

Hartford Public Library

AGENDA BOARD OF TRUSTEES Tuesday, July 9, 2024

7PM - Public Hearing: Truth in Taxation & 2025 Budget

Regular Meeting

- I. Call to order and attendance
- II. Approval of minutes
- III. Financial Report
- IV. Approval of Bills
- V. Director's Report
- VI. Old Business
 - A. Electronic Door Openers status
- VII. New Business
 - A. Outside electrical boxes
 - B. Genealogy report
 - C. Misc items for discussion
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Hartford Public Library Board Meeting Minutes
June 11, 2024, 7pm

Meeting called to order by President Jonatzke

Present- Hadley, Friday, Jonatzke, Dowd, Daniels, Blocker, and Bench

Motion to approve the Minutes of May 14, 2024, as presented, and place on file.
Friday and Dowd motion carried

Motion to approve the Financial Report as presented, and place on file.
Dowd and Bench motion carried

Motion to approve and pay bills in the amount of \$18,015.78. See Cash Disbursals for a listing of checks written.
Hadley and Dowd motion carried

Director's Report- see written report submitted at meeting.

Old Business

A. Securalarm additional cameras status- see written report submitted at meeting.

New Business

A. Genealogy Report- see written report submitted at meeting.

B. Misc. items- see written report submitted at meeting.

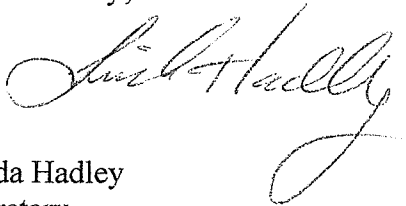
Committee Reports- none

Public Comment- none

Motion to adjourn

Dowd and Friday motion carried

Submitted by;



Linda Hadley
Secretary

07/09/24
Accrual Basis

Hartford Public Library
Balance Sheet
As of July 9, 2024

	<u>Jul 9, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Advia Money Market	151,384.53
GL cash out (Honor Credit Union Checking account)	170,691.21
Honor MM#3 (Money Market at Honor Credit Union)	219,083.00
Petty Cash-Misc. (Petty Cash)	<u>50.00</u>
Total Checking/Savings	<u>541,208.74</u>
Total Current Assets	<u>541,208.74</u>
TOTAL ASSETS	<u><u>541,208.74</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	<u>1,216.57</u>
Total Other Current Liabilities	<u>1,216.57</u>
Total Current Liabilities	<u>1,216.57</u>
Total Liabilities	1,216.57
Equity	
3900 · Retained Earnings	432,009.05
Net Income	<u>107,983.12</u>
Total Equity	<u>539,992.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>541,208.74</u></u>

**Submitted to the Hartford Public Library
Board of Trustees for approval
July 9, 2024**

Checks written after June 11, 2024 meeting

Honor	\$	8,369.53(Salary)
		510.54(Omaha)
		127.75(StandardPrinting)
		695.00(AmericanMark)

Total \$ 9,702.82

Checks written before July 9, 2024 meeting

Expenses	\$	13,309.49
Total	\$	23,012.31
To Be Paid	\$	<u>23,012.31</u>
Total Disbursals	\$	23,012.31
Total to be Approved	\$	<u>23,012.31</u>

Balance June 11, 2024	\$	169,671.01
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Transfers to account	\$	0
Transfers from account	\$	0
Receipts	\$	24,032.51
Total	\$	193,703.52

