

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

AGENDA

Date: Tuesday, November 19, 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 October 15, 2024** *(Motion to Approve)*
- 4. CITIZENS' COMMENTS**
- 5. STRATEGIC PLAN DRAFT REVIEW**
Presented by: Catherine Alloway and Kathy Dempsey, Consultants, Library Strategies
- 6. DIRECTOR'S 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 2024-18 | Adopt Revisions to the Purchasing Policy
(Motion to Approval)
 - b. Resolution 2024-19 | Mission and Vision Statements in 2025-2027 Strategic Plan
(Motion to Approval)
- 10. OLD BUSINESS**
- 11. ADJOURN**

HACKLEY PUBLIC LIBRARY

BOARD MEETING MINUTES

Meeting Date: 15 October 2024 @ 4:30 pm

Location: Hackley Public Library

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

Absent: Oneata Bailey

Library Staff: Joe Zappacosta, Jessica Larson

Public:

- 1. Call to Order – 4:32 pm**
- 2. Approval of Agenda**
 - a. Huss/Sischo. Approved.
- 3. Approval of September Minutes**
 - a. Huss/Duren. Approved.
- 4. Citizens' Comment**
 - a. None
- 5. Director's Report**
 - a. Little Free Library was installed at McGraft Park.
 - b. The library hosted a candidate forum organized by Read Muskegon and Delta Sigma Theta Sorority.
 - c. Strategic plan draft will be coming by the end of the month.
 - d. The print newsletter will no longer be mailed out and will have a different format. People will have to opt-in to get an electronic copy.
- 6. Financial Report**
 - a. Requested business credit cards for staff use-- one for the Community Engagement Coordinator and one for the Business Manager.
 - b. Reviewed a plan for RFPs for accounting consulting services.
 - c. Approval of payment of bills in the amount of \$40,419.33. Sischo/Duren. Approved.
- 7. Building and Grounds Report**
 - a. May need to replace IT equipment soon.
 - b. Status update on ongoing projects-- safety concerns with the bookstacks on the 2nd floor and rainwater leaks at the Torrent House.
 - c. Looking into a video door entry system at the library's back door to enable staff at the main desk to control access remotely through the back door for those who need it.
 - d. An energy audit will occur.
- 8. Personnel Report**
 - a. Gina, the new Main Floor Manager, was able to attend the meeting in its entirety.
 - b. Joe is looking at his job description and will edit it for the committee to review.
 - c. Paylocity is the new scheduling and leave request system.
 - d. Director gave his first quarter update on his goals.
- 9. New Business**
 - a. Resolution 2024-17 Authorize Business Credit Cards. Huss/Sischo. Approved.

HACKLEY PUBLIC LIBRARY

BOARD MEETING MINUTES

10. Old Business

11. Adjourn – 5:06pm

Next Regular Meeting: November 19 @ 4:30 PM

Commented [CA1]: Discuss options - facilitator-led meeting or board workshop meeting.

Commented [CA2R1]: Discuss visits to peer libraries. Discuss dates and measures - in implementation plan.

MISSION STATEMENT *(unchanged)*

The mission of Hackley Public Library is to provide programs and services to unify the community, promote creativity, and encourage lifelong learning while preserving our storied past to prepare for an ever-changing future.

VALUE STATEMENTS *(unchanged)*

Customers First: Our Library exists to provide service to the community we serve. We make every decision and measure every outcome based on how well it has accomplished its needs.

Programming and Services: We acknowledge that the needs and wants of the members of the community we serve are ever-changing and evolving. We are committed to providing equal, free, vibrant, innovative library services and resources.

Positive Work Culture: We want to work in a supportive, collaborative environment that values all employees' thoughts and ideas. We acknowledge that positivity helps with problem-solving and that negativity causes stress and makes solving problems harder. We are committed to maintaining an organization with a culture that encourages us to be our best selves.

Mission Driven: We understand that our community will benefit from enjoying and valuing reading and lifelong learning. We are committed to providing a library environment that promotes reading and learning to a broad interest and understanding of library services level.

Tradition: The Hackley Public Library has a long and storied history of serving the community. We are committed to sharing and maintaining the traditional values that have made us great.

Diverse Community: We embrace cross-cultural diversity and strive to be anti-racist while embracing cultural differences and remaining open to new experiences. We are committed to building respect, dignity, fairness, caring, equality, and self-esteem while establishing equity for the people who contact our organization

Goal 1: Broaden library access and service to all in the community.

- 1.1 Expand open hours, especially evenings and Sundays, to enable more people to visit the Library.
- 1.2 Initiate a Library of Things, employing partners to donate useful items (tools, board games) and expertise (recording studio, arts and crafts).
- 1.3 Investigate book delivery to homes, by exploring volunteer options, neighborhood pickup lockers, or other services.
- 1.4 Discover the avenues that can spread library information to everyone in the area, especially the underserved.

Goal 2: Build more community partnerships to enable additional outreach, services and programs.

- 2.1 Increase and deepen partnerships and outreach opportunities – especially with K-12 schools, nonprofits, local businesses, city departments and other libraries—to increase diverse and enriching programs and public interactions.
- 2.2 Recruit social-services agencies or a qualified social worker to address community and visitor needs that library staff aren't equipped to handle.
- 2.3 Enhance community knowledge sharing, in which local experts lead programs that build meaningful local connections.
- 2.4 Visibly support literacy by working with other organizations that share similar goals.

Commented [CA3]: Discuss options for supporting staff in this area - this was a large staff concern.

Goal 3: Support library board development and training to increase library visibility and support.

- 3.1 Provide training and development opportunities for board members, to advance knowledge of their responsibilities, roles and library advocacy strategies.

Commented [CA4]: Consultants and Joe can provide resources for this work.

- 3.2 Perform a **board self-assessment**, including a review of bylaws, succession plans and term limits, to ensure alignment with best practices.
- 3.3 Work with board members to **improve communication and enhance relationships** with the library director, staff and union leaders.

Goal 4: Address staffing and internal communications needs to support optimal service.

- 4.1 **Increase staff hours** to continue excellent customer service and to enable additional open hours. Seek employees with bilingual abilities and diverse backgrounds that reflect the community.
- 4.2 **Review communications processes** with staff and implement timely information and feedback channels.
- 4.3 **Add an administrative position** (assistant director, HR specialist or communications manager) to allow the director to focus on capital and strategic projects.

Commented [CA5]: Examine and prioritize staffing needs; staff increases limited by library income. This is a multi-year plan, and goals can be staggered over time.

Goal 5: Preserve the 1888 library building and Torrent House, maintaining the historic character while modernizing them for optimal use.

- 5.1 Conduct a **Facility Condition Assessment** of the Hackley Library and Torrent House as the first step toward replacements and renovations that will improve the library's capacity to meet community needs.
Make the buildings accessible to anyone, including people with disabilities.
- 5.2 **Create meeting and event spaces**, in Torrent House if possible, to allow for expanded library and community activities.
- 5.3 **Explore additional parking** opportunities for visitors.

