

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: August 19, 2024 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: July 15, 2024

Treasurer's Report: March, April, May, June, July. Credit Card - \$,. for July.

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion and possible approval of Wage Schedule with \$12 Starting Wage

OLD BUSINESS:

- 1.

Township Board Meeting: August 22, 2024 7 pm.

Adjournment:

Next regular meeting: September 16, 2024 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: July 15, 2024 @ 6:30 pm**

MINUTES

Meeting was called to order at 6:30 PM

Pledge of Allegiance: was said.

Roll Call: Present- Jeffrey Babbitt, Brittany Hunter, Carrie Brooks, Bruce Bendull, Shana Dykhuis, Michael Rydman, present.

Changes to the Agenda: Brooks motioned to approve the agenda. Bendull seconded. All yes, motion carried.

Public Comment & Correspondence: None.

Approval of the Minutes: Dykhuis motioned to approve the minutes from June 17, 2024. Rydman seconded. All yes, motion carried.

Treasurer's Report: Board members expressed concern that we have not been able to review the books since April due to the issue with Quickbooks software, which is being addressed. Dykhuis motioned to pay the credit card bill for June in the amount of \$6,477.95. Rydman second. All yes, motion carried.

Director's Report: Director reported that programs are well-attended, with most of July's programs being full and having waitlists. Have added Comics Plus database. New and Active Patron Counts are down for June. Continuing to work through quickbooks issues. Director and ass't director are applying for grants to fund new infrastructure and programs. Working through building maintenance and cleaning issues.

Committee Reports: None.

NEW BUSINESS:

1. Discussion and approval of establishing a fund with ACCF. Brooks motioned that we do not renew the Huntington CD and instead move the money into establishing a fund with ACCF. Dykhuis seconded. All yes, Motion carried.

2. Discussion and approval of wage increase and hire of new staff. Dykhuis motioned to approve the proposed wage increase as presented. Brooks seconded. All yes, motion carried.

3. Discussion and approval of Andrea Strong Letter of Interest re: open Board seat. Dykhuis motioned to appoint Andrea Strong to the Board of Directors. All yes, motion carried.

4. Review of renewed liability insurance. Policy information was reviewed.

OLD BUSINESS: None.

Adjournment: Brooks motioned to adjourn at 7:13 PM. Hunter seconded. All yes, motion carried.

Township Board Meeting: July 25, 2024 7 pm.

Next Regular Meeting: August 19, 2024 at 6:30 pm

DORR TOWNSHIP LIBRARY

Balance Sheet As of July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	185,624.12
271-000-002 Savings	260,982.69
271-000-003 Huntington CD	6,683.05
Total Bank Accounts	\$453,289.86
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$463,516.47
TOTAL ASSETS	\$463,516.47
<hr style="border-top: 3px double #000;"/>	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
271-000-204 Audit Accts Payable	3,345.67
271-000-231.1 Payroll Liabilities	191.25
215. MI Unemployment Tax	0.00
271-000-228.1 212. MI Income Tax	326.14
271-000-228.2 214. MI Income Tax	-68.88
271-000-228.3 MI Income Tax	502.05
271-000-229.1 Federal Taxes (941/944)	1,033.19
271-000-229.2 Federal Unemployment (940)	135.66
271-000-229.3 211. Federal Unemployment (940)	-859.26
271-000-229.4 213. Federal Taxes (941/944)	705.18
271-000-231.2 216. Blue Cross Dental	250.04
271-000-231.3 217. Blue Cross Vision	1,287.16
271-000-231.4 Blue Cross Dental	5.48
271-000-231.5 Blue Cross Vision	40.66
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	3,548.67
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,894.34
Total Current Liabilities	\$6,894.34
Total Liabilities	\$6,894.34

DORR TOWNSHIP LIBRARY

Balance Sheet As of July 31, 2024

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	444,113.04
Net Income	-108,383.00
Total Equity	\$456,622.13
TOTAL LIABILITIES AND EQUITY	\$463,516.47