To Be Approved	\$	23,012.31
Balance July 9,2024	\$	170,691.21

Hartford Public Library
Cash Disbursals
As of July 9, 2024

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
06/22/2024	13592	Bethany Bivens		-SPL...	-163.34
06/22/2024	13593	Sarah J James		-SPL...	-523.41
06/22/2024	13595	Jennifer Sarco		-SPL...	-371.00
06/22/2024	13596	Patricia A Schroed...		-SPL...	-1,122.12
06/22/2024	13597	Laura D Smith		-SPL...	-371.02
06/22/2024	13598	Emma G Lavender		-SPL...	-164.44
06/22/2024	13599	Eric Blocker		-SPL...	-13.56
06/22/2024	13600	Omaha Suppleme...	emp ins	703 ...	-510.54
06/22/2024	13601	Standar Printing		806 ...	-127.75
06/22/2024	13602	American Marketi...	advertising	901 ...	-695.00
06/26/2024	13603	Stephanie Daniels		-SPL...	-1,484.46
07/05/2024	13604	Bethany Bivens		-SPL...	-196.00
07/05/2024	13605	Stephanie Daniels		-SPL...	-1,484.48
07/05/2024	13606	Sarah J James		-SPL...	-486.69
07/05/2024	13607	Jennifer Sarco		-SPL...	-312.68
07/05/2024	13608	Patricia A Schroed...		-SPL...	-1,122.11
07/05/2024	13609	Laura D Smith		-SPL...	-389.79
07/05/2024	13610	Emma G Lavender		-SPL...	-164.43
07/09/2024	1361...	United States Tre...	38-2073164	-SPL...	-2,265.38
07/09/2024	1361...	State of Michigan	38-2073164	-SPL...	-1,309.49
07/09/2024	13611	Baker & Taylor	books	978 ...	-524.40
07/09/2024	13612	Best Way Disposal	refuse re...	819 ...	-79.98
07/09/2024	13613	Bloomington Co...	internet	855 ...	-199.99
07/09/2024	13614	Capital One	see below	-SPL...	-2,888.23
07/09/2024	13615	City of Hartford	water & s...	927 ...	-59.95
07/09/2024	13616	Consumers Energy	gas	923 ...	-53.71
07/09/2024	13617	Culligan	supplies	740 ...	-19.50
07/09/2024	13618	Demco Inc	operating ...	740 ...	-104.59
07/09/2024	13619	Frontier	fax line	853 ...	-145.88
07/09/2024	13620	Indiana Michigan ...	electric	921 ...	-678.17
07/09/2024	13621	Kellogg Hardware	728 suppli...	728 ...	-31.96
07/09/2024	13622	Peter Koshar	repairs & ...	930 ...	-491.92
07/09/2024	13623	Linear Electric	electrical ...	930 ...	-2,841.00
07/09/2024	13624	NextBell	telephone	853 ...	-158.03
07/09/2024	13625	Rose Pest Solutions	exterior e...	930 ...	-225.00
07/09/2024	13626	Tri-City Record	advertising	901 ...	-200.00
07/09/2024	13627	SecurAlarm Syste...	alarm mai...	827 ...	-138.00
07/09/2024	13628	US Business Syst...	contractual	827 ...	-529.31
07/09/2024	13629	ODC Network	children's ...	806 ...	-365.00
Total GL cash out (Honor Credit Union Checking account)					-23,012.31
TOTAL					-23,012.31

