

HACKLEY PUBLIC LIBRARY

316 W. Webster Ave., Muskegon, Michigan 49440

BOARD OF TRUSTEES

AGENDA

Date: Tuesday, October 15, 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 September 17, 2024

(Motion to Approve)

4. CITIZENS' COMMENTS

5. DIRECTOR'S REPORT

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 2024-17 | Authorize Business Credit Cards

(Motion to Approval)

9. OLD BUSINESS

10. ADJOURN

HACKLEY PUBLIC LIBRARY

BOARD MEETING MINUTES

Meeting Date: 17 September 2024 @ 4:30 pm

Location: Hackley Public Library

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

Absent: Thom DeVoogd

Library Staff: Joe Zappacosta, Jessica Larson

Public:

1. **Call to Order** – 4:34 pm
2. **Approval of Agenda**
 - a. Sischo/Duren. Approved.
 - b. Addition of recognition of Kim for her years of service.
3. **Approval of August Minutes**
 - a. Duren/Bailey. Approved.
4. **Citizens' Comment**
 - a. None
5. **Director's Report**
 - a. Jim Kendra was hired for a new position: Library Specialist Floater. Started September 9th.
 - b. Joe and Mallory attended a Rapid Roots session designed to help recently relocated executives build connections.
 - c. Focus groups, interviews, and SOAR planning is ongoing.
6. **Financial Report**
 - a. Approval of payment of bills in the amount of \$47,105.35. Bailey/Huss. Approved.
7. **Building and Grounds Report**
 - a. Possible intercom system for the back door of the library.
 - b. Julia Hackley portrait will not be loaned out to Hackley Castle.
8. **Personnel Report**
 - a. Paylocity will be the new payroll system.
 - b. Maintenance manager pay is being researched to determine a fair and equitable offer for the staff member involved.
 - c. Emergency Sick Leave Bank Policy
9. **New Business**
 - a. Resolution 2024-16 Adopt the Optional Emergency Sick Leave Bank Policy. Huss/Duren. Approved
 - b. Recognizing Kim for her years of service.
10. **Old Business**
11. **Adjourn** – 4:54 pm

Next Regular Meeting: October 15 @ 4:30 PM

HACKLEY PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT

Report Presented October 15, 2024

Friends of the Library

Little Free Library – McGrath Park [October 4]

We're excited to announce a successful community partnership that brings a Little Free Library (LFL) to McGrath Park. This initiative began when the Library sought ways to make books more accessible to YMCA Day Camp participants. Through collaborative efforts, we've created a sustainable solution that benefits the campers and the broader community. The Friends of the Library generously purchased and committed to stocking the Little Free Library with donated books for children, while T. Krichenbauer contributed by providing the base coating and sealer for the structure. The YMCA Day Camp participants brought their creativity to the project by beautifully decorating the library.

The City of Muskegon has agreed to handle the installation and provide general oversight. Additionally, the Glenside Neighborhood Association has committed to monitoring the library, reporting issues, and helping maintain the book inventory during the non-summer months.

Community Outreach

Read Muskegon Political Candidate Forum [September 12]

The library recently hosted a Candidate Forum organized by Read Muskegon, where community members had the opportunity to engage with local candidates running for Michigan House of Representatives, County Commission, and Judicial positions.

Strategic Planning

I continue to work closely with Library Strategies as they compile information and complete their benchmarking analysis. We anticipate having a draft plan ready for Library Board review soon and will determine if a special meeting is needed for discussion. Meanwhile, I am consulting with them on strategic matters, including ways to strengthen staff-Board relationships and develop new program promotion strategies as we transition away from household-wide print newsletter distribution.

September 2024 Statistical Report – See Attached Report

[1] Excludes 7,298 eMaterials

9:25 AM

10/07/24

Accrual Basis

HPL - Debt Service Fund
Summary Balance Sheet
As of September 30, 2024

| | <u>Sep 30, 24</u> | <u>Aug 31, 24</u> | <u>\$ Change</u> |
|---------------------------------------|--------------------------|--------------------------|--------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | 325,258.74 | 325,258.74 | 0.00 |
| Other Current Assets | 41,861.00 | 41,861.00 | 0.00 |
| Total Current Assets | <u>367,119.74</u> | <u>367,119.74</u> | <u>0.00</u> |
| TOTAL ASSETS | <u>367,119.74</u> | <u>367,119.74</u> | <u>0.00</u> |
| LIABILITIES & EQUITY | | | |
| Equity | 367,119.74 | 367,119.74 | 0.00 |
| TOTAL LIABILITIES & EQUITY | <u>367,119.74</u> | <u>367,119.74</u> | <u>0.00</u> |

Hackley Public Library

Balance Sheet Comparison

As of September 30, 2024

| | TOTAL | |
|-----------------------------------|-----------------------|-------------------------|
| | AS OF SEP 30, 2024 | AS OF AUG 31, 2024 (PP) |
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 003 Checking - PNC | 1,004,057.87 | 1,190,735.93 |
| 004 Miscellaneous - PNC | 4,295.18 | 3,989.99 |
| 005 CD - PNC | 203,231.95 | 203,231.95 |
| 006 CD (2)- PNC | 236,480.56 | 236,480.56 |
| 008 Savings - PNC | 125,273.69 | 125,270.51 |
| 009 Capital Improvement - PNC | 0.00 | 0.00 |
| 018 PETTY CASH | 100.00 | 100.00 |
| Total Bank Accounts | \$1,573,439.25 | \$1,759,808.94 |
| Accounts Receivable | | |
| 1200 *Accounts Receivable | 222.00 | 280.15 |
| Total Accounts Receivable | \$222.00 | \$280.15 |
| Other Current Assets | | |
| 007 USF Lakeland | 0.00 | 0.00 |
| 040 ACCOUNTS RECEIVABLE | 0.00 | 0.00 |
| 070 Due from other Gov. Unit | 0.00 | 0.00 |
| 12000 Undeposited Funds | 0.00 | 0.00 |
| 123 PREPAID EXPENSES | 0.00 | 0.00 |
| 201 DUE FROM OTHER FUNDS | 0.00 | 0.00 |
| Total Other Current Assets | \$0.00 | \$0.00 |
| Total Current Assets | \$1,573,661.25 | \$1,760,089.09 |
| TOTAL ASSETS | \$1,573,661.25 | \$1,760,089.09 |

