



THE SCHULTZ-HOLMES DISTRICT LIBRARY

Schultz-Holmes District Library Board of Trustees

AGENDA – REGULAR MEETING

October 21, 2025 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of September 16, 2025 Public Budget Hearing Minutes**
- V. Approval of September 16, 2025 Regular Meeting Minutes**
- VI. Public Comment**
 - a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions to which you would like a response, please complete the form available during the meeting. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame. You are also welcome to state the question orally during public comment, but will only receive a response if the form is completed.
- VII. Committee Reports**
 - a. **Strategic Planning Committee**
Update: The condition assessment agreement has been signed and the condition assessment is in progress.
 - b. **Buildings and Grounds Committee**
Update: The property survey has been initiated. A report is not yet available. Other updates TBD.
 - c. **Finance Committee**
Update: TBD

d. Communication Committee

Update: This committee was formed for the purpose of drafting and conducting a patron survey, which is complete. The committee will be disbanded and may be reformed at any time as the need presents itself.

e. Policy Committee

Update: Proposed updates to dress code policy are being reviewed by legal counsel.

VIII. Corresponding Secretary's Report

IX. Library Director's Report

X. Treasurer's Report

a. Approval of Accounts Payable

XI. Unfinished Business

a. None.

XII. New Business

a. Approval of Time Period for Director's Evaluation

i. Historically, this was done in May. It has not yet been completed as the evaluation policy was being reconfigured following the transition to District Library. The policy remains under review with the policy committee, but President McGrane would like feedback regarding when it is appropriate to conduct the evaluation given the length of time it has been since an evaluation was completed.

1. Options: December (after the evaluation policy is presumably approved by the Board in November), January at the start of the calendar year, keep it in May, October or November following the conclusion of the fiscal year, some other time.

b. Approval of QSEHRA Resolution

c. Approval of Revised Collection Development Policy

XIII. Public Comment

a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions.

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

XIV. Adjournment

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

Schultz-Holmes District Library Board Meeting Minutes September 16, 2025

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

Also present: Bob Barringer, Autumn Smith

Trustees absent:

A Public Budget Hearing of the Schultz-Holmes District Library Board was held on Tuesday, September 16, 2025 at 6:00 pm. The Hearing was called to order by President Ciara McGrane at 6:00 pm.

President Ciara McGrane called for a motion to approve the agenda for the September 16 Budget Hearing. Trustee Karen Waggoner made a motion to approve the agenda. Trustee Christine Burtle seconded the motion and the motion carried unanimously.

Public comment was accepted regarding the 2025-2026 Schultz-Holmes District Library Budget.

Hearing adjourned at 6:34 pm.

Schultz-Holmes District Library Board Meeting Minutes September 16, 2025

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

Also present: Bob Barringer, Autumn Smith

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, September 16, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:01 pm.

President Ciara McGrane called for a motion to approve the agenda for the September 16, 2025 meeting. Trustee Karen Waggoner made a motion to approve the agenda with the addition of adding Storm Sewer Discussion to Unfinished Business, and adding an opportunity for Board Member Comment after Public Comment to allow Trustee Rogers to read a prepared statement. Trustee Greg Brown seconded the motion with the addition and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the August 19, 2025 meeting. Trustee Greg Brown made a motion to approve the minutes of the August 19, 2025 meeting. Trustee Debra Rogers seconded the motion and the motion carried unanimously.

President Ciara McGrane called for public comment. Comment was given regarding concern with implementing a uniform and longevity with the health insurance stipend, such as hiring future employees that are not able to get insurance through their spouses.

During Board Member Comment, Trustee Debra Rogers responded to concerns brought up during the Budget Hearing on September 16th. President McGrane called for a motion to grant Trustee Rogers an additional three minutes to speak. Trustee Shelly DeVantier motion to add 3 minutes to Trustee Rogers time for comment. Trustee Christine Burtle seconded and the motion carried with Trustee Greg Brown voting no.

Trustee Ciara McGrane reported on the Strategic Planning Committee. Two bids have been received regarding a Capital/Property Needs Assessment for the building to give an idea on expected life span and recommended repairs in order to prepare a Capital Improvement Plan. Library attorneys have cleared the title for the building and the necessary signatures for transfer are in the process of being acquired.

Trustee Greg Brown reported on the Building and Grounds Committee. The pipe connecting sewer drains needs to be replaced so the cost is more than originally anticipated.

Trustee Greg Brown reported that the Finance Committee has not recently met as the full Board is working on the budget.

President Ciara McGrane reported on the Communications Committee. A report from the survey is available to review, Assistant Director Smith is already working on implementing suggestions.

President Ciara McGrane reported that there is no update from the policy committee.

Corresponding Secretary Shelly DeVantier reported that there was no correspondence this month.

Director Bob Barringer provided the Library Director Report. Director Barringer is continuing to work with our accountant to reconcile library accounting records. Payroll vendor is working to implement sick pay requirements based on state law and attorney suggestions. The Blissfield Library website is still in progress, we will be asking for an extension with the current vendor to ensure the new website is ready and there is no gap in service. Director Barringer will be speaking at the Carlson Library at the University of Toledo about book banning. Hoopla is very expensive to use but is very popular with residents so there is no plan to make any changes to service at this time. Assistant Director Smith has been selected to take a financial management course at the University of Wisconsin.

Assistant Director Smith provided a special report on some programs made possible from millage funding due to public interest. Programs that include higher cost materials are now possible- including flower-arranging and live music. There are 185 in house programs, nearly at capacity year-round in all programs. One Seed One State program has been implemented and a seed library is in the works. Early learning backpacks are in the works and will be available to patrons starting October 1.

Treasurer Greg Brown reported that the library CLASS account earned over \$4,701 in interest since April of this year. Money can be withdrawn the same or next day with no penalties.

Trustee Karen Waggoner made a motion to approve the Accounts Payable report. Trustee Blair Meads seconded the motion and the motion carried unanimously.

Budget resolution: President Ciara McGrane discussed several other options regarding health insurance and health related expenses, including continuing stipend, Qualified Small Employer Health Reimbursement Arrangement (QSEHRA), offering employee sponsored health insurance plan, or a combination of QSEHRA and flat wage increase. There is legal concern about making the stipend amounts to close to estimated health costs. A 2.7% Cost of Living Adjustment (COLA) was discussed as 2.7% is the expected cost of living increase by January 2026 according to the Social Security Administration.

Motion made by Trustee Greg Brown to take a 5 minute recess. Trustee Christine Burtle supported the motion and it was carried unanimously. The meeting was recalled at 8:22.

