

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

AGENDA

Date: Tuesday, July 16, 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 June 18, 2024

(Motion to Approve)

4. CITIZENS' COMMENTS

5. DIRECTOR'S REPORT

6. FINANCIAL REPORT

(Motion to pay bills)

7. COMMITTEE REPORTS

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

(No Written Report)

(No Written Report)

8. NEW BUSINESS

- a. Election of Officers for FY 2024-2025
- b. Resolution 2024-13 | Building Improvement Fund Transfer and Investment
(Motion to Approve)
- c. Resolution 2024-14 | Acceptance of Library Director's Goals for FY 2024-2025

9. OLD BUSINESS

10. ADJOURN

HACKLEY PUBLIC LIBRARY BOARD MEETING MINUTES

Meeting Date: 18 June 2024 @ 4:30 pm

Location: Hackley Public Library

Present: Bailey, DeVoogd, Huss, VanFossen

Absent: Duren, Evans

Library Staff: Zappacosta, Larson

Public: Greg Sisco

1. Call to Order – 4:46 pm

2. Approval of Agenda

- a. VanFossen/DeVoogd. Approved.

3. Approval of April Minutes

- a. DeVoogd/VanFossen. Approved.

4. **Citizens' Comment** – Greg Sisco is a Muskegon resident who works for Pioneer Resources as the Human Resource Manager. Greg was introduced as the nominee submitted to Muskegon Public Schools Board for approval/appointment to our Hackley Public Library Board.

5. Public Hearing: Fiscal Year 2024-2025 Budget of the Hackley Public Library

a. OPEN PUBLIC HEARING at 4:50 pm.

Resolution 2024-08 | Fiscal Year July 1, 2024- June 30, 2025 Operating and Debt Fund Budget for Hackley Public Library. No comments. VanFossen/DeVoogd. Approved.

b. CLOSE PUBLIC HEARING at 4:48 pm.

6. Director's Report

- a. Met with current ILS members to compile a checklist of wants to strengthen the engagement without forming a new ILS with 3 libraries.
- b. Currently looking to hire an Adult Librarian.
- c. Increased use of digital services is now ¼ of Circulation service resources.

7. Financial Report

- a. Approval of payment of bills in the amount of \$27,557.49.
Bailey/DeVoogd. Approved.
- b. Referenced the upcoming Resolution for the last Budget Adjustment of our year.
- c. Building Improvement Fund account to be discussed further with PNC staff and attorney.

8. Building and Grounds Report

- a. Met on June 3.
- b. The elevator is now under construction at the Library which was approved prior to the separation agreement from MPS which provided us a Building Improvement Fund.

- c. Submitted proposals with a Resolution to accept Library Strategies as the consultant for strategic planning.

9. Personnel Report

- a. Looking for part-time secretary staffing needs.
- b. Ratified contract with the SEIU Local 517M and submitting a Resolution to approve.
- c. Reviewed director's evaluation and made comments as needed.

10. New Business

- a. Resolution 2024-09 | Budget Adjustments FY-24 – June 2024. Bailey/Huss. Approved.
- b. Resolution 2024-10 | Strategic Planning Contract 2024-2027. VanFossen/DeVoogd. Approved.
- c. Resolution 2024-11 | Contract Agreement HPL and SEIU Local 517M. DeVoogd/VanFossen. Approved.
- d. Resolution 2024-12 | Library Director Evaluation 2024. VanFossen/DeVoogd. Approved.

11. Old Business

- a. Brainstorming: Torrent House – Strategic Plan

The Library's strategy planning consultation with Library Strategies, Contractor, is expected to provide a thorough evaluation which will include The Torrent House.

- 12. Adjourn – 5:47 pm

Next Regular Meeting: July 16 @ 4:30 PM

HACKLEY PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT

Report Presented July 18, 2024

Friends of the Library

FOHPL Annual Meeting [June 19]

The Friends combined their annual meeting with a new volunteer recognition event. Over 50 people attended. I thanked all the Friends, including the board, as they are volunteers doing a fantastic job supporting the library.

