

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

**Call to Order:**

**Roll Call:**

**Changes to the Agenda:**

**Public Comment:**

**Approval of the Agenda:**

**Approval of the Minutes:** November 13, 2023

**Treasurer's Report:** Credit Card - \$4,773.56 for November; \$3,139.93 for December; \$3,134.66 for January.

**Director's Report:**

**Committee Reports:**

**NEW BUSINESS:**

1. Elections for Officers of the Board
2. Approval of Meeting Dates for 2024
3. Approval of 2024 Holiday Closings
4. Discussion of FYE 2025 Budget Draft
5. Discussion of potential changes to Community Room Policy
6. Discussion and approval of Travel and Reimbursement Policy

**OLD BUSINESS:**

1. Discussion and approval of investment of Library funds
2. Withdrawal of Library Board Member Oath of Office from consideration

**Township Board Meeting:** February 29, 2024 7 pm.

**Adjournment:**

**Next regular meeting:** March 18, 2024 at 6:30 pm

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
Dorr Township Library  
Date: November 13, 2023  
5:45 P.M.**

**MINUTES**

**Meeting was called to order at 6:05 pm**

**Pledge of Allegiance:** Was said.

**Roll Call: Present-** Bruce Bendull, Shana Dykhuis, Brittany Hunter, Carrie Brooks, Jeffrey Babbitt

**Absent:** Michael Rydman

**Additions to the Agenda:** None.

**Public Comment:** Dykhuis and Brooks relayed a comment that patron Mary Lou Selvig had made to them prior to the official start of the meeting. Re: the Director's recent borrowing of a guitar from Mary Lou, the patron stressed that she was not upset or concerned, and that she had insisted the Director take the guitar despite the Director's reluctance.

**Approval of the Agenda:** Brooks made a motion to approve the Agenda, and was seconded by Dykhuis. All yes, motion carried.

**Approval of the Minutes:** Hunter made a motion to accept the minutes from October 16, 2023, and was seconded by Bendull. All yes, motion carried.

**Treasurer's Report:** Dykhuis made a motion to pay the September credit card bill in the amount of \$4,234.76 and was seconded by Brooks. All yes, motion carried.

**Committee Report(s):** None

**Director's Report:**

The Halloween Party program was attended by 60 to 70 patrons. Karen Shaffer's Storytime with members of the Holland Symphony on the previous Tuesday was attended by 24 children and 18 adults. The Library allowed Travis Jonker to sell his books at his program on Nov. 9 in exchange for donating 2 of his books not currently in the collection. There was some conflict over changes to the landscape out front, and communication will be handled differently in the future. Lights were replaced in the Community Room, and the hand sanitizer dispenser was replaced in the Men's Restroom. Library took applications for open Library Assistant I position through November 10. Director attended several meetings, including MLA Annual Conference and Allegan County Library Association. Met with patron Shelly Geers to discuss services for homeschooling families and working with local businesses.

**Committee Report:** None

**NEW BUSINESS:**

1. **Discussion and approval of investment of Library funds:** Hunter called for more information and a narrative presentation. Hunter made a motion to table the issue until the next meeting, and was seconded by Brooks. All yes, motion carried.
2. **Discussion and approval of Library Board Member Oath of Office.** Brooks made a motion to table the issue pending more information, and was seconded by Bendull. All yes, motion carried.
3. **Question of whether to cancel December meeting given lack of quorum with no new Board member and 2 trustees absent next month.** Dykhuis made a motion to cancel the December 11 meeting, and was seconded by Hunter. All yes, motion carried.

**OLD BUSINESS**

1.

**Township Board Meeting:** November 30, 2023 at 7:00 p.m. Director Babbitt is scheduled to attend.

**Adjournment:** Brooks motioned to adjourn at 6:27 p.m., and was seconded by Hunter.

**Next regular meeting: January 15, 2024, at 6:30 p.m.**

Submitted by Jeffrey Babbitt

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of January 31, 2024

|  | TOTAL               |
|--|---------------------|
| <b>ASSETS</b>                                  |                     |
| Current Assets                                 |                     |
| Bank Accounts                                  |                     |
| 271-000-001 Checking                           | 300,980.66          |
| 271-000-002 Savings                            | 259,554.74          |
| 271-000-003 Huntington CD                      | 6,683.05            |
| <b>Total Bank Accounts</b>                     | <b>\$567,218.45</b> |
| Other Current Assets                           |                     |
| 271-000-040 019. Audit Accts Receivable        | 10,226.61           |
| <b>Total Other Current Assets</b>              | <b>\$10,226.61</b>  |
| <b>Total Current Assets</b>                    | <b>\$577,445.06</b> |
| <b>TOTAL ASSETS</b>                            | <b>\$577,445.06</b> |
| <b>LIABILITIES AND EQUITY</b>                  |                     |
| Liabilities                                    |                     |
| Current Liabilities                            |                     |
| Accounts Payable                               |                     |
| 271-000-202 Accounts Payable                   | 0.00                |
| <b>Total Accounts Payable</b>                  | <b>\$0.00</b>       |
| 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                    | 422.67              |
| 271-000-229.1 Federal Taxes (941/944)          | 620.85              |
| 271-000-229.2 Federal Unemployment (940)       | 22.10               |
| 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                |
| <b>Total 271-000-231.1 Payroll Liabilities</b> | <b>2,943.39</b>     |
| 701. Direct Deposit Payable                    | 0.00                |
| Direct Deposit Payable                         | 0.00                |
| <b>Total Other Current Liabilities</b>         | <b>\$6,289.06</b>   |
| <b>Total Current Liabilities</b>               | <b>\$6,289.06</b>   |
| <b>Total Liabilities</b>                       | <b>\$6,289.06</b>   |

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of January 31, 2024

|                                     | TOTAL               |
|-------------------------------------|---------------------|
| Equity                              |                     |
| 271-000-389 012. Opening Bal Equity | 120,892.09          |
| 271-000-390 013. Fund Balance       | 457,091.35          |
| Net Income                          | -6,827.44           |
| <b>Total Equity</b>                 | <b>\$571,156.00</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$577,445.06</b> |

**Check Register 2024 - January**

| <b>Date</b> | <b>Type</b>   | <b>Check #</b> | <b>Vender</b>                  | <b>Memo</b>                                   | <b>Amount</b> |
|-------------|---------------|----------------|--------------------------------|---|---------------|
| 01/03/2024  | Check         | 16223          | Coverall of West Michigan      | Voided  | 0.00          |
| 01/03/2024  | Check         | 16224          | Lakeland Library Cooperative   | Voided  | 0.00          |
| 01/03/2024  | Check         | 16225          | Paxton Change Solutions        | Voided  | 0.00          |
| 01/05/2024  | Tax Payment   |                | IRS                            | Tax Payment for Period: 12/01/2023-12/31/2023 | -2,318.61     |
| 01/05/2024  | Tax Payment   |                | IRS                            | Tax Payment for Period: 01/01/2023-12/31/2023 | -107.88       |
| 01/08/2024  | Check         | 16231          | STATE OF MICHIGAN              | 38-3295332 SUW Annual 2023                    | -481.58       |
| 01/08/2024  | Check         | 16232          | Griffin Pest Solutions         | Invoice #2443736                              | -90.00        |
| 01/12/2024  | Payroll Check | DD             | Karen E. Brower                | Pay Period: 12/27/2023-01/09/2024             | -362.17       |
| 01/12/2024  | Payroll Check | DD             | Reilly J. Brower               | Pay Period: 12/27/2023-01/09/2024             | -299.09       |
| 01/12/2024  | Payroll Check | DD             | Karen K. Shaffer               | Pay Period: 12/27/2023-01/09/2024             | -412.30       |
| 01/12/2024  | Payroll Check | DD             | Alexis Adrianse                | Pay Period: 12/27/2023-01/09/2024             | -295.82       |
| 01/12/2024  | Payroll Check | DD             | Benjamin D. Joseph             | Pay Period: 12/27/2023-01/09/2024             | -268.62       |
| 01/12/2024  | Payroll Check | DD             | Jeffrey L. Babbitt             | Pay Period: 12/27/2023-01/09/2024             | -706.75       |
| 01/12/2024  | Payroll Check | DD             | Jennifer L. Chamberlain        | Pay Period: 12/27/2023-01/09/2024             | -802.86       |
| 01/16/2024  | Tax Payment   |                | MI Department of Treasury      | Tax Payment for Period: 12/01/2023-12/31/2023 | -481.58       |
| 01/16/2024  | Expense       |                | <u>Magazine.com</u>            | PAYPAL INST XFER MAGAZINE PAYPAL INST XFER    | -25.00        |
| 01/19/2024  | Check         | 16233          | Lakeland Library Cooperative   | Invoice #PT24-1148                            | -169.96       |
| 01/26/2024  | Payroll Check | DD             | Reilly J. Brower               | Pay Period: 01/10/2024-01/23/2024             | -299.09       |
| 01/26/2024  | Payroll Check | DD             | Jeffrey L. Babbitt             | Pay Period: 01/10/2024-01/23/2024             | -1,172.56     |
| 01/26/2024  | Payroll Check | DD             | Benjamin D. Joseph             | Pay Period: 01/10/2024-01/23/2024             | -268.64       |
| 01/26/2024  | Payroll Check | DD             | Karen E. Brower                | Pay Period: 01/10/2024-01/23/2024             | -362.18       |
| 01/26/2024  | Payroll Check | DD             | Alexis Adrianse                | Pay Period: 01/10/2024-01/23/2024             | -369.62       |
| 01/26/2024  | Payroll Check | DD             | Karen K. Shaffer               | Pay Period: 01/10/2024-01/23/2024             | -465.18       |
| 01/26/2024  | Payroll Check | DD             | Jennifer L. Chamberlain        | Pay Period: 01/10/2024-01/23/2024             | -802.86       |
| 01/26/2024  | Check         | 16234          | US Bank Equipment Finance      | Invoice # 520319823                           | -409.98       |
|             |               |                |                                | Invoice #875716                               |               |
| 01/29/2024  | Check         | 16235          | Foster, Swift, Collins & Smith | Consult w Mike Blum                           | -235.00       |
| 01/29/2024  | Expense       |                | Chase Card Services            |   | -3,134.66     |
| 01/31/2024  | Check         |                | T-Mobile                       | Voided  | 0.00          |
| 01/31/2024  | Check         | 16238          | Midwest Tape                   | Voided  | 0.00          |
| 01/31/2024  | Check         | 16239          | T-Mobile                       | Account #970594354                            | -175.07       |
| 01/31/2024  | Check         | 16240          | Midwest Tape                   | Invoice #504995055                            | -618.85       |

