

Schultz-Holmes District Library Provisional Board

Amended Meeting Minutes

December 10, 2024

A meeting of the Schultz-Holmes District Library Provisional Board on Tuesday, December 10, 2024. The meeting was called to order by President Greg Brown at 7:00 pm.

Trustees present: Greg Brown, Shelly Devantier, Christine Burtle, Onn Brown, Ciara McGrane, Blair Briggs, Karen Waggoner

Trustees absent: None

Also present: Bob Barringer

President Greg Brown called for a motion to approve the agenda for the December meeting. Trustee Onn Brown made a motion to approve the agenda for the December meeting. Trustee Ciara McGrane seconded and the motion carried unanimously.

President Greg Brown called for public comment. Public comment was given as follows, including a number of calls for point of order by President Brown throughout each comment for meeting disruptions caused by a number of members of the public:

- Debra Rogers inquired about whether the meeting agenda was posted in compliance with the Open Meetings Act after noting that she found the agenda online the day prior to the meeting.
- Dr. Carman Curton commented on the desire of fiscally conservative Board Members wanting the library employees to earn their wages and benefits, and noted that Dr. Barringer had been doing so for the previous 18 years.
- Judy Echols noted a current posting for an assistant librarian in another locale, which was posted for \$65,000 salary. She further noted that it will be difficult to replace Director Barringer when he retires without increasing wages and benefits.
- Gwen Dusa raised questions regarding transparency of the Board given the direct tax funding the Board is now responsible for managing. She suggested livestreaming meetings, and creating a 5-year plan.

President Greg Brown called for a motion to approve the minutes of the November 12, 2024 meeting. Trustee Blair Briggs made a motion to approve the minutes of the November 12, 2024 meeting. Trustee Onn Brown seconded and the motion carried unanimously.

Corresponding Secretary Shelly Devantier provided her report. Notes of thanks were sent to three sponsors of the Adopt-a-Magazine program.

Director Bob Barringer detailed the financial report, indicating that tasks are on track to terminate the employee lease as of January 1, 2025 as previously discussed and planned. Director Barringer noted that current expenses are higher than they will be moving forward as the library is paying increased expenses to the Village for employee benefits until the transition occurs. Director

Barringer further provided a recap of the employee health insurance stipend and how that decision was arrived upon, noting that this stipend will be less expensive than current expenses to the Village for employee insurance.

Director Bob Barringer provided the Library Director's report. A number of the items on the Director's Report are separate action items and were not discussed at this time. Director Barringer provided a number of updates including the status of library bank accounts, credit card application, sick pay policy drafting, payroll service, unemployment insurance, disability/life insurance, worker's compensation, lawn care and general maintenance, water meter replacement, transfer of the library building, trustee training workshop, a donation by the Lenawee Community Foundation, revised tax bills, policy committee, replacement of the vestibule doors, and Director absence in early January.

Director Barringer identified an additional need for a Board Member to investigate options for replacement of furniture. Trustees Karen Waggoner and Shelly Devantier agreed to begin this process.

Director Barringer requested approval of licensed contractor Tristan Brown as the library's general maintenance contractor for tasks such as replacement of light bulbs as DPW is no longer permitted to perform these tasks and the library is in urgent need of a contractor. Trustee Ciara McGrane moved to hire Tristan Brown as the library's general maintenance contractor. Trustee Ciara McGrane moved to amend the motion to be a temporary appointment until bids could be obtained for a longer-term commitment. Trustee Christine Brown seconded the motion. President Greg Brown and Trustee Onn Brown abstained from voting. Trustees Ciara McGrane, Christine Brown, Blair Briggs, and Karen Waggoner voted in favor of the motion. Trustee Shelly Devantier voted against the motion. The motion carried. Director Barringer will obtain bids for longer-term contracts.

President Greg Brown and Director Bob Barringer discussed the roof project. There is standing water and missing equipment. Director Barringer will continue to work with the Village Administrator to resolve these issues.