Personnel

New Hire – Adult Services Librarian

Molly McKenzie has been selected to fill the position of Adult Services Librarian. She has experience working in local area libraries in similar roles, including programming and service desk coverage. Molly was selected from five finalists interviewed. Her first day is July 22, 2024

Open Office Hours [June 20]

I recently reintroduced open office hours, a dedicated time for staff and community members to meet with me in a more relaxed setting. These sessions allow informal discussions on library-related topics, concerns, or ideas.

All Staff Meeting [Jun 26]

At our all-staff meeting, we welcomed our new community officer, Cody Merkins. This comes after nearly a year without one since Steven Clark's reassignment. I've asked Cody to make frequent daytime rounds and requested night shift officers to walk around the library periodically.

We also had fire extinguisher training provided by the Fire Marshal.

Community Outreach

Read Muskegon Literacy Collaboration [July 26]

Hackley Public Library will host this year's Candidate's Forum on Oct 1, organized by Read Muskegon Collaborative and co-hosted with the Muskegon Chapter of Delta Sigma Theta. The evening event will showcase candidates for Judicial, County Commission, and State Representative positions, focusing on educational and literacy issues. This event aligns with our mission and allows our community to engage with local candidates on critical topics affecting our area's educational landscape.

June 2024 Statistical Report – See Attached Report

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

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

Hackley Public Library

Balance Sheet

As of June 30, 2024

	TOTAL	
	AS OF JUN 30, 2024	AS OF MAY 31, 2024 (PP)
ASSETS		
Current Assets		
Bank Accounts		
003 Checking - PNC	1,627,276.61	1,523,562.10
004 Miscellaneous - PNC	3,458.76	2,899.62
005 CD - PNC	203,231.95	203,231.95
008 Savings - PNC	125,264.05	125,261.18
009 Capital Improvement - PNC	0.00	0.00
018 PETTY CASH	100.00	100.00
Total Bank Accounts	\$1,959,331.37	\$1,855,054.85
Accounts Receivable		
1200 *Accounts Receivable	16.23	9.19
Total Accounts Receivable	\$16.23	\$9.19
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	\$1,959,347.60	\$1,855,064.04
TOTAL ASSETS	\$1,959,347.60	\$1,855,064.04

	TOTAL	
	AS OF JUN 30, 2024	AS OF MAY 31, 2024 (PP)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202 ACCOUNTS PAYABLE	38,518.59	27,557.49
Total Accounts Payable	\$38,518.59	\$27,557.49
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	284.74	0.00
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	186.97	0.00
258.014 Capital Campaign-Payroll Deduct	0.00	0.00
258.016 MERS - Retirement	0.00	0.00
258.017 AFLAC (Pretax)	-81.48	-58.20
258.018 AFLAC (post-tax)	-97.44	-69.60
258.019 MERS - 457b	0.00	0.00
258.020 Insurance - Pretax	0.00	0.00
Total 258 ACCRUED EXPENSES	292.79	-127.80
Total Other Current Liabilities	\$81,853.79	\$81,433.20
Total Current Liabilities	\$120,372.38	\$108,990.69
Total Liabilities	\$120,372.38	\$108,990.69
Equity		
3000 Opening Bal Equity	0.00	0.00
3900 FUND BALANCE	1,643,759.75	1,643,759.75
Net Income	195,215.47	102,313.60
Total Equity	\$1,838,975.22	\$1,746,073.35
TOTAL LIABILITIES AND EQUITY	\$1,959,347.60	\$1,855,064.04

