



## THE SCHULTZ-HOLMES DISTRICT LIBRARY

### Schultz-Holmes District Library Board of Trustees

#### AGENDA

June 17, 2025 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of May 20, 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: Flower beds and maintenance
  - c. **Finance Committee**

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

Update: Survey still running with responses trickling in. President McGrane also did an editorial in the Blissfield Advance regarding IMLS funding.

**e. Policy Committee**

Update: Creation of financial policies is in progress. We hope to have them available for Board review next meeting.

**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.

**XI. New Business**

**a. Calendaring of Budget Review Events**

- i. Finance Committee Review – Before July Meeting
- ii. Committee of the Whole Workshop – Between July and August Meeting
- iii. Budget Hearing – Before August Meeting
- iv. Budget Review/Vote – August Meeting

**b. Request for 6-Month Data Collection of Library Visitors**

- i. Trustee Debbi Rogers

**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 May 20, 2025**

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

Also present: Bob Barringer

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, May 20, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:02 pm.

**President Ciara McGrane called for a motion to approve the agenda for the May meeting. Trustee Karen Waggoner made a motion to approve the agenda for the March meeting. Trustee Christine Burtle seconded and the motion carried unanimously.**

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

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

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.

Trustee Karen Waggoner reported on the Building and Grounds Committee. The committee came up with a list of improvement projects to be completed over the next few years. Trustee Greg Brown has contacted a company out of Detroit that will be coming in a few weeks to inspect the roof. Repaving driveway approaches, filling and sealing the back lot, railing paint, general painting, and updating signage in the front of the library are all listed as priorities. President Ciara McGrane commented on upgrading handicap signage and upgrading hand drying options. Trustee Debra Rogers asked about getting motion sensors for the lights in the bathrooms. Most of the new furniture will be delivered by May 21st.

Treasurer Greg Brown reported on the Finance Committee. The committee discussed updates on the investment accounts and discussed adding more funds to the account, while keeping at least 3 months expenses in the General Fund. Money can be pulled out in one business day.

President Ciara McGrane provided an update from the Communications Committee. The survey is still running and results are coming in. Assistant Director Autumn Smith is already working on implementing suggestions. Survey will run through the end of July. Ciara McGrane reported that the Policy Committee is working on drafting finance policies, which may be ready for the next meeting.

Corresponding Secretary Shelly DeVantier reported that she has written 23 thank you notes for summer reading for donations, 5 for book sale help, 1 for Adopt-a-Magazine.

Director Bob Barringer reported that he is working with the accountant, invoices will be sent twice or month but can vary based on urgency. Brown and Nofsinger seem interested in doing our audit, but we have not gotten confirmation. There are several options for website vendors, the best option is a New York based company that would fit library needs very well. D&P is scheduled to do work on the library's fiber optic network in the beginning of June.

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

**Motion by Trustee Karen Waggoner to approve the Accounts Payable report, supported by Trustee Debra Rogers. Motion carried unanimously.**

President Ciara McGrane noted that the roof inspection is still underway. No action required.

**President Ciara McGrane called for a motion to waive non-resident fee for Friends of the Blissfield Library volunteers. Motion by Trustee Karen Waggoner to approve waiving the non-resident fee for Friends of the Blissfield Library supported by Trustee Blair Briggs. Motion carried unanimously.**

Trustee Debra Rogers requested that staff track foot traffic into the library. Director Bob Barringer will send annual report statistics to Trustee Rogers.

**President Ciara McGrane called for a motion to approve a liquor license for Taste the State. Motion by Trustee Karen Waggoner, supported by Trustee Greg Brown. Motion carried unanimously.**

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

Meeting adjourned at 7:53pm

Schultz-Holmes District Library Revenue and Expenditure Report  
 Period Ending 5/31/2025  
 Fiscal Year Completed: 66.67

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			
	Ogden		97,385.02			
	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>0.00</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		0.00	100.00%
271-000-640.002	Fax Service Charges					
271-000-640.003	Copy & Print Svc Charges	1000	967.75	117.00	32.25	96.78%
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	1,941.74	28.49	(1241.74)	277.39%
271-000-660.003	Penal Fines	7000			7000	0.00%
271-000-665.000	Interest	100	1,191.50	933.62	(1091.50)	1191.50%
271-000-667.000	Rent	800	570.00	100.00	230	71.25%
271-000-674.000	Private Contributions & Donations	8000	4,415.50	448.11	3584.5	55.19%
271-000-684.000	Miscellaneous Revenue	2000			2000	0.00%
<b>Total</b>	<b>Total Revenue (millage+special)</b>	<b>513,700</b>	<b>478,699.36</b>	<b>1,627.22</b>	<b>35,000.64</b>	<b>93.19%</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 5/31/2025  
 Fiscal Year Completed: 66.67

