



THE SCHULTZ-HOLMES DISTRICT LIBRARY

**Schultz-Holmes District Library Board of Trustees**

**AGENDA – PUBLIC BUDGET HEARING**

September 16, 2025 – 6:00 PM

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Approval of Agenda**

**IV. 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.

**V. Adjournment**



# THE SCHULTZ-HOLMES DISTRICT LIBRARY

## **Schultz-Holmes District Library Board of Trustees**

### **AGENDA – REGULAR MEETING**

September 16, 2025 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of August 19, 2025 Meeting Minutes**
- V. Public Comment**
  - a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions 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.
- VI. Committee Reports**
  - a. **Strategic Planning Committee**

Update: Two bids have been received at this juncture, which are available for Board action at today’s meeting.
  - b. **Buildings and Grounds Committee**

Update: TBD
  - c. **Finance Committee**

Update: TBD
  - d. **Communication Committee**

Update: A report from the patron survey is available. Assistant Director Smith has already been implementing ideas based on the survey results.
  - e. **Policy Committee**

Update: None.

- VII. Corresponding Secretary’s Report**
- VIII. Library Director’s Report**
- IX. Assistant Director’s Special Report**
- X. Treasurer’s Report**
  - a. Approval of Accounts Payable**
- XI. Unfinished Business**
  - a. Revision of Dress Code Portion of Employee Manual to Require Library-Issued Polo Shirts and Name Tags**
- XII. New Business**
  - a. Approval of Budget Resolution for 2025-2026 Fiscal Year**
  - b. Authorization of President McGrane and Treasurer Brown to Revise Exhibit A to the Budget Resolution to Reflect Changes from Current Meeting**
  - c. Approval of Budget Amendments for 2024-2025 Fiscal Year**
  - d. Selection of Property Condition Assessment Provider**
  - e. Request for Survey of Library Property**
- 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 Committee of the Whole Meeting Minutes August 19, 2025**

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

Also present: Bob Barringer

Trustees absent: Christine Burtle

A Committee of the Whole meeting of the Schultz-Holmes District Library Board was held on Tuesday, August 19, 2025 at 6:00 pm. The meeting was called to order by President Ciara McGrane at 6:00pm.

President Ciara McGrane called for public comment. No public comment was offered.

Director Barringer provided an overview of the budget. Several new lines of revenue were added, such as service charges, to more accurately track revenue sources. An interest line was added for interest earned through the Michigan CLASS account.

Trustee Debra Rogers raised some concerns regarding the health stipend offered to full time employees. Several members of the Board mentioned that the cost of utilities is expected to rise, and the budget line may need to be raised. Capital improvements and maintenance will be priorities in the upcoming year. The library will need insurance on the building when the transfer happens, and Director Barringer is already working on this and anticipates having insurance finalized by the time of the transfer. Director Barringer noted that income earned from sales income goes to the purchase of books. The annual budget will not be voted on until the September Board meeting.

Committee of the Whole meeting adjourned at 6:53pm

# **Schultz-Holmes District Library Board Meeting Minutes August 19, 2025**

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

Also present: Bob Barringer

Trustees absent: Christine Burtle

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, August 19, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:00 pm.

**President Ciara McGrane called for a motion to approve the agenda for the August 19, 2025 meeting. Trustee Karen Waggoner made a motion to approve the agenda. Trustee Debra Rogers seconded the motion and the motion carried unanimously.**

**President Ciara McGrane called for a motion to approve the minutes of the July 17, 2025 meeting. Trustee Greg Brown made a motion to approve the minutes of the July 17, 2025 meeting. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.**

President Ciara McGrane called for public comment. Public comment was given as follows: Richard Marks noted his concern regarding the health insurance stipend.

President Ciara McGrane reported that the Strategic Planning Committee will begin seeking bids to assess the condition of the property and receive recommendations and potential timelines for updates.

Treasurer Greg Brown reported on the Building and Grounds Committee. The library's attorney has received the title and agreement documents for review for the transfer. The library's attorney has recommended conducting a title search, as well as a survey. President McGrane will work on getting quotes for a survey. Treasurer Greg Brown is waiting to hear back about updating the sign for the library. The manhole cover in the parking lot is sinking, we are waiting on bids to fix it.

Treasurer Greg Brown reported that the Finance Committee has not met as the full Board is discussing the budget. Director Barringer suggested moving some money out of the CLASS account into savings to make sure bills are covered through the end of the year.

President Ciara McGrane provided an update from the Communications Committee. The survey has ended, President McGrane will work on survey results to have for the September meeting, and can provide any specific comparisons that the Board members would like to see.

President Ciara McGrane reported that the Policy Committee will continue working on policies as needed.

Corresponding Secretary Shelly DeVantier reported that 2 notes for program donations, Art at Your Feet and Taste the State, have been written this month.

Director Bob Barringer provided the Library Director's Report. Director Barringer and the accountant are working to reconcile library account records and bring them up to date. Art at Your Feet is on Saturday and set up is Friday evening, volunteers are still needed. The updated website is still in development, let Director Barringer know of any feedback. Staff will be having a meeting to wrap up summer programming on Tuesday the 26th. There was a great turn out for the Summer Reading Program this year!

Treasurer Greg Brown provided the Treasurer's report. The CLASS account is averaging about \$16 per day, interest is included on financial reports.

**President Ciara McGrane called for a motion to approve accounts payable. Trustee Debra Rogers moved to approve the accounts payable report. Trustee Blair Meads seconded the motion and it was carried unanimously.**

Trustee Shelly DeVantier has brought up potentially having staff wear polos, or another kind of identifiable shirt while working. Director Barringer has mentioned employees have library polo shirts to use for outreach events that take place outside the library. Trustee Shelly DeVantier will look into more options than polos for uniforms and bring them to a future meeting.

**President Ciara McGrane called for a motion to table the employee uniform topic for a future meeting. Motion by Trustee Greg Brown to table the topic of employee uniforms. Trustee Debra Rogers seconded the motion and it was carried unanimously.**

**President Ciara McGrane called for a motion to publish the budget summary in The Advance prior to the Budget Hearing. Trustee Greg Bown moved to approve publishing the budget summary. Trustee Shelly DeVantier seconded the motion and it was carried unanimously.**

**President Ciara McGrane called for a motion to approve the L-4029 Millage Request. Trustee Karen Waggoner moved to approve the L-4029 Millage Request. Trustee Blair Meads seconded the motion and it was carried unanimously.**

President Ciara McGrane provided an update on the building transfer. There are several documents that are still in progress that are needed before closing.

President Ciara McGrane called for public comment. Public comment was given as follows:

Several members of the public noted that they agree that it would be more professional and cohesive for staff to have library attire. Debbie Marks recommended vests.

Jackie Bates recommended reaching out to the schools to encourage students to sign up for a library card as the school year is starting. Director Barringer noted that Assistant Director Autumn Smith regularly attends school activities such as open houses.

Trustee Debra Rogers shared about a class of kindergarteners going to their local library to sign up for library cards and was interested in something similar locally.

President Ciara McGrane announced the library will soon be offering early learning backpacks that can be checked out and brought home, which will have age appropriate materials inside. There will be 36-40 backpacks.

Having completed the agenda, President Ciara McGrane declared the meeting adjourned at 7:45pm.



525 Avis Drive, Suite 1  
Ann Arbor, MI 48108  
734.663.1070

September 5, 2025

Ms. Ciara McGrane  
Shultz-Holmes District Library  
407 S Lane Street  
Blissfield, MI 49228

*(Sent via email: [trusteetwo@blissfieldlibrary.org](mailto:trusteetwo@blissfieldlibrary.org))*

Re: *Proposal for Capital Needs Assessment Report  
Schultz-Holmes District Library  
407 S Lane Street  
Blissfield, MI 49228*

Dear Ms. McGrane:

Walker Consultants (Walker) is pleased to submit to the Shultz-Holmes District Library our proposal for a Capital Needs Assessment Report for Schultz-Holmes District Library in Blissfield, Michigan.

Walker Consultants provides Capital Needs Assessments (CNAs) and reports for a variety of clients. Aimed at building owners, developers, and investors who wish to gain an understanding of a facility's condition prior to a potential real estate or financial transaction, the CNA outlines the overall condition of the facility, as well as the property's general compliance with the Americans with Disabilities Act (ADA). We pride ourselves in providing clients with creative and practical solutions on thousands of projects. Our proven commitment to meeting clients' needs has resulted in over 85% of our work being received from repeat clients. We look forward to this opportunity to work with the Shultz- Holmes District Library. This proposal provides our understanding of the project, project objectives, description of our proposed Scope of Services, schedule, professional fee, and Conditions of Agreement.

## Project Understanding

On behalf of Shultz- Holmes District Library (Client), you have requested a proposal to conduct a Capital Needs Assessment as part of your planning for future Capital Improvements of the subject facility described below.

The Schultz-Holmes District Library is an approximately 7,200-square-foot single-story building constructed in 1956. Site improvements also include grade-level parking, drive lanes, and associated landscaping.

## Scope of Services

Walker will perform a Capital Needs Assessment with the ADA Abbreviated Screening Checklist in general accordance with ASTM E2018-24. Any cost less than \$3,000 minimum term cost will be considered as part of operational cost and will not be included in our report. The assessment time frame is 10 years.

More specifically, we propose the following scope of services:

1. **General CNA:** Our Scope of Services will be in general accordance with ASTM E 2018 – 24, *Standard Guide for Property Condition Assessments* and Walker’s Proposal. Walker personnel will visit the Property and conduct a walk-through survey to observe material systems and components and identify physical deficiencies and any unusual features. Specific items of the material building systems and components will include site, structure framing and building envelope, roofing, plumbing, heating, air conditioning, electrical, life safety fire protection, vertical transportation, interior elements, and general accessibility requirements. The scope also includes limited interviews with onsite personnel, select tenants and/or a designated site contact, and a review of publicly available documents (base building certificate of occupancy, outstanding recorded material building and fire code violations, and zoning information).
2. **Immediate Costs:** Document visually exposed items that require immediate action as a result of any of the following: (1) material existing hazardous conditions, (2) material building or fire code violations, or (3) physical deficiencies that if left uncorrected would be expected to result in or contribute to critical element or system failure within one year or results in a significant escalation of its remedial cost.
3. **Capital Costs:** Document visually exposed items with physical deficiencies, such as deferred maintenance, which may not warrant immediate attention, but require repairs or replacements that should be performed on a priority basis in addition to routine preventive maintenance. Conditions that require repairs with a cost less than the agreed minimum term cost are considered to be operational costs and are generally not included in the Term Cost Table.
4. **General Property Information:** A Questionnaire will be provided to the client prior to our site visit requesting information regarding the property. The questionnaire should be completed by personnel knowledgeable about the site and familiar with maintenance records, prior repairs, if any, and known distress or deficient conditions at the property. The completed Questionnaire may be reviewed with the appropriate property representatives during the site visit. Document copies requested within this Proposal and by the Questionnaire may be retained by Walker. The CNA Report may include brief references to available materials that are furnished to us, including information obtained through interviews with the tenant representatives, property manager and/or maintenance personnel having appropriate knowledge of the property.
5. **Field Observations:** Perform field observations limited to visible and readily accessible areas and do not include in-depth, invasive, or destructive assessment of any building system or component. If during our field observations, we identify conditions that may require additional investigation and/or testing, we will notify you prior to performing any additional services. Our field observations are limited to exposed visible conditions without the need for any special equipment for up-close access. Also, our field observation scope does not include performing any inspection openings or field testing. We request that a maintenance staff or a building engineer familiar with this property and its maintenance/repair history accompany us during our walk-through of the property.

6. **Site:** Note the general condition of site infrastructure and improvements which include site utilities, drainage, paving, sidewalks, lighting, and landscaping.
7. **Structural Framing:** As is possible, identify the general structural systems and note visible conditions that may suggest possible structural defects or deteriorations. No structural calculations will be performed, and a complete structural design review is not included in our scope of services.
8. **Building Envelope:** Observe and assess the type and condition of visually exposed and accessible materials used in construction of the exterior building envelope. Our observations will include the exterior walls, windows, doors, sealants, trim, and siding for overall condition and noted issues as to moisture infiltration. Our assessment will be performed from the ground or roof. A forensic review of the exterior wall systems, if desired by the Client, can be performed as an additional service and will be performed under a separate agreement.
9. **Roofing:** Describe exposed roofing system(s) and related exposed components and provide an assessment of general conditions based on our observations. We will attempt to observe the underside of the roof system where exposed and representative attic or above ceiling spaces for evidence of leaks or distress. We will not walk, or access pitched or steeply sloped roofs. **It is the Client's responsibility to confirm access to low-slope roofs, which may require OSHA-approved portable ladders, as required.**
10. **Mechanical, Electrical, and Plumbing (MEP):** Observe representative MEP equipment, record the types of systems, and report the operational condition. Our observations will be the basis for recommending replacements and/or repairs. No equipment will be dismantled, operated, or tested by Walker. Walker will not assess commercial kitchen equipment.
11. **Life Safety/Fire Protection Systems:** Observe and identify the type of systems utilized for the property, including sprinkler systems, fire extinguishers, smoke detectors, and emergency egress lighting and signage. We will report on outside monitoring and service contracts and the inspection history of these systems when reported.
12. **Vertical Transportation:** Observe and/or identify the type of systems in use, maintenance or service contractor and report the operating condition. Our observations will be the basis for recommended replacements and/or repairs.
13. **Interior Finishes:** Observe finishes and condition of common areas and a representative sampling of tenant spaces and comment on needed replacements and/or repairs. Assessment is subject to access provided. Walker will not assess fitness equipment.
14. **Americans with Disabilities Act (ADA):** Review the accessibility of public areas of the site and buildings as defined by the Americans with Disabilities Act of 1990 (ADA) and subsequent revisions. Observations of the site and building public areas will be performed to note general conformance with applicable requirements. Walker will utilize the Uniform Abbreviated Screening Checklist for the 2010 ADA found in ASTM E2018-24 format as the basis of our review.

