



## THE SCHULTZ-HOLMES DISTRICT LIBRARY

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

#### **AGENDA**

May 20, 2025 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of April 15, 2025 Meeting Minutes**
- V. Public Comment**
  - a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions, after stating your name and contact information, please state your question. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame.
- VI. Committee Reports**
  - a. **Strategic Planning Committee**  
Update: No update – holding off on meeting until the building transfer issue is resolved to have more information about the Library’s future capital needs.
  - b. **Buildings and Grounds Committee**  
Update: TBD
  - c. **Finance Committee**  
Update: TBD
  - d. **Communication Committee**  
Update: Survey still running with responses trickling in.
  - e. **Policy Committee**  
Update: TBD
- VII. Corresponding Secretary’s Report**
- VIII. Library Director’s Report**

**IX. Treasurer's Report**

**a. Approval of Accounts Payable**

**X. Unfinished Business**

**a. Approval of Authorization for President McGrane and Director Barringer to Begin Process of Transferring the Building from Village Ownership to Library Ownership**

- i. Previously tabled until a roof inspection has been completed. The inspection is in progress and will continue to be tabled until the inspection is completed.

**XI. New Business**

**a. Approval of Waiver of Nonresident Fee for Nonresident Friend of the Library Volunteers**

**b. Request for Data Collection**

- i. Trustee Debra Rogers requests that staff track foot traffic into the Library

**c. Approval of Liquor License for Taste the State**

**XII. Public Comment**

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

**XIII. Adjournment**

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

# **Schultz-Holmes District Library Board Meeting Minutes April 15, 2025**

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

Also present: Bob Barringer

Trustees absent: Karen Waggoner

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, April 15, 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 April meeting. Trustee Christine Burtle made a motion to approve the agenda for the March meeting. Trustee Greg Brown seconded and the motion carried unanimously.**

**President Ciara McGrane called for a motion to approve the minutes of the March meeting. Trustee Debra Rogers made a motion to approve the minutes of the March meeting. Trustee Christine Burtle seconded and the motion carried unanimously.**

President Ciara McGrane called for public comment. Members of the public wished Bob Barringer a happy birthday.

President Ciara McGrane reported that the Strategic Planning Committee has been formed but has not met yet, the committee is waiting to meet until there is more direction regarding the building.

Director Bob Barringer provided an update on the Building and Grounds Committee. The furniture decided on at the last meeting has been ordered, the original supplier is out of stock- so a different supplier was used at a similar price point.

Trustee Greg Brown reported that the Finance Committee has not met since the last meeting.

President Ciara McGrane reported on the Communications Committee. The newsletter has been published in the Blissfield Advance, President Ciara McGrane sent out some initial results to the Board. Trustee Debra Rogers requested several copies of the

newsletter and survey to take to the townships. President Ciara McGrane asked about purchasing a Facebook ad for the survey- Director Barringer will look into it.

President Ciara McGrane reported on the Policy Committee. The personnel manual has been revised. The Investment Policy discussed last week will be voted on during Old Business. There are several other policies being worked on in the committee.

Corresponding Secretary Shelly DeVantier noted several Thank You notes to the Lenawee Farm Bureau and Blissfield FFA.

Director Bob Barringer provided the Library Director's Report. Director Barringer passed around a sign up sheet for any board members who would like to volunteer at the annual book sale. Library has acquired 4 pallets so far; the old supply of pallets was lost during the roofing project. The library has lost a main sponsor for Art at your Feet due to the business being sold, Director Barringer is looking for a sponsor to take the spot.

Treasurer Greg Brown and Director Barringer will talk to the accountant at Donna Baker next week to discuss details. Director Barringer has spoken to several auditors, but none have been hired. Front doors have been repaired! The payroll account at Blissfield State Bank is open. The Building and Grounds Committee will discuss the sign out front that still says Schultz-Holmes Memorial Library.

Treasurer Greg Brown gave the treasurer's report. Accounts payable report that is provided monthly was reviewed.

