

Hartford Public Library

AGENDA BOARD OF TRUSTEES Tuesday, October 14, 2025

Amended Agenda

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. Genealogy Report
- VII. New Business
 - A. Misc items for discussion
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Hartford Public Library Board Meeting Minutes

September 9, 2025 7pm

Meeting called to order by President Jonatzke

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

Motion to approve the Minutes of August 12, 2025, 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 \$22,158.16. See Cash Disbursals for a listing of checks written.

Bench and Dowd motion carried

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

Old Business

A. American Legion- see written report submitted at meeting.

On Sept. 4, 2025 the Hartford American Legion voted to place the memorial flag burning vessel on the library property.

Motion to approve the placement of the memorial flag burning vessel near the flag pole area.

Friday and Bench motion carried

B. New employees- see written report submitted at meeting.

C. Genealogy report- see written report submitted at meeting.

VBRGS has gifted the library the full cost of purchasing and installing the new whole building surge protector.

New Business

A. Misc. items for discussion

1. Exterior landscaping

2. Hartford Strawberry Festival- June 12 and 13, 2026.

Motion to approve the use of Hartford library grounds for the use of the Hartford

Strawberry

Festival June 12 and 13, 2026.

Hadley and Blocker motion carried

3. Costume Give-away on Saturday October 11, 2025

Committee Reports- none

Public Comment- none

Motion to adjourn

Friday and Hadley motion carried

Submitted by;



Linda Hadley
Secretary

10/14/25
Accrual Basis

Hartford Public Library

Balance Sheet

As of October 14, 2025

Hartford Public Library Balance Sheet 10/14/2025 Oct 14, 25

ASSETS

Current Assets

Checking/Savings

Advia Money Market	152,523.87
GL cash out (Honor Credit Union Checking account)	192,983.72
Honor MM#3 (Money Market at Honor Credit Union)	222,187.27
Petty Cash-Misc. (Petty Cash)	50.00

Total Checking/Savings 567,744.86

TOTAL ASSETS 567,744.86

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 - Payroll Liabilities 1,264.15

Total Liabilities 1,264.15

Equity

3900 - Retained Earnings 486,276.16

Net Income 80,204.55

Total Equity 566,480.71

TOTAL LIABILITIES & EQUITY 567,744.86

**Submitted to the Hartford Public Library
Board of Trustees for approval
October 14, 2025**

Checks written after Sept.9, 2025 meeting

Honor	\$ 14,593.69(Salary)
	1,449.42(Capitalone)
	56.58(ConsumersEnergy)
	198.56(Frontier)
	648.19(IndianaMich)
	159.21(CityofHart)
	183.00(Cigna)
	310.12(InternalRev)
	680.97(OmahaSup)

Total \$18,279.74

Checks written before October 14,2025 meeting

Expenses	\$ 7,420.55
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Total	\$ 25,700.29
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To Be Paid	<u>\$ 25,700.29</u>
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Total Disbursals	\$ 25,700.29
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Total to be Approved	<u>\$ 25,700.29</u>
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Balance Sept.9, 2025	\$192,998.85
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Transfers from account	\$ 0
Receipts	\$ 25,685.16
Total	\$218,684.01