Motion by Trustee Greg Brown to amend the budget with the 2.7% COLA for Part-Time employees for FY2026 and the max QSEHRA of \$12,800 per year with flat wage increase of \$6,266.88 per full time employee to prevent employees from bearing tax liability related to the QSEHRA allocation. Trustee Karen Waggoner seconded the motion. Recording Secretary Blair Meads conducted a roll call vote:

Rogers	No
Brown	Yes
Burtle	Yes
Meads	Yes
Waggoner	Yes
DeVantier	No
McGrane	Yes

Motion carried through roll call vote.

Trustee Karen Waggoner made a motion to approve the amended 2025-2026 Budget Resolution. Trustee Christine Burtle seconded the motion. Recording Secretary Blair Meads conducted a roll call vote:

Rogers	No
Brown	Yes
Burtle	Yes
Meads	Yes
Waggoner	Yes
DeVantier	No
McGrane	Yes

Motion carried through roll call vote.

President Ciara McGrane called for a motion to authorize Trustees McGrane and Brown to revise Exhibit A to the budget resolution to reflect the changes made in this meeting. Motion made by Trustee Karen Waggoner to revise Exhibit A to the Budget Resolution. The motion was seconded by Blair Meads. Motion carried unanimously.

President Ciara McGrane called for a motion to approve the budget amendments for the 2024-2025 Fiscal Year. Motion was made by Trustee Greg Brown to approve the budget amendments for the 2024-2025 Fiscal Year. Seconded by Trustee Christine Burtle. Motion carried unanimously.

President Ciara McGrane called for a motion to approve the quote from Partner for the Property Condition Assessment. Motion made by Trustee Debra Rogers to approve the quote from Partner for the Property Condition Assessment. Motion was seconded by Trustee Karen Waggoner. Motion carried unanimously.

A property survey was recommended while ownership transfer of the building is in process. The transfer of ownership is still able to continue while the survey is in progress. **A motion was made by Trustee Greg Brown to approve up to \$5,000 for a property survey. Motion was seconded by Trustee Debra Rogers. Motion carried unanimously.**

The repairs for the sewer drain in the parking lot will be more intensive than originally anticipated, with piping and other parts needing to be repaired and replaced. **A motion made by Trustee Greg Brown to authorize up to \$12,000 for necessary repairs and construction to sewer drain and system with the current contractor. Motion was seconded by Trustee Debra Rogers. Motion carried unanimously.**

Regarding the request to amend the dress code policy, Assistant Director Smith spoke on concerns from staff about polo shirts noting that no other library in the county has a mandated uniform. There is also concern about affording the shirts, and that library funds would have to be used to purchase the uniforms. Trustee Shelly DeVantier clarified that her intent was to update the dress code rather than mandate a specific uniform. **A motion made by Trustee Karen Waggoner to refer the topic of dress code revisions to the Policy Committee to be more clear in establishing a business casual dress code, and to clarify what political expression is permitted by the dress code. The motion was seconded by Trustee Greg Brown. Motion carried unanimously.**

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

Judy Echols praised the library board and staff for their hard work for the community.

Meeting adjourned at 9:18pm

THE SCHULTZ-HOLMES DISTRICT LIBRARY

Report of the Director to the Library Board of Trustees, October 21, 2025

Financial Reports: The accountant and I continue to work to reconcile all official library accounting records and bring them up to date. We have spoken with our auditor and hope to have the audit completed before the end of the calendar year. With the audit and the condition assessment happening at the same time, the “DR” in Dr. Bob officially means “document retrieval.” I may move into the library for the next two months.

Website: The new website is up and running. The new website vendor’s hand may have been forced when the old website pulled the plug. I have no specifics on what happened, but the website, while up and running, needs tweaks, updates and corrections. Dean Cantrell is working with the vendor to get staff training set up. We have only one log in at the moment., mine which Dean is using.

Speaking Engagement at University of Toledo Banned Books Vigil: The program went well, judging by people laughing at the right places. While the event wasn’t streamed, we may have access to a recorded version later. The library website, which had a role in my presentation, chose the morning of the presentation to go down, but, as someone in the audience alerted me, came back up just as I was finishing.

Early Learning Backpacks Launched: With some promotion from 13abc in Toledo and other media, the backpack program generated a good deal of buzz and launched successfully on October 1. We will keep track of use in circulation rather than programs.

Major Book Supplier Going Out of Business: While we are certainly not alone, the staff is working hard to adjust and adapt to the pending closure of Baker & Taylor, by far the largest library book wholesale supplier. Together we developed a response that adjusts short, medium and long term.

Following research on alternatives by Breandan Gunner, we have a meeting with Ingram, another wholesale supplier, set up. I have already attended a group meeting with Amazon and all Michigan libraries. We had over 350 items ordered from Baker & Taylor as far back as February that remained undelivered. We cancelled everything from Baker & Taylor (a day ahead of Baker & Taylor cancelling everything for everyone on their end), then re-ordered everything from Amazon. Say what you want about Amazon, but they cannot be challenged on response time. We have most of the already published items we previously ordered from B&T. The first 100 or so arrived in less than 24 hours. We have always ordered some items from Amazon which provides better prices on university press books and some children’s titles.

At its own admission, though, Amazon is not a wholesaler and cannot provide items ahead of street date in order for us to process the book to make it available the first day it is legal to make it available to patrons. Amazon does not yet provide the selection tools that libraries rely on to help with purchase decisions. We hope wholesaler Ingram can replace Baker & Taylor as our

primary supplier. We are not alone in that hope, so Ingram is currently overwhelmed with requests for training and account set up. We will lean on Amazon as a stop gap in the interim.