We will include an Accessibility Improvement Cost Estimate Table. Costs in this table typically do not consider design, permitting or specialist consultant costs, or local code requirements.

Responses to requests for information from government agencies and/or commercial databases may not be received in a timely fashion for inclusion in our report and will be forwarded to the Client if deemed significant.

15. **Opinions of Probable Cost:** Data obtained from Tasks 1 through 15 will be utilized to develop opinions of probable cost for recommended Immediate, Term and Accessibility conceptual repairs. The opinions of cost will be provided in table format.

**Written Report:** A written CNA report of our findings, representative photos, conceptual repair recommendations, and opinions of probable cost. The CNA Report will be prepared for the exclusive use and reliance of the Client. No other party can rely on this Report without the written authorization of both the Client and Walker.

## Limitations

Our report will contain the professional opinions of Walker Consultants based on the conditions observed as of the date of our site visit and documents made available to us by Client. This report is believed to be accurate within the limitations of the stated methods for obtaining information.

We will provide our opinion of probable costs from visual observations. The opinion of probable repair costs is based on available information at the time of our assessment and from our experience with similar projects. There is no warranty to the accuracy of such cost opinions as compared to bids or actual costs. This condition assessment and the recommendations therein are to be used by Client with additional fiscal and technical judgment.

It should be noted that our recommendations are conceptual in nature and do not represent changes to the original design intent. As a result, this report does not provide specific repair details or methods, construction contract documents, material specifications, or details to develop the construction cost from a contractor.

Based on the proposed scope of services, the assessment will be based on certain assumptions made on the existing conditions. Some of these assumptions may not be verifiable without expanding the scope of services or performing more invasive assessment procedures. If needed, more detailed and invasive testing may be proposed by Walker Consultants as an additional service upon written request from Client.

The recommended repair concepts outlined will represent current generally accepted technology. The provided report will not provide any kind of guarantee or warranty on our findings and recommendations. Our assessment will be based on and limited to the agreed scope of work. We do not intend, suggest, or imply that our observation will or can discover or disclose latent conditions or will consider all possible improvement or repair concepts.

Similarly, we will not review or evaluate the property for the presence of hazardous materials including, but not limited to, asbestos and PCB.

Note that a Draft Report, if part of the scope, may differ from the Final Report based on continued consideration of information and changes to our conclusions and recommendations.

## Schedule

Walker is prepared to commence the services described above within 10 days after receiving your formal authorization to proceed. We anticipate that the field observations will be performed in a single day visit.

The Draft Report report will be provided within 12 business days of our site visit.

In order to help meet this schedule, please provide the site contact information, including contact name, phone number, and email.

Name of Site Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

## Access and Information Request

To facilitate our site visit, the following items are requested:

1. Appropriate staff member(s) or knowledgeable party with access to all areas and roofs should accompany us during our visit.
2. Prior to our site visit, arrange access as necessary to conduct our assessment.
3. Provide access to observe major systems and equipment as noted in our scope of services.
4. Provide access to all types of spaces, including but not limited to tenant areas, common areas, maintenance and back-of-house areas, garages, representative attic spaces under sloped roofs (provide all OSHA-approved portable ladders as needed), crawl spaces, and basements.
5. Provide access to all low-slope roof areas. This may include OSHA-approved portable ladders as needed, OR arrange for your roofer to be on-site, if necessary. Unlock roof hatches.

Prior to our site visit, please provide us with copies of the following if reasonably available:

1. Offering Memorandum.
2. Certificate(s) of Occupancy-related prior reports or investigations, inspection reports, and/or inspection certificates.
3. Geotechnical Report.
4. As-built construction drawings.
5. Dwelling Unit Plans (multifamily), leasing plans (retail and office), schematic site plan, Rent Roll, recent capital expenditures or projects, planned capital projects and budgets, and proposals for major capital expenditures.
6. Warranties in effect on major systems and equipment.

## Professional Fee

Walker will perform the scope of services outlined above for a lump sum fee of \$9,400, including reimbursable expenses. The terms and conditions shall be in accordance with the attached General Conditions of Agreement.



Walker is dedicated to providing our clients with professional services that meet project requirements and deadlines. If you should have any additional questions, please do not hesitate to call or email us.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in black ink, appearing to read "David P. Stewart", written over a light gray rectangular background.

David Stewart  
Senior National PCA Consultant

Enclosures      General Conditions of Agreement for Restoration Services



## Authorization

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

Shultz- Holmes District Library

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## General Conditions of Agreement for Restoration Services

### Services

Walker Consultants (“Walker”) will provide the Client professional services that are limited to the work described in the attached letter (the “services”). Any additional services requested will be provided at our standard hourly rates or for a mutually agreeable lump sum fee. The services are provided solely in accordance with written information and documents supplied by the Client and are limited to and furnished solely for the specific use disclosed to us in writing by the Client. No third-party beneficiary is contemplated.

### Payment for Services

#### Retainer Payment

Prior to commencement of services the Client agrees to make an initial payment to Walker in an amount equal to 20% of the total fee or as stated in the attached letter. This amount will be credited to the last invoice(s) sent to the Client. [remove paragraph and heading if no retainer requested]

#### Monthly Invoices

Walker will submit monthly invoices based on work completed. Payment is due upon receipt of invoice.

If for any reason the Client does not deliver payment to Walker within thirty (30) days of date of invoice, the Client agrees to pay Walker a monthly late charge of one and one-half percent (1.5%) per month of any unpaid balance of the invoice plus attorney’s fees and other costs incurred to collect the unpaid sum.

#### Payment Method

Walker’s preferred method of payment is ACH. All payments should be made electronically to:

Truist Bank  
ABA Routing Number **021052053**  
Credit to the account of - Walker Consultants  
Account Number **79592337**

#### Period of Service

In the event that no contract administration phase services are to be provided by Walker, services shall be completed the earlier of (1) the date when final documents are accepted by the Client or (2) thirty days after final documents are delivered to the Client. If contract administration phase services are provided by Walker, services shall be complete upon the earlier of (1) the time of approval by Walker of final payment to the contractor or (2) thirty (30) days after completion of the work designed by Walker.

#### Standard of Care

Walker will perform the services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same

or similar locality. Walker makes no warranty, express or implied, as to its professional services under this agreement.

Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the Client. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

### Limitation of Liability

To the maximum extent permitted by law, the Client agrees to limit Walker's liability for the Client's damages to the sum of \$10,000 or Walker's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

### Indemnification

Walker agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages or liabilities, to the extent caused by Walker's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Walker is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Walker, its officers, directors, employees, and subconsultants (collectively Walker) against all damages or liabilities, to the extent caused by the Client's negligent acts, errors, or omissions in connection with the Project as well as the acts, errors, or omissions of its contractors, subcontractors, or consultants or anyone for whom the Client is legally liable.

Neither the Client nor Walker shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

### Ownership of Documents

Walker shall retain ownership of all reports, drawings, plans, specifications, electronic files, field data, notes, calculations, and other documents and instruments prepared by Walker as instruments of service. Walker shall retain all common law, statutory, and other reserved rights, including, without limitation, all copyrights thereto. Any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's written consent will be at the Client's sole risk.

### Consequential Damages

The Client and Walker waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement.

### Dispute Resolution

This Agreement shall be governed by the laws of the Commonwealth, District, or State of the office performing Walker's services. In addition to, and as a condition precedent to litigation, the Client and Walker shall endeavor to

resolve claims, disputes, and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the locality of the Walker office performing services under this Agreement.

### Non-Solicitation Clause

The Client agrees that it will not directly or indirectly solicit for employment any Walker employee providing services on behalf of Client for a period of two years after the date of this agreement. Client agrees that a breach of this provision would have material and adverse impacts on Walker's business and Client therefore agrees to pay Walker an amount equal to two times the annual salary of any employee of Walker who accepts a position with Client within such two-year period, in addition to all other rights and remedies available to Walker.

### Proprietary Information

The information contained in this proposal is confidential, privileged, and only for the Client and may not be shared, published, or redistributed without prior written permission from Walker Consultants.

### Assignment

The Client and Walker agree that neither party shall transfer, sublet, or assign any rights or duties under this agreement, including but not limited to monies that are due or monies that may become due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by Walker as a generally accepted business practice, shall not be considered assignment for the purposes of this agreement.

# PARTNER



September 11, 2025

Ciara Mcgrane  
Schultz-Holmes District Library  
407 South Lane Street  
Blissfield, Michigan 49228  
734-516-4405  
trusteetwo@blissfieldlibrary.org

RE: 407 South Lane Street  
Blissfield, Michigan 49228  
Proposal Number: 25-553243

Dear Ciara Mcgrane:

Partner Engineering and Science, Inc. (Partner) is pleased to submit this proposal for the indicated services.

## **PROPERTY DESCRIPTION**

According to the information provided, we understand that the above-referenced subject property is a library occupying approximately 0.29 acres in Lenawee County, Michigan.

## **PURPOSE OF PROPOSAL AND USE OF REPORTS**

We understand that the purpose of the proposed services is to provide information to facilitate completion of due diligence in support of **property acquisition**. Reports and other information generated during the completion of the proposed services are not transferrable and will serve no other use.

## **PROPOSAL TERMS**

This proposal shall be valid for ten (10) business days. Partner will initiate the project upon receipt of written authorization and retainer in the amount of 50% of the contract fee, with the balance due upon receipt of invoice. Attached are our Advanced Payments Options, the Authorization to Proceed, Scope of Work and Terms and Conditions that govern the proposed services, each of which is incorporated by reference into this agreement. Together with documents expressly incorporated by reference, the executed proposal shall constitute a contract for services.

## **SCOPE OF SERVICES**

The proposed services will be performed utilizing methods and procedures consistent with good commercial or customary practices designed to conform to acceptable industry standards. The independent conclusions will represent our professional judgment based on the available information and data. A specific description of the applicable scope(s) of work is included as an attachment to this proposal and incorporated by reference.

## **CLIENT RESPONSIBILITIES**

The Client (defined as the addressee) is responsible for the proper definition, identification, and confirmation of the subject property and desired scope of work. Additionally, the Client is responsible for understanding the proposed entire agreement including all incorporated and referenced documents as well as the applicable industry standards to which the work is performed. By signing this agreement, the Client confirms that s/he has read and accepted the Terms and Conditions.

The Client agrees to provide prompt, safe access to the subject property and coordinate access with the identified site contact. The Client agrees to disclose and provide known relevant information and documentation necessary to support our completion of the work. This information will vary depending on the proposed scope of work, but typically includes prior reports, CAPEX plans, offering memorandums, ALTA Surveys, Tax Parcel IDs, rent rolls, zoning verification letters, Certificates of Occupancy, third-party inspection reports, municipal approvals, permits, and correspondence. Revision of issued reports to incorporate information that is provided after report delivery may require additional costs.

#### **FEE QUOTE AND SCHEDULE**

The cost for providing these services is listed below:

Facility Condition Assessment	\$4,450
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**Total \$4,450**

*Total fee is based on the provided property information. Conditions that significantly differ from the referenced information may warrant additional costs.*

An initial 50% retainer will be due upon authorization of the project.

Project activities will commence upon receipt of completed and signed authorization form and retainer. Electronic versions of the report will be delivered within **20 business days**, provided that site access is granted without delay.

We appreciate the opportunity to assist with this project. Please review this entire document, especially the information above to confirm that the assets to be assessed are correctly described and identified. In addition to the proposed assessment, we can assist with services such as pre-demolition hazardous building material surveys, indoor air quality analysis, mechanical, electrical and plumbing design, structural evaluation and retrofit design, zoning, land use and accessibility studies, civil engineering and land surveying. If I can be of any other assistance, please don't hesitate to contact me via telephone at **810-936-4805** or e-mail at **wskinner@partneresi.com**.

