

**HACKLEY PUBLIC LIBRARY**  
316 W. Webster Ave., Muskegon, Michigan 49440  
**BOARD OF TRUSTEES**

**AGENDA**

Date: Tuesday, June 18, 2024  
Time: 4:30 PM  
Location: HPL Meeting Room

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**1. CALL TO ORDER AND ROLL CALL**

**2. APPROVE AGENDA**

*(Motion to Approve)*

**3. APPROVE MINUTES of May 21, 2024**

*(Motion to Approve)*

**4. CITIZENS' COMMENTS**

**5. PUBLIC HEARING: Fiscal Year 2024-2025 Budget of the Hackley Public Library**

**a. OPEN PUBLIC HEARING**

Resolution 2024-08 | Fiscal Year 2025 Operating and Debt Fund Budget

**b. CLOSE PUBLIC HEARING**

**6. DIRECTOR'S REPORT**

a. Outreach, Collaboration, Training

b. May Statistical Report

**7. FINANCIAL REPORT**

*(Motion to pay bills)*

**8. COMMITTEE REPORTS**

a. Budget and Finance

b. Buildings and Grounds

c. Personnel

**9. NEW BUSINESS**

a. Resolution 2024-09 | Budget Adjustments FY 24 - June 2024

*(Motion to approve)*

b. Resolution 2024-10 | Strategic Planning Contract 2024-2007

*(Motion to approve)*

c. Resolution 2024-11 | Contract Agreement HPL and SEIU Local 517M

*(Motion to approve)*

d. Resolution 2024-12 | Library Director Evaluation 2024

*(Motion to approve)*

**10. OLD BUSINESS**

a. Brainstorming: Torrent House – Strategic Plan

**11. ADJOURN**

**Hackley Public Library, City of Muskegon, County of Muskegon, State of Michigan**

**Resolution No. 2024-08**

**Resolution Approving the Operating Budget and Debt Services for the Hackley Public Library Fiscal Year July 1, 2024 – June 30, 2025**

WHEREAS, the Hackley Public Library was established in 2001 as a district library according to the District Library Agreement and

WHEREAS, according to the District Library Establishment Act, Act No. 24 of the Michigan Public Acts of 1989, as amended (“Act 24”), the Board is authorized to levy a tax upon all taxable property within the Hackley Public Library District (the “District”) provided that voters of the District approve the districtwide tax; and

WHEREAS, in August 2020, the electors of the District authorized the Board to levy a districtwide property tax in an amount not to exceed 2.4 mills in providing funds for district library purposes and

WHEREAS, the Board has determined that it will levy a districtwide tax of 2.3516 mills reduced by “Headlee” on December 1, 2024, and

WHEREAS, according to the District Library Financing Act, Act No. 265 of 1988, as amended (“Act 265”), the Board is authorized to issue bonds to finance improvements to library buildings and to levy the taxes necessary to pay the principal and interest on the bonds if the electors approve the issuance of the obligations of the District; and

WHEREAS on November 4, 2014, the electors of the District authorized the Board to issue general obligation, unlimited tax bonds of the Library in an amount not to exceed \$3,200,000 (the “Bonds”) to finance the cost of acquiring and constructing improvements to the Hackley Public Library Building and the Torrent House, including renovating and upgrading of these facilities, and related appurtenances, purchasing and installing equipment, and improving the sites thereof; and

WHEREAS, the Library issued the Bonds on August 18, 2015; and

WHEREAS, the Board has determined that it will levy a districtwide debt millage not exceeding 0.4999 mills on December 1, 2024, to pay the debt service on the Bonds and

WHEREAS, the Board is authorized by Act 24 to adopt the budget for the Library and to levy the district-wide property taxes as approved by district voters following applicable law; and

WHEREAS, the Board has conducted a public hearing on the proposed 2023-24 budget after giving public notice thereof in following Section 12 of the Uniform Budgeting and Accounting Act (MCL 141.412) and applicable law and

**Hackley Public Library, City of Muskegon, County of Muskegon, State of Michigan**

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WHEREAS, the Board has conducted a public hearing on the proposed 2023-24 budget after giving public notice thereof in following Section 12 of the Uniform Budgeting and Accounting Act (MCL 141.412) and applicable law and

WHEREAS, the Board has determined that it will adopt the fiscal year 2024-25 budget for \$ 2,117,427.

NOW, THEREFORE, BE IT RESOLVED by the Hackley Public Library Board:

1. The Board currently adopts the Hackley Public Library budget for the fiscal year 2024-2025, presented by the Director and recommended by the Budget and Finance Committee (a detailed copy attached) in the total amount of \$2,117,427.
2. This Resolution and the approved budget shall be known as the Library's General Appropriations Act for the 2024-25 fiscal year.
3. The Board appropriates the following sums for the fiscal year 2024-25 for District Library purposes based on the following

**OPERATING BUDGET FY 23**

**Operating Revenue**

Property Taxes	\$1,844,927
Payment in Lieu of Taxes	\$10,000
Renaissance Zone Reimbursement	\$10,000
Local Community Stabilization Reimbursement	\$78,000
<b>Total Taxes</b>	<b>\$1,942,927</b>

State Aid	\$30,000
Penal Fines	\$70,000
Sales, Fines, Fees	\$2,600
Miscellaneous	\$3,000
Donations	\$9,500
Friends of the Library Donation	\$25,000
Interest Earnings	\$10,000
Reimbursements & Refunds	\$6,000
MPERS UAAL Stabilization Prog.	0
William & Margaret Bush Fund	\$15,000
Berg Fund	\$100
Garden Fund	\$300
Ruthkowski Fund	\$9,000
Robinson Essay Scholarship Fund	\$4,500
Cannon Fund	\$12,500.00
Wood Fund	\$1,000
<b>Total Revenue</b>	<b>2,141,427</b>

**Operating Expenditures**

Salaries and Wages	\$1,068,843
Fringe Benefits	\$471,834
Supplies	\$36,400
Library Materials	\$143,700
Library Programs	\$30,000
Technology	\$23,000
Contracted Services	\$152,950
Communications	\$46,000
Facilities	\$121,700

Other Charges	\$47,000
<b>Total Operating Expenditures</b>	<b>\$2,141,427</b>

**DEBT SERVICE FUND BUDGET**

**Debt Service Fund Revenue**

Debt Service Millage Collections \$256,800

Interest and Fees \$100

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Total Debt Service Fund Revenue \$256,900

**Debt Service Fund Expenditures**

Debt Service and interest \$217,700

Interest and Fees \$39,200

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Total Debt Service Fund Expenditures \$256,900

**SUMMARY**

Operating Revenue \$2,117,427

Debt Service Fund Revenue \$256,900

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Total Revenue \$2,374,327

Operating Expenditures \$2,117,427

Debt Service Fund Expenditures \$256,900

Capital Improvement Project Expenditures \$0

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Total Expenditures \$2,374,327

4. Pursuant to Act 24, the Board hereby levies on December 1, 2024, a property tax upon all taxable real and tangible personal property within the District in the amount of 2.3516 mills (\$2.3516 per \$1,000) on the taxable value of such property, as finally equalized, to provide funds for the district library purposes.
5. Pursuant to Act 265 and Act 24, the Board hereby levies on December 1, 2024, a debt millage upon all taxable real and tangible personal property within the District not exceeding 0.499 (\$0.499 per \$1,000) on the taxable value of such property to provide funds to pay debt service on the Bonds.
6. The Board hereby certifies that the millages to be levied on all taxable property in the District have been reduced, if necessary, to comply with Article 9, Section 31 of the Michigan Constitution of 1963 and that the millages to be levied have also been reduced, if necessary, to comply with MCL 211.24e and MCL 211.34.
7. The Library Director is hereby authorized and directed to provide a certified copy of this Resolution and the 2024 Tax Rate Request on Michigan Department of Treasury Form L-4029 to the County Clerk, the County Equalization Department, and each Township and City Clerk included in the District.

Adopted this 18th day of June 2024

During the meeting, a resolution was introduced by Van Fossen and supported by a second from Devoogd.

YEAS: Bailey, Devoogd, Huss, Van Fossen

NAYS: 0

ABSTENTIONS: 0

**CERTIFICATION**

I hereby certify that the foregoing is an accurate and complete copy of a Resolution adopted by the District Library Board of the Hackley Public Library at a meeting held at 4:30 p.m. on June 18, 2024, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meeting Act, Act No. 267 of the Public Acts of Michigan, 1976, including in the case of a particular or rescheduled meeting, notice by posting at least 18 hours before the time set for said meeting.

