

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: September 19, 2022 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda:

Approval of the Minutes: August 15

Treasurer's Report: Credit Card - \$3,948.01 for August

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion and approval of Wayland Union High School's improv.anonymous group using the Community Room at no charge
2. Discussion and approval of interim security camera solution
3. Discussion and approval of revision to Collection Development Policy
4. Discussion and approval of Crisis Communication Policy
5. Discussion of Medema Consulting Strategic Planning Proposal
6. Director 1-year review.

OLD BUSINESS:

- 1.

Township Board Meeting: September 22, 2022 7 pm.

Adjournment:

Next regular meeting: October 17, 2022 at 6:30 pm

Check Register 2022 - August

Date	Type	Check #	Vender	Memo	Amount
08/04/2022	Check	15963	Leslie Helakoski	Storyteller for Plates 'n' Pages	-600
08/08/2022	Tax Payment		IRS	Tax Payment for Period: 07/01/2022-07/31/2022	-2,219.55
08/08/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 07/01/2022-07/31/2022 MI Income Tax	-475.09
08/10/2022	Check	15991	John Urschel	Copy of Adult NF Life After Andersonville	-50
08/10/2022	Check	15992	GREAT LAKES MOTORCOACH	Charter #7480 Bus rental deposit for Chicago trip	-460
08/11/2022	Check	15961	Ethel Smothers	Storyteller for Plates 'n' Pages	-518.75
08/12/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 07/27/2022-08/09/2022	-235.41
08/12/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/27/2022-08/09/2022	-424.76
08/12/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 07/27/2022-08/09/2022	-416.72
08/12/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/27/2022-08/09/2022	-1,166.30
08/12/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/27/2022-08/09/2022	-331.75
08/12/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/27/2022-08/09/2022	-695.67
08/12/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/27/2022-08/09/2022	-440.06
08/12/2022	Check	15993	Lakeland Library Cooperative	Invoice #PT22-528	-341.68
08/19/2022	Check	15994	Jeffrey L. Babbitt	August mileage reimbursement	-58
08/19/2022	Check	15995	Lakeland Library Cooperative	Voided	0
08/19/2022	Check	15996	Allegan County Treasurer	Property Tax Adjustment letter dated 8/15/22 Tax chargebacks	-31.02
08/19/2022	Check	15997	Foster, Swift, Collins & Smith	Invoice #839069 Client/Matter #84829-00001 Tax chargebacks	-450
08/19/2022	Check	15998	Decker Agency	Invoice #4269.2 Liability Insurance premium 8/1/22-7/31/23	-2,174.00
08/26/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 08/10/2022-08/23/2022	-442.15
08/26/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 08/10/2022-08/23/2022	-192.46
08/26/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 08/10/2022-08/23/2022	-695.65
08/26/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 08/10/2022-08/23/2022	-331.75
08/26/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 08/10/2022-08/23/2022	-335.41
08/26/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 08/10/2022-08/23/2022	-416.73
08/26/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 08/10/2022-08/23/2022	-1,166.30
08/29/2022	Check	15999	Allegan County Search & Rescue	1/4 page AD	-185

08/31/2022	Check	16001	US Bank Equipment Finance	Invoice #480173012 August copier	-414.23
08/31/2022	Check	16004	Midwest Tape	Invoice #502615829 Customer #2000018351 Hoopla August 2022	-302.86
08/31/2022	Check	16005	T-Mobile	Account #970594354	-114.11
08/31/2022	Check	16006	UNIQUE MANAGEMENT SERVICES INC	Invoice #6104903	-9.85

DORR TOWNSHIP LIBRARY

Profit and Loss

August 2022

	TOTAL
Income	
403. State Aid	3,920.17
404. Penal Fines	2,351.52
405-407. Other Types of Income	
405. Miscellaneous Revenue	
405.1 Copies	63.95
405.2 Fines	17.85
405.4 Faxes	18.40
405.5 Book Sales	33.00
405.9 Uncategorized Income	7.30
Total 405. Miscellaneous Revenue	140.50
406. Interest Income Dor	76.76
407. Reimbursements	
407.2 Book Replacement	72.84
Total 407. Reimbursements	72.84
Total 405-407. Other Types of Income	290.10
583. Direct Public Support	
583.3 Legacies and Bequests	
583.3.1 Annuity	356.20
Total 583.3 Legacies and Bequests	356.20
Total 583. Direct Public Support	356.20
Total Income	\$6,917.99
GROSS PROFIT	\$6,917.99
Expenses	
703-728. Operations	
703. Books	50.00
709. Ed. & Train Dor	
709.1 Travel and Meetings	58.00
Total 709. Ed. & Train Dor	58.00
710. Programs (Community Promotions)	1,578.75
711. databases	302.86
720. Supplies	
720.1 Collection/Office Supplies	341.68
Total 720. Supplies	341.68
721. Advertising	185.00
Total 703-728. Operations	2,516.29

DORR TOWNSHIP LIBRARY

Profit and Loss

August 2022

	TOTAL
729-734. Facilities and Equipment	
729. Rent, Parking, Utilities	
729.1 Telephone, Telecommunications	114.11
Total 729. Rent, Parking, Utilities	114.11
730. Equip Rental and Maintenance	414.23
Total 729-734. Facilities and Equipment	528.34
780. Misc Expense	
781. Fee refund	31.02
Total 780. Misc Expense	31.02
800. Professional and Contract Services	
801. Legal Fees	450.00
803. Unique Management Costs	9.85
Total 800. Professional and Contract Services	459.85
Other Types of Expenses	
Insurance - Liability, D and O	2,174.00
Total Other Types of Expenses	2,174.00
Payroll Expenses	
Taxes	651.56
Wages	8,458.26
Total Payroll Expenses	9,109.82
Total Expenses	\$14,819.32
NET OPERATING INCOME	\$ -7,901.33
NET INCOME	\$ -7,901.33

