



Otsego County  
**LIBRARY**

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

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

**JOHANNESBURG BRANCH**  
10900 East M-32  
Johannesburg, MI 49751  
989-732-3928  
Fax: 989-731-3385

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

# AGENDA

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

## Virtually Via Zoom

Time: February 21, 2023 at 08:00 AM Eastern Time (US and Canada):  
Join Zoom Meeting

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

- |             |  |               |
|-------------|--|---------------|
| <b>8:00</b> | <b>Call to order</b>   |               |
| <b>8:00</b> | <b>Review and approval of agenda</b>   | <b>Motion</b> |
| <b>8:02</b> | <b>Approval of January 17, 2023 minutes</b>  | <b>Motion</b> |
| <b>8:05</b> | <b>Bills to be approved</b>  | <b>Motion</b> |
| <b>8:10</b> | <b>Director's Report</b><br>*Review Director's written report<br>*Review financial reports<br>*2022 Budget line item revisions | <b>Motion</b> |
| <b>8:30</b> | <b>Old Business</b><br>*Building update  |               |
| <b>8:35</b> | <b>New Business</b><br>*Correction to March 15, 2022 minutes   | <b>Motion</b> |
| <b>8:50</b> | <b>Trustee and Liaison Comments</b>  |               |
| <b>8:55</b> | <b>Public comment</b>  |               |
| <b>9:00</b> | <b>Adjournment</b>   |               |

Read.

Learn.

Grow.

Otsego County Library  
Board Meeting held at Library  
Thursday, January 17, 2023

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

Absent: Terra Deming & Monica Peck

8:00 Meeting called to order by Sharon

Review & Approval of Agenda – Jackie informed that Library Vacant Land needs to be added to New Business. Motioned by Lesa and seconded by Bonnie. Motion passed.

Approval of 12/22/22 minutes. Motioned by Bonnie and seconded by Martha. Motion passed.

Bills to be approved

\$26,192.91 Motioned by Lesa and seconded by Martha. Motion passed.

Director's Report

Review Written Report

Review Financial Reports

2022 Budget Line Item Revisions – tabled until Jackie reaches out to Mel at County

Old Business

Building update

New Business

Election of Officers – Martha motioned for current slate to continue. Sharon seconded. Motion passed.

MERS Defined Benefit payment – tabled until Jackie reaches out to Mel at County

Temporary/Contractual Literacy Coordinator – also tabled

Vacant Land – offer Parcel#1 to Joe Messenger for \$50,000 and he is responsible for any costs and efforts associated with the Zoning Change that would be required. Lesa will contact him.

Trustee & Liaison Comments.

Martha – ENJOY SNOW DAY!!

Bonnie –leaving for Australia on Friday – ENJOY!!

Lesla – walked through Holocaust Display at Petoskey Library and watched "Casablanca" over there.

Sharon - nothing

Public Comments

9:00 Adjourned. Bonnie motioned and Martha 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**  
**Bills to be Approved**  
January 16 through February 15, 2023

Date	Num	Name	Item/Service Provided	Amount
01/16/2023	10144	Cengage Learning	Large Print books	-64.48
01/16/2023	10145	Center Point Large Print	Large Print books	-138.42
01/16/2023	10146	Charter Communications	Gaylord and Vanderbilt phone service	-159.92
01/16/2023	10147	Cutting Edge Storage	Storage unit rental	-75.00
01/16/2023	10148	Michigan Digital	Email accounts	-21.00
01/16/2023	10149	NAEIR	Programming supplies	-632.00
01/16/2023	10150	Northland Library Cooperative	Annual fee for Up North Digital Overdrive subscription	-8,124.61
01/16/2023	10151	OverDrive	Downloadable audio and e-books	-671.94
01/24/2023	10152	Amazon	DVDs, Programming and Office Supplies	-3,306.83
01/24/2023	10153	American Library Association	Annual Membership for Director	-155.00
01/24/2023	10154	Blue Cross Blue Shield of Michigan	Monthly Health Insurance fee	-2,463.96
01/24/2023	10155	First National Bank of Omaha	See attached	-569.20
01/24/2023	10156	Ingram Library Services	Books	-279.36
01/24/2023	10157	Peterson, Don	Speaker fee	-100.00
01/24/2023	10158	Quill Corporation	Office supplies	-24.79
01/24/2023	10159	Van's Business Machines, Inc.	Monthly service fee for copiers	-298.73
01/24/2023	10160	Verizon Wireless	WiFi hotspots service	-285.62
02/01/2023	10162	Amazon	DVDs, Programming and Office Supplies	-1,231.47
02/01/2023	10163	Cengage Learning	Large Print books	-81.37
02/01/2023	10164	Consumers Energy	Electric utility	-4,085.98
02/01/2023	10165	DTE Energy	Gas utility	-1,702.81
02/01/2023	10166	Frontier	Johannesburg phone service	-123.01
02/01/2023	10167	Ingram Library Services	Books	-315.28
02/01/2023	10168	Michigan Digital	Email accounts	-21.00
02/01/2023	10169	OverDrive	Downloadable audio and e-books	-154.57
02/01/2023	10170	U.S. Postal Service	Yearly Vanderbilt P.O. Box fee	-80.00
02/01/2023	10171	World Book, Inc.	2023 Encyclopedia Set	-1,199.00
02/01/2023	debit 935	MERS	Monthly Defined Benefit fee	-59.00
02/08/2023	10172	AudioCraft Publishing, Inc.	Battle of the Books Author fee and books	-569.90
02/08/2023	10173	Gaylord Area Chamber of Commerce	Yearly Membership fee	-180.00
02/08/2023	10174	Ingram Library Services	Books	-2,092.25
02/08/2023	10175	NAEIR	Office supplies	-39.50

