

### 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 THURSDAY, JANUARY 17, 2023 AT 8 A.M.

## **Virtually Via Zoom**

Time: January 17, 2023 at 08:00 AM Eastern Time (US and Canada): Join Zoom Meeting

https://us02web.zoom.us/j/83916539970?pwd=ALfL\_v861SciPs6N3SLsXXBmljua0U.1

Meeting ID: 839 1653 9970 Passcode: 045958

OR CALL 1-929-205-6099 Meeting ID: 839 1653 9970 Passcode: 045958

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	Review and approval of agenda	Motion
8:02	Approval of December 22, 2022 minutes	Motion
8:05	Bills to be approved	Motion
8:10	Director's Report  *Review Director's written report  *Review financial reports  *2022 Budget line item revisions	Motion
8:20	Old Business *Building update	
8:40	New Business *Election of Officers *MERS Defined Benefit payment *Temporary/Contractual Literacy Coordinator position	Motion Motion
8:50	Trustee and Liaison Comments	
8:55	Public comment	
9:00	Adjournment	

Otsego County Library Board Meeting held at Library Thursday, December 22, 2022

Present: Martha Baril, Bonnie Byram, Lesa Jarski, Monica Peck, Jackie Skinner & Sharon Weber

Absent: Jason Caverson

8:01 Meeting called to order by Sharon

Approval of Agenda – Motioned by Lesa and seconded by Martha. Motion passed.

Approval of 11/15/22 minutes. Motioned by Monica and seconded by Sharon. Motion passed.

Bills to be approved

\$21,924.96 Motioned by Lesa and seconded by Bonnie. Motion passed.

Director's Report

Review Written Report - Joe Messenger expressed an interest in vacant property. Lesa will check on splits.

**Financial Reports** 

#### **Old Business**

Building update –still waiting for Top Notch to repair bathroom vent hoods. 2023 Meeting Schedule – Lesa motioned and Sharon seconded. Motion Passed. 2023 Closing Schedule – Bonnie motioned and Martha seconded. Motion passed.

#### **New Business**

Trustee & Liaison Comments.

Monica – mentioned co-op meeting regarding censorship
Bonnie – new grandson in Australia – CONGRATS to all!!
Martha – made it to Christmas Break – Enjoy your time off!!
Lesa – real estate picked up in December "right place right time"
Sharon – enjoyed visit to Germany

**Public Comments** 

8:49 Adjourned. Martha motioned and Bonnie seconded. Motion passed.

Respectfully submitted, Lesa Jarski, Board of Trustees, Otsego County Library

## Otsego County Library Bills to be Approved

December 14, 2022 through January 11, 2023 Item/Service Provided Amount **Date** Num DVDs, programming and Amazon office supplies 12/22/2022 10114 -1,135.63 Blue Cross Blue Shield of **Employee health** Michigan insurance 10115 -2,463.96 12/22/2022 Cengage Learning Large print books -130.53 12/22/2022 10116 Cherry, Laura Lost book reimbursement -16.99 12/22/2022 10117 **Cutting Edge Storage** -150.00 Storage unit rental 12/22/2022 10118 Gaylord, City of Water/sewer utility -41.68 12/22/2022 10119 Books **Ingram Library Services** -169.7510120 12/22/2022 Morris, Dan Mileage -53.29 12/22/2022 10121 12/22/2022 10122 **NAEIR** Office supplies -55.00 Software for public computers The Library Network -333.20 12/22/2022 10123 Cellular service for Verizon Wireless hotspots and staff phones 12/22/2022 10124 -264.70 **Bay County Library** 10125 System Lost interlibrary loan title -16.99 12/27/2022 **Consumers Energy Electric utility** 12/27/2022 10126 -2,814.27 First National Bank of **Omaha** See attached 12/27/2022 10127 -643.16 **Ingram Library Services Books** -122.47 12/27/2022 10128 NAEIR **Programming supplies** -786.25 12/27/2022 10129 **MERIT Internet** connection for OCL, JBL **Northland Library** Cooperative and VBL -4,401.99 12/27/2022 10130 Lost book reimbursement 10131 Sefton, Natalie -18.0012/27/2022 **DTE Energy** Gas utility -1,529.62 01/03/2023 10132 Johannesburg phone Frontier service -112.69 01/03/2023 10133 Daily newspaper delivery 01/03/2023 10134 Higgins, Chris -1.315.15 **Ingram Library Services Books** 10135 -720.25 01/03/2023 Interlibrary loan service OCLC, Inc. fee 01/03/2023 10136 -114.88 **Quill Corporation** Office supplies 10137 -113.82 01/03/2023 **Quarterly circulation** system operating fees **Valley Library Consortium** 01/03/2023 10138 -3,498.00 Monthly define benefit **MERS** payment 01/03/2023 debit 934 -291.00 **GFL Environmental** Gaylord trash removal 01/11/2023 10139 -101.20 10:34 AM 01/11/23 Accrual Basis

