



THE SCHULTZ-HOLMES DISTRICT LIBRARY

Schultz-Holmes District Library Board of Trustees

AGENDA – REGULAR MEETING

April 21, 2026 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of March 17, 2026 Regular Meeting Minutes**
- V. Approval of April 13, 2026 Special Meeting Minutes**
- VI. 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 to which you would like a response, please complete the form available during the meeting. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame. You are also welcome to state the question orally during public comment, but will only receive a response if the form is completed.
- VII. Committee Reports**
 - a. **Strategic Planning Committee**
Update: Ceiling hangings in progress.
 - b. **Buildings and Grounds Committee**
Update: TBD.
 - c. **Finance Committee**
Update: TBD
 - d. **Policy Committee**
Update: Next priority – Annual Bylaw Review
- VIII. Corresponding Secretary’s Report**
- IX. Library Director’s Report**
- X. Treasurer’s Report**

a. Approval of Accounts Payable

XI. Unfinished Business

a. None.

XII. New Business

a. Approval of Mid-Year Budget Adjustments

b. Attendance at Township Board Meetings for Public Comment

c. Appointment of Access & Inclusion Committee

d. Director Evaluation Process

XIII. 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 to which you would like a response, please complete the form available during the meeting. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame. You are also welcome to state the question orally during public comment, but will only receive a response if the form is completed.

XIV. 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 March 17, 2026

Trustees present: Blair Meads, Greg Brown, Shelly DeVantier, Debra Rogers, Karen Waggoner

Also present: Bob Barringer

Trustees absent: Ciara McGrane, Christine Burtle

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, March 17, 2026 at 7:00 pm. The meeting was called to order by Vice President Karen Waggoner at 7:00 pm.

Vice President Karen Waggoner called for a motion to approve the agenda for the March 17, 2026 meeting, with the addition of discussing the Storywalk in Gerber Park in New Business. Trustee Debra Rogers made a motion to approve the agenda with the additions. Trustee Shelly DeVantier seconded the motion, and the motion carried unanimously.

Vice President Karen Waggoner called for a motion to approve the minutes of the February 17, 2026 Regular Meeting. Trustee Shelly DeVantier made a motion to approve the minutes of the February 17, 2026 Regular Meeting. Trustee Greg Brown seconded the motion, and the motion carried unanimously.

Vice President Karen Waggoner called for public comment. There was no public comment offered.

Trustee Blair Meads reported that the Strategic Planning committee is preparing new hangings for the library with the new Strategic Plan information to replace the existing signs.

Trustee Greg Brown reported for the Buildings and Grounds Committee. The committee is tabling the purchase of additional furniture until the parking lot project is completed. Trustee Greg Brown is working on adjusting the RFP for the parking lot.

No report from the Finance Committee.

No report from the Policy Committee.

Corresponding Shelly DeVantier reported 2 Thank You Notes - one for a resident who helped with the Women in Ag event, and one for Blissfield High School's FFA advisor who helped with the display.

Director Bob Barringer provided the Director's report. The hallway heat project is mostly finished. The water fountain was put in today. Volunteers are still needed for the book sale and Farmer's Market. A resident has offered help with transporting leftover books to Goodwill. Kate from Woodlands is working on a customer service workshop through the cooperative. Dean is working on making our online catalogue ADA compliant.

Treasurer Greg Brown provided the Treasurer's Report. Michigan CLASS has earned over \$10,000 in interest since opening in April 2025.

Director Barringer provided additional information on SHDL's maintenance of the Storywalk at Gerber Park. Director Barringer noted that the cost is very minimal to maintain and the park is very important to the Blissfield community.

Vice President Karen Waggoner called for public comment. Jackie Bates announced the Friends of the Library Committee will be doing a tea-themed display.

Meeting adjourned at 7:43pm

THE SCHULTZ-HOLMES DISTRICT LIBRARY

Report of the Director to the Library Board of Trustees, April 21, 2026

Book sale schedule: I will bring the staffing schedule for the book sale to the meeting. The sale is from April 30 to May 2 this year. There are still lots of open slots for staffing the sale itself. The Library will also need folks to help with packing up sale leftovers on Sunday evening and then again with loading the truck for delivery to Goodwill on Monday following the sale.

Farmers Market: Autumn is still looking for volunteers for the library's service and visibility opportunities at the new Farmers Market at the Hathaway House for July 2 and October 8.

Mid-Year Budget Adjustments: I have prepared my recommended adjustments to the 2025-26 budget and included these recommendations in the meeting documents. These recommendations do not address costs for the parking lot and sidewalk project. Eventually (before the end of the fiscal year), the board will need to approve increasing the budget by moving funds from reserves for the project. If necessary, I would also recommend moving an additional \$20,000 in reserve funds to cover the costs associated with the major building projects we have already incurred during the fiscal year: \$15,000 for the drain repair, \$3,000 for the survey and the second half of the site condition survey, \$2,250.

Bequest/Endowment: We have received and deposited in the savings account a lump sum check from the request. I would recommend the following plan for the bequest, along with any unused contingency funds set aside from year to year according to the board's budget policy and any future "large" (word to be defined by the board) donations:

A plan that:

- the library moves all unspent contingency funds at the end of each year to an Endowment-like account at MI Class (we can just rename the current Contingency account the Endowment account)
- the library adds to that account the recently received bequest, as well as any large future donations given without encumbrance or any specific parameters defined by the donor
- that the library uses only the interest from that account for special projects as approved by the board

I would stop short of totally restricting the principal (and, so, stop short of this fund being a true endowment) because we cannot predict the future and there would be little financial benefit of a true endowment (since the library is already a nonprofit and pays no taxes) that would lock up all funds, creating unnecessary problems at the time of an unforeseen emergency. The library would just make a solemn practice of leaving the principal alone.

Plumbing issues: After some hiccups, Shoemaker replaced the water fountain. We also replaced the faucet in the workroom which Tristan Brown discovered was leaking internally. Tristan was able to replace the faucet himself.

Audit submission: The auditor reports that the library is now included on the state treasury portal and that he has uploaded the audit. He advises me to do nothing. I have heard nothing from the State of Michigan.

Workroom cabinets, countertop and network rack: We are close to completing work on painting, building and installing new storage and workspace in the workroom. We have added storage space on the wall and replaced the 1956 countertop with a rimless countertop that is easier to keep clean, while also bringing our network equipment storage and access up to standards, rather than having it all crowded on top of a metal file cabinet.

Spring Cleaning: As usual this time of year, the staff also has worked to reduce storage pressure by identifying and preparing a number of computers and other items to made available for sale during the book sale.

Blissfield Rotary program by Assistant Director: Autumn Smith delivered, by all reports, a well-received program at Blissfield Rotary’s regular meeting on April 15. She discussed programs and services and thanked Rotarians for their help financially and as volunteers.

Monthly Statistics:

| Circulation | Ill Out | Ill in | Local Circ | Libby | Freegal DL/Stream | Hoopla | Kanopy |
|--------------------|----------------|---------------|-------------------|--------------|--------------------------|---------------|---------------|
| March | 68 | 143 | 1405 | 271 | 25/885 | 351 | 49 |

Program Participation

| | |
|-------------------------------|------------|
| Homeschool Hangout | 35 |
| 03 Women in Ag | 10 |
| 04 Storytime | 18 |
| 06 Butterfly Garden | 5 |
| 09 Lila (223 location) | 18 |
| 09 Lila (Giles Ave) | 15 |
| 10 Graphic Novel Club | 8 |
| 11 Storytime | 9 |
| 12 Kindergarten Round Up | 75 |
| 12 Bingo | 23 |
| 16 Senior Center | 11 |
| 17 Homeschool Hangout | 35 |
| 18 Storytime | 24 |
| 19 Book Club | 7 |
| 20 Blissfield Co-Op Preschool | 12 |
| 31 Take and Make Kits | 24 |
| 31 Spring Break Make and Take | 34 |
| 31 Guess How Many | 57 |
| 31 Book Giveaway drawing | 4 |
| March | 424 |

Active Card Holders:

| | |
|---------------|-------------|
| Adult: | 3496 |
| Institution: | 16 |
| Juvenile: | 380 |
| Bliss Twp | 320 |
| Village: | 2385 |
| Non-Resident: | 71 |
| Ogden: | 260 |
| Palmyra: | 317 |
| Riga: | 539 |
| March | 3892 |

March Computer Use:

Sessions: 111
Time: 88:02

The Schultz-Holmes Memorial Library
Monthly Invoice Report
March 2026

| Name | Num | Date | Account | Amount | Memo |
|---|--------------|------------|---------------------------------|----------|---------------------------------------|
| 271--Library Fund | | | | | |
| 271-790 Library | | | | | |
| 271-790-710.004 Disability/Life | | | | | |
| The Hartford | 494298075120 | 03/31/2026 | 271-790-710.004 Disability/Life | 53.19 | 608 disability/life insurance |
| Total 271-790-710.004 Disability/Life | | | | 53.19 | |
| 271-790-727 Office Supplies | | | | | |
| Amazon.com | 1fklffjyx1tq | 03/31/2026 | 271-790-727 Office Supplies | 217.13 | 609 supplies |
| Total 271-790-727 Office Supplies | | | | 217.13 | |
| 271-790-728 Postage & Freight | | | | | |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-728 Postage & Freight | 3.84 | 615 postage USPS |
| Total 271-790-728 Postage & Freight | | | | 3.84 | |
| 271-790-740 Tools and Supplies | | | | | |
| 271-790-740.004.Books & Mags | | | | | |
| Daily Telegram | 20260303 | 03/31/2026 | 271-790-740.004.Books & Mags | 62.99 | 605 montly payment |
| Amazon.com | 1fklffjyx1tq | 03/31/2026 | 271-790-740.004.Books & Mags | 22.79 | 609 books |
| Ingram | 202602 | 03/31/2026 | 271-790-740.004.Books & Mags | 211.46 | 610 Books (3 invoices) |
| Ingram | 202603 | 03/31/2026 | 271-790-740.004.Books & Mags | 113.92 | 625 books #95136456 |
| Ingram | 20260319 | 03/31/2026 | 271-790-740.004.Books & Mags | 1,254.69 | 629 books (2 invoices) |
| Total 271-790-740.004.Books & Mags | | | | 1,665.85 | |
| 271-790-740 Tools and Supplies - Other | | | | | |
| Amazon.com | 1fklffjyx1tq | 03/31/2026 | 271-790-740 Tools and Supplies | 318.18 | 609 tools & supplies |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-740 Tools and Supplies | 84.94 | 615 supplies Walmoart |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-740 Tools and Supplies | 36.00 | 615 software MS 365 TechSoup |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-740 Tools and Supplies | -330.00 | 615 credit for cancelled software ... |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-740 Tools and Supplies | 119.00 | 615 software Grant Station Tech ... |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-740 Tools and Supplies | 119.88 | 615 Dropbox annuial Dropbox |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-740 Tools and Supplies | 37.09 | 615 software Adobe |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-740 Tools and Supplies | -44.84 | 615 credit for returned space hea... |
| Total 271-790-740 Tools and Supplies - Other | | | | 340.25 | |
| Total 271-790-740 Tools and Supplies | | | | 2,006.10 | |
| 271-790-770.000 General Program | | | | | |
| 271-790-770.002 Taste the State | | | | | |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-770.002 Taste the State | 43.19 | 615 promos TtS PayPal Meta FB |
| Total 271-790-770.002 Taste the State | | | | 43.19 | |

The Schultz-Holmes Memorial Library
Monthly Invoice Report
March 2026

| Name | Num | Date | Account | Amount | Memo |
|---|--------------|------------|--------------------------------|----------|--------------------------------------|
| 271-790-770.003 Bliss Unbound | | | | | |
| Abby Vittore | 20260303 | 03/31/2026 | 271-790-770.003 Bliss Unbound | 50.00 | 601 program presenter BU |
| Katy Gust | 20260303 | 03/31/2026 | 271-790-770.003 Bliss Unbound | 50.00 | 602 program presenter BU |
| Laura Terry-Bor... | 20260303 | 03/31/2026 | 271-790-770.003 Bliss Unbound | 50.00 | 603 program presenter BU |
| Laurie Isley | 20260303 | 03/31/2026 | 271-790-770.003 Bliss Unbound | 50.00 | 604 program presenter BU |
| Amazon.com | 1fkiffjyx1tq | 03/31/2026 | 271-790-770.003 Bliss Unbound | 156.52 | 609 program supplies BU |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-770.003 Bliss Unbound | 139.60 | 615 program supplies BU Walmart |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-770.003 Bliss Unbound | 31.04 | 615 promos BU PayPal Meta FB |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-770.003 Bliss Unbound | 25.00 | 615 program supplies BU Lena's ... |
| Total 271-790-770.003 Bliss Unbound | | | | 552.16 | |
| 271-790-770.004 Child/Teen P&M | | | | | |
| Amazon.com | 1fkiffjyx1tq | 03/31/2026 | 271-790-770.004 Child/Teen P&M | 374.13 | 609 program supplies CTP |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-770.004 Child/Teen P&M | 108.17 | 615 supplies CTP Walmart |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-770.004 Child/Teen P&M | 294.75 | 615 supplies CTP BookPal (book ... |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-770.004 Child/Teen P&M | 59.51 | 615 program supplies CTP Walm... |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-770.004 Child/Teen P&M | 27.25 | 615 supplies CTP Teachers Payi... |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-770.004 Child/Teen P&M | 12.99 | 615 program supplies CTP Micha... |
| Total 271-790-770.004 Child/Teen P&M | | | | 876.80 | |
| Total 271-790-770.000 General Program | | | | 1,472.15 | |
| 271-790-771.000 Gen Gift Exp | | | | | |
| 271-790-771.001 Rotary Books | | | | | |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-771.001 Rotary Books | 284.00 | 615 Rotary Books (3rd grader visi... |
| Total 271-790-771.001 Rotary Books | | | | 284.00 | |
| Total 271-790-771.000 Gen Gift Exp | | | | 284.00 | |
| 271-790-817 Professional Svcs | | | | | |
| Donna Baker & ... | 33225 | 03/31/2026 | 271-790-817 Professional Svcs | 356.25 | 620 Acct Svcs |
| B Brooks Consu... | 2004 | 03/31/2026 | 271-790-817 Professional Svcs | 10.00 | 623 QSEHRA TPA |
| WorkForce Pay... | 0000097050 | 03/31/2026 | 271-790-817 Professional Svcs | 65.10 | awd payroll svcs |
| WorkForce Pay... | 0000096608 | 03/31/2026 | 271-790-817 Professional Svcs | 65.10 | awd payroll svcs |
| Total 271-790-817 Professional Svcs | | | | 496.45 | |
| 271-790-853 Telephone/Internet | | | | | |
| D & P Communi... | 10680200 | 03/31/2026 | 271-790-853 Telephone/Internet | 50.00 | 607 internet |
| Village of Blissfi... | 26-0006719 | 03/31/2026 | 271-790-853 Telephone/Internet | 82.23 | 621 telephones |
| Total 271-790-853 Telephone/Internet | | | | 132.23 | |
| 271-790-921 Electric | | | | | |
| Consumers Ene... | 20260331 | 03/31/2026 | 271-790-921 Electric | 560.12 | 619 Electric |
| Total 271-790-921 Electric | | | | 560.12 | |