**Motion by Trustee Debra Rogers to approve the Accounts Payable report, supported by Treasurer Greg Brown. Motion carried unanimously.**

President Ciara McGrane, Treasurer Greg Brown, and Director Barringer met with an advisor to ask about the security of the investment with Michigan CLASS. Money can be pulled out daily with no fees or penalty.

**President Ciara McGrane called for a motion to approve the resolution approving the addition of Michigan Cooperative Liquid Assets Securities System as an approved investment option and Authorize Director Barringer, Treasurer Brown, and President McGrane to complete paperwork to enroll in the pool. A motion was made by Treasurer Greg Brown to approve the resolution. Seconded by Trustee Debra Rogers. Motion carried unanimously.**

**President Ciara McGrane called for a motion to approve the Investment Policy as revised. A motion was made by Treasurer Greg Brown to approve the Investment Policy. Seconded by Trustee Debra Rogers. Motion carried unanimously.**

**A motion was made by Trustee Christine Burtle to approve initially investing \$50,000, and authorizing the Finance Committee to adjust the amount. Seconded by Trustee Shelly DeVantier. Trustees Blair Briggs and Debra Rogers voted in favor, Trustee Greg Brown voted against. Motion carried.**

Revisions to the Personnel Manual were introduced. Trustee Debra Rogers voiced concerns regarding the Library Director being head of personnel, the amount of paid holidays, and benefits.

**Motion by Trustee Greg Brown to approve the revised Personnel Manual. Seconded by Trustee Blair Briggs. Trustee Christine Burtle and President Ciara McGrane voted in favor, Trustees Debra Rogers and Shelly DeVantier voted against. Motion carried 4-2.**

The Village of Blissfield has reached out to discuss the transfer of the building. There are still issues with the roof that will need to be addressed before the Library will take ownership.

**Trustee Debra Rogers made a motion to table discussion of building transfer. Seconded by Trustee Christine Burtle. Motion carried unanimously.**

Director Barringer reviewed the mid-year budget amendments.

**A motion was made by Trustee Greg Brown to approve the mid-year budget amendments. Seconded by Trustee Blair Briggs. Motion carried unanimously.**

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

President Ciara McGrane adjourned the meeting at 8:33pm.

## THE SCHULTZ-HOLMES DISTRICT LIBRARY

### **Report of the Director to the Library Board of Trustees, May 20, 2025**

**Accountant:** Library Board Treasurer Greg Brown and I met with Criston Welch of Donna Baker & Associates on April 23. We have signed an agreement with the Donna Baker agency. Criston has largely completed clean up of the existing Quick Books data. She has processed the latest set of invoices and returned them to me for checks which have been signed and delivered to vendors. I have just sent another set of invoices. We've agreed that we'll send invoices on the 3<sup>rd</sup> and 18<sup>th</sup> of the month with variations based on the urgency of the payment and non-business days.

**Auditor:** I have contacted Brown & Nofzinger again but have not heard back as of this writing. I prefer to wait until I talk to B&N before reaching out to other auditors. At our meeting Criston Welch confirmed that we do have some time since our audit will not be due until six months following 9/30/2025, the close of our fiscal year. She also concurs with the opinion that Maner Costerisan will be more expensive and, even like the Lally Group, likely to suggest we look elsewhere. That is only an opinion, so if B&N are not reasonable or enthusiastic about working with us, I will reach out to both Maner Costerisan and Shea & Associates in Morenci who were on my original list.

**Website:** The clear best option for the library's website is Belsito, a New York- based company. Belsito was one of the vendors recommended by our current website vendor, Piper Mountain Webs, and have worked with Piper to develop a method to easily integrate the current site very quickly into their system at no charge to us. They have also agreed to pro-rate the initial year of service, so that we owe them nothing until our contract with Piper Webs, our current vendor runs out. They are a small enough company that our dialogue has been with the owner and president, as it always was with Piper Webs. We talked to eight different website vendors in total, some large and global, some small and local. All were much more expensive. The lowest price quote from any company other than Belsito would have cost the library an on-going \$3000 a year, plus initial set up costs. Belsito costs a bit more than Piper, \$900/yr vs \$600/yr. The local boutique firms were among the most expensive. The very best news is that Belsito has agreed to re-design our site to make the site look more current and to make it more user friendly for a reasonable, one-time fee, the details of which are still being worked out, but the talk has been in the \$3000 range, which is what we might have expected just for the transfer of the existing site. We are looking at something like the design they are currently working on for another library but with our color scheme and some other tweaks. You can view the early mock up for the other library [here](#).

