

AGENDA

OTSEGO COUNTY LIBRARY BOARD OF TRUSTEES
TUESDAY AUGUST 15, 2023 AT 8 A.M.

Virtually Via Zoom

Time: August 15, 2023 at 08:00 AM Eastern Time (US and Canada):
Join Zoom Meeting

https://us02web.zoom.us/j/83916539970?pwd=ALfL_v861SciPs6N3SLsXXBmljuaOU.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 July 18, 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 | |
| | *Web Site Redesign | |
| 8:45 | New Business | |
| | *Gaming Policy | |
| 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, July 18, 2023

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

8:01 Meeting called to order by Sharon

Review & Approval of Agenda – Monica motioned and Lesa seconded. Motion passed.

Approval of 6/20/23 minutes. Motioned by Bonnie and seconded by Sharon. Motion passed.

Bills to be approved

\$35,947.78. Motioned by Monica and seconded by Bonnie. Motion passed.

Director's Report

Review Written Report - briefly discussed involuntary separation of employee. Junk in Truck with be held again by Beta Sigma Pi on Labor Day Saturday.

Review Financial Reports

Old Business

Building update – Dan is off due to shoulder surgery. Air has been working fine. Teen room has been moved around.

Vacant Property – Habitat called Jackie. She passed along Lesa's contact info – she hasn't heard from them.

Web Site Redesign – Jackie meeting with designers on 7/25

Trustee Reappointments – Bonnie & Martha were reappointed.

New Business

Trustee & Liaison Comments

Terra – Otsego County passed a resolution to oppose HB4479 – septic systems to be inspected every 5 years. OCC decided against purchasing building in Air Industrial Park. Looking into a building just for Courts. Issues with Otsego Lake Drain- study will be done. And meeting will be held to address fireworks and difficulties that occurred this year.

Bonnie – family from Australia is here 😊

Monica – nothing

Lesla – nothing

Sharon – family from Germany just left – great visit 😊

Martha - nohting

Public Comments

8:50 Adjourned. Martha motioned and Monica seconded. Motion passed.

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

**Otsego County Library
Bills to be Approved
July 13 through August 16, 2023**

Date	Num	Name	Item/Service Provided	Amount
07/19/2023	10374	Blackstone Publishing	Books on CD	-100.00
07/19/2023	10375	Blue Cross Blue Shield of Michigan	Employee health care	-1,417.07
07/19/2023	10376	Boling, Stephanie	Mileage	-23.40
07/19/2023	10377	Cengage Learning	Large print books	-182.64
07/19/2023	10378	Michigan Digital	Email accounts	-21.00
07/19/2023	10379	NAEIR	Office and children's programming	-238.25
07/19/2023	10380	Summit Fire Protection	Service fee	-62.00
07/25/2023	10381	Blackstone Publishing	Books on CD	-50.00
07/25/2023	10384	Cutting Edge Storage	Monthly storage rental	-75.00
07/25/2023	10385	First National Bank of Omaha	see attached	-576.16
07/25/2023	10386	Gannett Holdings- Ohio	Yearly Petoskey News Review subscription	-416.00
07/25/2023	10387	Gaylord, City of	Water/sewer utility	-82.06
07/25/2023	10388	Ingram Library Services	Books	-1,403.20
07/25/2023	10389	Sloan Museum and Longway Planetarium	Children's Summer Reading Programs	-965.00
07/25/2023	10390	Verizon Wireless	Wireless hotspot monthly service fee	-405.64
07/25/2023	10391	West Branch District Library	Lost book borrowed thru interlibrary loan	-20.99
08/02/2023	10392	Consumers Energy	Electric utility	-2,392.09
08/02/2023	10393	DTE Energy	Gas utility	-68.55
08/02/2023	10394	Frontier	Johannesburg phone service	-123.11
08/02/2023	10395	Michigan Oil and Gas Association	Yearly subscription fee	-200.00
08/02/2023	10396	OverDrive	Downloadable audiobooks and e-books	-591.30
08/02/2023	10397	Temperature Control, Inc.	HVAC system service fee	-423.50

