

## Fremont Area District Library Fremont Library Board Meeting Tue, April 17, 2018 4:00 pm-5:00 pm

- I. Call to Order
- II. Approval of Agenda: Note: If there are concerns about the agenda or changes desired, this is the point in the meeting to raise those issues.
- III. Public Comment
  - A. General Public Comment
  - B. Friends Representative Report (if present)
- IV. Consent Agenda
  - A. Correspondence
  - B. Approval of Minutes
    - 1. March 20, 2018 Board Minutes
  - C. Committee Reports
  - D. Informational Items
- V. Director's Report
  - A. Director's Report
  - B. --
  - C. --
- VI. Departmental Report None this month
- VII. Board Education None this month
- VIII. Financial Report
  - A. Profit & Loss By Class March 2018.pdf
  - IX. Questions from the Board
  - X. Old Business
    - A. FADL Redistricting-Ammendment
      - 1. Exhibit 2
      - 2. Fremont Public Schools
    - В. -

- C. --
  - 1. ---
- D. -
  - 1. ---

## XI. New Business

- A. Banking signature to remove Richard Schneider and add Jan Figa
  - 1. ---
- XII. Public Comment
- XIII. Adjournment Next Regular Meeting May 15, 2018 at 4:00 pm.

### Fremont Area District Library Board Of Trustees Regular Meeting March 20, 2018

### I. Call To Order.

President Lorna Hoppa called the meeting to order at 4:00 pm.

Present: Lorna Hoppa, Darrell Lamos, Terry Hansen, Beverly Williams, Philip Tuls, Marcia Eib, and Randy Puff-via phone.

Also Present: Richard Schneider, Interim Director; Jason Howell, Maintenance Supervisor; Diane Bunce, Administrative Assistant.

### II. Approval Of Agenda.

Motion by Beverly Williams and seconded by Marcia Eib that the Agenda be approved with D – Energy Audit under X. New Business being moved to C. under III. Public Comment. Motion carried.

### III. Public Comment.

A. General Public Comment.

None

B. Friends Representative Report.

None

### C. Energy Audit

Motion by Beverly Williams and seconded by Terry Hansen that LED Smart Bulbs be purchased from Nieboer Electric as per their bid dated March 7, 2018. Maintenance Supervisor Jason Howell, will install the bulbs when they arrive. Motion carried.

### IV. Consent Agenda.

Motion by Marcia Eib and seconded by Philip Tuls that the Consent Agenda be approved as presented. Motion carried.

### V. <u>Interim Director's Report.</u>

Information only.

### VI. <u>Departmental Report.</u>

None this month.

### VII. Board Education.

None this month.

### VIII. Financial Report.

Motion by Randy Puff and seconded by Beverly Williams that the Financial Report be accepted as presented subject to audit. Motion carried.

### IX. Questions From The Board.

None.

### X. Old Business.

A. Director Search Costs.

After discussion and by consensus the Board will revisit this item at the July, 2018 Board Of Trustees Regular Meeting.

B. New Library Director Reception.

President Lorna Hoppa appointed Marcia Eib and Darrell Lamos to be in charge of planning the reception for new Library Director, Dr. Jan Figa. The reception will be held Tuesday, April 24, 2018 from 5:00 pm to 7:00 pm. in the Community Room at the Fremont Area District Library.

C. TFACF Grant Proposal – Non-Profit Resource Center.

Information will go to the new director.

### XI. New Business.

A. Lawn Maintenance/Snowplowing – Authorize Waiving Bid Process/Approving Contract.

Motion by Randy Puff and seconded by Philip Tuls that the bid process be waived. Motion carried.

Motion by Randy Puff and seconded by Darrell Lamos that the bid from Classic Property Management in the amount of \$8,730.00 and payable in monthly payments of \$727.50 be accepted. Motion carried.

## XII. Public Comment.

None.

### XIII. Adjournment.

President Lorna Hoppa adjourned the meeting at 4:42 pm.

The next regular board meeting will be held April 17, 2018 at 4:00 pm.

# Fremont Area District Library Director's Report April 2018

Thank you so much for this opportunity in working with you to make Fremont Area District Library (FADL) an even better library. To that end, I would like the library's strategic plan reflect FADL's revised mission statement of 2012: "The Fremont Area District Library serves the community by providing resources and technology that inspire lifelong learning; challenges the imagination; and foster enjoyment."

My report is arranged by categories that reflect traditional library activities.

## **BUDGET**

Attached please find the January through March 2018 Profit & Loss by Class.

While there are many areas of the budget we could consider, I would like to direct your attention to the following issues:

1...Richard Schneider showed me the FY2018 (draft #1 of 9-12-17) budget noting the zero budgeting for capital improvements and absence of a technology budget line. As the building gets older and our technology infrastructure slips further behind

patron expectations, these budgets need to be re-examined with care.

2...The following table compares expenditures of FY2017 total and FY2018 (draft #1 of 9-12-17) for all budget categories:

	FY2017	FY2018
Salaries & Fringes	58.3%	59.7%
Collection	7.8%	6.8%
Administration	10.0%	12.3%
Buildings & Grounds	19.7%	19.2%
Cooperative Services	2.2%	2.0%
Capital Improvement	2.0	0.0
TOTAL	100%	100%

I will present a more in-depth report to the Board as I gather relevant information on the history and motivations for these and other expenditures.

I am building the FY2019 budget.

The personal property tax (PPT) was anticipated to be \$16,000 for FY2018, but FADL recently received a PPT check for \$54,842.86! This difference will offset nearly 100% of the shortfall in the FY2018 budget (revenue of \$834,900 and expenditures of \$873,675). This windfall should be considered one-time.

### **PERSONNEL**

Jill Hansen-Aune, reference/teen librarian, and I interviewed 5 candidates for the part-time reference assistant on April 10 and 11. Mrs. Becki Sweetman was offered the position on April 10<sup>th</sup>.

There will be an all-staff meeting on April 25<sup>th</sup>.

To build a culture of accountability, staff will complete monthly reports that feed into their yearly evaluation.

### **FACILITY**

On my first day, I discovered that there is no lock on the server room door. Jason was informed, and will swap that door with an existing door with lock.

Jason was informed about the small pothole at the entrance of the library parking.

## **COLLECTIONS**

I am going to request circulation statistics to improve our collection. Outreach to the community will complement a path forward with the material in the collection. It appears that the collection has been "bled" to afford other budget categories.

### **TECHNOLOGY**

I plan on inviting two library technology consultants to provide an IT technology assessment and recommendations to FADL.

### **COMMUNITY OUTREACH**

**Donors**: I will reach out to donors to plan a messaging campaign to better position the library as a partner. I am learning GiftWorks. On April 9<sup>th</sup>, I learned that Pauline Demmon passed away.

