limits to 50% of the total occupancy of libraries. The occupancy still includes staff.

Q. Anything else of note?

A. 1) Work that can feasibly be done remotely must still be done remotely.

2) Libraries with café's or food services where food is prepared and served to the public, may also wish to review requirements in section 3(b) of the order and consult with their attorney to discover if they should be following those guidelines.

Clare Membiela Library
Law Consultant
Library of Michigan

Budget 2021

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2021	Budget 2020	Total	
Staff Expenses	\$ 4,241.63	\$ 3,847.09											\$ 8,088.72	\$ 54,011.28	\$ 62,100.00	\$ 62,300.00	\$54,305.04	
Professional Fees	\$ 134.95	\$ 65.00											\$ 199.95	\$ 3,925.05	\$ 4,125.00	\$ 4,125.00	\$3,281.95	
Library Operations	\$ 4,121.11	\$ 1,206.95											\$ 5,328.06	\$ 33,375.99	\$ 38,704.05	\$ 38,204.05	\$29,890.73	
Building Expenses	\$ 652.93	\$ 699.74											\$ 1,352.67	\$ 19,222.33	\$ 20,575.00	\$ 19,575.00	\$17,567.10	
													Total	\$ 14,969.40	\$ 110,534.65	\$ 125,504.05	\$ 124,204.05	\$105,044.82
													Percentage of Total	11.93%				86%

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2021	Budget 2020	Total	
Staff Expenses																		
Emp. Wages	\$ 2,218.32	\$ 3,176.59											\$ 5,394.91	\$ 46,605.09	\$ 52,000.00	\$ 51,300.00	\$46,444.34	
Employer taxes	\$ 181.66	\$ 260.58											\$ 442.24	\$ 3,957.76	\$ 4,400.00	\$ 4,000.00	\$3,684.55	
Custodial wages	\$ 120.00	\$ 105.00											\$ 225.00	\$ 1,575.00	\$ 1,800.00	\$ 2,000.00	\$1,660.00	
Insurance	\$ -	\$ 304.92											\$ 304.92	\$ 3,595.08	\$ 3,900.00	\$ 5,000.00	\$2,937.91	
													\$ 6,367.07	\$ 55,732.93	\$ 62,100.00	\$ 62,300.00	\$54,726.80	
													Percentage of Total	10.25%				88%

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2021	Budget 2020	Total	
Professional Fees																		
Collection Agency	\$ 8.95	\$ -											\$ 8.95	\$ 116.05	\$ 125.00	\$ 125.00	\$8.95	
Bookkeeping/Quickbooks	\$ 126.00	\$ 65.00											\$ 191.00	\$ 3,809.00	\$ 4,000.00	\$ 4,000.00	\$3,273.00	
													\$ 199.95	\$ 3,925.05	\$ 4,125.00	\$ 4,125.00	\$3,281.95	
													Percentage of Total	4.85%				80%

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2021	Budget 2020	Total	
Library Operations																		
Books	\$ 372.07	\$ 778.30											\$ 1,150.37	\$ 4,249.63	\$ 5,400.00	\$ 5,400.00	\$4,121.11	
Ebooks													\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$201.95	
AV Material	\$ 81.30	\$ 62.29											\$ 143.59	\$ 306.41	\$ 450.00	\$ 450.00	\$296.32	
Periodicals	\$ 17.45	\$ 52.45											\$ 69.90	\$ 540.10	\$ 610.00	\$ 610.00	\$526.68	
Programs	\$ 6.99	\$ 71.82											\$ 78.81	\$ 3,751.19	\$ 3,830.00	\$ 3,830.00	\$1,454.02	
Office/General Supplies	\$ 55.00	\$ 43.77											\$ 98.77	\$ 1,701.23	\$ 1,800.00	\$ 1,800.00	\$2,169.43	
Employee Training	\$ -	\$ -											\$ -	\$ 800.00	\$ 800.00	\$ 800.00	\$513.00	
Coop Fees	\$ 3,545.31	\$ -											\$ 3,545.31	\$ 12,454.69	\$ 16,000.00	\$ 16,000.00	\$13,417.75	
Technology	\$ 42.99	\$ 89.58											\$ 132.57	\$ 4,067.43	\$ 4,200.00	\$ 2,700.00	\$2,322.50	
Databases	\$ -	\$ -											\$ -	\$ 4,114.05	\$ 4,114.05	\$ 4,114.05	\$3,164.70	
Advertising	\$ -	\$ -											\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$250.00	
Professional Dues	\$ -	\$ 108.74											\$ 108.74	\$ 241.26	\$ 350.00	\$ 350.00	\$227.27	
Legal Fees	\$ -	\$ -											\$ -	\$ 350.00	\$ 350.00	\$ 1,350.00	\$1,226.00	
													\$ 5,219.32	\$ 33,484.73	\$ 38,704.05	\$ 38,204.05	\$28,437.46	

Percentage of Total	13.49%		
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80%

