

**HACKLEY PUBLIC LIBRARY**

316 W. Webster Ave., Muskegon, Michigan 49440

**BOARD OF TRUSTEES**

**AGENDA**

Date: Tuesday April 16, 2024

Time: 4:30 PM

Location: HPL Meeting Room

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

**2. APPROVE AGENDA**

*(Motion to Approve)*

**3. APPROVE MINUTES of March 19, 2024**

*(Motion to Approve)*

**4. CITIZENS' COMMENTS**

**5. DIRECTOR'S REPORT**

- a. Outreach, Collaboration, Training
- b. March 2024 Statistical Report

**6. FINANCIAL REPORT**

*(Motion to pay bills)*

**7. COMMITTEE REPORTS**

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

**8. NEW BUSINESS**

**9. OLD BUSINESS**

**10. ADJOURN**

# HACKLEY PUBLIC LIBRARY

## BOARD MEETING MINUTES

Meeting Date: 19 March 2024 @ 4:30 pm

Location: Hackley Public Library

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Present: Bailey, DeVoogd, Duren, Evans, Huss, VanFossen.

Absent: Borgman

Library Staff: Zappacosta and Quinn

Public:

1. **Call to Order** – 4:33 pm
2. **Approval of Agenda**
  - a. VanFossen/DeVoogd. Approved.
3. **Approval of December Minutes**
  - a. Bailey/Duren. Approved.
4. **Public Comment** – None
5. **Director's Report**
  - a. A group of realtors came to the library to get more information about the area.
  - b. Big Read Lakeshore planning meeting.
  - c. Host of MLA spring reception
  - d. Melissa Thatcher and Lydia Schmidt were at the high school teaching freshman how to use digital access library cards.
6. **Financial Report**
  - a. Approval of payment of bills in the amount of \$14,311.86. Bailey/VanFossen. Approved.
  - b. Adjustments will be coming to the budget.
7. **Building and Grounds Report**
  - a. Insurance quotes.
  - b. Looked at RFP for strategic planning.
  - c. Discussed reaction to meetings with DMDC members.
8. **Personnel Report**
  - a. Discussed 3x5 Coach Approach
  - b. Roles and responsibilities
  - c. Discussed best route for open technology position. Joe put together an RFP.
9. **New Business**
10. **Old Business**
  - a. Brainstorming project on the ILS project.
11. **Adjourn** – 5:47 pm

**Next Regular Meeting: April 16 @ 4:30 PM**

## HACKLEY PUBLIC LIBRARY

### LIBRARY DIRECTOR'S REPORT

Report Presented April 16, 2024

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#### **Collaboration, Training - Joe**

*Digital Marketing* [March 20] - M. Metzger and J. Zappacosta met with a representative from Cumulus Media to discuss transitioning the Library's advertising efforts to be more digital-focused. The goal was to leverage digital advertising to target specific audiences across various websites and digital platforms. This plan would include the Library transitioning away from a traditional mailed newsletter in favor of more personalized, data-driven digital advertising campaigns.

*All Staff Meeting* [March 27] - Nathaniel Schmidt presented the staff with the idea of taking personal accountability for what we can control and letting go of what they cannot directly address, delegating those to the appropriate individuals or teams.

#### **Community Outreach**

##### *Did you Know & Seed Library*

Mallory Metzger, Community Outreach Coordinator, has been partnering on a series called "Did You Know?" This series highlights lesser-known library resources and services that patrons and community members may be unaware of.

For example, Metzger recently promoted the "1,2,3 Play with Me" workshop, which provides interactive learning opportunities for young children and their caregivers. The monthly feature on the Library and MAISD social media will educate patrons about the Library's cooperative system, allowing materials to be easily checked out and returned at various locations across the network.

Additionally, Metzger will feature the side room adjacent to the tech lab, which serves as a quiet, meditative space for patrons, as well as the Seed Library and Shakespeare Garden. The Seed Library is an ongoing effort of the Adult Services Librarian Amelia Chea.

##### *Michigan Great Read*

The Hackley Public Library is involved with bringing renowned Great Michigan Read author Angeline Bouley to Muskegon on Wednesday, April 17, at [Orchard View Schools](#). The project extended beyond just funding. Metzger assisted with marketing efforts, including drafting a press release, sharing information on social media and local websites, and coordinating media coverage like a Fox 17 interview and radio spot.

## **HACKLEY PUBLIC LIBRARY**

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

For the event itself, Metzger compiled the slide presentation by gathering and stitching together the materials provided by others. On the event day, she will help with technical tasks like mic checks and ensuring the slideshow runs smoothly.

