



Otsego County  
**LIBRARY**

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

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

**JOHANNESBURG BRANCH**  
10900 East M-32  
Johannesburg, MI 49751  
989-732-3928  
Fax: 989-731-3365

**VANDERBILT BRANCH**  
6170 Mill Street  
Vanderbilt, MI 49795  
989-983-3600  
Fax: 989-983-1105

# AGENDA

OTSEGO COUNTY LIBRARY BOARD OF TRUSTEES  
THURSDAY, JANUARY 17, 2023 AT 8 A.M.

## Virtually Via Zoom

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

[https://us02web.zoom.us/j/83916539970?pwd=ALfL\\_v861SciPs6N3SLsXXBmljua0U.1](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 December 22, 2022 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>8:20</b> | <b>Old Business</b><br>*Building update   |                                |
| <b>8:40</b> | <b>New Business</b><br>*Election of Officers<br>*MERS Defined Benefit payment<br>*Temporary/Contractual Literacy Coordinator position | <b>Motion</b><br><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, December 22, 2022

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

Absent: Jason Caverson

8:01 Meeting called to order by Sharon

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

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

Bills to be approved

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

Director's Report

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

Financial Reports

Old Business

Building update –still waiting for Top Notch to repair bathroom vent hoods.

2023 Meeting Schedule – Lesa motioned and Sharon seconded. Motion Passed.

2023 Closing Schedule – Bonnie motioned and Martha seconded. Motion passed.

New Business

Trustee & Liaison Comments.

Monica – mentioned co-op meeting regarding censorship

Bonnie – new grandson in Australia – CONGRATS to all!!

Martha – made it to Christmas Break – Enjoy your time off!!

Lesa – real estate picked up in December “right place right time”

Sharon – enjoyed visit to Germany

Public Comments

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

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

**Otsego County Library  
Bills to be Approved**

December 14, 2022 through January 11, 2023

| Date       | Num       | Name                               | Item/Service Provided                          | Amount    |
|------------|-----------|------------------------------------|--|-----------|
| 12/22/2022 | 10114     | Amazon                             | DVDs, programming and office supplies          | -1,135.63 |
| 12/22/2022 | 10115     | Blue Cross Blue Shield of Michigan | Employee health insurance                      | -2,463.96 |
| 12/22/2022 | 10116     | Cengage Learning                   | Large print books                              | -130.53   |
| 12/22/2022 | 10117     | Cherry, Laura                      | Lost book reimbursement                        | -16.99    |
| 12/22/2022 | 10118     | Cutting Edge Storage               | Storage unit rental                            | -150.00   |
| 12/22/2022 | 10119     | Gaylord, City of                   | Water/sewer utility                            | -41.68    |
| 12/22/2022 | 10120     | Ingram Library Services            | Books  | -169.75   |
| 12/22/2022 | 10121     | Morris, Dan                        | Mileage  | -53.29    |
| 12/22/2022 | 10122     | NAEIR                              | Office supplies                                | -55.00    |
| 12/22/2022 | 10123     | The Library Network                | Software for public computers                  | -333.20   |
| 12/22/2022 | 10124     | Verizon Wireless                   | Cellular service for hotspots and staff phones | -264.70   |
| 12/27/2022 | 10125     | Bay County Library System          | Lost interlibrary loan title                   | -16.99    |
| 12/27/2022 | 10126     | Consumers Energy                   | Electric utility                               | -2,814.27 |
| 12/27/2022 | 10127     | First National Bank of Omaha       | See attached                                   | -643.16   |
| 12/27/2022 | 10128     | Ingram Library Services            | Books  | -122.47   |
| 12/27/2022 | 10129     | NAEIR                              | Programming supplies                           | -786.25   |
| 12/27/2022 | 10130     | Northland Library Cooperative      | MERIT Internet connection for OCL, JBL and VBL | -4,401.99 |
| 12/27/2022 | 10131     | Sefton, Natalie                    | Lost book reimbursement                        | -18.00    |
| 01/03/2023 | 10132     | DTE Energy                         | Gas utility                                    | -1,529.62 |
| 01/03/2023 | 10133     | Frontier                           | Johannesburg phone service                     | -112.69   |
| 01/03/2023 | 10134     | Higgins, Chris                     | Daily newspaper delivery                       | -1,315.15 |
| 01/03/2023 | 10135     | Ingram Library Services            | Books  | -720.25   |
| 01/03/2023 | 10136     | OCLC, Inc.                         | Interlibrary loan service fee                  | -114.88   |
| 01/03/2023 | 10137     | Quill Corporation                  | Office supplies                                | -113.82   |
| 01/03/2023 | 10138     | Valley Library Consortium          | Quarterly circulation system operating fees    | -3,498.00 |
| 01/03/2023 | debit 934 | MERS                               | Monthly define benefit payment                 | -291.00   |
| 01/11/2023 | 10139     | GFL Environmental                  | Gaylord trash removal                          | -101.20   |

