



THE SCHULTZ-HOLMES DISTRICT LIBRARY

Schultz-Holmes District Library Board of Trustees

AGENDA – REGULAR MEETING

December 16, 2025 – 7:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Approval of November 18, 2025 Regular Meeting Minutes**
- V. Public Comment**
 - a. Public Comment Guidelines: Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions to which you would like a response, please complete the form available during the meeting. The Schultz-Holmes District Library will respond to the question via the contact information given in a reasonable time frame. You are also welcome to state the question orally during public comment, but will only receive a response if the form is completed.
- VI. Committee Reports**
 - a. **Strategic Planning Committee**
Update: In progress. The Committee hopes to have a complete plan for Board review in January.
 - b. **Buildings and Grounds Committee**
Update: TBD.
 - c. **Finance Committee**
Update: TBD
 - d. **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

a. None.

XI. New Business

a. Resolution to Approve Liquor License for Taste the State on February 5, 2026

b. Approval of 2026 Holiday Calendar

c. Scheduling January 2026 Annual Meeting

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 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.

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 November 18, 2025

Trustees present: Ciara McGrane, Blair Meads, 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, November 18, 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 November 18, 2025 meeting. Trustee Christine Burtle made a motion to approve the agenda. Trustee Karen Waggoner seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the October 21, 2025 Meeting. Trustee Debra Brown made a motion to approve the minutes of the October 21, 2025 Meeting. Trustee Greg Brown 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 met in October. The Strategic Plan is underway and the committee expects to bring it before the Board in January.

Trustee Greg Brown reported on the Building and Grounds Committee. The library is on the schedule for property survey. The preliminary property assessment has been received and is being reviewed and will be sent out when it's finalized. Trustee Brown is in contact with someone about the sign. Director Barringer mentioned there is a very faded "no parking" sign near the book drop that should be replaced.

There is no report from the Finance Committee.

President Ciara McGrane reported that the Policy Committee has revised the Dress Code Policy as requested, and the changes have been reviewed by legal counsel. It will be addressed during Unfinished Business.

Corresponding Secretary Shelly DeVantier reported that 9 notes were written in November.

Director Barringer gave the Director's Report. The Library of Michigan offers a program called Visiting Patron that works similar to Inter-Library Loan, which SHDL currently participates in.

Motion made by Trustee Karen Waggoner to add Visiting Patron to the agenda under New Business for Board action. Trustee Blair Meads supported the motion, and the motion carries.

The accountant has made some suggestions to reconcile bank accounts easier, and would have minimal impact on reports. Most of the information needed for the audit has been compiled, there are a few things needed from the Village that have not yet been received.

Front desk staff recently completed a free Narcan (Naloxone) training and supply of Narcan to keep in the library. SHDL will be one of the only places in Blissfield, besides the police department, to have Narcan. Director Barringer is working on getting an AED for the library.

Staff are still getting used to the website and working through issues as they come up. Looking at Ingram as a replacement book supplier due to the closing of Baker and Taylor. Administrative Services Coordinator Breanden Gunner is being trained on ordering books. Assistant Director Autumn Smith is currently in a Library Financial Management training that continues until July. Technical Services Coordinator Dean Cantrell will be going to a training for book repair. Thriftbooks, which the Library has used to sell books, will not be working with the library due to lack of profit. Books have to be pre-approved before they are accepted, which will make disposing of books after the books sale difficult.

Treasurer Greg Brown reported that Michigan CLASS earned over \$1,600 since October 1, and over \$6,000 since April 2025. Interest rates are still over 4% even with interest rate cuts.

President Ciara McGrane called for a motion to approve accounts payable. Trustee Karen Waggoner moved to approve the accounts payable report. Trustee Greg Brown seconded the motion and it was carried unanimously.

The revised dress code policy was presented, with changes to go into effect January 1, 2026. Director Barringer discussed doing a brief presentation to the staff about dress codes. The examples of attire in the policy are not exhaustive, and supervisors will have some discretion.

President Ciara McGrane called for a motion to the revised dress code policy. Trustee Greg Brown moved to approve the revised dress code policy. Trustee Karen Waggoner seconded the motion and it was carried unanimously.

Previously, the Board had approved up to \$12,000 for the repair of the parking lot storm drain system. A quote was recently received, and the repairs will cost \$15,000.

President Ciara McGrane called for a motion to approve up to \$15,000 for repairs and construction to the storm drain system, including piping and other necessary parts. Trustee Debra Rogers moved to approve up to \$15,000 for repairs and construction to the storm drain system, including piping and other necessary parts. Trustee Christine Burtle seconded the motion and it was carried unanimously.