Dated: June 18, 2024 Oneata Bailey Acting Secretary Oneata Bailey

**Hackley Public Library  
FY 2025 Budget DRAFT w/Analysis**

<b>Account Number &amp; Description</b>	<b>Current Budget</b>	<b>Percent of Total</b>
<b>INCOME</b>		
401. Property Taxes	1,844,927.00	86.15%
404. Payment In Lieu of Taxes	10,000.00	0.47%
405. Renaissance Zone Reimb.	10,000.00	0.47%
406. Local Com. Stabilization Reimb.	78,000.00	3.64%
<b>Total Taxes</b>	<b>1,942,927.00</b>	<b>90.73%</b>
530. State Aid	30,000.00	1.40%
595. Penal Fines	70,000.00	3.27%
643. Meeting Room Rental	200.00	0.01%
644. Non Res Card Fees	100.00	0.00%
645. Miscellaneous	3,000.00	0.14%
646. Sales	300.00	0.01%
647. Hackley Donations	6,000.00	0.28%
647.1 Youth Services Donations	3,000.00	0.14%
647.2 Local History Donations	500.00	0.02%
655. Book Fines	2,000.00	0.09%
665. Interest Earnings	10,000.00	0.47%
667. Youth Services Programs	12,500.00	0.58%
668. Adult Programs	12,500.00	0.58%
669. MPSERS UAAL Stablization Prog.	0.00	0.00%
677. Reimbursements and Refunds	6,000.00	0.28%
680. William & Margaret Busch Fund	15,000.00	0.70%
685. Berg Fund	100.00	0.00%
688. Garden Fund	300.00	0.01%
689. Ruthkowski Fund	9,000.00	0.42%
690. Robinson Fund	4,500.00	0.21%
694. Cannon Fund	12,500.00	0.58%
695. Wood Fund	1,000.00	0.05%
<b>Other Income</b>	<b>198,500.00</b>	<b>9.27%</b>
<b>Total Income</b>	<b>2,141,427.00</b>	

**Hackley Public Library**  
**FY 2025 Budget DRAFT w/Analysis**

**EXPENSES**

**Salaries and Wages**

701. Salaries - Management	357,133.00	16.68%
702. Salaries - Librarians	228,485.00	10.67%
703. Salaries - Info Specialists	336,179.00	15.70%
704. Salaries - Paraprofessional	57,450.00	2.68%
706. Salaries - Custodial (Regular)	89,596.00	4.18%
<b>Total Salaries &amp; Wages</b>	<b>1,068,843.00</b>	<b>49.91%</b>

**Fringe Benefits**

715. FICA	76,000.00	3.55%
716. Health Insurance	216,000.00	10.09%
716.2 Dental Insurance	12,000.00	0.56%
716.3 Vision Insurance	4,000.00	0.19%
717. Life Insurance	10,800.00	0.50%
718. ORS - Retirement Contribution	57,938.00	2.71%
718.1 MERS- Retirement Contribution	89,596.00	4.18%
718.2 MPERS UAAL Stabilization Exp.	0.00	0.00%
719. Worker's Compensation	5,000.00	0.23%
720. State Unemployment	500.00	0.02%
<b>Total Fringe Benefits</b>	<b>471,834.00</b>	<b>22.03%</b>
<b>Total Salaries, Wages, &amp; Benefits</b>	<b>1,540,677.00</b>	<b>71.95%</b>

**Supplies**

727. Office Supplies	15,000.00	0.70%
728. Postage	1,500.00	0.07%
729. Supplies - Custodial	6,000.00	0.28%
730. Supplies - Furniture & Equipment	13,000.00	0.61%
731. Bank Charge	900.00	0.04%
<b>Total Supplies</b>	<b>36,400.00</b>	<b>1.70%</b>

**Materials**

738.1 Youth Service - Memorial/Donation	3,000.00	0.14%
738.2 Local History - Memorial/Donation	500.00	0.02%
741.1 Books - Schmidt (Youth Services)	20,000.00	0.93%
741.3 Books - Knight (Non-Fiction)	13,000.00	0.61%
741.4 Books - Rostar (Non-Fiction & Local H	12,000.00	0.56%
741.5 Books - Chea (Fiction and Non-Fiction	20,000.00	0.93%
742. Continuations - Print (Fiction)	1,000.00	0.05%
742.1 Continuations - Databases	8,000.00	0.37%
743.1 AV - Children & Teens	3,000.00	0.14%
743.2 DVD & Audiobooks - Adults	7,000.00	0.33%
743.3 Digital - Overdrive YS	7,000.00	0.33%
743.4 Digital - Overdrive AS	7,000.00	0.33%
743.5 Digital - Hoopla	18,000.00	0.84%
743.6 Digital - Kanopy	1,200.00	0.06%
744. Microfilm	6,500.00	0.30%
745. Mobile Hotspots	6,500.00	0.30%
747. Periodicals	10,000.00	0.47%
<b>Total Materials</b>	<b>143,700.00</b>	<b>6.71%</b>



**Hackley Public Library**  
**FY 2025 Budget DRAFT w/Analysis**

**Programs**

766. Outreach/General Programs	5,000.00	0.23%
767. Youth Services Program	12,500.00	0.58%
768. Adult Services Program	12,500.00	0.58%
<b>Total Programs</b>	<b>30,000.00</b>	<b>1.40%</b>

**Technology**

751. Software	5,000.00	0.23%
752. Hardware/Equipment	7,500.00	0.35%
753. E-Rate Expenses	1,500.00	0.07%
754. Website Expense	1,000.00	0.05%
755. Subscriptions and Lic. Renewal	8,000.00	0.37%
<b>Total Technology</b>	<b>23,000.00</b>	<b>1.07%</b>

**Contracted Services**

802. Audit Fees	15,000.00	0.70%
802.1 Payroll Services	6,200.00	0.29%
803. Collection Fees	1,000.00	0.05%
804. Lakeland Fees	30,000.00	1.40%
806. Attorney Fees	5,000.00	0.23%
810. Strategic Planning - Consulting	24,000.00	1.12%
811. Contracted Services - Consulting	4,000.00	0.19%
813. Materials Ordering Fee	1,300.00	0.06%
814. Contracted Services - Managed IT	66,450.00	3.10%
<b>Total Contracted Services</b>	<b>152,950.00</b>	<b>7.14%</b>

**Communications**

850. Telephone	10,000.00	0.47%
874. Education & Training	5,000.00	0.23%
876. Dues & Fees - Corporate	3,000.00	0.14%
888. Newsletter	6,000.00	0.28%
899. Publicity	22,000.00	1.03%
<b>Total Communications</b>	<b>46,000.00</b>	<b>2.15%</b>

**Facilities**

911. Insurance - Facilities	20,000.00	0.93%
921. Natural Gas	15,000.00	0.70%
922. Electricity	28,000.00	1.31%
923. Water	2,700.00	0.13%
931. Building & Grounds Maintenance Rep	17,000.00	0.79%
932. Building Expense	7,000.00	0.33%
933. Equipment Maintenance	13,000.00	0.61%
939. Copier/Printers	13,000.00	0.61%
940. Parking Lot Rental & Garbage	6,000.00	0.28%
<b>Total Facilities</b>	<b>121,700.00</b>	<b>5.68%</b>

**Hackley Public Library**  
**FY 2025 Budget DRAFT w/Analysis**

<b>Other</b>		
956. Board Expenses	500.00	0.02%
957. Director Expenses	1,000.00	0.05%
970. Capital Improvements	25,000.00	1.17%
997. Miscellaneous Expense	12,000.00	0.56%
997.11 Robinson Fund Expense	4,500.00	0.21%
997.14 Black History Month Program	4,000.00	0.19%
997.3 Ross Fund Expense		
<b>Total Other</b>	<b>47,000.00</b>	<b>2.19%</b>
<hr/>		
<b>Total Expense</b>	<b>2,141,427.00</b>	
<i>Balance</i>	0.00	

# Hackley Public Library May 2024

<b>Circulation</b>				<b>Programs</b>		
<b>Children's</b>				NUMBER of Programs      ATTENDANCE		
Board Books		67		Outreach Info	6	387
Picture Books		507		Passive Program	4	0
Easy Books		186		Youth Services Craft Kits	2	71
Juv. New Books		144		Youth	4	422
Fiction		564		Adult	9	270
Non-fiction		407		All Ages		
Audiobooks		2		Total	25	692
Graphic Novels		368		Outreach Program	3	19
Movies		287		<b>Programming Total</b>	<b>40</b>	<b>1,150</b>
Music		2		<b>Community/Rentals</b>		
Video Games		20		<b>Interactions</b>		
Children's	2,554		28%	IN PERSON      OTHER		
<b>Young Adult</b>				Genealogy		
New Books		31		Childrens		
Fiction		161		Circulation		
Graphic Novels		35		Technology Help Desk		
Audiobooks		0		Total	0	
Young Adult	227		3%	<b>Patron Visits</b>		
<b>Youth Services Total</b>	<b>2,781</b>		<b>31%</b>			# of Days
<b>Adult</b>				Torrent House	32	26
			NEW	Library		
Fiction		1090	274	Total Vists	32	
Non-fiction		996	143	<b>Public Computers</b>		
Periodicals		51				
Large Print		54	13		Library	Torrent House
Graphics		205		Public Computer		50
Spanish		10		Wi-Fi		
Adult Print	2,836		31%	Total	50	
Movies		1,118		<b>Collection</b>		
Audiobook		90			ADDED	WEEDED
Music CD		54		Adult	283	126
Hotspots/Library of Things		14		Youth	152	60
Non Print	1,276		14%	eMaterials	15,337	N/A
<b>Adult Services Total</b>	<b>4,112</b>		<b>45%</b>	Total	<b>435 [1]</b>	<b>186</b>
<b>ILL</b>				<b>Circulation</b>		
		IN	OUT		9,065	
LLC		264	885	<b>New Library Card</b>	80	
MeL Cat		95	97	<b>Interactions</b>	0	
<b>Digital Collection</b>				<b>Programs</b>		
Overdrive		1205		<b>Patron Visits</b>		
Kanopy	1294 visits	152		<b>PAC Usage</b>		
Hoopla		815		<b>Collection</b>	435	186
<b>Digital Total</b>	<b>2172</b>		<b>24%</b>	<b>Website</b>	9,592	