## Otsego County Library Bills to be Approved

December 14, 2022 through January 11, 2023 **Ingram Library Services Books** -351.16 10140 01/11/2023 **Total Lawn Care of Gaylord LLC Snow removal** -4,222.50 10141 01/11/2023 Cellular service for staff **Verizon Wireless** phones -104.78 10142 01/11/2023 WMJZ Eagle 101.5 Radio advertising -100.00 01/11/2023 10143 -26,192.91 TOTAL: -26,192.91

## Otsego County Library Credit Card Details December 2022

Date	Business	Transaction Detail	Amount
11/18/2022	Wal-Mart	Programming Supplies	\$26.70
	MI Dept of Licensing &	State elevator serial	
11/25/2022	Regulatory Affairs	number renewal	\$180.00
11/29/2022	Dollar Tree	Programming Supplies	\$16.25
11/29/2022	Wal-Mart	Programming Supplies	\$268.91
12/1/2022	Lowe's	Janitorial Supplies	\$42.96
12/1/2022	<b>Gannet/Detroit News</b>	Monthly access fee	\$12.00
12/3/2022	Wal-Mart	<b>Programming Supplies</b>	\$24.72
12/9/2022	Home Depot	Janitorial Supplies	\$10.96
12/12/2022	Home Depot	Janitorial Supplies	\$10.96
12/13/2022	Progressive Woman's Leadership	Online Leadership Training	\$199.00
12/14/2022	Wal-Mart	Programming Supplies	\$66.62
12/15/2022	Wal-Mart	Programming Supplies	\$34.08
		TOTAL:	\$893.16
		Statement credit from	
	12/26/2022	redeemed rewards	-\$250.00
			\$643.16

# Otsego County Library Profit & Loss Budget vs. Actual

				Jan. Day 00	Dudget	0/ -6 0 1 - 1
				Jan - Dec 23	Budget	% of Budget
Ordi			Expense			
	Inc	ome				
		-	· Real Property Tax	0.00	550,898.00	0.0%
			· Chargebacks	0.00	-2,500.00	0.09
		411	· Delinquent Tax			
			411.01 · Delinquent Tax Current Year	0.00	550.00	0.09
			411.02 · Delinquent Tax Previous Yr	0.00	40,000.00	0.09
			441.03 · Local Comm Stabilization Tax	0.00	0.00	0.09
		Tota	al 411 · Delinquent Tax	0.00	40,550.00	0.09
		499	00 · Uncategorized Income	0.00	0.00	0.09
		501	· Federal Funds			
			501.01 · USF	0.00	9,250.00	0.09
		Tota	al 501 · Federal Funds	0.00	9,250.00	0.00
		539	· State Funds			
			539.01 · State Aid	0.00	26,231.00	0.00
			539.02 · Salary Grant	0.00	3,800.00	0.00
		Tota	al 539 · State Funds	0.00	30,031.00	0.0
		655	· Fines and Fees	408.30	12,000.00	3.4
		664	· Interest	0.00	12,000.00	0.0
		674	· Donations		,	
		1	674.01 · Library	1,026.85	8,000.00	12.84
		Tota	al 674 · Donations	1,026.85	8,000.00	12.849
			· Reimbursements	20.17	13,000.00	0.16
			· Penal fines	0.00	150,000.00	0.0
		-	· Transfers In	0.00	100,000.00	0.0
		333	999.01 · General Fund transfer	0.00	84,670.00	0.0
		Tot	al 999 · Transfers In	0.00	84,670.00	0.0
	Tal	10.000000	2000 264000-5 2302-20040000000000000000000000000000000			
		tal Inc		1,455.32	907,899.00	0.16
	Gross I			1,455.32	907,899.00	0.16
	Ex	pense				
		703	· Payroll Expenses			
			703.01 · Salaried	2,483.88	69,431.00	3.58
	0		703.03 · Non-salaried	13,044.68	365,522.00	3.57
			703.10 · DD bank fees	0.00	80.00	0.0
			703 · Payroll Expenses - Other	365.86		
		Tot	al 703 · Payroll Expenses	15,894.42	435,033.00	3.65
		704	· Employee Benefits			
			704.11 · Health and life benefits	0.00	30,571.00	0.0
			704.12 · Employee health cost share	0.00	6,115.00	0.0
			704.14 · Medical Flex Admin	0.00	516.00	0.0
			704.30 · MERS Retirement	847.43	27,000.00	3.14
			704.31 · MERS HCSP	0.00	2,079.00	0.0
			704.60 · Worker's Comp	0.00	2,079.00	0.0
			704.70 · Benefit Reimbursement	0.00	2,000.00	0.0