DORR TOWNSHIP LIBRARY

General Ledger

August 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Checking							
	Beginning Balance						201,493.53
08/04/2022	Check	15963	Leslie Helakoski		703-728. Operations:710. Programs (Community Promotions)	-600.00	200,893.53
08/08/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 07/01/2022-07/31/2022	Payroll Liabilities:MI Income Tax	-475.09	200,418.44
08/08/2022	Tax Payment		IRS	Tax Payment for Period: 07/01/2022-07/31/2022	Payroll Liabilities:Federal Taxes (941/944)	-	198,198.89
						2,219.55	
08/09/2022	Deposit				404. Penal Fines	2,351.52	200,550.41
08/10/2022	Check	15991	John Urschel		703-728. Operations:703. Books	-50.00	200,500.41
08/10/2022	Check	15992	GREAT LAKES MOTORCOACH	Charter #7480	703-728. Operations:710. Programs (Community Promotions)	-460.00	200,040.41
08/11/2022	Check	15961	Ethel Smothers		703-728. Operations:710. Programs (Community Promotions)	-518.75	199,521.66
08/12/2022	Check	15993	Lakeland Library Cooperative	Invoice #PT22-528	703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-341.68	199,179.98
08/12/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/27/2022-08/09/2022	Direct Deposit Payable	-440.06	198,739.92
08/12/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/27/2022-08/09/2022	Direct Deposit Payable	-695.67	198,044.25
08/12/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/27/2022-08/09/2022	Direct Deposit Payable	-331.75	197,712.50
08/12/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/27/2022-08/09/2022	Direct Deposit Payable	-	196,546.20
						1,166.30	
08/12/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 07/27/2022-08/09/2022	Direct Deposit Payable	-416.72	196,129.48
08/12/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 07/27/2022-08/09/2022	Direct Deposit Payable	-235.41	195,894.07
08/12/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/27/2022-08/09/2022	Direct Deposit Payable	-424.76	195,469.31
08/19/2022	Check	15994	Jeffrey L. Babbitt		703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-58.00	195,411.31
08/19/2022	Check	15995	Lakeland Library Cooperative	Voided	703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	0.00	195,411.31
08/19/2022	Check	15997	Foster, Swift, Collins & Smith	Invoice #839069 Client/Matter #84829-00001	800. Professional and Contract Services:801. Legal Fees	-450.00	194,961.31
08/19/2022	Check	15998	Decker Agency	Invoice #4269.2	Other Types of Expenses:Insurance - Liability, D and O	-	192,787.31
						2,174.00	
08/19/2022	Check	15996	Allegan County Treasurer	Property Tax Adjustment letter dated 8/15/22	780. Misc Expense:781. Fee refund	-31.02	192,756.29
08/26/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 08/10/2022-08/23/2022	Direct Deposit Payable	-192.46	192,563.83
08/26/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 08/10/2022-08/23/2022	Direct Deposit Payable	-695.65	191,868.18
08/26/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 08/10/2022-08/23/2022	Direct Deposit Payable	-331.75	191,536.43
08/26/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 08/10/2022-08/23/2022	Direct Deposit Payable	-335.41	191,201.02
08/26/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 08/10/2022-08/23/2022	Direct Deposit Payable	-416.73	190,784.29
08/26/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 08/10/2022-08/23/2022	Direct Deposit Payable	-	189,617.99
						1,166.30	
08/26/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 08/10/2022-08/23/2022	Direct Deposit Payable	-442.15	189,175.84
08/29/2022	Check	15999	Allegan County Search & Rescue		703-728. Operations:721. Advertising	-185.00	188,990.84
08/31/2022	Deposit				-Split-	4,489.71	193,480.55
08/31/2022	Check	16001	US Bank Equipment Finance	Invoice #480173012	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-414.23	193,066.32
08/31/2022	Check	16004	Midwest Tape	Invoice #502615829 Customer #2000018351	703-728. Operations:711. databases	-302.86	192,763.46

DORR TOWNSHIP LIBRARY

General Ledger

August 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/31/2022	Check	16005	T-Mobile	Account #970594354	729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-114.11	192,649.35
08/31/2022	Check	16006	UNIQUE MANAGEMENT SERVICES INC	Invoice #6104903	800. Professional and Contract Services:803. Unique Management Costs	-9.85	192,639.50
08/31/2022	Deposit		Interest		405-407. Other Types of Income:406. Interest Income Dor	44.41	192,683.91
Total for Checking						\$ -	
						8,809.62	

DORR TOWNSHIP LIBRARY

Balance Sheet
As of August 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
390. Savings	253,990.51
Checking	192,683.91
Huntington CD	6,418.42
Total Bank Accounts	\$453,092.84
Other Current Assets	
019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$463,319.45
TOTAL ASSETS	\$463,319.45
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202. Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
203. Audit Accts Payable	3,345.67
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	191.25
211. Federal Unemployment (940)	-859.26
212. MI Income Tax	326.14
213. Federal Taxes (941/944)	705.18
214. MI Income Tax	-68.88
215. MI Unemployment Tax	0.00
216. Blue Cross Dental	250.04
217. Blue Cross Vision	1,287.16
Blue Cross Dental	5.48
Blue Cross Vision	40.66
Federal Taxes (941/944)	787.60
Federal Unemployment (940)	79.41
MI Income Tax	458.33
MI Unemployment Tax	0.00
Total Payroll Liabilities	3,203.11
Total Other Current Liabilities	\$6,548.78
Total Current Liabilities	\$6,548.78
Total Liabilities	\$6,548.78

DORR TOWNSHIP LIBRARY

Balance Sheet

As of August 31, 2022

	TOTAL
Equity	
012. Opening Bal Equity	120,892.09
013. Fund Balance	397,029.68
Net Income	-61,151.10
Total Equity	\$456,770.67
TOTAL LIABILITIES AND EQUITY	\$463,319.45