Sincerely,



Wes Skinner, CHMM  
Principal | Relationship Manager

# AUTHORIZATION TO PROCEED

Please sign and return via email [wskinner@partneresi.com](mailto:wskinner@partneresi.com).

## PROPOSAL DETAILS

Proposal Number: 25-553243

Proposal Cost: \$4,450

Proposal Schedule: 20 business days

## SITE CONTACT INFORMATION

Name: \_\_\_\_\_ Relationship to property: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Notes: \_\_\_\_\_

## BILLING INFORMATION

Name: \_\_\_\_\_ Relationship to property: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## ADDITIONAL SUBJECT PROPERTY INFORMATION

(Additional information that substantially changes the provided scope of the project may result in an increase in cost)

Address: 407 South Lane Street, Blissfield, MI 49228

Property Type: \_\_\_\_\_

APN (s): \_\_\_\_\_

Square Footage: \_\_\_\_\_ Year Built: \_\_\_\_\_ # of unit(s): \_\_\_\_\_

Notes: \_\_\_\_\_

## AUTHORIZATION TO PROCEED SIGNATURE

I have read and verified the accuracy of the information set forth above, including, without limitation, the legal name of the Client. I hereby certify that I am authorized to sign this contract on behalf of the Client and accept full responsibility for payment of the proposed fees. By my signature below, I hereby accept the Proposal, including the attached Terms and Conditions, establishing a contract for services and payment and authorizing Partner to proceed with the services as described herein. Should any project information change, I understand that additional fees may accrue, and the due date may be extended. I acknowledge that the provided Site Contact shall be deemed an agent of the Client for the purposes of providing access and conveying information pertaining to the subject property. Changes to this proposal will be valid only after written agreement of all parties.

Executed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Client Signature / Client Authorized Representative

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Please remit payment to Partner Corporate Lockbox:  
Partner Assessment Corporation, P.O. Box 207428, Dallas, TX 75320-7428



## **BUILDING SCIENCE**

Property Condition Assessments  
Facility Condition / Capital Needs Assessments  
MEP Consulting  
Roof & Building Envelope Consulting  
Forensic Engineering\*  
Accessibility Consulting  
Historic Architecture Solutions  
Building Technology Consulting  
Seismic Risk Assessments  
Structural Consulting & Design\*  
Zoning Reports

## **CONSTRUCTION RISK MANAGEMENT**

Document & Cost Reviews  
Contractor Evaluations  
Construction Progress Monitoring  
Funds Control / Disbursement  
Completion Commitment  
SureBuildSM Project Completion Insurance\*\*  
Owner's Representative  
Surety Consulting

## **ENERGY, SUSTAINABILITY & RESILIENCY**

Renewable / Solar Energy Consulting  
Independent Engineering\* / Development Services  
Energy / Water Audits & Benchmarking  
Solar & Building Commissioning Services  
Sustainable Design & Green Certifications  
ESG Consulting & Portfolio Management  
Climate Change / Resiliency Assessments  
Multifamily Green Financing Services  
Affordable Housing / LIHTC Services

## **ENVIRONMENTAL CONSULTING & REMEDIATION**

Phase I Environmental Site Assessments  
Phase II Subsurface Investigations\*  
Vapor Intrusion Assessments  
Site Characterization\*  
Remedial Cost Estimates  
Cleanup & Mitigation\*  
NEPA Consulting  
Wetlands Services

## **INDUSTRIAL HYGIENE**

Asbestos Surveys, Abatement Oversight, O&M  
Lead Paint / Lead in Water Assessments  
Radon Testing & Mitigation  
Moisture / Mold Management  
Legionella Management  
IAQ / Building Hygiene Services  
Hazardous / Universal Waste Management

## **ENVIRONMENTAL HEALTH & SAFETY, REGULATORY COMPLIANCE**

EHS Consulting  
Environmental Permitting  
Occupational Health & Safety Consulting  
Communicable Disease Risk Mitigation

## **LAND SURVEYING\***

ALTA Land Title Surveys  
Topographic Surveys  
Boundary Surveys  
Flood Elevation Certificates

## **GEOTECHNICAL SERVICES\***

New Development & Additions  
Expert Witness & Forensics  
Site Selection & Feasibility  
Construction Inspections & Quality Testing  
Geologic Hazards Consulting

## **SITE CIVIL ENGINEERING\***

Feasibility Study / Due Diligence  
Land Use Planning  
Stormwater Management  
Land Use Regulatory Permitting  
Utility Investigations & Permits  
Zoning Analysis  
Development Proforma Review  
Conceptual Plan Development  
Construction Phase Services

\*Professional offered in states where Partner has all applicable licenses/certifications

\*\*Offered by Saint Vincent, LLC, AZ License (3000572859)

## **FACILITY CONDITION ASSESSMENT**

The Scope of Work will be to perform a Facility Condition Assessment (FCA). The FCA will be performed in general conformance with ASTM E2018 – 15, *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process*. We propose to use one of our local, experienced generalist assessors, either an Architect or Engineer, with the intent to provide a thorough assessment of the subject property including capital cost projections. Each building system will be evaluated based on condition, age, criticality, deficiencies, and remaining useful life of the systems. Our report will be delivered in DRAFT format initially, allowing Client review, comments, and feedback prior to finalizing the cost tables and report. Opinions of cost for both Short-term/Immediate and Long Term/Capital Expenditure cost schedules will be provided.

- Short-term/Immediate costs will include a deficiency description, recommended remediation and associated cost for repair or replacement. This cost schedule will include items such as deferred maintenance, life safety, structural, ADA, or other critical needs that require remedy sooner than later, generally within 0-12 months.
- Long Term Capital Reserve cost schedules will include a description of the building systems, age, remaining useful life and cost projections for replacement and maintenance.

We prefer that a building engineer or maintenance staff member, familiar with this property and its history, accompany us during our initial walk-through of the buildings. During the site visit, visual observations will be made to note the general condition of the property and to locate obvious problems and visible defects in the materials and building systems. If we have concerns about specific items, which may require additional investigation, we will notify you accordingly. Additionally, interviews with building staff and a review of Client provided documentation will be performed during the site assessment. Review of documentation will include, but not be limited to, past and future capital improvement schedules, equipment replacement and equipment lists, ongoing equipment replacement proposals and costing, and as built or design drawings.

A brief description / condition of each of the systems listed below, along with observed deficiencies will be prepared for the baseline FCA:

## TERMS AND CONDITIONS

- A. ENTIRE AGREEMENT.** These Terms and Conditions, in combination with those documents incorporating them by reference, constitute the entire agreement (the "Agreement") to perform the described services (the "Services") between Partner as defined in the Proposal ("Partner") and the client as defined in the Proposal ("Client"), and shall be deemed a part of such Agreement as though set forth in full therein. This Agreement supersedes all prior proposals or negotiations between the parties with respect to the subject Services. These terms and conditions will also apply to any contract, change order, or purchase order document issued by the Client for future services, whether or not it is expressly incorporated by reference herein. In the event of any conflict between these terms and conditions and the provisions of any purchase order or other document, these terms and conditions shall control unless the conflicting document expressly supersedes specific provisions hereof. This Agreement may not be modified except in a writing executed by both parties.
- B. SERVICES.** The Services will be performed in material compliance with the provisions of the Agreement. Client has reviewed the Agreement in detail and agrees that the Services are appropriate to meet Client's needs. Unless specified elsewhere in the Agreement, Partner shall furnish all technical and professional services, including labor, material, supplies, equipment, transportation, accommodation, subsistence and supervision of Partner's personnel, to perform the Services. Client acknowledges that Partner may utilize third-party service providers in the performance of its obligations hereunder. Partner shall at all times be an independent contractor and no persons involved in connection herewith shall be considered employees of the Client for any purpose.
- C. FEES, INVOICING AND PAYMENT.** Charges for all services shall be invoiced and paid in accordance with the Lump Sum Price or the Fee Schedule contained in the Agreement. Unless otherwise specified, invoices will be submitted to Client at time of report delivery. Payment is due upon receipt of the invoice and Client agrees that payments shall be made within thirty (30) days of the invoice date. Payment of Partner's invoices shall be the primary, absolute and non-contingent obligation of the Client, and shall not be conditioned upon the closing of a loan, transaction or any other event. Should cancellation of the project occur after a verbal report of the findings has been provided, Client agrees to make a payment of 80% of the total cost due at the time of cancellation. Amounts not paid within thirty (30) days shall be subject to a late payment charge equal to the lesser of one and one-half percent (1½%) per month or the maximum amount allowed by applicable law. Should any invoice be in dispute, only that portion of the invoice in dispute may be held in abeyance until the dispute is resolved. Partner may suspend or terminate further performance under this or other agreements with Client upon reasonable notice for the non-payment of invoices. Partner shall have no responsibility or liability in connection with the Services, and Client shall have no right to rely on any report or other materials delivered, until all invoices have been paid in full. Partner shall be entitled to all legal fees, including but not limited to attorney's fees associated with any attempt to collect on unpaid invoices associated with the Services.
- D. CONFIDENTIALITY.** Information which the Client identifies as confidential upon provision to Partner, and which is not publicly available or is identified by Client as proprietary, will be treated as confidential in accordance with industry customs or standards. However, Partner shall have no liability to Client or any third party for disclosure of confidential information in notifications or reports which reveal potential issues related to the health, safety or welfare of the general public; subject to court order or other mandate; and/or further subject to public policy considerations. Partner shall have no liability to Client or any third party for notifications or reports made in accordance with such laws or orders and Client shall defend, indemnify and hold harmless Partner from and against any and all claims, demands, liabilities, costs and expenses, including reasonable attorney's fees, incurred by Partner in connection with such notifications or reports. Should a Partner employee be identified as a witness in a litigation, dispute, or other legal proceeding relating to the Services, then Client agrees to pay the regular hourly rate for the cost of time expended in connection therewith, including but not limited to time spent responding to document subpoenas, testifying at trial or deposition, preparation time, and travel time, as well as all costs and expenses incurred.
- E. LIMITATION OF LIABILITY.** NEITHER PARTY WILL BE LIABLE UNDER THIS AGREEMENT FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING, WITHOUT LIMITATION, ANY LOSS OF INCOME, PROFITS OR DATA OR DIMINUTION OF VALUE, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF, OR HAD REASON TO KNOW OF, THE POSSIBILITY OF SUCH DAMAGES. CLIENT AND PARTNER AGREE THAT PARTNER'S AGGREGATE LIABILITY TO THE CLIENT AND ALL THIRD PARTIES IN CONNECTION WITH THE SERVICES SHALL BE LIMITED TO GENERAL MONEY DAMAGES NOT TO EXCEED TWENTY THOUSAND DOLLARS (\$20,000.00). THIS LIMITATION SHALL APPLY REGARDLESS OF THE CAUSE OF ACTION OR LEGAL THEORY PLED OR ASSERTED. THE PARTIES ACKNOWLEDGE THAT THEY HAVE CONSIDERED THE ALLOCATION OF RISK PRESENTED BY THE PROVISIONS OF THIS PARAGRAPH AND THAT THE ALLOCATION IS REASONABLE UNDER ALL FACTS AND CIRCUMSTANCES SURROUNDING THE AGREEMENT.
- F. WARRANTY.** Partner warrants that the Services will be performed in a good and workmanlike manner in accordance with prevailing standards and practices applicable to the Services. PARTNER EXPRESSLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- G. SAMPLING.** Should collection of samples be required as part of the Services, Client recognizes and agrees that Partner is acting as a bailee and at no time assumes title to samples collected in completion of the Services. Client acknowledges that the act of sampling may affect, alter or damage the property, terrain, vegetation, and/or building, structures and improvements at, in or upon the site and Client accepts such risk. Partner will exercise reasonable efforts to limit such alteration or damage. Unless otherwise specifically agreed, Partner will not be responsible for the cost of any required repair or restoration. Partner may discard any and all samples immediately following analysis. Client may request, in writing, that any such samples be retained beyond such date, and in such case, Partner will ship such samples to the location designated by Client, at Client's expense. Partner may, upon Client's written request, arrange for storage of samples at mutually agreed storage charges. This is the only notice of intention to discard samples that will be given.
- H. INFORMATION PROVIDED TO PARTNER.** Client shall provide Partner with such materials with respect to the assignment as are requested by Partner and in the possession or under the control of Client. Client shall provide Partner with sufficient access to the Property, and hereby grants permission for entry unless discussed in advance to the contrary. Partner shall have no liability with respect to any loss, damage, claim or expense incurred by or asserted against Client arising out of, based upon or resulting from Client's failure to provide accurate or complete information or documentation pertaining to an assignment ordered or in connection with this Agreement, including Client's failure, or the failure of any of Client's agents, to provide a complete copy of the Report to any third party.

