



Otsego County
LIBRARY

otsegoountylibrary.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: 989-983-1105

AGENDA

OTSEGO COUNTY LIBRARY BOARD OF TRUSTEES
THURSDAY, MARCH 21, 2023 AT 8 A.M.

Virtually Via Zoom

Time: March 21, 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**
- 8:05 Approval of February 21, 2023 minutes** **Motion**
- Approval of Amended March 15, 2022 minutes** **Motion**
- 8:08 Bills to be approved** **Motion**
- 8:13 Director's Report**
 - *Review Director's written report
 - *Review financial reports
- 8:25 Old Business**
 - *Building update
- 8:35 New Business**
 - *Active Shooter Policy Draft
 - *RFP for Website Redesign **Motion**
 - *WiFi Hotspot Lending Policy Amendment **Motion**
- 8:50 Trustee and Liaison Comments**
- 8:55 Public comment**
- 9:00 Adjournment**

Read.
Learn.
Grow.

Otsego County Library
Board Meeting held at Library
Tuesday, February 21, 2023

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

8:00 Meeting called to order by Sharon

Review & Approval of Agenda – Bonnie motioned to approve agenda with Vacant Property update added to Old Business. Martha seconded. Motion passed.

Approval of 1/17/23 minutes. Motioned by Bonnie and seconded by Martha. Motion passed.

Bills to be approved

\$35,352.22 Motioned by Monica and seconded by Bonnie. Motion passed.

Director's Report

Review Written Report

Review Financial Reports

2022 Budget Line Item Revisions – Lesa motioned and Monica seconded. Motion passed.

Old Business

Building update – Top Notch has been contacted multiple times. Jackie will try again this week.

Vacant lot update – Joe Messenger was contacted with price, but sounds like he's not interested.

New Business

Correction to 3/15/22 minutes – Martha motioned and Sharon seconded. Motion passed.

Trustee & Liaison Comments

Terra – Otsego County commissions not supporting the Camp Grayling expansion. Detroit News had an article about the expansion. GHS has requested to be annexed into city for water & sewer savings.

Martha – Many snow days this year 😊

Bonnie –will be gone next month but will attend via Zoom. Had a great visit with family in Australia

Monica – Has Library participated in Active Shooter Training? Good idea

Lesa – mentioned couple things about daughter at MSU during Active Shooter last week

Sharon - nothing

Public Comments

8:52 Adjourned. Monica motioned and Bonnie seconded. Motion passed.

Terra arrived immediately after we adjourned – she was given incorrect start time.

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

Otsego County Library
Board Meeting held at Library
Tuesday, March 15, 2022

Present: Martha Baril, Lesa Jarski, Jackie Skinner, Sharon Weber & Diane YoungeDyke

Present via Zoom: Bonnie Byram & Jason Caverson

8:00 Meeting called to order by Diane

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

Approval of 2/15/22 minutes. Motioned by Sharon and seconded by Martha. Motion passed.

Bills to be approved

\$30,003.88 Motioned by Lesa and seconded by Sharon. Motion passed.

Director's Report

Review Written Report

Financial Reports

2021 Budget Line item revisions – Sharon motioned to approve and Martha seconded. Motion passed.

Short Takes for Trustees – Succession Planning

Old Business

Strategic Planning Process – Surveys were due yesterday.

Ransomware attack update –Receiving White Pages w/Updates as to what are hotspots currently

Building update – Chris contacted Consumers – paying lowest price and trying to find additional ways to save

New Business

Annual Report – Last one done 2017. Circulation back up to pre-pandemic

Trustee & Liaison Comments

Jason - nothing.

Martha – GCS Spring Break is next week

Sharon – Baby is on the way

Bonnie – No snow on her vacation.

