

**HACKLEY PUBLIC LIBRARY**

316 W. Webster Ave., Muskegon, Michigan 49440

**BOARD OF TRUSTEES**

**AGENDA**

Date: Tuesday, August 20, 2024

Time: 4:30 PM

Location: HPL Meeting Room

---

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

**2. APPROVE AGENDA**

*(Motion to Approve)*

**3. APPROVE MINUTES of July 16, 2024**

*(Motion to Approve)*

**4. CITIZENS' COMMENTS**

**5. DIRECTOR'S REPORT**

*(Via Zoom)*

**6. FINANCIAL REPORT**

*(Motion to pay bills)*

**7. COMMITTEE REPORTS**

- a. Budget and Finance
- b. Buildings and Grounds
- c. Personnel

**8. NEW BUSINESS**

- a. Resolution 2024-15 | Adopt HR and Payroll Management System

*(Motion to Approve)*

**9. OLD BUSINESS**

**10. ADJOURN**

# HACKLEY PUBLIC LIBRARY

## BOARD MEETING MINUTES

Meeting Date: 16 July 2024 @ 4:30 pm

Location: Hackley Public Library

---

Present: Oneata Bailey, Thom DeVoogd, Ardena Duren, Karen Evans, Kevin Huss, Greg Sischo, Barb VanFossen

Absent:

Library Staff: Joe Zappacosta, Jessica Larson

Public:

1. **Call to Order** – 4:34 pm
2. **Approval of Agenda**
  - a. VanFossen/DeVoogd. Approved.
3. **Approval of June Minutes**
  - a. Bailey/DeVoogd. Approved.
4. **Citizens' Comment**
5. **Director's Report**
  - a. Friends had their annual meeting and had a volunteer recognition celebration.
  - b. Hired a new adult services librarian– Molly McKenzie
  - c. Joe started open office hours again for staff and community members to meet with him.
  - d. New community officer, Cody Merkins.
  - e. Read Muskegon Literacy Collaboration will take place on July 26.
6. **Financial Report**
  - a. Approval of payment of bills in the amount of \$38,518.59. Bailey/Duren. Approved.
7. **Building and Grounds Report**
  - a. Met on July 1
  - b. Reviewed recruitment of a steering committee for the strategic plan.
  - c. Storms worsened a pre-existing leak at the back of the Torrent House. Repairs are needed on the ceiling of the second floor.
8. **Personnel Report**
  - a. Reviewed the director's goals.
  - b. Discussed the administrative assistant position.
  - c. Reviewed the emergency sick leave bank policy.
9. **New Business**
  - a. Election of Officers for FY 2024-2025
    - i. Barb VanFossen nominated for president. Huss/Bailey. Approved
    - ii. Thom DeVoogd nominated for vice president. Huss/Bailey. Approved
    - iii. Karen Evans nominated for secretary. Duren/Huss. Approved.
    - iv. Oneata Bailey nominated for treasurer. Bailey/Duren. Approved.
  - b. Resolution 2024-13 Building Improvement Fund Transfer and Investment. Huss/Duren. Approved
  - c. Resolution 2024-14 Acceptance of Library Director's Fiscal Year 2024-2025 Goals. Bailey/Duren. Approved

**HACKLEY PUBLIC LIBRARY**

**BOARD MEETING MINUTES**

**10. Old Business**

**11. Adjourn – 5:07 pm**

**Next Regular Meeting: August 20 @ 4:30 PM**

# HACKLEY PUBLIC LIBRARY

## LIBRARY DIRECTOR'S REPORT

Report Presented August 20, 2024

---

### Friends of the Library

#### **Annual Book Sale**

The Friends of the Library will hold their annual book sale from October 10 through October 13.

### Personnel

#### **New Hire – Main Floor Manager**

Gina Braspeninx has been hired as our new Main Floor Manager, starting August 26. She brings eight years of relevant experience from her work at the Muskegon Area District Library. Gina's background in similar library operations makes her well-suited for this newly created position. Her responsibilities will include overseeing the Tech Desk and managing main floor operations.

#### **Staff Board Relationship**

As we approach our strategic planning process, I support strengthening our staff-board relationship through two key actions: increasing your library presence and enhancing your visibility. Please visit regularly, interact with staff, use our services, and maintain active library cards. Additionally, we'll feature your photos on our website and in internal communications to facilitate recognition and engagement with staff and patrons.

#### **All Staff Meeting [July 31]**

I presented our strategic planning process at the all-staff meeting, emphasizing the Board's critical role and inviting them to provide reports designed to help them better understand the needs of the library in serving the community. I outlined the formation of a steering committee and the timeline, with an executable plan due by December end and implementation starting January 2025. I clarified the Board's role and explained how staff will align their goals with the strategic plan. Additionally, I introduced the concept of performance assessments, beginning with managers. This presentation aimed to provide a comprehensive overview of our strategic direction and the collaborative effort required from all levels of our organization.

### Strategic Planning

#### **Steering Committee Kickoff Meeting [August 14]**

The Strategic Planning Steering Committee met to discuss key data collection methods for our planning process, including community and staff surveys, SOAR sessions for staff and Board, focus groups, and one-on-one interviews. Our consultants stressed the importance of these varied approaches and requested committee members' help recruiting diverse participants. The committee explored recruitment strategies and timelines, with members committing to use

## **HACKLEY PUBLIC LIBRARY**

### LIBRARY DIRECTOR'S REPORT

their networks to ensure robust participation across all sessions, aiming for comprehensive insights from various stakeholders.

**July 2024 Statistical Report** – *See Attached Report*

# Hackley Public Library July 2024

<i>Circulation</i>				<i>Programs</i>		
				NUMBER of Programs	ATTENDANCE	
<b>Children's</b>				Outreach Info	3	157
Board Books		133		Passive Program		
Picture Books		928		Youth Services Craft Kits	2	195
Easy Books		418				
Juv. New Books		269		Youth	13	612
Fiction		1,051		Adult	6	83
Non-fiction		728		All Ages		
Audiobooks		17		Total	24	695
Graphic Novels		708				
Movies		606		Outreach Program	3	144
Music		10		<b>Programming Total</b>	<b>32</b>	<b>1,047</b>
Video Games		30				
	Children's	4,898	39%	<i>Community/Rentals</i>		
				<i>Interactions</i>		
				IN PERSON	OTHER	
<b>Young Adult</b>				Genealogy		
New Books		36		Childrens		
Fiction		224		Circulation		
Graphic Novels		84		Technology Help Desk		
Audiobooks		6		Total	<b>0</b>	
	Young Adult	350	3%	<i>Patron Visits</i>		
	<b>Youth Services Total</b>	<b>5,248</b>	<b>42%</b>			# of Days 26
<b>Adult</b>				Torrent House	88	
			NEW	Library	6,970	
Fiction		1332	318	Total Vists	<b>7,058</b>	
Non-fiction		1317	229	<i>Public Computers</i>		
Periodicals		19			Library	Torrent House
Large Print		142	18	Public Computer		56
Graphics		240		Wi-Fi	946	
Spanish		15		Total	<b>1,002</b>	
	Adult Print	3,630	29%	<i>Collection</i>		
Movies		1,420			ADDED	WEEDED
Audiobook		93		Adult	216	168
Music CD		91		Youth	184	93
Hotspots/Library of Things		26		eMaterials	<b>5,239</b>	<b>N/A</b>
	Non Print	1,630	13%	Total	<b>400</b>	<b>261</b>
	<b>Adult Services Total</b>	<b>5,260</b>	<b>42%</b>	<b>Circulation</b> <b>12,640</b> <b>New Library Card</b> <b>114</b> <b>Interactions</b> <b>0</b> <b>Programs</b> <b>32</b> <b>Patron Visits</b> <b>7,058</b> <b>PAC Usage</b> <b>56</b> <b>Collection</b> <b>400</b> <b>Website</b> <b>8,575</b>		
<b>ILL</b>						
	IN	OUT				
LLC	366	1,107				
MeL Cat	63	77				
<b>Digital Collection</b>						
Overdrive	1,170					
Kanopy	162					
Hoopla	800					
<b>Digital Total</b>	<b>2,132</b>	<b>17%</b>				

