

# Hartford Public Library

## AGENDA BOARD OF TRUSTEES Tuesday, March 11, 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. New Policies
  - B. Misc items for discussion
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

## Hartford Public Library Board Meeting Minutes

February 11, 2025 7pm

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

Motion to approve the Minutes of January 14, 2025, as presented, and place on file.  
Dowd and Bench 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 \$32,169.41. See Cash Disbursals for a listing of checks written.  
Hadley and Dowd motion carried

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

### Old Business

- A. 2024 Audit- documentation for the audit is being sent to Gabridge Co. beginning this week. The report is expected by the end of March.
- B. Genealogy Report- see written report submitted at meeting.
- C. Suggestions for 100<sup>th</sup> Anniversary of the Hartford Public Library- see written report submitted at meeting.

### New Business

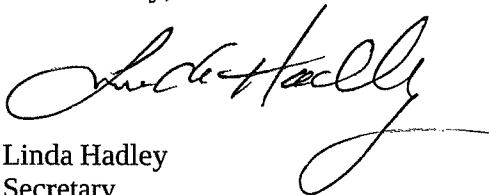
- A. New restroom dispensers installed- see written report submitted at meeting.
- B. Increase room rental for social occasions- see written report submitted at meeting.  
Motion to increase the room rental rate from \$25 to \$50.  
Friday and Bench motion carried
- C. Misc items for discussion- see written report submitted at meeting.

Committee Reports- none

Public Comment- none

Motion to adjourn  
Dowd and Friday motion carried

Submitted by;



Linda Hadley  
Secretary

03/11/25  
Accrual Basis

Hartford Public Library  
**Balance Sheet**  
As of March 11, 2025

	<u>Mar 11, 25</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Advia Money Market	151,842.23 ✓
GL cash out (Honor Credit Union Checking account)	197,524.93 ✓
Honor MM#3 (Money Market at Honor Credit Union)	220,176.82 ✓
Petty Cash-Misc. (Petty Cash)	50.00
Total Checking/Savings	<u>569,593.98</u>
Total Current Assets	<u>569,593.98</u>
<b>TOTAL ASSETS</b>	<u><u>569,593.98</u></u> ✓
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	905.31 ✓ <i>payroll</i>
Total Other Current Liabilities	<u>905.31</u>
Total Current Liabilities	<u>905.31</u>
Total Liabilities	905.31
Equity	
3900 · Retained Earnings	492,382.72
Net Income	76,305.95
Total Equity	<u>568,688.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>569,593.98</u></u>

2,500<sup>00</sup> grant from Peggy Barber - for senior cit.

**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 ✓

Total \$ 18,058.58

To Be Paid \$ 18,058.58 ✓

Total Disbursals \$ 18,058.58

Total to be Approved \$ 18,058.58 ✓

Balance Feb.11, 2025	\$174,606.93 ✓
PLA Grant	5,000.00 <i>Digital</i>
Transfers to account	\$ 0
Transfers from account	\$ 0
Receipts	\$ 18,058.58 - <del>35,970.58</del>
Total	\$ 215,583.51
To Be Approved	\$ 18,058.58
Balance Mar. 11,2025	\$197,524.93 ✓