Monthly Statistics:

Circulation	Ill Out	Ill in	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
September	65	158	1689	266	20/918	298	49

Program Participation:

02 Homeschool Hangout	30
02 Flower Arranging	9
03 Storytime	23
04 E-Services Class	2
08 LILA	24
10 Storytime	13
11 Bingo	27
15 Senior Center	12
16 Homeschool Hangout	45
17 Storytime	30
18 Book Club	11
19 Blissfield Co-Op Storytime	17
24 Storytime	24
30 Homeschool Hangout Field Trip to Lena's	43
30 Evening Storytime with Pete the Cat	33
30 Guess How Many	47
September	390

September Computer Use:

Sessions: 60
Time: 31:21

Active Patrons 9/30/2025

Adult:	3405
Institution:	16
Juvenile:	381
Bliss Twp	315
Village:	2329
Non-Resident:	65
Ogden:	255
Palmyra:	310
Riga:	528
TOTAL	3802

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 9/30/2025
Fiscal Year Completed: 100%

Account	Label	Budget YEA	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			
271-000-580	Local Unit Contributions	488,000	487,081.55		918.45	99.81%
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	1,414.94	184.49	(414.94)	141.49%
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	2,265.83	122.43	(1565.83)	323.69%
271-000-660.003	Penal Fines	7000	12,149.58		(5149.58)	173.57%
271-000-665.000	Interest	100	5,578.13	1,058.19	(5478.13)	5578.13%
271-000-667.000	Rent	800	1,120.00	350.00	(320.00)	140.00%
271-000-674.000	Private Contributions & Donations	8000	12,321.89	6,663.28	(4321.89)	154.02%
271-000-684.000	Miscellaneous Revenue	2000	4,745.00		(2745.00)	237.25%
Total	Total Revenue (millage+special)	513,700	534,403.62	8,378.39	(20703.62)	104.03%
271-000-699.001	Transfer in from Village (DLA agmt)	175,000	175,000.00	0.00	0	100.00%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 9/30/2025
Fiscal Year Completed: 100%

Account	Label	Budget YEA	YTD	Current	Remaining	% Budget Used
EXPENDITURES						
271-790-xxx	Library					
	702 Wages	122,650	115,008.52	9,011.20	7,641.48	93.77%
	703 Pt-Tm Wages	72,950	62,512.16	4,497.37	10,437.84	85.69%
	Sub-total Wages	195,600	177,520.68	13,508.57	18,079.32	90.76%
	710 Social Secuity/Medicare	17,000	15,430.26	1,238.44	1,569.74	90.77%
	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	718.79	54.23	131.21	84.56%
	710.005 HRA	2,550	2,277.19		272.81	89.30%
	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	22,500.00	2,500.00	0.00	100.00%
	710.012 MERS Defined Contribution	9,250	8,569.90	901.12	680.10	92.65%
	710.013 MERS Health Care Savings Plan	2,780	2,570.71	270.34	209.29	92.47%
	710.014 MERS 457b Employer Contribution	1,840	1,713.75	180.22	126.25	93.14%
	Total MERS Retirement	13,870	12,854.36	1,351.68	1,015.64	92.68%
	710.008 Unemployment Insurance	1,750	1,394.65	26.90	355.35	79.69%
	Total Personnel	267,450	245,663.70	18,679.82	21,786.30	91.85%
	727 Office Supplies	4,000	3,067.42	74.49	932.58	76.69%
	728 Postage/Freight	300	13.38		286.62	4.46%
	740 Tools & Supplies	4,000	3,134.75	365.24	865.25	78.37%
	740.004 Books & Magazines	27,000	23,990.60	1,137.84	3009.4	88.85%
	741 AudioVisSupp	3,000	1,816.52	239.57	1,183.48	60.55%
	770.000 General Program Expenses	500	65.00		435.00	13.00%
	770.001 Art at Your Feet	6,000	3,568.12	2,262.38	2,431.88	59.47%
	770.002 Taste the State	4,000	3,640.96	686.00	359.04	91.02%
	770.003 Blissfield Unbound	7,000	3,263.09	700.00	3,736.91	46.62%
	770.004 Children's Programming	9,500	6,173.31	3,719.88	3,326.69	64.98%
	770.005 Summer Reading	6,000	5,615.30	56.26	384.70	93.59%
	771.001 Rotary Books	935	498.24		436.76	53.29%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 9/30/2025
Fiscal Year Completed: 100%

Account	Label	Budget YEA	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	0	0.00		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		-50.22			
	772.001 Lost Items Replaced	200	192.67		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	3,229.00	867.00	3,771.00	46.13%
	817 Accounting Services/Payroll	9600	4,694.00	361.50	4,906.00	48.90%
	853.000 Telephone/Internet	2,500	1,553.78	131.99	946.22	62.15%
	901 Publishing	100	15.60		84.40	15.60%
	901.001 Newsletter	1,900	1,545.00		355.00	81.32%
	902.001 Promotional Expenses	0	0.00		0.00	
	921 Electric	8,000	7,157.24	807.35	842.76	89.47%
	923 Gas	4,000	2,537.82	20.60	1,462.18	63.45%
	927 Water	1,000	701.61	68.67	298.39	70.16%
	928 Sewer	1,000	727.00	72.62	273.00	72.70%
	931 Building & Grounds Repair & Maintenance	21,500	18,771.55	3,500.25	2,728.45	87.31%
	932 Equipment Repair & Maintenance	500	116.48		383.52	23.30%
	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		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	9,363.93	709.82	2,636.07	78.03%
	965 Property & Liability Insurance	15,000	4,587.16		10,412.84	30.58%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 9/30/2025
Fiscal Year Completed: 100%

Account	Label	Budget YEA	YTD	Current	Remaining	% Budget Used
	969.000 Maintenance Agreements	5,000	0.00		5,000.00	0.00%
	969.001 Copier Maintenance	3,000	2,035.54	95.24	964.46	67.85%
	969.002 Website Agreement	1,200	775.00	225.00	425.00	64.58%
	969.003 Time Management Software Agreement	300	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	8,200	7,440.06		759.94	90.73%
271-790	Total Library	460,800	375,243.97	34,781.52	85,556.03	81.43%
			375,243.97			
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	378,320.48		85,879.52	81.50%
	Contingency	49500	0.00		49,500.00	0.00%
Total	Total	513,700.00	378,320.48	34,781.52	135,379.52	73.65%
	% of Year					100.00%