Hackley Public Library May 2024 Programming, Outreach, Promotions

Adult Programs					Youth Programs					Storytimes			Count			
Count					Count								Total			
9 Total					4 Total								0			
No.	Title	Attendance	Date	Virtual Y/N	Notes	No.	Title	Attendance	Date	Virtual Y/N	Notes	No.	Attendance	Date	Virtual Y/N	Notes
1	Historical Instruments	26	5/2	N		1	STEAM Along the Lakeshore	402	5/4	N		1				
2	Scenic Miniature Terracotta Pot	16	5/6	N	Full registry of 20 plus a few on the waitlist.	2	Puzzle Competition	10	5/11	N		2				
3	Left to Write	4	5/8	N		3	Knot on My Watch Intergenerational Fiber Arts - All Ages	2	5/16		Ongoing / Drop-In	3				
4	Beekeeping Presentation	40	5/13	N	56 registered.	4	Pyramid Escape Room - Teen	8		N	Full Registration	4				
5	Books on Tap	20	5/14	N		5						5				
6	Yoga in the Park	10	5/15	N	21 registered.	6						6				
7	Genealogy Workflow		5/18	Y		7						7				
8	Hackley to Hollywood - HDL	150	5/30	N		8						8				
9	Senior Social Hour	4	5/30	N		9						9				
10						10						10				
11						11						11				
12						12						12				
13						13						13				
14						14						14				
15						15						15				

Outreach Programs					Outreach Informational				
No.	Title	Attendance	Date	Total	No.	Title	Attendance	Date	Total
1	Daycare ST	3	5/7	Count	1	Kinderfest with Muskegon Public Schools	150	5/9	Count
2	EWP Craft	2	5/8		2	Pop-Up Party (Police - Campbell Field)	50	5/22	
3	Museum Story Time	14	5/16		3				
4					4				
5					5				

School Visits				Passive Programs/Promos					
No.	School	Attendance	Date	Total	No.	Title	Attendance	Date	Total
1	Edgewood School Visit	50	5/2	Count	1				Count
2	RP Kindergarten School Visit	125	5/8		2				
3	MHS Special Ed Visit	12	5/13		3				
4	Shelby Area School Visit		5/31		4				
5					5				

Craft Kits				
No.	Name	Participants	Date	Total
1	Puzzle	58	Ongoing	Count
2	Pyramid Escape Room	13		
3				
4				
5				

## **HACKLEY PUBLIC LIBRARY**

### **LIBRARY DIRECTOR'S REPORT**

Report Presented June 18, 2024

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#### **Hackley Distinguished Lecture [May 30]**

I appeared with Tanya Hart on the Muskegon Channel to promote the event, which took place on May 30. Approximately 150 people attended the event, and the feedback was overwhelmingly positive. Tanya Hart was an excellent speaker, and it was a privilege to work with her.

#### **ILS and Cataloging Discussion with LLC [May 31]**

Along with the director of the White Lake Community Library, Muskegon Area District, I met with Carol Dawe from LLC to discuss the definition of a cataloging library and investigate the possibility of setting up a cluster within the current Integrated Library System (ILS) for our libraries. This could provide some advantages of having our own ILS without purchasing, managing, and maintaining it.

#### **Community Outreach**

##### **NEA Big Read – Muskegon Public Schools [June 6]**

Mallory Metzger, Lydia Schmidt, and I met with the Muskegon Public Schools librarian Kristen Borgman to discuss this year's NEA Big Read partnership. The goal is to choose a middle school grade to incorporate this year's "middle read" selection into the curriculum. The author of the middle read book will be visiting the area, and students who have read the book from the participating schools will be invited to attend.

**May 2024 Statistical Report – *See Attached Report***

**HPL - Debt Service Fund**  
**Balance Sheet**  
**As of May 31, 2024**

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	<u>May 31, 24</u>	<u>Apr 30, 24</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
005 · Cash	<u>323,186.26</u>	<u>323,186.26</u>
<b>Total Checking/Savings</b>	<u>323,186.26</u>	<u>323,186.26</u>
<b>Other Current Assets</b>		
214 · Due From Other Funds	<u>41,861.00</u>	<u>41,861.00</u>
<b>Total Other Current Assets</b>	<u>41,861.00</u>	<u>41,861.00</u>
<b>Total Current Assets</b>	<u>365,047.26</u>	<u>365,047.26</u>
<b>TOTAL ASSETS</b>	<u><u>365,047.26</u></u>	<u><u>365,047.26</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
32000 · Retained Earnings	<u>274,570.21</u>	<u>274,570.21</u>
Net Income	<u>90,477.05</u>	<u>90,477.05</u>
<b>Total Equity</b>	<u>365,047.26</u>	<u>365,047.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>365,047.26</u></u>	<u><u>365,047.26</u></u>

# Hackley Public Library

## Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
400 TAXES				
401 PROPERTY TAXES	1,841,266.74	1,612,500.00	228,766.74	114.19 %
404 PAYMENT IN LIEU OF TAXES		10,000.00	-10,000.00	
405 RENAISSANCE ZONE REIMBURSEMENT	4,475.37	10,000.00	-5,524.63	44.75 %
406 LOCAL COM.STABILIZATION REIMB.	83,151.17	78,000.00	5,151.17	106.60 %
<b>Total 400 TAXES</b>	<b>1,928,893.28</b>	<b>1,710,500.00</b>	<b>218,393.28</b>	<b>112.77 %</b>
530 STATE AID	20,595.76	30,000.00	-9,404.24	68.65 %
595 PENAL FINES	0.00	70,000.00	-70,000.00	0.00 %
642 CHARGES				
643 MEETING ROOM RENTAL		200.00	-200.00	
644 NON RES CARD FEES	18.75	100.00	-81.25	18.75 %
<b>Total 642 CHARGES</b>	<b>18.75</b>	<b>300.00</b>	<b>-281.25</b>	<b>6.25 %</b>
645 MISCELLANEOUS	2,623.29	3,000.00	-376.71	87.44 %
646 SALES	1,005.97	300.00	705.97	335.32 %
646.1 Sales - Friends of HPL	152.83		152.83	
<b>Total 646 SALES</b>	<b>1,158.80</b>	<b>300.00</b>	<b>858.80</b>	<b>386.27 %</b>
647 HACKLEY DONATIONS	7,705.16	6,000.00	1,705.16	128.42 %
647.1 Youth Services Dept - Donations	4,016.00	3,000.00	1,016.00	133.87 %
647.2 Local History Dept - Donations	292.00	500.00	-208.00	58.40 %
655 BOOK FINES	3,290.14	2,000.00	1,290.14	164.51 %
665 INTEREST EARNINGS	14,244.66	10,240.00	4,004.66	139.11 %
667 Youth Services Programs	1,237.83	12,500.00	-11,262.17	9.90 %
668 Adult Programs		12,500.00	-12,500.00	
669 MPSERS UAAL Stabilization Prog	60,789.00	60,789.00	0.00	100.00 %
677 REIMBURSEMENTS AND REFUNDS	26,554.08	20,000.00	6,554.08	132.77 %
678 Torrent House Improvements	100.00	37,500.00	-37,400.00	0.27 %
680 WILLIAM & MARGARET BUSCH FUND	15,560.00	15,000.00	560.00	103.73 %
685 BERG FUND	145.00	100.00	45.00	145.00 %
688 GARDEN FUND (John J. Helstrom)	600.00	300.00	300.00	200.00 %
689 RUTHKOWSKI FUND	10,978.90	9,000.00	1,978.90	121.99 %
690 Robinson Fund		4,500.00	-4,500.00	
695 Wood Fund		1,000.00	-1,000.00	
697 Ross Fund	10,000.00	10,000.00	0.00	100.00 %
699 Major Improvement Fund	211,480.56		211,480.56	
<b>Total Income</b>	<b>\$2,320,283.21</b>	<b>\$2,019,029.00</b>	<b>\$301,254.21</b>	<b>114.92 %</b>
<b>GROSS PROFIT</b>	<b>\$2,320,283.21</b>	<b>\$2,019,029.00</b>	<b>\$301,254.21</b>	<b>114.92 %</b>
<b>Expenses</b>				
700 SALARIES AND WAGES				
701 SALARIES MANAGEMENT	307,671.63	348,969.00	-41,297.37	88.17 %
702 SALARIES - LIBRARIANS	229,069.41	232,416.00	-3,346.59	98.56 %
703 SALARIES - INFO. SPECIALIST	300,716.06	313,242.00	-12,525.94	96.00 %
704 SALARIES - PARAPROFESSIONAL	97,799.64	63,434.00	34,365.64	154.18 %

