

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: February 17, 2025 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: December 9, 2024

Treasurer's Report: October, November, December, January. Credit Card - \$3,885.49 for January.

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Board membership in light of election of less than full Board.
2. Resignation of Shana Dykhuis.
3. Elections for Board Officers.
4. Interview of Trustee Candidate Gordon Lieffers.
5. Presentation of eRate Proposal for IT Service.
6. Revision of Personnel Policy to Comply with ESTA.
7. Review of Draft Budget FYE 2026.

OLD BUSINESS:

- 1.

Township Board Meeting: February 27, 2025 7 pm.

Adjournment:

Next regular meeting: March 17, 2025 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: December 9, 2024 @ 6:30 pm**

MINUTES

Meeting was called to order at 6:44 PM

Pledge of Allegiance: was said.

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

Changes to the Agenda: None. Brooks motioned to strike old business #1 from the agenda. Hunter seconded. All yes, motion carried. Brooks motioned to approve the agenda as amended. Bendull seconded. All yes, motion carried.

Public Comment & Correspondence: None.

Approval of the Minutes: Brooks motioned to approve the minutes from November 18, 2024. Strong seconded. All yes, motion carried.

Treasurer's Report: Brooks motioned to table the Treasurer's report for November, but pay the credit card in the amount of \$3979.80. Bendull seconded. All yes, motion carried.

Director's Report: Was heard. Director reported that programs continue to be well-attended, most of them at capacity. Active patron count remains high. The library averaged 50 visits per open day. The library has received a grant from the Perrigo Foundation Board for the Excel Adult High School program. Director has been appointed as co-secretary for the Dorr Business Association for 2025.

Committee Reports: None.

NEW BUSINESS:

1. Discussion of procedure for Board appointees to fill seats for 2025. The issue was discussed.

OLD BUSINESS

None.

Adjournment: Brooks motioned to adjourn at 6:59 PM. Strong seconded. All yes, motion carried.

Township Board Meeting: December 19, 2024 7 pm. Babbitt will attend.

Next Regular Meeting: January 20, 2025 at 6:30 pm

Submitted by Brittany Hunter, Secretary.

DORR TOWNSHIP LIBRARY

Balance Sheet

As of November 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	182,138.83
271-000-002 ICS Account	319,942.16
271-000-003 Huntington CD	6,683.05
Total Bank Accounts	\$508,764.04
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$518,990.65
TOTAL ASSETS	\$518,990.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
271-000-204 Audit Accts Payable	3,345.67
271-000-231.1 Payroll Liabilities	191.25
215. MI Unemployment Tax	0.00
271-000-228.1 212. MI Income Tax	326.14
271-000-228.2 214. MI Income Tax	-68.88
271-000-228.3 MI Income Tax	724.27
271-000-229.1 Federal Taxes (941/944)	2,018.10
271-000-229.2 Federal Unemployment (940)	146.38
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 Local Tax	39.47
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	4,805.99
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$8,151.66
Total Current Liabilities	\$8,151.66
Total Liabilities	\$8,151.66

DORR TOWNSHIP LIBRARY

Balance Sheet

As of November 30, 2024

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	444,113.04
Net Income	-54,166.14
Total Equity	\$510,838.99
TOTAL LIABILITIES AND EQUITY	\$518,990.65