## Otsego County Library Profit & Loss Budget vs. Actual

		Jan - Dec 23	Budget	% of Budget
	716 · Payroll Taxes	1,185.79	33,281.00	3.56%
	Total 704 · Employee Benefits	2,033,22	103,641.00	1.96%
	705 · Continuing Education	0.00	1,500.00	0.0%
	726 · Supplies			
	726.01 · Office	68.31	8,392.00	0.81%
	726.02 · Janitorial	45.51	5,115.00	0.89%
	726.03 · Programming	0.00	7,000.00	0.0%
	Total 726 · Supplies	113.82	20,507.00	0.56%
	727 · Collection Development			
	727.01 · Print Materials	2,386.56	50,000.00	4.77%
	727.02 · Non-print materials	0.00	12,000.00	0.0%
w .	727.03 · Electronic materials	0.00	32,500.00	0.0%
	727.04 · Digitization	0.00	5,000.00	0.0%
	Total 727 · Collection Development	2,386.56	99,500.00	2.4%
	801 · Professional Services			
	801.01 · Services	0.00	30,000.00	0.0%
	801.02 · Programs	0.00	3,360.00	0.0%
	Total 801 · Professional Services	0.00	33,360.00	0.0%
	920 · Building Expenses			
	920.01 · Outside contracts	4,323.70	25,000.00	17.3%
	920.02 · Repairs	0.00	7,000.00	0.0%
	920.03 · Insurances	0.00	12,875.00	0.0%
	Total 920 · Building Expenses	4,323.70	44,875.00	9.64%
	930.10 · Service contracts/charges			
	930.11 · Service contracts	3,612.88	22,720.00	15.9%
	930.12 · Memberships/Dues	0.00	3,400.00	0.0%
	930.13 · Cooperative services	0.00	12,495.00	0.0%
	930.15 · Service charge	0.00	375.00	0.0%
	930.16 · MI Sales Tax	0.00	50.00	0.0%
	Total 930.10 · Service contracts/charges	3,612.88	39,040.00	9.25%
	930.20 · Communications			
	930.21 · Telephone	112.69	3,050.00	3.7%
	930.23 · Cellular	104.78	4,810.00	2.18%
	930.24 · Internet	0.00	10,000.00	0.0%
	Total 930.20 · Communications	217.47	17,860.00	1.22%
	930.30 · Advertising	100.00	3,000.00	3.33%
	930.45 · Shipping/Mailing	0.00	2,200.00	0.0%
	930.5 · Travel	0.00	500.00	0.0%
	930.60 · Utilities			
	930.61 · Natural gas	1,529.62	9,000.00	17.0%
	930.62 · Electric	0.00	34,000.00	0.0%
	930.63 · Water/sewer	0.00	780.00	0.0%
	Total 930.60 · Utilities	1,529.62	43,780.00	3.49%
	940 · County Cost Share	0.00	1,292.00	0.09

11:24 AM 01/13/23 Accrual Basis

## Otsego County Library Profit & Loss Budget vs. Actual

January through December 2023 Jan - Dec 23 Budget % of Budget 970 · Capital Outlay 970.3 · Property Improvements 0.00 4,000.00 0.0% 970.43 · Furniture/Equipment 0.00 27,160.00 0.0% 970.45 · Software 0.00 44,960.00 0.0% Total 970 · Capital Outlay 0.00 76,120.00 0.0% Total Expense 30,211.69 922,208.00 3.28% **Net Ordinary Income** -28,756.37 Net Income -28,756.37

## Otsego County Library 2nd Proposed Budget Amendment FY 2022

		Jan - Dec 22	Budget	2nd Proposed Revised Budget	% of Budget	Difference btw Revised Budget & Actual Income/ Expenses
Incon						
4		502,062.21	522,724.00	0.00	96.05%	
	103 · Chargebacks	-2,176.36	-2,000.00	-2,000.00	108.82%	
	411 · Delinquent Tax					
	411.01 · Delinquent Tax Current Year	670.79	450.00	450.00	149.06%	
	411.02 · Delinquent Tax Previous Yr	69,072.04	28,000.00	28,000.00	246.69%	
	441.03 · Local Comm Stabilization Tax	0.00	8,106.00	8,106.00	0.0%	
Т	Total 411 · Delinquent Tax	69,742.83	36,556.00	36,556.00	190.78%	
	501 · Federal Funds	30,7 12.00	00,000.00	00,000.00	100.7070	
	501.01 · USF	8,788.00	9,250.00	9,250.00	95.01%	
1	Total 501 · Federal Funds	8,788.00	9,250.00	9,250.00	95.01%	
	539 · State Funds	0,700.00	3,200.00	9,200.00	95.0170	
	539.01 · State Aid	26,231.25	24,610.00	24,610.00	106.59%	
	539.02 · Salary Grant	3,815.47	3,398.00	3,398.00	112.29%	,
	•					
	Total 539 · State Funds	30,046.72	28,008.00	28,008.00	107.28%	
_	655 · Fines and Fees	19,252.54	12,000.00	12,000.00	160.44%	
	664 · Interest	14,124.97	16,200.00	16,200.00	87.19%	
- 6	674 · Donations					
	674.01 · Library	15,101.65	6,000.00	6,000.00	251.69%	
	Total 674 · Donations	15,101.65	6,000.00	6,000.00	251.69%	
	676 · Reimbursements	15,515.69	12,000.00	12,000.00	129.3%	
(	699 · Penal fines	171,914.00	159,835.00	159,835.00	107.56%	
9	999 · Transfers In					
	999.01 · General Fund transfer	0.00	52,692.00	52,692.00	0.0%	
1	Total 999 · Transfers In	0.00	52,692.00	52,692.00	0.0%	
Total	Income	844,372.25	853,265.00	853,265.00	98.96%	
ross Pro	ofit	844,372.25	853,265.00	853,265.00	98.96%	
Expe	ense		9			
6	69800 · Uncategorized Expenses	91.55				
7	703 · Payroll Expenses					
	703.01 · Salaried	64,473.92	64,581.00	64,581.00	99.83%	
	703.03 · Non-salaried	316,789.75	344,489.00	344,489.00	91.96%	
	703.06 · Personal Leave 1/2 payoff	916.99	950.00	950.00	96.53%	
	703.10 · DD bank fees	58.25	450.00	450.00	12.94%	
	703 · Payroll Expenses - Other	1,042.01				
-	Total 703 · Payroll Expenses	383,280.92	410,470.00	410,470.00	93.38%	
	704 · Employee Benefits					
	704.11 · Health and life benefits	23,375.33	28,950.00	28,950.00	80.74%	
	704.12 · Employee health cost share	0.00	-5,790.00	-5,790.00	0.0%	
	704.14 · Medical Flex Admin	473.00	546.00	546.00	86.63%	
	704.30 · MERS Retirement	68,557.97	72,900.00	72,870.00	94.04%	-\$30.0

