



Otsego County
LIBRARY

otsegocountylibrary.org

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

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

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

AGENDA

OTSEGO COUNTY LIBRARY BOARD OF TRUSTEES
TUESDAY JUNE 20, 2023 AT 8 A.M.

Virtually Via Zoom

Time: June 20, 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 May 16, 2023 minutes | Motion |
| | Approval of May 22, 2023 minutes | Motion |
| 8:08 | Bills to be approved | Motion |
| 8:15 | Director's Report | |
| | *Review Director's written report | |
| | *Review financial reports | |
| 8:20 | Old Business | |
| | *Building update | |
| | *Vacant property | |
| | *Internet Acceptable Use Policy and CIPA Compliance | Motion |
| 8:30 | New Business | |
| | *Temperature Control Bid | Motion |
| | *Web Site Redesign Proposals | Motion |
| | *Blue Cross Blue Shield Health Renewal | Motion |
| | *Trustees Reappointment | Motion |
| 8:50 | Trustee and Liaison Comments | |
| 8:55 | Public comment | |
| 9:00 | Adjournment | |

Read.

Learn.

Grow.

Otsego County Library
Board Meeting held at Library
Tuesday, May 16, 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 – Lesa motioned to approve agenda. Monica seconded. Motion passed.

Approval of 4/18/23 minutes with date corrected. Motioned by Monica and seconded by Sharon. Motion passed.

Bills to be approved

\$17,602.25 Motioned by Bonnie and seconded by Martha. Motion passed.

Director's Report

Review Written Report

Review Financial Reports

Old Business

Building update – Bid from Chuck's received but still waiting to hear from Temperature Control. Jackie is meeting with glass company regarding windows in fake dormer.

Vacant Property – Purchase Agreement discussed. Sharon motioned and Bonnie seconded to counter at \$47,000 and to spell out that all property taxes are Buyers' responsibility. Motion passed.

New Business

MLA's Healthiest You – annual cost of \$2601. Monica motioned and Sharon seconded. Motion passed.

Chuck's Electric Bid – tabled until next month.

Active Shooter Policy – Monica motioned and Lesa seconded. Motion passed.

Internet acceptable use policy & CIPA compliance – Monica motioned and Martha seconded. Motion passed.

Trustee & Liaison Comments

Terra –DNR has issued permits to Camp Grayling for use of property after purchase was denied.

Martha – still testing at GMS. School year is just about done 😊

Bonnie – nothing

Monica – Petoskey Library receive first challenge of a graphic novel in their circulation. The process was explained and discussed briefly.

Lesa – apologized to the Board for the issues which arose when WWBR used the large meeting room upstairs.

Sharon - nothing

Public Comments

9:08 Adjourned. Bonnie motioned and Martha seconded. Motion passed.

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

SW BB JS LJ MP



Otsego County
LIBRARY

otsego-county-library.org

MAIN LIBRARY
300 South Otsego Ave
Cayuga, MI 49735
989-742-5843
Fax: 989-742-9091

JOHANNESBURG BRANCH
10900 East M-32
Johannesburg, MI 49751
989-742-4928
Fax: 989-741-2185

VANDERBILT BRANCH
8170 Mill Street
Vanderbilt, MI 49746
989-983-3600
Fax: 989-983-1105

AGENDA

OTSEGO COUNTY LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
MONDAY, MAY 22, 2023 AT 9:30 A.M.

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.

- 9:30 Call to order *SW*
- 9:30 Review and approval of agenda *BB MP* Motion
- 9:35 New Business *\$45 FINAL SW*
*Offer on 1 parcel vacant land *MD* Motion
- 9:50 Trustee and Liaison Comments
- 9:55 Public comment *Bonnie - Temp Control hasn't been here yet*
- 10:00 Adjournment
- 9:36 MD BB*

PURCHASE AGREEMENT

AGREEMENT between Otsego County Library (Seller) of
 628 S Otsego Avenue, Gaylord, MI 49735 (Address)
and Pure Synergy LLC (Buyer) of
 854 N Center Avenue, Gaylord, MI 49735 (Address)

The Parties to this agreement to convey real estate agree as follows:

1. **SELLER'S DISCLOSURE STATEMENT:** Buyer received Seller's Disclosure Statement on
 N/A Vacant Land (Date).

2. **PROPERTY DESCRIPTION:** Buyer offers to buy property located in Otsego County,
commonly known as Parcel 2 (see legal description attached as exhibit
A) with PP# 101-034-000-030-02 subject to existing building and use
restrictions, zoning ordinances, and easements if any. If the land being conveyed is unplatted, the
following is deemed to be included: "The property may be located within the vicinity of farmland
or a farm operation. Generally accepted agricultural and management practices which may
generate noise, dust, odors, and other associated conditions may be used and are protected by the
Michigan right to farm act" The Grantor grants to the Grantee the right to make all
division(s) under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

3. **PRICE:** Buyer offers to buy for the sum of \$ \$ 35,000 (Thirty Five Thousand Dollars)

4. **GOOD FAITH DEPOSIT:** Buyer agrees to deposit \$ 1000,00 (One Thousand Dollars) as a good
faith gesture with Lighthouse Title Group into an escrow account set up for the purpose of completing
this sale. This shall be credited to Buyer at closing. Seller agrees to refund the deposit only if the sale
is not closed as a result of an inspection as described by paragraphs 13-15 below. Buyer forfeits the
deposit if any other reason prevents the sale from closing.

5. **TERMS:** Seller will deliver a Warranty Deed at closing. Buyer will deliver the full purchase price at
Closing with **Cashier's Check or Wired Funds to Lighthouse Title Group.**

^{DS}
 tatmp D.W.

6. **BUYER'S PURCHASE CONTINGENCIES:** Buyer's obligation is not contingent upon the sale or exchange of any other property by Buyer. Other contingencies may apply under other paragraphs of this agreement.

7. **FIXTURES AND IMPROVEMENTS:** All improvements and appurtenances, if any, are included in the purchase price including the following: all buildings; landscaping; lighting fixtures, shades and bulbs; ceiling fans; drapery, curtains, shades, blinds and hardware; kitchen appliances built in, including garbage disposal; wall to wall carpeting; attached mirrors, shelves, and work benches; water softeners (unless rented), water heater's sump pump; incinerator; water pump and pressure tank; heating and air conditioning units (window units excluded); attached humidifiers, heating units including wood stoves; fireplace screens, doors, grates, and inserts; liquid heating or cooking units and detached storage buildings and _____ .
N/A but excluding _____ .

8. **PROPERTY TAXES:** Seller will pay all delinquent taxes prior to closing. Property taxes to be prorated on a calendar year basis. Local Custom (Calendar Year in Arrears, unless located in the City of Gaylord, then Summer tax prorated in Advance [07/01-06/30] _____
N/A OR Unless another method is agreed to between the parties _____ (please be

9. **LOCAL ORDINANCES:** The Seller will comply with applicable smoke detector ordinances, specific sidewalk ordinances, or other similar ordinances established by an appropriate governing authority.

10. **CERTIFICATE OF OCCUPANCY:** Seller shall arrange and pay for a current certificate of occupancy if required. N/A

11. **PRORATIONS:** Any dues or association fees, rents or any agreement assumed by Buyer will be prorated and adjusted at the date of closing. Seller hereby assigns their responsibilities under any applicable restriction of use agreement for the property (including, but not limited to, private drives, athletic facilities, and gates) to Buyer. Buyer accepts this assignment and assumes those responsibilities.

12. **ASSESSMENTS:** Seller will pay any existing assessments, sidewalk repairs, or liens which are due and payable on the property on or before the tentative closing date.