Commented [CA6]: Discuss this as Goal 5 or putting as a higher number. Current plan numbering prioritizes public and staff input, rather than urgency.

HACKLEY PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT

Report Presented November 19, 2024

Strategic Planning

Our strategic planning process continues to progress. On October 30th, the steering committee met with consultants from Library Strategies to review a draft of the new Strategic Plan. I had the opportunity to provide some preliminary ideas and insights to guide the conversation before each committee member shared their thoughts and perspectives. This collaborative review allowed committee members to engage in a constructive discussion, ensuring a range of voices and priorities are represented in the final plan.

After this meeting, I presented the draft plan to each Library Board committee. Their input has been incorporated into an updated draft, which will be presented and reviewed at the November Board meeting. After this, we will determine whether a special meeting is needed to discuss updating our organizational statements.

Community Outreach

Pioneer Resources [October 28]

I met with Greg Borgman, an ambassador for Pioneer Resources, and Jill Bonthuis, their director, to discuss potential partnership opportunities between our organizations. We explored ideas for referring people to their services when appropriate, and I accepted their invitation to participate in their upcoming DEI training.

Big Read – Pedro Martin School Visit [October 29]

Author Pedro Martin's visit to Muskegon was rerouted to the MPS high school from the Frauenthal Theater and included students from schools across the county. HPL assisted with arrangements and coordinated the book signing in partnership with MADL, the primary organizer, and Kristen Borgman, the MPS district librarian. The event was successful, with 400 students attending and engaging with the author.

Women's Club Tour [November 7]

Mallory and I provided an after-hours tour for members of the Women's Club, which included the Torrent House.

October 2024 Statistical Report – *See Attached Report*

Hackley Public Library October 2024

<i>Circulation</i>				<i>Programs</i>			
Children's				NUMBER of Programs ATTENDANCE			
Board Books		141		Outreach Info	4		1,125
Picture Books		887		Passive Program			
Easy Books		300		YS Craft Kits / Adult Craft I	6		172
Juv. New Books		174		Youth	11		161
Fiction		520		Adult	9		305
Non-fiction		662		All Ages			
Audiobooks		12		Total	30		466
Graphic Novels		436		Outreach Program	2		328
Movies		586		Programming Total	42		1,763
Music		2		<i>Community/Rentals</i>			
Video Games		28		<i>Interactions</i>			
Children's	3,748		34%	IN PERSON OTHER			
Tweens		9		Genealogy			
Young Adult				Childrens			
New Books		25		Circulation			
Fiction		189		Technology Help Desk			
Graphic Novels		52		Total	0		0
Audiobooks				<i>Patron Visits</i>			
Young Adult	266		2%	# of Days			
Youth Services Total	4,023		36%	Torrent House	92		27
Adult				Library	7,291		
				Total Vists	7,383		
				<i>Public Computers</i>			
						Library	Torrent House
				Public Computer	1,061		47
				Wi-Fi	867		
				Total	1,975		
				<i>Collection</i>			
					ADDED		WEEDED
				Adult	208		TBA
				Youth	184		TBA
				eMaterials	24,901		N/A
				Total	392 [1]		0
Non Print	1,541		14%	Circulation	11,059		
Adult Services Total	4,898		44%	New Library Card	90		
ILL				<i>Interactions</i>	0		
		IN	OUT	Programs	42		1,763
LLC	350		1,165	Patron Visits	7,383		
MeL Cat	87		104	PAC Usage	1,975		
Digital Collection				Collection	392		0
Overdrive	1072			Website	8,737		
Kanopy	245						
Hoopla	821						
Digital Total	2138		19%				

Count Total 4 64

Adult Programs			Youth Programs			Storytimes		
No.	Title	Attendance	No.	Title	Attendance	No.	Attendance	Date
1	Cruise with the Library	91	1	FPW (Early Literacy)	18	1	26	10/31
2	Intro to Computers	9	2	FPW (Nutrition)	17	2	19	10/11
3	Intro to Email	8	3	FPW (Speech & Language)	15	3	12	10/25/2024
4	Books on Tap	28	4	FPW (Child Development)	11	4	7	10/31/2024
5	Left to Write	7	5	FPW (Movement)	15	5		
6	Meet our Ancestors	34	6	Butterfly Suncatcher (Little Road)	14	6		
7	Music at HPL - Jazz with Edye and Mike	84	7	Junk Journal (Middle Road)	7	7		
8	Open Mic Night	34	8	Story Time	26	8		
9	Senior Social Hour	10	9	Story Time	19	9		
10			10	Story Time	12	10		
11			11	Halloween Story Time	7	11		
12			12			12		
13			13			13		
14			14			14		
15			15			15		

Count Total 11 Total 161

Count Total 1125 4

Outreach Programs			Outreach Informational		
No.	Title	Attendance	No.	Title	Attendance
1	5th Grade Mexikid-Inspired Craft - In-person at Marquette	8	1	Charles Hackley Middle School Open House	130
2	Pedro Martin Author Visit	320	2	Hackley Community Care Trunk or Treat	800
3			3	Mediation & Restorative Services Trunk or Treat	150
4			4	MLA presentation Lydia and Melissa	45
5			5		

Count Total 90 Total 0

Count Total 0

School Visits			Passive Programs/Promos		
No.	School	Attendance	No.	Title	Attendance
1	Museum Collaboration with schools	90	1		
2			2		
3			3		
4			4		
5			5		

Count Total 144 5

Craft Kits		
No.	Name	Participants
1	Marigold Take and Make	73
2	Nichos Take and Make	56
3	5th Grade Mexikid Inspired Craft at CLEside	5
4	5th Grade Mexikid Inspired Craft at Boulder	4
5	5th Grade Mexikid Inspired Craft at Oakview	6
6	Adult - Ghost in a Jar	28

100

10/2/23 Penny Bead Ct
10/7/23 Puzzle Progr. 181 teen
10/8/23 Jany Crats &
10/16/23 Spider Napdn
Weaving
1.5 yards yarn for spoles
4 yarn colors @ 2 yards
4 beads
Lucet

2

1

HPL - Debt Service Fund
Summary Balance Sheet
As of October 31, 2024

	<u>Oct 31, 24</u>	<u>Sep 30, 24</u>
ASSETS		
Current Assets		
Checking/Savings	327,331.80	325,258.74
Other Current Assets	41,861.00	41,861.00
Total Current Assets	<u>369,192.80</u>	<u>367,119.74</u>
TOTAL ASSETS	<u>369,192.80</u>	<u>367,119.74</u>
LIABILITIES & EQUITY		
Equity	369,192.80	367,119.74
TOTAL LIABILITIES & EQUITY	<u>369,192.80</u>	<u>367,119.74</u>

