



**Otsego County  
LIBRARY**

[otsegocountylibrary.org](http://otsegocountylibrary.org)

**MAIN LIBRARY**  
700 South Otsego Ave.  
Gaylord, MI 49735  
989-732-5841  
Fax: 989-732-9401

**JOHANNESBURG BRANCH**  
10900 East M-32  
Johannesburg, MI 49751  
989-732-3928  
Fax: 989-731-3365

**VANDERBILT BRANCH**  
8170 Mill Street  
Vanderbilt, MI 49795  
989-983-3600  
Fax: 989-983-3105

# AGENDA

OTSEGO COUNTY LIBRARY BOARD OF TRUSTEES  
TUESDAY JANUARY 16, 2024 AT 8 A.M.

## Virtually Via Zoom

Time: January 16, 2024 at 08:00 AM Eastern Time (US and Canada):  
Join Zoom Meeting

<https://us02web.zoom.us/j/84229359315?pwd=cEc5YXlzMnJKNi96Q2h4M0FCUjU5QT09>

Meeting ID: 842 2935 9315 Passcode: 119673

OR CALL 1-929-205-6099 Meeting ID: 842 2935 9315 Passcode: 119673

The Otsego County Library enriches lives by fostering lifelong learning, being a champion for reading, igniting imaginations, and ensuring access to information and ideas for all members of our community.

- 8:00 Call to order**
- 8:00 Swearing in of Board of Trustees**
- 8:00 Review and approval of agenda** **Motion**
- 8:05 Habitat for Humanity Presentation**
- 8:15 Approval of December 19, 2023 minutes** **Motion**
- 8:20 Bills to be approved** **Motion**
- 8:25 Director's Report**  
\*Review Director's written report  
\*Review financial reports
- 8:35 Old Business**  
\*New Cooperative Reciprocal Borrowing Agreement **Motion**  
\*Tuition Reimbursement Policy
- 8:45 New Business**  
\*2023 2<sup>nd</sup> Amended Budget **Motion**
- 8:50 Trustee and Liaison Comments**
- 8:55 Public comment**
- 9:00 Adjournment**

**Read.  
Learn.  
Grow.**

STATE OF MICHIGAN,

ss.

COUNTY OF OTSEGO

I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of OTSEGO COUNTY LIBRARY BOARD in and for the County of OTSEGO and State of Michigan, according to the best of my ability.

\_\_\_\_\_  
Martha Baril

Subscribed and sworn to before me this 16th day of January, 2024.

\_\_\_\_\_  
Susan I. DeFeyter  
My commission expires: 2-16-2026  
OTSEGO County, Michigan

STATE OF MICHIGAN,

ss.

COUNTY OF OTSEGO

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\_\_\_\_\_  
Lesa Jarski

Subscribed and sworn to before me this 16th day of January, 2024

\_\_\_\_\_  
Susan I. DeFeyter  
My commission expires: 2-16-2026  
OTSEGO County, Michigan.

OATH OF OFFICE - GENERAL

---

STATE OF MICHIGAN,

ss.

COUNTY OF OTSEGO

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\_\_\_\_\_  
Sharon Weber

Subscribed and sworn to before me this 16th day of January, 2024.

\_\_\_\_\_  
Susan I. DeFeyter  
My commission expires: 2-16-2026

OTSEGO County, Michigan.

OATH OF OFFICE - GENERAL

---

STATE OF MICHIGAN,

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COUNTY OF OTSEGO

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\_\_\_\_\_  
Monica Peck

Subscribed and sworn to before me this 16th day of January, 2024.

\_\_\_\_\_  
Susan I. DeFeyter  
My commission expires: 2-16-2026

OTSEGO County, Michigan

STATE OF MICHIGAN,

ss.

COUNTY OF OTSEGO

I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of OTSEGO COUNTY LIBRARY BOARD in and for the County of OTSEGO and State of Michigan, according to the best of my ability.

\_\_\_\_\_  
Bonnie Byram

Subscribed and sworn to before me this 16th day of January, 2024.

\_\_\_\_\_  
Susan I. DeFeyter  
My commission expires: 2-16-2026

OTSEGO County, Michigan

Otsego County Library  
Board Meeting held at Library  
Tuesday, December 19, 2023

Present: Martha Baril, Bonnie Byram, Terra Deming, Chris Knight, Jackie Skinner & Sharon Weber

Absent: Lesa Jarski and Monica Peck

8:02 Meeting called to order by Sharon

Review & Approval of Agenda – Bonnie motioned and Martha seconded. Motion passed.

Approval of 10/17/23 minutes. Motioned by Martha and seconded by Sharon. Motion passed.

Bills to be approved

\$18,579.85. Motioned by Bonnie and seconded by Martha. Motion passed.

Director's Report

Review Written Report

Review Financial Reports

Old Business

Building update – Chris Knight, Computer Services Coordinator, spoke about the need to replace some tiling in the Main Library entrance ways as the tiles weren't sealed are coming up and will cause a tripping hazard. A HVAC zone needs to be looked by Temperature Control.

Website Redesign – working on pages – meeting with Project Coordinator weekly.

New Business

2023 Amended Budget – Martha motioned and Bonnie seconded. Motion passed.

New Cooperative Reciprocal Borrowing Agreement – Agreement was included in board packet for board review. Jackie said we have always participated in such agreements with our Cooperative. She will request a motion to pass at January's meeting.