Director Barringer further described the Visiting Patron Program. The process is nearly identical to Inter-Library Loan, there are no fees, and includes the library's physical materials. Other Lenawee County libraries are also discussing joining the program.

President Ciara McGrane called for a motion to join the Visiting Patron Program. Trustee Karen Waggoner made a motion for the Shultz-Holmes District Library to join the Visiting Patron Program. Trustee Christine Burtle seconded the motion and it was carried unanimously.

President Ciara McGrane called for public comment and none was offered.

Meeting adjourned at 7:50pm.

THE SCHULTZ-HOLMES DISTRICT LIBRARY

Report of the Director to the Library Board of Trustees, December 16, 2025

Vising Patron: I have put in a request to join Visiting Patron with MCLS—which runs the ILL program for the Library of Michigan. We are scheduled to start on 12/18. I created a handout with instructions, and we will have some brief orientation for staff, but, as I've described, the only difference between VP and regular ILL is the delivery mechanism. Largely, staff will just need to be aware of items that belong to another library coming in over the front desk or in the book drop. Check out of our items to another library's patron will happen the same way we loan our items via the ILL system.

MCLS also answered the question: How do we know if a library is participating in Visiting Patron? Answer: You can look it up on the MeL website:

<https://elibrary.mel.org/screens/participating.html>

Financial Audit: I have sent all the requested documents that I can provide to the auditor. I also have all invoices and other documents ready to provide when the auditor requests those he wants. The village was unable to provide some requested documents because there was no way to produce certain reports to include only library personnel. I have explained any absent or substituted documents to the auditor. The accountant is still working on the final piece which is incorporating those first three months of payroll from the village into QuickBooks. As of this writing, she has hit another snag with village reports, but the accountant and the auditor are communicating with each other at this point.

Workers Compensation Audit: Our workers compensation insurer has requested a self-audit which I will complete in January after the final payroll in 2025. If anyone has contracts with vendors who have done work onsite that I have not seen, let me know. One, we should have any contract on file. Two, I particularly need to know if we have signed any contracts with waivers of subrogation, which would affect workers compensation risk and, so, cost of insurance. The only formal contract with a vendor that I know of is with Toledo Mirror & Glass for the front door which has mutual indemnification but no waiver of subrogation.

Hallway heat: The auxiliary in-duct furnace we had installed in 2009 went out last year returning the hallway to meat-locker conditions in the winter. Shoemaker has been looking for a solution and finally determined it must be replaced because parts are unavailable. They have ordered the replacement which they expect to arrive in three weeks, and they will install immediately thereafter.

Dress code: We had a dress code conversation during the staff meeting on 12/9.

Social media initiative: We decided to do more of the TikTok type videos we did two summers ago. You'll see them on Facebook and Instagram. They've generated good response, which I hope leads to better awareness of library programs and other activities also on the platforms.

Online service additions and upgrades: Motivated by the general patron migration toward online delivery and the threat to the online services and databases offered by the Library of Michigan due to budget cuts, I have been working to improve our online offerings.

I added two new online services, New York Times.com and Wall Street Journal.com. I was able to get better deals with locked in pricing due to current promotions. Both of these publications, WSJ more so than NYT, have been requested by patrons. Both services will have remote access capabilities, so patrons can use them from home, but they will also provide public access within the library. You may access both WSJ and NYT via the library website from the masthead links on the home page or from the drop-down list under the Reference/Instruction tab. Links from the website take users to the Links tab on the library catalog (and a user can go directly to the catalog, as well).

While the library had been taking part in the Woodlands Ancestry.com group, I declined to renew our participation for next year because the fee was to increase by 20%, and, since the service is only available in the library, it was little used. I discovered that HeritageQuest, although owned by ProQuest, is managed by Ancestry.com and is available remotely. HeritageQuest has much of the historical data available on Ancestry.com but lacks the family tree mechanism, the chat rooms, and Ancestry's optional integration with its DNA collection and database. I received a discount on the first year of HeritageQuest as well. The link to HeritageQuest should be up and running by the time of the meeting and will be available directly from the website on the homepage and under the Reference/Instruction tab.

Also prompted by patron requests, I added one more checkout a month to patron checkout limits on Hoopla. There seems to be an underestimate by patrons of what the limit is. The limit was five, which is what it was when we first started Hoopla. I had dropped it to four when we were running budget deficits, before returning it to five when we found new funding. Patrons seem to have thought it was two or three, which might be a misunderstanding of how renewals work—Hoopla treats renewals as additional checkouts. I raised the limits to six.