**March 2024 Statistical Report** – *See Attached Report*

# Hackley Public Library March 2024

<b>Circulation</b>				<b>Programs</b>		
					<small>NUMBER of Programs</small>	<small>ATTENDANCE</small>
<b>Children's</b>				Outreach Info	5	219
Board Books		169		Passive Program	3	0
Picture Books		694		Youth Services Craft Kits	2	304
Easy Books		281				
Juv. New Books		207		Youth	12	233
Fiction		668		Adult	10	151
Non-fiction		579		All Ages		
Audiobooks		6		Total	32	384
Graphic Novels		387				
Movies		438		Outreach Program	2	4
Music		17		<b>Programming Total</b>	<b>44</b>	<b>907</b>
Video Games		29				
	Children's	3,475	32%	<b>Community/Rentals</b>		
				<b>Interactions</b>		
					<small>IN PERSON</small>	<small>OTHER</small>
<b>Young Adult</b>				Genealogy		
New Books		29		Childrens		
Fiction		170		Circulation		
Graphic Novels		79		Technology Help Desk		
Audiobooks		0		Total	<b>0</b>	
	Young Adult	278	3%	<b>Patron Visits</b>		
	<b>Youth Services Total</b>	<b>3,753</b>	<b>35%</b>			<small># of Days</small>
<b>Adult</b>				Torrent House	156	0
			<small>NEW</small>	Library		
Fiction		1397		Total Vists	<b>156</b>	
Non-fiction		1382		<b>Public Computers</b>		
Periodicals		68			<small>Library</small>	<small>Torrent House</small>
Large Print		76		Public Computer		61
Graphics		183		Wi-Fi		
Spanish		25		Total	<b>61</b>	
	Adult Print	3,131	29%	<b>Collection</b>		
Movies		1,528			<small>ADDED</small>	<small>WEEDED</small>
Audiobook		78		Adult	316	82
Music CD		90		Youth	70	32
Hotspots/Library of Things		13		eMaterials	<b>16,460</b>	<b>N/A</b>
	Non Print	1,709	16%	Total	<b>386 [1]</b>	<b>114</b>
	<b>Adult Services Total</b>	<b>4,840</b>	<b>45%</b>	<b>Circulation</b>		
<b>ILL</b>				<b>New Library Card</b>		
	<small>IN</small>	<small>OUT</small>		<b>Interactions</b>		
LLC	356	1,073		<b>Programs</b>		
MeL Cat	104	122		<b>Patron Visits</b>		
<b>Digital Collection</b>				<b>PAC Usage</b>		
Overdrive		1245		<b>Collection</b>		
Kanopy	<small>1023 visits</small>	118		<b>Website</b>		
Hoopla		771		<b>10,727</b>		
	<b>Digital Total</b>	<b>2134</b>	<b>20%</b>	<b>160</b>		
				<b>0</b>		
				<b>44</b>		
				<b>44</b>		
				<b>386</b>		
				<b>114</b>		
				<b>7,856</b>		

[1] Excludes 16,460 eMaterials



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

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	<u>Mar 31, 24</u>	<u>Feb 29, 24</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
005 - Cash	315,183.47	431,481.67
<b>Total Checking/Savings</b>	315,183.47	431,481.67
<b>Other Current Assets</b>		
214 - Due From Other Funds	41,861.00	41,861.00
<b>Total Other Current Assets</b>	41,861.00	41,861.00
<b>Total Current Assets</b>	357,044.47	473,342.67
<b>TOTAL ASSETS</b>	<u>357,044.47</u>	<u>473,342.67</u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
32000 - Retained Earnings	274,570.21	274,570.21
Net Income	82,474.26	198,772.46
<b>Total Equity</b>	357,044.47	473,342.67
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>357,044.47</u>	<u>473,342.67</u>



**HPL - Debt Service Fund**  
**Check Detail**  
**March 2024**

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Check	1021	03/26/20	The Hunting...		005 · Cash		-231,700.00
					992 · Interest...	-31,700.00	31,700.00
					991 · Principal	-200,000.00	200,000.00
TOTAL						-231,700.00	231,700.00

# Hackley Public Library

## Balance Sheet

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF FEB 29, 2024 (PP)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
003 Checking - PNC	1,539,935.90	1,182,576.66
004 Miscellaneous - PNC	2,332.72	2,012.94
005 CD - PNC	203,231.95	203,231.95
008 Savings - PNC	125,254.72	125,251.75
018 PETTY CASH	100.00	100.00
<b>Total Bank Accounts</b>	<b>\$1,870,855.29</b>	<b>\$1,513,173.30</b>
Accounts Receivable		
1200 *Accounts Receivable	52.38	28.03
<b>Total Accounts Receivable</b>	<b>\$52.38</b>	<b>\$28.03</b>
<b>Total Current Assets</b>	<b>\$1,870,907.67</b>	<b>\$1,513,201.33</b>
<b>TOTAL ASSETS</b>	<b>\$1,870,907.67</b>	<b>\$1,513,201.33</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
202 ACCOUNTS PAYABLE	19,444.71	13,811.86
<b>Total Accounts Payable</b>	<b>\$19,444.71</b>	<b>\$13,811.86</b>
Other Current Liabilities		
214 DUE TO OTHER FUNDS	41,861.00	41,861.00
257 ACCRUED WAGES PAYABLE	39,700.00	39,700.00
258 ACCRUED EXPENSES	0.00	0.00
258.004 ACCRUED DEFERRED COMP	401.99	463.79
258.011 UNION DUES	0.00	185.00
258.012 COPE	0.00	1.00
258.013 ORS - Pension Reform Act	337.96	357.50
258.017 AFLAC (Pretax)	-58.20	-23.28
258.018 AFLAC (post-tax)	-69.60	-27.84
<b>Total 258 ACCRUED EXPENSES</b>	<b>612.15</b>	<b>956.17</b>
<b>Total Other Current Liabilities</b>	<b>\$82,173.15</b>	<b>\$82,517.17</b>
<b>Total Current Liabilities</b>	<b>\$101,617.86</b>	<b>\$96,329.03</b>
<b>Total Liabilities</b>	<b>\$101,617.86</b>	<b>\$96,329.03</b>
Equity		
3900 FUND BALANCE	1,643,759.75	1,643,759.75
Net Income	125,530.06	-226,887.45
<b>Total Equity</b>	<b>\$1,769,289.81</b>	<b>\$1,416,872.30</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,870,907.67</b>	<b>\$1,513,201.33</b>

