



THE SCHULTZ-HOLMES DISTRICT LIBRARY

Schultz-Holmes District Library Board of Trustees

AGENDA

March 18, 2025 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of February 18, 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. **Strategic Planning Committee**
Update: Not yet met.
 - b. **Buildings and Grounds Committee**
Update: Furniture options available for Board Action.
 - c. **Finance Committee**
Update: TBD
 - d. **Communication Committee**
Update: Newsletter is nearly complete, but is two pages which would be increased cost. Request for Board approval to authorize the additional expenditure to be included in an early April edition of the Advance.
 - e. **Policy Committee**
Update: Initial revision of the personnel manual complete. A second review by the committee will be completed before it is referred to the full Board for approval. Revised library card policy is a new business item to reflect the

Board action to waive non-resident fees for Blissfield Community Schools students and employees. Financial policies are in progress.

VII. Corresponding Secretary's Report

VIII. Library Director's Report

IX. Treasurer's Report

X. Unfinished Business

a. Door Repair/Replacement in Front Vestibule

Background: Director Barringer saw an interesting accessible option and received additional quotes. Some companies are more responsive than others.

b. Approval of Donna Baker for Library Accounting Services

Background: Director Barringer has requested Board action based on discussions from previous meetings without formal action.

XI. New Business

a. Approval of Revised Library Card Policy

- i. Referred from Policy Committee

b. Approval of Separate Payroll/Personnel Account

Background: Requested by Trustee Rogers at February 2025 Meeting

c. (If Item B is Approved:) Resolution to Approve Authorized Signers – President McGrane, Vice President Waggoner, Treasurer Brown, and Director Barringer

d. Hiring of Auditor for Statutory Audit

Background: Recommendations provided by Donna Baker.

e. Donation of Library Auditorium for Rotary Auction

Background: The Library has historically donated the use of the Library's auditorium for the Rotary Auction, and the request has been renewed for this year.

f. Request for Referral to Policy Committee –Accounts Payable Policy

Background: Trustee Rogers requests development of an accounts payable policy requiring all bills to be provided at each Board meeting and approved by the Board. Such a policy would need to be drafted by the policy

committee, and accordingly Trustee Rogers requests that the matter be referred to the policy committee.

g. Approval of Resolution to Approve the Michigan Cooperative Liquid Assets Securities System (CLASS) as an Approved Investment Option and Authorize Director Barringer, Treasurer Brown, and President McGrane to Complete Paperwork to Enroll in the Pool

Background: Mentioned as an option at previous meeting. More information available at <http://michiganclass.org>

h. Request for Referral to Policy Committee – Investment Policy

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

February 18, 2025

A meeting of the Schultz-Holmes District Library Board on Tuesday, February 18, 2025. The meeting was called to order by President Ciara McGrane at 7pm.

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

Also present: Bob Barringer, Autumn Smith

Trustees absent: Blair Briggs

President Ciara McGrane added an agenda item concerning signatories for the library's bank accounts. President Ciara McGrane called for a motion to approve the agenda with the amendment. Trustee Greg Brown made a motion to approve the agenda with the amendment. Trustee Karen Waggoner seconded and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the meeting minutes from the January 21, 2025 meeting. Trustee Debra Rogers proposed a correction to reflect that the library is in consultation with Donna Baker and has not already begun using the services as stated in the minutes. President Ciara McGrane called for a motion to approve the January 21, 2025 meeting minutes with the suggested correction. Trustee Debra Rogers made a motion to approve the meeting minutes with the correction. Trustee Christine Burtle seconded and the motion carried unanimously.

President Ciara McGrane opened the floor for public comment. There was no public comment.

President Ciara McGrane called for a motion to establish a strategic planning committee. Trustee Karen Waggoner made a motion to establish a strategic planning committee. Trustee Greg Brown seconded and the motion carried unanimously. President Ciara McGrane assigned Trustee Debra Rogers, Trustee Blair Briggs and herself to serve on the committee.

President Ciara McGrane called for a motion to disband the committee assigned to the Friends of the Library. Trustee Debra Rogers made a motion to disband the committee assigned to the Friends of the Library. Trustee Christine Burtle seconded and the motion carried unanimously.

The building and grounds committee provided an update. Trustee Greg Brown reported there were spots where the metal trim on the roof had been dislodged. Director Barringer reported the roofing company had been out on Monday and reported that they had fixed the trim. He reports the roofing company requested other contractors be careful when on the roof. Director Barringer requested written instructions to give contractors. Trustee Greg Brown reported that he did not think there were enough walking pads on the roof and will follow up with the roofing company.

Trustee Karen Waggoner provided an update on the furniture project. The committee has two proposed approaches. A mid-century modern style was proposed to tie in with the style of the building. The second approach focused more on durability of the pieces. Trustee Shelly DeVantier provided the board with an initial concept Laurie Nichols drew up for the mid-century modern approach. President Ciara McGrane asked if vendor information was available for the pieces in the concept provided, citing the need to look into warranty information for high-use pieces. Trustee Greg Brown asked if the proposed pieces were rated for commercial or residential use. President Ciara McGrane will provide a list to the building and grounds committee of trusted vendors that she has experience with through her work with the county. President Ciara McGrane also suggested that vinyl might be the easiest fabric to clean and less susceptible to bed bugs. Trustee Debra Rogers asked if the library furniture project was part of a larger plan for a library-wide renovation project. Director Barringer suggested looking into Herman Miller for pieces that capture the mid-century feel. President Ciara McGrane expressed that she enjoys the warm and cozy atmosphere and wants to make sure that the renovation projects retain that feel. Trustee Christine Burtle suggested that some people seek more mid-grade furniture that is meant to last 10 years or so and may be less of a long-term commitment. Director Barringer noted that form needs to follow function. He noted the library is a working library and staff need to be able to perform all the functions of their jobs effectively.

Trustee Greg Brown provided an update from the finance committee. Director Barringer is using Quickbooks at this time. Trustee Greg Brown asked Director Barringer if he would still use Quickbooks if the library employed an outside firm. Director Barringer replied that he was advised by Kate Pohjola Andrade and the accountant at Donna Baker that Quickbooks is the industry standard and would continue to use it as another option to track finances. Trustee Greg Brown reported that in response to community requests for the library financial documents to be placed on the website, the entire board packet, including the financial

documents, is now on the website homepage. President Ciara McGrane stated that the board would like Director Barringer to continue to seek information about accounting firms. President Ciara McGrane stated duties of the Treasurer have been returned to the Treasurer from the Director. President McGrane asked Director Barringer to provide background information about how he had come to assume those duties. Director Barringer said he started getting financial documents from the village due to a scheduling conflict with a previous Treasurer. Director Barringer noted the bylaws allow Treasurers to delegate duties to a Director. Trustee Greg Brown highlighted the revenue and expenditures report and noted the library is 33% done with the fiscal year and has used 23% of its annual budget at this point. President Ciara McGrane offered to seek additional information from the county about taxes collected from the townships. Trustee Debra Rogers inquired about a separate payroll account that is not part of the general fund account. Director Barringer will follow up about creating a second account and will report back next month.

President Ciara McGrane provided an update from the communication committee. She noted that she still needs photos and bios for the upcoming newsletter. She reported that it will cost \$650 to print the newsletter. Trustee Shelly DeVantier asked if the survey would be included in the newsletter. Trustee Debra Rogers asked if there would be extra copies to take to the townships. President Ciara McGrane confirmed the survey would be included and extra copies would be available. President Ciara McGrane called for a motion to approve the \$650 for the printing costs of the newsletter. Trustee Karen Waggoner made a motion to approve the \$650 for printing costs. Trustee Christine Burtle seconded and the motion carried unanimously.

President Ciara McGrane provided an update from the policy committee. She reported the first tasks of this committee are updating the personnel policy and the auditorium use policy.

Trustee Shelly DeVantier provided the Corresponding Secretary's report. Three thank you notes were sent. One note was sent to Kate Pohjola Andrade from the Woodlands Cooperative for providing training and two notes were sent in response to memorial gifts made to the library.

Director Barringer provided the Library Director's report. Director Barringer provided an update on securing an outside accounting firm. Donna Baker has stated they cannot take on the library as a client until May 1, 2025 due to tax season. Director Barringer advised the board to still consider Donna Baker, citing the firm has experience with other libraries in the area. Director Barringer provided information on a grant opportunity through the Carnegie Cooperation. Director Barringer provided updates regarding the front entry project. President Ciara McGrane asked Director Barringer to secure quotes for making the front entry accessible. Director

Barringer provided other updates about the staff restroom sink, the heating unit for the back hallway and some accounting issues that have been resolved. Director Barringer also noted maintenance that had been done by Tristan Brown. Director Barringer highlighted the library's new hire, Stacie Marquis. Director Barringer also noted that the board may need to consider adopting a policy to address the new Earned Sick Leave Act.

President Ciara McGrane called for a motion to amend the bylaws to reflect a change in the pay for board members from \$50 per meeting to \$30 per meeting. Trustee Karen Waggoner made a motion to amend the bylaws to reflect this change. Trustee Debra Rogers seconded and the motion carried unanimously. President Ciara McGrane stated she will amend the bylaws and send them out to board members.

President Ciara McGrane called for a motion to approve the adoption of Roberts Rules of Order Newly Revised 12th edition. Trustee Karen Waggoner made a motion to adopt the 12th edition of Roberts Rules of Order. Trustee Christine Burtle seconded and the motion carried unanimously.

Trustee Greg Brown proposed free library cards for Blissfield Community Schools students and staff. President Ciara McGrane called for a motion to approve free library cards for Blissfield Community Schools students and staff with a valid school identification card. Trustee Christine Burtle made a motion to approve free library cards for Blissfield Community Schools students and staff. Trustee Karen Waggoner seconded and the motion carried unanimously. Director Barringer noted that non-residents would receive non-resident cards with fees waived for staff and students of Blissfield Community Schools.

President Ciara McGrane called for a motion for the request for referral of financial policy creation and review to the policy committee. Trustee Debra Rogers made a motion for the referral of financial policy creation and review to the policy committee. Trustee Greg Brown seconded and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the signing of the property and liability insurance renewal. Trustee Karen Waggoner made a motion to allow President Ciara McGrane to sign the renewal for the property and liability insurance. Trustee Shelly DeVantier seconded and the motion carried unanimously.

President Ciara McGrane called for a motion to remove former library board trustee Onn Brown as a signatory for library accounts and add President Ciara McGrane as a signatory. Trustee Karen

Waggoner made a motion to remove Onn Brown and add President Ciara McGrane as a signatory. Trustee Greg Brown seconded and the motion carried unanimously.

President Ciara McGrane opened the floor to public comment. Public comment was given as follows:

Jackie Bates provided an update from the Friends of the Library. She noted upcoming programs at which they will volunteer. Jackie also suggested that the board look into D&N Upholstery for the furniture project and noted Dave may be able to offer guidance on fabrics.