Trustee Onn Brown provided an update that the ALA Rural and Small Libraries Accessibility Grant application is in process and an architect visited on November 10. The architect is developing proposals for submission.

Director Bob Barringer discussed the progress of the changeover of services from the Village and indicated that this process is on track for January 1, 2025 transfer.

There was discussion regarding the employee retirement plan, resumed after being tabled at the November 2024 meeting. Trustee Christine Burtle moved to approve the resolution to approve the defined contribution plan. Trustee Ciara McGrane seconded the motion to approve the resolution to approve the defined contribution plan, and the motion carried unanimously.

President Greg Brown called for a point of order regarding disruption by Debra Rogers.

Trustee Karen Waggoner moved to approve the resolution to approve the 457 plan. Trustee Onn Brown seconded the motion to approve the resolution to approve the 457 plan, and the motion carried.

Trustee Ciara McGrane moved to approve the resolution to approve Health Care Savings Plan. Trustee Blair Briggs seconded the resolution to approve Health Care Savings Plan, and the motion carried unanimously.

Trustee Ciara McGrane moved for a 5-minute recess. President Brown called a 5-minute recess at 8:30pm. The meeting resumed at 8:35pm.

Trustee Ciara McGrane moved to approve the resolution to establish authorized signers for the MERS documents. Trustee Onn Brown seconded the motion and the motion carried unanimously.

Friends Committee Member Judy Echols provided an update that the Friends of the Library have decided not to meet until after the new year due to the absence of a number of members who have travelled south for the winter. Ms. Echols provided an update that she has reached out to give a presentation to Blissfield High School students regarding opportunities to get involved with the library. Ms. Echols further offered to create flyers for the patron survey.

Trustee Ciara McGrane provided an update that the Communication Committee has finalized the survey of Library patrons and community members in order to better understand what resources and programming those groups would like to see provided by the Library. The committee met to discuss advertising options prior to the announcement that The Advance would be ceasing publication. Discussion of a newsletter similar to the one sent out by Blissfield Community Schools ended with a request for Director Barringer to find out how much such a publication would cost.

President Greg Brown noted that the roof project had previously been discussed during the meeting and there were no further updates from the Buildings and Grounds committee.

Trustee Onn Brown moved to amend the agenda to reflect that the requested date for the January 2025 meeting was the 3rd Tuesday, not 3rd Thursday. Trustee Ciara McGrane seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane moved to schedule the January 2025 meeting on January 21, 2025 at 7:00pm. Trustee Blair Briggs seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane moved to approve the 2025 holiday calendar. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane moved to approve the resolution to terminate the employee lease. Trustee Onn Brown seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane moved to approve the resolution to hire employees with one typographical correction. Trustee Christine Burtle seconded the motion and the motion carried unanimously.

Trustee Onn Brown moved to approve the resolution to replicate and approve Village personnel manual. Trustee Blair Briggs seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane moved to approve the application for a liquor license for an upcoming Taste the State. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane noted her discovery of a statutory limitation for board member compensation set at \$30 per meeting, which is inconsistent with the library's bylaws. Trustee Onn Brown moved to set board member compensation utilizing the Village's compensation rules through April 2024, and \$30 per meeting beginning in May 2024. Trustee Ciara McGrane seconded the motion and the motion carried unanimously.

Trustee Shelly Devantier requested President Greg Brown establish an ad hoc finance committee. Trustee Ciara McGrane seconded the request. President Greg Brown agreed to the request and appointed Trustees Karen Waggoner, Shelly Devantier, and Blair Briggs to the committee.