Lesa – Nothing

Diane – Nothing

Public Comments

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

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

**Otsego County Library
Bills to be Approved**

February 20 through March 17, 2023

Date	Num	Name	Item/Service Provided	Amount
02/20/2023	10188	Amazon	Books, DVDs, Programming supplies	-121.26
02/20/2023	10189	Blackstone Publishing	Audiobooks on CD	-138.76
02/20/2023	10190	Cengage Learning	Large print books	-151.15
02/20/2023	10192	Child Care Connections	Staff CPR/First Aid Training	-770.00
02/20/2023	10193	Fournier, Audrie N.	Mileage & Programming supplies	-122.25
02/20/2023	10194	Gaylord, City of	Water/sewer Utility	-27.82
02/20/2023	10195	Ingram Library Services	Books, DVDs, Programming supplies	-369.39
02/20/2023	10196	NAEIR	Programming supplies	-143.00
02/20/2023	10197	OCLC, Inc.	Month Interlibrary Loan Service fee	-114.88
02/21/2023	10191	Cengage Learning	Large print books	-27.74
02/28/2023	10222	Blackstone Publishing	Audiobooks on CD	-1,170.06
02/28/2023	10223	Cengage Learning	Large print books	-200.23
02/28/2023	10224	Center Point Large Print	Large print books	-138.42
02/28/2023	10225	Charter Communications	Phone service for Gaylord and Vanderbilt	-237.52
02/28/2023	10226	Dynamic School Assemblies	Summer Reading program	-495.00
02/28/2023	10227	Ingram Library Services	Books	-973.48
02/28/2023	10228	NAEIR	Programming supplies	-257.00
02/28/2023	10229	Smart Business Services	Upgrade to HVAC computer system	-500.00
02/28/2023	10230	Valley Library Consortium	Quarterly membership fee for the Intergrated Library System (ILS)	-3,498.00
02/28/2023	10231	Verizon Wireless	Staff cell phone service	-104.78
03/01/2023	10198	ACCO Brands USA LLC	Laminating film	-200.00
03/01/2023	10199	Consumers Energy	Electric utility	-3,931.52
03/01/2023	10200	DEMCO, Inc.	Office supplies	-408.07
03/01/2023	10201	First National Bank of Omaha	see attached	-1,768.04
03/01/2023	10202	Frontier	Johannesburg phone service	-126.79
03/01/2023	10203	Ingram Library Services	Books	-334.69
03/01/2023	10204	MI Counties Workers' Compensation Funds	Quarterly insurance premium	-505.14
03/01/2023	10205	Quill Corporation	Office supplies	-199.21
03/01/2023	10206	Verizon Wireless	WiFi Hotspots service	-285.44
03/01/2023	debit 936	MERS	Defined Benefit payment	-59.00
03/07/2023	10207	Amazon	Books, DVDs, Programming supplies	-354.72
03/07/2023	10208	B & D Classic Sewn	T-shirts for Battle of the Books team	-31.09
03/07/2023	10209	Cengage Learning	Large print books	-46.50

**Otsego County Library
 Bills to be Approved**

February 20 through March 17, 2023

03/07/2023	10210	DTE Energy	Gas utility	-1,842.85
03/07/2023	10211	Gave, Keith	Speaker fee	-200.00
03/07/2023	10212	GFL Environmental	Trash removal	-101.20
03/07/2023	10213	Ingram Library Services	Books	-1,414.56
03/07/2023	10214	Jacobs, Caryn	Lost book reimbursement	-9.99
03/07/2023	10215	Midwest Tape	Hoopla payment	-6,000.00
03/07/2023	10216	New York Times	Annual Book Review subscription	-286.00
03/07/2023	10217	OCLC, Inc.	Month Interlibrary Loan Service fee	-114.88
03/07/2023	10218	Total Lawn Care of Gaylord LLC	Snow removal	-3,675.00
03/07/2023	10219	U.S. Postal Service	Johannesburg PO Box fee	-60.00
03/07/2023	10220	Van's Business Machines, Inc.	Monthly service fee for copiers	-383.17
03/07/2023	10221	WMJZ Eagle 101.5	Radio advertising	-100.00
				-31,998.60
				-31,998.60

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

Date	Business	Transaction Detail	Amount
1/19/2023	Amazon Digital	Software purchase	\$69.99
1/23/2023	Dominos	Teen programming	\$63.30
1/23/2023	Firehouse Subs	Teen programming	\$15.00
1/23/2023	Starbucks	Teen programming	\$15.00
1/23/2023	Qdoba	Teen programming	\$15.00
1/25/2023	Wal-Mart	Programming supplies	\$25.12
1/27/2023	Wal-Mart	Programming supplies and food for Friday events	\$118.24
1/31/2023	MCLS	Continuing Education class	\$75.00
1/31/2023	MCLS	Continuing Education class	\$200.00
1/31/2023	Wal-Mart	Programming supplies	\$97.69
2/1/2023	Detroit News online	monthly subscription fee	\$12.00
2/2/2023	Network Solutions	Otsego.org domain subscription	\$209.95
2/3/2023	University of WI online education	Continuing Education class	\$250.00
2/4/2023	Wal-Mart	Programming supplies	\$168.53
2/8/2023	B & D Classic Sewn	BOB T-shirts	\$420.00
2/10/2023	Wal-Mart	Programming supplies	\$13.22
		TOTAL:	\$1,768.04

Otsego County Library

Director's Report

March 21, 2023



- The Library of Michigan is holding a Trustee's Roundtable, Tuesday, July 11 from 1 to 3 pm, here, at the Main Library in Gaylord. This event provides an opportunity for public library trustees to meet with other trustees from around the state and discuss issues facing Michigan public libraries. Participants will also learn about resources available from the Library of Michigan.