^{DS}
TATMP SW

13. **WELL/SEPTIC:** If applicable, the Buyer may arrange and pay for an inspection and written report by a qualified inspector of wells (including a water quality test) and septic systems (including tank pumping) in use on property. If the wells or septic systems are found not to be in proper condition and working order, or if the well water does not meet current quality standards as determined by local health authorities, repairs and/or replacements necessary to correct the problem shall be completed in a good and workmanlike manner and shall conform with local health regulations at Seller's expense. Seller shall have the right to terminate this agreement if the cost exceeds \$ _____ N/A

14. **SURVEY:** The Buyer may arrange and pay for a boundary stake survey with improvements and easements showing on the survey. The Buyer shall have the right to terminate this agreement if the survey reports are not acceptable to the Buyer by giving written notice within _____ calendar days after this agreement is fully executed. N/A

15. **INSPECTION:** The Buyer may arrange and pay for an inspection of the buildings on the property. The Buyer may arrange and pay for inspections for termites or pests, plumbing, heating, venting, air conditioning, electrical, structural, and roof. The Buyer shall have the right to terminate this agreement if the inspection reports are not acceptable to the Buyer by giving written notice within _____ calendar days after this agreement is fully executed. Buyer agrees that Buyer is not relying on any statement or representation by Seller except premises at closing "as is" if substantially similar to the conditions at inspection. N/A

16. **TITLE INSURANCE:** A 1998 ALTA Owner's Policy of Title insurance to be provided by the Seller to the Buyer, in the amount of the purchase price, which will be ordered through Lighthouse Title Group. If the property is not a 1-4 Family Structure or condominium, the Seller is to provide the ALTA Standard Owner's Policy of Title Insurance. A commitment to issue a policy insuring marketable title vested in Buyer, including a real estate tax status report, shall be made available for Buyer's inspection prior to closing. Buyer to provide and pay for loan policy to Lender, which will be ordered through Lighthouse Title Group.

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TATMP

SW

17. **MODIFICATIONS TO THE PURCHASE PRICE:** The parties agree to negotiate in good faith the value of repairs, if any, needed and discovered by the inspection. The value, once settled, shall come off the purchase price. The parties agree to give a three (3) day window for this process. If the Buyer and Seller are unable to settle in the three day window, the Buyer may terminate the agreement for a full refund of deposited money in escrow. Seller must return the deposit money under this paragraph.

N/A

18. **CLOSING:** Closing will be held ten (10) days after all parties have been notified that all necessary documents have been prepared but no later than thirty (30) days after this agreement is executed with Lighthouse Title Group. An additional thirty (30) days will be allowed to accommodate delays in title work or the correction of title defects which can readily be corrected or any other reasonable delays consistent with this agreement. Buyer and Seller agree to pay for their actual closing costs as outlined by Lighthouse Title Group at close.

19. **POSSESSION:** Possession to be delivered on closing (date) in substantially similar to the conditions at inspection. Seller may occupy until delivery. Seller will remove all personal property, make arrangements for final payment of utilities, and deliver all keys to Buyer at the date of delivery.

20. **DISPUTES AND CLAIMS:** Lighthouse Title Group recommends to Buyer & Seller to seek legal and/or professional advice relating to this transaction. Lighthouse Title Group makes no representation to the Buyer or Seller. This agreement will be governed by the state law. Should any dispute arise between the parties, the parties agree to express them in writing within five (5) days of arising. Such expression must include the proposed remedy. The parties agree that no punitive damages may be sought absent fraud or willful or malicious acts. The parties agree to take any dispute to a binding arbitration panel who will act in accordance with American Arbitration Association rules.

21. This conveyance shall X or shall not _____ include all oil, gas and mineral rights now owned by Seller, if any.

22. This offer is subject to Buyer being able to obtain zoning variance for his desired use of the vacant land. He shall have up to 60 days after acceptance of offer to obtain variance.

^{DS}
TATMP SW.

BUYER:

DocuSigned by:
Thomas A. Tomaski, Managing Partner
SIGNATURE

5/10/2023
DATE

Thomas A. Tomaski, Managing Partner
PRINTED NAME

PHONE #

SIGNATURE

DATE

PRINTED NAME

PHONE #

SELLER: SEE ADDENDUM #1
Sharon A. Weber
SIGNATURE

5/20/23
DATE

Sharon Weber, President
PRINTED NAME

PHONE #

SIGNATURE

DATE

PRINTED NAME

PHONE #

WITNESSES:

SIGNATURE

DATE

(Please print name of witness)

SIGNATURE

DATE

SIGNATURE

DATE

(Please print name of witness)

Addendum#1 to Purchase Agreement between Otsego County Library and Pure Synergy LLC

Price shall be *Forty Five Thousand Dollars (\$45,000)*

Buyer shall be responsible for all property taxes which may be levied for 2023.

All other terms and conditions shall remain the same.

Thomas A. Tomaski, Managing Partner

Sharon A. Weber 5/22/23

Sharon Weber, President

Otsego County Library Board of Directors

Seller's Net Sheet

Prepared for Otsego County Library
 Regarding Parcel 2
 Prepared by Lesa Jarski
 Date 05/15/23

Selling Price 35,000.00 Seller Days
 Sample Closing Date 07/30/23 209.00

Estimated Selling Costs

Title Insurance	540.00	
County stamps	0.00	0.11%
State stamps	0.00	0.75%
Brokerage	0.00	6.0% No Commission
Summer Taxes	0.00	0.00 No Tax Proration
Winter Taxes	0.00	0.00 No Tax Proration
Closing fee	150.00	
Deed Preparation	75.00	
Seller Concessions	0.00	
Rent Escrow	0.00	

Approximate* total costs 765.00

	Interest	Per Day
First loan balance		0.00
Second loan balance		0.00
Other encumbrances		0.00

Total encumbrances 0.00

Total selling costs and encumbrances 765.00

Approximate* Net Cash to Sellers 34,235.00

=====

* This estimate has been prepared to assist you in computing your costs and net walk-away cash. Whenever possible, I have used the MAXIMUM charges that are expected. However, unusual circumstances may arise, and lenders, inspectors, and others may vary their charges. Therefore, these figures cannot be guaranteed.

POSSIBLE CREDITS OR DEBITS NOT INCLUDED ABOVE:

- Return of balance in impound account.
- Proration or cancellation of fire insurance.
- Proration of association dues.

Highlights of offer from Pure Synergy LLC

Parcel 2 Only – Northernmost Parcel – see attached Survey

\$35,000 CASH – see attached Seller's Net Sheet

\$1000 Earnest Deposit within two business days of acceptance – made payable to Lighthouse Title

Property Taxes are not prorated as no property taxes are currently paid

Seller shall provide title insurance – just need to update with Lighthouse Title

Closing shall be within 10 days of everything being ready

Possession at closing

Mineral rights included as part of sale

Offer is subject to buyer being able to obtain zoning variance within 60 days.