# DORR TOWNSHIP LIBRARY

## General Ledger

January 2024

| DATE                 | TRANSACTION TYPE  | NUM   | NAME                           | MEMO/DESCRIPTION                              | SPLIT   | AMOUNT    | BALANCE    |
|----------------------|-------------------|-------|--------------------------------|---|---|-----------|------------|
| 271-000-001 Checking |                   |       |                                |   |   |           |            |
|                      | Beginning Balance |       |                                |   |   |           | 190,291.82 |
| 01/03/2024           | Check             | 16223 | Coverall of West Michigan      | Voided  | 271-790-806 800. Professional and Contract Services:806. Professional Services  | 0.00      | 190,291.82 |
| 01/03/2024           | Check             | 16224 | Lakeland Library Cooperative   | Voided  | -Split-   | 0.00      | 190,291.82 |
| 01/03/2024           | Check             | 16225 | Paxton Change Solutions        | Voided  | 271-790-806 800. Professional and Contract Services:806. Professional Services  | 0.00      | 190,291.82 |
| 01/05/2024           | Deposit           |       |                                |   | -Split-   | 24.64     | 190,316.46 |
| 01/05/2024           | Tax Payment       |       | IRS                            | Tax Payment for Period: 12/01/2023-12/31/2023 | 271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)                       | -2,318.61 | 187,997.85 |
| 01/05/2024           | Tax Payment       |       | IRS                            | Tax Payment for Period: 01/01/2023-12/31/2023 | 271-000-229.2 Payroll Liabilities:Federal Unemployment (940)                    | -107.88   | 187,889.97 |
| 01/08/2024           | Check             | 16231 | STATE OF MICHIGAN              | 38-3295332 SUW Annual 2023                    | 271-790-715.2 702. Payroll Expenses:702.2 Taxes                                 | -481.58   | 187,408.39 |
| 01/08/2024           | Check             | 16232 | Griffin Pest Solutions         | Invoice #2443736                              | 271-790-806 800. Professional and Contract Services:806. Professional Services  | -90.00    | 187,318.39 |
| 01/09/2024           | Deposit           |       |                                |   | -Split-   | 11.30     | 187,329.69 |
| 01/11/2024           | Deposit           |       |                                |   | -Split-   | 99,892.14 | 287,221.83 |
| 01/12/2024           | Deposit           |       |                                |   | 271-000-658 404. Penal Fines  | 2,356.88  | 289,578.71 |
| 01/12/2024           | Payroll Check     | DD    | Jennifer L. Chamberlain        | Pay Period: 12/27/2023-01/09/2024             | Direct Deposit Payable  | -802.86   | 288,775.85 |
| 01/12/2024           | Payroll Check     | DD    | Jeffrey L. Babbitt             | Pay Period: 12/27/2023-01/09/2024             | Direct Deposit Payable  | -706.75   | 288,069.10 |
| 01/12/2024           | Payroll Check     | DD    | Karen K. Shaffer               | Pay Period: 12/27/2023-01/09/2024             | Direct Deposit Payable  | -412.30   | 287,656.80 |
| 01/12/2024           | Payroll Check     | DD    | Karen E. Brower                | Pay Period: 12/27/2023-01/09/2024             | Direct Deposit Payable  | -362.17   | 287,294.63 |
| 01/12/2024           | Payroll Check     | DD    | Reilly J. Brower               | Pay Period: 12/27/2023-01/09/2024             | Direct Deposit Payable  | -299.09   | 286,995.54 |
| 01/12/2024           | Payroll Check     | DD    | Alexis Adrianse                | Pay Period: 12/27/2023-01/09/2024             | Direct Deposit Payable  | -295.82   | 286,699.72 |
| 01/12/2024           | Payroll Check     | DD    | Benjamin D. Joseph             | Pay Period: 12/27/2023-01/09/2024             | Direct Deposit Payable  | -268.62   | 286,431.10 |
| 01/16/2024           | Tax Payment       |       | MI Department of Treasury      | Tax Payment for Period: 12/01/2023-12/31/2023 | 271-000-228.3 Payroll Liabilities:MI Income Tax                                 | -481.58   | 285,949.52 |
| 01/16/2024           | Expense           |       | Magazine.com                   |   | 271-790-955 Other Types of Expenses:Uncategorized Expense                       | -25.00    | 285,924.52 |
| 01/19/2024           | Check             | 16233 | Lakeland Library Cooperative   | Invoice #PT24-1148                            | 271-790-738 703-728. Operations:720. Supplies:720.1 Collection/Office Supplies  | -169.96   | 285,754.56 |
| 01/26/2024           | Check             | 16234 | US Bank Equipment Finance      | Invoice # 520319823                           | 271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance | -409.98   | 285,344.58 |
| 01/26/2024           | Payroll Check     | DD    | Jeffrey L. Babbitt             | Pay Period: 01/10/2024-01/23/2024             | Direct Deposit Payable  | -1,172.56 | 284,172.02 |
| 01/26/2024           | Payroll Check     | DD    | Jennifer L. Chamberlain        | Pay Period: 01/10/2024-01/23/2024             | Direct Deposit Payable  | -802.86   | 283,369.16 |
| 01/26/2024           | Payroll Check     | DD    | Karen K. Shaffer               | Pay Period: 01/10/2024-01/23/2024             | Direct Deposit Payable  | -465.18   | 282,903.98 |
| 01/26/2024           | Payroll Check     | DD    | Alexis Adrianse                | Pay Period: 01/10/2024-01/23/2024             | Direct Deposit Payable  | -369.62   | 282,534.36 |
| 01/26/2024           | Payroll Check     | DD    | Karen E. Brower                | Pay Period: 01/10/2024-01/23/2024             | Direct Deposit Payable  | -362.18   | 282,172.18 |
| 01/26/2024           | Payroll Check     | DD    | Reilly J. Brower               | Pay Period: 01/10/2024-01/23/2024             | Direct Deposit Payable  | -299.09   | 281,873.09 |
| 01/26/2024           | Payroll Check     | DD    | Benjamin D. Joseph             | Pay Period: 01/10/2024-01/23/2024             | Direct Deposit Payable  | -268.64   | 281,604.45 |
| 01/29/2024           | Check             | 16235 | Foster, Swift, Collins & Smith | Invoice #875716                               | 271-790-801 800. Professional and Contract Services:801. Legal Fees             | -235.00   | 281,369.45 |
| 01/29/2024           | Expense           |       | Chase Card Services            |   | -Split-   | -3,134.66 | 278,234.79 |

# DORR TOWNSHIP LIBRARY

## General Ledger

January 2024

| DATE                                  | TRANSACTION TYPE | NUM   | NAME         | MEMO/DESCRIPTION   | SPLIT   | AMOUNT              | BALANCE    |
|---------------------------------------|------------------|-------|--------------|--------------------|---|---------------------|------------|
| 01/31/2024                            | Check            | 16240 | Midwest Tape | Invoice #504995055 | 271-790-736 703-728. Operations:711. databases  | -618.85             | 277,615.94 |
| 01/31/2024                            | Check            | 16239 | T-Mobile     | Account #970594354 | 271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications | -175.07             | 277,440.87 |
| 01/31/2024                            | Check            | 16238 | Midwest Tape | Voided             | 271-790-736 703-728. Operations:711. databases  | 0.00                | 277,440.87 |
| 01/31/2024                            | Check            |       | T-Mobile     | Voided             | 271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications | 0.00                | 277,440.87 |
| 01/31/2024                            | Deposit          |       |              |                    | -Split-   | 23,483.09           | 300,923.96 |
| 01/31/2024                            | Deposit          |       |              |                    | -Split-   | 3.31                | 300,927.27 |
| 01/31/2024                            | Deposit          |       | Interest     |                    | 271-000-665 405-407. Other Types of Income:406. Interest Income Dor   | 53.39               | 300,980.66 |
| <b>Total for 271-000-001 Checking</b> |                  |       |              |                    |   | <b>\$110,688.84</b> |            |

# DORR TOWNSHIP LIBRARY

## Profit and Loss

January 2024

|  | TOTAL               |
|--|---------------------|
| <b>Income</b>  |                     |
| 271-000-402.0 402. Millage                                 | 109,616.63          |
| 271-000-658 404. Penal Fines                               | 2,356.88            |
| 271-000-699 581. Township Appropriation                    | 13,500.00           |
| 46400 405-407. Other Types of Income                       |                     |
| 271-000-665 406. Interest Income Dor                       | 611.03              |
| 271-000-675.1 405. Miscellaneous Revenue                   |                     |
| 271-00-642.1 405.5 Book Sales                              | 42.65               |
| 271-000-602.3 405.4 Faxes                                  | 14.15               |
| 271-000-659 405.2 Fines                                    | 33.75               |
| 271-000-667 405.3 Meeting Room Rental                      | 40.00               |
| 271-000-675.2 405.9 Uncategorized Income                   | 11.46               |
| 271-000.602.1 405.1 Copies                                 | 135.20              |
| <b>Total 271-000-675.1 405. Miscellaneous Revenue</b>      | <b>277.21</b>       |
| 271-000-676.1 407. Reimbursements                          |                     |
| 271-000-676.2 407.1 Credit Card Credits                    | 24.89               |
| 271-000-676.3 407.2 Book Replacement                       | 30.99               |
| <b>Total 271-000-676.1 407. Reimbursements</b>             | <b>55.88</b>        |
| <b>Total 46400 405-407. Other Types of Income</b>          | <b>944.12</b>       |
| <b>Total Income</b>  | <b>\$126,417.63</b> |
| <b>GROSS PROFIT</b>  | <b>\$126,417.63</b> |
| <b>Expenses</b>  |                     |
| 271-790-715.3 702. Payroll Expenses                        | 87.00               |
| 271-790-715.2 702.2 Taxes                                  | 481.58              |
| <b>Total 271-790-715.3 702. Payroll Expenses</b>           | <b>568.58</b>       |
| 271-790-930 729-734. Facilities and Equipment              |                     |
| 271-790-921 729. Rent, Parking, Utilities                  |                     |
| 271-790-920 729.1 Telephone, Telecommunications            | 445.02              |
| <b>Total 271-790-921 729. Rent, Parking, Utilities</b>     | <b>445.02</b>       |
| 271-790-931 730. Equip Rental and Maintenance              | 409.98              |
| 271-790-933 732. Technology                                | 119.40              |
| <b>Total 271-790-930 729-734. Facilities and Equipment</b> | <b>974.40</b>       |
| 62100 800. Professional and Contract Services              |                     |
| 271-790-801 801. Legal Fees                                | 235.00              |
| 271-790-805 805. Professional Dues                         | 262.00              |
| 271-790-806 806. Professional Services                     | 90.00               |
| <b>Total 62100 800. Professional and Contract Services</b> | <b>587.00</b>       |
| 65000 703-728. Operations                                  |                     |
| 271-790-727 703. Books                                     | 1,097.49            |
| 271-790-729 704. Ebooks                                    | 298.97              |
| 271-790-730 705. Periodicals                               | 34.95               |



# DORR TOWNSHIP LIBRARY

## Profit and Loss

January 2024

|  | TOTAL               |
|--|---------------------|
| 271-790-732 708. AV                              |                     |
| 271-790-734 708.3 DVD                            | 335.93              |
| <b>Total 271-790-732 708. AV</b>                 | <b>335.93</b>       |
| 271-790-736 711. databases                       | 618.85              |
| 271-790-737 720. Supplies                        |                     |
| 271-790-738 720.1 Collection/Office Supplies     | 290.81              |
| <b>Total 271-790-737 720. Supplies</b>           | <b>290.81</b>       |
| 271-790-739 721. Advertising                     | 30.00               |
| 271-790-740 721.2 Postage, Mailing Service       | 9.00                |
| <b>Total 271-790-739 721. Advertising</b>        | <b>39.00</b>        |
| 271-790-741 725. LLC Costs                       | 0.00                |
| 271-790-880 710. Programs (Community Promotions) | 503.01              |
| <b>Total 65000 703-728. Operations</b>           | <b>3,219.01</b>     |
| 65100 Other Types of Expenses                    |                     |
| 271-790-955 Uncategorized Expense                | 25.00               |
| <b>Total 65100 Other Types of Expenses</b>       | <b>25.00</b>        |
| 780. Misc Expense                                |                     |
| 782. Square Reader Fees                          | 1.35                |
| <b>Total 780. Misc Expense</b>                   | <b>1.35</b>         |
| Payroll Expenses                                 |                     |
| 271-790-702 Wages                                | 7,895.52            |
| 271-790-715.1 Taxes                              | 626.09              |
| <b>Total Payroll Expenses</b>                    | <b>8,521.61</b>     |
| <b>Total Expenses</b>                            | <b>\$13,896.95</b>  |
| NET OPERATING INCOME                             | <b>\$112,520.68</b> |
| NET INCOME                                       | <b>\$112,520.68</b> |

## **Director's Report, February 2024**

### **Library Operation Updates**

This year's Chicago Bus Trip--the last before we move to an every-other-year schedule--was a success with a full bus and a good time had by all. Winter Craft Bazaar on December 2 drew as many as 150 people buying homemade goods from local craftspeople. Luke Lenhart and the Green Valley Boys packed the Community Room on December 7 at their Christmas concert. January 8's Bluey Party was full with about 30 participants and January's craft programs have been well attended. Although it was lightly attended and plagued with technical difficulties (our first program to bring in an outside presenter via Zoom), the screening of Warrior Lawyers co-presented by the Gun Lake Tribal Library received positive feedback from the Gun Lake Tribe. Karen Bos, Tribal Librarian, says they are looking forward to collaborating more in the future. Valerie van Heest's presentation, When the War Came to Dorr, scheduled for February 22, has been generating a remarkable amount of interest. As of February 8, only three have registered with the library, but on Facebook, eight people have marked themselves "Going" and 128 are interested. Storytime has also been popular, with 17 attending on January 30 and 15 attending on February 6.

### **Statistics**

Book circulation slipped a little in January but was increased compared to a year prior in November and December. Digital circulation is up across the board. DVD circulation is up in January and audio circulation steady from last year at this time. Ancestry is at a disappointing 0 for January but was strong in November and December, so that may have more to do with the weather than anything. For the second year in a row, book circulation was higher in 2023 than the previous year.

### **Budget and Financial Items**

Budget is up to date. The Proposed FYE 2025 Budget has been drafted, discussed with the Assistant Director, and revised. We have renewed our CD at Huntington Bank for 6 months at the best available rate of 4.35%. We will submit an application for the Dollar General Literacy Foundation Adult Literacy Grant by the end of the week to fund one scholarship for the Excel Adult High School program. Excel is an accredited virtual pathway to a high school diploma from Gale Cengage.