President McGrane adjourned the meeting at 8:39pm

Budget Friendly Library Furniture

National Business Furniture (Ann Arbor District Library Recommended)

- 100% Polyester
- More Affordable
- Looks Nice/Stylish
- High Weight Capacity
- Most Likely Less Durable

Armchair Wood Set of 2	1079
Upholstered Love Seat	859
Silas Table	634
Total	2572

Total for additional seating (couch, loveseat, 4 chairs, table) **4460**



Product #: 220394
Brand: Modway
Collection: Engage

Upholstered Loveseat

5.0 by 1 review

Comfort meets captivating design with the Engage Upholstered Loveseat with Wood Frame. Its gently sloping curves and generously sized dual cushions beckon you to unwind and relax,... [Read More](#)
\$859.00

[Overview](#) ^

[Shipping Info](#) ^

[Guides & Info](#) ^

[Q & A](#) ^

Elevate Your Workspace

Comfort meets captivating design with the Engage Upholstered Loveseat with Wood Frame. Its gently sloping curves and generously sized dual cushions beckon you to unwind and relax, making it your go-to lounging haven. The sturdy rubberwood legs and frame provide a rock-solid foundation for the 100% polyester upholstery, ensuring both durability and comfort. The elegantly tufted buttons not only enhance its visual allure but also infuse a sense of depth, effortlessly making this loveseat the focal point of your sitting area.

The Engage Collection pays homage to mid-century modern design with its iconic elements and nostalgic charm. Crafted for lasting use, these chairs boast durability that ensures longevity without compromising on their elegant appeal. Not only visually appealing, but this collection also prioritizes comfort, providing a cozy and inviting seating experience.

Product Features

- 100% polyester material
- Cherry color rubberwood
- This product can expose you to chemicals including Formaldehyde, which is known to the State of California to cause cancer and birth defects or other reproductive harm.
- Chair Weight Capacity - 1300 lbs
- White plastic glides

Armchair Wood Set of 2



Product #: **220482**

Brand: **Modway**

Collection: **Engage**



No Reviews. [Write the First Review](#)

Gently sloping curves and large dual cushions create a favorite lounging spot. Whether plopping down after a long day at work, settling in with coffee and brunch, or entering a... [Read More](#)

\$1,079.00

Elevate Your Workspace

Product Features

Gently sloping curves and large dual cushions create a favorite lounging spot. Whether plopping down after a long day at work, settling in with coffee and brunch, or entering a spirited discussion with friends, the Engage armchair is a welcome presence in your home. Seven tufted buttons create eye catching appeal; adding depth that brings your sitting decor to center stage. Four cherry color rubber wood legs and frame supply a solid base to the comfortable upholstered material. Set Includes: Two - Engage Armchair with wood Legs Cherry color rubber wood. White plastic glides. 100% polyester material. Chair Weight Capacity - 440 lbs. Some Assembly Required: Removable Legs Overall Product Dimensions: 40"L x 33"W x 32.5"H. Seat Dimensions: 24.5"L x 27.5"W x 19"H. Armrest Dimensions: 4.5"W x 6.5"H. Backrest Dimensions: 6"L x 17.5"H. Cushion Thickness: 6"H

Rubberwood is a hardwood that is durable, strong, tough and resilient. It is touted over other types of wood because as it is more eco-friendly.

- **100% polyester material**
- **Cherry color rubber wood**
- **White plastic glides**

- **Chair Weight Capacity - 440 lbs**
- **Some Assembly Required: Removable Legs**
- **Warning: This product can expose you to chemicals including Formaldehyde, which is known to the State of California to cause cancer and birth defects or other reproductive harm.**

SHOP

TRADE SHOWS

BECOME A DEALER

Natural

SKU: EEI-6580-NAT

COLOR Natural



PRODUCT INFORMATION

Description

Combining rustic charm with contemporary innovation, the Silas Round Wood Coffee Table stands out in modern settings. Made from solid mango wood and veneer, this living room centerpiece is anchored by a solid X-shaped base formed by two intersecting wood pieces, providing both stability and a cutting-edge design. With sleek contours and distinctive wood grain, this coffee table exudes its own unique charm while showcasing the timeless allure of authentic mango wood. An impeccable addition to living rooms, home offices, lounge spaces, or open-concept areas, this round coffee table balances raw beauty with polished finesse. Beyond the striking design, the Silas coffee table serves as an ideal surface for placing your favorite books, magazines, drinks, or decorative pieces. For added practicality and floor protection, this table comes equipped with leveling, non-marking feet. Assembly Required. Weight Capacity: 319 lbs.

Features

- Modern Round Coffee Table
- Mango Wood and Veneer
- Round Coffee Table
- X-Shaped Base
- Leveling, Non-Marking Feet

Specifications

Overall Product Dimensions	35.5\"D X 35.5\"W X 16\"H
Clearance To Underside Of Table	14.5\"H



35.5" W

16" H



High End Library Furniture

Demco – Learning Environment Furniture (Libraries, Classrooms, Universities)

- Highly Durable, long lifespan
- Vinyl Covering (can be wiped down/easy cleaning)
- Made for Libraries
- Stylish/Looks like a nice upgrade
- Looks comfortable and Inviting

Coffee table JSI encore Upholstered Base Maple Top Coffee Table 36" round	1759
JSI Caav Freestanding Lounge Seating, 3 seat Sofa, grade C vinyl	4239
JSI Caav Freestanding Lounge Chair x 2, grade C vinyl (2729x2)	5458
Options for more seating –	
4 chairs at 2729 per chair	10,916
JSI Caav Freestanding Lounge Seating	2569
Total for 4 chairs, 1 loveseat, 1 couch, 1 table	24,941
Total 2 chairs, 1 couch, 1 table	11,456

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International

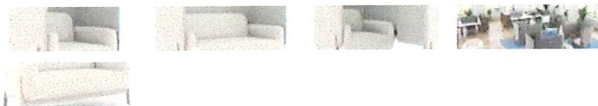
800.356.1200



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Single Seat Chair



JSI™ Caav Freestanding Lounge Seating

\$2,729.00

★★★★★ (0) [Write a review](#)

SELECT STYLE

1 Seat Chair 30-1/2"H X 39-1/2"W X 34-1/4"D

SELECT MATERIAL

Grade C Vinyl

VINYL COLOR



WOOD LEG FINISH COLOR



Caav Single Seat Chair 30-1/2x39-1/2x34-1/4-Gr C
Item #: W13846460

This product ships directly from the manufacturer in approximately 30 working days.

1

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**CAL
117**

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[Need Help?](#)

Recommended for you



JSI™ Indie Lounge Chair

[Buy Now](#)



JSI™ Caav Modular Lounge Seating

[Buy Now](#)



JSI™ Encore Armless Modular Chair Lounge Seating

[Buy Now](#)



JSI™ Caav Modular Sectionals Lounge Seating

[Buy Now](#)

Product Description

Comfy, casual pieces for individual zones or group interaction

From focused work to group collaboration, Caav supports a diverse array of activities with casual, comfortable style. Overstuffed foam cushions and generous seats encourage relaxed postures, rounded design details invoke a laid-back vibe, and real wood accents add warmth and charm. Freestanding seating units are stand-alone pieces that can be grouped together or used as accents throughout your existing layout. Modular seating units include gravity-engaged connecting brackets that help you link and align multiple pieces in custom arrangements. Coordinating Desk Pods are designed to dampen distractions and create quiet, private spaces for solo work. Add matching ottomans and tables to complete your Caav configuration.

- 275 lb. weight capacity for all seating units
- Puzzle-jointed plywood internal frames offer mortise and tenon construction with corner blocks, glue, and screws
- Multidensity, high-resilience polyurethane foam cushions are 3-7/8" thick on back, 5" thick on seat, and 3" thick on optional arms
- Available with wipe-clean vinyl or tailor-sewn, 100% recycled polyester fabric upholstery
- 17-3/4"H seats with synthetic sheet webbing for added support
- Choose models with or without upholstered, molded plywood privacy panels
- Solid maple hardwood legs on all models except Sectional units
- Rubber-cushioned, adjustable metal floor glides

Light Assembly Required: Assembly can be completed in a few simple steps; basic hand tools may be required.

INFO & GUIDES

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International

800.356.1200



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JSI™ Caav Freestanding Lounge Seating

\$4,239.00

★★★★★ (0) [Write a review](#)

SELECT STYLE

3 Seat Sofa 30-1/2"H X 87-1/2"W X 34-1/4"D

SELECT MATERIAL

Grade C Vinyl

VINYL COLOR



WOOD LEG FINISH COLOR



Caav Three Seat Sofa 30-1/2x87-1/2x34-1/4-Gr C
Item #: W13846520

This product ships directly from the manufacturer in approximately 30 working days.

1

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**CAL
117**

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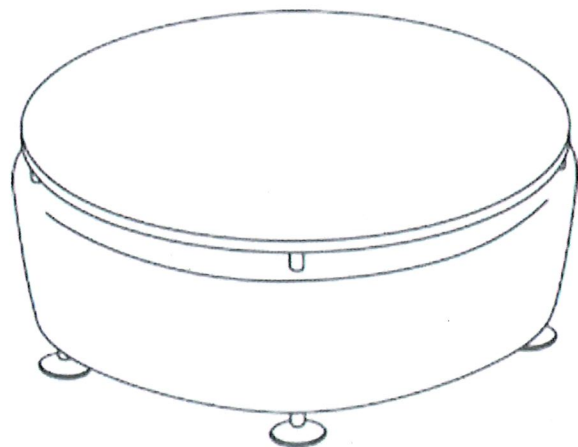
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 International

 800.356.1200



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Round Table



JSI™ Encore Upholstered Base Maple Top Coffee Tables

\$1,759.00

     (0) [Write a review](#)

SELECT SIZE

36 1/2" Round

SELECT SEAT MATERIAL

Grade C Vinyl

WOOD FINISH



VINYL COLOR



METAL FRAME/LEG COLOR



LEG STYLE



JSI Encore 36-1/2" Dia Round Table w/Uph Base/Wood Top Gr C
Item #: W12204580



This product ships directly from the manufacturer in approximately 30 working days.

1

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International

800.356.1200



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Oval Table



JSI™ Encore Upholstered Base Maple Top Coffee Tables

\$1,759.00

(0) [Write a review](#)

SELECT SIZE

36 1/2" Round

SELECT SEAT MATERIAL

Grade C Vinyl

WOOD FINISH



VINYL COLOR



METAL FRAME/LEG COLOR



LEG STYLE



JSI Encore 36-1/2" Dia Round Table w/Uph Base/Wood Top Gr C
Item #: W12204580

This product ships directly from the manufacturer in approximately 30 working days.

1

[Add to Cart](#)

Need Help?