We will promote these additions and upgrades aggressively, with support from the vendors, and hold orientation programs as we did last fall for the MeL Databases.

Monthly Statistics:

Circulation	Ill Out	Ill in	Local Circ	Libby	Freegal DL/Stream	Hoopla	Kanopy
November	53	108	1338	217	2/1333	299	41

Program Participation:	#
5 Storytime	24
6 Line Dancing	20
8 Ornament Making Station	75
10 LILA	22
10 LILA (Giles Location)	12
12 Storytime	13
13 Bingo	24
17 Senior Center	15
18 Homeschool Hangout	25
19 Storytime	23
20 Book Club	11
21 Blissfield Co-Op	15
25 T&W Railway	20
26 Guess How Many	46
30 Take and Make	25
November	370

November Computer Use:

Sessions: 59

Time: 29:04

Active Patrons 11/30/2025

Adult:	3425
Institution:	16
Juvenile:	380
Bliss Twp	318
Village:	2339
Non-Resident:	65
Ogden:	256
Palmyra:	313
Riga:	530
November	3821

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12/09/25

Accrual Basis

The Schultz-Holmes Memorial Library

Monthly Invoice Report

November 2025

Name	Num	Date	Account	Amount	Memo
271--Library Fund					
271-790 Library					
271-790-710.004 Disability/Life					
The Hartford	494429768085	11/17/2025	271-790-710.004 Disability/Life	54.23	501 dsability and life insurance ...
Total 271-790-710.004 Disability/Life				54.23	
271-790-727 Office Supplies					
Amazon.com	1g3wjgmxyqyn	11/17/2025	271-790-727 Office Supplies	377.91	502 supplies
Total 271-790-727 Office Supplies				377.91	
271-790-728 Postage & Freight					
TLC Community...	20251031	11/17/2025	271-790-728 Postage & Freight	16.00	500 postage BU USPS
Total 271-790-728 Postage & Freight				16.00	
271-790-740 Tools and Supplies					
271-790-740.004.Books & Mags					
Amazon.com	1g3wjgmxyqyn	11/17/2025	271-790-740.004.Books & Mags	4,809.80	502 books
Total 271-790-740.004.Books & Mags				4,809.80	
271-790-740 Tools and Supplies - Other					
Amazon.com	1g3wjgmxyqyn	11/17/2025	271-790-740 Tools and Supplies	189.43	502 supplies
Total 271-790-740 Tools and Supplies - Other				189.43	
Total 271-790-740 Tools and Supplies				4,999.23	
271-790-741 Audio Visual					
Amazon.com	1g3wjgmxyqyn	11/17/2025	271-790-741 Audio Visual	19.49	502 DVD
Total 271-790-741 Audio Visual				19.49	
271-790-770.000 General Program					
271-790-770.002 Taste the State					
Starling Lounge	20251028	11/17/2025	271-790-770.002 Taste the State	450.00	506 program presenter and suppli...
Total 271-790-770.002 Taste the State				450.00	