### Otsego County Library Bills to be Approved

December 14, 2022 through January 11, 2023

|            |       |                                   |                                      |                   |
|------------|-------|-----------------------------------|--------------------------------------|-------------------|
| 01/11/2023 | 10140 | Ingram Library Services           | Books                                | -351.16           |
| 01/11/2023 | 10141 | Total Lawn Care of<br>Gaylord LLC | Snow removal                         | -4,222.50         |
| 01/11/2023 | 10142 | Verizon Wireless                  | Cellular service for staff<br>phones | -104.78           |
| 01/11/2023 | 10143 | WMJZ Eagle 101.5                  | Radio advertising                    | -100.00           |
|            |       |                                   |                                      | <b>-26,192.91</b> |
|            |       |                                   | <b>TOTAL:</b>                        | <b>-26,192.91</b> |

**Otsego County Library  
Credit Card Details  
December 2022**

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





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

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





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

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

## 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%        |   |
|  |                                   | <b>87,170.67</b>  | <b>0.00</b>       | <b>0.00</b>                 | <b>100.0%</b> |   |

**Otsego County Library  
Balance Sheet  
As of December 31, 2022**

|  |  | Dec 31, 22          |
|--|--|---------------------|
| <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             | 748,614.20          |
|  | <b>Total 001 · Library Cash</b>        | 1,019,675.00        |
|  | 011.011 · General HB Checking          | 150.39              |
|  | 011.012 · Payroll HB Checking          | 136.72              |
|  | <b>Total Checking/Savings</b>          | 1,019,962.11        |
| <b>Other Current Assets</b>  |  |                     |
|  | 003 · Library Building Fund            | 19,671.89           |
|  | 1499 · Undeposited Funds               | 972.36              |
|  | <b>Total Other Current Assets</b>      | 20,644.25           |
|  | <b>Total Current Assets</b>            | 1,040,606.36        |
| <b>Other Assets</b>  |  |                     |
|  | Taxes Receivable - Personal            | 3,627.96            |
|  | Taxes Receivable - Real                | 543,017.12          |
|  | <b>Total Other Assets</b>              | 546,645.08          |
|  | <b>TOTAL ASSETS</b>                    | <b>1,587,251.44</b> |
| <b>LIABILITIES &amp; EQUITY</b>  |  |                     |
| <b>Liabilities</b>   |  |                     |
| <b>Current Liabilities</b>   |  |                     |
|  | <b>Accounts Payable</b>                |                     |
|  | 2000 · Accounts Payable                | -152.08             |
|  | <b>Total Accounts Payable</b>          | -152.08             |
|  | <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           | 2,110.45            |
|  | 230 · Employee Withheld Retirement     | 555.74              |
|  | 234 · Employee health Care Liabilty    | 900.24              |
|  | 225 · Payroll Liabilities - Other      | 1,182.60            |
|  | <b>Total 225 · Payroll Liabilities</b> | 4,749.03            |
|  | <b>Total Other Current Liabilities</b> | 551,394.11          |
|  | <b>Total Current Liabilities</b>       | 551,242.03          |
|  | <b>Total Liabilities</b>               | 551,242.03          |
| <b>Equity</b>  |  |                     |
|  | 3000 · Opening Bal Equity              | 864,091.23          |
|  | 390 · Retained Earnings                | 84,747.51           |
|  | Net Income                             | 87,170.67           |
|  | <b>Total Equity</b>                    | 1,036,009.41        |
|  | <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>1,587,251.44</b> |
| Note: Includes cash and investments only.                                |  |                     |
| Fixed assets as required by GASB are tracked in the Otsego County Budget |  |                     |