Library Furniture

Midcentury Chairs x 4	3,996.00
Midcentury Couch x2	5,198.00
Coffee Table	, 599.00
End Table x2	, 698.00
Room Divider	1,197.00
Total	11,688.00

Midcentury Show Wood Chair set of 2, Deluxe
Velvet, Dijon, Esp
#71-623208



\$3,996.00

Item price:
\$1,998

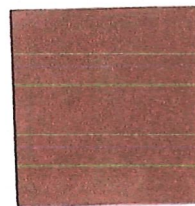
2

Update



\$5,197.98

Item price:
\$2,299



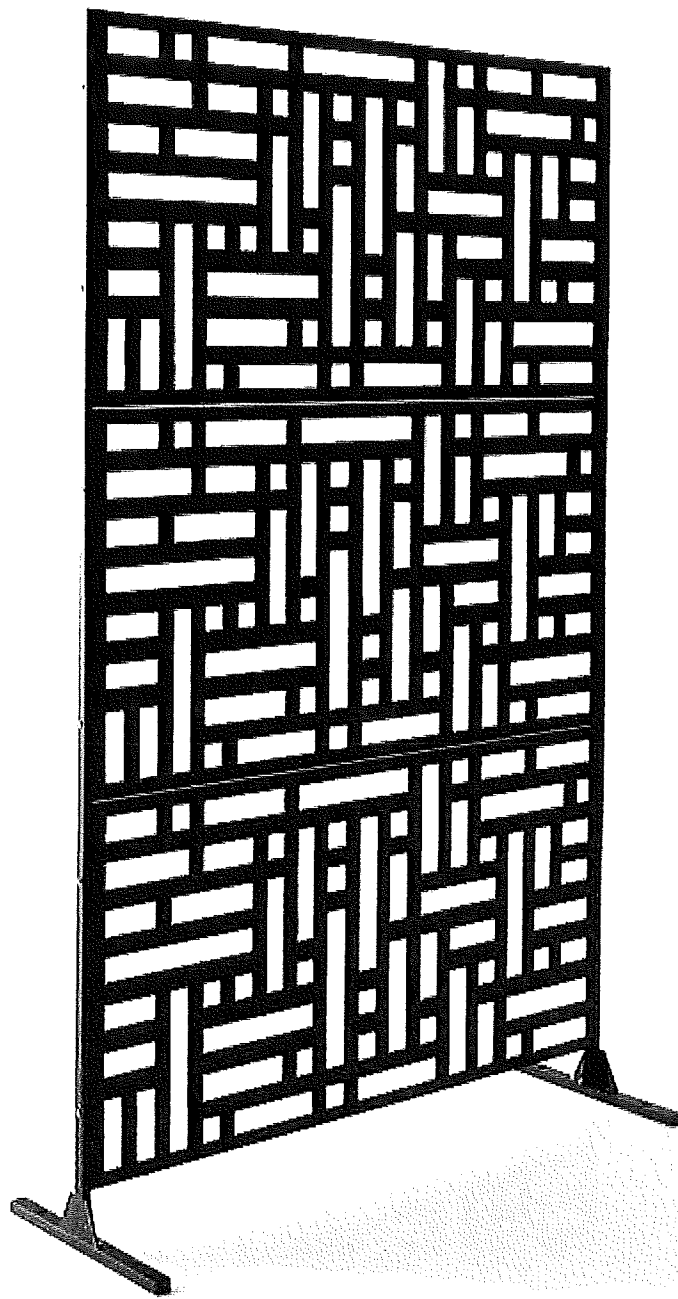
2

Update

Reeve Mid-Century Side Table (28")









[Save For Later](#)

[Remove](#)

This made-to-order item cannot be canceled or returned.

Zander 90" Sofa, Vegan Leather, Saddle, Almond

#71-8346823



Order now for delivery Jul.
27 - Aug. 10 to zip code:
49228

2

[Update](#)

\$3,838

Item price
\$1,919

- ☐ Add 3-year Allstate Protection Plan \$499.98
[What's covered](#)

[Save For Later](#)

[Remove](#)

This made-to-order item cannot be canceled or returned.

Calla Coffee Table, 48", Acacia Solid Russet Brown

#71-4487635



Order now for delivery Jul. 5
- Jul. 19 to zip code: 49228

Eligible for White Glove or
Doorstep Delivery

1

[Update](#)

\$699

Item price
\$699

- ☐ Add 3-year Allstate Protection Plan \$89.99
[What's covered](#)

[Save For Later](#)

[Remove](#)

Order summary

Subtotal (12 Items) **\$10,328**

Total does not include shipping, gift wrap,
discounts & tax.

Earn up to \$1032 (10%
back in rewards) on
today's purchase with
a new West Elm credit
card.¹ [Learn More](#)

See if you're pre-
approved in minutes -
with no impact to your
credit score!

By continuing with your purchase you agree
to our [terms and conditions](#) and [privacy](#)
[policy](#).

As low as \$358/month or 0% APR with
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Our Shopping cart reflects each item's most
recent price. Price and availability is subject
to change.



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Shopping Cart

[Share](#)

Ship to Home

Reeve Mid-Century 28" Side Table, Marble, Acorn

#71-2749579



Order now for delivery May
14 - May 16 to zip code:
49228

2

[Update](#)

\$798

Item price
\$399

☐ Add 3-year Allstate Protection Plan \$99.98
[What's covered](#)

[Save For Later](#)

[Remove](#)

Decorative Privacy Screen, Blocks, Black

#71-4618289



Order now for delivery by
Apr. 3 to ZIP 49228

3

[Update](#)

\$1,197

Item price
\$399

[Save For Later](#)

[Remove](#)

White Glove Delivery

Midcentury Show Wood Chair, Poly, Deluxe Velvet, Dijon, Espresso

#71-336886

Order now for delivery Jul. 17 - Jul. 31 to zip code: 49228

4

[Update](#)

\$3,796

Item price
\$949

☐ Add 3-year Allstate Protection Plan \$519.96
[What's covered](#)

certifications & partners

Actions speak louder than words. We look to leading authorities in sustainable sourcing, ethical design and responsible manufacturing and work to meet their standards. So when we make a claim, you know we can back it up.

our icons

We're using design to do good in these key areas.

- **Handcrafted**
preserves craft traditions around the world, supporting local economies and helping artisan groups scale their business.
- **Fair Trade**
means certified by Fair Trade USA to ensure factory workers safe workplaces, fair wages, community investment and long-term economic support.
- **Organic**
refers to Organic Content Standard-certified cotton, so you know it's made without pesticides, insecticides or intensive irrigation.
- **Sustainably Sourced**
means responsibly sourced using FSC®-certified wood or reclaimed, recycled or upcycled materials and less waste.
- **Local**
means made by makers and designers right in your own backyard—and helping their small businesses grow!
- **Contract Grade**
is built to meet ANSI and BIFMA standards for extra durability and to hold up to general commercial use.
- **Assembled in the USA**
pieces are hand assembled at our U.S. factories by skilled furniture makers, ensuring top-notch quality.



Returns

At West Elm, we take great pride in the quality of our merchandise. You can initiate a return for eligible items within 30 days of receiving an order or 7 days for quick-ship upholstery items. Made-to-order items are not eligible. Please contact our Customer Care Center right away with any concerns about defective or damaged merchandise. Proof of purchase is required for all returns. Please review our full return policy, including items ineligible for return, before starting the return process.

Holiday Return Policy: Gifts purchased between October 15, 2024 and December 24, 2024 may be returned or exchanged through January 31, 2025 when accompanied by a gift receipt or original receipt. Non-gift items can be returned within 30 days.

Ineligible Items

Ways to Return

Start an Online Return

Proof of Purchase

Refunds

Price Adjustments

Registry Items

International Returns

Start an online return (UPS drop-off)

Begin the return process by giving us some details and we will create a UPS shipping label to bring to a UPS drop-off location. Pack your item(s) in the original manufacturer's box and use sufficient packing to prevent damage in transit.

Depending on the reason for return, you may be responsible for return shipping costs.

Return item(s) must have originally been shipped to the United States (includes US Territories and APO/FPO) only.

Did you purchase the item, or was it a gift?

☐ Purchased item

☐ Received as gift

Start your return

Need to re-print a shipping label?

To re-print shipping label for returns that were processed online in the last 7 days, enter your information below.

Enter return reference number

Select one

Postal Code

Postal Code

[View your shipping label](#)



Library Furniture

Midcentury Chairs x 4	3,996.00
Midcentury Couch x2	5,198.00
Coffee Table	, 599.00
End Table x2	, 698.00
Room Divider	1,197.00
Total	11,688.00

Midcentury Show Wood Chair set of 2, Deluxe
Velvet, Dijon, Esp
#71-623208



\$3,996.00

Item price:
\$1,998

2

Update

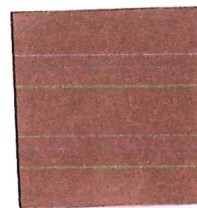


\$5,197.98

Item price:
\$2,299

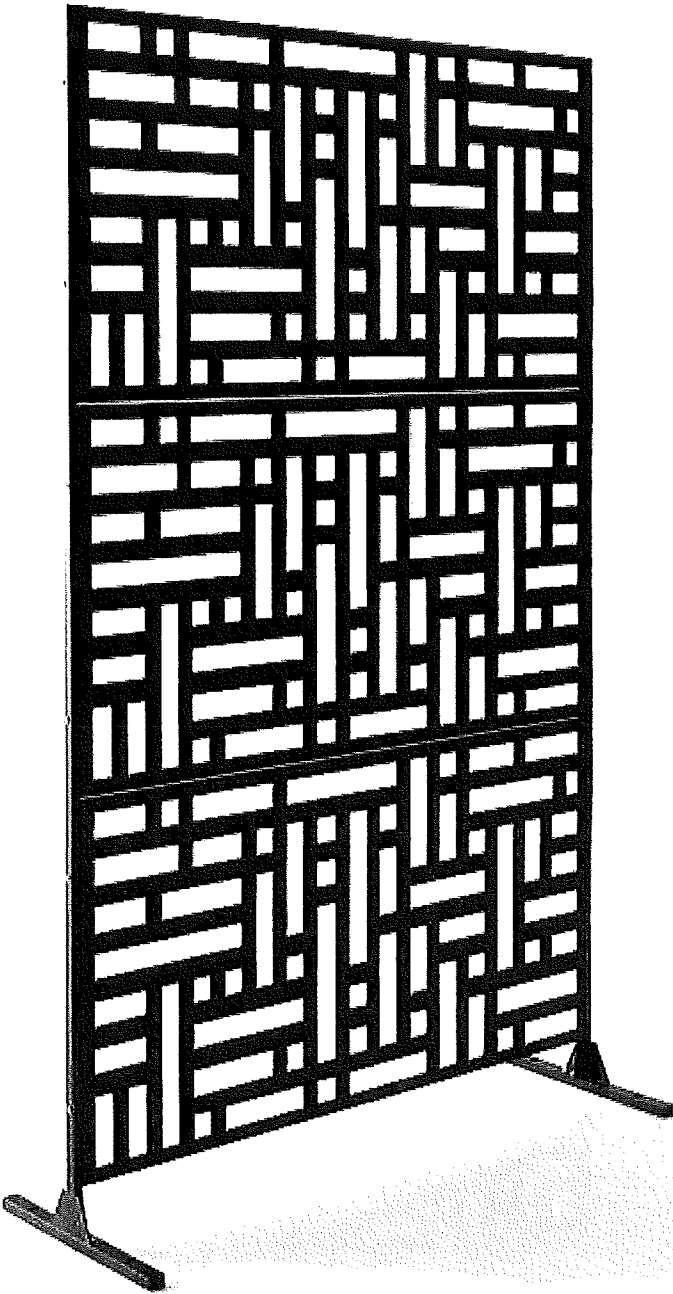
2

Update



Reeve Mid-Century Side Table (28")