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12/09/25

Accrual Basis

The Schultz-Holmes Memorial Library

Monthly Invoice Report

November 2025

Name	Num	Date	Account	Amount	Memo
271-790-770.003 Bliss Unbound					
Audrey Sniezek	20251218	11/17/2025	271-790-770.003 Bliss Unbound	150.00	521 program presenter BU 12/18...
Eric Hansen	20251125	11/17/2025	271-790-770.003 Bliss Unbound	100.00	518 program presenter BU 11=25...
Peg Stevenson	20251108	11/17/2025	271-790-770.003 Bliss Unbound	100.00	509 program presenter 11/8/2025...
TLC Community...	20251031	11/17/2025	271-790-770.003 Bliss Unbound	82.57	500 supplies BU walmart
TLC Community...	20251031	11/17/2025	271-790-770.003 Bliss Unbound	80.10	500 promo BU Meta Facebook
TLC Community...	20251031	11/17/2025	271-790-770.003 Bliss Unbound	1.88	500 supplies BU walmart
TLC Community...	20251031	11/17/2025	271-790-770.003 Bliss Unbound	46.90	500 supplies BU walmart
TLC Community...	20251031	11/17/2025	271-790-770.003 Bliss Unbound	112.10	500 supplies BU walmart
TLC Community...	20251031	11/17/2025	271-790-770.003 Bliss Unbound	95.94	500 supplies BU costco
Total 271-790-770.003 Bliss Unbound				769.49	
271-790-770.004 Child/Teen P&M					
Amazon.com	1g3wjgmxyqyn	11/17/2025	271-790-770.004 Child/Teen P&M	214.54	502 supplies CTP
TLC Community...	20251031	11/17/2025	271-790-770.004 Child/Teen P&M	13.36	500 supplies CTP walmart
Total 271-790-770.004 Child/Teen P&M				227.90	
271-790-770.005 Summer Reading					
TLC Community...	20251031	11/17/2025	271-790-770.005 Summer Reading	140.14	500 supplies SRP CSLP
Total 271-790-770.005 Summer Reading				140.14	
Total 271-790-770.000 General Program				1,587.53	
271-790-807 Attorney Svcs					
FosterSwift	927387	11/17/2025	271-790-807 Attorney Svcs	25.50	516 atty svcs
Total 271-790-807 Attorney Svcs				25.50	
271-790-817 Professional Svcs					
Donna Baker & ...	31798	11/17/2025	271-790-817 Professional Svcs	498.75	511 acct svcs
B Brooks Consu...	1657	11/17/2025	271-790-817 Professional Svcs	215.00	515 TPA for QSEHRA (replaces ...
Total 271-790-817 Professional Svcs				713.75	
271-790-853 Telephone/Internet					
D & P Communi...	10640661	11/17/2025	271-790-853 Telephone/Internet	50.00	499 internet
Village of Blissfi...	25-0006694	11/17/2025	271-790-853 Telephone/Internet	82.32	507 telephone
Total 271-790-853 Telephone/Internet				132.32	
271-790-921 Electric					
Consumers Ene...	20251201	11/17/2025	271-790-921 Electric	418.82	510 electric
Total 271-790-921 Electric				418.82	

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12/09/25

Accrual Basis

The Schultz-Holmes Memorial Library

Monthly Invoice Report

November 2025

Name	Num	Date	Account	Amount	Memo
271-790-923 Gas					
Consumers Ene...	20251201	11/17/2025	271-790-923 Gas	145.90	510 gas
Total 271-790-923 Gas				145.90	
271-790-927 Water					
Village of Blissfi...	20151125	11/17/2025	271-790-927 Water	78.03	513 water
Total 271-790-927 Water				78.03	
271-790-928 Sewer					
Village of Blissfi...	20151125	11/17/2025	271-790-928 Sewer	75.53	513 sewer
Total 271-790-928 Sewer				75.53	
271-790-931 Bldg & Grds Maint					
Wolfe's Lawn C...	20251106	11/17/2025	271-790-931 Bldg & Grds Maint	200.00	519 lawn care
Stevens Disposal	20251231	11/17/2025	271-790-931 Bldg & Grds Maint	86.25	520 dumpster
Partner Assesm...	1n553243-2	11/17/2025	271-790-931 Bldg & Grds Maint	2,225.00	514 Condition Assessment balance
GTF3 LLC	2025-115	11/17/2025	271-790-931 Bldg & Grds Maint	1,504.00	508 Hand Dryer installation, Outd...
Total 271-790-931 Bldg & Grds Maint				4,015.25	
271-790-962.000 Dues Sub Membe					
271-790-962.001 ILL/Woodlands					
Ferndale Area D...	20251111	11/17/2025	271-790-962.001 ILL/Woodlands	16.00	517 Item damaged by SHDL patro...
Total 271-790-962.001 ILL/Woodlands				16.00	
271-790-962.004 Online Subscrip					
Kanopy	475685	11/17/2025	271-790-962.004 Online Subscrip	47.60	498 Kanopy monthly
Midwest Tape	507968445	11/17/2025	271-790-962.004 Online Subscrip	741.07	505 hoopla monthly
Total 271-790-962.004 Online Subscrip				788.67	
Total 271-790-962.000 Dues Sub Membe				804.67	
271-790-969 Maint Agreements					
271-790-969.001 Copier Maint					
Applied Innovati...	2967340	11/17/2025	271-790-969.001 Copier Maint	258.11	512 Copier maintenance agmt
US Bank	20251130	11/17/2025	271-790-969.001 Copier Maint	95.24	504 copier lease
Total 271-790-969.001 Copier Maint				353.35	
271-790-969.002 Webstie Main Ag					
Piper Mountain ...	2049	11/17/2025	271-790-969.002 Webstie Main Ag	45.00	503 website
Total 271-790-969.002 Webstie Main Ag				45.00	
Total 271-790-969 Maint Agreements				398.35	