Hackley Public Library

Balance Sheet Comparison

As of October 31, 2024

	TOTAL	
	AS OF OCT 31, 2024	AS OF SEP 30, 2024 (PP)
ASSETS		
Current Assets		
Bank Accounts		
003 Checking - PNC	846,927.95	1,004,057.87
004 Miscellaneous - PNC	4,841.12	4,295.18
005 CD - PNC	203,231.95	203,231.95
006 CD (2)- PNC	236,480.56	236,480.56
008 Savings - PNC	125,276.87	125,273.69
009 Capital Improvement - PNC	0.00	0.00
018 PETTY CASH	100.00	100.00
Total Bank Accounts	\$1,416,858.45	\$1,573,439.25
Accounts Receivable		
1200 *Accounts Receivable	106.95	88.00
Total Accounts Receivable	\$106.95	\$88.00
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	\$1,416,965.40	\$1,573,527.25
TOTAL ASSETS	\$1,416,965.40	\$1,573,527.25

	TOTAL	
	AS OF OCT 31, 2024	AS OF SEP 30, 2024 (PP)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202 ACCOUNTS PAYABLE	67,900.62	40,143.67
Total Accounts Payable	\$67,900.62	\$40,143.67
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	229.43	339.29
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	0.00
258.013 ORS - Pension Reform Act	43.65	90.72
258.014 Capital Campaign-Payroll Deduct	0.00	0.00
258.016 MERS - Retirement	0.00	0.00
258.017 AFLAC (Pretax)	-51.36	-51.36
258.018 AFLAC (post-tax)	-76.44	-76.44
258.019 MERS - 457b	0.00	0.00
258.020 Insurance - Pretax	0.00	0.00
Total 258 ACCRUED EXPENSES	145.28	302.21
Total Other Current Liabilities	\$81,706.28	\$81,863.21
Total Current Liabilities	\$149,606.90	\$122,006.88
Total Liabilities	\$149,606.90	\$122,006.88
Equity		
3000 Opening Bal Equity	0.00	0.00
3900 FUND BALANCE	1,834,540.48	1,834,540.48
Net Income	-567,181.98	-383,020.11
Total Equity	\$1,267,358.50	\$1,451,520.37
TOTAL LIABILITIES AND EQUITY	\$1,416,965.40	\$1,573,527.25

Hackley Public Library

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

July - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
400 TAXES				
401 PROPERTY TAXES	20,511.71	1,844,927.00	-1,824,415.29	1.11 %
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	22,290.15	1,942,927.00	-1,920,636.85	1.15 %
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		100.00	-100.00	
Total 642 CHARGES		300.00	-300.00	
645 MISCELLANEOUS	1,018.11	3,000.00	-1,981.89	33.94 %
646 SALES	43.56	300.00	-256.44	14.52 %
646.1 Sales - Friends of HPL	809.99		809.99	
Total 646 SALES	853.55	300.00	553.55	284.52 %
647 HACKLEY DONATIONS	920.86	6,000.00	-5,079.14	15.35 %
647.1 Youth Services Dept - Donations		3,000.00	-3,000.00	
647.2 Local History Dept - Donations	69.95	500.00	-430.05	13.99 %
655 BOOK FINES	1,060.40	2,000.00	-939.60	53.02 %
665 INTEREST EARNINGS	7,375.30	10,000.00	-2,624.70	73.75 %
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	3,115.94	6,000.00	-2,884.06	51.93 %
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	\$164,172.00	\$2,141,427.00	\$ -1,977,255.00	7.67 %
GROSS PROFIT	\$164,172.00	\$2,141,427.00	\$ -1,977,255.00	7.67 %
Expenses				
700 SALARIES AND WAGES				
701 SALARIES MANAGEMENT	90,865.64	357,133.00	-266,267.36	25.44 %
702 SALARIES - LIBRARIANS	77,446.15	228,485.00	-151,038.85	33.90 %
703 SALARIES - INFO. SPECIALIST	126,150.54	336,179.00	-210,028.46	37.52 %
704 SALARIES - PARAPROFESSIONAL	19,943.22	57,450.00	-37,506.78	34.71 %
706 SALARIES - CUSTODIAL - REG	25,828.25	89,596.00	-63,767.75	28.83 %
Total 700 SALARIES AND WAGES	340,233.80	1,068,843.00	-728,609.20	31.83 %
714 FRINGE BENEFITS				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
715 FICA	25,317.73	76,000.00	-50,682.27	33.31 %
716 HEALTH INSURANCE	63,175.61	216,000.00	-152,824.39	29.25 %
716.2 DENTAL INSURANCE	5,414.38	12,000.00	-6,585.62	45.12 %
716.3 VISION INSURANCE	1,246.50	4,000.00	-2,753.50	31.16 %
Total 716 HEALTH INSURANCE	69,836.49	232,000.00	-162,163.51	30.10 %
717 LIFE INSURANCE	4,582.24	10,800.00	-6,217.76	42.43 %
718 ORS - RETIREMENT CONTRIBUTION	12,775.20	57,938.00	-45,162.80	22.05 %
718.1 MERS - RETIREMENT CONTRIBUTION	29,585.48	89,596.00	-60,010.52	33.02 %
719 WORKER'S COMPENSATION	1,065.25	5,000.00	-3,934.75	21.31 %
720 STATE UNEMPLOYMENT		500.00	-500.00	
Total 714 FRINGE BENEFITS	143,162.39	471,834.00	-328,671.61	30.34 %
726 SUPPLIES				
727 OFFICE SUPPLIES	7,583.17	15,000.00	-7,416.83	50.55 %
728 POSTAGE	219.00	1,500.00	-1,281.00	14.60 %
729 SUPPLIES - CUSTODIAL	1,014.18	6,000.00	-4,985.82	16.90 %
730 Furniture & Equipment	4,832.79	13,000.00	-8,167.21	37.18 %
731 BANK CHARGES		900.00	-900.00	
Total 726 SUPPLIES	13,649.14	36,400.00	-22,750.86	37.50 %
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.	6,292.98	20,000.00	-13,707.02	31.46 %
741.3 BOOKS - Adult - Ref/NonFic	2,810.15	13,000.00	-10,189.85	21.62 %
741.4 BOOKS - Rostar - Local Hist.	3,096.01	12,000.00	-8,903.99	25.80 %
741.5 BOOKS - McKenzie - Adult	3,482.47	20,000.00	-16,517.53	17.41 %
Total 741 SUPPLIES - BOOKS	15,681.61	65,000.00	-49,318.39	24.13 %
742 Continuations - Print	358.17	1,000.00	-641.83	35.82 %
742.1 Continuations - Databases	1,619.43	8,000.00	-6,380.57	20.24 %
Total 742 Continuations - Print	1,977.60	9,000.00	-7,022.40	21.97 %
743 SUPPLIES - AUDIO VISUAL				
743.1 AV- Children & Teens	712.61	3,000.00	-2,287.39	23.75 %
743.2 DVD & Audiobooks - Adults	1,768.96	7,000.00	-5,231.04	25.27 %
743.3 Digital - Overdrive (Youth)	1,715.55	7,000.00	-5,284.45	24.51 %
743.4 Digital - Overdrive (Adult)	2,983.92	7,000.00	-4,016.08	42.63 %
743.5 Digital - Hoopla	7,093.49	18,000.00	-10,906.51	39.41 %
743.6 Digital - Kanopy	503.20	1,200.00	-696.80	41.93 %
Total 743 SUPPLIES - AUDIO VISUAL	14,777.73	43,200.00	-28,422.27	34.21 %
744 Microfilm	6,682.00	6,500.00	182.00	102.80 %
745 Mobile Hotspots	1,539.28	6,500.00	-4,960.72	23.68 %
747 Periodicals	6,003.48	10,000.00	-3,996.52	60.03 %
Total 740 OPERATING SUPPLIES	46,661.70	140,200.00	-93,538.30	33.28 %
750 TECHNOLOGY				
751 Software	396.00	5,000.00	-4,604.00	7.92 %
752 Hardware/Equipment	543.84	7,500.00	-6,956.16	7.25 %
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	3,264.44	23,000.00	-19,735.56	14.19 %
766 Outreach/General Programs	4,413.95	5,000.00	-586.05	88.28 %
767 Youth Services Program	4,720.64	12,500.00	-7,779.36	37.77 %
768 Adult Services Programs	2,319.83	12,500.00	-10,180.17	18.56 %
801 CONTRACTED SERVICES				
802 AUDIT FEE	7,500.00	15,000.00	-7,500.00	50.00 %
802.1 PAYROLL SERVICES	2,943.00	6,200.00	-3,257.00	47.47 %
Total 802 AUDIT FEE	10,443.00	21,200.00	-10,757.00	49.26 %
803 COLLECTIONS FEES	354.60	1,000.00	-645.40	35.46 %
804 LAKELAND FEES	12,426.75	30,000.00	-17,573.25	41.42 %
806 ATTORNEY FEES	6,450.00	5,000.00	1,450.00	129.00 %
811 Contracted Srvc - Consulting		4,000.00	-4,000.00	
812 CONTRACTED SERVICES - CUSTODIAL	3,858.00		3,858.00	
813 Material Ordering Fees		1,300.00	-1,300.00	
814 Contracted Services- IT	22,150.00	66,450.00	-44,300.00	33.33 %
815 Strategic Planning- Consulting	20,484.52	24,000.00	-3,515.48	85.35 %
Total 801 CONTRACTED SERVICES	76,166.87	152,950.00	-76,783.13	49.80 %
850 TELEPHONE	6,595.18	10,000.00	-3,404.82	65.95 %
874 EDUCATION AND TRAINING	2,827.65	5,000.00	-2,172.35	56.55 %
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	15,398.66	22,000.00	-6,601.34	69.99 %
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	793.92	15,000.00	-14,206.08	5.29 %
922 ELECTRICITY	16,576.61	28,000.00	-11,423.39	59.20 %
923 WATER	992.82	2,700.00	-1,707.18	36.77 %
Total 920 UTILITIES	18,363.35	45,700.00	-27,336.65	40.18 %
930 REPAIRS & MAINTENANCE SUPPLIES				
931 BUILDING & GROUNDS REPAIRS	15,219.37	17,000.00	-1,780.63	89.53 %
932 BUILDING EXPENSE	1,526.41	7,000.00	-5,473.59	21.81 %
933 EQUIPMENT MAINTENANCE	8,057.41	13,000.00	-4,942.59	61.98 %
Total 930 REPAIRS & MAINTENANCE SUPPLIES	24,803.19	37,000.00	-12,196.81	67.04 %
939 Copier/Printers- EQUIPMENT RENTAL	3,740.37	13,000.00	-9,259.63	28.77 %
940 PARKING LOT RENTAL & GARBAGE	2,180.43	6,000.00	-3,819.57	36.34 %
955 OTHER EXPENSES				
956 BOARD EXPENSES	319.15	500.00	-180.85	63.83 %
957 DIRECTOR EXPENSES	244.50	1,000.00	-755.50	24.45 %
Total 955 OTHER EXPENSES	563.65	1,500.00	-936.35	37.58 %
970 CAPITAL IMPROVEMENTS		25,000.00	-25,000.00	
997 MISCELLANEOUS EXPENSE	2,346.14	12,000.00	-9,653.86	19.55 %
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	\$731,353.98	\$2,141,427.00	\$ -1,410,073.02	34.15 %
NET OPERATING INCOME	\$ -567,181.98	\$0.00	\$ -567,181.98	0.00%