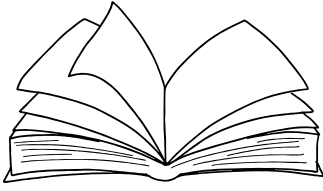




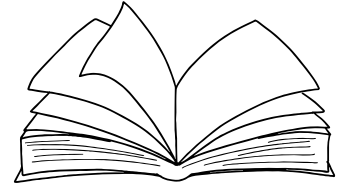


THE SCHULTZ-HOLMES DISTRICT LIBRARY

ISSUE NO.1
SPRING 2025



The Bookmark



Meet Your New Library

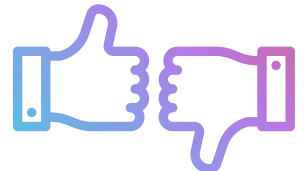
Message from the Board President

Your local library has experienced many changes over the last year, entirely through the support of our community. In an effort to provide a stable future for our library in the face of the Village of Blissfield decreasing library funding, we established the Schultz-Holmes District Library in May 2024. Establishment of a district library allowed us to ask our community for a millage to provide consistent funding, and voters passed that millage in August 2024. Since August, we have worked diligently to work through the transition from village library to district library. We are proud of our efforts, and wanted to take an opportunity to introduce you to your “new” library. We hope this newsletter will provide information about resources, events, and other ways to take advantage of the treasure we are thrilled to provide.

With an eye toward the future and much gratitude,
Ciara McGrane
President, Schultz-Holmes District Library Board of Trustees

In This Issue:

- Patron Survey
- Meet the Library Staff and Board of Trustees
- Upcoming Events & Programs



Help Guide Your Library! Tell Us What You'd Like to See!

Our first initiative is to get feedback from our patrons about what they would like to see from their library as we step in this new direction.

We are conducting a patron survey until July 31, 2025 to gather this important information.

The survey can be completed in person at the Library or online at <https://bit.ly/SHDLSurvey>

Scan the QR Code to Complete the Survey and Let Us Know Your Thoughts!



Meet the Staff

Bob Barringer
Library Director



Bob Barringer was born in Texas, earned degrees in New York, Texas (where he gained a lovely wife) and Colorado, spent 4 years in Idaho (where he added a talented son to the posse) and the last twenty-two in Michigan (where he found the place he was supposed to be).

Autumn Smith
Assistant Director



Autumn is a 2006 graduate of Siena Heights University. She lives in Riga with her husband and son and a slew of animals including chickens, goats, cats, a dog and a hedgehog. Her favorite pastimes are reading, spending time with her family and spending time in nature.

Breandan Gunner
Administrative Services Coordinator



Breandan is a lifelong Blissfield resident. His favorite part of the job is the opportunity to make a difference in his community. In his free time, he enjoys reading (of course!) and hanging out with the family cat!

Dean Cantrell
Technical Services Coordinator



Anna Schmelzer
Clerk



Stacie Marquis
Program Assistant



Bill Tiede
Custodian



Meet the Board of Trustees

Blair Briggs

Recording Secretary



Blair moved to Blissfield in 2023, after being born and raised in Bay County. She currently works as an executive assistant in Adrian. Blair will be getting married this May to her fiancé, who is a fifth-grade teacher. Blair joined the Board in 2024 and has appreciated getting involved in her community, meeting new people, and being a part of supporting the library.

Home Inspection Certificate: Hondros College. Bachelor of Arts, Business Administration / Marketing Hillsdale College. Teaching Certificate Business Administration/ History Adrian College. Master of Arts in Teaching Learning Disabilities. Madonna University. Master of Science Educational Leadership, Madonna University. Special Education Supervisor Certificate, Eastern Michigan University. Appointed to Library Board January 2007, re-elected to current two year term. 18 plus years experience on board.

Greg Brown

Treasurer



Greetings Library Patrons Past, Present and Future! It has been my pleasure to live in Blissfield since 1992 and to raise our family of five here. Thank you for the opportunity to serve a second term as a library board trustee. I am very excited to be part of our newly designated Schultz Holmes District Library and look forward to making new connections and discovering new paths and ways to engage and serve our community. Your thoughts, suggestions and participation are most welcome!

Christine Burtle

Member-at-Large



Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Shelly Devantier

Corresponding Secretary



Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Debra Rogers

Member-At-Large



Ciara is an attorney who moves to Blissfield with her husband and their Golden Retriever in 2019 after a decade in Ann Arbor, and welcomed their son shortly thereafter. She appreciates the community's support in preserving this local treasure, and looks forward to continuing to work together to build a future for the Library that all can be proud of.

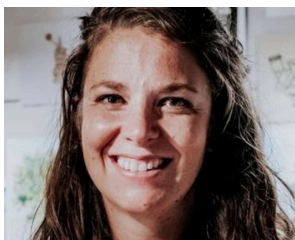
Ciara Mcgrane

President



Karen Waggoner

Vice President



Karen Waggoner has been a Blissfield village resident and Schultz Holmes library user since 2014. Since 2018, Karen has been teaching art classes at the library, and she was first elected to the library board in 2020. Karen works at the Toledo Hospital in cardiac surgery as a Perfusionist. She has two children, Georgia and Vincent, and is married to Ryan Waggoner.

Blissfield Unbound
Programs from the Library

BROWN & SONS
ROOFING & SIDING CO.

KNAPP
— CHEVROLET — BUICK

Blissfield STATE BANK

IOTT
INSURANCE AGENCY, INC.



Free! Every Month!

Second Thursdays, 6 pm, Ages 13+
Space limited. Registration required.

January ⑨ February ① ③ March ① ③

THE SCHULTZ-HOLMES DISTRICT LIBRARY

**Wednesdays
10 am**

January	February	March
8: Dinosaurs	5: Sharing	5: Piggie & Gerald
15: Friendship	12: Valentine's Day	12: Trucks
22: Mistakes	19: Outer Space	& Tractors
Pete	7: Ann	

**UPDATE WITH
CURRENT
VERSION
WHEN
AVAILABLE**

Thursday, January 16, 6 pm: Page Turners Book Club
Before the Fall by Lisa Wingard

Thursday, January 18, 6 pm: Family Film Night
The Robot who won't stop and speak

Tuesday, January 28, 6 pm: Local Authors Night
Reading & Conversation with Elizabeth O'Neill and Carolyn Cullen

Thursday, January 30, 6 pm: Holistic Healing
with Asia Hawley

Thursday, February 2, 6 pm: Book Burn
The House of Tongues by James Dashner

Tuesday, February 25, 6 pm: Hands On Science Fun
with Bill Tiede

Thursday, February 27, 6 pm: Book Burn
History with Gary Hansen

Tuesday, March 4, 6 pm: Book Burn
with Karen Waggoner. Ages 16+. Registration encouraged.

Thursday, March 20, Page Turners Book Club, 6 pm.
Mad Honey by Jodi Picoult

**Saturday, March 29, 1-3 pm: Needlework to and-
Quilting with Eric Hansen. Ages 16+. Registration required.**

**Home School
Library**

January 21: Holistic Healing for Kids
& Bingo and Board Games

February 18: Holistic Healing for Kids
& Food Choice Art

March 4: Hands-On Science

March 11: National Agriculture Day
Activities

Rhythm & Rhyme: Kid's Music Time

with Mrs. Jiezek

Tuesday, February 4, 6 pm
Music for new born to elementary ages

Spring Break Make & Take
March 22-29

Drop-in Bunny and Daffodil Crafts

LIBRARY HOURS

Chris M. Bow, DDS
Blissfield Family Dentistry

Fast the State

THE SCHULTZ-HOLMES DISTRICT LIBRARY

Thursday, February 6, 6:30 pm

Dr. Bob's Cabinet: Sweet Liqueurs

That One Place in Blissfield, 121 S. Lane St., Blissfield
Registration required by 1/31/2025.
Space is limited. Event may fill before deadline.

THE SCHULTZ-HOLMES DISTRICT LIBRARY

Also throughout February for Valentine's Day: **Blind Date with a Book**
Book based on a summary description.
Risk finding a new love. Contact the Library for details.

Throughout March: A Celebration of Agriculture: The Library celebrates our area's rich agricultural heritage with a display and an FA activity. Contact the Library for details.

Autumn Tea Teach site
@ LIA, Mondays: 1/20, 2/11, 3/17
@ Blissfield Library, Tuesdays: 1/24, 2/11, 3/21
@ Bliss-Liewert Senior Center, Mondays: 1/20, 2/17, 3/17

Library Board of Trustees
3rd Tuesdays, 7 pm: 1/21, 2/18, 3/18

Blissfield Library Friends
2nd Tuesdays, 6:30 pm: 1/14, 2/11, 3/11

**THANKS TO OUR SPONSORS,
ALL LIBRARY PROGRAMS ARE FREE
AND OPEN TO THE PUBLIC!**

407 South Lane Street ■ Blissfield, Michigan 49228
Phone: (517) 486-2858 ■ Email: info@blissfieldlibrary.org
Website: www.blissfieldlibrary.org ■ Facebook: [@blisslibrary](https://www.facebook.com/blisslibrary)

THE SCHULTZ-HOLMES DISTRICT LIBRARY

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

Accountant: I have been in frequent communication with Criston Welch of Donna Baker Accounting. While some specifics that will affect final costs still need determination, it appears the monthly fixed rate will be in the \$400 range after set up at the hourly rate of \$95 an hour. I am waiting on Criston's reply on specifics I provided, but I would anticipate 20 hours of set up. Audit preparation would be at the hourly rate, as well. The accountant anticipates 1-3 hours for audit preparation, depending on the auditor. So, on-going annual costs would be around \$6000. Since monthly costs would not begin until after set up, the initial set up this year should largely be covered by the monthly payments we will not have made for October to May or June.

