



Otsego County
LIBRARY

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
THURSDAY, APRIL 18, 2023 AT 8 A.M.

Virtually Via Zoom

Time: April 18, 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 March 21, 2023 minutes | Motion |
| 8:08 | Bills to be approved | Motion |
| 8:15 | Director's Report
*Review Director's written report
*Review financial reports | |
| 8:30 | Old Business
*Building update
*Vacant property | |
| 8:40 | New Business
*2023 Lawn care contract | 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, March 21, 2023

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

Via Zoom: Bonnie Byram

8:00 Meeting called to order by Sharon

Review & Approval of Agenda – Monica motioned to approve agenda. Martha seconded. Motion passed.

Approval of 2/21/23 minutes. Motioned by Monica and seconded by Martha. Motion passed.
Approval of 3/15/22 corrected minutes. Motioned by Sharon and seconded by Martha. Motion passed.

Bills to be approved

\$31,998.60 Motioned by Lesa and seconded by Monica. Motion passed.

Director's Report

Review Written Report

Review Financial Reports

Old Business

Building update – Chuck's electric stopped by to check out the zone controllers. They will be submitting a bid to rewire and replace the controllers. Lawncare RFP has been sent out and publicized.

New Business

Active Shooter Policy Draft – reviewed and discussed. The addition of a "rally point" was mentioned so Jackie will be checking into that along with locks on office doors.

RFP for Website Redesign – Lesa motioned and Monica seconded. Motion passed.

WiFi Hot Spot Lending Policy Amendment – added 3 late returns for any device checkout will result in being permanently banned. Monica motioned and Lesa seconded. Motion passed.

Trustee & Liaison Comments

Terra – HR & Asst HR positions open at County. Alpine Center repairs are VERY costly. County & City both received \$310k from Marijuana Taxes/Fees and discussing how to use that money.

Martha – nothing

Bonnie – Trustee 102 program offered through Library of MI worth while

Monica – Bill has been proposed that says obscene/sexually explicit materials in separate area

Lesa – toured Biltmore in NC and highly recommended if you have opportunity check it out

Sharon - nothing

Public Comments

9:05 Adjourned. Monica motioned and Sharon seconded. Motion passed.

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

Otsego County Library
Bills to be Approved
March 22 through April 11, 2023

Date	Num	Name	Name	Amount
03/22/2023	10232	Blue Cross Blue Shield of Michigan	Monthly Healthcare Fee	-\$3,691.48
03/22/2023	10233	Gaylord, City of	Water/sewer utility	-\$41.73
03/22/2023	10234	Ingram Library Services	Books	-\$453.83
03/22/2023	10235	Michigan Digital	Email services	-\$21.00
03/22/2023	10236	Verizon Wireless	Wi-Fi Hotspot service	-\$285.44
03/29/2023	10237	Cengage Learning	Large print books	-\$132.08
03/29/2023	10238	Consumers Energy	Electric Utility	-\$2,885.28
03/29/2023	10239	Cutting Edge Storage	Storage unit rental	-\$75.00
03/29/2023	10240	First National Bank of Omaha	See attached	-\$941.07
03/29/2023	10241	Ingram Library Services	Books	-\$1,783.15
04/04/2023	10242	Cengage Learning	Large print books	-\$87.07
04/04/2023	10243	DTE Energy	Gas utility	-\$1,393.59
04/04/2023	10244	Frontier	Johannesburg phone service	-\$126.79
04/04/2023	10245	Houghton Lake Public Library	Battle of the Book shared expense	-\$559.01
04/04/2023	10246	Ingram Library Services	Books	-\$555.15
04/04/2023	10247	NAEIR	Programming supplies	-\$109.25
04/04/2023	10248	Skinner, Jackie	First-aid kits & Scissors	-\$194.63
04/04/2023	10249	Thomas E. Fleschner Memorial Library	Lost MeLCat item fee	-\$17.00
04/04/2023	10250	TOG Development LLC, DBA LocalHop	Annual subscription for meeting room scheduling application	-\$1,400.00
04/04/2023	10251	Total Lawn Care of Gaylord LLC	Snow removal	-\$2,370.00
04/04/2023	debit 937	MERS	Defined benefit payment	-\$59.00
04/11/2023	10252	Amazon	Books, DVDs, Programming supplies, Office supplies	-\$1,402.67
04/11/2023	10253	GFL Environmental	Gaylord trash removal	-\$101.20
04/11/2023	10254	Higgins, Chris	Newspaper subscription & delivery	-\$786.33
04/11/2023	10255	Ingram Library Services	Books	-\$410.29
04/11/2023	10256	Michigan Library Association	Annual institutional membership fee	-\$791.00
04/11/2023	10257	NAEIR	Programming supplies	-\$48.00
04/11/2023	10258	OCLC, Inc.	Monthly interlibrary loan service fee	-\$114.88
04/11/2023	10259	OverDrive	Downloadable audiobooks & e-books	-\$524.33
04/11/2023	10260	Summit Fire Protection	Annual service fee	-\$136.50
04/11/2023	10261	Van's Business Machines, Inc.	Copier monthly service fee	-\$427.36
04/11/2023	10262	WMJZ Eagle 101.5	Radio advertising	-\$100.00
				-\$22,024.11
			TOTAL:	-\$22,024.11