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
<b>EXPENDITURES</b>						
<b>271-790-xxx</b>	<b>Library</b>					
	702 Wages	120,650	74,458.12	9,994.88	46,191.88	61.71%
	703 Pt-Tm Wages	74,950	38,745.46	5,313.35	36,204.54	51.70%
	<b>Sub-total Wages</b>	<b>195,600</b>	<b>113,203.58</b>	<b>15,308.23</b>	<b>82,396.42</b>	<b>57.88%</b>
	710 Social Security/Medicare	17,000	9,682.37	1,377.60	7,317.63	56.96%
	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	556.10	108.46	293.90	65.42%
	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	12,500.00	2,500.00	10,000.00	55.56%
	710.012 MERS Defined Contribution	8,950	4,514.86	1,000.49	4,435.14	50.45%
	710.013 MERS Health Care Savings Plan	2,680	1,354.18	299.85	1,325.82	50.53%
	710.014 MERS 457b Employer Contribution	1,790	902.76	199.90	887.24	50.43%
	<b>Total MERS Retirement</b>	<b>13,420</b>	<b>6,771.80</b>	<b>1,500.24</b>	<b>6,648.20</b>	<b>50.46%</b>
	710.008 Unemployment Insurance	1,750	1,176.01	143.45	573.99	67.20%
	<b>Total Personnel</b>	<b>267,450</b>	<b>159,134.82</b>	<b>20,937.98</b>	<b>108,315.18</b>	<b>59.50%</b>
	727 Office Supplies	4,000	1,904.33	115.62	2,095.67	47.61%
	728 Postage/Freight	300	6.30		293.70	2.10%
	740 Tools & Supplies	4,000	1,348.27	30.00	2,651.73	33.71%
	740.004 Books & Magazines	25,000	17,392.57	2,960.22	7,607.43	69.57%
	741 AudioVisSupp	3,000	1,376.17	134.31	1,623.83	45.87%
	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		491.86	80.33%
	770.003 Blissfield Unbound	2,500	1,951.56	51.97	548.44	78.06%
	770.004 Children's Programming	2,500	1,527.69	1,029.22	972.31	61.11%
	770.005 Summer Reading	4,000	1,029.97	925.00	2,970.03	25.75%
	771.001 Rotary Books	935	407.00		528.00	43.53%

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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		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	2,362.00	51.00	4,638.00	33.74%
	817 Accounting Services/Payroll	9600	1,623.00	1,074.00	7,977.00	16.91%
	853.000 Telephone/Internet	2,500	1,025.69	131.98	1,474.31	41.03%
	901 Publishing	100	15.60		84.40	15.60%
	901.001 Newsletter	900	1,545.00		-645.00	171.67%
	902.001 Promotional Expenses	0	0.00		0.00	
	921 Electric	7,000	4,052.55	524.56	2,947.45	57.89%
	923 Gas	5,000	2,428.62	132.82	2,571.38	48.57%
	927 Water	1,000	440.32	65.21	559.68	44.03%
	928 Sewer	1,000	458.01	61.74	541.99	45.80%
	931 Building & Grounds Repair & Maintenance	20,000	10,618.37	276.25	9,381.63	53.09%
	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		2,388.38	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	6,555.29	693.99	5,444.71	54.63%
	965 Property & Liability Insurance	15,000	4,587.16		10,412.84	30.58%

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Account	Label	Budget	YTD	Current	Remaining	% Budget Used
	969.000 Maintenance Agreements	5,000	0.00		5,000.00	0.00%
	969.001 Copier Maintenance	3,000	1,011.79	95.24	1,988.21	33.73%
	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		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	<b>Total Library</b>	<b>460,800</b>	<b>234,992.46</b>	<b>29,291.11</b>	<b>225,807.54</b>	<b>51.00%</b>
			170,678.39			
<b>271-791</b>	<b>Library Board</b>					
	702 Wages	3100	2,854.20		245.80	92.07%
	710 Social Security/Medicare	296	218.32		77.68	73.76%
	710.01 Workers' Compensation	4	3.99		0.01	99.75%
<b>Library Board</b>	<b>Sub-Total Library Board</b>	<b>3400</b>	<b>3,076.51</b>		<b>323.49</b>	<b>90.49%</b>
<b>Library + Library BD</b>	<b>Sub-Total Library + Library Board</b>	<b>464200</b>	<b>238,068.97</b>		<b>226,131.03</b>	<b>51.29%</b>
	<b>Contingency</b>	<b>49500</b>				<b>0.00%</b>
			0.00		49,500.00	
<b>Total</b>	<b>Total</b>	<b>513,700.00</b>	<b>238068.97</b>	<b>29,291.11</b>	<b>275,631.03</b>	<b>46.34%</b>
	<b>% of Year</b>					<b>66.67%</b>