**Otsego County Library
Bills to be Approved
July 13 through August 16, 2023**

08/02/2023	10398	Van's Business Machines, Inc.	Copier maintenance	-488.18
08/02/2023	debit 940	MERS	2 months defined benefit payment	-118.00
08/02/2023	10399	Cengage Learning	Large print book	-40.29
08/02/2023	10400	Ingram Library Services	Books	-919.90
08/16/2023	10401	Amazon	2 months invoices for office, programming & janitorial supplies, books, DVDs and games	-3,558.17
08/16/2023	10402	Center Point Large Print	Large print books	-138.42
08/16/2023	10403	Charter Communications	Gaylord & Vanderbilt phone service	-159.92
08/16/2023	10404	DEMCO, Inc.	Book processing and repair supplies	-165.83
08/16/2023	10405	GFL Environmental	Gaylord trash removal	-101.20
08/16/2023	10406	Higgins, Chris	Newspaper delivery	-1,043.74
08/16/2023	10407	Ingram Library Services	Books	-1,362.71
08/16/2023	10408	Listvan, Inc.	Commercial plumbing testing & certification	-310.00
08/16/2023	10409	NAEIR	Office and children's programming	-827.25
08/16/2023	10410	Northland Library Cooperative	2nd yearly service payment	-6,405.65
08/16/2023	10411	USA Today #8872	Yearly newspaper subscription	-398.79
08/16/2023	10412	Verizon Wireless	Staff cell phone service	-104.72
08/16/2023	10413	WMJZ Eagle 101.5	Radio advertising	-100.00
				-26,079.73
				-26,079.73

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

Date	Business	Transaction Detail	Amount
6/20/2023	GFS Store	Food for the Summer Reading Kick-off	\$135.96
6/20/2023	Meijer	Food for the Summer Reading Kick-off	\$85.36
6/20/2023	Aldi	Food for the Summer Reading Kick-off	\$64.50
6/20/2023	Meijer	Food for the Summer Reading Kick-off	\$110.33
6/20/2023	Dollar General	Food for the Summer Reading Kick-off	\$25.00
6/22/2023	Wal-Mart	Summer Reading program supplies	\$40.74
6/27/2022	Rewards Cash Back		100.00 (CR)
6/27/2022	Rewards Cash Back		50.00 (CR)
6/29/2023	Dollar General	Summer Reading program supplies	\$9.85
7/3/2023	Dollar General	Summer Reading program supplies	\$5.00
7/5/2023	Gannet	Detroit News Online	\$12.00
7/7/2023	Meijer	TVs for Teen Gaming Stations	\$211.98
7/7/2023	Wal-Mart	Tie Dye for Summer Reading Program	\$29.78
7/7/2023	Wal-Mart	Tie Dye for Summer Reading Program	\$37.94
7/14/2023	Gerald DeCaire (Marvel Cartoonist)	Summer Reading program supplies	\$30.00
7/14/2023	Intuit	W-2s for 2023	\$52.99
7/17/2023	Facebook	Advertising	\$10.69
		TOTAL	\$576.16

Otsego County Library Director's Report August 15, 2023



- The Friends of the Otsego County Library raised about \$3300 dollars at their annual book sale. Our Friends did a great job of organizing and promoting it. Groups who were interested in donations for their non-profits were allowed to come in after the sale and browse. The rest of the books were given to Salvation Army.
- As part of our web site redesign project, staff surveys have been distributed to understand what is needed for our new site. I have added a link to a survey for your emails requesting your input.
- We had the second part of our Active Shooter training with Matt Spear on Thursday, August 10th. Dave Triplett from EPS Security will be coming to the main library and branches to see about installing panic buttons. Dave was recommended by Matt and called Dave to explain our situation.
- The gaming systems are almost ready for use in the Teen area. TVs have been mounted on the wall, and included in your board packet is the draft of the Otsego County Library's Gaming Policy.
- The Krayon Kiosk is back in the children's area. Child and Family Services/Birth to Five Literacy Network returned 3 iPads. We now can administer the applications on each tablet remotely, and new more appropriate applications are on each station.
- Hannah Johnston and Zach Peterson left last week to return to college. They were a great help, and we will miss them. We hired Stephen Moody as a part-time page. Stephen will also assist Dan as he is still recovering and still has a brace for his shoulder.
- A preliminary budget is due to the county by the end of August, so we received an estimate for next year's millage income. Last year our estimated millage income was \$555,898.00, and we have received 97.89% of it, so I am confident of next year's estimate of \$606,100.00. This is



fortuitous, since our penal fine revenues continue to fall. The estimated millage income report from the treasurer may be viewed below.