# Otsego County Library 2nd Proposed Budget Amendment FY 2022

	Jan - Dec 22	Budget	2nd Proposed Revised Budget	% of Budget	Difference btw Revised Budget & Actual Income/ Expenses
704.60 · Worker's Comp	2,005.55	1,980.00	2,010.00	101.29%	\$30.00
704.70 · Benefit Reimbursement	2,000.00	2,000.00	2,000.00	100.0%	
716 · Payroll Taxes	28,683.27	31,800.00	31,800.00	90.2%	
Total 704 · Employee Benefits	125,095.12	132,386.00	132,386.00	94.49%	
705 · Continuing Education	1,029.03	2,500.00	2,500.00	41.16%	
726 · Supplies					
726.01 · Office	9,852.09	9,392.00	9,892.00	104.9%	\$500.00
726.02 · Janitorial	2,351.21	5,115.00	4,615.00	45.97%	-\$500.00
726.03 · Programming	7,809.11	8,000.00	8,000.00	97.61%	
Total 726 · Supplies	20,012.41	22,507.00	22,507.00	88.92%	
727 · Collection Development					
727.01 · Print Materials	55,394.63	53,920.00	53,920.00	102.74%	
727.02 · Non-print materials	6,615.30	7,000.00	7,000.00	94.5%	
727.03 · Electronic materials	31,620.36	32,500.00	32,500.00	97.29%	
727.04 · Digitization	0.00	0.00	0.00	0.0%	
Total 727 · Collection Development	93,630.29	93,420.00	93,420.00	100.23%	
801 · Professional Services					
801.01 · Services	9,000.00	12,500.00	12,480.00	72.0%	-\$20.00
801.02 · Programs	3,015.27	3,000.00	3,020.00	100.51%	\$20.00
Total 801 · Professional Services	12,015.27	15,500.00	15,500.00	77.52%	
920 · Building Expenses					
920.01 · Outside contracts	19,361.78	25,000.00	25,000.00	77.45%	
920.02 · Repairs	1,785.00	9,000.00	8,000.00	19.83%	-\$1,000.00
920.03 · Insurances	180.00	12,875.00	12,875.00	1.4%	
Total 920 · Building Expenses	21,326.78	46,875.00	45,875.00	45.5%	
930.10 · Service contracts/charges					
930.11 · Service contracts	23,666.28	22,720.00	23,720.00	104.17%	\$1,000.00
930.12 · Memberships/Dues	3,112.72	3,400.00	3,400.00	91.55%	
930.13 · Cooperative services	12,330.39	12,495.00	12,495.00	98.68%	
930.15 · Service charge	176.94	375.00	375.00	47.18%	
930.16 · MI Sales Tax	0.00	50.00	50.00	0.0%	
Total 930.10 · Service contracts/charges	39,286.33	39,040.00	40,040.00	100.63%	
930.20 · Communications		·			
930.21 · Telephone	3,065.72	3,050.00	3,070.00	100.52%	\$20.00
930.23 · Cellular	2,858.82	4,810.00	4,790.00	59.44%	-\$20.00
930.24 · Internet	9,106.71	17,105.00	17,105.00	53.24%	
Total 930.20 · Communications	15,031.25	24,965.00	24,965.00	60.21%	
930.30 · Advertising	2,329.32	3,500.00	3,500.00	66.55%	
930.45 · Shipping/Mailing	1,264.28	3,500.00	3,500.00	36.12%	
930.5 · Travel	278.11	500.00	500.00	55.62%	
930.60 · Utilities				3332,0	
930.61 · Natural gas	6,422.24	6,530.00	6,530.00	98.35%	

