

# **Hartford Public Library**

## **AGENDA BOARD OF TRUSTEES Tuesday, April 8, 2025**

### **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. Auto-Owners Insurance
  - B. Genealogy Report
- VII. New Business
  - A. Library 100<sup>th</sup> anniversary
  - B. Misc items for discussion
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

## Hartford Public Library Board Meeting Minutes

March 11, 2025 7pm

Meeting called to order by President Jonatzke

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

Motion to approve the Minutes of February 11, 2025, as presented, and place on file.  
Dowd and Friday motion carried

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

Motion to approve and pay bills in the amount of \$18,058.58. See Cash Disbursals for a listing of checks written.  
Dowd and Hadley motion carried

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

### Old Business

A. Auto-Owners Insurance- see written report submitted at meeting. The library received a bill from Auto-Owners insurance for retroactive charges from September 2023 to September 2024. Stephanie is checking with attorney from Foster Smith agency to see if these retroactive charges are legal. In November 2024, the Board approved motion to cancel Auto- Owners workers compensation policy and accept quote from Decker Agency for \$424.00/year.

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

### New Business

A. New Policies- see written report submitted at meeting.

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

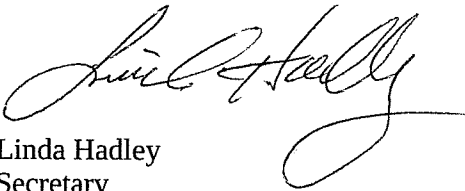
Committee Reports- none

Public Comment- none

Motion to adjourn  
Friday and Dowd

motion carried

Submitted by;



Linda Hadley  
Secretary

04/08/25  
Accrual Basis

Hartford Public Library  
**Balance Sheet**  
As of April 8, 2025

	<u>Apr 8, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Advia Money Market	152,066.61
GL cash out (Honor Credit Union Checking account)	257,751.74
Honor MM#3 (Money Market at Honor Credit Union)	220,317.00
Petty Cash-Misc. (Petty Cash)	<u>50.00</u>
Total Checking/Savings	<u>630,185.35</u>
Total Current Assets	<u>630,185.35</u>
TOTAL ASSETS	<u><u>630,185.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	<u>-250.62</u>
Total Other Current Liabilities	<u>-250.62</u>
Total Current Liabilities	<u>-250.62</u>
Total Liabilities	<u>-250.62</u>
Equity	
3900 · Retained Earnings	492,382.72
Net Income	<u>138,053.25</u>
Total Equity	<u>630,435.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>630,185.35</u></u>

**Submitted to the Hartford Public Library  
Board of Trustees for approval  
March 11, 2025**

Checks written after Feb.11, 2025 meeting

Honor	\$	9,156.72(Salary)
		1,065.60(Securalam)
		944.26(Capitolone)
		185.17(Frontier)
		408.72(IndianaMich)
		585.00(ConsumersEnerfy)
		1,200.00(Hartford Computer)

Total \$ 13,545.47

Checks written before Mar.11,2025 meeting

Expenses	\$	4,513.11
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Total	\$	18,058.58
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To Be Paid	\$	<u>18,058.58</u>
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Total Disbursals	\$	18,058.58
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Total to be Approved	\$	<u>18,058.58</u>
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Balance Feb.11, 2025	\$174,606.93
PLA Grant	5,000.00
USF ACH dep	\$ 899.06
Transfers from account	\$ 0
Receipts	\$ 35,976.58
Total	\$ 216,483.47
 To Be Approved	 \$ 18,058.58
Balance Mar. 11,2025	\$198,424.89

**Submitted to the Hartford Public Library  
Board of Trustees for approval  
April 8, 2025**

Checks written after Mar.11, 2025 meeting

Honor	\$	9,316.59(Salary)
		1,284.80(Autoowners)
		586.55(OmahaSup)
		138.00(Securalarm)

