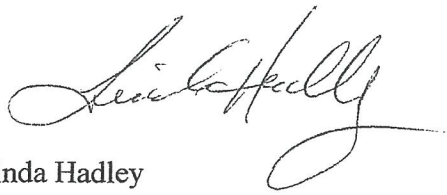


Hartford Public Library

AGENDA
BOARD OF TRUSTEES
Tuesday, August 13, 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 status
- VII. New Business
 - A. Michigan Par Plan Grant- additional cameras
 - B. Genealogy report
 - C. Misc items for discussion
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

A handwritten signature in cursive script, appearing to read "Linda Hadley".

Linda Hadley
Secretary

Hartford Public Library Board of Trustees
Truth in Taxation Public Hearing
July 9, 2024 7pm

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

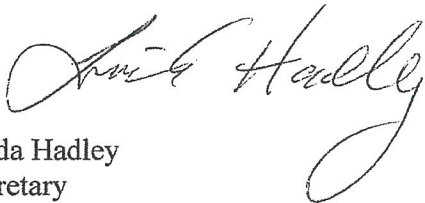
Purpose of the meeting: to hold a Public Hearing on the 2024 tax rate requests of 0.7511 and 0.7668 operating tax millage to be levied on property December 1, 2024.

Public comment- none

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

Motion to close Public Hearing
Dowd and Friday motion carried

Submitted by;



Linda Hadley
Secretary

Hartford Public Library Board of Trustees
2024 Budget Public Hearing
July 11, 2023
following Truth in Taxation Public Hearing

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

Purpose of the meeting is to hold a Public Hearing on the proposed 2024 Budget for the Hartford Public Library.

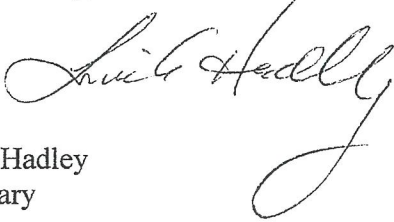
Public comment- none

Action on the proposed 2024 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

08/13/24
Accrual Basis

Hartford Public Library
Balance Sheet
As of August 13, 2024

	<u>Aug 13, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Advia Money Market	151,384.53
GL cash out (Honor Credit Union Checking account)	160,474.96
Honor MM#3 (Money Market at Honor Credit Union)	219,222.15
Petty Cash-Misc. (Petty Cash)	<u>50.00</u>
Total Checking/Savings	<u>531,131.64</u>
Total Current Assets	<u>531,131.64</u>
TOTAL ASSETS	<u><u>531,131.64</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	<u>1,634.51</u>
Total Other Current Liabilities	<u>1,634.51</u>
Total Current Liabilities	<u>1,634.51</u>
Total Liabilities	1,634.51
Equity	
3900 · Retained Earnings	432,009.05
Net Income	<u>97,488.08</u>
Total Equity	<u>529,497.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>531,131.64</u></u>

**Submitted to the Hartford Public Library
Board of Trustees for approval
August 13, 2024**

Checks written after July 9, 2024 meeting

Honor	\$	8,182.55(Salary)	
		97.98(Quill)	<i>Office</i>
		79.53(KSS Ent)	
		493.50(LawnBoys)	<i>Space lot</i>
		495.00(Animalmagic)	<i>Program</i>
		1,200.00(MobileBeacon)	<i>Hot spots</i>
		2,318.95(CapitalOne)	
		1,000.00(Midwesttape)	<i>Staple</i>

Total \$ 13,867.51

Checks written before August 13 2024 meeting

Expenses	\$	4,635.74
Total	\$	18,503.25
To Be Paid	\$	<u>18,503.25</u>

Total Disbursals	\$	18,503.25
Total to be Approved	\$	<u>18,503.25</u>

Balance July 9, 2024	\$	170,691.21
Transfers to account	\$	0
Transfers from account	\$	0
Receipts	\$	8,287.00
Total	\$	178,978.21
To Be Approved	\$	18,503.25
Balance August 13,2024	\$	160,474.96