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

Date	Business	Transaction Detail	Amount
2/15/2023	The Home Depot	Janitorial supplies - salt for sidewalks	\$65.82
2/20/2023	Food N Stuff	Lunch for in-service - Received donation to reimburse us for this	\$209.72
2/23/2023	The Home Depot	Janitorial supplies - screws	\$4.98
2/24/2023	Wal-Mart	Programming supplies	\$55.78
3/1/2023	Gannet-Detroit News	Monthly online subscription fee	\$12.00
3/4/2023	Wal-Mart	Programming supplies	\$268.29
3/11/2025	Dollar General	Programming supplies	\$18.00
3/13/2023	Subway	Food for Teen program	\$47.01
3/13/2023	Wal-Mart	Programming supplies	\$39.22
3/13/2023	Dollar Tree	Programming supplies	\$41.25
3/16/2023	Grantstation.com	Yearly online subscription fee	\$179.00
		TOTAL:	\$941.07

**Otsego County Library
Director's Report
April 18, 2023**



- Our Blue Cross Blue Shield 2023-24 renewal information. The increase is a very moderate .91%. Even with the increase, we are well below the 2019 costs.

Year of Coverage	Number of People Covered	Yearly Costs
July 2019	5	\$59,436
July 2020	3	\$30,646
July 2021	3	\$21,622
July 2022	4	\$29,567
July 2023	4	\$30,306

- Lesa has received an inquiry regarding the Library's vacant land. She will share more at the meeting.
- We have 14 authors registered to attend the Local Author Fair, including Commissioner Jon Turnbull and the author of a number of wonderful Michigan Lighthouse books, Dianna Stampfler.
- No further communication has been received regarding the spending of 2022 funds.
- I was in touch the MSP Gaylord Post F. Lt. Carl Rothenberger regarding our draft active shooter policy. He said he didn't have a problem with us using the State Police parking lot next to Wilbur's auto supply for rallying point, but that we need to cognizant of the fact that we need not to get in state police's way as they will be heading towards our building as we running out. I said I would show him the policy again before it's approved. I also made an initial contact with Matt Spear who is a retired state police trooper that provides active shooter trainings. I am hoping he can provide some instruction at our next all staff meeting which I have scheduled for May 11th after the library closes.

WHAT WE ARE ASKING FOR

- 2 OLED Nintendo Switch Systems
 - 2 additional Joy-Con Controllers
 - 2 Games
 - Nintendo Sports
 - Mario Kart
- 2 Meta Quest 2 Virtual Reality Systems
 - 2 Games
 - Beat Saber
 - Among Us
- 2 Televisions



- Audrie Fournier, our new youth services coordinator, proposed purchasing gaming consoles for our community's Teens to our Friends group. The Friends pledged \$3,000, and we received another \$1,000 from a private donor towards modernizing our Teen programming.



- Since distributing our website RFP, I have received emails from a few companies who work with libraries, so I am hopeful that we will have proposals to review at the next meeting.

- Audrie and Jasmin, our youth staff, will have a table at the annual Fun Fair that is held at the Gaylord Middle School, Saturday, April 22nd from 10 am to 2 pm. PoWeR! Book Bags is providing books for us to distribute, and children will be making seed bombs in honor of Earth Day.