FY 2022-2023 Budget															
	Month												Total Spent	Remaining	2022-2023 Budget
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	2022-2023 Budget
															\$241,400.00
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted
Custodial wages	\$396.62	\$412.24	\$400.52	\$659.36	\$427.87								\$2,296.61	\$3,303.39	\$5,600.00
Emp. Wages	\$6,309.59	\$6,450.46	\$6,639.06	\$10,199.43	\$6,943.25								\$36,541.79	\$52,958.21	\$89,500.00
Payroll taxes	\$1,613.26	\$1,662.88	\$1,728.25	\$2,701.42	\$1,818.60								\$9,524.41	\$17,125.59	\$26,650.00
Health Insurance													\$0.00	\$3,000.00	\$3,000.00
Total	\$8,319.47	\$8,525.58	\$8,767.83	\$13,560.21	\$8,761.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,362.81	\$76,387.19	\$124,750.00
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted
Audit fee													\$0.00	\$3,000.00	\$3,000.00
Collection Agency	\$17.90				\$9.85								\$27.75	\$22.25	\$50.00
Legal Fees		\$1,012.50	\$202.50		\$450.00								\$1,665.00	\$335.00	\$2,000.00
Professional Dues	\$121.68		\$356.84		\$37.74								\$516.26	\$283.74	\$800.00
Library Board Bonding			\$326.00										\$326.00	\$24.00	\$350.00
Workers Comp			\$216.00										\$216.00	\$384.00	\$600.00
Total	\$139.58	\$1,012.50	\$1,101.34	\$0.00	\$497.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,751.01	\$4,048.99	\$6,800.00
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted
Books	\$3,879.30	\$887.81	\$1,440.05	\$1,083.82	\$851.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,142.11	\$8,257.89	\$16,400.00
Adult	\$562.49	\$600.28	\$610.70	\$219.49	\$363.69								\$2,356.65	\$3,543.35	\$5,900.00
Childrens	\$1,963.25	\$200.58	\$191.71	\$553.35	\$183.00								\$3,091.89	\$518.11	\$3,610.00
Tween	\$445.99	\$86.95	\$210.82	\$29.98	\$35.48								\$809.22	\$1,980.78	\$2,790.00
YA	\$907.57		\$426.82	\$281.00	\$268.96								\$1,884.35	\$2,215.65	\$4,100.00
DVD		\$147.07	\$294.69	\$94.42	\$114.59								\$650.77	\$849.23	\$1,500.00
Audiobooks		\$86.97	\$167.17	\$85.43									\$339.57	\$860.43	\$1,200.00
Video Games				\$299.67									\$299.67	\$700.33	\$1,000.00
Games to Go													\$0.00	\$250.00	\$250.00
Kits					\$190.70								\$190.70	\$309.30	\$500.00
Binge Boxes													\$0.00	\$500.00	\$500.00
Periodicals	\$22.45	\$29.95	\$29.95	\$754.15	\$29.95								\$866.45	\$633.55	\$1,500.00
Programs	\$2,984.68	\$2,893.80	\$937.84	\$1,696.92	\$1,596.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,109.55	\$1,890.45	\$12,000.00
General Programming	\$708.51	\$1,695.57	237.9	971.14	908.53								\$4,521.65	\$4,478.35	\$9,000.00
Summer Reading	\$565.00	\$1,083.23	\$699.94	\$275.78									\$2,623.95	\$376.05	\$3,000.00
Grant Purchases	\$1,711.17	\$115.00		\$450.00	\$687.78								\$2,963.95	-\$2,963.95	
Advertising		\$25.00	\$9.99	\$1,625.00	\$495.92								\$2,155.91	-\$1,155.91	\$1,000.00
Office/General Supplies	\$950.80	\$581.54	\$344.61	\$699.74	\$1,179.17								\$3,755.86	\$744.14	\$4,500.00
Employee Training			\$510.00										\$510.00	\$6,490.00	\$7,000.00
Library Board Training													\$0.00	\$400.00	\$400.00
Transportation			\$928.63		\$58.00								\$986.63	\$413.37	\$1,400.00
Coop Fees	\$3,806.58	\$180.00		\$3,808.88									\$7,795.46	\$10,204.54	\$18,000.00
Databases	\$2,636.58	\$334.67	\$2,575.44	\$1,883.03	\$302.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,732.58	\$5,067.42	\$12,800.00
emagazines, e-	\$450.00			\$450.00									\$900.00	\$2,600.00	\$3,500.00
Mango Languages	\$1,477.45												\$1,477.45	\$22.55	\$1,500.00
Ancestry.com				\$1,147.47									\$1,147.47	\$352.53	\$1,500.00
Movie License													\$0.00	\$400.00	\$400.00
Hoopla (ebooks)	\$358.93	\$334.67	\$325.44	285.56	\$302.86								\$1,607.46	\$1,392.54	\$3,000.00
World Trade Press	\$350.20												\$350.20	\$49.80	\$400.00
Learning/Lynda.com			\$2,250.00										\$2,250.00	\$250.00	\$2,500.00
Total	\$14,280.39	\$5,079.84	\$7,071.20	\$11,645.96	\$4,818.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,896.02	\$36,414.74	\$79,950.00

	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2022-2023 Budget
Building Ins.															
General Liability Insurance					2174								\$2,174.00	\$826.00	\$3,000.00
Utilities	\$264.95	\$317.95	\$269.95	\$269.95	\$269.95	\$269.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,392.75	\$2,107.25	\$3,500.00
Internet/phone	\$264.95	\$269.95	\$269.95	\$269.95	\$269.95	\$269.95							\$1,344.75		
Trash		\$48.00											\$48.00		
Recycling													\$0.00		
Building Maintenance and Improvement	\$0.00	\$176.97	\$536.88	\$0.00	\$176.97		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$890.82	\$1,809.18	\$2,700.00
Tables			\$536.88										\$536.88	-\$36.88	\$500.00
Equipment (children)													\$0.00	\$300.00	\$300.00
Security system		\$176.97			\$176.97								\$353.94	\$546.06	\$900.00
Other building maint. ceiling fans?)													\$0.00	\$0.00	\$0.00
(schedule)													\$0.00	\$0.00	\$0.00
Update Bathrooms													\$0.00	\$0.00	\$0.00
new hand dryers													\$0.00		
Services (window)													\$0.00	\$1,000.00	\$1,000.00
Equipment	\$400.59	\$544.14	\$378.28	\$9,070.19	\$414.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,807.43	\$6,392.57	\$17,200.00
funded until August	120.4	120.4		119.44	114.11								\$474.35	\$1,025.65	\$1,500.00
Sound System													\$0.00	\$0.00	\$0.00
AED													\$0.00	\$500.00	\$500.00
Firewall													\$0.00	\$200.00	\$200.00
Computer	\$0.00	\$0.00	\$0.00	\$7,912.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,912.17	\$87.83	\$8,000.00
General Grant Funds				\$7,912.17									\$7,912.17		
Copier	\$400.59	\$544.14	\$378.28	\$544.74	\$414.23								\$2,281.98	\$2,718.02	\$5,000.00
Website													\$0.00	\$1,000.00	\$1,000.00
Misc				\$613.28									\$613.28	\$386.72	\$1,000.00
Grant Funds													\$0.00		
Equipment Mant.	\$0.00	\$41.43	\$0.00	\$3,383.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,430.00	\$970.00	\$3,400.00
Computer Maint.				\$2,430.00									\$2,430.00	-\$430.00	\$2,000.00
CD/DVD Cleaner													\$0.00	\$400.00	\$400.00
Software		\$41.43		\$953.04									\$994.47	\$5.53	\$1,000.00
Misc			340.66		31.02								\$371.68	-\$271.68	\$100.00
Total	\$665.54	\$1,080.49	\$1,525.77	\$12,723.18	\$892.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,066.68	\$11,833.32	\$29,900.00
Projected Revenue	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budgeted	
INTEREST	60.54	63.45	59.98	58.68	76.76								\$319.41	\$600.00	
PENAL FINES	2721.42	2802.68	2352.9	2351.52	3011.98								\$13,240.50	\$25,000.00	
STATE AID				3865.76	3920.17								\$7,785.93	\$3,500.00	
MILLAGE	4519.59	47.29	31.22										\$4,598.10	\$160,000.00	
FRIENDS													\$0.00	\$200.00	
Annuities, grants, etc	\$356.20	\$356.20	\$356.20	\$356.20	\$356.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,781.00	\$4,274.40	
Allainz	356.2	356.2	356.2	356.2	356.2								\$1,781.00		
LSTA Grant													\$0.00		
ACCF Grant													\$0.00		
Misc. Grants													\$0.00		
MISC INCOME	\$2,231.92	\$889.00	\$180.03	\$882.65	\$228.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,411.74	\$1,000.00	
Fines	10.2	30.79	1.7	18.7	67.75								\$129.14		
Copies	36.9	76.5	51.35	112.3	63.95								\$341.00		
Room Rental	30	15	10	20									\$75.00		
summer reading	1675	640.87		600									\$2,915.87		
Misc.	8.11	5.91	10	45.9	7.3								\$77.22		
Craft													\$0.00		