| | TOTAL | |
|---|-----------------------|-------------------------|
| | AS OF SEP 30, 2024 | AS OF AUG 31, 2024 (PP) |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 202 ACCOUNTS PAYABLE | 40,419.33 | 47,105.35 |
| Total Accounts Payable | \$40,419.33 | \$47,105.35 |
| Other Current Liabilities | | |
| 214 DUE TO OTHER FUNDS | 41,861.00 | 41,861.00 |
| 225 Due to Other Governmental Units | 0.00 | 0.00 |
| 257 ACCRUED WAGES PAYABLE | 39,700.00 | 39,700.00 |
| 258 ACCRUED EXPENSES | 0.00 | 0.00 |
| 258.001 FEDERAL W/H AND FICA | 0.00 | 0.00 |
| 258.002 STATE WITHHOLDINGS | 0.00 | 0.00 |
| 258.003 STATE UNEMPLOYMENT | 0.00 | 0.00 |
| 258.004 ACCRUED DEFERRED COMP | 339.29 | -163.02 |
| 258.005 LOCAL WITHHOLDING | 0.00 | 0.00 |
| 258.006 ANNUITY | 0.00 | 0.00 |
| 258.007 UNITED WAY | 0.00 | 0.00 |
| 258.008 EMPLOYEE C/U OR BANK | 0.00 | 0.00 |
| 258.010 GARNISHMENT | 0.00 | 0.00 |
| 258.011 UNION DUES | 0.00 | 0.00 |
| 258.012 COPE | 0.00 | 1.00 |
| 258.013 ORS - Pension Reform Act | 90.72 | -127.79 |
| 258.014 Capital Campaign-Payroll Deduct | 0.00 | 0.00 |
| 258.016 MERS - Retirement | 0.00 | 0.00 |
| 258.017 AFLAC (Pretax) | -51.36 | -46.56 |
| 258.018 AFLAC (post-tax) | -76.44 | -55.68 |
| 258.019 MERS - 457b | 0.00 | 0.00 |
| 258.020 Insurance - Pretax | 0.00 | 0.00 |
| Total 258 ACCRUED EXPENSES | 302.21 | -392.05 |
| Total Other Current Liabilities | \$81,863.21 | \$81,168.95 |
| Total Current Liabilities | \$122,282.54 | \$128,274.30 |
| Total Liabilities | \$122,282.54 | \$128,274.30 |
| Equity | | |
| 3000 Opening Bal Equity | 0.00 | 0.00 |
| 3900 FUND BALANCE | 1,834,540.48 | 1,834,540.48 |
| Net Income | -383,161.77 | -202,725.69 |
| Total Equity | \$1,451,378.71 | \$1,631,814.79 |
| TOTAL LIABILITIES AND EQUITY | \$1,573,661.25 | \$1,760,089.09 |

Hackley Public Library

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

July - September, 2024

| | TOTAL | | | |
|---------------------------------------|---------------------|-----------------------|-------------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 400 TAXES | | | | |
| 401 PROPERTY TAXES | 22,584.77 | 1,844,927.00 | -1,822,342.23 | 1.22 % |
| 404 PAYMENT IN LIEU OF TAXES | | 10,000.00 | -10,000.00 | |
| 405 RENAISSANCE ZONE REIMBURSEMENT | 1,778.44 | 10,000.00 | -8,221.56 | 17.78 % |
| 406 LOCAL COM.STABILIZATION REIMB. | | 78,000.00 | -78,000.00 | |
| Total 400 TAXES | 24,363.21 | 1,942,927.00 | -1,918,563.79 | 1.25 % |
| 530 STATE AID | 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 % |
| 642 CHARGES | | | | |
| 643 MEETING ROOM RENTAL | | 200.00 | -200.00 | |
| 644 NON RES CARD FEES | 1.85 | 100.00 | -98.15 | 1.85 % |
| Total 642 CHARGES | 1.85 | 300.00 | -298.15 | 0.62 % |
| 645 MISCELLANEOUS | 710.40 | 3,000.00 | -2,289.60 | 23.68 % |
| 646 SALES | 34.29 | 300.00 | -265.71 | 11.43 % |
| 646.1 Sales - Friends of HPL | 605.41 | | 605.41 | |
| Total 646 SALES | 639.70 | 300.00 | 339.70 | 213.23 % |
| 647 HACKLEY DONATIONS | 559.44 | 6,000.00 | -5,440.56 | 9.32 % |
| 647.1 Youth Services Dept - Donations | | 3,000.00 | -3,000.00 | |
| 647.2 Local History Dept - Donations | 7.95 | 500.00 | -492.05 | 1.59 % |
| 655 BOOK FINES | 736.17 | 2,000.00 | -1,263.83 | 36.81 % |
| 665 INTEREST EARNINGS | 6,244.18 | 10,000.00 | -3,755.82 | 62.44 % |
| 667 Youth Services Programs | 12,500.00 | 12,500.00 | 0.00 | 100.00 % |
| 668 Adult Programs | 12,500.00 | 12,500.00 | 0.00 | 100.00 % |
| 677 REIMBURSEMENTS AND REFUNDS | 3,249.94 | 6,000.00 | -2,750.06 | 54.17 % |
| 680 WILLIAM & MARGARET BUSCH FUND | | 15,000.00 | -15,000.00 | |
| 685 BERG FUND | | 100.00 | -100.00 | |
| 688 GARDEN FUND (John J. Helstrom) | | 300.00 | -300.00 | |
| 689 RUTHKOWSKI FUND | | 9,000.00 | -9,000.00 | |
| 690 Robinson Fund | | 4,500.00 | -4,500.00 | |
| 694 Cannon Fund | | 12,500.00 | -12,500.00 | |
| 695 Wood Fund | | 1,000.00 | -1,000.00 | |
| Total Income | \$163,980.58 | \$2,141,427.00 | \$ -1,977,446.42 | 7.66 % |
| GROSS PROFIT | \$163,980.58 | \$2,141,427.00 | \$ -1,977,446.42 | 7.66 % |
| Expenses | | | | |
| 700 SALARIES AND WAGES | | | | |
| 701 SALARIES MANAGEMENT | 69,009.60 | 357,133.00 | -288,123.40 | 19.32 % |
| 702 SALARIES - LIBRARIANS | 60,121.00 | 228,485.00 | -168,364.00 | 26.31 % |
| 703 SALARIES - INFO. SPECIALIST | 88,263.14 | 336,179.00 | -247,915.86 | 26.25 % |
| 704 SALARIES - PARAPROFESSIONAL | 15,480.80 | 57,450.00 | -41,969.20 | 26.95 % |
| 706 SALARIES - CUSTODIAL - REG | 19,515.45 | 89,596.00 | -70,080.55 | 21.78 % |
| Total 700 SALARIES AND WAGES | 252,389.99 | 1,068,843.00 | -816,453.01 | 23.61 % |
| 714 FRINGE BENEFITS | | | | |