Auditor: Donna Baker recommends the Lally Group out of Jackson (and Lansing) [Tax and Accounting Firm | Central Michigan | Lally Group](#). Other auditors they work with pretty regularly are Brent Shea (Shea & Associates) [Home | Brent D Shea CPA](#) and Brown & Nofzinger CPAs [bn-cpa.com](#) (formerly known as Gross Puckey Gruel & Roof). How would the board like me to proceed on the auditor?

Front Entry: At least one board member asked me to approach our door vendors about automatic openers for the front entry. Maple City Glass reported that such would be impossible because there was too little room for the door to swing to allow ADA-compliant access. When I saw sliding doors, like those at Borchardts, I took video and sent the information to the board president who suggested I reach out to our door vendors with the video. I asked for updated quotes from Maple City Glass and Toledo Mirror and Glass (who came out to do measurements but has not yet submitted any quote at all) to include the option of automatic sliding doors. Maple City Glass initially replied in an email that such doors could be done at roughly twice the price of the already submitted quotes. That would make the Maple City quote \$16,000 at the time. Toledo Mirror and Glass had said they would include the automatic doors as an option. Since I had yet to receive a quote from Toledo M&G at all and I had only an email reply from Maple City for the automatic doors, I contacted them again for more formal and complete quotes. Toledo M&G has responded to say that the automatic doors would require major construction. I encouraged them to submit a formal quote for whatever they were comfortable doing. Maple City said automatic doors would involve removing the canopy, so they also failed to submit a quote for the automatic door option. I have attached Maple City's quote sent 3/14/2025 for replacing both front, hinged double-doors, updated to account for new tariffs on aluminum and steel. The quote is tentative in the present circumstances. Since the price increased from around \$8K to around \$10K, I'd assume the automatic doors would jump from \$16K to \$20K. I am waiting to hear from Toledo M&G (at all) and from Maple City on an automatic door quote assuming we are willing to remove and replace the canopy—also made from steel and/or aluminum, I assume.

Bank Accounts: Several bank account related items:

Authorized signatories have been changed successfully for Blissfield State Bank accounts. I will bring the documents for changing TLC accounts to the board meeting. I spoke to TLC regarding an additional credit card for the board present as approved by the board last month and I should have documents for the president to sign for that at the meeting as well.

I spoke to Blissfield State Bank about why our checking account was not earning interest while the village's account appeared to earn interest. The answer was that a public funds account that earned interest has a mandatory service charge. I conjectured that the interest would likely be much more than the service charge. The bank's advice was to put surplus funds into a short-term interest-bearing account, keeping the checking account as is. The bank noted that the village has funds in such accounts. That way, we'd earn interest with no service charges at all.

I also asked BSB about a payroll only account. Such an account can be opened. It could be set up as our checking account is now or as an interest-bearing account with a service charge. Opening the account would need to be approved with board action and authorized signatories. I believe a separate account is a sound idea, if only to ensure that our account balance does not exceed FDIC limits. FDIC limits would also be ensured by moving funds into investment accounts.

The Village Treasurer believes the library bank accounts managed by the village are no longer needed and plans to close them on April 1. He will likely transfer both village account balances into a single library account as he has in the past. I will make a subsequent transfer between our accounts to keep the savings balance with the savings account and checking balance with the checking account. We can, of course, move funds among accounts, if we need or want to, at any time.

Rotary Auction Donation: In the past the library has donated an auditorium rental to the Blissfield Rotary Auction. Does the board wish to make such a donation this year?

Front-Entry Planters: The planters in the front entry still have Christmas plantings. What would the board like done with the planters?

Carnegie Grant: Ciara, Autumn, and I, along with representatives from our partners at Adrian College and the Southeast Michigan Migrant Resource Council, attended a Zoom meeting with representatives from Carnegie. While all seemed to go well at the meeting, I received word from the Carnegie Corporation that the library has not advanced to the final round of Carnegie's Libraries as Pillars of Democracy and Education initiative. We will continue to seek grants and other funding opportunities.

Back Hallway: I have asked but not yet received a quote to replace the in-duct auxiliary heating unit and for other possible (less expensive) options to mitigate the cold in the back hallway and restrooms. I will keep an eye on and inform the board of any progress.

While we're in the back hallway, the lock on the door from the hallway into the library broke after having been persnickety for some time, keeping the door from opening without a key. I called Maple City Glass which, after a couple of re-calls (this appears to be both the HVAC and the door industry's busy season) came out and fixed the door. The repair took 20 minutes. They will invoice us \$135.

Sick Pay Policy: The eleventh hour came at 11:59 pm in the legislature and pushed the deadline for necessary changes to library policy to accommodate the ESLA to October 1. I have drafted a policy that will be reviewed by the policy committee.

Payroll issue: The payroll issue previously noted appears to have been corrected.

Budget adjustments: I am authorized by the library by-laws to adjust budget lines to ensure no line is in the red while remaining within the parameters of the total budget. You will notice some preliminary changes in the treasurer's report documents, including some amounts that had been in placeholder lines for an additional employee, for staying on the village benefits for three months, and for professional services moving to legitimate ledger lines with account numbers in part-time wages, benefits, attorney services, payroll/accounting services, and the library board. I developed any new ledger lines in consultation with the village treasurer. These changes will need to be approved by the library board before the end of the fiscal year at the latest. The village approves both mid-year adjustments in April and final adjustments in September.

Monthly Statistics:

Circulation	Ill In	Ill Out	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
February	136	69	1438	231	25/766	250	52

Program Participation:

4 Homeschool Hangout	7
4 Music Time with Mrs Sniezek	17
5 Storytime	23
6 Taste the State	35
10 Lila	25
12 Storytime	7
13 Bingo	16
18 Homeschool Hangout	18
19 Storytime	14
20 Book Club	8
24 Senior Center	15
25 Hands On Science with Bill	27
26 Storytime	26
27 History of Sugar Beets	25
28 Guess How Many	64
28 Blind Date with a Book	20
February	347

February Computer Use:

Users: 75
Time: 50:32

Active Patrons 2/28/2025

Adult:	3281
Institution:	15
Juvenile:	378
Bliss Twp	301
Village:	2267
Non-Resident:	52
Ogden:	251
Palmyra:	296
Riga:	507
TOTAL	3674

The Schultz-Holmes District Library
Transaction Detail by Account
February 2025

	Date	Num	Name	Memo/Description	Amount
271--Library Fund					
271-790 Library					
271-790-710.004 Disability Life					
	02/04/2025	264	The Hartford	Disability/Life Insurance	54.23
Total for 271-790-710.004					\$ 54.23
271-790-727 Office Supplies					
	02/04/2025	271	Amazon Capital Services	office supplies	32.24
	02/18/2025	281	Quill LLC	office supplies	169.47
Total for 271-790-727 Office Supplies					\$ 201.71
271-790-740 Tools and Supplies					
	02/04/2025	272	TLC Community CU	supplies Walmart	16.94
	02/04/2025	271	Amazon Capital Services	supplies	59.11
Total for 271-790-740 Tools and Supplies					\$ 76.05
271-790-740.004.Books & Mags					
	02/04/2025	272	TLC Community CU	books (harlequin 69.44, 74.53; harper collins 42.48)	186.45
	02/18/2025	286	Baker & Taylor	books	83.93
	02/26/2025	288	Baker & Taylor	books	342.28
Total for 271-790-740.004.Books & Mags					\$ 612.66
271-790-770.002 Taste the State					
	02/04/2025	272	TLC Community CU	supp; event ins (total wine 486.35; event hlpr 231.00)	717.35
	02/04/2025	271	Amazon Capital Services	Taste the State 2-25 supplies	24.98
Total for 271-790-770.002 Taste the State					\$ 742.33
271-790-770.003 Bliss Unbound					

	02/04/2025	272	TLC Community CU	supplies (lenas 55.00; walmart 68.38;	
	02/04/2025	271	Amazon Capital Services	costco 40.94	164.32
	02/18/2025	279	William Tiede	supplies--Bingo	78.95
	02/18/2025	280	Gary Holmes	program presenter	50.00
Total for 271-790-770.003 Bliss Unbound				program presenter	<u>50.00</u>
					\$ 343.27
271-790-770.005 Summer Reading					
	02/20/2025	287	Collaborative Summer Library Program	supplies	104.97
Total for 271-790-770.005 Summer Reading					<u>104.97</u>
					\$ 104.97
271-790-853 Telephone/Internet					
	02/18/2025	284	Village of Blissfield	telephone	82.11
Total for 271-790-853 Telephone/Internet					<u>82.11</u>
					\$ 82.11
271-790-902.000 Publishing					
	02/04/2025	266	Blissfield Advance	want ad--program assistant	15.60
Total for 271-790-902.000 Publishing					<u>15.60</u>
					\$ 15.60
271-790-921 Electric					
	02/18/2025	282	Consumers Energy	electric	596.77
Total for 271-790-921 Electric					<u>596.77</u>
					\$ 596.77
271-790-923 Gas					
	02/18/2025	282	Consumers Energy	gas	552.74
Total for 271-790-923 Gas					<u>552.74</u>
					\$ 552.74
271-790-927 Water					
	02/04/2025	262	Village of Blissfield	water	54.17
Total for 271-790-927 Water					<u>54.17</u>
					\$ 54.17
271-790-928 Sewer					
	02/04/2025	262	Village of Blissfield	sewer	57.11
Total for 271-790-928 Sewer					<u>57.11</u>
					\$ 57.11

271-790-931 Bldg & Grds Maint

02/04/2025	271	Amazon Capital Services	supplies (MI Flag, u-shaped LED bulbs)	446.25
02/04/2025	268	Wolfe's Lawn Care & Landscaping	parking lot, sidewalk and ramps plowed and salt 1-25	550.00
02/18/2025	285	GTF3 LLC	ballast removal LED installation	75.63
02/18/2025	283	Stevens Disposal & Recycling Service, Inc	dumpster svc	80.50

Total for 271-790-931 Bldg & Grds Maint **\$ 1,152.38**

271-790-932 Equip Maintenance

02/04/2025	271	Amazon Capital Services	supplies	116.48
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Total for 271-790-932 Equip Maintenance **\$ 116.48**

271-790-962.001 ILL/Woodlands

02/04/2025	269	Bay County Library System	damaged item paid/ILL requirement	34.99
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Total for 271-790-962.001 ILL/Woodlands **\$ 34.99**

271-790-962.004 Online Subscrip

02/04/2025	263	Midwest Tape	hoopla montly 1-25	581.34
02/04/2025	267	Kanopy	kanopy 1-25	53.55

Total for 271-790-962.004 Online Subscrip **\$ 634.89**

271-790-965 Prop & Liabilit Ins

02/04/2025	270	Iott Insurance Agency	D&O / EPLI Renewal	1,025.00
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Total for 271-790-965 Prop & Liabilit Ins **\$ 1,025.00**

271-790-969.001 Copier Maint

02/04/2025	265	US Bank Equipment Finance	copier lease	95.24
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Total for 271-790-969.001 Copier Maint **\$ 95.24**