TOTAL

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$ -567,181.98	\$0.00	\$ -567,181.98	0.00%

Hackley Public Library

Unpaid Bills Report

As of October 31, 2024

VENDOR	DATE	NUM	DUE DATE	AMOUNT
Amazon Capital Services				
Amazon Capital Services	10/01/2024	October Bills	10/31/2024	\$697.35
Total for Amazon Capital Services				\$697.35
Baker & Taylor				
Baker & Taylor	10/01/2024	October Invoices	10/31/2024	\$5,463.58
Total for Baker & Taylor				\$5,463.58
Barnes & Thornburg LLP				
Barnes & Thornburg LLP	10/22/2024	3326302	10/31/2024	\$225.00
Total for Barnes & Thornburg LLP				\$225.00
Barry's				
Barry's	10/22/2024	I241031296	10/31/2024	\$725.00
Total for Barry's				\$725.00
Boardwell Mechanical Services, Inc.				
Boardwell Mechanical Services, Inc.	10/09/2024	62766	10/31/2024	\$630.00
Total for Boardwell Mechanical Services, Inc.				\$630.00
Booksite				
Booksite	10/07/2024	RB9371	10/31/2024	\$205.00
Total for Booksite				\$205.00
CDW Government				
CDW Government	10/03/2024	AA89Y6I	10/13/2024	\$268.16
Total for CDW Government				\$268.16
Chicago Distribution Center				
Chicago Distribution Center	10/30/2024	12419937	10/31/2024	\$16.45
Total for Chicago Distribution Center				\$16.45
Culligan				
Culligan	10/30/2024	36685TN	10/31/2024	\$110.20
Total for Culligan				\$110.20
Demco Inc.				
Demco Inc.	10/01/2024	7544819	10/31/2024	\$824.60
Total for Demco Inc.				\$824.60
Emery Design & Build				
Emery Design & Build	10/22/2024		10/31/2024	\$1,087.50
Total for Emery Design & Build				\$1,087.50
Enerco				
Enerco	10/10/2024	INV016597	10/31/2024	\$125.00
Total for Enerco				\$125.00
Fruitport District Library.				
Fruitport District Library.	10/01/2024		10/11/2024	\$9.85
Total for Fruitport District Library.				\$9.85
Hoopla				
Hoopla	10/28/2024		10/31/2024	\$3,605.47
Total for Hoopla				\$3,605.47