| | TOTAL | | | |
|--|-------------------|-------------------|--------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 715 FICA | 18,689.90 | 76,000.00 | -57,310.10 | 24.59 % |
| 716 HEALTH INSURANCE | 49,210.01 | 216,000.00 | -166,789.99 | 22.78 % |
| 716.2 DENTAL INSURANCE | 4,507.09 | 12,000.00 | -7,492.91 | 37.56 % |
| 716.3 VISION INSURANCE | 1,246.50 | 4,000.00 | -2,753.50 | 31.16 % |
| Total 716 HEALTH INSURANCE | 54,963.60 | 232,000.00 | -177,036.40 | 23.69 % |
| 717 LIFE INSURANCE | 2,554.10 | 10,800.00 | -8,245.90 | 23.65 % |
| 718 ORS - RETIREMENT CONTRIBUTION | 9,900.25 | 57,938.00 | -48,037.75 | 17.09 % |
| 718.1 MERS - RETIREMENT CONTRIBUTION | 21,716.25 | 89,596.00 | -67,879.75 | 24.24 % |
| 719 WORKER'S COMPENSATION | | 5,000.00 | -5,000.00 | |
| 720 STATE UNEMPLOYMENT | | 500.00 | -500.00 | |
| Total 714 FRINGE BENEFITS | 107,824.10 | 471,834.00 | -364,009.90 | 22.85 % |
| 726 SUPPLIES | | | | |
| 727 OFFICE SUPPLIES | 4,962.02 | 15,000.00 | -10,037.98 | 33.08 % |
| 728 POSTAGE | 219.00 | 1,500.00 | -1,281.00 | 14.60 % |
| 729 SUPPLIES - CUSTODIAL | 954.19 | 6,000.00 | -5,045.81 | 15.90 % |
| 730 Furniture & Equipment | 8,253.94 | 13,000.00 | -4,746.06 | 63.49 % |
| 731 BANK CHARGES | | 900.00 | -900.00 | |
| Total 726 SUPPLIES | 14,389.15 | 36,400.00 | -22,010.85 | 39.53 % |
| 738.1 Youth Serv.- Red Stock/Donation | 842.60 | 3,000.00 | -2,157.40 | 28.09 % |
| 738.2 Local History - Donations | | 500.00 | -500.00 | |
| 740 OPERATING SUPPLIES | | | | |
| 741 SUPPLIES - BOOKS | | | | |
| 741.1 BOOKS - Schmidt - Y.S. | 4,538.98 | 20,000.00 | -15,461.02 | 22.69 % |
| 741.3 BOOKS - Adult - Ref/NonFic | 1,919.66 | 13,000.00 | -11,080.34 | 14.77 % |
| 741.4 BOOKS - Rostar - Local Hist. | 2,326.58 | 12,000.00 | -9,673.42 | 19.39 % |
| 741.5 BOOKS - McKenzie - Adult | 1,855.69 | 20,000.00 | -18,144.31 | 9.28 % |
| Total 741 SUPPLIES - BOOKS | 10,640.91 | 65,000.00 | -54,359.09 | 16.37 % |
| 742 Continuations - Print | 342.00 | 1,000.00 | -658.00 | 34.20 % |
| 742.1 Continuations - Databases | | 8,000.00 | -8,000.00 | |
| Total 742 Continuations - Print | 342.00 | 9,000.00 | -8,658.00 | 3.80 % |
| 743 SUPPLIES - AUDIO VISUAL | | | | |
| 743.1 AV- Children & Teens | 644.89 | 3,000.00 | -2,355.11 | 21.50 % |
| 743.2 DVD & Audiobooks - Adults | 1,362.25 | 7,000.00 | -5,637.75 | 19.46 % |
| 743.3 Digital - Overdrive (Youth) | 1,413.76 | 7,000.00 | -5,586.24 | 20.20 % |
| 743.4 Digital - Overdrive (Adult) | 2,046.73 | 7,000.00 | -4,953.27 | 29.24 % |
| 743.5 Digital - Hoopla | 3,488.02 | 18,000.00 | -14,511.98 | 19.38 % |
| 743.6 Digital - Kanopy | 387.60 | 1,200.00 | -812.40 | 32.30 % |
| Total 743 SUPPLIES - AUDIO VISUAL | 9,343.25 | 43,200.00 | -33,856.75 | 21.63 % |
| 744 Microfilm | 6,682.00 | 6,500.00 | 182.00 | 102.80 % |
| 745 Mobile Hotspots | 1,042.77 | 6,500.00 | -5,457.23 | 16.04 % |
| 747 Periodicals | 5,954.88 | 10,000.00 | -4,045.12 | 59.55 % |
| Total 740 OPERATING SUPPLIES | 34,005.81 | 140,200.00 | -106,194.19 | 24.26 % |
| 750 TECHNOLOGY | | | | |
| 751 Software | 396.00 | 5,000.00 | -4,604.00 | 7.92 % |
| 752 Hardware/Equipment | 275.68 | 7,500.00 | -7,224.32 | 3.68 % |
| 753 E-Rate Expenses | 625.00 | 1,500.00 | -875.00 | 41.67 % |
| 754 Website Expense | | 1,000.00 | -1,000.00 | |
| 755 Subscription and License Renewal | 1,699.60 | 8,000.00 | -6,300.40 | 21.25 % |