Hackley Public Library

**BUDGET VS. ACTUAL**

As of March 31, 2024

Account Number & Description	Budget	Received This Month	Received Year-to-Date	Balance	% of Budget
<b><i>INCOME</i></b>					
401. Property Taxes	1,612,500.00	494,254.71	1,581,543.30	(30,956.70)	98.1
404. Payment In Lieu of Taxes	10,000.00	0.00	0.00	(10,000.00)	0.0
405. Renaissance Zone Reimbursement	10,000.00	0.00	4,475.37	(5,524.63)	44.8
406. Local Com. Stabilization Reimbursement	78,000.00	0.00	83,151.17	5,151.17	106.6
530. State Aid	30,000.00	0.00	0.00	(30,000.00)	0.0
595. Penal Fines	70,000.00	0.00	0.00	(70,000.00)	0.0
643. Meeting Room Rental	200.00	0.00	0.00	(200.00)	0.0
644. Non Resident Card Fees	100.00	0.00	18.75	(81.25)	18.8
645. Miscellaneous	3,000.00	299.71	1,643.90	(1,356.10)	54.8
646. Sales	300.00	211.47	2,393.88	2,093.88	798.0
647. Hackley Donations	6,000.00	15.56	7,526.35	1,526.35	125.4
647.1 Youth Services Dept. - Donations	3,000.00	2,750.00	3,895.00	895.00	129.8
647.2 Local History Dept. - Donations	500.00	37.00	268.00	(232.00)	53.6
655. Book Fines	2,000.00	350.19	2,551.63	551.63	127.6
665. Interest Earnings	10,240.00	1,717.10	10,354.10	114.10	101.1
667. Youth Service Programs	12,500.00	0.00	1,237.83	(11,262.17)	9.9
668. Adult Programs	12,500.00	0.00	0.00	(12,500.00)	0.0
669. MPERS UAAL Stabilization	60,789.00	0.00	60,789.00	0.00	100.0
677. Reimbursements & Refunds	20,000.00	0.00	25,456.10	5,456.10	127.3
678. Torrent House Improvements	37,500.00	0.00	0.00	(37,500.00)	0.0
680. William & Margaret Busch Fund	15,000.00	0.00	15,560.00	560.00	103.7
685. Berg Fund	100.00	0.00	145.00	45.00	145.0
688. Garden Fund (John J. Helstrom)	300.00	600.00	600.00	300.00	200.0
689. Ruthkowski Fund	9,000.00	0.00	10,978.90	1,978.90	122.0
690. Robinson Fund	4,500.00	0.00	0.00	(4,500.00)	0.0
695. Wood Fund	1,000.00	0.00	0.00	(1,000.00)	0.0
697. Ross Fund	10,000.00	0.00	10,000.00	0.00	100.0
<b>Total Income</b>	<b>2,019,029.00</b>	<b>500,235.74</b>	<b>1,822,588.28</b>	<b>(196,440.72)</b>	<b>90.3</b>

Account Number & Description	Budget	Expended This Month	Expended Year-to-Date	Balance	% of Budget
<b>EXPENSES</b>					
<b>SALARIES &amp; WAGES</b>					
701. Salaries - Management	317,879.00	23,892.80	245,844.35	72,034.65	77.3
702. Salaries - Librarians	197,573.00	16,518.72	187,429.67	10,143.33	94.9
703. Salaries - Information Specialist	313,242.00	23,925.37	243,630.91	69,611.09	77.8
704. Salaries - Paraprofessional	110,906.00	8,531.20	85,159.64	25,746.36	76.8
706. Salaries - Custodial (Regular)	71,682.00	5,952.08	59,236.10	12,445.90	82.6
<b>Total Salaries &amp; Wages</b>	<b>1,011,282.00</b>	<b>78,820.17</b>	<b>821,300.67</b>	<b>189,981.33</b>	<b>81.2</b>
<b>FRINGE BENEFITS</b>					
715. FICA	75,000.00	5,888.01	62,584.39	12,415.61	83.5
716. Health Insurance	216,000.00	15,286.81	157,276.71	58,723.29	72.8
716.2 Dental Insurance	11,000.00	974.71	9,744.14	1,255.86	88.6
716.3 Vision Insurance	3,000.00	567.96	2,913.48	86.52	97.1
717. Life Insurance	10,800.00	914.42	9,297.47	1,502.53	86.1
718. ORS - Retirement Contribution	69,000.00	6,167.53	57,795.87	11,204.13	83.8
718.1 MERS- Retirement Contribution	60,000.00	8,752.31	60,906.34	(906.34)	101.5
718.2 MPSERS - UAAL Stabilization	60,789.00	0.00	60,789.00	0.00	100.0
719. Worker's Compensation	5,000.00	1,065.25	3,883.00	1,117.00	77.7
720. State Unemployment	500.00	0.00	0.00	500.00	0.0
<b>Total Fringe Benefits</b>	<b>511,089.00</b>	<b>39,617.00</b>	<b>425,190.40</b>	<b>85,898.60</b>	<b>83.2</b>

Account Number & Description	Budget	Expended This Month	Expended Year-to-Date	Balance	% of Budget
<b>SUPPLIES</b>					
726 Supplies	4,000.00	0.00	3,841.04	158.96	96.0
727. Office Supplies	6,000.00	2,321.71	12,938.34	(6,938.34)	215.6
728. Postage	1,500.00	0.00	707.85	792.15	47.2
729. Supplies - Custodial	6,000.00	182.73	3,634.38	2,365.62	60.6
730. Supplies - Furniture & Equipment	3,000.00	858.00	2,926.62	73.38	97.6
731. Bank Charge	900.00	39.00	809.34	90.66	89.9
<b>Total Supplies</b>	<b>21,400.00</b>	<b>3,401.44</b>	<b>24,857.57</b>	<b>(3,457.57)</b>	<b>116.2</b>
<b>MATERIALS</b>					
738.1 Youth Service - Red Stock/Donation	3,000.00	0.00	2,583.75	416.25	86.1
738.2 Local History - Memorial/Donation	500.00	0.00	172.12	327.88	34.4
<b>Total Donations</b>	<b>3,500.00</b>	<b>0.00</b>	<b>2,755.87</b>	<b>744.13</b>	<b>60.3</b>
741.1 Books - Schmidt	19,000.00	767.94	13,703.80	5,296.20	72.1
741.3 Books - Adult	13,000.00	362.08	8,624.73	4,375.27	66.3
741.4 Books - Rostar	12,000.00	752.10	7,758.57	4,241.43	64.7
741.5 Books - Chea	20,000.00	1,377.18	14,158.19	5,841.81	70.8
742 Continuations - Print	1,040.00	0.00	1,015.17	24.83	97.6
742.1 Continuations - Databases	7,000.00	1,552.00	8,005.43	(1,005.43)	114.4
743.1 AV - Children & Teens	3,000.00	(840.35)	559.77	2,440.23	18.7
743.2 DVD & Audiobooks - Adults	7,000.00	868.94	5,137.18	1,862.82	73.4
743.3 Digital - Overdrive (Youth)	7,000.00	847.25	5,591.25	1,408.75	79.9
743.4 Digital - Overdrive (Adult)	7,000.00	0.00	5,594.50	1,405.50	79.9
743.5 Digital - Hoopla	10,000.00	0.00	13,043.59	(3,043.59)	130.4
743.6 Digital - Kanopy	1,000.00	0.00	811.75	188.25	81.2
744 Supplies - Microfilm	6,500.00	0.00	6,488.00	12.00	99.8
745 Mobile Hotspots	4,000.00	227.13	3,039.17	960.83	76.0
747. Supplies - Periodicals	11,000.00	524.61	8,667.15	2,332.85	78.8
<b>Total Materials</b>	<b>128,540.00</b>	<b>6,438.88</b>	<b>102,198.25</b>	<b>26,341.75</b>	<b>79.5</b>