Register at:

<https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=3005&>

- All board members are invited to the Annual Friends of the Otsego County Library Volunteer Luncheon. The luncheon is held in the upstairs meeting room, Thursday, April 27th at Noon. I will provide everyone an RSVP form at the meeting. If you can't come in-person, I can always delivery your lunch to you or hold on to it for a later pick-up.



- I've included a draft Active Shooter Policy in your packet. It was taken from another public library's policy in New York state. No glass in the Library's buildings is bullet-proof.

- I've posted a Lawn Care RFP for this year. The deadline to submit is April 5th. It was posted on Facebook as well as on our web site.

- Val Meyerson at the Petoskey District Library was kind enough to share the RFP they used for their new web site, and I have adapted it for the Otsego County Library. It's included in your packet for review.

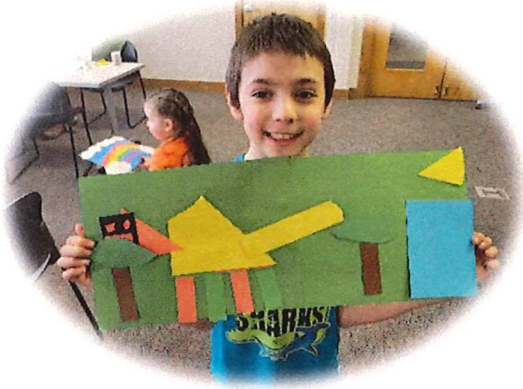
• Our Wi-Fi Hotspot policy needs another update. I am asking the board to approve the addition of the sentence, "Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices." We have a slew of repeat offenders when it comes to the late return of Hotspots. I have included the updated policy in your packet.



- No further communications have been received regarding the sale of the Library's vacant land.

- No further communication has been received regarding the spending of 2022 funds.

- Gabriella Botello began working as our new Circulation Assistant, February 27th.



- County Commissioner, Henry Mason, stopped by Tuesday, March 14th, to discuss the possible usage of the Library Building for offices currently utilizing space in the Alpine Center. I said that would need to be discussed with the board at their monthly meeting. I haven't heard from anyone further about this.

- Audrie Fournier, our Youth Services Coordinator, and Jasmin Montgomery, our Youth Programming Assistant, are planning a Summer Reading Carnival Kick-Off Event on Saturday, June 17th, from 11 am to 3

pm. It will be held in the Main Library's back parking lot. PoWeR! Book Bags will be providing books; a Fire Truck will be available to tour; Foods such as hot dogs and snow cones will be provided and much more! If you or anyone you know would be interested in volunteering, we would be happy for the help.

- The final Elimination Battle for the Annual Battle of the Books will be held on Saturday, March 18th in Houghton Lake. The Saturday prior, our local elimination battle was held, and three teams won a place at the final Houghton Lake Battle. (See picture below.)
- Please stop by after our monthly meeting and take a peek at the beautiful display of quilts provided by the Heart of the Pines Quilt Guild for the National Quilting Month. They are all hung in front of the fireplace and circulation desk.
- Wednesday, April 26th, from 4 to 7 pm in the upstairs meeting room, we will be holding our 1st annual Local Author Fair. We have many local authors who would like to promote their books, and this will provide them with an opportunity. Authors do need to file applications first and provide the Library copies of their books. Librarians

from other communities warned me to make sure that the books featured are worth the promotion.

- A statistical review of 2022 is also provided in you packet.

Respectfully submitted,

Jackie





Local Author Fair

←
Wednesday
April 26, 4-7 pm

Otsego County Library

**Wednesday, April 26th from 4 to 7 pm at the Main Library in
Gaylord in the Upstairs Meeting Room.**

Calling all area local writers! Join us to connect with readers and fellow writers in our area. All local authors are welcome to apply. If you live the Otsego County area and have published fiction or non-fiction for children, teens, or adults, we want to hear from you. Self-published writers are also encouraged to apply. Space is limited.

How do I apply?

Please complete the application form and send us a copy of your book. The book that you submit will then belong to the Otsego County Library. It may or may not be added to the library's collections, but it will not be returned to you. You may or may not be invited to participate in the fair, as space is limited. Applications are available online at www.otsegoountylibrary.org and at the Otsego County Library locations in Gaylord, Johannesburg and Vanderbilt.

When are applications due?

We will be accepting applications through Monday, April 17th.

Can I sell my books at the event?

You can sell your books at this event. Library staff will not be available to help with sales. The books you sell must be offered at or below retail price, and not any higher.

Questions?

Contact Jackie Skinner at jskinner@otsego.org or (989) 732-5841.