| | TOTAL | | | |
|---|-----------------------|-----------------------|-------------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Total 750 TECHNOLOGY | 2,996.28 | 23,000.00 | -20,003.72 | 13.03 % |
| 766 Outreach/General Programs | 4,287.28 | 5,000.00 | -712.72 | 85.75 % |
| 767 Youth Services Program | 4,667.56 | 12,500.00 | -7,832.44 | 37.34 % |
| 768 Adult Services Programs | 995.06 | 12,500.00 | -11,504.94 | 7.96 % |
| 801 CONTRACTED SERVICES | | | | |
| 802 AUDIT FEE | 7,500.00 | 15,000.00 | -7,500.00 | 50.00 % |
| 802.1 PAYROLL SERVICES | 1,063.00 | 6,200.00 | -5,137.00 | 17.15 % |
| Total 802 AUDIT FEE | 8,563.00 | 21,200.00 | -12,637.00 | 40.39 % |
| 803 COLLECTIONS FEES | 265.95 | 1,000.00 | -734.05 | 26.60 % |
| 804 LAKELAND FEES | 6,062.00 | 30,000.00 | -23,938.00 | 20.21 % |
| 806 ATTORNEY FEES | 6,225.00 | 5,000.00 | 1,225.00 | 124.50 % |
| 811 Contracted Srvc - Consulting | | 4,000.00 | -4,000.00 | |
| 812 CONTRACTED SERVICES - CUSTODIAL | 2,478.00 | | 2,478.00 | |
| 813 Material Ordering Fees | | 1,300.00 | -1,300.00 | |
| 814 Contracted Services- IT | 16,612.50 | 66,450.00 | -49,837.50 | 25.00 % |
| 815 Strategic Planning- Consulting | 7,051.19 | 24,000.00 | -16,948.81 | 29.38 % |
| Total 801 CONTRACTED SERVICES | 47,257.64 | 152,950.00 | -105,692.36 | 30.90 % |
| 850 TELEPHONE | 3,505.47 | 10,000.00 | -6,494.53 | 35.05 % |
| 874 EDUCATION AND TRAINING | 2,374.73 | 5,000.00 | -2,625.27 | 47.49 % |
| 876 DUES & FEES - CORPORATE | 1,739.00 | 3,000.00 | -1,261.00 | 57.97 % |
| 888 NEWSLETTER | | 6,000.00 | -6,000.00 | |
| 899 PUBLICITY | 5,292.46 | 22,000.00 | -16,707.54 | 24.06 % |
| 910 INSURANCE. | | | | |
| 911 INSURANCE - LIABILITY | 17,361.00 | 20,000.00 | -2,639.00 | 86.81 % |
| Total 910 INSURANCE. | 17,361.00 | 20,000.00 | -2,639.00 | 86.81 % |
| 920 UTILITIES | | | | |
| 921 NATURAL GAS | 485.88 | 15,000.00 | -14,514.12 | 3.24 % |
| 922 ELECTRICITY | 13,847.44 | 28,000.00 | -14,152.56 | 49.46 % |
| 923 WATER | 992.82 | 2,700.00 | -1,707.18 | 36.77 % |
| Total 920 UTILITIES | 15,326.14 | 45,700.00 | -30,373.86 | 33.54 % |
| 930 REPAIRS & MAINTENANCE SUPPLIES | | | | |
| 931 BUILDING & GROUNDS REPAIRS | 21,149.72 | 17,000.00 | 4,149.72 | 124.41 % |
| 932 BUILDING EXPENSE | 916.86 | 7,000.00 | -6,083.14 | 13.10 % |
| 933 EQUIPMENT MAINTENANCE | 2,517.78 | 13,000.00 | -10,482.22 | 19.37 % |
| Total 930 REPAIRS & MAINTENANCE SUPPLIES | 24,584.36 | 37,000.00 | -12,415.64 | 66.44 % |
| 939 Copier/Printers- EQUIPMENT RENTAL | 2,775.61 | 13,000.00 | -10,224.39 | 21.35 % |
| 940 PARKING LOT RENTAL & GARBAGE | 1,888.43 | 6,000.00 | -4,111.57 | 31.47 % |
| 955 OTHER EXPENSES | | | | |
| 956 BOARD EXPENSES | 137.75 | 500.00 | -362.25 | 27.55 % |
| 957 DIRECTOR EXPENSES | 244.50 | 1,000.00 | -755.50 | 24.45 % |
| Total 955 OTHER EXPENSES | 382.25 | 1,500.00 | -1,117.75 | 25.48 % |
| 970 CAPITAL IMPROVEMENTS | | 25,000.00 | -25,000.00 | |
| 997 MISCELLANEOUS EXPENSE | 2,257.43 | 12,000.00 | -9,742.57 | 18.81 % |
| 997.11 Robinson Fund Expense | | 4,500.00 | -4,500.00 | |
| 997.14 Black History Month Programs | | 4,000.00 | -4,000.00 | |
| Total Expenses | \$547,142.35 | \$2,141,427.00 | \$ -1,594,284.65 | 25.55 % |
| NET OPERATING INCOME | \$ -383,161.77 | \$0.00 | \$ -383,161.77 | 0.00% |

| | TOTAL | | | |
|------------|-----------------------|---------------|-----------------------|--------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| NET INCOME | \$ -383,161.77 | \$0.00 | \$ -383,161.77 | 0.00% |