TOTAL

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
706 SALARIES - CUSTODIAL - REG	75,771.07	86,749.00	-10,977.93	87.35 %
<b>Total 700 SALARIES AND WAGES</b>	<b>1,011,027.81</b>	<b>1,044,810.00</b>	<b>-33,782.19</b>	<b>96.77 %</b>
714 FRINGE BENEFITS				
715 FICA	76,800.98	80,358.00	-3,557.02	95.57 %
716 HEALTH INSURANCE	185,917.83	216,000.00	-30,082.17	86.07 %
716.2 DENTAL INSURANCE	11,526.12	11,694.00	-167.88	98.56 %
716.3 VISION INSURANCE	3,445.23	3,482.00	-36.77	98.94 %
<b>Total 716 HEALTH INSURANCE</b>	<b>200,889.18</b>	<b>231,176.00</b>	<b>-30,286.82</b>	<b>86.90 %</b>
717 LIFE INSURANCE	10,927.98	11,196.00	-268.02	97.61 %
718 ORS - RETIREMENT CONTRIBUTION	72,401.60	76,064.00	-3,662.40	95.19 %
718.2 MPERS UAAL Stabilization Exp.	60,789.00	60,789.00	0.00	100.00 %
<b>Total 718 ORS - RETIREMENT CONTRIBUTION</b>	<b>133,190.60</b>	<b>136,853.00</b>	<b>-3,662.40</b>	<b>97.32 %</b>
718.1 MERS - RETIREMENT CONTRIBUTION	71,464.02	75,833.00	-4,368.98	94.24 %
719 WORKER'S COMPENSATION	3,883.00	5,000.00	-1,117.00	77.66 %
720 STATE UNEMPLOYMENT		500.00	-500.00	
<b>Total 714 FRINGE BENEFITS</b>	<b>497,155.76</b>	<b>540,916.00</b>	<b>-43,760.24</b>	<b>91.91 %</b>
726 SUPPLIES	3,841.04	4,000.00	-158.96	96.03 %
727 OFFICE SUPPLIES	14,639.58	16,000.00	-1,360.42	91.50 %
728 POSTAGE	911.85	1,500.00	-588.15	60.79 %
729 SUPPLIES - CUSTODIAL	4,293.66	6,000.00	-1,706.34	71.56 %
730 Furniture & Equipment	4,847.53	5,000.00	-152.47	96.95 %
731 BANK CHARGES	850.28	900.00	-49.72	94.48 %
<b>Total 726 SUPPLIES</b>	<b>29,383.94</b>	<b>33,400.00</b>	<b>-4,016.06</b>	<b>87.98 %</b>
738.1 Youth Serv.- Red Stock/Donation	2,790.45	3,000.00	-209.55	93.02 %
738.2 Local History - Donations	172.12	500.00	-327.88	34.42 %
740 OPERATING SUPPLIES				
741 SUPPLIES - BOOKS				
741.1 BOOKS - Schmidt - Y.S.	18,597.22	19,400.00	-802.78	95.86 %
741.3 BOOKS - Adult - Ref/NonFic	11,261.70	13,000.00	-1,738.30	86.63 %
741.4 BOOKS - Rostar - Local Hist.	10,140.68	12,000.00	-1,859.32	84.51 %
741.5 BOOKS - Chea - Adult	17,725.48	20,000.00	-2,274.52	88.63 %
<b>Total 741 SUPPLIES - BOOKS</b>	<b>57,725.08</b>	<b>64,400.00</b>	<b>-6,674.92</b>	<b>89.64 %</b>
742 Continuations - Print	1,046.33	1,040.00	6.33	100.61 %
742.1 Continuations - Databases	8,005.43	8,006.00	-0.57	99.99 %
<b>Total 742 Continuations - Print</b>	<b>9,051.76</b>	<b>9,046.00</b>	<b>5.76</b>	<b>100.06 %</b>
743 SUPPLIES - AUDIO VISUAL				
743.1 AV- Children & Teens	2,505.15	2,600.00	-94.85	96.35 %
743.2 DVD & Audiobooks - Adults	6,090.94	7,000.00	-909.06	87.01 %
743.3 Digital - Overdrive (Youth)	6,637.78	7,000.00	-362.22	94.83 %
743.4 Digital - Overdrive (Adult)	6,994.07	7,000.00	-5.93	99.92 %
743.5 Digital - Hoopla	17,254.07	18,000.00	-745.93	95.86 %
743.6 Digital - Kanopy	1,165.35	1,100.00	65.35	105.94 %
<b>Total 743 SUPPLIES - AUDIO VISUAL</b>	<b>40,647.36</b>	<b>42,700.00</b>	<b>-2,052.64</b>	<b>95.19 %</b>
744 Microfilm	6,488.00	6,500.00	-12.00	99.82 %
745 Mobile Hotspots	3,690.52	4,000.00	-309.48	92.26 %
747 Periodicals	9,444.06	11,000.00	-1,555.94	85.86 %
<b>Total 740 OPERATING SUPPLIES</b>	<b>127,046.78</b>	<b>137,646.00</b>	<b>-10,599.22</b>	<b>92.30 %</b>
750 TECHNOLOGY				



# Hackley Public Library

## Balance Sheet

As of May 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
003 Checking - PNC	1,523,562.10
004 Miscellaneous - PNC	2,556.79
005 CD - PNC	203,231.95
008 Savings - PNC	125,258.00
009 Capital Improvement - PNC	0.00
018 PETTY CASH	100.00
<b>Total Bank Accounts</b>	<b>\$1,854,708.84</b>
Accounts Receivable	
1200 *Accounts Receivable	9.19
<b>Total Accounts Receivable</b>	<b>\$9.19</b>
Other Current Assets	
007 USF Lakeland	0.00
040 ACCOUNTS RECEIVABLE	0.00
070 Due from other Gov. Unit	0.00
12000 Undeposited Funds	0.00
123 PREPAID EXPENSES	0.00
201 DUE FROM OTHER FUNDS	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$1,854,718.03</b>
<b>TOTAL ASSETS</b>	<b>\$1,854,718.03</b>

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
202 ACCOUNTS PAYABLE	27,557.49
<b>Total Accounts Payable</b>	<b>\$27,557.49</b>
Other Current Liabilities	
214 DUE TO OTHER FUNDS	41,861.00
225 Due to Other Governmental Units	0.00
257 ACCRUED WAGES PAYABLE	39,700.00
258 ACCRUED EXPENSES	0.00
258.001 FEDERAL W/H AND FICA	0.00
258.002 STATE WITHHOLDINGS	0.00
258.003 STATE UNEMPLOYMENT	0.00
258.004 ACCRUED DEFERRED COMP	0.00
258.005 LOCAL WITHHOLDING	0.00
258.006 ANNUITY	0.00
258.007 UNITED WAY	0.00
258.008 EMPLOYEE C/U OR BANK	0.00
258.010 GARNISHMENT	0.00
258.011 UNION DUES	0.00
258.012 COPE	0.00
258.013 ORS - Pension Reform Act	0.00
258.014 Capital Campaign-Payroll Deduct	0.00
258.016 MERS - Retirement	0.00
258.017 AFLAC (Pretax)	-58.20
258.018 AFLAC (post-tax)	-69.60
258.019 MERS - 457b	0.00
258.020 Insurance - Pretax	0.00
<b>Total 258 ACCRUED EXPENSES</b>	<b>-127.80</b>
<b>Total Other Current Liabilities</b>	<b>\$81,433.20</b>
<b>Total Current Liabilities</b>	<b>\$108,990.69</b>
<b>Total Liabilities</b>	<b>\$108,990.69</b>
Equity	
3000 Opening Bal Equity	0.00
3900 FUND BALANCE	1,643,759.75
Net Income	101,967.59
<b>Total Equity</b>	<b>\$1,745,727.34</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,854,718.03</b>

