



THE SCHULTZ-HOLMES DISTRICT LIBRARY

Schultz-Holmes District Library Board of Trustees

AGENDA

February 18, 2025 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of January 21, 2025 Meeting Minutes**
- V. Public Comment**
 - a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions, after stating your name and contact information, please state your question. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame.
- VI. Committee Reports**
 - a. **Establishment of Strategic Planning Committee**

Background: Trustee Blair Briggs and President Ciara McGrane request to establish a committee to review the Library’s strategic plan and draft a new plan moving forward as needed.
 - b. **Friends Committee**

Background: Given that the Friends of the Library has been successfully established, there is no longer a need for a specific committee of trustees to discuss matters relating to the Friends. Instead, the Friends would be invited to provide updates during public comment, or provide updates to be read during public comment as available. Request to disband the Friends Committee, with no impact upon the Friends of the Library as they remain a separate entity.
 - c. **Buildings and Grounds Committee**
 - i. Roof trim issues – auditorium area

- ii. Furniture

d. Finance Committee

- i. Update from 2/12/25 meeting with Kate Pohjola Andrade
- ii. Recommendation regarding use of Quickbooks or outside service
- iii. Return of duties to Treasurer from Director

e. Communication Committee

- i. Have not received all bios for newsletter
- ii. Update regarding cost to include in the Advance

f. Policy Committee

- i. Update from 2/18/25 Meeting

VII. Corresponding Secretary's Report

VIII. Library Director's Report

IX. Treasurer's Report

X. Unfinished Business

- a. None.

XI. New Business

a. Amendment of Bylaws (*requires 2/3 vote*) – Article VI Section 8. Expenses

- i. Section 8. Expenses. Each Library Board member shall receive \$30 per board, committee, and/or special meeting attended, payable at the end of the fiscal year. The members of the Schultz-Holmes District Library Board may be reimbursed for registrations, dues and mileage expenses incurred in performance of Board-authorized Library business before or after incurring the expense, upon approval by the Board.

b. Adoption of Roberts Rules of Order Newly Revised 12th Edition

- i. Background: Provides governance procedures and consistent expectations for meeting conduct, while continuing to give latitude for the nature of a small board (i.e. balances formality with functionality for small boards). Direct impacts of note include the requirement of signing of meeting minutes by recording secretary.

c. Library Cards for Blissfield Community Schools Students

d. Request for Referral of Financial Policy Creation and Review to Policy Committee

- i. Background: Per suggestion of Kate Pohjola Andrade, President McGrane requests a motion to refer creation of an internal controls policy and other related policies recommended by the Public Library Financial Management Guide to the Policy Committee

e. Update from President Regarding Agenda Packet Availability

- i. No Board Action Necessary – Update Only

f. Request for Approval of Property and Liability Insurance Renewal

XII. Public Comment

- a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions, after stating your name and contact information, please state your question. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame.

XIII. Adjournment

Proposed minutes of this meeting will be available for public inspection at the Schultz-Holmes District Library, located at 407 South Lane Street, Blissfield, MI 49228 within eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267).

Schultz-Holmes District Library Board

Meeting Minutes

January 21, 2025

A meeting of the Schultz-Holmes District Library Board on Tuesday, January 21, 2025. The meeting served as the annual meeting for the Schultz-Holmes District Library Board. The meeting was called to order by Meeting Chair Greg Brown at 7:00 pm. Meeting Chair Greg Brown was nominated by Trustee Ciara McGrane and seconded by Christine Burtle, elected unanimously as the presiding officer for the annual meeting.

Trustees present: Greg Brown, Shelly DeVantier, Christine Burtle, Debra Rogers, Ciara McGrane, Blair Briggs, Karen Waggoner

Trustees absent: None

Also present: Bob Barringer

Meeting Chair Greg Brown called for a motion to approve the agenda for the January annual meeting. Trustee Ciara McGrane requested to strike “motion to adjourn meeting” and “motion to reconvene meeting” as an administrative matter, and to add approval of the meeting calendar to New Business. Trustee Ciara McGrane made a motion to approve the agenda with those amendments. Trustee Karen Waggoner seconded the motion, and the motion carried unanimously.

Meeting Chair Greg Brown called for public comment. Public comment was given as follows:

- Jackie Bates requested that everyone speak louder due to the ambient noise caused by the HVAC equipment.

Meeting Chair Greg Brown called for a motion to approve the minutes of the December 10, 2024 meeting. Trustee Christine Burtle requested two revisions to correct typographical errors, and made a motion to approve the agenda with those amendments. Trustee Blair Briggs seconded the motion, and the motion carried unanimously.

Meeting Chair Greg Brown called for nominations for all available positions to take effect following conclusion of the annual meeting: President, Vice President, Treasurer, Corresponding Secretary, and Recording Secretary.

Trustee Shelly DeVantier nominated Trustee Ciara McGrane for President. Trustee Debra Rogers seconded, and the election was unanimous.

Trustee Ciara McGrane nominated Trustee Karen Waggoner for Vice President. Trustee Blair Briggs seconded, and the election was unanimous.

Trustee Karen Waggoner nominated Trustee Greg Brown for Treasurer. Trustee Ciara McGrane seconded. Trustees Christine Burtle, Blair Briggs, and Shelly DeVantier voted in favor. Trustee Debra Rogers voted against. Trustee Greg Brown was elected Treasurer.

Trustee Ciara McGrane nominated Trustee Blair Briggs for Recording Secretary. Trustee Karen Waggoner seconded, and the election was unanimous.

Trustee Ciara McGrane nominated Trustee Shelly DeVantier for Corresponding Secretary. Trustee Debra Rogers seconded, and the election was unanimous.

Corresponding Secretary Shelly DeVantier provided her report regarding notes of thanks sent since the previous meeting.