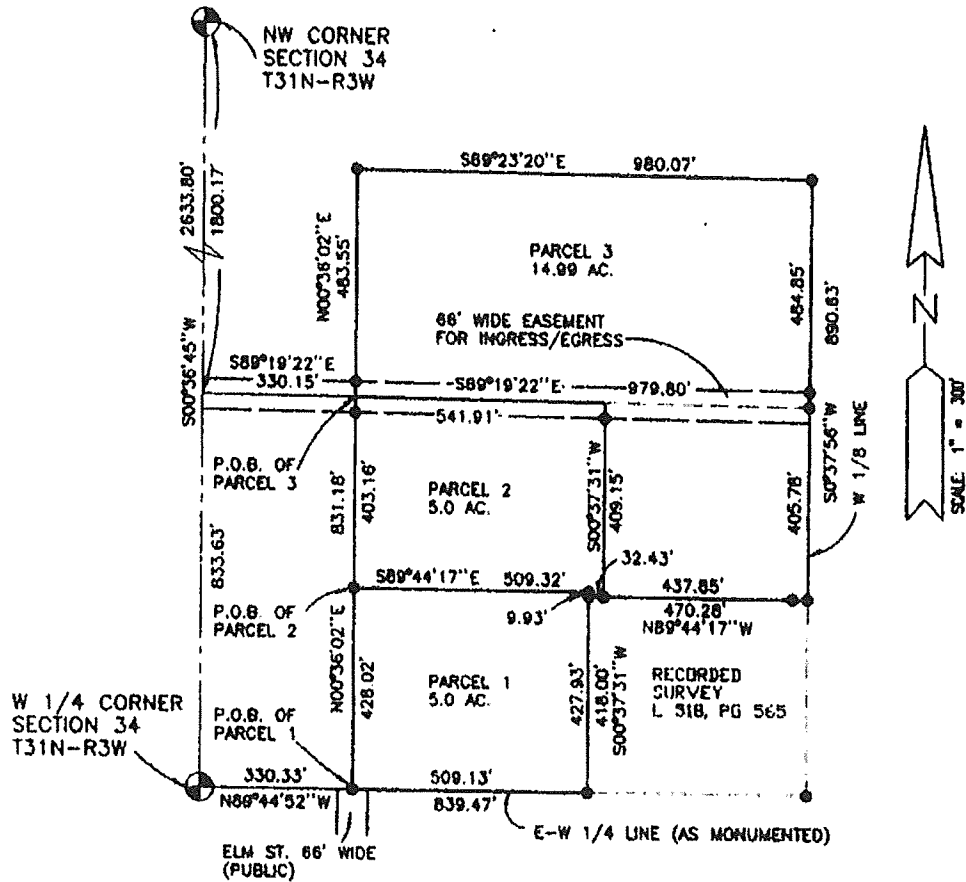
CERTIFICATE OF SURVEY

LEGEND:

1. ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
2. "●" = 1/2" BARS WITH IDENTIFICATION CAPS HAVE BEEN SET UNLESS NOTED OTHERWISE.
3. _____ = DESCRIBED BOUNDARY LINE.
4. ALL BEARINGS ARE RELATIVE AND REFERENCED TO A PREVIOUS SURVEY BY JAMES L. SCHWANDT, PS #26466, AS RECORDED IN LIBER 518, PAGE 565, OTSEGO COUNTY RECORDS.


NW CORNER, SECTION 34, T31N-R3W
 FD. 1/2" IRON IN MON. BOX
 SPK. IN P.P. N55°E, 108.47'
 SPK. IN P.P. S85°W, 90.87'
 NAIL & TAG P.P. N50°W, 116.95'
 FD. CONC. MON. N70°E, 100.10'

W 1/4 CORNER, SECTION 34, T31N-R3W
 FD. OTSEGO COUNTY MONUMENT
 SPK. IN P.P. N60°E, 32.00'
 SPK. IN P.P. S17°E, 87.10'
 SPK. IN P.P. N42°W, 37.94'
 FD. 1/2" IRON EAST, 33.00'



OTSEGO COUNTY
 MICHIGAN
 CLERK / REGISTER OF DEED
 02 APR 23 PM 2:54
 CLERK / REGISTER OF DEED



FOR: WHITETAIL PROPERTIES	 Wade-Trim 271 West McCoy Road, P.O. Box 818 Caydon, MI 49734 989.732.3584 / 800.968.4440 FAX: 989.732.6391 www.wadetrim.com	SEC. 34 , T31N , R3W DRAWN JSC SHEET 1 OF 2 COMPUTED JSC JOB NUMBER GSUS518-01G
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CERTIFICATE OF SURVEY

LEGAL DESCRIPTIONS

PARCEL 1

KD 101-034-000-030-00

A parcel of land on part of the NW ¼ of Section 34, T31N-R3W, City of Gaylord, Otsego County, Michigan, being further described as: Commencing at the West ¼ corner of said Section 34; thence S89°44'62"E, 330.33' along the E-W ¼ line of said Section 34 to the POINT OF BEGINNING; thence N00°38'02"E, 428.02'; thence S89°44'17"E, 509.32'; thence S00°37'31"W, 427.93' to the E-W ¼ line of said Section 34; thence N89°44'52"W, 509.13' along said E-W ¼ line of said Section 34 to the Point of Beginning, containing 5.0 acres more or less.

PARCEL 2

A parcel of land on part of the NW ¼ of Section 34, T31N-R3W, City of Gaylord, Otsego County, Michigan, being further described as: Commencing at the West ¼ corner of said Section 34; thence S89°44'62"E, 330.33' along the E-W ¼ line of said Section 34; thence N00°38'02"E, 428.02' to the POINT OF BEGINNING; thence continuing N00°38'02"E, 403.16'; thence S89°19'22"E, 541.91'; thence S00°37'31"W, 409.16'; thence N89°44'17"W, 32.43'; thence N00°37'31"E, 9.93'; thence N89°44'17"W, 509.32' to the Point of Beginning, containing 5.0 acres more or less. And being subject to and together with a 66' wide easement for ingress, egress and public utilities, whose centerline is described as: Commencing at the West corner of said Section 34; thence N00°38'45"E, 833.63' to the Point of Beginning; thence S89°19'22"E, 1257.94' to the Point of Ending of this easement.

PARCEL 3

A parcel of land on part of the NW ¼ of Section 34, T31N-R3W, City of Gaylord, Otsego County, Michigan, being further described as: Commencing at the West ¼ corner of said Section 34; thence S89°44'62"E, 330.33' along the E-W ¼ line of said Section 34; thence N00°38'02"E, 631.18' to the POINT OF BEGINNING; thence continuing N00°38'02"E, 483.55'; thence S89°23'20"E, 960.07' to the West 1/8 line of said Section 34; thence S00°37'56"W, 890.63' along said 1/8 line of said Section 34; thence N89°44'17"W, 437.65'; thence N00°37'31"E, 409.15'; thence N89°19'22"W, 541.91' to the Point of Beginning, containing 14.99 acres more or less. And being subject to and together with a 66' wide easement for ingress, egress and public utilities whose centerline is described as: Commencing at the West corner of said Section 34; thence N00°38'45"E, 833.63' to the Point of Beginning; thence S89°19'22"E, 1257.94' to the Point of Ending of this easement.

CERTIFICATE OF SURVEY:

I hereby certify to the parties named hereon that we have surveyed and divided into several parcels, at the direction of said parties, a tract of land (previously described as):

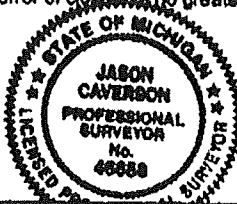
Commencing at the NE corner of the SW ¼ of the NW ¼ of Section 34, T31N-R3W, thence running west along the North line of the SW ¼ of the NW ¼, 980.56', thence South parallel with the East line of said SW ¼ of NW ¼, 1308', more or less, to the South line of said SW ¼ of NW ¼, thence East along the South line of the SW ¼ of the NW ¼, 510.56', thence North parallel to the East line of the SW ¼ of the NW ¼, 416', thence East parallel with the South line of said SW ¼ of NW ¼, 470', more or less, to the East line of said SW ¼ of NW ¼, thence North along the East line of SW ¼ of NW ¼, 880', more or less to the Point of beginning;

and that we have found or set, as noted hereon, permanent markers to all corners and angle points of the boundaries of said parcels; and that the more particular legal descriptions of said parcels are as designated hereon.