Hackley Public Library

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
400 TAXES				
401 PROPERTY TAXES	1,841,266.74	1,812,500.00	28,766.74	101.59 %
404 PAYMENT IN LIEU OF TAXES		10,000.00	-10,000.00	
405 RENAISSANCE ZONE REIMBURSEMENT	4,475.37	10,000.00	-5,524.63	44.75 %
406 LOCAL COM.STABILIZATION REIMB.	83,151.17	78,000.00	5,151.17	106.60 %
Total 400 TAXES	1,928,893.28	1,910,500.00	18,393.28	100.96 %
530 STATE AID	20,595.76	30,000.00	-9,404.24	68.65 %
595 PENAL FINES	0.00	70,000.00	-70,000.00	0.00 %
642 CHARGES				
643 MEETING ROOM RENTAL		200.00	-200.00	
644 NON RES CARD FEES	18.75	100.00	-81.25	18.75 %
Total 642 CHARGES	18.75	300.00	-281.25	6.25 %
645 MISCELLANEOUS	2,775.77	3,000.00	-224.23	92.53 %
646 SALES	1,007.97	300.00	707.97	335.99 %
646.1 Sales - Friends of HPL	252.32		252.32	
Total 646 SALES	1,260.29	300.00	960.29	420.10 %
647 HACKLEY DONATIONS	7,711.66	6,000.00	1,711.66	128.53 %
647.1 Youth Services Dept - Donations	4,016.00	3,000.00	1,016.00	133.87 %
647.2 Local History Dept - Donations	297.00	500.00	-203.00	59.40 %
655 BOOK FINES	3,699.82	2,000.00	1,699.82	184.99 %
665 INTEREST EARNINGS	16,083.35	10,240.00	5,843.35	157.06 %
667 Youth Services Programs	1,237.83	12,500.00	-11,262.17	9.90 %
668 Adult Programs		12,500.00	-12,500.00	
669 MPSERS UAAL Stabilization Prog	60,789.00	60,789.00	0.00	100.00 %
677 REIMBURSEMENTS AND REFUNDS	27,004.62	20,000.00	7,004.62	135.02 %
678 Torrent House Improvements	100.00	37,500.00	-37,400.00	0.27 %
680 WILLIAM & MARGARET BUSCH FUND	15,560.00	15,000.00	560.00	103.73 %
685 BERG FUND	145.00	100.00	45.00	145.00 %
688 GARDEN FUND (John J. Helstrom)	600.00	300.00	300.00	200.00 %
689 RUTHKOWSKI FUND	10,978.90	9,000.00	1,978.90	121.99 %
690 Robinson Fund		4,500.00	-4,500.00	
694 Cannon Fund	12,500.00		12,500.00	
695 Wood Fund		1,000.00	-1,000.00	
697 Ross Fund	10,000.00	10,000.00	0.00	100.00 %
699 Major Improvement Fund	211,480.56		211,480.56	
Total Income	\$2,335,747.59	\$2,219,029.00	\$116,718.59	105.26 %
GROSS PROFIT	\$2,335,747.59	\$2,219,029.00	\$116,718.59	105.26 %
Expenses				
700 SALARIES AND WAGES				
701 SALARIES MANAGEMENT	318,649.23	348,969.00	-30,319.77	91.31 %
702 SALARIES - LIBRARIANS	236,291.51	232,416.00	3,875.51	101.67 %
703 SALARIES - INFO. SPECIALIST	311,780.68	313,242.00	-1,461.32	99.53 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
704 SALARIES - PARAPROFESSIONAL	99,893.24	100,434.00	-540.76	99.46 %
706 SALARIES - CUSTODIAL - REG	79,014.90	86,749.00	-7,734.10	91.08 %
Total 700 SALARIES AND WAGES	1,045,629.56	1,081,810.00	-36,180.44	96.66 %
714 FRINGE BENEFITS				
715 FICA	79,386.40	80,358.00	-971.60	98.79 %
716 HEALTH INSURANCE	204,085.61	216,000.00	-11,914.39	94.48 %
716.2 DENTAL INSURANCE	11,526.12	12,494.00	-967.88	92.25 %