# Hackley Public Library

## Unpaid Bills Report

All Dates

VENDOR	DATE	NUM	DUE DATE	AMOUNT
<b>All-Phase Electric Supply Co.</b>				
All-Phase Electric Supply Co.	05/01/2024	4960-1026409	05/31/2024	\$36.00
<b>Total for All-Phase Electric Supply Co.</b>				<b>\$36.00</b>
<b>Amazon Capital Services</b>				
Amazon Capital Services	05/01/2024	--	05/31/2024	\$2,251.09
<b>Total for Amazon Capital Services</b>				<b>\$2,251.09</b>
<b>Architectural Hardware Co.</b>				
Architectural Hardware Co.	05/01/2024	66614	05/31/2024	\$370.00
<b>Total for Architectural Hardware Co.</b>				<b>\$370.00</b>
<b>Baker &amp; Taylor</b>				
Baker & Taylor	05/01/2024	--	05/31/2024	\$7,077.54
<b>Total for Baker &amp; Taylor</b>				<b>\$7,077.54</b>
<b>Barnes &amp; Thornburg LLP</b>				
Barnes & Thornburg LLP	05/01/2024	--	05/31/2024	\$1,612.50
<b>Total for Barnes &amp; Thornburg LLP</b>				<b>\$1,612.50</b>
<b>Belasco Electric Co., Inc.</b>				
Belasco Electric Co., Inc.	05/01/2024	13340	05/31/2024	\$88.00
<b>Total for Belasco Electric Co., Inc.</b>				<b>\$88.00</b>
<b>Culligan</b>				
Culligan	05/01/2024	--	05/31/2024	\$88.40
<b>Total for Culligan</b>				<b>\$88.40</b>
<b>Cybrarian Corporation</b>				
Cybrarian Corporation	05/01/2024	--	05/11/2024	\$2,059.95
<b>Total for Cybrarian Corporation</b>				<b>\$2,059.95</b>
<b>Demco Inc.</b>				
Demco Inc.	05/01/2024	7486316	05/31/2024	\$240.79
<b>Total for Demco Inc.</b>				<b>\$240.79</b>
<b>Double L Enterprises, Inc.</b>				
Double L Enterprises, Inc.	05/01/2024	38779	05/31/2024	\$263.17
<b>Total for Double L Enterprises, Inc.</b>				<b>\$263.17</b>
<b>Elite Fund, Inc.</b>				
Elite Fund, Inc.	05/01/2024	9896	05/31/2024	\$258.00
<b>Total for Elite Fund, Inc.</b>				<b>\$258.00</b>
<b>Enerco</b>				
Enerco	05/01/2024	INV013327	05/31/2024	\$125.00
<b>Total for Enerco</b>				<b>\$125.00</b>
<b>Foster Swift</b>				
Foster Swift	05/01/2024	--	05/31/2024	\$2,695.00
<b>Total for Foster Swift</b>				<b>\$2,695.00</b>
<b>Hoopla</b>				

VENDOR	DATE	NUM	DUE DATE	AMOUNT
Hoopla	05/01/2024	505560718	05/31/2024	\$1,890.13
<b>Total for Hoopla</b>				<b>\$1,890.13</b>
<b>Kanopy</b>				
Kanopy	05/01/2024	401966-PPU	05/31/2024	\$112.20
<b>Total for Kanopy</b>				<b>\$112.20</b>
<b>Lego Education</b>				
Lego Education	05/01/2024	--	05/31/2024	\$164.95
<b>Total for Lego Education</b>				<b>\$164.95</b>
<b>Lowe's</b>				
Lowe's	05/01/2024	--	05/31/2024	\$48.27
<b>Total for Lowe's</b>				<b>\$48.27</b>
<b>McMillian Fire Safety Consultants LLC</b>				
McMillian Fire Safety Consultants LLC	05/01/2024	--	05/11/2024	\$532.00
<b>Total for McMillian Fire Safety Consultants LLC</b>				<b>\$532.00</b>
<b>Midwest Tape</b>				
Midwest Tape	05/01/2024	--	05/31/2024	\$180.66
<b>Total for Midwest Tape</b>				<b>\$180.66</b>
<b>Muskegon Com. College - Lakeshore Fab Lab</b>				
Muskegon Com. College - Lakeshore Fab Lab	05/01/2024	193	05/31/2024	\$6.00
<b>Total for Muskegon Com. College - Lakeshore Fab Lab</b>				<b>\$6.00</b>
<b>National Museum of the Great Lakes</b>				
National Museum of the Great Lakes	05/01/2024	--	05/11/2024	\$70.00
<b>Total for National Museum of the Great Lakes</b>				<b>\$70.00</b>
<b>Northshore Ace Hardware</b>				
Northshore Ace Hardware	05/01/2024	--	05/31/2024	\$56.60
<b>Total for Northshore Ace Hardware</b>				<b>\$56.60</b>
<b>Northside Heating Cooling &amp; Refrigeration</b>				
Northside Heating Cooling & Refrigeration	05/01/2024	--	05/31/2024	\$770.00
<b>Total for Northside Heating Cooling &amp; Refrigeration</b>				<b>\$770.00</b>
<b>Orshal Road Productions, LLC</b>				
Orshal Road Productions, LLC	05/01/2024	3751	05/31/2024	\$400.00
<b>Total for Orshal Road Productions, LLC</b>				<b>\$400.00</b>
<b>OverDrive</b>				
OverDrive	05/01/2024	--	05/31/2024	\$1,763.39
<b>Total for OverDrive</b>				<b>\$1,763.39</b>
<b>Pressures &amp; Pipes Inc.</b>				
Pressures & Pipes Inc.	05/01/2024	56378	05/31/2024	\$500.00
<b>Total for Pressures &amp; Pipes Inc.</b>				<b>\$500.00</b>
<b>Senior Perspectives</b>				
Senior Perspectives	05/01/2024	--	05/31/2024	\$125.00
<b>Total for Senior Perspectives</b>				<b>\$125.00</b>
<b>S&amp;S Worldwide</b>				
S&S Worldwide	05/01/2024	--	05/31/2024	\$477.24
<b>Total for S&amp;S Worldwide</b>				<b>\$477.24</b>

VENDOR	DATE	NUM	DUE DATE	AMOUNT
<b>St. Pauls Episcopal Church</b>				
St. Pauls Episcopal Church	05/01/2024	--	05/31/2024	\$1,035.00
<b>Total for St. Pauls Episcopal Church</b>				<b>\$1,035.00</b>
<b>Thomas Klise/Crimson Multimedia</b>				
Thomas Klise/Crimson Multimedia	05/01/2024	014812	05/11/2024	\$424.37
<b>Total for Thomas Klise/Crimson Multimedia</b>				<b>\$424.37</b>
<b>Trane</b>				
Trane	05/01/2024	314561046	05/11/2024	\$1,254.25
<b>Total for Trane</b>				<b>\$1,254.25</b>
<b>Unique Management</b>				
Unique Management	05/01/2024	--	05/31/2024	\$128.05
<b>Total for Unique Management</b>				<b>\$128.05</b>
<b>WUVS-LP 103.7 "The Beat"</b>				
WUVS-LP 103.7 "The Beat"	05/01/2024	7813	05/31/2024	\$200.00
<b>Total for WUVS-LP 103.7 "The Beat"</b>				<b>\$200.00</b>
<b>Xerox Corp</b>				
Xerox Corp	05/01/2024	--	05/31/2024	\$253.94
<b>Total for Xerox Corp</b>				<b>\$253.94</b>
				<b>\$27,557.49</b>

