



## THE SCHULTZ-HOLMES DISTRICT LIBRARY

### Schultz-Holmes District Library Board of Trustees

#### AGENDA

August 19, 2025 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of July 15, 2025 Meeting Minutes**
- V. Public Comment**
  - a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions, after stating your name and contact information, please state your question. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame.
- VI. Committee Reports**
  - a. Strategic Planning Committee**

Update: President McGrane consulted with local administrators regarding first steps for capital planning, and was advised to request a property condition assessment before planning can begin. She will seek bids to bring to the Board in an upcoming meeting.
  - b. Buildings and Grounds Committee**

Update: TBD
  - c. Finance Committee**

Update: TBD
  - d. Communication Committee**

Update: The survey has ended and a report is in progress.
  - e. Policy Committee**

Update: None.
- VII. Corresponding Secretary's Report**

**VIII. Library Director's Report**

**IX. Treasurer's Report**

**a. Approval of Accounts Payable**

**X. Unfinished Business**

**XI. New Business**

**a. Revision of Dress Code Portion of Employee Manual to Require Library-Issued Polo Shirts and Name Tags**

- i. Trustee DeVantier has requested this revision and will provide background.

**b. Update Regarding Building Transfer**

- i. No Board Action Required.

**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 July 15, 2025**

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

Also present: Bob Barringer, Autumn Smith

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, July 15, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:00 pm.

**President Ciara McGrane called for a motion to approve the agenda for the July 15, 2025 meeting. Trustee Karen Waggoner made a motion to approve the agenda. Trustee Debra Rogers seconded the motion, and the motion carried unanimously.**

**President Ciara McGrane called for a motion to approve the minutes of the June 17, 2025 meeting. Trustee Christine Burtle made a motion to approve the minutes of the June 17, 2025 meeting. Trustee Shelly DeVantier seconded the motion, and the motion carried unanimously.**

President Ciara McGrane called for public comment. There was no public comment offered.

President Ciara McGrane reported that the Strategic Planning Committee has been formed but has not met yet, the committee is waiting to meet until the building transfer is further along.

Treasurer Greg Brown reported on the Building and Grounds Committee. A few issues have been identified with the roof, but are minor. President McGrane continues to be in contact with Village Administrator Danielle Gross for assistance with remedying the issues.

Treasurer Greg Brown reported that the Finance Committee has approved putting the delinquent tax money into CLASS.

President Ciara McGrane provided an update from the Communications Committee. The survey is still running and results are coming in, even more since the River Raisin

Parade. President McGrane will have stats for the September meeting. President McGrane also provided a statement to the Advance regarding the building transfer.

President Ciara McGrane reported that the Policy Committee is working on finance policies which will be discussed and voted on during New Business.

Corresponding Secretary Shelly DeVantier provided her report. 9 Thank You notes have been sent for the Kids Carnival.

Assistant Library Director Autumn Smith provided an update on the Summer Reading Program. 268 participants are currently registered. There have been 27 programs and 6 outreach programs, with 1,189 participants so far. 49 new library cards have been issued since June 1st. This is the 2nd year with a new grand prize system, which has been great for engagement. Staff have been extremely busy. There are 2 more weeks after the current week.

Director Bob Barringer provided the Library Director's Report. Former Blissfield resident and attorney John Brown donated a famous Mark Twain photo to the library. He has also expressed interest in setting up an endowment for reading programs. There are a few issues in Quickbook reports, Director Barringer is working on it with the accountant. The library needs volunteers for Riga Day and Art at your Feet - contact Autumn Smith or Trustee Burtle if available. The engagement letter for the auditor, Brent Shea and Associates, has been signed. The new vendor is working on the website, please let Director Barringer know of any feedback. All the new furniture has been delivered.

Treasurer Greg Brown provided the Treasurer's report. Per Board request, Director Barringer will start including CLASS interest earned.

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

President Ciara McGrane reported that the roof inspection report has been received. The Village has reached out to the contractors to discuss details, but no response has been received yet. There is concern about the warranty transferring.