The Schultz-Holmes Memorial Library
Monthly Invoice Report
March 2026

| Name | Num | Date | Account | Amount | Memo |
|--|-----------|------------|---------------------------------|----------|------------------------------------|
| 271-790-923 Gas | | | | | |
| Consumers Ene... | 20260331 | 03/31/2026 | 271-790-923 Gas | 528.36 | 619 Gas |
| Total 271-790-923 Gas | | | | 528.36 | |
| 271-790-927 Water | | | | | |
| Village of Blissfi... | 20260325 | 03/31/2026 | 271-790-927 Water | 75.06 | 616 Water |
| Total 271-790-927 Water | | | | 75.06 | |
| 271-790-928 Sewer | | | | | |
| Village of Blissfi... | 20260325 | 03/31/2026 | 271-790-928 Sewer | 73.20 | 616 sewer |
| Total 271-790-928 Sewer | | | | 73.20 | |
| 271-790-931 Bldg & Grds Maint | | | | | |
| Wolfe's Lawn C... | 799197 | 03/31/2026 | 271-790-931 Bldg & Grds Maint | 500.00 | 617 snow plowing and salt |
| GTF3 LLC | 2026318 | 03/31/2026 | 271-790-931 Bldg & Grds Maint | 345.00 | 626 B&G Maintenace |
| Stevens Disposal | 20260430 | 03/31/2026 | 271-790-931 Bldg & Grds Maint | 86.25 | 627 dumpster |
| Shoemaker Hea... | 1011388 | 03/31/2026 | 271-790-931 Bldg & Grds Maint | 3,215.00 | 628 Water fountain replacement |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-931 Bldg & Grds Maint | 170.68 | 615 supplies Lowes |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-931 Bldg & Grds Maint | 78.33 | 615 supplies (tech rack) Vevor |
| Total 271-790-931 Bldg & Grds Maint | | | | 4,395.26 | |
| 271-790-962.000 Dues Sub Membe | | | | | |
| 271-790-962.004 Online Subscrip | | | | | |
| Kanopy | 493827 | 03/31/2026 | 271-790-962.004 Online Subscrip | 12.75 | 626 kanopy monthly |
| Midwest Tape | 508512419 | 03/31/2026 | 271-790-962.004 Online Subscrip | 757.41 | 612 hoopla monthly |
| Total 271-790-962.004 Online Subscrip | | | | 770.16 | |
| Total 271-790-962.000 Dues Sub Membe | | | | 770.16 | |
| 271-790-965 Prop & Liabilit Ins | | | | | |
| Iott Insurance | 20260316 | 03/31/2026 | 271-790-965 Prop & Liabilit Ins | 4,856.92 | 618 Property & Liability Insurance |
| Total 271-790-965 Prop & Liabilit Ins | | | | 4,856.92 | |
| 271-790-969 Maint Agreements | | | | | |
| 271-790-969.001 Copier Maint | | | | | |
| US Bank | 576662936 | 03/31/2026 | 271-790-969.001 Copier Maint | 95.24 | 611 Copier lease |
| Total 271-790-969.001 Copier Maint | | | | 95.24 | |
| 271-790-969.005 ILS Agreement | | | | | |
| Book Systems Inc | 147265 | 03/31/2026 | 271-790-969.005 ILS Agreement | 1,290.00 | 622 ILS annual |
| Total 271-790-969.005 ILS Agreement | | | | 1,290.00 | |
| Total 271-790-969 Maint Agreements | | | | 1,385.24 | |

5:26 PM

04/13/26

Accrual Basis

The Schultz-Holmes Memorial Library
Monthly Invoice Report
March 2026

| Name | Num | Date | Account | Amount | Memo |
|----------------------------------|----------|------------|---------------------------|------------------|------------------------------------|
| 271-790-977 New Equipment | | | | | |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-977 New Equipment | 686.98 | 615 New Equipment Book Scann... |
| TLC Community... | 20260228 | 03/31/2026 | 271-790-977 New Equipment | 6.87 | 615 New Equipment tarriff Czur Inc |
| Total 271-790-977 New Equipment | | | | 693.85 | |
| Total 271-790 Library | | | | 18,003.26 | |
| Total 271--Library Fund | | | | 18,003.26 | |
| TOTAL | | | | 18,003.26 | |

Schultz-Holmes District Library Revenue and Expenditure Report
 Period Ending 03/31/2026
 % of Fiscal Year: 50%

| Account | Label | Budget | YTD | Current | Remaining | % Budget Used |
|------------------------|---|----------------|-------------------|-------------------|-------------------|----------------|
| REVENUE | Revenue (as deposited in SHDL bank accounts 3/26) | | | | | |
| Millage Revenue | Blissfield | | 197,858.66 | 58,728.99 | | |
| | >>Blissfield April | | | 78,151.42 | | |
| | Ogden | | 97,956.34 | | | |
| | >>Ogden April | | | 11,310.20 | | |
| | Palmyra | | 74,843.91 | 1,213.53 | | |
| | Riga | | 101,145.91 | 8,381.30 | | |
| | DQT Payment from County | | | | | |
| 271-000-403 | Tax Revenue to General Operations | 488,000 | 471,804.82 | 157,785.44 | 16,195.18 | 96.68% |
| 271-000-540 | State Revenue to savings | 7000 | 3,763.46 | 3,763.46 | 3236.54 | 53.76% |
| 271-000-569 | Other State Revenue (SBTE-PPT) to General Op | | 213.54 | 213.54 | | |
| Special Revenue | OTC 2/26 to Savings 3/26--totals show rollback of 9/25 OTC deposited 10/2025 | | | | | |
| 271-000-640.000 | General Service Charges | | | | | |
| 271-000-640.001 | Non-Resident Service Charges | 100 | 130.00 | 100.00 | -30.00 | 130.00% |
| 271-000-640.002 | Fax Service Charges | 500 | 46.00 | 27.00 | 454.00 | 9.20% |
| 271-000-640.003 | Copy & Print Svc Charges | 500 | 633.00 | 156.80 | -133.00 | 126.60% |
| 271-000-640.004 | Lamination Svc Charges | 50 | 19.00 | 10.00 | 31.00 | 38.00% |
| 271-000-640.005 | Digital Transfer Svc Charges | 50 | 60.00 | | -10.00 | 120.00% |
| 271-000-640.006 | Poster Printing Svc Charges | 50 | | | 50.00 | 0.00% |
| 271-000-640.007 | Binding Svc Charges | 50 | | | 50.00 | 0.00% |
| 271-000-640.008 | Research Svc Charges | 50 | | | 50.00 | 0.00% |
| 271-000-642.000 | Sales | 1000 | 194.50 | 29.50 | 805.50 | 19.45% |
| 271-000-659.000 | Fines & Other Desk Receipts | 300 | 104.64 | 41.95 | 195.36 | 34.88% |
| 271-000-660.003 | Penal Fines | 7000 | | | 7,000.00 | 0.00% |
| 271-000-665.000 | Interest (includes 3/26) | 5450 | 6,041.80 | 974.75 | -591.80 | 110.86% |
| 271-000-667.000 | Rent | 600 | 1,220.00 | 200.00 | -620.00 | 203.33% |
| 271-000-674.000 | Private Contributions & Donations | 7000 | 52,513.43 | 51,579.06 | -45,513.43 | 750.19% |
| 271-000-684.000 | Miscellaneous Revenue | 2000 | 139.17 | | 1,860.83 | 6.96% |
| | Spcial Revenue Total | 24,700 | 61,101.54 | 53,119.06 | -36,401.54 | 247.37% |
| 271-000-004.004 | Petty Cash Rental Reimbursement | | -200.00 | | 200.00 | |
| Total | Total Revenue (millage+special) | 526,700 | 536,683.36 | 218,644.96 | -13,533.28 | 101.90% |

Schultz-Holmes District Library Revenue and Expenditure Report
 Period Ending 03/31/2026
 % of Fiscal Year: 50%

| Account | Label | Budget | YTD | Current | Remaining | % Budget Used |
|---------------------|---|----------------|-------------------|------------------|-------------------|---------------|
| EXPENDITURES | | | | | | |
| 271-790-xxx | Library | | | | | |
| | 702 Wages | 132,000 | 64,496.51 | 9,974.41 | 67,503.49 | 48.86% |
| | 703 Pt-Tm Wages | 76,000 | 32,188.84 | 5,152.54 | 43,811.16 | 42.35% |
| | Sub-total Wages | 208,000 | 96,685.35 | 15,126.95 | 111,314.65 | 46.48% |
| | 710 Social Security/Medicare | 17,900 | 8,335.99 | 1,301.88 | 9,564.01 | 46.57% |
| | 710.004 Disability/Life Insurance | 850 | 322.26 | 53.19 | 527.74 | 37.91% |
| | 710.005 HRA | 25,600 | 10,992.68 | 1,691.44 | 14,607.32 | 42.94% |
| | 710.007 Workers' Compensation | 550 | 424.00 | | 126.00 | 77.09% |
| | 710.012 MERS Defined Contribution | 13,150 | 6,449.64 | 997.44 | 6,700.36 | 49.05% |
| | 710.013 MERS Health Care Savings Plan | 4,000 | 1,934.83 | 299.22 | 2,065.17 | 48.37% |
| | 710.014 MERS 457b Employer Contribution | 2,650 | 1,290.00 | 199.50 | 1,360.00 | 48.68% |
| | Total MERS Retirement | 19,800 | 9,674.47 | 1,496.16 | 10,125.53 | 48.86% |
| | 710.008 Unemployment Insurance | 1,750 | 1,101.48 | 139.11 | 648.52 | 62.94% |
| | Total Personnel | 274,450 | 127,536.23 | 19,808.73 | 146,913.77 | 46.47% |
| | 727.000 Office Supplies | 4,000 | 1,596.41 | 217.13 | 2,403.59 | 39.91% |
| | 728.000 Postage/Freight | 100 | 28.52 | 3.84 | 71.48 | 28.52% |
| | 740.000 Tools & Supplies | 4,000 | 1,849.91 | 340.25 | 2,150.09 | 46.25% |
| | 740.004 Books & Magazines | 25,000 | 16,495.00 | 1,665.85 | 8,505.00 | 65.98% |
| | 741.000 AudioVisSupp | 2,500 | 570.74 | | 1,929.26 | 22.83% |
| | 770 General Program Expenses | 20,000 | 0.00 | | 20,000.00 | 0.00% |
| | 770.001 Art at Your Feet | 2,500 | 0.00 | | 2,500.00 | 0.00% |
| | 770.002 Taste the State | 2,500 | 2,676.45 | 43.19 | -176.45 | 107.06% |
| | 770.003 Blissfield Unbound | 2,500 | 2,491.44 | 552.16 | 8.56 | 99.66% |
| | 770.004 Children's Programming | 2,500 | 2,848.87 | 876.80 | -348.87 | 113.95% |
| | 770.005 Summer Reading | 5,000 | 140.14 | | 4,859.86 | 2.80% |
| | 771.001 Rotary Books | 800 | 284.00 | 284.00 | 516.00 | 35.50% |
| | 771.002 Adopt-a-Mag | 400 | 0.00 | | 400.00 | 0.00% |
| | 771.003 Miscellaneous Memorial Gifts | 200 | 0.00 | | 200.00 | 0.00% |
| | 958.001 Movie Licenses | 700 | 0.00 | | 700.00 | 0.00% |
| | 771.004 Misc Non-Memorial | 200 | 0.00 | | 200.00 | 0.00% |
| | 771.005 Grant Expenses | 2,000 | 0.00 | | 2,000.00 | 0.00% |
| | 771.006 Purchase Expenses | 200 | 0.00 | | 200.00 | 0.00% |

Schultz-Holmes District Library Revenue and Expenditure Report
 Period Ending 03/31/2026
 % of Fiscal Year: 50%

| Account | Label | Budget | YTD | Current | Remaining | % Budget Used |
|----------------|---|----------------|-------------------|------------------|-------------------|---------------|
| | 771.007 Tuttle Funds | 500 | 100.00 | | 400.00 | 20.00% |
| | 771.000 Additional Collection Expenses | | 0.00 | | | |
| | 772.001 Lost Items Replaced | 200 | 50.99 | | 149.01 | 25.50% |
| | 772.002 Sales Income Expenses | 4,000 | 0.00 | | 4,000.00 | 0.00% |
| | 802.000 Auditor | 5,000 | 4,200.00 | | 800.00 | 84.00% |
| | 807 Attorney Services | 5,000 | 3,939.70 | | 1,060.30 | 78.79% |
| | 817 Accounting Services/Payroll | 9,500 | 2,846.15 | 496.45 | 6,653.85 | 29.96% |
| | 853.000 Telephone/Internet | 2,000 | 793.41 | 132.23 | 1,206.59 | 39.67% |
| | 901.000 Publishing | 100 | 0.00 | | 100.00 | 0.00% |
| | 901.001 Newsletter | 1,600 | 0.00 | | 1,600.00 | 0.00% |
| | 902.001 Promotional Expenses | 1675 | 710.47 | | 964.53 | 42.42% |
| | 921 Electric | 7500 | 2,974.84 | 560.12 | 4,525.16 | 39.66% |
| | 923.000 Gas | 5,000 | 2,435.97 | 528.36 | 2,564.03 | 48.72% |
| | 927 Water | 1,000 | 438.49 | 75.06 | 561.51 | 43.85% |
| | 928 Sewer | 1,000 | 429.96 | 73.20 | 570.04 | 43.00% |
| | 931 Building & Grounds Repair & Maintenance | 20,000 | 38,190.67 | 4,395.26 | -18,190.67 | 190.95% |
| | 932 Equipment Repair & Maintenance | 3,000 | 268.98 | | 2,731.02 | 8.97% |
| | 956 Misc | 500 | 0.00 | | 500.00 | 0.00% |
| | 960 Workshops Conferences Education | 2,500 | 400.00 | | 2,100.00 | 16.00% |
| | 961 Bank Fees | 100 | 0.00 | | 100.00 | 0.00% |
| | 962 Memberships and Dues | 300 | 15.00 | | 285.00 | 5.00% |
| | 962.001 ILL/Woodlands Memberships | 5,000 | 53.77 | | 4,946.23 | 1.08% |
| | 962.002 OverDrive Advantage | 700 | 8.97 | | 691.03 | 1.28% |
| | 962.003 Freegal | 2,100 | 1,850.00 | | 250.00 | 88.10% |
| | 962.004 Other Online Subscriptions | 12,000 | 11,140.15 | 770.16 | 859.85 | 92.83% |
| | 965.000 Property & Liability Insurance | 15,000 | 6,654.92 | 4,856.92 | 8,345.08 | 44.37% |
| | 969.000 Maintenance Agreements | 1,000 | 0.00 | | 1,000.00 | 0.00% |
| | 969.001 Copier Maintenance | 2,500 | 1,066.53 | 95.24 | 1,433.47 | 42.66% |
| | 969.002 Website Agreement | 1,000 | 45.00 | | 955.00 | 4.50% |
| | 969.003 Time Management Software Agreement | 300 | 0.00 | | 300.00 | 0.00% |
| | 969.004 Online Backup Agreement | 200 | 0.00 | | 200.00 | 0.00% |
| | 969.005 ILS Agreement | 1,500 | 1,290.00 | 1,290.00 | 210.00 | 86.00% |
| | 971.000 Capital Projects | 20,000 | 0.00 | | 20,000.00 | 0.00% |
| | 977.000 New Equipment | 10,000 | 4,044.80 | 693.85 | 5,955.20 | 40.45% |
| 271-790 | Total Library | 491,325 | 240,466.48 | 37,758.80 | 250,858.52 | 48.94% |