Check Register 2024 - July

Date	Type	Check #	Vender	Memo	Amount
07/03/2024	Check	16316	CENTER POINT LARGE PRINT	Invoice #2102731	-147.75
				Invoice #PT24-1327 Invoice #24-17842 Quarterly Overdrive Lakeland Quarterly fees	
07/03/2024	Check	16319	Lakeland Library Cooperative		-4,610.83
07/05/2024	Check	16321	Griffin Pest Solutions	Invoice #2510447	-97.00
07/11/2024	Check	16323	Wayland Union Schools	Refund of Community Room Key & Cleaning Deposits	-35.00
07/12/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/26/2024-07/09/2024	-393.91
07/12/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/26/2024-07/09/2024	-315.90
07/12/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 06/26/2024-07/09/2024	-296.52
07/12/2024	Payroll Check	DD	Diane Switzer	Pay Period: 06/26/2024-07/09/2024	-294.33
07/12/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/26/2024-07/09/2024	-1,257.77
07/12/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 06/26/2024-07/09/2024	-277.16
07/12/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/26/2024-07/09/2024	-455.44
07/17/2024	Expense		Chase Card Services		-6,847.95
07/17/2024	Check	16326	Foster, Swift, Collins & Smith	Invoice #889268 Guidance re: Display Policy	-49.00
07/22/2024	Check	16327	US Bank Equipment Finance	Invoice #533819397	-493.76
				Dorr Township Library Invoice #7535 Comics Plus subscription 8/1/24-7/31/26	
07/22/2024	Check	16328	LibraryPass		-2,063.88
				Presentation 120.00 Geodes 42.00 Travel 25.00	
07/24/2024	Check	16329	Great Lakes GeoScience		-187.00
07/24/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER T	-15,291.63
07/26/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/10/2024-07/23/2024	-877.65
07/26/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/10/2024-07/23/2024	-330.81
07/26/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 07/10/2024-07/23/2024	-293.33
07/26/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/10/2024-07/23/2024	-419.61
07/26/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 07/10/2024-07/23/2024	-317.03
07/26/2024	Payroll Check	DD	Diane Switzer	Pay Period: 07/10/2024-07/23/2024	-321.08
07/26/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/10/2024-07/23/2024	-334.39
07/26/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/10/2024-07/23/2024	-1,267.82
07/26/2024	Expense			Closed Account, See letter	-5.00
07/26/2024	Expense			Handling Charge for Closed Account for Ck# 1057	-15.00
07/31/2024	Check	16330	Midwest Tape	Invoice #505843339	-616.42
07/31/2024	Check	16331	T-Mobile	Account #*****4354	-169.33
07/31/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER T	-45.15