This survey complies with the requirements of P.A. 132 of 1970.

This survey was performed with an unadjusted error of closure of no greater than a ratio of 1 in 5,000.

Jason Caverson 4/23/02
 Jason Caverson, P.B. Date
 Registration No. 48688



FOR:
WHITETAIL PROPERTIES



Wade-Trim
 271 West McCoy Road, P.O. Box 618
 Gaylord, MI 49734
 989.732.3584/800.958.4440
 FAX: 989.732.6391
 www.wadetrim.com

SEC. 34		T31N		R3W	
DRAWN	JSC	SHEET 2 OF 2			
COMPUTED	JBC	JOB NUMBER 0815316-01C			

Addendum#1 to Purchase Agreement between Otsego County Library and Pure Synergy LLC

Price shall be \$47,000 (Forty Seven Thousand Dollars).

Buyer shall be responsible for all property taxes which may be levied for 2023.

All other terms and conditions shall remain the same.

Thomas A. Tomaski, Managing Partner

Sharon A. Weber ^{May 17/20}

Sharon Weber, President

Otsego County Library Board of Directors

BUYER:

DocuSigned by:
Thomas A. Tomaski, Managing Partner
SIGNATURE 70A1C08320BA1459

5/10/2023
DATE

Thomas A. Tomaski, Managing Partner
PRINTED NAME

PHONE #

SIGNATURE

DATE

PRINTED NAME

PHONE #

SELLER: SEE ADDENDUM #1
Sharon A. Wel
SIGNATURE

May 17/2023.
DATE

PRINTED NAME

PHONE #

SIGNATURE

DATE

PRINTED NAME

PHONE #

WITNESSES:

SIGNATURE

DATE

(Please print name of witness)

SIGNATURE

DATE

SIGNATURE

DATE

(Please print name of witness)

Otsego County Library
Bills to be Approved
May 12 through June 6, 2023

Date	Num	Name	Item/Service Provided	Amount
05/15/2023	10296	Abdo-Spotlight-Magic Wagon	Youth books	-1,684.20
05/15/2023	10297	Blue Cross Blue Shield of Michigan	Employee Healthcare	-2,502.68
05/15/2023	10298	Center Point Large Print	Large print books	-194.59
05/15/2023	10299	Ingram Library Services	Books	-956.95
05/15/2023	10300	Michigan Digital	Email accounts	-21.00
05/25/2023	10301	Cutting Edge Storage	Storage unit rental	-75.00
05/25/2023	10302	First National Bank of Omaha	See attached	-2,094.73
05/25/2023	10303	Gaylord, City of	Water/Sewer utility	-42.13
05/25/2023	10304	Ingram Library Services	Books	-458.35
05/25/2023	10305	MI Counties Workers' Compensation Funds	Quarterly Worker's Compensation Payment	-490.13
05/25/2023	10306	NAEIR	Programming supplies	-48.50
05/25/2023	10307	Otis Elevator Company	Yearly maintenance contract fee	-3,499.20
05/25/2023	10308	Pitney Bowes Inc.	Postage meter rental	-54.00
05/25/2023	10309	Verizon Wireless	Staff cell phone service	-405.78
06/02/2023	10310	Blackstone Publishing	Books on CD	-71.78
06/02/2023	10311	Consumers Energy	Electric utility	-1,933.70
06/02/2023	10312	DEMCO, Inc.	Book jacket covering supplies	-213.12
06/02/2023	10313	DTE Energy	Gas utility	-520.76
06/02/2023	10314	Frontier	Johannesburg phone service	-123.11
06/02/2023	10315	Ingram Library Services	Books	-1,025.88
06/02/2023	10316	Morin, Michelle	Reimbursement for lost book	-18.99
06/02/2023	10317	NAEIR	Office supplies	-45.25
06/02/2023	10318	Northland Library Cooperative	State Aid payment	-6,316.38
06/02/2023	10319	OverDrive	Downloadable e-books & audiobooks	-390.64
06/02/2023	debit 939	MERS	Defined benefit payment	-59.00
06/06/2023	10320	Amazon	Office, programming & janitorial supplies, Books, DVDs & Gaming systems	-2,213.25
06/06/2023	10321	Bellaire Public Library	Mi Notable Author housing fee	-170.85
06/06/2023	10322	Budget Library Supplies	Receipt rolls	-49.50
06/06/2023	10323	Ingram Library Services	Books	-1,036.06
06/06/2023	10324	OCLC, Inc.	Monthly ILL Service fee	-114.93
06/06/2023	10325	Total Lawn Care of Gaylord LLC	Lawn care and landscaping	-2,925.00
06/06/2023	10326	Valley Library Consortium	Annual membership and quarterly fee	-5,758.00
06/06/2023	10327	Van's Business Machines, Inc.	copier maintenance	-853.37

Otsego County Library
Bills to be Approved
May 12 through June 6, 2023

06/06/2023	10328	WMJZ Eagle 101.5	Radio advertising	-100.00
				-36,466.81
			TOTAL:	-36,466.81

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

Date	Business	Transaction Detail	Amount
4/17/2023	Wal-Mart	Programming Supplies	\$117.33
4/17/2023	Webstaurant	Hand soap	\$58.31
4/19/2023	Collaborative Summer Libra	Summer Reading supplies	\$371.44
4/25/2023	GFS Store	Local Author Fair supplies/Volunteer Luncheon	\$204.82
4/28/2023	WM Supercenter	Office supplies	\$14.18
5/1/2023	Gannet/Detroit News	Monthly newspaper subscription	\$12.00
5/1/2023	Dollar Tree	Programming Supplies	\$32.50
5/1/2023	WM Supercenter	Programming Supplies	\$138.84
5/11/2023	Book Depot	Books for Tornado Recovery Expo/Collection Development	\$1,125.31
5/15/2023	Facebook	Advertising for Local Author Fair	\$10.00
5/15/2023	Dollar Tree	Programming Supplies	\$10.00
		TOTAL:	\$2,094.73