Hartford Public Library
Income/Expense
 January 1 through July 9, 2024

	Jan 1 - Jul 9, ...
Ordinary Income/Expense	
Income	
402 · Tax Levy (Van Buren District Library)	28,460.31
539 · Direct State Aid	3,103.68
582 · City of Hartford	57,684.37
583 · Township of Hartford	125,949.76
657 · Penal Fines	14,789.38
665 · Interest	1,462.33
673 · Donations	2,163.00
674 · LTC Grant (ALA -Libraries Transforming Communities-...	10,000.00
680 · Misc. Receipts	9,190.15
	252,802.98
Total Income	252,802.98
Gross Profit	252,802.98
Expense	
6560 · Payroll Expenses	68,583.72
6570- · Payroll tax	5,448.28
703 · Employee Insurance	1,651.08
728 · Supplies	1,543.91
730 · Postage	679.98
740 · Operating Supplies	1,269.61
801 · Professional Services (Membership Fees)	50.00
804 · Adult Program	732.16
805 · Children's Program	2,662.84
806 · Children's Summer Programs (2009 Children's summe...	2,290.69
807 · Audit	5,400.00
818 · Services (Snow/Lawn)	864.50
819 · Refuse Removal	238.72
827 · Contractual Services	2,486.27
853 · Telephone (Phone & FAX)	2,078.17
855 · Internet	1,399.93
864 · Conferences & Workshops	770.00
901 · Advertising	1,303.26
910 · Insurance (Building)	10,504.00
921 · Electricity	2,799.06
923 · Gas	1,631.74
927 · Public Utilities	297.51
930 · Repairs & Maintenance	13,422.92
956 · Misc.	110.44
957 · Magazines & Periodicals	342.10
958 · Vicki Shoemaker	240.00
959 · Electronic Materials	7,187.58
978 · Books	6,931.39
984 · Biblionix-Apollo (Electronic circulation system)	1,900.00
991 · Architectural Services	0.00
	144,819.86
Total Expense	144,819.86
Net Ordinary Income	107,983.12
Net Income	107,983.12

Hartford Public Library
Director's Report – July 9 2024

The Stats for July 2024 Adults 1,073 Children 746
Computer usage for
June– adults(138), children (191) Air print(39)
Website: June, 916
Hoopla Digital for June,2024 \$395.92
Hoopla balance \$123.44
Cardio Drumming- June,(94) Bingo (101)
MEL Books borrowed-June 172 MEL books lent-June. 82

The summer has been crazy busy. Every Tuesday, I have 18-20 middle school students in the library for a program at noon. They have done an internet scavenger hunt, Suminagashi or floating ink, the great marshmallow challenge and water rockets. They have also been checking out books to read in class.

The Family Cooking class has been very successful. We have had to split the class in two sessions: one at 1:30pm to 2:30pm and the other from 2:30pm to 3:30pm. The classes are free from the Michigan State Extension. The instructor is Crystal Avila. All the food is provided free. We have about 14 adults and 16-20 children in each class. The first class made parfaits with fruit. The second class made no bake cookies with oatmeal and peanut butter. Today they made hummus with vegetables. It is hands on so the children are able to chop the vegetables, measure ingredients and learn good food hygiene. The classes are entirely free.

Our programs have been running between 25 to 35 participants for every program on Wednesday and Thursday. We made pompom pets, painted rocks, made fossils and painted a fish sculpture. Tomorrow we are making a wind spinner and planting a flower. Thursday we are doing water rockets weather permitting.

I contracted with American Marketing for upgrading our google site. They are going to do a virtual tour composed of 8-12 panoramic images to be published to our Google listing and Google maps with 10 additional still photos provided for us. So, when someone finds us on Google, they will be able to click on our photo, they will see inside our building and all the wonderful things available here. This is a one-time fee. Our photoshoot is July 30 at 12 noon.

Respectfully Submitted,
Stephanie Daniels

VI. Old Business

A. Electronic door openers

The door openers are installed and Linear Electric came today and installed the electrical connections. The automatic door opener company has to come back and connect the electric to the motors. We are on the schedule, but it could be 2 weeks out.

VII. New Business

A. Outside electrical outlets

People have been plugging into the outside outlets after hours and on Sunday. Some have been here all night on the bench. One of the neighbors across the street saw them loitering at all hours of the night.

I locked the outlet with key locks, but they broke the cover on the outlet at the south side of the building. I located the designated switch in the electrical box and shut it off, but I was told the outlets still work. I will look at it again this week.

B. Genealogy report

As included

C. Misc items for discussion

I called Rose Exterminator to spray the outside of the building as we seem to be getting some black bugs inside. It is probably due to all the rain we have been having.

The gutters have been cleaned and the old Hartford Public Library sign has been mounted to the front of the building facing east.