**Friends:** I introduced myself to several volunteers that help out in the Library Gift Shop.

**General:** I make a point to eat lunch at various restaurants to introduce myself, as well as groups that use the community room (e.g., textile folks), and invited speakers.

**Events:** I have talked to the several staff members about possibly having activities (as part of programming events) in the library e.g., mini-golf, sleep-over, escape rooms, domino knock downs, poetry readings etc. Some of these events are expected to have sponsorship and prizes.

### **OLD BUSINESS**

On April 6th, I received the email from Vicci Terveer and Barbara Thome regarding the FADL redistricting. I have attached the amendment.

### PROFESSIONAL DEVELOPMENT

April is a fairly busy month with conferences. I am attending the Caxton Club Grants Committee meeting, the Annual Textile meeting of the Art Institute of Chicago (AIC), and giving a speech to the library of the AIC. The Caxton Club is a bibliophilic society founded in Chicago in 1895 to promote the book arts and the history of the book. I am a board member of the textile society of the AIC. I will give a separate report.

### STRATEGIC PLANNING and IMPERATIVES

I look forward to discussing directions of FADL consistent with the mission of FADL and a fiscally responsible FY2019 budget.

## Fremont Area District Library Profit & Loss by Class

3	Austin 2018	Carl Frost 2017	Carl Frost 2018
Income			
101.402 · Property Taxes Fremont	0.00	0.00	0.00
101.403 · Property Taxes Townships	0.00	0.00	0.00
101.427 · State PPT Reimbursement	0.00	0.00	0.00
101.566 · State Aid	0.00	0.00	0.00
101.600 · Grant Income	1,100.00	0.00	2,200.00
101.630 · Copy Machine Income	0.00	0.00	0.00
101.651 · Computer Training Income	0.00	0.00	0.00
101.652 · Meeting Room Income	0.00	0.00	0.00
101.653 · Miscellaneous Income	0.00	0.00	0.00
101.658 · Book Fines	0.00	0.00	0.00
101.665 · Interest Income	0.00	0.00	0.00
101.675 · Private Contributions	0.00	0.00	0.00
Total Income	1,100.00	0.00	2,200.00
Gross Profit	1,100.00	0.00	2,200.00
Expense			
101.702 · Salaries & Wages	0.00	0.00	0.00
101.715 · Social Security Taxes	0.00	0.00	0.00
101.717 · Life Insurance	0.00	0.00	0.00
101.718 · Retirement Costs	0.00	0.00	0.00
101.720 · Health Ins. Premiums	0.00	0.00	0.00
101.725 · Equipment	0.00	0.00	0.00
101.726 · Office Supplies	0.00	0.00	0.00
101.727 · Postage	0.00	0.00	0.00
101.728 · Copy Machine	0.00	0.00	0.00
101.729 · Processing	0.00	0.00	0.00
101.730 · Supplies - Programs	0.00	0.00	0.00
101.800 · Cooperative Services	0.00	0.00	0.00
101.801 · Contracted Services - Admir	n. 0.00	0.00	0.00
101.805 · Contracted Services - Progr	ams 0.00	0.00	0.00
101.850 · Communications	0.00	0.00	0.00
101.860 · Travel	0.00	0.00	0.00
101.870 · Memberships	0.00	0.00	0.00
101.905 · Advertising	0.00	0.00	0.00
101.920 · Utilities	0.00	0.00	0.00
101.921 · Snow Removal	0.00	0.00	0.00
101.922 · Lawn Maintenance	0.00	0.00	0.00
101.923 · Cleaning	0.00	0.00	0.00
101.924 · Maintenance Supplies	0.00	0.00	0.00
101.925 · HVAC Maintenance	0.00	0.00	0.00
101.926 · Miscellaneous Maintenance	0.00	0.00	0.00
101.955 · Miscellaneous Expense	0.00	0.00	0.00
101.956 · Software	0.00	0.00	0.00
101.957 · Print	253.30	26.99	895.94
101.958 · Periodicals	0.00	0.00	0.00

## Fremont Area District Library Profit & Loss by Class

	Austin 2018	Carl Frost 2017	Carl Frost 2018
101.959 · Microfilm	0.00	0.00	0.00
101.961 · Music	0.00	0.00	0.00
101.962 · Audio Books	0.00	0.00	0.00
101.963 ⋅ Video	0.00	0.00	0.00
101.965 · On-Line	0.00	0.00	0.00
Total Expense	253.30	26.99	895.94
Net Income	846.70	-26.99	1,304.06

## Fremont Area District Library Profit & Loss by Class

	Circulation 2017	Circulation 2018
Income		
101.402 · Property Taxes Fremont	0.00	0.00
101.403 · Property Taxes Townships	0.00	0.00
101.427 · State PPT Reimbursement	0.00	0.00
101.566 · State Aid	0.00	0.00
101.600 · Grant Income	0.00	0.00
101.630 · Copy Machine Income	0.00	0.00
101.651 · Computer Training Income	0.00	0.00
101.652 · Meeting Room Income	0.00	0.00
101.653 · Miscellaneous Income	0.00	0.00
101.658 ⋅ Book Fines	0.00	0.00
101.665 · Interest Income	0.00	0.00
101.675 · Private Contributions	0.00	0.00
Total Income	0.00	0.00
Gross Profit	0.00	0.00
Expense		
101.702 ⋅ Salaries & Wages	0.00	0.00
101.715 · Social Security Taxes	0.00	0.00
101.717 · Life Insurance	0.00	0.00
101.718 · Retirement Costs	0.00	0.00
101.720 · Health Ins. Premiums	0.00	0.00
101.725 · Equipment	0.00	0.00
101.726 · Office Supplies	0.00	0.00
101.727 ⋅ Postage	0.00	0.00
101.728 · Copy Machine	0.00	0.00
101.729 · Processing	0.00	0.00
101.730 ⋅ Supplies - Programs	0.00	0.00
101.800 · Cooperative Services	0.00	0.00
101.801 · Contracted Services - Admin.	0.00	0.00
101.805 · Contracted Services - Programs	0.00	0.00
101.850 · Communications	0.00	0.00
101.860 · Travel	0.00	0.00
101.870 · Memberships	0.00	0.00
101.905 · Advertising	0.00	0.00
101.920 · Utilities	0.00	0.00
101.921 ⋅ Snow Removal	0.00	0.00
101.922 · Lawn Maintenance	0.00	0.00
101.923 · Cleaning	0.00	0.00
101.924 · Maintenance Supplies	0.00	0.00
101.925 · HVAC Maintenance	0.00	0.00
101.926 · Miscellaneous Maintenance	0.00	0.00
101.955 · Miscellaneous Expense	0.00	0.00
101.956 - Software	0.00	0.00
101.957 - Print	120.96	2,465.40
101.958 · Periodicals	0.00	29.11