# Hackley Public Library

## Hackley Public Library - Check Report

May 2024

TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION NUMBER	VENDOR NAME	AMOUNT
05/01/2024	Check	19482	--	-\$63.60
05/07/2024	Check	19484	Stephan Workman	-\$32.40
05/07/2024	Check	19485	Aflac	-\$51.12
05/07/2024	Check	19486	T-Mobile	-\$227.69
05/07/2024	Check	19487	BCM One	-\$171.11
05/07/2024	Check	19488	Consumers Energy	-\$2,234.16
05/07/2024	Check	19489	Standard Insurance Co.	-\$829.10
05/07/2024	Check	19490	Vision Service Plan	-\$259.84
05/07/2024	Check	--	Mich. Public School Employees Retirement	-\$3,434.07
05/07/2024	Check	--	Alerus Retirement	-\$25.00
05/10/2024	Check	19491	SEIU COPE	-\$1.00
05/10/2024	Check	19492	SEIU Local 517M	-\$203.50
05/13/2024	Check	19493	--	-\$54.27
05/14/2024	Check	19495	United States Postal Service	-\$204.00
05/15/2024	Check	19494	Jeanette Harris	-\$100.00
05/16/2024	Check	19496	Kim Wood	-\$150.00
05/16/2024	Check	--	Mich. Public School Employees Retirement	-\$3,446.32
05/21/2024	Check	19497	Broadway Bootcamp	-\$100.00
05/22/2024	Bill Payment (Check)	19498	ImperialDade	-\$588.92
05/22/2024	Bill Payment (Check)	19499	White Lake Comm. Library	-\$14.95
05/22/2024	Bill Payment (Check)	19500	Amazon Capital Services	-\$1,737.96
05/22/2024	Bill Payment (Check)	19501	Baker & Taylor	-\$6,991.80
05/22/2024	Bill Payment (Check)	19502	Barry's	-\$690.00
05/22/2024	Bill Payment (Check)	19503	Culligan	-\$121.50
05/22/2024	Bill Payment (Check)	19504	Dell Marketing L.P.	-\$690.00
05/22/2024	Bill Payment (Check)	19505	Elite Fund, Inc.	-\$312.50
05/22/2024	Bill Payment (Check)	19506	Emery Design & Build	-\$875.00
05/22/2024	Bill Payment (Check)	19507	Kanopy	-\$241.40
05/22/2024	Bill Payment (Check)	19508	Lakeland Library Cooperative	-\$6,665.58
05/22/2024	Bill Payment (Check)	19509	OverDrive	-\$79.13
05/22/2024	Bill Payment (Check)	19510	Unique Management	-\$68.95
05/22/2024	Bill Payment (Check)	19511	WVIB-FM	-\$414.00
05/22/2024	Bill Payment (Check)	19512	WUVS-LP 103.7 "The Beat"	-\$400.00
05/22/2024	Bill Payment (Check)	19513	Midwest Tape	-\$85.98
05/22/2024	Bill Payment (Check)	19514	Orshal Road Productions, LLC	-\$5,574.64
05/22/2024	Bill Payment (Check)	19516	Cavendish Square	-\$206.70
05/22/2024	Bill Payment (Check)	19517	Enerco	-\$125.00
05/22/2024	Bill Payment (Check)	19518	Foster Swift	-\$122.50
05/22/2024	Bill Payment (Check)	19519	Northshore Ace Hardware	-\$13.42
05/22/2024	Bill Payment (Check)	19520	Xerox Corp	-\$1,133.92
05/22/2024	Bill Payment (Check)	19521	Muskegon Area District Library	-\$129.52
05/22/2024	Bill Payment (Check)	19522	Michigan Office Solutions	-\$7.20
05/22/2024	Bill Payment (Check)	19523	PNC Bank.	-\$90.00
05/22/2024	Bill Payment (Check)	19524	Barnes & Thornburg LLP	-\$75.00
05/22/2024	Bill Payment (Check)	19525	Demco Inc.	-\$188.89

TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION NUMBER	VENDOR NAME	AMOUNT
05/22/2024	Bill Payment (Check)	19526	Double L Enterprises, Inc.	-\$213.51
05/22/2024	Bill Payment (Check)	19527	Johnson Controls Fire Protection LP	-\$660.00
05/22/2024	Bill Payment (Check)	19528	Hoopla	-\$3,660.70
05/22/2024	Bill Payment (Check)	19529	Kerry Lee Reed	-\$450.00
05/22/2024	Bill Payment (Check)	19530	Lynchs Metal Fabrication	-\$1,045.91
05/22/2024	Bill Payment (Check)	19531	Republic Services	-\$244.61
05/22/2024	Bill Payment (Check)	19532	WWSN-FM Cumulus Media - Muskegon	-\$750.00
05/22/2024	Bill Payment (Check)	19533	Trophy House	-\$1,338.76
05/23/2024	Check	19534	Landon Garcia	-\$50.00
05/23/2024	Check	19535	--	-\$139.36
05/23/2024	Check	--	Alerus Retirement	-\$25.00
05/24/2024	Check	19536	SEIU COPE	-\$1.00
05/24/2024	Check	19537	SEIU Local 517M	-\$222.00
05/28/2024	Check	19538	Consumers Energy	-\$166.81
05/28/2024	Check	19539	SBIS	-\$17,454.55
05/28/2024	Check	19540	DTE Energy	-\$615.56
05/28/2024	Check	19541	Delta Dental	-\$941.00
05/28/2024	Check	19542	Muskegon Chronicle	-\$119.30
05/28/2024	Check	19543	Frontier	-\$864.99
05/28/2024	Check	19544	Standard Insurance Co.	-\$886.41
05/28/2024	Check	19545	Mayo Clinic Health Letter	-\$32.00
05/28/2024	Check	19546	--	-\$121.90
05/29/2024	Check	--	Mich. Public School Employees Retirement	-\$3,434.07
05/30/2024	Check	--	Municipal Employees' Retirement System of	-\$5,279.52

## HACKLEY PUBLIC LIBRARY

### BUDGET AND FINANCE MINUTES\*

Meeting Date: May 6, 2024

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Present: Kevin Huss, Oneata Bailey,

Absent: Ardena Duren

Library: Joseph Zappacosta, Denise Quinn

**Call to order** – The meeting was called to order at 4:05 PM

1. **Approval of Agenda**
2. **Approval of Minutes**
  - Motion: To approve minutes from April 9, 2024  
Vote: *Motion carried*
3. **New Business**
  - No recommendations were made in New Business
4. **Old Business**
  - The committee agreed by consensus to recommend the May 2024 Budget Adjustments
  - The committee agreed by consensus to recommend the Building Improvement Policy
5. **Adjournment** - The meeting ended at 5:00 PM

***\*See the corresponding Report for details of the meeting.***



## **HACKLEY PUBLIC LIBRARY**

### **BUDGET AND FINANCE COMMITTEE**

Meeting Date: June 12, 2024

Committee Members: Oneata Bailey, Ardena Duren, Kevin Huss

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#### **Proposed Operating Budget FY 2024-25**

The finalized budget was presented and reviewed at the meeting. Key points include:

1. The property tax account is budgeted only slightly higher than what was received this year because the extent of the earnings this fiscal year was higher than initially expected.
2. George Cannon made a generous donation of \$12,500, which will go toward the purchase of much-needed hotspots for circulation and other purposes to be determined.
3. The Friends of the Library have pledged an additional \$5,000, which will be allocated to help cover outreach-related programming like the Big Read.
4. A budget line of \$24,000 was added in anticipation of the library choosing a consulting firm to help create and implement a three-year strategic plan.
5. Funds were shifted from the Newsletter toward publicity, including digital marketing.

#### **Budget Adjustments – June 2024**

J. Zappacosta, with advice from D. Quinn, decided to conduct one more round of budget adjustments. The adjustments include:

1. Reflecting the library receiving payment for over \$230,000 from the County of Muskegon, which put us over by at least \$200,000 on the property taxes account.
2. The Paraprofessional account, 704, was under budget.
3. Attorney fees were higher due to the now completed Property transfer and SEIU Local 571M negotiations.

The adjustments to the fund balance were significantly reduced with the hope that this year's budget will need little or no fund balance.

#### **Building Improvement Fund**

J. Zappacosta reported that the \$211,480.56 from the payout from the Public Improvement Fund is still residing in the general operating account. J. Larson and J. Zappacosta will meet with PNC to discuss setting up a separate investment account.

**HACKLEY PUBLIC LIBRARY**

**BUDGET AND FINANCE COMMITTEE**

*Investment Options*

The only options with PNC and maybe anywhere are limited because this is public money. A Certificate of Deposit (CD) or US Bond is the most suitable investment vehicle.

**HACKLEY PUBLIC LIBRARY**

**BUILDINGS AND GROUNDS MONTHLY COMMITTEE MEETING MINUTES**

Meeting Date: May 6, 2024

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Present: Kevin Huss, Barbara VanFossen, Greg Borgman

Absent:

Staff: Joseph Zappacosta

Guest:

1. **CALL TO ORDER** – K. Huss called the meeting to order at 4:35 PM
2. **APPROVAL OF MINUTES** – The April 9, 2024, meeting minutes were approved by consensus
3. **CITIZENS' COMMENTS** – There were no public comments
4. **NEW BUSINESS**
  - New business items were discussed, but no decisions were made
5. **OLD BUSINESS**
  - Old business items were discussed, but no decisions were made
6. **ADJOURNMENT** – adjourned the meeting at 5:10 PM.

***\*See the Committee Report for the details of the meeting.***

**HACKLEY PUBLIC LIBRARY**

**BUILDINGS AND GROUNDS MONTHLY COMMITTEE MEETING MINUTES**

Meeting Date: May 21, 2024

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Present: Kevin Huss, Barbara VanFossen, Greg Borgman

Absent:

Staff: Joseph Zappacosta

Guest:

1. **CALL TO ORDER** – K. Huss called the meeting to order at 4:30 PM
2. **CITIZENS' COMMENTS** – There were no public comments
3. **NEW BUSINESS**
  - New business items were discussed, but no decisions were made
4. **OLD BUSINESS**
  - The committee decided to recommend Office Machines, Inc.
5. **ADJOURNMENT** – adjourned the meeting at 5:00 PM.