VENDOR	DATE	NUM	DUE DATE	AMOUNT
JanWay				
JanWay	10/30/2024	146595	10/31/2024	\$540.38
Total for JanWay				\$540.38
Johnson Controls Fire Protection LP				
Johnson Controls Fire Protection LP	10/01/2024	52333401	10/31/2024	\$1,643.36
Total for Johnson Controls Fire Protection LP				\$1,643.36
Kanopy				
Kanopy	10/22/2024	423076-PPU	10/31/2024	\$115.60
Total for Kanopy				\$115.60
Kasza Transport				
Kasza Transport	10/31/2024	1430	10/31/2024	\$400.00
Total for Kasza Transport				\$400.00
Lakeland Library Cooperative				
Lakeland Library Cooperative	10/01/2024	25-17928	10/31/2024	\$6,968.33
Total for Lakeland Library Cooperative				\$6,968.33
Lakeshore Furniture				
Lakeshore Furniture	10/01/2024	24-219DB-1	10/31/2024	\$1,964.75
Total for Lakeshore Furniture				\$1,964.75
LEAF				
LEAF	10/30/2024	17374903	10/31/2024	\$532.08
Total for LEAF				\$532.08
Library Strategies				
Library Strategies	10/10/2024	2605	10/20/2024	\$13,433.33
Total for Library Strategies				\$13,433.33
Ludington Daily News				
Ludington Daily News	10/28/2024		10/31/2024	\$250.00
Total for Ludington Daily News				\$250.00
Management Pro Services				
Management Pro Services	10/10/2024	3199	10/20/2024	\$270.00
Total for Management Pro Services				\$270.00
Merit Network, Inc.				
Merit Network, Inc.	10/22/2024	99747	10/31/2024	\$2,025.00
Total for Merit Network, Inc.				\$2,025.00
Micr Graphics Printing				
Micr Graphics Printing	10/01/2024	119429	10/11/2024	\$586.00
Total for Micr Graphics Printing				\$586.00
Muskegon Museum of Art				
Muskegon Museum of Art	10/01/2024	1-4320	10/31/2024	\$519.75
Total for Muskegon Museum of Art				\$519.75
Northshore Ace Hardware				
Northshore Ace Hardware	10/10/2024	149740/1	10/31/2024	\$84.55
Total for Northshore Ace Hardware				\$84.55
Office Machine Company				
Office Machine Company	10/16/2024	Inv78040	10/26/2024	\$432.68
Total for Office Machine Company				\$432.68
Orshal Road Productions, LLC				
Orshal Road Productions, LLC	10/01/2024	3775	10/31/2024	\$5,649.45
Total for Orshal Road Productions, LLC				\$5,649.45

VENDOR	DATE	NUM	DUE DATE	AMOUNT
Otis Elevator Company				
Otis Elevator Company	10/28/2024		10/31/2024	\$4,155.48
Total for Otis Elevator Company				\$4,155.48
OverDrive				
OverDrive	10/01/2024	October Bills	10/31/2024	\$635.40
Total for OverDrive				\$635.40
Patricia Coira				
Patricia Coira	10/31/2024	311	10/31/2024	\$1,380.00
Total for Patricia Coira				\$1,380.00
Paylocity				
Paylocity	10/31/2024		10/31/2024	\$1,880.00
Total for Paylocity				\$1,880.00
Showcases				
Showcases	10/31/2024		10/31/2024	\$1,549.58
Total for Showcases				\$1,549.58
Thomas Klise/Crimson Multimedia				
Thomas Klise/Crimson Multimedia	10/01/2024		10/11/2024	\$191.19
Total for Thomas Klise/Crimson Multimedia				\$191.19
Unique Management				
Unique Management	10/01/2024	6131485	10/31/2024	\$88.65
Total for Unique Management				\$88.65
Verdant TCS				
Verdant TCS	10/30/2024	1385	10/31/2024	\$5,537.50
Total for Verdant TCS				\$5,537.50
Wilde Signs LLC				
Wilde Signs LLC	10/30/2024	52967	10/31/2024	\$178.40
Total for Wilde Signs LLC				\$178.40
WUVS-LP 103.7 "The Beat"				
WUVS-LP 103.7 "The Beat"	10/01/2024		10/31/2024	\$400.00
Total for WUVS-LP 103.7 "The Beat"				\$400.00
WVIB-FM				
WVIB-FM	10/01/2024		10/31/2024	\$496.00
Total for WVIB-FM				\$496.00
WWSN-FM Cumulus Media - Muskegon				
WWSN-FM Cumulus Media - Muskegon	10/01/2024		10/31/2024	\$2,000.00
Total for WWSN-FM Cumulus Media - Muskegon				\$2,000.00
				\$67,900.62