### **Staff and Building Items**

We briefly hired an additional Library Assistant as planned, but she had to back out due to health problems. We placed another ad on Indeed Monday January 8 and conducted four interviews but did not find a viable candidate. We continue to field applications and will begin a second round of interviews the week of February 19.

There were some problems accessing the security camera from the staff computer. After some time on the line with technical support and quite a bit of time trying to implement their instructions, I was able to fix the problem.

Birds returned to nest atop the spikes above the staff door and had to be removed by Township maintenance. We are having some plumbing problems in the staff bathroom, and Randy will look into it soon.

### **Strategic Plan**

The Strategic Planning Task Team met on December 27 to finalize the Vision Statement and Strategic Ends. The staff then met with Bill and I to work on the Objectives and Action Steps on January 4. We have since completed writing the Objectives and Action Steps and have begun to carry them out.

Completed on time: 1.1.1 (Strategic End 1, Objective 1, Action Step 1) (also 3.1.2): We have listed approximately 11 community events we have considered taking part in. 1.2.1: We have learned the date of the next library account purge in Sierra. 3.3.1: Baseline membership of Friends of DTL established (37).

Progress has been made on the following: 1:1:2 (also 3:1:3): We have a basic staffing plan for the Dorr Elementary Young 5 and Kindergarten Roundup on March 20, with Reilly and I slated to represent the library. 1:2:2: I have reached out to the DBA Membership Committee and offered my assistance to find new Dorr residents and deliver welcome baskets to them. 1:3:1&2: I have identified and prepared a submission to apply for one grant. 3:1:1: I have tested all equipment for the Pop-Up Library except the canopy and written a setup procedure.

### **Meetings, Workshops, etc.**

On November 15, I attended the Dorr Business Association Board meeting and presented the Excel Adult High School program from Gale Cengage. The DBA and several of its members are very excited and are discussing funding a scholarship for a second candidate, if the library is able to fund the first. I also attended the DBA Christmas Party on December 6 to represent the library.

On November 20, I met with Rev. Joe Shaler of CrossWind Church to discuss Dorr and possible ways to connect on service to the community.

November 29, I attended a webinar called "What About Homeschoolers?" that inspired some thoughts on service and programming for homeschooling parents.

December 11, I met online with Jenifer Weyandt and Max Schwartz of Premiere Wireless to learn more about an internet backup service they offer.

I attended the Dorr Township Board Meeting on December 14 and January 25 and delivered my report.

The Lakeland Library Coop Board and Advisory Council meetings were canceled for December for lack of new agenda items. I was unable to attend the meetings on January 10 due to pressing personal matters. At the meetings on February 8, we discussed workarounds for contacting Lakeland, as their email was down (restored as of February 9). Auto Renew and BiblioSuggest are live, and the new mobile app (BiblioApp) is slated to go live on March 15. Lakeland is shifting responsibility for some of the reporting in the Sierra ILS to local staff and providing training to prepare.

The Michigan Public Directors Meeting on Zoom, February 9, addressed issues of liability on off-site programs. We are currently exploring holding some programs in locations away from the library. On the advice of Library of Michigan's Law Librarian Clare Membiela, I contacted our insurance carrier to understand our coverage better (our coverage travels with us, so no problem) and our attorney to understand the legal situation (attorney Scott Hogan from Foster Swift recommends liability waivers for participants to sign in addition to insurance).

### **Volunteers**

Mary Fennema and Ethan Buffenbarger are still our current volunteers.

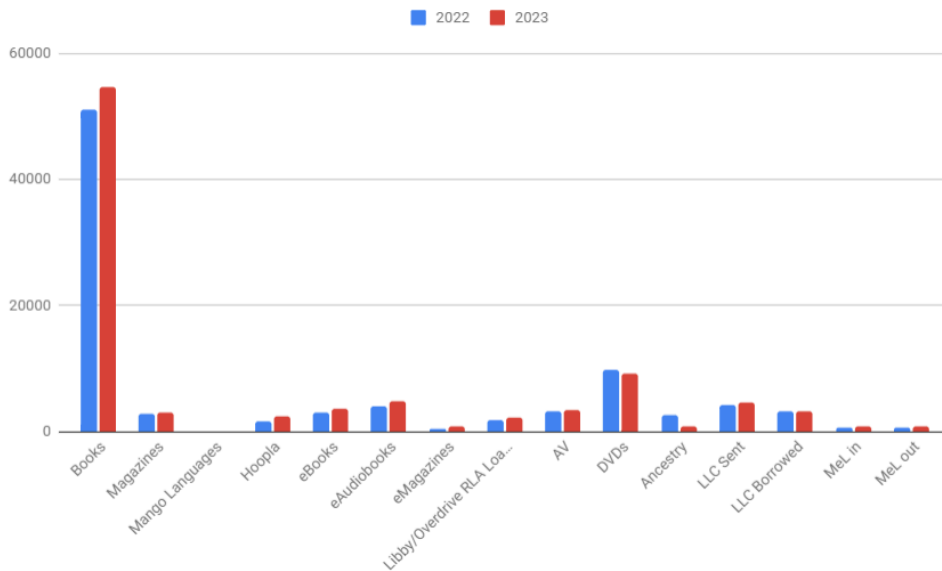
### **Library Closings**

We were closed December 22 through December 25 for Christmas, December 29 through January 1 for New Year's, and January 10, 12, 13, 15, 17, 22, and 23 due to weather.

Completed February 14, 2024, at 2:47 PM.

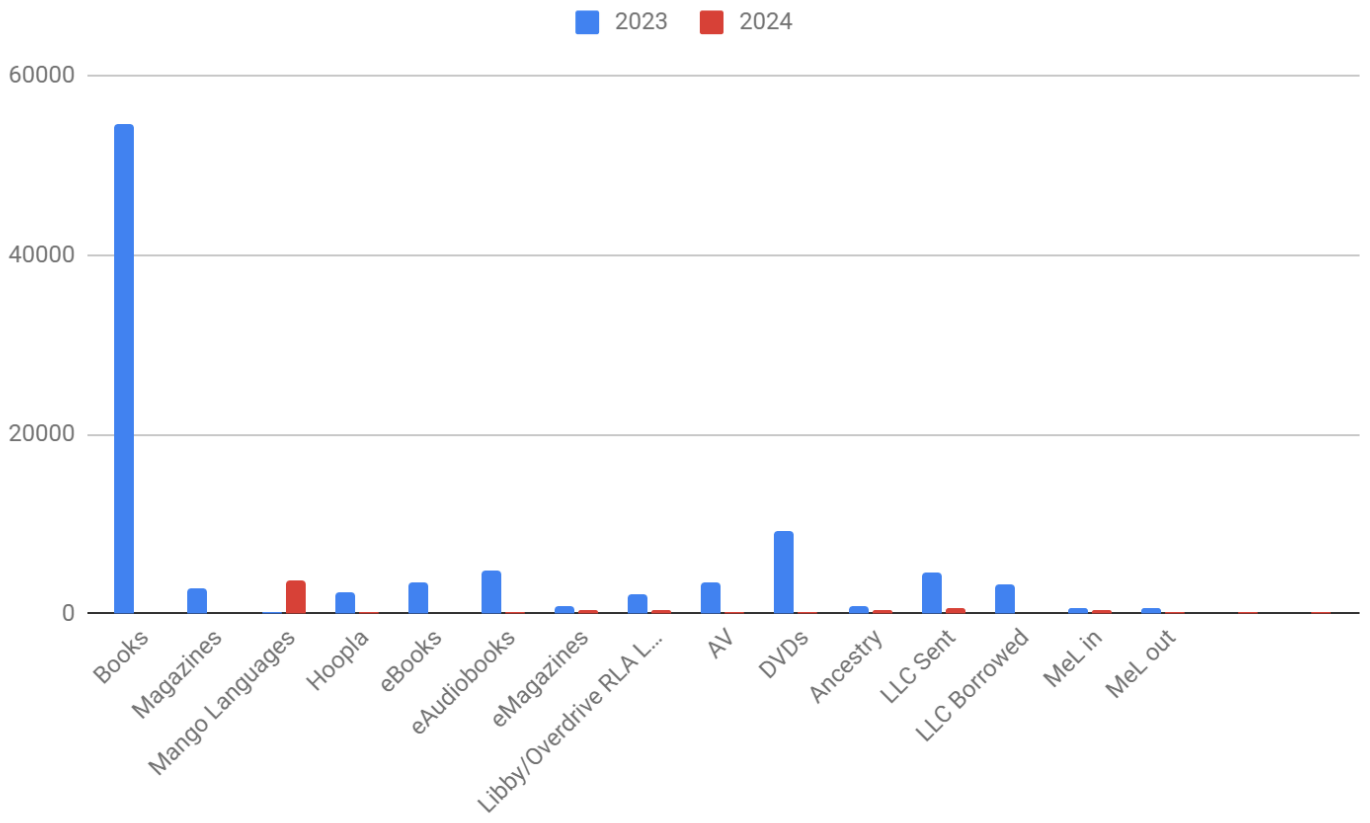
|                           | 2022 |      |      |      |      |      |      |      |      |      |      |      |
|---------------------------|------|------|------|------|------|------|------|------|------|------|------|------|
|                           | Jan  | Feb  | Mar  | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  |
| Books                     | 4006 | 3461 | 4590 | 4258 | 3676 | 5177 | 5526 | 4764 | 4215 | 4205 | 3879 | 3386 |
| Magazines                 | 188  | 172  | 242  | 170  | 239  | 322  | 208  | 169  | 280  | 280  | 238  | 255  |
| Mango Languages           | 0    | 13   | 3    | 4    | 1    | 1    | 0    | 7    | 5    | 4    | 2    | 4    |
| Hoopla                    | 110  | 134  | 131  | 173  | 149  | 145  | 134  | 130  | 130  | 154  | 142  | 111  |
| eBooks                    | 254  | 198  | 233  | 236  | 249  | 223  | 266  | 265  | 273  | 281  | 289  | 275  |
| eAudiobooks               | 336  | 257  | 335  | 348  | 327  | 308  | 313  | 318  | 309  | 379  | 362  | 358  |
| eMagazines                | 39   | 60   | 52   | 35   | 22   | 30   | 12   | 17   | 21   | 20   | 44   | 23   |
| Libby/Overdrive RLA Loans | 148  | 123  | 136  | 177  | 138  | 157  | 144  | 155  | 136  | 154  | 161  | 156  |
| AV                        | 278  | 235  | 293  | 291  | 233  | 258  | 333  | 275  | 224  | 255  | 228  | 301  |
| DVDs                      | 826  | 705  | 963  | 934  | 751  | 796  | 1057 | 875  | 578  | 728  | 834  | 804  |
| Ancestry                  | 3    | 0    | 230  | 362  | 102  | 65   | 108  | 196  | 42   | 512  | 572  | 337  |
| LLC Sent                  | 391  | 333  | 367  | 321  | 243  | 385  | 339  | 366  | 374  | 396  | 316  | 334  |
| LLC Borrowed              | 299  | 223  | 176  | 257  | 175  | 307  | 286  | 329  | 485  | 244  | 223  | 232  |
| MeL in                    | 57   | 50   | 44   | 38   | 48   | 44   | 53   | 51   | 53   | 54   | 60   | 38   |
| MeL out                   | 63   | 54   | 47   | 40   | 50   | 44   | 58   | 51   | 58   | 53   | 60   | 37   |

|                           | 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   |



|                              | 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<br>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 |     |     |     |     |     |     |     |     |     |     |     |
| Magazines                    | 172  |     |     |     |     |     |     |     |     |     |     |     |
| Mango Languages              | 12   |     |     |     |     |     |     |     |     |     |     |     |
| Hoopla                       | 252  |     |     |     |     |     |     |     |     |     |     |     |
| eBooks                       | 347  |     |     |     |     |     |     |     |     |     |     |     |
| eAudiobooks                  | 399  |     |     |     |     |     |     |     |     |     |     |     |
| eMagazines                   | 132  |     |     |     |     |     |     |     |     |     |     |     |
| Libby/Overdrive RLA<br>Loans | 217  |     |     |     |     |     |     |     |     |     |     |     |
| AV                           | 348  |     |     |     |     |     |     |     |     |     |     |     |
| DVDs                         | 629  |     |     |     |     |     |     |     |     |     |     |     |
| Ancestry                     | 0    |     |     |     |     |     |     |     |     |     |     |     |
| LLC Sent                     | 430  |     |     |     |     |     |     |     |     |     |     |     |
| LLC Borrowed                 | 267  |     |     |     |     |     |     |     |     |     |     |     |
| MeL in                       | 75   |     |     |     |     |     |     |     |     |     |     |     |
| MeL out                      | 87   |     |     |     |     |     |     |     |     |     |     |     |



**Dorr Township Library Board of Trustees  
Meeting Dates 2024  
3rd Monday of each month, January-November, 6:30 PM  
2nd Monday of December, 6:30 PM**

|             |              |
|-------------|--------------|
| January 15  | July 15      |
| February 19 | August 19    |
| March 18    | September 16 |
| April 15    | October 21   |
| May 20      | November 18  |
| June 17     | December 9   |

Approved by the Dorr Township Library Board of Trustees  
January 15, 2023.