The Schultz-Holmes Memorial Library
Monthly Invoice Report
November 2025

Name	Num	Date	Account	Amount	Memo
271-790-977 New Equipment					
Amazon.com	1g3wjgmxyqyn	11/17/2025	271-790-977 New Equipment	571.36	502 file cabinet and laminator
Total 271-790-977 New Equipment				571.36	
Total 271-790 Library				14,433.87	
Total 271--Library Fund				14,433.87	
TOTAL				14,433.87	

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 11/31/2025
Fiscal Year Completed: 16.67%

Account	Label	Budget	YTD	Current	Remaining	% Budget Used
REVENUE	Revenue (as deposited in SHDL bank accounts 11/25)					
271-000-540	State Revenue to savings	7000			7000.00	0.00%
Millage Revenue	Blissfield					
	Ogden					
	Palmyra					
	Riga					
	DQT Payment from County					
271-000-580	Local Unit Contributions to General Operations	488,000	0.00		488,000.00	0.00%
Special Revenue	OTC 10/25 to Savings 11/25--totals assume rollback of 9/25 OTC deposited 10/2025; interest includes 10/25					
271-000-640.000	General Service Charges					
271-000-640.001	Non-Resident Service Charges	100			100.00	0.00%
271-000-640.002	Fax Service Charges	500			500.00	0.00%
271-000-640.003	Copy & Print Svc Charges	500	112.20	112.20	387.80	22.44%
271-000-640.004	Lamination Svc Charges	50			50.00	0.00%
271-000-640.005	Digital Transfer Svc Charges	50			50.00	0.00%
271-000-640.006	Poster Printing Svc Charges	50			50.00	0.00%
271-000-640.007	Binding Svc Charges	50			50.00	0.00%
271-000-640.008	Research Svc Charges	50			50.00	0.00%
271-000-642.000	Sales	1000	56.25	56.25	943.75	5.63%
271-000-659.000	Fines & Other Desk Receipts	300	11.00	11.00	289.00	3.67%
271-000-660.003	Penal Fines	7000			7,000.00	0.00%
271-000-665.000	Interest	5450	2,146.90	1,059.23	3,303.10	39.39%
271-000-667.000	Rent	600			600.00	0.00%
271-000-674.000	Private Contributions & Donations	7000	738.97	738.97	6,261.03	10.56%
271-000-684.000	Miscellaneous Revenue	2000	98.17	98.17	1,901.83	4.91%
	Special Revenue Total	24,700	3,163.49	2,075.82	21,536.51	12.81%
Total	Total Revenue (millage+special)	519,700	3,163.49	2,075.82	516,536.51	0.61%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 11/31/2025
Fiscal Year Completed: 16.67%

Account	Label	Budget YEA	YTD	Current	Remaining	% Budget Used
EXPENDITURES						
271-790-xxx	Library					
	702 Wages	132,000	19,611.69	9,974.40	112,388.31	14.86%
	703 Pt-Tm Wages	76,000	10,440.08	5,147.92	65,559.92	13.74%
	Sub-total Wages	208,000	30,051.77	15,122.32	177,948.23	14.45%
	710 Social Secuity/Medicare	17,900	2,587.67	1,301.47	15,312.33	14.46%
	710.004 Disability/Life Insurance	850	108.46	54.23	741.54	12.76%
	710.005 HRA	25,600	3,381.76	1,690.88	22,218.24	13.21%
	710.007 Workers' Compensation	550	424.00		126.00	77.09%
	710.012 MERS Defined Contribution	13,150	1,961.16	997.44	11,188.84	14.91%
	710.013 MERS Health Care Savings Plan	4,000	588.34	299.22	3,411.66	14.71%
	710.014 MERS 457b Employer Contribution	2,650	392.25	199.50	2,257.75	14.80%
	Total MERS Retirement	19,800	2,941.75	1,496.16	16,858.25	14.86%
	710.008 Unemployment Insurance	1,750	34.58	6.99	1,715.42	1.98%
	Total Personnel	274,450	39,529.99	19,672.05	234,920.01	14.40%
	727.000 Office Supplies	4,000	795.23	377.91	3,204.77	19.88%
	728.000 Postage/Freight	100	24.68	16.00	75.32	24.68%
	740.000 Tools & Supplies	4,000	664.61	189.43	3,335.39	16.62%
	740.004 Books & Magazines	25,000	6,376.05	4,809.80	18,623.95	25.50%
	741.000 AudioVisSupp	2,500	171.03	19.49	2,328.97	6.84%
	770 General Program Expenses	20,000	0.00		20,000.00	0.00%
	770.001 Art at Your Feet	2,500	0.00		2,500.00	0.00%
	770.002 Taste the State	2,500	450.00	450.00	2,050.00	18.00%
	770.003 Blissfield Unbound	2,500	1,514.91	769.49	985.09	60.60%
	770.004 Children's Programming	2,500	993.29	227.90	1,506.71	39.73%
	770.005 Summer Reading	5,000	140.14	140.14	4,859.86	2.80%
	771.001 Rotary Books	800	0.00		800.00	0.00%
	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 Movie Licenses	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	0.00		500.00	0.00%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 11/31/2025
Fiscal Year Completed: 16.67%

