

Hartford Public Library

AGENDA BOARD OF TRUSTEES Tuesday, June 11, 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. Securalarm additional cameras status
- VII. New Business
 - A. Genealogy Report
 - B. Misc. items
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Hartford Public Library Board Meeting Minutes

May 14, 2024 7pm

Meeting called to order by President Jonatzke
Present- Hadley, Friday, Jonatzke, Dowd, Daniels
Absent- Blocker, Bench

Motion to approve the Minutes of April 19, 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 Hadley motion carried

Motion to approve and pay bills in the amount of \$20,769.97. 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. Securalarm additional cameras- see written report submitted at meeting.

Motion to accept 4-10-24 proposal from SecurAlarm for 9 additional cameras, nw corner of building, north entrance, main entrance, circulation desk area, children's room, computer lab, genealogy room, and 2 in the meeting room. Total projected cost is \$19,570.85. Monthly cost for cloud service and Thrive partnership is \$222.00/mo.

Friday and Hadley motion carried

The Van Buren Area Regional Genealogical Society has offered a donation of \$11,000.00 toward the full project of 9 cameras.

Due to a change in requirements, we did not receive the \$5,000.00 grant from Michigan Par Plan. We can reapply for Aug. 1st if we adopt the resolution that they specify.

Motion to adopt the Resolution of Support Michigan Township Participating Plan Grant Application, seeking a grant of 5,000.00 to assist in funding security camera project.

Dowd and Friday motion carried

B. Automatic door opener grant- see written report submitted at meeting. \$10,000.00 grant money has been received toward the electronic door openers.

C. Linear Electric quote- see written report submitted at meeting.

Motion to accept quote from Midwest Glass for electronic door openers, 1 door of each pair of 4 pairs of doors at cost of \$11,800.00.

Dowd and Friday motion carried

Motion to accept quote from Linear Electric to provide power to both sets of electronic door openers at cost of \$2,841.

Friday and Dowd motion carried

New Business

A. Genealogy Report- see report submitted at meeting.

B. LSTA Grant opportunity- see report submitted at meeting.

Motion to allow Stephanie to apply for grant to the Library of Michigan LSTA Grant Program to improve literacy. The funds will be used to create Literacy Activity Packs. Requested funding will be between \$5,000.00 to \$10,000.00.

Friday and Dowd motion carried

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

Motion to add \$1,000.00 to the Hoopla account, and limit 5 items per month per person with Hartford library card.

Friday and Dowd

motion carried

No Committee Reports

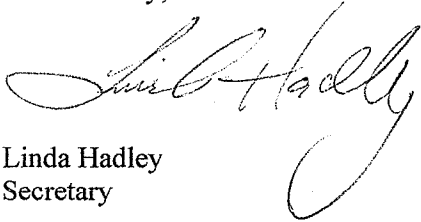
No Public Comment

Motion to adjourn

Dowd and Hadley

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 typed name.

Linda Hadley
Secretary

06/11/24
Accrual Basis

Hartford Public Library
Balance Sheet
As of June 11, 2024

	<u>Jun 11, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Advia Money Market	151,158.68
GL cash out (Honor Credit Union Checking account)	169,671.01
Honor MM#3 (Money Market at Honor Credit Union)	218,809.45
Petty Cash-Misc. (Petty Cash)	<u>50.00</u>
Total Checking/Savings	<u>539,689.14</u>
Total Current Assets	<u>539,689.14</u>
TOTAL ASSETS	<u><u>539,689.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	<u>2,136.35</u>
Total Other Current Liabilities	<u>2,136.35</u>
Total Current Liabilities	<u>2,136.35</u>
Total Liabilities	2,136.35
Equity	
3900 · Retained Earnings	432,009.05
Net Income	<u>105,543.74</u>
Total Equity	<u>537,552.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>539,689.14</u></u>

**Submitted to the Hartford Public Library
Board of Trustees for approval
June 11, 2024**

Checks written after May 14, 2024 meeting

Honor	\$	8,353.36(Salary)
		408.26(Oscars)
		2,973.70(Capitalone)
		1,000.00(MidwestTape-Hoopla)