Hartford Public Library  
**Cash Disbursals**  
 As of March 11, 2025

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
02/14/2025	13878	Teresa Babb		-SPL...	-153.93
02/14/2025	13879	Bethany Bivens		-SPL...	-249.06
02/14/2025	13880	Stephanie Daniels		-SPL...	-1,543.62
02/14/2025	13881	Sarah J James		-SPL...	-335.95
02/14/2025	13882	Patricia A Schroed...		-SPL...	-1,171.37
02/14/2025	13883	Kyah N Sexton		-SPL...	-469.78
02/14/2025	13884	Laura D Smith		-SPL...	-464.23
02/14/2025	13885	Emma G Lavender		-SPL...	-169.67
02/17/2025	13886	SecurAlarm Syste...	contractual	-SPL...	-1,065.60
02/28/2025	13887	Teresa Babb		-SPL...	-153.91
02/28/2025	13888	Bethany Bivens		-SPL...	-249.06
02/28/2025	13889	Stephanie Daniels		-SPL...	-1,543.61
02/28/2025	13890	Sarah J James		-SPL...	-464.23
02/28/2025	13891	Patricia A Schroed...		-SPL...	-1,171.39
02/28/2025	13892	Kyah N Sexton		-SPL...	-340.84
02/28/2025	13893	Laura D Smith		-SPL...	-506.41
02/28/2025	13894	Emma G Lavender		-SPL...	-169.66
02/28/2025	13895	Capital One	see below	978 ...	-944.26
02/28/2025	13896	Consumers Energy	gas	923 ...	-585.00
02/28/2025	13897	Frontier	fax line	853 ...	-185.17
02/28/2025	13898	Indiana Michigan ...	electric	921 ...	-408.72
03/04/2025	13899	Hartford Computer	equipment	983 ...	-1,200.00
03/10/2025	1389...	United States Tre...	38-2073164	-SPL...	-2,348.38
03/11/2025	13900	Baker & Taylor	books	978 ...	-206.25
03/11/2025	13901	Bloomingtondale Co...	internet	855 ...	-199.99
03/11/2025	13902	City of Hartford	water & s...	927 ...	-43.63
03/11/2025	13903	Hartford Area Cha...	members...	801 ...	-65.00
03/11/2025	13904	Midwest Dialtone	telephone...	853 ...	-301.30
03/11/2025	13905	SecurAlarm Syste...	fire alarm ...	827 ...	-138.00
03/11/2025	13906	S&S Worldwide Inc.	805 childr...	805 ...	-162.56
03/11/2025	13907	Tri-City Record	newspaper	957 ...	-48.00
03/11/2025	13908	Midwest Tape	electronic ...	959 ...	-1,000.00
Total GL cash out (Honor Credit Union Checking account)					-18,058.58
TOTAL					-18,058.58

✓ Steph-new computer

New computer for Stephanie - hers was from we were in the old building

Hartford Public Library  
**Income/Expense**  
 January 1 through March 11, 2025

	Jan 1 - Mar 11, ...
Ordinary Income/Expense	
Income	
402 · Tax Levy (Van Buren District Library)	4,917.38
582 · City of Hartford	43,407.64
583 · Township of Hartford	89,374.99
657 · Penal Fines	5,474.65
665 · Interest	332.40
673 · Donations	5,000.00
680 · Misc. Receipts	4,983.14
	153,490.20
Total Income	153,490.20
Gross Profit	153,490.20
Expense	
6560 · Payroll Expenses	27,198.87
6570- · Payroll tax	2,080.70
703 · Employee Insurance	210.00
728 · Supplies	305.79
730 · Postage	43.80
740 · Operating Supplies	343.39
801 · Professional Services (Membership Fees)	65.00
804 · Adult Program	328.72
805 · Children's Program	1,346.75
806 · Children's Summer Programs (2009 Children's summer progr...	145.39
819 · Refuse Removal	78.99
827 · Contractual Services	2,900.32
853 · Telephone (Phone & FAX)	826.50
855 · Internet	599.97
864 · Conferences & Workshops	71.10
901 · Advertising	160.00
910 · Insurance (Building)	12,165.00
921 · Electricity	1,384.58
923 · Gas	1,672.20
927 · Public Utilities	130.14
930 · Repairs & Maintenance	1,220.35
957 · Magazines & Periodicals	440.09
959 · Electronic Materials	7,398.03
978 · Books	2,141.93
983 · Equipment	13,926.64
	77,184.25
Total Expense	77,184.25
Net Ordinary Income	76,305.95
Net Income	76,305.95

Hartford Public Library  
Director's Report – March 11,2025

The Stats for February 2025    Adults 1254    Children 442  
Computer usage for  
February– adults(138), children (128) Air print(25)  
Website: Feb 1288  
Hoopla Digital for February,2024 \$529.40  
Hoopla balance \$970.60  
Cardio Drumming- February(72)    Bingo (78) TaiChi class 4  
MEL Books borrowed-February 138    MEL books lent 89

On Thursday, Feb. 28, I went to Redwood Elementary for evening with the school children and families from 5pm to 6:30pm. The school had a spaghetti dinner. It was attended by about 50 people. I gave out flyers for our schedule of events and take -home crafts.

Tomorrow is ½ day so I have crafts and Legos for the children during the afternoon. We have been purchasing snacks for the children and they have been well received.

On Thursday, March 13, Project Compass is meeting in the event room from 3pm to 7pm. It is a planning session and going through results from their surveys. I am not sure how many will be attending.