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

- Judy Echols requested that the finance committee look into whether employees are being paid enough.
- Dr. Carman Curton reminded the Board that Director Barringer is compensated for his vision for the library, which resulted in over a dozen new programs that have drawn in patronage in his 18 years as Director. She encouraged the Board to fairly compensate Director Barringer for that success.
- Gwen Dusa expressed concern over how the transition to District Library has been going, and requested that financial documents be made available online at the time of the meeting.
- Assistant Director Autumn Smith agreed that the Board needs to work on public relations to better promote all of the work the Board is doing.
- Debra Rogers expressed that the Board needs to be transparent in order to avoid being subjected to the local "gossip mill."
- Mark Vandenbusche requested that members of the public be permitted to vote on bylaw amendments. Trustee Ciara McGrane informed Mr. Vandenbusche that the District Library Establishment Act and the Library's founding documents specify the voting process for bylaw amendments. Mr. Vandenbusche indicated that law only needs to be followed "so far" and further stated that the Board needed representation from the Township.

Director Barringer recognized the work of Trustee Onn Brown on the occasion of their last meeting as a Board Member after many years of service to the Library.

Trustee Ciara McGrane moved to adjourn the meeting. Trustee Karen Waggoner seconded the motion, and the motion carried unanimously.

Meeting adjourned at 9:28 pm.

Account	Label	Budget	October	November	December Vill	December SHDL	December	Total	Remaining	Percentage
271-790-xxx	Library									
702	Wages		8383.60	9,011.20	9,011.20		9,011.20	26,406.00		
703	Pt-Tm Wages		4527.51	5,052.86	4,097.69		4,097.69	13,678.06		
	Sub-total Wages	182,600	12911.11	14,064.06	13,108.89		13,108.89	40,084.06	142,515.94	21.95%
710	Social Security/Medicare	16,200	986.77	1,075.00	1,001.92		1,001.92	3,063.69	13,136.31	18.91%
710.001	Pension	17,500	1292.76	1,389.54	1,389.54		1,389.54	4,071.84	13,428.16	23.27%
710.002	Health Insurance	30,000	3908.74	3,908.74	3,908.74		3,908.74	11,726.22	18,273.78	39.09%
710.003	Dental Insurance		254.12	254.12	254.12		254.12	762.36	-762.36	
710.004	Disability/Life Insurance	4,000	57.68	57.68	57.68		57.68	173.04	3,826.96	4.33%
710.005	HRA			60.50				60.50	-60.50	
710.007	Workers' Compensation	600	33.18	35.55	34.10	420.00	454.10	522.83	77.17	87.14%
710.010	Eyecare Insurance		13.40	13.40	13.40		13.40	40.20	-40.20	
710.011	Heath Insurance Stipend							0.00		
710.012	MERS Defined Contribution							0.00		
710.013	MERS Health Care Savings Plan							0.00		
710.014	MERS 457b Employer Contribution							0.00		
	Total MERS Retirement							0.00		
	Additional Clerk Total	11,000						0.00	11,000.00	0.00%
	Costs for Employee Lease 10-12/24	5,300						0.00	5,300.00	0.00%
710.008	Unemployment Insurance							0.00	0.00	
	Total Personnel	267,200	19457.76	20,858.59	19,768.39	420.00	20,188.39	60,504.74	206,695.26	22.64%
727.000	Office Supplies	4,000		659.40	93.90	438.23	532.13	1,191.53	2,808.47	29.79%
728.000	Postage/Freight	300		6.30				6.30	293.70	2.10%
740.000	Tools & Supplies	4,000		558.08	79.40	127.80	207.20	765.28	3,234.72	19.13%
740.004	Books & Magazines	25,000	1,331.28	4,485.29	50.22	1,552.03	1,602.25	7,418.82	17,581.18	29.68%
741.000	AudioVisSupp	3,000		771.31		310.58	310.58	1,081.89	1,918.11	36.06%
770.000	General Program Expenses	20,000		65.00				65.00	19,935.00	0.33%
770.001	Art at Your Feet	2,500						0.00	2,500.00	0.00%
770.002	Taste the State	2,500		14.04	131.55	422.11	553.66	567.70	1,932.30	22.71%
770.003	Blissfield Unbound	2,500	175.00	302.00				477.00	2,023.00	19.08%
770.004	Children's Programming	2,500		104.27		17.90	17.90	122.17	2,377.83	4.89%
770.005	Summer Reading	4,000						0.00	4,000.00	0.00%
771.001	Rotary Books	200						0.00	200.00	0.00%
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%
771.007	Tuttle Funds	1,500		100.00				100.00	1,400.00	6.67%
771	Additional Collection Expenses							0.00		
772.001	Lost Items Replaced	200						0.00	200.00	0.00%
772.002	Sales Income Expenses	800						0.00	800.00	0.00%
802	Auditor	3,000						0.00	3,000.00	0.00%
853	Telephone/Internet	2,500	19.90	82.02	82.02		82.02	183.94	2,316.06	7.36%
901	Publishing							0.00	0.00	
902.001	Promotional Expenses	1,000						0.00	1,000.00	0.00%
921	Electric	7,000		635.42		574.45	574.45	1,209.87	5,790.13	17.28%
923	Gas	5,000		204.03		299.52	299.52	503.55	4,496.45	10.07%
927	Water	1,000		66.60		66.60	66.60	133.20	866.80	13.32%