**Fiber Optic Internet:** D&P Cable is scheduled to connect the library to its fiber optic network on June 5. We had to work out some issues related to cost and changing the static IP, but I have been provided with the new IP address and have forwarded it to our vendors who need it. The cost will be \$50 a month on a 24-month contract, which is the same contract we have now for 10 cents more a month. I expect the library to have improved internet service.

**Front of Building Sign:** This item was covered last month and remains unchanged. I await board direction and action.

**Furniture:** We have received two the chairs ordered. The rest of the furniture other than the lamp table have arrived at the shipper's consolidation center and are tentatively scheduled for delivery between May 22 and 30. The original estimate for the table was the end of June. All seems to be moving according to the original estimate.

### Monthly Statistics:

Circulation	Ill Out	Ill in	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
<b>March</b>	47	145	1385	244	60/1028	248	41

### Program Participation:

01 Homeschool Hangout	11
01 Native Plants	13
02 Storytime	11
03 Singing the Good Old Songs	16
09 Storytime	36
10 Bingo	24
14 LILA	28
15 Homeschool Hangout	8
16 Storytime	28
17 Book Club	10
21 Senior Center	10
22 Outdoor Earth Day Celebration	12
23 Storytime	19
24 Sinking of the Sultana	15
30 Guess How Many	39
<b>April</b>	<b>280</b>

### Active Patrons 4/30/2025

<b>Adult:</b>	3312
<b>Institution:</b>	15
<b>Juvenile:</b>	376
<b>Bliss Twp</b>	303
<b>Village:</b>	2284
<b>Non-Resident:</b>	52
<b>Ogden:</b>	251
<b>Palmyra:</b>	299
<b>Riga:</b>	514
<b>TOTAL</b>	<b>3703</b>

### March Computer Use:

Users: 75  
Time: 45:26

# The Schultz-Holmes District Library

## Check Detail

### April 2025

Date	Transaction Type	Num	Name	Memo/Description	Amount
04/01/2025	Check	317	Blissfield Advance	1149	-165.00
				insert in paper March 2025 Newsletter	165.00
04/01/2025	Check	318	Amazon Capital Services	inv 1xyj1krqvjkq	-59.21
				office supplies--bank bags	38.48
				books	20.73
04/01/2025	Check	319	Midwest Tape / Hoopla	Invoice 506969328	-619.14
				hoopla monthly 3/2025	619.14
04/01/2025	Check	320	Kanopy, Inc	Invoice 445869	-28.90
				Kanopy March 2025	28.90
04/01/2025	Check	321	Baker & Taylor	invoice 2038958804	-335.89
				books	322.90
				books	12.99
04/01/2025	Check	322	Newsbank, Inc	Renewal Notice RTRN58476 Cust # 51861	-1,668.00
				Newsbank 2025 Annual July-June 2026	1,668.00
04/01/2025	Check	323	The Hartford	invoice 494295613036 cust# 018998760001	-54.23
				Disability/Life Insurance Benefit due 4/15/25	54.23
04/01/2025	Check	324	D & P Communications	invoice 10570585	-49.90
				Internet 4/1/2025	49.90
04/01/2025	Check	325	US Bank Equipment Finance	inv 552351835 due date 4/30/2025	-95.24
				copier lease 4/1/2025	95.24
04/03/2025	Check	326	Village of Blissfield	due 4/28/2025	-129.56
				sewer	66.56
				water	63.00
04/07/2025	Check	327	TLC Community CU		-232.82
				That One Place in Blissfield venue rental	
				Taste the State TtS 7/31/2025	100.00
				Meta FB promo Taste the State TtS Winter 2025 program	35.23
				book--local author	25.44

