

Hartford Public Library

AGENDA BOARD OF TRUSTEES Tuesday, September 10 2024

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 Grant announcement and promotion.
- VII. New Business
 - A. Plumbing and HVAC issues
 - B. Genealogy report
 - C. New employees
 - D. Presentation of new Employee Handbook
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Hartford Public Library Board Meeting Minutes

August 13, 2024 7pm

Meeting called to order by President Jonatzke

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

Motion to approve the Minutes of the Truth in Taxation Public Hearing of July 9, 2024 as presented, and place on file.

Friday and Dowd motion carried

Motion to approve the Minutes of the 2025 Budget Public Hearing of July 9, 2024 as presented, and place on file.

Friday and Dowd motion carried

Motion to approve the Minutes of the Board Meeting Minutes of July 9, 2024, as presented, and place on file.

Dowd and Friday motion carried

Motion to approve the Financial Report as presented, and place on file.

Dowd and Hadley motion carried

Motion to approve and pay bills in the amount of \$18,503.25. See Cash Disbursals for a listing of checks written.

Hadley and Blocker motion carried

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

Old Business

A. Electronic Door Openers status- see written report submitted at meeting.

New Business

A. Michigan Par Plan Grant- additional cameras- see written report submitted at meeting.

Motion to adopt Resolution of Support, Michigan Township Participating Plan Grant Application Grant Cycle August 1- September 15, 2024 for a \$5,00.00 grant to assist in funding exterior and interior additional cameras.

Friday and Dowd motion carried

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

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

Motion to apply for SMLC Coop Grant in the amount of \$2,000.00 for reimbursement of payments for Hoopla digital technology.

Dowd and Bench motion carried

Motion to apply for SMLC Coop Grant in the amount of 1,000.00 for reimbursement of purchase of childrens books for Collection Development.

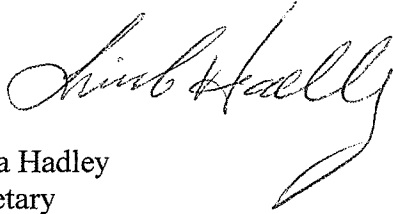
Friday and Dowd motion carried

No Committee Reports
No Public Comment

Motion to adjourn
Dowd and Blocker

motion carried

Submitted by;

A handwritten signature in cursive script, appearing to read "Linda Hadley". The signature is written in black ink and is positioned to the right of the printed name.

Linda Hadley
Secretary

Hartford Public Library
Public Hearing on 2025 Budget
July 9, 2024
Following the Truth in Taxation Public Hearing

Public Hearing called to order by President Jonatzke
Present- Hadley, Friday, Jonatzke, Dowd, Daniels, Blocker, and Bench

Purpose of the meeting: to hold a Public Hearing on the proposed 2025 Budget for the Hartford Public Library.

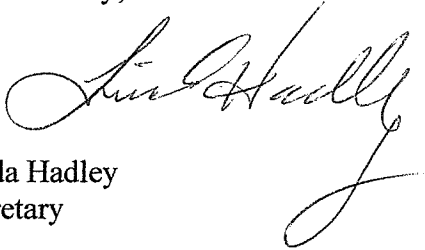
Public Comment- none

Action on the proposed 2025 Budget will be taken at the next regular board meeting.

Motion to close the Public Hearing.
Friday and Dowd

motion carried

Submitted by;



Linda Hadley
Secretary

09/10/24
Accrual Basis

Hartford Public Library
Balance Sheet
As of September 10, 2024

	<u>Sep 10, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Advia Money Market	151,384.53
GL cash out (Honor Credit Union Checking account)	147,789.40
Honor MM#3 (Money Market at Honor Credit Union)	219,361.40
Petty Cash-Misc. (Petty Cash)	50.00
Total Checking/Savings	<u>518,585.33</u>
Total Current Assets	<u>518,585.33</u>
TOTAL ASSETS	<u><u>518,585.33</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	837.32
Total Other Current Liabilities	<u>837.32</u>
Total Current Liabilities	<u>837.32</u>
Total Liabilities	837.32
Equity	
3900 · Retained Earnings	432,009.05
Net Income	85,738.96
Total Equity	<u>517,748.01</u>
TOTAL LIABILITIES & EQUITY	<u><u>518,585.33</u></u>