Total \$ 12,735.32

Checks written before June 11 2024 meeting

Expenses	\$	5,280.46
Total	\$	18,015.78
To Be Paid	\$	<u>18,015.78</u>
Total Disbursals	\$	18,015.78
Total to be Approved	\$	<u>18,015.78</u>

Balance May 14, 2024	\$	179,999.94
ACH Deposit 5/3		3,600.00
Transfers to account	\$	0
Transfers from account	\$	0
Receipts	\$	4,086.85
Total		\$187,686.79
To Be Approved	\$	18,015.78
Balance June 11,2024		\$169,671.01

Hartford Public Library
Cash Disbursals
As of June 11, 2024

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
05/23/2024	13557	Bethany Bivens		-SPL...	-163.34
05/23/2024	13558	Stephanie Daniels		-SPL...	-1,484.46
05/23/2024	13559	Sarah J James		-SPL...	-371.01
05/23/2024	13560	Jennifer Sarco		-SPL...	-418.46
05/23/2024	13561	Patricia A Schroed...		-SPL...	-1,122.11
05/23/2024	13562	Laura D Smith		-SPL...	-312.67
05/23/2024	13563	Emma G Lavender		-SPL...	-164.43
05/23/2024	13564	Oscars	advertising	901 ...	-408.26
05/23/2024	13566	Eric Blocker		-SPL...	-13.54
05/23/2024	13567	Midwest Tape	Hoopla	959 ...	-1,000.00
05/24/2024	13565	Capital One		-SPL...	-2,973.70
06/06/2024	13568	Bethany Bivens		-SPL...	-196.00
06/06/2024	13569	Stephanie Daniels		-SPL...	-1,484.48
06/06/2024	13570	Sarah J James		-SPL...	-563.79
06/06/2024	13571	Jennifer Sarco		-SPL...	-379.08
06/06/2024	13572	Patricia A Schroed...		-SPL...	-1,122.11
06/06/2024	13573	Laura D Smith		-SPL...	-379.89
06/06/2024	13574	Emma G Lavender		-SPL...	-164.43
06/06/2024	13575	Eric Blocker		-SPL...	-13.56
06/11/2024	1357...	United States Tre...	38-2073164	-SPL...	-2,152.90
06/11/2024	13576	Baker & Taylor	books	978 ...	-326.93
06/11/2024	13577	Bloomingtondale Co...	internet	855 ...	-189.99
06/11/2024	13578	Cigna	7/8/9/2024	703 ...	-210.00
06/11/2024	13579	City of Hartford	water & s...	927 ...	-46.47
06/11/2024	13580	Consumers Energy	gas	923 ...	-107.14
06/11/2024	13581	Culligan	supplies	740 ...	-19.50
06/11/2024	13582	Frontier	Fax line	853 ...	-145.88
06/11/2024	13583	Indiana Michigan ...	electric	921 ...	-541.52
06/11/2024	13584	JanWay Company	summer p...	806 ...	-185.00
06/11/2024	13585	Pete koshar	repairs & ...	930 ...	-180.00
06/11/2024	13586	KSS Enterprises	728 suppli...	728 ...	-130.67
06/11/2024	13587	NextBell	telephone	853 ...	-158.03
06/11/2024	13588	S&S Worldwide Inc.	806 sum...	806 ...	-221.43
06/11/2024	13589	SecurAlarm Syste...	alarm mai...	827 ...	-138.00
06/11/2024	13590	Postmaster	annual fee	730 ...	-154.00
06/11/2024	13591	Berends Hendrick...	additional ...	910 ...	-373.00
Total GL cash out (Honor Credit Union Checking account)					-18,015.78
TOTAL					-18,015.78