		Michaels canvases for Taste the State TtS 7/31/2025	50.00
		supplies	63.56
		supplies	40.96
		supplies--Preschool Open House	23.98
		supplies--Winter/Spring 2025 incl Bingo	113.64
		vacuum cleaner return / refund (See 3/25 visa statement)	-219.99
04/07/2025	Check	328 Baker & Taylor	-169.37
		books	169.37
04/11/2025	Check	329 Bob Barringer	-3,949.02
		Reimbursement for Reading Room Furniture (PayPal Modish)	-3,949.02
		furniture	3,949.02
04/11/2025	Check	330 Woodlands Library Cooperative	-1,882.36
		Membership Dues (Payment 1 of 2) 2025	-1,882.36
		Membership dues (1/2 State Aid)	1,882.36
04/11/2025	Check	331 Consumers Energy	-861.16
		inv 202788778909	-861.16
		Electric	562.42
		Gas	298.74
04/11/2025	Check	332 Village of Blissfield	-82.11
		25-0006470 Verizon 6109246011	-82.11
		telephone (via Verizon) 25-0006470	82.11
04/14/2025	Check	Stevens Disposal & Recycling 333 Service, Inc	-86.25
		inv 1035185; acct CMA6171B; 4/10/2025	-86.25
		dumpster	86.25
04/14/2025	Check	334 Meadowbrook Media Printing	-1,380.00
		inv 131	-1,380.00
		March 2025 Newsletter	1,380.00
04/14/2025	Check	335 Michigan Library Association	-620.00
		2025 Membership Dues (WLC reimbursable)	-620.00
		MLA Membership	620.00
04/15/2025	Check	336 Toledo Mirror & Glass	-2,653.00
		inv 30306 4/15/2025	-2,653.00
		Front entry repairs	2,653.00
04/21/2025	Check	337 Village of Blissfield	-99.50
		iDrive annual MA 2025 reimbursement	-99.50
		iDrive Online BU Annual MA (reimbursement of charge to Village of Blissfield credit card)	99.50
04/21/2025	Check	338 Baker & Taylor	-313.55
		inv 2039003136	-313.55
		books	313.55

# Transaction Detail by Account

## The Schultz-Holmes District Library

### April 2025

271-790-710 Employee Benefits

271-790-710.004 Disability/Life

The Hartford	Disability/Life Insurance Benefit due 4/15/25	04/01/2025 323	54.23
<b>Total for 271-790-710.004 Disability/Life</b>			<b>\$54.23</b>

271-790-727 Office Supplies

Amazon Capital Services	office supplies--bank bags	04/01/2025 318	38.48
<b>Total for 271-790-727 Office Supplies</b>			<b>\$38.48</b>

271-790-740 Tools and Supplies

TLC Community CU	supplies	04/07/2025 327	63.56
TLC Community CU	vacuum cleaner return / refund (See 3/25 visa statement)	04/07/2025 327	-219.99
<b>Total for 271-790-740 Tools and Supplies</b>			<b>-\$156.43</b>

271-790-740.004 Books & Mags

Amazon Capital Services	books	04/01/2025 318	20.73
Baker & Taylor	books	04/01/2025 321	322.90
TLC Community CU	book--local author	04/07/2025 327	25.44
Baker & Taylor	books	04/07/2025 328	169.37
Baker & Taylor	books	04/21/2025 338	313.55
<b>Total for 271-790-740.004 Books &amp; Mags</b>			<b>\$851.99</b>

271-790-770.000 General Program

271-790-770.002 Taste the State

TLC Community CU	That One Place in Blissfield venue rental Taste the State TtS 7/31/2025	04/07/2025 327	100.00
TLC Community CU	Meta FB promo Taste the State TtS Winter 2025 program	04/07/2025 327	35.23
TLC Community CU	Michaels canvases for Taste the State TtS 7/31/2025	04/07/2025 327	50.00
<b>Total for 271-790-770.002 Taste the State</b>			<b>\$185.23</b>