Hartford Public Library
Cash Disbursals
As of August 13, 2024

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
07/18/2024	13630	Bethany Bivens		-SPL...	-206.89
07/18/2024	13631	Stephanie Daniels		-SPL...	-1,484.46
07/18/2024	13632	Sarah J James		-SPL...	-284.01
07/18/2024	13633	Jennifer Sarco		-SPL...	-339.52
07/18/2024	13634	Patricia A Schroed...		-SPL...	-1,122.11
07/18/2024	13635	Laura D Smith		-SPL...	-438.23
07/18/2024	13636	Emma G Lavender		-SPL...	-164.44
07/18/2024	13637	Quill Corporation	740	740 ...	-97.98
07/18/2024	13638	KSS Enterprises	728 suppli...	728 ...	-79.53
07/18/2024	13639	Lawn Boys	maintena...	818 ...	-493.50
07/29/2024	13640	Animal Magic, Inc.	program 8...	806 ...	-495.00
08/02/2024	13641	Bethany Bivens		-SPL...	-206.90
08/02/2024	13642	Stephanie Daniels		-SPL...	-1,484.46
08/02/2024	13643	Sarah J James		-SPL...	-461.55
08/02/2024	13644	Jennifer Sarco		-SPL...	-371.01
08/02/2024	13645	Patricia A Schroed...		-SPL...	-1,122.10
08/02/2024	13646	Laura D Smith		-SPL...	-332.45
08/02/2024	13647	Emma G Lavender		-SPL...	-164.42
08/02/2024	13648	Mobile Beacon	10 hotspots	959 ...	-1,200.00
08/02/2024	13649	Capital One	see below	978 ...	-2,318.95
08/02/2024	13650	Midwest Tape	hoopla	959 ...	-1,000.00
08/13/2024	13651	Auto-Owners Insu...	workmens...	911 ...	-530.00
08/13/2024	13652	Baker & Taylor	978	978 ...	-170.61
08/13/2024	13653	Bloomingtondale Co...	internet	855 ...	-199.99
08/13/2024	13654	City of Hartford		927 ...	-58.92
08/13/2024	13655	Consumers Energy	gas	923 ...	-48.02
08/13/2024	13656	Culligan	supplies	740 ...	-19.50
08/13/2024	13657	Demco Inc	740 suppli...	740 ...	-114.84
08/13/2024	13658	Doubleday Office ...	740 suppli...	740 ...	-155.40
08/13/2024	13659	Frontier	fax line tel...	853 ...	-147.06
08/13/2024	13660	Indiana Michigan ...	electric	921 ...	-734.18
08/13/2024	13661	NextBell	telephone	853 ...	-158.84
08/13/2024	13662	SecurAlarm Syste...	alarm mai...	827 ...	-138.00
08/13/2024	1366...	United States Tre...	38-2073164	-SPL...	-2,160.38
Total GL cash out (Honor Credit Union Checking account)					-18,503.25
TOTAL					-18,503.25

Hartford Public Library
Income/Expense
 January 1 through August 13, 2024

	Jan 1 - Aug 13, ...
Ordinary Income/Expense	
Income	
402 · Tax Levy (Van Buren District Library)	29,370.47
539 · Direct State Aid	6,266.16
582 · City of Hartford	57,684.37
583 · Township of Hartford	125,949.76
657 · Penal Fines	16,873.79
665 · Interest	1,639.09
673 · Donations	2,163.00
674 · LTC Grant (ALA -Libraries Transforming Comm...	10,000.00
680 · Misc. Receipts	11,282.49
Total Income	261,229.13
Gross Profit	261,229.13
Expense	
6560 · Payroll Expenses	78,579.85
6570- · Payroll tax	6,213.02
703 · Employee Insurance	1,651.08
728 · Supplies	1,623.44
730 · Postage	679.98
740 · Operating Supplies	1,657.33
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 s...	2,785.69
807 · Audit	5,400.00
818 · Services (Snow/Lawn)	1,358.00
819 · Refuse Removal	238.72
827 · Contractual Services	2,624.27
853 · Telephone (Phone & FAX)	2,384.07
855 · Internet	1,599.92
864 · Conferences & Workshops	770.00
901 · Advertising	1,303.26
910 · Insurance (Building)	10,504.00
911 · Workmen's Comp (Disability Insurance)	530.00
921 · Electricity	3,533.24
923 · Gas	1,679.76
927 · Public Utilities	356.43
930 · Repairs & Maintenance	13,422.92
956 · Misc.	110.44
957 · Magazines & Periodicals	342.10
958 · Vicki Shoemaker	240.00
959 · Electronic Materials	9,387.58
978 · Books	9,420.95
984 · Biblionix-Apollo (Electronic circulation system)	1,900.00
991 · Architectural Services	0.00
Total Expense	163,741.05
Net Ordinary Income	97,488.08
Net Income	97,488.08