Schultz-Holmes District Library Revenue and Expenditure Report
 Period Ending 03/31/2026
 % of Fiscal Year: 50%

| Account | Label | Budget | YTD | Current | Remaining | % Budget Used |
|---------------|---------------------------------|---------------|-------------------|------------------|-------------------|---------------|
| | | | 240,466.48 | | | |
| 271-791 | Library Board | | | | | |
| | 702 Wages | 3,600 | 2,760.00 | | | 76.67% |
| | 710 Social Security/Medicare | 275 | 211.14 | | | 76.78% |
| Library Board | Sub-Total Library Board | 3,875 | 2,971.14 | 0.00 | 903.86 | 76.67% |
| | Sub-Total Library+Library Board | 495200 | 243,437.62 | 37,758.80 | 251,762.38 | 49.16% |
| | Contingency | 24500 | 0.00 | | 24,500.00 | 0.00% |
| Total | Total | 519700 | 243,437.62 | 37,758.80 | 276,262.38 | 46.84% |

| Account | Label | Budget | October | November | December | January | February | March | Total | Remaining | Percentage |
|--------------------|------------------------------|----------------|-----------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|---------------|
| 271-790-xxx | Library | | | | | | | | | | |
| 702 | Wages | 132,000 | 9637.29 | 9,974.40 | 9,974.40 | 14,961.60 | 9,974.41 | 9,974.41 | 64,496.51 | 67,503.49 | 48.86% |
| 703 | Pt-Tm Wages | 76,000 | 5292.16 | 5,147.92 | 4,252.72 | 7353.95 | 4,989.55 | 5,152.54 | 32,188.84 | 43,811.16 | 42.35% |
| | Sub-total Wages | 208,000 | 14929.45 | 15,122.32 | 14,227.12 | 22,315.55 | 14,963.96 | 15,126.95 | 96,685.35 | 111,314.65 | 46.48% |
| 710 | Social Secuity/Medicare | 17,900 | 1286.20 | 1,301.47 | 1,232.92 | 1924.12 | 1,289.40 | 1,301.88 | 8,335.99 | 9,564.01 | 46.57% |
| 710.004 | Disability/Life Insurance | 850 | 54.23 | 54.23 | 54.23 | 53.19 | 53.19 | 53.19 | 322.26 | 527.74 | 37.91% |
| 710.005 | HRA | 25,600 | 1690.88 | 1,690.88 | 1,690.88 | 2,537.16 | 1,691.44 | 1,691.44 | 10,992.68 | 14,607.32 | 42.94% |
| 710.007 | Workers' Compensation | 550 | 424.00 | | | | | | 424.00 | 126.00 | 77.09% |
| 710.012 | MERS Defined Contributio | 13,150 | 963.72 | 997.44 | 997.44 | 1,496.16 | 997.44 | 997.44 | 6,449.64 | 6,700.36 | 49.05% |
| 710.013 | MERS Health Care Savings | 4,000 | 289.12 | 299.22 | 299.22 | 448.83 | 299.22 | 299.22 | 1,934.83 | 2,065.17 | 48.37% |
| 710.014 | MERS 457b Employer Con | 2,650 | 192.75 | 199.50 | 199.50 | 299.25 | 199.50 | 199.50 | 1,290.00 | 1,360.00 | 48.68% |
| | Total MERS Retirement | 19,800 | 1445.59 | 1,496.16 | 1,496.16 | 2,244.24 | 1,496.16 | 1,496.16 | 9,674.47 | 10,125.53 | 48.86% |
| 710.008 | Unemployment Insurance | 1,750 | 27.59 | 6.99 | 6.99 | 727.02 | 193.78 | 139.11 | 1,101.48 | 648.52 | 62.94% |
| | Total Personnel | 274,450 | 19857.94 | 19,672.05 | 18,708.30 | 29,801.28 | 19,687.93 | 19,808.73 | 127,536.23 | 146,913.77 | 46.47% |
| 727 | Office Supplies | 4,000 | 417.32 | 377.91 | 73.56 | 336.29 | 174.20 | 217.13 | 1,596.41 | 2,403.59 | 39.91% |
| 728 | Postage/Freight | 100 | 8.68 | 16.00 | | | | 3.84 | 28.52 | 71.48 | 28.52% |
| 740 | Tools & Supplies | 4,000 | 475.18 | 189.43 | 151.47 | 214.47 | 479.11 | 340.25 | 1,849.91 | 2,150.09 | 46.25% |
| 740.004 | Books & Magazines | 25,000 | 1566.25 | 4,809.80 | 2,593.30 | 323.46 | 5,536.34 | 1,665.85 | 16,495.00 | 8,505.00 | 65.98% |
| 741 | AudioVisSupp | 2,500 | 151.54 | 19.49 | 98.67 | 281.09 | 19.95 | | 570.74 | 1,929.26 | 22.83% |
| 770.000 | General Program Expense | 20,000 | | | | | | | 0.00 | 20,000.00 | 0.00% |
| 770.001 | Art at Your Feet | 2,500 | | | | | | | 0.00 | 2,500.00 | 0.00% |
| 770.002 | Taste the State | 2,500 | | 450.00 | | 422.78 | 1,760.48 | 43.19 | 2,676.45 | -176.45 | 107.06% |
| 770.003 | Blissfield Unbound | 2,500 | 745.42 | 769.49 | 44.21 | 243.07 | 137.09 | 552.16 | 2,491.44 | 8.56 | 99.66% |
| 770.004 | Children's Programming | 2,500 | 765.39 | 227.90 | 360.00 | 200.00 | 418.78 | 876.80 | 2,848.87 | -348.87 | 113.95% |
| 770.005 | Summer Reading | 5,000 | | 140.14 | | | | | 140.14 | 4,859.86 | 2.80% |
| 771.001 | Rotary Books | 800 | | | | | | 284.00 | 284.00 | 516.00 | 35.50% |
| 771.002 | Adopt-a-Mag | 400 | | | | | | | 0.00 | 400.00 | 0.00% |
| 771.003 | Miscellaneous Memorial C | 200 | | | | | | | 0.00 | 200.00 | 0.00% |
| 958.001 | Movie Licenses | 700 | | | | | | | 0.00 | 700.00 | 0.00% |
| 771.004 | Misc Non-Memorial | 200 | | | | | | | 0.00 | 200.00 | 0.00% |
| 771.005 | Grant Expenses | 2,000 | | | | | | | 0.00 | 2,000.00 | 0.00% |
| 771.006 | Purchase Expenses | 200 | | | | | | | 0.00 | 200.00 | 0.00% |
| 771.007 | Tuttle Funds | 500 | | | | | 100.00 | | 100.00 | 400.00 | 20.00% |
| 771 | Additional Collection Expe | 0 | | | | | | | 0.00 | | |
| 772.001 | Lost Items Replaced | 200 | | | | | 50.99 | | 50.99 | 149.01 | 25.50% |
| 772.002 | Sales Income Expenses | 4,000 | | | | | | | 0.00 | 4,000.00 | 0.00% |
| 802.000 | Auditor | 5,000 | | | | 4,200.00 | | | 4,200.00 | 800.00 | 84.00% |
| 807 | Attorney Services | 5000 | 2,053.00 | 25.50 | 918.00 | 943.20 | | | 3,939.70 | 1,060.30 | 78.79% |
| 817 | Accounting Services/Payro | 9500 | 486.50 | 837.75 | 134.00 | 271.00 | 620.45 | 496.45 | 2,846.15 | 6,653.85 | 29.96% |
| 853 | Telephone/Internet | 2,000 | 132.08 | 132.32 | 132.32 | 50.00 | 214.46 | 132.23 | 793.41 | 1,206.59 | 39.67% |
| 901 | Publishing | 100 | | | | | | | 0.00 | 100.00 | 0.00% |
| 901.001 | Newsletter | 1,600 | | | | | | | 0.00 | 1,600.00 | 0.00% |
| 902.001 | Promotional Expenses | 1,675 | | | | | 710.47 | | 710.47 | 964.53 | 42.42% |
| 921 | Electric | 7,500 | 531.07 | 418.82 | 466.21 | 472.48 | 526.14 | 560.12 | 2,974.84 | 4,525.16 | 39.66% |
| 923 | Gas | 5,000 | 21.45 | 145.90 | 475.13 | 616.98 | 648.15 | 528.36 | 2,435.97 | 2,564.03 | 48.72% |
| 927 | Water | 1,000 | 69.82 | 78.03 | 76.53 | 70.70 | 68.35 | 75.06 | 438.49 | 561.51 | 43.85% |
| 928 | Sewer | 1,000 | 69.11 | 75.53 | 74.36 | 69.80 | 67.96 | 73.20 | 429.96 | 570.04 | 43.00% |
| 931 | Building & Grounds Repair | 20,000 | 4091.14 | 4,015.25 | 15,546.25 | 7,565.73 | 2,577.04 | 4,395.26 | 38,190.67 | -18,190.67 | 190.95% |
| 932 | Equipment Repair & Main | 3,000 | | | | 268.98 | | | 268.98 | 2,731.02 | 8.97% |
| 956 | Misc | 500 | | | | | | | 0.00 | 500.00 | 0.00% |
| 960.000 | Workshops Conferences E | 2,500 | 200.00 | | | 200.00 | | | 400.00 | 2,100.00 | 16.00% |
| 961.000 | Bank Fees | 100 | | | | | | | 0.00 | 100.00 | 0.00% |
| 962 | Memberships and Dues | 300 | 15.00 | | | | | | 15.00 | 285.00 | 5.00% |
| 962.001 | ILL/Woodlands Membersh | 5,000 | | 16.00 | 20.82 | | 16.95 | | 53.77 | 4,946.23 | 1.08% |
| 962.002 | OverDrive Advantage | 700 | | | 8.97 | | | | 8.97 | 691.03 | 1.28% |
| 962.003 | Freegal | 2,100 | | | | 1,850.00 | | | 1,850.00 | 250.00 | 88.10% |
| 962.004 | Other Online Subscription | 12,000 | 716.18 | 788.67 | 3,779.87 | 4,136.43 | 948.84 | 770.16 | 11,140.15 | 859.85 | 92.83% |
| 965 | Property & Liability Insura | 15,000 | 1798.00 | | | | | 4,856.92 | 6,654.92 | 8,345.08 | 44.37% |

| | | | | | | | | | | | |
|----------------------|--|----------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|---------------|
| 969.000 | Maintenance Agreements | 1,000 | | | | | | | 0.00 | 1,000.00 | 0.00% |
| 969.001 | Copier Maintenance | 2,500 | 95.24 | 353.35 | 95.24 | 95.24 | 332.22 | 95.24 | 1,066.53 | 1,433.47 | 42.66% |
| 969.002 | Website Agreement | 1,000 | | 45.00 | | | | | 45.00 | 955.00 | 4.50% |
| 969.003 | Time Management Software | 300 | | | | | | | 0.00 | 300.00 | 0.00% |
| 969.004 | Online Backup Agreement | 200 | | | | | | | 0.00 | 200.00 | 0.00% |
| 969.005 | ILS Agreement | 1,500 | | | | | | 1,290.00 | 1,290.00 | 210.00 | 86.00% |
| 971 | Capital Projects | 20,000 | | | | | | | 0.00 | 20,000.00 | 0.00% |
| 977.000 | New Equipment | 10,000 | | 571.36 | 2,779.59 | | | 693.85 | 4,044.80 | 5,955.20 | 40.45% |
| 271-790 | Total Library | 491,325 | 34,266.31 | 34,175.69 | 46,536.80 | 52,632.98 | 35,095.90 | 37,758.80 | 240,466.48 | 250,858.52 | 48.94% |
| | | | | | | | | | 240,466.48 | | |
| 271-791 | Library Board | | | | | | | | | | |
| 702 | Wages | 3,600 | | | | 2,760.00 | | | 2,760.00 | | 76.67% |
| 710 | Social Security/Medicaid | 275 | | | | 211.14 | | | 211.14 | | 76.78% |
| Library Board | Sub-Total Library Board | 3875 | 0.00 | 0.00 | 0.00 | 2,971.14 | 0.00 | 0.00 | 2,971.14 | 903.86 | 76.67% |
| | Sub-Total Library+Library Board | 495,200 | 34,266.31 | 34,175.69 | 46,536.80 | 55,604.12 | 35,095.90 | 37,758.80 | 243,437.62 | 251,762.38 | 49.16% |
| | | | | | | | | | | | |
| | Contingency | 24,500 | | | | | | | 0.00 | 24,500.00 | 0.00% |
| | | | | | | | | | | | |
| Total | Total | 519,700 | 34,266.31 | 34,175.69 | 46,536.80 | 55,604.12 | 35,095.90 | 37,758.80 | 243,437.62 | 276,262.38 | 46.84% |
| | | | | | | | | | 6 | % of year | 50.00% |

| SHDL ACCOUNTS | OCT | NOV | DEC | JAN | FEB | MAR |
|-----------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| Blissfield State Bank | | | | | | |
| Library Savings | | | | | | |
| Opening Balance | \$56,122.82 | \$53,443.02 | \$34,507.13 | \$4,973.33 | \$5,375.33 | \$6,414.75 |
| Deposits | \$7,320.20 | 1,016.59 | 466.20 | \$402.00 | 1030.64 | \$989.67 |
| | | | | | | 51,154.64 |
| | | | | | | \$3,763.46 |
| Transfers | (10,000.00) | (20,000.00) | (30,000.00) | | | |
| Interest | | \$47.52 | | | \$8.78 | |
| Balance | \$53,443.02 | \$34,507.13 | \$4,973.33 | \$5,375.33 | \$6,414.75 | \$62,322.52 |
| Library Checking (General) | | | | | | |
| Opening Balance | \$26,890.70 | \$12,291.93 | \$14,197.93 | \$6,124.42 | \$115,362.84 | \$224,776.84 |
| Checks/Debits | (13,870.77) | (18,094.00) | (28,073.51) | (21,260.38) | (14,106.58) | (20,933.44) |
| Electronic Debits | (728.00) | | (30,000.00) | (30,000.00) | (30,000.00) | (100,000.00) |
| Bank Fee/misc credit | | | | | | |
| Transfer out to CLASS | | | | | | |
| transfer out | | | | | | |
| transfer in | | \$20,000.00 | \$20,000.00 | | | |
| Transfer from Paypal | | | | | | |
| checks (after stmt) | | | | | | |
| Deposits | | | | \$160,498.80 | \$153,520.58 | \$68,537.36 |
| Balance | \$12,291.93 | \$14,197.93 | \$6,124.42 | \$115,362.84 | \$224,776.84 | \$172,380.76 |
| Library Checking (Payroll) | | | | | | |
| Opening Balance | \$52,632.31 | \$33,098.60 | \$23,356.78 | \$5,190.84 | \$11,598.39 | \$22,644.47 |
| Checks/Debits | | | | | | |
| Electronic Debits | (19,533.71) | (19,741.82) | (28,165.94) | (23,592.45) | (18,953.92) | (20,820.76) |
| Bank Fee/misc credit | | | | | | |
| transfer out | | | | | | |
| transfer in | | \$10,000.00 | \$10,000.00 | \$30,000.00 | \$30,000.00 | \$100,000.00 |
| Deposit | | | | | | |
| Balance | \$33,098.60 | \$23,356.78 | \$5,190.84 | \$11,598.39 | \$22,644.47 | \$101,823.71 |
| TOTAL | \$98,833.55 | \$72,061.84 | \$16,288.59 | \$132,336.56 | \$253,836.06 | \$280,619.22 |

| MI CLASS ACCOUNTS | OCT | NOV | DEC | JAN | FEB | MAR |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Investment Fund | | | | | | |
| Balance Forward | \$129,280.05 | \$129,742.49 | \$130,176.77 | \$130,613.92 | \$131,040.77 | \$131,421.99 |
| Deposit | | | | | | |
| Withdrawals/Transfers | \$462.44 | \$434.28 | \$437.15 | \$426.85 | \$381.22 | \$418.44 |
| Income Earned | \$129,742.49 | \$130,176.77 | \$130,613.92 | \$131,040.77 | \$131,421.99 | \$131,840.43 |
| Investment Fund Balance | | | | | | |
| Contingency Fund | | | | | | |
| Balance Forward | \$50,416.92 | \$50,597.27 | \$50,766.65 | \$50,937.12 | \$51,103.60 | \$51,252.28 |
| Deposit | | | | | | |
| Withdrawals/Transfers | \$180.35 | \$169.38 | \$170.47 | \$166.48 | \$148.68 | \$163.16 |
| Income Earned | \$50,597.27 | \$50,766.65 | \$50,937.12 | \$51,103.60 | \$51,252.28 | \$51,415.44 |
| Contingency Fund Balance | | | | | | |
| General Fund | | | | | | |
| Balance Forward | \$121,468.62 | \$121,903.09 | \$122,311.14 | \$122,721.87 | \$123,122.94 | \$123,481.14 |
| Deposit | | | | | | |
| Withdrawals/Transfers | \$434.47 | \$408.05 | \$410.73 | \$401.07 | \$358.20 | \$393.15 |
| Income Earned | \$121,903.09 | \$122,311.14 | \$122,721.87 | \$123,122.94 | \$123,481.14 | \$123,874.29 |
| Contingency Fund Balance | \$302,242.85 | \$303,254.56 | \$304,272.91 | \$305,267.31 | \$306,155.41 | \$307,130.16 |
| CLASS TOTAL | | | | | | |
| | OCT | NOV | DEC | JAN | FEB | MAR |
| SHDL ACCOUNTS | | | | | | |
| TLC Credit Union | | | | | | |
| CD Investment Account | | | | | | |
| Opening Balance | \$1,032.76 | \$1,043.17 | \$1,043.17 | \$1,043.17 | \$1,053.69 | \$1,053.69 |
| Deposit | | | | | | |
| bank fees | | | | | | |
| BadChks/Bk Err or fee | | | | | | |
| Transfers | \$10.41 | | | \$10.52 | | |
| Dividend | \$1,043.17 | \$1,043.17 | \$1,043.17 | \$1,053.69 | \$1,053.69 | \$1,053.69 |
| Balance | | | | | | |
| Savings Account (rec) | | | | | | |
| | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 |
| TOTAL | \$1,048.17 | \$1,048.17 | \$1,048.17 | \$1,058.69 | \$1,058.69 | \$1,058.69 |