Wells Handyman Service Bid – Sharon made a motion to approve the bid as written to repair the Main Library's entrance ways. Martha seconded the motion. Motion passed.

Tuition Reimbursement Policy – Jackie requested review of this policy as amounts offered for reimbursement are out dated. She will investigate what other libraries offer.

Trustee & Liaison Comments

Terra – The 2024 budget passed by 1 vote. The county administrator is negotiating with Dr. Tom Quinn to sell the County's half of the University Center to Kirtland Community College. Proceeds would benefit new court facilities.

Bonnie – Jack turned 1! 🎉

Sharon – Grandson, Wyatt, now speaks fluent German! 🎉

Martha – Christmas Break will be welcome. 🎉

Public Comments

8:45 Adjourned. Martha motioned and Bonnie seconded. Motion passed.

Respectfully submitted, Jackie Skinner, Library Director, Otsego County Library

**Otsego County Library**  
**Bills to be Approved**  
December 18, 2023 through January 11, 2024

Date	Num	Name	Item/Service Provided	Amount
12/18/2023	10550	Blue Cross Blue Shield of Michigan	Employee Healthcare	-\$3,142.96
12/18/2023	10551	Cengage Learning	Large Print Books	-\$259.47
12/18/2023	10552	Charter Communications	Gaylord & Vandy phone service	-\$159.92
12/18/2023	10553	Choice Publications, Inc.	Newspaper Advertising	-\$230.40
12/18/2023	10554	GFL Environmental	Gaylord Trash Removal	-\$110.71
12/18/2023	10555	Ingram Library Services	Books	-\$4,041.66
12/18/2023	10556	Michigan Digital	Staff Email Addresses	-\$21.00
12/18/2023	10557	OverDrive	Downloadable e-book purchase	-\$89.99
12/18/2023	10558	Van's Business Machines, Inc.	Copiers service fee	-\$560.56
12/18/2023	10559	Verizon Wireless	Staff Cellphone Service	-\$104.96
12/20/2023	10560	EPS Security	Main Library Security installation & Service	-\$554.84
12/20/2023	10561	Fournier, Audrie N.	Tuition Reimbursement	-\$2,000.00
12/20/2023	10562	Gaylord, City of	Water/Sewer Utility	-\$45.15
12/20/2023	10563	Image Factory, Inc.	Staff Name Tags	-\$24.00
12/20/2023	10564	Verizon Wireless	Hotspot Cellular Service	-\$405.54
12/20/2023	10565	Wells Handyman Service	Downpayment for tile replacement in Main Library entrances	-\$912.50
12/27/2023	10568	Blackstone Publishing	Audiobooks on CD	-\$492.39
12/27/2023	10569	Cengage Learning	Large Print Books	-\$25.88
12/27/2023	10570	Consumers Energy	Electric Utility	-\$2,802.71
12/27/2023	10571	Cutting Edge Storage	Storage Unit Rental Fee	-\$75.00
12/27/2023	10572	First National Bank of Omaha	See Attached	-\$802.61
12/27/2023	10573	Michigan.com #1008	Check Voided	\$0.00
12/27/2023	10574	Northland Library Cooperative	Merit Internet Costs	-\$4,221.00
12/27/2023	debit 945	Unemployment Insurance Agency	State of Michigan Payment	-\$111.55
12/31/2023	10575	Choice Publications, Inc.	Newspaper Advertising	-\$115.20
12/31/2023	10576	Corrine Roberts/ Corinne Roberts III, LLC	Battle of the Books Books	-\$75.00
12/31/2023	10577	DTE Energy	Gas Utility	-\$1,362.11
12/31/2023	10578	Frontier	Johannesburg Phone Service	-\$163.86
12/31/2023	10579	Gaylord Area Chamber of Commerce	Annual Membership Fee	-\$180.00
12/31/2023	10580	Healthiest You	Employee Healthcare	-\$216.75
12/31/2023	10581	Librarica LLC	Annual Software Licensing	-\$491.55
12/31/2023	10582	Michigan.com #1008	Print Detroit Newspapers	-\$10.00