Account Number & Description	Budget	Expended This Month	Expended Year-to-Date	Balance	% of Budget
<b>TECHNOLOGY</b>					
751. Software	4,000.00	457.92	4,333.87	(333.87)	108.35
752. Hardware/Equipment	4,000.00	138.86	4,569.77	(569.77)	114.2
753. E-Rate Expenses	1,500.00	0.00	1,104.50	395.50	73.6
754. Website Expense	800.00	0.00	1,008.00	(208.00)	126.0
755. Subscription and License Renewal	4,000.00	0.00	7,943.86	(3,943.86)	198.6
<b>TOTAL TECHNOLOGY</b>	<b>14,300.00</b>	<b>596.78</b>	<b>18,960.00</b>	<b>(4,660.00)</b>	<b>132.6</b>
<b>PROGRAMS</b>					
767. Youth Services Program	12,500.00	3,891.83	8,900.87	3,599.13	71.2
768. Adult Services Program	12,500.00	625.98	7,768.64	4,731.36	62.2
<b>Total Programs</b>	<b>25,000.00</b>	<b>4,517.81</b>	<b>16,669.51</b>	<b>8,330.49</b>	<b>66.7</b>
<b>CONTRACTED SERVICES</b>					
802. Audit Fees	15,000.00	0.00	14,402.00	598.00	96.0
802.1 Payroll Services	6,200.00	427.00	4,298.95	1,901.05	69.3
802.3 Time and Attendance	218.00	0.00	0.00	218.00	0.0
803. Collection Fees	700.00	98.50	699.35	0.65	99.9
804. Lakeland Fees	25,000.00	0.00	18,035.50	6,964.50	72.1
806. Attorney Fees	5,000.00	343.00	8,529.00	(3,529.00)	170.6
811. Contracted Services - Consulting	4,000.00	0.00	3,105.00	895.00	77.6
812. Contracted Services - Custodial	5,600.00	0.00	5,576.00	24.00	99.6
813. Material Ordering Fee	1,300.00	0.00	1,268.00	32.00	97.5
<b>Total Contracted Services</b>	<b>63,018.00</b>	<b>868.50</b>	<b>55,913.80</b>	<b>7,104.20</b>	<b>88.7</b>

<b>COMMUNICATIONS</b>					
	Budget	Expended This Month	Expended Year-to-Date	Balance	% of Budget
850. Telephone	14,000.00	1,054.11	10,646.67	3,353.33	76.1
874. Education & Training	5,000.00	3,667.65	7,799.73	(2,799.73)	156.0
876. Dues & Fees - Corporate	3,000.00	0.00	2,184.21	815.79	72.8
888. Newsletter	17,000.00	0.00	16,225.32	774.68	95.4
899. Publicity	12,000.00	1,614.07	9,822.54	2,177.46	81.9
<b>Total Communications</b>	<b>51,000.00</b>	<b>6,335.83</b>	<b>46,678.47</b>	<b>4,321.53</b>	<b>96.4</b>
<b>FACILITIES</b>					
911. Insurance - Liability	8,000.00	0.00	7,637.00	363.00	95.5
921. Natural Gas	15,000.00	1,795.58	10,755.54	4,244.46	71.7
922. Electricity	27,000.00	2,193.89	23,039.50	3,960.50	85.3
923. Water	2,000.00	0.00	2,128.09	(128.09)	106.4
931. Building & Grounds Repairs	23,000.00	240.00	20,311.09	2,688.91	88.3
932. Building Expense	12,000.00	392.05	5,700.03	6,299.97	47.5
933. Equipment Maintenance	7,000.00	828.34	15,982.85	(8,982.85)	228.3
934. Torrent House Improvement Expense	37,500.00	0.00	38,115.85	(615.85)	101.6
939. Equipment Rental	10,000.00	1,146.70	8,759.11	1,240.89	87.6
940. Parking Lot Rental & Garbage	6,000.00	615.26	4,794.62	1,205.38	79.9
<b>Total Facilities</b>	<b>147,500.00</b>	<b>7,211.82</b>	<b>137,223.68</b>	<b>10,276.32</b>	<b>124.0</b>
<b>OTHER</b>					
956. Board Expenses	500.00	0.00	45.42	454.58	9.1
957. Director Expenses	600.00	10.00	597.00	3.00	99.5
970. Capital Improvements	25,000.00	0.00	25,000.00	0.00	100.0
997. Miscellaneous Expense	5,800.00	0.00	10,133.48	(4,333.48)	174.7
997.11 Robinson Fund Expense	4,500.00	0.00	0.00	4,500.00	0.0
997.14 Black History Month Program	4,000.00	0.00	3,636.60	363.40	90.9
997.3 Ross Fund Expense	10,000.00	0.00	5,897.50	4,102.50	59.0
<b>Total Other</b>	<b>50,400.00</b>	<b>10.00</b>	<b>45,310.00</b>	<b>5,090.00</b>	<b>79.0</b>
<b>Total Expense</b>	<b>2,027,029.00</b>	<b>147,818.23</b>	<b>1,697,058.22</b>	<b>329,970.78</b>	<b>83.7</b>