Hackley Public Library July 2024 Programming, Outreach, Promotions

Hackley Public Library July 2024 Programming, Outreach, Promotions														Count	5				
Adult Programs				Count	6	Total	83	Youth/Teen Programs				Count	12	Total	627	Storytimes		Count	5
No.	Title	Attendance	Date	Notes	No.	Title	Attendance	Date	Notes	No.	Attendance	Date	Notes	Total	89				
1	Picture Decor - Adult Craft	14	7/1	Registration filled to capacity of 20, plus waitlist and reminders.	1	Pop Up LEGO Build	28	7/10		1	30	7/12				Story Time			
2	Financial Lit: SCAMS	9	7/9		2	Food Explorers	14	7/13	Registration filled to capacity.	2	12	7/26				Story Time			
3	Left to Write	2	7/10		3	Food Adventurers	20	7/13	Registration filled to capacity.	3	14	7/1				Lighthouse Story Time			
4	Open Mic Poetry Night	39	7/18	Hosts Gemini DaPoet and Kaizen Kabir	4	Drawing with Corinne	40	7/17		4	18	7/8				Lighthouse Story Time			
5	Fantasy Drawing Class	17	7/23		5	Knot on My Watch (All Ages)	1	7/18		5	15	7/15				Lighthouse Story Time			
6	Senior Social Hour	2	7/25	Registry of 24 with reminders	6	Bouquets/ Kaleidoscope Farm	34	7/24		6									
7					7	Shenanigans Petting Zoo	401	7/31		7									
8					8					8									
9					9	Story Time	30	7/12		9									
10					10	Story Time	12	7/26		10									
11					11	Lighthouse Story Time	14	7/1		11									
12					12	Lighthouse Story Time	18	7/8		12									
13					13	Lighthouse Story Time	15	7/15		13									
14					14					14									
15					15					15									
<b>Outreach Programs</b>														<b>Outreach Informational</b>					
No.	Title	Attendance	Date	Total	144	No.	Title	Attendance	Date	Total	157								
1	Mission Story Time	30	7/11	Count	3	1	Outreach at the Beach	19	7/3	Count	3								
2	YMCA Day Camp Craft	40	7/19			2	Farmer's Market	125	7/6										
3	Dinosaur Story Time at LMC	74	7/19			3	Outreach at the Beach	13	7/17										
4						4													
5						5													
<b>School Visits</b>														<b>Passive Programs/Promos</b>					
No.	School	Attendance	Date	Total	119	No.	Title	Attendance	Date	Total	0								
1	Orchard View Visit	69	7/23	Count	2	1				Count	0								
2	Reeths Puffer Visit	50	7/30			2													
3						3													
4						4													
5						5													
<b>Craft Kits</b>																			
No.	Name	Participants	Date	Total	195														
1	Slithery Snakes	98	Ongoing	Count	2														
2	LED Flashlights	97	Ongoing																
3																			
4																			
5																			

## HPL - Debt Service Fund

## Balance Sheet

As of July 31, 2024

	<u>Jul 31, 24</u>	<u>Jul 30, 24</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
005 · Cash	325,258.74	325,258.74
Total Checking/Savings	325,258.74	325,258.74
Other Current Assets		
214 · Due From Other Funds	41,861.00	41,861.00
Total Other Current Assets	41,861.00	41,861.00
Total Current Assets	367,119.74	367,119.74
<b>TOTAL ASSETS</b>	<b><u>367,119.74</u></b>	<b><u>367,119.74</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
32000 · Retained Earnings	365,047.26	365,047.26
Net Income	2,072.48	2,072.48
Total Equity	367,119.74	367,119.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>367,119.74</u></b>	<b><u>367,119.74</u></b>



# Hackley Public Library

## Balance Sheet

As of July 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
003 Checking - PNC	1,604,402.86
004 Miscellaneous - PNC	3,610.08
005 CD - PNC	203,231.95
008 Savings - PNC	125,267.44
009 Capital Improvement - PNC	0.00
018 PETTY CASH	100.00
<b>Total Bank Accounts</b>	<b>\$1,936,612.33</b>
Accounts Receivable	
1200 *Accounts Receivable	235.20
<b>Total Accounts Receivable</b>	<b>\$235.20</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>\$1,936,847.53</b>
<b>TOTAL ASSETS</b>	<b>\$1,936,847.53</b>

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
202 ACCOUNTS PAYABLE	57,588.28
<b>Total Accounts Payable</b>	<b>\$57,588.28</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)	-46.56
258.018 AFLAC (post-tax)	-55.68
258.019 MERS - 457b	0.00
258.020 Insurance - Pretax	0.00
<b>Total 258 ACCRUED EXPENSES</b>	<b>-102.24</b>
<b>Total Other Current Liabilities</b>	<b>\$81,458.76</b>
<b>Total Current Liabilities</b>	<b>\$139,047.04</b>
<b>Total Liabilities</b>	<b>\$139,047.04</b>
Equity	
3000 Opening Bal Equity	0.00
3900 FUND BALANCE	1,834,540.48
Net Income	-36,739.99
<b>Total Equity</b>	<b>\$1,797,800.49</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,936,847.53</b>