928.000	Sewer	1,000		70.41		70.41	70.41	140.82	859.18	14.08%
931.000	Building & Grounds Repair & Maintenance	20,000		146.29		488.43	488.43	634.72	19,365.28	3.17%
932	Equipment Repair & Maintenance	3,000						0.00	3,000.00	0.00%
956.000	Misc	500						0.00	500.00	0.00%
960.000	Workshops Conferences Education	1,000			25.00		25.00	25.00	975.00	2.50%
961.000	Bank Fees	200						0.00	200.00	0.00%
962	Memberships and Dues	300						0.00	300.00	0.00%
962.001	ILL/Woodlands Memberships	5,000		14.95		59.32	59.32	74.27	4,925.73	1.49%
962.002	OverDrive Advantage	800						0.00	800.00	0.00%
962.003	Freegal	1,750	160.68					160.68	1,589.32	9.18%
962.004	Other Online Subscriptions	12,000		478.82		1,260.24	1,260.24	1,739.06	10,260.94	14.49%
965.000	Property & Liability Insurance	15,000	2731.56					2,731.56	12,268.44	18.21%
969.000	Maintenance Agreements	5,000						0.00	5,000.00	0.00%
969.001	Copier Maintenance	3,000	156.33	104.76		95.24	95.24	356.33	2,643.67	11.88%
969.002	Website Agreement	1,200	550.00					550.00	650.00	45.83%
969.003	Time Management Software Agreement	300						0.00	300.00	0.00%
969.004	Online Backup Agreement	800						0.00	800.00	0.00%
969.005	ILS Agreement	2500						0.00	2,500.00	0.00%
971	Capital Projects							0.00	0.00	
977	New Equipment	7200				129.99	129.99	129.99	7,070.01	1.81%
271-790	Total Library	443950	24,582.51	29,727.58	20,230.48	6,332.85	26,563.33	80,873.42	363,076.58	18.22%
								80,873.42		
271-791	Library Board									
702.00	Wages	5100			2,854.20		2,854.20	2,854.20	2,245.80	55.96%
710	Social Security/Medicare	400			218.32		218.32	218.32	181.68	54.58%
710.007	Workers' Compensation				3.99		3.99	3.99	-3.99	
Library Board	Sub-Total Library Board	5500			3,076.51		3,076.51	3,076.51	2,423.49	55.94%
271-266-870	Attorney Services	8500				1,858.50	1,858.50	1,858.50	6,641.50	21.86%
	Accounting Services/Payroll	6,000.00						0.00	6,000.00	0.00%
	Total Prof Svcs/LB Stipends	20000			3076.51	1,858.50	4,935.01	4,935.01	15,064.99	24.68%
	Contingency	49500						0.00	49,500.00	0.00%
Total	Total	513450	24,582.51	29,727.58	23,306.99	8,191.35	31,498.34	85,808.43	427,641.57	16.71%
									% of year	25.00%