716.3 VISION INSURANCE	3,445.23	3,782.00	-336.77	91.10 %
Total 716 HEALTH INSURANCE	219,056.96	232,276.00	-13,219.04	94.31 %
717 LIFE INSURANCE	10,912.54	12,424.00	-1,511.46	87.83 %
718 ORS - RETIREMENT CONTRIBUTION	75,659.21	82,664.00	-7,004.79	91.53 %
718.2 MPSERS UAAL Stabilization Exp.	60,789.00	60,789.00	0.00	100.00 %
Total 718 ORS - RETIREMENT CONTRIBUTION	136,448.21	143,453.00	-7,004.79	95.12 %
718.1 MERS - RETIREMENT CONTRIBUTION	77,162.25	75,833.00	1,329.25	101.75 %
719 WORKER'S COMPENSATION	4,948.25	5,000.00	-51.75	98.97 %
720 STATE UNEMPLOYMENT		500.00	-500.00	
Total 714 FRINGE BENEFITS	527,914.61	549,844.00	-21,929.39	96.01 %
726 SUPPLIES	3,841.04	4,000.00	-158.96	96.03 %
727 OFFICE SUPPLIES	15,063.92	16,000.00	-936.08	94.15 %
728 POSTAGE	911.85	1,500.00	-588.15	60.79 %
729 SUPPLIES - CUSTODIAL	4,293.66	6,000.00	-1,706.34	71.56 %
730 Furniture & Equipment	4,847.53	5,000.00	-152.47	96.95 %
731 BANK CHARGES	850.28	900.00	-49.72	94.48 %
Total 726 SUPPLIES	29,808.28	33,400.00	-3,591.72	89.25 %
738.1 Youth Serv.- Red Stock/Donation	2,790.45	3,000.00	-209.55	93.02 %
738.2 Local History - Donations	172.12	500.00	-327.88	34.42 %
740 OPERATING SUPPLIES				
741 SUPPLIES - BOOKS				
741.1 BOOKS - Schmidt - Y.S.	19,051.43	19,400.00	-348.57	98.20 %
741.3 BOOKS - Adult - Ref/NonFic	12,047.41	13,000.00	-952.59	92.67 %
741.4 BOOKS - Rostar - Local Hist.	11,120.23	12,000.00	-879.77	92.67 %
741.5 BOOKS - Chea - Adult	19,259.74	20,000.00	-740.26	96.30 %
Total 741 SUPPLIES - BOOKS	61,478.81	64,400.00	-2,921.19	95.46 %
742 Continuations - Print	1,046.33	1,040.00	6.33	100.61 %
742.1 Continuations - Databases	8,005.43	8,006.00	-0.57	99.99 %
Total 742 Continuations - Print	9,051.76	9,046.00	5.76	100.06 %
743 SUPPLIES - AUDIO VISUAL				
743.1 AV- Children & Teens	2,505.15	2,600.00	-94.85	96.35 %
743.2 DVD & Audiobooks - Adults	6,614.12	7,000.00	-385.88	94.49 %
743.3 Digital - Overdrive (Youth)	6,951.88	7,000.00	-48.12	99.31 %
743.4 Digital - Overdrive (Adult)	6,994.07	7,000.00	-5.93	99.92 %
743.5 Digital - Hoopla	19,021.98	18,000.00	1,021.98	105.68 %
743.6 Digital - Kanopy	1,264.80	1,100.00	164.80	114.98 %
Total 743 SUPPLIES - AUDIO VISUAL	43,352.00	42,700.00	652.00	101.53 %
744 Microfilm	6,488.00	6,500.00	-12.00	99.82 %
745 Mobile Hotspots	3,690.52	4,000.00	-309.48	92.26 %
747 Periodicals	9,806.63	11,000.00	-1,193.37	89.15 %
Total 740 OPERATING SUPPLIES	133,867.72	137,646.00	-3,778.28	97.26 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
750 TECHNOLOGY				
751 Software	4,978.88	5,000.00	-21.12	99.58 %
752 Hardware/Equipment	7,048.60	7,050.00	-1.40	99.98 %
753 E-Rate Expenses	1,675.00	1,675.00	0.00	100.00 %
754 Website Expense	1,008.00	1,008.00	0.00	100.00 %
755 Subscription and License Renewal	10,063.76	10,070.00	-6.24	99.94 %