271-790-770.003 Bliss Unbound				
	TLC Community CU	supplies	04/07/2025 327	40.96
	TLC Community CU	supplies--Winter/Spring 2025 incl Bingo	04/07/2025 327	113.64
<b>Total for 271-790-770.003 Bliss Unbound</b>				<b>\$154.60</b>
271-790-770.004 Child/Teen P&M				
	TLC Community CU	supplies--Preschool Open House	04/07/2025 327	23.98
<b>Total for 271-790-770.004 Child/Teen P&amp;M</b>				<b>\$23.98</b>
271-790-772.000 Add Collect Exp				
271-790-772.001 Lost Items Repl				
	Baker & Taylor	books	04/01/2025 321	12.99
<b>Total for 271-790-772.001 Lost Items Repl</b>				<b>\$12.99</b>
271-790-853 Telephone/Internet				
	D & P Communications	Internet 4/1/2025	04/01/2025 324	49.90
	Village of Blissfield	telephone (via Verizon) 25-0006470	04/11/2025 332	82.11
<b>Total for 271-790-853 Telephone/Internet</b>				<b>\$132.01</b>
271-790-921 Electric				
	Consumers Energy	Electric	04/11/2025 331	562.42
<b>Total for 271-790-921 Electric</b>				<b>\$562.42</b>
271-790-923 Gas				
	Consumers Energy	Gas	04/11/2025 331	298.74
<b>Total for 271-790-923 Gas</b>				<b>\$298.74</b>
271-790-927 Water				
	Village of Blissfield	water	04/03/2025 326	63.00
<b>Total for 271-790-927 Water</b>				<b>\$63.00</b>

271-790-928 Sewer				
	Village of Blissfield	sewer	04/03/2025 326	66.56
<b>Total for 271-790-928 Sewer</b>				<b>\$66.56</b>
271-790-931 Bldg & Grds Maint				
	Bob Barringer	furniture (reimbursement)	04/11/2025 329	3,949.02
	Stevens Disposal & Recycling Service, Inc	dumpster	04/14/2025 333	86.25
	Toledo Mirror & Glass	Front entry repairs	04/15/2025 336	2,653.00
<b>Total for 271-790-931 Bldg &amp; Grds Maint</b>				<b>\$6,688.27</b>
271-790-901.000 Publishing				
271-790-901.001 Newsletter				
	Blissfield Advance	insert in paper March 2025 Newsletter	04/01/2025 317	165.00
	Meadowbrook Media Printing	March 2025 Newsletter	04/14/2025 334	1,380.00
<b>Total for 271-790-901.001 Newsletter</b>				<b>\$1,545.00</b>
271-790-962.000 Dues Sub Membe				
271-790-962.001 ILL/Woodlands				
	Woodlands Library Cooperative	Membership dues (1/2 State Aid)	04/11/2025 330	1,882.36
	Michigan Library Association	MLA Membership	04/14/2025 335	620.00
<b>Total for 271-790-962.001 ILL/Woodlands</b>				<b>\$2,502.36</b>
271-790-962.004 Online Subscrip				
	Midwest Tape / Hoopla	hoopla monthly 3/2025	04/01/2025 319	619.14
	Kanopy, Inc	Kanopy March 2025	04/01/2025 320	28.90
	Newsbank, Inc	Newsbank 2025 Annual July-June 2026	04/01/2025 322	1,668.00
<b>Total for 271-790-962.004 Online Subscrip</b>				<b>\$2,316.04</b>
271-790-969 Maint Agreements				
271-790-969.001 Copier Maint				
	US Bank Equipment Finance	copier lease 4/1/2025	04/01/2025 325	95.24
<b>Total for 271-790-969.001 Copier Maint</b>				<b>\$95.24</b>

271-790-969.004 Online BackU MA

Village of Blissfield

iDrive Online BU Annual MA (reimbursement of charge to  
Village of Blissfield credit card)

04/21/2025 337 99.50

**Total for 271-790-969.004 Online BackU MA**

**\$99.50**

**Total for 271-790 Library with sub-accounts**

**\$15,534.21**

Accrual Basis Thursday, May 08, 2025 09:34 PM GMTZ

Schultz-Holmes District Library Revenue and Expenditure Report  
Period Ending 4/30/2025  
Fiscal Year Completed: 58.33