Hackley Public Library

Unpaid Bills Report

As of September 30, 2024

| VENDOR | DATE | NUM | DUE DATE | AMOUNT |
|---|------------|-----------------|------------|-------------------|
| 4Imprint USA | | | | |
| 4Imprint USA | 09/20/2024 | 28068345 | 09/30/2024 | \$222.62 |
| Total for 4Imprint USA | | | | \$222.62 |
| Amazon Capital Services | | | | |
| Amazon Capital Services | 09/01/2024 | September Bills | 09/30/2024 | \$1,823.38 |
| Total for Amazon Capital Services | | | | \$1,823.38 |
| American Library Association | | | | |
| American Library Association | 09/01/2024 | 12419937 | 09/11/2024 | \$16.45 |
| Total for American Library Association | | | | \$16.45 |
| Baker & Taylor | | | | |
| Baker & Taylor | 09/01/2024 | September Bills | 10/01/2024 | \$4,195.22 |
| Total for Baker & Taylor | | | | \$4,195.22 |
| Belasco Electric Co., Inc. | | | | |
| Belasco Electric Co., Inc. | 09/01/2024 | 13654 | 09/30/2024 | \$120.00 |
| Total for Belasco Electric Co., Inc. | | | | \$120.00 |
| Books Galore Inc | | | | |
| Books Galore Inc | 09/13/2024 | 81449 | 09/29/2024 | \$842.60 |
| Total for Books Galore Inc | | | | \$842.60 |
| Brickley DeLong | | | | |
| Brickley DeLong | 09/04/2024 | 1248326 | 09/30/2024 | \$7,500.00 |
| Total for Brickley DeLong | | | | \$7,500.00 |
| Culligan | | | | |
| Culligan | 09/01/2024 | 34720TN | 09/30/2024 | \$71.00 |
| Total for Culligan | | | | \$71.00 |
| Cybrarian Corporation | | | | |
| Cybrarian Corporation | 09/01/2024 | 10-97677 | 09/11/2024 | \$849.95 |
| Total for Cybrarian Corporation | | | | \$849.95 |
| Demco Inc. | | | | |
| Demco Inc. | 09/18/2024 | 7538061 | 09/29/2024 | \$741.18 |
| Total for Demco Inc. | | | | \$741.18 |
| Elite Fund, Inc. | | | | |
| Elite Fund, Inc. | 09/01/2024 | 10351 | 10/01/2024 | \$312.50 |
| Total for Elite Fund, Inc. | | | | \$312.50 |
| Enerco | | | | |
| Enerco | 09/17/2024 | INV015993 | 09/29/2024 | \$125.00 |
| Total for Enerco | | | | \$125.00 |
| Hoopla | | | | |
| Hoopla | 09/01/2024 | 506126061 | 09/30/2024 | \$1,675.67 |
| Total for Hoopla | | | | \$1,675.67 |
| ImperialDade | | | | |
| ImperialDade | 09/13/2024 | 12592257-00 | 09/30/2024 | \$384.99 |
| Total for ImperialDade | | | | \$384.99 |

| VENDOR | DATE | NUM | DUE DATE | AMOUNT |
|--|------------|-----------------|------------|-------------------|
| JanWay | | | | |
| JanWay | 09/13/2024 | 146227 | 09/30/2024 | \$274.19 |
| Total for JanWay | | | | \$274.19 |
| Johnson Controls Fire Protection LP | | | | |
| Johnson Controls Fire Protection LP | 09/01/2024 | | 09/30/2024 | \$708.46 |
| Total for Johnson Controls Fire Protection LP | | | | \$708.46 |
| Kanopy | | | | |
| Kanopy | 09/01/2024 | 418440-PPU | 09/11/2024 | \$123.25 |
| Total for Kanopy | | | | \$123.25 |
| Lakeland Library Cooperative | | | | |
| Lakeland Library Cooperative | 09/01/2024 | PT24-1398 | 09/30/2024 | \$88.40 |
| Total for Lakeland Library Cooperative | | | | \$88.40 |
| Lakeshore Furniture | | | | |
| Lakeshore Furniture | 09/01/2024 | 24-185DB | 09/30/2024 | \$1,019.44 |
| Total for Lakeshore Furniture | | | | \$1,019.44 |
| LEAF | | | | |
| LEAF | 09/01/2024 | 17222527 | 09/11/2024 | \$532.08 |
| Total for LEAF | | | | \$532.08 |
| Midwest Tape | | | | |
| Midwest Tape | 09/01/2024 | September Bills | 09/30/2024 | \$127.45 |
| Total for Midwest Tape | | | | \$127.45 |
| NCHM | | | | |
| NCHM | 09/01/2024 | 154379 | 09/11/2024 | \$950.00 |
| Total for NCHM | | | | \$950.00 |
| Newsbank, Inc. | | | | |
| Newsbank, Inc. | 09/01/2024 | RTRN1150620 | 09/11/2024 | \$6,682.00 |
| Total for Newsbank, Inc. | | | | \$6,682.00 |
| Northshore Ace Hardware | | | | |
| Northshore Ace Hardware | 09/01/2024 | 149421/1 | 09/30/2024 | \$30.97 |
| Total for Northshore Ace Hardware | | | | \$30.97 |
| Novotny Electronics, Inc. | | | | |
| Novotny Electronics, Inc. | 09/19/2024 | 48950 | 09/29/2024 | \$171.00 |
| Total for Novotny Electronics, Inc. | | | | \$171.00 |
| Office Machine Company | | | | |
| Office Machine Company | 09/24/2024 | INV77347 | 09/29/2024 | \$391.98 |
| Total for Office Machine Company | | | | \$391.98 |
| O'Malley's Pest Control, Inc. | | | | |
| O'Malley's Pest Control, Inc. | 09/01/2024 | | 09/30/2024 | \$295.00 |
| Total for O'Malley's Pest Control, Inc. | | | | \$295.00 |
| OverDrive | | | | |
| OverDrive | 09/01/2024 | | 10/01/2024 | \$1,056.16 |
| Total for OverDrive | | | | \$1,056.16 |
| Patricia Coira | | | | |
| Patricia Coira | 09/30/2024 | 310 | 09/30/2024 | \$1,188.00 |
| Total for Patricia Coira | | | | \$1,188.00 |
| St. Pauls Episcopal Church | | | | |
| St. Pauls Episcopal Church | 09/01/2024 | | 09/30/2024 | \$375.00 |
| Total for St. Pauls Episcopal Church | | | | \$375.00 |