Director Bob Barringer detailed the financial report, noting that despite being 25% through the fiscal year, only 16.71% of the budget has been expended. Director Barringer indicated that the final appropriation from the Village of Blissfield had been received, and millage payments were coming in. Director Barringer also noted an issue with Village insurance payments being paid in advance, but specified that the overpayment is being refunded to the Library.

Director Bob Barringer provided the Library Director's report. Director Barringer updated that unemployment insurance had been secured for less than \$1,800 for the year. Likewise, worker's compensation has been secured for \$420 per year. Director Barringer indicated that local business Wolfe's Lawn Care has been providing snow removal for \$100 per visit, and has been going well. Director Barringer updated that Administrator Danielle Gross has indicated that the Village of Blissfield would like to begin transferring ownership of the physical building to the Library beginning in February 2025. Director Barringer requested re-establishment of the policy committee to begin reviewing Library policies. Director Barringer noted that there had been a number of collection and service additions added following patron request, including adding an Ancestry Library subscription.

Director Barringer informed the Board of a donation of \$5,000 by a patron specifically earmarked for capital improvement. As a result, Director Barringer indicated that he would be requesting an updated quote for the updates to the front entry from Maple City Glass and any other vendors he could locate. Similarly, Shoemakers Heating and Plumbing will be completing a quote to fix the sink issues in the staff restroom.

Director Barringer noted that the Library has begun using Donna Baker for accounting services as she has three local libraries as clients. An in-depth meeting has been scheduled for February to go over detailed information. Services will include assistance with audit preparation, tax guidance, and compliance review. Relatedly, Director Barringer updated that he has been working with the Village to resolve all open accounts and close the Library's accounts with the Village as he has opened accounts in the Library's name as previously directed.

Director Barringer updated that he and Assistant Director Autumn Smith had been trained regarding MERS, and that he was awaiting review of the Library's sick pay policy by the Library's counsel.

Finally, Director Barringer provided an update that he had applied for a grant from the Carnegie Corporation to support English language proficiency and/or college readiness and access, and had advanced to the second round of consideration. Director Barringer indicated his intention to continue to work with community partners to finalize proposals for the next round of consideration.

Meeting Chair Greg Brown and Director Bob Barringer discussed the roof project. There is standing water and missing equipment. Meeting Chair Greg Brown indicated that he had been informed that the standing water was considered acceptable by the roofer as it was “approved to pool.” Meeting Chair Greg Brown and Director Barringer indicated that there is broken electrical conduit, which will be repaired by Saunders, and the ceiling tiles will be replaced by DPW. Director Barringer will continue to work with the Village Administrator to resolve these issues.

Friends Committee Member Jackie Bates provided an update that the Friends of the Library met the previous week and reviewed the Library’s calendar of events to encourage volunteering. They also discussed tabling at Village events to gather additional members.

Trustee Ciara McGrane provided an update that the Communication Committee has finalized the survey of Library patrons and community members in order to better understand what resources and programming those groups would like to see provided by the Library, and drafted a newsletter to send out to introduce the changes the Library has undergone since establishment as a district library. Director Bob Barringer indicated that he had spoken with Superintendent Scott Riley as requested at the previous meeting, and been informed that it cost the schools between \$7,000 and \$8,000 to send out “The Communicator” newsletter. Following discussion, Director Barringer was requested to find out the cost to include a black and white four-page newsletter in the Advance. Trustee Ciara McGrane requested that the Trustees and Library staff send her a short biography blurb to include in the newsletter by January 31, 2025. Trustee Debra Rogers suggested sending the newsletter to the local Township boards as well, and including meeting information on the newsletter.

Meeting Chair Greg Brown provided an additional update from the Building and Grounds Committee in that an inspection of the roof will still be pursued after the completion of the repairs. Director Bob Barringer indicated that there had been additional complaints about the furniture in the Library needing to be updated.

Meeting Chair Greg Brown called for a motion to approve the Board’s meeting calendar for the year, meeting on the third Tuesday of the month at 7:00pm in the Library Auditorium. Trustee Karen Waggoner made a motion to approve the Board’s meeting calendar. The motion was seconded by Trustee Christine Burtle and carried unanimously.

Meeting Chair Greg Brown highlighted the written notice of intent to amend bylaws contained on the agenda. No action was called for.

President Greg Brown called for public comment. Public comment was given as follows:

- Gwen Dusa expressed concern over how the transition to District Library has been going, and requested that financial documents be made available online at the time of the meeting. Councilwoman Dusa further inquired about the contents of the previous meeting minutes regarding points of order, and approval of hiring for a part-time position. Finally, Councilwoman Dusa suggested putting a QR code for the patron survey on posters in different places throughout the Village, including table tents at local restaurants.

- Mark Vandebusch requested that monthly invoices be included in the meeting packet and provided to the public. Mr. Vandebusch further indicated that Director Barringer should not be handling expenses or providing the financial report, suggested that a reporting treasurer be elected, that the Board verify insurance and bonds of contractors, and that the Board contact the State Building Inspector regarding the roof concerns.
- Several members of the public commented regarding concerns about the Board accepting the building from the Village in its existing condition, particularly with the roof concerns. Trustee Ciara McGrane affirmed that the Board agreed that these issues would need to be addressed.

Trustee Ciara McGrane moved to adjourn the meeting. Trustee Blair Briggs seconded the motion, and the motion carried unanimously.

Meeting adjourned at 8:39 pm.