**Otsego County Library  
 Bills to be Approved  
 December 18, 2023 through January 11, 2024**

12/31/2023	10583	NAEIR	Programming and Janitorial supplies	-\$391.25
12/31/2023	10584	Richardson, Ross	Speaker Fee	-\$299.31
12/31/2023	10585	Total Lawn Care of Gaylord LLC	Snow Removal	-\$1,774.00
12/31/2023	10586	Valley Library Consortium	Quarterly Membership Fee	-\$3,758.00
12/31/2023	10587	Wells Handyman Service	Final Payment for Completion of Main Library Entrances	-\$912.50
12/31/2023	debit 946	MERS	Defined Benefit Payment	-\$59.00
01/11/2024	10588	Amazon	Computer Equipment, Programming, Office and Janitorial Supplies, DVDs	-\$2,262.05
01/11/2024	10589	Blue Cross Blue Shield of Michigan	Employee Healthcare	-\$3,142.96
01/11/2024	10590	Budget Library Supplies	Office Supplies	-\$53.50
01/11/2024	10591	Cengage Learning	Large Print Books	-\$46.50
01/11/2024	10592	Charter Communications	Gaylord & Vandy phone service	-\$159.92
01/11/2024	10593	EPS Security	Johannesburg & Vandy Security Installation & Service	-\$798.40
01/11/2024	10594	GFL Environmental	Trash Removal	-\$110.71
01/11/2024	10595	Ingram Library Services	Books	-\$2,166.00
01/11/2024	10596	Michigan.com #1008	Print Detroit Newspapers	-\$40.01
01/11/2024	10597	Mid-North Printing, Inc.	Printed Envelopes and Receipt Books	-\$633.90
01/11/2024	10598	Northland Library Cooperative	Annual Subscription Fee for Overdrive	-\$7,980.97
01/11/2024	10599	OCLC, Inc.	Cataloging Records Fee	-\$896.10
01/11/2024	10600	Skinner, Jackie	Reimbursement for Author Speaker Fee	-\$100.00
01/11/2024	10601	Van's Business Machines, Inc.	Copiers Service Fee	-\$331.46
01/11/2024	10602	Verizon Wireless	Staff Cellphone Service	-\$104.96
01/11/2024	10603	WMJZ Eagle 101.5	Radio Advertising	-\$100.00
				-\$49,930.77
			<b>TOTAL:</b>	<b>-\$49,930.77</b>

**Otsego County Library  
Credit Card Details  
December 2023**

<b>Date</b>	<b>Business</b>	<b>Transaction Detail</b>	<b>Amount</b>
11/16/2023	Family Fare	Programming supplies	\$2.25
11/20/2023	Lowe's	Janitorial supplies returned	-\$16.98
11/21/2023	Little Caesars	Teen programming	\$29.45
11/27/2023	Wal-Mart	Programming supplies	\$1.98
11/27/2023	Wal-Mart	Microphone/speaker for upstairs meeting room	\$179.00
11/28/2023	Wal-Mart	Programming supplies	\$51.51
11/30/2023	Wal-Mart	Programming supplies	\$12.80
12/1/2023	Gannet	Online Detroit News subscription	\$12.00
12/4/2023	Wal-Mart	Programming supplies	\$23.88
12/5/2023	WorkPlacePro	Credit	-\$8.49
12/5/2023	Amanda Barratt	Books from author	\$60.00
12/6/2023	Dollar Tree	Programming supplies	\$103.75
12/6/2023	Wal-Mart	Programming supplies	\$21.77
12/7/2023	Wal-Mart	Programming supplies	\$29.94
12/11/2023	Wal-Mart	Programming supplies	\$24.07
12/11/2023	USPS	Postage for Santa letters	\$132.00
12/15/2023	Home Depot	Shelving supplies for janitor closet	\$143.68
		<b>TOTAL:</b>	<b>\$802.61</b>



# Otsego County Library Director's Report January 16, 2024

- Strategic Plan Update

Goal	Objective
<b>Communications &amp; Marketing</b>	Create a cohesive and modern website
	Produce an email newsletter
	Establish an effective communications rhythm with local educators (PreK-12)
	Effectively communicate the ROI/value of the library to position future public and private funding opportunities
	Capitalize on collaboration opportunities

## 2024 Library Activities

Continuing to create content for new web site thru Library Market.
January youth events have been shared with all Otsego County Schools.
Provided another round of "free book coupons" for the Food Pantry's backpack program. Books provided by PoWeR! Book Bags.

Goal	Objective
<b>Programming &amp; Collections</b>	Annually evaluate the collections and our collections development policy
	Expand library experiences beyond the building
	Utilize the makerspace
	Create an electronic platform for suggested additions to collections
	Launch K-3 programming
	Explore alternative collections outside traditional offerings

## 2024 Library Activities

We are continuing our programming at Vanderbilt Area Schools
Seeking a volunteer to provide 3-D printer training.
We currently are offering weekly programming for K-3 graders at the Main Branch.

Goal	Objective
<b>Facilities &amp; Technology</b>	Evaluate and adapt business operating hours
	Provide alternative services for after hours
	Continually monitor and evaluate the current cybercommunity threats
	Increase technology education for users
	Continually adapt our spaces so that they are safe and inviting

### 2024 Library Activities

Library Director and Computer Services Coordinator receive daily updates from the U.S. Government's Cybersecurity and Infrastructure Security Agency.
Panic buttons have been installed at all library locations, and new tile was also installed in the Main Library's entry ways. Glass cover installed over Johannesburg's miniature village.

Goal	Objective
<b>People</b>	Create an internal communications plan
	Improve onboarding process for new employees
	Assess training needs and staff development opportunities
	Improve our process for recruiting, welcoming, and responding to new volunteer inquiries
	Diversify the demographics of our volunteer pool
	Monitor and evaluate employee wages to ensure employer retention

### 2024 Library Activities

Planning our staff in-service day for February 19 <sup>th</sup> . Modifying our tuition reimbursement policy.

- Otsego County Clerk, Suzy DeFeyter, has agreed to swear all board members in at the start of the January meeting. This should only take a few moments, and because Suzie has been in court shortly afterwards, I thought we could do this at the start of the meeting. Included in your packet, is the swearing in language that Suzie will be using.
- Following the swearing in, Aini Abukar, executive director of our local Habitat for Humanity, asked to discuss the library's vacant property with the board. Following her presentation, we can proceed with our regular meeting.
- Kathy Heinz, local C.P.A., has been extremely helpful with helping me to clean up my balance sheets. She also helped me to provide staff with their W-2s. Kathy has never charged me for any of these services. I am so very grateful to her.
- Our annual Battle of the Books is about to kick off on Tuesday, January 16<sup>th</sup> at 5 p.m. We hope to have as many teams, if not more, than last year.
- Right now, my main priorities to complete my State Aid Report by the end of the month and to complete entering content into our web site templates.