| VENDOR | DATE | NUM | DUE DATE | AMOUNT |
|---|------------|---------|------------|--------------------|
| Thomas Klise/Crimson Multimedia | | | | |
| Thomas Klise/Crimson Multimedia | 09/01/2024 | 016149 | 09/11/2024 | \$330.79 |
| Total for Thomas Klise/Crimson Multimedia | | | | \$330.79 |
| Unique Management | | | | |
| Unique Management | 09/01/2024 | 6130363 | 10/01/2024 | \$68.95 |
| Total for Unique Management | | | | \$68.95 |
| Verdant TCS | | | | |
| Verdant TCS | 09/30/2024 | 2901 | 09/30/2024 | \$5,537.50 |
| Total for Verdant TCS | | | | \$5,537.50 |
| Wilde Signs LLC | | | | |
| Wilde Signs LLC | 09/19/2024 | | 09/30/2024 | \$377.15 |
| Total for Wilde Signs LLC | | | | \$377.15 |
| WVIB-FM | | | | |
| WVIB-FM | 09/01/2024 | | 09/30/2024 | \$211.00 |
| Total for WVIB-FM | | | | \$211.00 |
| WWSN-FM Cumulus Media - Muskegon | | | | |
| WWSN-FM Cumulus Media - Muskegon | 09/01/2024 | | 09/30/2024 | \$1,000.00 |
| Total for WWSN-FM Cumulus Media - Muskegon | | | | \$1,000.00 |
| | | | | \$40,419.33 |

Hackley Public Library

Hackley Public Library - Check Report

September 2024

| TRANSACTION DATE | TRANSACTION TYPE | TRANSACTION NUMBER | VENDOR NAME | AMOUNT |
|------------------|----------------------|--------------------|---|--------------|
| 09/03/2024 | Check | | Municipal Employees' Retirement System of | -\$9,457.65 |
| 09/04/2024 | Check | 19729 | PNC Bank | -\$1,240.73 |
| 09/04/2024 | Check | 19730 | Stephan Workman | -\$32.40 |
| 09/04/2024 | Check | 19731 | City of Muskegon.. | -\$25.00 |
| 09/04/2024 | Check | 19732 | Vision Service Plan | -\$292.88 |
| 09/04/2024 | Check | 19733 | Standard Insurance Co. | -\$1,008.96 |
| 09/04/2024 | Check | 19734 | City of Muskegon Water/Sewer | -\$304.97 |
| 09/04/2024 | Check | 19735 | SEIU COPE | -\$1.00 |
| 09/04/2024 | Check | | Mich. Public School Employees Retirement | -\$2,012.61 |
| 09/06/2024 | Check | 19737 | Stephan Workman | -\$48.60 |
| 09/12/2024 | Check | 19738 | | -\$41.62 |
| 09/13/2024 | Check | 19739 | | -\$3,400.00 |
| 09/13/2024 | Check | 19740 | BCM One | -\$171.11 |
| 09/13/2024 | Check | 19741 | Consumers Energy | -\$19.58 |
| 09/13/2024 | Check | 19742 | Steve Jacobsen | -\$409.81 |
| 09/13/2024 | Check | 19743 | Lowe's | -\$57.91 |
| 09/13/2024 | Check | 19744 | T-Mobile | -\$440.06 |
| 09/13/2024 | Check | 19745 | SEIU COPE | -\$1.00 |
| 09/13/2024 | Check | 19746 | SEIU Local 517M | -\$252.00 |
| 09/13/2024 | Check | | Alerus Retirement | -\$25.00 |
| 09/16/2024 | Check | 19747 | Double L Enterprises, Inc. | -\$166.25 |
| 09/16/2024 | Check | 19748 | | -\$193.31 |
| 09/16/2024 | Check | 19749 | | -\$16.08 |
| 09/17/2024 | Check | | Mich. Public School Employees Retirement | -\$2,012.62 |
| 09/18/2024 | Bill Payment (Check) | 19750 | Kanopy | -\$155.55 |
| 09/18/2024 | Bill Payment (Check) | 19751 | Lakeshore Carpet One | -\$1,055.35 |
| 09/18/2024 | Bill Payment (Check) | 19752 | LEAF | -\$503.10 |
| 09/18/2024 | Bill Payment (Check) | 19753 | The Corner | -\$300.00 |
| 09/18/2024 | Bill Payment (Check) | 19754 | Good L Corp | -\$529.97 |
| 09/18/2024 | Bill Payment (Check) | 19755 | All-Phase Electric Supply Co. | -\$45.00 |
| 09/18/2024 | Bill Payment (Check) | 19756 | ImperialDade | -\$30.56 |
| 09/18/2024 | Bill Payment (Check) | 19757 | Lego Education | -\$3,148.95 |
| 09/18/2024 | Bill Payment (Check) | 19758 | Library Strategies | -\$6,975.00 |
| 09/18/2024 | Bill Payment (Check) | 19759 | Ten Ring Construction | -\$10,000.00 |
| 09/18/2024 | Bill Payment (Check) | 19760 | Office Machine Company | -\$665.72 |
| 09/18/2024 | Bill Payment (Check) | 19761 | Amazon Capital Services | -\$664.87 |
| 09/18/2024 | Bill Payment (Check) | 19762 | Baker & Taylor | -\$3,242.44 |
| 09/18/2024 | Bill Payment (Check) | 19763 | Barnes & Thornburg LLP | -\$1,537.50 |
| 09/18/2024 | Bill Payment (Check) | 19764 | Barry's | -\$891.16 |
| 09/18/2024 | Bill Payment (Check) | 19765 | Belasco Electric Co., Inc. | -\$341.00 |
| 09/18/2024 | Bill Payment (Check) | 19766 | Culligan | -\$77.90 |
| 09/18/2024 | Bill Payment (Check) | 19767 | Demco Inc. | -\$2,067.81 |
| 09/18/2024 | Bill Payment (Check) | 19768 | Enerco | -\$125.00 |
| 09/18/2024 | Bill Payment (Check) | 19769 | Hoopla | -\$1,812.35 |
| 09/18/2024 | Bill Payment (Check) | 19770 | Johnson Controls Fire Protection LP | -\$1,117.57 |
| 09/18/2024 | Bill Payment (Check) | 19771 | Lakeshore Moving LLC | -\$477.75 |