To Be Approved	\$ 25,700.29
Balance Oct.14, 2025	\$192,983.72

Hartford Public Library
Cash Disbursals
As of October 14, 2025

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
09/12/2025	14125	Charity Arkauskas		-SPL...	-263.88
09/12/2025	14126	Teresa Babb		-SPL...	-153.92
09/12/2025	14127	Bethany Bivens		-SPL...	-281.13
09/12/2025	14128	Stephanie Daniels		-SPL...	-1,543.61
09/12/2025	14129	Stacy Cannon-Flory		-SPL...	-205.53
09/12/2025	14130	Sarah J James		-SPL...	-464.24
09/12/2025	14131	Patricia A Schroed...		-SPL...	-1,171.37
09/12/2025	14132	Laura D Smith		-SPL...	-476.44
09/12/2025	14133	Emma G Lavender		-SPL...	-169.66
09/12/2025	14135	Omaha Suppleme...	employee ...	703 ...	-680.97
09/12/2025	14136	Ciara Sheffey		-SPL...	-35.83
09/29/2025	14137	Teresa Babb		-SPL...	-197.91
09/29/2025	14138	Bethany Bivens		-SPL...	-249.07
09/29/2025	14139	Stacy Cannon-Flory		-SPL...	-684.15
09/29/2025	14140	Stephanie Daniels		-SPL...	-1,543.60
09/29/2025	14141	Sarah J James		-SPL...	-415.50
09/29/2025	14142	Patricia A Schroed...		-SPL...	-1,171.38
09/29/2025	14143	Laura D Smith		-SPL...	-454.92
09/29/2025	14144	Emma G Lavender		-SPL...	-169.68
09/29/2025	14145	Ciara Sheffey		-SPL...	-18.70
09/29/2025	14146	Capital One	see below	-SPL...	-1,449.42
09/29/2025	14147	Consumers Energy	gas	923 ...	-56.58
09/29/2025	14148	Frontier	fax line	853 ...	-198.56
09/29/2025	14149	Indiana Michigan ...	electric	921 ...	-648.19
10/10/2025	14150	Teresa Babb		-SPL...	-153.92
10/10/2025	14151	Bethany Bivens		-SPL...	-271.70
10/10/2025	14152	Stacy Cannon-Flory		-SPL...	-655.16
10/10/2025	14153	Stephanie Daniels		-SPL...	-1,543.61
10/10/2025	14154	Sarah J James		-SPL...	-446.47
10/10/2025	14155	Patricia A Schroed...		-SPL...	-1,171.37
10/10/2025	14156	Laura D Smith		-SPL...	-466.11
10/10/2025	14157	Emma G Lavender		-SPL...	-169.66
10/10/2025	14158	Ciara Sheffey		-SPL...	-45.17
10/10/2025	14159	City of Hartford	water & s...	927 ...	-159.21
10/10/2025	14160	Cigna	employee ...	703 ...	-183.00
10/10/2025	14161	Internal Revenue ...	refund in ...	956 ...	-310.12
10/14/2025	1416...	United States Tre...	38-2073164	-SPL...	-2,470.70
10/14/2025	1416...	State of Michigan	38-2073164	-SPL...	-1,609.70
10/14/2025	14162	Baker & Taylor	books	978 ...	-67.09
10/14/2025	14163	Best Way Disposal	trash rem...	819 ...	-83.19
10/14/2025	14164	Bloomingtondale Co...	internet	855 ...	-199.99
10/14/2025	14165	Culligan	supplies	740 ...	-70.75
10/14/2025	14166	Kalamazoo Public ...	978 book	978 ...	-32.00
10/14/2025	14167	The Library Network	software	959 ...	-98.00
10/14/2025	14168	Midwest Dialtone	telephone	853 ...	-150.50
10/14/2025	14169	OverDrive	ebooks	959 ...	-2,000.00
10/14/2025	14170	S&S Worldwide Inc.	805 childr...	805 ...	-82.48
10/14/2025	14171	US Business Syst...	printer ma...	827 ...	-556.15
Total GL cash out (Honor Credit Union Checking account)					-25,700.29
TOTAL					-25,700.29

Hartford Public Library
Income/Expense
 January 1 through October 14, 2025

	<u>Jan 1 - Oct 14, ...</u>
Ordinary Income/Expense	
Income	
102 · Hartford-Pokagon LARSB (Casino Local revenue sharin...	19,500.82✓
402 · Tax Levy (Van Buren District Library)	12,460.75
539 · Direct State Aid	6,723.28
582 · City of Hartford	63,890.94
583 · Township of Hartford	156,740.06
600 · Peggy Barber Grant (Grant for senior bingo and senoir p...	2,363.69
601 · Digital Literacy Grant (Grant for Digital programs and el...	5,000.00
657 · Penal Fines	21,754.32
665 · Interest	2,317.53
673 · Donations	10,169.00
680 · Misc. Receipts	11,400.33
Total Income	<u>312,320.72</u>
Gross Profit	312,320.72
Expense	
6560 · Payroll Expenses	112,793.34
6570- · Payroll tax	8,903.21
703 · Employee Insurance	2,610.07
728 · Supplies	1,835.05
730 · Postage	965.22
740 · Operating Supplies	2,176.79
799 · Security Contractual (Securalarm maintenance of alarm ...	3,777.60
800 · Digital Literacy (Grant expenses)	3,000.00
801 · Professional Services (Membership Fees)	245.00
804 · Senior Programs	1,214.97
805 · Children's Program	6,150.89
806 · Children's Summer Programs (2009 Children's summer ...	3,955.32
807 · Audit	5,500.00
818 · Services (Snow/Lawn)	864.50
819 · Refuse Removal	327.12
827 · Contractual Services	3,473.04
853 · Telephone (Phone & FAX)	3,200.08
855 · Internet	1,999.90
864 · Conferences & Workshops	71.10
901 · Advertising	1,083.69
910 · Insurance (Building)	12,165.00
911 · Workmen's Comp (Disability Insurance)	1,501.80
921 · Electricity	5,876.32
923 · Gas	2,504.48
927 · Public Utilities	602.33
930 · Repairs & Maintenance	8,168.40
956 · Misc.	444.04
957 · Magazines & Periodicals	465.04
959 · Electronic Materials	11,003.54
978 · Books	8,988.72
983 · Equipment	14,049.61
984 · Biblionix-Apollo (Electronic circulation system)	2,200.00
Total Expense	<u>232,116.17</u>
Net Ordinary Income	<u>80,204.55</u>