## Fremont Area District Library Profit & Loss by Class

	Circulation 2017	Circulation 2018
101.959 · Microfilm	0.00	0.00
101.961 · Music	0.00	56.14
101.962 ⋅ Audio Books	0.00	140.23
101.963 · Video	0.00	374.50
101.965 ⋅ On-Line	0.00	0.00
Total Expense	120.96	3,065.38
Net Income	-120.96	-3,065.38

## Fremont Area District Library Profit & Loss by Class

## January through March 2018

Dan and Dorothy Gerber 2018

	Dail and Dorothy Gerber 2010
Income	
101.402 · Property Taxes Fremont	0.00
101.403 · Property Taxes Townships	0.00
101.427 · State PPT Reimbursement	0.00
101.566 · State Aid	0.00
101.600 · Grant Income	11,000.00
101.630 · Copy Machine Income	0.00
101.651 · Computer Training Income	0.00
101.652 · Meeting Room Income	0.00
101.653 · Miscellaneous Income	0.00
101.658 · Book Fines	0.00
101.665 · Interest Income	0.00
101.675 · Private Contributions	0.00
Total Income	11,000.00
Gross Profit	11,000.00
Expense	
101.702 · Salaries & Wages	0.00
101.715 · Social Security Taxes	0.00
101.717 · Life Insurance	0.00
101.718 · Retirement Costs	0.00
101.720 · Health Ins. Premiums	0.00
101.725 · Equipment	0.00
101.726 · Office Supplies	0.00
101.727 · Postage	0.00
101.728 · Copy Machine	0.00
101.729 · Processing	0.00
101.730 · Supplies - Programs	0.00
101.800 · Cooperative Services	0.00
101.801 · Contracted Services - Admin.	0.00
101.805 · Contracted Services - Programs	0.00
101.850 · Communications	0.00
101.860 · Travel	0.00
101.870 · Memberships	0.00
101.905 · Advertising	0.00
101.920 · Utilities	0.00
101.921 · Snow Removal	0.00
101.922 · Lawn Maintenance	0.00
101.923 · Cleaning	0.00
101.924 · Maintenance Supplies	0.00
101.925 · HVAC Maintenance	0.00
101.926 · Miscellaneous Maintenance	0.00
101.955 · Miscellaneous Expense	0.00
101.956 - Software	0.00
101.957 · Print	0.00
101.958 · Periodicals	0.00

## Fremont Area District Library Profit & Loss by Class

2	Dan and Dorothy Gerber 2018
101.959 · Microfilm	0.00
101.961 · Music	0.00
101.962 · Audio Books	0.00
101.963 ⋅ Video	0.00
101.965 ⋅ On-Line	0.00
Total Expense	0.00
Net Income	11,000.00

## Fremont Area District Library Profit & Loss by Class

Candary tine	Dan and Virginia Gerber 2018	Deferred Revenue 2017
Income		
101.402 · Property Taxes Fremont	0.00	-15,876.00
101.403 · Property Taxes Townships	0.00	-28,189.12
101.427 · State PPT Reimbursement	0.00	0.00
101.566 · State Aid	0.00	0.00
101.600 · Grant Income	23,000.00	0.00
101.630 · Copy Machine Income	0.00	0.00
101.651 · Computer Training Income	0.00	0.00
101.652 · Meeting Room Income	0.00	0.00
101.653 · Miscellaneous Income	0.00	0.00
101.658 · Book Fines	0.00	0.00
101.665 · Interest Income	0.00	0.00
101.675 · Private Contributions	0.00	0.00
Total Income	23,000.00	-44,065.12
Gross Profit	23,000.00	-44,065.12
Expense		
101.702 · Salaries & Wages	0.00	0.00
101.715 · Social Security Taxes	0.00	0.00
101.717 · Life Insurance	0.00	0.00
101.718 · Retirement Costs	0.00	0.00
101.720 · Health Ins. Premiums	0.00	0.00
101.725 · Equipment	0.00	0.00
101.726 · Office Supplies	0.00	0.00
101.727 · Postage	0.00	0.00
101.728 · Copy Machine	0.00	0.00
101.729 · Processing	0.00	0.00
101.730 · Supplies - Programs	0.00	0.00
101.800 · Cooperative Services	0.00	0.00
101.801 · Contracted Services - Admin.	0.00	0.00
101.805 · Contracted Services - Programs	0.00	0.00
101.850 · Communications	0.00	0.00
101.860 · Travel	0.00	0.00
101.870 · Memberships	0.00	0.00
101.905 · Advertising	0.00	0.00
101.920 · Utilities	0.00	0.00
101.921 - Snow Removal	0.00	0.00
101.922 · Lawn Maintenance	0.00	0.00
101.923 · Cleaning	0.00	0.00
101.924 · Maintenance Supplies	0.00	0.00
101.925 · HVAC Maintenance	0.00	0.00
101.926 · Miscellaneous Maintenance	0.00	0.00
101.955 · Miscellaneous Expense	0.00	0.00
101.956 · Software	0.00	0.00
101.957 · Print	0.00	0.00
101.958 · Periodicals	0.00	0.00

## Fremont Area District Library Profit & Loss by Class

	Dan and Virginia Gerber 2018	Deferred Revenue 2017
101.959 · Microfilm	0.00	0.00
101.961 · Music	0.00	0.00
101.962 · Audio Books	0.00	0.00
101.963 · Video	0.00	0.00
101.965 · On-Line	0.00	0.00
Total Expense	0.00	0.00
Net Income	23,000.00	-44,065.12

## Fremont Area District Library Profit & Loss by Class

January through March 2018
Director Search

January t	hrough March 2018	
	Director Search	FACF Endowment 2017
Income		
101.402 · Property Taxes Fremont	0.00	0.00
101.403 · Property Taxes Townships	0.00	0.00
101.427 · State PPT Reimbursement	0.00	0.00
101.566 · State Aid	0.00	0.00
101.600 · Grant Income	0.00	0.00
101.630 · Copy Machine Income	0.00	0.00
101.651 · Computer Training Income	0.00	0.00
101.652 · Meeting Room Income	0.00	0.00
101.653 · Miscellaneous Income	0.00	0.00
101.658 · Book Fines	0.00	0.00
101.665 · Interest Income	0.00	0.00
101.675 · Private Contributions	0.00	0.00
Total Income	0.00	0.00
Gross Profit	0.00	0.00
Expense		
101.702 · Salaries & Wages	0.00	0.00
101.715 · Social Security Taxes	0.00	0.00
101.717 · Life Insurance	0.00	0.00
101.718 · Retirement Costs	0.00	0.00
101.720 · Health Ins. Premiums	0.00	0.00
101.725 · Equipment	0.00	0.00
101.726 · Office Supplies	0.00	0.00
101.727 · Postage	0.00	0.00
101.728 · Copy Machine	0.00	0.00
101.729 · Processing	0.00	0.00
101.730 · Supplies - Programs	0.00	0.00
101.800 · Cooperative Services	0.00	0.00
101.801 · Contracted Services - Admin.	15,000.00	0.00
101.805 · Contracted Services - Programs	0.00	0.00
101.850 · Communications	0.00	0.00
101.860 · Travel	0.00	0.00
101.870 · Memberships	0.00	0.00
101.905 · Advertising	0.00	0.00
101.920 · Utilities	0.00	0.00
101.921 · Snow Removal	0.00	0.00
101.922 · Lawn Maintenance	0.00	0.00
101.923 · Cleaning	0.00	0.00
101.924 · Maintenance Supplies	0.00	0.00
101.925 · HVAC Maintenance	0.00	0.00
101.926 · Miscellaneous Maintenance	0.00	0.00
101.955 · Miscellaneous Expense	0.00	0.00
101.956 · Software	0.00	0.00
101.957 - Print	0.00	0.00
101.958 · Periodicals	0.00	24.95