Tuttle 10/1/2025 9073.93
 Tuttle 3/31/2026: 8973.93

Compiled Financial Statements

The Schultz-Holmes District Library
For the period ended March 31, 2026



Prepared by
Donna Baker & Associates LLC

Prepared on
April 8, 2026

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The Schultz-Holmes District Library
407 S Lane St
Blissfield, MI 49228

Management is responsible for the accompanying financial statements of The Schultz-Holmes District Library (a nonprofit organization), which comprise the statement of financial position as of March 31, 2026, and the related statement of activities - actual vs budget, for the period then ended in accordance with the accrual basis of accounting, and for determining that the accrual basis of accounting is an acceptable financial reporting framework. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the accrual basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's assets, liabilities, equity, revenue, and expense. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to The Schultz-Holmes District Library.

Donna Baker & Associates LLC
Adrian, MI
April 8, 2026

Statement of Financial Position

As of March 31, 2026

| | Total |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 271-000-001 New BSB Library Operations Account | 172,007.98 |
| 271-000-002 Savings Accounts | |
| 271-000-002.001 New BSB Library Savings Account | 62,322.52 |
| 271-000-002.002 TLC Savings | 5.00 |
| Total 271-000-002 Savings Accounts | 62,327.52 |
| 271-000-003 TLC CD | 1,053.69 |
| 271-000-004 Petty Cash | 275.00 |
| 271-000-007 BSB Payroll Account | 101,823.71 |
| Total Bank Accounts | 337,487.90 |
| Other Current Assets | |
| 271-000-017 Michigan CLASS Accounts | |
| 271-000-017.001 Investment Fund MI-01-1059-0001 | 131,840.43 |
| 271-000-017.002 Contingency Fund MI-01-1059-0002 | 51,415.44 |
| 271-000-017.003 General Fund MI-01-1059-0003 | 123,874.29 |
| Total 271-000-017 Michigan CLASS Accounts | 307,130.16 |
| Total Other Current Assets | 307,130.16 |
| Total Current Assets | 644,618.06 |
| TOTAL ASSETS | \$644,618.06 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 271-000-202 Library Accounts Payable | 4,698.93 |
| Total Accounts Payable | 4,698.93 |
| Other Current Liabilities | |
| Payroll Liabilities | 1,691.44 |
| Total Other Current Liabilities | 1,691.44 |
| Total Current Liabilities | 6,390.37 |
| Total Liabilities | 6,390.37 |
| Equity | |
| 271-000-390 Library Fund Balance | 109,925.60 |
| 271-000-391 Unrestricted Net Assets | 321,942.88 |
| Opening Balance Equity | 275.00 |
| Net Income | 206,084.21 |
| Total Equity | 638,227.69 |
| TOTAL LIABILITIES AND EQUITY | \$644,618.06 |

Statement of Activities - Actual vs Budget - Month

March 2026

| | Actual | Budget | Total % of Budget |
|--|-------------------|-----------------|----------------------|
| INCOME | | | |
| 271-000-540 State Revenue | 72,300.82 | 583.33 | 12,394.50 % |
| 271-000-640 General Service Charges | | | |
| 271-000-640.001 Non-Resident Service Charges | 100.00 | 8.33 | 1,200.48 % |
| 271-000-640.002 Fax Service Charges | | 41.67 | |
| 271-000-640.003 Copy & Print Service Charges | 183.80 | 41.67 | 441.08 % |
| 271-000-640.004 Lamination Service Charge | 10.00 | 4.17 | 239.81 % |
| 271-000-640.005 Digital Transfers | | 4.17 | |
| 271-000-640.006 Poster Printing Service Charge | | 4.17 | |
| 271-000-640.007 Binding Service Charge | | 4.17 | |
| 271-000-640.008 Research Service Charges | | 4.17 | |
| Total 271-000-640 General Service Charges | 293.80 | 112.52 | 261.11 % |
| 271-000-642 Sales | 29.50 | 83.33 | 35.40 % |
| 271-000-659 Fines & Other Desk Receipts | 41.95 | 25.00 | 167.80 % |
| 271-000-660 | | | |
| 271-000-660.003 Penalty Fines | | 583.33 | |
| Total 271-000-660 | | 583.33 | |
| 271-000-665 Interest | 974.75 | 454.17 | 214.62 % |
| 271-000-667 Rent | 200.00 | 50.00 | 400.00 % |
| 271-000-674 Private Contributions & Donations | 51,579.06 | 583.33 | 8,842.18 % |
| 271-000-684 Miscellaneous Revenue | | 166.67 | |
| Total Income | 125,419.88 | 2,641.68 | 4,747.73 % |
| GROSS PROFIT | 125,419.88 | 2,641.68 | 4,747.73 % |
| EXPENSES | | | |
| 271--Library Fund | | | |
| 271-790 Library | | | |
| 271-790-702 Wages | 16,818.39 | 11,000.00 | 152.89 % |
| 271-790-703 Part Time Wages | | 6,333.33 | |

| | | | Total |
|---|-----------------|-----------------|--------------------|
| | Actual | Budget | % of Budget |
| 271-790-710 Social Security/Medicare / Employee Benefits | 1,440.99 | 1,491.67 | 96.60 % |
| 271-790-710.001 Pension | | 70.83 | |
| 271-790-710.004 Disability/Life Insurance | 53.19 | | |
| 271-790-710.005 Health Reimbursement Account | | 2,133.33 | |
| 271-790-710.007 Workers Compensation Insurance | | 45.83 | |
| 271-790-710.008 Unemployment Insurance | | 145.83 | |
| 271-790-710.011 Heath Insurance Reimbursement | 1,691.44 | | |
| 271-790-710.012 MERS Defined Contribution | 997.44 | 1,095.83 | 91.02 % |
| 271-790-710.013 MERS Health Care Savings Plan | 299.22 | 333.33 | 89.77 % |
| 271-790-710.014 MERS 457b Employer Contribution | 199.50 | 220.83 | 90.34 % |
| Total 271-790-710 Social Security/Medicare / Employee Benefits | 4,681.78 | 5,537.48 | 84.55 % |
| 271-790-727 Office Supplies | 520.53 | 333.33 | 156.16 % |
| 271-790-728 Postage/Freight | 780.00 | 8.33 | 9,363.75 % |
| 271-790-740 Tools & Supplies | 369.76 | 333.33 | 110.93 % |
| 271-790-740.004 Books & Magazines | 1,871.01 | 2,083.33 | 89.81 % |
| Total 271-790-740 Tools & Supplies | 2,240.77 | 2,416.66 | 92.72 % |
| 271-790-741 Audio Visual Supp | | 208.33 | |
| 271-790-770 General Program Expenses | | 1,666.67 | |
| 271-790-770.001 Art at Your Feet | | 208.33 | |
| 271-790-770.002 Taste the State | | 208.33 | |
| 271-790-770.003 Blissfield Unbound | 687.43 | 208.33 | 329.97 % |
| 271-790-770.004 Children's Programming | 664.94 | 208.33 | 319.18 % |
| 271-790-770.005 Summer Reading | | 416.67 | |
| Total 271-790-770 General Program Expenses | 1,352.37 | 2,916.66 | 46.37 % |
| 271-790-771 General Gift Expenses | | | |
| 271-790-771.001 Rotary Books | | 66.67 | |
| 271-790-771.002 Adopt-a-Mag | | 33.33 | |
| 271-790-771.003 Miscellaneous Memorial Gifts | | 16.67 | |
| 271-790-771.004 Misc Non-Memorial | | 16.67 | |
| 271-790-771.005 Grant Expenses | | 166.67 | |
| 271-790-771.006 Purchase Expenses | | 16.67 | |

| | | | Total |
|---|---------------|---------------|--------------------|
| | Actual | Budget | % of Budget |
| 271-790-771.007 Tuttle Funds | | 41.67 | |
| Total 271-790-771 General Gift Expenses | | 358.35 | |
| 271-790-772 Additional Collection Expenses | | | |
| 271-790-772.001 Lost Items Replaced | | 16.67 | |
| 271-790-772.002 Sales Income Expenses | | 333.33 | |
| Total 271-790-772 Additional Collection Expenses | | 350.00 | |
| 271-790-802 Auditor | | 416.67 | |
| 271-790-807 Attorney Services | | 416.67 | |
| 271-790-817 Professional Svcs/Accounting /Payroll | 496.45 | 791.67 | 62.71 % |
| 271-790-853 Telephone/Internet | 132.23 | 166.67 | 79.34 % |
| 271-790-901 Publishing | | 8.33 | |
| 271-790-901.001 Newsletter | | 133.33 | |
| Total 271-790-901 Publishing | | 141.66 | |
| 271-790-902 | | | |
| 271-790-902.001 | -28.55 | 139.58 | -20.45 % |
| Total 271-790-902 | -28.55 | 139.58 | -20.45 % |
| 271-790-921 Electric | 560.12 | 625.00 | 89.62 % |
| 271-790-923 Gas | 528.36 | 416.67 | 126.81 % |
| 271-790-927 Water | 150.53 | 83.33 | 180.64 % |
| 271-790-928 Sewer | 146.73 | 83.33 | 176.08 % |
| 271-790-931 Building & Grounds Repair & Maintenance | 4,936.41 | 1,666.67 | 296.18 % |
| 271-790-932 Equipment Repair & Maintenance | | 250.00 | |
| 271-790-956 Miscellaneous | | 41.67 | |
| 271-790-958 Licenses | | | |
| 271-790-958.001 Movie Licenses | | 58.33 | |
| Total 271-790-958 Licenses | | 58.33 | |
| 271-790-960 Workshops Conferences Education | | 208.33 | |
| 271-790-961 Bank Fees | | 8.33 | |
| 271-790-962 Memberships & Dues | | 25.00 | |
| 271-790-962.001 ILL/Woodlands Memberships | | 416.67 | |
| 271-790-962.002 OverDrive Advantage | | 58.33 | |

| | | | Total |
|--|--------------------|----------------------|--------------------|
| | Actual | Budget | % of Budget |
| 271-790-962.003 Freegal | | 175.00 | |
| 271-790-962.004 Other Online Subscriptions | 895.07 | 1,000.00 | 89.51 % |
| Total 271-790-962 Memberships & Dues | 895.07 | 1,675.00 | 53.44 % |
| 271-790-965 Property & Liability Insurance | 4,856.92 | 1,250.00 | 388.55 % |
| 271-790-969 Maintenance Agreements | | 83.33 | |
| 271-790-969.001 Copier Maintenance | 95.24 | 208.33 | 45.72 % |
| 271-790-969.002 Website Agreement | | 83.33 | |
| 271-790-969.003 Time Management Software Agreement | | 25.00 | |
| 271-790-969.004 Online Backup Agreement | 99.50 | 16.67 | 596.88 % |
| 271-790-969.005 ILS Agreement | 1,290.00 | 125.00 | 1,032.00 % |
| Total 271-790-969 Maintenance Agreements | 1,484.74 | 541.66 | 274.11 % |
| 271-790-971 Capital Projects | | 1,666.67 | |
| 271-790-977 New Equipment | | 833.33 | |
| Total 271-790 Library | 40,552.85 | 40,943.71 | 99.05 % |
| 271-791 Library Board | | | |
| 271-791-702 Library Board Wages | | 300.00 | |
| 271-791-710 Library Board Social Security/Medicare | | 22.92 | |
| Total 271-791 Library Board | | 322.92 | |
| Total 271--Library Fund | 40,552.85 | 41,266.63 | 98.27 % |
| Total Expenses | 40,552.85 | 41,266.63 | 98.27 % |
| NET OPERATING INCOME | 84,867.03 | -38,624.95 | -219.72 % |
| NET INCOME | \$84,867.03 | \$ -38,624.95 | -219.72 % |