DORR TOWNSHIP LIBRARY

General Ledger

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						185,152.22
07/01/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	1,477.75	186,629.97
07/02/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	629.82	187,259.79
07/03/2024	Check	16319	Lakeland Library Cooperative	Invoice #PT24-1327 Invoice #24-17842	-Split-	-4,610.83	182,648.96
07/03/2024	Check	16318	Coverall of West Michigan	Invoice #7370168244	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	182,198.96
07/03/2024	Check	16317	RLI	Bond #LSM1407143	718. insurance:718.1 General Liability and Public Officials	-326.00	181,872.96
07/03/2024	Check	16316	CENTER POINT LARGE PRINT	Invoice #2102731	271-790-727 703-728. Operations:703. Books	-147.75	181,725.21
07/05/2024	Check	16320	Allegan County Search & Rescue	Invoice #677	271-790-739 703-728. Operations:721. Advertising	-150.00	181,575.21
07/05/2024	Check	16321	Griffin Pest Solutions	Invoice #2510447	271-790-806 800. Professional and Contract Services:806. Professional Services	-97.00	181,478.21
07/05/2024	Deposit				-Split-	9.88	181,488.09
07/05/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	2,218.65	183,706.74
07/05/2024	Tax Payment		IRS	Tax Payment for Period: 06/01/2024-06/30/2024	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-1,845.42	181,861.32
07/08/2024	Deposit				-Split-	4.04	181,865.36
07/08/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	145.96	182,011.32
07/08/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 06/01/2024-06/30/2024	271-000-228.3 Payroll Liabilities:MI Income Tax	-383.11	181,628.21
07/10/2024	Check	16322	ODC Network		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-290.00	181,338.21
07/11/2024	Check	16325	Decker Agency	Invoice #5209	271-790-957 Other Types of Expenses:Insurance - Liability, D and O	-2,619.00	178,719.21
07/11/2024	Check	16324	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-57.82	178,661.39
07/11/2024	Check	16323	Wayland Union Schools		271-790-956 780. Misc Expense:781. Fee refund	-35.00	178,626.39
07/11/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	486.00	179,112.39
07/12/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	1,613.55	180,725.94
07/12/2024	Deposit				271-000-658 404. Penal Fines	2,922.36	183,648.30
07/12/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/26/2024-07/09/2024	Direct Deposit Payable	-1,257.77	182,390.53
07/12/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/26/2024-07/09/2024	Direct Deposit Payable	-954.88	181,435.65
07/12/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/26/2024-07/09/2024	Direct Deposit Payable	-455.44	180,980.21
07/12/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/26/2024-07/09/2024	Direct Deposit Payable	-393.91	180,586.30
07/12/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/26/2024-07/09/2024	Direct Deposit Payable	-315.90	180,270.40
07/12/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 06/26/2024-07/09/2024	Direct Deposit Payable	-296.52	179,973.88
07/12/2024	Payroll Check	DD	Diane Switzer	Pay Period: 06/26/2024-07/09/2024	Direct Deposit Payable	-294.33	179,679.55
07/12/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 06/26/2024-07/09/2024	Direct Deposit Payable	-277.16	179,402.39
07/15/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	5,825.79	185,228.18
07/16/2024	Deposit				-Split-	12.84	185,241.02
07/16/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	176.98	185,418.00
07/17/2024	Check	16326	Foster, Swift, Collins & Smith	Invoice #889268	271-790-801 800. Professional and Contract Services:801. Legal Fees	-49.00	185,369.00
07/17/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	473.75	185,842.75
07/17/2024	Expense		Chase Card Services		-Split-	-6,847.95	178,994.80
07/18/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	6,847.95	185,842.75
07/22/2024	Check	16328	LibraryPass	Dorr Township Library Invoice #7535	271-790-736 703-728. Operations:711. databases	-2,063.88	183,778.87
07/22/2024	Check	16327	US Bank Equipment Finance	Invoice #533819397	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-493.76	183,285.11
07/22/2024	Deposit				-Split-	15,291.63	198,576.74
07/23/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	2,818.00	201,394.74
07/24/2024	Check	16329	Great Lakes GeoScience		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-187.00	201,207.74
07/24/2024	Expense				271-790-955 Other Types of Expenses:Uncategorized Expense	-	185,916.11
						15,291.63	
07/26/2024	Deposit				-Split-	14.51	185,930.62
07/26/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	4,167.21	190,097.83
07/26/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/10/2024-07/23/2024	Direct Deposit Payable	-1,267.82	188,830.01
07/26/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/10/2024-07/23/2024	Direct Deposit Payable	-877.65	187,952.36
07/26/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/10/2024-07/23/2024	Direct Deposit Payable	-419.61	187,532.75
07/26/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/10/2024-07/23/2024	Direct Deposit Payable	-334.39	187,198.36
07/26/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/10/2024-07/23/2024	Direct Deposit Payable	-330.81	186,867.55
07/26/2024	Payroll Check	DD	Diane Switzer	Pay Period: 07/10/2024-07/23/2024	Direct Deposit Payable	-321.08	186,546.47
07/26/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 07/10/2024-07/23/2024	Direct Deposit Payable	-317.03	186,229.44
07/26/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 07/10/2024-07/23/2024	Direct Deposit Payable	-293.33	185,936.11
07/26/2024	Expense			Handling Charge for Closed Account for Ck# 1057	271-790-955 Other Types of Expenses:Uncategorized Expense	-15.00	185,921.11
07/26/2024	Expense			Closed Account, See letter	271-790-955 Other Types of Expenses:Uncategorized Expense	-5.00	185,916.11
07/30/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	493.76	186,409.87
07/31/2024	Check	16330	Midwest Tape	Invoice #505843339	271-790-736 703-728. Operations:711. databases	-616.42	185,793.45

DORR TOWNSHIP LIBRARY

General Ledger

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
07/31/2024	Check	16331	T-Mobile	Account #*****4354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-169.33	185,624.12
07/31/2024	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	45.15	185,669.27
07/31/2024	Expense				271-790-955 Other Types of Expenses:Uncategorized Expense	-45.15	185,624.12
Total for 271-000-001 Checking						\$471.90	