**Otsego County Library**  
**Bills to be Approved**  
 January 16 through February 15, 2023

Date	Num	Name	Item/Service Provided	Amount
02/08/2023	10176	Total Lawn Care of Gaylord LLC	Snow removal fee	-2,415.00
02/08/2023	10177	Traverse City Record-Eagle	Yearly paper subscription	-325.17
02/08/2023	10178	WMJZ Eagle 101.5	Radio advertising	-100.00
02/15/2023	10179	Blue Cross Blue Shield of Michigan	Monthly Health Insurance fee	-1,297.03
02/15/2023	10180	Center Point Large Print	Large Print books	-138.42
02/15/2023	10181	Charter Communications	Gaylord and Vanderbilt phone service	-159.92
02/15/2023	10182	GFL Environmental	Trash removal	-101.20
02/15/2023	10183	Houghton Lake Public Library	Lost Interlibrary loan replacement fees	-42.00
02/15/2023	10184	Ingram Library Services	Books	-818.57
02/15/2023	10185	MI Counties Workers' Compensation Funds	Quarterly Workers' Compensation payment	-490.13
02/15/2023	10186	Pitney Bowes Inc.	Postage meter rental	-54.00
02/15/2023	10187	Verizon Wireless	Staff cell phone service	-104.78
				-35,352.22
			<b>TOTAL:</b>	<b>-35,352.22</b>

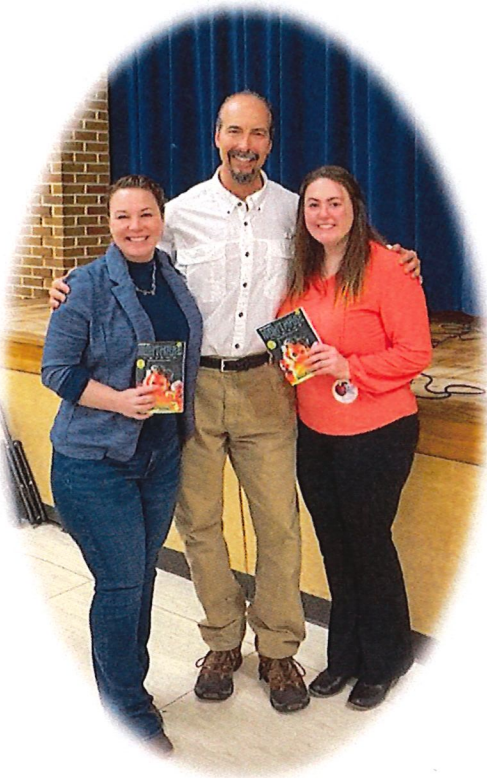
**Otsego County Library  
Credit Card Details  
January 2023**