Total 750 TECHNOLOGY	24,774.24	24,803.00	-28.76	99.88 %
767 Youth Services Program	12,086.59	12,500.00	-413.41	96.69 %
768 Adult Services Programs	11,187.05	12,500.00	-1,312.95	89.50 %
801 CONTRACTED SERVICES				
802 AUDIT FEE	14,402.00	15,000.00	-598.00	96.01 %
802.1 PAYROLL SERVICES	5,726.95	6,200.00	-473.05	92.37 %
802.3 TIME AND ATTENDANCE		218.00	-218.00	
Total 802 AUDIT FEE	20,128.95	21,418.00	-1,289.05	93.98 %
803 COLLECTIONS FEES	896.35	1,000.00	-103.65	89.64 %
804 LAKELAND FEES	24,097.50	25,000.00	-902.50	96.39 %
806 ATTORNEY FEES	19,344.00	13,040.00	6,304.00	148.34 %
811 Contracted Srvc - Consulting	3,637.00	4,000.00	-363.00	90.93 %
812 CONTRACTED SERVICES - CUSTODIAL	5,576.00	5,600.00	-24.00	99.57 %
813 Material Ordering Fees	1,268.00	1,300.00	-32.00	97.54 %
814 Contracted Services- IT	13,843.75	11,075.00	2,768.75	125.00 %
Total 801 CONTRACTED SERVICES	88,791.55	82,433.00	6,358.55	107.71 %
850 TELEPHONE	13,811.10	14,000.00	-188.90	98.65 %
874 EDUCATION AND TRAINING	7,993.36	8,000.00	-6.64	99.92 %
876 DUES & FEES - CORPORATE	2,374.21	3,000.00	-625.79	79.14 %
888 NEWSLETTER	16,225.32	22,000.00	-5,774.68	73.75 %
899 PUBLICITY	25,583.48	18,500.00	7,083.48	138.29 %
910 INSURANCE.				
911 INSURANCE - LIABILITY	7,637.00	8,000.00	-363.00	95.46 %
Total 910 INSURANCE.	7,637.00	8,000.00	-363.00	95.46 %
920 UTILITIES				
921 NATURAL GAS	12,993.80	15,000.00	-2,006.20	86.63 %
922 ELECTRICITY	27,899.78	27,900.00	-0.22	100.00 %
923 WATER	2,629.53	3,600.00	-970.47	73.04 %
Total 920 UTILITIES	43,523.11	46,500.00	-2,976.89	93.60 %
930 REPAIRS & MAINTENANCE SUPPLIES				
931 BUILDING & GROUNDS REPAIRS	22,915.76	23,000.00	-84.24	99.63 %
932 BUILDING EXPENSE	8,080.57	9,000.00	-919.43	89.78 %
933 EQUIPMENT MAINTENANCE	13,641.95	18,000.00	-4,358.05	75.79 %
934 TORRENT HOUSE IMPROVEMENT EXP	38,115.85	38,116.00	-0.15	100.00 %
Total 930 REPAIRS & MAINTENANCE SUPPLIES	82,754.13	88,116.00	-5,361.87	93.91 %
939 Copier/Printers- EQUIPMENT RENTAL	8,638.95	10,000.00	-1,361.05	86.39 %
940 PARKING LOT RENTAL & GARBAGE	6,624.09	6,000.00	624.09	110.40 %
955 OTHER EXPENSES				
956 BOARD EXPENSES	167.32	500.00	-332.68	33.46 %
957 DIRECTOR EXPENSES	940.05	930.00	10.05	101.08 %
Total 955 OTHER EXPENSES	1,107.37	1,430.00	-322.63	77.44 %
970 CAPITAL IMPROVEMENTS	25,000.00	25,000.00	0.00	100.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
997 MISCELLANEOUS EXPENSE	12,429.95	12,800.00	-370.05	97.11 %
997.11 Robinson Fund Expense		4,500.00	-4,500.00	
997.14 Black History Month Programs	3,636.60	4,000.00	-363.40	90.92 %
997.3 Ross Fund Expenses	5,897.50	10,000.00	-4,102.50	58.98 %
Total Expenses	\$2,140,258.34	\$2,220,282.00	\$ -80,023.66	96.40 %
NET OPERATING INCOME	\$195,489.25	\$ -1,253.00	\$196,742.25	-15,601.70 %
NET INCOME	\$195,489.25	\$ -1,253.00	\$196,742.25	-15,601.70 %