3:36 PM
10/14/25
Cash Basis

Hartford Public Library
Profit & Loss Budget vs. Actual
January through December 2025

Hartford Public Library- Adjusted Budget as of October 14, 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
102 · Hartford-Pokagon LARSB (Casino Local revenue sharing fund)	19,500.82	22,819.26	-3,318.44	85.46%
402 · Tax Levy (Van Buren District Library)	12,460.75	7,896.78	4,563.97	157.8%
539 · Direct State Aid	6,723.28	6,202.04	521.24	108.4%
582 · City of Hartford	63,890.94	60,000.00	3,890.94	106.49%
583 · Township of Hartford	156,740.06	144,000.00	12,740.06	108.85%
600 · Peggy Barber Grant (Grant for senior bingo and senoir programs)	2,363.69	2,500.00	-136.31	94.55%
601 · Digital Literacy Grant (Grant for Digital programs and electronics)	5,000.00	5,000.00	0.00	100.0%
657 · Penal Fines	21,754.32	26,965.53	-5,211.21	80.68%
665 · Interest	2,317.53	2,479.11	-161.58	93.48%
673 · Donations	10,169.00	14,802.95	-4,633.95	68.7%
680 · Misc. Receipts	11,400.33	17,625.76	-6,225.43	64.68%
Total Income	312,320.72	310,291.43	2,029.29	100.65%
Gross Profit	312,320.72	310,291.43	2,029.29	100.65%
Expense				
6560 · Payroll Expenses	112,793.34	149,580.00	-36,786.66	75.41%
6570 · Payroll tax	8,903.21	13,596.00	-4,692.79	65.48%
703 · Employee Insurance	2,610.07	3,600.00	-989.93	72.5%
728 · Supplies	1,835.05	2,400.00	-564.95	76.46%
730 · Postage	965.22	1,080.00	-114.78	89.37%
740 · Operating Supplies	2,176.79	3,240.00	-1,063.21	67.19%
799 · Security Contractual (Securalarm maintenance of alarm system ar	3,777.60	6,000.00	-2,222.40	62.96%
800 · Digital Literacy (Grant expenses)	3,000.00	5,000.00	-2,000.00	60.0%
801 · Professional Services (Membership Fees)	245.00	412.50	-167.50	59.39%
804 · Senior Programs	1,214.97	2,400.00	-1,185.03	50.62%
805 · Children's Program	6,150.89	6,600.00	-449.11	93.2%
806 · Children's Summer Programs (2009 Children's summer programs)	3,955.32	3,996.00	-40.68	98.98%
807 · Audit	5,500.00	5,580.00	-80.00	98.57%
818 · Services (Snow/Lawn)	864.50	6,360.00	-5,495.50	13.59%
819 · Refuse Removal	327.12	456.00	-128.88	71.74%
827 · Contractual Services	3,473.04	4,053.09	-580.05	85.69%
853 · Telephone (Phone & FAX)	3,200.08	3,329.49	-129.41	96.11%
855 · Internet	1,999.90	3,000.00	-1,000.10	66.66%
864 · Conferences & Workshops	71.10	240.00	-168.90	29.63%
901 · Advertising	1,083.69	1,500.00	-416.31	72.25%
910 · Insurance (Building)	12,165.00	12,168.00	-3.00	99.98%
911 · Workmen's Comp (Disability Insurance)	1,501.80	1,501.80	0.00	100.0%
921 · Electricity	5,876.32	6,900.00	-1,023.68	85.16%
923 · Gas	2,504.48	4,200.00	-1,695.52	59.63%
927 · Public Utilities	602.33	840.00	-237.67	71.71%
930 · Repairs & Maintenance	8,168.40	8,400.00	-231.60	97.24%
956 · Misc.	444.04	451.84	-7.80	98.27%
957 · Magazines & Periodicals	465.04	590.10	-125.06	78.81%
958 · Vicki Shoemaker	0.00	0.00	0.00	0.0%
959 · Electronic Materials	13,203.54	14,040.00	-836.46	94.04%
978 · Books	8,988.72	11,400.00	-2,411.28	78.85%
983 · Equipment	14,049.61	15,600.00	-1,550.39	90.06%
984 · Biblionix-Apollo (Electronic circulation system)	0.00	1,900.00	-1,900.00	0.0%
991 · Architectural Services	0.00	0.00	0.00	0.0%
Total Expense	232,116.17	300,414.82	-68,298.65	77.27%
Net Ordinary income	80,204.55	9,876.61	70,327.94	812.07%