Statement of Activities - Actual vs Budget - YTD

October 2025 - March 2026

| | Actual | Budget | Total % of Budget |
|--|-------------------|------------------|----------------------|
| INCOME | | | |
| 271-000-403 Tax Revenue | 314,019.38 | | |
| 271-000-540 State Revenue | 72,300.82 | 3,499.98 | 2,065.75 % |
| 271-000-640 General Service Charges | | | |
| 271-000-640.001 Non-Resident Service Charges | 130.00 | 49.98 | 260.10 % |
| 271-000-640.002 Fax Service Charges | | 250.02 | |
| 271-000-640.003 Copy & Print Service Charges | 682.00 | 250.02 | 272.78 % |
| 271-000-640.004 Lamination Service Charge | 16.00 | 25.02 | 63.95 % |
| 271-000-640.005 Digital Transfers | 60.00 | 25.02 | 239.81 % |
| 271-000-640.006 Poster Printing Service Charge | | 25.02 | |
| 271-000-640.007 Binding Service Charge | | 25.02 | |
| 271-000-640.008 Research Service Charges | | 25.02 | |
| Total 271-000-640 General Service Charges | 888.00 | 675.12 | 131.53 % |
| 271-000-642 Sales | 194.50 | 499.98 | 38.90 % |
| 271-000-659 Fines & Other Desk Receipts | 104.64 | 150.00 | 69.76 % |
| 271-000-660 | | | |
| 271-000-660.003 Penalty Fines | | 3,499.98 | |
| Total 271-000-660 | | 3,499.98 | |
| 271-000-665 Interest | 6,041.80 | 2,725.02 | 221.72 % |
| 271-000-667 Rent | 1,020.00 | 300.00 | 340.00 % |
| 271-000-674 Private Contributions & Donations | 52,513.43 | 3,499.98 | 1,500.39 % |
| 271-000-684 Miscellaneous Revenue | 134.17 | 1,000.02 | 13.42 % |
| Total Income | 447,216.74 | 15,850.08 | 2,821.54 % |
| GROSS PROFIT | | | |
| | 447,216.74 | 15,850.08 | 2,821.54 % |
| EXPENSES | | | |
| 271--Library Fund | | | |
| 271-790 Library | | | |
| 271-790-702 Wages | 95,373.79 | 66,000.00 | 144.51 % |

| | | | Total |
|---|------------------|------------------|--------------------|
| | Actual | Budget | % of Budget |
| 271-790-703 Part Time Wages | | 37,999.98 | |
| 271-790-710 Social Security/Medicare / Employee Benefits | 9,648.70 | 8,950.02 | 107.81 % |
| 271-790-710.001 Pension | | 424.98 | |
| 271-790-710.004 Disability/Life Insurance | 375.45 | | |
| 271-790-710.005 Health Reimbursement Account | | 12,799.98 | |
| 271-790-710.007 Workers Compensation Insurance | 419.00 | 274.98 | 152.37 % |
| 271-790-710.008 Unemployment Insurance | | 874.98 | |
| 271-790-710.011 Health Insurance Reimbursement | 10,992.68 | | |
| 271-790-710.012 MERS Defined Contribution | 6,449.64 | 6,574.98 | 98.09 % |
| 271-790-710.013 MERS Health Care Savings Plan | 1,934.83 | 1,999.98 | 96.74 % |
| 271-790-710.014 MERS 457b Employer Contribution | 1,290.00 | 1,324.98 | 97.36 % |
| Total 271-790-710 Social Security/Medicare / Employee Benefits | 31,110.30 | 33,224.88 | 93.64 % |
| 271-790-727 Office Supplies | 1,899.81 | 1,999.98 | 94.99 % |
| 271-790-728 Postage/Freight | 783.84 | 49.98 | 1,568.31 % |
| 271-790-740 Tools & Supplies | 1,426.31 | 1,999.98 | 71.32 % |
| 271-790-740.004 Books & Magazines | 16,035.41 | 12,499.98 | 128.28 % |
| Total 271-790-740 Tools & Supplies | 17,461.72 | 14,499.96 | 120.43 % |
| 271-790-741 Audio Visual Supp | 419.20 | 1,249.98 | 33.54 % |
| 271-790-770 General Program Expenses | | 10,000.02 | |
| 271-790-770.001 Art at Your Feet | | 1,249.98 | |
| 271-790-770.002 Taste the State | 2,676.45 | 1,249.98 | 214.12 % |
| 271-790-770.003 Blissfield Unbound | 2,268.62 | 1,249.98 | 181.49 % |
| 271-790-770.004 Children's Programming | 3,187.93 | 1,249.98 | 255.04 % |
| 271-790-770.005 Summer Reading | 184.35 | 2,500.02 | 7.37 % |
| Total 271-790-770 General Program Expenses | 8,317.35 | 17,499.96 | 47.53 % |
| 271-790-771 General Gift Expenses | | | |
| 271-790-771.001 Rotary Books | 284.00 | 400.02 | 71.00 % |
| 271-790-771.002 Adopt-a-Mag | | 199.98 | |
| 271-790-771.003 Miscellaneous Memorial Gifts | | 100.02 | |
| 271-790-771.004 Misc Non-Memorial | | 100.02 | |
| 271-790-771.005 Grant Expenses | | 1,000.02 | |

| | | | Total |
|---|---------------|-----------------|--------------------|
| | Actual | Budget | % of Budget |
| 271-790-771.006 Purchase Expenses | | 100.02 | |
| 271-790-771.007 Tuttle Funds | 100.00 | 250.02 | 40.00 % |
| Total 271-790-771 General Gift Expenses | 384.00 | 2,150.10 | 17.86 % |
| 271-790-772 Additional Collection Expenses | | | |
| 271-790-772.001 Lost Items Replaced | 50.99 | 100.02 | 50.98 % |
| 271-790-772.002 Sales Income Expenses | | 1,999.98 | |
| Total 271-790-772 Additional Collection Expenses | 50.99 | 2,100.00 | 2.43 % |
| 271-790-802 Auditor | 4,200.00 | 2,500.02 | 168.00 % |
| 271-790-807 Attorney Services | 3,940.00 | 2,500.02 | 157.60 % |
| 271-790-817 Professional Svcs/Accounting /Payroll | 2,862.40 | 4,750.02 | 60.26 % |
| 271-790-853 Telephone/Internet | 793.41 | 1,000.02 | 79.34 % |
| 271-790-901 Publishing | | 49.98 | |
| 271-790-901.001 Newsletter | | 799.98 | |
| Total 271-790-901 Publishing | | 849.96 | |
| 271-790-902 | | | |
| 271-790-902.001 | 681.92 | 837.48 | 81.43 % |
| Total 271-790-902 | 681.92 | 837.48 | 81.43 % |
| 271-790-921 Electric | 2,974.84 | 3,750.00 | 79.33 % |
| 271-790-923 Gas | 2,435.97 | 2,500.02 | 97.44 % |
| 271-790-927 Water | 441.64 | 499.98 | 88.33 % |
| 271-790-928 Sewer | 436.88 | 499.98 | 87.38 % |
| 271-790-931 Building & Grounds Repair & Maintenance | 37,205.50 | 10,000.02 | 372.05 % |
| 271-790-932 Equipment Repair & Maintenance | 268.98 | 1,500.00 | 17.93 % |
| 271-790-956 Miscellaneous | | 250.02 | |
| 271-790-958 Licenses | | | |
| 271-790-958.001 Movie Licenses | | 349.98 | |
| Total 271-790-958 Licenses | | 349.98 | |
| 271-790-960 Workshops Conferences Education | 200.00 | 1,249.98 | 16.00 % |
| 271-790-961 Bank Fees | | 49.98 | |
| 271-790-962 Memberships & Dues | 15.00 | 150.00 | 10.00 % |
| 271-790-962.001 ILL/Woodlands Memberships | 635.77 | 2,500.02 | 25.43 % |

| | | | Total |
|--|---------------------|-----------------------|--------------------|
| | Actual | Budget | % of Budget |
| 271-790-962.002 OverDrive Advantage | 8.97 | 349.98 | 2.56 % |
| 271-790-962.003 Freegal | 1,850.00 | 1,050.00 | 176.19 % |
| 271-790-962.004 Other Online Subscriptions | 11,319.04 | 6,000.00 | 188.65 % |
| Total 271-790-962 Memberships & Dues | 13,828.78 | 10,050.00 | 137.60 % |
| 271-790-965 Property & Liability Insurance | 8,420.14 | 7,500.00 | 112.27 % |
| 271-790-969 Maintenance Agreements | | 499.98 | |
| 271-790-969.001 Copier Maintenance | 1,161.77 | 1,249.98 | 92.94 % |
| 271-790-969.002 Website Agreement | 45.00 | 499.98 | 9.00 % |
| 271-790-969.003 Time Management Software Agreement | | 150.00 | |
| 271-790-969.004 Online Backup Agreement | 99.50 | 100.02 | 99.48 % |
| 271-790-969.005 ILS Agreement | 1,290.00 | 750.00 | 172.00 % |
| Total 271-790-969 Maintenance Agreements | 2,596.27 | 3,249.96 | 79.89 % |
| 271-790-971 Capital Projects | | 10,000.02 | |
| 271-790-977 New Equipment | 4,044.80 | 4,999.98 | 80.90 % |
| Total 271-790 Library | 241,132.53 | 245,662.26 | 98.16 % |
| 271-791 Library Board | | | |
| 271-791-702 Library Board Wages | | 1,800.00 | |
| 271-791-710 Library Board Social Security/Medicare | | 137.52 | |
| Total 271-791 Library Board | | 1,937.52 | |
| Total 271--Library Fund | 241,132.53 | 247,599.78 | 97.39 % |
| Total Expenses | 241,132.53 | 247,599.78 | 97.39 % |
| NET OPERATING INCOME | 206,084.21 | -231,749.70 | -88.93 % |
| NET INCOME | \$206,084.21 | \$ -231,749.70 | -88.93 % |

Statement of Activities - Actual vs Budget - Year

October 2025 - September 2026

| | Actual | Budget | Total % of Budget |
|--|-------------------|------------------|----------------------|
| INCOME | | | |
| 271-000-403 Tax Revenue | 314,019.38 | | |
| 271-000-540 State Revenue | 161,762.44 | 7,000.00 | 2,310.89 % |
| 271-000-640 General Service Charges | | | |
| 271-000-640.001 Non-Resident Service Charges | 130.00 | 100.00 | 130.00 % |
| 271-000-640.002 Fax Service Charges | | 500.00 | |
| 271-000-640.003 Copy & Print Service Charges | 682.00 | 500.00 | 136.40 % |
| 271-000-640.004 Lamination Service Charge | 16.00 | 50.00 | 32.00 % |
| 271-000-640.005 Digital Transfers | 60.00 | 50.00 | 120.00 % |
| 271-000-640.006 Poster Printing Service Charge | | 50.00 | |
| 271-000-640.007 Binding Service Charge | | 50.00 | |
| 271-000-640.008 Research Service Charges | | 50.00 | |
| Total 271-000-640 General Service Charges | 888.00 | 1,350.00 | 65.78 % |
| 271-000-642 Sales | 194.50 | 1,000.00 | 19.45 % |
| 271-000-659 Fines & Other Desk Receipts | 104.64 | 300.00 | 34.88 % |
| 271-000-660 | | | |
| 271-000-660.003 Penalty Fines | | 7,000.00 | |
| Total 271-000-660 | | 7,000.00 | |
| 271-000-665 Interest | 6,052.19 | 5,450.00 | 111.05 % |
| 271-000-667 Rent | 1,020.00 | 600.00 | 170.00 % |
| 271-000-674 Private Contributions & Donations | 52,513.43 | 7,000.00 | 750.19 % |
| 271-000-684 Miscellaneous Revenue | 134.17 | 2,000.00 | 6.71 % |
| Total Income | 536,688.75 | 31,700.00 | 1,693.02 % |
| GROSS PROFIT | | | |
| | 536,688.75 | 31,700.00 | 1,693.02 % |
| EXPENSES | | | |
| 271--Library Fund | | | |
| 271-790 Library | | | |
| 271-790-702 Wages | 95,373.79 | 132,000.00 | 72.25 % |

| | | | Total |
|---|------------------|------------------|--------------------|
| | Actual | Budget | % of Budget |
| 271-790-703 Part Time Wages | | 76,000.00 | |
| 271-790-710 Social Security/Medicare / Employee Benefits | 9,648.70 | 17,900.00 | 53.90 % |
| 271-790-710.001 Pension | | 850.00 | |
| 271-790-710.004 Disability/Life Insurance | 375.45 | | |
| 271-790-710.005 Health Reimbursement Account | | 25,600.00 | |
| 271-790-710.007 Workers Compensation Insurance | 419.00 | 550.00 | 76.18 % |
| 271-790-710.008 Unemployment Insurance | | 1,750.00 | |
| 271-790-710.011 Health Insurance Reimbursement | 10,992.68 | | |
| 271-790-710.012 MERS Defined Contribution | 6,449.64 | 13,150.00 | 49.05 % |
| 271-790-710.013 MERS Health Care Savings Plan | 1,934.83 | 4,000.00 | 48.37 % |
| 271-790-710.014 MERS 457b Employer Contribution | 1,290.00 | 2,650.00 | 48.68 % |
| Total 271-790-710 Social Security/Medicare / Employee Benefits | 31,110.30 | 66,450.00 | 46.82 % |
| 271-790-727 Office Supplies | 1,959.04 | 4,000.00 | 48.98 % |
| 271-790-728 Postage/Freight | 783.84 | 100.00 | 783.84 % |
| 271-790-740 Tools & Supplies | 1,868.58 | 4,000.00 | 46.71 % |
| 271-790-740.004 Books & Magazines | 16,379.37 | 25,000.00 | 65.52 % |
| Total 271-790-740 Tools & Supplies | 18,247.95 | 29,000.00 | 62.92 % |
| 271-790-741 Audio Visual Supp | 727.41 | 2,500.00 | 29.10 % |
| 271-790-770 General Program Expenses | | 20,000.00 | |
| 271-790-770.001 Art at Your Feet | | 2,500.00 | |
| 271-790-770.002 Taste the State | 2,676.45 | 2,500.00 | 107.06 % |
| 271-790-770.003 Blissfield Unbound | 2,268.62 | 2,500.00 | 90.74 % |
| 271-790-770.004 Children's Programming | 3,370.37 | 2,500.00 | 134.81 % |
| 271-790-770.005 Summer Reading | 184.35 | 5,000.00 | 3.69 % |
| Total 271-790-770 General Program Expenses | 8,499.79 | 35,000.00 | 24.29 % |
| 271-790-771 General Gift Expenses | | | |
| 271-790-771.001 Rotary Books | 284.00 | 800.00 | 35.50 % |
| 271-790-771.002 Adopt-a-Mag | | 400.00 | |
| 271-790-771.003 Miscellaneous Memorial Gifts | | 200.00 | |
| 271-790-771.004 Misc Non-Memorial | | 200.00 | |
| 271-790-771.005 Grant Expenses | | 2,000.00 | |

| | Actual | Budget | Total % of Budget |
|---|---------------|-----------------|----------------------|
| 271-790-771.006 Purchase Expenses | | 200.00 | |
| 271-790-771.007 Tuttle Funds | 100.00 | 500.00 | 20.00 % |
| Total 271-790-771 General Gift Expenses | 384.00 | 4,300.00 | 8.93 % |
| 271-790-772 Additional Collection Expenses | | | |
| 271-790-772.001 Lost Items Replaced | 50.99 | 200.00 | 25.50 % |
| 271-790-772.002 Sales Income Expenses | | 4,000.00 | |
| Total 271-790-772 Additional Collection Expenses | 50.99 | 4,200.00 | 1.21 % |
| 271-790-802 Auditor | 4,200.00 | 5,000.00 | 84.00 % |
| 271-790-807 Attorney Services | 3,940.00 | 5,000.00 | 78.80 % |
| 271-790-817 Professional Svcs/Accounting /Payroll | 2,872.40 | 9,500.00 | 30.24 % |
| 271-790-853 Telephone/Internet | 843.41 | 2,000.00 | 42.17 % |
| 271-790-901 Publishing | | 100.00 | |
| 271-790-901.001 Newsletter | | 1,600.00 | |
| Total 271-790-901 Publishing | | 1,700.00 | |
| 271-790-902 | | | |
| 271-790-902.001 | 681.92 | 1,675.00 | 40.71 % |
| Total 271-790-902 | 681.92 | 1,675.00 | 40.71 % |
| 271-790-921 Electric | 2,974.84 | 7,500.00 | 39.66 % |
| 271-790-923 Gas | 2,435.97 | 5,000.00 | 48.72 % |
| 271-790-927 Water | 441.64 | 1,000.00 | 44.16 % |
| 271-790-928 Sewer | 436.88 | 1,000.00 | 43.69 % |
| 271-790-931 Building & Grounds Repair & Maintenance | 40,982.53 | 20,000.00 | 204.91 % |
| 271-790-932 Equipment Repair & Maintenance | 268.98 | 3,000.00 | 8.97 % |
| 271-790-956 Miscellaneous | | 500.00 | |
| 271-790-958 Licenses | | | |
| 271-790-958.001 Movie Licenses | | 700.00 | |
| Total 271-790-958 Licenses | | 700.00 | |
| 271-790-960 Workshops Conferences Education | 200.00 | 2,500.00 | 8.00 % |
| 271-790-961 Bank Fees | | 100.00 | |
| 271-790-962 Memberships & Dues | 15.00 | 300.00 | 5.00 % |
| 271-790-962.001 ILL/Woodlands Memberships | 635.77 | 5,000.00 | 12.72 % |