- I. RELIANCE.** No party shall be allowed to use or rely on any report(s) or information generated in the completion of the Services until payment in full is made to Partner for any outstanding invoices related to the Services rendered. Client understands that Services governed by this Agreement are strictly for its sole use and benefit. Use of the report for any other purpose or use by any party not identified as an intended user of the report and without Partner's prior written consent is prohibited and Partner accepts no responsibility or liability for any use of the report in violation of the terms of this Agreement. The parties expressly agree that no third party, including, but not limited to, any heirs, devisees, representatives, successors, assigns, affiliates, and subsidiaries of the parties or any partnership, corporation or other entity controlled by the parties or which control the parties, may rely on or raise any claim relating to the Services or this Agreement. Neither the whole report, nor any part, nor reference thereto, may be referenced or published in any manner without Partner's prior written approval. Appraisal services shall be subject to additional reliance terms as set forth in Paragraphs C and R of the Addendum attached hereto and incorporated by reference.
- J. INDEMNIFICATION.** In the event that Client permits a third-party to rely upon this Agreement, the Services, and/or reports provided by Partner in breach of Paragraph I of this Agreement and said third-party files a claim or lawsuit against Partner relating to this Agreement, the Services, and/or reports provided by Partner, Client agrees to indemnify and hold Partner harmless from any damages, losses, liabilities, and costs, including, but not limited to, reasonable attorney fees, costs, and expert witness fees, arising from any such third-party claim or lawsuit.
- K. NON-SOLICITATION.** Client shall not hire nor solicit for employment any of Partner's employees for a period of one (1) year subsequent to any services rendered by Partner for Client. In the event that Client hires one of Partner's employees fewer than twelve (12) months after services rendered by Partner to Client, then Client agrees to pay Partner a referral fee equivalent to twenty five percent (25%) of the employee's previous annual compensation and all costs related to training and/or licensure expended by Partner during the previous year.
- L. TERMINATION.** This Agreement may only be terminated: (i) by either Partner or Client prior to substantial completion of the Services by giving thirty (30) days written notice; or (ii) by Partner at any time for cause, including but not limited to, Client's breach of this Agreement, failure to pay Partner's invoices, or on the occurrence of fraud or willful misconduct of Client, its employees or agents, and such termination shall be effective immediately upon written notice to Client. In the event of termination prior to completion of the Services (i) by Partner or Client for any reason, or (ii) by Partner for cause, Partner reserves the right to complete such analyses and records as are necessary to place its files in order and, where considered by Partner as necessary to protect its professional reputation, to complete a report on Services performed to date. Partner shall have the right to receive a reasonable termination charge to cover such costs and to be compensated for all Services performed prior to and in connection with such termination. In the event of termination, client shall have no rights of use or reliance upon the work. Paragraphs A, C, D, E, F, G, I, J, K, L, M, N, O, P, Q, R and S shall survive termination.
- M. RESOLUTION OF DISPUTES.** This Agreement shall be governed by, subject to, and construed in accordance with the laws of the state of California, without regard to its conflict of law provisions or the conflict of law provisions of any other jurisdiction. With the exception of disputes arising from failure to pay any invoices or fees for services rendered, any claim, controversy, or action arising out of, or related to, this Agreement or the alleged breach thereof, shall be submitted to mandatory non-binding mediation through a third-party mediator to be agreed upon by the Partner and the moving party. A "Notice of Mediation" shall be served by any party to commence the mediation process. The service of the Notice of Mediation shall stay the running of the limitations period set forth in Paragraph M herein for a period of 60 days unless a longer or shorter period of time is agreed to by the parties. In the event that the parties cannot reach a resolution through mediation, the parties may proceed to litigate their claims in Court. Any litigation so instituted shall be filed and litigated in the State Court of California, County of Los Angeles in accordance with the laws of the State of California, and subject to Paragraph L herein. With the exception of disputes arising from failure to pay invoices or fees for services rendered, each party shall pay the fees of its own attorneys, and the expenses of its witnesses and all other expenses connected with the presentation of its case.
- N. LIMITATIONS PERIOD.** Partner and Client agree that, other than an action filed by Partner for nonpayment of invoices under Section C, above, any legal action or lawsuit by one party against the other party or its affiliates, officers, directors, employees, contractors, agents, successors, assigns, or other representatives, whether based in contract, warranty, indemnity, negligence, strict liability or other tort or otherwise, relating to (a) this Agreement or the Report, (b) any Services performed under this Agreement or (c) any acts or conduct relating to such Services, shall be filed within eighteen (18) months from the date of delivery to Client of the Report to which the claims or causes of action in the legal action or lawsuit relate. The time period stated in this section shall not be extended by any incapacity of a party or any delay in the discovery of the underlying claims, causes of action or damages.
- O. CORPORATE PROTECTION.** It is intended by the parties to this Agreement that Partner's services in connection with the project shall not subject Partner's employees, officers, or directors to any personal legal exposure for risks associated with this project. Therefore, the Client agrees that as Client's sole and exclusive remedy, any claim, demand or action shall be directed and/or asserted only against Partner, a California corporation, and not against any of Partner's employees, officers, or directors.
- P. NO WAIVER.** The failure of either party to exercise any right or remedy hereunder or to take any action permitted on a breach by the other party shall not be deemed a waiver of such right or remedy or of any other rights or subsequent breach of a like or different nature.
- Q. SEVERABILITY.** The provisions of this Agreement are severable. The invalidity of any part of this Agreement shall not invalidate the remainder of the Agreement or the remainder of any portion hereof.
- R. OWNERSHIP AND RETENTION OF DOCUMENTS.** With the exception of Partner submittals and deliverables to Client (which submittals shall be jointly owned by Client and Partner), all documents and information provided, prepared, and/or researched during this engagement, including, without limitation, historical research, property data, field data, field notes, photographs, laboratory test data, calculations, measurements and analyses are prepared as instruments of service and shall remain the physical and intellectual property of Partner, and shall not be considered a "work for hire." Partner will retain all pertinent records relating to the Services performed for a period of two years, except for records relating to Appraisal services, if applicable, which shall be retained for sixty (60) months following the completion of Partner's services. After this period, they may be discarded.
- S. NO ASSIGNMENT.** Neither party shall assign their rights under this Agreement to any third party, including, but not limited to, any heirs, devisees, representatives, successors, assigns, affiliates, and subsidiaries of the parties or any partnership, corporation or other entity controlled by the parties or which control the parties without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed. Each party, and the person executing on behalf of such party, represent and warrant that such person has the full power and authority to bind the party represented.



## ADVANCE PAYMENT OPTIONS

For your convenience and the security of your financial information, Partner offers the following payment options. If you have been requested to make a payment upon engagement, please initiate your payment in one of the following manners.

### PAYMENT BY ACH

Please send remittance advice to [remittance@partneresi.com](mailto:remittance@partneresi.com) and direct payment to the following account.

Beneficiary Name: Partner Assessment Corporation

Bank Name: Wells Fargo Bank, N.A.

Bank Routing Number: 121000248

Bank Account Number: 4280477522

### PAYMENT BY WIRE

To ensure proper credit to your account, please include project/proposal number(s) in the information/reference for beneficiary field.

Beneficiary Name: Partner Assessment Corporation

Bank Name: Wells Fargo Bank, N.A.

Bank Routing Number: 121000248

Bank Account Number: 4280477522

### CHECK PAYMENTS

Please send check payments by mail and include project number(s) on the check. Note that no FedEx / UPS packages are accepted at this location.

Partner Assessment Corporation

PO Box 207428

Dallas, TX 75320-7428

### CREDIT CARD PAYMENTS

Please visit [https://www.partneresi.com/payment\\_form](https://www.partneresi.com/payment_form) to initiate a payment by credit card. A 3% convenience fee may apply.

# THE SCHULTZ-HOLMES DISTRICT LIBRARY

## Report of the Director to the Library Board of Trustees, September 16, 2025

**Financial Reports:** The accountant and I continue to work to reconcile all official library accounting records and bring them up to date.

**ESLA Readiness:** I contacted the payroll vendor about switching on the sick pay accrual as of October 1 in compliance with state law.

**Website:** The vendor recently sent his latest draft of the website. I sent all the comments I had drafted and received. I have yet to hear back and will move this to the top priority since our current website is scheduled to end 10/1. I will also ask for an extension on the current site.

**Speaking Engagement:** I have accepted an invitation to speak at the Carlson Library at the University of Toledo on October 9, 2025 at 3 pm. Details of my talk are still under development.

### Monthly Statistics:

Circulation	Ill Out	Ill in	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
August	67	159	1716	271	43/129	297	21

### Active Patrons 8/31/2025

<b>Adult:</b>	3385
<b>Institution:</b>	15
<b>Juvenile:</b>	389
<b>Bliss Twp</b>	313
<b>Village:</b>	2323
<b>Non-Resident:</b>	65
<b>Ogden:</b>	255
<b>Palmyra:</b>	307
<b>Riga:</b>	526
<b>TOTAL</b>	<b>3689</b>

### Program Participation

01 Luca	28
02 Riga Day	200
04 Lila	20
05 Ann Arbor Hands on Museum	62
07 Community Services Night	40
18 Senior Center	12
21 Book Club	8
23 Art at Your Feet	175
<b>August</b>	<b>545</b>

### August Computer Use:

Users: 75

Time: 29:17

## The Schultz-Holmes Memorial Library Monthly Invoice Report August 2025

Name	Num	Date	Account	Amount	Memo
<b>271--Library Fund</b>					
<b>271-790 Library</b>					
<b>271-790-710.004 Disability/Life</b>					
The Hartford	494297888014	08/31/2025	271-790-710.004 Disability/Life	54.23	422 disability/life
Total 271-790-710.004 Disability/Life				54.23	
<b>271-790-727 Office Supplies</b>					
TLC Community...	20250731	08/31/2025	271-790-727 Office Supplies	9.28	433 visa-dollartree lambertville su...
TLC Community...	20250731	08/31/2025	271-790-727 Office Supplies	47.47	433 visa--walmart supplies
Amazon.com	1xkdylt49xfl	08/31/2025	271-790-727 Office Supplies	368.34	426 office supplies
Total 271-790-727 Office Supplies				425.09	
<b>271-790-740 Tools and Supplies</b>					
<b>271-790-740.004.Books &amp; Mags</b>					
Baker and Taylor	2039229107	08/31/2025	271-790-740.004.Books & Mags	308.98	442 books
Baker and Taylor	2039239108	08/31/2025	271-790-740.004.Books & Mags	390.10	442 books
Baker and Taylor	2039215485	08/31/2025	271-790-740.004.Books & Mags	1,787.07	436 books
Amazon.com	1xkdylt49xfl	08/31/2025	271-790-740.004.Books & Mags	801.83	426 books
Baker and Taylor	2039188934	08/31/2025	271-790-740.004.Books & Mags	102.55	423 books
Baker and Taylor	2039160337	08/31/2025	271-790-740.004.Books & Mags	162.54	423 books
Baker and Taylor	203973666	08/31/2025	271-790-740.004.Books & Mags	281.83	423 books
Total 271-790-740.004.Books & Mags				3,834.90	
<b>271-790-740 Tools and Supplies - Other</b>					
TLC Community...	20250731	08/31/2025	271-790-740 Tools and Supplies	242.00	433 visa--stiches & stems staff p...
TLC Community...	20250731	08/31/2025	271-790-740 Tools and Supplies	15.00	433 visa--stitches & stems print s...
TLC Community...	20250731	08/31/2025	271-790-740 Tools and Supplies	209.33	433 visa-costco supplies
TLC Community...	20250731	08/31/2025	271-790-740 Tools and Supplies	8.88	433 visa--walmart supplies
Amazon.com	1xkdylt49xfl	08/31/2025	271-790-740 Tools and Supplies	377.61	426 supplies
Total 271-790-740 Tools and Supplies - Other				852.82	
Total 271-790-740 Tools and Supplies				4,687.72	
<b>271-790-741 Audio Visual</b>					
Amazon.com	1xkdylt49xfl	08/31/2025	271-790-741 Audio Visual	24.95	426 DVDs
Total 271-790-741 Audio Visual				24.95	
<b>271-790-770.000 General Program</b>					
<b>271-790-770.001 AaYF</b>					
Village of Blissfi...	25-0006663	08/31/2025	271-790-770.001 AaYF	194.36	443 hanging AaYF banner wages...
Petty Cash	20250823	08/31/2025	271-790-770.001 AaYF	100.00	444 AaYF cash prizes
Meadowbrook P...	230	08/31/2025	271-790-770.001 AaYF	99.00	429 AaYF banner fixes
Mark Cotter	20250823	08/31/2025	271-790-770.001 AaYF	500.00	419 photo booth for AaYF
Total 271-790-770.001 AaYF				893.36	