Hartford Public Library
Director's Report – October 14, 2025

The Stats for Sept., 2025 Adults 1217 Children 542
Computer usage for Sept.– adults(180) children (242)
Website: Sept, 1,521
Hoopla Digital for Sept.2025 \$227.52
Hoopla balance \$550.38
Cardio Drumming Sept 120 Bingo 84 Air print 68

The Hartford Fall Festival was a positive event for Hartford. I believe it will grow even better next year. The library made \$564 on books and rummage. We were selling used books for 25 cents each and lots of new and slightly used holiday items. The children enjoyed the Family activity tent where they made Fall crafts.

Securalarm made its annual inspection visit to check all our fire and smoke alarms and install a system upgrade.

Our fire extinguishes are scheduled for inspection and refiling on Thursday, October 16th. We have contracted with Summit Fire Extinguisher in PawPaw for service.

We have had problem with the inside automatic door opener and had servicemen come put to check the system. We finally had the problem solved by the owner of the company. There was an error in the installation of the interior door opener.

The annual Walk to School was Wednesday, October 8th. Children, parents and teachers gathered at the library at 7am and walked to Redwood at 8am. The library was open for anyone to come in and use the facility. There is also another walk to school in the Spring.

Sarah's last day was Friday, October 10th. We are sad to see her leave. She was very good with the MEL interlibrary loan system and cataloging. Her replacement is Stacy Cannon-Flory. We have had her in training and she is working well so far.

Our Costume Giveaway was Saturday, October 11th from 10am to 2pm. We had over two hundred costumes donated by Kathy Goss, myself and the library. We had 59 adults and 93 children looking for their Halloween costume.

Respectfully Submitted,
Stephanie Daniels

VI. Old Business

A. Genealogy Report

VII. New Business

A. Miscellaneous items for discussion

1. Baker & Taylor, the largest books supplier to libraries is ceasing operations at the end of 2025. Actually, the employees have be let go as of Monday. They were in business for 200 years. There was a potential merger with Reader's Link, the book supplier for the large box stores such as Costco, Walmart, etc. The merger did not happen. Apparently, Baker & Taylor suffered a cyberattack and other financial circumstances which caused their closure.

I have opened an account with Brodart Books, Ingram Books as well as Amazon Books for Libraries. We will look for the best prices.

2. We are having the windows washed outside and inside on Friday, October 24.
3. The set up for the election for the City of Hartford is Friday, October 31st. The election will be Tuesday, November 4th from 7am to 8pm. There will be no Bingo or Cardio Drumming on Monday, November 3rd.
4. The Hartford Chamber of Commerce held a meeting regarding the planning of the 2026 Strawberry Festival which will take place at the library on Friday, Saturday-June 12 and 13, 2026. In the past the Strawberry Festival has been a financial drain on the chamber. We are brainstorming ideas to make the festival financially viable. We are exploring the idea of a beer and wine tent with the Van Buren Sportsmen's club as sponsor. It requires a designated roped area with security. I spoke with our insurance contact and she said that as long as we are provided with liability insurance from the chamber and the Van Buren Sportsmen's club, we would be covered.
I have some articles and responses from libraries in Michigan that have had fundraising events with alcohol that proved to be successful.

VBRGS
GENEALOGY ROOM REPORT
SEPTEMBER 2025

This month the genealogy room welcomed 87 visitors of those 58 of them attended our Saturday program event. We assisted 12 people with special research requests and had ten volunteers on staff.

The society has gifted the library the annual cost of the subscriptions to Ancestry.com, Newspapers.com and Fold3. These websites are the most requested by our patrons as well as used most frequently by our volunteers to assist patrons with family history research requests. Stephanie has already received our check for \$479.00.

I am planning programs for next year and am looking forward to having a few return guest speakers and a genealogy “how to class”.

Joyce Beedie