# Hackley Public Library

## Unpaid Bills

As of March 31, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
<b>All-Phase Electric Supply Co.</b>						
(231) 733-3171						
03/01/2024	Bill		03/31/2024	3	149.77	149.77
<b>Total for All-Phase Electric Supply Co.</b>					<b>\$149.77</b>	<b>\$149.77</b>
<b>Amazon Capital Services</b>						
03/01/2024	Bill		03/31/2024	3	4,207.74	4,207.74
<b>Total for Amazon Capital Services</b>					<b>\$4,207.74</b>	<b>\$4,207.74</b>
<b>Baker &amp; Taylor</b>						
03/01/2024	Bill		03/31/2024	3	3,596.39	3,596.39
<b>Total for Baker &amp; Taylor</b>					<b>\$3,596.39</b>	<b>\$3,596.39</b>
<b>Belasco Electric Co., Inc.</b>						
03/01/2024	Bill		03/31/2024	3	140.00	140.00
<b>Total for Belasco Electric Co., Inc.</b>					<b>\$140.00</b>	<b>\$140.00</b>
<b>Central Michigan Paper Company</b>						
03/26/2024	Bill		04/05/2024	-2	299.30	299.30
<b>Total for Central Michigan Paper Company</b>					<b>\$299.30</b>	<b>\$299.30</b>
<b>Culligan</b>						
616-791-7150						
03/01/2024	Bill		03/31/2024	3	62.00	62.00
<b>Total for Culligan</b>					<b>\$62.00</b>	<b>\$62.00</b>
<b>Enerco</b>						
03/11/2024	Bill		04/10/2024	-7	125.00	125.00
<b>Total for Enerco</b>					<b>\$125.00</b>	<b>\$125.00</b>
<b>Foster Swift</b>						
03/19/2024	Bill		04/18/2024	-15	343.00	343.00
<b>Total for Foster Swift</b>					<b>\$343.00</b>	<b>\$343.00</b>
<b>Lakeland Library Cooperative</b>						
03/11/2024	Bill		04/10/2024	-7	46.82	46.82
<b>Total for Lakeland Library Cooperative</b>					<b>\$46.82</b>	<b>\$46.82</b>
<b>Lakeshore Moving LLC</b>						
03/19/2024	Bill		04/18/2024	-15	858.00	858.00
<b>Total for Lakeshore Moving LLC</b>					<b>\$858.00</b>	<b>\$858.00</b>
<b>Michigan Library Association</b>						
03/15/2024	Bill		04/14/2024	-11	3,075.00	3,075.00
<b>Total for Michigan Library Association</b>					<b>\$3,075.00</b>	<b>\$3,075.00</b>
<b>Midwest Tape</b>						
03/01/2024	Bill		03/31/2024	3	506.87	506.87
<b>Total for Midwest Tape</b>					<b>\$506.87</b>	<b>\$506.87</b>
<b>Muskegon Museum of Art</b>						
(231) 720-2570						
03/05/2024	Bill		04/04/2024	-1	1,022.07	1,022.07
<b>Total for Muskegon Museum of Art</b>					<b>\$1,022.07</b>	<b>\$1,022.07</b>
<b>Northshore Ace Hardware</b>						
231/744-1280						
03/05/2024	Bill		04/04/2024	-1	42.97	42.97



DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
<b>Total for Northshore Ace Hardware</b>					<b>\$42.97</b>	<b>\$42.97</b>
O'Malley's Pest Control, Inc. (231) 722-4686						
03/04/2024	Bill		04/03/2024	0	100.00	100.00
<b>Total for O'Malley's Pest Control, Inc.</b>					<b>\$100.00</b>	<b>\$100.00</b>
OverDrive						
03/15/2024	Bill		04/14/2024	-11	847.25	847.25
<b>Total for OverDrive</b>					<b>\$847.25</b>	<b>\$847.25</b>
Rehmann Technology Solutions						
03/21/2024	Bill		04/20/2024	-17	397.97	397.97
<b>Total for Rehmann Technology Solutions</b>					<b>\$397.97</b>	<b>\$397.97</b>
Senior Perspectives						
03/25/2024	Bill		04/24/2024	-21	125.00	125.00
<b>Total for Senior Perspectives</b>					<b>\$125.00</b>	<b>\$125.00</b>
Showcases 800-240-1850						
03/01/2024	Bill		03/31/2024	3	1,692.36	1,692.36
<b>Total for Showcases</b>					<b>\$1,692.36</b>	<b>\$1,692.36</b>
St. Pauls Episcopal Church						
03/25/2024	Bill		04/24/2024	-21	375.00	375.00
<b>Total for St. Pauls Episcopal Church</b>					<b>\$375.00</b>	<b>\$375.00</b>
Unique Management (812) 285-0886						
03/01/2024	Bill		03/31/2024	3	98.50	98.50
<b>Total for Unique Management</b>					<b>\$98.50</b>	<b>\$98.50</b>
WVIB-FM						
03/01/2024	Bill		03/31/2024	3	187.00	187.00
<b>Total for WVIB-FM</b>					<b>\$187.00</b>	<b>\$187.00</b>
Xerox Corp						
03/01/2024	Bill		03/31/2024	3	381.27	381.27
03/01/2024	Bill		03/31/2024	3	765.43	765.43
<b>Total for Xerox Corp</b>					<b>\$1,146.70</b>	<b>\$1,146.70</b>
<b>TOTAL</b>					<b>\$19,444.71</b>	<b>\$19,444.71</b>