- The same day as the Family Fun Fair, the Historical Society is holding a celebration at their museum in honor of Claude Shannon's birthday. I've included the promotional graphic in your packet.

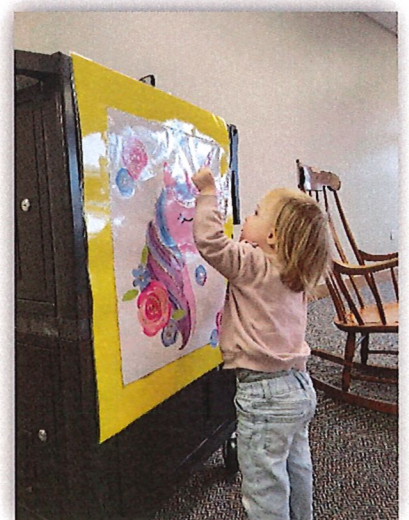
- Public Services Librarian, Mariah and I will have an informational table at the Emergency Preparedness Community Expo on Thursday, May 18th from 3:30 to 5:30 pm. This event is in honor of the 5/20/22 tornado anniversary. We will be offering books, library cards and information about all the Library's services.

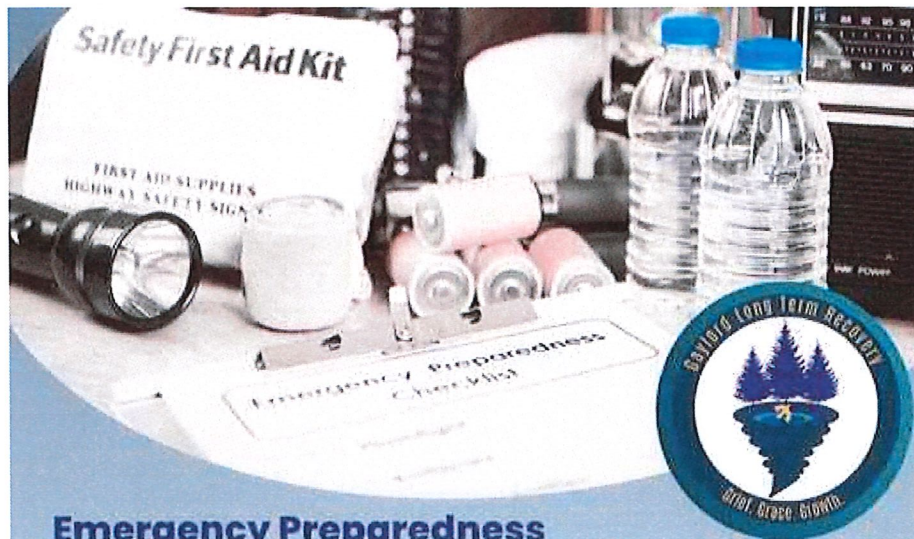
- Staff members, Audrie, Jasmin and Rita provided a craft and free books at the Vanderbilt Schools Title I night. The picture to the left shows a child with their complete craft at that event. Audrie also began offering a monthly story hour to children at the Vanderbilt School.

- We only received one RFP for lawn service by our April 5th deadline. I have included the proposal from Total Lawn Care in my packet.

Respectfully submitted,

Jessie





Emergency Preparedness Community Expo



THURSDAY, MAY 18
3:30 PM: Expo
5:30 PM: Program



Otsego Resort
696 M-32,
Gaylord, MI



All community members welcome

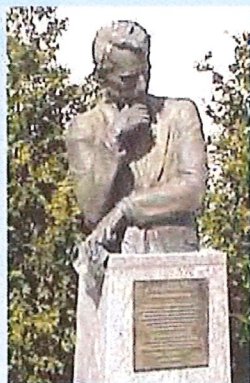


Need more info?
Call, Erin Mann,
Disaster Recovery
Coordinator
517.819.8070

Community businesses, nonprofits, emergency responders, & government agencies will be on hand to offer vital information to help individuals & families prepare for future disasters & emergencies.

Please join us for:

- Exhibitors
- Light refreshments
- Hands-on activities
- Free giveaways on a 1st come 1st serve basis
- Closing program to honor the 05.20.22 tornado one year anniversary

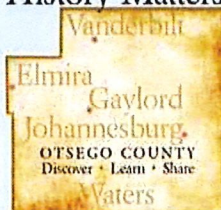


Claude Shannon Day!