Hackley Public Library
Hackley Public Library - Check Report
 October 2024

Transaction date	Transaction type	Transaction number	Vendor name	Amount
10/01/2024	Check	19856	SBIS	\$ 15,171.28
10/03/2024	Check	19803	Standard Insurance Co.	\$ 1,165.92
10/03/2024	Check	19805	Gary Zylstra	\$ 32.40
10/03/2024	Check	19804	DeOndra Pentecost	\$ 100.00
10/03/2024	Check	19857	Consumers Energy	\$ 2,709.77
10/03/2024	Check		Mich. Public School Employees Retirement	\$ 2,096.89
10/10/2024	Check	19806	Mallory Metzger	\$ 46.77
10/10/2024	Check	19858	Frontier	\$ 893.60
10/10/2024	Check	19859	Gary Zylstra	\$ 18.20
10/11/2024	Check	19807	SEIU COPE	\$ 1.00
10/11/2024	Check	19808	SEIU Local 517M	\$ 252.00
10/11/2024	Check	19809	Proquest CSA	\$ 1,619.43
10/11/2024	Check	19810	Susan S Blake	\$ 15.99
10/11/2024	Check	19811	BCM One	\$ 171.11
10/11/2024	Check	19812	T-Mobile	\$ 498.51
10/11/2024	Check		Alorus Retirement	\$ 25.00
10/16/2024	Bill Payment (Check)	19813	4Imprint USA	\$ 222.62
10/16/2024	Bill Payment (Check)	19814	Amazon Capital Services	\$ 1,823.38
10/16/2024	Bill Payment (Check)	19816	Baker & Taylor	\$ 4,195.22
10/18/2024	Bill Payment (Check)	19817	Belasco Electric Co., Inc.	\$ 120.00
10/18/2024	Bill Payment (Check)	19818	Booker Galore Inc	\$ 842.60
10/18/2024	Bill Payment (Check)	19819	Brickley DeLong	\$ 7,500.00
10/18/2024	Bill Payment (Check)	19820	Culligan	\$ 71.00
10/18/2024	Bill Payment (Check)	19821	Cybarian Corporation	\$ 849.95
10/18/2024	Bill Payment (Check)	19822	Demco Inc.	\$ 741.18
10/18/2024	Bill Payment (Check)	19823	Elite Fund, Inc.	\$ 312.50
10/18/2024	Bill Payment (Check)	19824	Enerco	\$ 125.00
10/18/2024	Bill Payment (Check)	19825	Hoopla	\$ 1,675.67
10/18/2024	Bill Payment (Check)	19826	ImperialDade	\$ 384.99
10/18/2024	Bill Payment (Check)	19827	JanWay	\$ 274.19
10/18/2024	Bill Payment (Check)	19829	Kanopy	\$ 123.25
10/18/2024	Bill Payment (Check)	19830	Lakeland Library Cooperative	\$ 88.40
10/18/2024	Bill Payment (Check)	19831	Lakeshore Furniture	\$ 1,019.44
10/18/2024	Bill Payment (Check)	19832	LEAF	\$ 532.08
10/18/2024	Bill Payment (Check)	19833	Midwest Tape	\$ 127.45
10/18/2024	Bill Payment (Check)	19834	NCHM	\$ 950.00
10/18/2024	Bill Payment (Check)	19835	Newsbank, Inc.	\$ 6,682.00
10/18/2024	Bill Payment (Check)	19836	Northshore Ace Hardware	\$ 30.97
10/18/2024	Bill Payment (Check)	19837	Novolny Electronics, Inc.	\$ 171.00
10/18/2024	Bill Payment (Check)	19838	O'Malley's Pest Control, Inc.	\$ 295.00
10/18/2024	Bill Payment (Check)	19839	Office Machine Company	\$ 391.98
10/18/2024	Bill Payment (Check)	19840	OverDrive	\$ 1,056.16
10/18/2024	Bill Payment (Check)	19841	Patricia Coira	\$ 1,188.00
10/18/2024	Bill Payment (Check)	19842	St. Pauls Episcopal Church	\$ 375.00
10/18/2024	Bill Payment (Check)	19843	Thomas Kise/Crimson Multimedia	\$ 330.79
10/18/2024	Bill Payment (Check)	19844	Unique Management	\$ 68.95
10/18/2024	Bill Payment (Check)	19845	Vordant TCS	\$ 5,537.50
10/18/2024	Bill Payment (Check)	19846	Wide Signs LLC	\$ 377.15
10/18/2024	Bill Payment (Check)	19847	WVIB-FM	\$ 211.00
10/18/2024	Bill Payment (Check)	19848	WVSN-FM Cumulus Media - Muskegon	\$ 1,000.00
10/18/2024	Check	19849	Ebony Davis	\$ 150.00
10/18/2024	Check	19851	Michael R Hyde	\$ 500.00
10/18/2024	Check	19852	Jessica Larson	\$ 54.94
10/18/2024	Check	19853	Consumers Energy	\$ 19.40
10/18/2024	Check	19854	Republic Services	\$ 292.00
10/18/2024	Bill Payment (Check)	19855	Johnson Control's Fire Protection LP	\$ 449.25
10/18/2024	Check		Mich. Public School Employees Retirement	\$ 1,448.85
10/21/2024	Check	19880	Accident Fund Company	\$ 1,085.25
10/21/2024	Check	19881	DTE Energy	\$ 308.04
10/22/2024	Check		Municipal Employees' Retirement System of	\$ 647.66
10/25/2024	Check	19882	Della Dental	\$ 907.29
10/25/2024	Check	19883	Standard Insurance Co.	\$ 885.30
10/25/2024	Check	19884	Brian Arnold Morrill	\$ 100.00
10/25/2024	Check	19885	Melanie Beckmann Alm	\$ 120.00
10/25/2024	Check	19886	Lydia Schmitt	\$ 28.14
10/25/2024	Check	19887	Melissa Thatcher	\$ 184.92
10/25/2024	Check	19888	Mallory Metzger	\$ 184.92
10/25/2024	Check	19889	SEIU COPE	\$ 1.00
10/25/2024	Check	19870	SEIU Local 517M	\$ 252.00
10/28/2024	Check		Alorus Retirement	\$ 25.00
10/29/2024	Check	19871	Kumasi K Mack	\$ 150.00
10/31/2024	Check		Municipal Employees' Retirement System of	\$ 7,221.27
				\$ 79,503.82

HACKLEY PUBLIC LIBRARY

BUDGET AND FINANCE MINUTES*

Meeting Date: October 8, 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 September 10, 2024
Vote: *Motion carried*
3. **New Business**
 - The committee recommended adding business credit cards for two staff members.
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: November 12, 2024

Committee Members: Oneata Bailey, Ardena Duren, Greg Sischo

Purchase Policy Review

The committee reviewed updates to the Purchasing Policy, focusing on clearer procurement guidelines, vendor selection processes, and staff credit card usage. Key revisions included delegating purchase approvals to the business manager when the director is unavailable for an extended period and updates to the Credit Card policy. The committee recommended the updated policy and staff credit card form for Board approval.

Savings Account

The committee discussed options for handling funds in a low-interest savings account. J. Larson suggested transferring these funds into the general account to improve interest earnings. J. Zappacosta and J. Larson consulted with the library's accountant, who confirmed the plan's viability and instructed how the funds could be accessed. The committee agreed to move \$125,000 from the savings account into the general account. With Library Board approval, these surplus funds can be allocated as needed by accessing the fund balance. This plan allows for flexibility in fund usage, with Board agreement required for each allocation.

Strategic Plan Review

The committee discussed the strategic plan and agreed that any additional spending should only be made following an appropriate study that determines current staffing levels and weighs the strategic importance of the proposed initiatives.

HACKLEY PUBLIC LIBRARY

BUILDINGS AND GROUNDS MONTHLY COMMITTEE MEETING MINUTES

Meeting Date: October 7, 2024

Present: Barbara VanFossen, Kevin Huss, Greg Sischo

Absent:

Staff: Joseph Zappacosta

Guest:

1. **CALL TO ORDER** – B. VanFossen called the meeting to order at 4:30 PM
2. **APPROVAL OF MINUTES** – The September 4, 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**
 - The committee recommended to the board to approve a plan and the expenditure for an intercom system for the Library
6. **ADJOURNMENT** – adjourned the meeting at 5:16 PM.

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

HACKLEY PUBLIC LIBRARY

BUILDINGS AND GROUNDS COMMITTEE REPORT

Meeting Date: November 4, 2024

Committee Members: Kevin Huss, Barb VanFossen, Greg Sischo

Strategic Plan Review

At the Buildings and Grounds Committee meeting, the committee reviewed the strategic plan, focusing on facilities and related goals. One key suggestion was for Outreach, Adult Services, and Youth Services department representatives to visit benchmark libraries, including Pontiac Public Library, Taylor Community Library, Roseville Public Library, and White Lake Township Library. This report would allow the team to gain valuable insights and learn from successful practices at these libraries.

Additionally, the committee discussed emphasizing the need for the Torrent House renovation. The committee expressed that the Torrent House is not an optional project; its renovation, including addressing the exterior, must be addressed. The committee stressed that acquiring ownership ensures control over the building's future use and improvements.

The committee also reviewed the current staffing situation and recognized the need for additional administrative support. While there is concern over staffing costs, any increase in staffing could require an additional millage or affect plans for a new building bond, especially since the library is still paying off an existing bond.