5:03 PM

10/14/25

Accrual Basis

The Schultz-Holmes Memorial Library

Monthly Invoice Report

September 2025

Name	Num	Date	Account	Amount	Memo
271--Library Fund					
271-790 Library					
271-790-710.004 Disability/Life					
The Hartford	494299432900	09/09/2025	271-790-710.004 Disability/Life	54.23	449 Disability/Life
Total 271-790-710.004 Disability/Life				54.23	
271-790-727 Office Supplies					
TLC Community...	20250831	09/09/2025	271-790-727 Office Supplies	16.51	457 visa office supplies Walmart
Bamboo Access...	000028	09/09/2025	271-790-727 Office Supplies	57.98	452 nameplates and gavel
Total 271-790-727 Office Supplies				74.49	
271-790-740 Tools and Supplies					
271-790-740.004.Books & Mags					
Baker and Taylor	2039261717	09/08/2025	271-790-740.004.Books & Mags	302.99	461 books (on check with 36.70 ...
Amazon.com	1x6xkmtkd6jl	09/09/2025	271-790-740.004.Books & Mags	510.08	450 books
Baker and Taylor	2039248149	09/09/2025	271-790-740.004.Books & Mags	324.77	447 Books
Total 271-790-740.004.Books & Mags				1,137.84	
271-790-740 Tools and Supplies - Other					
TLC Community...	20250831	09/09/2025	271-790-740 Tools and Supplies	325.28	457 visa supplies Costco, Stitch...
Amazon.com	1x6xkmtkd6jl	09/09/2025	271-790-740 Tools and Supplies	29.97	450 supplies
Paypal NCH Sof...	20250907	09/10/2025	271-790-740 Tools and Supplies	9.99	paypal balance Video Pad softw...
Total 271-790-740 Tools and Supplies - Other				365.24	
Total 271-790-740 Tools and Supplies				1,503.08	
271-790-741 Audio Visual					
Amazon.com	1x6xkmtkd6jl	09/09/2025	271-790-741 Audio Visual	239.57	450 DVDs
Total 271-790-741 Audio Visual				239.57	
271-790-770.000 General Program					
271-790-770.001 AaYF					
WLEN	87149	09/08/2025	271-790-770.001 AaYF	900.00	463 remote broadcast aayf
TLC Community...	20250831	09/09/2025	271-790-770.001 AaYF	1,033.98	457 visa supplies ProShop tshirts...
Meadowbrook P...	001476	09/09/2025	271-790-770.001 AaYF	328.40	455 AaYF ads 2025
Total 271-790-770.001 AaYF				2,262.38	
271-790-770.002 Taste the State					
TLC Community...	20250831	09/09/2025	271-790-770.002 Taste the State	636.00	457 visa supplies TtS Paint and...
TLC Community...	20250831	09/09/2025	271-790-770.002 Taste the State	-100.00	457 visa credit refund rental Th...
Meadowbrook P...	001476	09/09/2025	271-790-770.002 Taste the State	150.00	455 TtS Fall program ad
Total 271-790-770.002 Taste the State				686.00	

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10/14/25

Accrual Basis

The Schultz-Holmes Memorial Library

Monthly Invoice Report

September 2025

Name	Num	Date	Account	Amount	Memo
271-790-770.003 Bliss Unbound					
Manhattan Shor...	2095	09/08/2025	271-790-770.003 Bliss Unbound	600.00	459 Manhattan Short license
Meadowbrook P...	001476	09/09/2025	271-790-770.003 Bliss Unbound	100.00	455 BU Fall program ad
Total 271-790-770.003 Bliss Unbound				700.00	
271-790-770.004 Child/Teen P&M					
TLC Community...	20250831	09/09/2025	271-790-770.004 Child/Teen P&M	1,169.83	457 visa supplies--Bagmasters, L...
Meadowbrook P...	001476	09/09/2025	271-790-770.004 Child/Teen P&M	150.00	455 CTP Fall program ad
Early Learning ...	20250911	09/30/2025	271-790-770.004 Child/Teen P&M	2,400.05	465 Backpack supplies
Total 271-790-770.004 Child/Teen P&M				3,719.88	
271-790-770.005 Summer Reading					
TLC Community...	20250831	09/09/2025	271-790-770.005 Summer Reading	56.26	457 visa srp supplies frozen para...
Total 271-790-770.005 Summer Reading				56.26	
Total 271-790-770.000 General Program				7,424.52	
271-790-807 Attorney Svcs					
FosterSwift	923116	09/30/2025	271-790-807 Attorney Svcs	867.00	466 Attorney Svcs
Total 271-790-807 Attorney Svcs				867.00	
271-790-817 Professional Svcs					
Donna Baker & ...	31313	09/30/2025	271-790-817 Professional Svcs	237.50	460 accounting svcs
WorkForce Pay...	20250912	09/30/2025	271-790-817 Professional Svcs	62.00	AWD Payroll Svcs
WorkForce Pay...	20250926	09/30/2025	271-790-817 Professional Svcs	62.00	AWD Payroll Svcs
Total 271-790-817 Professional Svcs				361.50	
271-790-853 Telephone/Internet					
Village of Blissfi...	25-0006664	09/08/2025	271-790-853 Telephone/Internet	81.99	462 phones
D & P Communi...	10617922	09/09/2025	271-790-853 Telephone/Internet	50.00	446 internet
Total 271-790-853 Telephone/Internet				131.99	
271-790-921 Electric					
Consumers Ene...	201187263339	09/30/2025	271-790-921 Electric	807.35	458 electric
Total 271-790-921 Electric				807.35	
271-790-923 Gas					
Consumers Ene...	201187263339	09/30/2025	271-790-923 Gas	20.60	458 gas
Total 271-790-923 Gas				20.60	

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10/14/25

Accrual Basis

The Schultz-Holmes Memorial Library

Monthly Invoice Report

September 2025

Name	Num	Date	Account	Amount	Memo
271-790-927 Water					
Village of Blissfi...	20250925	09/09/2025	271-790-927 Water	68.67	448 water
Total 271-790-927 Water				68.67	
271-790-928 Sewer					
Village of Blissfi...	20250925	09/09/2025	271-790-928 Sewer	72.62	448 sewer
Total 271-790-928 Sewer				72.62	
271-790-931 Bldg & Grds Maint					
TLC Community...	20250831	09/09/2025	271-790-931 Bldg & Grds Maint	349.00	457 auditorium refrigerator Walmart
Wolfe's Lawn C...	531019	09/09/2025	271-790-931 Bldg & Grds Maint	275.00	454 lawn care
Allied Hand Dryer	400992	09/09/2025	271-790-931 Bldg & Grds Maint	2,790.00	451 hand dryers
Stevens Disposal	1075170	09/30/2025	271-790-931 Bldg & Grds Maint	86.25	464 dumpster
Total 271-790-931 Bldg & Grds Maint				3,500.25	
271-790-962.000 Dues Sub Membe					
271-790-962.004 Online Subscrip					
Midwest Tape	507678449	09/09/2025	271-790-962.004 Online Subscrip	691.97	456 hoopla
Kanopy	466511	09/09/2025	271-790-962.004 Online Subscrip	17.85	445 kanopy monthly
Total 271-790-962.004 Online Subscrip				709.82	
Total 271-790-962.000 Dues Sub Membe				709.82	
271-790-969 Maint Agreements					
271-790-969.001 Copier Maint					
US Bank	5633283217	09/09/2025	271-790-969.001 Copier Maint	95.24	453 copier lease
Total 271-790-969.001 Copier Maint				95.24	
271-790-969.002 Webstie Main Ag					
Paypal Zohocorp	50101093164	09/30/2025	271-790-969.002 Webstie Main Ag	225.00	AWD PP bal--email (formerly inclu...
Total 271-790-969.002 Webstie Main Ag				225.00	
Total 271-790-969 Maint Agreements				320.24	
Total 271-790 Library				16,155.93	
Total 271--Library Fund				16,155.93	
TOTAL				16,155.93	