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
REVENUE						
271-000-540	State Revenue	6000	3,764.72		2235.28	62.75%
	Blissfield		191,279.59	17,786.10		
	Ogden		97,385.02	7,141.90		
	Palmyra		73,700.15			
	Riga		103,383.39			
<b>271-000-580</b>	<b>Local Unit Contributions</b>	<b>488,000</b>	<b>465,748.15</b>	<b>24,928.00</b>	<b>22,251.85</b>	<b>95.44%</b>
271-000-640.000	General Service Charges					
271-000-640.001	Non-Resident Service Charges	100	100.00	100.00	0.00	100.00%
271-000-640.002	Fax Service Charges					
271-000-640.003	Copy & Print Svc Charges	1000	850.75	147.20	149.25	85.08%
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	1,913.25	1,518.01	(1213.25)	273.32%
271-000-660.003	Penal Fines	7000			7000	0.00%
271-000-665.000	Interest	100	257.88	35.54	(157.88)	257.88%
271-000-667.000	Rent	800	470.00	0.00	330	58.75%
271-000-674.000	Private Contributions & Donations	8000	3,967.39	2,027.91	4032.61	49.59%
271-000-684.000	Miscellaneous Revenue	2000			2000	0.00%
<b>Total</b>	<b>Total Revenue (millage+special)</b>	<b>513,700</b>	<b>477,072.14</b>	<b>28,756.66</b>	<b>36,627.86</b>	<b>92.87%</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 4/30/2025  
Fiscal Year Completed: 58.33

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
EXPENDITURES						
<b>271-790-xxx</b>	<b>Library</b>					
	702 Wages	120,650	64,463.24	9,011.20	56,186.76	53.43%
	703 Pt-Tm Wages	74,950	33,432.11	5,050.70	41,517.89	44.61%
	<b>Sub-total Wages</b>	<b>195,600</b>	<b>97,895.35</b>	<b>14,061.90</b>	<b>97,704.65</b>	<b>50.05%</b>
	710 Social Secuity/Medicare	17,000	8,304.77	1,280.80	8,695.23	48.85%
	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	447.64	54.23	402.36	52.66%
	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	10,000.00	2,500.00	12,500.00	44.44%
	710.012 MERS Defined Contribution	8,950	3,514.37	901.12	5,435.63	39.27%
	710.013 MERS Health Care Savings Plan	2,680	1,054.33	270.34	1,625.67	39.34%
	710.014 MERS 457b Employer Contribution	1,790	702.86	180.22	1,087.14	39.27%
	<b>Total MERS Retirement</b>	<b>13,420</b>	<b>5,271.56</b>	<b>1,351.68</b>	<b>8,148.44</b>	<b>39.28%</b>
	710.008 Unemployment Insurance	1,750	1,032.56	136.37	717.44	59.00%
	<b>Total Personnel</b>	<b>267,450</b>	<b>138,196.84</b>	<b>19,384.98</b>	<b>129,253.16</b>	<b>51.67%</b>
	727 Office Supplies	4,000	1,788.71	38.48	2,211.29	44.72%
	728 Postage/Freight	300	6.30		293.70	2.10%
	740 Tools & Supplies	4,000	1,318.27	-156.43	2,681.73	32.96%
	740.004 Books & Magazines	25,000	14,432.35	851.99	10,567.65	57.73%
	741 AudioVisSupp	3,000	1,241.86		1,758.14	41.40%
	770.000 General Program Expenses	20,000	65.00		19,935.00	0.33%
	770.001 Art at Your Feet	2,500	0.00		2,500.00	0.00%
	770.002 Taste the State	2,500	2,008.14	185.23	491.86	80.33%
	770.003 Blissfield Unbound	2,500	1,899.59	154.60	600.41	75.98%
	770.004 Children's Programming	2,500	498.47	23.98	2,001.53	19.94%
	770.005 Summer Reading	4,000	104.97		3,895.03	2.62%
	771.001 Rotary Books	935	407.00		528.00	43.53%