Date: Saturday, April 22
 Time: 10:00 a.m. - 2:00 p.m.
 Place: Otsego County History Museum

Join us for a celebration of Claude Shannon - the father of the digital age. Learn how our Gaylord native changed the world. Explore the museum display and watch the biopic "The 'Bit Player"'. Enjoy a self-guided walking tour tracing Claude's early years.

History Matters



Tommy Tropic re-enacts Claude's penchant for juggling on a unicycle

Otsego County Library
Balance Sheet
 As of March 31, 2023

		Mar 31, 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		1,132,581.51
Total 001 · Library Cash		1,403,642.31
011.011 · General HB Checking		153.85
011.012 · Payroll HB Checking		134.92
Total Checking/Savings		1,403,931.08
Other Current Assets		
003 · Library Building Fund		19,717.74
1499 · Undeposited Funds		972.36
Total Other Current Assets		20,690.10
Total Current Assets		1,424,621.18
Other Assets		
Taxes Receivable - Personal		3,627.96
Taxes Receivable - Real		543,017.12
Total Other Assets		546,645.08
TOTAL ASSETS		1,971,266.26
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		6,719.41
Total Accounts Payable		6,719.41
Other Current Liabilities		
Deferred Tax Revenue-Personal		3,627.96
Deferred Tax Reveue-Real		543,017.12
225 · Payroll Liabilities		
228 · Federal Withheld Taxes		2,034.75
230 · Employee Withheld Retirement		538.59
234 · Employee health Care Liability		2,467.82
225 · Payroll Liabilities - Other		1,131.17
Total 225 · Payroll Liabilities		6,172.33
Total Other Current Liabilities		552,817.41
Total Current Liabilities		559,536.82
Total Liabilities		559,536.82
Equity		
3000 · Opening Bal Equity		864,091.23
390 · Retained Earnings		171,918.18
Net Income		375,720.03
Total Equity		1,411,729.44
TOTAL LIABILITIES & EQUITY		1,971,266.26
Note: Includes cash and investments only.		
Fixed assets as required by GASB are tracked in the Otsego County Budget		

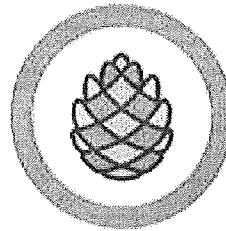
Otsego County Library
Profit & Loss Budget vs. Actual
 January through December 2023

		Jan - Dec 23	Budget	% of Budget
Ordinary Income/Expense				
Income				
	402 · Real Property Tax	532,835.70	550,898.00	96.72%
	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	46,317.07	40,000.00	115.79%
	441.03 · Local Comm Stabilization Tax	0.00	0.00	0.0%
	Total 411 · Delinquent Tax	46,317.07	40,550.00	114.22%
	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	1,208.35	26,231.00	4.61%
	539.02 · Salary Grant	1,208.35	3,800.00	31.8%
	539 · State Funds - Other	5,302.03		
	Total 539 · State Funds	7,718.73	30,031.00	25.7%
	655 · Fines and Fees	5,763.07	12,000.00	48.03%
	664 · Interest	4,583.72	12,000.00	38.2%
	674 · Donations			
	674.01 · Library	2,635.85	8,000.00	32.95%
	Total 674 · Donations	2,635.85	8,000.00	32.95%
	676 · Reimbursements	1,134.09	13,000.00	8.72%
	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	600,970.63	907,899.00	66.19%
	Gross Profit	600,970.63	907,899.00	66.19%
Expense				
	703 · Payroll Expenses			
	703.01 · Salaried	21,176.82	69,431.00	30.5%
	703.03 · Non-salaried	106,336.68	365,522.00	29.09%
	703.06 · Personal Leave 1/2 payoff	524.18		
	703.10 · DD bank fees	19.95	80.00	24.94%
	703 · Payroll Expenses - Other	528.24		
	Total 703 · Payroll Expenses	128,585.87	435,033.00	29.56%
	704 · Employee Benefits			
	704.11 · Health and life benefits	7,452.47	30,571.00	24.38%
	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	5,413.04	27,000.00	20.05%