SHDL ACCOUNTS	OCT	NOV	DEC	JAN
Blissfield State Bank				
Library Savings				
Opening Balance		\$0.00	\$0.00	\$340.73
Deposit			340.73	\$381.96
bank fees				
BadChks/Bk Err or fee				
Transfers				\$95,000.00
Interest				
Balance	\$0.00	\$0.00	\$340.73	\$95,722.69
Library Checking (PUBFUNDS)				
Opening Balance		\$0.00	\$0.00	\$34,037.57
Pay Bills			(\$3,785.43)	(\$6,625.02)
correction/question				
paypal transfer				
transfer to savings				(\$95,000.00)
transfer from village accts			\$20,000.00	\$150,000.00
Deposit			\$17,823.00	\$125,098.95
Interest				
Balance	\$0.00	\$0.00	\$34,037.57	\$207,511.50
TOTAL	\$0.00	\$0.00	\$34,378.30	\$303,234.19

Trust Funds (Tuttle)	
Balance 10/1/2024	9273.93
Balance 12/31/2024	9173.93

SHDL ACCOUNTS	OCT	NOV	DEC	JAN
TLC Credit Union				
CD Investment Account				
Opening Balance	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
Deposit	1000			
bank fees				
BadChks/Bk Err or fee				
Transfers				
Dividend				\$11.34
Balance	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34
Savings Account (required)				
Opening Balance	\$0.00	\$5.00	\$5.00	\$5.00
Pay Bills				
correction/question				
Deposit	\$5.00			
Interest				
Balance	\$5.00	\$5.00	\$5.00	\$5.00
TOTAL	\$1,005.00	\$1,005.00	\$1,005.00	\$1,016.34

VILLAGE ACCOUNTS FOR LIBRARY				
	OCT	NOV	DEC	JAN
Library Deposit Acct				
Balance Forward	\$98,455.21	\$98,484.09	\$100,140.58	\$80,165.71
Deposit	rolled to 9/24	1,624.34		
Paypal transfer				
bank fees				
BadChks/Bk Err or fee				
Transfers				
to SHDL Checking			(\$20,000.00)	(\$75,000.00)
Library Savings Interest	\$28.88	\$32.15	\$25.13	
Library Saving Balance	\$98,484.09	\$100,140.58	\$80,165.71	\$5,165.71
Library Operating Acct				
Balance Forward	\$15,555.81	\$77,588.19	\$47,876.24	\$11,427.11
Pay Bills	(\$24,582.51)	(\$29,727.58)	(\$36,456.53)	
open accounts at TLC	(\$1,005.00)			
to SHDL Checking				(\$75,000.00)
correction/question	\$91.40			
Deposit	\$87,500.00			\$87,500.00
Operating Acct Interest	\$28.49	\$15.63	\$7.40	
Operating Acct Balance	\$77,588.19	\$47,876.24	\$11,427.11	\$23,927.11
TOTAL	\$176,072.28	\$148,016.82	\$91,592.82	\$29,092.82
TOTAL ALL BANK ACCOUNTS				\$333,343.35

Dec-24	Fines	Sales/SVC	Lost Items	Purchases	Non-Res Fees	Copies	Rentals	Gifts	Misc	Penal Fines	TOTALS
2		0.50	23.95			2.70	120.00	0.20			147.35
3						1.40					1.40
4						14.20		0.70			14.90
5						4.60		3.00			7.60
6		0.25				0.90		1.35			2.50
7	1.00					7.70					8.70
9		25.75				16.80		0.30			42.85
10						1.00		4.60			5.60
11						3.70		0.90			4.60
12						2.00		1.10			3.10
13						2.40		17.60			20.00
14											0.00
16						7.10		10.00			17.10
17		1.00				0.30		47.00			48.30
18						2.20					2.20
19						4.20					4.20
20						6.60		0.11			6.71
21						1.80		0.55			2.35
26		1.00				26.00					27.00
27						12.70		0.30			13.00
28		2.50									2.50
December-24	1.00	31.00	23.95	0.00							
				55.95	0.00	118.30	120.00	87.71	0.00	0.00	381.96
				Fines	Non-Res Fees	Copies	Rentals	Gifts	Misc	Penal Fines	TOTALS