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

		May 31, 23
ASSETS		
Current Assets		
Checking/Savings		
001 · Library Cash		
Designated Fund-Replacement		228,196.90
Imprest Cash		190.00
Leave Bank		42,673.90
001 · Library Cash - Other		1,049,946.10
Total 001 · Library Cash		1,321,006.90
011.011 · General HB Checking		159.06
011.012 · Payroll HB Checking		127.25
Total Checking/Savings		1,321,293.21
Other Current Assets		
003 · Library Building Fund		19,759.15
1499 · Undeposited Funds		972.36
Total Other Current Assets		20,731.51
Total Current Assets		1,342,024.72
Other Assets		
Taxes Receivable - Personal		3,627.96
Taxes Receivable - Real		543,017.12
Total Other Assets		546,645.08
TOTAL ASSETS		1,888,669.80
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		10,508.22
Total Accounts Payable		10,508.22
Other Current Liabilities		
Deferred Tax Revenue-Personal		3,627.96
Deferred Tax Revenue-Real		543,017.12
225 · Payroll Liabilities		
228 · Federal Withheld Taxes		2,034.75
230 · Employee Withheld Retirement		185.48
234 · Employee health Care Liability		3,378.82
225 · Payroll Liabilities - Other		1,932.74
Total 225 · Payroll Liabilities		7,531.79
Total Other Current Liabilities		554,176.87
Total Current Liabilities		564,685.09
Total Liabilities		564,685.09
Equity		
3000 · Opening Bal Equity		864,091.23
390 · Retained Earnings		171,918.18
Net Income		287,975.30
Total Equity		1,323,984.71
TOTAL LIABILITIES & EQUITY		1,888,669.80
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	538,537.71	550,898.00	97.76%
	403 · Chargebacks	-753.72	-2,500.00	30.15%
	411 · Delinquent Tax			
	411.01 · Delinquent Tax Current Year	185.45	550.00	33.72%
	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	46,541.19	40,550.00	114.78%
	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	13,841.11	26,231.00	52.77%
	539.02 · Salary Grant	1,208.35	3,800.00	31.8%
	539 · State Funds - Other	5,302.03		
	Total 539 · State Funds	20,351.49	30,031.00	67.77%
	655 · Fines and Fees	9,632.96	12,000.00	80.28%
	664 · Interest	9,045.46	12,000.00	75.38%
	674 · Donations			
	674.01 · Library	5,406.55	8,000.00	67.58%
	Total 674 · Donations	5,406.55	8,000.00	67.58%
	676 · Reimbursements	3,985.56	13,000.00	30.66%
	699 · Penal fines	0.00	150,000.00	0.0%
	999 · Transfers In			
	999.01 · General Fund transfer	0.00	84,670.00	0.0%
	Total 999 · Transfers In	0.00	84,670.00	0.0%
	Total Income	632,747.20	907,899.00	69.69%
	Gross Profit	632,747.20	907,899.00	69.69%
	Expense			
	703 · Payroll Expenses			
	703.01 · Salaried	31,858.50	69,431.00	45.89%
	703.03 · Non-salaried	159,806.54	365,522.00	43.72%
	703.06 · Personal Leave 1/2 payoff	524.18		
	703.10 · DD bank fees	31.20	80.00	39.0%
	703 · Payroll Expenses - Other	858.40		
	Total 703 · Payroll Expenses	193,078.82	435,033.00	44.38%
	704 · Employee Benefits			
	704.11 · Health and life benefits	14,983.32	30,571.00	49.01%
	704.12 · Employee health cost share	0.00	6,115.00	0.0%
	704.14 · Medical Flex Admin	182.50	516.00	35.37%
	704.30 · MERS Retirement	7,908.32	27,000.00	29.29%
	704.31 · MERS HCSP	0.00	2,079.00	0.0%

Otsego County Library Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	% of Budget
704.60 · Worker's Comp	1,485.40	2,079.00	71.45%
704.70 · Benefit Reimbursement	1,500.00	2,000.00	75.0%
716 · Payroll Taxes	14,472.64	33,281.00	43.49%
Total 704 · Employee Benefits	40,532.18	103,641.00	39.11%
705 · Continuing Education	1,504.72	1,500.00	100.32%
726 · Supplies			
726.01 · Office	3,103.03	8,392.00	36.98%
726.02 · Janitorial	1,197.55	5,115.00	23.41%
726.03 · Programming	5,444.85	7,000.00	77.78%
Total 726 · Supplies	9,745.43	20,507.00	47.52%
727 · Collection Development			
727.01 · Print Materials	29,126.17	50,000.00	58.25%
727.02 · Non-print materials	3,983.43	12,000.00	33.2%
727.03 · Electronic materials	18,040.75	32,500.00	55.51%
727.04 · Digitization	0.00	5,000.00	0.0%
727 · Collection Development - Other	0.00		
Total 727 · Collection Development	51,150.35	99,500.00	51.41%
801 · Professional Services			
801.01 · Services	1,500.00	30,000.00	5.0%
801.02 · Programs	2,024.86	3,360.00	60.26%
Total 801 · Professional Services	3,524.86	33,360.00	10.57%
920 · Building Expenses			
920.01 · Outside contracts	16,214.70	25,000.00	64.86%
920.02 · Repairs	500.00	7,000.00	7.14%
920.03 · Insurances	0.00	12,875.00	0.0%
Total 920 · Building Expenses	16,714.70	44,875.00	37.25%
930.10 · Service contracts/charges			
930.11 · Service contracts	20,090.66	22,720.00	88.43%
930.12 · Memberships/Dues	1,126.00	3,400.00	33.12%
930.13 · Cooperative services	6,316.38	12,495.00	50.55%
930.15 · Service charge	46.61	375.00	12.43%
930.16 · MI Sales Tax	0.00	50.00	0.0%
Total 930.10 · Service contracts/charges	27,579.65	39,040.00	70.65%
930.20 · Communications			
930.21 · Telephone	1,776.50	3,050.00	58.25%
930.23 · Cellular	2,219.51	4,810.00	46.14%
930.24 · Internet	126.00	10,000.00	1.26%
Total 930.20 · Communications	4,122.01	17,860.00	23.08%
930.30 · Advertising	610.00	3,000.00	20.33%
930.45 · Shipping/Mailing	140.00	2,200.00	6.36%
930.5 · Travel	132.92	500.00	26.58%
930.60 · Utilities			
930.61 · Natural gas	7,947.06	9,000.00	88.3%
930.62 · Electric	15,292.51	34,000.00	44.98%

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

				Jan - Dec 23	Budget	% of Budget
			930.63 · Water/sewer	154.32	780.00	19.79%
			Total 930.60 · Utilities	23,393.89	43,780.00	53.44%
			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	4,102.99	27,160.00	15.11%
			970.45 · Software	1,054.12	44,960.00	2.35%
			Total 970 · Capital Outlay	5,157.11	76,120.00	6.78%
			Total Expense	377,386.64	922,208.00	40.92%
			Net Ordinary Income	255,360.56	-14,309.00	
			Net Income	255,360.56	-14,309.00	

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	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	\$16,609.00	\$13,790.71	\$16,609.00	\$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	\$1,732.00	\$873.61	\$1,732.00	\$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	\$13,167.00	\$16,829.92	\$13,167.00	\$13,167.00	\$15,964.00	\$10,799.05				
Clerk's Dept	\$285.00	\$95.00	\$115.00	-\$193.42	\$950.00	\$145.00	\$145.00	\$950.00	\$145.00	\$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	\$14,103.34	\$14,841.46	\$14,103.34	\$14,103.34	\$10,381.00	\$11,361.00				
Clerk's Dept	\$370.00	\$385.00	\$115.00	\$242.00	\$464.00	\$70.00	\$70.00	\$464.00	\$70.00	\$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	\$12,942.25	\$12,677.17	\$12,942.25	\$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	\$70.00	\$2,365.00	\$70.00	\$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	\$13,995.75	\$10,866.53	\$13,995.75	\$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	\$303.00	\$137.00	\$303.00	\$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	\$15,608.15	\$13,084.21	\$15,608.15	\$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	\$65.00	\$164.00	\$65.00	\$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	\$10,550.25	\$8,411.50	\$10,550.25	\$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	\$691.00	\$655.00	\$691.00	\$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	\$12,379.86	\$8,966.00	\$12,379.86	\$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	\$725.00	\$775.00	\$725.00	\$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	\$9,980.00	\$12,540.00	\$9,980.00	\$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	\$754.40	\$90.00	\$754.40	\$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	\$16,463.16	\$11,829.49	\$16,463.16	\$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	\$594.00	\$65.00	\$594.00	\$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	\$13,999.00	\$2,201.00	\$13,999.00	\$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	\$1,025.00	\$451.00	\$1,025.00	\$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	\$11,686.00	\$6,680.00	\$11,686.00	\$11,686.00	\$17,176.50	\$325.00				
Clerk's Dept	\$808.00	\$265.00	\$461.00	\$1,784.00	\$930.60	\$1,295.62	\$1,295.62	\$930.60	\$1,295.62	\$1,295.62	\$340.00	\$325.00				
TOTAL Fines	\$188,590.68	\$165,545.84	\$149,638.84	\$147,401.89	\$140,638.20	\$168,953.78	\$168,953.78	\$140,638.20	\$168,953.78	\$175,484.50	\$132,685.62					
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	-\$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	\$165,453.78	\$137,138.20	\$165,453.78	\$171,984.50	\$129,185.62					
										\$ 171,914.00						
																Cash Account
																amount transferred to Library

Otsego County Library

Director's Report

June 20, 2023



- Our summer reading program is kicking off Saturday, June 17th, and we are holding a carnival-like party in the back of the Library with food, activities and giveaways. I have included the summer reading schedule in your packet.
 - We are beginning to interview candidates for the Public Services Librarian position. We have four people scheduled for interviews. Our initial interviews are via Zoom, and our 2nd will be in-person.
- Your board packet includes Spear Strategic's security assessments and suggested changes for the

Johannesburg and Vanderbilt branches.