# Hackley Public Library

## Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L

July 2024

	JUL 2024				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>								
400 TAXES					\$0.00	\$0.00	\$0.00	0.00%
401 PROPERTY TAXES	9,749.99	1,844,927.00	-1,835,177.01	0.53 %	\$9,749.99	\$1,844,927.00	\$ - 1,835,177.01	0.53 %
404 PAYMENT IN LIEU OF TAXES		10,000.00	-10,000.00		\$0.00	\$10,000.00	\$ -10,000.00	0.00%
405 RENAISSANCE ZONE REIMBURSEMENT		10,000.00	-10,000.00		\$0.00	\$10,000.00	\$ -10,000.00	0.00%
406 LOCAL COM.STABILIZATION REIMB.		78,000.00	-78,000.00		\$0.00	\$78,000.00	\$ -78,000.00	0.00%
<b>Total 400 TAXES</b>	<b>9,749.99</b>	<b>1,942,927.00</b>	<b>-1,933,177.01</b>	<b>0.50 %</b>	<b>\$9,749.99</b>	<b>\$1,942,927.00</b>	<b>\$ - 1,933,177.01</b>	<b>0.50 %</b>
530 STATE AID	21,152.42	30,000.00	-8,847.58	70.51 %	\$21,152.42	\$30,000.00	\$ -8,847.58	70.51 %
595 PENAL FINES	81,315.32	70,000.00	11,315.32	116.16 %	\$81,315.32	\$70,000.00	\$11,315.32	116.16 %
642 CHARGES					\$0.00	\$0.00	\$0.00	0.00%
643 MEETING ROOM RENTAL		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%
644 NON RES CARD FEES		100.00	-100.00		\$0.00	\$100.00	\$ -100.00	0.00%
<b>Total 642 CHARGES</b>		<b>300.00</b>	<b>-300.00</b>		<b>\$0.00</b>	<b>\$300.00</b>	<b>\$ -300.00</b>	<b>0.00%</b>
645 MISCELLANEOUS	193.78	3,000.00	-2,806.22	6.46 %	\$193.78	\$3,000.00	\$ -2,806.22	6.46 %
646 SALES	6.59	300.00	-293.41	2.20 %	\$6.59	\$300.00	\$ -293.41	2.20 %
646.1 Sales - Friends of HPL	268.27		268.27		\$268.27	\$0.00	\$268.27	0.00%
<b>Total 646 SALES</b>	<b>274.86</b>	<b>300.00</b>	<b>-25.14</b>	<b>91.62 %</b>	<b>\$274.86</b>	<b>\$300.00</b>	<b>\$ -25.14</b>	<b>91.62 %</b>
647 HACKLEY DONATIONS	517.51	6,000.00	-5,482.49	8.63 %	\$517.51	\$6,000.00	\$ -5,482.49	8.63 %
647.1 Youth Services Dept - Donations		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
647.2 Local History Dept - Donations	5.85	500.00	-494.15	1.17 %	\$5.85	\$500.00	\$ -494.15	1.17 %
655 BOOK FINES	272.52	2,000.00	-1,727.48	13.63 %	\$272.52	\$2,000.00	\$ -1,727.48	13.63 %
665 INTEREST EARNINGS	2,094.79	10,000.00	-7,905.21	20.95 %	\$2,094.79	\$10,000.00	\$ -7,905.21	20.95 %
667 Youth Services Programs	12,500.00	12,500.00	0.00	100.00 %	\$12,500.00	\$12,500.00	\$0.00	100.00 %
668 Adult Programs	12,500.00	12,500.00	0.00	100.00 %	\$12,500.00	\$12,500.00	\$0.00	100.00 %
677 REIMBURSEMENTS AND REFUNDS	134.00	6,000.00	-5,866.00	2.23 %	\$134.00	\$6,000.00	\$ -5,866.00	2.23 %
680 WILLIAM & MARGARET BUSCH FUND		15,000.00	-15,000.00		\$0.00	\$15,000.00	\$ -15,000.00	0.00%
685 BERG FUND		100.00	-100.00		\$0.00	\$100.00	\$ -100.00	0.00%
688 GARDEN FUND (John J. Helstrom)		300.00	-300.00		\$0.00	\$300.00	\$ -300.00	0.00%
689 RUTHKOWSKI FUND		9,000.00	-9,000.00		\$0.00	\$9,000.00	\$ -9,000.00	0.00%
690 Robinson Fund		4,500.00	-4,500.00		\$0.00	\$4,500.00	\$ -4,500.00	0.00%
694 Cannon Fund		12,500.00	-12,500.00		\$0.00	\$12,500.00	\$ -12,500.00	0.00%
695 Wood Fund		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
<b>Total Income</b>	<b>\$140,711.04</b>	<b>\$2,141,427.00</b>	<b>\$ - 2,000,715.96</b>	<b>6.57 %</b>	<b>\$140,711.04</b>	<b>\$2,141,427.00</b>	<b>\$ - 2,000,715.96</b>	<b>6.57 %</b>
<b>GROSS PROFIT</b>	<b>\$140,711.04</b>	<b>\$2,141,427.00</b>	<b>\$ - 2,000,715.96</b>	<b>6.57 %</b>	<b>\$140,711.04</b>	<b>\$2,141,427.00</b>	<b>\$ - 2,000,715.96</b>	<b>6.57 %</b>
<b>Expenses</b>								
700 SALARIES AND WAGES					\$0.00	\$0.00	\$0.00	0.00%
701 SALARIES MANAGEMENT	20,021.60	357,133.00	-337,111.40	5.61 %	\$20,021.60	\$357,133.00	\$ -337,111.40	5.61 %
702 SALARIES - LIBRARIANS	14,383.77	228,485.00	-214,101.23	6.30 %	\$14,383.77	\$228,485.00	\$ -214,101.23	6.30 %
703 SALARIES - INFO. SPECIALIST	23,902.15	336,179.00	-312,276.85	7.11 %	\$23,902.15	\$336,179.00	\$ -312,276.85	7.11 %
704 SALARIES - PARAPROFESSIONAL	4,324.80	57,450.00	-53,125.20	7.53 %	\$4,324.80	\$57,450.00	\$ -53,125.20	7.53 %
706 SALARIES - CUSTODIAL - REG	6,269.14	89,596.00	-83,326.86	7.00 %	\$6,269.14	\$89,596.00	\$ -83,326.86	7.00 %
<b>Total 700 SALARIES AND WAGES</b>	<b>68,901.46</b>	<b>1,068,843.00</b>	<b>-999,941.54</b>	<b>6.45 %</b>	<b>\$68,901.46</b>	<b>\$1,068,843.00</b>	<b>\$ -999,941.54</b>	<b>6.45 %</b>
714 FRINGE BENEFITS					\$0.00	\$0.00	\$0.00	0.00%
715 FICA	5,004.24	76,000.00	-70,995.76	6.58 %	\$5,004.24	\$76,000.00	\$ -70,995.76	6.58 %
716 HEALTH INSURANCE	15,546.03	216,000.00	-200,453.97	7.20 %	\$15,546.03	\$216,000.00	\$ -200,453.97	7.20 %
716.2 DENTAL INSURANCE	2,152.31	12,000.00	-9,847.69	17.94 %	\$2,152.31	\$12,000.00	\$ -9,847.69	17.94 %
716.3 VISION INSURANCE	301.78	4,000.00	-3,698.22	7.54 %	\$301.78	\$4,000.00	\$ -3,698.22	7.54 %
<b>Total 716 HEALTH INSURANCE</b>	<b>18,000.12</b>	<b>232,000.00</b>	<b>-213,999.88</b>	<b>7.76 %</b>	<b>\$18,000.12</b>	<b>\$232,000.00</b>	<b>\$ -213,999.88</b>	<b>7.76 %</b>
717 LIFE INSURANCE	1,631.07	10,800.00	-9,168.93	15.10 %	\$1,631.07	\$10,800.00	\$ -9,168.93	15.10 %
718 ORS - RETIREMENT CONTRIBUTION	3,436.16	57,938.00	-54,501.84	5.93 %	\$3,436.16	\$57,938.00	\$ -54,501.84	5.93 %
718.1 MERS - RETIREMENT CONTRIBUTION	5,764.59	89,596.00	-83,831.41	6.43 %	\$5,764.59	\$89,596.00	\$ -83,831.41	6.43 %