Profit & Loss Budget vs. Actual

January through December 2024

Hartford Library Jan-Aug. 13, 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
102 · Hartford-Pokagon LARSB (Casino Local revenue sharing fund)	0.00	25,494.81	-25,494.81	0.0%
402 · Tax Levy (Van Buren District Library)	29,370.47	7,422.22	21,948.25	395.71%
539 · Direct State Aid	6,266.16	6,010.95	255.21	104.25%
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	16,873.79	16,707.18	166.61	101.0%
665 · Interest	1,639.09	844.11	794.98	194.18%
673 · Donations	2,163.00	6,884.49	-4,721.49	31.42%
674 · LTC Grant (ALA -Libraries Transforming Communities- grant fr	10,000.00			
680 · Misc. Receipts	11,282.49	23,670.54	-12,388.05	47.67%
Total Income	<u>261,229.13</u>	<u>255,672.87</u>	<u>5,556.26</u>	<u>102.17%</u>
Gross Profit	<u>261,229.13</u>	<u>255,672.87</u>	<u>5,556.26</u>	<u>102.17%</u>
Expense				
6200 · Interest Expense (Interest Expense)	0.00	-5,908.10	5,908.10	0.0%
6560 · Payroll Expenses	78,579.85	116,212.01	-37,632.16	67.62%
6570- · Payroll tax	6,213.02	9,031.19	-2,818.17	68.8%
703 · Employee Insurance	1,651.08	4,140.82	-2,489.74	39.87%
728 · Supplies	1,764.39	4,102.63	-2,338.24	43.01%
730 · Postage	797.47	857.43	-59.96	93.01%
740 · Operating Supplies	1,657.33	3,134.15	-1,476.82	52.88%
801 · Professional Services (Membership Fees)	50.00	250.00	-200.00	20.0%
804 · Adult Program	971.75	466.13	505.62	208.47%
805 · Children's Program	3,102.97	3,188.95	-85.98	97.3%
806 · Children's Summer Programs (2009 Children's summer progra	3,438.68	5,160.27	-1,721.59	66.64%
807 · Audit	5,400.00	3,800.00	1,600.00	142.11%
818 · Services (Snow/Lawn)	1,358.00	8,546.87	-7,188.87	15.89%
819 · Refuse Removal	238.72	284.22	-45.50	83.99%
827 · Contractual Services	2,624.27	5,169.56	-2,545.29	50.76%
853 · Telephone (Phone & FAX)	2,384.07	3,199.37	-815.30	74.52%
855 · Internet	1,599.92	4,221.28	-2,621.36	37.9%

Profit & Loss Budget vs. Actual

January through December 2024

Hartford Library Jan-Aug. 13, 2024

	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)	530.00	569.00	-39.00	93.15%
921 · Electricity	3,533.24	5,653.51	-2,120.27	62.5%
923 · Gas	1,679.76	2,978.67	-1,298.91	56.39%
927 · Public Utilities	356.43	502.52	-146.09	70.93%
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	9,446.56	9,764.46	-317.90	96.74%
978 · Books	7,770.82	10,615.46	-2,844.64	73.2%
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	163,741.05	223,819.85	-60,078.80	73.16%
Net Ordinary Income	97,488.08	31,853.02	65,635.06	306.06%

Hartford Public Library
Director's Report – August 13, 2024

The Stats for July 2024 Adults 1265 Children 942
 Computer usage for
 July– adults(163), children (186) Air print(38)
 Website: June, 916
 Hoopla Digital for July, 2024 \$408.19
 Hoopla balance \$284.75
 Cardio Drumming- July,(108) Bingo (117)
 MEL Books borrowed-July 124 MEL books lent-July. 98

Sixty children completed the Hartford Public Library Summer reading program. We had 38 on the Field Trip to the Potawatomi Zoo on Tuesday, August 6th. The attendance to all of our programs this summer increased over the previous two years. I believe the mailing of our newsletter to all households in 49057 was an effective communication and was responsible for the increased attendance. Also, the Cooking with Families was a new program introduced to our community and became an immediate success.

It was also the second summer that the middle school summer school students came to the library for programs every Tuesday for 6 weeks. We had 20 students attending. They completed many different projects and checked-out library books each week. This was an excellent group of students and were open to all kinds of programs we provided.

I am working with the American Heart Association on the possibility of a blood pressure machine for the library. They also have blood pressure kits available for check-out. We are looking at Fall for this project.