DORR TOWNSHIP LIBRARY

Profit and Loss

July 2024

	TOTAL
Income	
271-000-658 404. Penal Fines	2,922.36
271-000-699 581. Township Appropriation	13,750.00
43400 583. Direct Public Support	
271-000-674.3 583.4 Donations	
583.4-2 Summer Reading Donation	1,200.00
Total 271-000-674.3 583.4 Donations	1,200.00
Total 43400 583. Direct Public Support	1,200.00
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	45.15
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	52.04
271-000-602.3 405.4 Faxes	14.60
271-000-659 405.2 Fines	89.40
271-000-667 405.3 Meeting Room Rental	80.00
271-000-675.2 405.9 Uncategorized Income	27,384.63
271-000.602.1 405.1 Copies	106.65
Total 271-000-675.1 405. Miscellaneous Revenue	27,727.32
271-000-676.1 407. Reimbursements	
271-000-676.2 407.1 Credit Card Credits	1.09
271-000-676.3 407.2 Book Replacement	40.47
Total 271-000-676.1 407. Reimbursements	41.56
Total 46400 405-407. Other Types of Income	27,814.03
Total Income	\$45,686.39
GROSS PROFIT	\$45,686.39
Expenses	
271-790-715.3 702. Payroll Expenses	93.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	480.19
271-790-920 729.1 Telephone, Telecommunications	169.33
Total 271-790-921 729. Rent, Parking, Utilities	649.52
271-790-931 730. Equip Rental and Maintenance	493.76
271-790-933 732. Technology	15.16
Total 271-790-930 729-734. Facilities and Equipment	1,158.44
62100 800. Professional and Contract Services	
271-790-801 801. Legal Fees	49.00
271-790-806 806. Professional Services	547.00
Total 62100 800. Professional and Contract Services	596.00

DORR TOWNSHIP LIBRARY

Profit and Loss

July 2024

	TOTAL
65000 703-728. Operations	
271-790-727 703. Books	1,535.28
271-790-729 704. Ebooks	493.72
271-790-730 705. Periodicals	39.95
271-790-732 708. AV	
271-790-734 708.3 DVD	139.81
271-790-735 708.4 Video Games	107.01
Total 271-790-732 708. AV	246.82
271-790-736 711. databases	3,283.88
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	175.39
Total 271-790-737 720. Supplies	175.39
271-790-739 721. Advertising	261.06
271-790-741 725. LLC Costs	4,007.25
271-790-880 710. Programs (Community Promotions)	1,973.64
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	57.82
271-790-960.3 709.2 Conference, Convention, Meeting	2,317.58
Total 271-790-960.2 709.1 Travel and Meetings	2,375.40
Total 271-790-960.1 709. Ed. & Train Dor	2,375.40
Total 65000 703-728. Operations	14,392.39
65100 Other Types of Expenses	
271-790-955 Uncategorized Expense	15,356.78
271-790-957 Insurance - Liability, D and O	2,619.00
Total 65100 Other Types of Expenses	17,975.78
718. insurance	
718.1 General Liability and Public Officials	326.00
Total 718. insurance	326.00
780. Misc Expense	
271-790-956 781. Fee refund	35.00
782. Square Reader Fees	1.72
Total 780. Misc Expense	36.72
Payroll Expenses	
271-790-702 Wages	9,764.15
271-790-715.1 Taxes	761.20
Total Payroll Expenses	10,525.35
Total Expenses	\$45,103.68
NET OPERATING INCOME	\$582.71
NET INCOME	\$582.71

Director's Report, August 19, 2024

Library Operation Updates

Recent programs have been well attended. Among the most popular are Steve Tchozesky's Geodes presentation with 36 and the John Ball Zoo and Stuffed Animal Workshop with 29. Final numbers for Summer Reading 2024 are in: 261 patrons signed up (down 3% from last year) and 113 finishers (up nearly 3% from last year).

I have initiated an agreement among the northeastern Allegan County libraries (Henika, Hopkins, Leighton, Salem, and Dorr) allowing us to change patrons' Home Library designation on request, to allow patrons to pick up holds from a library closer to their home. The document is currently making the rounds for signatures.

Statistics

July was another disappointing month for Patrons Added. Next month's Library Card Signup Month promotion will hopefully make a positive impact on that. Circulation and database use was strong in July. We have ordered 100 navy blue tote bags with our new logo in white from Custom Earth Promos for September's promotion.

Budget and Financial Items

Reilly is in the process of updating financials.

The Perrigo Charitable Foundation Grant for Excel Adult High School has been submitted, and Reilly is preparing the application for the T-Mobile Hometown Grant, due in October. We could use more letters of support from Board members.