## The Schultz-Holmes Memorial Library Monthly Invoice Report August 2025

Name	Num	Date	Account	Amount	Memo
<b>271-790-770.002 Taste the State</b>					
TLC Community...	20250731	08/31/2025	271-790-770.002 Taste the State	96.31	433 visa-walmart supplies TtS 7/...
Amazon.com	1xkdylt49xfl	08/31/2025	271-790-770.002 Taste the State	41.54	426 TtS supplies 20250731
Barrett Dvorsky	20250731	08/31/2025	271-790-770.002 Taste the State	176.97	425 reimbursement supplies mi...
Total 271-790-770.002 Taste the State				314.82	
<b>271-790-770.003 Bliss Unbound</b>					
Barb Abbenzeller	20250902	08/31/2025	271-790-770.003 Bliss Unbound	250.00	440 program presenter BU flower...
TLC Community...	20250731	08/31/2025	271-790-770.003 Bliss Unbound	25.00	433 visa--dollar tree lambertville s...
TLC Community...	20250731	08/31/2025	271-790-770.003 Bliss Unbound	32.97	433 visa--costco supplies
Amazon.com	1xkdylt49xfl	08/31/2025	271-790-770.003 Bliss Unbound	51.80	426 BU supplies
Total 271-790-770.003 Bliss Unbound				359.77	
<b>271-790-770.004 Child/Teen P&amp;M</b>					
TLC Community...	20250731	08/31/2025	271-790-770.004 Child/Teen P&M	2.12	433 visa--Dollar General
TLC Community...	20250731	08/31/2025	271-790-770.004 Child/Teen P&M	217.12	433 visa--4 imprint.com--bookmar...
TLC Community...	20250731	08/31/2025	271-790-770.004 Child/Teen P&M	-54.28	433 visa credit--4imprint.com--bo...
TLC Community...	20250731	08/31/2025	271-790-770.004 Child/Teen P&M	16.96	433 visa--walmart supplies
TLC Community...	20250731	08/31/2025	271-790-770.004 Child/Teen P&M	29.50	433 visa--teacherspayteachers su...
Amazon.com	1xkdylt49xfl	08/31/2025	271-790-770.004 Child/Teen P&M	166.44	426 CTP supplies
Total 271-790-770.004 Child/Teen P&M				377.86	
<b>271-790-770.005 Summer Reading</b>					
TLC Community...	20250731	08/31/2025	271-790-770.005 Summer Reading	30.35	433 visa--paypal meta fb boost srp
TLC Community...	20250731	08/31/2025	271-790-770.005 Summer Reading	16.01	433 visa-walmart supplies
TLC Community...	20250731	08/31/2025	271-790-770.005 Summer Reading	19.96	433 visa--blissfield bp supplies ice
TLC Community...	20250731	08/31/2025	271-790-770.005 Summer Reading	9.98	433 visa--blissfield bp supplies ice
TLC Community...	20250731	08/31/2025	271-790-770.005 Summer Reading	34.17	433 visa--costco supplies
Amazon.com	1xkdylt49xfl	08/31/2025	271-790-770.005 Summer Reading	320.58	426 SRP supplies
Total 271-790-770.005 Summer Reading				431.05	
Total 271-790-770.000 General Program				2,376.86	
<b>271-790-771.000 Gen Gift Exp</b>					
<b>271-790-771.001 Rotary Books</b>					
Baker and Taylor	2039215485	08/31/2025	271-790-771.001 Rotary Books	91.24	436 Books
Total 271-790-771.001 Rotary Books				91.24	
Total 271-790-771.000 Gen Gift Exp				91.24	

## The Schultz-Holmes Memorial Library Monthly Invoice Report August 2025

Name	Num	Date	Account	Amount	Memo
<b>271-790-772.000 Add Collect Exp</b>					
<b>271-790-772.001 Lost Items Repl</b>					
Baker and Taylor	2039215485	08/31/2025	271-790-772.001 Lost Items Repl	28.97	436 books
Total 271-790-772.001 Lost Items Repl				28.97	
Total 271-790-772.000 Add Collect Exp				28.97	
<b>271-790-817 Professional Svcs</b>					
Donna Baker & ...	31230	08/31/2025	271-790-817 Professional Svcs	665.00	441 accounting svcs
Donna Baker & ...	31104	08/31/2025	271-790-817 Professional Svcs	617.50	432 accounting svcs
WorkForce Pay...	88539	08/01/2025	271-790-817 Professional Svcs	64.00	AWD paryroll
WorkForce Pay...	88952	08/15/2025	271-790-817 Professional Svcs	64.00	AWD payroll
WorkForce Pay...	89590	08/29/2025	271-790-817 Professional Svcs	62.00	AWD payroll
Total 271-790-817 Professional Svcs				1,472.50	
<b>271-790-853 Telephone/Internet</b>					
Village of Blissfi...	25-0006658	08/31/2025	271-790-853 Telephone/Internet	81.99	437 phones
D & P Communi...	10613027	08/31/2025	271-790-853 Telephone/Internet	50.00	421 internet
Total 271-790-853 Telephone/Internet				131.99	
<b>271-790-921 Electric</b>					
Consumers Ene...	20250825	08/31/2025	271-790-921 Electric	877.41	431 electric
Total 271-790-921 Electric				877.41	
<b>271-790-923 Gas</b>					
Consumers Ene...	20250825	08/31/2025	271-790-923 Gas	21.54	431 gas
Total 271-790-923 Gas				21.54	
<b>271-790-927 Water</b>					
Village of Blissfi...	133.81	08/31/2025	271-790-927 Water	65.05	434 water
Total 271-790-927 Water				65.05	
<b>271-790-928 Sewer</b>					
Village of Blissfi...	133.81	08/31/2025	271-790-928 Sewer	68.76	434 sewer
Total 271-790-928 Sewer				68.76	
<b>271-790-931 Bldg &amp; Grds Maint</b>					
Stevens Disposal	9/30/2025	08/31/2025	271-790-931 Bldg & Grds Maint	86.25	439 dumpster svc
GTF3 LLC	2025-812	08/31/2025	271-790-931 Bldg & Grds Maint	995.26	438 labor and materials exterior ...
Shoemaker Hea...	30624067	08/31/2025	271-790-931 Bldg & Grds Maint	291.76	435 replace outdoor hydrant
Wolfe's Lawn C...	20250731	08/31/2025	271-790-931 Bldg & Grds Maint	275.00	428 lawn service
Total 271-790-931 Bldg & Grds Maint				1,648.27	

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09/09/25

Accrual Basis

## The Schultz-Holmes Memorial Library

### Monthly Invoice Report

August 2025

Name	Num	Date	Account	Amount	Memo
<b>271-790-962.000 Dues Sub Membe</b>					
<b>271-790-962.001 ILL/Woodlands</b>					
Clinton Macomb...	20250731	08/31/2025	271-790-962.001 ILL/Woodlands	16.95	418 ILL obligations lost book
Woodlands L C	10261	08/31/2025	271-790-962.001 ILL/Woodlands	1,930.99	420 woodlands contractual dues ...
Total 271-790-962.001 ILL/Woodlands				1,947.94	
<b>271-790-962.004 Online Subscrip</b>					
Kanopy	461787	08/31/2025	271-790-962.004 Online Subscrip	26.35	424 kanopy monthly
Midwest Tape	507536208	08/31/2025	271-790-962.004 Online Subscrip	729.76	430 hoopla monthly
Total 271-790-962.004 Online Subscrip				756.11	
Total 271-790-962.000 Dues Sub Membe				2,704.05	
<b>271-790-969 Maint Agreements</b>					
<b>271-790-969.001 Copier Maint</b>					
US Bank	561183708	08/31/2025	271-790-969.001 Copier Maint	95.24	416 copier lease
Applied Innovati...	2884972	08/31/2025	271-790-969.001 Copier Maint	360.38	417 copier svc
Total 271-790-969.001 Copier Maint				455.62	
<b>271-790-969.003 Time Mang MA</b>					
Sanilac Comput...	21873	08/31/2025	271-790-969.003 Time Mang MA	220.00	427 mConsole yearly support
Total 271-790-969.003 Time Mang MA				220.00	
Total 271-790-969 Maint Agreements				675.62	
Total 271-790 Library				15,354.25	
Total 271--Library Fund				15,354.25	
<b>TOTAL</b>				<b>15,354.25</b>	

Schultz-Holmes District Library Revenue and Expenditure Report  
 Period Ending 8/31/2025  
 Fiscal Year Completed: 91.67

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
REVENUE						
271-000-540	State Revenue	6000	7,626.70		(1626.70)	127.11%
	Blissfield		191,279.59			
	Ogden		97,385.02			
	Palmyra		73,700.15			
	Riga		103,383.39			
	DQT Payment from County		21,333.40			
<b>271-000-580</b>	<b>Local Unit Contributions</b>	<b>488,000</b>	<b>487,081.55</b>		<b>918.45</b>	<b>99.81%</b>
271-000-640.000	General Service Charges					
271-000-640.001	Non-Resident Service Charges	100	100.00	0.00	0.00	100.00%
271-000-640.002	Fax Service Charges					
271-000-640.003	Copy & Print Svc Charges	1000	1,230.45	71.00	(230.45)	123.05%
271-000-640.004	Lamination Svc Charges					
271-000-640.005	Digital Transfer Svc Charges					
271-000-640.006	Poster Printing Svc Charges					
271-000-640.007	Binding Svc Charges					
271-000-640.008	Research Svc Charges					
271-000-642.000	Sales					
271-000-659.000	Fines & Other Desk Receipts	700	2,143.40	47.64	(1443.40)	306.20%
271-000-660.003	Penal Fines	7000	12,149.58		(5149.58)	173.57%
271-000-665.000	Interest	100	4,519.94	1,141.72	(4419.94)	4519.94%
271-000-667.000	Rent	800	770.00	100.00	30	96.25%
271-000-674.000	Private Contributions & Donations	8000	5,658.61	261.34	2341.39	70.73%
271-000-684.000	Miscellaneous Revenue	2000	4,745.00	4,745.00	(2745.00)	237.25%
<b>Total</b>	<b>Total Revenue (millage+special)</b>	<b>513,700</b>	<b>526,025.23</b>	<b>6,366.70</b>	<b>(12325.23)</b>	<b>102.40%</b>
<b>271-000-699.001</b>	<b>Transfer in from Village (DLA agmt)</b>	<b>175,000</b>	<b>175,000.00</b>	<b>0.00</b>	<b>0</b>	<b>100.00%</b>

Schultz-Holmes District Library Revenue and Expenditure Report  
 Period Ending 8/31/2025  
 Fiscal Year Completed: 91.67

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
<b>EXPENDITURES</b>						
<b>271-790-xxx</b>	<b>Library</b>					
	702 Wages	120,650	105,997.32	13,516.80	14,652.68	87.86%
	703 Pt-Tm Wages	74,950	58,014.79	9,024.00	16,935.21	77.40%
	<b>Sub-total Wages</b>	<b>195,600</b>	<b>164,012.11</b>	<b>22,540.80</b>	<b>31,587.89</b>	<b>83.85%</b>
	710 Social Security/Medicare	17,000	14,191.82	1,936.90	2,808.18	83.48%
	710.001 Pension	4,100	4,071.83		28.17	99.31%
	710.002 Health Insurance	7,820	7,817.48		2.52	99.97%
	710.003 Dental Insurance	510	508.24		1.76	99.65%
	710.004 Disability/Life Insurance	850	664.56	54.23	185.44	78.18%
	710.005 HRA	3,000	2,277.19		722.81	75.91%
	710.007 Workers' Compensation	845	542.01		302.99	64.14%
	710.010 Eyecare Insurance	55	28.21		26.79	51.29%
	710.011 Heath Insurance Stipend	22,500	20,000.00	2,500.00	2,500.00	88.89%
	710.012 MERS Defined Contribution	8,950	7,668.78	1,351.68	1,281.22	85.68%
	710.013 MERS Health Care Savings Plan	2,680	2,300.37	405.51	379.63	85.83%
	710.014 MERS 457b Employer Contribution	1,790	1,533.53	270.33	256.47	85.67%
	<b>Total MERS Retirement</b>	<b>13,420</b>	<b>11,502.68</b>	<b>2,027.52</b>	<b>1,917.32</b>	<b>85.71%</b>
	710.008 Unemployment Insurance	1,750	1,367.75	76.70	382.25	78.16%
	<b>Total Personnel</b>	<b>267,450</b>	<b>226,983.88</b>	<b>29,136.15</b>	<b>40,466.12</b>	<b>84.87%</b>
	727 Office Supplies	4,000	2,992.93	425.09	1,007.07	74.82%
	728 Postage/Freight	300	13.38		286.62	4.46%
	740 Tools & Supplies	4,000	2,769.51	852.82	1,230.49	69.24%
	740.004 Books & Magazines	25,000	22,852.76	3,834.90	2,147.24	91.41%
	741 AudioVisSupp	3,000	1,576.95	24.95	1,423.05	52.57%
	770.000 General Program Expenses	20,000	65.00		19,935.00	0.33%
	770.001 Art at Your Feet	2,500	1,305.74	893.36	1,194.26	52.23%
	770.002 Taste the State	2,500	2,954.96	314.82	-454.96	118.20%
	770.003 Blissfield Unbound	2,500	2,563.09	359.77	-63.09	102.52%
	770.004 Children's Programming	2,500	2,453.43	377.86	46.57	98.14%
	770.005 Summer Reading	4,000	5,559.04	431.05	-1,559.04	138.98%
	771.001 Rotary Books	935	498.24	91.24	436.76	53.29%