Director's Report, September 2022

Library Operation Updates

Program attendance continues to be strong. Following the success of summer programming, we recently decided to increase the cap on program participants from 12 to 15, with an option to go to 20 for exceptionally popular programs. This has been working well so far. Lexi's No-Bake Cooking Class last Monday was full to capacity and drew glowing feedback from all participants as well as from colleagues on the programming librarians' Facebook group. We are in the process of adding two new hotspots to our circulating collection and writing the final report for the ARP Humanities Grant that funded Plates 'n' Pages over the summer.

Statistics

See the charts and graphs below. Our Mango Language numbers are up from previous months. It looks as if our advertising regularly is helping. There was a slight dip in the overall stats as school started end of August. Libby Reciprocal Library Agreement data for August was not ready at this time. This may be a continuing situation, as Lakeland has to wait to collect this data from the other Cooperatives (MCLS, Suburban, Great Lakes, etc.) that we have this agreement with.

Budget Items

The budget is up to date. Following the Board's approval of the liability insurance proposal from Decker Agency at the August 15 Board meeting, I paid the premium in the amount of \$2,174, which exactly matches the price quoted earlier. Does the Board feel a need to retroactively approve the payment of the premium, or was that implicit in the approval of Decker's proposal?

Staff and Building Items

The gazebo donated by John Tuinstra was found to need a concrete base to keep it standing on our ground. I emailed John to inform him of that and that we cannot afford the concrete base. I have not heard back yet. Also emailed Randy on September 7 that insects were coming in through gaps in the doors, and he addressed the problem on September 15. Lastly, Randy and I took a look around to estimate what is needed to install two security cameras outside the library (see New Business Item #2).

Meetings, Workshops, etc.

The Allegan County Library Association met August 18 to make final preparations for the countywide Training Day on October 10. I will be attending the event and hopefully bringing back valuable information for the staff.

On August 25, I attended the Dorr Township Board meeting. The Board is considering scheduling a special meeting to decide what to do with \$829,000 in ARPA funds. We are currently working on a formal request.

I attended a Youth Mental Health First Aid training via Zoom on September 8 and have plans to speak with staff about what I learned.

MI Public Library Directors September 9, and as a result, I will be attending the virtual Library Advocacy and Funding Conference (LAFCON) from September 26-28, compliments of Library of Michigan.

Volunteers

No volunteers at this time.

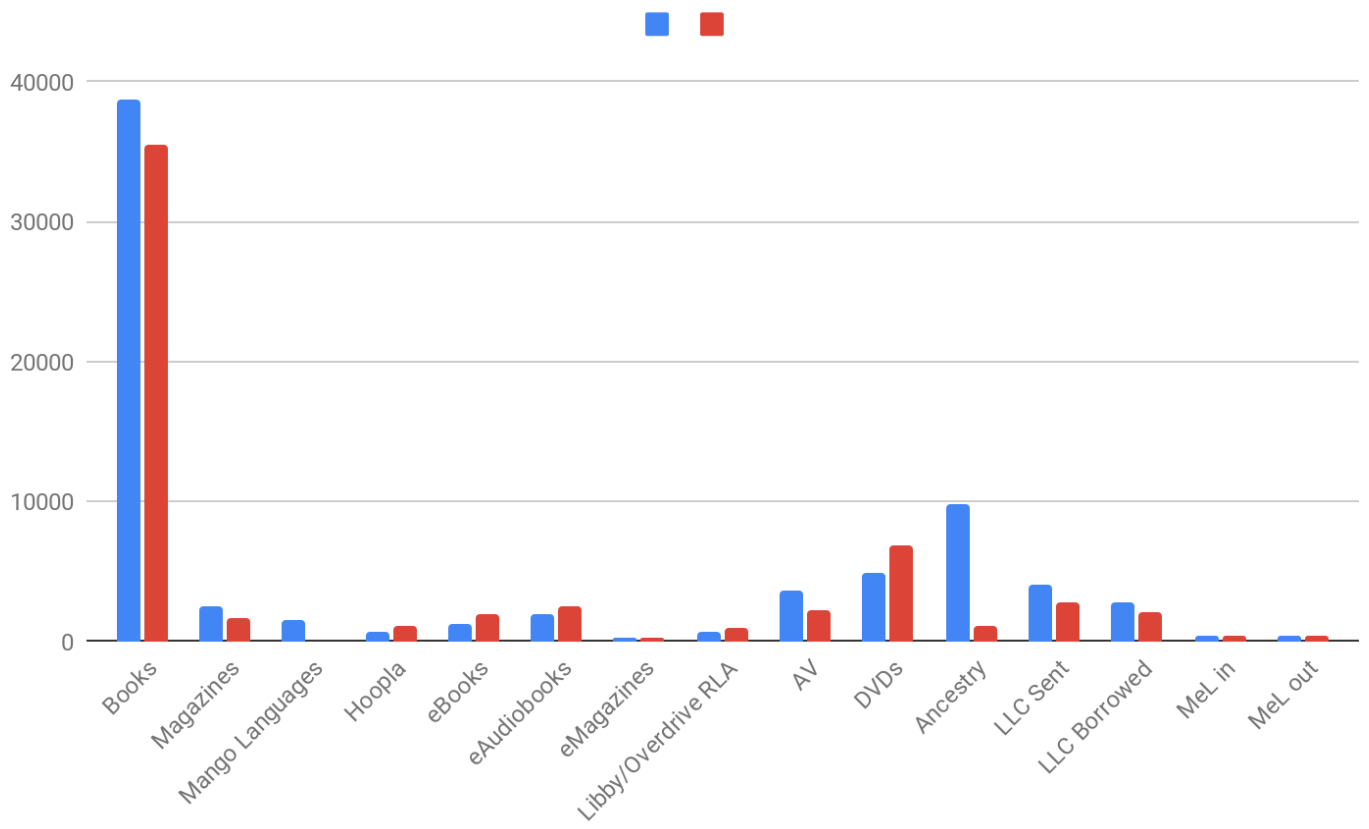
Library Closings

We closed Labor Day and the preceding weekend. We were also closed for the last half-hour Tuesday, August 30 due to a power outage.

