

Schultz Holmes Memorial Library Board Meeting

January 7, 2021

Call to Order

Pledge of Allegiance

Public Comment

Recording Secretary's Report

Corresponding Secretary's Report

Financial Report

Library Director's Report

Old Business

Employee Bathroom

Water Fountains

New Business

Committees- Policy

- Grant & Funding

- Others

Redevelopment Ready Community- upcoming meeting.

Adjournment

Schultz-Holmes Memorial Library  
Library Board Meeting  
December 3, 2020  
VIA ZOOM

Online meeting notice on library website with physical posts in usual locations:

In accordance with SB-1108 and in order to protect the safety of the public and public officials while ensuring public participation and transparency for meetings, **the December 3, 2020 meeting of The Schultz-Holmes Memorial Library Board of Trustees will be held via Zoom conference.** The meeting will be open to the public online via live streaming on You Tube. Search “SHML Board December 2020” on YouTube for the stream. Comments for the board may be left on the stream or emailed to [info@blissfieldlibrary.org](mailto:info@blissfieldlibrary.org) and read into the record.

**Time: Decemeber 3, 2020 7pm Eastern Time**

A regular meeting of the Schultz-Holmes Memorial Library Board was held on Thursday, December 3, 2020 via Zoom. The meeting was called to order by consensus at 7:13pm.

Trustees present: Greg Brown, Onnolee Brown, Peg Whiting, Josephine Spiegel, and Karen Waggoner.

Trustees absent: Mike Ennis

Also present: Dr. Bob Barringer, Library Director and Autumn Smith, Assistant Library Director

Trustee Greg Brown proposed a slate of officers. Trustee Onnolee Brown moved to accept the slate, and Trustee Peg Whiting moved to second it. The motion carried.

Officers for 2021 are:

Greg Brown, President

Onnolee Brown, Vice President

Mike Ennis, Treasurer

Peg Whiting, Recording Secretary

Jo Spiegel, Corresponding Secretary

Karen Waggoner, Member-At-Large

President Greg Brown called for a motion to approve the minutes of the previous meeting. Trustee Josephine Spiegel moved to approve the minutes of the November 5, 2020, minutes as submitted. Trustee Onnolee Brown seconded. The motion carried.

Agenda items were discussed.

President Greg Brown made a motion to move the library back to Phase I in the Reopening Plan retroactive to November 14, 2020. Trustee Onnolee Brown moved to approve the motion and Trustee Peg Whiting seconded. The motion carried.

President Greg Brown called for a motion to approve the 2021 library calendar. Trustee Karen Waggoner made a motion to approve the 2021 calendar. Trustee Josephine Spiegel seconded the motion. The motion carried.

President Greg Brown called for a motion to adjourn. Trustee Josephine Spiegel made a motion to adjourn. Trustee Karen Waggoner seconded. The motion carried and the meeting adjourned at 7:29pm.

		<b>2020-21 Approved</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>CurYTD Exp</b>	<b>Unexp Bal</b>	<b>% USED</b>
702	LB Wages	3,275			3,273.00	3,273.00	2.00	100%
705	Librarian Wg	84,980	9,533.04	6,382.40	6,382.40	22,297.84	62,682.16	26%
706	DPW Wages	2,710	54.48	15.13	77.07	146.68	2,563.32	5%
707	Pt-Tm Wages	45,520	4,671.83	3,061.95	2,685.54	10,419.32	35,100.68	23%
719	Benefits		1,090.83	723.64	949.97	2,764.44	-2,764.44	
719.002	RETIREMENT EXPENSE		1,171.60	781.78	789.34	2,742.72	-2,742.72	
719.003	HEALTH INSURANCE		2,949.46	2,934.63	2,979.82	8,863.91	-8,863.91	
719.004	DENTAL INSURANCE		219.15	217.63	221.26	658.04	-658.04	
719.005	DISABILITY/LIFE		60.17	59.69	60.88	180.74	-180.74	
719.006	HRA		20.73	57.59	6.51	84.83	-84.83	
719.008	WORKERS COMPENSATION		60.62	39.47	48.59	148.68	-148.68	
719.009	IDENTITY GUARD			10.40	10.59			
719	Total Benefits	44,750	5,572.56	4,824.83	5066.96	15,443.36	29,306.64	35%
727	Office Suppl	2,785	15.95		51.89	67.84	2,717.16	2%
740	Tools/Suppl	2,785	57.41	265.84	48.58	371.83	2,413.17	13%
853	Telephone	1,400		169.95	135.15	305.10	1,094.90	22%
913	Insurance	5,500				0.00	5,500.00	0%
921	Electric	7,500	440.91		442.92	883.83	6,616.17	12%
923	Gas	2,850	178.77		237.54	416.31	2,433.69	15%
927	Water	630		55.13	61.08	116.21	513.79	18%
928	Sewer	420		58.00	64.00	122.00	298.00	29%
931	B&G Mntnce	2,500				0.00	2,500.00	0%
933	Equipm.Mntn	4,500		79.90		79.90	4,420.10	2%
933-001	MntnAgreemt	1,600	49.90	649.90	54.56	754.36	845.64	47%
943	EquipmRental	1,000	28.81		26.26	55.07	944.93	6%
956	Misc	1,500				0.00	1,500.00	0%
957	Books&Mag	11,500	2,417.40	\$3,847.79	491.51	6,756.70	4,743.30	59%
962	AudioVisSupp	2,500	90.92	24.53	84.31	199.76	2,300.24	8%
982	NewEquipm	3,000				0.00	3,000.00	0%
						0.00		
TOTAL		233,205.00	23,111.98	\$19,435.35	\$19,182.77	\$58,436.11	174,768.89	25%
						0.00		
	<b>TRUST FUNDS</b>					0.00		
970	Tuttle	5000				0.00	5,000.00	0%
978.000	General Gift Expenses					0.00	0.00	
978.001	Summer Reading					0.00	0.00	
978.002	Art at Your Feet					0.00	0.00	