<b>Date</b>	<b>Business</b>	<b>Transaction Detail</b>	<b>Amount</b>
12/15/2022	GFS Store	Programming supplies	\$12.99
12/19/2022	Otsego Conservation District	Otsego County Plat Book	\$28.30
12/27/2022	Indiana State Library	Interlibrary loan fee	\$3.63
12/27/2022	Indiana State Library	Interlibrary loan fee	\$1.00
1/2/2023	Detroit News	Monthly online subscription fee	\$12.00
1/4/2023	Merchandise Outlet	Programming supplies	\$102.23
1/5/2024	Wal-Mart	Programming supplies	\$34.82
1/5/2024	Wal-Mart	Programming supplies	\$148.80
1/4/2023	Dollar Tree	Programming supplies	\$16.25
1/7/2023	Spideroak	Yearly subscription fee for online backup	\$209.20
		<b>TOTAL:</b>	<b>\$569.22</b>

## Otsego County Library

### Director's Report

February 21, 2023



- Audrie Fournier accepted the position as Youth Services Coordinator. She has been admitted to Wayne State University and will be pursuing her Master's in Information Science. This change opened a full-time spot in technical processing and interlibrary loan (ILL).
- While notifying the staff of Audrie's transition, I asked if any existing staff members would be interested in moving to full-time. Nick Moug, a part-time circulation desk clerk, asked to fill the position, so I was able to fill the technical processing/ILL position internally too.
- This left the Library with a Part-time Circulation Clerk opening. Applications for this position were accepted thru Friday, February 17<sup>th</sup>, and Chris Knight and I have already interviewed 8 candidates. We should be able to make a final decision on a candidate this week.



- Pictured at the top of the page are Jasmin Montgomery, Youth Services Program Assistant; Johnathan Rand, Battle of the Books Author and Audrie Fournier, Youth Services Coordinator at the Gaylord Intermediate School Gym on February 8<sup>th</sup>. Mr. Rand presented two 45-minute programs that were wildly well-received. This is the first in-person author visit the Library has sponsored since 2019. We received \$900 from the Friends of the Library to sponsor the Battle of the Books program and this author visit.

- We will be receiving two grants from the Northland Library Cooperative. One check is for the \$500 Continuing Education grant and another will be for the \$6548 Library Enhancement grant. The continuing education grant covers the cost of training that Nick Moug will require to use the Valley Library Consortium's cataloging module, and the Enhancement grant will cover the increased costs of Hoopla. Hoopla's usage has continued to grow, especially the circulation of downloadable audiobooks.
- Lesa and I discussed the 2022 budget line-items that need to be adjusted, and we discovered what was wrong was that the percentage formulas hadn't been properly updated in the spreadsheet, so I've included in the packet the updated 2022 amended budget.



- I am still waiting to speak with Mel Maier regarding the proper usage of 2022's budget surplus. The board wanted to verify that using the surplus as we are planning is allowed. Last month the board discussed using \$40,753.00 of the surplus in order to fully fund the Library's closed MERS benefit account as well as use the remaining \$46,417.67 to fund a Literacy Coordinator position.
- When reviewing past line item revisions, Lesa and I discovered an error in March's minutes. The minutes say that the line item revisions were tabled again as they were in February instead of being voted on which is what we think that the minutes should reflect. We will need to vote to amend the March 2022 Minutes.
- We have been selected to host an author for the 2023 Michigan Notable Books Author Tour. We have been assigned Micheline Maynard author of Satisfaction Guaranteed: How Zingerman's Built a Corner Deli into a Global Food Community. We will contact her to schedule a program in April, May or June.
- For annual staff in-service, we are receiving CPR Training from Melinda Hambleton who works for the COPESD as well as Sign Language instruction from certified interpreter, Emily Krause. She is also bringing a friend from the deaf community for us to meet. Emily is from East Jordan.
- Chris Knight's Building report:
  - Still having intermittent issues with HVAC system in some of the zones.
  - Upstairs South zone electric duct heater is not working and has evidence of a wiring short. The zone still has heat but the duct heater in the zone controller is not functional.
  - Upstairs North zone is also not working properly. The heat is working but it is taking a long time to warm up the zone.
  - Dan and I are doing a walkthrough of the building on Tuesday and checking all of the zone controllers and will contact Top Notch with a detailed list of issues asap.



Respectfully submitted,

*Jackie*

# Story Time

Preschoolers Ages 0-5

Tuesdays & Wednesdays

10:00 am at the Main Library

\*February 7/8

Show Your Smile

\*February 14/15

Things We Love

\*February 21/22

Opposites at Storytime

\*February 28/March 1

Groovy Beats with Pete the Cat

## JOHANNESBURG BRANCH

@ Fridays 10:00 am



Ask at the Front Desk at the Gaylord, Johannesburg & Vanderbilt for more information!

Check out these other great resources!