## Holiday Closures

| Date              | Holiday              |
|-------------------|----------------------|
| January 1, 2024   | New Year's Day       |
| May 25, 2024      | Memorial Day Weekend |
| May 27, 2024      | Memorial Day         |
| July 4, 2024      | Independence Day     |
| August 12, 2024   | Staff Inservice      |
| August 31, 2024   | Labor Day Weekend    |
| September 2, 2024 | Labor Day            |
| November 28, 2024 | Thanksgiving         |
| November 29, 2024 | Black Friday         |
| November 30, 2024 | Black Saturday       |
| December 24, 2024 | Christmas Eve        |
| December 25, 2024 | Christmas            |
| December 31, 2024 | New Year's Eve       |

| Proposed 2024-2025 Budget, Unapproved*  |           |                           |                           |                           |
|---|-----------|---------------------------|---------------------------|---------------------------|
| Subject to Revision and Approval of the Dorr Township Library Board of Trustees |           |                           |                           |                           |
|   |           | Proposed 2023-2024 Budget | Proposed 2024-2025 Budget | Change from previous year |
|   |           | \$274,150.00              | \$281,339.00              | \$7,189.00                |
|   |           |                           |                           |                           |
| Emp. Wages  |           | \$96,000.00               | \$110,000.00 [1]          | \$14,000.00               |
| Payroll taxes   |           | \$26,650.00               | \$30,250.00               | \$3,600.00                |
| Health Insurance  |           | \$2,000.00                | \$2,000.00                | \$0.00                    |
| <b>Total</b>  |           | <b>\$124,650.00</b>       | <b>\$142,250.00</b>       | \$17,600.00               |
| Emergency Min Wage Increase Fund  |           | \$14,350.00               | \$6,500.00 [2]            | -\$7,850.00               |
| Total with Min Wage Increase  |           | \$139,000.00              | \$148,750.00              | \$9,750.00                |
|   |           |                           |                           |                           |
|   |           |                           |                           |                           |
|   |           | Proposed 2023-2024 Budget | Proposed 2024-2025 Budget |                           |
| Audit fee   |           | \$3,000.00                | \$3,000.00                | \$0.00                    |
| Collection Agency   |           | \$50.00                   | \$50.00                   | \$0.00                    |
| Custodial Fees  |           | \$8,000.00                | \$5,400.00 [3]            | -\$2,600.00               |
| Legal Fees  |           | \$5,750.00                | \$2,000.00 [4]            | -\$3,750.00               |
| Professional Dues   |           | \$800.00                  | \$1,000.00                | \$200.00                  |
| Library Board Bonding   |           | \$350.00                  | \$350.00                  | \$0.00                    |
| Workers Comp  |           | \$600.00                  | \$600.00                  | \$0.00                    |
| Strategic Planning  |           | \$9,800.00                | \$0.00                    | -\$9,800.00               |
| <b>Total</b>  |           | <b>\$28,350.00</b>        | <b>\$12,400.00</b>        | <b>-\$15,950.00</b>       |
|   |           |                           |                           |                           |
|   |           | Proposed 2023-2024 Budget | Proposed 2024-2025 Budget |                           |
| <b>Books</b>  |           | <b>\$17,000.00</b>        | <b>\$17,610.00</b>        | <b>\$210.00</b>           |
|   | Adult     | \$6,700.00                | \$8,300.00 [5]            | \$1,600.00                |
|   | Childrens | \$5,285.00                | \$4,955.00 [6]            | -\$330.00                 |
|   | Tween     | \$1,370.00                | \$1,140.00                | -\$230.00                 |
|   | YA        | \$3,645.00                | \$3,215.00                | -\$430.00                 |
| DVD   |           | \$1,500.00                | \$1,500.00                | \$0.00                    |

| Proposed 2024-2025 Budget, Unapproved* |                        |                                  |                                  |                    |
|--|------------------------|----------------------------------|----------------------------------|--------------------|
| Audiobooks                             |                        | \$1,200.00                       | \$1,200.00                       | \$0.00             |
| Video Games                            |                        | \$1,000.00                       | \$1,000.00                       | \$0.00             |
| Games to Go                            |                        | \$250.00                         | \$100.00                         | -\$150.00          |
| Kits                                   |                        | \$500.00                         | \$200.00                         | -\$300.00          |
| Binge Boxes                            |                        | \$500.00                         | \$200.00                         | -\$300.00          |
| Periodicals                            |                        | \$1,750.00                       | \$1,750.00                       | \$0.00             |
| <b>Programs</b>                        |                        | <b>\$12,000.00</b>               | <b>\$12,879.00 [7]</b>           | <b>\$1,000.00</b>  |
|  | General Programming    | \$9,000.00                       | \$9,379.00                       | \$379.00           |
|  | Summer Reading         | \$3,000.00                       | \$3,500.00                       | \$500.00           |
|  | Grant Purchases        |                                  |                                  | \$0.00             |
| Advertising                            |                        | \$1,000.00                       | \$2,500.00 [8]                   | \$1,500.00         |
| Supplies                               |                        | \$7,000.00                       | \$7,500.00 [9]                   | \$500.00           |
|  | Cataloging Supplies    |                                  | \$3,750.00                       | \$3,750.00         |
|  | Custodial Supplies     |                                  | \$1,875.00                       | \$1,875.00         |
|  | Office Supplies        | \$7,000.00                       | \$1,875.00                       | -\$5,125.00        |
| Employee Training                      |                        | \$6,000.00                       | \$4,000.00 [10]                  | -\$2,000.00        |
| Library Board Training                 |                        | \$400.00                         | \$400.00                         | \$0.00             |
| Transportation                         |                        | \$500.00                         | \$2,850.00 [11]                  | \$2,350.00         |
| Coop Fees                              |                        | \$18,000.00                      | \$19,200.00 [12]                 | \$1,200.00         |
| Databases                              |                        | <b>\$18,900.00</b>               | <b>\$15,400.00</b>               | <b>-\$3,500.00</b> |
|  | Overdrive (ebooks, en  | \$4,660.00                       | \$4,800.00                       | \$140.00           |
|  | Mango Languages        | \$1,500.00                       | \$1,500.00                       | \$0.00             |
|  | Ancestry.com           | \$4,040.00                       | \$0.00 [13]                      | -\$4,040.00        |
|  | Movie License          | \$400.00                         | \$400.00                         | \$0.00             |
|  | Hoopla (ebooks)        | \$5,400.00                       | \$5,800.00                       | \$400.00           |
|  | World Trade Press      | \$400.00                         | \$400.00                         | \$0.00             |
|  | Linked-In Learning/Lyr | \$2,500.00                       | \$2,500.00                       | \$0.00             |
| <b>Total</b>                           |                        | <b>\$94,500.00</b>               | <b>\$95,789.00</b>               | <b>\$1,410.00</b>  |
|  |                        |                                  |                                  |                    |
|  |                        |                                  |                                  |                    |
|  |                        | <b>Proposed 2023-2024 Budget</b> | <b>Proposed 2024-2025 Budget</b> |                    |

| Proposed 2024-2025 Budget, Unapproved* |                         |                    |                    |            |
|--|-------------------------|--------------------|--------------------|------------|
| Building Ins.                          |                         |                    |                    |            |
|  | General Liability Insur | \$2,500.00         | \$3,500.00 [14]    | \$1,000.00 |
| Utilities                              |                         | \$3,500.00         | \$3,500.00         | \$0.00     |
|  | Internet/phone          |                    |                    |            |
|  | Trash                   |                    |                    |            |
|  | Recycling               |                    |                    |            |
| Building Maintenance and Improvement   |                         | <b>\$4,200.00</b>  | <b>\$4,350.00</b>  | \$150.00   |
|  | Tables                  | \$400.00           | \$200.00           | \$200.00   |
|  | Makerspace Equipmen     | \$300.00           | \$300.00           | \$0.00     |
|  | Security system         | \$900.00           | \$900.00           | \$0.00     |
|  | Shelving                | \$0.00             | \$350.00 [15]      | \$350.00   |
|  | Other building          | \$0.00             | \$0.00             | \$0.00     |
|  | Pest Control            | \$1,100.00         | \$1,100.00         | \$0.00     |
|  | Q Window Cleaning       | \$500.00           | \$500.00           | \$0.00     |
|  | Annual Cleaning         | \$1,000.00         | \$1,000.00         | \$0.00     |
| Equipment                              |                         | <b>\$12,450.00</b> | <b>\$15,350.00</b> | \$2,900.00 |
|  | Hotspots (grant funde   | \$2,050.00         | \$2,200.00 [16]    | \$150.00   |
|  | AED                     | \$500.00           | \$500.00           | \$0.00     |
|  | Firewall                | \$200.00           | \$200.00           | \$0.00     |
|  | People Counter          | \$0.00             | \$2,750.00 [17]    | \$2,750.00 |
|  | Computer                | \$2,000.00         | \$2,000.00         | \$0.00     |
|  | General                 |                    |                    |            |
|  | Grant Funds             |                    |                    |            |
|  | Copier                  | \$5,700.00         | \$5,700.00         | \$0.00     |
|  | Website                 | \$1,000.00         | \$1,000.00         | \$0.00     |
|  | Misc                    | \$1,000.00         | \$1,000.00         | \$0.00     |
|  | Grant Funds             |                    |                    |            |
| Equipment Mant.                        |                         | <b>\$3,900.00</b>  | <b>\$4,100.00</b>  | \$200.00   |
|  | Computer Maint.         | \$2,500.00         | \$2,700.00         | \$200.00   |
|  | CD/DVD Cleaner          | \$400.00           | \$400.00           | \$0.00     |
|  | Software                | \$1,000.00         | \$1,000.00         | \$0.00     |

| Proposed 2024-2025 Budget, Unapproved* |                     |                                  |                                  |                                  |
|--|---------------------|----------------------------------|----------------------------------|----------------------------------|
| Misc                                   |                     | 100                              | 100                              | \$0.00                           |
| <b>Total</b>                           |                     | <b>\$26,650.00</b>               | <b>\$30,900.00</b>               | \$4,250.00                       |
| <b>Projected Revenue</b>               |                     | <b>Proposed 2023-2024 Budget</b> | <b>Proposed 2024-2025 Budget</b> | <b>Change from previous year</b> |
| INTEREST                               |                     | \$1,200.00                       | \$6,500.00 [18]                  | \$5,300.00                       |
| PENAL FINES                            |                     | \$28,000.00                      | \$29,339.00 [19]                 | \$1,339.00                       |
| STATE AID                              |                     | \$3,500.00                       | \$3,900.00                       | \$400.00                         |
| MILLAGE                                |                     | \$168,000.00                     | \$180,000.00 [20]                | \$12,000.00                      |
| FRIENDS                                |                     | \$200.00                         | \$200.00                         | \$0.00                           |
| Annuities, grants, etc                 |                     | \$4,274.40                       | \$0.00 [21]                      | -\$4,274.40                      |
|  | Allianz             |                                  |                                  | \$0.00                           |
|  | LSTA Grant          |                                  |                                  | \$0.00                           |
|  | ACCF Grant          |                                  |                                  | \$0.00                           |
|  | Misc. Grants        |                                  |                                  |                                  |
| MISC INCOME                            |                     | \$2,000.00                       | \$6,000.00 [22]                  | \$4,000.00                       |
|  | Fines               |                                  |                                  |                                  |
|  | Copies              |                                  |                                  |                                  |
|  | Room Rental         |                                  |                                  |                                  |
|  | summer reading      |                                  |                                  |                                  |
|  | Misc.               |                                  |                                  |                                  |
|  | Craft               |                                  |                                  |                                  |
|  | Bus trip            |                                  |                                  |                                  |
|  | Water Color Classes |                                  |                                  |                                  |
|  | Sales               |                                  |                                  |                                  |
|  | Faxes               |                                  |                                  |                                  |
|  | Credit Card Credits |                                  |                                  |                                  |
|  | Misc Cash out       |                                  |                                  |                                  |
| Transfer from Savings                  |                     | \$9,800.00                       | \$0.00                           | -\$9,800.00                      |
| Carry over from last years budget      |                     |                                  |                                  | \$0.00                           |
| TOWNSHIP APPROPRIATION                 |                     | \$55,400.00                      | \$55,400.00                      | \$0.00                           |
| <b>Total</b>                           |                     | <b>\$268,100.00</b>              | <b>\$281,339.00</b>              | <b>\$13,239.00</b>               |

**Proposed 2024-2025 Budget, Unapproved\***

\* As of February 7, 2024, this draft of the Library Budget has not been discussed or voted on by the Dorr Township Library Board of Trustees. The Board is scheduled to take up the matter at its next meeting, Monday February 19, 2024. Any revisions requested by the Board will at that point be put into effect by the Library Director, and the Board will discuss and potentially vote on the Budget during its March meeting.