Hackley Public Library

Unpaid Bills Report

All Dates

VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Amazon Capital Services							
Amazon Capital Services	06/01/2024	Bill	June Bills	06/30/2024	10	\$1,131.62	\$1,131.62
Total for Amazon Capital Services						\$1,131.62	\$1,131.62
Baker & Taylor							
Baker & Taylor	06/01/2024	Bill	June Bills	06/30/2024	10	\$4,078.76	\$4,078.76
Total for Baker & Taylor						\$4,078.76	\$4,078.76
Barnes & Thornburg LLP							
Barnes & Thornburg LLP	06/01/2024	Bill	3273941	06/30/2024	10	\$6,187.50	\$6,187.50
Total for Barnes & Thornburg LLP						\$6,187.50	\$6,187.50
Barry's							
Barry's	06/01/2024	Bill	I240611815	06/30/2024	10	\$600.00	\$600.00
Total for Barry's						\$600.00	\$600.00
Cavendish Square							
Cavendish Square	06/01/2024	Bill	CAL346814I	06/30/2024	10	\$206.70	\$206.70
Total for Cavendish Square						\$206.70	\$206.70
Enerco							
Enerco	06/01/2024	Bill	INV013943	06/30/2024	10	\$125.00	\$125.00
Total for Enerco						\$125.00	\$125.00
Foster Swift							
Foster Swift	06/01/2024	Bill	887167	06/30/2024	10	\$122.50	\$122.50
Total for Foster Swift						\$122.50	\$122.50
Hoopla							
Hoopla	06/01/2024	Bill	505702237	07/01/2024	9	\$1,767.91	\$1,767.91
Total for Hoopla						\$1,767.91	\$1,767.91
Johnson Controls Fire Protection LP							
Johnson Controls Fire Protection LP	06/01/2024	Bill	June Bills	06/30/2024	10	\$1,015.98	\$1,015.98
Total for Johnson Controls Fire Protection LP						\$1,015.98	\$1,015.98
Kanopy							
Kanopy	06/01/2024	Bill	405599-PPU	07/01/2024	9	\$99.45	\$99.45
Total for Kanopy						\$99.45	\$99.45
MLive Media Group							
MLive Media Group	06/18/2024	Bill	AD#0010878378	06/28/2024	12	\$330.17	\$330.17
Total for MLive Media Group						\$330.17	\$330.17
Muskegon Museum of Art							
Muskegon Museum of Art	06/12/2024	Bill	I-4197	06/30/2024	10	\$603.56	\$603.56
Total for Muskegon Museum of Art						\$603.56	\$603.56
Northshore Ace Hardware							
Northshore Ace Hardware	06/01/2024	Bill	June Bills	06/30/2024	10	\$19.57	\$19.57
Total for Northshore Ace Hardware						\$19.57	\$19.57
Novotny Electronics, Inc.							
Novotny Electronics, Inc.	06/01/2024	Bill	42266	06/30/2024	10	\$171.00	\$171.00
Total for Novotny Electronics, Inc.						\$171.00	\$171.00
O'Malley's Pest Control, Inc.							
O'Malley's Pest Control, Inc.	06/12/2024	Bill	-	06/30/2024	10	\$100.00	\$100.00
Total for O'Malley's Pest Control, Inc.						\$100.00	\$100.00
Orshal Road Productions, LLC							
Orshal Road Productions, LLC	06/01/2024	Bill	3755	06/30/2024	10	\$5,591.28	\$5,591.28
Total for Orshal Road Productions, LLC						\$5,591.28	\$5,591.28
OverDrive							
OverDrive	06/01/2024	Bill	-	06/30/2024	10	\$314.10	\$314.10
Total for OverDrive						\$314.10	\$314.10
Schmidt Roofing & Siding							
Schmidt Roofing & Siding	06/14/2024	Bill	10089	06/24/2024	16	\$475.00	\$475.00
Total for Schmidt Roofing & Siding						\$475.00	\$475.00
Verdant TCS							
Verdant TCS	06/01/2024	Bill	-	06/11/2024	29	\$13,843.75	\$13,843.75
Total for Verdant TCS						\$13,843.75	\$13,843.75
WVIB-FM							
WVIB-FM	06/01/2024	Bill	June Bills	06/30/2024	10	\$211.00	\$211.00
Total for WVIB-FM						\$211.00	\$211.00

VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
WWSN-FM Cumulus Media - Muskegon							
WWSN-FM Cumulus Media - Muskegon	06/01/2024	Bill	June Bills	06/30/2024	10	\$750.00	\$750.00
Total for WWSN-FM Cumulus Media - Muskegon						\$750.00	\$750.00
Xerox Corp							
Xerox Corp	06/01/2024	Bill	-	06/30/2024	10	\$773.74	\$773.74
Total for Xerox Corp						\$773.74	\$773.74
						\$38,518.59	\$38,518.59