Account	Label	Budget YEA	YTD	Current	Remaining	% Budget Used
	771.000 Additional Collection Expenses		0.00			
	772.001 Lost Items Replaced	200	0.00		200.00	0.00%
	772.002 Sales Income Expenses	4,000	0.00		4,000.00	0.00%
	802.000 Auditor	5,000	0.00		5,000.00	0.00%
	807 Attorney Services	5,000	2,078.50	25.50	2,921.50	41.57%
	817 Accounting Services/Payroll	9,500	1,108.25	713.75	8,391.75	11.67%
	853.000 Telephone/Internet	2,000	264.40	132.32	1,735.60	13.22%
	901.000 Publishing	100	0.00		100.00	0.00%
	901.001 Newsletter	1,600	0.00		1,600.00	0.00%
	902.001 Promotional Expenses	1675	0.00		1,675.00	0.00%
	921 Electric	7500	949.89	418.82	6,550.11	12.67%
	923.000 Gas	5,000	167.35	145.90	4,832.65	3.35%
	927 Water	1,000	147.85	78.03	852.15	14.79%
	928 Sewer	1,000	144.64	75.53	855.36	14.46%
	931 Building & Grounds Repair & Maintenance	20,000	8,106.39	4,015.25	11,893.61	40.53%
	932 Equipment Repair & Maintenance	3,000	0.00		3,000.00	0.00%
	956 Misc	500	0.00		500.00	0.00%
	960 Workshops Conferences Education	2,500	200.00		2,300.00	8.00%
	961 Bank Fees	100	0.00		100.00	0.00%
	962 Memberships and Dues	300	15.00		285.00	5.00%
	962.001 ILL/Woodlands Memberships	5,000	16.00	16.00	4,984.00	0.32%
	962.002 OverDrive Advantage	700	0.00		700.00	0.00%
	962.003 Freegal	2,100	0.00		2,100.00	0.00%
	962.004 Other Online Subscriptions	12,000	1,504.85	788.67	10,495.15	12.54%
	965.000 Property & Liability Insurance	15,000	1,798.00		13,202.00	11.99%
	969.000 Maintenance Agreements	1,000	0.00		1,000.00	0.00%
	969.001 Copier Maintenance	2,500	448.59	353.35	2,051.41	17.94%
	969.002 Website Agreement	1,000	45.00	45.00	955.00	4.50%
	969.003 Time Management Software Agreement	300	0.00		300.00	0.00%
	969.004 Online Backup Agreement	200	0.00		200.00	0.00%
	969.005 ILS Agreement	1,500	0.00		1,500.00	0.00%
	971.000 Capital Projects	20,000	0.00		20,000.00	0.00%
	977.000 New Equipment	10,000	571.36	571.36	9,428.64	5.71%
271-790	Total Library	491,325	68,226.00	34,051.69	423,099.00	13.89%

Schultz-Holmes District Library Revenue and Expenditure Report
Period Ending 11/31/2025
Fiscal Year Completed: 16.67%

Account	Label	Budget YEA	YTD	Current	Remaining	% Budget Used
271-791	Library Board					
	702 Wages	3,600	0.00			0.00%
	710 Social Security/Medicare	275	0.00			0.00%
Library Board	Sub-Total Library Board	3,875	0.00	0.00	3,875.00	0.00%
	Sub-Total Library+Library Board	495200	68,226.00	34,051.69	426,974.00	13.78%
	Contingency	24500	0.00		24,500.00	0.00%
Total	Total	519700	68,226.00	34,051.69	451,474.00	13.13%