## Fremont Area District Library Profit & Loss by Class

	Director Search	FACF Endowment 2017
101.959 · Microfilm	0.00	0.00
101.961 · Music	0.00	0.00
101.962 · Audio Books	0.00	0.00
101.963 · Video	0.00	0.00
101.965 · On-Line	0.00	0.00
Total Expense	15,000.00	24.95
Net Income	-15,000.00	-24.95

## Fremont Area District Library Profit & Loss by Class

January t	hrough	March	2018
-----------	--------	-------	------

	FACF Endowment 2018	Friends
Income		
101.402 · Property Taxes Fremont	0.00	0.00
101.403 · Property Taxes Townships	0.00	0.00
101.427 · State PPT Reimbursement	0.00	0.00
101.566 · State Aid	0.00	0.00
101.600 · Grant Income	0.00	0.00
101.630 · Copy Machine Income	0.00	0.00
101.651 · Computer Training Income	0.00	0.00
101.652 · Meeting Room Income	0.00	0.00
101.653 · Miscellaneous Income	0.00	0.00
101.658 · Book Fines	0.00	0.00
101.665 · Interest Income	0.00	0.00
101.675 · Private Contributions	0.00	0.00
Total Income	0.00	0.00
Gross Profit	0.00	0.00
Expense		
101.702 · Salaries & Wages	0.00	0.00
101.715 · Social Security Taxes	0.00	0.00
101.717 · Life Insurance	0.00	0.00
101.718 · Retirement Costs	0.00	0.00
101.720 · Health Ins. Premiums	0.00	0.00
101.725 · Equipment	0.00	0.00
101.726 · Office Supplies	0.00	0.00
101.727 · Postage	0.00	0.00
101.728 · Copy Machine	0.00	0.00
101.729 · Processing	0.00	0.00
101.730 · Supplies - Programs	0.00	0.00
101.800 · Cooperative Services	0.00	0.00
101.801 · Contracted Services - Admin.	0.00	0.00
101.805 · Contracted Services - Programs	0.00	0.00
101.850 · Communications	0.00	0.00
101.860 · Travel	0.00	0.00
101.870 · Memberships	0.00	0.00
101.905 · Advertising	0.00	0.00
101.920 · Utilities	0.00	0.00
101.921 · Snow Removal	0.00	0.00
101.922 · Lawn Maintenance	0.00	0.00
101.923 · Cleaning	0.00	0.00
101.924 · Maintenance Supplies	0.00	0.00
101.925 · HVAC Maintenance	0.00	0.00
101.926 · Miscellaneous Maintenance	0.00	0.00
101.955 · Miscellaneous Expense	0.00	0.00
101.956 · Software	0.00	0.00
101.957 · Print	0.00	587.19
101.958 · Periodicals	2,566.57	0.00

## Fremont Area District Library Profit & Loss by Class

	FACF Endowment 2018	Friends
101.959 · Microfilm	0.00	0.00
101.961 · Music	0.00	0.00
101.962 · Audio Books	0.00	0.00
101.963 · Video	0.00	0.00
101.965 · On-Line	0.00	0.00
Total Expense	2,566.57	587.19
Net Income	-2,566.57	-587.19

## Fremont Area District Library Profit & Loss by Class

Sandary till	George & Norma Purvis 2018	Gorsky 2018
Income		
101.402 · Property Taxes Fremont	0.00	0.00
101.403 · Property Taxes Townships	0.00	0.00
101.427 · State PPT Reimbursement	0.00	0.00
101.566 · State Aid	0.00	0.00
101.600 · Grant Income	3,000.00	2,600.00
101.630 · Copy Machine Income	0.00	0.00
101.651 · Computer Training Income	0.00	0.00
101.652 · Meeting Room Income	0.00	0.00
101.653 · Miscellaneous Income	0.00	0.00
101.658 · Book Fines	0.00	0.00
101.665 · Interest Income	0.00	0.00
101.675 · Private Contributions	0.00	0.00
Total Income	3,000.00	2,600.00
Gross Profit	3,000.00	2,600.00
Expense		
101.702 · Salaries & Wages	0.00	0.00
101.715 · Social Security Taxes	0.00	0.00
101.717 · Life Insurance	0.00	0.00
101.718 · Retirement Costs	0.00	0.00
101.720 · Health Ins. Premiums	0.00	0.00
101.725 · Equipment	0.00	0.00
101.726 · Office Supplies	0.00	0.00
101.727 · Postage	0.00	0.00
101.728 · Copy Machine	0.00	0.00
101.729 · Processing	0.00	0.00
101.730 · Supplies - Programs	0.00	0.00
101.800 · Cooperative Services	0.00	0.00
101.801 · Contracted Services - Admin.	0.00	0.00
101.805 · Contracted Services - Programs	0.00	0.00
101.850 · Communications	0.00	0.00
101.860 · Travel	0.00	0.00
101.870 · Memberships	0.00	0.00
101.905 · Advertising	0.00	0.00
101.920 · Utilities	0.00	0.00
101.921 · Snow Removal	0.00	0.00
101.922 · Lawn Maintenance	0.00	0.00
101.923 · Cleaning	0.00	0.00
101.924 · Maintenance Supplies	0.00	0.00
101.925 · HVAC Maintenance	0.00	0.00
101.926 · Miscellaneous Maintenance	0.00	0.00
101.955 · Miscellaneous Expense	0.00	0.00
101.956 ⋅ Software	0.00	0.00
101.957 · Print	0.00	372.11
101.958 · Periodicals	0.00	0.00

## Fremont Area District Library Profit & Loss by Class

	George & Norma Purvis 2018	Gorsky 2018
101.959 · Microfilm	0.00	0.00
101.961 · Music	0.00	0.00
101.962 · Audio Books	33.99	0.00
101.963 · Video	0.00	0.00
101.965 · On-Line	0.00	0.00
Total Expense	33.99	372.11
Net Income	2,966.01	2,227.89