The Red Arrow school sign has been mounted and placed on the wall in the north entry. I had extra stringers added to the shed for support in case we have more snow this winter.

I will open applications for working in the library. We are so extremely busy, we may need an extra desk person. Often it is hard to handle the front desk when you doing copies and faxes and checking out materials.

The gated area to the southwest has been weeded and cut by Lawn Boys this week. I wanted to take care of it before I received a complaint from the city.

VBRGS
GENEALOGY ROOM REPORT
JUNE 2024

The Genealogy Room was staffed by eight volunteers this month and welcomed 54 visitors. Thirty-seven of those attended our program on June 15th. We also assisted several others with research requests.

This month our three Wednesday volunteers entertained Brett Knapp a long-distance visitor from Pasco, Washington who grew up in southwest Michigan. He spent an enjoyable day using the collection and getting computer assistance from Bonnie.

On June 15th we held the society's annual meeting prior to our program. I have attached a copy of the agenda for those who may be interested in how I present our society to our guests as well as update our members.

Joyce Beedie

VAN BUREN REGIONAL GENEALOGICAL SOCIETY
ANNUAL MEETING AGENDA
JUNE 15, 2024, HARTFORD PUBLIC LIBRARY
REPORT AS OF MAY 31, 2024

Open Meeting

1. Greeting by Joyce Beedie
2. Introduction of the Board of Directors - Joyce Beedie, pres., Patsy Miller, v.p., Bonnie Pardike, sec., Joyce Beedie, tres., directors are Kay Gray, Lynn Martin and Ron Jillson
3. Secretary Minutes from July 15, 2023 Annual Meeting, to be approved.
4. Treasury Report – available upon written request
5. Donations – all are made with board approval
 - a. Local libraries and museums have received items that were better suited for them or are duplicates from our collection.
 - b. Guest speakers receive a monetary donation to their non-profit organization.
 - c. Donations are made to non-profit organizations that align with our mission
 - d. Each year the board reviews the needs of the Genealogy Room and the Hartford Public Library and attempts to find something that benefits both entities. This past year we contributed funds for one-yr of Ancestry.com Library Edition, adult programs and the VBRGS book collection inclusion into the library's catalog.
6. Donations Received – 27 books, misc. photographs, and monetary donations
7. Renew membership, become a member or to learn more about the society see Bonnie and Lynn. Family Membership \$20, Life Membership \$250
8. Membership Report – 112 family/life memberships
9. VBRGS is a member of the National Genealogical Society and the Michigan Genealogical Council
10. Genealogy Room Annual Visitor Report – 673 visitors of those 318 attended our program events. We sponsored 8 program events last year. The room was staffed all days except one each month.
11. Recognition and thank you to our Genealogy Room volunteers - Patsy Miller, Jerry Anderson, Lynn Martin, Bonnie Pardike, Wynonia Mankowski, Charlie Brock, Kathy Jillson, Ron Jillson, Kim Kester, Joyce Beedie, special thanks to Bonnie and Lynn for their continued work to inventory our book collection.
12. Old Business – none
13. New Business – none
14. Next Board Meeting is July 8th at 3:00 pm at the Library.
15. Next society program event will be on Saturday, July 20th at HPL at 11am.
Ron Morris and Jan Roeder will present “Unsolved: The Morris Murders, Part 2”

Motion to adjourn.