Check Register 2024 - November

Date	Type	Check #	Vender	Memo	Amount
11/01/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 10/16/2024-10/29/2024	-444.97
11/01/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 10/16/2024-10/29/2024	-335.92
11/01/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 10/16/2024-10/29/2024	-922.2
11/01/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 10/16/2024-10/29/2024	-290.98
11/01/2024	Payroll Check	DD	Diane Switzer	Pay Period: 10/16/2024-10/29/2024	-367.46
11/01/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 10/16/2024-10/29/2024	-487.54
11/01/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 10/16/2024-10/29/2024	-1,417.12
11/01/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 10/16/2024-10/29/2024	-347.18
11/01/2024	Check	16366	CENTER POINT LARGE PRINT	Invoice #2126250	-144.75
11/01/2024	Check	16367	Coverall of West Michigan	Invoice #7370169766	-450
11/04/2024	Check	16369	Cadence Jansens	Lost and Paid Book refund	-11.95
11/05/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-0.14
				Invoice #5392	
11/08/2024	Check	16371	Decker Agency	Cyber Insurance November 2024-October 2025	-860.00
11/08/2024	Check	16372	Griffin Pest Solutions	Invoice #2562443	-97.00
11/08/2024	Check	16373	UNIQUE MANAGEMENT SERVICES INC	Invoice #6132871	-9.85
11/13/2024	Check	16374	Dorr Business Association	Community Supporter membership, 2025	-125.00
11/13/2024	Check	16375	Jeffrey L. Babbitt	November reimbursement	-32.83
11/13/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-22.90
11/14/2024	Expense		Chase Card Services		-4,197.50
11/15/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 10/30/2024-11/12/2024	-1,333.56
11/15/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 10/30/2024-11/12/2024	-444.97
11/15/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 10/30/2024-11/12/2024	-335.93
11/15/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 10/30/2024-11/12/2024	-363.72
11/15/2024	Payroll Check	DD	Diane Switzer	Pay Period: 10/30/2024-11/12/2024	-353.70
11/15/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 10/30/2024-11/12/2024	-328.04
11/15/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 10/30/2024-11/12/2024	-347.18
11/15/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 10/30/2024-11/12/2024	-919.27
11/21/2024	Tax Payment		IRS	Tax Payment for Period: 10/01/2024-10/31/2024	-1,775.08
11/21/2024	Check	16378	Jennifer L. Chamberlain	Reimbursement for Book Club snacks	-8.33
11/21/2024	Check	16379	Fish Window Cleaning	Invoice #1460-286885	-132.00
11/21/2024	Check	16380	Allegan County Treasurer	Tax chargeback	-63.7
11/22/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 10/01/2024-10/31/2024	-379.18
11/22/2024	Check	16381	Pine Rest Christian Mental Health Services	Invoice #INV121492	-260

11/22/2024	Check	16382	Jeffrey L. Babbitt	Reimbursement for last half of November	-37.65
11/22/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-58.34
11/25/2024	Check	16383	US Bank Equipment Finance	Invoice #542633177	-521.51
11/25/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-17.28
11/29/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/13/2024-11/26/2024	-919.25
11/29/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/13/2024-11/26/2024	-335.91
11/29/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/13/2024-11/26/2024	-1,333.54
11/29/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 11/13/2024-11/26/2024	-303.09
11/29/2024	Payroll Check	DD	Diane Switzer	Pay Period: 11/13/2024-11/26/2024	-334.43
11/29/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 11/13/2024-11/26/2024	-386.02
11/29/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/13/2024-11/26/2024	-347.18
11/29/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/13/2024-11/26/2024	-444.98
11/29/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-39.68
11/30/2024	Check	16384	Midwest Tape	Invoice #506413641	-747.07
11/30/2024	Check	16387	T-Mobile	Account #*****4354	-187.51