Completed August 11, 2022, 4:15PM

	2021											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	1982	2056	2267	2191	2951	4101	4274	4314	3886	3745	3802	3121
Magazines	130	214	119	115	260	222	203	301	244	232	280	173
e-Magazines/Audio/Hoopla	187	144	104	73	189	767						
Hoopla							102	122	99	94	159	83
eBooks							257	220	200	200	202	185
eAudiobooks							300	350	331	358	348	302
eMagazines							39	49	42	49	24	22
Libby/Overdrive RLA Loans							152	118	92	134	130	
AV	547	727	566	420	179	160	184	176	208	133	172	174
DVDs	102	115	128	79	518	282	657	627	583	700	626	491
Ancestry	710	1398	1063	335	1176	359	1048	375	762	1660	817	73
LLC Sent	438	405	368	234	302	362	297	314	361	315	342	259
LLC Borrowed	293	179	153	310	143	248	241	282	243	291	188	250
MeL in	33	53	33	36	28	36	38	49	39	35	39	37
MeL out	35	47	30	41	29	40	36	44	43	33	41	35

	2022											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4006	3461	4590	4258	3676	5177	5526	4764				
Magazines	188	172	242	170	239	322	208	169				
Mango Languages	0	13	3	4	1	1	0	7				
Hoopla	110	134	131	173	149	145	134	130				
eBooks	254	198	233	236	249	223	266	265				
eAudiobooks	336	257	335	348	327	308	313	318				
eMagazines	39	60	52	35	22	30	12	17				
Libby/Overdrive RLA Loans	148	123	136	177	138	157	144					
AV	278	235	293	291	233	258	333	275				
DVDs	826	705	963	934	751	796	1057	875				
Ancestry	3	0	230	362	102	65	108	196				
LLC Sent	391	333	367	321	243	385	339	366				
LLC Borrowed	299	223	176	257	175	307	286	329				
MeL in	57	50	44	38	48	44	53	51				
MeL out	63	54	47	40	50	44	58	51				



Zimbra

dorjb@llcoop.org

Re: Performance space?

From : AD Jeffrey Babbitt <dorjb@llcoop.org>

Thu, Sep 15, 2022 11:17 AM

Subject : Re: Performance space?**To :** Rebecca Black <blackr@waylandunion.org>

Oh, yeah, Reilly has already put in a good word for you, no problem. I'm a big fan of improv myself, having gone through the four classes available from Crawlspace Eviction in Kalamazoo.

- The night will have to be Wednesdays, I think. I am fairly certain that will be open every month, except maybe in the summer, and I will check that with staff. Mondays and Thursdays are usually booked by library programs.
- The 50 cap will include the students and you.
- Please hold off on the application until I speak with the Board. I'm not anticipating any problems, but we just want to be sure.

Thanks for doing what you do! I'll send you an email Monday night or Tuesday about the Board's decision.

Jeffrey Babbitt, MLIS
Director
Dorr Township Library
1804 Sunset Dr.
Dorr, MI 49323
616-681-9678 (o)
269-598-6929 (m)

From: "Rebecca Black" <blackr@waylandunion.org>**To:** "AD Jeffrey Babbitt" <dorjb@llcoop.org>**Sent:** Thursday, September 15, 2022 10:52:04 AM**Subject:** Re: Performance space?

I am not able to attend the meeting. Should I fill out the form anyway?

We are open to the public, and we do not charge admission. We can cap the attendance if needed, will the 50 include improv members, or attendees? We run shows similar to Whose Line is it Anyway.

Also, I am just fine being in charge of the doors and whatnot if there are not available staff. I've been teaching for 19 years and have a lot of community experience, and Reily Brower can hopefully put a good word in for me!

I would like to find one evening a month for October, November, December, January, February, April, and May. Thursday is ideal, but Wednesdays or Mondays work too.

I will send that request via email soon!

Rebecca Black
(she/her/hers) [What's this?](#)
Wayland Union High School
English/Theatre/Positive Psychology

Work hours are M-F 7:30am-2:35pm. If you reach me outside of this time frame, I will get back to you within the next work day.

On Wed, Sep 14, 2022 at 4:04 PM AD Jeffrey Babbitt <dorjb@llcoop.org> wrote:
Hi Becky,

According to our Community Room Policy (attached, along with the application),

Persons, groups, or organizations unduly burdened by the \$25.00 room fee and/or the refundable deposits may petition the Board for a reduction of fees at the next scheduled Board meeting. Special consideration will be given to Applicants whose planned use of the Community Room will benefit the community. The Applicant must receive the Board's decision prior to finalizing the Application and confirming the scheduled use.

If you want to come to the next Board meeting, it will be this coming Monday, September 19, at 6:30 in the library's Community Room. As a school group with a \$0 budget that is definitely a benefit to the community, I would expect to get Board approval with no problem. If you can't make it to the meeting, I will advocate for you and send you the Board's decision.

As far as putting on shows, would this be open to the public? As long as you don't charge for admission and have fewer than 50 people in the room at a time, I don't think this would be any different than any other group. I cannot guarantee staff availability, however, so you would be on your own. What days and times would work? We are open noon to 8 Mondays and Thursdays, 10-2 Tuesdays and Saturdays, 10-5 Wednesdays and Fridays. Programs generally run Monday and Thursday 6-8 and on Saturday afternoons. What days and times would work for you?

Jeffrey Babbitt, MLIS
Director
Dorr Township Library
1804 Sunset Dr.
Dorr, MI 49323
616-681-9678 (o)
269-598-6929 (m)

From: "Rebecca Black" <blackr@waylandunion.org>
To: dorjb@llcoop.org
Sent: Wednesday, September 14, 2022 10:22:47 AM
Subject: Performance space?

Hello,
My name is Becky Black, and I am the theatre director at Wayland Union High School. I am reaching out to see if our improv team could perform in your community room space once a month (except for March) on a weekday evening.

improv.anonymous (sic) is our school improv team that has been a part of the community since 2007. We have performed in local coffee shops, libraries, and cafes, and it looks like our current space (Simply Celia's in Wayland) can no longer accommodate us.

What is the process for, and would you be willing to host our team for monthly shows? We would like to start in October and will end our season in May. My team is a goofy bunch, but they are respectful and fun, and would treat the space well.