# The Schultz-Holmes Memorial Library

## Monthly Invoice Report

May 2025

	Date	Num	Vendor	Memo/Description	Amount
<b>271-790-710 Employee Benefits</b>					
<b>271-790-710.004 Disability/Life</b>					
	05/01/2025	494292240863	The Hartford	Disability / Life monthly	54.23
	05/31/2025	494297759035	The Hartford	Disability / Life monthly	54.23
<b>Total for 271-790-710.004 Disability/Life</b>					<b>\$ 108.46</b>
<b>271-790-727 Office Supplies</b>					
	05/01/2025	1G9V-4WGT-GQYG	Amazon Capital Services	office supplies	115.62
<b>Total for 271-790-727 Office Supplies</b>					<b>\$ 115.62</b>
<b>271-790-740 Tools and Supplies</b>					
	05/01/2025	2025	GSHOM Troop 60143	flag service annual	30.00
<b>Total for 271-790-740 Tools and Supplies</b>					<b>\$ 30.00</b>
<b>271-790-740.004.Books &amp; Mags</b>					
	05/01/2025	1G9V-4WGT-GQYG	Amazon Capital Services	books	18.06
	05/02/2025	2039055631	Baker & Taylor		124.61
	05/13/2025	2039078374	Baker & Taylor		36.70
	05/27/2025	2039089366	Baker & Taylor		2,544.21
	05/30/2025	2039109981	Baker & Taylor		236.64
<b>Total for 271-790-740.004.Books &amp; Mags</b>					<b>\$ 2,960.22</b>
<b>271-790-741 Audio Visual</b>					
	05/01/2025	1G9V-4WGT-GQYG	Amazon Capital Services	dvds	134.31
<b>Total for 271-790-741 Audio Visual</b>					<b>\$ 134.31</b>
<b>271-790-770.003 Bliss Unbound</b>					

	05/01/2025	1G9V-4WGT- GQYG	Amazon Capital Services	program supplies	51.97
<b>Total for 271-790-770.003 Bliss Unbound</b>					<b>\$ 51.97</b>
<b>271-790-770.004 Child/Teen P&amp;M</b>					
	05/01/2025	1G9V-4WGT- GQYG	Amazon Capital Services	program supplies	378.59
	05/01/2025	1G9V-4WGT- GQYG	Amazon Capital Services	program supplies	550.63
	05/27/2025	5.27.25	Audrey Sniezek		100.00
<b>Total for 271-790-770.004 Child/Teen P&amp;M</b>					<b>\$ 1,029.22</b>
<b>271-790-770.005 Summer Reading</b>					
	05/15/2025	6.10.25	Absolutely Baffling Magic		550.00
	05/15/2025	2069	Evan Haller	SRP	375.00
<b>Total for 271-790-770.005 Summer Reading</b>					<b>\$ 925.00</b>
<b>271-266-807 Attorney Svcs</b>					
	05/14/2025	913493	Foster, Swift, Collins & Smith, PC	attorney services	51.00
<b>Total for 271-266-807 Attorney Svcs</b>					<b>\$ 51.00</b>
<b>271-790-817 Professional Svcs/Acct/Payroll</b>					
Automatic Withdrawal	5/9/2025	85714	Work Force Pay Hub	payroll svcs	\$ 62.00
included in Payroll Charges	5/23/2025	86132	Work Force Pay Hub	payroll svcs	\$ 62.00
	5/20/2025		Donna Baker & Associates	accounting svcs	\$ 950.00
<b>Total for 201-790-817 Professional Svcs/Acct/Payroll</b>					<b>\$ 1,074.00</b>
<b>271-790-853 Telephone/Internet</b>					
	05/01/2025	10573392	D & P Communications	Internet monthly	49.90
	05/07/2025	25-0006478	Village of Blissfield	Telephone Service	82.08
<b>Total for 271-790-853 Telephone/Internet</b>					<b>\$ 131.98</b>
<b>271-790-921 Electric</b>					
	05/07/2025	202432900185	Consumers Energy	Electric	524.56
<b>Total for 271-790-921 Electric</b>					<b>\$ 524.56</b>