**Submitted to the Hartford Public Library
Board of Trustees for approval
September 10, 2024**

Checks written after August 13, 2024 meeting

Honor	\$	8,591.52(Salary)
		139.57(Janway)
		11,800.00MidwestGlass)
		4,188.35(Capitalone)
		27.19(KentDistrict)

Total \$ 24,746.63

Checks written before September 10,2024 meeting

Expenses	\$	7,845.00
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Total	\$	32,591.63
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To Be Paid	\$	<u>32,591.63</u>
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Total Disbursals	\$	32,591.63
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Total to be Approved	\$	<u>32,591.63</u>
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Balance Aug. 13, 2024	\$160,474.96
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Transfers to account	\$ 0
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Transfers from account	\$ 0
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Receipts	\$ 19,906.07
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Total	\$180,381.03
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To Be Approved	\$ 32,591.63
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Balance Sept. 10,2024	\$147,789.40
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Hartford Public Library
Cash Disbursals
As of September 10, 2024

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
08/16/2024	13663	Bethany Bivens		-SPL...	-195.99
08/16/2024	13664	Stephanie Daniels		-SPL...	-1,484.48
08/16/2024	13665	Sarah J James		-SPL...	-544.01
08/16/2024	13666	Jennifer Sarco		-SPL...	-379.90
08/16/2024	13667	Patricia A Schroed...		-SPL...	-1,122.11
08/16/2024	13668	Laura D Smith		-SPL...	-389.79
08/16/2024	13669	Emma G Lavender		-SPL...	-164.43
08/16/2024	13670	Eric Blocker		-SPL...	-44.34
08/16/2024	13671	JanWay Company	805	805 ...	-139.57
08/16/2024	13672	Midwest Glass & ...		-SPL...	-11,800.00
08/28/2024	13674	Stephanie Daniels		-SPL...	-1,484.46
08/28/2024	13675	Sarah J James		-SPL...	-548.54
08/28/2024	13676	Jennifer Sarco		-SPL...	-371.01
08/28/2024	13677	Patricia A Schroed...		-SPL...	-1,122.11
08/28/2024	13678	Laura D Smith		-SPL...	-379.90
08/28/2024	13679	Emma G Lavender		-SPL...	-164.44
08/28/2024	13680	Capital One	see attac...	-SPL...	-4,188.35
08/28/2024	13681	Kent District library	book repl...	956 ...	-27.19
08/31/2024	13673	Bethany Bivens		-SPL...	-196.01
09/10/2024	1368...	United States Tre...	38-2073164	-SPL...	-3,528.52
09/10/2024	13682	Baker & Taylor	Books	978 ...	-217.58
09/10/2024	13683	Bloomingtondale Co...	internet	855 ...	-199.99
09/10/2024	13684	City of Hartford	water & s...	927 ...	-76.13
09/10/2024	13685	Consumers Energy	gas	923 ...	-50.93
09/10/2024	13686	Culligan	operating ...	740 ...	-19.50
09/10/2024	13687	Demco Inc	728 suppli...	728 ...	-179.46
09/10/2024	13688	Doubleday Office ...	740 suppli...	740 ...	-180.00
09/10/2024	13689	Field Plumbing & ...	Repairs &...	930 ...	-962.58
09/10/2024	13690	Frontier	fax line	853 ...	-147.06
09/10/2024	13691	Indiana Michigan ...	electric	921 ...	-756.93
09/10/2024	13692	The Library Network	deep free...	959 ...	-98.00
09/10/2024	13693	NextBell	telephone	853 ...	-158.84
09/10/2024	13694	Omaha Suppleme...	employee ...	703 ...	-586.55
09/10/2024	13695	Otsego Library	subscriptio...	957 ...	-207.00
09/10/2024	13696	Quill Corporation	supplies	740 ...	-115.98
09/10/2024	13697	S&S Worldwide Inc.	805 childr...	805 ...	-221.95
09/10/2024	13698	SecurAlarm Syste...	alarm mai...	827 ...	-138.00
Total GL cash out (Honor Credit Union Checking account)					-32,591.63
TOTAL					-32,591.63