\*Children's Books & DVDs - Always available for check-out

\*Story Boxes - Hands-on learning for preschoolers

\*Chrome Books - Adult required to check out

\*Come check out our Literacy Center in the Children's Center

\*TumbleBooks - An Online Book Library that includes Storybooks, Read-alongs, Videos, E-Books

\*Read Away Fines



# February Events

at the Library for Kids & Teens!

All events are free of charge and do not require a Library Card to participate.



Read • Learn • Grow • Explore

700 South Otsego  
Gaylord, Michigan 49735

989-732-5841

email: [youthservices@otsego.org](mailto:youthservices@otsego.org)

[otsego-countylibrary.org](http://otsego-countylibrary.org)



# LEGO NIGHTS

Wednesdays 4:00-6:00 pm  
at the Main Library

- February 1st**
- February 8th**
- February 15th**
- February 22nd**

Drop in and have some fun!

# the SUMMIT

Grades 7-12  
Monday, February 13  
4:00-6:00pm  
at the Main Library

- Soap Making and**
- Valentine's Oreo Pops**

All participants will be entered  
to win door prizes!

# the EDGE

Grades 4-6  
Fridays 3:30-4:30 pm  
at the Main Library

- 2/3 - Painted Feathers**
- 2/10 - Paper Towel Roses**
- 2/17 - Scarf Making**
- 2/24 - Perler Beads & Nacho Bar**

# BASE CAMP

Grades K-3  
Fridays 3:30-4:30 pm  
at the Main Library

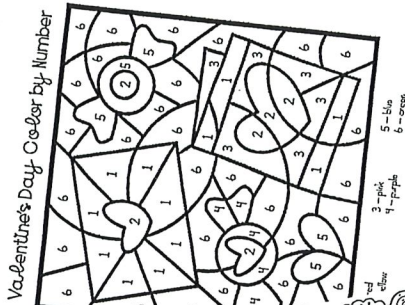
Parents are welcome but not required to stay.

- 2/3 - Clay Succulent Holder**
- 2/10 - Heart Shaped No-Sew Pillow**
- 2/17 - Yarn Letters**
- 2/24 - Perler Beads & Nacho Bar**

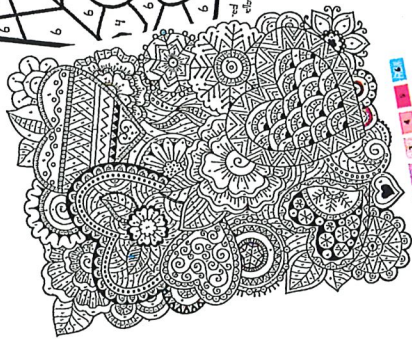
# Take Home CRAFT

February Take Home Craft  
for kids K-12

## PAINT BY NUMBER



Different designs  
for different ages!



Pick up at the Front Desk  
at the Main Library. Child must be  
present to collect.

While supplies last!

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

			Jan 31, 23
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
001 · Library Cash			
Designated Fund-Replacement			228,196.90
Imprest Cash			190.00
Leave Bank			42,673.90
001 · Library Cash - Other			723,700.26
<b>Total 001 · Library Cash</b>			<b>994,761.06</b>
011.011 · General HB Checking			153.43
011.012 · Payroll HB Checking			14,064.94
<b>Total Checking/Savings</b>			<b>1,008,979.43</b>
<b>Other Current Assets</b>			
003 · Library Building Fund			19,688.37
1499 · Undeposited Funds			972.36
<b>Total Other Current Assets</b>			<b>20,660.73</b>
<b>Total Current Assets</b>			<b>1,029,640.16</b>
<b>Other Assets</b>			
Taxes Receivable - Personal			3,627.96
Taxes Receivable - Real			543,017.12
<b>Total Other Assets</b>			<b>546,645.08</b>
<b>TOTAL ASSETS</b>			<b>1,576,285.24</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable			7,916.47
<b>Total Accounts Payable</b>			<b>7,916.47</b>
<b>Other Current Liabilities</b>			
Deferred Tax Revenue-Personal			3,627.96
Deferred Tax Reveue-Real			543,017.12
<b>225 · Payroll Liabilities</b>			
228 · Federal Withheld Taxes			-2,091.77
230 · Employee Withheld Retirement			166.18
234 · Employee health Care Liability			1,337.96
225 · Payroll Liabilities - Other			387.99
<b>Total 225 · Payroll Liabilities</b>			<b>-199.64</b>
<b>Total Other Current Liabilities</b>			<b>546,445.44</b>
<b>Total Current Liabilities</b>			<b>554,361.91</b>
<b>Total Liabilities</b>			<b>554,361.91</b>
<b>Equity</b>			
3000 · Opening Bal Equity			864,091.23
390 · Retained Earnings			171,918.18
Net Income			-14,086.08
<b>Total Equity</b>			<b>1,021,923.33</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>			<b>1,576,285.24</b>
Note: Includes cash and investments only.			
Fixed assets as required by GASB are tracked in the Otsego County Budget			