1:59 PM 01/11/23 Accrual Basis

## Otsego County Library 2nd Proposed Budget Amendment FY 2022

	Jan - Dec 22	Budget	2nd Proposed Revised Budget	% of Budget	Difference btw Revised Budget & Actual Income/ Expenses
930.62 · Electric	29,967.99	34,000.00	34,000.00	88.14%	
930.63 · Water/sewer	629.62	780.00	780.00	80.72%	
Total 930.60 · Utilities	37,019.85	41,310.00	41,310.00	89.62%	
940 · County Cost Share	0.00	1,292.00	1,292.00	0.0%	
970 · Capital Outlay					
970.3 · Property Improvements	2,030.00	8,000.00	8,000.00	25.38%	
970.43 · Furniture/Equipment	1,834.74	5,800.00	5,800.00	31.63%	
970.45 · Software	1,646.33	1,700.00	1,700.00	96.84%	
Total 970 · Capital Outlay	5,511.07	15,500.00	15,500.00	35.56%	
Total Expense	757,201.58	853,265.00	853,265.00	88.74%	
	87,170.67	0.00	0.00	100.0%	
	87,170.67	0.00	0.00	100.0%	

## Otsego County Library Balance Sheet

As of December 31, 2022

			Dec 31, 22
SETS			
Curre	nt Assets		
C	hecking/Saving	js .	
	001 · Library	Cash	
	Designa	ated Fund-Replacement	228,196.90
	Imprest	Cash	190.00
	Leave E	Bank	42,673.90
	001 · Li	brary Cash - Other	748,614.20
	Total 001 · L	ibrary Cash	1,019,675.00
	011.011 · Ge	eneral HB Checking	150.39
	011.012 · Pa	yroll HB Checking	136.72
-	otal Checking/	Savings	1,019,962.1
	Other Current A	ssets	
	003 · Librar	y Building Fund	19,671.89
	1499 · Unde	posited Funds	972.3
-	Total Other Curi	rent Assets	20,644.2
Total	Current Assets	<b>i</b>	1,040,606.3
Othe	r Assets		
	Taxes Receivab	le - Personal	3,627.9
	Taxes Receivab	le - Real	543,017.1
Tota	Other Assets		546,645.0
OTAL A			1,587,251.4
ABILITI	ES & EQUITY		
Liab	lities		
	Current Liabiliti	es	
	Accounts P	Pavable	
		Accounts Payable	-152.0
		unts Payable	-152.0
		ent Liabilities	
		ed Tax Revenue-Personal	3,627.9
		ed Tax Reveue-Real	543,017.1
		Payroll Liabilities	010,01111
		28 · Federal Withheld Taxes	2,110.4
	22	.0 · Federal Withhield Taxes	2,110.
	22	0 - Employee Withhold Petirement	555.7
		30 · Employee Withheld Retirement	
	23	84 · Employee health Care Liabilty	900.2
	23	34 · Employee health Care Liabilty 25 · Payroll Liabilities - Other	900.2
	23 22 Total 2	84 · Employee health Care Liabilty 25 · Payroll Liabilities - Other 225 · Payroll Liabilities	900.2 1,182.6 4,749.0
	23 22 Total 2	84 · Employee health Care Liabilty 25 · Payroll Liabilities - Other 225 · Payroll Liabilities r Current Liabilities	900.2 1,182.6 4,749.0 551,394.1
	23 22 Total 2	84 · Employee health Care Liabilty 25 · Payroll Liabilities - Other 225 · Payroll Liabilities r Current Liabilities	900.2 1,182.6 4,749.0 551,394.1 551,242.0
Tota	23 22 Total 2	84 · Employee health Care Liabilty 25 · Payroll Liabilities - Other 225 · Payroll Liabilities r Current Liabilities	900.2 1,182.6 4,749.0 551,394.1 551,242.0
Tota Equ	Total 23 Total Other Total Current L I Liabilities	84 · Employee health Care Liabilty 25 · Payroll Liabilities - Other 225 · Payroll Liabilities r Current Liabilities iabilities	900.2 1,182.6 4,749.0 551,394.1 551,242.0
	Total 22 Total 22 Total Other Total Current L	84 · Employee health Care Liabilty 25 · Payroll Liabilities - Other 225 · Payroll Liabilities r Current Liabilities iabilities	900.2 1,182.6 4,749.0 551,394.1 551,242.0
	Total 23 Total Other Total Current L I Liabilities	84 · Employee health Care Liabilty 25 · Payroll Liabilities - Other 225 · Payroll Liabilities r Current Liabilities liabilities	900.2 1,182.6 4,749.0 551,394.1 551,242.0 551,242.0
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Equ	Total 23 Total Other Total Current L I Liabilities ity 3000 · Opening 390 · Retained Net Income	84 · Employee health Care Liabilty 25 · Payroll Liabilities - Other 225 · Payroll Liabilities r Current Liabilities iabilities  Bal Equity Earnings	900.2 1,182.6 4,749.0 551,394.1 551,242.0 551,242.0 864,091.2 84,747.5 87,170.6
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# Penal Fine Tally