Hartford Public Library
Income/Expense
 January 1 through September 10, 2024

	Jan 1 - Sep 10, ...
Ordinary Income/Expense	
Income	
402 · Tax Levy (Van Buren District Library)	8,420.75
539 · Direct State Aid	6,291.24
582 · City of Hartford	58,588.86
583 · Township of Hartford	161,939.79
657 · Penal Fines	17,090.35
665 · Interest	1,813.24
673 · Donations	2,163.00
674 · LTC Grant (ALA -Libraries Transforming Communities- grant f...	0.00
680 · Misc. Receipts	14,967.22
	271,274.45
Total Income	271,274.45
Gross Profit	271,274.45
Expense	
6560 · Payroll Expenses	89,098.06
6570- · Payroll tax	7,017.66
703 · Employee Insurance	2,237.63
728 · Supplies	1,943.85
730 · Postage	797.47
740 · Operating Supplies	2,070.75
801 · Professional Services (Membership Fees)	50.00
804 · Adult Program	1,115.81
805 · Children's Program	4,907.81
806 · Children's Summer Programs (2009 Children's summer progr...	3,990.96
807 · Audit	5,400.00
818 · Services (Snow/Lawn)	1,358.00
819 · Refuse Removal	238.72
827 · Contractual Services	2,762.27
853 · Telephone (Phone & FAX)	2,689.97
855 · Internet	1,799.91
864 · Conferences & Workshops	985.00
901 · Advertising	1,303.26
910 · Insurance (Building)	10,504.00
911 · Workmen's Comp (Disability Insurance)	530.00
921 · Electricity	4,290.17
923 · Gas	1,730.69
927 · Public Utilities	432.56
930 · Repairs & Maintenance	14,385.50
956 · Misc.	137.63
957 · Magazines & Periodicals	549.10
958 · Vicki Shoemaker	240.00
959 · Electronic Materials	10,449.89
978 · Books	8,818.82
984 · Biblionix-Apollo (Electronic circulation system)	1,900.00
991 · Architectural Services	0.00
994 · Library Interior Improvements	1,800.00
	185,535.49
Total Expense	185,535.49
Net Ordinary Income	85,738.96
Net Income	85,738.96

Hartford Public Library
Director's Report – September 10,2024

The Stats for August, 2024 Adults 1123 Children 623
Computer usage for
August– adults(172), children (193) Air print(38)
Website: August, 1012
Hoopla Digital for August,2024 \$396.38
Hoopla balance \$318.87
Cardio Drumming- August,(105) Bingo (87)
MEL Books borrowed-August150 MEL books lent-August. 110

We attended the Back to School Bash on Wednesday, August 21 from 5pm to 7pm. We had backpacks and school supplies to give away and promoted our new programs.

Instead of Storytime, we are calling the program "Jolly Jumpers". The program is for birth through 5-year-olds. The first program was Thursday, September 5 at 10:30am. We had 8 little children attending. We sang songs and played with our musical instruments. This will be a once-a-month program.

The second Thursday of the month, the Great Start Family Coalition will be meeting families here at 10:30am on a monthly basis. The third Thursday of the month is our Family Links Play group for birth to fives.

The first three Thursdays of the month are targeting the little one's birth to fives to help them get ready for school and socialize with other children.

Our first Crochet & Knitting group is Thursday, September 12 from 2pm to 3pm. We are encouraging those that crochet or knit to bring their projects to work on and help teach others the craft.

We are also starting a Photography club for teens and middle schoolers on Tuesday, September 17th from 5pm to 6pm. We are hoping to create interest in photography in Hartford. We have a volunteer who is working with us on this program.

Our Back-to-School Ice Cream Sundae Day is Thursday, September 26 from 1pm to 4pm. We will make ice cream sundaes and have crafts available for all children.

We have a speech therapist who will be using our facility to help a local child every other Friday from 1:30p to 3:15pm in our study room. The therapist is Erin Baldwin from VBISD.

Respectfully Submitted,
Stephanie Daniels

VI. Old Business

A. Electronic door opener

Announcement of our grant for the electronic door openers with has been sent to the newspapers. We will post PR releases on facebook. It has also been in our new newsletter. My final repost will be filed before September 30, 2024.

VII. New Business

A. Plumbing and HVAC problems

We have had to make a repair on one of the air-conditioners this past week. Also, there is a leak in the back flow preventer. I have an estimate from Field Plumbing. I called RJO the initial installing company with regard to this problem. They have ordered the rebuild kit and will be out to repair the system.