Account	Label	Budget YEA	October	November	December Vill	December SHDL	December	January Village	January SHDL	January	February Village	February SHDL	February	March Village	March SHDL	March	April	May	June	July	August	September	Total
271-790-xxx	Library																						
	702 Wages	122,650	5890.44	9,011.20	9,011.20		9,011.20	5,406.72	8,110.08	13,516.80		9,011.20	9,011.20		9,011.20	9,011.20	9,011.20	9,994.88	9,011.20	9,011.20	13,516.80	9,011.20	115,008.52
	703 Pt-Tm Wages	72,950	3140.09	5,052.86	4,097.69		4,097.69	2,083.85	3,949.94	6033.79		4,730.36	4,730.36		5,326.62	5,326.62	5,050.70	5,313.35	4,848.14	5,397.19	9,024.00	4,497.37	62,512.16
	Sub-total Wages	195,600	9030.53	14,064.06	13,108.89		13,108.89	7,490.57	12,060.02	19550.59		13,741.56	13,741.56		14,337.82	14,337.82	14,061.90	15,308.23	13,859.34	14,408.39	22,540.80	13,508.57	177,520.68
	710 Social Security/Medicare	17,000	690.53	1,075.00	1,001.92		1,001.92	572.12	1,126.24	1698.36		1,256.27	1,256.27		1,301.89	1,301.89	1,280.80	1,377.60	1,265.26	1,307.29	1,936.90	1,238.44	15,430.26
	710.001 Pension	4,100	1292.75	1,389.54	1,389.54		1,389.54						0.00			0.00							4,071.83
	710.002 Health Insurance	7,820	3908.74	3,908.74	4,408.23		4,408.23	(4,408.23)		(4,408.23)			0.00			0.00							7,817.48
	710.003 Dental Insurance	510	254.12	254.12	274.44		274.44	(274.44)					0.00			0.00							508.24
	710.004 Disability/Life Insurance	850	57.68	57.68	57.68		57.68	57.68	54.23	111.91		54.23	54.23		54.23	54.23	54.23	54.23	54.23	54.23	54.23	54.23	718.79
	710.005 HRA	2,550	60.50	60.50				654.05		654.05	1,562.64		1,562.64			0.00							2,277.19
	710.007 Workers' Compensation	845	33.18	35.55	34.10	420.00	454.10	19.18		19.18			0.00			0.00							542.01
	710.010 Eyecare Insurance	55	13.40	13.40	13.40		13.40	13.40			(25.39)		(25.39)			0.00							28.21
	710.011 Heath Insurance Stipend	22,500						2,500.00	2,500.00			2,500.00	2,500.00		2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	22,500.00
	710.012 MERS Defined Contribution	9,250						811.01	811.01			901.12	901.12		901.12	901.12	901.12	1,000.49	901.12	901.12	1,351.68	901.12	8,569.90
	710.013 MERS Health Care Savings Plan	2,780						243.30	243.30			270.34	270.34		270.35	270.35	270.34	299.85	270.34	270.34	405.51	270.34	2,570.71
	710.014 MERS 457b Employer Contribution	1,840						162.20	162.20			180.22	180.22		180.22	180.22	180.22	199.90	180.22	180.22	270.33	180.22	1,713.75
	Total MERS Retirement	13,870						1,216.51	1,216.51			1,351.68	1,351.68		1,351.69	1,351.69	1,351.68	1,500.24	1,351.68	1,351.68	2,027.52	1,351.68	12,854.36
	710.008 Unemployment Insurance	1,750						393.12	393.12			354.04	354.04		149.03	149.03	136.37	143.45	73.82	41.22	76.70	26.90	1,394.65
	Total Personnel	267,450	15280.93	20,858.59	20,288.20	420.00	20,708.20	4,124.33	17,350.12	21,474.45	1,537.25	19,257.78	20,795.03	0.00	19,694.66	19,694.66	19,384.98	20,883.75	19,104.33	19,662.81	29,136.15	18,679.82	245,663.70
	727 Office Supplies	4,000		659.40	93.90	438.23	532.13		109.48	109.48		201.71	201.71		247.51	247.51	38.48	115.62	322.74	340.77	425.09	74.49	3,067.42
	728 Postage/freight	300		6.30						0.00			0.00						7.08				13.38
	740 Tools & Supplies	4,000		558.08	79.40	127.80	207.20	9.99	69.99	195.93		195.93	195.93		433.51	433.51	(156.43)	30.00	227.65	340.77	852.82	365.24	3,134.75
	740.004 Books & Magazines	27,000	1331.28	4,485.29	50.22	1,552.03	1,602.25		1,199.00	1,199.00		612.66	612.66		4,349.88	4,349.88	851.99	379.31	3,320.33	885.87	3,834.90	1,137.84	23,990.60
	741 AudioVisSupp	3,000		771.31		310.58	310.58			87.15			0.00		72.82	72.82		134.31	175.83		24.95	239.57	1,816.52
	770.000 General Program Expenses	500		65.00						0.00			0.00										65.00
	770.001 Art at Your Feet	6,000								0.00			0.00							412.38	893.36	2,262.38	3,568.12
	770.002 Taste the State	4,000		14.04	131.55	422.11	553.66	50.00	135.96	185.96		742.33	742.33		326.92	326.92	185.23		431.00	201.00	314.82	686.00	3,640.96
	770.003 Blissfield Unbound	7,000	175.00	302.00				15.09	350.00	365.09		343.27	343.27		559.63	559.63	154.60	51.67	63.27	188.79	359.77	700.00	3,263.09
	770.004 Children's Programming	9,500		104.27		17.90	17.90	29.65	322.67	352.32			0.00				23.98	1,029.22	35.98	377.86	3,719.88	6,173.31	
	770.005 Summer Reading	6,000								0.00		104.97	104.97					925.00	2,856.81	1,241.21	431.05	56.26	5,615.30
	771.001 Rotary Books	935								0.00			0.00		407.00	407.00					91.24		498.24
	771.002 Adopt-a-Mag	400								0.00			0.00										0.00
	771.003 Miscellaneous Memorial Gifts	200								0.00			0.00										0.00
	958.001 Movie Licenses	700								0.00			0.00										0.00
	771.004 Misc Non-Memorial	200								0.00			0.00										0.00
	771.005 Grant Expenses	0								0.00			0.00										0.00
	771.006 Purchase Expenses	200								0.00			0.00					21.35					21.35
	771.007 Tuttle Funds	500		100.00					50.00	50.00			0.00							50.00			200.00
	Tuttle: begin 10/1/2024 59273.93 and 9/30/2025 9073.83																						
	771 Additional Collection Expenses							(50.22)		(50.22)			0.00										-50.22
	772.001 Lost Items Replaced	200							66.93	66.93			0.00				12.99			83.78	28.97		192.67
	772.002 Sales Income Expenses	800								0.00			0.00										0.00
	802.000 Auditor	3,000								0.00			0.00										0.00
	807 Attorney Services	7000				1,858.50	1,858.50			452.50			0.00					51.00				867.00	3,229.00
	817 Accounting Services/Payroll	9600							134.00	134.00		134.00	134.00		123.00	123.00	158.00	1,074.00	126.00	1,111.00	1,472.50	361.50	4,694.00
	853 Telephone/Internet	2,500	19.90	82.02	82.02		82.02	82.02	281.62	363.64		82.11	82.11		132.01	132.01	132.01	131.98	131.98	132.13	131.99	131.99	1,553.78
	901 Publishing	100								0.00		15.60	15.60										15.60
	901.001 Newsletter	1,900															1,545.00						1,545.00
	902.001 Promotional Expenses	0								0.00			0.00										0.00
	921 Electric	8,000		635.42		574.45	574.45		584.89	584.89		596.77	596.77		574.04	574.04	562.42		524.56	569.88	850.05	877.41	7,157.24
	923 Gas	4,000		204.03		299.52	299.52		498.35	498.35		552.74	552.74		442.42	442.42	298.74		132.82	46.37	20.69	21.54	2,537.82
	927 Water	1,000		66.60		66.60	66.60		60.26	60.26		54.17	54.17		64.48	64.48	63.00		65.21	65.21	62.36	65.05	701.61
	928 Sewer	1,000		70.41		70.41	70.41		63.63	63.63		57.11	57.11		68.15	68.15	66.56		61.74	61.74	65.87	68.76	727.00
	931 Building & Grounds Repair & Maint	21,500		146.29		488.43	488.43		415.50	415.50		1,152.38	1,152.38		1,451.25	1,451.25	6,688.27		276.25	576.25	2,428.41	1,648.27	18,771.55
	932 Equipment Repair & Maintenance	500								0.00		116.48	116.48										116.48
	956 Misc	500								0.00			0.00										0.00
	960.000 Workshops Conferences Education	1,000			25.00		25.00			0.00			0.00										25.00
	961.000 Bank Fees	200								0.00		6.27	6.27		1.00	1.00							7.27
	962 Memberships and Dues	300								0.00			0.00						200.00				200.00
	962.001 ILL/Woodlands Memberships	5,000		14.95		59.32	59.32			0.00		34.99	34.99				2,502.36				1,947.94		4,684.56
	962.002 OverDrive Advantage	800								582.00			582.00				0.00						582.00
	962.003 Freegal	2,015	160.68						1,850.00	1,850.00			0.00										2,010.68
	962.004 Other Online Subscriptions	12,000		478.82		1,260.24	1,260.24		555.14	555.14		634.89	634.89		616.17	616.17	2,316.04	693.99	693.99	648.72	756.11	709.82	9,363.93
	965 Property & Liability Insurance	15,000	2731.56							0.00		1,025.00	1,025.00	(1,504.00)	2,334.60	830.60							4,587.16
	969.000 Maintenance Agreements	5,000								0.00			0.00										0.00
	969.001 Copier Maintenance	3,000	156.33	104.76		95.24	95.24		274.50	274.50		95.24	95.24		95.24	95.24	95.24	377.65	95.24	95.24			