Ad Hoc Committee Appointments for 2025:

Finance Committee:

Greg Brown
Shelly DeVantier
Blair Briggs

Buildings and Grounds:

Karen Waggoner
Greg Brown
Shelly DeVantier

Communication:

Ciara McGrane
Debra Rogers
Christine Burtle

Policy:

Ciara McGrane
Blair Briggs
Christine Burtle

THE SCHULTZ-HOLMES DISTRICT LIBRARY

Report of the Director to the Library Board of Trustees, February 18, 2025

FYI:

Accountant: I spoke again to Criston Welch at Donna Baker as she and I had previously scheduled. I asked her about a quote for services beyond what we had discussed—initial setup, help with the transition, and preparing for the audit—to include primary recording keeping and accounts payable. She will return a quote for each option. However, while they want our business, she says the firm is unlikely to be able to take on a new client until May 1. She feels that will be fine since she will still have plenty of time review, revise, and prepare for audit all that has been done up to that point as long as our records are in order—and they will be. She adds she'd be able to offer more focused attention after May 1, but that, if the tax season goes smoothly, she might be able to start sooner. While the hourly rate is \$95, Criston assures me that the firm is efficient.

To quote at a “package” rate, she has to determine the amount of business we have. She said there would be an initial set up charge and a monthly charge in the quote. At her request, I have sent her a copy of the last two months of general ledgers and a list of invoices paid for that time period. She has not asked for bank statements. She will provide separate quotes for both the hourly rate and the package deal.

While I am disappointed in the wait, I strongly advise staying with Donna Baker. The firm has three local libraries, Adrian, Lenawee, and Hudson, as clients and worked with them through their initial transition to district libraries. They all use still Donna Baker for accounts payable and, while both Lenawee and Adrian use the same payroll service we do, Hudson uses Donna Baker for payroll, too. Morenci uses a different accountant for payroll but does accounts payable in house. Clinton does everything in house. Tecumseh uses a Tecumseh accounting firm for all services. Adrian, Lenawee and Tecumseh all report that they pay their accountant about \$1500 per month for the full service (minus payroll). I am hoping that our smaller size would result in lower costs than these libraries incur. I believe we have resources available in other budget lines to accommodate the cost of full-service accounting.

Furthermore, while I remain concerned about the cost of full-service accounting--a concern which led me to try to do the finances myself--after talking to my colleagues, I would now advise contracting for full service accounting with both the board treasurer and I providing a second (and third) set of eyes on the accountant. Donna Baker is my third accounting contact, but while I remain convinced they are the right choice due to their direct experience, I will seek additional quotes at the board's request.

Carnegie Grant: I received word from the Carnegie Corporation that the library has advanced to the semi-final round of Carnegie's Libraries as Pillars of Democracy and Education initiative. The grant requested applications for projects involving ESL education and college readiness.

Our project contained both. We are among 25 remaining applicants out of the original 1400+ competing for 10-15 awards. I submitted a grant application for an amount to cover a project budget of \$455,000 that includes the costs of a customized mobile library (aka bookmobile), and its storage and maintenance, as well as curriculum materials and other supplies. The next stage is a Zoom interview with Carnegie. I have asked the board president to join Autumn, me, and as many of our project partners at the Southeast Michigan Migrant Council, Adrian Rea Literacy Center, Adrian College and Blissfield Community Schools as we can invite and schedule.

Front Entry: I contacted Maple City Glass and Toledo Mirror and Glass. Maple City updated the previous quote: \$4431 for each set of doors with an additional \$800 per set if we want to install panic hardware. That would be \$8862 to replace all doors at the front entry with an additional \$1600 for panic hardware. I have not heard back from Toledo Mirror and Glass yet. The library recently received a \$5000 donation directed to capital improvements available to apply to this project. I believe we have funds either in building and grounds maintenance or other lines to complete the project.

Staff Restroom: Shoemaker's treated the clog and offered instructions to keep it from happening again. The plumber agreed the drain is not likely up to code but replacing it would mean going into the wall to replace pipes. We will try to avoid this expensive measure by following the plumber's instructions.

Back Hallway: The recent cold snap has revealed a re-emergent issue with heat in the back hallway and restroom. We addressed the issue years ago with an in-duct auxiliary heater installed by Shoemaker's in 2015 or so. It seemed to work fine after some initial issues keeping it on, and, after the RTUs were replaced in 2020, the level of heat no longer seemed to be a problem. Recently, however, the hallway and restroom have regressed to their former meat-locker temperature level. Shoemaker investigated and replaced the thermostat which they reported was no longer functioning. However, the auxiliary unit still would not come on. They determined the limiter was nonfunctional and looked for a replacement part but were unable to locate one for a device that old. I have asked for a quote to replace the unit and for other possible (less expensive) options to mitigate the cold in the back hallway and restrooms.

Sick Pay Policy: Contrary to our attorney's prediction, no legislative action has been taken to revise the Earned Sick Leave Act. We should have a policy to respond to the law. The village's policy, revised for our purposes, is in the personnel manual which is first on the schedule for policy committee review. Absent a policy, we will still have to comply with the law. The policy both provides information for employees and future boards and shows intent to comply with the law.

Payroll issue: As we discussed last month, on the village payroll of December 20, 2024, some board members were incorrectly paid as library employees rather than as board members. The amounts are correct on your checks, but village reports for payroll contradict village reports for the ledger (revenues and expenditure report). While the village clerk reported that the issue was corrected, the amounts on reports we received for January had the same figures as before. I

know the auditors were in town, so it may be that they couldn't do anything until the auditors did their work. I will follow up with the village.

Unemployment Insurance: WorkForce PayHub has corrected this issue.

New Hire: The library received four applications for the new employee approved in the FY24-25 budget process. We hired Stacie Marquis, who lives in town, and she will begin work on Monday, February 17 as a program assistant at the rate of \$14/hr for an average of 15 hours per week. While her primary responsibilities will be assisting with our growing programs, she will be fully-trained at the front desk and will provide needed support when other staff members are absent.

General Maintenance: Tristan Brown replaced a dozen or of the U-shaped lightbulbs, using a ballast-bypass which means we now use lower watt LED bulbs that last longer, burn brighter, use less energy, cost less, and remove the need to replace ballasts. DPW had done the same thing to all the long fluorescent bulbs in the library several years ago. The U-shaped bulbs replaced by Mr. Brown were not available in LED at the time.