We also had an overflow on a furnace drain pan., which caused a leak in the ceiling. The pipe was cleaned out and the water drained. The overflow indicator was supposed to shut the furnace off, but it overflowed.

B. Genealogy Report

See enclosed

C. New Employees

We have been conducting interviews to replace Jennifer Sarco. I have several options, but I have another interview this week.

D. Presentation of the Revised Employ Handbook for 2024

I have included a copy of the new Employee Handbook and a copy of the 2013 Handbook so that each Board Member can review the changes. I have included in the new handbook the new Michigan Law regarding paid leave for part time employees which will take effect in February, 2025.

E. The American Heart Association is donating 5 blood pressure kits to be available for patrons. They should be available by November 1, 2024. Also we could have a blood pressure machine here at the library available for patron use.

F. I have attached the new Amended Budget for 2024 for approval with the designated adjustment.

Hartford Library receives grant for Electronic Doors.

From: EMAIL TEAM (hartfordlib@yahoo.com)

To: focus@theh-p.com; record@tricityrecord.com; record138@gmail.com; swinfo@mibiz.com; news@wcsy.com; news@wsjm.com

Cc: hpldirector12@gmail.com


Date: Monday, September 9, 2024 at 04:14 PM EDT


Hartford Public Library Received a National Grant for Small & Rural Libraries

Hartford Public Library has been selected as one of 310 libraries to participate in round two of Libraries Transforming Communities: Accessible Small and Rural Communities, an American Library Association initiative that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities. The competitive award comes with a \$10,000 grant that will help the library install electronic door openers at both library entrances.

"We are so proud to be chosen for this amazing opportunity," said Library Director, Stephanie Daniels. "This grant will allow our library to get to know our residents with disabilities better. It will help us improve our services to ensure this population feels welcome and comfortable in our space."

Vanderlyn Community Center & Hartford Public Library
12 Church Street
Hartford, MI 49057
(269)588-5103
<http://www.hartfordpl.michlibrary.org/>

 Electric Doors 4.jpg
172.8kB

 Electric Doors 5.jpg
211.5kB

VBRGS
GENEALOGY ROOM REPORT
AUGUST 2024

The Genealogy Room was staffed by 8 volunteers this month. We welcomed 69 visitors and of those 48 attended our program on August 17th. We also assisted 6 others with research requests.

Patsy Miller and I found time this month to reevaluate and glean books out of our collection's Reference Section. Many of these reference books referred to websites and technologies that are outdated. Also, we have not had a request from this section in the four years we have been at HPL. For these reasons, we have suspended the purchase of books of this kind and will limit accepting like donations in the foreseeable future. We will make better use of this space for acquisitions that enhance our manuscript collection.

On Sunday, September 22nd the Van Buren County Historical Society Museum will host a County History Fest and the VBRGS will be participating. We will be meeting and greeting attendees and spreading the word about the Genealogy Room collection.

Joyce Beedie

Hartford Public Library
Profit & Loss Budget vs. Actual
January through December 2024

Budget Amendment- September 2024

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)	8,420.75	7,422.22	998.53	113.45%
539 · Direct State Aid	6,291.24	6,010.95	280.29	104.66%
582 · City of Hartford	58,588.86	47,596.67	10,992.19	123.09%
583 · Township of Hartford	161,939.79	121,041.90	40,897.89	133.79%
657 · Penal Fines	17,090.35	16,707.18	383.17	102.29%
665 · Interest	1,813.24	844.11	969.13	214.81%
673 · Donations	2,163.00	6,884.49	-4,721.49	31.42%
674 · LTC Grant (ALA -Libraries Transforming Communities- grant	0.00			
680 · Misc. Receipts	14,967.22	23,670.54	-8,703.32	63.23%
Total Income	<u>271,274.45</u>	<u>255,672.87</u>	<u>15,601.58</u>	<u>106.1%</u>
Gross Profit	271,274.45	255,672.87	15,601.58	106.1%
Expense				
6200 · Interest Expense (Interest Expense)	0.00	-5,908.10	5,908.10	0.0%
6560 · Payroll Expenses	89,098.06	116,212.01	-27,113.95	76.67%
6570- · Payroll tax	7,017.66	9,031.19	-2,013.53	77.71%
703 · Employee Insurance	2,237.63	4,140.82	-1,903.19	54.04%
728 · Supplies	1,943.85	3,000.00	-1,056.15	64.8%
730 · Postage	797.47	960.00	-162.53	83.07%
740 · Operating Supplies	2,070.75	3,134.15	-1,063.40	66.07%
801 · Professional Services (Membership Fees)	50.00	250.00	-200.00	20.0%
804 · Adult Program	1,115.81	2,316.00	-1,200.19	48.18%
805 · Children's Program	4,907.81	5,916.00	-1,008.19	82.96%
806 · Children's Summer Programs (2009 Children's summer prog	3,990.96	3,996.00	-5.04	99.87%
807 · Audit	5,400.00	5,400.00	0.00	100.0%
818 · Services (Snow/Lawn)	1,358.00	3,660.00	-2,302.00	37.1%
819 · Refuse Removal	238.72	360.00	-121.28	66.31%
827 · Contractual Services	2,762.27	5,169.56	-2,407.29	53.43%
853 · Telephone (Phone & FAX)	2,689.97	3,600.00	-910.03	74.72%
855 · Internet	1,799.91	2,400.00	-600.09	75.0%