**Ciara called for a motion to approve President McGrane and Director Barringer to begin the process of transferring the building from Village ownership to Library ownership. Motion by Trustee Karen Waggoner to approve President McGrane and Director Barringer to begin the process of transferring the building from**

**Village ownership to Library ownership. Motion seconded by Trustee Christine Burtle. Treasurer Greg Brown voted against the motion, motion carries.**

**President Ciara McGrane called for approval of the proposed Fraud Risk Management Policy. Motion made by Treasurer Greg Brown to approve the Fraud Risk Management Policy. Trustee Debra Rogers seconded the motion and it carried unanimously.**

**President Ciara McGrane called for approval of the proposed Whistleblower Policy. Motion made by Treasurer Greg Brown to approve the Whistleblower Policy. Trustee Blair Meads seconded the motion and it carried unanimously.**

**President Ciara McGrane called for approval of the proposed Budget Policy. Motion made by Trustee Blair Meads to approve the Budget Policy. Treasurer Greg Brown seconded the motion and it carried unanimously.**

**President Ciara McGrane called for approval of the proposed Child Safety Policy. Motion made by Trustee Christine Burtle to approve the Child Safety Policy. Trustee Debra Rogers seconded the motion and it carried unanimously.**

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

Having completed the agenda, President Ciara McGrane declared the meeting adjourned at 7:44pm

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

Name	Num	Date	Account	Amount	Memo
<b>271--Library Fund</b>					
<b>271-790 Library</b>					
<b>271-790-710.004 Disability/Life</b>					
the Hartford	494298272378	07/15/2025	271-790-710.004 Disability/Life	54.23	disability life benefit payment
Total 271-790-710.004 Disability/Life				54.23	
<b>271-790-727 Office Supplies</b>					
Amazon.com	1mcdxhhjppww1	07/15/2025	271-790-727 Office Supplies	162.77	supplies
Meadowbrook P...	208	07/15/2025	271-790-727 Office Supplies	178.00	thank you cards and envelopes
Total 271-790-727 Office Supplies				340.77	
<b>271-790-740 Tools and Supplies</b>					
<b>271-790-740.004.Books &amp; Mags</b>					
W. T. Cox	20250707	07/15/2025	271-790-740.004.Books & Mags	70.27	magazine sub Sports Illustrated n...
Baker and Taylor	203141503	07/15/2025	271-790-740.004.Books & Mags	351.50	books
Baker and Taylor	2039127042	07/15/2025	271-790-740.004.Books & Mags	240.95	books
Center Point Lar...	1750095048232	07/15/2025	271-790-740.004.Books & Mags	168.00	books
Amazon.com	1mcdxhhjppww1	07/15/2025	271-790-740.004.Books & Mags	55.15	books
Total 271-790-740.004.Books & Mags				885.87	
<b>271-790-740 Tools and Supplies - Other</b>					
TLC Community...	20250630	07/15/2025	271-790-740 Tools and Supplies	9.69	Walmart supplies visa
TLC Community...	20250630	07/15/2025	271-790-740 Tools and Supplies	46.99	Gfilroys supplies visa
Amazon.com	1mcdxhhjppww1	07/15/2025	271-790-740 Tools and Supplies	42.78	supplies
Total 271-790-740 Tools and Supplies - Other				99.46	
Total 271-790-740 Tools and Supplies				985.33	
<b>271-790-770.000 General Program</b>					
<b>271-790-770.001 AaYF</b>					
TLC Community...	20250630	07/15/2025	271-790-770.001 AaYF	160.00	Michaels supplies aayf visa
Amazon.com	1mcdxhhjppww1	07/15/2025	271-790-770.001 AaYF	252.38	supplies aayf
Total 271-790-770.001 AaYF				412.38	
<b>271-790-770.002 Taste the State</b>					
TLC Community...	20250630	07/15/2025	271-790-770.002 Taste the State	101.00	Starling Lounge supplies tts visa
Barrett Dvorsky	20250731	07/15/2025	271-790-770.002 Taste the State	100.00	program presenter tts 7/31/2025
Total 271-790-770.002 Taste the State				201.00	
<b>271-790-770.003 Bliss Unbound</b>					
TLC Community...	20250630	07/15/2025	271-790-770.003 Bliss Unbound	9.58	Walmart supplies visa BU
Amazon.com	1mcdxhhjppww1	07/15/2025	271-790-770.003 Bliss Unbound	179.21	supplies BU
Total 271-790-770.003 Bliss Unbound				188.79	