Local Author Fair

←
Wednesday
April 26, 4-7 pm

Otsego County Library Local Author Fair Application Form

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Are you over 18? Yes No

Title of Your Book: _____

Publisher: _____

Date of Publication (mm/dd/yyyy): _____

Intended Audience for Your Book (juvenile, adult, young adult):

Type of Genre of Book (non-fiction, autobiography, fiction, mystery, etc...):



Format: _____Book _____eBook _____Audio _____Other (Please

Explain:) _____

Description of the Book:

Statement of Agreement:

I understand that as part of the application process, I must supply a copy of my book, which will then belong to the Otsego County Library. It may or may not be added to the Library's collection and it will not be returned. I understand that if selected to participate in the Otsego County Library's Local Author Fair, I am responsible for supplying my own books to sell and that library staff will not be available to help with sales. I will be responsible for providing change and/or credit card processing for purchases. I understand the books I sell must be offered at or below retail price and not any higher.

I hereby certify that all information on this volunteer application is true to the best of my knowledge.

By signing your full name, you are agreeing to the above statements.

First and Last Name

Date



2022 Year in Review

<p><u>Total Physical Items Borrowed:</u></p> <p>88,110</p>	<p>Top Checked Out Titles</p> <p><u>Adult Books</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Shadow's Reel by C.J. Box <input type="checkbox"/> Match by Harlan Coben <input type="checkbox"/> Judge's List by John Grisham 	<p>Top Checked Out Titles</p> <p><u>Children Books</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Garfield: Fat Cat 3 Pack <input type="checkbox"/> DN Angel by Yukiru Sugisaki <input type="checkbox"/> Death Note by Tsugumi Oba
<p>By borrowing instead of buying, <u>patrons saved:</u></p> <p>\$1.3 Million</p>	<p>Top Checked Out Titles</p> <p><u>DVDs</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Yellowstone: Season 4 <input type="checkbox"/> Ghostbusters : Afterlife <input type="checkbox"/> No Time to Die 	<p>Top Checked Out Titles</p> <p><u>New Items Overall</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Garfield: Fat Cat 3 Pack <input type="checkbox"/> 620 Man by David Baldacci <input type="checkbox"/> Better Off Dead by Lee Child
<p>Items borrowed from other <u>Libraries thru Interlibrary Loan:</u></p> <p>5,715</p>	<p>Visitors to Library</p> <p><u>Locations:</u></p> <p>70,798</p>	<p><u>Active Cardholders:</u></p> <p>12,346</p>
<p><u>New Library Cards:</u></p> <p>1,155</p>	<p><u>Public Computer Uses:</u></p> <p>10,571</p>	<p><u>Wi-Fi Sessions:</u></p> <p>11,328</p>
<p>eBooks and eAudiobooks:</p> <p><small>borrowed thru Hoopla and our UpNorth Digital Collection</small></p> <p>34,802</p>	<p>Reference Info</p> <p><u>Requests:</u></p> <p>6,292</p>	<p>Library Web Site Unique</p> <p><u>Visits:</u></p> <p>76,351</p>

**Otsego County Library
Balance Sheet
As of February 28, 2023**

		Feb 28, 23
ASSETS		
Current Assets		
Checking/Savings		
001 · Library Cash		
Designated Fund-Replacement		228,196.90
Imprest Cash		190.00
Leave Bank		42,673.90
001 · Library Cash - Other		845,198.15
Total 001 · Library Cash		1,116,258.95
011.011 · General HB Checking		150.00
011.012 · Payroll HB Checking		12,296.53
Total Checking/Savings		1,128,705.48
Other Current Assets		
003 · Library Building Fund		19,702.87
1499 · Undeposited Funds		972.36
Total Other Current Assets		20,675.23
Total Current Assets		1,149,380.71
Other Assets		
Taxes Receivable - Personal		3,627.96
Taxes Receivable - Real		543,017.12
Total Other Assets		546,645.08
TOTAL ASSETS		1,696,025.79
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		7,518.22
Total Accounts Payable		7,518.22
Other Current Liabilities		
Deferred Tax Revenue-Personal		3,627.96
Deferred Tax Revenue-Real		543,017.12
225 · Payroll Liabilities		
228 · Federal Withheld Taxes		-1,293.59
230 · Employee Withheld Retirement		236.15
234 · Employee health Care Liability		1,784.57
225 · Payroll Liabilities - Other		512.55
Total 225 · Payroll Liabilities		1,239.68
Total Other Current Liabilities		547,884.76
Total Current Liabilities		555,402.98
Total Liabilities		555,402.98
Equity		
3000 · Opening Bal Equity		864,091.23
390 · Retained Earnings		171,918.18
Net Income		104,613.40
Total Equity		1,140,622.81
TOTAL LIABILITIES & EQUITY		1,696,025.79
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 2023