## Fremont Area District Library Profit & Loss by Class

January through March 2018
James E. King 2018

January t	through March 2018 James E. King 2018	Jane and Norm Reath 2018
Income		
101.402 · Property Taxes Fremont	0.00	0.00
101.403 · Property Taxes Townships	0.00	0.00
101.427 · State PPT Reimbursement	0.00	0.00
101.566 - State Aid	0.00	0.00
101.600 · Grant Income	700.00	1,700.00
101.630 · Copy Machine Income	0.00	0.00
101.651 · Computer Training Income	0.00	0.00
101.652 · Meeting Room Income	0.00	0.00
101.653 · Miscellaneous Income	0.00	0.00
101.658 · Book Fines	0.00	0.00
101.665 · Interest Income	0.00	0.00
101.675 · Private Contributions	0.00	0.00
Total Income	700.00	1,700.00
Gross Profit	700.00	1,700.00
Expense		
101.702 · Salaries & Wages	0.00	0.00
101.715 · Social Security Taxes	0.00	0.00
101.717 · Life Insurance	0.00	0.00
101.718 · Retirement Costs	0.00	0.00
101.720 · Health Ins. Premiums	0.00	0.00
101.725 · Equipment	0.00	0.00
101.726 · Office Supplies	0.00	0.00
101.727 · Postage	0.00	0.00
101.728 · Copy Machine	0.00	0.00
101.729 · Processing	0.00	0.00
101.730 · Supplies - Programs	0.00	0.00
101.800 · Cooperative Services	0.00	0.00
101.801 · Contracted Services - Admin.	0.00	0.00
101.805 · Contracted Services - Programs	0.00	0.00
101.850 · Communications	0.00	0.00
101.860 · Travel	0.00	0.00
101.870 · Memberships	0.00	0.00
101.905 · Advertising	0.00	0.00
101.920 · Utilities	0.00	0.00
101.921 - Snow Removal	0.00	0.00
101.922 · Lawn Maintenance	0.00	0.00
101.923 · Cleaning	0.00	0.00
101.924 · Maintenance Supplies	0.00	0.00
101.925 · HVAC Maintenance	0.00	0.00
101.926 · Miscellaneous Maintenance	0.00	0.00
101.955 · Miscellaneous Expense	0.00	0.00
101.956 · Software	0.00	0.00
101.957 · Print	97.04	334.78

## Fremont Area District Library Profit & Loss by Class January through March 2018

	James E. King 2018	Jane and Norm Reath 2018
101.959 · Microfilm	0.00	0.00
101.961 · Music	0.00	0.00
101.962 · Audio Books	0.00	0.00
101.963 · Video	0.00	0.00
101.965 · On-Line	0.00	0.00
Total Expense	97.04	334.78
Net Income	602.96	1,365.22

## Fremont Area District Library Profit & Loss by Class

January through March 2018
Marian Rumsey 2018

January	through March 2018  Marian Rumsey 2018	Marion A. DeKuiper 2018
Income		
101.402 · Property Taxes Fremont	0.00	0.00
101.403 · Property Taxes Townships	0.00	0.00
101.427 · State PPT Reimbursement	0.00	0.00
101.566 · State Aid	0.00	0.00
101.600 · Grant Income	1,400.00	39,000.00
101.630 · Copy Machine Income	0.00	0.00
101.651 · Computer Training Income	0.00	0.00
101.652 · Meeting Room Income	0.00	0.00
101.653 · Miscellaneous Income	0.00	0.00
101.658 · Book Fines	0.00	0.00
101.665 · Interest Income	0.00	0.00
101.675 · Private Contributions	0.00	0.00
Total Income	1,400.00	39,000.00
Gross Profit	1,400.00	39,000.00
Expense		
101.702 · Salaries & Wages	0.00	0.00
101.715 · Social Security Taxes	0.00	0.00
101.717 · Life Insurance	0.00	0.00
101.718 · Retirement Costs	0.00	0.00
101.720 · Health Ins. Premiums	0.00	0.00
101.725 · Equipment	0.00	0.00
101.726 · Office Supplies	0.00	0.00
101.727 ⋅ Postage	0.00	0.00
101.728 · Copy Machine	0.00	0.00
101.729 · Processing	0.00	41.90
101.730 · Supplies - Programs	0.00	0.00
101.800 · Cooperative Services	0.00	0.00
101.801 · Contracted Services - Admin.	0.00	0.00
101.805 · Contracted Services - Programs	0.00	0.00
101.850 · Communications	0.00	0.00
101.860 · Travel	0.00	0.00
101.870 · Memberships	0.00	0.00
101.905 · Advertising	0.00	0.00
101.920 · Utilities	0.00	0.00
101.921 · Snow Removal	0.00	0.00
101.922 · Lawn Maintenance	0.00	0.00
101.923 · Cleaning	0.00	0.00
101.924 · Maintenance Supplies	0.00	0.00
101.925 · HVAC Maintenance	0.00	0.00
101.926 · Miscellaneous Maintenance	0.00	0.00
101.955 · Miscellaneous Expense	0.00	0.00
101.956 · Software	0.00	0.00
101.957 · Print	0.00	0.00
101.958 · Periodicals	0.00	0.00

## Fremont Area District Library Profit & Loss by Class

	Marian Rumsey 2018	Marion A. DeKuiper 2018
101.959 · Microfilm	0.00	0.00
101.961 · Music	0.00	0.00
101.962 · Audio Books	0.00	69.99
101.963 · Video	0.00	0.00
101.965 · On-Line	0.00	0.00
Total Expense	0.00	111.89
Net Income	1,400.00	38,888.11