At present, I am working on a grant for Summer 2025 through the Michigan Out-of-School grant program. We also are finalizing the Fall Newsletter.

The Comic Book Fair 2024 was Saturday, August 10th from 11am to 3pm. We had seven vendors from comic books, trading cards, games and toys. We had 95 people for the Comic Book Fair. We are changing the date for 2025 to June 28, 2025. There was too much conflict in July and August with all the festivals in this area. I believe we will have a much bigger attendance in June. The fair did bring in people who have never been to the library before.

We are starting a Crochet & Knitting group in September. The group will meet the second and fourth Thursday of the month from 2pm to 3pm.

Respectfully Submitted,
Stephanie Daniels

VI. Old Business

A. Electronic door opener status.

The electronic door openers have been completed. We are making sure that they work properly before I send out payment to Midwest Glass. The total cost for the project is \$14,641.00. Our grant is \$10,000. The difference is \$4,641.00 from our general fund. I plan to send announcements to the newspapers and on social media. My report on the grant is due on September 30, 2024

VII. New Business

A. Michigan Par Plan grant

I am resubmitting the ParPlan Grant for the additional cameras this week. I need a new resolution from the Board as it has to be dated in the grant period which began on August 1st. I have submitted the resolution for the Board approval.

was submitted too early 1st time

8-1 - submitting dated 9-15

B. Genealogy Report

C. Misc items for discussion

The insurance company has sent documentation that the storage shed has been added to our library insurance policy.

The Hoopla Stats *Applied for \$2,000 reimbursement grant for technology from S.W.M. CO-OP.*

208 patrons have borrowed 127,653 unique titles since we subscribed to Hoopla

2024

1,395 circulated materials- amount spent \$3,255.17 – average cost \$2.33 per material
900 audiobooks is the largest number of the total 1,395

12 new patrons and 92 active patrons
15.2 items average circulation per patron

July, 2024

173 items circulated by 54 patrons- 3.2 items per patron
69% of all items circulated is adult fiction

Will receive copies of employee handbooks for changes or corrections at next meeting

VBRGS
GENEALOGY ROOM REPORT
JULY 2024

The Genealogy Room was staffed by eight volunteers this month and welcomed 96 visitors. Fifty-five of those attended our program on July 20th. We also assisted 8 others with research requests.

We have received several book donations this month. Two of them are books compiled of personal letters donated by David Doss of Allen Park, MI. They have been titled *Correspondence Letters between Alta Hart and Gordon Grant of Lawrence, Michigan, 1920 – 1942* and *Charles Delamere Civil War Letters including a Genealogy of the Delamere and Buys families*. The letters found at a Detroit Coin and Stamp Show and at an Antique Store in Tecumseh, MI.

Our program event for August will be “The History of the Rail Way Post Office” presented by Mark Tomlonson of the Kalamazoo Model Railroad Historical Society. The monetary gift of \$200 we will give to Mark in appreciation for his visit will be donated to the KMRHS for a restoration project of their 1917 Boyne City, Gaylord & Alpena caboose.

Joyce Beedie



P.O. Box 620 Holland, OH 43528
800-875-2765

Item 2.

Hartford Public Library (MI)
Digital Account
12 Church Street
Hartford MI 49057

Invoice # 505842180
Customer # 2000014984
Customer Ref #
Payment Terms: Terms: 30 Days Net
Page 1 of 1

Month Ending 07/31/2024

Description	Quantity	Extended Amount
Digital Audiobook	116	310.03
Digital BingePass	1	1.99
Digital Comics	3	4.08
Digital Ebook	35	54.09
Digital Movie	11	28.07
Digital Music	5	7.45
Digital Television	2	2.48
Amount Due :	173	408.19
Total Due in USD :		408.19

To view and/or download transactional data for the above charges, please login to your account at <https://midwesttape.com>

Remit ACH/wire payments to:
Beneficiary Bank: Key Bank
Beneficiary Bank Routing Number: 021052053
Beneficiary Account Name: Midwest Tape LLC
Beneficiary Account #: 14628438

Remit check payments to:
Midwest Tape, LLC
P.O. Box 715733
Cincinnati, OH 45271-5733