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

	Jan - Dec 23	Budget	% of Budget
704.31 · MERS HCSP	0.00	2,079.00	0.0%
704.60 · Worker's Comp	995.27	2,079.00	47.87%
704.70 · Benefit Reimbursement	1,500.00	2,000.00	75.0%
716 · Payroll Taxes	9,677.41	33,281.00	29.08%
Total 704 · Employee Benefits	25,175.19	103,641.00	24.29%
705 · Continuing Education	1,504.72	1,500.00	100.32%
726 · Supplies			
726.01 · Office	1,841.16	8,392.00	21.94%
726.02 · Janitorial	595.61	5,115.00	11.64%
726.03 · Programming	4,043.95	7,000.00	57.77%
Total 726 · Supplies	6,480.72	20,507.00	31.6%
727 · Collection Development			
727.01 · Print Materials	16,410.53	50,000.00	32.82%
727.02 · Non-print materials	3,222.83	12,000.00	26.86%
727.03 · Electronic materials	17,300.40	32,500.00	53.23%
727.04 · Digitization	0.00	5,000.00	0.0%
727 · Collection Development - Other	0.00		
Total 727 · Collection Development	36,933.76	99,500.00	37.12%
801 · Professional Services			
801.01 · Services	0.00	30,000.00	0.0%
801.02 · Programs	1,854.01	3,360.00	55.18%
Total 801 · Professional Services	1,854.01	33,360.00	5.56%
920 · Building Expenses			
920.01 · Outside contracts	13,087.30	25,000.00	52.35%
920.02 · Repairs	500.00	7,000.00	7.14%
920.03 · Insurances	0.00	12,875.00	0.0%
Total 920 · Building Expenses	13,587.30	44,875.00	30.28%
930.10 · Service contracts/charges			
930.11 · Service contracts	8,905.28	22,720.00	39.2%
930.12 · Memberships/Dues	1,126.00	3,400.00	33.12%
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	10,077.89	39,040.00	25.81%
930.20 · Communications			
930.21 · Telephone	1,046.64	3,050.00	34.32%
930.23 · Cellular	1,170.84	4,810.00	24.34%
930.24 · Internet	63.00	10,000.00	0.63%
Total 930.20 · Communications	2,280.48	17,860.00	12.77%
930.30 · Advertising	400.00	3,000.00	13.33%
930.45 · Shipping/Mailing	140.00	2,200.00	6.36%
930.5 · Travel	88.92	500.00	17.78%
930.60 · Utilities			

Otsego County Library Fund



OTSEGO COMMUNITY FOUNDATION

Established October 23, 2001

Jacqueline Skinner
Otsego County Library
700 S Otsego Ave
Gaylord, MI 49735

Fund Activity Summary

Account ID: 10040

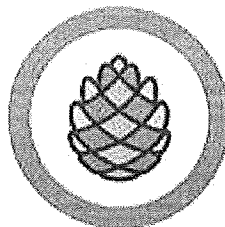
Beginning Fund Balance as of January 1, 2023:	\$209,076.14
Contributions:	\$250.00
Grants:	\$0.00
Administrative Fees:	(\$800.18)
Other Activity:	\$0.00
Investment Performance*:	<u>\$14,260.64</u>
Ending Fund Balance as of March 31, 2023:	<u><u>\$222,786.60</u></u>
Year to Date Spendable Funds to Grant:	<u><u>\$96,518.45</u></u>

* "Investment Performance" may include dividend and interest income, realized gains and losses, gain or loss on sale of contributed shares, investment advisor expenses, and market value fluctuations. The most recent market performance is not necessarily included here.

Fund Activity Detail

	Units/Shares	Date	Amount
Contribution Activity			
Cash		01/11/2023	\$150.00
Cash		02/09/2023	\$100.00
Total Period Contribution Activity			\$250.00

Otsego County Library Fund



**OTSEGO
COMMUNITY
FOUNDATION**

Established October 23, 2001

Investment Performance Detail

Interest & Dividends	\$760.27
Management Fee	(\$260.64)
Realized Gains/Losses	\$3,254.93
Unrealized Gains/Losses	\$10,514.03
Investment Performance Total	\$14,268.59



LAWN MAINTENANCE AGREEMENT 2023

This agreement is made on this _____ day of _____, 2023 between Otsego County Library whose billing address is P.O. Box 85., Gaylord, MI 49735, and Total Lawn Care for lawn maintenance.