		Jan - Dec 23	Budget	% of Budget
Ordinary Income/Expense				
Income				
	402 · Real Property Tax	233,763.35	550,898.00	42.43%
	403 · Chargebacks	-17.60	-2,500.00	0.7%
	411 · Delinquent Tax			
	411.01 · Delinquent Tax Current Year	0.00	550.00	0.0%
	411.02 · Delinquent Tax Previous Yr	0.00	40,000.00	0.0%
	441.03 · Local Comm Stabilization Tax	0.00	0.00	0.0%
	Total 411 · Delinquent Tax	0.00	40,550.00	0.0%
	49900 · Uncategorized Income	0.00	0.00	0.0%
	501 · Federal Funds			
	501.01 · USF	0.00	9,250.00	0.0%
	Total 501 · Federal Funds	0.00	9,250.00	0.0%
	539 · State Funds			
	539.01 · State Aid	0.00	26,231.00	0.0%
	539.02 · Salary Grant	1,208.35	3,800.00	31.8%
	539 · State Funds - Other	5,302.03		
	Total 539 · State Funds	6,510.38	30,031.00	21.68%
	655 · Fines and Fees	4,043.87	12,000.00	33.7%
	664 · Interest	2,921.88	12,000.00	24.35%
	674 · Donations			
	674.01 · Library	1,630.85	8,000.00	20.39%
	Total 674 · Donations	1,630.85	8,000.00	20.39%
	676 · Reimbursements	1,099.14	13,000.00	8.46%
	699 · Penal fines	0.00	150,000.00	0.0%
	999 · Transfers In			
	999.01 · General Fund transfer	0.00	84,670.00	0.0%
	Total 999 · Transfers In	0.00	84,670.00	0.0%
	Total Income	249,951.87	907,899.00	27.53%
	Gross Profit	249,951.87	907,899.00	27.53%
Expense				
	703 · Payroll Expenses			
	703.01 · Salaried	15,835.98	69,431.00	22.81%
	703.03 · Non-salaried	80,423.27	365,522.00	22.0%
	703.06 · Personal Leave 1/2 payoff	524.18		
	703.10 · DD bank fees	14.25	80.00	17.81%
	703 · Payroll Expenses - Other	528.24		
	Total 703 · Payroll Expenses	97,325.92	435,033.00	22.37%
	704 · Employee Benefits			
	704.11 · Health and life benefits	3,760.99	30,571.00	12.3%
	704.12 · Employee health cost share	0.00	6,115.00	0.0%
	704.14 · Medical Flex Admin	137.00	516.00	26.55%
	704.30 · MERS Retirement	4,106.86	27,000.00	15.21%
	704.31 · MERS HCSP	0.00	2,079.00	0.0%

**Otsego County Library
Profit & Loss Budget vs. Actual
January through December 2023**

		Jan - Dec 23	Budget	% of Budget
	704.60 · Worker's Comp	995.27	2,079.00	47.87%
	704.70 · Benefit Reimbursement	500.00	2,000.00	25.0%
	716 · Payroll Taxes	7,278.74	33,281.00	21.87%
	Total 704 · Employee Benefits	16,778.86	103,641.00	16.19%
	705 · Continuing Education	1,295.00	1,500.00	86.33%
	726 · Supplies			
	726.01 · Office	1,280.84	8,392.00	15.26%
	726.02 · Janitorial	426.87	5,115.00	8.35%
	726.03 · Programming	3,266.88	7,000.00	46.67%
	Total 726 · Supplies	4,974.59	20,507.00	24.26%
	727 · Collection Development			
	727.01 · Print Materials	12,148.72	50,000.00	24.3%
	727.02 · Non-print materials	2,487.97	12,000.00	20.73%
	727.03 · Electronic materials	15,185.07	32,500.00	46.72%
	727.04 · Digitization	0.00	5,000.00	0.0%
	727 · Collection Development - Other	0.00		
	Total 727 · Collection Development	29,821.76	99,500.00	29.97%
	801 · Professional Services			
	801.01 · Services	0.00	30,000.00	0.0%
	801.02 · Programs	1,295.00	3,360.00	38.54%
	Total 801 · Professional Services	1,295.00	33,360.00	3.88%
	920 · Building Expenses			
	920.01 · Outside contracts	10,616.10	25,000.00	42.46%
	920.02 · Repairs	500.00	7,000.00	7.14%
	920.03 · Insurances	0.00	12,875.00	0.0%
	Total 920 · Building Expenses	11,116.10	44,875.00	24.77%
	930.10 · Service contracts/charges			
	930.11 · Service contracts	8,151.54	22,720.00	35.88%
	930.12 · Memberships/Dues	335.00	3,400.00	9.85%
	930.13 · Cooperative services	0.00	12,495.00	0.0%
	930.15 · Service charge	46.61	375.00	12.43%
	930.16 · MI Sales Tax	0.00	50.00	0.0%
	Total 930.10 · Service contracts/charges	8,533.15	39,040.00	21.86%
	930.20 · Communications			
	930.21 · Telephone	919.85	3,050.00	30.16%
	930.23 · Cellular	885.40	4,810.00	18.41%
	930.24 · Internet	42.00	10,000.00	0.42%
	Total 930.20 · Communications	1,847.25	17,860.00	10.34%
	930.30 · Advertising	300.00	3,000.00	10.0%
	930.45 · Shipping/Mailing	140.00	2,200.00	6.36%
	930.5 · Travel	88.92	500.00	17.78%
	930.60 · Utilities			
	930.61 · Natural gas	5,075.28	9,000.00	56.39%
	930.62 · Electric	8,017.50	34,000.00	23.58%