**Notes**

- [1] Emp. Wages: This reflects the addition of a second Library Assistant I working 17 hours per week at \$11.33 /hr in FYE 2025.
- [2] Emergency Min Wage Increase Fund: In the event that the \$13.03 minimum wage becomes law, this amount would be transferred from Savings to Checking to allow for immediate compliance.
- [3] Custodial Fees: Reflects actual costs charged by Coverall in FYE 2024.
- [4] Legal Fees: There is nothing pressing as far as policies or other projects requiring legal counsel for FYE 2025. \$1K covers \$83 per month, approximately what we have typically been spending in FYE 2024 beyond the Personnel Policy Manual. An additional \$1K provides a good cushion should our needs change and emergency funds in the event of a major challenge.
- [5] Adult: Reflects more closely how much we would have needed to keep up with collection development requests and recommendations in FYE 2024. Additional funds will be restored if revenue estimates are revised upward.
- [6] Childrens: We may or may not be renewing our contract with JLG. This amount will cover us either way, and the slight reduction helps increase the focus on the adult collection.
- [7] Programs: Closer to actual expenditures in FYE24 with increased use of outside presenters.
- [8] Advertising: Reflects actual costs recorded in FYE 2023 Audit and the need for improved marketing as expressed in the Strategic Planning focus groups.
- [9] Supplies: Broken down by Assistant Director's request to allow for more precise tracking.
- [10] Employee Training: FYE 2024 was a fairly active year for conferences, and we still only spent \$1,280. As transportation costs will be substantial when Reilly goes to Washington, DC for the book and audiobook sale, we needed to shift \$2,000, and Training had it to spare.
- [11] Transportation: See above.
- [12] Coop Fees: In LLC's FYE 2023 (ended Sept 30, 2023), Dorr's costs including Pass Through Items was \$19,516. In LLC's FYE 2024, total cost to Dorr is expected to be \$20,369. If we expect a similar rise in FYE 2025, it will be about \$21,270. Half of that \$900 increase would hit us within our own FYE 2025, making \$21K a reasonable figure.
- [13] Ancestry.com: We paid upfront for 3 years of Ancestry in FYE 2024, so we will not be charged in FYE 2025.

| Proposed 2024-2025 Budget, Unapproved* |  |
|--|--|
| [14]                                   | General Liability Insurance: This includes \$1,000 for Cyber Insurance, as the Township plans to drop their coverage (which supplies our current coverage) in November 2024.   |
| [15]                                   | Shelving: Reflects potential purchase of row of shelving for circulating materials and storage. If we revise our Revenue estimate upward, we may restore the funds needed for an approximately \$8K purchase. For now, this is a placeholder.  |
| [16]                                   | Hotspots: Reflects the addition of an eighth hotspot for the Pop-Up Library, which will be active approximately 4 months out of the year and deactivated when not needed.  |
| [17]                                   | People Counter: Covers quoted cost from SenSource including rental of scissor lift for installation. The Board discussed this on July 17 and tabled it for the next fiscal year.   |
| [18]                                   | INTEREST: Reflects current earnings so far in FYE 2024. Does not include any potential investment or banking changes that would increase interest by \$2K-\$15K annually.  |
| [19]                                   | PENAL FINES: Reflects FYE 2023 revenue, per the most recent audit, minus 5%, as Penal Fines are typically assumed to be in danger of decreasing.   |
| [20]                                   | MILLAGE: Original estimate (\$190,080) calculated from actual FYE 2023 revenue, per the most recent audit, with a projected 3% increase for FYE 2024 and FYE 2025, per Dorr Township Deputy Supervisor. After discussion with Assistant Director, we decided to be cautious and cut it back to \$180K pending review of actual millage revenue in January and February 2024. |
| [21]                                   | Annuities, Grants: We received a letter a few months ago informing us that we have received the last annuity check.  |
| [22]                                   | MISC INCOME: Reflects FYE 2023 and FYE 2024 revenue patterns.  |

| Proposed 2024-2025 Budget        |           |                           |                           |                           |
|----------------------------------|-----------|---------------------------|---------------------------|---------------------------|
|                                  |           | Proposed 2023-2024 Budget | Proposed 2024-2025 Budget | Change from previous year |
|                                  |           | \$274,150.00              | \$291,339.00              | \$17,189.00               |
|                                  |           |                           |                           |                           |
| Emp. Wages                       |           | \$96,000.00               | \$110,000.00 [1]          | \$14,000.00               |
| Payroll taxes                    |           | \$26,650.00               | \$30,250.00               | \$3,600.00                |
| Health Insurance                 |           | \$2,000.00                | \$2,000.00                | \$0.00                    |
| <b>Total</b>                     |           | <b>\$124,650.00</b>       | <b>\$142,250.00</b>       | \$17,600.00               |
| Emergency Min Wage Increase Fund |           | \$14,350.00               | \$6,500.00 [2]            | -\$7,850.00               |
| Total with Min Wage Increase     |           | \$139,000.00              | \$148,750.00              | \$9,750.00                |
|                                  |           |                           |                           |                           |
|                                  |           | Proposed 2023-2024 Budget | Proposed 2024-2025 Budget |                           |
| Audit fee                        |           | \$3,000.00                | \$3,000.00                | \$0.00                    |
| Collection Agency                |           | \$50.00                   | \$50.00                   | \$0.00                    |
| Custodial Fees                   |           | \$8,000.00                | \$5,400.00 [3]            | -\$2,600.00               |
| Legal Fees                       |           | \$5,750.00                | \$2,000.00 [4]            | -\$3,750.00               |
| Professional Dues                |           | \$800.00                  | \$1,000.00                | \$200.00                  |
| Library Board Bonding            |           | \$350.00                  | \$350.00                  | \$0.00                    |
| Workers Comp                     |           | \$600.00                  | \$600.00                  | \$0.00                    |
| Strategic Planning               |           | \$9,800.00                | \$0.00                    | -\$9,800.00               |
| <b>Total</b>                     |           | <b>\$28,350.00</b>        | <b>\$12,400.00</b>        | -\$15,950.00              |
|                                  |           |                           |                           |                           |
|                                  |           | Proposed 2023-2024 Budget | Proposed 2024-2025 Budget |                           |
| Books                            |           | \$17,000.00               | \$18,339.00               | \$1,339.00                |
|                                  | Adult     | \$6,700.00                | \$8,379.00 [5]            | \$1,679.00                |
|                                  | Childrens | \$5,285.00                | \$5,205.00 [6]            | -\$80.00                  |
|                                  | Tween     | \$1,370.00                | \$1,340.00                | -\$30.00                  |
|                                  | YA        | \$3,645.00                | \$3,415.00                | -\$230.00                 |
| DVD                              |           | \$1,500.00                | \$1,500.00                | \$0.00                    |



| Proposed 2024-2025 Budget |                        |                                  |                                  |                    |
|---------------------------|------------------------|----------------------------------|----------------------------------|--------------------|
| Audiobooks                |                        | \$1,200.00                       | \$1,200.00                       | \$0.00             |
| Video Games               |                        | \$1,000.00                       | \$1,000.00                       | \$0.00             |
| Games to Go               |                        | \$250.00                         | \$100.00                         | -\$150.00          |
| Kits                      |                        | \$500.00                         | \$200.00                         | -\$300.00          |
| Binge Boxes               |                        | \$500.00                         | \$200.00                         | -\$300.00          |
| Periodicals               |                        | \$1,750.00                       | \$1,750.00                       | \$0.00             |
| <b>Programs</b>           |                        | <b>\$12,000.00</b>               | <b>\$14,500.00 [7]</b>           | <b>\$2,500.00</b>  |
|                           | General Programming    | \$9,000.00                       | \$11,000.00                      | \$2,000.00         |
|                           | Summer Reading         | \$3,000.00                       | \$3,500.00                       | \$500.00           |
|                           | Grant Purchases        |                                  |                                  |                    |
| Advertising               |                        | \$1,000.00                       | \$2,500.00 [8]                   | \$1,500.00         |
| Supplies                  |                        | \$7,000.00                       | \$7,500.00 [9]                   | \$500.00           |
|                           | Cataloging Supplies    |                                  | \$3,750.00                       | \$3,750.00         |
|                           | Custodial Supplies     |                                  | \$1,875.00                       | \$1,875.00         |
|                           | Office Supplies        | \$7,000.00                       | \$1,875.00                       | -\$5,125.00        |
| Employee Training         |                        | \$6,000.00                       | \$4,000.00 [10]                  | -\$2,000.00        |
| Library Board Training    |                        | \$400.00                         | \$400.00                         | \$0.00             |
| Transportation            |                        | \$500.00                         | \$2,850.00 [11]                  | \$2,350.00         |
| Coop Fees                 |                        | \$18,000.00                      | \$19,200.00 [12]                 | \$1,200.00         |
| Databases                 |                        | <b>\$18,900.00</b>               | <b>\$15,400.00</b>               | <b>-\$3,500.00</b> |
|                           | Overdrive (ebooks, en  | \$4,660.00                       | \$4,800.00                       | \$140.00           |
|                           | Mango Languages        | \$1,500.00                       | \$1,500.00                       | \$0.00             |
|                           | Ancestry.com           | \$4,040.00                       | \$0.00 [13]                      | -\$4,040.00        |
|                           | Movie License          | \$400.00                         | \$400.00                         | \$0.00             |
|                           | Hoopla (ebooks)        | \$5,400.00                       | \$5,800.00                       | \$400.00           |
|                           | World Trade Press      | \$400.00                         | \$400.00                         | \$0.00             |
|                           | Linked-In Learning/Lyr | \$2,500.00                       | \$2,500.00                       | \$0.00             |
| <b>Total</b>              |                        | <b>\$94,500.00</b>               | <b>\$98,139.00</b>               | <b>\$3,289.00</b>  |
|                           |                        |                                  |                                  |                    |
|                           |                        |                                  |                                  |                    |
|                           |                        | <b>Proposed 2023-2024 Budget</b> | <b>Proposed 2024-2025 Budget</b> |                    |

| Proposed 2024-2025 Budget            |                         |             |                 |             |
|--------------------------------------|-------------------------|-------------|-----------------|-------------|
| Building Ins.                        |                         |             |                 |             |
|                                      | General Liability Insur | \$2,500.00  | \$3,500.00 [14] | -\$1,000.00 |
| Utilities                            |                         | \$3,500.00  | \$3,500.00      | \$0.00      |
|                                      | Internet/phone          |             |                 |             |
|                                      | Trash                   |             |                 |             |
|                                      | Recycling               |             |                 |             |
| Building Maintenance and Improvement |                         | \$4,200.00  | \$12,000.00     | \$7,800.00  |
|                                      | Tables                  | \$400.00    | \$200.00        | -\$200.00   |
|                                      | Makerspace Equipmen     | \$300.00    | \$300.00        | \$0.00      |
|                                      | Security system         | \$900.00    | \$900.00        | \$0.00      |
|                                      | Shelving                | \$0.00      | \$8,000.00 [15] | \$8,000.00  |
|                                      | Other building          | \$0.00      | \$0.00          | \$0.00      |
|                                      | Pest Control            | \$1,100.00  | \$1,100.00      | \$0.00      |
|                                      | Q Window Cleaning       | \$500.00    | \$500.00        | \$0.00      |
|                                      | Annual Cleaning         | \$1,000.00  | \$1,000.00      | \$0.00      |
| Equipment                            |                         | \$12,450.00 | \$15,350.00     | \$2,900.00  |
|                                      | Hotspots (grant funde   | \$2,050.00  | \$2,200.00 [16] | \$150.00    |
|                                      | AED                     | \$500.00    | \$500.00        | \$0.00      |
|                                      | Firewall                | \$200.00    | \$200.00        | \$0.00      |
|                                      | People Counter          | \$0.00      | \$2,750.00 [16] | \$2,750.00  |
|                                      | Computer                | \$2,000.00  | \$2,000.00      | \$0.00      |
|                                      | General                 |             |                 |             |
|                                      | Grant Funds             |             |                 |             |
|                                      | Copier                  | \$5,700.00  | \$5,700.00      | \$0.00      |
|                                      | Website                 | \$1,000.00  | \$1,000.00      | \$0.00      |
|                                      | Misc                    | \$1,000.00  | \$1,000.00      | \$0.00      |
|                                      | Grant Funds             |             |                 |             |
| Equipment Mant.                      |                         | \$3,900.00  | \$4,100.00      | -\$200.00   |
|                                      | Computer Maint.         | \$2,500.00  | \$2,700.00      | -\$200.00   |
|                                      | CD/DVD Cleaner          | \$400.00    | \$400.00        | \$0.00      |
|                                      | Software                | \$1,000.00  | \$1,000.00      | \$0.00      |