We have confirmed the Family Cooking sessions for summer that were so successful last year. We are going to have two sessions on Tuesdays beginning at the end of June and will last six weeks. This is wonderful because the program is free and provides fresh food for all the families attending.

We received a \$5,000 grant from the Public Library Association for Digital Computers classes. ✓  
The classes are in conjunction with AT&T and they are online in a program called Digital Learning. We can use some of the funds for incentives for the classes. We started advertising classes beginning March 6<sup>th</sup>.

Our second “Coffee & Canvas” is Thursday, March 20<sup>th</sup>. We will be painting a spring scene. We ✓  
can accommodate 24 attendees. The cost is \$10 per person which helps pay for the supplies.

Brian Lightner will be presenting a program on “The Story of Ben Hur” by the author Lewis Wallace. We had the presentation several years ago at the old library and it is excellent. The date of the presentation is Thursday, April 17<sup>th</sup> at 5pm. We will get pizza from Galati's for the event,

Respectfully Submitted,  
Stephanie Daniels

## VI. Old Business

### A. Auto-owners Insurance

Auto-Owners has sent us a bill for \$1,606 for auditing our employee wages for September 1, 2023 to September 1, 2024. They also reclassified the employees from clerical to public library/museum which increased the premium substantially. We received an invoice for \$572.00 on 8/14/23 and we paid the amount on 9/12/23. We received a bill on 10/16/2024 for \$3,111 less some deductions with a final amount of \$2,360.

*Changed  
companies -  
Billed of the  
the fact.*

According to the local Auto-Owners agency in PawPaw, the audit bill was originally \$2,014. They credited our payment of 8/13/24 of \$530 for the 2024-2025 period which leaves \$1,606.

The agency says that reclassification is out of their control to change back. I solved the problem by contracting with another company for the workmen's comp policy, so we are back to less than \$500 for the year.

I sent an email to the attorney from Foster Smith agency with regard to ✓ retroactive charges. I wanted to know if that was legal.

### B. Genealogy Report

See enclosed

## VII. New Business

### A. New Policies

In the next few months, I am going over some of our old policies that will need revising and approving and proposing the new policies required by the financial management guide provided by the Library of Michigan. These are: Capital Asset policy, Purchasing policy, Fund balance policy, Risk Management policy and Payroll policy. We have the Whistleblower policy, Electronic Transaction policy, Credit Card policy, and Investment policy.

### B. Misc items for discussion

Our Hoopla bill for February, 2025 was \$531.05, the majority of expense was audiobooks. Both January and February Hoopla were over \$500 which is more than our budget can bear. In 2024 the Hoopla cost per month was an average of \$308 per month. We have 66 patrons that use Hoopla. There are



several Michigan libraries that are dropping out of Hoopla due to the expense. They did raise their prices on audio books. I talked to our sales representative at Hoopla and we put a price cap on audiobooks of up to \$2.84. A lot of the audiobooks are \$3.99 and more. She said this could reduce the cost each month by 20%. I suggest we see what happens next month. I don't exactly agree with her because the average cost per audiobook on the February bill is \$2.74 each. We have limited downloads to 6 per person per month.

So far, Otsego District Library and Richland District Library are dropping Hoopla.

**VBRGS**  
**GENEALOGY ROOM REPORT**  
**FEBRUARY 2025**

This month the genealogy room welcomed 15 visitors and assisted with 6 research requests. We had 6 volunteers on staff.

We have filled our 2025 program schedule with the assistance of Stephanie. In August will welcome Jerry Happel, Director of the Van Buren County Geographic Information Systems Department. Mr. Happel will be showcasing the newest advances in digital mapping, including Artificial Intelligence, that are enhancing his departments capabilities. These new technologies also assist GIS as they work to upgrade their online website and offer historical information about Van Buren County properties. This information will help us assist Genealogy Room and remote patrons who often ask about researching ancestral land.