Otsego County Library Profit & Loss Budget vs. Actual

January through December 2023

				Jan - Dec 23	Budget	% of Budget
			930.63 · Water/sewer	27.82	780.00	3.57%
			Total 930.60 · Utilities	13,120.60	43,780.00	29.97%
			940 · County Cost Share	0.00	1,292.00	0.0%
			970 · Capital Outlay			
			970.3 · Property Improvements	0.00	4,000.00	0.0%
			970.43 · Furniture/Equipment	1,939.06	27,160.00	7.14%
			970.45 · Software	279.19	44,960.00	0.62%
			Total 970 · Capital Outlay	2,218.25	76,120.00	2.91%
			Total Expense	188,855.40	922,208.00	20.48%
			Net Ordinary Income	61,096.47		
			Net Income	61,096.47		

Active Shooter Policy

DRAFT – March 18, 2023

In the event of an active shooter, the Otsego County Library has implemented the following policy of actions to be taken, focusing on three main steps: **1. Run 2. Hide 3. Fight.**

1. Run: Attempt to evacuate if there is an accessible escape path

- *Do not sound the fire alarm as this will cause people to evacuate and may become easy targets
- *Have an escape route and plan in mind
- *Evacuate regardless of whether others agree to follow
- *Leave your belongings behind
- *Help others escape if possible, but do not delay your exit by trying to convince them to leave
- *Prevent individuals from entering an area where the active shooter may be
- *Do not attempt to move wounded people
- *Call 911 when you are safe
- *When police arrive, keep your hands visible, follow directions, don't ask questions, and remain as calm as possible

2. Hide: If evacuation is not possible, find a place to hide:

- *TURN OFF YOUR PHONE! Any sound may give away your location
- *Find a spot that is out of the active shooter's view and provides protection if shots are fired in your direction
- *Avoid places that trap you or restrict your options for movement
- *Lock the door if possible or blockade with heavy furniture
- *Hide behind or under large items
- *Try to avoid huddling in groups
- *Dial 911 to alert police to the active shooter's location if it is safe to do so (keep phone on silent)
- *If the active shooter is nearby, remain still and quiet

3. Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- *Acting as aggressively as possible against him/her
- *Throwing items and improvising weapons (fire extinguisher, chairs, heavy books, etc.)
- *Yelling
- *Committing to your action

REQUEST FOR PROPOSALS FOR WEBSITE REDESIGN 2023

Otsego County Library
www.otsegocountylibrary.org
DRAFT 3/21/2023

The Otsego County Library is accepting proposals to design and develop a comprehensive overhaul of the Library's current website: www.otsegocountylibrary.org

Our goal is to have an attractive, intuitive, user-friendly, flexible and accessible website that functions equally well on all commonly used computers and mobile devices, and which integrates multiple third-party websites as seamlessly as possible. This will be a concept-to-completion project, and will require considerable live, real-time collaboration with the Library's Website Team.

PROPOSAL REQUIREMENTS

Submissions that do not include each of these requirements will not be considered. Electronically submitted proposals must be in the form of a PDF; no zip files will be accepted.

- 1) Contact Information for firm and proposal coordinator.
- 2) Company Profile.
- 3) Portfolio of related projects completed in the past three years.
- 4) References from at least three similar projects completed within the past three years, including the public URLs for their associated websites. Feel free to list and link to any additional sites you've created which feature relevant components to this project.
- 5) Brief introductions to the team members who would be assigned to this project.
- 6) Project Narrative that includes a project overview and examples of your UX and responsive design expertise. Also, include a schedule of the tasks, activities, deliverables for this project, along with the estimated completion dates of each.
- 7) Training Outline for the Library's Website Team and other key staff, including any support documentation you will provide.
- 8) Total Project Cost, itemized based on the Project Requirements, Additional Features, and/or Project Schedule. You may list optional and recommended items in a separate section.