On a related note, I also contacted Jake Norment, a local friend and fellow Rotarian who does handyman-type work. His rate is \$50 an hour. Also, over the weekend, I received a list of other handyfolk from Trustee Briggs and will seek quotes from those on the list before the meeting.

Monthly Statistics:

Circulation	Ill In	Ill Out	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
January	148	100	1379	275	26/825	258	63

7 Homeschool Hangout	9
8 Storytime	10
9 Bingo	28
13 LILA	30
15 Storytime	13
16 Book Club	11
21 Homeschool Hangout	9
22 Storytime	27
23 Family Movie Night	14
27 Senior Center	10
28 Local Author Night	9
29 Storytime	12
30 Holistic Healing for Teens and Adults	3
31 Guess How Many	39
January	224

January Computer Use:

Users: 70

Time: 47:25

Active Patrons 1/31/2025

Adult: 3269

Institution: 15

Juvenile: 373

Bliss Twp 301

Village: 2254

Non-Resident: 52

Ogden: 250

Palmyra: 297

Riga: 503

TOTAL 3657

Account	Label	Budget	October	November	December Vill	December SHDL	December	January Village	January SHDL	January	Total	Remaining	Percentage
271-790-xxx	Library												
702	Wages	120,000	8383.60	9,011.20	9,011.20		9,011.20	5,406.72	8,110.08	13516.8	39,922.80	80,077.20	33.27%
703	Pt-Tm Wages	75,000	4527.51	5,052.86	4,097.69		4,097.69	2,083.85	3,949.94	6033.79	19,711.85	55,288.15	26.28%
	Sub-total Wages	194,500	12911.11	14,064.06	13,108.89		13,108.89	7,490.57	12,060.02	19550.59	59,634.65	134,865.35	30.66%
710	Social Security/Medicare	16,500	986.77	1,075.00	1,001.92		1,001.92	572.12	1,126.24	1698.36	4,762.05	11,737.95	28.86%
710.001	Pension	4,910	1292.76	1,389.54	1,389.54		1,389.54	833.73		833.73	4,905.57	4.43	99.91%
710.002	Health Insurance	7,400	3908.74	3,908.74	3,908.74		3,908.74	(4,408.23)		-4,408.23	7,317.99	82.01	98.89%
710.003	Dental Insurance	1,020	254.12	254.12	254.12		254.12	254.12		254.12	1,016.48	3.52	99.65%
710.004	Disability/Life Insurance	850	57.68	57.68	57.68		57.68		54.23	111.91	284.95	565.05	33.52%
710.005	HRA	4,000		60.50				654.05		654.05	714.55	3,285.45	17.86%
710.007	Workers' Compensation	545	33.18	35.55	34.10	420.00	454.10	19.18		19.18	542.01	2.99	99.45%
710.010	Eyecare Insurance	55	13.40	13.40	13.40		13.40	13.40		13.40	53.60	1.40	97.45%
710.011	Heath Insurance Stipend	22,500							2,500.00	2,500.00	2,500.00	20,000.00	11.11%
710.012	MERS Defined Contribution	8,950							811.01	811.01	811.01	8,138.99	9.06%
710.013	MERS Health Care Savings Plan	2,680							243.30	243.30	243.30	2,436.70	9.08%
710.014	MERS 457b Employer Contribution	1,790							162.20	162.20	162.20	1,627.80	9.06%
	Total MERS Retirement	13,420							1,216.51	1,216.51	1,216.51	12,203.49	9.06%
710.008	Unemployment Insurance	1,750						393.12		393.12	1,356.88	22.46%	
	Total Personnel	267,450	19457.76	20,858.59	19,768.39	420.00	20,188.39	5,486.62	17,350.12	22,836.74	83,341.48	184,108.52	31.16%
727	Office Supplies	4,000		659.40	93.90	438.23	532.13		109.48	109.48	1,301.01	2,698.99	32.53%
728	Postage/Freight	300		6.3						0.00	6.30	293.70	2.10%
740	Tools & Supplies	4,000		558.08	79.40	127.80	207.20	9.99	69.99	79.98	845.26	3,154.74	21.13%
740.004	Books & Magazines	25,000	1331.28	4,485.29	50.22	1,552.03	1,602.25		1,199.00	1,199.00	8,617.82	16,382.18	34.47%
741	AudioVisSupp	3,000		771.31		310.58	310.58			87.15	87.15	1,169.04	38.97%
770.000	General Program Expenses	20,000		65.00				13.40		13.40	78.40	19,921.60	0.39%
770.001	Art at Your Feet	2,500								0.00	0.00	2,500.00	0.00%
770.002	Taste the State	2,500		14.04	131.55	422.11	553.66	50.00	135.96	185.96	753.66	1,746.34	30.15%
770.003	Blissfield Unbound	2,500	175.00	302.00				15.09	350.00	365.09	842.09	1,657.91	33.68%
770.004	Children's Programming	2,500		104.27		17.90	17.90	29.65	322.67	352.32	474.49	2,025.51	18.98%
770.005	Summer Reading	4,000								0.00	0.00	4,000.00	0.00%
771.001	Rotary Books	200								0.00	0.00	200.00	0.00%
771.002	Adopt-a-Mag	400								0.00	0.00	400.00	0.00%
771.003	Miscellaneous Memorial Gifts	200								0.00	0.00	200.00	0.00%
958.001	Movie Licenses	700								0.00	0.00	700.00	0.00%
771.004	Misc Non-Memorial	200								0.00	0.00	200.00	0.00%
771.005	Grant Expenses	2,000								0.00	0.00	2,000.00	0.00%
771.006	Purchase Expenses	200								0.00	0.00	200.00	0.00%
771.007	Tuttle Funds	1,500		100.00					50.00	50.00	150.00	1,350.00	10.00%
771	Additional Collection Expenses									0.00	0.00		
772.001	Lost Items Replaced	200							66.93	66.93	66.93	133.07	33.47%
772.002	Sales Income Expenses	800								0.00	0.00	800.00	0.00%
802.000	Auditor	3,000								0.00	0.00	3,000.00	0.00%
807	Attorney Services	7000				1,858.50	1,858.50		452.50	452.50	2,311.00	4,689.00	33.01%
817	Accounting Services/Payroll	9600							134.00	134.00	134.00	9,466.00	1.40%
853	Telephone/Internet	2,500	19.90	82.02	82.02		82.02	82.02	281.62	363.64	547.58	1,952.42	21.90%
901	Publishing									0.00	0.00	0.00	
902.001	Promotional Expenses	1,000								0.00	0.00	1,000.00	0.00%
921	Electric	7,000		635.42		574.45	574.45		584.89	584.89	1,794.76	5,205.24	25.64%
923	Gas	5,000		204.03		299.52	299.52		498.35	498.35	1,001.90	3,998.10	20.04%
927	Water	1,000		66.60		66.60	66.60		60.26	60.26	193.46	806.54	19.35%
928	Sewer	1,000		70.41		70.41	70.41		63.63	63.63	204.45	795.55	20.45%
931	Building & Grounds Repair & Maintenance	20,000		146.29		488.43	488.43		415.50	415.50	1,050.22	18,949.78	5.25%
932	Equipment Repair & Maintenance	3,000								0.00	0.00	3,000.00	0.00%
956	Misc	500								0.00	0.00	500.00	0.00%
960.000	Workshops Conferences Education	1,000			25.00		25.00			0.00	25.00	975.00	2.50%
961.000	Bank Fees	200								0.00	0.00	200.00	0.00%
962	Memberships and Dues	300								0.00	0.00	300.00	0.00%
962.001	ILL/Woodlands Memberships	5,000		14.95		59.32	59.32			0.00	74.27	4,925.73	1.49%
962.002	OverDrive Advantage	800							582.00	582.00	582.00	218.00	72.75%
962.003	Freegal	1,750	160.68						1,850.00	1,850.00	2,010.68	-260.68	114.90%
962.004	Other Online Subscriptions	12,000		478.82		1,260.24	1,260.24		555.14	555.14	2,294.20	9,705.80	19.12%
965	Property & Liability Insurance	15,000	2731.56							0.00	2,731.56	12,268.44	18.21%
969.000	Maintenance Agreements	5,000								0.00	0.00	5,000.00	0.00%
969.001	Copier Maintenance	3,000	156.33	104.76		95.24	95.24		274.50	274.50	630.83	2,369.17	21.03%
969.002	Website Agreement	1,200	550.00							0.00	550.00	650.00	45.83%
969.003	Time Management Software Agreement	300								0.00	0.00	300.00	0.00%
969.004	Online Backup Agreement	800								0.00	0.00	800.00	0.00%