Millage Receipts

30-Dec Blissfield	7167.11
11-Jan Blissfield	34318.75
16-Dec Ogden	9007.31
2-Jan Ogden	37476.95
16-Dec Palmyra	5405.91
2-Jan Palmyra	14382.97
19-Dec Riga	3409.78
9-Jan Riga	40760.48
	151,929.26

Village Appropriation

1-Oct	87,500.00
1-Jan	87,500.00

The Schultz-Holmes Memorial Library

Monthly Invoice Report

December 2024

271--Library Fund

271-266-807 Attorney Svcs

	12/12/2024	901103	Foster, Swift, Collins & Smith, PC	1,858.50 attorney services
--	------------	--------	------------------------------------	----------------------------

Total for 271-266-807 Attorney Svcs

\$ 1,858.50

271-790-710.007 Workers Compensation

	12/12/2024	20241209	Iott Insurance Agency	420.00 Workers Compensation Insurance
--	------------	----------	-----------------------	---------------------------------------

Total for 271-790-710.007 Workers Comp

\$ 420.00

271-790-727 Office Supplies

	12/09/2024	161276	Blissfield Advance	104.40 business cards
--	------------	--------	--------------------	-----------------------

	12/09/2024	179qjxqf9ly	Amazon Capital Services	333.83 office supplies
--	------------	-------------	-------------------------	------------------------

Total for 271-790-727 Office Supplies

\$ 438.23

271-790-740 Tools and Supplies

	12/04/2024	20241203	Potterville Benton Township District Lib	82.80 Book Page Subscription 2025
--	------------	----------	------------------------------------------	-----------------------------------

	12/09/2024	20241204	Blissfield State Bank	45.00 Safe Deposit Box
--	------------	----------	-----------------------	------------------------

Total for 271-790-740 Tools and Supplies

\$ 127.80

271-790-740.004.Books & Mags

	12/09/2024	2038717294	Baker & Taylor	427.42 books
--	------------	------------	----------------	--------------

	12/09/2024	20241104 xt0009299	The Daily Telegram	76.96 Adjusted Invoice for 10&11/2024
--	------------	-----------------------	--------------------	---------------------------------------

	12/09/2024	2138127	Center Point Large Print	161.00 books
--	------------	---------	--------------------------	--------------

	12/09/2024	179qjxqf9ly	Amazon Capital Services	214.42 books
--	------------	-------------	-------------------------	--------------

	12/09/2024	2038695302	Baker & Taylor	316.61 books
--	------------	------------	----------------	--------------

	12/18/2024	2038736895	Baker & Taylor	355.62 Books
--	------------	------------	----------------	--------------

Total for 271-790-740.004.Books & Mags

\$ 1,552.03

271-790-741 Audio Visual

	12/09/2024	179qjxqjf9ly	Amazon Capital Services	310.58 DVDs
Total for 271-790-741 Audio Visual				\$ 310.58
271-790-770.002 Taste the State				
	12/09/2024	20241119sl	Starling Lounge	112.50 program supplies
	12/09/2024	179qjxqjf9ly	Amazon Capital Services	33.98 supplies
	12/09/2024	20241119aw	Aimee Weeber	275.63 program supplies
Total for 271-790-770.002 Taste the State				\$ 422.11
271-790-770.004 Child/Teen P&M				
	12/09/2024	179qjxqjf9ly	Amazon Capital Services	17.90 stools for restrooms
Total for 271-790-770.004 Child/Teen P&M				\$ 17.90
271-790-921 Electric				
	12/12/2024	202076705925	Consumers Energy	574.45 Electric Service
Total for 271-790-921 Electric				\$ 574.45
271-790-923 Gas				
	12/12/2024	202076705925	Consumers Energy	299.52 Gas Service
Total for 271-790-923 Gas				\$ 299.52
271-790-927 Water				
	12/04/2024	20241226	Village of Blissfield	66.60 Water
Total for 271-790-927 Water				\$ 66.60
271-790-928 Sewer				
	12/04/2024	20241226	Village of Blissfield	70.41 Sewer
Total for 271-790-928 Sewer				\$ 70.41
271-790-931 Bldg & Grds Maint				
	12/09/2024	179qjxqjf9ly	Amazon Capital Services	72.93 supplies
	12/09/2024	320788	Wolfe's Lawn Care & Landscaping	335.00 lawn care 10 & 11/2024
	12/12/2024	1010081	Stevens Disposal & Recycling Service, Inc	80.50 Dumpster service
Total for 271-790-931 Bldg & Grds Maint				\$ 488.43