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

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

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

| Division                           | Actuarial Accrued Liability |                         |                            |                 |                      | Valuation Assets     | Percent Funded | Unfunded (Overfunded) Accrued Liabilities |
|------------------------------------|-----------------------------|-------------------------|----------------------------|-----------------|----------------------|----------------------|----------------|---|
|                                    | Active Employees            | Vested Former Employees | Retirees and Beneficiaries | Pending Refunds | Total                |                      |                |   |
| 01 - Gnrl Non Union                | \$ 1,306,756                | \$ 307,027              | \$ 1,696,687               | \$ 3,492        | \$ 3,313,962         | \$ 2,106,178         | 63.6%          | \$ 1,207,784                              |
| 07 - All Lib EEs                   | 176,417                     | 0                       | 1,042,382                  | 0               | 1,218,799            | 1,178,046            | 96.7%          | 40,753                                    |
| 10 - Gnrl Local 214 Bus            | 795,920                     | 200,343                 | 1,464,668                  | 269             | 2,461,200            | 2,437,706            | 99.0%          | 23,494                                    |
| 11 - POAM                          | 647,539                     | 526,775                 | 1,022,988                  | 500             | 2,197,802            | 1,568,114            | 71.3%          | 629,688                                   |
| 13 - Electd/Appt Spvs              | 3,329,549                   | 981,504                 | 3,254,465                  | 0               | 7,565,518            | 3,537,215            | 46.8%          | 4,028,303                                 |
| 14 - 46th Trial Court              | 1,410,970                   | 593,085                 | 2,034,106                  | 1,347           | 4,039,508            | 2,262,518            | 56.0%          | 1,776,990                                 |
| 16 - Gnrl Local 214 Clerical       | 460,229                     | 533,641                 | 1,369,996                  | 0               | 2,363,866            | 1,767,215            | 74.8%          | 596,651                                   |
| 17 - 87-A Judge/FOC pre 9/1/14     | 0                           | 0                       | 667,746                    | 0               | 667,746              | 202,382              | 30.3%          | 465,364                                   |
| 20 - Sheriff Union                 | 0                           | 428,965                 | 1,933,247                  | 0               | 2,362,212            | 600,857              | 25.4%          | 1,761,355                                 |
| 21 - Sheriff Un New Hires af 6/1/1 | 257,033                     | 28,100                  | 0                          | 1,060           | 286,193              | 413,838              | 144.6%         | (127,645)                                 |
| HA - Electd Apptd Spvs af 1/1/09   | 297,055                     | 268,803                 | 65,223                     | 0               | 631,081              | 1,001,229            | 158.7%         | (370,148)                                 |
| HB - General Non Union after 1/1/0 | 214,793                     | 14,244                  | 183,471                    | 0               | 412,508              | 462,064              | 112.0%         | (49,556)                                  |
| HC - POAM hired after 1/1/11       | 103,900                     | 42,911                  | 19,414                     | 0               | 166,225              | 265,391              | 159.7%         | (99,166)                                  |
| HD - 46th Trial Ct hired af 6/1/11 | 247,211                     | 30,414                  | 0                          | 0               | 277,625              | 427,025              | 153.8%         | (149,400)                                 |
| HE - Clerical Loc#214 af 1/1/2012  | 53,178                      | 0                       | 0                          | 0               | 53,178               | 93,763               | 176.3%         | (40,585)                                  |
| HF - Tmstrs Bus hired af 1/1/2011  | 57,178                      | 0                       | 0                          | 0               | 57,178               | 144,774              | 253.2%         | (87,596)                                  |
| HG - All FT POLC on/aftr 1/1/16    | 131,081                     | 0                       | 0                          | 0               | 131,081              | 150,783              | 115.0%         | (19,702)                                  |
| S1 - Surplus Assoc RU 01 & 03      | 0                           | 0                       | 0                          | 0               | 0                    | 1,696,060            |                | (1,696,060)                               |
| S2 - Surplus Unassoc RU02          | 0                           | 0                       | 0                          | 0               | 0                    | 17,581               |                | (17,581)                                  |
| <b>Total</b>                       | <b>\$ 9,488,809</b>         | <b>\$ 3,955,812</b>     | <b>\$ 14,754,393</b>       | <b>\$ 6,668</b> | <b>\$ 28,205,682</b> | <b>\$ 20,332,739</b> | <b>72.1%</b>   | <b>\$ 7,872,943</b>                       |

owed.