## Otsego County Library

### Profit & Loss Budget vs. Actual

January through December 2023

				Jan - Dec 23	Budget	% of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
		402 · Real Property Tax		54,069.49	550,898.00	9.82%
		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%
		<b>Total 411 · Delinquent Tax</b>		<b>0.00</b>	<b>40,550.00</b>	<b>0.0%</b>
		49900 · Uncategorized Income		0.00	0.00	0.0%
		501 · Federal Funds				
		501.01 · USF		0.00	9,250.00	0.0%
		<b>Total 501 · Federal Funds</b>		<b>0.00</b>	<b>9,250.00</b>	<b>0.0%</b>
		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%
		<b>Total 539 · State Funds</b>		<b>1,208.35</b>	<b>30,031.00</b>	<b>4.02%</b>
		655 · Fines and Fees		2,467.16	12,000.00	20.56%
		664 · Interest		1,481.17	12,000.00	12.34%
		674 · Donations				
		674.01 · Library		1,519.85	8,000.00	19.0%
		<b>Total 674 · Donations</b>		<b>1,519.85</b>	<b>8,000.00</b>	<b>19.0%</b>
		676 · Reimbursements		129.95	13,000.00	1.0%
		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%
		<b>Total 999 · Transfers In</b>		<b>0.00</b>	<b>84,670.00</b>	<b>0.0%</b>
		<b>Total Income</b>		<b>60,858.37</b>	<b>907,899.00</b>	<b>6.7%</b>
		<b>Gross Profit</b>		<b>60,858.37</b>	<b>907,899.00</b>	<b>6.7%</b>
<b>Expense</b>						
		703 · Payroll Expenses				
		703.01 · Salaried		10,495.14	69,431.00	15.12%
		703.03 · Non-salaried		54,158.25	365,522.00	14.82%
		703.06 · Personal Leave 1/2 payoff		524.18		
		703.10 · DD bank fees		5.70	80.00	7.13%
		703 · Payroll Expenses - Other		365.86		
		<b>Total 703 · Payroll Expenses</b>		<b>65,549.13</b>	<b>435,033.00</b>	<b>15.07%</b>
		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		91.50	516.00	17.73%
		704.30 · MERS Retirement		2,864.16	27,000.00	10.61%
		704.31 · MERS HCSP		0.00	2,079.00	0.0%
		704.60 · Worker's Comp		490.13	2,079.00	23.58%

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

	Jan - Dec 23	Budget	% of Budget
704.70 · Benefit Reimbursement	500.00	2,000.00	25.0%
716 · Payroll Taxes	4,917.29	33,281.00	14.78%
<b>Total 704 · Employee Benefits</b>	<b>12,624.07</b>	<b>103,641.00</b>	<b>12.18%</b>
705 · Continuing Education	0.00	1,500.00	0.0%
726 · Supplies			
726.01 · Office	466.38	8,392.00	5.56%
726.02 · Janitorial	227.66	5,115.00	4.45%
726.03 · Programming	1,736.31	7,000.00	24.8%
<b>Total 726 · Supplies</b>	<b>2,430.35</b>	<b>20,507.00</b>	<b>11.85%</b>
727 · Collection Development			
727.01 · Print Materials	8,024.93	50,000.00	16.05%
727.02 · Non-print materials	1,107.34	12,000.00	9.23%
727.03 · Electronic materials	8,963.12	32,500.00	27.58%
727.04 · Digitization	0.00	5,000.00	0.0%
727 · Collection Development - Other	0.00		
<b>Total 727 · Collection Development</b>	<b>18,095.39</b>	<b>99,500.00</b>	<b>18.19%</b>
801 · Professional Services			
801.01 · Services	0.00	30,000.00	0.0%
801.02 · Programs	600.00	3,360.00	17.86%
<b>Total 801 · Professional Services</b>	<b>600.00</b>	<b>33,360.00</b>	<b>1.8%</b>
920 · Building Expenses			
920.01 · Outside contracts	6,839.90	25,000.00	27.36%
920.02 · Repairs	0.00	7,000.00	0.0%
920.03 · Insurances	0.00	12,875.00	0.0%
<b>Total 920 · Building Expenses</b>	<b>6,839.90</b>	<b>44,875.00</b>	<b>15.24%</b>
930.10 · Service contracts/charges			
930.11 · Service contracts	4,040.61	22,720.00	17.78%
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%
<b>Total 930.10 · Service contracts/charges</b>	<b>4,422.22</b>	<b>39,040.00</b>	<b>11.33%</b>
930.20 · Communications			
930.21 · Telephone	555.54	3,050.00	18.21%
930.23 · Cellular	495.18	4,810.00	10.3%
930.24 · Internet	42.00	10,000.00	0.42%
<b>Total 930.20 · Communications</b>	<b>1,092.72</b>	<b>17,860.00</b>	<b>6.12%</b>
930.30 · Advertising	200.00	3,000.00	6.67%
930.45 · Shipping/Mailing	80.00	2,200.00	3.64%
930.5 · Travel	0.00	500.00	0.0%
930.60 · Utilities			
930.61 · Natural gas	3,232.43	9,000.00	35.92%
930.62 · Electric	4,085.98	34,000.00	12.02%
930.63 · Water/sewer	0.00	780.00	0.0%