<b>271-790-923 Gas</b>					
	05/07/2025	202432900185	Consumers Energy	Gas	132.82
<b>Total for 271-790-923 Gas</b>					<u>\$ 132.82</u>
<b>271-790-927 Water</b>					
	05/15/2025	5.15.25	Village of Blissfield	water	65.21
<b>Total for 271-790-927 Water</b>					<u>\$ 65.21</u>
<b>271-790-928 Sewer</b>					
	05/15/2025	5.15.25	Village of Blissfield	sewer	61.74
<b>Total for 271-790-928 Sewer</b>					<u>\$ 61.74</u>
<b>271-790-931 Bldg &amp; Grds Maint</b>					
	05/03/2025	507974	Wolfe's Lawn Care & Landscaping	2 lawn mowing & maintenance on 4-22-25, 4-28-25	100.00
	05/10/2025	1041434	Stevens Disposal & Recycling Service, Inc	dumpster svc	86.25
	05/29/2025	2025-29	GTF3 LLC (Tristan Brown)	Light, furniture, book boxing	90.00
<b>Total for 271-790-931 Bldg &amp; Grds Maint</b>					<u>\$ 276.25</u>
<b>271-790-962.004 Online Subscrip</b>					
	05/31/2025	454137-PPU	Kanopy, Inc	kanopy monthly	34.00
	05/31/2025	507257591	Midwest Tape / Hoopla	hoopla monthly	659.99
<b>Total for 271-790-962.004 Online Subscrip</b>					<u>\$ 693.99</u>
<b>271-790-969.001 Copier Maint</b>					
	05/31/2025	556841856	US Bank Equipment Finance		95.24
<b>Total for 271-790-969.001 Copier Maint</b>					<u>\$ 95.24</u>
<b>Total for 271--Library Fund</b>					<u>\$ 8,461.59</u>

**Check Detail Report**  
**The Schultz-Holmes District Library**  
**May 1-31, 2025**

<b>Transaction date</b>	<b>Num</b>	<b>Name</b>	<b>Cleared</b>	<b>Amount</b>
05/02/2025	339	Amazon Capital Services	Reconciled	-1,249.18
05/06/2025	340	Next Day Signs	Uncleared	-375.00
05/06/2025	341	US Bank Equipment Finance	Reconciled	-95.24
05/06/2025	342	GSHOM Troop 60143	Reconciled	-30.00
05/06/2025	343	Kanopy, Inc	Reconciled	-38.25
05/06/2025	344	D & P Communications	Reconciled	-49.90
05/06/2025	346	TLC Community CU	Reconciled	-439.35
05/06/2025	347	Applied Innovation	Reconciled	-242.41
05/06/2025	348	The Hartford	Reconciled	-54.23
05/06/2025	349	Midwest Tape / Hoopla	Reconciled	-569.73
05/06/2025	345	VOID	Uncleared	0.00
05/20/2025	350	Consumers Energy	Reconciled	-657.38
05/20/2025	351	Donna Baker & Associates	Reconciled	-950.00
05/20/2025	352	Absolutely Baffling Magic	Uncleared	-550.00
05/20/2025	353	Baker & Taylor	Reconciled	-124.61
05/20/2025	354	Village of Blissfield	Reconciled	-212.14
05/20/2025	355	Evan Haller	Uncleared	-375.00
05/20/2025	356	Foster, Swift, Collins & Smith, PC	Reconciled	-51.00
05/20/2025	357	Wolfe's Lawn Care & Landscaping	Cleared	-100.00

05/20/2025	358	Stevens Disposal & Recycling Service, Inc	Reconciled	-86.25
05/20/2025	359	Baker & Taylor	Reconciled	-223.33
05/27/2025	360	Audrey Sniezek	Reconciled	-100.00