Account	Label	Budget	October	November	Total	Remaining	Percentage
271-790-xxx	Library						
702	Wages	132,000	9637.29	9,974.40	19,611.69	112,388.31	14.86%
703	Pt-Tm Wages	76,000	5292.16	5,147.92	10,440.08	65,559.92	13.74%
	Sub-total Wages	208,000	14929.45	15,122.32	30,051.77	177,948.23	14.45%
710	Social Secuity/Medica	17,900	1286.20	1,301.47	2,587.67	15,312.33	14.46%
710.004	Disability/Life Insuran	850	54.23	54.23	108.46	741.54	12.76%
710.005	HRA	25,600	1690.88	1,690.88	3,381.76	22,218.24	13.21%
710.007	Workers' Compensat	550	424.00		424.00	126.00	77.09%
710.012	MERS Defined Contrib	13,150	963.72	997.44	1,961.16	11,188.84	14.91%
710.013	MERS Health Care Sav	4,000	289.12	299.22	588.34	3,411.66	14.71%
710.014	MERS 457b Employer	2,650	192.75	199.50	392.25	2,257.75	14.80%
	Total MERS Retirement	19,800	1445.59	1,496.16	2,941.75	16,858.25	14.86%
710.008	Unemployment Insur	1,750	27.59	6.99	34.58	1,715.42	1.98%
	Total Personnel	274,450	19857.94	19,672.05	39,529.99	234,920.01	14.40%
727	Office Supplies	4,000	417.32	377.91	795.23	3,204.77	19.88%
728	Postage/Freight	100	8.68	16.00	24.68	75.32	24.68%
740	Tools & Supplies	4,000	475.18	189.43	664.61	3,335.39	16.62%
740.004	Books & Magazines	25,000	1566.25	4,809.80	6,376.05	18,623.95	25.50%
741	AudioVisSupp	2,500	151.54	19.49	171.03	2,328.97	6.84%
770.000	General Program Exp	20,000			0.00	20,000.00	0.00%
770.001	Art at Your Feet	2,500			0.00	2,500.00	0.00%
770.002	Taste the State	2,500		450.00	450.00	2,050.00	18.00%
770.003	Blissfield Unbound	2,500	745.42	769.49	1,514.91	985.09	60.60%
770.004	Children's Programm	2,500	765.39	227.90	993.29	1,506.71	39.73%
770.005	Summer Reading	5,000		140.14	140.14	4,859.86	2.80%
771.001	Rotary Books	800			0.00	800.00	0.00%
771.002	Adopt-a-Mag	400			0.00	400.00	0.00%
771.003	Miscellaneous Memo	200			0.00	200.00	0.00%
958.001	Movie Licenses	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			0.00	500.00	0.00%
10/1/2025 bal: 9073.93 Current bal: 9073.93							
771	Additional Collection	0			0.00		
772.001	Lost Items Replaced	200			0.00	200.00	0.00%
772.002	Sales Income Expense	4,000			0.00	4,000.00	0.00%
802.000	Auditor	5,000			0.00	5,000.00	0.00%
807	Attorney Services	5000	2,053.00	25.50	2,078.50	2,921.50	41.57%
817	Accounting Services/t	9500	394.50	713.75	1,108.25	8,391.75	11.67%