Schultz-Holmes District Library Revenue and Expenditure Report  
 Period Ending 8/31/2025  
 Fiscal Year Completed: 91.67

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
	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 <i>Movie Licenses</i>	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	21.35		178.65	10.68%
	771.007 Tuttle Funds	500	200.00		300.00	40.00%
	771 Additional Collection Expenses	0	-50.22			
	772.001 Lost Items Replaced	200	192.67	28.97	7.33	96.34%
	772.002 Sales Income Expenses	800	0.00		800.00	0.00%
	802.000 Auditor	3,000	0.00		3,000.00	0.00%
	807 Attorney Services	7000	2,362.00		4,638.00	33.74%
	817 Accounting Services/Payroll	9600	4,332.50	1,472.50	5,267.50	45.13%
	853.000 Telephone/Internet	2,500	1,421.79	131.99	1,078.21	56.87%
	901 Publishing	100	15.60		84.40	15.60%
	901.001 Newsletter	900	1,545.00		-645.00	171.67%
	902.001 Promotional Expenses	0	0.00		0.00	
	921 Electric	7,000	6,349.89	877.41	650.11	90.71%
	923 Gas	5,000	2,517.22	21.54	2,482.78	50.34%
	927 Water	1,000	632.94	65.05	367.06	63.29%
	928 Sewer	1,000	654.38	68.76	345.62	65.44%
	931 Building & Grounds Repair & Maintenance	20,000	15,271.30	1,648.27	4,728.70	76.36%
	932 Equipment Repair & Maintenance	3,000	116.48		2,883.52	3.88%
	956.000 Misc	500	0.00		500.00	0.00%
	960 Workshops Conferences Education	1,000	25.00		975.00	2.50%
	961 Bank Fees	200	7.27		192.73	3.64%
	962.000 Memberships and Dues	300	200.00		100.00	66.67%
	962.001 ILL/Woodlands Memberships	5,000	4,684.56	1,947.94	315.44	93.69%
	962.002 OverDrive Advantage	800	582.00		218.00	72.75%
	962.003 Freegal	2,015	2,010.68		4.32	99.79%
	962.004 Other Online Subscriptions	12,000	8,654.11	756.11	3,345.89	72.12%
	965 Property & Liability Insurance	15,000	4,587.16		10,412.84	30.58%

Schultz-Holmes District Library Revenue and Expenditure Report  
 Period Ending 8/31/2025  
 Fiscal Year Completed: 91.67

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
	969.000 Maintenance Agreements	5,000	0.00		5,000.00	0.00%
	969.001 Copier Maintenance	3,000	1,940.30	455.62	1,059.70	64.68%
	969.002 Website Agreement	1,200	550.00		650.00	45.83%
	969.003 Time Management Software Agreement	300	220.00	220.00	80.00	73.33%
	969.004 Online Backup Agreement	800	99.50		700.50	12.44%
	969.005 ILS Agreement	2,500	1,290.00		1,210.00	51.60%
	971 Capital Projects		0.00		0.00	
	977 New Equipment	7,200	7,440.06		-240.06	103.33%
271-790	<b>Total Library</b>	<b>460,800</b>	<b>340,462.45</b>	<b>44,436.17</b>	<b>120,337.55</b>	<b>73.89%</b>
			340,462.45			
<b>271-791</b>	<b>Library Board</b>					
	702 Wages	3100	2,854.20		245.80	92.07%
	710 Social Security/Medicare	296	218.32		77.68	73.76%
	710.01 Workers' Compensation	4	3.99		0.01	99.75%
<b>Library Board</b>	<b>Sub-Total Library Board</b>	<b>3400</b>	<b>3,076.51</b>		<b>323.49</b>	<b>90.49%</b>
<b>Library + Library BD</b>	<b>Sub-Total Library + Library Board</b>	<b>464200</b>	<b>343,538.96</b>		<b>120,661.04</b>	<b>74.01%</b>
	<b>Contingency</b>	<b>49500</b>	<b>0.00</b>		<b>49,500.00</b>	<b>0.00%</b>
<b>Total</b>	<b>Total</b>	<b>513,700.00</b>	<b>343,538.96</b>	<b>44,436.17</b>	<b>170,161.04</b>	<b>66.88%</b>
	<b>% of Year</b>					<b>91.67%</b>



SHDL ACCOUNTS	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Blairstown State Bank											
<b>Library Savings</b>											
Opening Balance		\$0.00	\$0.00	\$340.73	\$95,722.69	\$96,190.20	\$100,369.57	\$55,762.60	\$32,530.37	\$34,123.97	\$38,287.04
Deposits			340.73	381.96	426.90	426.90	3,764.72	218.69	3,693.12	1,593.60	301.09
Transfer out to CLASS							414.65	(\$50,000.00)	(\$27,000.00)		0.38
BadChq/Bk Err or fee											
Transfers				\$95,000.00			\$5,173.34				
Interest					\$40.61			74.65			\$34.82
Balance	\$0.00	\$0.00	\$340.73	\$95,722.69	\$96,190.20	\$100,369.57	\$55,762.60	\$32,530.37	\$34,123.97	\$38,287.04	\$50,897.84
<b>Library Checking (General)</b>											
Opening Balance	\$0.00	\$0.00	\$31,629.97	\$199,576.01	\$349,261.60	\$426,332.77	\$114,441.98	\$38,447.98	\$49,036.95	\$36,566.13	\$36,566.13
Checks/Debits		(\$6,193.03)	(\$9,473.33)	(\$8,855.07)	(\$8,490.55)	(\$19,670.78)	(\$6,553.00)	(\$10,744.43)	(\$12,470.82)	(\$15,322.48)	
Electronic Debits			(\$17,460.15)	(\$19,337.55)	(\$19,758.42)	(\$1.00)	\$0.27	\$100.00			
Bank Fee/misc credit							(\$149,600.00)	(\$69,541.00)			
Transfer out to CLASS											
transfer to Savings			(\$95,000.00)								
transfer to Payroll							(\$200,000.00)				
Transfer from Payroll							663.86				
transfer from Village accts			\$20,000.00	\$150,000.00			\$32,287.86				
Deposits			\$17,823.00	\$139,879.52	\$177,878.81	\$105,321.14	\$25,028.00	\$21,333.40	\$49,036.95	\$36,566.13	\$21,243.65
Balance	\$0.00	\$0.00	\$31,629.97	\$199,576.01	\$349,261.60	\$426,332.77	\$114,441.98	\$38,447.98	\$49,036.95	\$36,566.13	\$21,243.65
<b>Library Checking (Payroll)</b>											
Opening Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,511.25	\$159,598.90	\$140,422.80	\$111,365.38
Checks/Debits											
Electronic Debits							(\$19,489.02)	(\$20,952.52)	(\$19,176.10)	(\$29,057.42)	(\$19,983.48)
Bank Fee/misc credit							\$0.27	\$40.17			
transfer to savings											
transfer from General							\$200,000.00				
Deposit											
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,511.25	\$159,598.90	\$140,422.80	\$111,365.38	\$91,381.90
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,970.70</b>	<b>\$295,298.70</b>	<b>\$445,451.80</b>	<b>\$526,702.34</b>	<b>\$350,715.83</b>	<b>\$230,577.25</b>	<b>\$223,583.72</b>	<b>\$186,218.55</b>	<b>\$163,523.39</b>

SHDL ACCOUNTS	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
TLC Credit Union											
<b>CD Investment Account</b>											
Opening Balance	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34	\$1,011.34	\$1,011.34	\$1,022.56	\$1,022.56	\$1,022.56	\$1,032.76
Deposit	1000										
bank fees											
BadChq/Bk Err or fee											
Transfers											
Dividend					\$11.34			\$11.22			\$10.20
Balance	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34	\$1,011.34	\$1,011.34	\$1,022.56	\$1,022.56	\$1,022.56	\$1,032.76	\$1,032.76
<b>TOTAL (incl savings)</b>	<b>\$1,005.00</b>	<b>\$1,005.00</b>	<b>\$1,005.00</b>	<b>\$1,016.34</b>	<b>\$1,016.34</b>	<b>\$1,016.34</b>	<b>\$1,027.56</b>	<b>\$1,027.56</b>	<b>\$1,027.56</b>	<b>\$1,037.76</b>	<b>\$1,037.76</b>
<b>HI CLASS ACCOUNTS</b>											
<b>Investment Fund</b>											
Balance Forward								\$0.00	\$100,012.03	\$127,416.38	\$127,874.93
Deposit								\$100,000.00	27,000.00		\$128,350.68
Withdrawals/Transfers											
Income Earned								\$12.03	\$404.35	\$458.55	\$475.75
Investment Fund Balance								\$100,012.03	\$127,416.38	\$127,874.93	\$128,350.68
<b>Contingency Fund</b>											
Balance Forward								\$0.00	\$49,505.96	\$49,690.13	\$49,868.96
Deposit								\$49,500.00			\$50,054.48
Withdrawals/Transfers											
Income Earned								\$5.96	\$184.17	\$178.83	\$185.52
Contingency Fund Balance								\$49,505.96	\$49,690.13	\$49,868.96	\$50,054.48
<b>General Fund</b>											
Balance Forward								\$0.00	\$50,506.02	\$119,717.47	\$120,148.32
Deposit								\$50,600.00	\$68,941.00		\$120,595.34
Withdrawals/Transfers								(\$100.00)			
Income Earned								\$6.02	\$70.45	\$430.85	\$447.02
Contingency Fund Balance								\$50,506.02	\$119,717.47	\$120,148.32	\$120,595.34
<b>CLASS TOTAL</b>	<b>\$0.00</b>	<b>\$205,024.01</b>	<b>\$236,823.98</b>	<b>\$237,892.21</b>	<b>\$239,000.50</b>						



**Medical Benefit Comparison for The Schultz-Holmes District Library**  
**Prepared by Chloe Cramer**  
**49228 (Blissfield, MI, Lenawee), Medical #1: Enroll**

	Plan 1		Plan 2		Plan 3
	Blue Cross Blue Shield		Blue Care Network		Blue Care Network
	Simply Blue HRA PPO Platinum EA		Blue Elect Plus HRA POS Gold Option 2 EA		BCN HRA Platinum Option 3 EA
	12/1/2025		12/1/2025		12/1/2025
	PPO		POS		HMO
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network
<b>Deductible</b>					
Aggregate or Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Individual	\$5,000	\$10,000	\$4,000	\$8,000	\$5,000
Family	\$10,000	\$20,000	\$8,000	\$16,000	\$10,000
<b>Coinsurance</b>					
Coinsurance	30%	50%	20%	40%	20%
Individual Max	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Family Max	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<b>Annual Out of Pocket Max</b>					
Individual	\$6,350	\$12,700	\$9,100	\$18,200	\$6,350
Family	\$12,700	\$25,400	\$18,200	\$36,400	\$12,700
<b>Physician Office Services</b>					
Primary Care	\$30	50% after deductible	\$30	40% after deductible	\$20
Specialist	\$50	50% after deductible	\$50	40% after deductible	\$40
Virtual Visit	\$30	Not Covered	\$0	40% after deductible	\$0
<b>Rehabilitative Care</b>					
Chiropractic	\$30	50% after deductible	\$50	100%	\$40
Number of Chiropractic Visits	30		30		30
<b>Hospital Services</b>					
Urgent Care	\$60	50% after deductible	\$60	\$60	\$50
Emergency Room	\$150	\$150	\$250	\$250	\$150 Copay after deductible
<b>Prescription Drugs</b>					
Generic	\$20	\$20+25%	\$4/\$15	100%	\$6/\$25
Preferred Brand	\$60	\$60+25%	\$40	100%	\$50
Non-Preferred Brand	\$100	\$100+25%	\$80	100%	\$80
Preferred Specialty	20%/\$200 max	20%/\$200 max+25%	20%/\$200 max	100%	20%/\$200 max
Non-Preferred Specialty	25%/\$300 max	25%/\$300 max+25%	20%/\$300 max	100%	20%/\$300 max
<b>Pediatric Vision</b>					
	Included		Included		Included
<b>A.M. Best Rating</b>					
	A (Excellent)		A (Excellent)		A (Excellent)
<b>Employee Count</b>	0		0		0
<b>Employee + Spouse Count</b>	0		0		0
<b>Employee + Children Count</b>	0		0		0
<b>Family Count</b>	2		2		2
<b>Total Number of Employees</b>	2		2		2
<b>Monthly Total Premium</b>	\$5,028.74		\$4,285.30		\$4,207.01
<b>Annual Total Premium</b>	<b>\$60,344.88</b>		<b>\$51,423.60</b>		<b>\$50,484.12</b>
	Employer Contribution: \$2,500		Employer Contribution: \$450		Employer Contribution: \$2,500

This is not a contract. An official description of benefits is contained in applicable certificates and riders. Actual rates may vary.