Total \$11,325.94

Checks written before Apr. 8,2025 meeting

Expenses	\$	10,435.87
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Total	\$	21,761.81
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To Be Paid	\$	<u>21,761.81</u>
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Total Disbursals	\$	21,761.81
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Total to be Approved	\$	<u>21,761.81</u>
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Balance Mar.11, 2025	\$198,424.89
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	\$	0
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Transfers from account	\$	0
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Receipts	\$	81,088.66
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Total	\$	279,513.55
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To Be Approved	\$	<sup>21,761.81</sup> <del>18,058.58</del>
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Balance Apr. 8,2025	\$257,751.74
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## Hartford Public Library

## Cash Disbursals

As of April 8, 2025

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
03/14/2025	13909	Teresa Babb		-SPL...	-153.92
03/14/2025	13910	Bethany Bivens		-SPL...	-249.07
03/14/2025	13911	Stephanie Daniels		-SPL...	-1,543.61
03/14/2025	13912	Sarah J James		-SPL...	-414.62
03/14/2025	13913	Patricia A Schroed...		-SPL...	-1,171.37
03/14/2025	13914	Kyah N Sexton		-SPL...	-469.77
03/14/2025	13915	Laura D Smith		-SPL...	-455.80
03/14/2025	13916	Emma G Lavender		-SPL...	-169.67
03/28/2025	13917	Teresa Babb		-SPL...	-153.92
03/28/2025	13918	Bethany Bivens		-SPL...	-260.38
03/28/2025	13919	Stephanie Daniels		-SPL...	-1,543.60
03/28/2025	13920	Sarah J James		-SPL...	-464.23
03/28/2025	13921	Patricia A Schroed...		-SPL...	-1,171.38
03/28/2025	13922	Kyah N Sexton		-SPL...	-469.78
03/28/2025	13923	Laura D Smith		-SPL...	-455.80
03/28/2025	13924	Emma G Lavender		-SPL...	-169.67
03/28/2025	13925	Auto-Owners Insu...	workman ...	911 ...	-1,284.80
03/28/2025	13926	Omaha Suppleme...	employ ins	703 ...	-586.55
03/28/2025	13927	SecurAlarm Syste...	alarm mai...	827 ...	-138.00
04/08/2025	1392...	United States Tre...	38-2073164	-SPL...	-2,396.14
04/08/2025	1392...	State of Michigan	38-2073164	-SPL...	-1,637.35
04/08/2025	13928	Baker & Taylor	978 books	978 ...	-205.49
04/08/2025	13929	Best Way Disposal	819 trash ...	819 ...	-82.47
04/08/2025	13930	Bloomingtondale Co...	855 internet	855 ...	-199.99
04/08/2025	13931	Capital One	see below	-SPL...	-1,782.81
04/08/2025	13932	Cigna	3 mon ins	703 ...	-183.00
04/08/2025	13933	City of Hartford	water & s...	927 ...	-50.62
04/08/2025	13934	Consumers Energy	gas	923 ...	-481.45
04/08/2025	13935	Culligan	operating ...	740 ...	-25.54
04/08/2025	13936	Doubleday Office ...	740 opera...	740 ...	-90.00
04/08/2025	13937	Frontier	fax line	853 ...	-185.17
04/08/2025	13938	Indiana Michigan ...	electric	921 ...	-394.26
04/08/2025	13939	Indusco Supply	728 suppli...	728 ...	-265.28
04/08/2025	13940	Lawn Boys	lawn main...	818 ...	-864.50
04/08/2025	13941	Midwest Dialtone	telephone	853 ...	-151.00
04/08/2025	13942	US Business Syst...	printer ma...	827 ...	-590.80
04/08/2025	13943	Jason Spears	WMLUGr...	805 ...	-850.00
Total GL cash out (Honor Credit Union Checking account)					-21,761.81
TOTAL					-21,761.81

Hartford Public Library  
Director's Report – April 8, 2025

The Stats for March, 2025      Adults 1353    Children 692  
Computer usage for Mar– adults(161, children (197)  
Website: Mar. 1,695  
Hoopla Digital for Mar 2025 \$340.56  
Hoopla balance \$1,098.99  
Cardio Drumming March, 154    Bingo 93    Air print 38

On Thursday, March 13 from 4pm to 6:30pm, there was a Project Compass meeting here at the library. Nicol, City Manager, myself, a local minister and members of the Project Compass group attended. We went over some of the internet objectives for the community of Hartford.