969.005	ILS Agreement	2,500								0.00	0.00	2,500.00	0.00%
971	Capital Projects									0.00	0.00	0.00	
977.000	New Equipment	7,200				129.99	129.99		2,515.00	2,515.00	2,644.99	4,555.01	36.74%
271-790	Total Library	460,800	24,582.51	29,727.58	20,230.48	8,191.35	28,421.83	5,686.77	28,008.69	33,695.46	116,427.38	344,372.62	25.27%
											116,427.38		
271-791	Library Board												
702	Wages	3100			2,854.20		2,854.20				2,854.20	245.80	92.07%
710	Social Security/Medicare	300			218.35		218.35				218.35	81.65	72.78%
710.007	Workers' Compensation				4.99		4.99				4.99	-4.99	
Library Board	Sub-Total Library Board	3400			3,077.54		3,077.54				3,077.54	322.46	90.52%
											0.00	49,500.00	0.00%
	Contingency	49500											
Total	Total	513,700.00	24,582.51	29,727.58	23,308.02	10,049.85	33,357.87	5,686.77	28,461.19	34,147.96	119,504.92	394,195.08	23.26%
												% of year	33.33%

Trust Funds (Tuttle)	
Balance 10/1/2024	9273.93
Balance 1/31/2025	9123.93

SHDL ACCOUNTS	OCT	NOV	DEC	JAN
Blissfield State Bank				
Library Savings				
Opening Balance		\$0.00	\$0.00	\$340.73
Deposit			340.73	\$381.96
bank fees				
BadChks/Bk Err or fee				
Transfers				\$95,000.00
Interest				
Balance	\$0.00	\$0.00	\$340.73	\$95,722.69
Library Checking (PUBFUNDS)				
Opening Balance		\$0.00	\$0.00	\$31,629.97
Checks Pay Bills			(\$6,193.03)	(\$9,473.33)
Electronic Payments				(\$17,460.15)
transfer to savings				(\$95,000.00)
transfer from village accts			\$20,000.00	\$150,000.00
Deposit			\$17,823.00	\$139,879.52
Interest				
Balance	\$0.00	\$0.00	\$31,629.97	\$199,576.01
TOTAL	\$0.00	\$0.00	\$31,970.70	\$295,298.70
TLC Credit Union				
CD Investment Account				
Opening Balance	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
Deposit	1000			
bank fees				
BadChks/Bk Err or fee				
Transfers				
Dividend				\$11.34
Balance	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34
Savings Account (required)				
Opening Balance	\$0.00	\$5.00	\$5.00	\$5.00
Pay Bills				
correction/question				
Deposit	\$5.00			
Interest				
Balance	\$5.00	\$5.00	\$5.00	\$5.00
TOTAL	\$1,005.00	\$1,005.00	\$1,005.00	\$1,016.34