SHDL ACCOUNTS													OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	SHDL ACCOUNTS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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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	\$50,897.84	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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		

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

Date: _____ Period reviewed: 2024-2025

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

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

I. Administration

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

II. Budget

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

III. Personnel

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

IV. Library Collection

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

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

V. Public and Community Relations

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

VI. Library Board Relations

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

VII. Liaison Responsibility with Cooperatives and Other Organizations

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

VIII. Professional Development

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

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

Signatures

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

Library Director's signature

Date

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

Library Board President's signature

Date

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

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

SCHULTZ-HOLMES DISTRICT LIBRARY

Collection Development Policy

The Schultz-Holmes District Library publishes this collection development policy to:

- better inform its patron constituency about the foundations for selecting materials for the library.
- encourage its patron constituency to take an active role in recommending items for the collection.
- guide the Library Director in the selection of materials and in the maintenance of the library's collection.

The collection development policy for the Library is guided by the principles of the American Library Association's Library Bill of Rights (appended) and both the ALA's and Michigan Library Associations' statements on intellectual freedom and obscenity. At times this collection policy will use these statements as the library's own. The library is also guided by established best practices in the acquisition and retention of materials. These best practices are described in the policy.

The library believes the collection should represent all disciplines and, insofar as possible, a variety or range of points-of-view. The collection should meet the intellectual, informational, and recreational needs of the entire, diverse community. The library not only must consider the present needs of the community but also must attempt to anticipate the future needs in order to give timely service. The library acknowledges commonality and seeks to provide materials that would appeal to a large percentage of patrons. The library also acknowledges difference and seeks to provide materials that acknowledge difference, some geared toward explaining differences to a general audience and some geared toward an appeal to smaller groups within the library's diverse patron population.

Intellectual freedom is the right of every person to seek and receive information about any topic from multiple points of view. It includes the right to hold, receive, and share ideas and information. All people have the right to intellectual freedom, including children and teenagers (MLA).

Because libraries do not have infinite money or space, librarians have to make decisions about what materials to buy. Collection development is the process librarians use to make these decisions when they purchase materials for the library. The library considers how their choices affect the intellectual freedom of their communities when they select materials. This consideration includes ensuring the community has access to materials on a wide variety of topics, from a wide variety of perspectives, even if members of the community disapprove of certain topics or perspectives themselves (MLA).