- After the last Library Board Meeting, I sent the approved Internet Acceptable Use Policy to Linda Adam at Northland Library Cooperative. She received a message from the e-rate contractor that our policy was missing some essential elements and would not pass a federal audit. I have taken the suggestions offered and revised the policy again. I have included it in your packet, and the changes are marked in red.
- Temperature Control, the HVAC maintenance company Monica recommended, have come and evaluated our system. They have provided a bid for replacing our contactors, and it is much less than what we received from Chuck's Electric. Temperature Control's bid was for \$2,950. Chuck's Electric was \$5,550.



- Chris Knight and I narrowed the Web Site Redesign RFPs to two companies who are: LocalHop and Library Market. Both companies have a meeting/tutor room reservation system that can be interfaced with the web site. Both companies have done multiple library sites, with Library Market primarily focused on public libraries. I have included both of their proposals in your meeting email. Chris Knight feels that Library Market offers more functionality than LocalHop's system. Library Market's system would allow staff to more easily maintain our site. The prices of both are similar, because we already pay a yearly \$1,400 subscription fee to LocalHop for their room reservation system. Library Market's offer would cost \$20,500

and LocalHop would cost \$18,300. The extra cost of Library Market's proposal would be quickly made up through their product's ease of use. We would like to be able to move forward with Library Market's RFP with board approval.

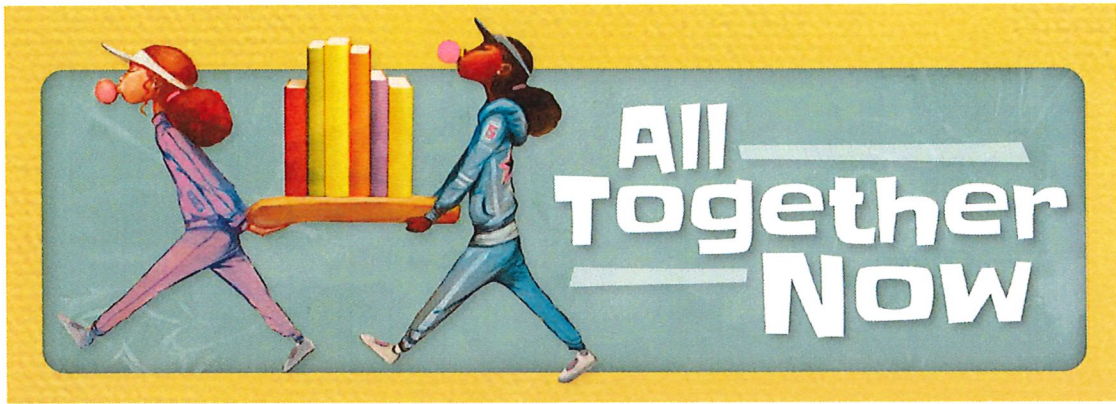
- Our Blue Cross Blue Shield (BCBS) staff health care subscription is up for renewal. Due to the very low percentage of increase, I would recommend the renewal of our current plan. Due to Mariah's leaving, we our bill will also decrease for a brief period. I've included past year's annual costs for your review.

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

- I reviewed our coming year's trustee reappointments and discovered I had failed to have Martha reappointed last year, so we will need to reappoint both Martha and Bonnie this year. Martha's term will run thru 8/31/2027, and Bonnie's will run thru until 8/31/2028. I apologize for the oversight.

Respectfully submitted,





2023 SUMMER READING PROGRAM

Saturday, June 17 - Friday, August 18
@ the Otsego County Library



preschool



children



teens



adults

- Drawings & Prizes
- Special Programs
- Monthly Craft Kits
- & More

For more information visit
www.otsegocountylibrary.org

989-732-5841



**Registration
Kick Off!**

Saturday, June 17

11am - 3pm

Otsego County Library

700 S. Otsego, Gaylord

All Ages Welcome!



Otsego County
LIBRARY

otsegocountylibrary.org

Read • Learn • Grow • Explore

SUN	MON	TUES	WED	THURS	FRI	SAT
JUNE 11	12	Everything held at the Otsego County Library unless otherwise specified	14	Look for our Branch Take Home Kits at Vanderbilt and Johannesburg!	16	Registration Kick-Off! 11:00am-3:00pm All Ages Welcome!
18 Table Crafts - Summer Bucket List June 19-23 All Ages Welcome	19 Lego Days All Day! All Ages Welcome Teen Book Club Grade 7-12	20	21 Summer Story Hour Preschool Age 0-5 -10:30am-11:30am -1:00-2:00pm	22 Paint It Forward Rocks K-6 @ 1-2pm 7-12 @ 3-4pm	23 Joburg Story Hour Preschool Age 0-5 10:00am-11:00am	24 Art In The Garden All Ages Welcome! Noon - 2pm Community Garden 459 Livingston Blvd. Gaylord, MI 49735
25 Table Crafts - Frisbees June 26-30 All Ages Welcome	26 Lego Days All Day! All Ages Welcome	27	28 Summer Story Hour Preschool Age 0-5 -10:30am-11:30am -1:00-2:00pm	29 Friendship Bracelets K-6 @ 1-2pm 7-12 @ 3-4pm	30 Joburg Story Hour Preschool Age 0-5 10:00am-11:00am	

JULY		Sidewalk Chalk is everyday in Summer! Weather Permitting				1 Tails to Tales Sign up to read with our therapy dog, Sprocket!
2 Table Crafts - Compliment Sun July 3-7 All Ages Welcome	3 Lego Days All Day! All Ages Welcome	4	5 Summer Story Hour Preschool Age 0-5 -10:30am-11:30am -1:00-2:00pm	6 Tie-Dye Towels K-6 @ 1-2pm 7-12 @ 3-4pm	7 Joburg Story Hour Preschool Age 0-5 10:00am-11:00am	
9 Table Crafts - Origami July 10-14 All Ages Welcome	10 Lego Days All Day! All Ages Welcome	11	12 No Story Hour! Alpenfest Craft Tent 10:00-11:00am All Ages Welcome! On the Alpenstrasse	13 Marvel Drawing *Limited Space Call to Reserve!	14 Joburg Story Hour Preschool Age 0-5 10:00am-11:00am	15
ALPENFEST WEEK						
16 Table Crafts - Kindness Bookmarks July 17-21 All Ages Welcome	17 Lego Days All Day! All Ages Welcome	18	19 Summer Story Hour Preschool Age 0-5 -10:30am-11:30am -1:00-2:00pm	20 Game Day K-6 @ 1-2pm 7-12 @ 3-4pm	21 Joburg Story Hour Preschool Age 0-5 10:00am-11:00am	22
23 Table Crafts - Perler Beads July 24-28	24 Lego Days Teen Book Club Grade 7-12	25	26 Summer Story Hour Preschool Age 0-5 -10:30am-11:30am -1:00-2:00pm	27 Community Garden Scavenger Hunt 1-2pm All Ages Welcome! 459 Livingston Blvd. Gaylord, MI 49735	28 Joburg Story Hour Preschool Age 0-5 10:00am-11:00am	29
30 Table Crafts - Create your own puzzle July 31- Aug 4	31 Lego Days All Day! All Ages Welcome					