Total for 271-790 Library

\$ 6,552.70

Total for 271--Library Fund

\$ 6,552.70

Monday, Mar 10, 2025 09:36:35 AM GMT-7 - Accrual Basis

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 2/28/2025
Fiscal Year Completed: 41.67

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
REVENUE						
271-000-540	State Revenue	6000				
	Blissfield		118,407.73	76,921.87		
	Ogden		90,243.12	49,050.81		
	Palmyra		63,571.02	40,498.21		
	Riga		63,277.14	11,407.92		
271-000-580	Local Unit Contributions	488,000	335,499.01	177,878.81	152,500.99	68.75%
271-000-640.000	General Service Charges					
271-000-640.001	Non-Resident Service Charges	100	100.00	100.00	0.00	100.00%
271-000-640.002	Fax Service Charges					
271-000-640.003	Copy & Print Svc Charges	1000	580.15	181.25	419.85	58.02%
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	348.74	82.92	351.26	49.82%
271-000-660.003	Penal Fines	7000			7000	0.00%
271-000-665.000	Interest	100	213.01	48.80	(113.01)	213.01%
271-000-667.000	Rent	800	470.00	0.00	330	58.75%
271-000-674.000	Private Contributions & Donations	8000	1,689.69	50.48	6310.31	21.12%
271-000-684.000	Miscellaneous Revenue	2000			2000	0.00%
Total	Total Revenue (millage+special)	513,700	338,900.60	178,342.26	174,799.40	65.97%
271-000-699.001	Transfer in from Village (DLA agmt)	175,000	175,000.00	0.00	0	100.00%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 2/28/2025
Fiscal Year Completed: 41.67

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
EXPENDITURES						
271-790-xxx	Library					
	702 Wages	120,650	46,440.84	9,011.20	74,209.16	38.49%
	703 Pt-Tm Wages	74,950	23,054.79	4,730.36	51,895.21	30.76%
	Sub-total Wages	195,600	69,495.63	13,741.56	126,104.37	35.53%
	710 Social Secuity/Medicare	17,000	5,722.08	1,256.27	11,277.92	33.66%
	710.001 Pension	4,100	4,071.83	0.00	28.17	99.31%
	710.002 Health Insurance	7,820	7,817.48	0.00	2.52	99.97%
	710.003 Dental Insurance	510	508.24	0.00	1.76	99.65%
	710.004 Disability/Life Insurance	850	339.18	54.23	510.82	39.90%
	710.005 HRA	3,000	2,277.19	1,562.64	722.81	75.91%
	710.007 Workers' Compensation	845	542.01	0.00	302.99	64.14%
	710.010 Eyecare Insurance	55	28.21	-25.39	26.79	51.29%
	710.011 Heath Insurance Stipend	22,500	5,000.00	2,500.00	17,500.00	22.22%
	710.012 MERS Defined Contribution	8,950	1,712.13	901.12	7,237.87	19.13%
	710.013 MERS Health Care Savings Plan	2,680	513.64	270.34	2,166.36	19.17%
	710.014 MERS 457b Employer Contribution	1,790	342.42	180.22	1,447.58	19.13%
	Total MERS Retirement	13,420	2,568.19	1,351.68	10,851.81	19.14%
	710.008 Unemployment Insurance	1,750	747.16	354.04	1,002.84	42.69%
	Total Personnel	267,450	99,117.20	20,795.03	168,332.80	37.06%
	727 Office Supplies	4,000	1,502.72	201.71	2,497.28	37.57%
	728 Postage/Freight	300	6.30	0.00	293.70	2.10%
	740 Tools & Supplies	4,000	921.31	76.05	3,078.69	23.03%
	740.004 Books & Magazines	25,000	9,230.48	612.66	15,769.52	36.92%
	741 AudioVisSupp	3,000	1,169.04	0.00	1,830.96	38.97%
	770.000 General Program Expenses	20,000	65.00	0.00	19,935.00	0.33%
	770.001 Art at Your Feet	2,500	0.00	0.00	2,500.00	0.00%
	770.002 Taste the State	2,500	1,495.99	742.33	1,004.01	59.84%
	770.003 Blissfield Unbound	2,500	1,185.36	343.27	1,314.64	47.41%
	770.004 Children's Programming	2,500	474.49	0.00	2,025.51	18.98%
	770.005 Summer Reading	4,000	104.97	104.97	3,895.03	2.62%
	771.001 Rotary Books	200	0.00	0.00	200.00	0.00%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 2/28/2025
Fiscal Year Completed: 41.67

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
	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 <i>Movie Licenses</i>	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	0.00	1,350.00	10.00%
	771 Additional Collection Expenses		-50.22	0.00		
	772.001 Lost Items Replaced	200	66.93	0.00	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	0.00	4,689.00	33.01%
	817 Accounting Services/Payroll	9600	268.00	134.00	9,332.00	2.79%
	853.000 Telephone/Internet	2,500	629.69	82.11	1,870.31	25.19%
	901 Publishing	100	15.60	15.60	84.40	
	902.001 Promotional Expenses	900	0.00	0.00	900.00	0.00%
	921 Electric	7,000	2,391.53	596.77	4,608.47	34.16%
	923 Gas	5,000	1,554.64	552.74	3,445.36	31.09%
	927 Water	1,000	247.63	54.17	752.37	24.76%
	928 Sewer	1,000	261.56	57.11	738.44	26.16%
	931 Building & Grounds Repair & Maintenance	20,000	2,202.60	1,152.38	17,797.40	11.01%
	932 Equipment Repair & Maintenance	3,000	116.48	116.48	2,883.52	3.88%
	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	109.26	34.99	4,890.74	2.19%
	962.002 OverDrive Advantage	800	582.00	0.00	218.00	72.75%
	962.003 Freegal	1,750	2,010.68	0.00	-260.68	114.90%
	962.004 Other Online Subscriptions	12,000	2,929.09	634.89	9,070.91	24.41%
	965 Property & Liability Insurance	15,000	3,756.56	1,025.00	11,243.44	25.04%
	969.000 Maintenance Agreements	5,000	0.00	0.00	5,000.00	0.00%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 2/28/2025
Fiscal Year Completed: 41.67

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
	969.001 Copier Maintenance	3,000	726.07	95.24	2,273.93	24.20%
	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	0.00	4,555.01	36.74%
271-790	Total Library	460,800	138,771.95	27,427.50	322,028.05	30.12%
271-791	Library Board					
	702 Wages	3100	2,854.20	0.00	245.80	92.07%
	710 Social Security/Medicare	296	218.32	0.00	81.68	73.76%
	710.01 Workers' Compensation	4	3.99	0.00	0.01	99.75%
Library Board	Sub-Total Library Board	3400	3,076.51	0.00	323.49	90.49%
Library + Library BD	Sub-Total Library + Library Board	464,200	141,848.46	27,427.50	322,351.54	30.56%
	Contingency	49500	0.00	0.00	49,500.00	0.00%
Total	Total % of Year	513,700.00	144,159.46	27,427.50	369,540.54	28.06% 41.67%

Account	Label	Budget	October	November	December Vill	December SHDL	December	January Village	January SHDL	January	February Village	February SHDL	February
271-790-xxx	Library												
702	Wages	120,650	5890.44	9,011.20	9,011.20		9,011.20	5,406.72	8,110.08	13,516.80		9,011.20	9,011.20
703	Pt-Tm Wages	74,950	3140.09	5,052.86	4,097.69		4,097.69	2,083.85	3,949.94	6033.79		4,730.36	4,730.36
	Sub-total Wages	195,600	9030.53	14,064.06	13,108.89		13,108.89	7,490.57	12,060.02	19550.59		13,741.56	13,741.56
710	Social Security/Medicare	17,000	690.53	1,075.00	1,001.92		1,001.92	572.12	1,126.24	1698.36		1,256.27	1,256.27
710.001	Pension	4,100	1292.75	1,389.54	1,389.54		1,389.54						0.00
710.002	Health Insurance	7,820	3908.74	3,908.74	4,408.23		4,408.23	(4,408.23)		(4,408.23)			0.00
710.003	Dental Insurance	510	254.12	254.12	274.44		274.44	(274.44)					0.00
710.004	Disability/Life Insurance	850	57.68	57.68	57.68		57.68		54.23	111.91		54.23	54.23
710.005	HRA	3,000		60.50				654.05		654.05	1,562.64		1,562.64
710.007	Workers' Compensation	845	33.18	35.55	34.10	420.00	454.10	19.18		19.18			0.00
710.010	Eyecare Insurance	55	13.40	13.40	13.40		13.40	13.40		13.40	(25.39)		(25.39)
710.011	Heath Insurance Stipend	22,500							2,500.00	2,500.00		2,500.00	2,500.00
710.012	MERS Defined Contribution	8,950							811.01	811.01		901.12	901.12
710.013	MERS Health Care Savings Plan	2,680							243.30	243.30		270.34	270.34
710.014	MERS 457b Employer Contribution	1,790							162.20	162.20		180.22	180.22
	Total MERS Retirement	13,420							1,216.51	1,216.51		1,351.68	1,351.68
710.008	Unemployment Insurance	1,750						393.12		393.12		354.04	354.04
	Total Personnel	267,450	15280.93	20,858.59	20,288.20	420.00	20,708.20	4,124.33	17,350.12	21,474.45	1,537.25	19,257.78	20,795.03
727	Office Supplies	4,000		659.40	93.90	438.23	532.13		109.48	109.48		201.71	201.71
728	Postage/Freight	300		6.3						0.00			0.00
740	Tools & Supplies	4,000		558.08	79.40	127.80	207.20	9.99	69.99	79.98		76.05	76.05
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		612.66	612.66
741	AudioVisSupp	3,000		771.31		310.58	310.58		87.15	87.15			0.00
770.000	General Program Expenses	20,000		65.00						0.00			0.00
770.001	Art at Your Feet	2,500								0.00			0.00
770.002	Taste the State	2,500		14.04	131.55	422.11	553.66	50.00	135.96	185.96		742.33	742.33
770.003	Blissfield Unbound	2,500	175.00	302.00				15.09	350.00	365.09		343.27	343.27
770.004	Children's Programming	2,500		104.27		17.90	17.90	29.65	322.67	352.32			0.00
770.005	Summer Reading	4,000								0.00		104.97	104.97
771.001	Rotary Books	200								0.00			0.00
771.002	Adopt-a-Mag	400								0.00			0.00
771.003	Miscellaneous Memorial Gifts	200								0.00			0.00
958.001	Movie Licenses	700								0.00			0.00
771.004	Misc Non-Memorial	200								0.00			0.00
771.005	Grant Expenses	2,000								0.00			0.00
771.006	Purchase Expenses	200								0.00			0.00
771.007	Tuttle Funds	1,500		100.00					50.00	50.00			0.00
771	Additional Collection Expenses							(50.22)		(50.22)			0.00
772.001	Lost Items Replaced	200							66.93	66.93			0.00
772.002	Sales Income Expenses	800								0.00			0.00
802.000	Auditor	3,000								0.00			0.00
807	Attorney Services	7000				1,858.50	1,858.50		452.50	452.50			0.00
817	Accounting Services/Payroll	9600							134.00	134.00		134.00	134.00
853	Telephone/Internet	2,500	19.90	82.02	82.02		82.02	82.02	281.62	363.64		82.11	82.11
901	Publishing	100								0.00		15.60	15.60
902.001	Promotional Expenses	900								0.00			0.00
921	Electric	7,000		635.42		574.45	574.45		584.89	584.89		596.77	596.77
923	Gas	5,000		204.03		299.52	299.52		498.35	498.35		552.74	552.74
927	Water	1,000		66.60		66.60	66.60		60.26	60.26		54.17	54.17
928	Sewer	1,000		70.41		70.41	70.41		63.63	63.63		57.11	57.11
931	Building & Grounds Repair & Maintenance	20,000		146.29		488.43	488.43		415.50	415.50		1,152.38	1,152.38
932	Equipment Repair & Maintenance	3,000								0.00		116.48	116.48
956	Misc	500								0.00			0.00
960.000	Workshops Conferences Education	1,000			25.00		25.00			0.00			0.00
961.000	Bank Fees	200								0.00			0.00
962	Memberships and Dues	300								0.00			0.00
962.001	ILL/Woodlands Memberships	5,000		14.95		59.32	59.32			0.00		34.99	34.99
962.002	OverDrive Advantage	800							582.00	582.00			0.00
962.003	Freegal	1,750	160.68						1,850.00	1,850.00			0.00
962.004	Other Online Subscriptions	12,000		478.82		1,260.24	1,260.24		555.14	555.14		634.89	634.89
965	Property & Liability Insurance	15,000	2731.56							0.00		1,025.00	1,025.00
969.000	Maintenance Agreements	5,000								0.00			0.00
969.001	Copier Maintenance	3,000	156.33	104.76		95.24	95.24		274.50	274.50		95.24	95.24
969.002	Website Agreement	1,200	550.00							0.00			0.00
969.003	Time Management Software Agreement	300								0.00			0.00
969.004	Online Backup Agreement	800								0.00			0.00