Respectfully,

*Jamie*



Pictures are from the first  
Base Camp program of  
2024

Kids had a special visit from  
the Fire Chief; than made  
S'mores with tea lights.





The Friends of the Otsego County Library have agreed to reimburse us for the cost of encasing the miniature village at the Johannesburg Branch Library in glass. It was finally completed January 11<sup>th</sup>.

**Otsego County Library  
 Balance Sheet  
 As of December 31, 2023**

		Dec 31, 23
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
001 · Library Cash		
	Designated Fund-Replacement	228,196.90
	Imprest Cash	190.00
	Leave Bank	24,989.30
	001 · Library Cash - Other	820,073.61
	<b>Total 001 · Library Cash</b>	<b>1,073,449.81</b>
	011.011 · General HB Checking	-9,630.11
	011.012 · Payroll HB Checking	1,439.53
	<b>Total Checking/Savings</b>	<b>1,065,259.23</b>
<b>Other Current Assets</b>		
	003 · Library Building Fund	19,944.62
	1499 · Undeposited Funds	972.36
	<b>Total Other Current Assets</b>	<b>20,916.98</b>
	<b>Total Current Assets</b>	<b>1,086,176.21</b>
<b>Other Assets</b>		
	Taxes Receivable - Personal	3,627.96
	Taxes Receivable - Real	543,017.12
	<b>Total Other Assets</b>	<b>546,645.08</b>
	<b>TOTAL ASSETS</b>	<b>1,632,821.29</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
	2000 · Accounts Payable	-9,563.98
	<b>Total Accounts Payable</b>	<b>-9,563.98</b>
<b>Other Current Liabilities</b>		
	Deferred Tax Revenue-Personal	3,627.96
	Deferred Tax Reveue-Real	543,017.12
	<b>225 · Payroll Liabilities</b>	
	228 · Federal Withheld Taxes	2,034.75
	230 · Employee Withheld Retirement	766.47
	234 · Employee health Care Liabilty	9,041.14
	225 · Payroll Liabilities - Other	348.37
	<b>Total 225 · Payroll Liabilities</b>	<b>12,190.73</b>
	<b>Total Other Current Liabilities</b>	<b>558,835.81</b>
	<b>Total Current Liabilities</b>	<b>549,271.83</b>
	<b>Total Liabilities</b>	<b>549,271.83</b>
<b>Equity</b>		
	3000 · Opening Bal Equity	864,091.23
	390 · Retained Earnings	172,032.55
	Net Income	47,425.68
	<b>Total Equity</b>	<b>1,083,549.46</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,632,821.29</b>
Note: Includes cash and investments only.		
Fixed assets as required by GASB are tracked in the Otsego County Budget		

## Otsego County Library Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
402 · Real Property Tax	0.00	588,000.00	0.0%
403 · Chargebacks	0.00	-2,000.00	0.0%
411 · Delinquent Tax			
411.01 · Delinquent Tax Current Year	0.00	550.00	0.0%
411.02 · Delinquent Tax Previous Yr	0.00	43,000.00	0.0%
<b>Total 411 · Delinquent Tax</b>	<b>0.00</b>	<b>43,550.00</b>	<b>0.0%</b>
539 · State Funds			
539.01 · State Aid	0.00	25,440.00	0.0%
539.02 · Salary Grant	0.00	3,600.00	0.0%
<b>Total 539 · State Funds</b>	<b>0.00</b>	<b>29,040.00</b>	<b>0.0%</b>
655 · Fines and Fees	459.00	13,000.00	3.53%
664 · Interest	0.00	12,000.00	0.0%
674 · Donations			
674.01 · Library	2,050.00	8,000.00	25.63%
674 · Donations - Other	0.00	7,500.00	0.0%
<b>Total 674 · Donations</b>	<b>2,050.00</b>	<b>15,500.00</b>	<b>13.23%</b>
676 · Reimbursements	148.07	13,000.00	1.14%
699 · Penal fines	0.00	128,000.00	0.0%
999 · Transfers In			
999.01 · General Fund transfer	0.00	78,900.00	0.0%
<b>Total 999 · Transfers In</b>	<b>0.00</b>	<b>78,900.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>2,657.07</b>	<b>918,990.00</b>	<b>0.29%</b>
<b>Gross Profit</b>	<b>2,657.07</b>	<b>918,990.00</b>	<b>0.29%</b>
<b>Expense</b>			
703 · Payroll Expenses			
703.01 · Salaried	2,777.23	72,208.00	3.85%
703.03 · Non-salaried	13,830.86	412,062.00	3.36%
703.06 · Personal Leave 1/2 payoff	0.00	750.00	0.0%
703.10 · DD bank fees	0.00	80.00	0.0%
703 · Payroll Expenses - Other	0.00		
<b>Total 703 · Payroll Expenses</b>	<b>16,608.09</b>	<b>485,100.00</b>	<b>3.42%</b>
704 · Employee Benefits			
704.11 · Health and life benefits	3,359.71	39,500.00	8.51%
704.12 · Employee health cost share	0.00	-7,900.00	0.0%
704.30 · MERS Retirement	686.50	24,200.00	2.84%
704.60 · Worker's Comp	0.00	2,100.00	0.0%
704.70 · Benefit Reimbursement	0.00	2,000.00	0.0%
716 · Payroll Taxes	1,236.35	37,000.00	3.34%
<b>Total 704 · Employee Benefits</b>	<b>5,282.56</b>	<b>96,900.00</b>	<b>5.45%</b>
705 · Continuing Education	0.00	4,500.00	0.0%
726 · Supplies			
726.01 · Office	1,266.33	8,392.00	15.09%
726.02 · Janitorial	34.82	5,115.00	0.68%
726.03 · Programming	0.00	9,000.00	0.0%