Criteria and Authority for Selection

The primary criteria for selection will be the quality of presentation, the needs of the community, and the needs of the collection. Quality of presentation demands that material come from established, reputable publishers and would generally eliminate self-published or quasi-self-published items from consideration since both the vetting process and financial investment of a reputable publisher would create a quality of presentation difficult for self-published works to meet. Additionally, the library simply lacks the staff necessary to review all requests for consideration of self-published works. The Library Board of Trustees entrusts collection development and materials selection responsibilities to the Library Director or the Director's designee, who has authority to select materials according to this policy.

Acquisitions

Acquisitions which are not the result of donations, either of the items themselves or of the money used to purchase items, are purchased with funds allocated to the purpose in the library's annual budget, with funds available from payments for lost books, or with funds allocated from the Library's trust fund by the Library Board of Trustees. In order to ensure compliance with and oversight of its own collection development policy, the library discourages donations of physical materials or the submission of physical materials in lieu of replacement costs for lost or damaged items. The library cannot guarantee a donated item will fit within the parameters of the collection policy and, therefore, cannot guarantee it will add the donated item to the collection. Likewise, in the case of physical item substitution for replacement costs, the library would still incur costs for processing the submitted item before adding to the collection. Furthermore, a lost or damaged item might be near the end of its anticipated shelf life (see Weeding below). Payment of replacement costs would return decision-making to the library as required by this collection development policy.

Procedures for Selection

No library can make everything available, so the library must make selection decisions. Selection is an inclusive process, where the library affirmatively seeks out materials which will serve its mission of providing a broad diversity of points of view and subject matter. By contrast, censorship is an exclusive process, by which individuals or institutions seek to deny access to or otherwise suppress ideas and information because they find those ideas offensive and do not want others to have access to them. There are many objective reasons unrelated to the ideas expressed in materials ~~that~~ why a library might decide not to add those materials to its collection: redundancy, lack of community interest, expense, space, etc. Unless the decision is based on a disapproval of the ideas expressed and desire to keep those ideas away from public access, a decision not to select materials for a library collection is not censorship. (ALA)

The presence of any particular materials in a library collection does not imply endorsement of the ideas expressed in those materials. The library is simply doing its job as a neutral provider of information from all points of view—if the library “endorses” anything, it is your right to have access to a broad selection of materials. If you don’t find materials to your liking, ask your librarian to help you! Libraries strive to serve the interests of the entire community. If your library is unable to purchase the material you want, it may be able to obtain it for you on interlibrary loan. Your library is there to help you find the information you need or want. Just ask (ALA).

Library materials selection will be made by creating an initial list resulting from a combination of

- staff consultation of current review sources (*Book List*, *Library Journal*, etc.). Collection development often involves reading reviews in professional periodicals to assess quality (MLA).
- standard lists (Toledo *Blade* bestsellers, People Magazine Picks, local school and college recommended reading, prize winners, and Baker & Taylor selection lists—Booking Ahead, Monthly Stars and the New Release Calendar, among others)
- requests by patrons and recommendations by the library staff.

The initial list is generally far too large to purchase in its entirety. Guided by an assessment of the library’s needs according to this policy and available funds, the library director makes selection decisions considering any and all input but is under no obligation to select material from any of these sources. The absence of inclusion in any of these sources does not eliminate material from consideration.

Popular demand is a major consideration in book purchases with the understanding that local demand (or lack thereof) will trump national or regional demand. Materials receiving unfavorable reviews or no reviews at all may be selected if there is significant patron demand, if the material is of particular interest locally, or if the material fills a special unmet need in the collection. No materials will be rejected solely on the basis of the author's point-of-view, as range of points-of-view should be represented in the collection, provided the material meets the other requirements of the policy, including quality of presentation and collection need.

The library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community it serves. The library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of new formats or the abandonment of outdated formats will be based on patron demand, community trends, new product development, and positive critical reviews.

Gifts

Library policy concerning gifts will be posted in the library and otherwise made available to the patron community.

All gifts must meet the criteria of the library's collection development policy. Direct gifts of books and other library materials will be accepted only on the condition that the Library Director has full authority as to their disposal. If requested by the donor, staff may supply a receipt noting the date, format, and number of items donated. Staff will not provide an estimate of the value of the donations. If a donated item does not meet the selection criteria, it will be sold in the annual book sale to benefit the library or donated to another institution. In cases of badly damaged material, the item will be recycled.

When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased may be provided by the donor. The library director or the director's designee in accordance with the needs and selection policies of the library, however, will select specific titles. Donors also have the option of contributing to a trust fund maintained by the Library Board of Trustees. Persons who pay for gift books will have their names--and the name of the person in whose honor or memory the book is purchased--entered on a library bookplate to be placed in the book.

Once the library accepts a gift or donation, the item becomes the property of the library and becomes subject to the same use or disposal criteria as all other items.

Weeding

Weeding is a continuous process and is a part of a sound collection development program. The following guidelines describe a minimum schedule for weeding of various library materials.

Damaged materials and duplicates will be withdrawn as the need arises.

Paperback books, sound recordings of popular music, audio books, video materials, fiction, and general non-fiction will be reviewed at least once each year. Reference materials will be reviewed periodically and at least every two years.

The general criteria for weeding or retention include the following:

- Circulation or usage of the item
- Unneeded duplicates
- Availability of other items on same subject in the collection
- Availability of updated, newer, or revised materials
- Condition of the item
- Historical value of the item
- Item's place in a series

- Possible future usefulness
- Cost of replacement, if necessary

It is critical that outdated information, especially in law, business, finance, medicine, technology, and the sciences be discarded.

Withdrawn materials will be sold in the annual book sale, donated to another institution or recycled, depending on the condition of the materials.

Censorship and Challenged Materials

Censorship is the suppression of ideas or information because a particular person or group of people does not like the idea in question. Censors believe that because they find a particular idea objectionable, no one should have access to information about that idea. Censors often try to use political power to enforce censorship. A book challenge (or a **material challenge**, because not every piece of media that gets challenged is a book) occurs when someone requests or demands that the library remove one or more items in the library collection or move the items to another section of the library (MLA).

Materials are usually challenged because a person does not agree with the content or ideas the material presents, or because they believe the material is not located in an age-appropriate section of the library. While banning a book or other material from the library would result in the material's removal from the library or digital platforms, a book challenge might result in restriction or moving the material to a different area of the library. Restriction still infringes upon the intellectual freedom rights of community members, with such restrictions often based on age. All people have the right to intellectual freedom, *including minors*. When materials deemed age-appropriate by a publisher as the result of a vetting process and marketed for that audience are restricted, children and teenagers are being denied their rights on the basis of age (MLA).