# Hackley Public Library

## Hackley Public Library - Check Report

March 2024

TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION NUMBER	VENDOR NAME	AMOUNT
03/01/2024	Check	19367	SEIU COPE	-\$1.00
03/01/2024	Check	19368	SEIU Local 517M	-\$185.00
03/05/2024	Check	19363	Historical Society of Michigan	-\$50.00
03/05/2024	Check	19364	Stephan Workman	-\$32.40
03/05/2024	Check	19365	Vision Service Plan	-\$283.98
03/06/2024	Check	--	Mich. Public School Employees Retirement	-\$657.69
03/08/2024	Check	19366	Kyle Thompson	-\$400.00
03/08/2024	Check	--	Mich. Public School Employees Retirement	-\$3,576.21
03/12/2024	Check	19369	BL Nolan Enterprises	-\$280.00
03/14/2024	Check	19370	Consumers Energy	-\$15.48
03/14/2024	Check	19371	T-Mobile	-\$227.13
03/14/2024	Check	19372	BCM One	-\$171.20
03/14/2024	Check	19373	Newsbank, Inc.	-\$1,552.00
03/14/2024	Check	19374	Steven Jacobsen	-\$409.81
03/15/2024	Check	19418	SEIU COPE	-\$1.00
03/15/2024	Check	19419	SEIU Local 517M	-\$240.50
03/20/2024	Bill Payment (Check)	19375	ImperialDade	-\$81.12
03/20/2024	Bill Payment (Check)	19376	Central Michigan Paper Company	-\$657.00
03/20/2024	Bill Payment (Check)	19377	Gaylord	-\$98.51
03/20/2024	Bill Payment (Check)	19378	White Lake Comm. Library	-\$17.95
03/20/2024	Bill Payment (Check)	19379	Thomas Klise/Crimson Multimedia	-\$325.19
03/20/2024	Bill Payment (Check)	19380	Amazon Capital Services	-\$444.58
03/20/2024	Bill Payment (Check)	19381	Baker & Taylor	-\$3,396.23
03/20/2024	Bill Payment (Check)	19382	Culligan	-\$106.40
03/20/2024	Bill Payment (Check)	19383	Demco Inc.	-\$1,037.92
03/20/2024	Bill Payment (Check)	19384	Midwest Tape	-\$64.46
03/20/2024	Bill Payment (Check)	19385	Scholastic Inc.	-\$825.16
03/20/2024	Bill Payment (Check)	19386	WVIB-FM	-\$160.00
03/20/2024	Bill Payment (Check)	19387	Xerox Corp	-\$678.54
03/20/2024	Bill Payment (Check)	19388	Brickley DeLong	-\$157.00
03/20/2024	Bill Payment (Check)	19389	Fishbeck, Thompson, Carr & Huber, Inc.	-\$860.00
03/20/2024	Bill Payment (Check)	19390	SBAM Plan	-\$139.00
03/20/2024	Bill Payment (Check)	19391	Showcases	-\$41.80
03/20/2024	Bill Payment (Check)	19392	Domain Listings	-\$288.00
03/20/2024	Bill Payment (Check)	19393	Enerco	-\$125.00
03/20/2024	Bill Payment (Check)	19395	Unique Management	-\$157.60
03/20/2024	Bill Payment (Check)	19396	Emery Design & Build	-\$500.00
03/20/2024	Bill Payment (Check)	19397	Foster Swift	-\$1,296.50
03/20/2024	Bill Payment (Check)	19398	Deil Marketing L.P.	-\$195.00
03/20/2024	Bill Payment (Check)	19399	Barry's	-\$90.00
03/20/2024	Bill Payment (Check)	19400	Hoopla	-\$1,725.30
03/20/2024	Bill Payment (Check)	19401	Kanopy	-\$115.60
03/20/2024	Bill Payment (Check)	19402	WUVS-LP 103.7 "The Beat"	-\$200.00
03/20/2024	Bill Payment (Check)	19404	Muskegon Area District Library	-\$28.00
03/20/2024	Check	19405	Grand Rapids Children's Museum	-\$500.00

TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION NUMBER	VENDOR NAME	AMOUNT
03/20/2024	Check	19406	Stephan Workman	-\$16.20
03/20/2024	Check	--	Mich. Public School Employees Retirement	-\$3,301.74
03/21/2024	Check	19407	Republic Services	-\$240.26
03/21/2024	Check	19408	Stephan Workman	-\$16.20
03/21/2024	Check	19409	Aflac	-\$51.12
03/21/2024	Check	19410	Frontier	-\$862.92
03/21/2024	Check	19411	Consumers Energy	-\$158.12
03/21/2024	Check	19412	Delta Dental	-\$974.71
03/21/2024	Check	19413	DTE Energy	-\$1,795.58
03/21/2024	Check	19414	SBIS	-\$17,964.25
03/21/2024	Check	19415	Accident Fund Company	-\$1,065.25
03/21/2024	Check	--	Alerus Retirement	-\$25.00
03/22/2024	Check	19416	Jeanette Harris	-\$100.00
03/25/2024	Check	19421	Novotny Electronics, Inc.	-\$171.00
03/25/2024	Check	19422	Standard Insurance Co.	-\$949.20
03/25/2024	Check	19423	Consumers Energy	-\$2,020.29
03/27/2024	Check	19420	Nathaniel Schmidt	-\$150.00
03/27/2024	Check	--	Alerus Retirement	-\$25.00
03/27/2024	Check	19424	Aflac	-\$76.68
03/27/2024	Check	19425	PNC Bank	-\$752.77
03/27/2024	Check	19426	Johnson Controls Fire Protection LP	-\$828.34
03/28/2024	Check	19427	Vision Service Plan	-\$283.98
03/28/2024	Check	--	Municipal Employees' Retirement System of	-\$8,752.31
03/28/2024	Check	19428	Julia Steudle	-\$18.50
03/28/2024	Check	19429	--	-\$18.50
03/29/2024	Check	19430	SEIU COPE	-\$1.00
03/30/2024	Check	19417	DeOndra Pentecost	-\$100.00