Hartford Public Library
Profit & Loss Budget vs. Actual
January through December 2024

Budget Amendment- September 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
864 · Conferences & Workshops	985.00	996.00	-11.00	98.9%
901 · Advertising	1,303.26	1,500.00	-196.74	86.88%
910 · Insurance (Building)	10,504.00	10,560.00	-56.00	99.47%
911 · Workmen's Comp (Disability Insurance)	530.00	569.00	-39.00	93.15%
921 · Electricity	4,290.17	6,240.00	-1,949.83	68.75%
923 · Gas	1,730.69	2,978.67	-1,247.98	58.1%
927 · Public Utilities	432.56	600.00	-167.44	72.09%
930 · Repairs & Maintenance	14,385.50	15,960.00	-1,574.50	90.14%
940 · Rental	0.00	130.00	-130.00	0.0%
956 · Misc.	137.63	720.00	-582.37	19.12%
957 · Magazines & Periodicals	549.10	600.00	-50.90	91.52%
958 · Vicki Shoemaker	240.00	240.00	0.00	100.0%
959 · Electronic Materials	10,449.89	12,000.00	-1,550.11	87.08%
978 · Books	8,818.82	10,615.46	-1,796.64	83.08%
983 · Equipment	0.00	1,200.00	-1,200.00	0.0%
984 · Bibliotix-Apollo (Electronic circulation system)	1,900.00	1,920.00	-20.00	98.96%
991 · Architectural Services	0.00			
993 · Computer Maintenance	0.00	941.48	-941.48	0.0%
994 · Library Interior Improvements	1,800.00	1,800.00	0.00	100.0%
Total Expense	185,535.49	233,208.24	-47,672.75	79.56%
Net Ordinary Income	85,738.96	22,464.63	63,274.33	381.66%

Hartford Public Library

Amended 2024 Budget Items

Decreased 728 Supplies from \$4,102.63 to \$3,000

Increased 730 Postage from 857.43 to 960.00

Increased 804 Adult program from 466.13 to 2,316.00

Increased 805 Children program from 3,188.95 to 5,916.00

Decreased 806 Children summer from 5,160.27 to 3,996.00

Increased 807 Audit from 3,800 to 5,400.00

Decreased 818 Snow/Lawn from 8,546.87 to 3,660.00

Increased 819 Refuse removal from 284.22 to 360.00

Increased 853 telephone from 3,199.37 to 3,600.00

Decreased 855 Internet from 4,221.28 to 2,400.00

Increased 864 Conference from 30.00 to 996.00

Increased 901 Advertising from 1,363.40 to 1,500

Adjusted 910 Insurance from 7,944.00 to 10,504.00

Increased 921 Electric from 5,653.51 to 6,240.00

Increased 927 Public Utilities from 502.52 to 600.00

Increased 930 Repairs & Maintenance from 4,803.26 to 15,960.00

Decreased 956 Misc from 4,553.98 to 720.00

Increased 957 Magazines from 499.00 to 600.00

Adjusted for Vicki Shoemaker 958 from 0.00 to 240.00

Increased 959 Electronic materials from 9,764.46 to 12,000.00

Decreased 983 Equipment from 4,514.33 to 1,200.00

Adjusted 984 Biblionix from 3,100 to 1,920.00

Adjusted 994 Library interiors from 0.00 to 1,800.00