| Proposed 2024-2025 Budget         |                     |                                  |                                  |                                  |
|-----------------------------------|---------------------|----------------------------------|----------------------------------|----------------------------------|
| Misc                              |                     | 100                              | 100                              | \$0.00                           |
| <b>Total</b>                      |                     | <b>\$26,650.00</b>               | <b>\$38,550.00</b>               | \$11,900.00                      |
| <b>Projected Revenue</b>          |                     | <b>Proposed 2023-2024 Budget</b> | <b>Proposed 2024-2025 Budget</b> | <b>Change from previous year</b> |
| INTEREST                          |                     | \$1,200.00                       | \$6,500.00 [17]                  | \$5,300.00                       |
| PENAL FINES                       |                     | \$28,000.00                      | \$29,339.00 [18]                 | \$1,339.00                       |
| STATE AID                         |                     | \$3,500.00                       | \$3,900.00                       | \$400.00                         |
| MILLAGE                           |                     | \$168,000.00                     | \$190,000.00 [19]                | \$22,084.00                      |
| FRIENDS                           |                     | \$200.00                         | \$200.00                         | \$0.00                           |
| Annuities, grants, etc            |                     | \$4,274.40                       | \$0.00 [20]                      | -\$4,274.40                      |
|                                   | Allianz             |                                  |                                  | \$0.00                           |
|                                   | LSTA Grant          |                                  |                                  | \$0.00                           |
|                                   | ACCF Grant          |                                  |                                  | \$0.00                           |
|                                   | Misc. Grants        |                                  |                                  |                                  |
| MISC INCOME                       |                     | \$2,000.00                       | \$6,000.00 [21]                  | \$4,000.00                       |
|                                   | Fines               |                                  |                                  | \$0.00                           |
|                                   | Copies              |                                  |                                  | \$0.00                           |
|                                   | Room Rental         |                                  |                                  | \$0.00                           |
|                                   | summer reading      |                                  |                                  | \$0.00                           |
|                                   | Misc.               |                                  |                                  | \$0.00                           |
|                                   | Craft               |                                  |                                  | \$0.00                           |
|                                   | Bus trip            |                                  |                                  | \$0.00                           |
|                                   | Water Color Classes |                                  |                                  | \$0.00                           |
|                                   | Sales               |                                  |                                  | \$0.00                           |
|                                   | Faxes               |                                  |                                  | \$0.00                           |
|                                   | Credit Card Credits |                                  |                                  | \$0.00                           |
|                                   | Misc Cash out       |                                  |                                  | \$0.00                           |
| Transfer from Savings             |                     | \$9,800.00                       | \$0.00                           | -\$9,800.00                      |
| Carry over from last years budget |                     |                                  |                                  | \$0.00                           |
| TOWNSHIP APPROPRIATION            |                     | \$55,400.00                      | \$55,400.00                      | \$0.00                           |
| <b>Total</b>                      |                     | <b>\$268,100.00</b>              | <b>\$291,339.00</b>              | <b>\$23,239.00</b>               |

| Proposed 2024-2025 Budget |                                   |   |  |
|---------------------------|-----------------------------------|---|--|
|                           |                                   |   |  |
| <b>Notes</b>              |                                   |   |  |
| [1]                       | Emp. Wages:                       | This reflects the addition of a second Library Assistant I working 17 hours per week at \$11.33/hr in FYE 2025.   |  |
| [2]                       | Emergency Min Wage Increase Fund: | In the event that the \$13.03 minimum wage becomes law, this amount would be transferred from Savings to Checking to allow for immediate compliance.  |  |
| [3]                       | Custodial Fees:                   | Reflects actual costs charged by Coverall in FYE 2024.  |  |
| [4]                       | Legal Fees:                       | There is nothing pressing as far as policies or other projects requiring legal counsel for FYE 2025. \$1K covers \$83 per month, approximately what we have typically been spending in FYE 2024 beyond the Personnel Policy Manual. An additional \$1K provides a good cushion should our needs change and emergency funds in the event of a major challenge. |  |
| [5]                       | Adult:                            | Reflects how much we would have needed to keep up with collection development requests and recommendations in FYE 2024.   |  |
| [6]                       | Childrens:                        | We may or may not be renewing our contract with JLG. This amount will cover us either way, and the slight reduction helps increase the focus on the adult collection.   |  |
| [7]                       | Programs:                         | Closer to actual expenditures in FYE24 with increased use of outside presenters.  |  |
| [8]                       | Advertising:                      | Reflects actual costs recorded in FYE 2023 Audit and the need for improved marketing as expressed in the Strategic Planning focus groups.   |  |
| [9]                       | Supplies:                         | Broken down by Assistant Director's request to allow for more precise tracking.   |  |
| [10]                      | Employee Training:                | FYE 2024 was a fairly active year for conferences, and we still only spent \$1,280. As transportation costs will be substantial when Reilly goes to Washington, DC for the book and audiobook sale, we needed to shift \$2,000, and Training had it to spare.   |  |
| [11]                      | Transportation:                   | See above.  |  |
| [12]                      | Coop Fees:                        | In LLC's FYE 2023 (ended Sept 30, 2023), Dorr's costs including Pass Through Items was \$19,516. In LLC's FYE 2024, total cost to Dorr is expected to be \$20,369. If we expect a similar rise in FYE 2025, it will be about \$21,270. Half of that \$900 increase would hit us within our own FYE 2025, making \$21K a reasonable figure.                    |  |
| [13]                      | Ancestry.com:                     | We paid upfront for 3 years of Ancestry in FYE 2024, so we will not be charged in FYE 2025.   |  |
| [14]                      | General Liability Insurance:      | This includes \$1,000 for Cyber Insurance, as the Township plans to drop their coverage (which supplies our current coverage) in November 2024.   |  |

| <b>Proposed 2024-2025 Budget</b> |  |
|----------------------------------|--|
| [15]                             | Shelving: Reflects potential purchase of row of 4 double sided steel shelving units (\$879 x 4) with 2 end panels (\$519 x 2) from Demco (total around \$5K with shipping) and row of wall-mounted steel storage shelves from Steelcase for about \$3K. The Demco estimate is informal, off of their web catalog, and the Steelcase figure is ballpark from a sales rep. Neither purchase has been approved by the Board, but both help alleviate the storage problem previously discussed with the Board.       |
| [16]                             | Hotspots: Reflects the addition of an eighth hotspot for the Pop-Up Library, which will be active approximately 4 months out of the year and deactivated when not needed.  |
| [17]                             | People Counter: Covers quoted cost from SenSource including rental of scissor lift for installation. The Board discussed this on July 17 and tabled it for the next fiscal year.   |
| [18]                             | INTEREST: Reflects current earnings so far in FYE 2024. Does not include any potential investment or banking changes that would increase interest by \$2K-\$15K annually.  |
| [19]                             | PENAL FINES: Reflects FYE 2023 revenue, per the most recent audit, minus 5%, as Penal Fines are typically assumed to be in danger of decreasing.   |
| [20]                             | MILLAGE: For all intents and purposes, a return to the original estimate (minus \$80) calculated from actual FYE 2023 revenue, per the most recent audit, with a projected 3% increase for FYE 2024 and FYE 2025, per Dorr Township Deputy Supervisor. This version of the Budget assumes that, upon review, millage revenue in January and February will meet expectations based on the formula described above. We add \$10K back to this category and restore funds to Shelving, Books, and General Programs. |
| [21]                             | Annuities, Grants: We received a letter a few months ago informing us that we have received the last annuity check.  |
| [22]                             | MISC INCOME: Reflects FYE 2023 and FYE 2024 revenue patterns.  |

## Community Room Policy

### **I. Introduction and Purpose of Policy**

The mission of the Dorr Township Library (“Library”) is to provide quality Library services that support the cultural, educational, and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Community Room Policy (“Policy”). The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

### **II. Application and Scheduling of Community Room**

- A. General Use. If no Library event or program is scheduled, any person, group or organization may use the Community Room, pursuant to the requirements of this Policy (“Users”). The Community Room is available during regular Library hours and available after-hours pursuant to the after-hours policy provisions below.
- B. Community Room. This policy applies to the Community Room. The capacity of the Community Room is fifty (50) people.
- C. Scheduling.
  1. Applications shall be accepted on a first-come, first-served basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community. If no events of these types are tentatively or officially scheduled, the Community Room may also be used for purely social events.
  2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
  3. Non-Library sponsored or co-sponsored meetings and events will not be scheduled in the Community Room more than two months in advance. The Library will not accept reservations until the Library programming has been completed. The Library will accept same day reservations upon approval of Library staff.

4. The Library is responsible for scheduling use of the Community Room. The program and meeting schedule will be posted and updated regularly.
5. Each Non-Library sponsored, or co-sponsored event shall be scheduled for a time any day not to begin before 7:00 AM or to conclude after 10:00 PM.
6. No User may use the Community Room more than five (5) times per month.

D. Application Process.

1. Any person 18 years or older may fill out an application for the Community Room. Applications should be emailed to [dorrlibrary.mi@gmail.com](mailto:dorrlibrary.mi@gmail.com) or mailed or delivered in person to 1804 Sunset Dr., Dorr, MI 49323.
2. An applicant may tentatively reserve the Community Room by calling (616) 681-9678 and speaking to staff/leaving a voicemail. However, the reservation will not be considered official until the form is signed and returned and applicable fees and deposits paid.
3. Persons applying for use of the Community Room outside of regular Library hours must indicate this at the time of application, pick up the Library key during regular Library hours, and pay a deposit of \$10.00, refundable upon return of the key within 24 hours (not counting Sunday) of the end of the event.
4. Persons applying for ongoing use of the Community Room (*i.e.*, on behalf of groups with regular meeting schedules) must follow the application procedure to secure the first meeting. Thereafter, payment for subsequent meetings will be due at the beginnings of those meetings.
5. 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. Certain groups regularly using the Community Room prior to this revision of Policy will be allowed to continue paying \$5.00 per use.
6. If you need to cancel the Reservation, you must provide the Library a minimum of twenty-four (24) hours notice in order to receive a full refund of the \$25.00 room fee.

7. The application contains a statement waiving the Library's liability for all loss and damages. Thus, the Applicant's signature acts as an acknowledgment of this Waiver of Liability.

### III. General Guidelines Affecting all Library Community Room

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Community Room.
- B. Use by Persons Under the Age of 18. Users of the Community Room under the age of 18 must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will oversee the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time.
- C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Community Room.
- D. Food and Beverages. Users of the Community Room may serve light refreshments. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food.
- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Community Room.
- F. Equipment Requests. Tables and chairs are available for use in the Community Room. Requests for use of audio or visual equipment, additional tables and chairs, and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the Community Room in the future as well as forfeiting the \$25.00 cleaning deposit. Staff hours beyond the first hour required for cleaning the room will result in a cleaning charge of \$25.00 per hour. Users must include time to clean up and set up within the scheduled time and must end meetings at least 30 minutes before the Library closing time, unless arrangements have been made for use outside of Library hours.



- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. B above.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- K. Private Literature. Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Community Room. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors, or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Open and Accessible Use. All activities in the Community Room must be free of admission fees or other charges.
- N. Room Access. Users should allow adequate time to set up before and clean up after the event in their scheduled time.

#### **IV. Fees**

- A. Clean Up and Damage Fee. In addition to forfeiting the \$25.00 cleaning deposit, a fee of \$25.00 per hour for cleanup will be charged for any additional time required for cleaning beyond the first hour if the Community Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Community Room.
- B. Key Deposit. Any failure to return the Library key during regular Library hours and within 24 hours (not counting Sunday) after the end of the scheduled event will result in forfeiting the \$10.00 key deposit.

#### **V. Library Disclaimer**

- A. No Endorsement. Use of the Community Room does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Community Room must state that "Dorr Township Library does not sponsor or endorse this event."

- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Community Room or move the meeting to a different Community Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Community Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.
- C. Hold Harmless. The Dorr Township Library is released and held harmless from any and all claims for personal injury or property damage.