| | | | Total |
|--|---------------------|-----------------------|--------------------|
| | Actual | Budget | % of Budget |
| 271-790-962.002 OverDrive Advantage | 8.97 | 700.00 | 1.28 % |
| 271-790-962.003 Freegal | 1,850.00 | 2,100.00 | 88.10 % |
| 271-790-962.004 Other Online Subscriptions | 11,319.04 | 12,000.00 | 94.33 % |
| Total 271-790-962 Memberships & Dues | 13,828.78 | 20,100.00 | 68.80 % |
| 271-790-965 Property & Liability Insurance | 9,445.14 | 15,000.00 | 62.97 % |
| 271-790-969 Maintenance Agreements | | 1,000.00 | |
| 271-790-969.001 Copier Maintenance | 1,161.77 | 2,500.00 | 46.47 % |
| 271-790-969.002 Website Agreement | 45.00 | 1,000.00 | 4.50 % |
| 271-790-969.003 Time Management Software Agreement | | 300.00 | |
| 271-790-969.004 Online Backup Agreement | 99.50 | 200.00 | 49.75 % |
| 271-790-969.005 ILS Agreement | 1,290.00 | 1,500.00 | 86.00 % |
| Total 271-790-969 Maintenance Agreements | 2,596.27 | 6,500.00 | 39.94 % |
| 271-790-971 Capital Projects | | 20,000.00 | |
| 271-790-977 New Equipment | 4,044.80 | 10,000.00 | 40.45 % |
| Total 271-790 Library | 247,330.67 | 491,325.00 | 50.34 % |
| 271-791 Library Board | | | |
| 271-791-702 Library Board Wages | | 3,600.00 | |
| 271-791-710 Library Board Social Security/Medicare | | 275.00 | |
| Total 271-791 Library Board | | 3,875.00 | |
| Total 271--Library Fund | 247,330.67 | 495,200.00 | 49.95 % |
| Total Expenses | 247,330.67 | 495,200.00 | 49.95 % |
| NET OPERATING INCOME | 289,358.08 | -463,500.00 | -62.43 % |
| NET INCOME | \$289,358.08 | \$ -463,500.00 | -62.43 % |

Transaction Detail by Account

March 2026

| Date | Transaction Type | Num | Name | Amount | Balance |
|---|----------------------|-----|---------------------------------|-------------|------------|
| 271-000-001 New BSB Library Operations Account | | | | | |
| 03/02/2026 | Bill Payment (Check) | 601 | Abby Vittore | -50.00 | -50.00 |
| 03/02/2026 | Deposit | | | 15,762.57 | 15,712.57 |
| 03/02/2026 | Bill Payment (Check) | 602 | Katy Gust | -50.00 | 15,662.57 |
| 03/02/2026 | Bill Payment (Check) | 603 | Laura Terry-Borden | -50.00 | 15,612.57 |
| 03/02/2026 | Bill Payment (Check) | 604 | Laurie Isley | -50.00 | 15,562.57 |
| 03/04/2026 | Bill Payment (Check) | 607 | D & P Communications | -50.00 | 15,512.57 |
| 03/04/2026 | Bill Payment (Check) | 606 | Kanopy, Inc | -12.75 | 15,499.82 |
| 03/04/2026 | Bill Payment (Check) | 608 | The Hartford | -53.19 | 15,446.63 |
| 03/04/2026 | Bill Payment (Check) | 605 | The Daily Telegram | -62.99 | 15,383.64 |
| 03/04/2026 | Bill Payment (Check) | 612 | Midwest Tape / Hoopla | -757.41 | 14,626.23 |
| 03/04/2026 | Bill Payment (Check) | 609 | Amazon Capital Services | -1,088.75 | 13,537.48 |
| 03/04/2026 | Bill Payment (Check) | 611 | US Bank Equipment Finance | -95.24 | 13,442.24 |
| 03/04/2026 | Bill Payment (Check) | 610 | Ingram Library Services | -211.46 | 13,230.78 |
| 03/05/2026 | Deposit | | | 42,966.42 | 56,197.20 |
| 03/06/2026 | Transfer | | | -100,000.00 | -43,802.80 |
| 03/09/2026 | Bill Payment (Check) | 615 | Wolfe's Lawn Care & Landscaping | -500.00 | -44,302.80 |
| 03/09/2026 | Bill Payment (Check) | 613 | TLC Community CU | -1,994.27 | -46,297.07 |
| 03/09/2026 | Bill Payment (Check) | 614 | Village of Blissfield | -148.26 | -46,445.33 |
| 03/12/2026 | Bill Payment (Check) | 616 | Iott Insurance Agency | -4,856.92 | -51,302.25 |
| 03/12/2026 | Bill Payment (Check) | 617 | Consumers Energy | -1,088.48 | -52,390.73 |

| Date | Transaction Type | Num | Name | Amount | Balance |
|------------|----------------------|-----|---|-----------|------------|
| 03/12/2026 | Bill Payment (Check) | 619 | Village of Blissfield | -82.23 | -52,472.96 |
| 03/12/2026 | Bill Payment (Check) | 618 | Donna Baker & Associates | -356.25 | -52,829.21 |
| 03/17/2026 | Deposit | | | 9,808.37 | -43,020.84 |
| 03/19/2026 | Bill Payment (Check) | 627 | Stevens Disposal & Recycling Service, Inc | -86.25 | -43,107.09 |
| 03/19/2026 | Bill Payment (Check) | 626 | GTF3 LLC (Tristan Brown) | -345.00 | -43,452.09 |
| 03/19/2026 | Bill Payment (Check) | 625 | Ingram Library Services | -113.92 | -43,566.01 |
| 03/23/2026 | Bill Payment (Check) | 625 | Ingram Library Services | -1,254.69 | -44,820.70 |
| 03/23/2026 | Bill Payment (Check) | 624 | Shoemaker Heating and Plumbing | -3,215.00 | -48,035.70 |
| 03/23/2026 | Bill Payment (Check) | 622 | Book Systems Inc | -1,290.00 | -49,325.70 |
| 03/23/2026 | Bill Payment (Check) | 623 | B Brooks Consulting LLC | -10.00 | -49,335.70 |

Total for 271-000-001 New BSB Library Operations Account **\$ -49,335.70**

271-000-002 Savings Accounts

271-000-002.001 New BSB Library Savings Account

| | | | | | |
|------------|---------|--|--|-----------|-----------|
| 03/04/2026 | Deposit | | | 989.67 | 989.67 |
| 03/23/2026 | Deposit | | | 54,918.10 | 55,907.77 |

Total for 271-000-002.001 New BSB Library Savings Account **\$55,907.77**

Total for 271-000-002 Savings Accounts **\$55,907.77**

271-000-007 BSB Payroll Account

| | | | | | |
|------------|----------|--|------------------|------------|------------|
| 03/06/2026 | Transfer | | | 100,000.00 | 100,000.00 |
| 03/12/2026 | Expense | | Workforce PayHub | -65.10 | 99,934.90 |
| 03/12/2026 | Expense | | | -7,215.28 | 92,719.62 |

| Date | Transaction Type | Num | Name | Amount | Balance |
|---|------------------|-----|------------------|--------------------|-----------|
| 03/12/2026 | Expense | | | -2,754.73 | 89,964.89 |
| 03/26/2026 | Expense | | | -2,067.66 | 87,897.23 |
| 03/26/2026 | Expense | | | -5,847.83 | 82,049.40 |
| 03/26/2026 | Expense | | Workforce PayHub | -65.10 | 81,984.30 |
| 03/30/2026 | Expense | | Empower | -149.61 | 81,834.69 |
| 03/30/2026 | Expense | | Empower | -286.69 | 81,548.00 |
| 03/30/2026 | Expense | | Empower | -498.72 | 81,049.28 |
| 03/30/2026 | Expense | | Empower | -149.61 | 80,899.67 |
| 03/30/2026 | Expense | | Empower | -498.72 | 80,400.95 |
| 03/30/2026 | Expense | | Empower | -498.72 | 79,902.23 |
| 03/30/2026 | Expense | | Empower | -286.69 | 79,615.54 |
| 03/30/2026 | Expense | | Empower | -286.69 | 79,328.85 |
| 03/30/2026 | Expense | | Empower | -149.61 | 79,179.24 |
| Total for 271-000-007 BSB Payroll Account | | | | \$79,179.24 | |
| 271-000-017 Michigan CLASS Accounts | | | | | |
| 271-000-017.001 Investment Fund MI-01-1059-0001 | | | | | |
| 03/31/2026 | Deposit | | INTEREST | 418.44 | 418.44 |
| Total for 271-000-017.001 Investment Fund MI-01-1059-0001 | | | | \$418.44 | |
| 271-000-017.002 Contingency Fund MI-01-1059-0002 | | | | | |
| 03/31/2026 | Deposit | | INTEREST | 163.16 | 163.16 |
| Total for 271-000-017.002 Contingency Fund MI-01-1059-0002 | | | | \$163.16 | |
| 271-000-017.003 General Fund MI-01-1059-0003 | | | | | |

| Date | Transaction Type | Num | Name | Amount | Balance |
|---|----------------------|----------------|---------------------------|-----------------|----------|
| 03/31/2026 | Deposit | INTEREST | | 393.15 | 393.15 |
| Total for 271-000-017.003 General Fund MI-01-1059-0003 | | | | \$393.15 | |
| Total for 271-000-017 Michigan CLASS Accounts | | | | \$974.75 | |
| 271-000-202 Library Accounts Payable | | | | | |
| 03/01/2026 | Bill | 03.03.26 | Village of Blissfield | 148.26 | 148.26 |
| 03/01/2026 | Bill | 2003 | B Brooks Consulting LLC | 10.00 | 158.26 |
| 03/01/2026 | Bill | 1FKL-FFJY-X1TQ | Amazon Capital Services | 1,088.75 | 1,247.01 |
| 03/01/2026 | Bill | 3.1.26-3.31.26 | The Daily Telegram | 62.99 | 1,310.00 |
| 03/01/2026 | Bill | 10680200 | D & P Communications | 50.00 | 1,360.00 |
| 03/02/2026 | Bill Payment (Check) | 602 | Katy Gust | -50.00 | 1,310.00 |
| 03/02/2026 | Bill Payment (Check) | 604 | Laurie Isley | -50.00 | 1,260.00 |
| 03/02/2026 | Bill Payment (Check) | 603 | Laura Terry-Borden | -50.00 | 1,210.00 |
| 03/02/2026 | Bill Payment (Check) | 601 | Abby Vittore | -50.00 | 1,160.00 |
| 03/03/2026 | Bill | 03.03.26 | Laura Terry-Borden | 50.00 | 1,210.00 |
| 03/03/2026 | Bill | 03.03.26 | Laurie Isley | 50.00 | 1,260.00 |
| 03/03/2026 | Bill | 03.03.26 | Abby Vittore | 50.00 | 1,310.00 |
| 03/03/2026 | Bill | 03.03.26 | Katy Gust | 50.00 | 1,360.00 |
| 03/04/2026 | Bill Payment (Check) | 606 | Kanopy, Inc | -12.75 | 1,347.25 |
| 03/04/2026 | Bill Payment (Check) | 612 | Midwest Tape / Hoopla | -757.41 | 589.84 |
| 03/04/2026 | Bill Payment (Check) | 611 | US Bank Equipment Finance | -95.24 | 494.60 |
| 03/04/2026 | Bill Payment (Check) | 610 | Ingram Library Services | -211.46 | 283.14 |
| 03/04/2026 | Bill Payment (Check) | 609 | Amazon Capital Services | -1,088.75 | -805.61 |
| 03/04/2026 | Bill Payment (Check) | 608 | The Hartford | -53.19 | -858.80 |

| Date | Transaction Type | Num | Name | Amount | Balance |
|-------------|-------------------------|-----------------|---|---------------|----------------|
| 03/04/2026 | Bill Payment (Check) | 607 | D & P Communications | -50.00 | -908.80 |
| 03/04/2026 | Bill Payment (Check) | 605 | The Daily Telegram | -62.99 | -971.79 |
| 03/05/2026 | Bill | | Michelle Alvarez | 100.00 | -871.79 |
| 03/05/2026 | Bill | 799197 | Wolfe's Lawn Care & Landscaping | 500.00 | -371.79 |
| 03/09/2026 | Bill Payment (Check) | 615 | Wolfe's Lawn Care & Landscaping | -500.00 | -871.79 |
| 03/09/2026 | Bill | 33225 | Donna Baker & Associates | 356.25 | -515.54 |
| 03/09/2026 | Bill Payment (Check) | 613 | TLC Community CU | -1,994.27 | -2,509.81 |
| 03/09/2026 | Bill Payment (Check) | 614 | Village of Blissfield | -148.26 | -2,658.07 |
| 03/10/2026 | Bill | 1115563 | Stevens Disposal & Recycling Service, Inc | 86.25 | -2,571.82 |
| 03/11/2026 | Bill | 26-0006719 | Village of Blissfield | 82.23 | -2,489.59 |
| 03/11/2026 | Bill | 3.15.26-3.15.27 | Iott Insurance Agency | 4,856.92 | 2,367.33 |
| 03/11/2026 | Bill | 206971092601 | Consumers Energy | 1,088.48 | 3,455.81 |
| 03/12/2026 | Bill Payment (Check) | 616 | Iott Insurance Agency | -4,856.92 | -1,401.11 |
| 03/12/2026 | Bill Payment (Check) | 618 | Donna Baker & Associates | -356.25 | -1,757.36 |
| 03/12/2026 | Bill Payment (Check) | 619 | Village of Blissfield | -82.23 | -1,839.59 |
| 03/12/2026 | Bill | 95136456 | Ingram Library Services | 113.92 | -1,725.67 |
| 03/12/2026 | Bill Payment (Check) | 617 | Consumers Energy | -1,088.48 | -2,814.15 |
| 03/16/2026 | Bill | 147265 | Book Systems Inc | 1,290.00 | -1,524.15 |
| 03/18/2026 | Bill | 101011388 | Shoemaker Heating and Plumbing | 3,215.00 | 1,690.85 |
| 03/18/2026 | Bill | 2026-318 | GTF3 LLC (Tristan Brown) | 345.00 | 2,035.85 |
| 03/19/2026 | Bill | 95294941 | Ingram Library Services | 30.78 | 2,066.63 |

| Date | Transaction Type | Num | Name | Amount | Balance |
|---|----------------------|-------------------|---|-------------------|-----------|
| 03/19/2026 | Bill Payment (Check) | 627 | Stevens Disposal & Recycling Service, Inc | -86.25 | 1,980.38 |
| 03/19/2026 | Bill Payment (Check) | 626 | GTF3 LLC (Tristan Brown) | -345.00 | 1,635.38 |
| 03/19/2026 | Bill | 95294942 | Ingram Library Services | 1,223.91 | 2,859.29 |
| 03/19/2026 | Bill Payment (Check) | 625 | Ingram Library Services | -113.92 | 2,745.37 |
| 03/22/2026 | Bill | 95357510 | Ingram Library Services | 278.96 | 3,024.33 |
| 03/23/2026 | Bill | 95362522 | Ingram Library Services | 30.77 | 3,055.10 |
| 03/23/2026 | Bill Payment (Check) | 625 | Ingram Library Services | -1,254.69 | 1,800.41 |
| 03/23/2026 | Bill Payment (Check) | 624 | Shoemaker Heating and Plumbing | -3,215.00 | -1,414.59 |
| 03/23/2026 | Bill Payment (Check) | 623 | B Brooks Consulting LLC | -10.00 | -1,424.59 |
| 03/23/2026 | Bill Payment (Check) | 622 | Book Systems Inc | -1,290.00 | -2,714.59 |
| 03/24/2026 | Bill | 1380 | MeadowBrook Media Adrian | 400.00 | -2,314.59 |
| 03/26/2026 | Bill | 95464244 | Ingram Library Services | 106.89 | -2,207.70 |
| 03/26/2026 | Bill | 7784178 | Demco Inc | 303.40 | -1,904.30 |
| 03/28/2026 | Bill | 02.17.26-3.15.26 | Village of Blissfield | 149.00 | -1,755.30 |
| 03/31/2026 | Bill | 578874190 | US Bank Equipment Finance | 95.24 | -1,660.06 |
| 03/31/2026 | Bill | 494299096948 | The Hartford | 53.19 | -1,606.87 |
| 03/31/2026 | Bill | 508659833 | Midwest Tape / Hoopla | 853.42 | -753.45 |
| 03/31/2026 | Bill | 498291 | Kanopy, Inc | 41.65 | -711.80 |
| 03/31/2026 | Bill | 03.01.26-03.31.26 | TLC Community CU | 1,814.41 | 1,102.61 |
| Total for 271-000-202 Library Accounts Payable | | | | \$1,102.61 | |