Total 63,114.18

## **HACKLEY PUBLIC LIBRARY**

### **BUDGET AND FINANCE COMMITTEE**

Meeting Date: April 9, 2023

Committee Members: Oneata Bailey, Ardena Duren, Kevin Huss

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#### **Budget Adjustments**

It was recently discovered that some library budget errors caused it to be misaligned. These errors came to light during the monthly budget review committee meeting. To address these problems, the committee discussed several potential solutions involving conducting a full budget audit to identify and correct any other discrepancies. Library Director J. Zappacosta is scheduled to meet with the Library's auditor, Patrick Mulcher, on April 16 to begin reviewing and aid in determining the appropriate fixes. The goal is to have the budget fully reconciled and realigned with budget adjustments at the May 2024 committee meeting.

## HACKLEY PUBLIC LIBRARY

### BUILDINGS AND GROUNDS MONTHLY COMMITTEE MEETING MINUTES

Meeting Date: March 4, 2024

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Present: Kevin Huss, Barbara VanFossen, Greg Borgman

Absent:

Staff: Joseph Zappacosta

Guest:

1. **CALL TO ORDER** – K. Huss called the meeting to order at 4:35 PM
2. **APPROVAL OF MINUTES** – February 5, 2024 meeting minutes were approved by consensus
3. **CITIZENS' COMMENTS** – There were no public comments
4. **NEW BUSINESS**
  - No consensus was reached on topics in new business
5. **OLD BUSINESS**
  - No consensus was reached on topics in old business
6. **ADJOURNMENT** – adjourned the meeting at 5:10 PM.

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

## **HACKLEY PUBLIC LIBRARY**

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

Meeting Date: April 9, 2024

Committee Members: Kevin Huss, Barb VanFossen, Greg Borgman

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#### **Accessible Staff Entrance Ramp**

T. Kirchenbauer, the Maintenance Manager, has been exploring options to improve the accessibility of the back staff entrance to the Library. He has received one initial quote but plans to seek additional quotes to compare.

The proposed project involves adding a new interior ramp that is less steep and wider. Additionally, handrails are to be included to provide better support and safety for staff members accessing the entrance.

#### **Strategic Plan**

The Request for Proposals (RFP) is attached to the board packet for review. However, here is a summary: The Library is seeking a comprehensive 3-year strategic plan that supports its vision, mission, and core values, with clearly defined SMART goals for the modernization and renovation of the Torrent House facility. The plan should include:

- Detailed strategies for integrating new technology.
- Developing innovative programs.
- Redesigning physical spaces to create a more inviting user experience.

Additionally, the selected firm will provide ongoing accountability and oversight to ensure the Library remains on track with the plan's implementation and objectives.

J. Zappacosta will conduct the Question and Answer session listed on April 22; others are welcome to join. If there is no need for changes, the RFP will go out after the April meeting.

#### **Union Contract**

The Library will begin negotiating with the representatives from the SEIU labor union later this month. Atty. Keith Brodie, who worked with Bob Sikkle, will represent the Library.



## **Request for Proposal (RFP): Hackley Public Library Strategic Plan**

### **I. Introduction**

The Hackley Public Library ("Library") seeks proposals from qualified strategic planning firms to develop a comprehensive plan that will guide the Library's future direction and modernization efforts, emphasizing the renovation of the Torrent House.

The Hackley Public Library has served Muskegon's community for over 125 years, making it an essential hub for its residents. The Library has a rich history and is committed to expanding and improving its services to meet the evolving needs of its diverse patrons. One of the Library's primary objectives is to rejuvenate the Torrent House, a significant historic building adjacent to the Library that could become a pivotal gateway to the downtown core.

A virtual Question-and-Answer virtual session is scheduled for **April Monday 22 at 1 PM**, and interested parties are requested to confirm attendance.

### **Important Dates and Times Summary**

Bid window for submission:	April 17 through May 3, 2024
Online Question and Answer Session:	April 22, 2024 @ 1 PM
Bid Opening (Library Board Committee):	May 6, 2024
Final Discussion Announcement:	May or June 2024

### **III. Scope of Work VI. Organizational Statements**

We are open to updating, changing, or modifying organizational statements as part of this project's scope, provided it does not excessively consume time or detract from other processes.

#### **MISSION STATEMENT**

*Hackley Public Library provides 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.*

#### **VISION STATEMENT**

*The vision of Hackley Public Library is to collaborate with our community partners to promote access to knowledge, stand against intolerance, encourage literacy, free exchange of ideas, and expand cultural competence through our collection, programming, and dedication to service.*

#### **Value Statements**



**Access:** The Hackley Public Library is a leader in celebrating reading and transforming lives through knowledge and information. The Library provides accessible services through current technology and resources.

#### ***Aspirational* VALUE STATEMENTS**

**Customers first:** Our Library exists to serve 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 community members 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.

#### **IV. Proposal Submission**

##### **A. Instructions**

Qualified firms are invited to submit proposals to the Hackley Public Library by following the bidding documents and specifications. The Library's objective in issuing this Request for Proposal is to obtain competitive bids from which it will select a contractor to provide the Library with an actionable organizational plan.