	Millage Units	Mill Rates	Taxable Value		Tenative Tax	
Tax year 2023 received in 2023						
COUNTY		4.0214	1,526,316,019	X	0.0040214	6,137,927
Tax Year 2023 received in 2024						
1	ANIMAL CONTROL (230)	0.2978	1,526,316,019	X	0.0002978	454,537
2	Bus (588)	0.5957	1,526,316,019	X	0.0005957	909,226
3	COM ON AGING (297)	0.9929	1,526,316,019	X	0.0009929	1,515,479
4	COUNTY PARKS & REC (208)	0.2500	1,526,316,019	X	0.0002500	381,579
5	EMS (210)	0.7744	1,526,316,019	X	0.0007744	1,181,979
6	LIBRARY (271)	0.3971	1,526,316,019	X	0.0003971	606,100
7	RECYCLING (226)	0.2500	1,526,316,019	X	0.0002500	381,579
8	ROAD COMM (418)	0.9929	1,526,316,019	X	0.0009929	1,515,479
9	SPORTSPLEX OPERATING (217)	0.2482	1,526,316,019	X	0.0002482	378,832
10	UC/MTEC (213/214)	0.9730	1,526,316,019	X	0.0009730	1,485,105
		5.7720			0.0057720	8,809,896

- Both my father and mother are seriously ill, so I will need to take more time off in the next few months to care for them. My mom is scheduled for a major surgery, and we are waiting on a prognosis for my father. I currently have 89 days of combined vacation and personal time, so I hope that will be enough to cover my time off. I also hope that I can just take days off here and there, but I would like to be able to access my office workstation thru a VPN or virtual private network, so I can complete tasks remotely if needed. Chris Knight will look into this for me when he gets back from vacation. I have never dealt with Family and Medical Leave Act requests, but if you as the board, would like me to file a formal request, please let me know. I've included the policy our employee handbook in your packet.

Respectfully,



- c. Once an employee has accumulated the maximum number of personal days, the library will pay the employee for ½ the number of excess personal days unused on the last pay period of the year.
- d. The employee shall receive a payout of ½ the number of unused personal days upon termination of employment.
- e. Personal leave shall not be allowed in advance of being earned. If an employee has insufficient leave or vacation time to cover a period of illness, a payroll deduction for lost time shall be made. Personal leave may be allowed in cases of sickness or injury occurring during a vacation period provided a doctors' statement is furnished as to the employee's sickness or injury.
- f) Personal time may not be used to make up time for tardiness or an unexcused absence without the approval of the Library Director.

DONATED LEAVE

Employees have the opportunity to assist another employee who is facing a personal serious illness or injury, or caring for an immediate family member who has a serious illness or injury. This policy allows multiple employees to donate a combined maximum of 26 weeks of accrued vacation and personal leave to an employee when the receiving employee needs time off that is not otherwise covered by any existing time off benefits. Persons wishing to donate time to another employee should contact the Library Director for guidelines and form.

MILITARY LEAVE

A leave of absence for purposes of entering into the armed forces will be handled according to applicable State and Federal laws. If you intend to enter the military, please contact the Library Director.

FAMILY AND MEDICAL LEAVE

As required by the Family and Medical Leave Act (FMLA), the Library will provide covered employees up to twelve (12) weeks per year of unpaid job protected leave for certain family and medical reasons. Employees who have been employed for at least one (1) year, and have worked at least 1,250 hours over the previous twelve (12) months of employment are eligible. The Library's Family and Medical Leave Act Policy is attached as Appendix B.

JURY DUTY LEAVE

An employee summoned for jury duty will be granted a leave of absence for the time necessary for jury duty. The employee should promptly bring the summons to their supervisor, so scheduling arrangements can be made. He/she will be paid the difference between regular work pay and payment from the court for jury duty.

APPENDIX B

FAMILY AND MEDICAL LEAVE ACT POLICY

1. Purpose of Leave

Unpaid leave may be granted for any of the following reasons:

- a. To care for the employee's child after birth or placement for adoption or foster care;
- b. To care for the employee's spouse, son, daughter or parent who has a serious health condition; or
- c. For a serious health condition that makes the employee unable to perform the employee's job.
- d. Leaves in excess of twelve (12) weeks may be granted for the employee's own serious health condition. Any request for an extended leave shall be in writing, stating reasons, signed by the employee, and given to the Library Director. Approval shall be at the Library's discretion, and any decision shall be in writing.