## Fremont Area District Library Profit & Loss by Class

J	Operational	Pollack 2018	Summer Reading 2018
Income			
101.402 · Property Taxes Fremont	108,152.00	0.00	0.00
101.403 · Property Taxes Townships	363,131.38	0.00	0.00
101.427 · State PPT Reimbursement	54,842.86	0.00	0.00
101.566 ⋅ State Aid	1,523.80	0.00	0.00
101.600 ⋅ Grant Income	48,400.00	1,125.00	0.00
101.630 · Copy Machine Income	920.38	0.00	0.00
101.651 · Computer Training Income	95.00	0.00	0.00
101.652 · Meeting Room Income	75.00	0.00	0.00
101.653 · Miscellaneous Income	1,293.70	0.00	0.00
101.658 ⋅ Book Fines	2,538.09	0.00	0.00
101.665 · Interest Income	38.82	0.00	0.00
101.675 · Private Contributions	4,250.95	0.00	0.00
Total Income	585,261.98	1,125.00	0.00
Gross Profit	585,261.98	1,125.00	0.00
Expense			
101.702 ⋅ Salaries & Wages	88,771.95	0.00	0.00
101.715 · Social Security Taxes	6,683.84	0.00	0.00
101.717 · Life Insurance	177.00	0.00	0.00
101.718 · Retirement Costs	9,049.36	0.00	0.00
101.720 · Health Ins. Premiums	12,147.63	0.00	0.00
101.725 · Equipment	516.71	0.00	0.00
101.726 · Office Supplies	431.51	0.00	0.00
101.727 · Postage	124.30	0.00	0.00
101.728 · Copy Machine	1,196.42	0.00	0.00
101.729 · Processing	169.33	0.00	0.00
101.730 · Supplies - Programs	679.75	10.41	0.00
101.800 · Cooperative Services	4,035.00	0.00	0.00
101.801 · Contracted Services - Admin.	1,131.00	0.00	0.00
101.805 · Contracted Services - Programs	150.00	0.00	100.00
101.850 · Communications	4,711.58	0.00	0.00
101.860 · Travel	645.25	0.00	0.00
101.870 · Memberships	250.00	0.00	0.00
101.905 · Advertising	85.50	0.00	0.00
101.920 · Utilities	18,942.23	0.00	0.00
101.921 · Snow Removal	1,931.67	0.00	0.00
101.922 · Lawn Maintenance	410.83	0.00	0.00
101.923 ⋅ Cleaning	11,448.00	0.00	0.00
101.924 · Maintenance Supplies	1,063.24	0.00	0.00
101.925 · HVAC Maintenance	7,482.25	0.00	0.00
101.926 · Miscellaneous Maintenance	3,437.76	0.00	0.00
101.955 · Miscellaneous Expense	990.68	0.00	0.00
101.956 · Software	1,216.32	0.00	0.00
101.957 · Print	0.00	194.59	0.00
101.958 · Periodicals	14.97	0.00	0.00

## Fremont Area District Library Profit & Loss by Class

	Operational	Pollack 2018	Summer Reading 2018
101.959 · Microfilm	180.67	0.00	0.00
101.961 · Music	0.00	0.00	0.00
101.962 · Audio Books	0.00	0.00	0.00
101.963 · Video	0.00	0.00	0.00
101.965 · On-Line	71.66	0.00	0.00
Total Expense	178,146.41	205.00	100.00
Net Income	407,115.57	920.00	-100.00

## Fremont Area District Library Profit & Loss by Class

odiladi'y til	Writers Live 2018	Unclassified	TOTAL
Income			
101.402 · Property Taxes Fremont	0.00	0.00	92,276.00
101.403 · Property Taxes Townships	0.00	0.00	334,942.26
101.427 · State PPT Reimbursement	0.00	0.00	54,842.86
101.566 · State Aid	0.00	0.00	1,523.80
101.600 · Grant Income	0.00	0.00	135,225.00
101.630 · Copy Machine Income	0.00	0.00	920.38
101.651 · Computer Training Income	0.00	0.00	95.00
101.652 · Meeting Room Income	0.00	0.00	75.00
101.653 · Miscellaneous Income	0.00	0.00	1,293.70
101.658 ⋅ Book Fines	0.00	0.00	2,538.09
101.665 · Interest Income	0.00	0.00	38.82
101.675 · Private Contributions	0.00	0.00	4,250.95
Total Income	0.00	0.00	628,021.86
Gross Profit	0.00	0.00	628,021.86
Expense			
101.702 · Salaries & Wages	0.00	0.00	88,771.95
101.715 · Social Security Taxes	0.00	0.00	6,683.84
101.717 · Life Insurance	0.00	0.00	177.00
101.718 · Retirement Costs	0.00	0.00	9,049.36
101.720 · Health Ins. Premiums	0.00	0.00	12,147.63
101.725 · Equipment	0.00	0.00	516.71
101.726 · Office Supplies	0.00	0.00	431.51
101.727 ⋅ Postage	0.00	0.00	124.30
101.728 · Copy Machine	0.00	0.00	1,196.42
101.729 · Processing	0.00	0.00	211.23
101.730 · Supplies - Programs	0.00	0.00	690.16
101.800 · Cooperative Services	0.00	0.00	4,035.00
101.801 · Contracted Services - Admin.	0.00	0.00	16,131.00
101.805 · Contracted Services - Programs	400.00	0.00	650.00
101.850 · Communications	0.00	0.00	4,711.58
101.860 ⋅ Travel	0.00	0.00	645.25
101.870 · Memberships	0.00	0.00	250.00
101.905 · Advertising	0.00	0.00	85.50
101.920 · Utilities	0.00	0.00	18,942.23
101.921 · Snow Removal	0.00	0.00	1,931.67
101.922 · Lawn Maintenance	0.00	0.00	410.83
101.923 · Cleaning	0.00	0.00	11,448.00
101.924 · Maintenance Supplies	0.00	0.00	1,063.24
101.925 · HVAC Maintenance	0.00	0.00	7,482.25
101.926 · Miscellaneous Maintenance	0.00	0.00	3,437.76
101.955 · Miscellaneous Expense	0.00	0.00	990.68
101.956 ⋅ Software	0.00	0.00	1,216.32
101.957 ⋅ Print	0.00	0.00	5,348.30
101.958 · Periodicals	0.00	0.00	2,635.60

## Fremont Area District Library Profit & Loss by Class

	Writers Live 2018	Unclassified	TOTAL
101.959 · Microfilm	0.00	0.00	180.67
101.961 · Music	0.00	0.00	56.14
101.962 · Audio Books	0.00	0.00	244.21
101.963 · Video	0.00	0.00	374.50
101.965 · On-Line	0.00	0.00	71.66
Total Expense	400.00	0.00	202,342.50
Net Income	-400.00	0.00	425,679.36

### **EXHIBIT 2**

### FREMONT AREA DISTRIT LIBRARY

## AMENDMENT TO THE FREMONT AREA DISTRICT LIBRARY AGREEMENT

This Amendment to the Fremont Area District Library Agreement, dated July 1, 1996, as amended, is entered into on the \_\_\_\_\_ day of \_\_\_\_\_\_, 2018, ("Amendment") by and between the , all located in Newaygo County, Michigan.