Hartford Public Library
Profit & Loss Budget Overview

January through December 2025
 Hartford Public Library- Proposed 2025 Budget

Jan - Dec 25

Ordinary Income/Expense

Income

102 · Hartford-Pokagon LARSB (Casino Local revenue shar	22,819.26
402 · Tax Levy (Van Buren District Library)	7,896.78
539 · Direct State Aid	6,202.04
582 · City of Hartford	60,000.00
583 · Township of Hartford	144,000.00
657 · Penal Fines	26,965.53
665 · Interest	2,479.11
673 · Donations	14,802.95
680 · Misc. Receipts	17,625.76

Total Income

302,791.43

Gross Profit

302,791.43

Expense

6560 · Payroll Expenses	144,000.00
6570- · Payroll tax	12,000.00
703 · Employee Insurance	3,824.78
728 · Supplies	3,488.13
730 · Postage	311.05
740 · Operating Supplies	3,914.54
801 · Professional Services (Membership Fees)	412.50
804 · Adult Program	1,698.14
805 · Children's Program	4,854.89
806 · Children's Summer Programs (2009 Children's summe	5,976.49
807 · Audit	4,900.00
818 · Services (Snow/Lawn)	10,365.00
819 · Refuse Removal	305.64
827 · Contractual Services	4,053.09
853 · Telephone (Phone & FAX)	3,329.49
855 · Internet	4,735.04
864 · Conferences & Workshops	1,351.99
901 · Advertising	578.73
910 · Insurance (Building)	9,083.00
911 · Workmen's Comp (Disability Insurance)	572.00
921 · Electricity	6,600.00
923 · Gas	4,200.00
927 · Public Utilities	642.15
930 · Repairs & Maintenance	4,654.53
956 · Misc.	451.84
957 · Magazines & Periodicals	590.10
958 · Vicki Shoemaker	0.00
959 · Electronic Materials	6,000.00
978 · Books	14,400.00
983 · Equipment	1,585.31

Hartford Public Library
Profit & Loss Budget Overview
January through December 2025

Hartford Public Library- Proposed 2025 Budget

	<u>Jan - Dec 25</u>
984 · Biblionix-Apollo (Electronic circulation system)	1,900.00
991 · Architectural Services	6,732.15
Total Expense	<u>267,510.58</u>
Net Ordinary Income	<u>35,280.85</u>
Other Income/Expense	

Profit & Loss Budget vs. Actual
January through December 2024

Hartford Public Library Year-to-Date

Ordinary Income/Expense	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
102 · Hartford-Pokagon LARSB (Casino Local revenue sharing fur	0.00	25,494.81	-25,494.81	0.0%
402 · Tax Levy (Van Buren District Library)	28,460.31	7,422.22	21,038.09	383.45%
539 · Direct State Aid	3,103.68	6,010.95	-2,907.27	51.63%
582 · City of Hartford	57,684.37	47,596.67	10,087.70	121.19%
583 · Township of Hartford	125,949.76	121,041.90	4,907.86	104.06%
657 · Penal Fines	14,789.38	16,707.18	-1,917.80	88.52%
665 · Interest	1,462.33	844.11	618.22	173.24%
673 · Donations	2,163.00	6,884.49	-4,721.49	31.42%
674 · LTC Grant (ALA-Libraries Transforming Communities- grant	10,000.00			
680 · Misc. Receipts	9,190.15	23,670.54	-14,480.39	38.83%
Total Income	<u>252,802.98</u>	<u>255,672.87</u>	<u>-2,869.89</u>	<u>98.88%</u>
Gross Profit	<u>252,802.98</u>	<u>255,672.87</u>	<u>-2,869.89</u>	<u>98.88%</u>
Expense				
6200 · Interest Expense (Interest Expense)	0.00	-5,908.10	5,908.10	0.0%
6560 · Payroll Expenses	68,583.72	116,212.01	-47,628.29	59.02%
6570- · Payroll tax	5,448.28	9,031.19	-3,582.91	60.33%
703 · Employee Insurance	1,651.08	4,140.82	-2,489.74	39.87%
728 · Supplies	1,543.91	4,102.63	-2,558.72	37.63%
730 · Postage	679.98	857.43	-177.45	79.3%
740 · Operating Supplies	1,269.61	3,134.15	-1,864.54	40.51%
801 · Professional Services (Membership Fees)	50.00	250.00	-200.00	20.0%
804 · Adult Program	732.16	466.13	266.03	157.07%
805 · Children's Program	2,662.84	3,188.95	-526.11	83.5%
806 · Children's Summer Programs (2009 Children's summer prog	2,290.69	5,160.27	-2,869.58	44.39%
807 · Audit	5,400.00	3,800.00	1,600.00	142.11%
818 · Services (Snow/Lawn)	864.50	8,546.87	-7,682.37	10.12%
819 · Refuse Removal	238.72	284.22	-45.50	83.99%
827 · Contractual Services	2,486.27	5,169.56	-2,683.29	48.09%
853 · Telephone (Phone & FAX)	2,078.17	3,199.37	-1,121.20	64.96%
855 · Internet	1,399.93	4,221.28	-2,821.35	33.16%