***\*See the Committee Report for the details of the meeting.***

## **HACKLEY PUBLIC LIBRARY**

### **BUILDINGS AND GROUNDS COMMITTEE REPORT**

Meeting Date: June 3, 2024

Committee Members: Kevin Huss, Barb VanFossen

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#### **Strategic Planning Consultant Proposal Review and Selection**

The committee evaluated five viable proposals for strategic planning consultation. Their assessment tabulations are included in the board packet.

The committee unanimously recommends Library Strategies based on their:

Overall proposal quality

Competitive Pricing

Attention to detail

Availability

**HACKLEY PUBLIC LIBRARY**  
**Strategic Planning Proposals Bid Tabulations**

<b>Bidder Name</b>	<b>Contact</b>	<b>Base Bid</b>	<b>Accountability Sessions Fee</b>	<b>Timeline</b>	<b>Add-ons</b>
<b>Fast Forward Libraries</b>	Amanda E. Standerfer (she/her) Standerfer Consulting   Fast Forward Libraries >> amanda@standerferconsulting.com 217.821.2880	Phase I - \$14,500 Phase II - \$7,900 Phase III - \$4,200 Total - \$26,600	\$5,000.00	Start June through September 2024 February 2025 - Complete	
<b>Kendra Consulting</b>	Paula Kendra 256 W. Clay Avenue Muskegon, MI 49440 Phone: 616-836-8614 www.kendra-consulting.com	Total - \$15,000	12 Monthly Sessions Included in the Base Bid After 12 months sessions are \$375 each	August 2024 - Start November 2025 - Complete	
<b>Library Strategies</b>	Richmond Kinney Programs & Services Manager 651-366-6498 richmond@thefriends.org	\$23,565.00	\$3,600 per year (Year 2 and 3 optional)	June 2024	
<b>Midwest Collaborative for Library Services</b>	Pamela Seabolt Engagement Consulting, and Training 517-489-4069 seabolt@mcls.org	Total - \$29,200	Not included	Early 2025 - Start	

## **HACKLEY PUBLIC LIBRARY**

### **PERSONNEL COMMITTEE**

Meeting Date: June 13, 2024

Committee Members: Barb VanFossen (Chair), Karen Evans, Thom DeVoogd

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#### **Director's Evaluation Process**

The committee thoroughly reviewed the comprehensive evaluation presented by the individual board members and the detailed staff feedback. Several key points emerged that can be used to set meaningful goals for J. Zappacosta's position next year, including:

1. Improving communication and transparency with staff
2. Developing a strategic plan to guide the organization's growth and direction

#### **SEIU Local 517M Contract**

Library-union negotiations concluded on June 3rd, with union ratification on June 6th. Key changes include:

1. Seniority timeline reduced from 12 to 90 days
2. Increased longevity payments
3. Established PTO request reply timeline
4. New disciplinary process
5. Various clerical updates

The agreement also provides a 4% raise in the first year, followed by 2.5% raises in years two and three of the three-year contract term, which covers July 2024 through June 2027.

**Hackley Public Library, the City of Muskegon, County of Muskegon, State of Michigan**

**Resolution No. 2024-09**

The Board of Trustees of the Hackley Public Library convened for a meeting on June 18, 2024, at 5:30 PM, located at 316 W. Webster Avenue, Muskegon, within the district library service area.

**A Resolution to Make Amendments of the Library FY 2024 Budget – June 2024**

WHEREAS, the Library Board previously passed Resolution 2023-08, approving the FY 2023-2024 budget on May 16, 2023; and,

WHEREAS, the Budget and Finance committee has reviewed the budget and recommends necessary adjustments to the approved budget; and,

WHEREAS, an attachment has been included with this resolution to provide a summary of the proposed increases and fund transfers, ensuring clarity regarding the adjustments being made and,

WHEREAS, the proposed budget adjustments include adjusting the fund balance to cover the budget shortfall if needed;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Hackley Public Library that the FY 2024 Budget be amended in accordance with the recommendations put forth by the Budget and Finance committee.

During the meeting, a resolution was introduced by Bailey  
and is supported by a second from HUSS.

YEAS: Bailey, DeVoogd, Huss, Van Fossen

NAYS: None

Resolution declared June 18, 2024

Ornata Bailey  
Hackley Public Library Board of Trustees



<u>Account Number &amp; Description</u>	<u>Current Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Budget</u>
<b>INCOME</b>				
401. Property Taxes	1,612,500.00	200,000.00		1,812,500.00
404. Payment In Lieu of Taxes	10,000.00			10,000.00
405. Renaissance Zone Reimb.	10,000.00			10,000.00
406. Local Com. Stabilization Reimb.	78,000.00			78,000.00
<b>Total Taxes</b>	<b>1,710,500.00</b>			<b>1,910,500.00</b>
530. State Aid	30,000.00			30,000.00
595. Penal Fines	70,000.00			70,000.00
643. Meeting Room Rental	200.00			200.00
644. Non Res Card Fees	100.00			100.00
645. Miscellaneous	3,000.00			3,000.00
646. Sales	300.00			300.00
647. Hackley Donations	6,000.00			6,000.00
647.1 Youth Services Donations	3,000.00			3,000.00
647.2 Local History Donations	500.00			500.00
655. Book Fines	2,000.00			2,000.00
665. Interest Earnings	10,240.00			10,240.00
667. Youth Services Programs	12,500.00			12,500.00
668. Adult Programs	12,500.00			12,500.00
669. MPSERS UAAL Stablization Prog.	60,789.00			60,789.00
677. Reimbursements and Refunds	20,000.00			20,000.00
678. Torrent House Improvements	37,500.00			37,500.00
680. William & Margaret Busch Fund	15,000.00			15,000.00
685. Berg Fund	100.00			100.00
688. Garden Fund	300.00			300.00
689. Ruthkowski Fund	9,000.00			9,000.00
690. Robinson Fund	4,500.00			4,500.00
695. Wood Fund	1,000.00			1,000.00
697. Ross Fund	10,000.00			10,000.00
<b>Other Income</b>	<b>308,529.00</b>			<b>308,529.00</b>
<b>Total Income</b>	<b>2,019,029.00</b>			<b>2,219,029.00</b>

<u>Account Number &amp; Description</u>	<u>Current Budget</u>	<u>Proposed Increase</u>	<u>Proposed Decrease</u>	<u>Proposed Adjusted Budget</u>
<b>EXPENSES</b>				
<b>Salaries and Wages</b>				
701. Salaries - Management	348,969.00			348,969.00
702. Salaries - Librarians	232,416.00			232,416.00
703. Salaries - Info Specialist	313,242.00			313,242.00
704. Salaries - Paraprofessional	63,434.00	37,000.00		100,434.00
706. Salaries - Custodial (Regular)	86,749.00			86,749.00
<b>Total Salaries &amp; Wages</b>	<b>1,044,810.00</b>			<b>1,081,810.00</b>
<b>Fringe Benefits</b>				
715. FICA	80,358.00			80,358.00
716. Health Insurance	216,000.00			216,000.00
716.2 Dental Insurance	11,694.00	800.00		12,494.00
716.3 Vision Insurance	3,482.00	300.00		3,782.00
717. Life Insurance	11,694.00	730.00		12,424.00
718. ORS - Retirement Contribution	76,064.00	6,600.00		82,664.00
718.1 MERS- Retirement Contribution	75,833.00			75,833.00
718.2 MPERS UAAL Stabilization Exp.	60,789.00			60,789.00
719. Worker's Compensation	5,000.00			5,000.00
720. State Unemployment	500.00			500.00
<b>Total Fringe Benefits</b>	<b>541,414.00</b>			<b>549,844.00</b>
<b>Supplies</b>				
726. Supplies	4,000.00			4,000.00
727. Office Supplies	16,000.00			16,000.00
728. Postage	1,500.00			1,500.00
729. Supplies - Custodial	6,000.00			6,000.00
730. Supplies - Furniture & Equipment	5,000.00			5,000.00
731. Bank Charge	900.00			900.00
<b>Total Supplies</b>	<b>33,400.00</b>			<b>33,400.00</b>
<b>Materials</b>				
738.1 Youth Service - Memorial/Donation	3,000.00			3,000.00
738.2 Local History - Memorial/Donation	500.00			500.00
741.1 Books - Schmidt (Youth Services)	19,400.00			19,400.00
741.3 Books - Knight (Non-Fiction)	13,000.00			13,000.00
741.4 Books - Rostar (Non-Fiction & Local H	12,000.00		(200.00)	11,800.00
741.5 Books - Chea (Fiction and Non-Fiction	20,000.00			20,000.00
742. Continuations - Print (Fiction)	1,040.00			1,040.00
742.1 Continuations - Databases	8,006.00			8,006.00
743.1 AV - Children & Teens	2,600.00			2,600.00
743.2 DVD & Audiobooks - Adults	7,000.00			7,000.00
743.3 Digital - Overdrive YS	7,000.00			7,000.00
743.4 Digital - Overdrive AS	7,000.00			7,000.00
743.5 Digital - Hoopla	18,000.00			18,000.00
743.6 Digital - Kanapy	1,100.00	200.00		1,300.00
744. Microfilm	6,500.00			6,500.00