At the Board's direction, our Huntington CD was cashed out to a cashier's check, which was then signed over to the Allegan County Community Foundation. After our attorney reviewed the ACCF's contract to establish our endowment fund and all issues were resolved, I mailed the signed contract and the check to the ACCF on Thursday August 15.

Siegfried and Crandall auditors have picked up the documentation they need for the annual audit.

Staff and Building Items

Problems with the sprinklers on the front lawn were addressed by Township maintenance. We also reported two lights out above the circulation desk. I will check progress on that on Monday.

August 15 was Ben Joseph's last day and Savannah Shustack's first day as our new Library Assistant I. Reilly very considerately put together a farewell basket for Ben's trip to U of M's graduate school on behalf of the staff. Savannah is a very bright and accomplished Calvin University graduate from Massachusetts.

Meetings, Workshops, etc.

On July 17, I attended the DBA meeting and recruited Jaci Smith of the Dorr Boy Scouts and Jack Verville of United Bank for the Welcome Packet Subcommittee. We had our first subcommittee meeting on August 2.

The second Quarterly Lakeland Library Coop Zoom meeting was held July 19.

I attended the Township Board meeting on July 25 and gave my report.

On July 30 and again on August 13, I met with Carol Dawe to plan a Staff Development event for September 5.

Lakeland's new Adult Services Committee met for the first time on Zoom on August 1, and I was in attendance. They will meet in October at KDL's Meeting Center in Comstock Park. I invited anyone on staff interested in representing Dorr at Thursday's staff meeting, but no takers yet, so I am planning to go.

I had a Zoom meeting with representatives from Pillar Booths on August 6. Their products are enclosures similar to phone booths that provide space for private meetings within public libraries and other structures. We do not currently have space for such an addition, but we have information for the future.

Lakeland's Board and Advisory Council met on August 8.

The Allegan County Library Association met on August 15. We discussed the future digital literacy programs in planning now with Jill Dunham from Allegan County. Information on grants for devices and training is forthcoming. We also discussed the Allegan Reads literacy programs for adults and ESL students being planned by Allegan District Library, the ACCF, and Ottawa Reads. ADL plans to incubate these programs and then expand them to other libraries in the county.

Volunteers

Mason Drodz continues to do volunteer work in the library.