The Tai Chi program has not been very successful. The presenter comes here from Hastings, Michigan and ideally, she would like at least 10 participants. We barely get 5 to attend. We will be stopping the program this month. Those who did participate enjoyed the program.

On Thursday, March 20, we had our "Coffee & Canvas" painting class. There were 22 participants. They created a mountain and flower valley scene. We had some very interesting interpretations of the scene. Everyone was different.

On Friday, March 21 was the Redwood Elementary Family Engagement night from 5pm to 7pm. Not as many families came as expected. They served tacos and had a literacy talk to the children and parents. Most of the families were Hispanic.

There was a Bridal Shower in the meeting room on Saturday, March 29<sup>th</sup> and a Birthday party on Saturday, April 5<sup>th</sup>.

The American Legion members met here at the library on Thursday, April 3<sup>rd</sup> from 6:30pm to 7:45pm. They will be not be meeting here in May.

The Lego display was set-up by the West Michigan Lego Users group on Sunday, April 6 from 1pm to 4:30pm. The display will be here for viewing until Saturday at 2pm. They will be removing the display on Sunday, April 13<sup>th</sup>.

On Thursday, April 17<sup>th</sup>, Brian Lightner will be presenting "The Story of Ben Hur" by the author Lewis Wallace of Indiana. He is a very interesting figure in history. We had this presentation several years ago and it is very interesting. The program is at 5pm and we hope to encourage attendance by serving pizza.

Respectfully Submitted,  
Stephanie Daniels

**VBRGS  
GENEALOGY ROOM REPORT  
MARCH 2025**

This month the genealogy room welcomed 62 visitors, 31 attended our Saturday event. We assisted with 10 research requests and had 7 volunteers on staff.

One of our research requests came from Norway. This long-distance patron was seeking assistance regarding their John Ryden family of Lawrence and Paw Paw. I sent them information obtained from our newspaper sources and plat maps. I also provided them with contact information for the other collections in our area that might give them further assistance.

In February I accepted an invitation from Marty Maytnier of the Paw Paw District Library to meet with her along with Sandy Merchant from the Museum and Amy Druskovich from the Decatur Library. It brought representatives of our local genealogy and history collections together to discuss our resources and other topics of interest. We are planning to meet three more times this year with each taking a turn at hosting. They will be visiting Hartford in December.

The Genealogy Room will be fully staffed as of April 1<sup>st</sup> and we are happy to all be together again.

*Joyce Beedie*



## VI. Old Business

### A. Auto-Owners Adjusted invoice

After many phone calls and talking to several employees of Auto-Owners in Lansing. I finally reached the correct department. The only discount I was able to get on the adjusted invoice for 2023-2024 Workmen's Comp insurance was a 20% discount. I consulted with Nick Curcio, attorney from Grand Rapids. He suggested we try to settle on an amount.

### B. Genealogy Report

See enclosed

## VII. New Business

### A. Library 100<sup>th</sup> Anniversary Celebration

We have changed the date of the 100<sup>th</sup> Anniversary of the Hartford Public Library to Saturday, August 16 from 12<sup>M</sup> to 2<sup>P</sup>pm. We are going to also invite local authors to showcase their books. Also, as a community picnic we will serve hot dogs, chips and beverage. Plans are still in the works. A lot depends on cost.

### B. Miscellaneous items for discussion

Kyah Sexton will be leaving our employment on Saturday, June 14<sup>th</sup>. She was accepted at Michigan State Vet school. At this time, I do not plan to replace her immediately. We will be alternating Saturday dates within the remaining staff.