The term of this agreement shall commence on April 15, 2023 and terminate on November 15, 2023. Otsego County Library reserves the right to cancel this Agreement upon three (3) days' notice in the event the services performed hereunder, in its sole discretion, are unsatisfactory.

Total Lawn Care shall be paid in accordance with the rate and services listed below:

Spring Services:

- * Irrigation Start Up Bid \$100+Materials
- * Spring Clean Up Bid \$300
- * Annual Flowers (pricing may vary) Bid \$10-\$50/flat
- * Annual Flower Installation Bid \$60/man hour

Summer Services:

- * Mow, Whip, Blow Bid \$120
- * Weeding of Flower Beds Bid \$60/man hour
- * Edging of Sidewalks and curbs (as needed) Bid \$60/man hour
- * Shrub, tree and perennials/annual care Bid \$60/man hour
- * Fertilize (4 Applications) Bid Bid Available

Fall Services:

- * Fall Clean Up Bid \$60/man hour
- * Irrigation Blow Out Bid \$100+Materials

Total Lawn Care shall provide certificates of insurance for workman's compensation and public liability with limits of not less than \$2,000,000.00 listing Otsego County Library as an additional insured. This certificate of insurance shall be delivered to Otsego County Library prior to the commencement of any work. The certificates of insurance shall provide thirty (30) days written notice to Otsego County Library prior to any cancellation of the policy.

Total Lawn Care's Federal Identification Number 26-4465811

Total Lawn Care shall furnish and use its own equipment of a quality and type that will properly perform the services required hereunder.

Total Lawn Care shall provide its own gas, oil, maintenance and repairs and pay its employees in connection with operation of its equipment.

To the fullest extent permitted by law, Total Lawn Care shall indemnify, defend and hold harmless Otsego County Library and its Officers, Directors, Principals, Partners, Shareholders, Agents and Employees or other authorized representatives from and against all claims, damages, losses and expenses including, but not limited to reasonable attorney fees arising out of or resulting from the performance of the work, but only to the extent caused in whole or in part by any negligent act or omission of Total Lawn Care, any Sub Contractor or anyone directly or indirectly employed by either of them or anyone for whose acts they may be liable. This indemnity shall survive the expiration or termination of this contract.

Total Lawn Care expressly waives any claim against Otsego County Library for damage to Total Lawn Care's equipment or injury to the Contractor, and its Employees.

Total Lawn Care shall repair and/or replace any and all damage done to property by the Contractor, its Employees or Sub Contractors.

Total Lawn Care warrants that in providing the services specified in this contract, it will comply with all applicable Federal and State Laws and Regulations and that any clause required to be set forth in a document of this type by such laws, administrative regulations or executive orders shall be deemed to be incorporated herein by reference.

OTSEGO COUNTY LIBRARY

Sign _____ Date: _____

Print: JACKIE SKINNER
Authorized Agent of the Otsego County Library

TOTAL LAWN CARE

Sign _____ Date: _____

Print: _____
Authorized Agent of Total Lawn Care

Contact Information

Phone/Fax: (989)732-6176
Email: tlawncare@hotmail.com
Address: 1727 S. Otsego Ave., Gaylord, MI 49735

Vendor Specifications are as follows:

1. 25 years in business

Marcy Beauchesne - Owner

Greg Beauchesne - Mechanic

Brittney Beauchesne - Operations Manager

Molly Beauchesne - Mechanic/Foreman

2. References:

Founders Village – Ron Korson ron.korson@gmail.com

Community Financial Credit Union – Bill Leon bleon@cfcu.org

Huntington Bank (Main St. Branch) – Ethan Veno eveno@mureti.com

3. 6 zero turn lawn mowers (3 w/baggers)

10 stihl weed whips

6 stihl back pack blowers

7 trucks

5 trailers

8 employees

4. Commercial accounts of all types and sizes (restaurants, banks, real estate offices, ect.) and Condo Associations such as Founders Village, Treetops North Condos, Treetops Traditions Condos, Hawks Landing Condos, etc.