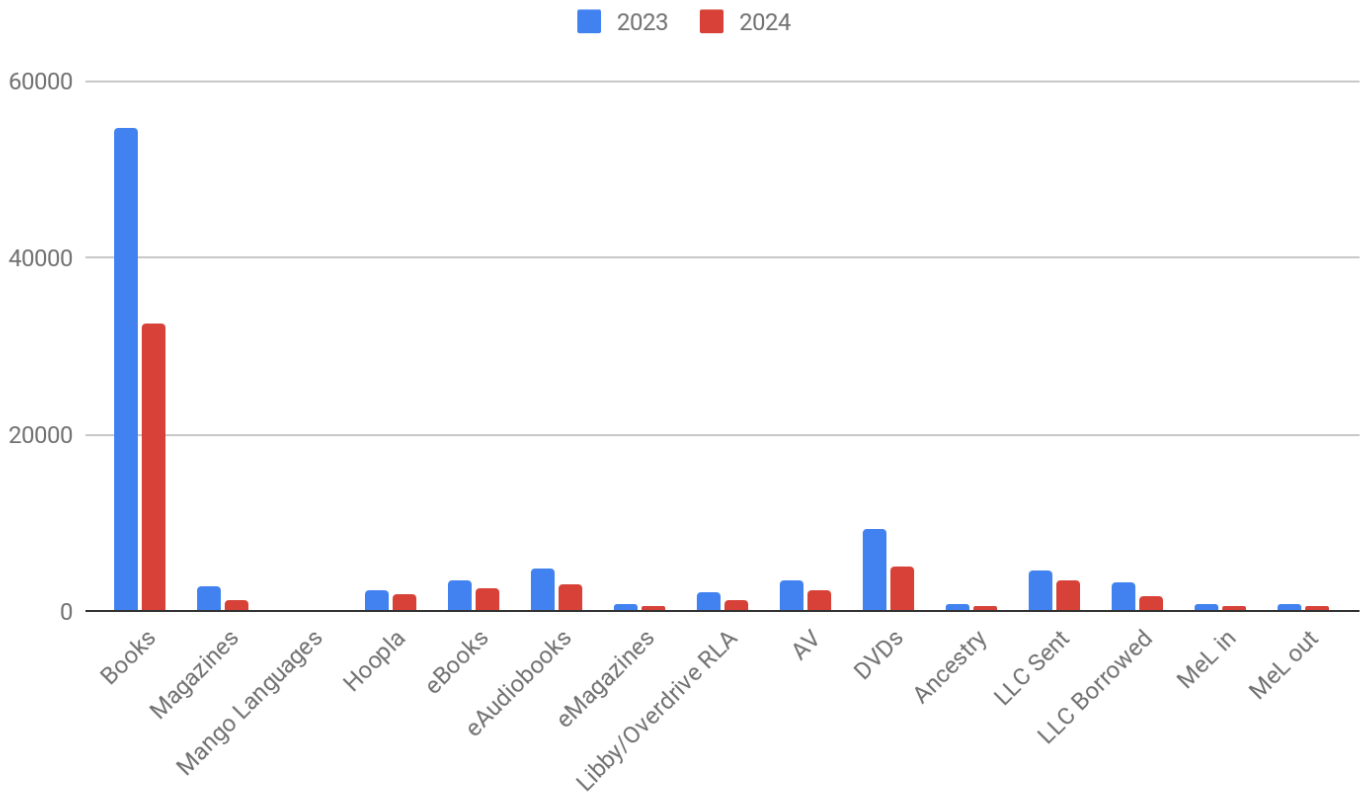
Library Closings

We were closed for Staff In-Service on Monday August 12, after Summer Reading wrapped up. We will be closed August 31 and Monday September 2 for Labor Day Weekend. On Thursday September 5, we will close at 4:00PM for staff development, and again at 4:00PM on Friday September 6 for AED and CPR training.

Completed August 17, 2024, at 11:57 AM.

	2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4263	4118	4682	4005	3855	5636	6377	5335	4137	4504	4239	3548
Magazines	230	287	291	392	327	242	266	219	179	170	145	145
Mango Languages	2	49	12	4	0	3	3	6	3	1	2	13
Hoopla	198	198	205	188	174	215	205	217	199	212	187	186
eBooks	259	252	323	273	249	284	404	289	300	318	283	314
eAudiobooks	365	320	388	387	393	462	480	453	396	426	388	355
eMagazines	27	19	34	39	24	48	61	45	60	149	125	108
Libby/Overdrive RLA Loans	167	171	184	136	163	222	173	186	194	158	181	160
AV	328	237	414	302	269	321	252	249	215	294	229	269
DVDs	879	634	853	995	892	1030	859	764	667	590	568	469
Ancestry	63	13	70	63	52	0	218	84	66	0	105	23
LLC Sent	372	387	475	354	345	473	462	277	210	436	442	368
LLC Borrowed	437	251	394	332	437	285	242	99	91	262	194	131
MeL in	67	56	71	65	55	39	75	53	61	57	55	46
MeL out	70	54	69	67	54	48	70	55	61	61	56	35

	2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	3659	3928	4824	4747	4394	5005	6038					
Magazines	172	154	177	261	122	165	194					
Mango Languages	12	3	0	0	7	22	28					
Hoopla	252	229	281	267	255	276	269					
eBooks	347	415	338	331	407	376	348					
eAudiobooks	399	412	433	437	467	459	450					
eMagazines	132	134	135	48	69	58	80					
Libby/Overdrive RLA Loans	217	207	211	175	147	194	N/A					
AV	348	277	330	285	292	347	366					
DVDs	629	566	682	761	719	641	941					
Ancestry	0	39	0	59	71	118	182					
LLC Sent	430	478	492	453	408	509	659					
LLC Borrowed	267	223	267	237	208	225	191					
MeL in	75	94	76	77	80	75	71					
MeL out	87	91	80	84	88	79	66					





Michigan Employers Alert: Major Changes to Sick Leave & Minimum Wage Effective Feb 2025!

Michael R. Blum, Anthony M. Dalimonte, Clifford L. Hammond and Badri Yono (Summer Associate)

Labor & Employment Law News E-blast

July 31, 2024

Today, the Michigan Supreme Court issued a 4-3 ruling in *Mothering Justice v Attorney General* that will significantly impact all employers across the state. This decision reinstates the 2018 citizen-initiated ballot proposals, which were adopted as Earned Sick Time Act (ESTA) and the Improved Workforce Opportunity Wage Act (IWOWA) but were immediately amended to become the current Paid Medical Leave Act (PMLA) and revised IWOWA.