## Otsego County Library Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	% of Budget
<b>Total 726 · Supplies</b>	1,301.15	22,507.00	5.78%
<b>727 · Collection Development</b>			
727.01 · Print Materials	2,357.46	60,000.00	3.93%
727.02 · Non-print materials	302.67	7,000.00	4.32%
727.03 · Electronic materials	7,980.97	32,500.00	24.56%
727.04 · Digitization	0.00	5,000.00	0.0%
<b>Total 727 · Collection Development</b>	10,641.10	104,500.00	10.18%
<b>801 · Professional Services</b>			
801.01 · Services	0.00	20,000.00	0.0%
801.02 · Programs	399.31	4,000.00	9.98%
<b>Total 801 · Professional Services</b>	399.31	24,000.00	1.66%
<b>920 · Building Expenses</b>			
920.01 · Outside contracts	1,884.71	25,900.00	7.28%
920.02 · Repairs	0.00	7,000.00	0.0%
920.03 · Insurances	0.00	12,875.00	0.0%
<b>Total 920 · Building Expenses</b>	1,884.71	45,775.00	4.12%
<b>930.10 · Service contracts/charges</b>			
930.11 · Service contracts	4,985.56	31,000.00	16.08%
930.12 · Memberships/Dues	180.00	3,400.00	5.29%
930.13 · Cooperative services	0.00	12,800.00	0.0%
930.15 · Service charge	0.00	150.00	0.0%
930.16 · MI Sales Tax	0.00	50.00	0.0%
<b>Total 930.10 · Service contracts/charges</b>	5,165.56	47,400.00	10.9%
<b>930.20 · Communications</b>			
930.21 · Telephone	323.78	3,050.00	10.62%
930.23 · Cellular	104.96	6,500.00	1.62%
930.24 · Internet	0.00	5,500.00	0.0%
<b>Total 930.20 · Communications</b>	428.74	15,050.00	2.85%
<b>930.30 · Advertising</b>	215.20	3,000.00	7.17%
<b>930.45 · Shipping/Mailing</b>	0.00	1,500.00	0.0%
<b>930.5 · Travel</b>	0.00	750.00	0.0%
<b>930.60 · Utilities</b>			
930.61 · Natural gas	1,362.11	12,000.00	11.35%
930.62 · Electric	0.00	30,000.00	0.0%
930.63 · Water/sewer	0.00	700.00	0.0%
<b>Total 930.60 · Utilities</b>	1,362.11	42,700.00	3.19%
<b>940 · County Cost Share</b>	0.00	1,292.00	0.0%
<b>970 · Capital Outlay</b>			
970.3 · Property Improvements	1,710.90	4,000.00	42.77%
970.43 · Furniture/Equipment	1,716.93	7,000.00	24.53%
970.45 · Software	0.00	5,000.00	0.0%
<b>Total 970 · Capital Outlay</b>	3,427.83	16,000.00	21.42%
<b>Total Expense</b>	46,716.36	910,974.00	5.13%
<b>Net Ordinary Income</b>	-44,059.29		
<b>Net Income</b>	-44,059.29		