853	Telephone/Internet	2,000	132.08	132.32	264.40	1,735.60	13.22%
901	Publishing	100			0.00	100.00	0.00%
901.001	Newsletter	1,600			0.00	1,600.00	0.00%
902.001	Promotional Expense	1,675			0.00	1,675.00	0.00%
921	Electric	7,500	531.07	418.82	949.89	6,550.11	12.67%
923	Gas	5,000	21.45	145.90	167.35	4,832.65	3.35%
927	Water	1,000	69.82	78.03	147.85	852.15	14.79%
928	Sewer	1,000	69.11	75.53	144.64	855.36	14.46%
931	Building & Grounds R	20,000	4091.14	4,015.25	8,106.39	11,893.61	40.53%
932	Equipment Repair & r	3,000			0.00	3,000.00	0.00%
956	Misc	500			0.00	500.00	0.00%
960.000	Workshops Conferen	2,500	200.00		200.00	2,300.00	8.00%
961.000	Bank Fees	100			0.00	100.00	0.00%
962	Memberships and Du	300	15.00		15.00	285.00	5.00%
962.001	ILL/Woodlands Mem	5,000		16.00	16.00	4,984.00	0.32%
962.002	OverDrive Advantage	700			0.00	700.00	0.00%
962.003	Freegal	2,100			0.00	2,100.00	0.00%
962.004	Other Online Subscrip	12,000	716.18	788.67	1,504.85	10,495.15	12.54%
965	Property & Liability In	15,000	1798.00		1,798.00	13,202.00	11.99%
969.000	Maintenance Agreeem	1,000			0.00	1,000.00	0.00%
969.001	Copier Maintenance	2,500	95.24	353.35	448.59	2,051.41	17.94%
969.002	Website Agreement	1,000		45.00	45.00	955.00	4.50%
969.003	Time Management Sc	300			0.00	300.00	0.00%
969.004	Online Backup Agreee	200			0.00	200.00	0.00%
969.005	ILS Agreement	1,500			0.00	1,500.00	0.00%
971	Capital Projects	20,000			0.00	20,000.00	
977.000	New Equipment	10,000		571.36	571.36	9,428.64	5.71%
271-790	Total Library	491,325	34,174.31	34,051.69	68,226.00	423,099.00	13.89%
					68,226.00		
271-791	Library Board						
702	Wages	3,600			0.00		0.00%
710	Social Security/Medic	275			0.00		0.00%
Library Board	Sub-Total Library Bo	3875	0.00	0.00	0.00	3,875.00	0.00%
	Sub-Total Library+Lib	495,200	34,174.31	34,051.69	68,226.00	426,974.00	13.78%
	Contingency	24,500			0.00	24,500.00	0.00%
Total	Total	519,700	34,174.31	34,051.69	68,226.00	451,474.00	13.13%
						% of year	16.67%

Banking	OCT	NOV		OCT	NOV		OCT	NOV
Blissfield State Bank			TLC Credit Union			MI CLASS ACCOUNTS		
Library Savings			CD Investment Account			Investment Fund		
Opening Balance	\$56,122.82	\$53,443.02	Opening Balance	1032.76	1043.17	Balance Forward	129280.05	129742.49
Deposits	\$7,320.20	\$1,016.59	Deposit			Deposit		
Transfer out to CLASS			Bank Fees			Withdrawals/Transfers		
BadChks/Bk Err or fee			BadChks/Bk Err or fee			Income Earned	462.44	434.28
Transfers	(10,000.00)	(\$20,000.00)	Transfers			Balance	129742.49	130176.77
Interest		\$47.52	Dividend	10.41				
Balance	\$53,443.02	\$34,507.13	Balance	1043.17	1043.17	Contingency Fund		
						Balance Forward	50416.92	50597.27
Library Checking (General)			Savings Account (required)			Deposit		
Opening Balance	\$26,890.70	\$12,291.93	Opening Balance	5	5	Withdrawals/Transfers		
Checks/Debits	(\$13,870.77)	(\$18,094.00)	Pay Bills			Income Earned	180.35	169.38
Electronic Debits	(\$728.00)		correction/question			Balance	50597.27	50766.65
Bank Fee/misc credit			Deposit					
Transfer out to CLASS			Interest			General Fund		
transfer out			Balance	5	5	Balance Forward	121468.62	121903.09
transfer in		\$20,000.00				Deposit		
Transfer from Paypal			TLC TOTAL	1048.17	1048.17	Withdrawals/Transfers		
checks (after stmt)						Income Earned	434.47	408.05
Deposits						Balance	121903.09	122311.14
Balance	\$12,291.93	14197.93						
						CLASS TOTAL	302242.85	303254.56
Library Checking (Payroll)								
Opening Balance	\$52,632.31	33098.6						
Checks/Debits								
Electronic Debits	(\$19,533.71)	-19741.82						
Bank Fee/misc credit								
trasfer out								
transfer in		10000						
Deposit								
Balance	\$33,098.60	23356.78						
BSB TOTAL	\$98,833.55	72061.84						



Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☒ Regular ☐ Special meeting of the ☐ Membership ☒ Board of Directors

called to order by _____ on 12/16/2025 at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from The Schultz-Holmes District Library
(Name of Organization)

for a Special License to serve alcohol on 2/5/2026
(Event Date or Dates)

to be located at The Schultz-Holmes District Library, 407 S. Lane St., Blissfield, MI 49228
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be Recommended for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☒ Board of Directors at a ☒ Regular ☐ Special meeting held on 12/16/2025
(Date)

Ciara McGrane, President

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date

2026

2026

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Board Meetings

January 20

February 17

March 17

April 21

May 19

June 16

July 21

August 18

September 15

October 20

November 17

December 15