*Joyce Beedie*



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

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

**Invoice #** 506823186  
**Customer #** 2000014984  
**Customer Ref #**  
**Payment Terms:** Terms: 30 Days Net  
**Page** 1 of 1

**Month Ending 02/28/2025**

Description	Quantity	Extended Amount
Digital Audiobook	128 <i>2.74</i>	350.34
Digital BingePass	4	12.96
Digital Comics	6	6.03
Digital Ebook	39 <i>1.53</i>	60.01
Digital Movie	40 <i>2.21</i>	88.48
Digital Music	2	2.98
Digital Television	5 <i>2.05</i>	10.25
Amount Due :	224	531.05
<b>Total Due in USD :</b>		<b>531.05</b>

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

Instant Budget Summary Report - 04/01/2024-03/31/2025

date	budget	roll forward	total availa	taxes	total spent	balance for reset	balan your	cost	consortium	benefit
4/1/2024	0	0	0	0	0	432	0	FALSE	432	0
5/1/2024	0	0	0	0	0	434.74	0	FALSE	434.74	0
6/1/2024	0	0	0	0	0	395.92	0	FALSE	395.92	0
7/1/2024	0	0	0	0	0	408.19	0	FALSE	408.19	0
8/1/2024	0	0	0	0	0	396.38	0	FALSE	396.38	0
9/1/2024	0	0	0	0	0	426.16	0	FALSE	426.16	0
#####	0	0	0	0	0	433.23	0	FALSE	433.23	0
#####	0	0	0	0	0	399.56	0	FALSE	399.56	0
#####	0	0	0	0	0	373.05	0	FALSE	373.05	0
1/1/2025	0	0	0	0	0	529.4	0	FALSE	529.4	0
2/1/2025	0	0	0	0	0	531.05	0	FALSE	531.05	0
3/1/2025	200	0	200	0	0	60.31	139.69	FALSE	60.31	0

*Noopla spent  
laet year*

Shop the top titles of Women's History Month and bring "Herstory" to your patrons!

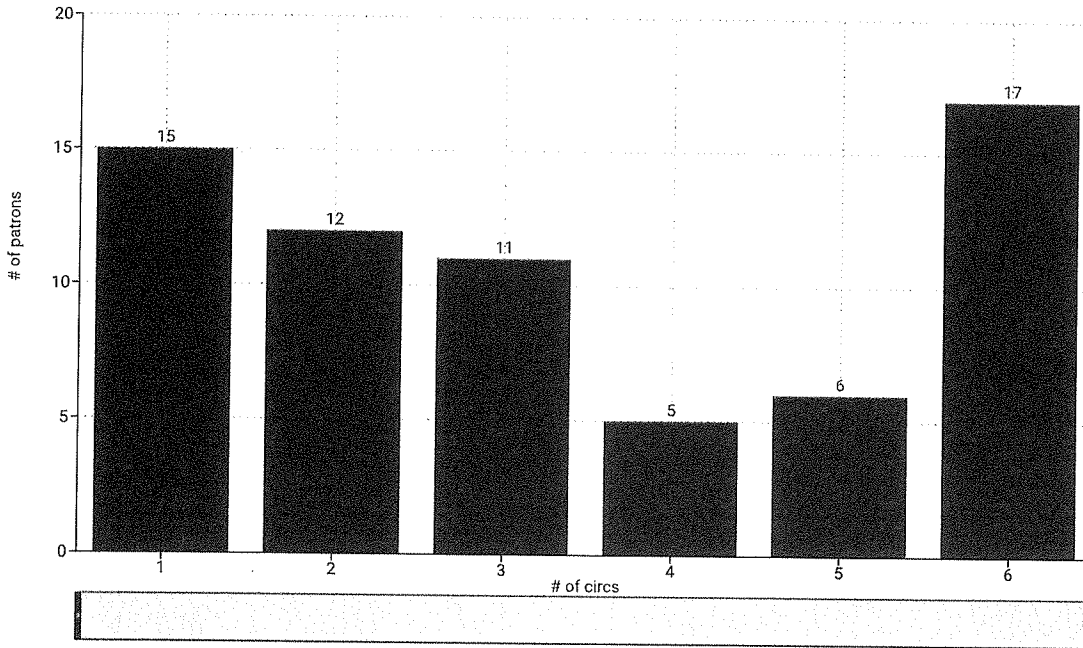
- Quick Reports
- DVD
- Blu-ray
- Audiobook
- Music
- Playaway Audio
- hoopla Audiobook
- hoopla eBook
- Quick Links

HELP

### Patrons and Borrows

This report shows the distribution of number of Instant borrows by patrons on hoopla for your library during a given period of time.

Month: February Year: 2025



Chat with us!