## Otsego County Library 2nd Proposed Amended Budget January through December 2023

				Jan - Dec 23	Budget	2nd Proposed Budget Revision	% of Budget	Difference btw Rev. Budget & Actual Income/Expenses
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
		402 · Real Property Tax	539,221.64	550,898.00	550,898.00	97.88%		
		403 · Chargebacks	-1,015.22	-2,500.00	-2,500.00	40.61%		
		411 · Delinquent Tax						
		411.01 · Delinquent Tax Current Year	505.19	550.00	550.00	91.85%		
		411.02 · Delinquent Tax Previous Yr	50,966.81	40,000.00	40,000.00	127.42%		
		441.03 · Local Comm Stabilization Tax	0.00	0.00	0.00	0.0%		
		<b>Total 411 · Delinquent Tax</b>	<b>51,472.00</b>	<b>40,550.00</b>	<b>40,550.00</b>	<b>126.94%</b>		
		49900 · Uncategorized Income	0.00	0.00	0.00	0.0%		
		501 · Federal Funds						
		501.01 · USF	0.00	9,250.00	9,250.00	0.0%		
		<b>Total 501 · Federal Funds</b>	<b>0.00</b>	<b>9,250.00</b>	<b>9,250.00</b>	<b>0.0%</b>		
		539 · State Funds						
		539.01 · State Aid	33,751.66	26,231.00	26,231.00	128.67%		
		539.02 · Salary Grant	3,625.42	3,800.00	3,800.00	95.41%		
		<b>Total 539 · State Funds</b>	<b>37,377.08</b>	<b>30,031.00</b>	<b>30,031.00</b>	<b>124.46%</b>		
		655 · Fines and Fees	23,473.67	12,000.00	12,000.00	195.61%		
		664 · Interest	23,540.22	12,000.00	12,000.00	196.17%		
		674 · Donations						
		674.01 · Library	11,685.51	8,000.00	8,000.00	146.07%		
		<b>Total 674 · Donations</b>	<b>11,685.51</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>146.07%</b>		
		676 · Reimbursements	12,021.85	13,000.00	13,000.00	92.48%		
		699 · Penal fines	128,174.12	150,000.00		85.45%		
		999 · Transfers In						
		999.01 · General Fund transfer	0.00	84,670.00	84,670.00	0.0%		
		<b>Total 999 · Transfers In</b>	<b>0.00</b>	<b>84,670.00</b>	<b>84,670.00</b>	<b>0.0%</b>		
		<b>Total Income</b>	<b>825,950.87</b>	<b>907,899.00</b>	<b>907,899.00</b>	<b>90.97%</b>		
		<b>Gross Profit</b>	<b>825,950.87</b>	<b>907,899.00</b>	<b>907,899.00</b>	<b>90.97%</b>		
		<b>Expense</b>						
		69800 · Uncategorized Expenses	0.00					
		703 · Payroll Expenses						
		703.01 · Salaried	69,329.57	69,431.00	69,431.00	99.85%		
		703.03 · Non-salaried	344,397.09	365,522.00	365,522.00	94.22%		
		703.06 · Personal Leave 1/2 payoff	524.18					
		703.10 · DD bank fees	71.70	80.00	80.00	89.63%		
		703 · Payroll Expenses - Other	1,264.34					
		<b>Total 703 · Payroll Expenses</b>	<b>415,586.88</b>	<b>435,033.00</b>	<b>435,033.00</b>	<b>95.53%</b>		
		704 · Employee Benefits						
		704.11 · Health and life benefits	34,618.51	35,571.00	35,571.00	97.32%		
		704.12 · Employee health cost share	229.50	6,115.00	6,115.00	3.75%		
		704.14 · Medical Flex Admin	513.50	516.00	516.00	99.52%		



## Otsego County Library 2nd Proposed Amended Budget January through December 2023

		Jan - Dec 23	Budget	2nd Proposed Budget Revision	% of Budget	Difference btw Rev. Budget & Actual Income/Expenses
	704.30 · MERS Retirement	16,413.54	21,500.00	21,500.00	76.34%	
	704.31 · MERS HCSP	0.00	2,079.00	2,079.00	0.0%	
	704.60 · Worker's Comp	2,479.91	2,579.00	2,579.00	96.16%	
	704.70 · Benefit Reimbursement	2,000.00	2,000.00	2,000.00	100.0%	
	716 · Payroll Taxes	30,792.79	33,281.00	33,281.00	92.52%	
	<b>Total 704 · Employee Benefits</b>	<b>87,047.75</b>	<b>103,641.00</b>	<b>103,641.00</b>	<b>83.99%</b>	
	705 · Continuing Education	1,754.72	2,000.00	2,000.00	87.74%	
	726 · Supplies					
	726.01 · Office	8,255.29	8,392.00	8,392.00	98.37%	
	726.02 · Janitorial	2,891.70	5,115.00	5,115.00	56.53%	
	726.03 · Programming	8,895.80	9,500.00	9,500.00	93.64%	
	<b>Total 726 · Supplies</b>	<b>20,042.79</b>	<b>23,007.00</b>	<b>23,007.00</b>	<b>87.12%</b>	
	727 · Collection Development					
	727.01 · Print Materials	54,512.26	52,000.00	54,550.00	104.83%	\$2,550.00
	727.02 · Non-print materials	9,612.29	12,000.00	9,700.00	80.1%	-\$2,300.00
	727.03 · Electronic materials	35,207.96	35,500.00	35,250.00	99.18%	-\$250.00
	727.04 · Digitization	0.00	0.00	0.00	0.0%	
	727 · Collection Development - Other	0.00				
	<b>Total 727 · Collection Development</b>	<b>99,332.51</b>	<b>99,500.00</b>	<b>99,500.00</b>	<b>99.83%</b>	
	801 · Professional Services					
	801.01 · Services	15,086.00	30,000.00	30,000.00	50.29%	
	801.02 · Programs	3,339.86	3,360.00	3,360.00	99.4%	
	<b>Total 801 · Professional Services</b>	<b>18,425.86</b>	<b>33,360.00</b>	<b>33,360.00</b>	<b>55.23%</b>	
	920 · Building Expenses					
	920.01 · Outside contracts	21,321.41	25,000.00	25,000.00	85.29%	
	920.02 · Repairs	4,693.50	7,000.00	7,000.00	67.05%	
	920.03 · Insurances	0.00	12,875.00	12,875.00	0.0%	
	<b>Total 920 · Building Expenses</b>	<b>26,014.91</b>	<b>44,875.00</b>	<b>44,875.00</b>	<b>57.97%</b>	
	930.10 · Service contracts/charges					
	930.11 · Service contracts	25,596.15	25,420.00	25,620.00	100.69%	\$200.00
	930.12 · Memberships/Dues	1,553.20	3,400.00	3,200.00	45.68%	-\$200.00
	930.13 · Cooperative services	12,722.03	12,795.00	12,795.00	99.43%	
	930.15 · Service charge	95.54	375.00	375.00	25.48%	
	930.16 · MI Sales Tax	0.00	50.00	50.00	0.0%	
	<b>Total 930.10 · Service contracts/charges</b>	<b>39,966.92</b>	<b>42,040.00</b>	<b>42,040.00</b>	<b>95.07%</b>	
	930.20 · Communications					
	930.21 · Telephone	3,505.86	3,550.00	3,550.00	98.76%	
	930.23 · Cellular	5,282.21	4,910.00	5,310.00	107.58%	\$400.00
	930.24 · Internet	4,878.78	9,400.00	9,000.00	51.9%	-\$400.00
	<b>Total 930.20 · Communications</b>	<b>13,666.85</b>	<b>17,860.00</b>	<b>17,860.00</b>	<b>76.52%</b>	
	930.30 · Advertising	1,919.37	3,000.00	3,000.00	63.98%	
	930.45 · Shipping/Mailing	779.48	2,200.00	2,200.00	35.43%	