271-000-210 TLC Visa CC

| Date | Transaction Type | Num | Name | Amount | Balance |
|--|--------------------|-------------------|--------------------------------------|---------------|----------|
| 03/02/2026 | Expense | | Collaborative Summer Library Program | 30.91 | 30.91 |
| 03/08/2026 | Expense | | Toledo Plywood | 349.75 | 380.66 |
| 03/11/2026 | Expense | | Lowe's | 252.94 | 633.60 |
| 03/17/2026 | Expense | | IDrive | 99.50 | 733.10 |
| 03/18/2026 | Expense | | Lowe's | 90.04 | 823.14 |
| 03/18/2026 | Expense | | Adobe | 34.99 | 858.13 |
| 03/18/2026 | Credit Card Credit | | Lowe's | -5.10 | 853.03 |
| 03/19/2026 | Credit Card Credit | | Adobe | -2.10 | 850.93 |
| 03/19/2026 | Credit Card Credit | | Adobe | -2.10 | 848.83 |
| 03/20/2026 | Expense | | Gliderite | 50.40 | 899.23 |
| 03/24/2026 | Expense | | USPS | 780.00 | 1,679.23 |
| 03/29/2026 | Expense | | Lowe's | 52.13 | 1,731.36 |
| 03/29/2026 | Expense | | Costco | 111.60 | 1,842.96 |
| 03/29/2026 | Credit Card Credit | | The Webstaurant Store | -28.55 | 1,814.41 |
| 03/31/2026 | Bill | 03.01.26-03.31.26 | TLC Community CU | -1,814.41 | 0.00 |
| Total for 271-000-210 TLC Visa CC | | | | \$0.00 | |

Payroll Liabilities

| | | | | | |
|------------|---------------|------------|--|-----------|-----------|
| 03/12/2026 | Expense | | | -2,754.73 | -2,754.73 |
| 03/12/2026 | Expense | | | -7,215.28 | -9,970.01 |
| 03/13/2026 | Journal Entry | 3.13.26 PR | | 12,596.47 | 2,626.46 |
| 03/26/2026 | Expense | | | -5,847.83 | -3,221.37 |
| 03/26/2026 | Expense | | | -2,067.66 | -5,289.03 |

| Date | Transaction Type | Num | Name | Amount | Balance |
|---|------------------|-------------|---------|--------------------|-----------|
| 03/27/2026 | Journal Entry | 03.27.26 PR | | 8,850.51 | 3,561.48 |
| 03/30/2026 | Expense | | Empower | -149.61 | 3,411.87 |
| 03/30/2026 | Expense | | Empower | -286.69 | 3,125.18 |
| 03/30/2026 | Expense | | Empower | -149.61 | 2,975.57 |
| 03/30/2026 | Expense | | Empower | -498.72 | 2,476.85 |
| 03/30/2026 | Expense | | Empower | -286.69 | 2,190.16 |
| 03/30/2026 | Expense | | Empower | -498.72 | 1,691.44 |
| 03/30/2026 | Expense | | Empower | -286.69 | 1,404.75 |
| 03/30/2026 | Expense | | Empower | -149.61 | 1,255.14 |
| 03/30/2026 | Expense | | Empower | -498.72 | 756.42 |
| Total for Payroll Liabilities | | | | \$756.42 | |
| 271-000-540 State Revenue | | | | | |
| 03/02/2026 | Deposit | | | 15,762.57 | 15,762.57 |
| 03/05/2026 | Deposit | | | 42,966.42 | 58,728.99 |
| 03/17/2026 | Deposit | | | 9,808.37 | 68,537.36 |
| 03/23/2026 | Deposit | | | 3,763.46 | 72,300.82 |
| Total for 271-000-540 State Revenue | | | | \$72,300.82 | |
| 271-000-640 General Service Charges | | | | | |
| 271-000-640.001 Non-Resident Service Charges | | | | | |
| 03/04/2026 | Deposit | | | 100.00 | 100.00 |
| Total for 271-000-640.001 Non-Resident Service Charges | | | | \$100.00 | |
| 271-000-640.003 Copy & Print Service Charges | | | | | |

| Date | Transaction Type | Num | Name | Amount | Balance |
|---|------------------|-----|----------|-----------------|---------|
| 03/04/2026 | Deposit | | | 156.80 | 156.80 |
| 03/04/2026 | Deposit | | | 27.00 | 183.80 |
| Total for 271-000-640.003 Copy & Print Service Charges | | | | \$183.80 | |
| 271-000-640.004 Lamination Service Charge | | | | | |
| 03/04/2026 | Deposit | | | 10.00 | 10.00 |
| Total for 271-000-640.004 Lamination Service Charge | | | | \$10.00 | |
| Total for 271-000-640 General Service Charges | | | | \$293.80 | |
| 271-000-642 Sales | | | | | |
| 03/04/2026 | Deposit | | | 29.50 | 29.50 |
| Total for 271-000-642 Sales | | | | \$29.50 | |
| 271-000-659 Fines & Other Desk Receipts | | | | | |
| 03/04/2026 | Deposit | | | 41.95 | 41.95 |
| Total for 271-000-659 Fines & Other Desk Receipts | | | | \$41.95 | |
| 271-000-665 Interest | | | | | |
| 03/31/2026 | Deposit | | INTEREST | 393.15 | 393.15 |
| 03/31/2026 | Deposit | | INTEREST | 163.16 | 556.31 |
| 03/31/2026 | Deposit | | INTEREST | 418.44 | 974.75 |
| Total for 271-000-665 Interest | | | | \$974.75 | |
| 271-000-667 Rent | | | | | |
| 03/04/2026 | Deposit | | | 200.00 | 200.00 |
| Total for 271-000-667 Rent | | | | \$200.00 | |

| Date | Transaction Type | Num | Name | Amount | Balance |
|---|------------------|--------------|--------------|--------------------|-----------|
| 271-000-674 Private Contributions & Donations | | | | | |
| 03/04/2026 | Deposit | | | 424.42 | 424.42 |
| 03/23/2026 | Deposit | | | 51,154.64 | 51,579.06 |
| Total for 271-000-674 Private Contributions & Donations | | | | \$51,579.06 | |
| 271--Library Fund | | | | | |
| 271-790 Library | | | | | |
| 271-790-702 Wages | | | | | |
| 03/13/2026 | Journal Entry | 3.13.26 PR | | 9,360.81 | 9,360.81 |
| 03/27/2026 | Journal Entry | 03.27.26 PR | | 7,457.58 | 16,818.39 |
| Total for 271-790-702 Wages | | | | \$16,818.39 | |
| 271-790-710 Social Security/Medicare / Employee Benefits | | | | | |
| 03/13/2026 | Journal Entry | 3.13.26 PR | | 796.14 | 796.14 |
| 03/27/2026 | Journal Entry | 03.27.26 PR | | 644.85 | 1,440.99 |
| Total for 271-790-710 Social Security/Medicare / Employee Benefits | | | | \$1,440.99 | |
| 271-790-710.004 Disability/Life Insurance | | | | | |
| 03/31/2026 | Bill | 494299096948 | The Hartford | 53.19 | 53.19 |
| Total for 271-790-710.004 Disability/Life Insurance | | | | \$53.19 | |
| 271-790-710.011 Heath Insurance Reimbursement | | | | | |
| 03/13/2026 | Journal Entry | 3.13.26 PR | | 1,691.44 | 1,691.44 |
| 03/27/2026 | Journal Entry | 03.27.26 PR | | 0.00 | 1,691.44 |
| Total for 271-790-710.011 Heath Insurance Reimbursement | | | | \$1,691.44 | |

| Date | Transaction Type | Num | Name | Amount | Balance |
|---|------------------|----------------|-------------------------|-------------------|---------|
| 271-790-710.012 MERS Defined Contribution | | | | | |
| 03/13/2026 | Journal Entry | 3.13.26 PR | | 498.72 | 498.72 |
| 03/27/2026 | Journal Entry | 03.27.26 PR | | 498.72 | 997.44 |
| Total for 271-790-710.012 MERS Defined Contribution | | | | \$997.44 | |
| 271-790-710.013 MERS Health Care Savings Plan | | | | | |
| 03/13/2026 | Journal Entry | 3.13.26 PR | | 149.61 | 149.61 |
| 03/27/2026 | Journal Entry | 03.27.26 PR | | 149.61 | 299.22 |
| Total for 271-790-710.013 MERS Health Care Savings Plan | | | | \$299.22 | |
| 271-790-710.014 MERS 457b Employer Contribution | | | | | |
| 03/13/2026 | Journal Entry | 3.13.26 PR | | 99.75 | 99.75 |
| 03/27/2026 | Journal Entry | 03.27.26 PR | | 99.75 | 199.50 |
| Total for 271-790-710.014 MERS 457b Employer Contribution | | | | \$199.50 | |
| Total for 271-790-710 Social Security/Medicare / Employee Benefits with sub-accounts | | | | \$4,681.78 | |
| 271-790-727 Office Supplies | | | | | |
| 03/01/2026 | Bill | 1FKL-FFJY-X1TQ | Amazon Capital Services | 217.13 | 217.13 |
| 03/26/2026 | Bill | 7784178 | Demco Inc | 303.40 | 520.53 |
| Total for 271-790-727 Office Supplies | | | | \$520.53 | |
| 271-790-728 Postage/Freight | | | | | |
| 03/24/2026 | Expense | | USPS | 780.00 | 780.00 |
| Total for 271-790-728 Postage/Freight | | | | \$780.00 | |
| 271-790-740 Tools & Supplies | | | | | |

| Date | Transaction Type | Num | Name | Amount | Balance |
|---|--------------------|----------------|-------------------------|-----------------|---------|
| 03/01/2026 | Bill | 1FKL-FFJY-X1TQ | Amazon Capital Services | 318.18 | 318.18 |
| 03/18/2026 | Expense | | Adobe | 34.99 | 353.17 |
| 03/19/2026 | Credit Card Credit | | Adobe | -2.10 | 351.07 |
| 03/19/2026 | Credit Card Credit | | Adobe | -2.10 | 348.97 |
| 03/29/2026 | Expense | | Costco | 20.79 | 369.76 |
| Total for 271-790-740 Tools & Supplies | | | | \$369.76 | |

271-790-740.004 Books & Magazines

| | | | | | |
|--|------|----------------|-------------------------|-------------------|----------|
| 03/01/2026 | Bill | 1FKL-FFJY-X1TQ | Amazon Capital Services | 22.79 | 22.79 |
| 03/01/2026 | Bill | 3.1.26-3.31.26 | The Daily Telegram | 62.99 | 85.78 |
| 03/12/2026 | Bill | 95136456 | Ingram Library Services | 113.92 | 199.70 |
| 03/19/2026 | Bill | 95294942 | Ingram Library Services | 1,223.91 | 1,423.61 |
| 03/19/2026 | Bill | 95294941 | Ingram Library Services | 30.78 | 1,454.39 |
| 03/22/2026 | Bill | 95357510 | Ingram Library Services | 278.96 | 1,733.35 |
| 03/23/2026 | Bill | 95362522 | Ingram Library Services | 30.77 | 1,764.12 |
| 03/26/2026 | Bill | 95464244 | Ingram Library Services | 106.89 | 1,871.01 |
| Total for 271-790-740.004 Books & Magazines | | | | \$1,871.01 | |

Total for 271-790-740 Tools & Supplies with sub-accounts **\$2,240.77**

271-790-770 General Program Expenses

271-790-770.003 Blissfield Unbound

| | | | | | |
|------------|---------|----------------|--------------------------------------|--------|--------|
| 03/01/2026 | Bill | 1FKL-FFJY-X1TQ | Amazon Capital Services | 156.52 | 156.52 |
| 03/02/2026 | Expense | | Collaborative Summer Library Program | 30.91 | 187.43 |
| 03/03/2026 | Bill | 03.03.26 | Laura Terry-Borden | 50.00 | 237.43 |

| Date | Transaction Type | Num | Name | Amount | Balance |
|--|------------------|----------------|--------------------------|-------------------|---------|
| 03/03/2026 | Bill | 03.03.26 | Laurie Isley | 50.00 | 287.43 |
| 03/03/2026 | Bill | 03.03.26 | Katy Gust | 50.00 | 337.43 |
| 03/03/2026 | Bill | 03.03.26 | Abby Vittore | 50.00 | 387.43 |
| 03/05/2026 | Bill | | Michelle Alvarez | 100.00 | 487.43 |
| 03/24/2026 | Bill | 1380 | MeadowBrook Media Adrian | 200.00 | 687.43 |
| Total for 271-790-770.003 Blissfield Unbound | | | | \$687.43 | |
| 271-790-770.004 Children's Programming | | | | | |
| 03/01/2026 | Bill | 1FKL-FFJY-X1TQ | Amazon Capital Services | 374.13 | 374.13 |
| 03/24/2026 | Bill | 1380 | MeadowBrook Media Adrian | 200.00 | 574.13 |
| 03/29/2026 | Expense | | Costco | 90.81 | 664.94 |
| Total for 271-790-770.004 Children's Programming | | | | \$664.94 | |
| Total for 271-790-770 General Program Expenses | | | | \$1,352.37 | |
| 271-790-817 Professional Svcs/Accounting /Payroll | | | | | |
| 03/01/2026 | Bill | 2003 | B Brooks Consulting LLC | 10.00 | 10.00 |
| 03/09/2026 | Bill | 33225 | Donna Baker & Associates | 356.25 | 366.25 |
| 03/12/2026 | Expense | | Workforce PayHub | 65.10 | 431.35 |
| 03/26/2026 | Expense | | Workforce PayHub | 65.10 | 496.45 |
| Total for 271-790-817 Professional Svcs/Accounting /Payroll | | | | \$496.45 | |
| 271-790-853 Telephone/Internet | | | | | |
| 03/01/2026 | Bill | 10680200 | D & P Communications | 50.00 | 50.00 |
| 03/11/2026 | Bill | 26-0006719 | Village of Blissfield | 82.23 | 132.23 |
| Total for 271-790-853 Telephone/Internet | | | | \$132.23 | |