Profit & Loss Budget vs. Actual
January through December 2024

Hartford Public Library Year-to-Date

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
864 · Conferences & Workshops	770.00	30.00	740.00	2,566.67%
901 · Advertising	1,303.26	1,363.40	-60.14	95.59%
910 · Insurance (Building)	10,504.00	7,944.00	2,560.00	132.23%
911 · Workmen's Comp (Disability Insurance)	0.00	569.00	-569.00	0.0%
921 · Electricity	2,799.06	5,653.51	-2,854.45	49.51%
923 · Gas	1,631.74	2,978.67	-1,346.93	54.78%
927 · Public Utilities	297.51	502.52	-205.01	59.2%
930 · Repairs & Maintenance	13,422.92	4,803.26	8,619.66	279.45%
940 · Rental	0.00	130.00	-130.00	0.0%
956 · Misc.	110.44	4,553.98	-4,443.54	2.43%
957 · Magazines & Periodicals	342.10	499.00	-156.90	68.56%
958 · Vicki Shoemaker	240.00			
959 · Electronic Materials	7,187.58	9,764.46	-2,576.88	73.61%
978 · Books	6,931.39	10,615.46	-3,684.07	65.3%
983 · Equipment	0.00	4,514.33	-4,514.33	0.0%
984 · Biblionix-Apollo (Electronic circulation system)	1,900.00	3,100.00	-1,200.00	61.29%
991 · Architectural Services	0.00			
993 · Computer Maintenance	0.00	941.48	-941.48	0.0%
Total Expense	144,819.86	223,819.85	-78,999.99	64.7%
Net Ordinary Income	107,983.12	31,853.02	76,130.10	339.0%

2024 TAX RATE REQUEST - (DUE BY SEPTEMBER 30th.)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	VAN BUREN	Taxable Value	145,700,331
Local Government Unit	HARTFORD LIBRARY		

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

Source	Purpose of Millage	Date of Election	Charter, etc.	2023		2024		Sec. 211.34 Millage Rollback Fraction	Maximum Allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
				Millage Authorized	Millage Rate Reduced by MCL 211.34d	Current Year Millage Reduction	Millage Rate Reduced by MCL 211.34d					
VOTED	OPERATING	Nov-94	0.8500	0.7511	1.0000	0.7511	1.0000	0.7511				unlimited
EXTRA VOTED	OPERATING	Aug-00	0.8500	0.7668	1.0000	0.7668	1.0000	0.7668				unlimited
Total Mills											1.5179	

Prepared by		Title		Date	
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As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage. MCL 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	<i>James C Tomarke</i>	Type Name	JAMES C TOMARKE	Date	7-9-24
<input checked="" type="checkbox"/> Secretary	Signature	<i>James C Tomarke</i>	Type Name	JAMES C TOMARKE	Date	7-9-24
<input checked="" type="checkbox"/> Chairperson	Signature	<i>James C Tomarke</i>	Type Name	JAMES C TOMARKE	Date	7-9-24
<input checked="" type="checkbox"/> President	Signature	<i>James C Tomarke</i>	Type Name	JAMES C TOMARKE	Date	7-9-24

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.