Thank you, and I am looking forward to hearing from you,

Wyze Cam V3 Security Camera System

https://www.wyze.com/products/wyze-cam?related_selling_plan=41618559008930

- Consistent problems with same group of young people, approx. ages 8-13
 - Snow, dirt, garbage, etc., dumped into book drop
 - Climbing on HVAC structure in back of the building
- Liability insurance carrier offers grants for security projects, but not until 1 year with the carrier
- Board VP Brittany Hunter recommends Wyze Cam V3 as an inexpensive interim solution



- Cost is \$57.98 for a pack of two cameras, plus tax (\$3.48) & shipping (\$5.99 if ordered by 9/30)

- Water-resistant
- Dust-tight
- Wall-mountable
- Easy-to-install
- Motion-triggered alerts (and recordings?)
- Can store video on micro SD card
- \$12.99 on Amazon for 2-pack of 64GB micro SD cards
- Old laptops have SD card ports, cards come with full-size adaptors
- \$16.99 for micro/full-size SD card reader that plugs into USB
- \$13.99 Outdoor Power Adaptor may be required for our use

- May require additional cable to wire outdoor cameras
- \$1.99 per month Cam Plus subscription optional
 - Detects and differentiates people, packages, pets, and vehicles with AI
 - Unlimited 14-day cloud storage for video recordings

One-time Costs	
Cameras (2 + tax, sh)	\$67.45
Outdoor Power Adaptor (+ tax)	\$14.83
SD Card Reader (no tax through Amazon)	\$16.99
TOTAL	\$99.27

Monthly Costs	
Cam Plus Subscription	\$1.99
SD cards, 64GB (2)	\$12.99
TOTAL	\$14.98 (\$179.76 annually)

Available Funds, FYE23 Security System Budget	
Budgeted for Security System FYE23	\$900.00
Current security cost FYE23 (est.)	\$734.43
AVAILABLE	\$165.57

Available Funds, FYE23 Budget	
Budgeted for Misc Equipment FYE23	\$1,000.00
Spent to date, Misc Equipment FYE23	\$613.28
AVAILABLE	\$386.72

Funding for Interim Security Cameras, FYE23	
Security System	\$165.57
Misc Equipment	\$113.46
Total FYE23 cost of interim Wyze Cam V3 system	\$279.03

Planned Locations of Security Cameras



Lorex Fusion 4K 8-Channel Security Camera System

<https://www.lorex.com/products/lorex-fusion-4k-8-channel-2tb-wired-nvr-system-with-four-4k-ip-cameras-two-2k-wi-fi-indoor-cameras?variant=41040855269526>



- Recommended by Randy at Dorr Township (same system they have)
- Cost is \$549.99 for a pack of four IP67-rated, wired outdoor cameras and two wi-fi indoor cameras

- Everything comparable to Wyze Cam with improvements
 - 5% price reduction possible (saving \$27.50)
 - 2TB recording device
 - Tax exemption available
 - Free shipping
 - Better picture, better weather rating
 - Township can help with installation, troubleshooting, expanding as Randy is familiar with this system
- Would require \$185 spool of UTP Cat 6 cable and a monitor
- No monthly costs

One-time Costs	
Cameras & Recorder	\$549.99
UTP Cat 6 cable	\$185
Monitor	\$100
TOTAL	\$834.99

Funding for Interim Security Cameras, FYE23	
FYE23 Security System Budget	\$165.57
FYE23 Misc Equipment Budget	\$386.72
Other source	\$282.70
Total FYE23 cost of interim Wyze Cam V3 system	\$552.29

Reconsideration of materials

In the context of the following procedure, “Patron” is defined as anyone who may borrow directly from Dorr Township Library, including registered residents of Dorr Township, resident patrons of other libraries in the Lakeland Library Cooperative, and patrons eligible to borrow under the MeL Visiting Patron program.

No material shall be removed from the Library’s collection until all steps in the following process have been completed.

- Patrons who object to particular Library materials will be provided with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials (“Request for Reconsideration”).
- If the patron wishes to carry the request further, the patron may submit a completed, signed copy of the Request for Reconsideration, whereupon the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library’s Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- The Library Director shall send the decision in writing to the complainant within 75 days of the receipt of the completed Request for Reconsideration form.
 - If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn.
 - If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Library Director that the material will be retained.
- A written appeal of the Library Director’s decision may be made by the requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.
- The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

Updated and Approved by the Dorr Township Library Board of Trustees June 20, 2022.

Reconsideration of materials

In the context of the following procedure, “Patron” is defined as anyone who lives in the legal service area of Dorr Township Library (*i.e.*, Dorr Township), as these directly support the Library with property taxes.

No material shall be removed from the Library’s collection until all steps in the following process have been completed.

- Patrons who object to particular Library materials will be provided with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials (“Request for Reconsideration”).
- If the patron wishes to carry the request further, the patron may submit a completed, signed copy of the Request for Reconsideration, whereupon the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library’s Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
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- The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

Updated and Approved by the Dorr Township Library Board of Trustees June 20, 2022.

CRISIS COMMUNICATION POLICY

I. Purpose.

The Dorr Township Library (the “Library”) serves the entire community faithfully. Occasionally, for that reason, the Library may be the subject of potentially service-disrupting public and media attention. The Crisis Communication Policy (the “Policy”) below has been instituted for the purpose of preserving the Library’s ability to serve the community effectively should a public relations crisis occur following a challenge to Library materials, programming, marketing, services, or words or actions incidental to Library materials, programming, marketing, or services.

II. Categories of Crisis Level.

- A. Single Complaint, No Follow-Through. Single patron (or single family) registers complaint unofficially about one or more items but declines to fill out a Reconsideration Form.
- B. Single Complaint, No Follow-Through. Single patron (or single family) registers complaint about one or more items and fills out a Reconsideration Form.
- C. Single Agitated Complaint. Single patron (or single family) registers complaint and is visibly upset or reports emotional distress, with or without a Reconsideration Form.
- D. Single Problem Complaint. Single patron (or single family) registers complaint and violates the Patron Behavior Policy by, for example, threatening or directing profanity toward staff.
- E. Group, Organization, or Public Complaint. One or more patrons, possibly with others from outside the Community, claim to register the complaint on behalf of a group or organization, *or* a complaint is made directly to the public through the media or some other means in an attempt to pressure the Library into a certain action.

III. Criteria for Determining Level of Crisis.

- A. Number Making a Complaint. One patron or members of a single patron family registering the complaint on their own behalf tends to create less of a Crisis than more than one joining together, at which point Community Concern might be an issue (see below).
- B. Willingness to Follow Protocol. If the patron is willing to comply with the Library’s Reconsideration of Materials Policy and fill out the Request for Reconsideration Form, it is probably a Level B Crisis. If they are not willing but let the matter drop, it is probably a Level A. If they are visibly or reportedly

agitated by the necessity of filling out the Reconsideration Form, it is likely higher.