| Date | Transaction Type | Num | Name | Amount | Balance |
|--|--------------------|------------------|-----------------------|------------------|---------|
| 271-790-902 | | | | | |
| 271-790-902.001 | | | | | |
| 03/29/2026 | Credit Card Credit | | The Webstaurant Store | -28.55 | -28.55 |
| Total for 271-790-902.001 | | | | \$ -28.55 | |
| Total for 271-790-902 | | | | \$ -28.55 | |
| 271-790-921 Electric | | | | | |
| 03/11/2026 | Bill | 206971092601 | Consumers Energy | 560.12 | 560.12 |
| Total for 271-790-921 Electric | | | | \$560.12 | |
| 271-790-923 Gas | | | | | |
| 03/11/2026 | Bill | 206971092601 | Consumers Energy | 528.36 | 528.36 |
| Total for 271-790-923 Gas | | | | \$528.36 | |
| 271-790-927 Water | | | | | |
| 03/01/2026 | Bill | 03.03.26 | Village of Blissfield | 75.06 | 75.06 |
| 03/28/2026 | Bill | 02.17.26-3.15.26 | Village of Blissfield | 75.47 | 150.53 |
| Total for 271-790-927 Water | | | | \$150.53 | |
| 271-790-928 Sewer | | | | | |
| 03/01/2026 | Bill | 03.03.26 | Village of Blissfield | 73.20 | 73.20 |
| 03/28/2026 | Bill | 02.17.26-3.15.26 | Village of Blissfield | 73.53 | 146.73 |
| Total for 271-790-928 Sewer | | | | \$146.73 | |
| 271-790-931 Building & Grounds Repair & Maintenance | | | | | |

| Date | Transaction Type | Num | Name | Amount | Balance |
|--|--------------------|-----------------|---|-------------------|----------|
| 03/05/2026 | Bill | 799197 | Wolfe's Lawn Care & Landscaping | 500.00 | 500.00 |
| 03/08/2026 | Expense | | Toledo Plywood | 349.75 | 849.75 |
| 03/10/2026 | Bill | 1115563 | Stevens Disposal & Recycling Service, Inc | 86.25 | 936.00 |
| 03/11/2026 | Expense | | Lowe's | 252.94 | 1,188.94 |
| 03/18/2026 | Expense | | Lowe's | 90.04 | 1,278.98 |
| 03/18/2026 | Bill | 101011388 | Shoemaker Heating and Plumbing | 3,215.00 | 4,493.98 |
| 03/18/2026 | Bill | 2026-318 | GTF3 LLC (Tristan Brown) | 345.00 | 4,838.98 |
| 03/18/2026 | Credit Card Credit | | Lowe's | -5.10 | 4,833.88 |
| 03/20/2026 | Expense | | Gliderite | 50.40 | 4,884.28 |
| 03/29/2026 | Expense | | Lowe's | 52.13 | 4,936.41 |
| Total for 271-790-931 Building & Grounds Repair & Maintenance | | | | \$4,936.41 | |
| 271-790-962 Memberships & Dues | | | | | |
| 271-790-962.004 Other Online Subscriptions | | | | | |
| 03/31/2026 | Bill | 498291 | Kanopy, Inc | 41.65 | 41.65 |
| 03/31/2026 | Bill | 508659833 | Midwest Tape / Hoopla | 853.42 | 895.07 |
| Total for 271-790-962.004 Other Online Subscriptions | | | | \$895.07 | |
| Total for 271-790-962 Memberships & Dues | | | | \$895.07 | |
| 271-790-965 Property & Liability Insurance | | | | | |
| 03/11/2026 | Bill | 3.15.26-3.15.27 | Iott Insurance Agency | 4,856.92 | 4,856.92 |
| Total for 271-790-965 Property & Liability Insurance | | | | \$4,856.92 | |

| Date | Transaction Type | Num | Name | Amount | Balance |
|--|------------------|-----------|---------------------------|--------------------|----------|
| 271-790-969 Maintenance Agreements | | | | | |
| 271-790-969.001 Copier Maintenance | | | | | |
| 03/31/2026 | Bill | 578874190 | US Bank Equipment Finance | 95.24 | 95.24 |
| Total for 271-790-969.001 Copier Maintenance | | | | \$95.24 | |
| 271-790-969.004 Online Backup Agreement | | | | | |
| 03/17/2026 | Expense | | IDrive | 99.50 | 99.50 |
| Total for 271-790-969.004 Online Backup Agreement | | | | \$99.50 | |
| 271-790-969.005 ILS Agreement | | | | | |
| 03/16/2026 | Bill | 147265 | Book Systems Inc | 1,290.00 | 1,290.00 |
| Total for 271-790-969.005 ILS Agreement | | | | \$1,290.00 | |
| Total for 271-790-969 Maintenance Agreements | | | | \$1,484.74 | |
| Total for 271-790 Library | | | | \$40,552.85 | |
| Total for 271--Library Fund | | | | \$40,552.85 | |

| Account | Label | ORIGINAL BUDGET | MYA BUDGET | NOTES |
|--------------------|---------------------------------|-----------------|----------------|---|
| 271-790-xxx | Library | | | |
| 702 | Wages | 132,000 | 132,000 | |
| 703 | Pt-Tm Wages | 76,000 | 76,000 | |
| | Sub-total Wages | 208,000 | 208,000 | |
| 710 | Social Secuity/Medicare | 17,900 | 17,900 | |
| 710.004 | Disability/Life Insurance | 850 | 850 | |
| 710.005 | HRA | 25,600 | 25,600 | |
| 710.007 | Workers' Compensation | 550 | 550 | |
| 710.012 | MERS Defined Contribution | 13,150 | 13,150 | |
| 710.013 | MERS Health Care Savings Plan | 4,000 | 4,000 | |
| 710.014 | MERS 457b Employer Contribution | 2,650 | 2,650 | |
| | Total MERS Retirement | 19,800 | 19,800 | |
| 710.008 | Unemployment Insurance | 1,750 | 1,750 | |
| | Total Personnel | 274,450 | 274,450 | |
| 727 | Office Supplies | 4,000 | 4,000 | |
| 728 | Postage/Freight | 100 | 100 | |
| 740 | Tools & Supplies | 4,000 | 4,000 | |
| 740.004 | Books & Magazines | 25,000 | 25,000 | |
| 741 | AudioVisSupp | 2,500 | 2,500 | |
| 770.000 | General Program Expenses | 20,000 | 6,000 | to specific program series and other online subscriptions |
| 770.001 | Art at Your Feet | 2,500 | 4,500 | from grant expenses (WLC) |
| 770.002 | Taste the State | 2,500 | 5,000 | from general protams |
| 770.003 | Blissfield Unbound | 2,500 | 5,000 | from general protams |
| 770.004 | Children's Programming | 2,500 | 5,000 | from general protams |
| 770.005 | Summer Reading | 5,000 | 7,500 | from general protams |
| 771.001 | Rotary Books | 800 | 800 | |
| 771.002 | Adopt-a-Mag | 400 | 400 | |
| 771.003 | Miscellaneous Memorial Gifts | 200 | 200 | |
| 958.001 | <i>Movie Licenses</i> | <i>700</i> | <i>700</i> | |
| 771.004 | Misc Non-Memorial | 200 | 200 | |
| 771.005 | Grant Expenses | 2,000 | 0 | to Art at Your Feet |
| 771.006 | Purchase Expenses | 200 | 200 | |
| 771.007 | Tuttle Funds | 500 | 500 | |

| | | | | |
|----------------|---|----------------|----------------|--|
| 771 | Additional Collection Expenses | 0 | 0 | |
| 772.001 | Lost Items Replaced | 200 | 200 | |
| 772.002 | Sales Income Expenses | 4,000 | 4,000 | |
| 802.000 | Auditor | 5,000 | 4,200 | to attorney |
| 807 | Attorney Services | 5000 | 5800 | from auditor |
| 817 | Accounting Services/Payroll | 9500 | 9500 | |
| 853 | Telephone/Internet | 2,000 | 2,000 | |
| 901 | Publishing | 100 | 100 | |
| 901.001 | Newsletter | 1,600 | 1,600 | |
| 902.001 | Promotional Expenses | 1,675 | 1,675 | |
| 921 | Electric | 7,500 | 7,500 | |
| 923 | Gas | 5,000 | 5,000 | |
| 927 | Water | 1,000 | 1,000 | |
| 928 | Sewer | 1,000 | 1,000 | |
| 931 | Building & Grounds Repair & Maintenance | 20,000 | 51,800 | from capital projects, prop&liability ins, new equipment, l b wages* |
| 932 | Equipment Repair & Maintenance | 3,000 | 3,000 | * may need reserve funds to cover unual expenses here: |
| 956 | Misc | 500 | 500 | survey, condition assessment, drain repair (20K+) |
| 960.000 | Workshops Conferences Education | 2,500 | 2,500 | |
| 961.000 | Bank Fees | 100 | 100 | |
| 962 | Memberships and Dues | 300 | 300 | |
| 962.001 | ILL/Woodlands Memberships | 5,000 | 4,000 | to other online subscriptions |
| 962.002 | OverDrive Advantage | 700 | 700 | |
| 962.003 | Freegal | 2,100 | 1,850 | to other online subscriptions |
| 962.004 | Other Online Subscriptions | 12,000 | 17,250 | from woodlands, freegal and general programs |
| 965 | Property & Liability Insurance | 15,000 | 9,000 | to Building & Grounds Maintenance |
| 969.000 | Maintenance Agreements | 1,000 | 1,000 | |
| 969.001 | Copier Maintenance | 2,500 | 2,500 | |
| 969.002 | Website Agreement | 1,000 | 1,000 | |
| 969.003 | Time Management Software Agreement | 300 | 300 | |
| 969.004 | Online Backup Agreement | 200 | 200 | |
| 969.005 | ILS Agreement | 1,500 | 1,500 | |
| 971 | Capital Projects | 20,000 | 0 | to Building & Grounds Maintenance |
| 977.000 | New Equipment | 10,000 | 5,000 | to Building & Grounds Maintenance |
| 271-790 | Total Library | 491,325 | 492,125 | |

| | | | |
|----------------------|--|----------------|----------------|
| | | | |
| 271-791 | Library Board | | |
| 702 | Wages | 3,600 | 2,800 |
| 710 | Social Security/Medicare | 275 | 275 |
| Library Board | Sub-Total Library Board | 3875 | 3075 |
| | Sub-Total Library+Library Board | 495,200 | 495,200 |
| | | | |
| | Contingency | 24,500 | 24,500 |
| | | | |
| Total | Total | 519,700 | 519,700 |

to Building & Grounds Maintenance

**Evaluation of Bob Barringer, PhD, Library Director
Shultz-Holmes District Library, Blissfield, Michigan**

Date: _____ Period reviewed: 2025-2026

| | |
|-------------------------|--|
| Explanation of ratings: | 1=Unsatisfactory performance/does not meet expectations 2=Less than satisfactory performance/needs improvement 3=Satisfactory performance/meets expectations 4=Performance exceeds expectations 5=Outstanding achievements/performance U=Unable to evaluate |
|-------------------------|--|

*Circle one for each item:
Explain ratings of 1 or 2 in Comments section*

I. Administration

- | | |
|---|---------------------------------|
| 1. Plan and coordinate library services and operations | 1.....2.....3.....4.....5.....U |
| 2. Select and order all library equipment and oversee maintenance and repair of equipment | 1.....2.....3.....4.....5.....U |
| 3. Develop, implement and monitor library procedures | 1.....2.....3.....4.....5.....U |
| 4. Plan, implement and monitor the library technology systems | 1.....2.....3.....4.....5.....U |
| 5. Prepare reports and compile statistical data as needed | 1.....2.....3.....4.....5.....U |
| 6. Oversee condition of facility and grounds | 1.....2.....3.....4.....5.....U |

II. Budget

- | | |
|---|---------------------------------|
| 1. Prepare budget recommendations for the Library Board | 1.....2.....3.....4.....5.....U |
| 2. Represent the Library Board during city budget deliberations | 1.....2.....3.....4.....5.....U |
| 3. Administer the library budgets | 1.....2.....3.....4.....5.....U |
| 4. Prepare monthly and annual budget reports | 1.....2.....3.....4.....5.....U |

III. Personnel

- | | |
|---|---------------------------------|
| 1. Provide hiring procedures and select new employees | 1.....2.....3.....4.....5.....U |
| 2. Provide training and instruction for library personnel | 1.....2.....3.....4.....5.....U |
| 3. Supervise and evaluate library personnel | 1.....2.....3.....4.....5.....U |
| 4. Provide assistance to library personnel in performing their duties | 1.....2.....3.....4.....5.....U |
| 5. Communicate with library personnel as appropriate | 1.....2.....3.....4.....5.....U |

IV. Library Collection

- | | |
|--|---------------------------------|
| 1. Develop and maintain the library collection according to the needs of the community | 1.....2.....3.....4.....5.....U |
| 2. Review, evaluate, and select books, periodicals and other library materials | 1.....2.....3.....4.....5.....U |

- 3. Develop and maintain the local history collection 1.....2.....3.....4.....5.....U
- 4. Supervise and direct the cataloging and classification of the collection 1.....2.....3.....4.....5.....U

V. Public and Community Relations

- 1. Serve as a liaison to the community 1.....2.....3.....4.....5.....U
- 2. Prepare news releases, notices and library publications 1.....2.....3.....4.....5.....U
- 3. Respond to public inquiries and complaints 1.....2.....3.....4.....5.....U
- 4. Serve as a liaison to the Friends of the Library, and any other special committees 1.....2.....3.....4.....5.....U

VI. Library Board Relations

- 1. Assist the Board in planning and setting the agenda for its meetings 1.....2.....3.....4.....5.....U
- 2. Participate in Board meetings 1.....2.....3.....4.....5.....U
- 3. Assist the Board in making policies, plans and objectives 1.....2.....3.....4.....5.....U
- 4. Conduct new Board members orientation 1.....2.....3.....4.....5.....U
- 5. Apprise the Board of present and future needs 1.....2.....3.....4.....5.....U

VII. Liaison Responsibility with Cooperatives and Other Organizations

- 1. Represent the Library Board in the Woodlands Library Cooperative, and any other relevant organizations or cooperatives 1.....2.....3.....4.....5.....U

VIII. Professional Development

- 1. Keep current with knowledge, skills and trends relevant to public libraries and librarianship in general 1.....2.....3.....4.....5.....U
- 2. Ensure compliance with all laws relating to public libraries 1.....2.....3.....4.....5.....U
- 3. Maintain appropriate certification 1.....2.....3.....4.....5.....U

Comments/Specific performance or development directives or goals for the next review period, if any: *This section must include an explanation of any ratings of 1 or 2.*

Signatures

I have reviewed the attached evaluation and discussed it with the Library Board/President. My signature means that I have been advised of my performance status but does not necessarily imply that I agree or disagree with the evaluation.

Library Director's signature _____
Date

The Library Board has prepared the attached evaluation. The contents of this evaluation and the director's performance status have been discussed with the Library Director.

Library Board President's signature _____
Date

**POLICY AND PROCEDURES FOR LIBRARY DIRECTOR EVALUATION
SCHULTZ-HOLMES DISTRICT LIBRARY BOARD**

1. The evaluation of the Library Director shall be done annually.
2. The evaluation shall involve all Board Members and the Library Director.
3. The evaluation tool(s) shall be agreed upon by the Library Board and the Library Director and based upon the Director's position description.
4. The Library Board members shall individually evaluate the Library Director before the regularly scheduled May meeting each year, and shall provide that evaluation directly to the Board President.
5. The Board President shall consolidate the members' evaluations into one averaged evaluation containing all open-text comments from each member, and shall meet with the Director to review the evaluation annually.
6. The written record of the evaluation shall be signed by the Board President and the Library Director and filed in the library.