	JUL 2024				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
719 WORKER'S COMPENSATION		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
720 STATE UNEMPLOYMENT		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
<b>Total 714 FRINGE BENEFITS</b>	<b>33,836.18</b>	<b>471,834.00</b>	<b>-437,997.82</b>	<b>7.17 %</b>	<b>\$33,836.18</b>	<b>\$471,834.00</b>	<b>\$ -437,997.82</b>	<b>7.17 %</b>
726 SUPPLIES					\$0.00	\$0.00	\$0.00	0.00%
727 OFFICE SUPPLIES	875.97	15,000.00	-14,124.03	5.84 %	\$875.97	\$15,000.00	\$ -14,124.03	5.84 %
728 POSTAGE		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
729 SUPPLIES - CUSTODIAL	303.77	6,000.00	-5,696.23	5.06 %	\$303.77	\$6,000.00	\$ -5,696.23	5.06 %
730 Furniture & Equipment	862.50	13,000.00	-12,137.50	6.63 %	\$862.50	\$13,000.00	\$ -12,137.50	6.63 %
731 BANK CHARGES		900.00	-900.00		\$0.00	\$900.00	\$ -900.00	0.00%
<b>Total 726 SUPPLIES</b>	<b>2,042.24</b>	<b>36,400.00</b>	<b>-34,357.76</b>	<b>5.61 %</b>	<b>\$2,042.24</b>	<b>\$36,400.00</b>	<b>\$ -34,357.76</b>	<b>5.61 %</b>
738.1 Youth Serv.- Red Stock/Donation		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
738.2 Local History - Donations		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
740 OPERATING SUPPLIES					\$0.00	\$0.00	\$0.00	0.00%
741 SUPPLIES - BOOKS					\$0.00	\$0.00	\$0.00	0.00%
741.1 BOOKS - Schmidt - Y.S.	2,047.94	20,000.00	-17,952.06	10.24 %	\$2,047.94	\$20,000.00	\$ -17,952.06	10.24 %
741.3 BOOKS - Adult - Ref/NonFic	735.06	13,000.00	-12,264.94	5.65 %	\$735.06	\$13,000.00	\$ -12,264.94	5.65 %
741.4 BOOKS - Rostar - Local Hist.	780.94	12,000.00	-11,219.06	6.51 %	\$780.94	\$12,000.00	\$ -11,219.06	6.51 %
741.5 BOOKS - McKenzie - Adult	81.31	20,000.00	-19,918.69	0.41 %	\$81.31	\$20,000.00	\$ -19,918.69	0.41 %
<b>Total 741 SUPPLIES - BOOKS</b>	<b>3,645.25</b>	<b>65,000.00</b>	<b>-61,354.75</b>	<b>5.61 %</b>	<b>\$3,645.25</b>	<b>\$65,000.00</b>	<b>\$ -61,354.75</b>	<b>5.61 %</b>
742 Continuations - Print	342.00	1,000.00	-658.00	34.20 %	\$342.00	\$1,000.00	\$ -658.00	34.20 %
742.1 Continuations - Databases		8,000.00	-8,000.00		\$0.00	\$8,000.00	\$ -8,000.00	0.00%
<b>Total 742 Continuations - Print</b>	<b>342.00</b>	<b>9,000.00</b>	<b>-8,658.00</b>	<b>3.80 %</b>	<b>\$342.00</b>	<b>\$9,000.00</b>	<b>\$ -8,658.00</b>	<b>3.80 %</b>
743 SUPPLIES - AUDIO VISUAL					\$0.00	\$0.00	\$0.00	0.00%
743.1 AV- Children & Teens		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
743.2 DVD & Audiobooks - Adults	701.66	7,000.00	-6,298.34	10.02 %	\$701.66	\$7,000.00	\$ -6,298.34	10.02 %
743.3 Digital - Overdrive (Youth)		7,000.00	-7,000.00		\$0.00	\$7,000.00	\$ -7,000.00	0.00%
743.4 Digital - Overdrive (Adult)	580.05	7,000.00	-6,419.95	8.29 %	\$580.05	\$7,000.00	\$ -6,419.95	8.29 %
743.5 Digital - Hoopla		18,000.00	-18,000.00		\$0.00	\$18,000.00	\$ -18,000.00	0.00%
743.6 Digital - Kanopy	108.80	1,200.00	-1,091.20	9.07 %	\$108.80	\$1,200.00	\$ -1,091.20	9.07 %
<b>Total 743 SUPPLIES - AUDIO VISUAL</b>	<b>1,390.51</b>	<b>43,200.00</b>	<b>-41,809.49</b>	<b>3.22 %</b>	<b>\$1,390.51</b>	<b>\$43,200.00</b>	<b>\$ -41,809.49</b>	<b>3.22 %</b>
744 Microfilm		6,500.00	-6,500.00		\$0.00	\$6,500.00	\$ -6,500.00	0.00%
745 Mobile Hotspots	195.17	6,500.00	-6,304.83	3.00 %	\$195.17	\$6,500.00	\$ -6,304.83	3.00 %
747 Periodicals	5,088.48	10,000.00	-4,911.52	50.88 %	\$5,088.48	\$10,000.00	\$ -4,911.52	50.88 %
<b>Total 740 OPERATING SUPPLIES</b>	<b>10,661.41</b>	<b>140,200.00</b>	<b>-129,538.59</b>	<b>7.60 %</b>	<b>\$10,661.41</b>	<b>\$140,200.00</b>	<b>\$ -129,538.59</b>	<b>7.60 %</b>
750 TECHNOLOGY					\$0.00	\$0.00	\$0.00	0.00%
751 Software	396.00	5,000.00	-4,604.00	7.92 %	\$396.00	\$5,000.00	\$ -4,604.00	7.92 %
752 Hardware/Equipment	42.05	7,500.00	-7,457.95	0.56 %	\$42.05	\$7,500.00	\$ -7,457.95	0.56 %
753 E-Rate Expenses	312.50	1,500.00	-1,187.50	20.83 %	\$312.50	\$1,500.00	\$ -1,187.50	20.83 %
754 Website Expense		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
755 Subscription and License Renewal	59.95	8,000.00	-7,940.05	0.75 %	\$59.95	\$8,000.00	\$ -7,940.05	0.75 %
<b>Total 750 TECHNOLOGY</b>	<b>810.50</b>	<b>23,000.00</b>	<b>-22,189.50</b>	<b>3.52 %</b>	<b>\$810.50</b>	<b>\$23,000.00</b>	<b>\$ -22,189.50</b>	<b>3.52 %</b>
766 Outreach/General Programs		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
767 Youth Services Program	975.10	12,500.00	-11,524.90	7.80 %	\$975.10	\$12,500.00	\$ -11,524.90	7.80 %
768 Adult Services Programs	453.90	12,500.00	-12,046.10	3.63 %	\$453.90	\$12,500.00	\$ -12,046.10	3.63 %
801 CONTRACTED SERVICES					\$0.00	\$0.00	\$0.00	0.00%
802 AUDIT FEE		15,000.00	-15,000.00		\$0.00	\$15,000.00	\$ -15,000.00	0.00%
802.1 PAYROLL SERVICES	413.00	6,200.00	-5,787.00	6.66 %	\$413.00	\$6,200.00	\$ -5,787.00	6.66 %
<b>Total 802 AUDIT FEE</b>	<b>413.00</b>	<b>21,200.00</b>	<b>-20,787.00</b>	<b>1.95 %</b>	<b>\$413.00</b>	<b>\$21,200.00</b>	<b>\$ -20,787.00</b>	<b>1.95 %</b>
803 COLLECTIONS FEES	197.00	1,000.00	-803.00	19.70 %	\$197.00	\$1,000.00	\$ -803.00	19.70 %
804 LAKELAND FEES	6,665.58	30,000.00	-23,334.42	22.22 %	\$6,665.58	\$30,000.00	\$ -23,334.42	22.22 %
806 ATTORNEY FEES	4,687.50	5,000.00	-312.50	93.75 %	\$4,687.50	\$5,000.00	\$ -312.50	93.75 %
811 Contracted Srvc - Consulting		4,000.00	-4,000.00		\$0.00	\$4,000.00	\$ -4,000.00	0.00%
813 Material Ordering Fees		1,300.00	-1,300.00		\$0.00	\$1,300.00	\$ -1,300.00	0.00%
814 Contracted Services- IT	5,537.50	66,450.00	-60,912.50	8.33 %	\$5,537.50	\$66,450.00	\$ -60,912.50	8.33 %
815 Strategic Planning- Consulting		24,000.00	-24,000.00		\$0.00	\$24,000.00	\$ -24,000.00	0.00%
<b>Total 801 CONTRACTED SERVICES</b>	<b>17,500.58</b>	<b>152,950.00</b>	<b>-135,449.42</b>	<b>11.44 %</b>	<b>\$17,500.58</b>	<b>\$152,950.00</b>	<b>\$ -135,449.42</b>	<b>11.44 %</b>
850 TELEPHONE	1,248.15	10,000.00	-8,751.85	12.48 %	\$1,248.15	\$10,000.00	\$ -8,751.85	12.48 %
874 EDUCATION AND TRAINING	700.00	5,000.00	-4,300.00	14.00 %	\$700.00	\$5,000.00	\$ -4,300.00	14.00 %
876 DUES & FEES - CORPORATE	1,535.00	3,000.00	-1,465.00	51.17 %	\$1,535.00	\$3,000.00	\$ -1,465.00	51.17 %
888 NEWSLETTER		6,000.00	-6,000.00		\$0.00	\$6,000.00	\$ -6,000.00	0.00%
899 PUBLICITY	2,939.00	22,000.00	-19,061.00	13.36 %	\$2,939.00	\$22,000.00	\$ -19,061.00	13.36 %