The Supreme Court's decision will result in a significant increase in the state's minimum wage and tipped minimum wage on a yearly basis and require nearly all Michigan employers to allow employees to accrue and use paid sick leave effective **February 21, 2025**. Here's what you need to know and how to prepare.

Understanding the Changes

1. Effective Date:

The original versions of the IWOWA and ESTA will go back into effect 205 days after the court's opinion, making the effective date February 21, 2025. This transition period is provided to allow employers to prepare for compliance with the new laws. The Supreme Court held that the minimum wage increases will go into effect in 2025; it will treat years 2019 to 2022 as originally proscribed in the statute as years 2025 to 2028 (plus the necessary inflation adjustments).

2. Earned Sick Time Act (ESTA):

The reinstated ESTA will replace the current PMLA. The ESTA mandates that employers grant employees one hour of paid sick time for every 30 hours worked, subject to annual maximums. Small employers (employers with less than 10 employees) must offer 40 hours of paid sick leave and 32 hours of unpaid leave. Large employers (more than 10 employees) must provide 72 hours of paid sick leave. Employees

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can use this paid sick time for various reasons, including personal or family health issues, and if they or their family members are victims of domestic violence or sexual assault. Employers can require reasonable documentation for absences exceeding three days but are generally prohibited from interfering with the use of earned sick time.

Additionally, the ESTA changes who is eligible for paid sick leave. Beginning on February 21, 2025, Michigan employers must provide paid sick leave to all of its employees, which under the ESTA means an individual engaged in service to an employer in the business of the employer (except that employee does not include an individual employed by the United States government). This definition will require providing sick leave to not only full-time employees, but also to part-time employees, temporary employees, and independent contractors.

3. Improved Workforce Opportunity Wage Act:

Starting, February 21, 2025, the IWOWA will increase minimum wage and tipped minimum wage incrementally, adjusted for inflation. The annual increases are as follows:

- February 21, 2025
 - Minimum wage: \$10.00 (plus inflation adjustment).
 - Tip credit: 48% of minimum wage.
- February 21, 2026
 - Minimum wage: \$10.65 (plus inflation adjustment).
 - Tip credit: 60% of minimum wage.
- February 21, 2027
 - Minimum wage: \$11.35 (plus inflation adjustment).
 - Tip credit: 70% of minimum wage.
- February 21, 2028
 - Minimum wage: \$12.00 (plus inflation adjustment).
 - Tip credit: 80% of minimum wage.
- February 21, 2029 –
 - Minimum wage: State treasurer to calculate inflation-adjusted minimum wage.
 - Tip credit: none (same as standard minimum wage).

What Employers Should Do

1. Review and Update Policies:

Ensure your company's policies align with the reinstated laws. Update your employee handbooks to reflect the new sick leave accrual rates and minimum wage increases.

2. Train HR and Management:



Educate your HR team and managers about the changes to ensure they understand the new requirements and can effectively communicate them to employees.

3. Adjust Payroll Systems:

Work with your payroll provider to update your systems to accommodate the new minimum wage rates and sick leave accrual methods.

4. Communicate with Employees:

Inform your employees about the upcoming changes. Clear communication will help manage expectations and ensure a smooth transition.

5. Seek Legal Counsel:

Consult with an employment law attorney to ensure full compliance with the reinstated laws and to address any specific concerns related to your business.

Conclusion

The reinstatement of the Earned Sick Time Act and the Improved Workforce Opportunity Wage Act marks a significant shift for Michigan employers. By taking proactive steps to update policies, train staff, and adjust payroll systems, you can ensure your business remains compliant and your employees are well-informed and supported. Stay ahead of the curve and prepare now for the February 21, 2025, implementation date.

	2025	infl adj	2026	infl adj	2027	infl adj	2028	infl adj	2029
Min Wage	\$10.00	\$10.60	\$10.65	\$10.97	\$11.35	\$11.69	\$12.00	\$12.36	\$12.73
Starting Wage:Lib Asst I	\$12.00		\$12.33		\$12.67		\$13.00	8.33%	\$13.39
Starting Wage:Lib Page	\$11.50		\$11.82		\$12.14		\$12.46		\$12.83
Starting Wage:Lib Asst II	\$13.00		\$13.36		\$13.72		\$14.08		\$14.51
Starting Wage:Lib Asst YS	\$13.00		\$13.36		\$13.72		\$14.08		\$14.51
Starting Wage:Cataloger	\$14.00		\$14.39		\$14.78		\$15.17		\$15.62
Starting Wage:Lib Dir	\$20.00		\$20.56		\$21.11		\$21.67		\$22.32
Starting Wage:Lib Asst Dir	\$16.00		\$16.44		\$16.89		\$17.33		\$17.85