GENERAL INFORMATION

The Otsego County Library (OCL) is located in Northern Lower Michigan, with a service area of 25,091 people. The Library's mission is to enrich 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.

The Library's website is the starting point for all of our in-house desktop computers for patrons and staff, and it serves as the portal to all of our third-party services, including but not limited to:

- Our online catalog, Enterprise
- Our interlibrary-loan catalog, MeLCat;
- Our online event calendar and room booking, LocalHop;
- Our subscription databases, including multiple proprietary sites as well as the Michigan eLibrary sites;
- Our downloadable digital content providers, including OverDrive and Hoopla
- Our digitized local content.

The purpose of our website is to allow our users to find library information, materials, programs and events. Patrons and staff alike do not differentiate between our website and our third-party sites, many of which require separate login IDs and passwords. Our objective is to have a website that is intuitive, dynamic, comprehensive, adaptable, and efficient. The site should be visually pleasing and include our existing branding. The site's CMS should be flexible enough for Library staff to easily and routinely update content and to add or change existing features, menus, etc., as needed. Our current website is built and maintained with MS Expression Web.

SCOPE OF PROJECT

Design the visual, navigational, and content structure components of the Library's website. This will be done in conjunction with key Library staff members.

- Create a master visual design using the Library's colors, logo, graphics, and/or photography from the current branding standards;
- Create subsidiary looks for different types of pages and/or Library units as needed (e.g., various Library departments, Digital Library, Event Calendar, Room Booking, Patron Accounts, etc.);
- Create a comprehensive navigational structure;
- Assist in migrating existing content, as determined by the Library's Website Team;
- Implement these visual and navigational systems in such a way that OCL staff can populate using the CMS;
- Make a test site available during the development phase for Department staff to view the progress of the work.
- Conduct usability testing on all major operating systems, browsers, and device types, with OCL users selected by the Website Team;
- Include any revisions indicated necessary through usability testing;
- Train and support key Library staff on website maintenance and management;
- Provide support for OCL staff as they populate the website with migrated current site content and/or new content;
- Transfer ownership of website templates and content to the Otsego County Library;
- Provide ongoing assistance and support as needed.

PRODUCT REQUIREMENTS

The new website will incorporate the following requirements. This list is intended to be representative and not necessarily comprehensive; amendments may occur throughout the project based on collaboration between the vendor and the Library's Website Team.

- Site will be attractive and professional, and will reflect the Library's mission and commitment to the community;
- Site will be inviting, dynamic, adaptable, informative, flexible, and, above all, user-friendly;
- Navigation structure should be intuitive to patrons, providing rapid links to information;
- Site will be fully searchable;
- Site will meet all applicable state and federal accessibility regulations;
- All pages and content will load quickly, consistently, and accurately on all common operating systems and browsers, especially on those used on popular mobile devices, and when alternative font sizes or other accessibility features are used;
- Create smooth interfaces between online public access catalog (OPAC), online event calendar, administrative/staff contacts, etc.;
- Site will facilitate social media integration (all major platforms) at multiple site levels;
- Site will facilitate patron and staff interactions, via comments, social media, etc., using custom APIs, apps, or other programming as needed;
- Enable e-commerce feature for donations;
- Include a statistics-gathering component;
- Include ability to create online forms;
- Site CMS and related software/tools must be publicly available for purchase or use;
- Administration of web content should allow OCL to assign and control levels of staff access for updating content (i.e., author, editor, publisher);
- Updating site content will require no more than intermediate word processing and Internet skills for most functions;
- Site will allow staff to upload a variety of file types (e.g., PDF, photos, video, etc.) with ease and broad functionality (i.e., create photo galleries, etc.);
- Site will include a secure, private Administrative/Staff component which requires login IDs and passwords;
- Existing site content migration to new site, as determined jointly by vendor and the Library;
- Site will be subjected to thorough usability testing and revised accordingly;
- Vendor will provide options for site management documentation and ongoing technical support.
- Explore fine and fee payment options with the Library's ILS, Horizon.

ADDITIONAL FEATURES AND SERVICES

The Library also welcomes recommendations and bids on implementing the following:

- Unified authentication process for logging into Library account and other third-party services;
- Website hosting plans;
- Foreign language translation options for our website's pages;

DELIVERABLE PRODUCTS

Produce a complete and useable library website, implemented with responsive design and a web content management system, which can then be maintained, updated, and altered by the OCL staff. All content, coding, and graphics will become the sole property of OCL. The Library will maintain ultimate editorial control of all content.