HACKLEY PUBLIC LIBRARY

PERSONNEL COMMITTEE MEETING MINUTES*

Meeting Date: October 1, 2024

Present: Barbara VanFossen, Karen Evans

Absent: Thom DeVoogd

Staff: Joseph Zappacosta

1. **CALL TO ORDER** – B. VanFossen called the meeting to order at 4:32 PM
2. **APPROVAL OF MINUTES** – September 3, 2024 Minutes approved by consensus.
3. **CITIZENS' COMMENTS** – There were no public comments
4. **NEW/OLD BUSINESS**
 - There were no recommendations for resolutions from this meeting.
5. **ADJOURNMENT** – adjourned the meeting at 5:39 PM.

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

HACKLEY PUBLIC LIBRARY

PERSONNEL COMMITTEE Meeting

Date: November 5, 2024

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

New Employee Role – Jim Kendra, Library Specialist

Jim Kendra attended the meeting to introduce his new full-time role with the library. He explained that his position includes a mix of administrative assistant duties, service desk coverage, and providing backup support for maintenance. This new role enhances operational efficiency by offering flexible support across multiple areas of the library's daily functions. Jim's presence in these key areas will help ensure smooth operations and provide additional assistance.

Early Retirement Option

The committee met in closed session to discuss an employee's retirement request. The director requested assistance in this matter because it is not part of any existing policy, and they want to ensure it is handled carefully.

Strategic Plan Review

Regarding staff development, the committee emphasized the importance of comprehensive training for library staff, particularly in areas like mental health awareness, de-escalation techniques, and connecting patrons to community services. They also suggested partnering with organizations such as Health West and United Way to provide additional resources and training, reducing the need to hire a dedicated social worker.

The committee also addressed staffing-related goals, emphasizing the importance of examining current staffing levels and setting priorities before allocating time across roles. Committee members expressed a desire for staff increases to be driven by clear justification and specific needs. While there is concern about staff spending, a strong desire remains to add more support, particularly in administrative positions. The committee acknowledged that any staffing increases could require an additional millage, and clear justification for these increases will be necessary, as they may impact plans for future building projects.

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

Resolution No. 2024-18

The Board of Trustees of the Hackley Public Library met on November 19, 2024, at 4:30 PM, at 316 W. Webster Avenue, Muskegon, within the district library service area.

A RESOLUTION TO APPROVE THE UPDATED PURCHASING POLICY 5004

WHEREAS, the Hackley Public Library (the "Library") is committed to maintaining transparent, efficient, and compliant purchasing practices for all acquisitions of supplies, equipment, books, and services funded by the Library's budget and other approved resources and

WHEREAS, the Library's Budget and Finance Committee has reviewed the current Purchasing Policy and recommended updates to improve clarity, outline emergency provisions, define high-value purchase protocols, and establish comprehensive credit card management guidelines and

WHEREAS, these updates are detailed in an attached document for reference and reflect best practices to ensure responsible use of the Library's financial resources and

WHEREAS, the Library Director, in collaboration with Library Strategies, has reviewed the recommended policy updates to align with strategic goals and ensure alignment with operational needs and compliance standards;

NOW, THEREFORE, BE IT RESOLVED that the Library Board of the Hackley Public Library hereby approves the updated Purchasing Policy as recommended by the Budget and Finance Committee, with the changes outlined in the attached document.

BE IT FURTHER RESOLVED that the revised Purchasing Policy shall take effect immediately upon adoption,

During the meeting, a resolution was introduced by Sischo

and is supported by a second from Duren.

YEAS: 5

NAYS: _____

Resolution declared pass

Karen Evans
Hackley Public Library Board of Trustees

General Purchasing Policy Update - Revision Notes

1. Responsibility and Delegation:

- *New:* The updated policy allows the Library Director to delegate purchasing authority to the Business Manager in cases of extended leave or emergencies. This delegation must be communicated to the Library Board and relevant staff, with specific limitations on the Business Manager's authority.

2. Budgetary Compliance:

- *Unchanged in purpose,* but updated for clarity. Language in both versions limits purchases to approved budget amounts or those explicitly authorized by the Library Board.

3. High-Value Purchases:

- *Unchanged in purpose,* but clearer phrasing in the updated version about purchases over \$7,500 requiring competitive bids, except for professional services.

4. Conformance with Policies for Payment Recommendations:

- *New in delegation option:* When delegated, the updated policy allows the Business Manager to recommend purchase payments.

Purchasing Supplies and Equipment

- *The updated version includes minor wording adjustments* but no significant procedural changes. All employees can initiate purchase requests through requisitions, which the Library Director must approve.

Purchasing Services

1. Independent Contract Agreements:

- *Clarified:* The updated version specifies that independent contracts include performers and contracted service providers.

2. Definition of Independent Contractor:

- *Expanded definition:* This reinforces the IRS criteria for independent contractors and specifies that contractors cannot operate as business entities (e.g., law firms or construction companies).

3. Business or Firm Agreements and Recordkeeping:

- *Reworded for clarity.* All independent contractor agreements and letters of agreement are to be filed in the business office.

Bid Procedures

- *Unchanged,* with minor adjustments for more explicit language in the updated policy. Both versions emphasize competitive bids, with the Library Board reserving the right to reject bids that are in the library's best interest.

Credit Cards

1. Oversight Responsibility:

- *Expanded:* The updated version allows either the Library Director or Business Manager to manage library credit cards, emphasizing accountability.

2. Accidental or Non-Approved Charges:

- *New policy:* The updated version outlines procedures for handling accidental or non-approved charges on a library credit card. Employees must report such

charges immediately, and any deemed non-eligible must be reimbursed within ten business days. Repeated incidents could result in disciplinary action, including revocation of card privileges or dismissal.

3. Return upon Separation and Temporary Use:

- *Clarified:* Both versions require the return of credit cards upon separation, but the updated policy specifies that the Business Manager can also handle this process. Employees with temporary cards must return receipts within three days of completing library business.

4. Violation of Policy:

- *Expanded details on repercussions:* The updated policy specifies that violating the credit card policy could lead to revocation of privileges or dismissal. If the Library Director violates the policy, the Library Board will determine the disciplinary action.

5. Special Instructions for Travel/Conferences:

- *Unchanged in purpose,* with slightly more detailed instructions on loan card use for travel or conferences.

Hackley Public Library
316 W. Webster Avenue
Muskegon, Michigan 49440

=== PURCHASING ===

I. General Purchasing Policies

a. Responsibility and Delegation:

Purchasing and contracting for all supplies, equipment, books, and services chargeable to accounts or funds of the Hackley Public Library is the responsibility of the Library Director. No other person shall purchase or contract for materials or services without prior approval of the Library Director or by special approval of the Library Board.