**Otsego County Library**  
**2nd Proposed Amended Budget**  
**January through December 2023**

						Jan - Dec 23	Budget	2nd Proposed Budget Revision	% of Budget	Difference btw Rev. Budget & Actual Income/Expenses
		930.5 · Travel	297.96	500.00	500.00	59.59%				
		930.60 · Utilities								
		930.61 · Natural gas	9,418.90	11,000.00	11,000.00	85.63%				
		930.62 · Electric	30,587.41	32,000.00	32,000.00	95.59%				
		930.63 · Water/sewer	593.22	780.00	780.00	76.05%				
		<b>Total 930.60 · Utilities</b>	<b>40,599.53</b>	<b>43,780.00</b>	<b>43,780.00</b>	<b>92.74%</b>				
		940 · County Cost Share	0.00	1,292.00	1,292.00	0.0%				
		970 · Capital Outlay								
		970.3 · Property Improvements	1,467.34	4,000.00	4,000.00	36.68%				
		970.43 · Furniture/Equipment	5,426.68	27,160.00	27,160.00	19.98%				
		970.45 · Software	6,185.64	38,960.00	38,960.00	15.88%				
		<b>Total 970 · Capital Outlay</b>	<b>13,079.66</b>	<b>70,120.00</b>	<b>70,120.00</b>	<b>18.65%</b>				
		<b>Total Expense</b>	<b>778,515.19</b>	<b>922,208.00</b>	<b>922,208.00</b>	<b>84.42%</b>				
		<b>Net Ordinary Income</b>	<b>47,435.68</b>	<b>-14,309.00</b>						