P.O. Box 820 Holland, OH 43528
800-875-2785

STATEMENT

Hartford Public Library (MI)
Digital Account
12 Church Street
Hartford MI 49057

Date: 08/01/2024
Customer # 2000014984
Customer Ref #

Open item list as of 07/31/2024

Product	Document Number	Document Date	Current	30+ Days	60+ Days	Balance
Instant	505842180	07/31/2024	408.19	0.00	0.00	408.19
Credits/Debits	INSTANT ADVANCE	07/16/2024	-123.44	0.00	0.00	-123.44
Instant			408.19	0.00	0.00	408.19
Other			-123.44	0.00	0.00	-123.44
Total in USD			284.75	0.00	0.00	284.75

To view and/or download transactional data for the above charges, please login to your account at <https://midwesttape.com>

Remit ACH/wire payments to:

Beneficiary Bank: Key Bank
Beneficiary Bank Routing Number: 021052053
Beneficiary Account Name: Midwest Tape LLC
Beneficiary Account #: 14628438

Remit check payments to:

Midwest Tape, LLC
P.O. Box 715733
Cincinnati, OH 45271-5733

Federal ID# 37-1499686

For questions on your statement, please email us at accountsreceivable@hoopladigital.com

Item 2

Circulations By Format Report

This report shows **Instant and Flex circulations** on hoopla for your library broken down by format for a given period of time.

Show This Year to Date summarized by month

- Audiobooks
- BingePasses
- Comics
- EBooks
- Movies
- Music
- Television

CIRCULATION COUNTS TOTAL COST AVERAGE COST

DATE	AUDIOBOOKS COUNT	BINGEPASSES COUNT	COMICS COUNT	EBOOKS COUNT	MOVIES COUNT	MUSIC COUNT	TELEVISION COUNT	TOTAL
Jan 2024	119	0	9	50	14	1	10	203
Feb 2024	129	0	8	26	9	4	8	184
Mar 2024	127	2	8	43	15	4	7	206
Apr 2024	122	2	6	25	22	5	8	190
May 2024	118	3	8	31	11	5	5	181
Jun 2024	103	4	11	29	17	2	6	172
Jul 2024	116	1	3	35	11	5	2	173
Aug 2024	66	0	0	16	4	0	0	86
Totals	900	12	53	255	103	26	46	1395

The adventure of learning begins again with these Back to School titles. Order today!

- Quick Reports
- DVD
- Blu-ray
- Audiobook
- Music
- Playaway Audio
- hoopla Audiobook
- hoopla eBook
- Quick Links

HELP

Circulations By Category Report

This report breaks down the most circulated **Instant** and **Flex** titles by category and kind. A circle graph also represents the various percentages of categories that make up the cumulative hoopla borrows for the previous calendar month.

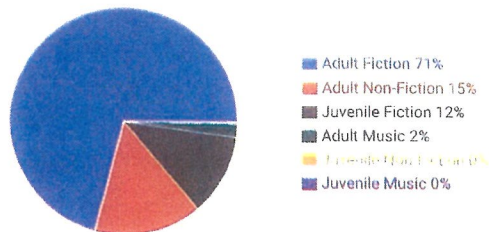
Show This Year to Date

- Audiobooks
- BingePasses
- Comics
- EBooks
- Movies
- Music
- Television

CIRCULATIONS TOTAL COSTS AVERAGE COSTS

CATEGORY	AUDIOBOOKS	BINGEPASSES	COMICS	EBOOKS	MOVIES	MUSIC	TELEVISION	TOTAL
Adult Fiction	688	4	24	158	80	0	37	991
Adult Music	0	0	0	0	0	25	0	25
Adult Non-Fiction	106	4	1	83	11	0	8	213
Juvenile Fiction	105	3	28	14	11	0	1	162
Juvenile Music	0	0	0	0	0	1	0	1
Juvenile Non-Fiction	1	1	0	0	1	0	0	3
Totals	900	12	53	255	103	26	46	1395

Percentage of Total Selected Kinds Per Category



The adventure of learning begins again with these Back to School titles. Order today!