978.003	Taste the State			\$497.70		497.70	-497.70	
978.004	Evening Program Series	50.00		\$150.00	29.78	229.78	-229.78	
978.007	Rotary			\$688.63		688.63	-688.63	
978.008	Adopt-a-Mag					0.00	0.00	
978.009	Misc Memorial					0.00	0.00	
978.010	Misc Non-Memorial					0.00		
<b>978</b>	<b>Total Gift Expenses</b>	<b>2,000.00</b>	<b>50.00</b>	<b>\$1,336.33</b>	<b>29.78</b>	<b>1,416.11</b>	<b>583.89</b>	<b>71%</b>
979.000	General Fine Expenses					0.00	0.00	
979.001	Lost Items Replaced			\$97.97	202.25	300.22	-300.22	
979.002	Sales Income Expenses					0.00	0.00	
979.003	Grant Expenses	101.46			85.50	186.96	-186.96	
979.004	Purchase Expenses					0.00	0.00	
979.005	ILL/Woodlands					0.00	0.00	
979.006	Newsletter	115.20				115.20	-115.20	
979.007	Continuing Education				99.00			
979.009	Copier Expenses				389.03	389.03	-389.03	
979.010	General Program Expenses					0.00	0.00	
8.670	Promotions			\$46.53		46.53	-46.53	
979.012	Coffee Expenses					0.00	0.00	
979.013	Bad Checks/Bank Fees					0.00	0.00	
979.017	Collection Expenses					0.00	0.00	
979.018	OverDrive Advantage					0.00	0.00	
979.019	Freegal					0.00	0.00	
979.020	Other Online Subscriptions	1,725.00		\$135.82	130.76	1,991.58	-1,991.58	
<b>979</b>	<b>Total Fine Expenses</b>	<b>33,700.00</b>	<b>1,941.66</b>	<b>\$280.32</b>	<b>\$906.54</b>	<b>3,128.52</b>	<b>30,571.48</b>	<b>9%</b>

	OCT	NOV	DEC	Total Interest
<b>BSB (Library Savings)</b>				
Balance Forward	\$140,661.33	\$141,488.47	\$141,811.31	
Deposit	809.35	359.97	304.98	
Deposit?				
bank fees				
BadChks/Bk Err or fee		(\$46.53)	(\$29.78)	
Transfers				
Library Savings Ii	\$17.79	\$9.40	\$1.58	\$28.77
Library Saving Ba	\$141,488.47	\$141,811.31	\$142,088.09	
<b>BSB (Bailey's Inv)</b>				
Balance Forward	\$11,394.95	\$8,892.50	\$7,324.53	
Pay Bills	(2,505.51)	(881.49)	(936.32)	
correction		(\$688.63)		
??????????				
??????????				
Deposit				
BSB Interest	\$3.06	\$2.15	\$1.44	\$6.65
BSB Balance	\$8,892.50	\$7,324.53	\$6,389.65	
<b>TOTAL</b>	<b>\$150,380.97</b>	<b>\$149,135.84</b>	<b>\$148,477.74</b>	<b>\$35.42</b>

Tuttle Trust

10/01/2020 Bal	YTD Balance
11,452.51	11,452.51

# THE SCHULTZ-HOLMES MEMORIAL LIBRARY

## Report of the Director to the Library Board of Trustees, January 7, 2021

FYI:

**Library in Phase 1:** The building remains closed to the public with lending via contactless delivery in the vestibule. We are seeing much more use of this system than we did during the earlier period in Phase 1. Programming remains plentiful but online. I want to see how the case rate is affected by the holidays before considering a move to Phase 2. I am following MDHHS's lead on this since their latest directive runs through January 15 (with schools urged to remain online until January 18). Fines remain suspended until further notice.

**Phones:** Still not working. Now we are waiting on network equipment ordered mid-December to ship. My wife and son are also waiting on Christmas gifts ordered at Thanksgiving. I reiterate my intention to return to "regular" phones, as a fall back plan. The networking consultant wants the chance to make it all work, so I am trying to give him that chance. I appreciate his willingness to own the issue, the one thing that has been lacking from the beginning. In addition, the staff laptops are having trouble connecting to the admin wifi. They can connect to the public wifi and all the wired computers seem to be functioning, including my laptop when connected via the ethernet port. The other staff laptops do not have ethernet ports, so that's not an option for them.

**Water Fountains and Employee Restroom:** All of the plumbing and electrical work is complete with the restroom fixtures and water fountains installed. Kenny Coopshaw is about 2/3 complete on painting the hallway.

### Statistics:

#### Patrons

Adult	2277
Institution	12
Juvenile	815
Bliss Twp	273
Bliss Vill	1871
Non-Res	46
Ogden	219
Palmyra	260

Riga	435
<b>Total</b>	3104

**Circulation:**

	ILL	ILL			
	Out	In	Local	OverDrive	Freegal
<b>December</b>	26	48	365	129	40

**Computer Use:**

The building has been closed to the public since November 14, 2020. Wireless statistics remain unavailable until phones are working properly, and I have time to work with the time management vendor to do the remote set up.

**Programs:**

Blissfield Unbound:

Peg's Pies Holiday Program: 12/8/20

Views: 29

Post engagement: 6

Reach: 144

Peg's Pies Holiday Program: 12/10/20

Views:18

Post engagement: 2

Reach: 19

StoryTime:

Christmas: 12/9/2020

Views: 125

Post engagement: 4

Reach: 392