HACKLEY PUBLIC LIBRARY

BUDGET AND FINANCE MINUTES*

Meeting Date: June 12, 2024

Present: Kevin Huss, Oneata Bailey, Ardena Duren

Absent:

Library: Joseph Zappacosta, Jessica Larson

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

1. **Approval of Agenda**
2. **Approval of Minutes**
 - Motion: To approve minutes from May 14, 2024
Vote: *Motion carried*
3. **New Business**
 - The committee agreed by consensus to recommend the FY 2024-2025 Operating Budget
4. **Old Business**
 - The committee agreed by consensus to recommend the June 2024 Budget Adjustments
5. **Adjournment** - The meeting ended at 5:00 PM

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

HACKLEY PUBLIC LIBRARY

BUDGET AND FINANCE COMMITTEE

Meeting Date: July 9, 2024

Committee Members: Oneata Bailey, Ardena Duren, Kevin Huss

Building Improvement Fund

J. Larson and I met with Aaron DeVries, our PNC banker, to discuss investment options for the Building Improvement Fund. The committee accepted a proposal to open a new 8-month CD with \$211,480.56 at a 4.65% interest rate (4.75% APY).

Our aim is to grow this fund and use it only if necessary, with the trust funds held by MPS serving as our primary fund for now.

HACKLEY PUBLIC LIBRARY

BUILDINGS AND GROUNDS MONTHLY COMMITTEE MEETING MINUTES

Meeting Date: June 3, 2024

Present: Kevin Huss, Barbara VanFossen

Absent:

Staff: Joseph Zappacosta

Guest:

1. **CALL TO ORDER** – K. Huss called the meeting to order at 4:35 PM
2. **APPROVAL OF MINUTES** – The May 21 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 reviewed proposals from consulting firms and unanimously recommended that the Library Board accept the proposal submitted by Library Strategies for strategic planning consulting services.
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: July 1, 2024

Committee Members: Kevin Huss, Barb VanFossen

Strategic Planning Consultant Proposal Review and Selection

The committee reviewed the recruitment progress of a Steering Committee for the Library's Strategic Plan. The Steering Committee will play a vital role in our strategic planning process, collaborating with Library Strategies to guide community engagement, identify key stakeholders, and shape focus groups and forums. Members will assist in selecting focus group participants, reviewing project timelines, and providing feedback on deliverables. This will involve 8-12 hours of commitment over a few months, with all meetings conducted virtually.

Current Members of the Steering Committee

Torrent House Roof Leak

The severe storms on June 25 worsened a pre-existing leak at the back of the Torrent House. The initial roofing company overlooked the problem at the junction of two roof sections. Another company came to fix it, but only after the heavy rain. As a result, the ceiling on the second floor now needs repair. The costs of repairs are being investigated as a possible insurance claim.

Little Free Library @ McGrath Park

HPL is partnering with the Nims Neighborhood Association and the City of Muskegon to maintain a Little Free Library in McGrath Park, serving park visitors and YMCA day camp attendees. The Friends of the Library funded the prefabricated structure. Todd Kirchenbauer is assembling and priming it while camp children will decorate it. Todd will then seal the finished structure for durability.

HACKLEY PUBLIC LIBRARY

PERSONNEL COMMITTEE MEETING MINUTES*

Meeting Date: May 7, 2024

Present: Barbara VanFossen, Karen Evans

Absent: Thom DeVoogd

Staff: Joseph Zappacosta

1. **CALL TO ORDER** – B. VanFossen called the meeting to order at 4:35 PM
2. **APPROVAL OF MINUTES** – April 2024 Minutes approved by consensus.
3. **CITIZENS' COMMENTS** – There were no public comments
4. **NEW/OLD BUSINESS**
 - No 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 MINUTES*