		June		VIII	6	August		Sentember			October		-	November		100	December		Vicina	Jailuary		February	2		March	5		April		May			T				o Library
2022-2023	Deposits	\$14,322.50	\$1,000.00	\$10 799 05	\$1,325.00		\$74.00	\$11.361.00 Sep			\$11,423.50	\$1,031.00		$\perp$	\$551.50		$\perp$	\$898.00	-	חם		a H	-									\$90,622.00		-\$3,500.00	CO 172 00	907,122.00	amount transferred to Library Cash Account
2021-2022	Deposits	\$19,252.00	\$35.00	\$15 964 00	\$1,525.00	\$10,381.00	\$780.00	\$15 943.30	\$25.00		\$11,310.70	\$225.00		\$9,269.00	\$25.00	7, 00	\$8,154.00	\$2,341.00	\$0 335 00	39,323.00	\$600.00	\$14 779 00	00.000	00.008\$	¢12 597 50	00:100/210	\$525.00	\$23,596.00	\$355.50	\$17,176.50	\$340.00	\$175,484.50		-\$3,500.00	¢171 004 E0	\$171,504.3U	171,914.00
2020-2021	Deposits	\$16,609.00	\$1,732.00	\$12.167.00	\$145.00	\$14,103.34	\$70.00	\$12 942 25	\$70.00		\$13,995.75	\$303.00	-	\$15,608.15	\$65.00	1 C C C C C C C C C C C C C C C C C C C	\$10,550.25	\$691.00	\$12.270.00	\$12,3/9.86	\$725.00	00 080 05	00.000.00	\$754.40	\$15 763 16	01:00+016	\$594.00	\$13,999.00	\$1,025.00	\$11,686.00	\$1,295.62	\$168,953.78		-\$3,500.00		‡	\$165,706.78 \$
2019-2020	Deposits	\$13,790.71	\$873.61	\$16.828.02	\$950.00	\$14,841.46	\$464.00	\$12 677 17	\$2.365.00	00000	\$10,866.53	\$137.00		\$13,084.21	\$164.00	4	\$8,411.50	\$655.00	00 220 00	38,966.00	\$775.00	¢12 E40 00	\$12,340.00	\$90.00	\$11 820 40	C+-C-20-T-C	\$65.00	\$2,201.00	\$451.00	\$6,680.00	\$930.60	\$140,638.20		-\$3,500.00	00 000 100 000	07.861,1616	
2018-2019	Deposits	\$13,164.10	\$3,021.00	\$11 041 40	-\$193.42	\$10,870.75	\$242.00	\$10 133 33	\$290.00		\$12,720.00	\$1,238.39		\$11,847.00	\$996.00	1	\$9,754.66	\$1,228.00	412 416 00	\$12,415.UU	\$797.00	27 202 25	\$12,703.73 \$40F.00	\$105.00	\$11 277 84	40.1/2/1T¢	\$203.00	\$9,175.16	\$165.00	\$11,621.84	\$1,784.00	\$147,401.89		-\$3,500.00	6142 001 00	\$143,301.89	
2017-2018	Deposits	\$13,772.18	\$90.00	\$12 247 10	\$115.00	\$20,395.61	\$115.00	\$12 587 04	\$165.00		\$12,926.50	\$390.00		\$14,248.15	\$160.00	100	\$7,777.36	\$2,761.25	00 000	\$6,239.00	\$1,090.00	00 222 05	90,233.00	\$615.00	\$10.136.00	710,120.00	\$3,525.00	\$8,008.00	\$1,720.90	\$10,870.75	\$461.00	\$149,638.84		-\$3,500.00	¢44C 420 04	\$140,138.84	
2016-2017	Deposits	\$14,073.40	\$947.80	\$16.30E.30	\$95.00	\$15,626.10	\$385.00	\$15 163 00	\$1 774 00	2000	\$13,302.49	\$186.48		\$12,042.87	\$2,052.50	200	\$11,115.29	\$2,030.00	20 404 00	\$9,424.96	\$1,770.04	610 026 EA	\$10,036.34	\$1,189.53	\$12 670 60	CO.0./0,CT¢	\$2,964.00	\$11,561.93	\$204.64	\$9,459.29	\$265.00	\$165,545.84		-\$3,500.00	47204704	\$102,045.84	
2015-2016	Deposits	\$25,425.70	\$372.96	\$12 527 00	\$285.00	\$9,473.80	\$370.00	\$12 824 03	06 229 25	2012	\$13,439.39	\$3,207.00		\$10,799.90	\$2,938.00		\$11,480.02	\$643.00	Ç17 777 LD	\$11,444.5U	\$2,575.00	617 773 40	\$11,742.40	\$1,750.00	\$13 021 60	917,331.00	\$582.00	\$9.513.40	\$3,827.00	\$13,993.00	\$808.00	\$188,590.68		-\$3,500.00	4101 000 00	\$1,090,08	
		District CT	Clerk's Dept	t:	Clerk's Dept	District CT	Clerk's Dept	District CT	Clerk's Dent		District CT	Clerk's Dept		District CT	Clerk's Dept		District CT	Clerk's Dept	10	District C.I	Clerk's Dept	7) 40:440:0	חוזנוונו כו	Clerk's Dept	T) tistic	חוזווור כו	Clerk's Dept	District CT	Clerk's Dept	District CT	Clerk's Dept	TOTAL Fines		Law Library		Library Fines	