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

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

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

Participants in this session will:

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

For more information and to register for this webinar, visit the event page.

<https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=2960>

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

Participants in this session will:

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

For more information and to register for this webinar, visit the event page.

<https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=2961>

Respectfully submitted,



## UPCOMING PROGRAMS



the canyons of the southwest

Join local photographer Don Peterson as he leads a photographic tour of the canyons of Utah and Arizona

Wednesday, January 25th @ 6pm  
Second Floor Conference Room  
Otsego County Library • 700 S Otsego Ave, Gaylord MI

photo credit: "Grand Canyon Sunrise" by Don Peterson

otsego county library

makerspace

OPEN HOUSE

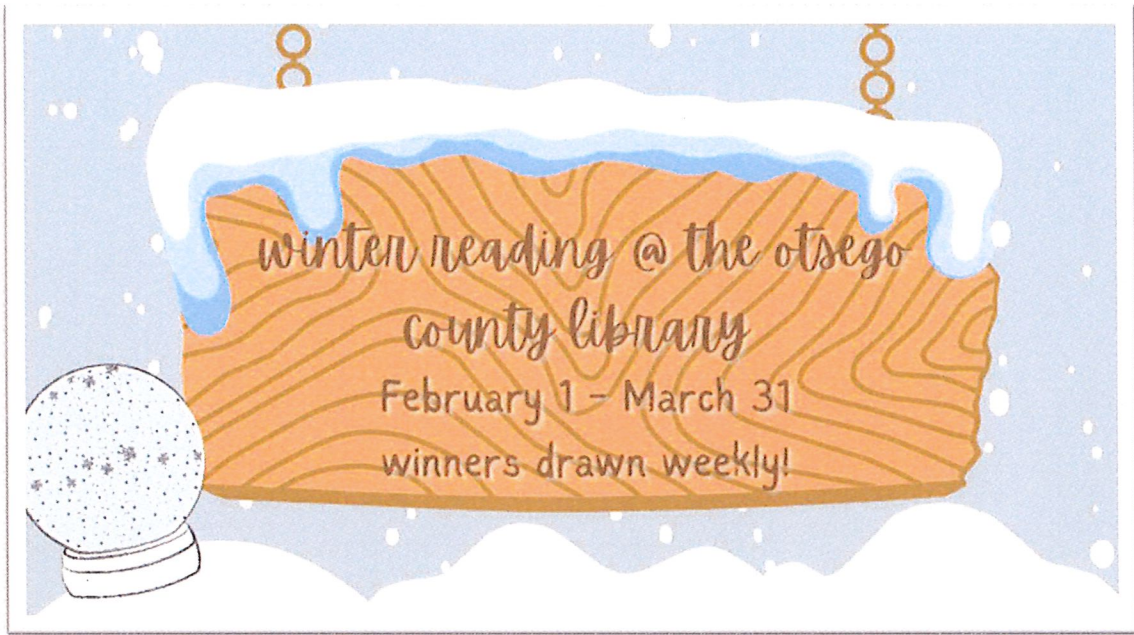
Wednesdays from 2-6pm

Come and see what the Makerspace has to offer!

Every month a different craft or project will be available for all ages to participate in.

January's craft: handwarmers





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

## Poured Paintings

Thursday, Jan 26th

1:00pm - 2:00pm

Class will be held  
at the Main Library.



Canvas & Paint Provided



Please reserve your  
spot by calling:  
989-732-5841



Otsego County  
**LIBRARY**  
[otsegocountylibrary.org](http://otsegocountylibrary.org)

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

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

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

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

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

*Position Time Requirements:* 20 to 25 hours per week

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

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

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

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