VILLAGE ACCOUNTS FOR LIBRARY	OCT	NOV	DEC	JAN
BSB				
Library Deposit Acct				
Balance Forward	\$98,455.21	\$98,484.09	\$100,140.58	\$80,165.71
Deposit	rolled to 9/24	1,624.34		
to SHDL Checking			(\$20,000.00)	(\$75,000.00)
Library Savings Interest	\$28.88	\$32.15	\$25.13	\$5.50
Library Saving Balar	\$98,484.09	\$100,140.58	\$80,165.71	\$5,171.21
Library Operating Acct				
Balance Forward	\$15,555.81	\$77,588.19	\$47,876.24	\$10,907.30
Pay Bills	(\$24,582.51)	(\$29,727.58)	(\$36,456.53)	(\$1,340.29)
open accounts at TLC	(\$1,005.00)			
to SHDL Checking				(\$75,000.00)
correction/question	\$91.40		(\$519.81)	8816.46
Deposit	\$87,500.00			\$87,500.00
Operating Acct Interest	\$28.49	\$15.63	\$7.40	\$9.69
Operating Acct Balar	\$77,588.19	\$47,876.24	\$10,907.30	\$30,893.16
TOTAL	\$176,072.28	\$148,016.82	\$91,073.01	\$36,064.37

Schultz-Holmes District Library Revenue and Expenditure Report
 Period Ending 1/31/2025
 Fiscal Year Completed: 33.33

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
REVENUE						
271-000-540	State Revenue	6000				
	Blissfield		41,485.86	41,485.46		
	Ogden		41,192.31	32,185.00		
	Palmyra		23,072.81	17,666.90		
	Riga		51,869.22	48,459.44		
271-000-580	Local Unit Contributions	488,000	157,620.20	139,796.80	330,379.80	32.30%
271-000-640.000	General Service Charges					
271-000-640.001	Non-Resident Service Charges	100	0.00	0.00	100.00	0.00%
271-000-640.002	Fax Service Charges					
271-000-640.003	Copy & Print Svc Charges	1000	398.90	64.60	601.10	39.89%
271-000-640.004	Lamination Svc Charges					
271-000-640.005	Digital Transfer Svc Charges					
271-000-640.006	Poster Printing Svc Charges					
271-000-640.007	Binding Svc Charges					
271-000-640.008	Research Svc Charges					
271-000-642.000	Sales					
271-000-659.000	Fines & Other Desk Receipts	700	265.82	43.00	434.18	37.97%
271-000-660.003	Penal Fines	7000			7000	0.00%
271-000-665.000	Interest	100	152.87	15.19	(52.87)	152.87%
271-000-667.000	Rent	800	470.00	250.00	330	58.75%
271-000-674.000	Private Contributions & Donations	8000	1,639.21	69.30	6360.79	20.49%
271-000-684.000	Miscellaneous Revenue	2000			2000	0.00%
Total	Total Revenue (millage+special)	513,700	160,547.00	140,238.89	353,153.00	31.25%
271-000-699.001	Transfer in from Village (DLA agmt)	175,000	175,000.00	87,500.00	0	100.00%

Schultz-Holmes District Library Revenue and Expenditure Report
 Period Ending 1/31/2025
 Fiscal Year Completed: 33.33

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
EXPENDITURES						
271-790-xxx	Library					
	702 Wages	120,000	39,922.80	13,516.80	80,077.20	33.27%
	703 Pt-Tm Wages	75,000	19,711.85	6,033.79	55,288.15	26.28%
	Sub-total Wages	194,500	59,634.65	19,550.59	134,865.35	30.66%
	710 Social Security/Medicare	16,500	4,762.05	1,698.36	11,737.95	28.86%
	710.001 Pension	4,910	4,905.57	833.73	4.43	99.91%
	710.002 Health Insurance	7,400	7,317.99	-4,408.23	82.01	98.89%
	710.003 Dental Insurance	1,020	1,016.48	254.12	3.52	99.65%
	710.004 Disability/Life Insurance	850	284.95	111.91	565.05	33.52%
	710.005 HRA	4,000	714.55	654.05	3,285.45	17.86%
	710.007 Workers' Compensation	545	542.01	19.18	2.99	99.45%
	710.010 Eyecare Insurance	55	53.60	13.40	1.40	97.45%
	710.011 Heath Insurance Stipend	22,500	2,500.00	2,500.00	20,000.00	11.11%
	710.012 MERS Defined Contribution	8,950	811.01	811.01	8,138.99	9.06%
	710.013 MERS Health Care Savings Plan	2,680	243.30	243.30	2,436.70	9.08%
	710.014 MERS 457b Employer Contribution	1,790	162.20	162.20	1,627.80	9.06%
	Total MERS Retirement	13,420	1,216.51	1,216.51	12,203.49	9.06%
	710.008 Unemployment Insurance	1,750	393.12	393.12	1,356.88	22.46%
	Total Personnel	267,450	83,341.48	22,836.74	184,108.52	31.16%
	727 Office Supplies	4,000	1,301.01	109.48	2,698.99	32.53%
	728 Postage/Freight	300	6.30	0.00	293.70	2.10%
	740 Tools & Supplies	4,000	845.26	79.98	3,154.74	21.13%
	740.004 Books & Magazines	25,000	8,617.82	1,199.00	16,382.18	34.47%
	741 AudioVisSupp	3,000	1,169.04	87.15	1,830.96	38.97%
	770.000 General Program Expenses	20,000	78.40	13.40	19,921.60	0.39%
	770.001 Art at Your Feet	2,500	0.00	0.00	2,500.00	0.00%
	770.002 Taste the State	2,500	753.66	185.96	1,746.34	30.15%
	770.003 Blissfield Unbound	2,500	842.09	365.09	1,657.91	33.68%
	770.004 Children's Programming	2,500	474.49	352.32	2,025.51	18.98%
	770.005 Summer Reading	4,000	0.00	0.00	4,000.00	0.00%