## **VI. Violation and Appeal Section**

The Library Director or the Library Director's designee may restrict access to Library facilities, including the Library Program Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
  - 1. *Initial Violation*: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
  - 2. *Subsequent Violations*: The Library Director or the Library Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
  2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement. The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Library Director's designee to review the Policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.
- E. Damages. If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.
- F. Right of Appeal. Users may appeal a decision in writing to the Library Director within 10 business days of the date of the letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

Approved by the Dorr Township Library Board of Trustees May 16, 2022.



**RE: Candidacy Press Announcement**

**AL** Alice L. Bernal, JD <[alice@alicebernal.com](mailto:alice@alicebernal.com)>  
Fri, 29 Dec 2023 1:43:48 PM -0500 •  
To "Jeffrey Babbitt" <[jeffrey.b@dorrlibrary.org](mailto:jeffrey.b@dorrlibrary.org)>

---

Thank you for your consideration, use of the room is not required. Happy New Year!

Alice L. Bernal (P81553)  
Bernal Law Office, PLLC  
PO Box 367  
Dorr, MI 49323  
(269) 205-3197

---

**From:** [Jeffrey Babbitt](#)  
**Sent:** Friday, December 29, 2023 9:00 AM  
**To:** [Alice L. Bernal, JD](#)  
**Subject:** Re: Candidacy Press Announcement

A little more discussion: Reilly thinks, with good reason, that the Board needs to make the final decision, as allowing the space to be used for a political campaign will set a precedent that might open a door they don't want opened. It seems to me we must have already considered this when we put the policy together, but there is no record of a specific debate. The Board will either allow it and leave the policy as is, or they will order the policy revised to exclude campaign activity. But either way, the library is not comfortable doing this without explicit Board approval. That would mean delaying your announcement. It's your choice. Please let me know asap. Thanks.

Jeffrey Babbitt, MLIS  
Director  
Dorr Township Library  
1804 Sunset Dr  
Dorr, MI 49323  
(616) 681-9678

---

---- On Thu, 28 Dec 2023 17:22:19 -0500 **Jeffrey Babbitt** <[jeffrey.b@dorrlibrary.org](mailto:jeffrey.b@dorrlibrary.org)> wrote ---

Would you be able and willing to discuss this with the Board on January 15?

Jeffrey Babbitt, MLIS  
Director  
Dorr Township Library  
1804 Sunset Dr  
Dorr, MI 49323  
(616) 681-9678

---

---- On Wed, 27 Dec 2023 18:29:15 -0500 **Alice L. Bernal, JD** <[alice@alicebernal.com](mailto:alice@alicebernal.com)> wrote ---

Jeffrey,

I hope that you enjoyed Christmas!

I am being asked to find a location to have a small public announcement of my candidacy. Would the library meeting room be able to accommodate such a request? We are hoping that we could do it on Monday, January 8, 2024. It would be open to public but invitations would be sent out to some family and friends so that there are hopefully maybe 30 people there. My campaign manager (Nate Sherman) will be inviting local press as well. I think that it could also be a good plug for the library.

Since I am a Dorr resident, it seems appropriate to kick off the campaign here.

I appreciate your consideration of this request. Let me know as soon as you are able as we are under a time crunch to announce before the other candidates do.

Alice L. Bernal (P81553)  
Bernal Law Office, PLLC  
PO Box 367  
Dorr, MI 49323

**Fwd: Sale of CrossWind Building and possible meeting places**

**JS** Joseph Shaler <revshalerjosephd@gmail.com>  
Tue, 02 Jan 2024 3:25:06 PM -0500 •  
To "AD Jeffrey Babbitt" <dorjb@llcoop.org>

---

Jeffrey:

I hope You and your family had a blessed Christmas Holiday Season and I pray You have a joyous 2024. I wanted to follow up on the letter I sent below just before Christmas. We put our Church Building on the market and have already accepted an offer from Dorr Township. We should be closing sometime around February 15. We will be working with them to see how long we might be able to continue to meet in that location. We will also be looking for alternative meeting places. If Your Library Community room is available, I would possibly like to talk more about Sunday meetings and possible arrangements. Thanks for your support. I look forward to hearing from You.

Love IN Christ,

Pastor Joe Shaler  
CrossWind Community Church

----- Forwarded message -----  
From: **Joseph Shaler** <[revshalerjosephd@gmail.com](mailto:revshalerjosephd@gmail.com)>  
Date: Wed, Dec 20, 2023 at 2:19 PM  
Subject: Merry Christmas  
To: AD Jeffrey Babbitt <[dorjb@llcoop.org](mailto:dorjb@llcoop.org)>

Jeffrey:

I hope You are doing well and I hope Christmas events at the Library have gone great. I also wanted to let You know that our Church has listed our building with a realtor and he will begin promoting this after the first of the year. Again if there is ever any way I or our Church can be of help or support to the Dorr Library in 2024, please let me know. I will continue to keep You in my prayers as you attempt to lead the Library to grow. I hope You have a Merry Christmas and a Joyous 2024

Love IN Christ,

Pastor Joe Shaler  
CrossWind Community Church

**SA** Seurync, Anne <aseurync@fosterswift.com>  
Thu, 11 Jan 2024 3:34:01 PM -0500 •  
To "Jeffrey Babbitt" <jeffrey.b@dorrlibrary.org>

---

We wanted to provide an explanation of why we recommend allowing "religious" or "political" purposes in the Library's meeting room.

#### **A. Content Based vs. Content Neutral Restrictions**

For the reasons below, we do not believe that the courts would likely uphold a prohibition against religious or political groups using the Library meeting rooms. Although the courts in this jurisdiction (Michigan) have not dealt specifically with the issue of viewpoint restrictions (such as political or religious restrictions), in library policy, courts in other jurisdictions have been striking down provisions in library policies that address the group's purpose or views rather than the specific use of the meeting room.

Courts apply different standards of review depending on whether a regulation is a "content neutral" or "content based" restriction. A "content based" restriction is one that regulates based on the "content" or subject of the message. Here, it is likely prohibiting a group based on the political or religious views would be viewed as "content based" policy because it regulates based on the subject matter of the patron's speech or use. The Courts apply a much stricter standard when reviewing content based restrictions. The Courts would review the policy to determine (1) if the interests asserted by the library are compelling; (2) whether the limitation is necessary to further those interests; and (3) whether the limitation is narrowly drawn to achieve these interests. Thus, the Library must have compelling interests that are narrowly drawn to prohibit use of the meeting based on the political or religious views of the applicant.

A different level of review is used if the restriction is determined to be "content neutral." Content neutral restrictions are generally "time, place and manner" restrictions. Put another way, if the Library limited the time of the meeting room use to two hours per day or allow groups to schedule only a month in advance, these regulations would be content neutral restrictions because the Library is applying the same restrictions to all groups regardless of their viewpoint. A content neutral restriction will be upheld if it furthered an important governmental interest without burdening substantially more speech than necessary. *Michigan State AFL-CIO v Miller*, 103 F3d 1240, 1250 (CA 6, 1997). This is a much lower standard and content neutral restrictions are easier to justify and uphold.

Here, the religious and political viewpoint restrictions would be "content based;" therefore, the courts would be applying a higher standard of review if the provision was challenged.

#### **B. Court Decisions Involving Content Based Restrictions**

##### **1. Religious Speech**

Many libraries added the prohibition of "religious worship services" to their meeting room policies in response to the Ninth Circuit's decision in *Faith Center Church Evangelistic Ministries v Glover*, 462 F3d 1194 (9<sup>th</sup> Cir. 2006). This prohibition is even more narrow than just "religious" purposes. Even so, the prohibition against "religious worship services" has NOT been upheld.

In *Faith Center Church Evangelical Ministries v Glover*, 462 F3d 1164 (9<sup>th</sup> Cir. 2006), the lower court originally determined that the library could not prohibit groups from using the library meeting rooms for "religious purposes" but could prohibit a group from using the library for "religious worship services." However, the Ninth Circuit in *Faith Center Church* remanded the case to the lower court to determine whether the policy would violate the Establishment Clause of the Constitution. The Establishment Clause of the First Amendment prohibits any law "respecting the establishment of religion." U. S. Const. Amend. I. The District Court in *Faith Center Church* determined that the prohibition on religious worship violated the Establishment Clause's prohibition against excessive entanglement. Put another way, the library's involvement in determining whether a particular meeting was a religious worship service would involve excessive entanglement with religion. Thus, restrictions on religious use have been struck down.

In a separate decision, a district court in Ohio determined that a library's meeting room policy violated the Constitution. *Citizens for Community Values, Inc. v Upper Arlington Public Library Bd of Trustees*, 2008 WL 3843579 (S.D. Ohio). In that case, the library had a "no religious meeting" policy for its meeting room; however, the library only enforced it with respect to religious worship services. Based on its policy, the library denied an application to use the meeting room for a "Politics and the Pulpit" event because a portion of the event involved a religious worship service. The library indicated the group could use the meeting room only for activities that did not violate the policy but had to refrain from activities that included elements of a religious worship service. The Court concluded that permitting the library "to draw the distinctions necessary for it to sever out and exclude activities it concludes are 'inherently elements of religious service,' would inevitably entitle it with religion in a manner prohibited by the

Constitution." In fact, the court found the singing and prayer elements of the proposed event did not constitute mere religious worship.

The library in *Upper Arlington* argued that allowing the religious worship would violate the Establishment Clause because it would appear the library was endorsing the religious service. However, apply the *Lemon* test, the Court disagreed. The event was not endorsed by the Library, there was no evidence the use would dominate the library's meeting room and allowing religious worship would not require the library to determine what was a religious "worship" service.

In a more recent decision in the same *Upper Arlington* case, the Ohio District Court awarded nearly \$48,000 in attorneys fees to the attorneys for the plaintiff. *Citizens for Community Values, Inc. v Upper Arlington Public Library Bd of Trustees*, 2010 WL 1253892 (S.D. Ohio). Section 42 USC Sec. 1988 allows the court to award attorneys fees to the prevailing party in certain civil rights actions.

There is no specific decision within the Library's jurisdiction, the Sixth Circuit or under Michigan law, that is binding on the Library regarding prohibiting "religious" purposes in library meeting rooms. With that said, given the case law in other jurisdictions, there is a significant chance the Library' could be challenged if it prohibited a religious worship service.

## 2. Political Speech

In *Pfeifer v West Allis*, 91 F Supp 2d 1253 (E.D. Wis. 2000), the court determined that a library could not deny access to a meeting room because the applicant wanted to teach Creationism. However, the Court also briefly addressed regulating "political speech." The court seemed to take the position that limiting "politically partisan" speech was sufficiently narrow and left a substantial amount of political speech still available. This has been interpreted by members of a library community to mean primarily political rallies.

Since there is no case in Michigan that has determined that regulating politically partisan speech is improper, we do not have any specific guidance on how courts would interpret this issue. However, we do not recommend that the Library prohibit use of the meeting rooms based on the "political" nature of the use. It would also be difficult to enforce. Groups that may have political leanings, points of view or take positions on political issues but are using the room consistent with other non-profit groups should be accommodated.

Here, the use of the room is what is relevant, so allowing a person to use the room for a political purpose should be permitted as long as it does not violate other content neutral restrictions. For example, the policy prohibits excessive noise, so hiring a band for the "kick off" would likely violate the policy. In addition, if you allow one candidate to use the library meeting room for a purpose, you have allow all others to use it for the same purpose (again, assuming they are in compliance with all other aspects of the Library's policy)

## C. Content Neutral Regulations

Instead, the Library could choose to regulate use by establishing "time, place and manner restrictions," such as prohibiting any group from using the room on a weekly basis or by preventing groups from reserving the room months in advance. Such time, place and manner policies must be applied equally to all groups using the meeting room. For example, the Library could limit the use to twice month and this would prevent a church from using it weekly for the service. However, you would also have to limit all other groups who currently use it weekly.

Therefore, I would recommend allowing the groups to use the room. As an additional matter, the Library Board should not be making the initial decision to approve or deny use of the meeting room. The library board acts as a "board of appeals" if the person does not like the decision; therefore, the Library Board should not be making the initial decision. This is specifically addressed in your policy.

**Anne M. Seuryneck**

Attorney

Foster Swift Collins & Smith PC  
1700 East Beltline, NE, Suite 200  
Grand Rapids, MI 49525  
Phone: 616.726.2240  
Fax: 517.367.7196  
[aseuryneck@fosterswift.com](mailto:aseuryneck@fosterswift.com)  
[www.fosterswift.com](http://www.fosterswift.com)

---

**From:** Jeffrey Babbitt <[jeffrey.b@dorrlibrary.org](mailto:jeffrey.b@dorrlibrary.org)>

**Sent:** Thursday, January 11, 2024 12:28 PM

**To:** Seuryneck, Anne <[ASEuryneck@fosterswift.com](mailto:ASEuryneck@fosterswift.com)>

**Subject:** Use of Community Room for Political Campaign announcements, Church worship services



[CAUTION - EXTERNAL EMAIL] DO NOT reply, click links, or open attachments unless you have verified the sender and know the content is safe.