## Otsego County Library

### Profit & Loss Budget vs. Actual

January through December 2023

				Jan - Dec 23	Budget	% of Budget
<b>Total 930.60 · Utilities</b>				7,318.41	43,780.00	16.72%
940 · County Cost Share				0.00	1,292.00	0.0%
<b>970 · Capital Outlay</b>						
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				209.20	44,960.00	0.47%
<b>Total 970 · Capital Outlay</b>				2,148.26	76,120.00	2.82%
<b>Total Expense</b>				121,400.45	922,208.00	13.16%
<b>Net Ordinary Income</b>				-60,542.08		
<b>Net Income</b>				-60,542.08		

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	June
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	July
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	August
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	September
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	October
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	November
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	December
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	\$500.00	January
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	\$960.00	February
Clerk's Dept	\$1,750.00	\$1,189.53	\$615.00	\$105.00	\$90.00	\$754.40	\$960.00		
District CT	\$12,931.60	\$13,670.69	\$10,126.00	\$11,277.84	\$11,829.49	\$16,463.16	\$12,597.50		March
Clerk's Dept	\$582.00	\$2,964.00	\$3,525.00	\$203.00	\$65.00	\$594.00	\$525.00		
District CT	\$9,513.40	\$11,561.93	\$8,008.00	\$9,175.16	\$2,201.00	\$13,999.00	\$23,596.00		April
Clerk's Dept	\$3,827.00	\$204.64	\$1,720.90	\$165.00	\$451.00	\$1,025.00	\$355.50		
District CT	\$13,993.00	\$9,459.29	\$10,870.75	\$11,621.84	\$6,680.00	\$11,686.00	\$17,176.50		May
Clerk's Dept	\$808.00	\$265.00	\$461.00	\$1,784.00	\$930.60	\$1,295.62	\$340.00		
<b>TOTAL Fines</b>	<b>\$188,590.68</b>	<b>\$165,545.84</b>	<b>\$149,638.84</b>	<b>\$147,401.89</b>	<b>\$140,638.20</b>	<b>\$168,953.78</b>	<b>\$175,484.50</b>	<b>\$91,345.00</b>	
Law Library	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	-\$3,500.00	
Library Fines	\$185,090.68	\$162,045.84	\$146,138.84	\$143,901.89	\$137,138.20	\$165,453.78	\$171,984.50	\$87,845.00	amount transferred to Library Cash Account