Schultz-Holmes District Library Revenue and Expenditure Report
 Period Ending 1/31/2025
 Fiscal Year Completed: 33.33

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
771.001	Rotary Books	200	0.00	0.00	200.00	0.00%
771.002	Adopt-a-Mag	400	0.00	0.00	400.00	0.00%
771.003	Miscellaneous Memorial Gifts	200	0.00	0.00	200.00	0.00%
958.001	Movie Licenses	700	0.00	0.00	700.00	0.00%
771.004	Misc Non-Memorial	200	0.00	0.00	200.00	0.00%
771.005	Grant Expenses	2,000	0.00	0.00	2,000.00	0.00%
771.006	Purchase Expenses	200	0.00	0.00	200.00	0.00%
771.007	Tuttle Funds	1,500	150.00	50.00	1,350.00	10.00%
771	Additional Collection Expenses		0.00	0.00	0.00	
772.001	Lost Items Replaced	200	66.93	66.93	133.07	33.47%
772.002	Sales Income Expenses	800	0.00	0.00	800.00	0.00%
802.000	Auditor	3,000	0.00	0.00	3,000.00	0.00%
807	Attorney Services	7000	2,311.00	452.50	4,689.00	33.01%
817	Accounting Services/Payroll	9600	134.00	134.00	9,466.00	1.40%
853.000	Telephone/Internet	2,500	547.58	363.64	1,952.42	21.90%
901	Publishing		0.00	0.00	0.00	
902.001	Promotional Expenses	1,000	0.00	0.00	1,000.00	0.00%
921	Electric	7,000	1,794.76	584.89	5,205.24	25.64%
923	Gas	5,000	1,001.90	498.35	3,998.10	20.04%
927	Water	1,000	193.46	60.26	806.54	19.35%
928	Sewer	1,000	204.45	63.63	795.55	20.45%
931	Building & Grounds Repair & Maintenance	20,000	1,050.22	415.50	18,949.78	5.25%
932	Equipment Repair & Maintenance	3,000	0.00	0.00	3,000.00	0.00%
956.000	Misc	500	0.00	0.00	500.00	0.00%
960	Workshops Conferences Education	1,000	25.00	0.00	975.00	2.50%
961	Bank Fees	200	0.00	0.00	200.00	0.00%
962.000	Memberships and Dues	300	0.00	0.00	300.00	0.00%
962.001	ILL/Woodlands Memberships	5,000	74.27	0.00	4,925.73	1.49%
962.002	OverDrive Advantage	800	582.00	582.00	218.00	72.75%
962.003	Freegal	1,750	2,010.68	1,850.00	-260.68	114.90%
962.004	Other Online Subscriptions	12,000	2,294.20	555.14	9,705.80	19.12%

Schultz-Holmes District Library Revenue and Expenditure Report
 Period Ending 1/31/2025
 Fiscal Year Completed: 33.33

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
	965 Property & Liability Insurance	15,000	2,731.56	0.00	12,268.44	18.21%
	969.000 Maintenance Agreements	5,000	0.00	0.00	5,000.00	0.00%
	969.001 Copier Maintenance	3,000	630.83	274.50	2,369.17	21.03%
	969.002 Website Agreement	1,200	550.00	0.00	650.00	45.83%
	969.003 Time Management Software Agreement	300	0.00	0.00	300.00	0.00%
	969.004 Online Backup Agreement	800	0.00	0.00	800.00	0.00%
	969.005 ILS Agreement	2,500	0.00	0.00	2,500.00	0.00%
	971 Capital Projects		0.00	0.00	0.00	
	977 New Equipment	7,200	2,644.99	2,515.00	4,555.01	36.74%
271-790	Total Library	460,800	116,427.38	33,628.46	344,372.62	25.27%
271-791	Library Board					
	702 Wages	3100	2,854.20	0.00	245.80	92.07%
	710 Social Security/Medicare	300	218.35	0.00	81.65	72.78%
	710.01 Workers' Compensation		4.99	0.00	-4.99	
Library Board	Sub-Total Library Board	3400	3,077.54	0.00	322.46	90.52%
	Contingency	49500	0.00	0.00	49,500.00	0.00%
Total	Total % of Year	513,700.00	119,504.92	34,080.96	394,195.08	23.26% 33.33%

**The Schultz-Holmes Memorial Library
Monthly Invoice Report
January 2025**

271-790-710 Employee Benefits

271-790-710.004 Disability/Life Insurance

01/13/2025	494296041703	The Hartford	Monthly payment L/D Insurance	54.23
Total for 271-790-710.004				\$ 54.23

271-790-727 Office Supplies

01/03/2025	16plw69hf9dr	Amazon Capital Services	supplies	109.48
Total for 271-790-727 Office Supplies				\$ 109.48

271-790-740 Tools and Supplies

01/03/2025	16plw69hf9dr	Amazon Capital Services	supplies	19.99
01/21/2025	147056	Janway	Library Hours Magnets	50.00
Total for 271-790-740 Tools and Supplies				\$ 69.99

271-790-740.004.Books & Mags

01/03/2025	2038753970	Baker & Taylor	books	219.87
01/03/2025	16plw69hf9dr	Amazon Capital Services	books	9.29
01/13/2025	2143620	Center Point Large Print	books	120.00
01/20/2025	2038793890	Baker & Taylor	books	172.60
01/20/2025	2038798862	Baker & Taylor	books	45.55
01/28/2025	2038828766	Baker & Taylor		210.43
01/29/2025	261	Baker & Taylor	books	210.63
01/29/2025	2038774705	Baker & Taylor	books	210.63
Total for 271-790-740.004.Books & Mags				\$ 1,199.00