WHEREAS, pursuant to the terms of the District Library Establishment Act, 1989 PA 24, MCL 397.171 et seq ("DLEA"), the Fremont Public Schools, Sherman Township, the Charter Township of Sheridan, Dayton Township, and the City of Fremont, all located in Newaygo County, Michigan, originally established the Fremont Area District Library (also referred to as "District Library") by agreement dated July 1, 1996, as amended, ("Fremont Area District Library Agreement" or "District Library Agreement");

WHEREAS, the Fremont Area District Library Board and the White Cloud Community Library Board desire to amend the boundary of the Fremont Area District Library and the White Cloud Community Library by transferring a portion of the Fremont Area District Library located in Sherman Township that is within the White Cloud Public School District to the White Cloud Community Library ("Transfer Area") pursuant to Section 3d of the DLEA;

WHEREAS, the Transfer Area is bounded by Sherman Township and White Cloud Public School District boundaries and the boundary of the Transfer Area is contiguous to both the White Cloud Community Library and the Fremont Area District Library;

WHEREAS, the governing boards of Fremont Public Schools, Sherman Township, the Charter Township of Sheridan, Dayton Township, and the City of Fremont have either approved or shall soon approve the transfer of the Transfer Area from the Fremont Area District Library to the White Cloud Community Library and provide for the amendments to the Fremont Area District Library Agreement as required by Section 3d of the DLEA, MCL 397.195 and the District Library Agreement;

WHEREAS, Section 3d of the DLEA, MCL 397.173d, requires that the White Cloud Community Library district-wide millage be approved by a majority of the Sherman Township electors who reside in the Transfer Area as a condition of the transfer;

WHEREAS, the Fremont Area District Library believes allowing the Transfer Area to be transferred from the Fremont Area District Library and become part of the White Cloud Community Library would be in the best interests of the health, safety and welfare of District Library residents; and

WHEREAS, as required by the DLEA, the District Library is required to approve any amendment to the Fremont Area District Library Agreement.

THEREFORE, BE IT AGREED BY THE PARTIES AS FOLLOWS:

- 1. Expansion of Territory of the District Library District (Amended Exhibit A). Subject to the conditions provided in Section 2 below, the Agreement is amended to revise Exhibit A (Exhibit A is first identified in paragraph 2) of the District Library Agreement to exclude all territory in Sherman Township that is currently located in the White Cloud Public School District to the District Library. See revised Exhibit A description and map attached.
- 2. <u>Effective Date of the Amendment (Conditions Precedent to the Effective Date of this Amendment)</u>. This Amendment shall become effective on September 1, 2018 only if (1) the electors of Sherman Township located within the White Cloud Public School District ("Transfer Area") approve a White Cloud Community Library ballot question to levy a district-wide millage of 1.5 mills, substantially as provided in Exhibit B attached hereto; (2) the White Cloud Community Library approves an amendment to

## **EXHIBIT 1**

(Include Map of Sherman Township Transfer Area)

White Cloud Community Library District Library Agreement to add the Transfer Area from its Territory; and (3) the participating municipalities of both the Fremont Area District Library and the White Cloud Community Library approve by resolution amendments to the respective district library agreements to allow the Transfer Area to be transferred from the Fremont Area District Library to the White Cloud Community Library as required by Section 3d of the DLEA (4) the State Librarian approves the Amendment.

- Governing Law. This Amendment shall be governed by and construed in accordance with the laws of the State of Michigan.
- Severability. If any clause, provision or section of this Amendment shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections.
- Execution in Counterparts. This Amendment may be executed in two or more counterparts, each of which shall be deemed and all of which shall constitute one and the same agreement, and the signature of any Party to any counterpart shall be deemed a signature to and may be appended to any other counterpart.
- 6. Remaining Effectiveness of Amended Agreement; Conflict of Provisions. There is no change to any other provision of the District Library Agreement, including no change to the Board representation or the money necessary from each Participating Municipality for the establishment and operation of the District Library. Unless specifically amended by this Amendment, all other provisions of the District Library Agreement shall remain in full force and effect, as if the Transfer Area were originally part of the District Library Agreement. In the event a conflict occurs, this Amendment shall govern.

CITY OF FREMONT

Dated: 6 april 18

By: Vicci L. Ter Veer
(Print Name)