Label	Budget	October	November	December Vill	December SHDL	December	January Village	January SHDL	January	February Village	February SHDL	February	March Village	March SHDL	March	April	May	Total	Remaining	Percentage	
<b>Library</b>																					
Wages	120,650	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	74,458.12	46,191.88	61.71%	
Pt-Tm Wages	74,950	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	38,745.46	36,204.54	51.70%	
<b>Sub-total Wages</b>	<b>195,600</b>	<b>9030.53</b>	<b>14,064.06</b>	<b>13,108.89</b>		<b>13,108.89</b>	<b>7,490.57</b>	<b>12,060.02</b>	<b>19550.59</b>		<b>13,741.56</b>	<b>13,741.56</b>		<b>14,337.82</b>	<b>14,337.82</b>	<b>14,061.90</b>	<b>15,308.23</b>	<b>113,203.58</b>	<b>82,396.42</b>	<b>57.88%</b>	
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	9,682.37	7,317.63	56.96%	
Pension	4,100	1292.75	1,389.54	1,389.54		1,389.54									0.00				4,071.83	28.17	99.31%
Health Insurance	7,820	3908.74	3,908.74	4,408.23		4,408.23	(4,408.23)		(4,408.23)						0.00				7,817.48	2.52	99.97%
Dental Insurance	510	254.12	254.12	274.44		274.44	(274.44)		(274.44)						0.00				508.24	1.76	99.65%
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	108.46	556.10	293.90	65.42%	
HRA	3,000		60.50			60.50	654.05		654.05	1,562.64		1,562.64			0.00				2,277.19	722.81	75.91%
Workers' Compensation	845	33.18	35.55	34.10	420.00	454.10	19.18		19.18			0.00			0.00				542.01	302.99	64.14%
Eyecare Insurance	55	13.40	13.40	13.40		13.40	13.40		13.40	(25.39)		(25.39)			0.00				28.21	26.79	51.29%
Health 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	12,500.00	10,000.00	55.56%
MERS Defined Contribution	8,950							811.01	811.01		901.12	901.12		901.12	901.12	901.12	1,000.49	4,514.86	4,435.14	50.45%	
MERS Health Care Savings	2,680							243.30	243.30		270.34	270.34		270.35	270.35	270.34	299.85	1,354.18	1,325.82	50.53%	
MERS 457b Employer Con	1,790							162.20	162.20		180.22	180.22		180.22	180.22	180.22	199.90	902.76	887.24	50.43%	
<b>Total MERS Retirement</b>	<b>13,420</b>							<b>1,216.51</b>	<b>1,216.51</b>		<b>1,351.68</b>	<b>1,351.68</b>		<b>1,351.69</b>	<b>1,351.69</b>	<b>1,351.68</b>	<b>1,500.24</b>	<b>6,771.80</b>	<b>6,648.20</b>	<b>50.46%</b>	
Unemployment Insurance	1,750							393.12	393.12		354.04	354.04		149.03	149.03	136.37	143.45	1,176.01	573.99	67.20%	
<b>Total Personnel</b>	<b>267,450</b>	<b>15280.93</b>	<b>20,858.59</b>	<b>20,288.20</b>	<b>420.00</b>	<b>20,708.20</b>	<b>4,124.33</b>	<b>17,350.12</b>	<b>21,474.45</b>	<b>1,537.25</b>	<b>19,257.78</b>	<b>20,795.03</b>	<b>0.00</b>	<b>19,694.66</b>	<b>19,694.66</b>	<b>19,384.98</b>	<b>20,937.98</b>	<b>159,134.82</b>	<b>108,315.18</b>	<b>59.50%</b>	
Office Supplies	4,000		659.40	93.90	438.23	532.13	109.48	109.48	201.71		201.71	201.71		115.62	115.62	115.62	115.62	1,904.33	2,095.67	47.61%	
Postage/Freight	300		6.3						0.00		0.00	0.00						6.30	293.70	2.10%	
Tools & Supplies	4,000		558.08	79.40	127.80	207.20	9.99	69.99	79.98		195.93	195.93		433.51	433.51	(156.43)	30.00	1,348.27	2,651.73	33.71%	
Books & Magazines	25,000	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	2,960.22	17,392.57	7,607.43	69.57%	
AudioVisSupp	3,000		771.31		310.58	310.58		87.15	87.15		0.00	0.00		72.82	72.82		134.31	1,376.17	1,623.83	45.87%	
General Program Expense	20,000		65.00						0.00		0.00	0.00						65.00	19,935.00	0.33%	
Art at Your Feet	2,500								0.00		0.00	0.00						0.00	2,500.00	0.00%	
Taste the State	2,500		14.04	131.55	422.11	553.66	50.00	135.96	185.96	742.33	742.33		326.92	326.92	326.92	185.23	2,008.14	491.86	80.33%		
Blissfield Unbound	2,500	175.00	302.00				15.09	350.00	365.09	343.27	343.27		559.63	559.63	559.63	154.60	51.97	1,951.56	548.44	78.06%	
Children's Programming	2,500		104.27		17.90	17.90	29.65	322.67	352.32		0.00	0.00				23.98	1,029.22	1,527.69	972.31	61.11%	
Summer Reading	4,000								0.00		104.97	104.97						925.00	1,029.97	2,970.03	25.75%
Rotary Books	935								0.00		0.00	0.00		407.00	407.00			407.00	528.00	43.53%	
Adopt-a-Mag	400								0.00		0.00	0.00						0.00	400.00	0.00%	
Miscellaneous Memorial C	200								0.00		0.00	0.00						0.00	200.00	0.00%	
Movie Licenses	700								0.00		0.00	0.00						0.00	700.00	0.00%	
Misc Non-Memorial	200								0.00		0.00	0.00						0.00	200.00	0.00%	
Grant Expenses	2,000								0.00		0.00	0.00						0.00	2,000.00	0.00%	
Purchase Expenses	200								0.00		0.00	0.00						0.00	200.00	0.00%	
Tuttle Funds	500		100.00					50.00	50.00		0.00	0.00						150.00	350.00	30.00%	
Additional Collection Expenses							(50.22)	(50.22)	0.00		0.00	0.00						-50.22			
Lost Items Replaced	200							66.93	66.93		0.00	0.00					12.99	79.92	120.08	39.96%	
Sales Income Expenses	800								0.00		0.00	0.00						0.00	800.00	0.00%	
Auditor	3,000								0.00		0.00	0.00						0.00	3,000.00	0.00%	
Attorney Services	7000				1,858.50	1,858.50		452.50	452.50		0.00	0.00					51.00	2,362.00	4,638.00	33.74%	
Accounting Services/Payro	9600							134.00	134.00		134.00	134.00		123.00	123.00	158.00	1,074.00	1,623.00	7,977.00	16.91%	
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	1,025.69	1,474.31	41.03%	
Publishing	100								0.00		15.60	15.60						15.60	84.40	15.60%	
Newsletter	900								0.00		0.00	0.00				1,545.00		1,545.00	-645.00	171.67%	
Promotional Expenses	0								0.00		0.00	0.00						0.00	0.00	#DIV/0!	
Electric	7,000		635.42		574.45	574.45	584.89	584.89	584.89	596.77	596.77	596.77		574.04	574.04	562.42	524.56	4,052.55	2,947.45	57.89%	
Gas	5,000		204.03		299.52	299.52	498.35	498.35	498.35	552.74	552.74	552.74		442.42	442.42	298.74	132.82	2,428.62	2,571.38	48.57%	
Water	1,000		66.60		66.60	66.60	60.26	60.26	60.26	54.17	54.17	54.17		64.48	64.48	63.00	65.21	440.32	559.68	44.03%	
Sewer	1,000		70.41		63.63	63.63	70.41	70.41	70.41	57.11	57.11	57.11		68.15	68.15	66.56	61.74	458.01	541.99	45.80%	
Building & Grounds Repair	20,000		146.29		488.43	488.43		415.50	415.50	1,152.38	1,152.38	1,152.38		1,451.25	1,451.25	6,688.27	276.25	10,618.37	9,381.63	53.09%	
Equipment Repair & Maint	3,000							0.00	0.00		116.48	116.48						116.48	2,883.52	3.88%	
Misc	500							0.00	0.00		0.00	0.00						0.00	500.00	0.00%	
Workshops Conferences E	1,000			25.00		25.00		0.00	0.00		0.00	0.00						25.00	975.00	2.50%	
Bank Fees	200							0.00	0.00	6.27	6.27	6.27		1.00	1.00			7.27	192.73	3.64%	
Memberships and Dues	300							0.00	0.00		0.00	0.00						0.00	300.00	0.00%	
ILL/Woodlands Membersh	5,000		14.95		59.32	59.32		0.00	0.00	34.99	34.99	34.99				2,502.36		2,611.62	2,388.38	52.23%	
OverDrive Advantage	800							582.00	582.00		0.00	0.00						582.00	218.00	72.75%	
Freegal	2,015	160.68						1,850.00	1,850.00		0.00	0.00						2,010.68	4.32		