271-790-962.001 ILL/Woodlands

12/09/2024	1370	Cadillac Wexford Public Library	27.99 lost item paid
	zv385 7816		
12/18/2024	110524	Troy Public Library	14.95 ILL Expenses--Patron Lost Item
12/18/2024	20241028	St Joseph/MP Palenske Library	16.38 ILL Expenses-Patron Lost Item

Total for 271-790-962.001 ILL/Woodlands

\$ 59.32

271-790-962.004 Online Subscrip

12/09/2024	427654	Kanopy	46.75 kanopy monthly
12/09/2024	506412961	Midwest Tape	413.49 hoopla monthly
12/09/2024	9861	Woodlands Library Cooperative	800.00 Ancestry.com annual subscription

Total for 271-790-962.004 Online Subscrip

\$ 1,260.24

271-790-969.001 Copier Maint

12/09/2024	20241230	US Bank Equipment Finance	95.24 copier lease
------------	----------	---------------------------	--------------------

Total for 271-790-969.001 Copier Maint

\$ 95.24

271-790-977 New Equipment

12/09/2024	179qjxqjf9ly	Amazon Capital Services	129.99 check printer
------------	--------------	-------------------------	----------------------

Total for 271-790-977 New Equipment

\$ 129.99

Total

\$8,191.35

THE SCHULTZ-HOLMES DISTRICT LIBRARY

Report of the Director to the Library Board of Trustees, January 17, 2025

FYI:

Front Entry: I would like to get an updated quote from Maple City Glass (and other contractors as bids) for the front entry. I know we have made some overtures toward a grant, but nothing has happened on that front. I, personally, have heard nothing from the architect who came to the library. We were given \$5000 from a former local resident specifically ear-marked for the building. I think the front entry should be the library's first project as soon as the building is transferred. A plaque commemorating the donation was part of the donation request.

Staff restroom: I have contacted Shoemaker's Heating and Plumbing about the sink in the employee restroom. It is an ongoing concern that has been repeatedly addressed with Drano and snaking by both DPW and plumbers over the past few years. Greg Brown suggested the drain was too narrow to pass current code. I will report Shoemaker's findings.

Accountant: With some difficulty, I made contact with the local accountant who said, as I suspected, she was too busy and not the right person for the library. She referred me to Donna Baker's Agency, whom I called before I left for Texas and left a message. When I returned, I called them back and spoke to Kriston Welch, who will take us on, but she could not talk until February. I have made an appointment to call. We did talk for around 20 minutes. She is going to research some answers to questions I had, and I will bring some information and reports she requested to get started. She will help with financial record review (including bank accounts, payroll, accounts payable, and general ledger) make sure I am doing it right and preparation for the annual audit. She will help with handling the situation of our transitional year with its combination of the village and library sharing official accounting responsibilities. The firm has three local libraries as clients and worked with them through their initial transition to district libraries. Their fee is \$95/hour. Kriston assures me that they are efficient.

BCSD Newsletter Costs: At the last meeting, the board requested I find out what it costs to print and distribute the BCSD newsletter. I spoke with Scott Riley, BCSD Superintendent, who said they don't send it in hard copy anymore because of the expense which is between \$7-8K per issue.