AUG		1 Check out our StoryWalks now open in Gaylord and Vanderbilt!	2 Summer Story Hour Preschool Age 0-5 -10:30am-11:30am -1:00-2:00pm	3 Rice Maps K-6 @ 1-2pm 7-12 @ 3-4pm	4 Joburg Story Hour Preschool Age 0-5 10:00am-11:00am	5
6 Table Crafts - Tissue Paper Picture August 7-11 All Ages Welcome	7 Lego Days All Day! All Ages Welcome	8	9 Summer Story Hour Preschool Age 0-5 -10:30am-11:30am -1:00-2:00pm	10 Planetarium Middle School *Limited Space Call to Reserve!	11 Joburg Story Hour Preschool Age 0-5 10:00am-11:00am	12
13	14 Lego Days All Day! All Ages Welcome Teen Book Club Grade 7-12	15	16 Summer Story Hour Preschool Age 0-5 -10:30am-11:30am -1:00-2:00pm	17 Friendship Soup K-6 @ 1-2pm 7-12 @ 3-4pm	18 End of Summer Celebration 3:30-4:30pm All Ages Welcome!	19



SPEAR STRATEGIC, LLC

231-340-9696 · SPEARSTRATEGICUSA@GMAIL.COM · SPEARSTRATEGIC.COM



Location: Vanderbilt Library	Date: 6-1-23	Inst: M. Spear
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Overview:

After concluding Active Shooter Response Training for the Otsego County Library (Gaylord Branch), additional services were requested to visit with staff at other field locations (Johannesburg and Vanderbilt) and address any issues specific to those locations.

On Site Notes:

At approximately 1030 hours I met on site with library employee Rita Tubbs . Upon entering the building, I observed no door chime, or any other device to alert anyone that I had entered the building. I then observed a hollow core door to the library that was closed. I then opened that door and entered the library, which is one room, with only 1 entrance/exit door and 1 person height window.

The main desk is located in the back half of the room, and is open on the rear half, leaving staff with either their backs to patrons behind them, or patrons entering the room.

There was no security technology such as cameras, panic buttons, etc., present. There was a working phone with speed dial buttons.

My initial impression was that this would be a lesser target for an active shooter type scenario. This was based on the fact that while I was on site (over an hour), only one patron and one township employee entered the library, and at different times. This leads me to believe that this location would have low target numbers for an active shooter. This is not to say there is no risk, or that the risk could not increase at busy times or during events. However, I did observe that this location could have several risk factors that would warrant further security features/procedure to deter other types of crime.

Some additional factors are that there are public restrooms located in the main building, open to the public, and with no accountability for entry (no front desk staff, receptionist, camera system, etc.). There are also public offices located in the building, and during my visit there was an event/party being set up with multiple people coming and going and loud music playing. Rita also informed me that the large gathering room could not be closed off from the restrooms, so anyone coming into the building had access to the entire area, with no accountability. Rita also stated that she was usually the person closing down at night, at times when it is dark outside.



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Changes/additions to be considered:

- Move the staff desk to the North wall, it would be immediately on a person's left side as they entered the room. This would create immediate accountability for patrons entering, would allow for staff to see the entire room, would move staff closer to the exit for escape if necessary, and staff would be able to monitor the door and lights. It would also likely help move patrons past the staff desk and into the library immediately upon entry.

-Install flip top counter entry to the staff desk, on both ends. This would be like what you would see at a restaurant's bar. It creates a barrier, but can easily be flipped up and secured at times when unencumbered passage is necessary. This would allow staff two routes of escape. It would also deter the public from being in staff's personal space and create a barrier in the case of an aggressive person. The large cupboard on the West wall should also be relocated in the event the staff desk is moved. This would remove the blind spot in the current nook/sitting area.

-Replace the current hollow core room door with a solid door that has a security glass window. This would allow for the door to be closed, creating a barrier between people coming and going unrelated to library business. It would still allow visibility/accountability for anyone in the library, but would allow the door to be secured in the event of a lockdown or other high-risk event occurring in the area (discuss door lock options).

Technology:

Door Chime to alert staff that someone has entered the building. This would especially help in the scenario where a staff member is there alone, close to closing time and the outer door chimes for entry. If 20 minutes later they have not heard an exit chime, they would reasonably believe that a person is somewhere in the building and extra precautions may be needed when locking up the building. This also helps create accountability for people entering to use the restrooms by simply giving the impression that someone is aware of their entry.

A security camera system could be beneficial in most areas of the building (both interior and exterior). It may prove especially helpful to monitor the entrance hall/bathroom (meaning the hall area OUTSIDE the bathrooms), gathering room area, and library room. I would recommend consulting a security technology company for further information on placement/legal issues.

Emergency button mounted under/behind the desk for staff if desired. This would help staff be connected in case of emergency at times when dialing the phone is not an option.

A street light above the exterior alcove (south facing exterior entry door to the building).

CONCLUSION

While there are no guarantees that any of the above changes will deter, prevent, or increase survivability of a violent criminal event, they should add to the overall safety and security of the library staff.



SPEAR STRATEGIC, LLC

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Location: Johannesburg Library	Date: 5-31-23	Inst: M. Spear
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Overview:

After concluding Active Shooter Response Training for the Otsego County Library (Gaylord Branch), additional services were requested to visit with staff at other field locations (Johannesburg and Vanderbilt) and address any issues specific to those locations.

On Site Notes:

At approximately 1350 hours I met on site with library employee Sue Burk. Upon entering the building, I observed no door chime, or any other device to alert anyone that I had entered the building. I then entered the library, which is one room, with 2 entrance/exit doors and 1 hallway door that leads to bathrooms and an additional door leading to the township offices.

The main staff desk is located immediately to a person's left upon entry, is close to the door, and is closed off to the rear. There is only one way in or out of the desk area. There is also limited visibility from the staff desk to the West half of the library, including the secondary exit and bathroom hallway.

There was not security technology such as cameras, panic buttons, etc., present. There was a working noncommercial type home phone with no speed dial options.

My initial impression was that this would be a lesser target for an active shooter type scenario. This was because while I was on site (over an hour), only one patron was present at the library. This leads me to believe that this location would have low target numbers for an active shooter. This is not to say there is no risk, or that the risk could not increase at busy times or during events. However, additional security measures could possibly help deter various types of criminal activity.



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Changes/additions to be considered:

Install flip top counter entry to the staff desk, on both ends. This would be like what you would see at a restaurant's bar. It creates a barrier, but can easily be flipped up and secured at times when unencumbered passage is necessary. This would allow staff two routes of escape. It would also deter the public from being in staff's personal space and create a barrier in the case of an aggressive person.

A keypad type lock could be added to the hallway access door leading to the bathrooms. This would allow patrons to open the hallway door freely, but staff could retreat to the hallway if needed and lock the door from within. The keypad would prevent patrons from locking out staff. A keypad could also be installed on the township door in the same hallway. This would allow staff a 3rd avenue for escape.

Technology:

A door chime to alert staff that someone has entered the building may be beneficial. This would serve to alert staff of a person entering in the event the staff member is in an area where the door cannot be seen (such as the West half of the library or bathroom hall)

A security camera system could be beneficial in most areas of the building (both interior and exterior). It may prove especially helpful to monitor the bathroom (meaning the hall area OUTSIDE the bathrooms) area and West wall of the library room. I would recommend consulting a security technology company for further information on placement/ legal issues.