SHDL ACCOUNTS	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Blissfield State Bank								
<b>Library Savings</b>								
Opening Balance		\$0.00	\$0.00	\$340.73	\$95,722.69	\$96,190.20	\$100,369.57	\$55,762.60
Deposits			340.73	\$381.96	\$426.90	\$3,764.72	\$219.69	3,693.12
Transfer out to CLASS						414.65	(\$50,000.00)	(\$27,000.00)
BadChks/Bk Err or fee								
Transfers				\$95,000.00			\$5,173.34	
Interest					\$40.61			74.65
Balance	\$0.00	\$0.00	\$340.73	\$95,722.69	\$96,190.20	\$100,369.57	\$55,762.60	\$32,530.37
<b>Library Checking (General)</b>								
Opening Balance		\$0.00	\$0.00	\$31,629.97	\$199,576.01	\$349,261.60	\$426,332.77	\$114,441.98
Checks/Debits			(\$6,193.03)	(\$9,473.33)	(\$8,855.67)	(\$8,490.55)	(\$19,670.78)	(\$6,553.00)
Electronic Debits				(\$17,460.15)	(\$19,337.55)	(\$19,758.42)		
Bank Fee/misc credit							\$0.27	\$100.00
Transfer out to CLASS							(\$149,600.00)	(\$69,541.00)
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	\$114,441.98	\$38,447.98
<b>Library Checking (Payroll)</b>								
Opening Balance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,511.25
Checks/Debits							(\$19,489.02)	(\$20,952.52)
Electronic Debits								
Bank Fee/misc credit							\$0.27	\$40.17
transfer to savings								
transfer from General							\$200,000.00	
Deposit								
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,511.25	\$159,598.90
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,970.70</b>	<b>\$295,298.70</b>	<b>\$445,451.80</b>	<b>\$526,702.34</b>	<b>\$350,715.83</b>	<b>\$70,978.35</b>