**Medical Benefit Comparison for The Schultz-Holmes District Library**  
**Prepared by Chloe Cramer**  
**49228 (Blissfield, MI, Lenawee), Medical #1: Enroll**

	Plan 4 Blue Cross Blue Shield Simply Blue PPO Gold Option 3 EA 12/1/2025		Plan 5 Blue Cross Blue Shield Simply Blue PPO Gold Option 6 EA 12/1/2025		Plan 6 Blue Cross Blue Shield Simply Blue HSA PPO Gold Option 1 EA 12/1/2025		Plan 7 Blue Cross Blue Shield Simply Blue HSA PPO Gold Option 3 EA 12/1/2025	
	PPO		PPO		PPO		PPO	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Deductible</b>								
Aggregate or Embedded	Embedded	Embedded	Embedded	Embedded	Aggregate	Aggregate	Embedded	Embedded
Individual	\$1,500	\$3,000	\$3,000	\$6,000	\$1,650	\$3,300	\$3,300	\$6,600
Family	\$3,000	\$6,000	\$6,000	\$12,000	\$3,300	\$6,600	\$6,600	\$13,200
<b>Coinsurance</b>								
Coinsurance	20%	40%	20%	40%	20%	40%	0%	20%
Individual Max	\$4,000	\$8,000	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Family Max	\$8,000	\$16,000	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<b>Annual Out of Pocket Max</b>								
Individual	\$8,150	\$16,300	\$6,600	\$13,200	\$4,500	\$9,000	\$3,300	\$8,600
Family	\$16,300	\$32,600	\$13,200	\$26,400	\$9,000	\$18,000	\$6,600	\$17,200
<b>Physician Office Services</b>								
Primary Care	\$30	40% after deductible	\$30	40% after deductible	20% after deductible	40% after deductible	No Charge after deductible	20% after deductible
Specialist	\$50	40% after deductible	\$50	40% after deductible	20% after deductible	40% after deductible	No Charge after deductible	20% after deductible
Virtual Visit	\$30	Not Covered	\$30	Not Covered	20% after deductible	Not Covered	No Charge after deductible	Not Covered
<b>Rehabilitative Care</b>								
Chiropractic	\$30	40% after deductible	\$30	40% after deductible	20% after deductible	40% after deductible	No Charge after deductible	20% after deductible
Number of Chiropractic Visits	30		30		30		30	
<b>Hospital Services</b>								
Urgent Care	\$60	40% after deductible	\$60	40% after deductible	20% after deductible	20% after deductible	No Charge after deductible	No Charge after deductible
Emergency Room	\$250	\$250	\$150	\$150	20% after deductible	20% after in network deductible	No Charge after deductible	No Charge after in network deductible
<b>Prescription Drugs</b>								
Generic	\$20	\$20+25%	\$20	\$20+25%	\$20 Copay after deductible	\$20 Copay after deductible+20%	No Charge after deductible	No Charge after deductible+20%
Preferred Brand	\$60	\$60+25%	\$60	\$60+25%	\$60 Copay after deductible	\$60 Copay after deductible+20%	No Charge after deductible	No Charge after deductible+20%
Non-Preferred Brand	\$100	\$100+25%	\$100	\$100+25%	\$100 Copay after deductible	\$100 Copay after deductible+20%	No Charge after deductible	No Charge after deductible+20%
Preferred Specialty	20%/\$200 max	20%/\$200 max+25%	20%/\$200 max	20%/\$200 max+25%	After deductible, 20% \$200 max	After deductible, 20% \$200 max+20%	No Charge after deductible	No Charge after deductible+20%
Non-Preferred Specialty	25%/\$300 max	25%/\$300 max+25%	25%/\$300 max	25%/\$300 max+25%	After deductible, 25% \$300 max	After deductible, 25% \$300 max+20%	No Charge after deductible	No Charge after deductible+20%
<b>Pediatric Vision</b>								
	Included		Included		Included		Included	
<b>A.M. Best Rating</b>								
	A (Excellent)		A (Excellent)		A (Excellent)		A (Excellent)	
<b>Employee Count</b>	0		0		0		0	
<b>Employee + Spouse Count</b>	0		0		0		0	
<b>Employee + Children Count</b>	0		0		0		0	
<b>Family Count</b>	2		2		2		2	
<b>Total Number of Employees</b>	2		2		2		2	
<b>Monthly Total Premium</b>	\$5,287.15		\$5,064.43		\$4,803.81		\$4,773.68	
<b>Annual Total Premium</b>	\$63,445.80		\$60,773.16		\$57,645.72		\$57,284.16	

This is not a contract. An official description of benefits is contained in applicable certificates and riders. Actual rates may vary.



**Medical Benefit Comparison for The Schultz-Holmes District Library**  
**Prepared by Chloe Cramer**  
**49228 (Blissfield, MI, Lenawee), Medical #1: Enroll**

	Plan 8 Blue Care Network BCN Gold Option 3 EA 12/1/2025	Plan 9 Blue Care Network BCN Gold Option 6 EA 12/1/2025	Plan 10 Blue Care Network BCN HSA Gold Option 1 EA 12/1/2025	Plan 11 Blue Care Network BCN HSA Gold Option 3 EA 12/1/2025
	HMO	HMO	HMO	HMO
	In-Network	In-Network	In-Network	In-Network
<b>Deductible</b>				
Aggregate or Embedded	Embedded	Embedded	Aggregate	Embedded
Individual	\$1,500	\$3,000	\$1,650	\$3,300
Family	\$3,000	\$6,000	\$3,300	\$6,600
<b>Coinsurance</b>				
Coinsurance	20%	20%	20%	0%
Individual Max	\$2,500	\$3,000	Not Applicable	Not Applicable
Family Max	\$5,000	\$6,000	Not Applicable	Not Applicable
<b>Annual Out of Pocket Max</b>				
Individual	\$8,150	\$8,150	\$4,500	\$3,300
Family	\$16,300	\$16,300	\$9,000	\$6,600
<b>Physician Office Services</b>				
Primary Care	\$20	\$30	20% after deductible	No Charge after deductible
Specialist	\$40	\$50	20% after deductible	No Charge after deductible
Virtual Visit	\$0	\$0	20% after deductible	No Charge after deductible
<b>Rehabilitative Care</b>				
Chiropractic	\$40	\$50	20% after deductible	No Charge after deductible
Number of Chiropractic Visits	30	30	30	30
<b>Hospital Services</b>				
Urgent Care	\$50	\$50	20% after deductible	No Charge after deductible
Emergency Room	\$250 Copay after deductible	\$150 Copay after deductible	20% after deductible	No Charge after deductible
<b>Prescription Drugs</b>				
Generic	\$10/\$30	\$4/\$15	\$10/\$30 Copay after deductible	No Charge after deductible
Preferred Brand	\$60	\$40	\$60 Copay after deductible	No Charge after deductible
Non-Preferred Brand	\$80	\$80	\$80 Copay after deductible	No Charge after deductible
Preferred Specialty	20%/\$200 max	20%/\$200 max	After deductible, 20% \$200 max	No Charge after deductible
Non-Preferred Specialty	20%/\$300 max	20%/\$300 max	After deductible, 20% \$300 max	No Charge after deductible
<b>Pediatric Vision</b>				
	Included	Included	Included	Included
<b>A.M. Best Rating</b>				
	A (Excellent)	A (Excellent)	A (Excellent)	A (Excellent)
<b>Employee Count</b>	0	0	0	0
<b>Employee + Spouse Count</b>	0	0	0	0
<b>Employee + Children Count</b>	0	0	0	0
<b>Family Count</b>	2	2	2	2
<b>Total Number of Employees</b>	2	2	2	2
<b>Monthly Total Premium</b>	\$4,425.33	\$4,176.88	\$3,860.95	\$3,827.47
<b>Annual Total Premium</b>	<b>\$53,103.96</b>	<b>\$50,122.56</b>	<b>\$46,331.40</b>	<b>\$45,929.64</b>

This is not a contract. An official description of benefits is contained in applicable certificates and riders. Actual rates may vary.

Franklin Benefit Solutions

Group name

Blissfield Library

Presented by

Jillian Tiffany

Date

September 3, 2025

Powered by



MEDICAL - Effective Date: 12/1/2025	Option 1	Option 2	Option 3	Option 4
Plan Nickname	1	1	1	1
Carrier	Blue Cross Blue Shield of Michigan	Blue Cross Blue Shield of Michigan	HAP	Blue Cross Blue Shield of Michigan
Plan Name	<a href="#">2025 Simply Blue HRA PPO Gold</a>	<a href="#">2025 Simply Blue HSA PPO Gold</a>	<a href="#">HAP PPO Silver HSA D33 EMB</a>	<a href="#">2025 Blue Elect Plus HSA POS Silver</a>
Plan Type	PPO	PPO / HSA	PPO / HSA	POS / HSA
Funding Type	Fully Insured	Fully Insured	Fully Insured	Fully Insured
Network	PPO / PREMIER PPO	PPO / PREMIER PPO	EPO / PPO	BLUE CARE NETWORK (HMO / POS)
Metallic Level	Gold	Gold	Silver	Silver
Referrals Required	No	No	No	No
<b>In Network</b>				
Deductible Single	\$4,000	\$3,300	\$3,300	\$3,300
Deductible Family	\$8,000	\$6,600	\$6,600	\$6,600
Deductible Type	Embedded	Embedded	Embedded	Embedded
Coinsurance	80%	100%	70%	80%
OOP Max Single	\$9,100	\$3,300	\$7,200	\$7,500
OOP Max Family	\$18,200	\$6,600	\$14,400	\$15,000
Inpatient Facility	80% after deductible	100% after deductible	70% after deductible	80% after deductible
Outpatient Surgery	80% after deductible	100% after deductible	70% after deductible	80% after deductible
<b>Copays</b>				
Office Copay	\$30	100% after deductible	70% after deductible	80% after deductible
Specialist	\$50	100% after deductible	70% after deductible	80% after deductible
Urgent Care	\$60	100% after deductible	70% after deductible	80% after deductible
ER	\$250	100% after deductible	70% after deductible	80% after deductible
<b>Other Services</b>				
Diagnostic Lab / X-Ray	80% after deductible / 80% after deductible	100% after deductible / 100% after deductible	70% after deductible / 70% after deductible	80% after deductible / 80% after deductible
MRI & CT Scan	80% after deductible	100% after deductible	70% after deductible	80% after deductible
Telemedicine	Covered	Covered	Covered	Covered
<b>RX</b>				
Rx Deductible	\$0	Included in Medical	Included in Medical	Included in Medical
Family Rx Deductible	\$0	Included in Medical	Included in Medical	Included in Medical
Preferred Generic Rx	\$20 per script	100% after deductible	70% after deductible	\$6 after deductible
Non-Preferred Generic Rx	Not Applicable	Not Applicable	70% after deductible	\$25 after deductible
Preferred Brand Rx	\$60 per script	100% after deductible	70% after deductible	\$60 after deductible
Non-Preferred Brand Rx	\$125 per script	100% after deductible	70% after deductible	\$80 after deductible
Preferred Specialty Rx	80%, up to \$200 per script	100% after deductible	70% after deductible	80% after deductible, up to \$200
<b>Riders</b>				
Abortion Rider	Not Covered	Not Covered	Not Covered	Not Covered
Age 29 Rider	Not Covered	Not Covered	Not Covered	Not Covered
Dependent Rider	Not Covered	Not Covered	Not Covered	Not Covered
Family Planning Rider	Covered	Covered	Covered	Covered
Infertility Treatment Rider	Not Covered	Not Covered	Covered	Covered
<b>Out of Network</b>				
Deductible Single	\$8,000	\$6,600	\$6,600	\$6,600
Deductible Family	\$16,000	\$13,200	\$13,200	\$13,200
Coinsurance	60%	80%	50%	60%
OOP Max Single	\$18,200	\$8,600	\$20,000	\$15,000
OOP Max Family	\$36,400	\$17,200	\$40,000	\$30,000
Inpatient Facility	60% after deductible	80% after deductible	50% after deductible	60% after deductible
Outpatient Surgery	60% after deductible	80% after deductible	50% after deductible	60% after deductible
<b>Enrollment</b>				
Employee Only	0	0	0	0
Employee Spouse	0	0	0	0
Employee Child(ren)	0	0	0	0
Family	2	2	2	2
<b>Monthly Premiums</b>	Age Rated	Age Rated	Age Rated	Age Rated
Employee Only	See ACA Age EE Contrib tabs for member & dependent age rates	See ACA Age EE Contrib tabs for member & dependent age rates	See ACA Age EE Contrib tabs for member & dependent age rates	See ACA Age EE Contrib tabs for member & dependent age rates
Employee Spouse				
Employee Child(ren)				
Family				
<b>Monthly Premium Per Plan</b>	\$4,802.34	\$4,772.85	\$4,740.63	\$3,391.89
<b>Change From Current</b>	---	---	---	---
<b>Monthly Premium Per Option</b>	\$4,802.34	\$4,772.85	\$4,740.63	\$3,391.89
<b>Change From Current</b>	---	---	---	---
<b>Annual Premium Per Plan</b>	\$57,628.08	\$57,274.20	\$56,887.56	\$40,702.68
<b>Change From Current</b>	---	---	---	---
<b>Annual Premium Per Option</b>	\$57,628.08	\$57,274.20	\$56,887.56	\$40,702.68
<b>Change From Current</b>	---	---	---	---