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

Name	Num	Date	Account	Amount	Memo
<b>271-790-770.004 Child/Teen P&amp;M</b>					
TLC Community...	20250630	07/15/2025	271-790-770.004 Child/Teen P&M	51.67	FB promo Spring Programming C...
TLC Community...	20250630	07/15/2025	271-790-770.004 Child/Teen P&M	8.00	TPT supplies CTP visa
TLC Community...	20250630	07/15/2025	271-790-770.004 Child/Teen P&M	200.00	Educate Station supplies CTP visa
Amazon.com	1mcdxhhjppw1	07/15/2025	271-790-770.004 Child/Teen P&M	252.23	supplies CTP
Total 271-790-770.004 Child/Teen P&M				511.90	
<b>271-790-770.005 Summer Reading</b>					
Jamie Buchele	20250731	07/15/2025	271-790-770.005 Summer Reading	50.00	program presenter SRP 7-31-2025
TLC Community...	20250630	07/15/2025	271-790-770.005 Summer Reading	235.22	Walmart supplies visa srp
TLC Community...	20250630	07/15/2025	271-790-770.005 Summer Reading	26.25	Dollar Tree supplies visa srp
TLC Community...	20250630	07/15/2025	271-790-770.005 Summer Reading	26.96	CSLP supplies srp visa
Amazon.com	1mcdxhhjppw1	07/15/2025	271-790-770.005 Summer Reading	110.21	supplies SRP
Next Day Signs	2025620	07/15/2025	271-790-770.005 Summer Reading	75.00	srp signs
Petty Cash	20250619	07/15/2025	271-790-770.005 Summer Reading	82.12	supplies srp Derica Sisung
Peg Stevenson	20250717	07/15/2025	271-790-770.005 Summer Reading	50.00	program assistance srp 7/17/2025
Lenawee Histori...	20250724	07/15/2025	271-790-770.005 Summer Reading	50.00	program srp
Audrey Sniezek	20250709	07/15/2025	271-790-770.005 Summer Reading	100.00	program srp 7/9/2025
Hands On Muse...	1224912	07/15/2025	271-790-770.005 Summer Reading	435.45	program 8/5/2025
Total 271-790-770.005 Summer Reading				1,241.21	
Total 271-790-770.000 General Program				2,555.28	
<b>271-790-771.000 Gen Gift Exp</b>					
<b>271-790-771.007 Tuttle</b>					
Peg Stevenson	20250731	07/15/2025	271-790-771.007 Tuttle	50.00	program assistance Taste the St...
Total 271-790-771.007 Tuttle				50.00	
Total 271-790-771.000 Gen Gift Exp				50.00	
<b>271-790-772.000 Add Collect Exp</b>					
<b>271-790-772.001 Lost Items Repl</b>					
Baker and Taylor	2039127042	07/15/2025	271-790-772.001 Lost Items Repl	83.78	books
Total 271-790-772.001 Lost Items Repl				83.78	
Total 271-790-772.000 Add Collect Exp				83.78	
<b>271-790-817 Professional Svcs</b>					
WorkForce Pay...	20250703	07/15/2025	271-790-817 Professional Svcs	97.00	7/3/2025 payroll charges AWD
WorkForce Pay...	20250718	07/15/2025	271-790-817 Professional Svcs	64.00	7-18-2025 payroll charges
Donna Baker & ...	30691	07/15/2025	271-790-817 Professional Svcs	950.00	accounting svcs--QB set up
Total 271-790-817 Professional Svcs				1,111.00	

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08/12/25

Accrual Basis

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

Name	Num	Date	Account	Amount	Memo
<b>271-790-853 Telephone/Internet</b>					
D & P Communi...	10602511	07/15/2025	271-790-853 Telephone/Internet	50.05	Internet
Village of Blissfi...	25-0006647	07/15/2025	271-790-853 Telephone/Internet	82.08	telephone
Total 271-790-853 Telephone/Internet				132.13	
<b>271-790-921 Electric</b>					
Consumers Ene...	20250731	07/15/2025	271-790-921 Electric	850.05	Electric
Total 271-790-921 Electric				850.05	
<b>271-790-923 Gas</b>					
Consumers Ene...	20250731	07/15/2025	271-790-923 Gas	20.69	Gas
Total 271-790-923 Gas				20.69	
<b>271-790-927 Water</b>					
Village of Blissfi...	20250728	07/15/2025	271-790-927 Water	62.36	water
Total 271-790-927 Water				62.36	
<b>271-790-928 Sewer</b>					
Village of Blissfi...	20250728	07/15/2025	271-790-928 Sewer	65.87	sewer
Total 271-790-928 Sewer				65.87	
<b>271-790-931 Bldg &amp; Grds Maint</b>					
GTF3 LLC	2025-714	07/15/2025	271-790-931 Bldg & Grds Maint	300.00	maintenance
Stevens Disposal	2025831	07/15/2025	271-790-931 Bldg & Grds Maint	86.25	monthly dumpster
Shelly DeVantier	20250715	07/15/2025	271-790-931 Bldg & Grds Maint	74.16	reimbursment for throw pillows
Wolfe's Lawn C...	514430	07/15/2025	271-790-931 Bldg & Grds Maint	325.00	lawn care
Detroit Roofing I...	9380	07/15/2025	271-790-931 Bldg & Grds Maint	1,500.00	roof inspection
Village of Blissfi...	25-0006609	07/15/2025	271-790-931 Bldg & Grds Maint	143.00	recycling
Total 271-790-931 Bldg & Grds Maint				2,428.41	
<b>271-790-962.000 Dues Sub Membe</b>					
<b>271-790-962.004 Online Subscrip</b>					
Kanopy	457979	07/15/2025	271-790-962.004 Online Subscrip	15.30	kanopy monthly
Midwest Tape	507397671	07/15/2025	271-790-962.004 Online Subscrip	633.42	hoopla monthly
Total 271-790-962.004 Online Subscrip				648.72	
Total 271-790-962.000 Dues Sub Membe				648.72	