| TRANSACTION DATE | TRANSACTION TYPE | TRANSACTION NUMBER | VENDOR NAME | AMOUNT |
|------------------|----------------------|--------------------|---|--------------|
| 09/18/2024 | Bill Payment (Check) | 19772 | Midwest Tape | -\$186.65 |
| 09/18/2024 | Bill Payment (Check) | 19773 | Muskegon Area District Library | -\$3,500.00 |
| 09/18/2024 | Bill Payment (Check) | 19774 | Northshore Ace Hardware | -\$113.95 |
| 09/18/2024 | Bill Payment (Check) | 19775 | OverDrive | -\$1,220.70 |
| 09/18/2024 | Bill Payment (Check) | 19776 | Pressures & Pipes Inc. | -\$382.00 |
| 09/18/2024 | Bill Payment (Check) | 19777 | Verdant TCS | -\$5,537.50 |
| 09/18/2024 | Bill Payment (Check) | 19778 | WUVS-LP 103.7 "The Beat" | -\$400.00 |
| 09/18/2024 | Bill Payment (Check) | 19779 | Patricia Coira | -\$1,290.00 |
| 09/18/2024 | Check | 19780 | United States Postal Service | -\$219.00 |
| 09/19/2024 | Check | 19781 | SBIS | -\$21,155.77 |
| 09/19/2024 | Check | 19782 | Republic Services | -\$182.51 |
| 09/19/2024 | Check | 19783 | Muskegon Chronicle | -\$294.59 |
| 09/19/2024 | Check | 19784 | Consumers Energy | -\$204.55 |
| 09/19/2024 | Check | 19785 | DTE Energy | -\$70.97 |
| 09/19/2024 | Check | 19786 | Frontier | -\$887.56 |
| 09/20/2024 | Check | 19787 | James Klemp | -\$16.00 |
| 09/20/2024 | Check | 19788 | Lakeshore Furniture | -\$5,894.25 |
| 09/20/2024 | Check | 19789 | | -\$19.95 |
| 09/25/2024 | Check | 19790 | Gina Braspeninx | -\$57.62 |
| 09/26/2024 | Check | 19791 | Vision Service Plan | -\$358.96 |
| 09/26/2024 | Check | 19792 | DTE Energy | -\$40.61 |
| 09/26/2024 | Check | 19793 | Stephan Workman | -\$32.40 |
| 09/26/2024 | Check | 19794 | Delta Dental | -\$1,312.44 |
| 09/26/2024 | Check | 19795 | City of Muskegon Water/Sewer | -\$282.55 |
| 09/26/2024 | Check | 19796 | Consumers Energy | -\$3,359.67 |
| 09/26/2024 | Check | 19797 | Aflac | -\$178.92 |
| 09/26/2024 | Check | 19798 | PNC Bank | -\$653.83 |
| 09/26/2024 | Check | 19799 | SEIU COPE | -\$1.00 |
| 09/26/2024 | Check | 19800 | SEIU Local 517M | -\$252.00 |
| 09/26/2024 | Check | 19801 | DeOndra Pentecost | -\$100.00 |
| 09/27/2024 | Check | | Alerus Retirement | -\$25.00 |
| 09/27/2024 | Check | | Municipal Employees' Retirement System of | -\$6,494.01 |
| 09/30/2024 | Check | 19802 | Frau Van Kase, Inc | -\$676.50 |

HACKLEY PUBLIC LIBRARY

BUDGET AND FINANCE MINUTES*

Meeting Date: September 10, 2024

Present: Oneata Bailey, Ardena Duren, Greg Sischo

Absent:

Library: Joseph Zappacosta, Jessica Larson

Call to order – The meeting was called to order at 4:10 PM

1. **Approval of Agenda**
2. **Approval of Minutes**
 - Motion: To approve minutes from August 13, 2024
Vote: *Motion carried*
3. New Business
 - No recommendations were made in New Business
4. Old Business
 - No recommendations were made in Old Business
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: October 8, 2024

Committee Members: Oneata Bailey, Ardena Duren, Greg Sischo

Adding Business Credit Cards

The committee reviewed a staff proposal to add two business credit cards to our accounts. Director J. Zappacosta and Youth Services Supervisor L. Schmidt are the only cardholders. Staff proposed issuing cards to Business Manager J. Larson and Community Engagement Coordinator M. Metzger to improve purchasing efficiency, particularly for meetings and last-minute programming needs. The committee determined that this addition requires a resolution, as the current purchasing policy does not address the process for adding cardholders. The committee will review and update the purchasing policy in future meetings.

RFP Plan for Accounting Consulting Services

The committee reviewed a plan for RFPs for accounting consulting services, not to include audit services.

HACKLEY PUBLIC LIBRARY

BUILDINGS AND GROUNDS MONTHLY COMMITTEE MEETING MINUTES

Meeting Date: September 4, 2024

Present: Barbara VanFossen, Kevin Huss, Greg Sischo

Absent:

Staff: Joseph Zappacosta, Todd Kirchenbauer

Guest:

1. **CALL TO ORDER** – B. VanFossen called the meeting to order at 4:40 PM
2. **APPROVAL OF MINUTES** – The August 5, 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 5:30 PM.