DENTAL - Effective Date: 12/1/2025	Option 1
<b>Plan Nickname</b>	1
Carrier	Principal Financial Group
Plan Name	<a href="#">Plan 3</a>
Rate Guarantee	1 Year
Participation Requirements	2 lives
<b>In Network</b>	
Annual Maximum	\$1,500
Deductible Single	\$50
Deductible Family	3 times the per person deductible amount
Prev / Basic / Major	100% / 80% / 50%
Waiting Period Major	None
Endodontic Oral Surgery	Basic
Periodontic Oral Surgery	Basic
Ortho Coinsurance	Not Covered
Waiting Period	Not Covered
Ortho Lifetime Max	Not Covered
Rollover Threshold	lesser of 50% of the maximum benefit or \$1000
Rollover Amount	50% of the threshold
Rollover Account Limit	no more than four times the carry over amount
<b>Out of Network</b>	
Deductible Single	\$50
Deductible Family	3 times the per person deductible amount
Prev / Basic / Major	100% / 80% / 50%
OON Reimbursement	90th percentile
<b>Enrollment</b>	
Employee Only	0
Employee Spouse	0
Employee Child(ren)	0
Family	2
<b>Monthly Premiums</b>	
Employee Only	\$92.70
Employee Spouse	\$168.72
Employee Child(ren)	\$181.33
Family	\$267.99
<b>Monthly Premium Per Plan</b>	<b>\$535.98</b>
<b>Change From Current</b>	---
<b>Monthly Premium Per Option</b>	<b>\$535.98</b>
<b>Change From Current</b>	---
<b>Annual Premium Per Plan</b>	<b>\$6,431.76</b>
<b>Change From Current</b>	---
<b>Annual Premium Per Option</b>	<b>\$6,431.76</b>
<b>Change From Current</b>	---

<b>VISION - Effective Date: 12/1/2025</b>	<b>Option 1</b>
<b>Plan Nickname</b>	<b>1</b>
Carrier	Principal Financial Group
Plan Name	<a href="#">Vision Plan 1</a>
Network	VSP Choice Network
Rate Guarantee	1 Year
Participation Requirements	5 standalone or 2 if multi-coverage
<b>In Network</b>	
Exams Copay	\$10 copay
Exams Frequency	One exam every 12 months
Lenses Copay	\$10 copay
Lenses Frequency	Two lenses (one pair) every 12 months
Frames Allowance	\$150 allowance for a wide selection of frames; 20% off amount over allowance
Frames Frequency	One set every 24 months
Contact Lenses Allowance	\$150 allowance for elective contacts
Contact Lenses Frequency	Once every 12 months
<b>Out of Network</b>	
Exams Copay	Up to \$45
Lenses Copay	Up to \$30
Frames Allowance	Up to \$70
Contact Lenses Allowance	Up to \$105
<b>Enrollment</b>	
Employee Only	0
Employee Spouse	0
Employee Child(ren)	0
Family	2
<b>Monthly Premiums</b>	
Employee Only	\$8.26
Employee Spouse	\$15.95
Employee Child(ren)	\$16.99
Family	\$26.44
<b>Monthly Premium Per Plan</b>	<b>\$52.88</b>
<b>Change From Current</b>	<b>---</b>
<b>Monthly Premium Per Option</b>	<b>\$52.88</b>
<b>Change From Current</b>	<b>---</b>
<b>Annual Premium Per Plan</b>	<b>\$634.56</b>
<b>Change From Current</b>	<b>---</b>
<b>Annual Premium Per Option</b>	<b>\$634.56</b>
<b>Change From Current</b>	<b>---</b>

**BOARD OF TRUSTEES  
SCHULTZ-HOLMES DISTRICT LIBRARY**

**RESOLUTION TO ADOPT BUDGET AND SET MILLAGE RATE  
(GENERAL APPROPRIATIONS ACT)**

At a meeting of the Board of Trustees of the Schultz-Holmes District Library ("Board"),  
County of Lenawee, held on September 16, 2025 at 7\_p.m.

PRESENT: Members \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members \_\_\_\_\_

The following preamble and resolution were offered by Trustee \_\_\_\_\_  
and supported by Trustee \_\_\_\_\_:

WHEREAS, the Schultz-Holmes District Library ("Library") was established under the  
provisions of the District Library Establishment Act, 1989 PA 24 ("DLEA"); and

WHEREAS, the Library Board desires to adopt the budget according to the provisions of the  
Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, on August 6, 2024, the electors of the District Library District authorized the  
Board to levy a property tax in an amount not to exceed 1.25 mills to provide funds for all district  
library purposes authorized by law and

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, 1963 PA 43, as  
amended, the Board has, following the required public notice, conducted a public hearing on its  
proposed October 1, 2025 to September 30, 2026 fiscal year ("Fiscal Year") budget; and

WHEREAS, the Board has determined to hold public hearing and adopt the budget for the  
Fiscal Year; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

**Section 1: Title**

This Resolution shall be known as the Schultz-Holmes District Library General Appropriations Act  
("Act").

**Section 2: Chief Executive Officer**

The Library Director shall be the Chief Executive Officer and shall perform the duties of the Chief Executive Officer enumerated in this Act.

**Section 3: Fiscal Officer**

The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on September 3, 2025, and a public hearing on the proposed budget was held on September 16, 2025.

**Section 5: Estimated Revenues**

Estimated library fund revenues for the Fiscal Year including a voter-authorized millage of 1.25 mills; and various miscellaneous revenues shall total \$519,700. The Board appropriates the following sums to defray expenses and meet liabilities for the Fiscal Year for Library purposes based on the statement of estimated revenues, all as forth in the attached Exhibit A and incorporated by reference into this Resolution:

**Section 6: Estimated Expenditures**

Estimated library fund expenditures for the Fiscal Year for the various library activities (line items) shall total \$519,700 all as forth in the attached Exhibit A and incorporated by reference into this Resolution.

**Section 7: Millage Levy**

The Board hereby certifies that the electors of Schultz-Holmes District Library District approved a property tax in the amount of 1.25 mills (\$1.25 per \$1,000) at an election held on August 6, 2024. The purpose of the millage was to levy the tax to provide funds for all district library purposes authorized by law. Pursuant to the DLEA, the Board hereby certifies that it shall levy on December 1, 2025, a property tax upon all taxable property within the District in the total amount of 1.25 mills (\$1.25 per \$1,000 of taxable) on the taxable valuation of such property to provide funds for library purposes.

The Board hereby certifies that the millage to be levied on all taxable property in the District has been reduced, if necessary, to comply with Headlee and the Board has complied with the requirements of the Truth-in-Taxation Act, MCL 211.24e.

**Section 8: 2023 Tax Rate Request**

The President and Secretary of the Board are hereby authorized and directed to provide a certified copy of this Resolution and the executed 2025 Tax Rate Request on Michigan Department of Treasury Form L-4029 to the Lenawee County Clerk, the Lenawee County Equalization Department, and to each township and city clerk included in the District.

**Section 9: Adoption of Budget by Reference**

The general library fund budget of the Schultz-Holmes District Library is hereby adopted in full as attached Exhibit A.

**Section 10: Appropriations not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

**Section 11: Transfer Authority**

The Chief Executive Officer shall have the authority to make transfers among the various cost centers on Exhibit A without prior Board approval. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior Board approval.

**Section 12: Periodic Fiscal Reports**

The Fiscal Officer shall transmit to the Board a report of financial operations at each Board meeting. The Chief Executive Officer and Fiscal Officer shall monitor the budget and if it appears the expenditures will exceed appropriations shall present to the Library Board recommendations to keep expenditures from exceeding available revenue or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

**Section 13: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 14: Budget Monitoring**

Whenever it appears to the Chief Executive Officer or the Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Executive Officer shall present to the Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 15: Violations of This Act**

Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.

**Section 16: Library Board Adoption**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the foregoing Resolution. Upon roll call vote, the following voted aye: \_\_\_\_\_

\_\_\_\_\_

The following voted nay: \_\_\_\_\_

The President declared the motion carried and the Resolution duly adopted on September 16, 2025.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN            )  
  )  
COUNTY OF LENAWEЕ        )

I, the undersigned, the duly qualified and acting Secretary of the Schultz-Holmes District Library, Lenawee County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library on the 16<sup>th</sup> day of September 2025 at \_\_\_\_\_pm.

\_\_\_\_\_  
Blair Briggs Meads, Recording Secretary  
The Schultz-Holmes District Library

### 2024-25 End of Year Budget Amendments

Wages	120650	122,650	to prepare for rollbacks from October
Pt-Tm Wages	74950	72,950	surplus moved to rollback preparation
<b>Sub-total Wages</b>		<b>195,600</b>	
Social Security/Medicare		17,000	
Pension		4,100	
Health Insurance		7,820	
Dental Insurance		510	
Disability/Life Insurance		850	
HRA	3000	2,550	surplus move to rollback preparation
Workers' Compensation		845	
Eyecare Insurance		55	
Heath Insurance Stipend		22,500	
MERS Defined Contribution	8950	9,250	to prepare for roll backs from October
MERS Health Care Savings Plan	2680	2,780	
MERS 457b Employer Contribution	1790	1,840	
<b>Total MERS Retirement</b>	<b>13420</b>	<b>13,870</b>	
Unemployment Insurance		1,750	
<b>Total Personnel</b>		<b>267,450</b>	
Office Supplies		4,000	
Postage/Freight		300	
Tools & Supplies		4,000	
Books & Magazines	25000	27,000	insurance for orders still not shipped--rising book prices
AudioVisSupp		3,000	
General Program Expenses	20,000.00	500	dispersed among collection expenses, program categories, and newsletter
Art at Your Feet	2,500.00	6,000	to cover balance (using Woodlands grant and general program funds)
Taste the State	2,500.00	4,000	to cover balance (using general program funds)
Blissfield Unbound	2,500.00	7,000	to cover balance (using general program funds)
Children's Programming	2,500.00	9,500	to cover balance--backpack program here (using general program funds)
Summer Reading	4,000.00	6,000	to cover balance-- <b>all programs experience rising supply and performer expenses</b>
Rotary Books		935	
Adopt-a-Mag		400	
Miscellaneous Memorial Gifts		200	

Movie Licenses		700	
Misc Non-Memorial		200	
Grant Expenses	2,000.00	0	to Art at Your Feet
Purchase Expenses		200	
Tuttle Funds		500	
Additional Collection Expenses			
Lost Items Replaced		200	
Sales Income Expenses		800	
Auditor		3,000	
Attorney Services		7000	
Accounting Services/Payroll		9600	
Telephone/Internet		2,500	
Publishing		100	
Newsletter	900	1,900	from General Programs
Promotional Expenses		0	
Electric	7000	8,000	from Gas
Gas	5000	4,000	to Electric
Water		1,000	
Sewer		1,000	
Building & Grounds Repair & Maintenance		21,500	from Equipment Repair and Maintenance
Equipment Repair & Maintenance	3000	500	to Building and Grounds and New Equipment
Misc		500	
Workshops Conferences Education		1,000	
Bank Fees		200	
Memberships and Dues		300	
ILL/Woodlands Memberships		5,000	
OverDrive Advantage		800	
Freegal		2,015	
Other Online Subscriptions		12,000	
Property & Liability Insurance		15,000	
Maintenance Agreements		5,000	
Copier Maintenance		3,000	
Website Agreement		1,200	
Time Management Software Agreement		300	

Online Backup Agreement		800
ILS Agreement		2,500
Capital Projects		
New Equipment	7,200.00	8,200
<b>Total Library</b>		<b>460,800</b>
<b>Library Board</b>		
Wages		3100
Social Security/Medicare		296
Workers' Compensation		4
<b>Sub-Total Library Board</b>		<b>3400</b>
<b>Sub-Total Library+Library Board</b>		<b>464,200</b>
<b>Contingency</b>		<b>49500</b>
<b>Total</b>		<b>513,700.00</b>

from Equipment Repair and Maintenance