Schultz-Holmes District Library Revenue and Expenditure Report  
Period Ending 4/30/2025  
Fiscal Year Completed: 58.33

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	0.00		200.00	0.00%
	771.007 Tuttle Funds	500	150.00		350.00	30.00%
	771 Additional Collection Expenses	0	-50.22			
	772.001 Lost Items Replaced	200	79.92	12.99	120.08	39.96%
	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	2,311.00		4,689.00	33.01%
	817 Accounting Services/Payroll	9600	549.00	158.00	9,051.00	5.72%
	853.000 Telephone/Internet	2,500	893.71	132.01	1,606.29	35.75%
	901 Publishing	100	15.60		84.40	15.60%
	901.001 Newsletter	900	1,545.00	1,545.00	-645.00	171.67%
	902.001 Promotional Expenses	0	0.00		0.00	
	921 Electric	7,000	3,527.99	562.42	3,472.01	50.40%
	923 Gas	5,000	2,295.80	298.74	2,704.20	45.92%
	927 Water	1,000	375.11	63.00	624.89	37.51%
	928 Sewer	1,000	396.27	66.56	603.73	39.63%
	931 Building & Grounds Repair & Maintenance	20,000	10,342.12	6,688.27	9,657.88	51.71%
	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	0.00		300.00	0.00%
	962.001 ILL/Woodlands Memberships	5,000	2,611.62	2,502.36	2,388.38	52.23%
	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	5,861.30	2,316.04	6,138.70	48.84%
	965 Property & Liability Insurance	15,000	4,587.16		10,412.84	30.58%

Schultz-Holmes District Library Revenue and Expenditure Report  
Period Ending 4/30/2025  
Fiscal Year Completed: 58.33

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	916.55	95.24	2,083.45	30.55%
	969.002 Website Agreement	1,200	550.00		650.00	45.83%
	969.003 Time Management Software Agreement	300	0.00		300.00	0.00%
	969.004 Online Backup Agreement	800	99.50	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	2,644.99		4,555.01	36.74%
271-790	Total Library	460,800	205,701.35	35,022.96	255,098.65	44.64%
			170,678.39			
271-791	Library Board					
	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%
Library Board	Sub-Total Library Board	3400	3,076.51		323.49	90.49%
Library + Library BD	Sub-Total Library + Library Board	464200	208,777.86		255,422.14	44.98%
	Contingency	49500	0.00		49,500.00	0.00%
Total	Total	513,700.00	208,777.86	35,022.96	304,922.14	40.64%
	% of Year					58.33%

FY 2024-25

Monthly Financial Report

5/15/2025

SHDL ACCOUNTS	OCT	NOV	DEC	JAN	FEB	MAR	APR
Blissfield State Bank							
Library Savings							
Opening Balance			\$0.00	\$0.00	\$340.73	\$95,722.69	\$96,190.20
Deposits				340.73	\$381.96	\$426.90	\$3,764.72
Transfer out to CLASS							414.65
BadChks/Bk Err or fee							(\$50,000.00)
Transfers				\$95,000.00			\$5,173.34
Interest					\$40.61		
Balance	\$0.00	\$0.00	\$340.73	\$95,722.69	\$96,190.20	\$100,369.57	\$55,762.60
Library Checking (General)							
Opening Balance		\$0.00	\$0.00	\$31,629.97	\$199,576.01	\$349,261.60	\$426,332.77
Checks/Debits			(\$6,193.03)	(\$9,473.33)	(\$8,855.67)	(\$8,490.55)	(\$19,670.78)
Electronic Debits				(\$17,460.15)	(\$19,337.55)	(\$19,758.42)	
Bank Fee/misc credit						(\$1.00)	\$0.27
Transfer out to CLASS							(\$150,100.00)
transfer to Savings				(\$95,000.00)			
transfer to Payroll							(\$200,000.00)
Transfer from Paypal							\$63.86
transfer from village acct			\$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
Balance	\$0.00	\$0.00	\$31,629.97	\$199,576.01	\$349,261.60	\$426,332.77	\$113,941.98
Library Checking (Payroll)							
Opening Balance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Checks/Debits							
Electronic Debits							(\$19,489.02)
Bank Fee/misc credit							\$0.27
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
TOTAL	\$0.00	\$0.00	\$0.00	\$31,970.70	\$295,298.70	\$445,451.80	\$526,702.34
SHDL ACCOUNTS	OCT	NOV	DEC	JAN	FEB	MAR	APR
TLC Credit Union							
CD Investment Account							
Opening Balance	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34	\$1,011.34	\$1,011.34
Deposit	1000						
bank fees							
BadChks/Bk Err or fee							
Transfers							
Dividend				\$11.34			\$11.22
Balance	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34	\$1,011.34	\$1,011.34	\$1,022.56
Savings Account (required)							
Opening Balance	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Pay Bills							
correction/question							
Deposit	\$5.00						
Interest							
Balance	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
TOTAL	\$1,005.00	\$1,005.00	\$1,005.00	\$1,016.34	\$1,016.34	\$1,016.34	\$1,027.56