	JUL 2024				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
910 INSURANCE.					\$0.00	\$0.00	\$0.00	0.00%
911 INSURANCE - LIABILITY	17,361.00	20,000.00	-2,639.00	86.81 %	\$17,361.00	\$20,000.00	\$ -2,639.00	86.81 %
<b>Total 910 INSURANCE.</b>	<b>17,361.00</b>	<b>20,000.00</b>	<b>-2,639.00</b>	<b>86.81 %</b>	<b>\$17,361.00</b>	<b>\$20,000.00</b>	<b>\$ -2,639.00</b>	<b>86.81 %</b>
920 UTILITIES					\$0.00	\$0.00	\$0.00	0.00%
921 NATURAL GAS	250.08	15,000.00	-14,749.92	1.67 %	\$250.08	\$15,000.00	\$ -14,749.92	1.67 %
922 ELECTRICITY	6,727.21	28,000.00	-21,272.79	24.03 %	\$6,727.21	\$28,000.00	\$ -21,272.79	24.03 %
923 WATER	405.30	2,700.00	-2,294.70	15.01 %	\$405.30	\$2,700.00	\$ -2,294.70	15.01 %
<b>Total 920 UTILITIES</b>	<b>7,382.59</b>	<b>45,700.00</b>	<b>-38,317.41</b>	<b>16.15 %</b>	<b>\$7,382.59</b>	<b>\$45,700.00</b>	<b>\$ -38,317.41</b>	<b>16.15 %</b>
930 REPAIRS & MAINTENANCE SUPPLIES					\$0.00	\$0.00	\$0.00	0.00%
931 BUILDING & GROUNDS REPAIRS	7,353.11	17,000.00	-9,646.89	43.25 %	\$7,353.11	\$17,000.00	\$ -9,646.89	43.25 %
932 BUILDING EXPENSE	262.19	7,000.00	-6,737.81	3.75 %	\$262.19	\$7,000.00	\$ -6,737.81	3.75 %
933 EQUIPMENT MAINTENANCE	776.38	13,000.00	-12,223.62	5.97 %	\$776.38	\$13,000.00	\$ -12,223.62	5.97 %
<b>Total 930 REPAIRS &amp; MAINTENANCE SUPPLIES</b>	<b>8,391.68</b>	<b>37,000.00</b>	<b>-28,608.32</b>	<b>22.68 %</b>	<b>\$8,391.68</b>	<b>\$37,000.00</b>	<b>\$ -28,608.32</b>	<b>22.68 %</b>
939 Copier/Printers- EQUIPMENT RENTAL	598.10	13,000.00	-12,401.90	4.60 %	\$598.10	\$13,000.00	\$ -12,401.90	4.60 %
940 PARKING LOT RENTAL & GARBAGE	882.47	6,000.00	-5,117.53	14.71 %	\$882.47	\$6,000.00	\$ -5,117.53	14.71 %
955 OTHER EXPENSES					\$0.00	\$0.00	\$0.00	0.00%
956 BOARD EXPENSES		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
957 DIRECTOR EXPENSES	232.00	1,000.00	-768.00	23.20 %	\$232.00	\$1,000.00	\$ -768.00	23.20 %
<b>Total 955 OTHER EXPENSES</b>	<b>232.00</b>	<b>1,500.00</b>	<b>-1,268.00</b>	<b>15.47 %</b>	<b>\$232.00</b>	<b>\$1,500.00</b>	<b>\$ -1,268.00</b>	<b>15.47 %</b>
970 CAPITAL IMPROVEMENTS		25,000.00	-25,000.00		\$0.00	\$25,000.00	\$ -25,000.00	0.00%
997 MISCELLANEOUS EXPENSE	999.67	12,000.00	-11,000.33	8.33 %	\$999.67	\$12,000.00	\$ -11,000.33	8.33 %
997.11 Robinson Fund Expense		4,500.00	-4,500.00		\$0.00	\$4,500.00	\$ -4,500.00	0.00%
997.14 Black History Month Programs		4,000.00	-4,000.00		\$0.00	\$4,000.00	\$ -4,000.00	0.00%
<b>Total Expenses</b>	<b>\$177,451.03</b>	<b>\$2,141,427.00</b>	<b>\$ -1,963,975.97</b>	<b>8.29 %</b>	<b>\$177,451.03</b>	<b>\$2,141,427.00</b>	<b>\$ -1,963,975.97</b>	<b>8.29 %</b>
NET OPERATING INCOME	\$ -36,739.99	\$0.00	\$ -36,739.99	0.00%	\$ -36,739.99	\$0.00	\$ -36,739.99	0.00%
NET INCOME	\$ -36,739.99	\$0.00	\$ -36,739.99	0.00%	\$ -36,739.99	\$0.00	\$ -36,739.99	0.00%