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08/12/25

Accrual Basis

**The Schultz-Holmes Memorial Library**  
**Monthly Invoice Report**  
 July 2025

Name	Num	Date	Account	Amount	Memo
<b>271-790-969 Maint Agreements</b>					
<b>271-790-969.001 Copier Maint</b>					
US Bank	558903530	07/15/2025	271-790-969.001 Copier Maint	95.24	copier lease
Total 271-790-969.001 Copier Maint				95.24	
Total 271-790-969 Maint Agreements				95.24	
<b>271-790-977 New Equipment</b>					
Amazon.com	1mcdxhhjppw1	07/15/2025	271-790-977 New Equipment	4,795.07	new equipment (7 public access ...
Total 271-790-977 New Equipment				4,795.07	
Total 271-790 Library				14,278.93	
Total 271--Library Fund				14,278.93	
<b>TOTAL</b>				<b>14,278.93</b>	

Schultz-Holmes District Library Revenue and Expenditure Report  
 Period Ending 7/31/2025  
 Fiscal Year Completed: 83.33

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
REVENUE						
271-000-540	State Revenue	6000	7,626.70	3,861.98	(1626.70)	127.11%
	Blissfield		191,279.59			
	Ogden		97,385.02			
	Palmyra		73,700.15			
	Riga		103,383.39			
	DQT Payment from County		21,333.40			
<b>271-000-580</b>	<b>Local Unit Contributions</b>	<b>488,000</b>	<b>487,081.55</b>	<b>0.00</b>	<b>918.45</b>	<b>99.81%</b>
271-000-640.000	General Service Charges					
271-000-640.001	Non-Resident Service Charges	100	100.00	0.00	0.00	100.00%
271-000-640.002	Fax Service Charges					
271-000-640.003	Copy & Print Svc Charges	1000	1,159.45	130.50	(159.45)	115.95%
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	2,095.76	84.68	(1395.76)	299.39%
271-000-660.003	Penal Fines	7000	12,149.58	12,149.58	(5149.58)	173.57%
271-000-665.000	Interest	100	3,378.22	1,118.49	(3278.22)	3378.22%
271-000-667.000	Rent	800	670.00		130	83.75%
271-000-674.000	Private Contributions & Donations	8000	5,397.27	211.22	2602.73	67.47%
271-000-684.000	Miscellaneous Revenue	2000			2000	0.00%
<b>Total</b>	<b>Total Revenue (millage+special)</b>	<b>513,700</b>	<b>519,658.53</b>	<b>17,556.45</b>	<b>(5958.53)</b>	<b>101.16%</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 7/31/2025  
 Fiscal Year Completed: 83.33

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
<b>EXPENDITURES</b>						
<b>271-790-xxx</b>	<b>Library</b>					
	702 Wages	120,650	92,480.52	9,011.20	28,169.48	76.65%
	703 Pt-Tm Wages	74,950	48,990.79	5,397.19	25,959.21	65.36%
	<b>Sub-total Wages</b>	<b>195,600</b>	<b>141,471.31</b>	<b>14,408.39</b>	<b>54,128.69</b>	<b>72.33%</b>
	710 Social Security/Medicare	17,000	12,254.92	1,307.29	4,745.08	72.09%
	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	610.33	54.23	239.67	71.80%
	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 Health Insurance Stipend	22,500	17,500.00	2,500.00	5,000.00	77.78%
	710.012 MERS Defined Contribution	8,950	6,317.10	901.12	2,632.90	70.58%
	710.013 MERS Health Care Savings Plan	2,680	1,894.86	270.34	785.14	70.70%
	710.014 MERS 457b Employer Contribution	1,790	1,263.20	180.22	526.80	70.57%
	<b>Total MERS Retirement</b>	<b>13,420</b>	<b>9,475.16</b>	<b>1,351.68</b>	<b>3,944.84</b>	<b>70.60%</b>
	710.008 Unemployment Insurance	1,750	1,291.05	41.22	458.95	73.77%
	<b>Total Personnel</b>	<b>267,450</b>	<b>197,847.73</b>	<b>19,662.81</b>	<b>69,602.27</b>	<b>73.98%</b>
	727 Office Supplies	4,000	2,567.84	340.77	1,432.16	64.20%
	728 Postage/Freight	300	13.38		286.62	4.46%
	740 Tools & Supplies	4,000	1,916.69	340.77	2,083.31	47.92%
	740.004 Books & Magazines	25,000	18,781.22	885.87	6,218.78	75.12%
	741 AudioVisSupp	3,000	1,552.00		1,448.00	51.73%
	770.000 General Program Expenses	20,000	65.00		19,935.00	0.33%
	770.001 Art at Your Feet	2,500	412.38	412.38	2,087.62	16.50%
	770.002 Taste the State	2,500	2,640.14	201.00	-140.14	105.61%
	770.003 Blissfield Unbound	2,500	2,203.32	188.79	296.68	88.13%
	770.004 Children's Programming	2,500	2,075.57	511.90	424.43	83.02%
	770.005 Summer Reading	4,000	5,127.99	1,241.21	-1,127.99	128.20%
	771.001 Rotary Books	935	407.00		528.00	43.53%