271-790-741 Audio Visual

01/03/2025	16plw69hf9dr	Amazon Capital Services	dvds	87.15
Total for 271-790-741 Audio Visual				\$ 87.15

271-790-770.000 General Program

271-790-770.002 Taste the State

01/03/2025	20241231	TLC Community CU	Walmart 20241227 supplies TtS 2/6/2025	60.96
01/03/2025	161382	Blissfield Advance	program promo Winter Ad	75.00
Total for 271-790-770.002 Taste the State				\$ 135.96

271-790-770.003 Bliss Unbound

01/03/2025	161382	Blissfield Advance	program promo Winter Ad	150.00
------------	--------	--------------------	-------------------------	--------

	01/20/2025	20250128	Amy Miller	program presenter 1/28/2025	50.00
	01/20/2025	20250128	Elizabeth Comiskey	program presenter 1/28/2025	50.00
	01/20/2025	20250128	Carman Curton	program presenter 1/28/2025	50.00
	01/28/2025	20250130	Asia Hawkins	Winter 2025 programs	50.00
Total for 271-790-770.003 Bliss Unbound					\$ 350.00
271-790-770.004 Child/Teen P&M					
	01/03/2025	16plw69hf9dr	Amazon Capital Services	program supplies	72.67
	01/03/2025	161382	Blissfield Advance	program promo Winter Ad	150.00
	01/28/2025	20250204	Audrey Sniezek	children's music program	100.00
Total for 271-790-770.004 Child/Teen P&M					\$ 322.67
271-790-771.000 Gen Gift Exp					
271-790-771.007 Tuttle					
	01/28/2025	20250206	Christine Burtle	Taste the State tts program assistance	50.00
	01/28/2025	20250206	Peg Stevenson	Taste the State tts program assistance	50.00
Total for 271-790-771.007 Tuttle					\$ 100.00
271-790-772.000 Add Collect Exp					
271-790-772.001 Lost Items Repl					
	01/03/2025	2038753970	Baker & Taylor	books	66.93
Total for 271-790-772.001 Lost Items Repl					\$ 66.93
271-790-853 Telephone/Internet					
	01/13/2025	10540137	D & P Communications	Internet--3 moths due to vendor error	149.70
	01/13/2025	250006449	Village of Blissfield	Telephone Service	82.02
	01/28/2025	10542496	D & P Communications	monthly invoice 2/1/2025	49.90
Total for 271-790-853 Telephone/Internet					\$ 281.62
271-790-817 Accounting Svcs/Payroll					
	1/17/2025	Electronic	WorkForce PayHub	payroll svcs	67.00
	1/31/2025	Electronic	WorkForce PayHub	payroll svcs	67.00
271-790-817 Professional Svcs/Payroll					\$ 134.00
271-790-807 Attorney Svcs					
	01/20/2025	904088	Foster, Swift, Collins & Smith, PC	attorney services	452.50
Total for 271-790-807 Attorney Svcs					\$ 452.50
271-790-921 Electric					
	01/13/2025	20250130	Consumers Energy	Electric	584.89
Total for 271-790-921 Electric					\$ 584.89

271-790-923 Gas

01/13/2025	20250130	Consumers Energy	Gas	498.35
------------	----------	------------------	-----	--------

Total for 271-790-923 Gas

\$ 498.35

271-790-927 Water

01/13/2025	20250127	Village of Blissfield	Water (2.37 Water + 57.89 Meter Change)	60.26
------------	----------	-----------------------	---	-------

Total for 271-790-927 Water

\$ 60.26

271-790-928 Sewer

01/13/2025	20250127	Village of Blissfield	Sewer	63.63
------------	----------	-----------------------	-------	-------

Total for 271-790-928 Sewer

\$ 63.63

271-790-931 Bldg & Grds Maint

01/03/2025	527962	Wolfe's Lawn Care & Landscaping	salt walks and parking lot 12/12, 12/15	200.00
------------	--------	---------------------------------	---	--------

01/13/2025	1016441	Stevens Disposal & Recycling Service, Inc	dumpster svc	80.50
------------	---------	---	--------------	-------

01/20/2025	2025-1	GTF3 LLC	install light bulbs, replace door closer 4.5 hours/\$30 hr	135.00
------------	--------	----------	--	--------

Total for 271-790-931 Bldg & Grds Maint

\$ 415.50

271-790-962.000 Dues Sub Membe**271-790-962.002 OverDrive**

01/03/2025	9943	Woodlands Library Cooperative	OverDrive Jan - Dec 25	582.00
------------	------	-------------------------------	------------------------	--------

Total for 271-790-962.002 OverDrive

\$ 582.00

271-790-962.003 Freegal

01/20/2025	116625	Library Ideas	Freegal Subscription	1,850.00
------------	--------	---------------	----------------------	----------

Total for 271-790-962.003 Freegal

\$ 1,850.00

271-790-962.004 Online Subscrip

01/03/2025	431556	Kanopy	kanopy monthly Jan 25	50.15
------------	--------	--------	-----------------------	-------

01/03/2025	506553718	Midwest Tape	hoopla monthly Jan 25	504.99
------------	-----------	--------------	-----------------------	--------

Total for 271-790-962.004 Online Subscrip

\$ 555.14

271-790-969.001 Copier Maint

01/03/2025	545846016	US Bank Equipment Finance	copier lease	95.24
------------	-----------	---------------------------	--------------	-------

01/28/2025	2722250	Applied Innovation	quarterly statement copier svcs	179.26
------------	---------	--------------------	---------------------------------	--------

Total for 271-790-969.001 Copier Maint

\$ 274.50

271-790-977 New Equipment

01/03/2025	16plw69hf9dr	Amazon Capital Services	new equipment/ staff and DC computers	2,515.00
------------	--------------	-------------------------	---------------------------------------	----------

Total for 271-790-977 New Equipment

\$ 2,515.00