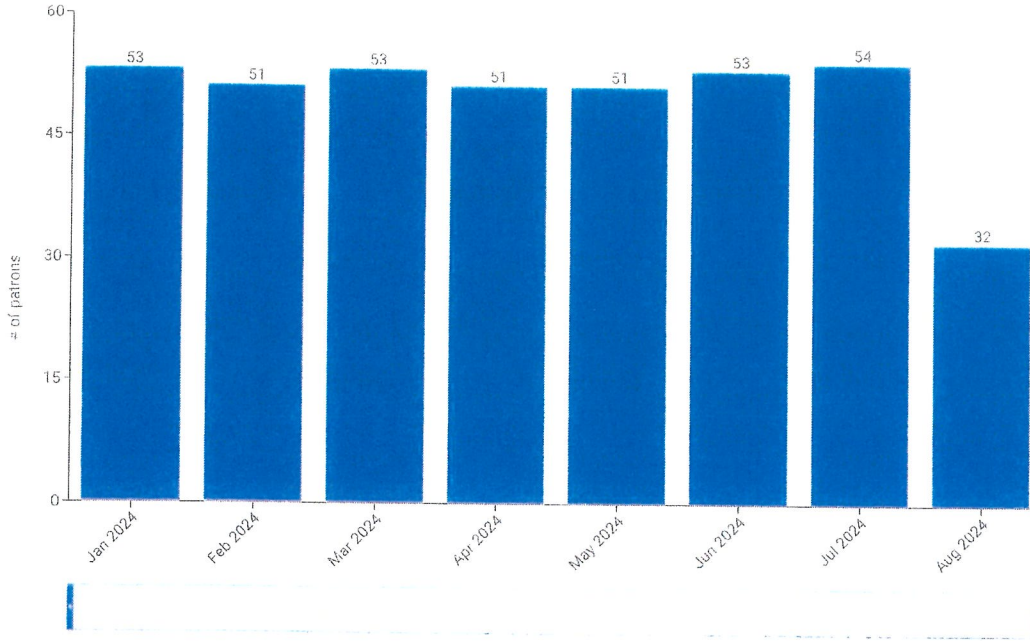
- Quick Reports
- DVD
- Blu-ray
- Audiobook
- Music
- Playaway Audio
- hoopla Audiobook
- hoopla eBook
- Quick Links

HELP

Patron Borrowing Report

This report shows the total number of unique patrons who have borrowed **Instant and Flex** content on hoopla for your library during a given period of time.

Show Active for This Year to Date summarized by month



Chat with us!

The adventure of learning begins again with these Back to School titles. Order today!

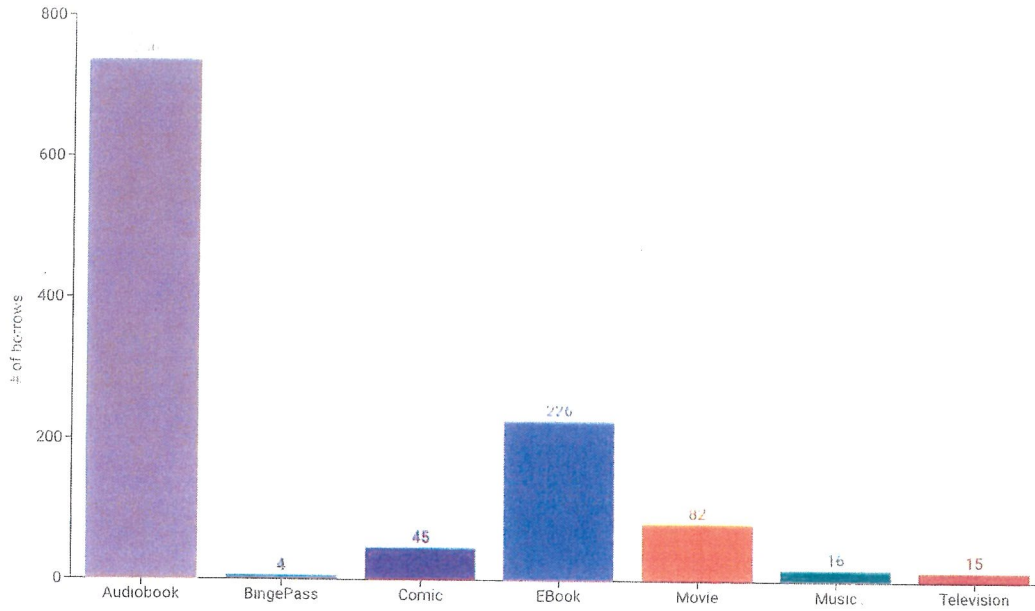
- Quick Reports
- DVD
- Blu-ray
- Audiobook
- Music
- Playaway Audio
- hoopla Audiobook
- hoopla eBook
- Quick Links

HELP

Unique Titles Borrowed

This report shows, by format, the number of **Instant and Flex** titles that were borrowed at least once on hoopla for your library during a given period of time.

Show This Year to Date



What is a BingePass?

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