Schultz-Holmes District Library Revenue and Expenditure Report  
 Period Ending 7/31/2025  
 Fiscal Year Completed: 83.33

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
	771.002 Adopt-a-Mag	400	0.00		400.00	0.00%
	771.003 Miscellaneous Memorial Gifts	200	0.00		200.00	0.00%
	958.001 <i>Movie Licenses</i>	700	0.00		700.00	0.00%
	771.004 Misc Non-Memorial	200	0.00		200.00	0.00%
	771.005 Grant Expenses	2,000	0.00		2,000.00	0.00%
	771.006 Purchase Expenses	200	21.35		178.65	10.68%
	771.007 Tuttle Funds	500	200.00	50.00	300.00	40.00%
	771 Additional Collection Expenses	0	-50.22			
	772.001 Lost Items Replaced	200	400.34	83.78	-200.34	200.17%
	772.002 Sales Income Expenses	800	0.00		800.00	0.00%
	802.000 Auditor	3,000	0.00		3,000.00	0.00%
	807 Attorney Services	7000	2,362.00		4,638.00	33.74%
	817 Accounting Services/Payroll	9600	2,860.00	1,111.00	6,740.00	29.79%
	853.000 Telephone/Internet	2,500	1,289.80	132.13	1,210.20	51.59%
	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	5,472.48	850.05	1,527.52	78.18%
	923 Gas	5,000	2,495.68	20.69	2,504.32	49.91%
	927 Water	1,000	567.89	62.36	432.11	56.79%
	928 Sewer	1,000	585.62	65.87	414.38	58.56%
	931 Building & Grounds Repair & Maintenance	20,000	13,623.03	2,428.41	6,376.97	68.12%
	932 Equipment Repair & Maintenance	3,000	116.48		2,883.52	3.88%
	956.000 Misc	500	0.00		500.00	0.00%
	960 Workshops Conferences Education	1,000	25.00		975.00	2.50%
	961 Bank Fees	200	7.27		192.73	3.64%
	962.000 Memberships and Dues	300	200.00		100.00	66.67%
	962.001 ILL/Woodlands Memberships	5,000	2,736.62		2,263.38	54.73%
	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	7,898.00	648.72	4,102.00	65.82%
	965 Property & Liability Insurance	15,000	4,587.16		10,412.84	30.58%

Schultz-Holmes District Library Revenue and Expenditure Report  
 Period Ending 7/31/2025  
 Fiscal Year Completed: 83.33

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
	969.000 Maintenance Agreements	5,000	0.00		5,000.00	0.00%
	969.001 Copier Maintenance	3,000	1,202.27	95.24	1,797.73	40.08%
	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	7,440.06	4,795.07	-240.06	103.33%
271-790	<b>Total Library</b>	<b>460,800</b>	<b>295,743.87</b>	<b>34,128.82</b>	<b>165,056.13</b>	<b>64.18%</b>
			261,615.05			
<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>298,820.38</b>		<b>165,379.62</b>	<b>64.37%</b>
	<b>Contingency</b>	<b>49500</b>	<b>0.00</b>		<b>49,500.00</b>	<b>0.00%</b>
<b>Total</b>	<b>Total</b>	<b>513,700.00</b>	<b>298,820.38</b>	<b>34,128.82</b>	<b>214,879.62</b>	<b>58.17%</b>
	<b>% of Year</b>					<b>83.33%</b>