Meeting Date: June 13, 2024

Present: Barbara VanFossen, Thom DeVoogd

Absent: Karen Evans

Staff: Joseph Zappacosta

1. **CALL TO ORDER** – B. VanFossen called the meeting to order at 4:40 PM
2. **APPROVAL OF MINUTES** – April 2024 Minutes approved by consensus.
3. **CITIZENS' COMMENTS** – There were no public comments
4. **NEW/OLD BUSINESS**
 - The committee recommended the director's evaluation by consensus.
 - The committee reviewed and recommended the contract between Librayr and SEIU Local 517
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: July 2, 2024

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

Director's Goals

The Personnel Committee reviewed the Library Director's proposed FY 2024-2025 goals based on current library needs and previous evaluation feedback. The committee found the goals comprehensive and ambitious, aligning with the director's vision and board priorities. The committee recommends the board accept these goals, which are attached to the board packet, and implement quarterly progress check-ins.

Administrative Assistant

The library is considering adding a non-managerial administrative assistant position to support operations. This role would handle various administrative tasks, enhancing efficiency and allowing the administrative team to focus more on strategic initiatives and day to day operations of the library.

Emergency Sick Leave Bank Policy

The committee considered the creation of an Emergency Sick Leave policy, defining key aspects:

- Specific emergency criteria
- Director-initiated PTO donation calls
- Capped donation totals (eg. \$12,000)
- Wage-based PTO value calculation

These changes create a transparent, fair process for emergencies.

Library staff will present a draft at the next Personnel Committee meeting for further discussion and consideration.

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

Resolution No. 2024-13

The Board of Trustees of the Hackley Public Library convened for a meeting on July 16, 2024, at 5:30 PM, located at 316 W. Webster Avenue, Muskegon, within the district library service area.

Building Improvement Fund Transfer and Investment

WHEREAS, the Hackley Public Library has received \$211,480.56 from the Public Improvement Fund previously held by Muskegon Public Schools as part of the purchase of Library and Torrent House and

WHEREAS, the Board wishes to invest these funds in a manner that will provide a favorable return while maintaining the security of the principal and

WHEREAS, the Board recognizes the importance of creating and maintaining a dedicated Building Improvement Fund for the more extensive repairs and improvements of the properties;

NOW, THEREFORE, BE IT RESOLVED:

1. The Board approves the transfer of \$211,480.56 from the general account to a new 8-month Certificate of Deposit (CD) with an interest rate of 4.65% (4.75% APY).
2. An additional \$25,000 from the general account shall be allocated to establish the library's commitment to what will now be referred to as the "Building Improvement Fund," as defined by the Building Improvement Fund Policy # 5010.
3. The total amount to be transferred from the general account is \$236,480.56.
4. The Library Director or their designee is authorized to execute all necessary documents to effectuate this transfer and investment.
5. This resolution shall take effect immediately upon its adoption.

During the meeting, a resolution was introduced by HUSS

and is supported by a second from Duren.

YEAS: 7

NAYS: _____

Resolution declared approved

Harlem Evans
Hackley Public Library Board of Trustees

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

Resolution No. 2024-14

The Board of Trustees of the Hackley Public Library convened for a meeting on July 16, 2024, at 5:30 PM, located at 316 W. Webster Avenue, Muskegon, within the district library service area.

Acceptance of Library Director Fiscal Year 2024 – 2025 Goals

WHEREAS, the Hackley Public Library Board recognizes the importance of establishing clear objectives for the Library Director and

WHEREAS, the Library Director has presented a set of goals for the fiscal year 2024-2025 that align with the library's mission, strategic plan, performance, and organizational priorities and

WHEREAS, these goals provide a framework for the Director's performance and the library's progress;

NOW, THEREFORE, BE IT RESOLVED that the Hackley Public Library Board accepts and approves the Library Director's fiscal year 2024-2025 goals as presented and attached to this resolution.

BE IT FURTHER RESOLVED that:

1. These goals shall serve as a basis for the Director's performance evaluation for the fiscal year 2024-2025.
2. The Board and Director shall review progress toward these goals quarterly.
3. The Director shall provide a written report on the status of these goals at the end of the fiscal year.
4. As circumstances require, these goals may be amended by mutual agreement between the Board and the Director.

During the meeting, a resolution was introduced by Bailey

and is supported by a second from Duren.

YEAS: 7

NAYS: _____

Resolution declared approved

Karen Cuans
Hackley Public Library Board of Trustees