# Hackley Public Library

## Hackley Public Library - Check Report

### July 2024

Transaction date	Transaction type	Transaction number	Vendor name	Amount
07/01/2024	Check	19605	Standard Insurance Co.	-\$ 787.65
07/01/2024	Check	19606	Muskegon Chronicle	-\$ 276.59
07/01/2024	Check	19607	DTE Energy	-\$ 124.22
07/01/2024	Check	19608	Delta Dental	-\$ 1,109.97
07/01/2024	Check	19609	Consumers Energy	-\$ 179.92
07/01/2024	Check	19610	City of Muskegon Water/Sewer	-\$ 220.34
07/03/2024	Check	19611	SEIU COPE	-\$ 1.00
07/03/2024	Check	19612	SEIU Local 517M	-\$ 222.00
07/03/2024	Check	19613	Stephan Workman	-\$ 32.40
07/03/2024	Check	19615	School Library Journal	-\$ 169.00
07/03/2024	Check	19616	Vision Service Plan	-\$ 301.78
07/03/2024	Check	19617	Consumers Energy	-\$ 2,958.10
07/03/2024	Check	19618	Michigan Library Association	-\$ 1,285.00
07/05/2024	Check		Alerus Retirement	-\$ 25.00
07/09/2024	Check		Mich. Public School Employees Retirement	-\$ 2,300.44
07/12/2024	Check	19619	Shenanigans Ponies and Petting Zoo	-\$ 325.00
07/12/2024	Check	19620	Midwest Collaborative for Library Svcs.	-\$ 250.00
07/12/2024	Check	19621	Corinne Roberts	-\$ 175.00
07/12/2024	Check	19622	Kaizen Kabir	-\$ 150.00
07/12/2024	Check	19623	Natalie Anne Budnick	-\$ 100.00
07/12/2024	Check	19624	Ebony Davis	-\$ 150.00
07/12/2024	Check	19625	USA Today	-\$ 397.22
07/12/2024	Check	19626	T-Mobile	-\$ 195.17
07/12/2024	Check	19627	Republic Services	-\$ 507.47
07/12/2024	Check	19628	Otis Elevator Company	-\$ 637.50
07/12/2024	Check	19629	Consumers Energy	-\$ 19.47
07/12/2024	Check	19630	BCM One	-\$ 171.11
07/12/2024	Check	19631	Aflac	-\$ 51.12
07/16/2024	Check	19633	SEIU COPE	-\$ 1.00
07/16/2024	Check	19634	SEIU Local 517M	-\$ 185.00
07/17/2024	Bill Payment (Check)	19635	Books Galore Inc	-\$ 278.60
07/17/2024	Bill Payment (Check)	19636	Verdant TCS	-\$ 13,843.75
07/17/2024	Bill Payment (Check)	19637	Schmidt Roofing & Siding	-\$ 475.00
07/17/2024	Bill Payment (Check)	19638	MLive Media Group	-\$ 330.17
07/17/2024	Bill Payment (Check)	19639	Amazon Capital Services	-\$ 1,131.62
07/17/2024	Bill Payment (Check)	19640	Baker & Taylor	-\$ 4,078.76
07/17/2024	Bill Payment (Check)	19641	Barnes & Thornburg LLP	-\$ 6,187.50

07/17/2024	Bill Payment (Check)	19642	Barry's	-\$	600.00
07/17/2024	Bill Payment (Check)	19643	Cavendish Square	-\$	206.70
07/17/2024	Bill Payment (Check)	19644	Enerco	-\$	125.00
07/17/2024	Bill Payment (Check)	19645	Foster Swift	-\$	122.50
07/17/2024	Bill Payment (Check)	19646	Johnson Controls Fire Protection LP	-\$	1,015.98
07/17/2024	Bill Payment (Check)	19647	Muskegon Museum of Art	-\$	603.56
07/17/2024	Bill Payment (Check)	19648	Northshore Ace Hardware	-\$	19.57
07/17/2024	Bill Payment (Check)	19649	Novotny Electronics, Inc.	-\$	171.00
07/17/2024	Bill Payment (Check)	19650	O'Malley's Pest Control, Inc.	-\$	100.00
07/17/2024	Bill Payment (Check)	19651	Orshal Road Productions, LLC	-\$	5,591.28
07/17/2024	Bill Payment (Check)	19652	OverDrive	-\$	314.10
07/17/2024	Bill Payment (Check)	19653	WVIB-FM	-\$	211.00
07/17/2024	Bill Payment (Check)	19654	WWSN-FM Cumulus Media - Muskegon	-\$	750.00
07/17/2024	Bill Payment (Check)	19655	Xerox Corp	-\$	773.74
07/17/2024	Bill Payment (Check)	19656	Hoopla	-\$	1,767.91
07/17/2024	Bill Payment (Check)	19657	Kanopy	-\$	99.45
07/18/2024	Check	19632	Stephan Workman	-\$	48.60
07/19/2024	Check		Alerus Retirement	-\$	25.00
07/19/2024	Check		Municipal Employees' Retirement System of	-\$	5,764.59
07/22/2024	Check	19658	SBIS	-\$	17,691.55
07/22/2024	Check	19659	New York Times	-\$	1,039.95
07/22/2024	Check	19660	Frontier	-\$	887.56
07/22/2024	Check	19661	Wall Street Journal	-\$	719.88
07/22/2024	Check	19662	Consumers Energy	-\$	246.11
07/23/2024	Check		Mich. Public School Employees Retirement	-\$	1,860.34
07/25/2024	Check	19663	Michigan Library Association	-\$	700.00
07/25/2024	Check	19664	Delta Dental	-\$	1,042.34
07/25/2024	Check	19665	Standard Insurance Co.	-\$	870.40
07/25/2024	Check	19666	Consumers Energy	-\$	3,323.61
07/26/2024	Check	19667	PNC Bank	-\$	1,501.62
07/26/2024	Check	19668	City of Muskegon Water/Sewer	-\$	184.96
07/26/2024	Check	19669	DTE Energy	-\$	125.86
					<b>-\$88,138.03</b>

# Hackley Public Library

## Unpaid Bills Report

All Dates

VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Amazon Capital Services							
Amazon Capital Services	07/01/2024	Bill	July Bills	07/31/2024	13	\$1,148.74	\$1,148.74
<b>Total for Amazon Capital Services</b>						<b>\$1,148.74</b>	<b>\$1,148.74</b>
Baker & Taylor							
Baker & Taylor	07/01/2024	Bill	July Bills	07/31/2024	13	\$3,925.00	\$3,925.00
<b>Total for Baker &amp; Taylor</b>						<b>\$3,925.00</b>	<b>\$3,925.00</b>
Barnes & Thornburg LLP							
Barnes & Thornburg LLP	07/01/2024	Bill	3285701	07/31/2024	13	\$4,687.50	\$4,687.50
<b>Total for Barnes &amp; Thornburg LLP</b>						<b>\$4,687.50</b>	<b>\$4,687.50</b>
Belasco Electric Co., Inc.							
Belasco Electric Co., Inc.	07/01/2024	Bill		07/31/2024	13	\$4,306.11	\$4,306.11
<b>Total for Belasco Electric Co., Inc.</b>						<b>\$4,306.11</b>	<b>\$4,306.11</b>
Certified Building Solutions							
Certified Building Solutions	07/01/2024	Bill	54034	07/11/2024	33	\$2,447.00	\$2,447.00
<b>Total for Certified Building Solutions</b>						<b>\$2,447.00</b>	<b>\$2,447.00</b>
Classic Stamp & Sign							
Classic Stamp & Sign	07/01/2024	Bill		07/31/2024	13	\$28.00	\$28.00
<b>Total for Classic Stamp &amp; Sign</b>						<b>\$28.00</b>	<b>\$28.00</b>
Culligan							
Culligan	07/01/2024	Bill		07/31/2024	13	\$225.70	\$225.70
<b>Total for Culligan</b>						<b>\$225.70</b>	<b>\$225.70</b>
Double L Enterprises, Inc.							
Double L Enterprises, Inc.	07/01/2024	Bill	39073	07/31/2024	13	\$102.43	\$102.43
<b>Total for Double L Enterprises, Inc.</b>						<b>\$102.43</b>	<b>\$102.43</b>
Elite Fund, Inc.							
Elite Fund, Inc.	07/01/2024	Bill	10274	07/31/2024	13	\$312.50	\$312.50
<b>Total for Elite Fund, Inc.</b>						<b>\$312.50</b>	<b>\$312.50</b>
Emery Design & Build							
Emery Design & Build	07/01/2024	Bill		07/31/2024	13	\$862.50	\$862.50
<b>Total for Emery Design &amp; Build</b>						<b>\$862.50</b>	<b>\$862.50</b>
Enerco							
Enerco	07/01/2024	Bill	INV014597	07/31/2024	13	\$125.00	\$125.00
<b>Total for Enerco</b>						<b>\$125.00</b>	<b>\$125.00</b>
ImperialDade							
ImperialDade	07/30/2024	Bill	12578475-00	07/31/2024	13	\$303.77	\$303.77
<b>Total for ImperialDade</b>						<b>\$303.77</b>	<b>\$303.77</b>
Info USA Marketing, Inc.							
Info USA Marketing, Inc.	07/01/2024	Bill	10004190097	07/11/2024	33	\$342.00	\$342.00
<b>Total for Info USA Marketing, Inc.</b>						<b>\$342.00</b>	<b>\$342.00</b>
Jerry's Welding Co							
Jerry's Welding Co	07/01/2024	Bill	24436	07/31/2024	13	\$600.00	\$600.00



VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
<b>Total for Jerry's Welding Co</b>						<b>\$600.00</b>	<b>\$600.00</b>
<hr/>							
Kanopy							
Kanopy	07/01/2024	Bill	409262-PPU	07/31/2024	13	\$108.80	\$108.80
<b>Total for Kanopy</b>						<b>\$108.80</b>	<b>\$108.80</b>
<hr/>							
Lakeland Library Cooperative							
Lakeland Library Cooperative	07/01/2024	Bill		07/31/2024	13	\$6,746.95	\$6,746.95
<b>Total for Lakeland Library Cooperative</b>						<b>\$6,746.95</b>	<b>\$6,746.95</b>
<hr/>							
LEAF							
LEAF	07/28/2024	Bill	16911178	07/31/2024	13	\$598.10	\$598.10
<b>Total for LEAF</b>						<b>\$598.10</b>	<b>\$598.10</b>
<hr/>							
Middle Cities Risk Management Trust							
Middle Cities Risk Management Trust	07/01/2024	Bill	38009	07/31/2024	13	\$17,361.00	\$17,361.00
<b>Total for Middle Cities Risk Management Trust</b>						<b>\$17,361.00</b>	<b>\$17,361.00</b>
<hr/>							
Midwest Tape							
Midwest Tape	07/01/2024	Bill		07/31/2024	13	\$421.91	\$421.91
<b>Total for Midwest Tape</b>						<b>\$421.91</b>	<b>\$421.91</b>
<hr/>							
Muskegon Area District Library							
Muskegon Area District Library	07/01/2024	Bill	6185	07/31/2024	13	\$147.71	\$147.71
<b>Total for Muskegon Area District Library</b>						<b>\$147.71</b>	<b>\$147.71</b>
<hr/>							
Muskegon Fire Equipment Co. Inc.							
Muskegon Fire Equipment Co. Inc.	07/01/2024	Bill	36981	07/31/2024	13	\$54.25	\$54.25
<b>Total for Muskegon Fire Equipment Co. Inc.</b>						<b>\$54.25</b>	<b>\$54.25</b>
<hr/>							
Northshore Ace Hardware							
Northshore Ace Hardware	07/01/2024	Bill		07/31/2024	13	\$34.76	\$34.76
<b>Total for Northshore Ace Hardware</b>						<b>\$34.76</b>	<b>\$34.76</b>
<hr/>							
OverDrive							
OverDrive	07/01/2024	Bill		07/31/2024	13	\$580.05	\$580.05
<b>Total for OverDrive</b>						<b>\$580.05</b>	<b>\$580.05</b>
<hr/>							
Rivistas Subscription Service							
Rivistas Subscription Service	07/28/2024	Bill	19130	07/31/2024	13	\$2,404.84	\$2,404.84
<b>Total for Rivistas Subscription Service</b>						<b>\$2,404.84</b>	<b>\$2,404.84</b>
<hr/>							
Scholastic Inc.							
Scholastic Inc.	07/22/2024	Bill	61434163	08/21/2024	-8	\$158.55	\$158.55
<b>Total for Scholastic Inc.</b>						<b>\$158.55</b>	<b>\$158.55</b>
<hr/>							
Senior Perspectives							
Senior Perspectives	07/01/2024	Bill	2024-1658	07/31/2024	13	\$125.00	\$125.00
<b>Total for Senior Perspectives</b>						<b>\$125.00</b>	<b>\$125.00</b>
<hr/>							
SenSource							
SenSource	07/01/2024	Bill	60182	07/31/2024	13	\$396.00	\$396.00
<b>Total for SenSource</b>						<b>\$396.00</b>	<b>\$396.00</b>
<hr/>							
St. Pauls Episcopal Church							
St. Pauls Episcopal Church	07/01/2024	Bill		07/31/2024	13	\$375.00	\$375.00
<b>Total for St. Pauls Episcopal Church</b>						<b>\$375.00</b>	<b>\$375.00</b>
<hr/>							
Unique Management							
Unique Management	07/01/2024	Bill		07/31/2024	13	\$197.00	\$197.00

VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
<b>Total for Unique Management</b>						<b>\$197.00</b>	<b>\$197.00</b>
<hr/>							
Verdant TCS							
Verdant TCS	07/28/2024	Bill	2787	07/31/2024	13	\$5,537.50	\$5,537.50
<b>Total for Verdant TCS</b>						<b>\$5,537.50</b>	<b>\$5,537.50</b>
<hr/>							
White Lake Comm. Library							
White Lake Comm. Library	07/01/2024	Bill		07/11/2024	33	\$25.98	\$25.98
<b>Total for White Lake Comm. Library</b>						<b>\$25.98</b>	<b>\$25.98</b>
<hr/>							
WUVS-LP 103.7 "The Beat"							
WUVS-LP 103.7 "The Beat"	07/01/2024	Bill		07/31/2024	13	\$400.00	\$400.00
<b>Total for WUVS-LP 103.7 "The Beat"</b>						<b>\$400.00</b>	<b>\$400.00</b>
<hr/>							
WVIB-FM							
WVIB-FM	07/01/2024	Bill		07/31/2024	13	\$414.00	\$414.00
<b>Total for WVIB-FM</b>						<b>\$414.00</b>	<b>\$414.00</b>
<hr/>							
WWSN-FM Cumulus Media - Muskegon							
WWSN-FM Cumulus Media - Muskegon	07/01/2024	Bill	BB4122646	07/31/2024	13	\$2,000.00	\$2,000.00
<b>Total for WWSN-FM Cumulus Media - Muskegon</b>						<b>\$2,000.00</b>	<b>\$2,000.00</b>
<hr/>							
Xerox Corp							
Xerox Corp	07/01/2024	Bill	021731348	07/31/2024	13	\$84.63	\$84.63
<b>Total for Xerox Corp</b>						<b>\$84.63</b>	<b>\$84.63</b>
						<b>\$57,588.28</b>	<b>\$57,588.28</b>

## HACKLEY PUBLIC LIBRARY

### BUDGET AND FINANCE MINUTES\*

Meeting Date: July 9, 2024, 2024

---

Present: Kevin Huss, Oneata Bailey, Ardena Duren

Absent:

Library: Joseph Zappacosta, Jessica Larson

**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 June 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 purchase of an 8-month CD to be allocated toward the Building Improvement Fund.
5. **Adjournment** - The meeting ended at 4:25 PM

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

## **HACKLEY PUBLIC LIBRARY**

### **BUDGET AND FINANCE COMMITTEE**

Meeting Date: August 13, 2024

Committee Members: Oneata Bailey, Ardena Duren, Kevin Huss

---

#### **Building Improvement Fund Update**

Oneata Bailey will be visiting the Lakton PNC Bank location to finalize the library's purchase of a Certificate of Deposit (CD) for the Building Improvement Fund. The investment details are as follows: an investment amount of \$211,480.56 for eight months, with an interest rate of 4.65% and an Annual Percentage Yield (APY) of 4.75%.

#### **Property Market Value Assessment**

J. Zappacosta contacted CORE Realty to request a market value assessment of two properties, as required by auditors for inclusion in the financial statements. This action will provide an updated, independent valuation of these assets for accurate financial reporting.