2. Notice and Duration

- a. **Advance Notice:** When the need for leave is foreseeable, employees are expected to provide thirty (30) days advance notice. When the need for leave is not foreseeable, employees are required to provide notice of the need for leave as soon as practicable. When leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations. Failure to provide appropriate notice may result in the denial of leave.
- b. **Family Leave Period:** Leave for a newborn or newly placed child may be taken only within twelve (12) months from the date of birth or placement and may only be taken continuously. If both parents are employed by the Library, they may take a combined total of twelve (12) weeks of leave, not twenty-four (24) weeks.
- c. **Intermittent Leave:** When medically necessary, leave to care for a family member or for the employee's own serious health condition may be taken on an intermittent basis or by arranging a reduced work schedule. An employee may be required to transfer temporarily to a position that can better accommodate an intermittent or reduced hours leave. All time taken will count toward the employee's twelve (12) week annual entitlement for family and medical leave.
- d. **Notice Upon Return From Leave:** If an employee returns from any period of absence which has not been designated as FMLA leave, and the employee wishes to have the leave counted as FMLA leave, the employee must notify the Library within two business days of returning to work that the leave was for FMLA

reasons. Failure to provide the necessary notice will prevent any subsequent assertion of FMLA protection for that absence.

3. Medical Certification

- a. Medical certification is required to support a request for a leave because of a serious health condition. A second or third opinion (at the Library's expense) may also be required. When leave is required for a serious health condition, employees should provide the medical certification as soon as possible, but not later than fifteen (15) calendar days from the date the request for leave is made.
- b. The medical certification must include the first anticipated date of absence from service, a diagnosis, a brief statement describing treatment, and the expected date of return.

For medical leave for the employee's own serious medical condition, the certification must also include a statement that the employee is unable to perform the essential functions of the employee's position.

The medical certification to support a leave for family medical reasons must include a statement indicating that the employee's presence is necessary or would be beneficial for the care of the family member and the period of time care is needed or the employee's presence would be beneficial.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include the dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

- c. Employees will be required, unless the Library waives the requirement, to recertify the need for the leave at least every thirty (30) days. Employees on leave must call in and report to the Library on a periodic basis (at least every two (2) weeks) with respect to their progress, the progress of their parent, spouse or child, and their anticipated date for return to work.
- d. **Fitness To Return To Work:** Upon return to work from a leave due to an employee's serious health condition, the employee will be required to provide medical certification of their fitness for duty.

4. Wages and Benefits

- a. Leave will be unpaid except as covered by any accrued vacation, paid time off, or workers compensation benefits, if applicable.
- b. For up to twelve (12) weeks the Library will maintain the employee's health coverage under any group health plan. Any employee contributions to the health plan must be maintained during the leave to maintain coverage.

If the employee fails to make such contributions, the Library may elect either to cancel health plan coverage (after 30 days) or to pay for the coverage and to obtain reimbursement by payroll deduction when the employee returns to work. The employee will be given notice of potential cancellation.

- c. Any other benefit coverage which the employee wishes to maintain during FMLA leave is the responsibility of the employee. The employee shall either make arrangements for payments during the leave, or shall reimburse the Library by payroll deduction at the conclusion of the leave.
- d. Employees who fail to return from a leave will be obligated to reimburse the Library for the cost of Library-paid health coverage, except when the employee's failure to return is due to the continuation, recurrence or onset of a serious health condition which would entitle the employee to medical or family leave, or other circumstances beyond the employee's control.

5. Coordination with Other Forms of Leave and Paid Time Off

(1) When FMLA leave is used for the employee's serious health condition which is covered by the Workers' Disability Compensation Act, the provisions of that Act will apply.

- (2) All time off work which meets the definitions under FMLA will be charged against the yearly FMLA allowance. For example, whenever workers' compensation leave, or any other sick leave is due to a serious medical condition, all time off will be charged against the employee's FMLA allowance. Likewise, if an employee takes vacation or uses other paid time off for any purposes covered by FMLA, all time taken will be charged against the employee's FMLA allowance. This subparagraph applies even when the employee makes no reference to FMLA at the time the employee requests or takes time off.