- C. Demeanor and Emotional State. The more agitated and upset the patron appears to be or reports being, the higher the Crisis Level.
- D. Compliance with Patron Behavior Policy. Patrons unable to control their language and/or actions and be civil with staff might indicate a higher Crisis Level.
- E. Representation. One or more patrons acting on behalf of or as part of an organization may tend to lead to more media attention, which increases the Crisis Level.
- F. Presence of Supporting Materials. Flyers, lists, and other documents, especially those making accusations of criminal or immoral behavior, may indicate the influence of outside organizations.
- G. Public Statements. Higher-Level Crises may involve organizations and community members associated with them making public statements about the Library in the media. This would tend to drive up the Crisis Level.
- H. Community Concern. Ultimately, the more the Community discusses the issue, the greater the impact it has on the Library. The greater the Community’s concern, the greater the Library’s concern should be.

IV. Schedule of Crisis Interventions.

The following actions are meant to be cumulative, meaning that actions taken at Crisis Level E should be inclusive of all scheduled actions A through E. Use as appropriate (*e.g.*, obviously, if a Form is not submitted, do not place said Form on the Director’s desk. If a patron is upset, whether or not a Reconsideration Form is submitted, offer to have the Director call and discuss the issue. If an agitated patron is requested to leave the building and *does* leave, do not call the police.

Cat.	Pri.	Action to take	Staff Responsible
A	1	Offer Collection Development Policy and Reconsideration Request form	Available Staff
A	2	Notify Director immediately via phone call or text	Available Staff
A	3	Record all the relevant facts you can recall in Incident Report	Affected Staff
B	1	Place completed Reconsideration Request on Director’s desk	Available Staff
B	2	Put Issue on the next Board Agenda	Director

B	3	Research reasons for acquisition	Director
B	4	Examine and evaluate material	Director
B	5	Issue response to Reconsideration Request within 75 days	Director
C	1	Call Patron to discuss	Director
C	2	Hold emergency staff meeting within 5 days	All Staff
D	1	Ask patron to stop offending or threatening behavior	Affected Staff
D	2	Ask patron to leave	Available Staff
D	3	Call police and request assistance with belligerent patron	Available Staff
D	4	Review generic message about materials challenges	All Staff
D	5	Go through questions on MLA Crisis Communications document during emergency staff meeting	All Staff
E	1	Issue posts on social media using agreed upon messaging (Initial response within 8 hours, updated responses immediately upon relevant events)	Lexi, Director, or Asst. Director
E	2	Call a special Library Board meeting to discuss response	Director
E	3	Hold emergency staff meeting within 12 hours (in person or virtual with whomever can attend)	All Staff
E	4	Issue press release within 24 hours	Director
E	5	Address the issue at the next Township Board meeting	Director

Crisis Communications Basic Messaging

- We take patron concerns about our materials/programs/services very seriously. We are looking into the issue and will have more information for you within 24 hours.
- Public libraries are here to serve the entire community--not just the majority of their community.
- Upholding the United States Constitution and its First Amendment is part of our mission.
- Dorr Township librarians follow the law and the library's Collection Development Policy in selecting materials for the library.
 - Each item serves a need in the community. If no one in the community is interested in a book or other item, it will be weeded out after three years of inactivity.
 - Each item meets criteria for quality control, including patron requests, positive reviews and/or awards, and more.
 - The U.S. Supreme Court has established a legal definition of obscenity, and this book/magazine/display/program/etc. does not meet that definition.
- We do not impose age limits on our materials, but we do separate the collection into broad age groups according to what publishers and other experts think is appropriate.
 - Only parents can judge what their child is ready to read, listen to, or view and comprehend.
 - The library may not legally act in a parent's place, nor do we wish to step in where we may be violating a patron's First Amendment rights.

Incident Report

Name _____ Anonymous

Date of incident _____ Time of incident _____

Location of incident _____

Person(s) involved _____

This report refers to a

Staff injury

Patron injury

Patron complaint

Violation of policy

Other

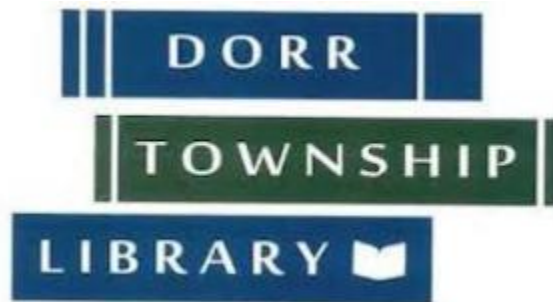
Please describe the incident with as many relevant details as you recall:

Were police/emergency services called? Yes No

Name of responding officer _____

Action taken _____

Documentation attached:



Proposal
for
Strategic Planning

Prepared by:



dave medema, PRESIDENT

616.581.3230

www.medemaconsulting.com

4300 Porter Hollow Dr. NE

Rockford, MI 49341

August 23, 2022

BACKGROUND AND SCOPE

Overview

Dorr Township Library (DTL) has committed itself to undertaking a strategic planning process. This initiative occurs at an opportune time with the arrival of a competent director and committed board. Medema Consulting Associates (MCA) respectfully submits this proposal to provide strategic planning facilitation services and views strategic planning as a process to guide mission fulfillment, growth, and intentional change, in service to the taxpayer.