SHDL ACCOUNTS	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
TLC Credit Union								
<b>CD Investment Account</b>								
Opening Balance	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34	\$1,011.34	\$1,011.34	\$1,022.56
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	\$1,022.56
<b>Savings Account (required)</b>								
Opening Balance	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Pay Bills								
correction/question		\$5.00						
Deposit								
Interest								
Balance	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
<b>TOTAL</b>	<b>\$1,005.00</b>	<b>\$1,005.00</b>	<b>\$1,005.00</b>	<b>\$1,016.34</b>	<b>\$1,016.34</b>	<b>\$1,016.34</b>	<b>\$1,027.56</b>	<b>\$1,027.56</b>

MI CLASS ACCOUNTS	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
<b>Investment Fund</b>								
Balance Forward							\$0.00	\$100,012.03
Deposit							\$100,000.00	27,000.00
Withdrawals/Transfers								
Income Earned							\$12.03	\$404.35
Investment Fund Balance							\$100,012.03	\$127,416.38
<b>Contingency Fund</b>								
Balance Forward							\$0.00	\$49,505.96
Deposit							\$49,500.00	
Withdrawals/Transfers								
Income Earned							\$5.96	\$184.17
Contingency Fund Balance							\$49,505.96	\$49,690.13
<b>General Fund</b>								
Balance Forward							\$0.00	\$50,506.02
Deposit							\$50,600.00	\$68,941.00
Withdrawals/Transfers							(\$100.00)	
Income Earned							\$6.02	\$270.45
Contingency Fund Balance							\$50,506.02	\$119,717.47
<b>CLASS TOTAL</b>	<b>\$0.00</b>	<b>\$200,024.01</b>						
								<b>\$296,823.98</b>

TUTTLE TRUST  
 10/1/2024 BALANCE 9273.93    5/31/2025 BALANCE 9173.93

## THE SCHULTZ-HOLMES DISTRICT LIBRARY

### **Report of the Director to the Library Board of Trustees, June 17, 2025**

**Volunteers Needed:** The library's Summer Reading Carnival is July 9. We need volunteers for this event from 1-4 pm.

**New Temporary Employee:** The library has hired Dori Eisenman as a program assistant for summer reading events. Following the same pattern as our program assistant last year, Dori's first day was June 10 and her last regular day will be August 5 with a brief return on August 22 and 23 for Art at Your Feet.

**Auditor:** Brown & Nofzinger declined to submit a proposal for auditing services because the library is a government agency. I contacted the firm of Bailey Hodshire in Jonesville following the suggestion of the Morenci library director who received the name from the Jonesville director, but BH replied that they were at capacity. I contacted Brent Shea CPA, located in Morenci, the last of the Donna Baker recommendations, who currently provides audit service for the Morenci library. I have a meeting scheduled with Brent Shea on June 16 at 10 am, so I should have more to say at the meeting. I also requested a quote from Maner Costerisan. I know that the Clinton library received a quote from them that was more than double what Shea is charging Morenci but have not heard back from Maner as of this writing.