6. Return to Work

- a. Upon return from FMLA leave, employees will be restored to their original or equivalent position with equivalent pay, benefits and other employment terms. The employee will not lose any employment benefit that accrued prior to the start of the leave.
- b. Periods of unpaid leave will not be treated as credited service for purposes of benefit accrual, vesting or eligibility to participate in a benefit plan.
- c. An employee who is off work because of his or her own serious health condition must provide a fitness for duty certificate verifying that he or she is able to perform the essential functions of his or her job. Failure to provide that certificate will result in the delay of the restoration of the employee's job and may result in the denial of the restoration of that employee's job.

7. Eligibility Year

The amount of FMLA leave available to an employee will be based on the 12-month period immediately preceding the date the employee uses any FMLA leave. The available leave will be the balance of the 12-week allowance which has not been used during the preceding 12 months.

8. Termination of FMLA Leave

An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

- a. The employment relationship would have terminated if the employee had not taken FMLA leave;
- b. The employee informs the Library of his or her intent not to return from leave; or
- c. The employee fails to return from leave or continues on leave after exhausting his or her FMLA leave entitlement.

9. In all respects, leaves of absence under this policy shall be administered and provided for in a manner consistent with the Family and Medical Leave Act of 1993 and its published regulations.



YELLOWSTONE,
GRAND TETON
& GLACIER
National Parks

PHOTOGRAPHIC JOURNEY WITH DON PETERSON

TUESDAY, AUGUST 22 • 6:00 PM

OTSEGO COUNTY LIBRARY • UPSTAIRS MEETING ROOM

700 S. OTSEGO, GAYLORD



989-732-5841

Otsego County Library
Balance Sheet
 As of July 31, 2023

		Jul 31, 23
ASSETS		
Current Assets		
Checking/Savings		
001 · Library Cash		
Designated Fund-Replacement		228,196.90
Imprest Cash		190.00
Leave Bank		24,989.30
001 · Library Cash - Other		1,059,031.80
Total 001 · Library Cash		1,312,408.00
011.011 · General HB Checking		226.45
011.012 · Payroll HB Checking		11,962.08
Total Checking/Savings		1,324,596.53
Other Current Assets		
003 · Library Building Fund		19,789.08
1499 · Undeposited Funds		972.36
Total Other Current Assets		20,761.44
Total Current Assets		1,345,357.97
Other Assets		
Taxes Receivable - Personal		3,627.96
Taxes Receivable - Real		543,017.12
Total Other Assets		546,645.08
TOTAL ASSETS		1,892,003.05
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		-175.38
Total Accounts Payable		-175.38
Other Current Liabilities		
Deferred Tax Revenue-Personal		3,627.96
Deferred Tax Revenue-Real		543,017.12
225 · Payroll Liabilities		
228 · Federal Withheld Taxes		-1,128.09
230 · Employee Withheld Retirement		-109.83
234 · Employee health Care Liability		4,238.47
225 · Payroll Liabilities - Other		933.73
Total 225 · Payroll Liabilities		3,934.28
Total Other Current Liabilities		550,579.36
Total Current Liabilities		550,403.98
Total Liabilities		550,403.98
Equity		
3000 · Opening Bal Equity		864,091.23
390 · Retained Earnings		171,918.18
Net Income		305,589.66
Total Equity		1,341,599.07
TOTAL LIABILITIES & EQUITY		1,892,003.05
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	539,174.64	550,898.00	97.87%
	403 · Chargebacks	-761.45	-2,500.00	30.46%
	411 · Delinquent Tax			
	411.01 · Delinquent Tax Current Year	503.70	550.00	91.58%
	411.02 · Delinquent Tax Previous Yr	46,355.74	40,000.00	115.89%
	441.03 · Local Comm Stabilization Tax	0.00	0.00	0.0%
	Total 411 · Delinquent Tax	46,859.44	40,550.00	115.56%
	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	33,736.41	26,231.00	128.61%
	539.02 · Salary Grant	1,208.35	3,800.00	31.8%
	Total 539 · State Funds	34,944.76	30,031.00	116.36%
	655 · Fines and Fees	13,846.93	12,000.00	115.39%
	664 · Interest	12,580.27	12,000.00	104.84%
	674 · Donations			
	674.01 · Library	6,281.66	8,000.00	78.52%
	674 · Donations - Other	0.00		
	Total 674 · Donations	6,281.66	8,000.00	78.52%
	676 · Reimbursements	6,899.39	13,000.00	53.07%
	699 · Penal fines	128,174.12	150,000.00	85.45%
	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	787,999.76	907,899.00	86.79%
	Gross Profit	787,999.76	907,899.00	86.79%
	Expense			
	69800 · Uncategorized Expenses	0.00		
	703 · Payroll Expenses			
	703.01 · Salaried	42,625.37	69,431.00	61.39%
	703.03 · Non-salaried	211,119.42	365,522.00	57.76%
	703.06 · Personal Leave 1/2 payoff	524.18		
	703.10 · DD bank fees	42.60	80.00	53.25%
	703 · Payroll Expenses - Other	1,264.34		
	Total 703 · Payroll Expenses	255,575.91	435,033.00	58.75%
	704 · Employee Benefits			
	704.11 · Health and life benefits	16,400.39	30,571.00	53.65%
	704.12 · Employee health cost share	229.50	6,115.00	3.75%
	704.14 · Medical Flex Admin	313.50	516.00	60.76%
	704.30 · MERS Retirement	10,246.64	27,000.00	37.95%