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

HACKLEY PUBLIC LIBRARY

BUILDINGS AND GROUNDS COMMITTEE REPORT

Meeting Date: October 7, 2024

Committee Members: Kevin Huss, Barb VanFossen, Greg Sischo

Network Infrastructure

The library's MPS Verdant TCS is consulting with the library to determine the best way to move forward with converting its network structure to handle remote management and cloud-based processes and storage. The hope is that we can replace necessary equipment through E-Rate funding. Once this network upgrade is completed, the library can investigate replacing its aging camera and key-card systems.

During this discussion, it was also mentioned that the library needs to add additional workstations to the training lab. J. Zappacosta will investigate funding options, including grant funding.

Project Updates

Bookstacks 2nd Floor – Safety Concerns

Kurt Emery, who had previously provided a quote for the work, would prefer to focus on the remaining second-floor work, which includes the open window wells. However, we had prioritized the staff back door ramp due to its urgent need. Since considerable time has passed, we must request new quotes for the remaining work.

Torrent House Rainwater Leaks

Water damage occurred in recently repaired areas during a severe storm, with water infiltrating from a different location. T. Kirchenbauer reported that the damage was caused by cracked mortar joints, indicating that the building requires tuckpointing.

Library Intercom System

The committee endorsed the library staff's proposal to install a Video Door Entry System at the library's back door. This system will enable staff at the Main Desk to control access remotely through the back door for those who need it.

HACKLEY PUBLIC LIBRARY

BUILDINGS AND GROUNDS COMMITTEE REPORT

Energy Audit

The library's electricity invoices showed an average 12% increase during the first quarter compared to the same period last year. In response, staff initiated an energy audit, which yielded no significant findings. The committee recommended scheduling a review of the HVAC system. The increased costs may be attributed to this year's extended warm weather season.

HACKLEY PUBLIC LIBRARY

PERSONNEL COMMITTEE MEETING MINUTES*

Meeting Date: September 3, 2024

Present: Barbara VanFossen, Thom DeVoogd

Absent: Karen Evans

Staff: Joseph Zappacosta

1. **CALL TO ORDER** – B. VanFossen called the meeting to order at 5:34 PM
2. **APPROVAL OF MINUTES** – August 6, 2024 Minutes approved by consensus.
3. **CITIZENS' COMMENTS** – There were no public comments
4. **NEW/OLD BUSINESS**
 - The committee unanimously recommended that the Board approve the Optional Emergency Sick Leave Bank Policy.
5. **ADJOURNMENT** – adjourned the meeting at 6:29 PM.

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

HACKLEY PUBLIC LIBRARY

PERSONNEL COMMITTEE

Meeting Date: September 3, 2024

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

New Employee Introduction – Gina Braspeninx

Gina explained that she started in the newly created position of Main Floor Manager near the end of August. She said she had previously performed a similar role for the Muskegon Area District Library as a branch lead at the Ravenna Branch Library.

Job Descriptions – Director Update

J. Zappacosta explained that he has updated all of the Library's job descriptions in the past few months. He will be notifying staff through Paylocity. Employees will be asked to verify that they have read their updated job descriptions. This will also be an opportunity to explain any changes or updates. In light of that, J. Zappacosta suggested that the committee review and update his job description for eventual approval by the board. It has not been updated since 2018.

Paylocity Update

The week of October 7, everyone will switch to using Paylocity for scheduling and leave requests. Managers will be required to submit leave requests for approval. Paylocity will also be the place to access HR information such as the Handbook and the organizational chart.

Director's Goals Quarterly Review

J. Zappacosta has progressed on his annual goals, particularly in staff communication and strategic planning. He has implemented open office hours regarding staff communication, although attendance has been low. He's seeking staff input to improve participation and has been making more rounds, especially since hiring a new Main Floor Manager. Zappacosta has been working closely with a consulting team from Library Strategies for the strategic planning process. He has provided comprehensive information about the library, formed a steering committee of 18 members, and coordinated focus groups and SOAR sessions for staff and board members.

HACKLEY PUBLIC LIBRARY

PERSONNEL COMMITTEE

Regarding developing a comprehensive staff evaluation process, Zappacosta has updated all job descriptions and linked them to corresponding staff members in Paylocity. He informed managers and supervisors about the upcoming process at the August all-staff meeting, explaining how it will be tied to the new Paylocity system and include goals derived from the Strategic Plan. Additionally, he has initiated a 90-day evaluation process in Paylocity for two new staff members, which provides for self-evaluation and evaluation criteria.

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

Resolution No. 2024-17

The Board of Trustees of the Hackley Public Library convened for a meeting on October 15, 2024, at 5:30 PM, located at 316 W. Webster Avenue, Muskegon, within the district library service area.

RESOLUTION TO AUTHORIZE ADDITIONAL BUSINESS CREDIT CARDS

WHEREAS, the Hackley Public Library requires efficient procurement methods for authorized business expenses and

WHEREAS, the Budget and Finance Committee has reviewed the operational needs of the Library and recommends the issuance of business credit cards to specified staff members and

WHEREAS, the Library recognizes the need to establish clear parameters for credit card usage and spending limits;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Hackley Public Library hereby authorizes:

1. The issuance of a business credit card to the Community Engagement Coordinator with a spending limit of Three Hundred Dollars (\$300.00); and
2. The issuance of a business credit card to the Library Business Manager with a spending limit of One Thousand Dollars (\$1,000.00); and

BE IT FURTHER RESOLVED that:

1. All credit cards shall be used solely for Library business purposes;
2. Cardholders must submit detailed receipts for all purchases;
3. The Library Director shall establish written procedures for credit card usage and oversight;
4. The Library Business Manager shall maintain records of all credit card assignments and transactions;
5. The Budget and Finance Committee shall review credit card activity upon request.

During the meeting, a resolution was introduced by HUSS

and is supported by a second from Sischo.

YEAS: 6

NAYS: 0

Resolution declared pass

Yharen Evans
Hackley Public Library Board of Trustees