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

		Jan - Dec 22	Budget	2nd Proposed Revised Budget	% of Budget	Difference btw Revised Budget & Actual Income/ Expenses
<b>Income</b>						
	402 · Real Property Tax	502,062.21	522,724.00	0.00	96.05%	
	403 · Chargebacks	-2,176.36	-2,000.00	-2,000.00	108.82%	
	411 · Delinquent Tax					
	411.01 · Delinquent Tax Current Year	670.79	450.00	450.00	149.06%	
	411.02 · Delinquent Tax Previous Yr	69,072.04	28,000.00	28,000.00	246.69%	
	441.03 · Local Comm Stabilization Tax	0.00	8,106.00	8,106.00	0.0%	
	<b>Total 411 · Delinquent Tax</b>	<b>69,742.83</b>	<b>36,556.00</b>	<b>36,556.00</b>	<b>190.78%</b>	
	501 · Federal Funds					
	501.01 · USF	8,788.00	9,250.00	9,250.00	95.01%	
	<b>Total 501 · Federal Funds</b>	<b>8,788.00</b>	<b>9,250.00</b>	<b>9,250.00</b>	<b>95.01%</b>	
	539 · State Funds					
	539.01 · State Aid	26,231.25	24,610.00	24,610.00	106.59%	
	539.02 · Salary Grant	3,815.47	3,398.00	3,398.00	112.29%	
	<b>Total 539 · State Funds</b>	<b>30,046.72</b>	<b>28,008.00</b>	<b>28,008.00</b>	<b>107.28%</b>	
	655 · Fines and Fees	19,252.54	12,000.00	12,000.00	160.44%	
	664 · Interest	14,124.97	16,200.00	16,200.00	87.19%	
	674 · Donations					
	674.01 · Library	15,101.65	6,000.00	6,000.00	251.69%	
	<b>Total 674 · Donations</b>	<b>15,101.65</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>251.69%</b>	
	676 · Reimbursements	15,515.69	12,000.00	12,000.00	129.3%	
	699 · Penal fines	171,914.00	159,835.00	159,835.00	107.56%	
	999 · Transfers In					
	999.01 · General Fund transfer	0.00	52,692.00	52,692.00	0.0%	
	<b>Total 999 · Transfers In</b>	<b>0.00</b>	<b>52,692.00</b>	<b>52,692.00</b>	<b>0.0%</b>	
	<b>Total Income</b>	<b>844,372.25</b>	<b>853,265.00</b>	<b>853,265.00</b>	<b>98.96%</b>	
	<b>Gross Profit</b>	<b>844,372.25</b>	<b>853,265.00</b>	<b>853,265.00</b>	<b>98.96%</b>	
	<b>Expense</b>					
	69800 · Uncategorized Expenses	91.55				
	703 · Payroll Expenses					
	703.01 · Salaried	64,473.92	64,581.00	64,581.00	99.83%	
	703.03 · Non-salaried	316,789.75	344,489.00	344,489.00	91.96%	
	703.06 · Personal Leave 1/2 payoff	916.99	950.00	950.00	96.53%	
	703.10 · DD bank fees	58.25	450.00	450.00	12.94%	
	703 · Payroll Expenses - Other	1,042.01				
	<b>Total 703 · Payroll Expenses</b>	<b>383,280.92</b>	<b>410,470.00</b>	<b>410,470.00</b>	<b>93.38%</b>	
	704 · Employee Benefits					
	704.11 · Health and life benefits	23,375.33	28,950.00	28,950.00	80.74%	
	704.12 · Employee health cost share	0.00	-5,790.00	-5,790.00	0.0%	
	704.14 · Medical Flex Admin	473.00	546.00	546.00	86.63%	
	704.30 · MERS Retirement	68,557.97	72,900.00	72,870.00	94.08%	-\$30.00





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

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

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

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

Present via Zoom: Vicky Rigney

8:01 Meeting called to order by Diane

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

Approval of 1/18/22 minutes. Motioned by Bonnie and seconded by Sharon. Motion passed.

Bills to be approved

\$22,764.49 Motioned by Martha and seconded by Sharon. Motion passed.

Director's Report

Review Written Report

Financial Reports

2021 Budget Line item revisions – Sharon motioned to table and Lesa seconded. Motion passed.

Short Takes for Trustees – Board Self Evaluation.

Old Business

Strategic Plan – Jackie will be emailing questions to board member today. Strategic planning meeting after 4/19 board meeting, plan on 9 am – 1 pm.

Ransomware attach update – Jackie is backing up to cloud along with flash drive every night.

Building update – lighting project completed, Top Notch working on optimizing furnace.

New Business

Trustee & Liaison Comments

Vicky – Friends update – busy sorting books and going to start selling online again – working on platform. Diane thanked Vicky and Friends for all of their hard work.

Bonnie – will be gone next month, but plans on attending meeting via Zoom.

Martha - nothing

Sharon – might be going to Germany next month. Baby due in March & Germany loosening up restrictions

Lesla – closing REO Gaylord – will be moving to Smith Realty Group

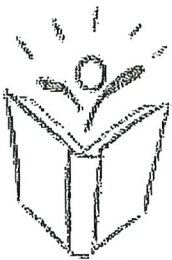
Diane – Nothing

Jackie – discussed updating mask policy. She is going to speak with staff.