Otsego County Library Profit & Loss Budget vs. Actual

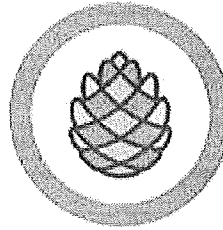
January through December 2023

	Jan - Dec 23	Budget	% of Budget
704.31 · MERS HCSP	0.00	2,079.00	0.0%
704.60 · Worker's Comp	1,485.40	2,079.00	71.45%
704.70 · Benefit Reimbursement	1,500.00	2,000.00	75.0%
716 · Payroll Taxes	19,118.76	33,281.00	57.45%
Total 704 · Employee Benefits	49,294.19	103,641.00	47.56%
705 · Continuing Education	1,504.72	1,500.00	100.32%
726 · Supplies			
726.01 · Office	6,133.06	8,392.00	73.08%
726.02 · Janitorial	1,810.05	5,115.00	35.39%
726.03 · Programming	6,327.64	7,000.00	90.4%
Total 726 · Supplies	14,270.75	20,507.00	69.59%
727 · Collection Development			
727.01 · Print Materials	39,542.69	50,000.00	79.09%
727.02 · Non-print materials	5,935.39	12,000.00	49.46%
727.03 · Electronic materials	25,496.05	32,500.00	78.45%
727.04 · Digitization	0.00	5,000.00	0.0%
727 · Collection Development - Other	0.00		
Total 727 · Collection Development	70,974.13	99,500.00	71.33%
801 · Professional Services			
801.01 · Services	13,500.00	30,000.00	45.0%
801.02 · Programs	2,989.86	3,360.00	88.98%
Total 801 · Professional Services	16,489.86	33,360.00	49.43%
920 · Building Expenses			
920.01 · Outside contracts	16,757.10	25,000.00	67.03%
920.02 · Repairs	923.50	7,000.00	13.19%
920.03 · Insurances	0.00	12,875.00	0.0%
Total 920 · Building Expenses	17,680.60	44,875.00	39.4%
930.10 · Service contracts/charges			
930.11 · Service contracts	22,664.60	22,720.00	99.76%
930.12 · Memberships/Dues	1,126.00	3,400.00	33.12%
930.13 · Cooperative services	12,722.03	12,495.00	101.82%
930.15 · Service charge	60.60	375.00	16.16%
930.16 · MI Sales Tax	0.00	50.00	0.0%
Total 930.10 · Service contracts/charges	36,573.23	39,040.00	93.68%
930.20 · Communications			
930.21 · Telephone	2,342.56	3,050.00	76.81%
930.23 · Cellular	2,834.59	4,810.00	58.93%
930.24 · Internet	552.78	10,000.00	5.53%
Total 930.20 · Communications	5,729.93	17,860.00	32.08%
930.30 · Advertising	1,224.00	3,000.00	40.8%
930.45 · Shipping/Mailing	142.25	2,200.00	6.47%
930.5 · Travel	156.32	500.00	31.26%
930.60 · Utilities			
930.61 · Natural gas	8,114.03	9,000.00	90.16%

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

				Jan - Dec 23	Budget	% of Budget
			930.62 · Electric	19,797.59	34,000.00	58.23%
			930.63 · Water/sewer	294.74	780.00	37.79%
			Total 930.60 · Utilities	28,206.36	43,780.00	64.43%
			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	5,082.69	27,160.00	18.71%
			970.45 · Software	1,054.12	44,960.00	2.35%
			Total 970 · Capital Outlay	6,136.81	76,120.00	8.06%
			Total Expense	503,959.06	922,208.00	54.65%
			Net Ordinary Income	284,040.70		
			Net Income	284,040.70		