MI CLASS ACCOUNTS	OCT	NOV	DEC	JAN	FEB	MAR	APR	15-May-25
Investment Fund								
Balance Forward							\$0.00	\$100,012.03
Deposit							\$100,000.00	
Withdrawals/Transfers								
Income Earned							\$12.03	168.16
Investment Fund Balance							\$100,012.03	\$100,180.19
Contingency Fund								
Balance Forward							\$0.00	\$49,505.96
Deposit							\$49,500.00	
Withdrawals/Transfers								
Income Earned							\$5.96	\$83.25
Contingency Fund Balance							\$49,505.96	\$49,589.21
General Fund								
Balance Forward							\$0.00	\$50,506.02
Deposit							\$50,600.00	
Withdrawals/Transfers							(\$100.00)	
Income Earned							\$6.02	\$85.01
Contingency Fund Balance							\$50,506.02	\$50,591.03
CLASS TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,024.01
beginning total balar	114,011.02							\$200,360.43

VILLAGE ACCOUNTS FOR LIBRARY	[CLOSED]						
	OCT	NOV	DEC	JAN	FEB	MAR	APR
Library Deposit Acct							
Balance Forward	\$98,455.21	\$98,484.09	\$100,140.58	\$80,165.71	\$5,171.21	\$5,172.20	\$5,173.30
Deposit	rolled to 9/24	1,624.34					
to SHDL Checking			(\$20,000.00)	(\$75,000.00)			
to SHDL Savings							(\$5,173.34)
Library Savings Intere:	\$28.88	\$32.15	\$25.13	\$5.50	\$0.99	\$1.10	\$0.04
Library Saving Balance	\$98,484.09	\$100,140.58	\$80,165.71	\$5,171.21	\$5,172.20	\$5,173.30	\$0.00
Library Operating Acct							
Balance Forward	\$15,555.81	\$77,588.19	\$47,876.24	\$10,957.52	\$30,803.29	\$30,775.63	\$32,287.86
Pay Bills	(\$24,582.51)	(\$29,727.58)	(\$36,456.53)	(\$3,125.46)	(\$60.25)		
open accounts at TLC	(\$1,005.00)						
to SHDL Checking				(\$75,000.00)			(\$32,288.13)
refunds/voids/correctic	\$91.40		(\$519.81)	10,461.54	\$25.39	\$1,504.00	
Deposit	\$87,500.00		\$50.22	\$87,500.00			
Operating Acct Interes!	\$28.49	\$15.63	\$7.40	\$9.69	\$7.20	\$8.23	\$0.27
Operating Acct Balance	\$77,588.19	\$47,876.24	\$10,957.52	\$30,803.29	\$30,775.63	\$32,287.86	\$0.00
TOTAL	\$176,072.28	\$148,016.82	\$91,123.23	\$35,974.50	\$35,947.83	\$37,461.16	\$0.00

TUTTLE TRUST	
10/1/2024 BALANCE	4/302024 BALANCE
9273.93	9173.93