Account	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	June	July	Total	Remaining	Percentage	
271-790-xxx	Library																							
702	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	9,011.20	9,011.20	92,480.52	28,169.48	76.65%	
703	Pt-Tm Wages	74,950	3140.09	5,052.86	4,097.69		4,097.69	2,083.85	3,949.94	6,033.79		4,730.36	4,730.36		5,326.62	5,326.62	5,050.70	5,313.35	4,848.14	5,397.19	48,990.79	25,959.21	65.36%	
	<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>19,550.59</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>13,859.34</b>	<b>14,408.39</b>	<b>141,471.31</b>	<b>54,128.69</b>	<b>72.33%</b>	
710	Social Security/Medicare	17,000	690.53	1,075.00	1,001.92		1,001.92	572.12	1,126.24	1,698.36		1,256.27	1,256.27		1,301.89	1,301.89	1,280.80	1,377.60	1,265.26	1,307.29	12,254.92	4,745.08	72.09%	
710.001	Pension	4,100	1,292.75	1,389.54	1,389.54		1,389.54						0.00			0.00					4,071.83	28.17	99.31%	
710.002	Health Insurance	7,820	3,908.74	3,908.74	4,408.23		4,408.23	(4,408.23)		(4,408.23)			0.00			0.00					7,817.48	2.52	99.97%	
710.003	Dental Insurance	510	254.12	254.12	274.44		274.44	(274.44)		(274.44)			0.00			0.00					508.24	1.76	99.65%	
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	610.33	239.67	71.80%	
710.005	HRA	3,000		60.50			60.50	654.05		654.05	1,562.64		1,562.64			1,562.64					2,277.19	722.81	75.91%	
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	302.99	64.14%	
710.010	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%	
710.011	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	2,500.00	17,500.00	5,000.00	77.78%	
710.012	MERS Defined Contribution	8,950					811.01	811.01	811.01	811.01		901.12	901.12		901.12	901.12	901.12	1,000.49	901.12	901.12	6,317.10	2,632.90	70.58%	
710.013	MERS Health Care Savings Plan	2,680					243.30	243.30	243.30	243.30		270.34	270.34		270.34	270.34	270.34	299.85	270.34	270.34	1,894.86	785.14	70.70%	
710.014	MERS 457b Employer Contribution	1,790					162.20	162.20	162.20	162.20		180.22	180.22		180.22	180.22	180.22	199.90	180.22	180.22	1,263.20	526.80	70.57%	
	<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>1,351.68</b>	<b>1,351.68</b>	<b>9,475.16</b>	<b>3,944.84</b>	<b>70.60%</b>	
710.008	Unemployment Insurance	1,750					393.12	393.12	393.12	393.12		354.04	354.04		149.03	149.03	136.37	143.45	73.82	41.22	1,291.05	458.95	73.77%	
	<b>Total Personnel</b>	<b>267,450</b>	<b>15,280.93</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>20,883.75</b>	<b>19,104.33</b>	<b>19,662.81</b>	<b>197,847.73</b>	<b>69,602.27</b>	<b>73.98%</b>	
727	Office Supplies	4,000	659.40	659.40	438.23		532.13	109.48	109.48	109.48		201.71	201.71		247.51	247.51	38.48	115.62	322.74	340.77	2,567.84	1,432.16	64.20%	
728	Postage/Freight	300	6.30							0.00			0.00							7.08	13.38	286.62	4.46%	
740	Tools & Supplies	4,000		558.08	79.40	127.80	207.20	79.98	69.99	79.98		195.93	195.93		433.51	433.51	(156.43)	30.00	227.65	340.77	1,916.69	2,083.31	47.92%	
740.004	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	612.66		4,349.88	4,349.88	851.99	379.31	3,083.69	885.87	18,781.22	6,218.78	75.12%	
741	AudioVisSupp	3,000	771.31		310.58		310.58		87.15	87.15		0.00	0.00		72.82	72.82		134.31	175.83		1,552.00	1,448.00	51.73%	
770.000	General Program Expenses	20,000		65.00						0.00			0.00			0.00					65.00	19,935.00	0.33%	
770.001	Art at Your Feet	2,500								0.00			0.00								412.38	2,087.62	16.50%	
770.002	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	185.23		431.00	201.00	2,640.14	-140.14	105.61%	
770.003	Blissfield Unbound	2,500	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	2,203.32	296.68	88.13%
770.004	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	35.98	511.90	2,075.57	424.43	83.02%	
770.005	Summer Reading	4,000								0.00		104.97	104.97					925.00	2,856.81	1,241.21	5,127.99	-1,127.99	128.20%	
771.001	Rotary Books	935								0.00			0.00		407.00	407.00					407.00	528.00	43.53%	
771.002	Adopt-a-Mag	400								0.00			0.00								0.00	400.00	0.00%	
771.003	Miscellaneous Memorial Gifts	200								0.00			0.00								0.00	200.00	0.00%	
958.001	Movie Licenses	700								0.00			0.00								0.00	700.00	0.00%	
771.004	Misc Non-Memorial	200								0.00			0.00								0.00	200.00	0.00%	
771.005	Grant Expenses	2,000								0.00			0.00								0.00	2,000.00	0.00%	
771.006	Purchase Expenses	200								0.00			0.00						21.35		21.35	178.65	10.68%	
771.007	Tuttle Funds	500		100.00					50.00	50.00											50.00	200.00	300.00	40.00%
10/1/2025 balance: 9273.93	7/31/2025 balance: 9073.93																							
771	Additional Collection Expenses							(50.22)	(50.22)	0.00			0.00								-50.22			
772.001	Lost Items Replaced	200						66.93	66.93	66.93			0.00					12.99		236.64	83.78	400.34	-200.34	200.17%
772.002	Sales Income Expenses	800								0.00			0.00								0.00	800.00	0.00%	
802.000	Auditor	3,000								0.00			0.00								0.00	3,000.00	0.00%	
807	Attorney Services	7000			1,858.50	1,858.50			452.50	452.50		0.00							51.00		2,362.00	4,638.00	33.74%	
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	2,860.00	6,740.00	29.79%	
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	1,289.80	1,210.20	51.59%	
901	Publishing	100								0.00		15.60	15.60								15.60	84.40	15.60%	
901.001	Newsletter	900								0.00			0.00					1,545.00			1,545.00	-645.00	171.67%	
902.001	Promotional Expenses	0								0.00			0.00								0.00	0.00		
921	Electric	7,000		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	5,472.48	1,527.52	78.18%	
923	Gas	5,000		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	2,495.68	2,504.32	49.91%	
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	567.89	432.11	56.79%	
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				