Hartford Public Library
Income/Expense
 January 1 through June 11, 2024

	Jan 1 - Jun 11, ...
Ordinary Income/Expense	
Income	
402 · Tax Levy (Van Buren District Library)	7,510.59
539 · Direct State Aid	3,103.68
582 · City of Hartford	57,684.37
583 · Township of Hartford	125,949.76
657 · Penal Fines	11,742.08
665 · Interest	927.44
673 · Donations	2,163.00
674 · LTC Grant (ALA -Libraries Transforming Communities- gra...	10,000.00
680 · Misc. Receipts	9,190.15
Total Income	228,271.07
Gross Profit	228,271.07
Expense	
6560 · Payroll Expenses	58,342.52
6570- · Payroll tax	4,664.86
703 · Employee Insurance	1,140.54
728 · Supplies	1,382.71
730 · Postage	163.95
740 · Operating Supplies	1,014.08
801 · Professional Services (Membership Fees)	50.00
804 · Adult Program	593.87
805 · Children's Program	2,603.54
806 · Children's Summer Programs (2009 Children's summer pro...	910.42
807 · Audit	5,400.00
818 · Services (Snow/Lawn)	864.50
819 · Refuse Removal	158.74
827 · Contractual Services	1,818.96
853 · Telephone (Phone & FAX)	1,774.26
855 · Internet	1,199.94
864 · Conferences & Workshops	770.00
901 · Advertising	408.26
910 · Insurance (Building)	10,504.00
921 · Electricity	2,120.89
923 · Gas	1,578.03
927 · Public Utilities	237.56
930 · Repairs & Maintenance	9,865.00
956 · Misc.	0.00
957 · Magazines & Periodicals	342.10
958 · Vicki Shoemaker	240.00
959 · Electronic Materials	6,953.59
978 · Books	5,725.01
984 · Biblionix-Apollo (Electronic circulation system)	1,900.00
991 · Architectural Services	0.00
Total Expense	122,727.33
Net Ordinary Income	105,543.74
Net Income	105,543.74

Profit & Loss Budget vs. Actual
January through December 2024

Hartford Public Library

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
102 · Hartford-Pokagon LARSB (Casin	0.00	25,494.81	-25,494.81	0.0%
402 · Tax Levy (Van Buren District Libr	7,510.59	7,422.22	88.37	101.19%
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	11,742.08	16,707.18	-4,965.10	70.28%
665 · Interest	927.44	844.11	83.33	109.87%
673 · Donations	2,163.00	6,884.49	-4,721.49	31.42%
674 · LTC Grant (ALA -Libraries Transf	10,000.00			
680 · Misc. Receipts	9,190.15	23,670.54	-14,480.39	38.83%
Total Income	<u>228,271.07</u>	<u>255,672.87</u>	<u>-27,401.80</u>	<u>89.28%</u>
Gross Profit	<u>228,271.07</u>	<u>255,672.87</u>	<u>-27,401.80</u>	<u>89.28%</u>
Expense				
6200 · Interest Expense (Interest Expei	0.00	-5,908.10	5,908.10	0.0%
6560 · Payroll Expenses	58,342.52	116,212.01	-57,869.49	50.2%
6570- · Payroll tax	4,664.86	9,031.19	-4,366.33	51.65%
703 · Employee Insurance	1,140.54	4,140.82	-3,000.28	27.54%
728 · Supplies	1,382.71	4,102.63	-2,719.92	33.7%
730 · Postage	163.95	857.43	-693.48	19.12%
740 · Operating Supplies	1,014.08	3,134.15	-2,120.07	32.36%
801 · Professional Services (Memberst	50.00	250.00	-200.00	20.0%
804 · Adult Program	593.87	466.13	127.74	127.4%
805 · Children's Program	2,603.54	3,188.95	-585.41	81.64%
806 · Children's Summer Programs (20	910.42	5,160.27	-4,249.85	17.64%
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	158.74	284.22	-125.48	55.85%
827 · Contractual Services	1,818.96	5,169.56	-3,350.60	35.19%