In case of the Library Director's extended leave of absence or emergencies, the Library Director may delegate purchase approval responsibility to the Business Manager. This delegation must be communicated to the Library Board and relevant staff, specifying the effective period and any limitations on the delegated authority. When the Business Manager assumes this role, all purchasing activities will remain subject to the policies outlined here.

b. Budgetary Compliance:

Approval for purchases or contracts is limited to amounts established in the approved budget or other amounts approved explicitly by the Library Board.

c. Competitive Bids for High-Value Purchases:

Purchases of any item or quantity of a single item, estimated to cost \$7,500 or more, shall require competitive bids based on written or oral quotations, except for professional services.

d. State Bid Requirement Compliance:

Purchasing an item or a group of items in a single transaction costing over the state bid requirement level shall not occur unless competitive bids are obtained and the Library Board approves the purchase. Exceptions may be made only in an emergency or if the items are available from a single source.

e. Conformance with Policies for Payment Recommendations:

The Library Director (or Business Manager, when delegated) shall not recommend any bills for purchasing materials or services that do not conform to these policies for payment.

II. Purchasing Supplies and equipment

- a. It is the responsibility of the library director to determine quantities and to purchase stock supplies and equipment necessary to have in inventory for library operation.
- b. Any employee may initiate the purchase of supplies and equipment through a requisition approved by the library director.

III. Purchasing Services

- a. **Independent Contract Agreements:**
An independent contract agreement must be completed to establish an agreement for services provided by an individual other than a library employee—including performers and other contracted service providers. This agreement should include the contractor's social security number or tax ID number.
- b. **Definition of Independent Contractor:**
An individual qualifies as an independent contractor if they provide services personally and are not operating as a business entity that will invoice the Library for services (e.g., law firm, construction company, auditing firm). Additionally, the individual must meet the IRS definition of an independent contractor.
- c. **Business or Firm Agreements:**
When services are to be provided by a business or firm, these services should be outlined in a letter of agreement signed by both the Library and the company or firm.
- d. **Recordkeeping:**
Copies of all independent contractor agreements and letters of agreement will be maintained on file in the business office for recordkeeping and reference purposes.

IV. Bid Procedures

- a. All competitive bids based on written quotations shall include notice to vendors, instructions to bidders, specifications, and announced time and place for the opening of bids. Competitive bids shall be opened at the time specified. Bid prices quoted shall be available to vendors as soon as practical.
- b. Purchase or contract award shall be based on the best bid by a responsible bidder. The Library Board reserves the right to reject all quotations and bids if they deem it not in the best interest of the Hackley Public Library.

V. Credit Cards

a. **Oversight Responsibility:**

The Library Director or the Business Manager is responsible for issuing, accounting, monitoring, and general oversight of library credit cards.

b. **Permissible Use:**

Library employees may be issued or loaned a library credit card solely to purchase goods and services necessary for official library business.

c. **Protection and Custody:**

Each employee who is issued a credit card is responsible for its protection and custody. The Library Director or Business Manager must be notified immediately if a library credit card is lost or stolen.

d. **Return upon Separation:**

An individual who is no longer an employee of the Library shall return their library credit card to the Library Director or Business Manager immediately upon separation.

e. **Return after Temporary Use:**

Employees issued a temporary credit card must return the card and all related charge receipts to the business office within three (3) days after completing approved business.

f. **Accidental or Non-Approved Charges:**

In the event of accidental or non-approved charges on a library credit card, the employee must immediately report the charge(s) to the Library Director or Business Manager. The Library Director or Business Manager will review the charge(s) to determine whether reimbursement to the Library is required. Any charges deemed non-eligible for library funds must be reimbursed to the Library by the employee within ten (10) business days. Repeated accidental or non-approved charges may result in disciplinary action, up to and including revocation of credit card privileges and dismissal, depending on the severity and frequency of the issue.

g. **Violation of Policy:**

An employee who violates any provision of this policy will have their credit card privileges revoked and may face disciplinary action, up to and including dismissal, as determined by the Library Director and following library policies. If the Library Director violates this policy, they will be subject to disciplinary action as determined by the Library Board.

h. **Special Instructions for Travel or Conferences:**

If credit cards are issued for travel or conferences, the employee will be provided with specific instructions regarding using a "loan" card at the time of issuance.

Amended November 2024

Amended March 15, 2016

Approved January 17, 2002

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

Resolution No. 2024-19

The Board of Trustees of the Hackley Public Library met on November 19, 2024, at 4:30 PM, at 316 W. Webster Avenue, Muskegon, within the district library service area.

RESOLUTION REGARDING MISSION AND VISION STATEMENTS IN THE 2025-2027 STRATEGIC PLAN

WHEREAS, the Hackley Public Library Board of Trustees is reviewing the draft of the 2025-2027 Strategic Plan; and

WHEREAS, the mission and vision statements are fundamental components of the Strategic Plan that guide the library's direction and purpose, and

WHEREAS, the Board of Trustees has the responsibility to ensure these statements accurately reflect the library's goals and values;

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

1. Consider two options regarding the mission and vision statements contained in the draft 2025-2027 Strategic Plan: a. Retain the current mission and vision statements as presented in the draft Strategic Plan; or b. Undertake a revision process whereby the mission and vision statements will be rewritten or significantly edited by the Library Board.
2. Make this determination by a majority vote of the Board members present at the meeting where this matter is considered.
3. If option (b) is selected, establish a timeline and process for revising these statements at the next regular board meeting.

BE IT FURTHER RESOLVED that the chosen mission and vision statements shall be incorporated into the final 2025-2027 Strategic Plan upon adopting either option.

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

YEAS Keep Statements: _____

NAYS Make Revisions: 5 _____

Resolution declared not approved Yvonne Evans
Hackley Public Library Board of Trustees

Use of the Hackley Public Library Credit Card Agreement

In accepting a Hackley Public Library credit card, the undersigned employee agrees:

- I. **Permissible Use:** The library credit card is to be used solely for purchasing goods and services necessary for the official business of the Library. Personal use or unapproved purchases are strictly prohibited.
- II. **Responsibility for Protection and Custody:** The employee accepts responsibility for the protection and custody of the library credit card. If a library credit card is lost or stolen, the employee must immediately notify the Library Director or Business Manager.
- III. **Return of Card upon Separation:** The library credit card must be returned to the Library Director or Business Manager upon separation of employment with the Library.
- IV. **Submission of Receipts and Documentation:** All charge receipts must be submitted to the business office within five (5) days of each approved transaction, along with any necessary supporting documentation.
- V. **Return after Temporary Use:** If a temporary card is issued, the employee must return the card, along with all charge receipts or supporting documentation, to the business office within three (3) days after completing the approved business.
- VI. **Accidental or Unapproved Charges:** If an accidental or unapproved charge occurs, the employee must notify the Library Director or Business Manager as soon as the charge is identified. The employee must provide a written explanation of the charge and work with the Library Director or Business Manager to determine the appropriate next steps, which may include reimbursing the Library within ten (10) business days. Repeated accidental or unapproved charges may result in disciplinary action, including revocation of credit card privileges and dismissal.
- VII. **Violation of Policy:**
Suppose a provision of this policy is violated. In that case, the employee's credit card privileges will be revoked, and the employee will be subject to disciplinary action as determined by the Library Director and Library policy, up to and including dismissal. The employee will also be required to reimburse the Library for any misspent funds. If the Library Director violates a provision of this policy, they will be subject to disciplinary action as determined by the Library Board.

Employee

Date

Library Director

Date