Public Comments

9:02 Adjourned. Sharon motioned and Martha seconded. Motion passed.

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



# Otsego County LIBRARY

Otsego County Library

MAIN LIBRARY  
701 South College Ave.  
Cayuga, NY 13735  
609-732-3891  
Fax: 609-732-9441

JOHANNESBURG BRANCH  
10900 East M-53  
Johannesburg, MI 49757  
689-722-3828  
Fax: 689-721-1306

VANDERBILT BRANCH  
6170 Mill Street  
Vanderbilt, MI 49785  
689-983-3104  
Fax: 689-983-3015

*Carol Hannah  
re: Green Trees  
property*

*VR - Friends update  
Sorting books  
Sealing online  
Thank y*

*Bonnie - will be gone next month  
via zoom*

*Marna - Nothing*

*Sharen - might be gone next month  
Baby deer*

## AGENDA

OTSEGO COUNTY LIBRARY BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 15, 2022 AT 8 A.M.

*Sw, MB, DT, BB, JS, LJ*

### Virtually Via Zoom

*Zoom: Vicki Rigney*

Time: Feb 15, 2022 at 08:00 AM Eastern Time (US and Canada):  
Join Zoom Meeting

<https://us02web.zoom.us/j/85977178806?pwd=aWp5VlJ1dE5kUHVqeWVBMHB5bk10dz09>

Meeting ID: 859 7717 8806 Passcode: 950062

OR CALL 1-929-205-6099 Meeting ID: 859 7717 8806 Passcode: 950062

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 <sup>8:01</sup> Call to order *DT*
- 8:00 Review and approval of agenda *Sw BB* Motion
- 8:02 Approval of January 18, 2022 minutes *BB Sw* Motion
- 8:05 Bills to be approved *MB \$22,764.49 Sw* Motion
- 8:10 Director's Report
  - \*Review Director's written report
  - \*Review financial reports
  - \*2021 Budget line item revisions *Table Sw LJ* Motion
  - \*Short Takes for Trustees: Board Self Evaluation
- 8:25 Old Business *Board questions e-mail today*
  - \*Strategic Planning Process - *4/19 after board mtg*
  - \*Ransomware attack update
  - \*Building update - *lighting project completed; Top Notch working on optimizing furnace*
- 8:50 Trustee and Liaison Comments
- 8:55 Public comment
- 9:00 <sup>9:02</sup> Adjournment *Sw MB*

*Lesia - closing office*

*Jacqui - mask policy*

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 table 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

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

DY JS LJSW MB

JC BB

## AGENDA

OTSEGO COUNTY LIBRARY BOARD OF TRUSTEES  
TUESDAY, MARCH 15, 2022 AT 8 A.M.

### Virtually Via Zoom

Time: March 15, 2022 at 08:00 AM Eastern Time (US and Canada):  
Join Zoom Meeting

<https://us02web.zoom.us/j/85977178806?pwd=aWp5VlJ1dE5kUHVqeWVBMHB5bk10dz09>

Meeting ID: 859 7717 8806 Passcode: 950062

OR CALL 1-929-205-6099 Meeting ID: 859 7717 8806 Passcode: 950062

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 ~~00~~ Call to order
- 8:00 Review and approval of agenda SW MB Motion
- 8:02 Approval of February 15, 2022 minutes <sup>SW</sup> <sub>MB</sub> Motion
- 8:05 Bills to be approved \$30,003.88 LJSW Motion
- 8:10 Director's Report
  - \*Review Director's written report
  - \*Review financial reports
  - \*2021 Budget line item revisions SW MB Motion
  - \*Short Takes for Trustees: Succession Planning
- 8:25 Old Business
  - \*Strategic Planning Process
  - \*Ransomware attack update - white papers w/updates
  - \*Building update - Chrs contacted Consumer - additional ways to save?
- 8:40 New Business
  - \*Annual report - LAST ONE 2017 - Library Visits Down over 2019  
Circulation back up to ~~what~~ pre-pandemic
- 8:50 Trustee and Liaison Comments
  - JC - nothing MB - Spring Break next week SW - baby born any <sup>minute</sup>
- 8:55 Public comment BB - no snow LJ - nothing DY - nothing
- 9:00 8:45 Adjournment SW MB