Blissfield State Bank	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
<b>Library Savings</b>										
Opening Balance		\$0.00	\$0.00	\$340.73	\$95,722.69	\$96,190.20	\$100,369.57	\$55,762.60	\$32,530.37	\$34,123.97
Deposits			340.73	\$381.96	\$426.90	\$3,764.72	\$219.69	3,693.12	1,593.60	301.09
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	\$34,123.97	\$34,425.06
<b>Library Checking (General)</b>										
Opening Balance	\$0.00	\$0.00	\$31,629.97	\$199,576.01	\$349,261.60	\$426,332.77	\$114,441.98	\$38,447.98	\$49,036.95	\$49,036.95
Checks/Debits		(\$6,193.03)	(\$9,473.33)	(\$8,855.67)	(\$8,490.55)	(\$19,670.78)	(\$6,553.00)	(\$10,744.43)	(\$12,470.82)	
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 accts			\$20,000.00	\$150,000.00			\$32,287.86			
Deposits			\$17,823.00	\$139,879.52	\$177,878.81	\$105,321.14	\$25,028.00	\$21,333.40	\$21,333.40	
Balance	\$0.00	\$0.00	\$31,629.97	\$199,576.01	\$349,261.60	\$426,332.77	\$114,441.98	\$38,447.98	\$49,036.95	\$36,566.13
<b>Library Checking (Payroll)</b>										
Opening Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,511.25	\$159,598.90	\$140,422.80
Checks/Debits										
Electronic Debits							(\$19,489.02)	(\$20,952.52)	(\$19,176.10)	(\$29,057.42)
Bank Fee/misc credit							\$0.27	\$40.17		
transfer to savings										
transfer from General							\$200,000.00			
Deposit										
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,511.25	\$159,598.90	\$140,422.80	\$111,365.38
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,970.70</b>	<b>\$295,298.70</b>	<b>\$445,451.80</b>	<b>\$526,702.34</b>	<b>\$350,715.83</b>	<b>\$230,577.25</b>	<b>\$223,583.72</b>	<b>\$182,356.57</b>