745	Mobile Hotspots	4,000.00		4,000.00
747	Periodicals	11,000.00		11,000.00
<b>Total Materials</b>		<b>141,146.00</b>		<b>141,146.00</b>

**Technology**

751.	Software	5,000.00		5,000.00
752.	Hardware/Equipment	7,000.00	50.00	7,050.00
753.	E-Rate Expenses	1,500.00	175.00	1,675.00
754	Website Expense	1,008.00		1,008.00
755.	Subscription and Lic. Renewal	8,000.00	2,070.00	10,070.00
<b>Total Technology</b>		<b>22,508.00</b>		<b>24,803.00</b>

**Programs**

767.	Youth Services Program	12,500.00		12,500.00
768.	Adult Services Program	12,500.00		12,500.00
<b>Total Programs</b>		<b>25,000.00</b>		<b>25,000.00</b>

**Contracted Services**

802.	Audit Fees	15,000.00		15,000.00
802.1	Payroll Services	6,200.00		6,200.00
802.3	Time and Attendance	218.00		218.00
803.	Collection Fees	1,000.00		1,000.00
804.	Lakeland Fees	25,000.00		25,000.00
806.	Attorney Fees	9,000.00	4,040.00	13,040.00
811.	Contracted Services - Consulting	4,000.00		4,000.00
812.	Contracted Services - Custodial	5,600.00		5,600.00
813.	Materials Ordering Fee	1,300.00		1,300.00
814.	Contracted Services - IT	11,075.00		11,075.00
<b>Total Contracted Services</b>		<b>78,393.00</b>		<b>82,433.00</b>

**Communications**

850.	Telephone	14,000.00		14,000.00
874.	Education & Training	8,000.00		8,000.00
876.	Dues & Fees - Corporate	3,000.00		3,000.00
888.	Newsletter	22,000.00		22,000.00
899.	Publicity	17,500.00	1,000.00	18,500.00
<b>Total Communications</b>		<b>64,500.00</b>		<b>65,500.00</b>

**Facilities**

911.	Insurance - Liability	8,000.00		8,000.00
921.	Natural Gas	15,000.00		15,000.00
922.	Electricity	27,000.00	900.00	27,900.00
923.	Water	3,600.00		3,600.00
931.	Building & Grounds Maintenance Rep	23,000.00		23,000.00
932.	Building Expense	9,000.00		9,000.00
933.	Equipment Maintenance	18,000.00		18,000.00
934.	Torrent House Improvements	38,116.00		38,116.00
939.	Equipment Rental (Copiers)	10,000.00		10,000.00

Hackley Public Library Budget Adjustments - June 2024

940. Parking Lot Rental & Garbage	6,000.00	<u>6,000.00</u>
<b>Total Facilities</b>	<b>157,716.00</b>	<b><u>158,616.00</u></b>
<b>Other</b>		
956. Board Expenses	500.00	500.00
957. Director Expenses	930.00	930.00
970. Capital Improvements	25,000.00	25,000.00
997. Miscellaneous Expense	12,800.00	12,800.00
997.11 Robinson Fund Expense	4,500.00	4,500.00
997.14 Black History Month Program	4,000.00	4,000.00
997.3 Ross Fund Expenses	10,000.00	<u>10,000.00</u>
<b>Total Other</b>	<b>57,730.00</b>	<b><u>57,730.00</u></b>
<b>Total Expense</b>	<b><u>2,166,617.00</u></b>	<b><u>2,220,282.00</u></b>
Net change in fund balance	(147,588.00)	(1,253.00)
Fund balance at beginning of the year	1,623,760.00	Adjusted Fund Balance 1,615,760.00
Adjusted Fund Balance	1,615,760.00	End of Year Fund Balance 1,614,507.00

**Hackley Public Library, the City of Muskegon, County of Muskegon, State of Michigan**

**Resolution No. 2024-10**

The Board of Trustees of the Hackley Public Library convened for a meeting on June 18, 2024, at 5:30 PM, located at 316 W. Webster Avenue, Muskegon, within the district library service area.

**Accepting Contract with Library Strategies for Strategic Planning Services**

WHEREAS, the Hackley Public Library Board of Trustees recognizes the need to develop an updated strategic plan to guide the library's direction and priorities for the next three (starting 2024 and ending 2027) years and

WHEREAS, professional consulting expertise is needed to facilitate an inclusive strategic planning process and produce a viable strategic plan document based on SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) goals and objectives and

WHEREAS, the strategic plan will include particular emphasis leading up to the creation of a renovation plan for the Torrent House that will make the facilities energy efficient, more practical to maintain and increase space for library programs and services, and

WHEREAS, Library Strategies' proposal was found to be appropriately priced and complete in addressing the library's strategic planning needs and

WHEREAS, Library Strategies has submitted a proposal that not only meets our strategic planning needs but also does so in a cost-effective manner, with a total cost of \$23,565 and optional annual fees of \$3,600 in years 2 and 3 for implementation support:

NOW THEREFORE, BE IT RESOLVED that the Hackley Public Library Board of Trustees approve entering into a contract with Library Strategies for strategic planning consulting services as proposed, with a target completion date of June 2024.

BE IT FURTHER RESOLVED that the Library Director is authorized to review, negotiate as needed, and execute the final contract documents with Library Strategies. During the meeting, a resolution was introduced by Van Fossen

and is supported by a second from De Voogd.

YEAS: Bailey, De Voogd, Huss, Van Fossen

NAYS: None

Resolution declared June 18, 2024 Orator Bailey  
Hackley Public Library Board of Trustees

**Hackley Public Library, the City of Muskegon, County of Muskegon, State of Michigan**

**Resolution No. 2024-11**

The Board of Trustees of the Hackley Public Library convened for a meeting on June 18, 2024, at 5:30 PM, located at 316 W. Webster Avenue, Muskegon, within the district library service area.

**Acceptance of Contract Agreement between Hackley Public Library and Service Employees International Union Local 517M**

Whereas the Hackley Public Library (HPL) values its employees and recognizes the importance of fair and equitable labor practices and

Whereas negotiations have been conducted in good faith between Hackley Public Library and Service Employees International Union Local 517M (SEIU Local 517M) to reach an agreement that serves the interests of both parties and

Whereas the proposed contract attached hereto, which covers the period from July 1, 2024, through June 30, 2027, has been thoroughly reviewed and ratified by the SEIU Local 517 representatives on June 6, 2024, and recommended by the Library Committee.

Now, therefore, be it resolved that the Board of Trustees of Hackley Public Library hereby approves and accepts the contract agreement negotiated between Hackley Public Library and Service Employees International Union Local 517M for the period of July 1, 2024, through June 30, 2027; and

Be it further resolved that the Director of Hackley Public Library is authorized and directed to take all necessary steps to implement the terms and conditions of the contract agreement, including but not limited to communicating with employees, updating policies and procedures as required, and ensuring compliance with all relevant labor laws and regulations.

During the meeting, a resolution was introduced by DeVoogd  
and is supported by a second from VanFossen.

YEAS: Bailey, DeVoogd

NAYS: None

Resolution declared June 18, 2024

Ornata Bailey  
Hackley Public Library Board of Trustees

**Hackley Public Library, the City of Muskegon, County of Muskegon, State of**

**Michigan Resolution No. 2024-12**

The Board of Trustees of the Hackley Public Library convened for a meeting on June 18, 2024, at 5:30 PM, located at 316 W. Webster Avenue, Muskegon, within the district library service area.

**Accepting the FY 2024 Library Director Evaluation**

WHEREAS, per the policy outlining the Evaluation of the Director of the Hackley Public Library policy #6005, the director is to be evaluated annually and

WHEREAS, the Personnel Committee organizes, distributes, and collects feedback from Library staff and the director for individual evaluation by each Library Board member and

WHEREAS, board members are asked to consider staff feedback and the director's self-evaluation, with their assessment as it relates to several areas deemed essential to the Library's operation, which includes, but is not limited to, interaction with the public, leadership, fiscal responsibility, and achieving organizational goals; and

WHEREAS, the Personnel Committee reviewed the board evaluation and summarized staff feedback with the director at their June 2024 committee meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Hackley Public Library to accept the attached HPL Library Director Performance Evaluation to be entered into the permanent record.

During the meeting, a resolution was introduced by Van Fossen

and is supported by a second from DeVoogd.

YEAS: Bailey, DeVoogd, Huss, Van Fossen

NAYS: None

Resolution declared June 18, 2024 Oneata Bailey  
Hackley Public Library Board of Trustees