Building Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2021	Budget 2020	Total
Building Ins.	\$ -	\$ -					##	##	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00	\$4,649.20
Utilities	\$ 472.93	\$ 500.73	##	##	##	##	##	##	\$ -	\$ -	\$ -	\$ -	\$ 973.66	\$ 6,326.34	\$ 7,300.00	\$ 6,300.00	\$5,385.50
Building Maintenance	\$ 180.00	\$ 95.01	##	##	##	##	##	##	\$ -	\$ -	\$ -	\$ -	\$ 275.01	\$ 3,124.99	\$ 3,400.00	\$ 3,400.00	\$3,244.10
Equipment	\$ -	\$ 104.00	##	##	##	##	##	##	\$ -	\$ -	\$ -	\$ -	\$ 104.00	\$ 3,796.00	\$ 3,900.00	\$ 3,900.00	\$3,554.64
Equipment Mant.	\$ -	\$ -	##	##	##	##	##	##	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ 700.00	\$ 700.00	\$520.49
Misc	\$ -	\$ -	##	##	##	##	##	##	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$213.17
													\$ 1,352.67	\$ 19,222.33	\$ 20,575.00	\$ 19,575.00	\$12,917.90
Percentage of Total													6.57%				66%

Building Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining	Budget 2021	Budget 2020	Total
Building Ins.													\$ -	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00	\$4,649.20
Utilities	\$ 472.93	\$ 500.73	##	##	##	##	##	##	\$ -	\$ -	\$ -	\$ -	\$ 973.66	\$ 6,326.34	\$ 7,300.00	\$ 6,300.00	\$5,385.50
Internet/phone	\$ 162.93	\$ 164.39											\$ 327.32				\$2,040.45
Electric	\$ 211.00	\$ 204.76											\$ 415.76				\$2,400.12
Gas	\$ 99.00	\$ 131.58											\$ 230.58				\$944.93
Building Maintenance	\$ -	\$ -	##	##	##	##	##	##	\$ -	\$0.00	\$0.00	\$0.00	\$ -	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$3,244.10
Building maint.	\$ -	\$ -											\$ -				\$3,244.10
Equipment	\$ -	\$ 104.00	##	##	##	##	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 104.00	\$ 3,796.00	\$ 3,900.00	\$ 3,900.00	\$3,554.64
Computer replacement	\$ -	\$ -											\$ -				\$1,941.25
Copier	\$ -	\$ 104.00											\$ 104.00				\$1,407.39
Website	\$ -	\$ -											\$ -				\$206.00
Equipment Mant.	\$ -	\$ -	##	##	##	##	##	##	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ 700.00	\$ 700.00	\$520.49
Computer Maint.	\$ -	\$ -											\$ -				\$0.00
Software	\$ -	\$ -											\$ -				\$520.49
Misc	\$ -	\$ -											\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$213.17
													\$ 1,077.66	\$ 19,497.34	\$ 20,575.00	\$ 19,575.00	\$12,704.73
Percentage of Total													5.24%				65%

Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Budget 2021	Budget 2020	Total
Property Taxes	\$ 34,468.49	\$ 30,926.36											\$ 65,394.85	\$ 95,000.00	\$ 90,000.00	\$0.00
State Aid	\$ -	\$ -											\$ -	\$ 3,100.00	\$ 3,000.00	\$3,176.66
Utilities Reimbursement	\$ 77.50	\$ -											\$ 77.50	\$ 1,000.00	\$ 700.00	\$1,239.49
Penal Fines	\$ 2,678.50	\$ 1,794.12											\$ 4,472.62	\$ 25,000.00	\$ 28,000.00	\$20,068.26
Book Fines	\$ 57.76	\$ -											\$ 57.76	\$ 550.00	\$ 550.00	\$240.80
Donations	\$ -	\$ -											\$ -	\$ 500.00	\$ 500.00	\$0.00

Misc. (awards...)	\$ -	\$ -												\$ -	\$ -	\$ -
Copies	\$ 47.05	\$ 51.25												\$ 98.30	\$ 450.00	\$ 600.00
Book Sales	\$ 39.50	\$ 17.50												\$ 57.00	\$ 200.00	\$ 200.00
Faxes	\$ 20.00	\$ 24.00												\$ 44.00	\$ 100.00	\$ 200.00
Grants/Fundraiser	\$ -	\$ -												\$ -	\$ 1,000.00	\$ 1,000.00
Interest	\$ 21.45	\$ 25.16												\$ 46.61	\$ 450.00	\$ 450.00
cc cash back/refunds	\$ 20.43	\$ 5.87												\$ 26.30	\$ 150.00	\$ 150.00
Total	\$ 37,430.68	\$ 32,844.26	##	##	##	##	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 70,274.94	\$ 127,500.00	\$ 125,350.00	

\$9.00
\$471.45
\$353.75
\$110.00
\$1,114.05
\$468.33
\$314.95

\$27,566.74