Hi Anne,

We have recently fielded requests to use the library's Community Room to

- (1) announce the beginning of the campaign of a candidate for an elected judge position and
- (2) hold worship services for a community church that recently had to sell its building to the Township.

There is nothing in our current policy (see attached) that rules any of this out. My understanding is that under the current policy and following First Amendment law,

1. Campaign or other private literature cannot be distributed outside of the Community Room
2. Donations cannot be solicited outside the Community Room
3. All events must be free and open to the public
4. Any publicity must state that "Dorr Township Library does not sponsor or endorse this event."
5. The library once it allows these types of events cannot restrict the content of future events, i.e., all candidates from any or no party for any office must be allowed to hold campaign events (press conferences or all campaign activities?), all religious groups must be allowed to hold worship services.

The Board is considering the question of whether to allow these types of events in the Community Room on Monday January 15. Please tell me

- If it is even possible to not allow these events
- How a policy would have to be worded to prohibit these events
- Any other consequences, considerations, etc., the Board should be aware of in making its decision

I'm hoping you can give me at least a broad answer before the meeting on Monday. Please let me know. Thank you!

Jeffrey Babbitt, MLIS  
Director  
Dorr Township Library  
1804 Sunset Dr  
Dorr, MI 49323  
(616) 681-9678

---

DISCLAIMER/CONFIDENTIALITY: This communication, along with any documents, files or attachments, is intended only for the use of the addressee and may contain legally privileged and confidential information. Any document attached is a legal document and should not be changed or altered without the knowledge and approval of legal counsel. The sender takes no responsibility for any alterations, additions, revisions or deletions to any such document. Due to software and printer variations, documents printed at the recipient's location may vary from the original printed document.

## **[Draft] Travel and Reimbursement Policy**

### **I. Purpose**

The purpose of this policy is to establish standards and controls for the reimbursement of library staff and board members for actual expenses such as transportation and lodging that are incurred in the conduct of authorized library business when using public funds according to this policy.

### **II. Travel Authorization**

Employees and Board members planning to travel on business using public funds must be authorized to do so under this policy.

A. This policy authorizes the Director and Assistant Director to be reimbursed for travel to

1. trainings relevant to their work;
2. Library Cooperative meetings, including relevant committee meetings;
3. Library Association meetings and conferences, including meeting of committees they sit on; and
4. other miscellaneous business demonstrably necessary for the Library.

B. Non-administrative employees may be reimbursed with prior authorization from the Director.

C. If the training, meeting, conference, or other business

1. is a distance of more than 150 miles from the closer of the Library or the residence of the traveling Board member or employee, OR
2. is a distance of more than 100 but less than 150 miles and lasts more than 50% of a standard work day (4 hours), OR
3. is a distance of more than 50 but less than 100 miles and lasts more than 75% of a standard work day (6 hours), THEN

this policy authorizes the expense of lodging for as many nights as are necessary to complete the training, meeting, conference, or other business. This may be done either as a purchase using the Library credit card or as a reimbursement. Lodging rates must be reasonable for the area and the time. Receipts with the date and exact amount spent must be provided.

### **III. Travel with Family**

A Library employee or Board member may travel with his or her family on official business provided that family members do not displace other employees or Board members who have a reason to travel to the same place. No family travel expenses are reimbursable except for legitimate business-related expenses incurred by the employee or Board member. Lodging that is charged to public funds is reimbursed at the single room rate only.

#### **IV. Mileage Reimbursement Requests**

- A. Mileage reimbursement requests for costs that are charged to public funds shall be reasonable and report distances that may be verified by using a standard online map such as Google Maps (<https://www.google.com/maps>).
- B. Mileage traveled between an employee's residence and their Library workplace are considered commuting miles. Commuting costs are not reimbursable.
- C. Board members or Library employees who travel from their residence to a location other than their Library workplace are reimbursed either from their residence or their Library, whichever distance is shorter.
- D. Board members or Library employees traveling from a location other than residence or library are reimbursed either from the actual location or the Library, whichever is shorter.
- E. The Library reimburses its employees and Board members for expenses incurred on Library business when charged to public funds at the "IRS Standard Mile Rate for Business" for the current year for use of a private vehicle.

#### **V. Other Expenses**

- A. No other expenses outside of lodging and mileage will be paid for with public funds, either directly or through reimbursement.
- B. Any travel not explicitly authorized by this policy must be authorized by the Board as reflected in the approved Minutes prior to travel in order to be paid using public funds.

## Potential Savings from Written Reimbursement Policy

The following Reimbursement Requests were paid in recent Fiscal Years and illustrate the problem we have without a written policy. Neither violate any written policy, as no written policy exists. The Travel & Reimbursement Policy as drafted by Jeffrey Babbitt on January 5, 2024 would have altered both requests to save Dorr Township Library significant sums of money, approximately as follows:

6/29/2022

Round trip Algonquin IL to Washington DC: 1,528 miles X 0.585 = \$893.88

Round trip DTL to Washington DC: 1,300 miles X 0.585 = \$760.50

---

**Difference** **\$133.38**

11/9/2023

Round trip DTL to Radisson Hotel Kal: 74mi X 0.655 X 3d = \$145.41

Round trip home to Radisson Hotel Kal: 17.4mi X 0.655 X 3d= \$ 17.10

---

**Difference** **\$128.31**

## **Banking Services Comparison Summary to accompany Table and Notes**

Director's Recommendation is to follow Scenario 4 in the Banking Services Comparison spreadsheet, staying with United Bank of Michigan and transferring all but 25% of the current FYE 2024 Budget into the United ICS at 4% (confirmed by Jack Verville at United Bank on Monday February 12). All funds are insured by the FDIC and fully liquid, and banking services are in the hands of people we have worked with and trusted for years. The additional training attendant on changing banks would be an unwelcome burden on administrative staff during this time, as we all have extra work to do to successfully implement the Strategic Plan. The expected yield--more than \$20K--is about \$13.5K more than we currently receive in interest and would supply any shortfall we can reasonably expect in millage revenue. The following bullet points give the details:

- **Current Scenario**
  - \$295K at 0.25% (Checking, United)
  - \$260K at 2.25% (Savings, United)
  - \$6,683 at 4.35% (CD, Huntington)
  - **TOTAL ANNUAL INTEREST: \$6,703.97**
  - BUDGETED INTEREST REVENUE, FYE 2025: \$6,500.00
  
- **Scenarios 1 & 2**
  - Uninsured Municipal Pool investment
  - Board generally not interested
  
- **ICS**
  - IntraFi Cash Service
  - Automated system that keeps ALL money insured despite \$250K FDIC limit
  - Pushes funds in excess of \$250K to accounts in other banks without sharing personal information
  - Liquid, like a savings account
  - Safe and legal
  - Often a good interest rate
  
- **Scenario 3**
  - "Low Risk, Higher Effort, Max Reward"
  - Move all to Huntington
    - Transition would take approximately 4 weeks, including
      - Setup (signatures, paperwork, etc.)
      - Training (Reilly & Jeffrey on new apps, procedures)
      - Checks from United
  - 25% of FYE24 Budget in Checking at 2.5% interest rate
  - All other cash in Huntington ICS at 5% variable (4.25%-5%)
  - \$23K-\$26.5K total annual yield
  - **ADDITIONAL REVENUE FOR FYE 25:  
\$16,500-\$20,000**

- **Scenario 4**

- “Low Risk, Least Effort, High Reward”
- Keep all (except CD) at United
- 25% of FYE24 Budget in Checking at 0.25% interest rate
- All other available cash in United ICS at 4% variable
  - 4% rate good for one year
- \$20.2K total annual yield
- **ADDITIONAL REVENUE FOR FYE 25:**  
**\$13,670**

|   |                                 | Checking     | Savings      | CD         | ICS          | Pool   | TOTAL              | BUDGET FYE25 | +/-                |
|---|---------------------------------|--------------|--------------|------------|--------------|--------|--------------------|--------------|--------------------|
| <b>Current</b>  | <b>Current</b>                  | \$294,601.32 | \$259,554.74 | \$6,683.05 | \$0.00       | \$0.00 | \$560,839.11       |              |                    |
|   | <b>12 mo Earnings</b>           | \$563.08     | \$5,856.51   | \$284.38   | \$0.00       | \$0.00 | <b>\$6,703.97</b>  | \$6,500.00   | <b>\$203.97</b>    |
| <b>Scenario 3<br/>Huntington<br/>Max Effort<br/>Max Revenue</b> | <b>New (Scen 3)</b>             | \$70,375.00  | \$0.00       | \$0.00     | \$490,464.11 | \$0.00 | \$560,839.11       |              |                    |
|   | <b>12 mo Ck 2.5%, ICS 5%</b>    | \$1,779.68   | \$0.00       | \$0.00     | \$25,092.96  | \$0.00 | <b>\$26,872.64</b> | \$6,500.00   | <b>\$20,372.64</b> |
|   | <b>12 mo Ck 2.5%, ICS 4.25%</b> | \$1,779.68   | \$0.00       | \$0.00     | \$21,255.48  | \$0.00 | <b>\$23,035.16</b> | \$6,500.00   | <b>\$16,535.16</b> |
| <b>Scenario 4<br/>United<br/>Min Effort<br/>High Revenue</b>    | <b>New (Scen 4)</b>             | \$70,375.00  | \$0.00       | \$6,683.05 | \$483,781.06 | \$0.00 | \$560,839.11       |              |                    |
|   | <b>12 mo Ck 0.25%, ICS 4%</b>   | \$176.14     | \$0.00       | \$284.38   | \$19,709.92  | \$0.00 | <b>\$20,170.44</b> | \$6,500.00   | <b>\$13,670.44</b> |
|   | <b>12 mo Ck 0.25%, ICS 2%</b>   | \$176.14     | \$0.00       | \$284.38   | \$9,764.75   | \$0.00 | <b>\$10,225.27</b> | \$6,500.00   | <b>\$3,725.27</b>  |

**Current:** Currently, we have about \$295K at United Bank of Michigan in a Public Entity Checking Account earning 0.25% and \$260K in a Public Entity Savings Account earning 2.25%. We also have \$6,683.05 invested in a 6-month CD at Huntington Bank at a rate of 4.35%. For the sake of calculating 12-mo earnings, I assume a second 6-mo CD at 4%.

**Scenarios 1 & 2:** Both of these involve MI CLASS's Municipal Pool, which is not insured by the FDIC. They have been deleted, as Board members seemed resistant to this at the last meeting.

**ICS:** Scenarios 3 & 4 involve an IntraFi Cash Service, or ICS. This is essentially an automated process of holding more than the \$250K insurable by the FDIC in multiple bank accounts so that every dollar is insured. Money in excess of the insurable amount is "pushed out" to accounts in other banks with favorable interest rates. Our bank handles everything out of our single account, so we have no extra work in managing different banking relationships, and no personal information is shared with the other banking institutions. The account is 100% liquid, like a traditional savings account. This is safe and legal and often earns a very good interest rate. Currently, according to Marc Reen, Huntington's ICS is still at 5% but is variable and expected to go down to 4.25% by the end of the year. The reduction in interest rate is expected to start as early as March with a 0.25% cut. Further variances would depend on the Fed's actions. United's ICS is normally at 2%, but on my request, Jack Verville was able to obtain a rate exception at 4% for the next year, as long as the account holds a minimum of \$200,000. Jack at United thinks it could sink as low as 2% after a year, and United seems the more conservative of the two banks. (Jack verified United's rates on February 12, 2024. Marc verified Huntington's rates on February 14.)

**Scenario 3:** "Low Risk, Higher Effort, Max Reward" option. We would close our accounts at United and put 25% of the FYE 2024 budget into Checking at Huntington at 2.5% interest. The remainder of the money from United would be put into an ICS account at Huntington at a variable 4.25%-5% interest. When the CD matures, we could choose whether to put that money into the ICS or reinvest in the CD or something else. At the current interest rates, with all but 25% of the current FY Budget in the ICS, we would earn about \$26,873 annually. The transition to Huntington would take about 2 weeks, according to Marc Reen, for new accounts to be set up, signatories' signatures to be collected, and training on relevant software, etc., to be completed. It would probably take an additional 2 weeks to ensure that all checks written from the United account go through before we switched everything over. Training would only be necessary for Reilly and myself.

**Scenario 4:** "Low Risk, Low Effort, High Reward" option. We would empty the United Checking account of all but 25% of the FYE 2024 Budget and shift the remainder of the money into United's ICS at 5%. The CD would remain at Huntington. The annual yield for the first year would be over \$20,000. No real transition time and no training necessary.