## HACKLEY PUBLIC LIBRARY

### BUILDINGS AND GROUNDS MONTHLY COMMITTEE MEETING MINUTES

Meeting Date: July 1, 2024

---

Present: Kevin Huss, Barbara VanFossen, Greg Sischo

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 June 3, 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 COMMITTEE REPORT**

Meeting Date: August 5, 2024

Committee Members: Kevin Huss, Barb VanFossen, Greg Sischo

---

#### **Waste Management Area**

T. Kichenbaurer, Maintenance Manager, and J. Zappacosta, Director, met with representatives from the United Methodist Church, the Muskegon Museum of Art, and the new owners of the Corner. One topic discussed was creating a shared space to house dumpsters for the organizations occupying the block. This enclosure would also include storage and the electrical boxes on the border between the United Methodist Church property and 313 W. Webster. The committee recommended moving the Library's shed and dumpsters to the Torrent House property as soon as possible.

#### **Cleaning Contract**

After vacating the Cleaning Specialist position, we decided to explore other options. J. Larson, the Business Manager, suggested a cleaning service she was familiar with from her previous place of employment: Patricia Coira Cleaning Service. The new cleaning service costs \$1,080-1,200 per month, which is \$12,960-14,400 per year. The current cost is an estimated \$15,000 less than what we paid for the last outsourced cleaning service and approximately \$3,000 more per year than hiring an in-house employee.

#### **Julia Hackley Painting – Restoration and Lending**

Brad Playford from Wheelfish wishes to borrow the sizeable original portrait of Julia Hackley, who currently resides in the Library's Teen Room. The Library has been seeking a new location for the picture to better define the space as being specifically for youth. As part of the lending arrangement, Brad Playford has offered to have the painting and frame cleaned and restored. The restoration will be carried out by Miller Fenwood of Holland, MI, who comes highly recommended by the Muskegon Museum of Art.

The plan is to have the painting restored and stored with Miller Fenwood until the Hackley Admin Building is renovated into a restaurant and boutique hotel, which is expected to be completed next year. Brad Playford will cover the restoration cost, estimated to be between \$10,000 and \$12,000.

## **HACKLEY PUBLIC LIBRARY**

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

The committee was presented with a preliminary agreement that maintains the Library's ownership of the painting and outlines its use while borrowed, including keeping it on public display, covering the cost of any damage or destruction, and ensuring its safe return upon request. The painting of Julia Hackley with the frame is estimated at \$23,000. We could opt to have a print made of the painting to keep the legacy of the image in the Library.

## HACKLEY PUBLIC LIBRARY

### PERSONNEL COMMITTEE MEETING MINUTES\*

Meeting Date: July 2, 2024

---

Present: Barbara VanFossen, Thom DeVoogd, Karen Evans

Absent:

Staff: Joseph Zappacosta

1. **CALL TO ORDER** – B. VanFossen called the meeting to order at 4:40 PM
2. **APPROVAL OF MINUTES** – June 13, 2024 Minutes approved by consensus.
3. **CITIZENS' COMMENTS** – There were no public comments
4. **NEW/OLD BUSINESS**
  - The committee did not make recommendations or decisions during old or new business
5. **ADJOURNMENT** – adjourned the meeting at 5:45 PM.

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



## **HACKLEY PUBLIC LIBRARY**

### **PERSONNEL COMMITTEE**

Meeting Date: August 6, 2024

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

---

### **Payroll and Human Resources Platform**

The library staff proposed transitioning to the Paylocity platform to consolidate these functions into a single, integrated system. This solution would replace the current patchwork of systems, including ADP for payroll, Homebase for timekeeping and scheduling, Google Forms for evaluations, and Slack for document verification.

The main benefits of adopting Paylocity include:

1. Consolidated platform - Paylocity offers an all-in-one HR and payroll management solution.
2. Time savings - Estimated to save up to 24 hours of staff time per pay period.
3. Improved leave management - Accurate tracking of leave balances and streamlined approval workflows
4. Benefits integration - Seamless connection with the library's benefits provider, Lakeshore Employee Benefits
5. Enhanced HR processes - Features like electronic document signing and centralized storage will improve efficiency and compliance

The current cost for the library's existing systems is \$462 monthly, not including staff time. The proposed Paylocity solution would be \$575 per month.

### **Staff Evaluations**

J. Zappacosta presented a comprehensive plan for implementing a new staff evaluation system at the library, starting with the leadership team to ensure a thorough understanding of evaluation criteria and procedures. The plan includes reviewing and updating job descriptions to accurately reflect each position's duties, defining clear evaluation criteria aligned with the library's Strategic Plan, and scheduling evaluations on each employee's anniversary date to distribute the workload evenly. Additionally, the plan emphasizes the importance of pre-evaluation meetings between managers/supervisors and the director to review performance expectations and goals, fostering open communication and alignment.

### **Emergency Sick Leave Bank Policy**

The committee has requested an accompanying form for the Emergency Sick Leave Bank policy, which is mostly ready but requires some final tweaks before it can be finalized. The goal is to

## **HACKLEY PUBLIC LIBRARY**

### **PERSONNEL COMMITTEE**

have the entire policy, including the application form, completed and presented at the next committee meeting for final recommendation to the library board.

### **Maintenance Manager Position**

J. Zappacosta and J. Larson will review the Maintenance Manager job description. As part of this process, they will consider comparable positions and salary data from similar organizations. The goal is to ensure that the job description accurately reflects the responsibilities and requirements of the role and that the compensation is competitive and aligned with the market.

### **Staff and Board Rapport**

Acting on one of our Library Strategies consultant's suggestions, M. Metzger will photograph board members individually and as a group. These photos will be shared with staff and the public.

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

**Resolution No. 2024-15**

The Board of Trustees of the Hackley Public Library convened for a meeting on August 20, 2024, at 5:30 PM, located at 316 W. Webster Avenue, Muskegon, within the district library service area.

**Adopt HR and Payroll Management System**

WHEREAS, the Hackley Public Library currently uses multiple systems for payroll, timekeeping, scheduling, evaluations, and policy verification, and

WHEREAS, the library staff has proposed transitioning to the Paylocity platform to consolidate these functions into a single, integrated system and

WHEREAS, the adoption of Paylocity is expected to provide significant benefits, including:

1. A consolidated all-in-one HR and payroll management solution
2. Estimated time savings of up to 24 hours of staff time per pay period
3. Improved leave management with accurate tracking of leave balances and streamlined approval workflows
4. Seamless integration with the library's benefits provider, Lakeshore Employee Benefits
5. Enhanced HR processes, including electronic document signing and centralized storage for improved efficiency and compliance, and

WHEREAS the current cost for the library's existing systems is \$462 monthly, not including staff time, and the proposed Paylocity solution would be \$575 per month;

NOW, THEREFORE, BE IT RESOLVED that the Hackley Public Library Board of Trustees hereby approves the transition to the Paylocity HR and payroll management system;

BE IT FURTHER RESOLVED that this transition will include a period of overlap between the current systems and Paylocity to ensure continuity of services and proper setup of the new system;

BE IT FURTHER RESOLVED that the Library Director is authorized to execute all necessary agreements and take all the actions required to implement this transition, including the allocation of funds for both the new Paylocity system and the temporary continuation of existing services during the transition period

During the meeting, a resolution was introduced by HUSS

and is supported by a second from DUREN.

YEAS: BAILEY, DUREN, HUSS, VAN FOSSEN

NAYS: NONE

Resolution declared August 20, 2024

Oneata Bailey  
Hackley Public Library Board of Trustees