The proposal must include the following sections to be considered:

1. Details on their experience conducting strategic planning projects for non-profit organizations, preferably public libraries
2. List of at least three (3) references, including contact information, for similar strategic planning projects the firm has completed
3. A sample of a complete strategic planning report they have prepared for a similar project
4. Outline of proposed methodology and approach for carrying out the tasks in the scope of work





5. Explanation of process for engaging stakeholders, gathering data, developing the plan, and ensuring accountability
6. Provide information on the qualifications and relevant experience of the key personnel who would be assigned to the project
7. Describe the ability to meet deadlines and stay within budgets for similar projects

#### B. Proposal Submission

Local consulting firms will be given preference; however, this is not a requirement. HPL reserves the right to delay, amend, reissue, or cancel, in whole or in part, this RFP (Request for Proposal) at any time without prior notice. HPL also retains the right to modify the RFP process and timeline. This does not obligate HPL to accept any proposal or execute an agreement with any bidders, nor is HPL responsible for any costs incurred by the respondents in preparing responses to this RFP. HPL reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is determined to be in the best interest of HPL. Furthermore, HPL reserves the right to negotiate with any respondent after proposals are reviewed if such action is deemed in the best interest of HPL.

Two (2) copies of the complete proposal must be received by 5 PM on May 3 to be considered.

Proposals shall be addressed to:

Joseph Zappacosta, Director  
Hackley Public Library  
316 W. Webster Ave.  
Muskegon, MI 49441

The lower left corner of the submittal envelope should be marked:

**PROPOSAL STRATEGIC PLANNING - HPL**

Submitted proposals become the property of the Library and will not be returned.

#### V. Evaluation Criteria

Proposals are to be evaluated based on the following criteria:

1. Understandability of the costs associated with proposed services involving the creation, implementation, and ongoing guidance engaged in a strategic plan
2. Cost-effectiveness and competitiveness of the proposal
3. Timeliness and feasibility of the proposed solutions



4. Demonstrated strong project management skills, including the ability to deliver a viable and meaningful plan, meet deadlines, maintain accountability within the organization, and provide thorough follow-up
5. References and client satisfaction

#### **VI. Contact Information**

For inquiries and clarifications regarding this RFP, please contact:

Joseph Zappacosata, Director, Hackley Public Library, [jzappacosta@hackleylibrary.org](mailto:jzappacosta@hackleylibrary.org), (231) 722-8003

## HACKLEY PUBLIC LIBRARY

### PERSONNEL COMMITTEE MEETING MINUTES\*

Meeting Date: March 5, 2024

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Present: Barbara VanFossen, Thom DeVoogd,

Absent: Karen Evans

Staff: Joseph Zappacosta

1. **CALL TO ORDER** – B. VanFossen called the meeting to order at 4:35 PM
2. **APPROVAL OF MINUTES** – February 6, 2024
3. **CITIZENS' COMMENTS** – There were no public comments
4. **NEW/OLD BUSINESS**
  - Non recommendations were made to the board.
5. **ADJOURNMENT** – adjourned the meeting at 5:45 PM.

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

## **HACKLEY PUBLIC LIBRARY**

### **PERSONNEL COMMITTEE**

Meeting Date: April, 2024

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

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#### **Managed IT Service RFP**

Chairperson Barb VanFossen opened and announced each of the three proposals the Library received in response to the proposal request sent out in March 2024.

The three proposals were from IP Consulting, Verdant TCS, and Catchmark IT. The attached bid tabulations sheet outlines the information gathered, including contact information, base bid, onboarding fees, non-contract service fees, timeline the company can start, and initial contract commitment. Each committee member will review their copies of the proposals and the tabulations sheet and report any questions or requests for more information to the director. In the meantime, J. Zappacosta will contact the references that were listed in the proposals.

The committee may request an interview with representatives from all or non of the service providers listed. The committee may also choose not to award any of the three a contract based on feasibility and costs and decide to recommend that the Library consider hiring for an IT position.

#### **Staffing Update**

J. Zappacosta reviewed the current status of recently vacated positions and the status of the candidate search for the Library Business Manager.

**HACKLEY PUBLIC LIBRARY  
IT MANAGED SERVICES BID TABULATIONS**

Bidder Name	Contact	Base Bid	Onboarding Fees	Non Contracted Services Fees	Timeline and Feasibility	Contract Commitmet
<b>IP Consulting</b>	Jeff Winker Account Manager (616) 818-1974 <a href="mailto:jeff.winker@ipconsultinginc.com">jeff.winker@ipconsultinginc.com</a> 8000 Towers Crescent Dr., Suite 1350 Vienna, VA 22182	\$5,425.00 Per Month + \$375.00 for website management	\$6,925.00	Remote Support - 6:00pm - 8:00am EST M-F \$195 per hour Remote Support - Weekends (minimum 2 hr) \$250 per hour Remote Support - Holidays (minimum 4 hr) \$250 per hour Onsite Support - 8:00am – 6:00pm EST M-F (minimum 8 hr) \$195 per hour plus travel time and expenses Support and Project Rates for services outside of contract \$195 per hour or flat fee as noted in scoped project	Can start immediatly	3 Year - \$215,725.00 estimated
<b>Verdant</b>	Mike Shollack, CVO, President. Verdant TCS T: 616-210-1760 e: <a href="mailto:mshallack@verdanttcs.com">mshallack@verdanttcs.com</a> 660 Ada Dr SE, Suite 300, Ada, MI 49301	\$5,537.50	no fee	\$125 per hour No fee for onsite support during designated business hours. After 5 PM and weekends \$125 per hour	Can start immediatly	3 Year Contract
<b>Catchmark Technologies</b>	Jeff Burel, Directing Partner - Tech Services Catchmark O: 616-278-0434 M: 616-710-2318 e: <a href="mailto:jburel@catchmarkit.com">jburel@catchmarkit.com</a> <a href="http://www.catchmarkit.com">www.catchmarkit.com</a>	\$9,085.00	\$9,085.00	\$100 to 180 per hour General Support outside of contract \$140 per hour Weekday Afterhours support \$180 per hour, Weekend or Holiday Support \$220 per hour	Can start immediatly	3 Year Contract