The removal or restriction of materials infringes upon the intellectual freedom rights of community members. In the case of nonfiction, removal and restriction of materials makes it difficult for people to locate reliable, factual information from a variety of viewpoints on a variety of subjects. In the case of fiction or other artistic expression (such as music and film), removal and restriction make it difficult for people to engage with a wide variety of media that may reflect their own experiences or the condition of the wider world. Curtailing this access is often the explicit goal of censors (MLA).

The library believes materials should be shelved and otherwise made available to the audience for which they are created. The library will not intercede between a parent and child, rejecting any authority to act in loco parentis and encourages parents to monitor and supervise what their own children are reading. Likewise, the library must protect the rights of those families who welcome certain material found objectionable by others because all residents of the service area fund the library through taxes. The library collection must reflect many viewpoints with the decision to engage those viewpoints falling on each individual patron or their parents.

~~While more about accessing materials once they are in the library,~~ The library maintains a Freedom of Access policy which, ~~while more about accessing materials once they are in the library,~~ touches on some of the same principles as the Collection Development policy. Following both ALA's Freedom to Read policy and ALA's interpretation of that policy, the library's Freedom of Access policy states:

"Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users. (ALA)

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.

1. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.
2. Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected. Article VII of the *Library Bill of Rights* states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.
3. The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."
4. Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.
5. Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors. (ALA)

In as much as it is impossible to determine a person's maturity by his chronological age, it is also impossible to determine what the person should or should not read, watch or hear. Therefore, all circulating materials other than movies will be available for loan without regard to the age of the cardholder. The library does restrict R-rated movies to adults only (unless the responsible parent requests an exemption), following the guidelines established by the film industry itself. Censorship by parents should occur at home, not at the public library. We encourage all parents to examine their children's books library material, including books, audiobooks and music downloaded from online services. Different parents have very different feelings about what their children should or should not access. It is impossible for us to know how each child's parents feel; therefore, we cannot censor for all parents, nor is it feasible to block specific materials from specific patrons on special request. When children obtain their own library cards, their parents know that the children have the privilege and the responsibility of choosing what they are to obtain from the library. If parents do object to their children having access to certain materials, it is their responsibility, not the library's, to keep these materials from their children.

The library board recognizes, too, that the internet provides different challenges and different opportunities. Therefore, use of the Internet is governed by a separate Internet Policy which is also available for review."

Pornography and Obscenity

In particular, when censors discover library materials that include sexual content, they often rush to claim that librarians are peddling pornography. It is important to know that pornography is *not* a legal term and has no legal criteria, which is why censors like to use it to describe everything from developmentally appropriate sex education books for children to books that include depictions or discussions of queer sexualities (MLA).

Every person has the right to moderate their own engagement with sexual content in media. Parents may guide their children's media consumption based on what they feel comfortable with, but they are responsible *only for their own children* and may not dictate what other children and adult community members can access (MLA).

Sometimes censors cite obscenity laws in their efforts to have materials removed. Unlike pornography, obscenity *is* a legal term and is determined using a three-pronged test known as the Miller Test (named after the 1973 Supreme Court case *Miller v. California*). In order to be classified as obscene, material must meet *all three* of the following criteria:

1. Whether the average person, applying contemporary adult community standards, finds that the matter, taken as a whole, appeals to prurient interests
2. Whether the average person, applying contemporary adult community standards, finds that the matter depicts or describes sexual conduct in a patently offensive way

3. Whether a reasonable person finds that the matter, taken as a whole, lacks serious literary, artistic, political, or scientific value (MLA).

Remember that the work must be evaluated as a whole (not based on a single scene or comic panel), and that library collection development policies exist to ensure that librarians are acquiring material that *does* have literary, artistic, political, and scientific value (MLA).

The Schultz-Holmes District Library will not knowingly put pornography or obscenity on its shelves. Such works are not published by the established publishers upon which the library depends for its purchases. While online content generally comes from third-party providers, the library has made clear to those providers its policy to exclude pornographic or obscene materials.

In Michigan specifically, librarians and teachers are exempt from a state law prohibiting dissemination of sexually explicit material to minors because this dissemination is part of their jobs as educators and upholders of intellectual freedom (MLA).

Efforts to censor library materials must be challenged by the library in carrying out its responsibility to provide for the intellectual, informational, and recreational needs of the entire community. The patron's choice of library materials for personal use is an individual matter. The library maintains that the responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. The library refuses any expectation that it will act in loco parentis.

Therefore, the library rejects:

- censorship by prior restraint in the form of removing an item for all patrons or relocating an item to a location other than the location maintained for the item's intended audience.
- any expectation that the library or library staff will act as a judge of what is suitable for a particular audience, including content warnings other than those offered by the item itself, for example, DVDs which carry industry-provided content ratings.

One of the reasons the library relies on standard publishers that meet the library's requirements of quality of presentation is that those items have been properly vetted and previously categorized by professionals for audience-appropriateness.

The First Amendment guarantees freedom of expression, including freedom of speech and freedom of the press, both of which are vital to a citizen's ability to exercise their intellectual freedom. In the case of public schools, the Supreme Court ruled in the 1982 case *Island Trees School District v. Pico* that public school library books cannot be removed or restricted based on their content, because such a removal would be a violation of the First Amendment rights of students. There is even less authority to

restrict access to information in a public library. When the analysis of Pico is applied to public libraries, the bar against content-based removal becomes even clearer (MLA).

The library, however, does recognize that opinions of appropriateness differ. If a complaint concerning a specific item in the library's collection is made, the person or organization making the complaint will be given a copy of the library's collection development policy. If, after reviewing the policy, the person or organization wishes to file a formal challenge, they will be given a copy of the Patron's Request for Reconsideration of Material (appended).

Upon receiving the request, the library director will study it, research the specific issue, prepare a written response to the request and meet with the requestor. If the requestor wishes to appeal the director's decision, ~~The request will then be taken to the Library Board of Trustees for review at the next scheduled Board meeting.~~ the director will forward the patron request and the director's response to the library board president for inclusion on the agenda of the earliest possible board meeting. If the item was chosen according to the underlying principle of including all points of view, was purchased using the procedure outlined above, and meets the standards of quality of presentation, the default recommendation will be to keep the item in the collection. The item may not be removed for convenience or expediency nor in violation of the parts of this policy supporting intellectual freedom and refusing any *in loco parentis* status for the library. The opinion of the Library Board of Trustees is final.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

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