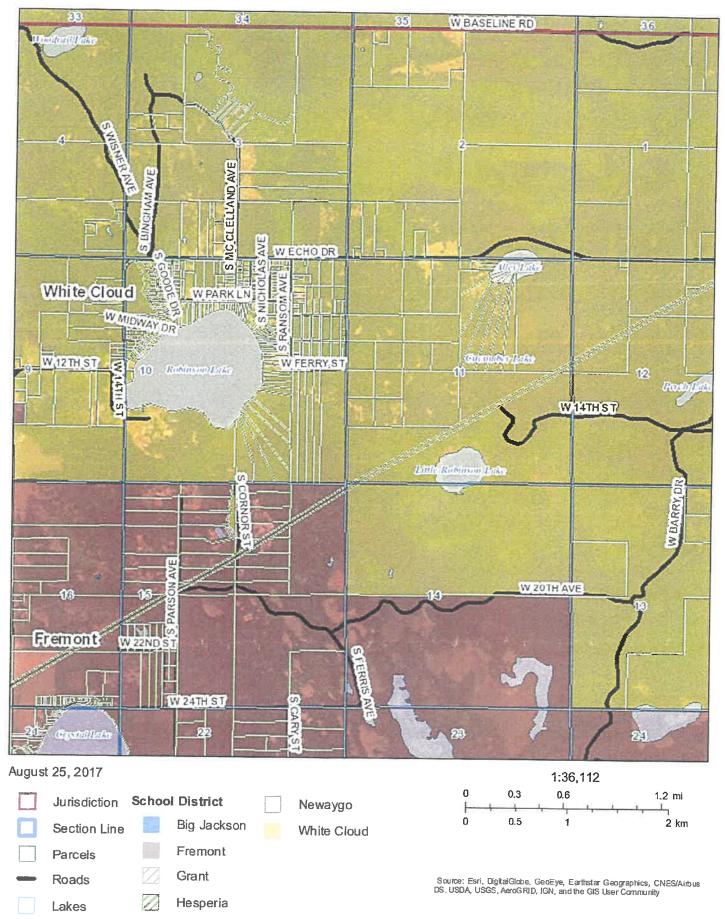
Its: City Clark

### Exhibit A

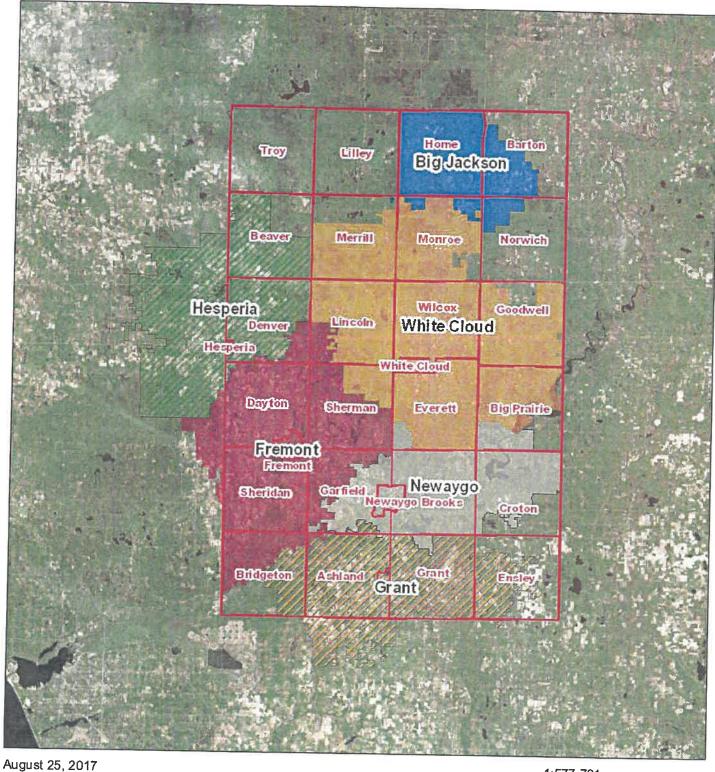
The District Library District shall be comprised of all territory which is currently located in the jurisdictional limits of the City of Fremont, the Township of Dayton, the Township of Sherman, the Charter Township of Sheridan, and the Fremont Public Schools, excluding the territory in Sherman Township located in the White Cloud Public School District.

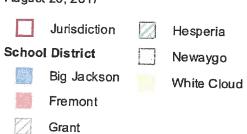
### [Include Map]

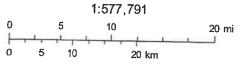
## Sherman Twp2/ WC School Dist.



## Newaygo County School District







Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

### FREMONT PUBLIC SCHOOLS

## RESOLUTION TO AMEND DISTRICT LIBRARY AGREEMENT TO TRANSFER A PORTION OF SHERMAN TOWNSHIP FROM THE FREMONT AREA DISTRICT LIBRARY TO THE WHITE CLOUD COMMUNITY LIBRARY

County, Michigan, held at the Fremont Public Schools Administration Building on April 9, 2018 at 7:00p.m.

PRESENT: Ed Wosinski Terri Blake, Matt Hendrie, Control of the C

At a regular meeting of the School Board of the Fremont Public Schools, Newaygo

The following Resolution was offered by Crystal (alkins

and seconded by RICK St. Peter

ABSENT: NOWE

WHEREAS, pursuant to the terms of the District Library Establishment Act, 1989 PA 24, MCL 397.171 *et seq* ("DLEA"), the Fremont Public Schools, Sherman Township, the Charter Township of Sheridan, Dayton Township, and the City of Fremont all located in Newaygo County, Michigan, originally established the Fremont Area District Library (also referred to as "District Library") by agreement dated July 1, 1996 ("Fremont Area District Library Agreement");

WHEREAS, pursuant to the terms of the DLEA, the City of White Cloud, the Township of Merrill, the Township of Everett and the White Cloud Public School District, all located in Newaygo County, Michigan, originally established the White Cloud Community Library by agreement dated March 20, 1998 ("White Cloud Community Library District Library Agreement");

WHEREAS, although the portion of Sherman Township located in the White Cloud Public School District is part of the Fremont Area District Library district, the Fremont Area District Library has been paying the White Cloud Community Library for years to serve these residents;

WHEREAS, the Fremont Area District Library desires to amend its boundary by transferring a portion of Sherman Township located in the White Cloud Public School District to the White Cloud Community Library ("Transfer Area") pursuant to Section 3d of the DLEA;

WHEREAS, the Transfer Area is bounded by Sherman Township and the White Cloud Public School District boundaries and is a contiguous boundary between the Fremont Area District Library and the White Cloud Community Library (see Exhibit 1);

WHEREAS, the White Cloud Community Library also desires to transfer the Transfer Area from the Fremont Area District Library to the White Cloud Community Library.

WHEREAS, by May 1, 2018, the White Cloud Community Library Board shall approve the transfer of the Transfer Area from the Fremont Area District Library to the White Cloud Community Library and provide for the amendments to the White Cloud Community Library District Library Agreement as required by Section 3d of the DLEA, MCL 397.173d and the White Cloud Community Library District Library Agreement;

WHEREAS, by May 1, 2018, the governing bodies of the participating municipalities of the White Cloud Community Library (Merrill Township, Everett Township, the City of White Cloud and the White Cloud Public School District) shall each approve the transfer of the Transfer Area from the Fremont Area District Library to the White Cloud Community Library and provide for the amendments to White Cloud Community Library District Library Agreement

as required by Section 3d of the DLEA, MCL 397.173d and the White Cloud Community Library District Library Agreement;

WHEREAS, by May 1, 2018, the governing bodies of the participating municipalities of the Fremont Area District Library (the City of Fremont, the Fremont Public Schools, the Charter Township of Sheridan, Dayton Township and Sherman Township) shall each approve the transfer of the Transfer Area from the Fremont Area District Library to the White Cloud Community Library and provide for the amendments to the Fremont Area District Library Agreement as required by Section 3d of the DLEA, MCL 397.173d and the Fremont Area District Library Agreement;

WHEREAS, Section 3d of the DLEA, MCL 397.173d, requires that the White Cloud Community Library district-wide millage be approved by a majority of the Sherman Township electors who reside in the Transfer Area as a condition of the transfer;

WHEREAS, the Fremont Area District Library believes allowing the Transfer Area to be transferred from the Fremont Area District Library and become part of the White Cloud Community Library would be in the best interests of the health, safety and welfare of Fremont Area District Library residents; and

WHEREAS, as required by the DLEA, the Fremont Public Schools, as a participating municipality, is required to approve any amendment to the Fremont Area District Library Agreement.

THEREFORE, be it resolved by the School Board ("Board") of the Fremont Public Schools as follows:

- 1. The Board resolves to amend the boundaries of the Fremont Area District Library by transferring the portion of Sherman Township located in the White Cloud Public School District from the Fremont Area District Library to the White Cloud Community Library;
- 2. The Board resolves that the Fremont Area District Library Agreement, be amended as provided in the Amendment to the Fremont Area District Library District Library Agreement attached as Exhibit 2 ("Amendment") to accomplish the transfer.
- 3. The Board authorizes the President to make any non-substantive changes to the Amendment if required before the Amendment is approved by the State Librarian. The Board authorizes the President and/or Secretary to execute the Amendment.
- 4. Any resolutions or portions of resolutions inconsistent with this Resolution are repealed.

ADOPTED:		
YEAS:		
NAYS:		
STATE OF MICHIGAN	)	SS.
COUNTY OF NEWAYGO	)	33.
I, the undersigned, the dul	y qualifie	ed and acting Secretary of the Fremont Public Schools,
Newaygo County, Michigan, DO	HEREB	Y CERTIFY that the foregoing is a true and complete
	en by the	e Board of the Fremont Public Schools at a regular
meeting held on April 9		, 2018.

Secretary, Fremont Public