**Website:** I am in direct communication with Belsito CEO Joseph Belsito. Our annual cost will be \$900 per year rather than \$600 per year from our current vendor. As we've mentioned before, this is by far the least expensive option of all we surveyed. They appear very responsive and eager to help, much as our current vendor has been. Belsito has been working with Piper, the current vendor, for the past year to facilitate transfers of former Piper sites. The costs do include ongoing ADA compliance monitoring which is a new requirement for websites due to legal changes. Belsito has agreed to redesign our website along the model of the website I linked you to in last month's report, using, in Belsito's words, our "trademark teal in the pallet and aiming for a mid-century modern vibe." Belsito will not charge for the redesign.

**Digital Collection of the Blissfield Advance:** While we had been sending out the Advance to be photographed for our in-house digital collection, we will be receiving those issues directly from the Advance going forward at no cost to the library. In addition, while previously the collection was limited, at the publisher's request, to in-library access only, the library may make the Advance available online from the beginning to 2020. This access is part of the discussion with the website vendor and designer.

**Fiber Optic Internet:** D&P Cable completed the library connection to the fiber optic network on June 5. After a bit of a hiccup that day, everything appears to be working.

**Furniture:** We have received all but the lamp table which was scheduled for shipment at the end of June. Patron comments point toward the need for pillows or bolsters of some sort because

of the depth of the chairs and sofas. I have directed those comments to the Building & Grounds Committee.

**Landscaping:** Trustee Meads and I attended the Friends meeting on June 9. The Friends have agreed to do a lot of work to maintain the flower beds, including talking to Jake Seiser to get instructions for proper care and maintenance and organizing the work.

**Roof Inspection:** The roof inspector was on the roof the morning of June 10. He will send a report.

**Monthly Statistics:**

Circulation	Ill Out	Ill in	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
<b>May</b>	66	137	1639	247	30/672	271	40

**Program Participation:**

06 Homeschool Hangout	16
07 Preschool Community Day	50
07 Storytime	27
08 Bingo	25
12 LILA	25
14 Storytime	28
15 Fruad Awareness with BSB	7
15 Book Club	8
19 Senior Center	8
20 Homeschool Hangout	11
21 Storytime	27
22 Holistic Healing with Asia	7
27 2nd grade visit	50
27 Rhythm and Rhyme Music Time	22
28 Storytime	23
29 2nd grade visit	55
30 Guess How Many	75

30 Fossils and Rocks Identifying Game	3
<b>May</b>	<b>467</b>

**Active Patrons 5/31/2025**

<b>Adult:</b>	3328
<b>Institution:</b>	15
<b>Juvenile:</b>	374
<b>Bliss Twp</b>	303
<b>Village:</b>	2290
<b>Non-Resident:</b>	53
<b>Ogden:</b>	251
<b>Palmyra:</b>	302
<b>Riga:</b>	518
<b>TOTAL</b>	<b>3717</b>

**May Computer Use:**

Users: 88  
Time: 47:43

## THE SCHULTZ-HOLMES DISTRICT LIBRARY

### **Supplemental Report of the Director to the Library Board of Trustees, June 17, 2025**

**Volunteers Needed:** In addition to the carnival, we also plan to participate in the River Raisin Festival Parade on Saturday, July 11 and in Riga Day on Saturday, August 2. Contact Autumn if you can participate. You can bring kids to the parade. Taking a shift at Riga Day means no one has to be stuck at the table all day.

**Auditor:** We now have quotes from both Maner Costerisan in Lansing and Shea & Associates in Morenci. They both provide audits for other libraries in the county. I have forwarded the full responses to the board president and treasurer. In short, the quote for Maner Costerisan is for three years at \$16,000 for the 2025 and increasing by \$1000 in each of the next two years. Shea & Associates offers a bid of \$4,250 for 2025. Maner's bid is an estimate based on a usual billable hour scenario. Shea seems like a harder number but does mention possible additional costs which should not exceed \$250. Both firms have other local district libraries as clients. Shea was on the list of recommendations provided by the accountant.

**Delinquent Taxes:** We received a check for delinquent taxes from the County Treasurer in the amount of \$21,333.40 which brings our final received millage revenue to \$487,081.55. The amount is, then, just slightly under \$1000 short of the projected revenue of \$488,000, which is very good I am told. The percentage of tax collected (rather than received in the delinquent tax payment) is, at over 95% , also a good number according to other library directors.