Bank accounts are open with most of the funds from village library accounts transferred to the library-managed accounts. The initial transfer of \$20K in December was from the village-managed savings to the library-managed checking so that the library could begin taking over accounts payable. In early January, I requested a transfer of \$75K from each of the village-managed accounts to the corresponding library managed accounts for a total of \$150K. The village chose to move both transfers into the library-managed checking account. By that time, however, we had begun receiving millage checks, so I transferred the original \$20K and half of

the \$150K to from the library-managed checking to the library managed savings. The banking part of the library financials reflects all these transfers.

The library has to leave some funds in village accounts for final payroll, outstanding HRA reimbursements (dating back to the last fiscal year in most cases) and credit card statements not yet received. The library director has taken over most of the accounts payable (with the exceptions noted above). The village has started billing the library for the phone and other items previously deducted directly from the library accounts under village management.

Credit Card: The credit card is active. The director, assistant director and board president have each been issued a card with their names as well as the library's. I had requested only the library name to allow for transfer, but, evidently, the bank declined the request, as I was informed might be the case.

Sick Pay Policy: I drafted a sick pay policy to stay ahead of scheduled statutory requirements going into effect. I sent the draft to FosterSwift for review. The reviewing attorney thinks is best to wait until after the first of the year to formulate a policy since the law, if it stands until then, does not take affect until February. The state legislature has indeed voted on changes to the law. I will pass along any news from the attorney.

Payroll Service and MERS: The assistant director and I both attended portal training for the payroll service, while I attended training for the MERS portal for retirement contributions and deductions for payroll. Library employees received their first paychecks from the library on January 17. While all appears to be correct, I will continue to review both payroll and MERS amounts to make sure they are correct. Since the pay period was only 12 days rather than 14, the numbers will be easier to compare and any issues more clear win the January 31 payroll. I am assured by both WorkForce PayHub and MERS that all any errors can be corrected.

On another payroll issue that is reflected in the financials, on the village payroll of December 20, 2024, some board members were incorrectly paid as library employees rather than as board members. The amounts are correct on your checks, but village reports for payroll contradict village reports for the ledger (revenues and expenditure report). The village clerk is looking into the matter.

Unemployment Insurance: WorkForce PayHub did handle setting up UI for the library, Unfortunately, they set up both state insurance and federal insurance. As I had discussed with the vendor at our first meeting, the library is exempt from federal unemployment insurance. I have reported the error to the vendor, and it is being corrected.

Workers' Compensation: Iott Insurance in Blissfield handles our workers compensation and charges annually for the calendar year rather than monthly as the village's vendor had. The figure is reflected in the financial report.

Lawn Care and General Maintenance: Wolfe’s has moved to snow and ice removal from lawn care. I contacted Natural Lawncare about winter garden management, but have not yet received a reply from Jake. I contacted Tristan Brown for **general maintenance** as the board discussed in December since the library has lost the services of DPW. He has begun work and will continue over the next week or so.

Transfer of the library building: The village administrator would like to begin the process of transferring the building to the district library in February 2025.

Policy Committee: I would like to start policy committee meetings, immediately prior to the scheduled board meeting on the date of the board meeting in February 2025. I think the committee should begin with a re-draft of the village personnel manual, which the board approved after its being required by the employee lease, and adapt it specifically for library use. Shelly, Chris and Blair are on the policy committee, with me as chair, currently.

Collection and Service Additions: Responding to repeated patron requests, we are increasing our purchase romance paperbacks. We also returned Ancestry.com to our list of online services. Ancestry.com may be used for free within the library.

Monthly Statistics:

Circulation	Ill In	Ill Out	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
December	98	72	1210	238	20/1165	194	55

4 Storytime	20
9 Lila	27
10 Homeschool Hangout	16
11 Storytime	22
16 Senior Center	15
31 Guess How Many	33
December Programs	133

December Computer Use:

Users: 80
Time: 45:09

Active Patrons 12/31/2024	
Adult:	3258
Institution:	15
Juvenile:	372
Bliss Twp	301
Village:	2246
Non-Resident:	52
Ogden:	248
Palmyra:	297
Riga:	501
TOTAL	3645