TLC Credit Union	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
<b>CD Investment Account</b>										
Opening Balance	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34	\$1,011.34	\$1,011.34	\$1,022.56	\$1,022.56	\$1,022.56
Deposit	1000									
bank fees										
BadChks/Bk Err or fee										
Transfers										
Dividend				\$11.34				\$11.22		\$10.20
Balance	\$1,000.00	\$1,000.00	\$1,000.00	\$1,011.34	\$1,011.34	\$1,011.34	\$1,022.56	\$1,022.56	\$1,022.56	\$1,032.76
<b>MI CLASS ACCOUNTS</b>										
<b>Investment Fund</b>										
Balance Forward							\$0.00	\$100,012.03	\$127,416.38	\$127,874.93
Deposit							\$100,000.00	27,000.00		
Withdrawals/Transfers										
Income Earned							\$12.03	\$404.35	\$458.55	\$475.75
Investment Fund Balance							\$100,012.03	\$127,416.38	\$127,874.93	\$128,350.68
<b>Contingency Fund</b>										
Balance Forward							\$0.00	\$49,505.96	\$49,690.13	\$49,868.96
Deposit							\$49,500.00			
Withdrawals/Transfers										
Income Earned							\$5.96	\$184.17	\$178.83	\$185.52
Contingency Fund Balance							\$49,505.96	\$49,690.13	\$49,868.96	\$50,054.48
<b>General Fund</b>										
Balance Forward							\$0.00	\$50,506.02	\$119,717.47	\$120,148.32
Deposit							\$50,600.00	\$68,941.00		
Withdrawals/Transfers							(\$100.00)			
Income Earned							\$6.02	\$270.45	\$430.85	\$447.02
Contingency Fund Balance							\$50,506.02	\$119,717.47	\$120,148.32	\$120,595.34
<b>CLASS TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$200,024.01</b>	<b>\$296,823.98</b>	<b>\$297,892.21</b>	<b>\$299,000.50</b>

# THE SCHULTZ-HOLMES DISTRICT LIBRARY

## Report of the Director to the Library Board of Trustees, August 19, 2025

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

**Volunteers Needed:** Beginning at about 4 pm on Friday, August 22, Library staff and volunteers will paint Lane Street in preparation for Art at Your Feet the next day. We can use your help.

**Website:** The vendor recently sent his latest draft of the website. I hope to get to it immediately after, if not before, the board meeting. New Preview: <http://bcinewmedia.com/blissfieldlibrary1/>

**Annual Staff Meeting:** While we have bi-monthly staff meetings, we traditionally close the library for a staff gathering to celebrate our surviving the very busy Summer Reading and Art at Your Feet season and compare notes. We will have that meeting on Tuesday, August 26, with the library closing at 5 pm.

**Carpet Cleaning:** We will also have the annual post-summer reading carpet cleaning on Tuesday, August 26 before the library opens for the day.

### Monthly Statistics:

Circulation	Ill Out	Ill in	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
July	55	119	2199	303	30/689	294	27

#### Active Patrons 7/31/2025

**Adult:** 3371  
**Institution:** 15  
**Juvenile:** 389

#### July Computer Use:

Users: 77  
 Time: 36:09

**Bliss Twp** 312  
**Village:** 2320  
**Non-Resident:** 61  
**Ogden:** 255  
**Palmyra:** 304  
**Riga:** 523  
**TOTAL** 3775

**Program Participation:**

01 Storywalk Event	65
01 Water Wackiness	45
02 Storytime	21
03 Make and Take	21
03 Mascot Guessing	3
9 Carnival	150
10 Bingo	24
14 LILA	25
14 Senior Center	9
14 Mascot Guessing	10
15 12pm Cuellar's Critters	34
15 2pm Cuellar's Critters	35
15 4pm Cuellar's Critters	35
16 Storytime	15
16 Garlands and William Shakespeare	14
17 Drawing with Peg	22
17 Book Club	6
18 Mitchells' vs the Machines Movie	30
21 Mascot Guessing	14
22 Field Day	41
22 Owl Pellet Dissection	10
23 Storytime	12
23 Lorax and Kissing Hand Craft	0
24 International Snack Tasting	34
24 Laura Haviland Program	5
25 Ron's Gone Wrong	33
25 Mascot Guessing	11
29 Music Time with Mrs. Sniezek	22
29 Taste the State with Frozen Paradise	50
30 Storytime	15
30 Craft: Paper Masks and Tube Kazoos	17
31 Thundercake with Jamie B.	17
31 Taste the State Paint and Pour	42
31 Mascot Guessing	14
<b>July</b>	<b>901</b>

**2025 Reading Challenge Stats (complete)**

Early Registration: 177

Total Reading Challenge Registration: 268

Online: 80

Early Readers: 35

Middle/Teen Readers: 13

Adults Readers: 32

In- Person: 188

Early Readers: 97

Middle/Teen Readers: 75

Adult Readers: 16

Total Finishers: 166 (133 in person, 33 online)

Early Readers: 81

Middle Readers: 48

Adults: 37

Total Programs: 51

Total Program Attendance: 1,646

Total Book Reviews Submitted: 509

Total Tickets Awarded: 5,387