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 April 1, 2023:	\$222,786.60
Contributions:	\$0.00
Grants:	\$0.00
Administrative Fees:	(\$835.98)
Other Activity:	\$0.00
Investment Performance*:	<u>\$10,839.96</u>
Ending Fund Balance as of June 30, 2023:	<u>\$232,790.58</u>
Year to Date Spendable Funds to Grant:	<u>\$96,518.45</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.

Investment Performance Detail

Interest & Dividends	\$735.05
Management Fee	(\$282.39)
Realized Gains/Losses	\$5,644.51
Unrealized Gains/Losses	\$4,742.79
Investment Performance Total	<u>\$10,839.96</u>

Penal Fine Tally

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	Deposits	Deposits	Deposits	Deposits	Deposits	Deposits	Deposits	Deposits
District CT	\$25,425.70	\$14,073.40	\$13,772.18	\$13,164.10	\$13,790.71	\$16,609.00	\$19,252.00	\$14,322.50
Clerk's Dept	\$372.96	\$947.80	\$90.00	\$3,021.00	\$873.61	\$1,732.00	\$35.00	\$1,000.00
District CT	\$13,537.00	\$16,205.29	\$13,247.10	\$11,841.49	\$16,829.92	\$13,167.00	\$15,964.00	\$10,799.05
Clerk's Dept	\$285.00	\$95.00	\$115.00	-\$193.42	\$950.00	\$145.00	\$1,525.00	\$1,325.00
District CT	\$9,473.80	\$15,626.10	\$20,395.61	\$10,870.75	\$14,841.46	\$14,103.34	\$10,381.00	\$11,361.00
Clerk's Dept	\$370.00	\$385.00	\$115.00	\$242.00	\$464.00	\$70.00	\$780.00	\$74.00
District CT	\$13,824.03	\$15,163.00	\$12,587.04	\$10,133.33	\$12,677.17	\$12,942.25	\$15,943.30	\$11,361.00
Clerk's Dept	\$7,627.90	\$1,774.00	\$165.00	\$290.00	\$2,365.00	\$70.00	\$25.00	\$74.00
District CT	\$13,439.39	\$13,302.49	\$12,926.50	\$12,720.00	\$10,866.53	\$13,995.75	\$11,310.70	\$11,423.50
Clerk's Dept	\$3,207.00	\$186.48	\$390.00	\$1,238.39	\$137.00	\$303.00	\$225.00	\$1,031.00
District CT	\$10,799.90	\$12,042.87	\$14,248.15	\$11,847.00	\$13,084.21	\$15,608.15	\$9,269.00	\$17,997.95
Clerk's Dept	\$2,938.00	\$2,052.50	\$160.00	\$996.00	\$164.00	\$65.00	\$25.00	\$551.50
District CT	\$11,480.02	\$11,115.29	\$7,777.36	\$9,754.66	\$8,411.50	\$10,550.25	\$8,154.00	\$8,403.50
Clerk's Dept	\$643.00	\$2,030.00	\$2,761.25	\$1,228.00	\$655.00	\$691.00	\$2,341.00	\$898.00
District CT	\$11,444.50	\$9,424.96	\$6,239.00	\$12,416.00	\$8,966.00	\$12,379.86	\$9,325.00	\$7,122.50
Clerk's Dept	\$2,575.00	\$1,770.04	\$1,090.00	\$797.00	\$775.00	\$725.00	\$600.00	\$223.00
District CT	\$17,742.48	\$10,036.54	\$8,233.00	\$12,703.75	\$12,540.00	\$9,980.00	\$14,779.00	\$9,020.12
Clerk's Dept	\$1,750.00	\$1,189.53	\$615.00	\$105.00	\$90.00	\$754.40	\$960.00	\$1,248.00
District CT	\$12,931.60	\$13,670.69	\$10,126.00	\$11,277.84	\$11,829.49	\$16,463.16	\$12,597.50	\$12,442.00
Clerk's Dept	\$582.00	\$2,964.00	\$3,525.00	\$203.00	\$65.00	\$594.00	\$525.00	\$325.00
District CT	\$9,513.40	\$11,561.93	\$8,008.00	\$9,175.16	\$2,201.00	\$13,999.00	\$23,596.00	\$10,525.00
Clerk's Dept	\$3,827.00	\$204.64	\$1,720.90	\$165.00	\$451.00	\$1,025.00	\$355.50	\$833.00
District CT	\$13,993.00	\$9,459.29	\$10,870.75	\$11,621.84	\$6,680.00	\$11,686.00	\$17,176.50	\$9,173.50
Clerk's Dept	\$808.00	\$265.00	\$461.00	\$1,784.00	\$930.60	\$1,295.62	\$340.00	\$25.00
TOTAL Fines	\$188,590.68	\$165,545.84	\$149,638.84	\$147,401.89	\$140,638.20	\$168,953.78	\$175,484.50	\$141,559.12
Law Library	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00
Library Fines	\$185,090.68	\$162,045.84	\$146,138.84	\$143,901.89	\$137,138.20	\$165,453.78	\$171,984.50	\$138,059.12
						\$165,706.78	\$ 171,914.00	\$128,174.12
								Amount Transferred into Library Account