An emergency button mounted under/behind the main desk for staff if desired. This would help staff be connected in case of emergency at times when dialing the phone is not an option.

Security Mirrors (half dome or convex) would assist in creating accountability for patrons in the areas where the library staff cannot see directly from the main desk. For instance, putting mirrors on the North and East wall would allow the library staff to see several blind spot areas on the West wall.

CONCLUSION

While there are no guarantees that any of the above changes will deter, prevent, or increase survivability of a violent criminal event, they should add to the overall safety and security of the library staff.

Internet Acceptable Use Policy

Draft: June 20, 2023

In response to advances in technology and the changing needs of the community, the Otsego County Library endeavors to develop collections, resources and services that meet the informational, individual and educational needs of a diverse community. It is within this context that the Otsego County Library offers access to the Internet.

The Internet is a global entity and the Library has no control over its content. Library staff and patrons can access a wealth of useful material that is not available locally, and the Internet has made a huge impact in our ability to find the information we need at home, school or work. But not all sources on the Internet provide accurate, complete or current information. Internet users should always take into consideration the reliability of the content provider. Patrons may also encounter sites that they find offensive or may be offensive to other library users.

All computers available for use in the library are filtered. Filtering means that computer software and/or hardware is used to sift out inappropriate material when a request is made by a patron to access a particular web site on a terminal. Filtering software is not failsafe. Sometimes sites that seem very appropriate are blocked, and sometimes web sites that seem inappropriate are not blocked.

The Library is a public forum designed for public inquiry and, therefore, the library attempts to use an unobtrusive filtering method so as not to deny access to information protected under the first amendment. On the other hand, text or images that may be reasonably believed to be prohibited by state and federal law should not be displayed in the library even when allowed by the filter.

The library must also comply with federal and state laws that protect children from viewing materials that may be deemed as "harmful to a minor." The library will attempt through its policies to keep such materials from being accessed and displayed on library computers. Parents are still advised to supervise their children's Internet sessions. Content that is viewed on a library computer will be considered as public display; therefore, images and text that are legal may be inappropriate for viewing in a public setting if displayed in such a way that other patrons, particularly children, cannot avoid viewing it. Patrons should be mindful and respectful of other patrons when displaying content including images, videos and other media.

All citizens have equal access to Internet workstations. Cardholders will be allowed 4 hours of use per day; guests with passes will be allowed 2 hours of use per day. Additional time may be permitted if computers are available; however, priority will be given to persons with education-, information-, or employment-related needs and persons using a computer for other purposes may be bumped during busy times.

Wireless Internet access is available at all library locations. Wireless users must comply with both the library's Internet Acceptable Use Policy and agree to the Wireless

Terms and Conditions provided when connecting to the wireless network. Wireless access is also filtered.

Description of System

In order to further comply with CIPA, the Otsego County Library has taken certain measures to assist in the safe and effective use of the Internet by individuals under the age of 18, as follows:

To address the issue of access by minors to inappropriate matter on the Internet, including material that is harmful to minors, the Library:

- a. Maintains the filtering program described above to block Internet access to visual depictions that are obscene, child pornography and, in the case of use by minors, harmful to minors.
- b. Allows adults to request that content filters be turned off.

To address the issue of the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as unauthorized disclosure of, use, and dissemination of personal identification regarding minors, the Library urges minors to follow the safety guidelines below:

1. Never give out identifying information such as home address, school name, or telephone number.
2. Let parents or guardians decide whether personal information such as age or financial information should be provided online.
3. Never arrange a face-to-face meeting with someone through a computer without parent or guardian approval.
4. Never respond to messages that are suggestive, obscene, or threatening.
5. Remember that people online may not be who they say they are.

To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other Library Internet users are required to agree to an online policy that states that "Computer resources may only be used for legal purposes."

Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users or library staff;
- Libeling or slandering other users;
- Destruction of or damage to equipment, software or data belonging to the Library or other users;
- Disruption or unauthorized monitoring of electronic communications;
- Unauthorized copying of copyright-protected material.

Each workstation is lettered.

Persons need to present a current Otsego County Library card or picture identification, such as a valid driver's license, state identification card, or school ID. If no identification is presented but the staff member is reasonably sure of the identity of the patron, access will be allowed.

The Otsego County Library currently uses PC management software to facilitate computer usage. Patrons with a valid Otsego County Library card may walk up to any available

computer and login using their barcode number and pin number.

The patron pin number is typically the last 4 digits of their main telephone number. A patron can request a different 4-digit number if he/she does not wish to use the phone number.

Any person who does not have an Otsego County Library card can request a guest pass for a one-time login using picture identification. The library staff will issue a temporary barcode/ID number. A pin number is not needed when using a temporary guest pass. Guest users will need to click on the guest login button after entering their temporary number.

The staff makes random checks of the public computer area to check for compliance with rules and policy. Individual stations can be remotely monitored, but to respect the privacy of individuals this ability will be used only when a complaint about display of inappropriate content is entered by a patron or staff member or if any violation of this agreement is suspected. Any library staff member who observes a person disregarding computer rules and/or viewing inappropriate sites will direct that person to discontinue the behavior or remove the material from the computer screen and refrain from such action or viewing in the future. Any person who refuses to comply with staff directions will be asked to leave the library premises. Law enforcement personnel may be called to enforce compliance with such a request.

1. First offense – Patron receives a verbal warning and the offense is noted and filed.
2. Second offense – Patron receives a two-week suspension of computer privileges and must immediately leave workstation. The suspension is noted and filed.
3. Third offense – Patron loses computer privileges. Privileges may be reinstated only by the library board. The patron is required to submit a written letter for reinstatement that shows an understanding of the infraction and agreement to adhere to Internet Acceptable Use and Computer Use Policies.

The Library Director may bypass these steps and immediately revoke computer privileges if, using best judgment, it is in the best interests of the library, its staff or its patrons.

The Library Board of Trustees has adopted this policy in a good faith effort to comply with state law and federal laws. Library staff will continue to evaluate Internet access in the library and ways to regulate its use. This policy will be reviewed every twelve months.

The Otsego County Library uses Merit as its Internet provider. Therefore, patrons using the Library's Internet must follow the Merit Acceptable Use Policies (https://www.merit.edu/wp-content/uploads/2016/02/Acceptable_Use_Policy.pdf)

Reviewed and adopted on May 16, 2023.

Temperature Control, Inc.

1623 Northern Star Dr., Traverse City, MI 49696 (231) 922-1862 FAX - (231) 922-1892

PROPOSAL

Proposal Submitted To:	Phone:	Date:
Otsego Co. Library	(989) 732-5841	6/15/2023
Street Address:	Job Name:	
700 S. Otsego	VAV Box repairs	
City, State, Zip Code:	Job Location:	
Gaylord, MI 49735	Bldg wide	
Attention:	FAX #	EMAIL:
Chris Knight		acc@otsego.org

We hereby submit specifications and estimates for:

Materials only to provide the following:

Replace all contactors in each of 10 VAV boxes. Any additional repairs found required when operational check is performed after contactor replacement will be quote separately.

ALL FOR: \$2,950.00

We Propose to furnish labor and material, in accordance with above specifications, for the sum of:

AS ABOVE

Payment to be made as follows:

Net 30 days from Invoice

All material is guaranteed to be as specified. All work to be completed in a workman-like manner, according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra sales charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, liability and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized
Signature

Dan Law

Note: This proposal may be
withdrawn by us if not accepted within 30 days.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as specified above.

Signature _____

Signature _____

Date of Acceptance. _____