## Otsego County Library Director's Report January 17, 2023

- Hannah Blume, our Youth Services Coordinator, has submitted her resignation effective January 27<sup>th</sup>. I asked our Youth Programming Assistant, Jasmin Montgomery, if she would be interested in taking on a full-time position, but she isn't able at this time. I have one more internal candidate I am consulting before I post the position publicly.
- I have included another amended 2022 budget in the packet. Five line items need to be adjusted. At the end of 2022, we have a net income of \$87,170.67. With this surplus, I would like to make another payment into our defined benefit liability. Last year we made a payment of \$50,000, and this year we are able to fund the account fully with \$40,753.00. Since this account is closed, no other large payments should be

Table 6: Actuarial Accrued Liabilities and Valuation Assets as of December 31, 2021

		Actu			Unfunded			
Division	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total	Valuation Assets	Percent Funded	(Overfunded) Accrued Liabilities
01 - Gnrl Non Union	\$ 1,306,756	\$ 307,027	\$ 1,696,687	\$ 3,492	\$ 3,313,96	2 \$ 2,106,178	63.6%	\$ 1,207,784
07 - All Lib EEs	176,417	0	1,042,382	0	1,218,79	9 1,178,046	96.7%	40,753
10 - Gnrl Local 214 Bus	795,920	200,343	1,464,668	269	2,461,20	0 2,437,706	99.0%	23,494
11 - POAM	647,539	526,775	1,022,988	500	2,197,80	2 1,568,114	71.3%	629,688
13 - Electd/Appt Spvs	3,329,549	981,504	3,254,465	0	7,565,51	8 3,537,215	46.8%	4,028,303
14 - 46th Trial Court	1,410,970	593,085	2,034,106	1,347	4,039,50	8 2,262,518	56.0%	1,776,990
16 - Gnrl Local 214 Clerical	460,229	533,641	1,369,996	0	2,363,86	6 1,767,215	74.8%	596,651
17 - 87-A Judge/FOC pre 9/1/14	0	0	667,746	0	667,74	6 202,382	30.3%	465,364
20 - Sheriff Union	0	428,965	1,933,247	0	2,362,21	2 600,857	25.4%	1,761,355
21 - Sheriff Un New Hires af 6/1/1	257,033	28,100	0	1,060	286,19	3 413,838	144.6%	(127,645)
HA - Elected Apptd Spvrs af 1/1/09	297,055	268,803	65,223	0	631,08	1 1,001,229	158.7%	(370,148)
HB - General Non Union after 1/1/0	214,793	14,244	183,471	0	412,50	8 462,064	112.0%	(49,556)
HC - POAM hired after 1/1/11	103,900	42,911	19,414	0	166,22	5 265,391	159.7%	(99,166)
HD - 46th Trial Ct hired af 6/1/11	247,211	30,414	0	0	277,62	5 427,025	153.8%	(149,400)
HE - Clerical Loc#214 af 1/1/2012	53,178	0	0	0	53,17	8 93,763	176.3%	(40,585)
HF - Tmstrs Bus hired af 1/1/2011	57,178	0	0	0	57,17	THE RESIDENCE OF THE PARTY OF T	253.2%	(87,596)
HG - All FT POLC on/aftr 1/1/16	131,081	0	0	0	131,08	1 150,783	115.0%	(19,702)
S1 - Surplus Assoc RU 01 & 03	0	0	0	0		0 1,696,060		(1,696,060)
S2 - Surplus Unassoc RU02	0	0	0	0		0 17,581		(17,581)
Total	\$ 9,488,809	\$ 3,955,812	\$ 14,754,393	\$ 6,668	\$ 28,205,68	2 \$ 20,332,739	72.1%	\$ 7,872,943

#### owed.

• Fully funding our MERS defined contribution account will still leave a surplus of \$46,417.67. With this money, I would request we fund the Literacy Coordinator position I had mentioned at prior meetings. Our strategic plan emphasized the need to coordinator with other county educational organizations, and this past week, data from the National Assessment of Educational Progress show some Michigan students suffered reading losses more than twice the national average during the pandemic. Fourth grate reading, which had already fallen half a point by 2019, fell an additional 6.5 points by 2022. These were the lowest reading scores in 30 years. I believe we need to promote literacy, especially early literacy in Otsego County, and the only way

to do this is thru a coordinated effort. The Literacy Alliance of Cheboygan, Otsego and Presque Isle Counties has a basic framework in place, but a dedicated coordinator would ensure success. Continued funding for this contractual/temporary position would depend on grant monies and donations from fellow non-profits. I have included the job description in the packet.