SELECTION CRITERIA

The overall goal of our selection process is to choose a vendor that possesses a balance of technological and design expertise, along with an abiding commitment to customer service. The vendor's ability to collaborate effectively with the OCL Website Team is essential to this project; we require excellent communication and responsiveness. A qualifying proposal for this project will meet the following criteria:

- Demonstrated understanding of the project and familiarity with library websites;
- Compliance with the RFP requirements;
- Demonstrated experience with similar projects (vendor profile, references, and portfolio); and,
- Competitive project costs.

The Otsego County Library reserves the right to reject nonconforming, conditional, or otherwise non-qualifying proposals.

DIRECT QUESTIONS AND SUBMIT PROPOSALS TO:

Jackie Skinner, Director
Otsego County Library
700 S Otsego Ave
Gaylord MI 49735
989-732-5841
jskinner@otsego.org

The response due date for this RFP is no later than May 5, 2023 at 3:00 p.m. We request your proposal be sent via email to: jskinner@otsego.org. The successful Bidder will be notified no later than May 19, 2023.

Otsego County Library WiFi Hotspot Lending Policy & Form

DRAFT – 3/21/2023



Terms and Conditions

A “hotspot” consists of the mobile wireless hotspot device itself, as well as its charger and case. When a patron borrows a mobile hotspot, the patron’s use of the equipment is available under the following terms and conditions. These terms and conditions are in addition to the standard Library policies including the Internet Use Policy and other terms and conditions described below for which the user is responsible.

In order to borrow a hotspot, patrons must be 18 years of age or older and have an Otsego County Library card (in good standing). At the time of checkout, the borrowing patron must present his/her library card and state-issued ID. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit. The patron must sign the Library’s Hotspot Agreement before a hotspot can be checked out. Only one hotspot may be borrowed on a patron’s account at any one time. The loan period for the hotspot is 14 days with no grace period and no renewals.

The Library will accept holds on the hotspot. Patrons will be notified when their hold is ready for pick-up. Patrons will have 72 hours from the time of this notification call to check out the hotspot, after such time it will be released to another patron.

Overdue hotspots will be deactivated. Patrons are not permitted to return the hotspot to the Library’s book drop. Rather, hotspots must be returned directly to a Library staff member, who will verify that all components of the hotspot are accounted for before checking it in from the borrowing patron’s account. The hotspot will not be considered returned until all components of the hotspot are returned.

By borrowing and initiating use of the Library’s hotspot, the user agrees to abide by the Library’s policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library’s hotspot and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.

Internet service relies on cell tower technology and coverage. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot.

Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. International data fees can be incurred in the United States if the Hotspot is in close proximity to an International border and connects to International towers.

The borrowing patron will be responsible for lost or damaged hotspots and accessories (includes theft thereof). Patrons must be mindful of current replacement costs of mobile hotspots and accessories before borrowing, as he or she will be responsible for paying the actual replacement cost of a damaged or lost hotspot device or accessories. Hotspots must be kept in a temperature and humidity-controlled environment (not left in vehicles, extreme temperatures or wet locations). Parents/guardians are responsible for the use of the Hotspot by minors.

Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

Internet Use

Otsego County Library is not responsible for any information accessed or action taken by a patron while using a Wi-Fi Hotspot. Hotspot users are encouraged to use safe Internet practices. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of hotspot borrowing privileges and potentially criminal prosecution.

To comply with the Children's Internet Protection Act (CIPA), internet content is filtered. Please be aware that content filtering is not always failproof and content that should be blocked can on rare occasions be accessed while content that should not be blocked may inadvertently be unavailable. If you wish to have the content filtering turned off, please let us know at the time of check out or contact the Library at (989) 732-5841. Turning on and off filtering may not happen immediately depending on the availability of staff to access the system.

Current replacement costs *Note that these costs are subject to change based on current market pricing



MiFi Hotspot	\$199.99
Case	\$16.00
Charger and cable	\$15.00

Contact Us

Otsego County Library
700 S. Otsego Ave.
Gaylord, MI 49735

989-732-5841
ocl@otsego.org

This project is funded (in part) with a Library Services and Technology Act grant from the Institute of Museum and Library Services administered by the Library of Michigan.

Acknowledgement of Wi-Fi Hotspot Lending Policy (Terms and Conditions, Internet Use and Replacement Costs)

I _____ (print full name), understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Otsego County Library in good working condition and free from damage. I understand that if the hotspot is not returned its wireless service will be discontinued and will be unusable. Hotspots are checked out for a period of 14 days. I acknowledge that a Wi-Fi Hotspot is NOT to be returned in the outside book drop, but must be returned to the Circulation Desk.

Please fill out the following fields:

First Name: _____ Last Name: _____

Library Card Number: _____

Email Address: _____ Phone: _____

Signature: _____ Date: _____