Position	Starting Wage	With BA/BS	With MLIS	Annual Raise	Max with HS	Max with BA/BS	Max with MLIS					
Director	\$20.00	\$20.00	\$20.50	3.00%	--	\$25.00	\$25.50					
Assistant Director	\$16.00	\$16.25	\$16.75	3.00%	\$20.50	\$20.75	\$21.00					
Cataloger	\$14.00	\$14.25	\$14.50	3.00%	\$17.00	\$17.25	\$17.50					
Library Assistant II	\$13.00	\$13.25	\$13.50	3.00%	\$16.50	\$16.75	\$17.00					
Library Assistant	\$12.00	\$12.25	\$12.50	3.00%	\$15.50	\$15.75	\$16.00					
Library Page	\$11.50	\$11.75	\$12.00	3.00%	\$14.50	\$14.75	\$15.00					
Position	Starting Wage	90 days	1 yr	2 yr	3 yr	4 yr	5 yr	6 yr	7 yr	8 yr	9 yr	
Director	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.00	\$25.00	\$25.00	
Assistant Director	\$16.00	\$16.48	\$16.97	\$17.48	\$18.01	\$18.55	\$19.10	\$19.68	\$20.27	\$20.50	\$20.50	
Cataloger	\$14.00	\$14.42	\$14.85	\$15.30	\$15.76	\$16.23	\$16.72	\$17.00	\$17.00	\$17.00	\$17.00	
Library Assistant II	\$13.00	\$13.39	\$13.79	\$14.21	\$14.63	\$15.07	\$15.52	\$15.99	\$16.47	\$16.50	\$16.50	
Library Assistant	\$12.00	\$12.36	\$12.73	\$13.11	\$13.51	\$13.91	\$14.33	\$14.76	\$15.20	\$15.50	\$15.50	
Library Page	\$11.50	\$11.85	\$12.20	\$12.57	\$12.94	\$13.33	\$13.73	\$14.14	\$14.50	\$14.50	\$14.50	

Position	Starting Wage	With BA/BS	With MLIS	Annual Raise	Max with HS	Max with BA/BS	Max with MLIS						
Director	\$21.00	\$21.00	\$21.50	3.00%	--	\$26.00	\$26.50						
Assistant Director	\$17.00	\$17.25	\$17.75	3.00%	\$21.50	\$21.75	\$22.00						
Cataloger	\$15.00	\$15.25	\$15.50	3.00%	\$18.00	\$18.25	\$18.50						
Library Assistant II	\$14.00	\$14.25	\$14.50	3.00%	\$17.50	\$17.75	\$18.00						
Library Assistant	\$13.00	\$13.25	\$13.50	3.00%	\$16.50	\$16.75	\$17.00						
Library Page	\$12.50	\$12.75	\$13.00	3.00%	\$15.50	\$15.75	\$16.00						
Position	Starting Wage	90 days	1 yr	2 yr	3 yr	4 yr	5 yr	6 yr	7 yr	8 yr	9 yr		
Director	\$21.00	\$21.63	\$22.28	\$22.95	\$23.64	\$24.34	\$25.08	\$25.83	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Assistant Director	\$17.00	\$17.51	\$18.04	\$18.58	\$19.13	\$19.71	\$20.30	\$20.91	\$21.50	\$21.50	\$21.50	\$21.50	\$21.50
Cataloger	\$15.00	\$15.45	\$15.91	\$16.39	\$16.88	\$17.39	\$17.91	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Library Assistant II	\$14.00	\$14.42	\$14.85	\$15.30	\$15.76	\$16.23	\$16.72	\$17.22	\$17.50	\$17.50	\$17.50	\$17.50	\$17.50
Library Assistant	\$13.00	\$13.39	\$13.79	\$14.21	\$14.63	\$15.07	\$15.52	\$15.99	\$16.47	\$16.50	\$16.50	\$16.50	\$16.50
Library Page	\$12.50	\$12.88	\$13.26	\$13.66	\$14.07	\$14.49	\$14.93	\$15.37	\$15.50	\$15.50	\$15.50	\$15.50	\$15.50