- Chris Knight's Building report:
  - Updated and patched HVAC software to newest release. Finally got control folks to change our supply air setpoint for outgoing air on the South unit to 120 degrees to match the North unit. This should heat up the South side of the building faster and cut back on electricity usage from the electric zone heaters in the ductwork having to aid in reheating the incoming air.
  - Replaced broken belt on the rooftop vent fan that runs the vent fans in all of the public bathrooms.
  - Dan shoveled the roof above the circ desk area. The heavy snow and large drifts added so much weight that it was causing the roof trusses to deflect to the point that the decorative frosted plexiglass behind the desk was bowing out.
- The Library of Michigan is offering a two-part online training for Trustees at no charge.
  - Part1: Trustee Training 101: The Basics February 13, 2023, 6:00pm-7:30pm (EST) This session will cover the basic information newly appointed or elected library trustees should know in order to begin their tenure governing a public library. What to know, who to ask and how to avoid pitfalls

Participants in this session will:

- Learn the duties and responsibilities of Library Trustees.
- Understand the library's role as a public entity.
- Know where to find additional information and answers to questions that they may have as they adjust to their new positions.

For more information and to register for this webinar, visit the event page. (https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=2960)

Part2: Trustee Training 102: Advanced Trustees – February 20, 2023, 6:00pm-7:30pm (EST) –
As the governing body of a public library, library trustees often have to handle situations
involving personnel, public finance, politics, and other issues that could have significant
consequences if dealt with incorrectly.

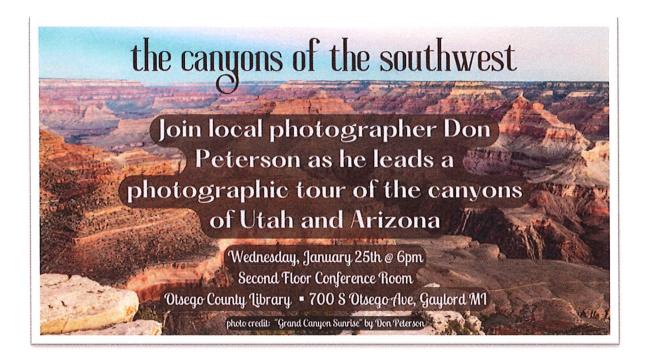
Participants in this session will:

- Discuss the primary sources of library funding in Michigan.
- Identify a library board's role in issues such as intellectual freedom.
- Determine appropriate roles and duties for board officers.

For more information and to register for this webinar, visit the event page. (https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=2961)

Respectfully submitted,

#### **UPCOMING PROGRAMS**







Our popular winter reading challenge will be returning on February 1st. Readers ages 13 and up are invited to pick up a game board from the library and read as much as they can! Game boards can be picked up from all branches starting January 23rd.



# LITERACY COORDINATOR Job Description DRAFT #1 5/7/22 and edited 7/13/22

Purpose of Position: To create a pilot program to promote literacy in Otsego County, primarily but not exclusively, for young readers 0-12.

Goals of Position: To engage in activities that will increase the existence of, knowledge of, and effective use of literacy resources in Otsego County. To create engaging activities and resources that can be shared with other regional partners in northern Michigan.

Activities of Position: To work with an established "Alliance" of non-profit organizations committed to promoting literacy through varied activities, including:

- Create a communication network among the existing Alliance partners; Create a summary of the various group literacy activities that can be the basis for public information and Alliance activities;
- Identify and recruit any organizations providing literacy services, or the potential to do so, that might not be represented in the current Alliance membership;
- Create a plan for implementation that promotes public awareness of the need for increased literacy skills as essential for personal, social and economic well-being of county residents;
- Create an on-going media presence/promotion including web page, Facebook and other means of social media; and
- Further enhance the Otsego County Library system website to include a "literacy hub" of resources to be accessed by the public for all ages, focusing on parents of children to improve overall literacy skills.

Position Time Requirements: 20 to 25 hours per week

Compensation: \$20-\$25 per hour as (employee or contractor - \$20,800 -\$32,500 annually). Compensation commensurate with education or experience.

Job Skill Requirements: Passion for literacy activities, strong communication and organizational skills, connections to community, educational degree in literacy related fields or significant experience in literacy programs preferred, technology skills to employ social media, and willingness to make cold calls and public presentations on behalf of the Alliance.

Reporting relationship: Jackie Skinner, Library Director, Otsego County Library.

Site of activities: Otsego County Library with remote access as required.