Otsego County Library Gaming Policy (For Nintendo Switch and Meta Quest 2 Use)

DRAFT

August 15, 2023

The Otsego County Library welcomes patrons to use their gaming systems (Nintendo Switch and Meta Quest 2 VR Headsets donated by the Friends of the Otsego County Library). Children under the age of 12 must obtain permission from a parent or guardian.

Purpose: Gaming is offered to make the library enticing to youth and teens, to encourage them to visit the library, to develop a love of books and reading, and to expose them to all other services available at the library.

Anyone using the gaming systems must read and agree to the Gaming Policy before use. The rules in the policy are set up to ensure proper and safe use of the equipment and allow fair access to all patrons. Failure to follow these rules of conduct will result in loss of gaming privileges. Any damages that occur to the library's space and to the gaming equipment will be the responsibility of the patron or patrons using the gaming systems at the time the damage occurs. A manual or digital invoice may be generated and attached to the patron's library card number or patron account to pay for damages. A letter explaining the damage charges may be sent to the patron's home address. This will be handled on a case by case basis.

1. The patron must have an Otsego County Library card in good standing.
2. Each patron is limited to a maximum of one hour of gaming per day.
3. Patrons must sign in to use the gaming systems at the front desk. Any backpacks must be left at the front desk during game play. At the time of sign in, the patron will be given the key to all accessories that are needed to play. After the play period is up, the patron must check the items back in to a staff member and sign out.
4. Patrons using the gaming area are asked to respect others using the library and keep the volume and noise level low.

5. Children under the age of 10 must have an adult or caregiver in the building while playing.
6. Gamers may only use the gaming equipment and games available at the library. No outside games, controllers, or units may be used in or with the Otsego County Library equipment without staff approval.
7. Inventory of gaming accessories will be taken after the gaming session by the staff.
8. Gamers are asked to treat the equipment gently. Those patrons that do not treat the equipment gently or are too loud and disruptive will be asked by the staff to stop for the day. Gamers who repeatedly abuse the equipment will have gaming privileges revoked indefinitely.
9. Gamers must quit play and check equipment back in to the staff 15 minutes before library closing.
11. The gaming systems are limited to use during specified gaming hours or events.
12. Gaming systems will be for Library use only, and will not be checked out for home use, unless permission is granted by the Library director.

This policy will be posted in the gaming area.

A copy of the signed Gaming Policy will be kept on file at the library. Parents wishing to have a copy of the rules may obtain one from the service desk.

Adopted:

Reviewed and Adopted:

Otsego County Library
Nintendo Switch/Meta Quest 2 Policy Acknowledgment

I, _____ (first and last name), agree to the Gaming policy and will abide by the Gaming Rules as stated above.

Date: _____

Patron Signature: _____

Parent Signature if under age 12: _____

Nintendo Switch/Meta Quest 2 Policy Acknowledgment

I, _____ (first and last name), agree to the Gaming policy and will abide by the Gaming Rules as stated above.

Date: _____

Patron Signature: _____

Parent Signature if under age 12: _____

Nintendo Switch/Meta Quest 2 Policy Acknowledgment

I, _____ (first and last name), agree to the Gaming policy and will abide by the Gaming Rules as stated above.

Date: _____

Patron Signature: _____

Parent Signature if under age 12: _____