Profit & Loss Budget vs. Actual
January through December 2024

Hartford Public Library

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
853 · Telephone (Phone & FAX)	1,774.26	3,199.37	-1,425.11	55.46%
855 · Internet	1,199.94	4,221.28	-3,021.34	28.43%
864 · Conferences & Workshops	770.00	30.00	740.00	2,566.67%
901 · Advertising	408.26	1,363.40	-955.14	29.94%
910 · Insurance (Building)	10,504.00	7,944.00	2,560.00	132.23%
911 · Workmen's Comp (Disability Insu	0.00	569.00	-569.00	0.0%
921 · Electricity	2,120.89	5,653.51	-3,532.62	37.52%
923 · Gas	1,578.03	2,978.67	-1,400.64	52.98%
927 · Public Utilities	237.56	502.52	-264.96	47.27%
930 · Repairs & Maintenance	9,865.00	4,803.26	5,061.74	205.38%
940 · Rental	0.00	130.00	-130.00	0.0%
956 · Misc.	0.00	4,553.98	-4,553.98	0.0%
957 · Magazines & Periodicals	342.10	499.00	-156.90	68.56%
958 · Vicki Shoemaker	240.00			
959 · Electronic Materials	6,953.59	9,764.46	-2,810.87	71.21%
978 · Books	5,725.01	10,615.46	-4,890.45	53.93%
983 · Equipment	0.00	4,514.33	-4,514.33	0.0%
984 · Bilibionix-Apollo (Electronic circula	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	<u>122,727.33</u>	<u>223,819.85</u>	<u>-101,092.52</u>	<u>54.83%</u>
Net: Ordinary Income	<u>105,543.74</u>	<u>31,853.02</u>	<u>73,690.72</u>	<u>331.35%</u>

Hartford Public Library
Director's Report – June 11, 2024

The Stats for May, 2024 Adults 1,084 Children 726
Computer usage for May– adults(176), children (298) Air print(53)
Website: May. 1,214
Hoopla Digital for May.2024 \$434.74
Hoopla balance \$519.36
Cardio Drumming- May,(110) Bingo (64)
MEL Books borrowed-May 205 MEL books lent-May. 90

The Four Winds Job Fair on Tuesday May 21 was attended by 28 people. The casino did fill some positions that day.

On Monday, June 3rd we had the last Hartford School seminar for teachers. There were 33 attendees. The program began at 8am and ended at 3pm. They had lunch catered.

The Hartford Public Library sold strawberries at the Strawberry Festival. We had strawberry flats, strawberries by the quart and cup and strawberry shortcake. We also sold strawberry pies. We were able to get the strawberries from Meachums. The library made \$807 profit. This was the first time we came back with a profit. The festival was very successful.

Our first summer program session will be on Tuesday, June 18th at 12N. I will have the middle school summer school students working on an internet scavenger hunt using our laptops. I do not know how many teens will be involved as yet. It is usually less than 20.

The Grand Summer Reading program Kick-off is Saturday, June 22 from 1pm to 3pm with a Foam Party at the library. At that time parents can register their children in the reading program. I do have some workbooks available as some parents have requested them. Our programs are every Tuesday, Wednesday and Thursday except for the fourth of July.

The newest program is the cooking class which comes to us from the Michigan Extension community nutrition program. This is every Tuesday at 2pm. It is a six-week demonstration on planning, budgeting healthy, affordable meals. Teens, children and families are welcome to participate. All materials and food is provided free.

There are two live animal programs included this summer. The other programs involve crafts and STEM creations.

Respectfully Submitted,
Stephanie Daniels

VBRGS
GENEALOGY ROOM REPORT
MAY 2024

The Genealogy Room was staffed by eight volunteers this month and welcomed 62 visitors. Thirty-four of those attended our program on April 20th. We also assisted 11 others with research requests.

May 31st marked the end of our society year, and I am pleased to report that it has been successful and a pleasure to be a part of the Hartford Public Library. This year we welcomed 673 visitors and was one short of the number reported last year of 674. The visitor total includes the 318 who attended our eight programs. We also had 10 volunteers helping to staff the Genealogy Room.

At our June program I will conduct our annual meeting and will have a program presented by Bob Myers from the Historical Society of Michigan. His last visit with us was in 2010 and we are looking forward to seeing him again and showcasing our collection and the new library. This topic will be a first for us. It highlights the life of Nancy Harkness Love, a woman serving in World War II and her contributions to aviation.

Joyce Beedie

VI. Old Business

A. Securalarm additional cameras

I spoke to Justin from Securalarm and discussed the status of the additional cameras. He said he would wait for the results of the small grant for the cameras.

VII. New Business

A. Genealogy Report See enclosed report.

B. Misc items for discussion

I submitted the LSTA Grant to the Library of Michigan and received word that the grant application has passed the first round of approvals. We will know a positive or negative in August some time.

I conformed with Midwest Glass about the electronic door openers. We will be getting electronic door openers on 1 exterior door and 1 interior door per entrance door for \$11,800. Which is still less than \$15,000 from the other company since we only have a grant for \$10,000. I have not heard on the status of the project and will contact Mark at Midwest regarding the project.