969.005	ILS Agreement	2,500								0.00			0.00
971	Capital Projects									0.00			0.00
977.000	New Equipment	7,200				129.99	129.99		2,515.00	2,515.00			0.00
271-790	Total Library	460,800	20,405.68	29,727.58	20,750.29	8,191.35	28,941.64	4,260.86	28,008.69	32,269.55	1,537.25	25,890.25	27,427.50
271-791	Library Board												
702	Wages	3100			2,854.20		2,854.20						
710	Social Security/Medicare	296			218.32		218.32						
710.007	Workers' Compensation	4			3.99		3.99						
Library Board	Sub-Total Library Board	3400			3,076.51		3,076.51						
	Contingency	49500											
Total	Total	513,700.00	20,405.68	29,727.58	23,826.80	10,049.85	33,876.65	4,260.86	28,461.19	32,722.05	1,537.25	25,890.25	27,427.50

BANKING					
SHDL ACCOUNTS					
Blissfield State Bank	NOV	DEC	JAN	FEB	
Library Savings					
Opening Balance		\$0.00	\$0.00	\$340.73	\$95,722.69
Deposit			340.73	\$381.96	\$426.90
bank fees					
BadChks/Bk Err or fee					
Transfers				\$95,000.00	
Interest					\$40.61
Balance	\$0.00	\$0.00	\$340.73	\$95,722.69	\$96,190.20
Library Checking (PUBFUNDS)					
Opening Balance		\$0.00	\$0.00	\$31,629.97	\$199,576.01
Checks/Debits			(\$6,193.03)	(\$9,473.33)	(\$8,855.67)
Electronic Debits				(\$17,460.15)	(\$19,337.55)
transfer to savings				(\$95,000.00)	
transfer from village accts			\$20,000.00	\$150,000.00	
Deposit			\$17,823.00	\$139,879.52	\$177,878.81
Balance	\$0.00	\$0.00	\$31,629.97	\$199,576.01	\$349,261.60
TOTAL	\$0.00	\$0.00	\$31,970.70	\$295,298.70	\$445,451.80

SHDL ACCOUNTS					
TLC Credit Union	NOV	DEC	JAN	FEB	
CD Investment Account					
Opening Balance	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34
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	\$1,011.34
Savings Account (required)					
Opening Balance	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00
Pay Bills					
correction/question					
Deposit	\$5.00				
Interest					
Balance	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
TOTAL	\$1,005.00	\$1,005.00	\$1,005.00	\$1,016.34	\$1,016.34

VILLAGE ACCOUNTS FOR LIBRARY					
	OCT	NOV	DEC	JAN	FEB
Library Deposit Acct					
Balance Forward	\$98,455.21	\$98,484.09	\$100,140.58	\$80,165.71	\$5,171.21
Deposit	rolled to 9/24	1,624.34			
to SHDL Checking			(\$20,000.00)	(\$75,000.00)	
Library Savings In	\$28.88	\$32.15	\$25.13	\$5.50	\$0.99
Library Saving Bal	\$98,484.09	\$100,140.58	\$80,165.71	\$5,171.21	\$5,172.20
Library Operating Acct					
Balance Forward	\$15,555.81	\$77,588.19	\$47,876.24	\$10,907.30	\$31,421.72
Pay Bills	(\$24,582.51)	(\$29,727.58)	(\$36,456.53)	(\$1,340.29)	
open accounts at "	(\$1,005.00)				
to SHDL Checking				(\$75,000.00)	
correction/questio	\$91.40		(\$519.81)	9345.02	\$25.39
Deposit	\$87,500.00			\$87,500.00	
Operating Acct Int	\$28.49	\$15.63	\$7.40	\$9.69	\$7.20
Operating Acct Ba	\$77,588.19	\$47,876.24	\$10,907.30	\$31,421.72	\$31,454.31
TOTAL	\$176,072.28	\$148,016.82	\$91,073.01	\$36,592.93	\$36,626.51

Trust Funds (Tuttle)	
Balance 10/1/2024	9273.93
Balance 2/28/2025	9123.93
"Trsut Funds" and Sponsorships are dedicated funds in the savings account, not separate accounts.	



P.O. Box 927, Adrian, MI 49221
(517) 263-9120 • www.tlccu.org

March 7, 2025

RETURN SERVICE REQUESTED



SCHULTZ-HOLMES DISTRICT LIBRARY
407 S LANE ST
BLISSFIELD, MI 49228

Re: 6MO SHARE CERTIFICATE

Account: ***6234-31**

Balance: \$ 1,011.34

Dear member:

Your certificate of deposit with TLC Community Credit Union will mature on 04/07/2025. Per your election at opening, your certificate will automatically

Per your election at opening, your certificate will automatically transfer to another of your shares, or be paid to you by check. Our current rates can be found on our website at www.tlccu.org or by calling one of our branch offices. We trust that you have found TLC's service satisfactory and we do hope that you choose to reinvest your certificate of deposit with us. If you have other certificate dollars to invest from other institutions, please consider having us quote you a rate.

All deposit accounts are insured by the NCUA (National Credit Union Association), which is an agency of the U.S. Government. If you have any questions regarding this matter, please contact one of our Member Service staff members at (517) 263-9120. Thank you for choosing TLC Community Credit Union for your financial needs.

Please remember... "Our Interest is in You".

Sincerely,

TLC Community Credit Union

SCHULTZ HOLMES MEMORIAL LIBRARY

407 S LANE ST
BLISSFIELD, MI 49228

SCHULTZ HOLMES MEMORIAL LIBRARY

407 S LANE ST
BLISSFIELD, MI 49228

Qty	Part	Thickness	Description	List	Price	Total
2	KAWNEERENT		KAWNEER PAIR OF DOORS INSTALLED ON THE EXISTING FRAME, NARROW STILES, MS LOCK WITH CONSTRUCTION CYLINDER AND THUMB TURN, CONTINOUS GEARED HINGES, 10" BOTTOM RAILS, DC1000 CLOSERS, 1/4" CLEAR TEMPERED GLASS			
1	LABOR		REMOVE THE EXISTING DOORS, REMOVE THE FLOOR CLOSERS, INSTALL NEW			
			NOTE: ADD \$1600.00 TO USE PANIC HARDWARE.			
			UPDATED 03/14/2025			
			NOTE: DUE TO THE ALUMINUM TARIFFS THAT BEGAN ON 03/12/2025, THIS QUOTED AMOUNT MAY CHANGE UNTIL PURCHASE ORDER IS APPROVED			

SPECIAL INSTRUCTIONS			
<p>All material sold on this invoice is guaranteed to be as specified, and is not safety glazed material unless so marked. It is sold with the understanding that this material will not be glazed in a "hazardous location" as defined by the Consumer Product Safety Commission. All merchandise returned for credit, refund or exchange must be in resaleable condition, authorized for return, accompanied by this receipt, and may be subject to restocking fee. No returns will be authorized for special orders or cut flat glass.</p> <p>Terms of payment are 0 days from Invoice date. A service charge of 1,500% per month (18.000% annum) will be added to past due accounts.</p>			
		Total	9262.00
		Balance	9262.00
RECEIVED BY:			
3/25/24 10:37am by MIKE Updated 3/14/25 10:50am by AH1			



Toledo Mirror & Glass

A Division of VM Systems

103 Avondale Ave

Toledo, OH 43604

419.241.3151

www.toledomirror.com

The schultz-Holmes District Library

407 S lane St

Blissfield MI 48228

517-486-2858

director@blissfieldlibrary.org

Entrance Door repairs

The Schultz Holmes District Library

407 S Lane St

Blissfield MI 48228

Total quote cost -

\$2,654

We are pleased to submit our quote and scope of work to The schultz-Holmes District Library for the Entrance Door repairs. The scope of our work will be:

We will repair the existing doors that are already within the structure. We will install new LCN 1260 closers for all entrance doors to ensure they work properly. On the interior set of doors we will reset the hinges and install a new thumb turn lock to make sure the doors lock properly. We will then install new weathering strips on all doors. This price includes all labor and materials to be completed during normal working hours Monday - Friday 7:00AM - 4:00PM.

Please Note: Lead Time for this is 3-5 Weeks from time of order.

All work will be done during normal business hours, Monday through Friday

Thank you for the opportunity to estimate. We would appreciate the order to service your glass and automatic door needs when requested. Lead time to be acknowledged at confirmed order.

Signature for the above quote is acceptance of our terms and conditions attached.

This proposal is valid for 30 days.