PROJECT OUTCOMES

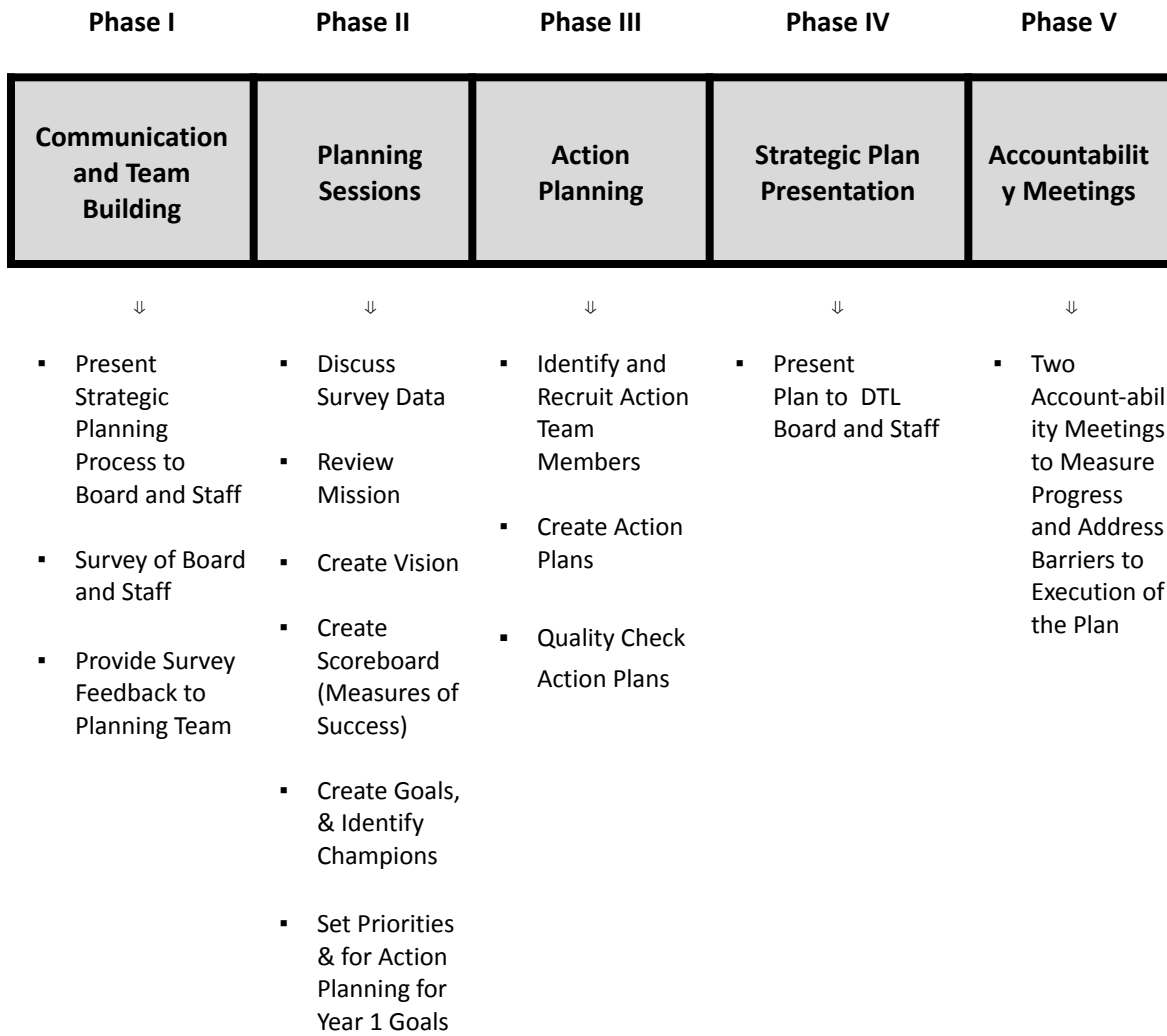
1. A three-year Strategic Plan
2. An Action Plan to guide implementation of priority goals
3. A process for ongoing monitoring and promoting accountability for accomplishment of the strategic plan.

ABOUT MEDEMA CONSULTING ASSOCIATES LLC

David Medema will serve as lead in this engagement. Medema Consulting Associates LLC is a leadership consulting practice located in Grand Rapids, Michigan and will lead this engagement with DTL. Medema's mission is to **develop people, strengthen organizations, and build success**. Medema is a successful entrepreneur, strategic thinker, expert process designer and facilitator with a passion to help his clients. Medema has served more than 850 educational, nonprofit, corporate, and public sector organizations since 1993.

He is an expert in a wide range of areas, including executive coaching, team development, strategic planning, governance, performance improvement, and leadership development. Medema is honest, passionate, direct, compassionate, and measures his success by earning the trust of and enduring relationships with his customers.

PROCESS MODEL



PHASE I
Communication and Team Building

Recognizing the collaborative nature of effective strategic planning, and to underscore our commitment to DTL's full engagement in the process, the following provides for clear expectations of responsibilities for both MCA and DTL.

MCA Deliverables:

1. Meet with board and staff to discuss strategic planning process
2. Design and delivery of survey to board and staff
3. Survey data compilation, analysis and reporting
4. Presentation of survey data to strategic planning retreat participants

DTL Deliverables:

1. Identification of strategic planning team (recommend 10 maximum)
2. Identification of and access to survey recipients
3. Input into survey content

We anticipate completion of Phase I within three weeks of proposal execution.

PHASE II
Planning Sessions

It is recommended that planning participants engage in a process requiring two planning sessions not to exceed 4 hours in length each. To ensure momentum, the sessions should occur within two – three weeks of each other.

MCA Deliverables:

1. Design and facilitation of planning sessions
2. Preparation of draft and final planning session reports

DTL Deliverables:

1. Determination of strategic planning session date and location
2. Input into planning retreat agenda
3. Pre-retreat review of survey report
4. Active engagement / participation in strategic planning sessions
5. Approval of strategic plan

Completion can occur within three weeks of Phase I.

PHASE III
Action Planning

MCA Deliverables:

1. Design and facilitation of action planning session
2. Preparation of draft and final action plans
3. Delivery of action plans

DTL Deliverables:

1. Identify and recruit action planning team members based upon needed knowledge and interest
2. Determination of session date and location
3. Active participation in a three-hour action planning session where highest priority goals will be examined (those that require execution within the next 12 – 18 months)
4. Director's review and approval of action plans

Completion can occur within three weeks of Phase III.

PHASE IV
Plan Presentation

MCA Deliverables:

1. Delivery and presentation of draft strategic plan

DTL Deliverables:

1. Board approval of strategic plan

A complete draft plan can be presented within two weeks of the completion of Phase III.

PHASE V
Accountability Meetings

MCA Deliverables:

1. Facilitation of two accountability meetings

DTL Deliverables:

1. Determination of accountability meeting dates
2. Follow-through to address any barriers to strategic plan accomplishment

Completion of both accountability meetings should occur within nine months of acceptance of the strategic plan.

PROPOSED INVESTMENT

Total Fee **\$6,300**

50% of the total fee is due to MCA and will be invoiced upon signing the proposal. 30% will be invoiced upon the completion of action planning, and the final 20% will be invoiced upon completion of the first accountability meeting in Phase V. Work completed beyond the scope of the proposal will be billed at MCA's normal hourly rate. Terms are Net 10. Past due balances accrue a 1.5% service charge for each month or portion thereof such balance remains due.

Materials or intellectual property created are original and do not infringe upon the intellectual property rights of others.

Limitation of Liability. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability in the aggregate of Medema Consulting Associates, LLC and its subcontractors, and any of them, to the Client and anyone claiming through the Client, for any and all claims, losses, costs, including attorney's fees and costs, and expert witness fees and costs of any nature whatsoever claims or expenses resulting from or in any way related to the project or this agreement from any cause or causes shall not exceed the total compensation received by Medema Consulting, LLC. It is intended that this limitation apply to any and all liability or causes of action, however alleged or arising, unless otherwise prohibited by law.

ACCEPTANCE OF PROPOSAL

Signature: _____

Name: _____

Title: _____

Date: _____