Penal Fine Tally

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
	Deposits	Deposits	Deposits	Deposits	Deposits	Deposits	Deposits	Deposits	Deposits
District CT	\$25,425.70	\$14,073.40	\$13,772.18	\$13,164.10	\$13,790.71	\$16,609.00	\$19,252.00	\$14,322.50	\$10,905.50
Clerk's Dept	\$372.96	\$947.80	\$90.00	\$3,021.00	\$873.61	\$1,732.00	\$35.00	\$1,000.00	\$630.00
District CT	\$13,537.00	\$16,205.29	\$13,247.10	\$11,841.49	\$16,829.92	\$13,167.00	\$15,964.00	\$10,799.05	\$0.00
Clerk's Dept	\$285.00	\$95.00	\$115.00	-\$193.42	\$950.00	\$145.00	\$1,525.00	\$1,325.00	\$1,179.00
District CT	\$9,473.80	\$15,626.10	\$20,395.61	\$10,870.75	\$14,841.46	\$14,103.34	\$10,381.00	\$11,361.00	\$9,820.00
Clerk's Dept	\$370.00	\$385.00	\$115.00	\$242.00	\$464.00	\$70.00	\$780.00	\$74.00	\$100.00
District CT	\$13,824.03	\$15,163.00	\$12,587.04	\$10,133.33	\$12,677.17	\$12,942.25	\$15,943.30	\$11,361.00	\$11,391.00
Clerk's Dept	\$7,627.90	\$1,774.00	\$165.00	\$290.00	\$2,365.00	\$70.00	\$25.00	\$74.00	\$100.00
District CT	\$13,439.39	\$13,302.49	\$12,926.50	\$12,720.00	\$10,866.53	\$13,995.75	\$11,310.70	\$11,423.50	\$11,317.00
Clerk's Dept	\$3,207.00	\$186.48	\$390.00	\$1,238.39	\$137.00	\$303.00	\$225.00	\$1,031.00	\$746.00
District CT	\$10,799.90	\$12,042.87	\$14,248.15	\$11,847.00	\$13,084.21	\$15,608.15	\$9,269.00	\$17,997.95	\$11,568.97
Clerk's Dept	\$2,938.00	\$2,052.50	\$160.00	\$996.00	\$164.00	\$65.00	\$25.00	\$551.50	\$150.00
District CT	\$11,480.02	\$11,115.29	\$7,777.36	\$9,754.66	\$8,411.50	\$10,550.25	\$8,154.00	\$8,403.50	\$17,736.00
Clerk's Dept	\$643.00	\$2,030.00	\$2,761.25	\$1,228.00	\$655.00	\$691.00	\$2,341.00	\$898.00	\$100.00
District CT	\$11,444.50	\$9,424.96	\$6,239.00	\$12,416.00	\$8,966.00	\$12,379.86	\$9,325.00	\$7,122.50	
Clerk's Dept	\$2,575.00	\$1,770.04	\$1,090.00	\$797.00	\$775.00	\$725.00	\$600.00	\$223.00	
District CT	\$17,742.48	\$10,036.54	\$8,233.00	\$12,703.75	\$12,540.00	\$9,980.00	\$14,779.00	\$9,020.12	
Clerk's Dept	\$1,750.00	\$1,189.53	\$615.00	\$105.00	\$90.00	\$754.40	\$960.00	\$1,248.00	
District CT	\$12,931.60	\$13,670.69	\$10,126.00	\$11,277.84	\$11,829.49	\$16,463.16	\$12,597.50	\$12,442.00	
Clerk's Dept	\$582.00	\$2,964.00	\$3,525.00	\$203.00	\$65.00	\$594.00	\$525.00	\$325.00	
District CT	\$9,513.40	\$11,561.93	\$8,008.00	\$9,175.16	\$2,201.00	\$13,999.00	\$23,596.00	\$10,525.00	
Clerk's Dept	\$3,827.00	\$204.64	\$1,720.90	\$165.00	\$451.00	\$1,025.00	\$355.50	\$833.00	
District CT	\$13,993.00	\$9,459.29	\$10,870.75	\$11,621.84	\$6,680.00	\$11,686.00	\$17,176.50	\$9,173.50	
Clerk's Dept	\$808.00	\$265.00	\$461.00	\$1,784.00	\$930.60	\$1,295.62	\$340.00	\$25.00	
<b>TOTAL Fines</b>	<b>\$188,590.68</b>	<b>\$165,545.84</b>	<b>\$149,638.84</b>	<b>\$147,401.89</b>	<b>\$140,638.20</b>	<b>\$168,953.78</b>	<b>\$175,484.50</b>	<b>\$141,559.12</b>	<b>\$75,743.47</b>
Law Library	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00
Library Fines	\$185,090.68	\$162,045.84	\$146,138.84	\$143,901.89	\$137,138.20	\$165,453.78	\$171,984.50	\$138,059.12	\$72,243.47
						\$165,706.78	\$171,914.00	\$131,674.12	Amount Transferred into Library Account

## Northland Library Cooperative Reciprocal Borrowing Agreement

This reciprocal borrowing agreement provides patrons of Otsego County library the opportunity to borrow materials from members of other Northland Library Cooperative member libraries that have executed a similar agreement without charge.

The only services not available to reciprocal borrowers are the interlibrary loan service (including borrowing through MeLCat) and services that are limited to residents due to licensing restrictions (example: Overdrive, Hoopla). Patrons should check with their home library for details on these services.

Note: Shared ILS agreement policies supersede this reciprocal borrowing agreement's policies.

Definitions:

Home library: Library where the patron resides and matches their physical library card

Registering Library: Reciprocal library that uses the home library card to register the patron

Lending Library: Library that lends the materials.

### Guidelines for reciprocal borrowing include:

1. The borrower is subject to all the rules and regulations of the lending library.
2. All borrowed materials must be returned to the lending library.
3. Reserves may be placed on materials.
4. Borrowers are responsible for returning materials on time and may be fined for late materials. The borrower will be charged for any lost or damaged materials.
5. If the borrower does not make payment, the home library will be invoiced within one year.
6. Each library may suspend borrowing privileges for a patron who is not in good standing at the library.
7. Northland shall publish a list annually of the libraries participating in Reciprocal Borrowing.

This agreement has been approved by member library boards and the Northland Board of Trustees.

Board Chair of \_\_\_\_\_ Otsego County Library

\_\_\_\_\_  
Board Chair Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Board Chair of Northland Library Cooperative Date: \_\_\_\_\_

## TUITION REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT

From page 12 of the Otsego County Library Employee Handbook

### SUGGESTED REVISIONS

Regular full-time employees with at least two years of accrued service who are active on the payroll at the time of course registration and through the date of course completion are eligible for ½ reimbursement of tuition.

Courses must be library-related and approved by the library director in advance of registering for the courses. ~~A Tuition Reimbursement Request Form must be submitted to the director as far in advance as is possible.~~ Failure to obtain advance approval may result in denial of reimbursement. ~~Maximum reimbursement amount per fiscal year is \$3000.~~

Courses must be completed with a satisfactory performance (grade C or better). Within 60 days of course completion, the employee must submit a receipt showing payment of tuition and an official transcript or grade report as proof of satisfactory performance.

Attendance, preparation, or course work must not conflict with the employee's regular work. Any time off the job must be approved in advance by the library director; leave without pay will be considered only when at least 75% of accrued vacation time has been used.

If the employee voluntarily separates from the library subsequent to reimbursement, repayment is required on the following schedule:

- 100% repayment for separations occurring within 12 months of course completion;
- 67% repayment for separations occurring after 12 months but within 24 months of course completion;
- 33% repayment for separations occurring after more than 24 months but within 36 months of completion.