Terms: See attached 50 percent deposit will be required before any material is ordered and the remainder will be needed upon completion

Submitted by: Matt Paull

Date Submitted:

3/14/2025

Matt Paull

Toledo Mirror & Glass

Project Manager

Matt.paull@vm-cos.com

AUTHORIZATION TO PROCEED:

Accepted by:

Signature

Accepted by:

Printed Name

Date Accepted:

Terms & Conditions

- WE DO NOT INCLUDE FINAL CLEANING OF MATERIALS!
- We assume no responsibility for materials or workmanship damaged or altered by others after the date of installation
- This proposal and attached terms and conditions shall become part of any contract between Toledo Mirror and Glass and any other stated party, relating to any portion of the work described within.
- All terms are contingent upon disruption from labor disputes, shipping loss, legal intervention, natural disasters and other acts of God.

1. **Acceptance:** Acceptance of this Proposal shall be acceptance of all terms, provisions and conditions whether recited herein or incorporated by reference. Requesting Toledo Mirror and Glass Service and Maintenance (TM&G) to start work and order materials, for work will constitute acceptance of this Proposal and all of its terms, provisions and conditions.
2. **Progress Payment:** Service & Maintenance invoices are due 30 days from date of invoice. TM&G may file a lien or claim on its behalf in the event that any payment to TM&G is not made as and when provided for by this Proposal.
3. **Insurance for Builder's Risk:** The owner will provide standard building insurance coverage for the duration of the project.
4. **Indemnity:** Each party will indemnify the other party, and will hold the other party harmless from claims, litigation, expense and loss, including attorney's fees, suffered by the other party and caused by the misconduct, fault or wrongdoing of the party and arising out of or related to the parties' performance of the work called for by this Proposal. If the parties are both at fault, then the obligation to indemnify shall be proportionate to fault.
5. **Materials and Warranty:** Unless otherwise specified in the clarifications herein, all materials supplied by TM&G shall conform to the quoted requirements of the job. All materials, equipment and workmanship are guaranteed against defects for a period of one year from the date of completion of TM&G's work. **This warranty is in lieu of all others warranties, express or implied, including any warranties of merchantability or fitness for a particular purpose.** TM&G will not be responsible for damage to materials provided or work performed by others. This warranty does not apply to any materials provided or labor performed by others. The exclusive remedy shall be that TM&G will replace or repair any part of its work that is found to be defective. TM&G will not be responsible for special, incidental, or consequential damages. TM&G shall not be responsible for damage to its work caused by other parties or for improper use of equipment by others.
6. **Arbitration:** Any disputes shall be resolved by the private arbitration program established by the Toledo Bar Association of Toledo, Ohio. The arbitrator shall be selected from the panel of attorneys that have agreed to act as private arbitrators in said program and the parties will execute the private arbitration agreement developed by the Association for the program. If the Toledo Bar Association does not exist when the dispute arises, either party may demand that the dispute be resolved through the use of the American Arbitration Association. If a party after due notice fails to appear at and participate in arbitration proceedings, the arbitrator will make an award based on evidence produced by the party who does appear and participate. The arbitrator shall award the arbitration costs to the prevailing party. Unless the parties agree otherwise, the arbitration proceedings shall be held in Lucas County, Ohio.
7. **Extra Work:** TM&G will be paid reasonable compensation for any extra work requested. Any repair, re-routing or re-working of TM&G's work requested as a result of damage by others to TM&G's work shall be considered extra work. Extra work should be performed only by written approved authorization.
8. **Labor Rates:** The work called for herein shall be performed during TM&G's regular working hours. Overtime rates shall be charged for all work performed outside such hours as extra work. TM&G will comply with all applicable statutes, laws, and regulations regarding equal employment opportunity, affirmative action, minority employment, employment of women, minority contracting.
9. **Concealed Conditions:** In the event that TM&G encounters concealed conditions unknown to TM&G and not reasonably foreseeable by TM&G or detectable by visual inspection, then TM&G shall immediately call Contractor's attention to such concealed conditions in writing. The price will be equitably adjusted to take such concealed conditions into account.
10. **Permits and Testing:** Unless otherwise specified in the clarifications herein, TM&G will not provide or pay for any permits and will not pay for any inspections or testing of TM&G's work.
11. **License:** TM&G represents that it is, and will remain, properly licensed, to perform all work under this Proposal.
12. **Safety:** TM&G will enforce reasonable safety requirements in its work force, and will hold regular safety meetings with its workers. TM&G shall not be responsible for OSHA and other safety related fines assessed against the contractor relating to TM&G's work.
13. **Miscellaneous:**
 - a. **Repossession:** If Contractor fails to pay for equipment or materials installed by TM&G, TM&G may remove such equipment and materials from the project, doing as little damage as possible to the remainder of the project.
 - b. **Taxes:** TM&G will pay all income, excise, sales, use and other taxes levied by any authority on TM&G's work, equipment or materials.
 - c. **Successors and Assigns:** The Proposal when accepted is binding upon, and fully enforceable against, the successors and assigns of both parties.
 - d. **Time is of the Essence:** Time is of the essence of this proposal.
 - e. **Entire Agreement:** This Proposal and the contract documents incorporated herein constitute the entire

THE SCHULTZ-HOLMES District LIBRARY

Library Card Policy

Objective: To set forth the principles behind the procedure for issuing library cards to patrons as a means of keeping library materials available and relevant.

Obtaining a Library Card

An application for a new library card may be made at the Circulation Desk. The Library issues resident and non-resident library cards. Patrons who live within the boundaries of the Library's legal jurisdiction or contract service areas, who own taxable real property within the Village of Blissfield, or who lease commercial property for a business within the Village of Blissfield, may obtain resident cards. There is no initial charge or fee for resident cards. Resident cards do not expire, but residence addresses may be verified annually. The current resident card area is comprised of the townships of Blissfield, Palmyra, Riga and Ogden. Resident cards are not available for any criteria other than physical residence (not for employment, school attendance, post office address, etc).

The Library Board has instituted non-resident fees so that people **residing** outside the **library's service** area, ~~funded by taxes and contract fees wishing to use this library may share in the cost of supporting it.~~ **whose residents fund the library with taxes and contract fees, may share in the cost of supporting the library.** ~~The cost is~~ **Non-resident fees are \$30 per quarter or \$100 per year.** Additional users may be added to a single card.

Once the application is made and the fee paid, non-resident cards carry all the rights and privileges of resident cards for the duration of their terms. Payment for non-resident fees is due before issuance or renewal of the card. Non-resident cards expire and must be renewed at the end of their terms. ~~The fee is waived for Village of Blissfield employees.~~ **The library waives the fee on non-resident cards for all student and staff of the Blissfield Community Schools and for all employees of the Village of Blissfield for as long as they continue to document evidence of enrollment or employment with a student or staff ID or a recent pay stub upon renewal.**

Library card applications are contracts that must be signed by an individual legally able to enter into a contract agreement. Adult parents or guardians must be present to sign the application for a child under 18 years of age or for a disabled person unable to sign or legally enter into a contract. The cards themselves are instruments of that contract which remains between the library and the signer of the application regardless of who signs the card itself. Alternatively, card holders may indicate other persons as authorized users of their card. The authorization must be on record in the library. The library considers non-applicant signers or authorized users of cards as agents of the applicant, with such agency between the applicant and the agent and not with the library whose only contractual relationship is with the applicant.

Applicants for adult cards, resident and non-resident, must be 18 years of age or older and present proof of date of birth and one of the following: a social security number, a driver's

license number, or a Michigan State ID number. Children's cards are issued to children 6-17 years of age. A parent or guardian, residing at the same contact address as the child, must apply for a card in a child's name and must be present to show the required ID and to sign as the responsible party for the card of any patron 6-17 years of age. In the case of adult applicants unable to sign because of physical disability but otherwise legally able to enter into a contract, signature may be made by proxy provided by the applicant and countersigned by the proxy.

To obtain a library card, resident or non-resident, a patron must show current photo ID and current address for contact information. In addition patron must show proof of current residence address within the library service area or of property or business ownership within the Village of Blissfield. The proof of address may both establish residency and provide contact information. A valid and current Michigan driver's license or Michigan ID card issued by the Secretary of State may satisfy both requirements, provided that the address on the license matches the address on the application. An unexpired driver's license with an address different from the address on the application may be used only for the photo ID. Additional proof of residence or property ownership may be required.

The following are examples of supporting documents. The list is not all-inclusive:

Photo ID:

- Military or School ID
- Passport
- Current Out-of-State Driver's License or MI License with a different address

Proof of address:

- Current month's utility bill sent to patron at the address
- Official mail from a government authority (with director's approval) sent to patron at address. Government authorities include federal, state, and local government entities, as well colleges or universities and school districts.

Property ownership within the Village limits:

- Village of Blissfield tax bill or payment receipt

Business ownership within the Village limits:

- Lease agreement showing applicant as lessee.

Institutional cards will be issued with the approval of the director, using the same criteria as for individual cards. Persons with borrowing privileges must be listed on the application. Authority to apply for an institutional card may be established with a letter on the institution's letterhead or by other documentation approved by the director. Applicant must sign for the card, show Photo ID and, if an application for a resident card, proof of the institution's location—business card, letterhead, or official mail addressed to the institution--as indicated above. The institution will be the responsible party for all transactions using the card.

Renewal of Library Card

Library cards are renewed in person at the circulation desk. The applicant must show current photo ID and proof of current address. Non-resident card holders must pay the non-resident fee.

Use of Library Card and Account

1. Lost cards may be replaced for a \$1.00 fee.
2. Patrons must have a valid, unblocked SHML account to check out or renew items.
3. Accounts will be blocked when accumulated charges for fines, fees and lost items amount to \$5.00 and above. If a patron has signed for more than one card, as for a child's card, each account must be below \$5.00 for a patron to check out materials. For instance, if the parent's card is over \$5.00, the parent may not use the child's card to avoid paying the fine and vice versa.
4. Patrons should present a valid SHML card to check out items. The barcode makes for a more efficient and secure transaction. A copy (physical or electronic) of the library card or barcode does not substitute for the card itself.
5. Patrons may renew items over the phone or online.
6. Patrons are responsible for securing their library cards and should treat cards as they would cash. The library is not responsible for items checked out on a lost or stolen card.
7. Patrons may check out or renew items from SHML with the driver's license used at registration instead of the library card. MeL requires the account number used to request the item, so you must present the library card to pick up a MeL item. Patrons must have either their actual library card or the actual driver's license used at registration. No copies allowed.
8. Anyone other than the patron using the account must present the library card and must be listed as a permitted user of the card on the patron's account. The library will allow use only at the level permitted on the account (pick up or full use).
9. If a patron's account is blocked, the patron may not use another account to check out materials regardless of whether the patron is listed as an authorized user or signed the application (as for a child).
10. Patron is responsible for all items checked out or renewed with the card and for paying any and all fines and fees associated with the items, regardless of who presented the card or completed the transaction.

REVISED SEPTEMBER 2022