DORR TOWNSHIP LIBRARY

General Ledger

November 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						187,127.46
11/01/2024	Check	16367	Coverall of West Michigan	Invoice #7370169766	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	186,677.46
11/01/2024	Check	16366	CENTER POINT LARGE PRINT	Invoice #2126250	271-790-727 703-728. Operations:703. Books	-144.75	186,532.71
11/01/2024	Deposit				271-000-002 ICS Account	4,613.37	191,146.08
11/01/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-	189,728.96
						1,417.12	
11/01/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-922.20	188,806.76
11/01/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-487.54	188,319.22
11/01/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-444.97	187,874.25
11/01/2024	Payroll Check	DD	Diane Switzer	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-367.46	187,506.79
11/01/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-347.18	187,159.61
11/01/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-335.92	186,823.69
11/01/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-290.98	186,532.71
11/04/2024	Check	16369	Cadence Jansens		271-000-676.1 405-407. Other Types of Income:407. Reimbursements	-11.95	186,520.76
11/04/2024	Deposit				-Split-	132.61	186,653.37
11/04/2024	Deposit				271-000-002 ICS Account	429.48	187,082.85
11/05/2024	Deposit				-Split-	0.14	187,082.99
11/05/2024	Expense				271-000-002 ICS Account	-0.14	187,082.85
11/06/2024	Deposit				271-000-002 ICS Account	12.14	187,094.99
11/07/2024	Deposit				-Split-	5.26	187,100.25
11/07/2024	Deposit				271-000-002 ICS Account	444.74	187,544.99
11/08/2024	Check	16371	Decker Agency	Invoice #5392	271-790-957 Other Types of Expenses:Insurance - Liability, D and O	-860.00	186,684.99
11/08/2024	Check	16372	Griffin Pest Solutions	Invoice #2562443	271-790-806 800. Professional and Contract Services:806. Professional Services	-97.00	186,587.99
11/08/2024	Check	16373	UNIQUE MANAGEMENT SERVICES INC	Invoice #6132871	271-790-803 800. Professional and Contract Services:803. Unique Management Costs	-9.85	186,578.14
11/12/2024	Deposit				271-000-002 ICS Account	702.91	187,281.05
11/13/2024	Check	16374	Dorr Business Association		271-790-805 800. Professional and Contract Services:805. Professional Dues	-125.00	187,156.05
11/13/2024	Check	16375	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-32.83	187,123.22
11/13/2024	Deposit				-Split-	77.53	187,200.75
11/13/2024	Expense				271-000-002 ICS Account	-22.90	187,177.85
11/14/2024	Expense		Chase Card Services		-Split-	-	182,980.35
						4,197.50	
11/15/2024	Deposit				271-000-658 404. Penal Fines	2,481.62	185,461.97
11/15/2024	Deposit				271-000-002 ICS Account	6,343.15	191,805.12
11/15/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-	190,471.56
						1,333.56	
11/15/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-919.27	189,552.29
11/15/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-444.97	189,107.32
11/15/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-363.72	188,743.60
11/15/2024	Payroll Check	DD	Diane Switzer	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-353.70	188,389.90
11/15/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-347.18	188,042.72
11/15/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-335.93	187,706.79
11/15/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-328.04	187,378.75
11/15/2024	Expense		Chase Card Services		65160 Other Types of Expenses:Other Costs	-	183,181.25
						4,197.50	
11/18/2024	Deposit				271-000-002 ICS Account	200.00	183,381.25
11/19/2024	Deposit				271-000-002 ICS Account	97.00	183,478.25
11/21/2024	Check	16378	Jennifer L. Chamberlain		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-8.33	183,469.92
11/21/2024	Check	16379	Fish Window Cleaning	Invoice #1460-286885	271-790-806 800. Professional and Contract Services:806. Professional Services	-132.00	183,337.92
11/21/2024	Check	16380	Allegan County Treasurer		271-790-956 780. Misc Expense:781. Fee refund	-63.70	183,274.22
11/21/2024	Deposit				271-000-002 ICS Account	2,279.26	185,553.48
11/21/2024	Tax Payment		IRS	Tax Payment for Period: 10/01/2024-10/31/2024	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-	183,778.40
						1,775.08	
11/22/2024	Check	16381	Pine Rest Christian Mental Health Services	Invoice #INV121492	718. insurance	-260.00	183,518.40
11/22/2024	Check	16382	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-37.65	183,480.75
11/22/2024	Deposit				-Split-	58.34	183,539.09
11/22/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 10/01/2024-10/31/2024	271-000-228.3 Payroll Liabilities:MI Income Tax	-379.18	183,159.91
11/22/2024	Expense				271-000-002 ICS Account	-58.34	183,101.57
11/25/2024	Check	16383	US Bank Equipment Finance	Invoice #542633177	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-521.51	182,580.06
11/25/2024	Deposit				-Split-	3.79	182,583.85
11/25/2024	Deposit				-Split-	13.49	182,597.34
11/25/2024	Expense				271-000-002 ICS Account	-17.28	182,580.06
11/27/2024	Deposit				271-000-002 ICS Account	493.35	183,073.41
11/29/2024	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	39.68	183,113.09
11/29/2024	Deposit				271-000-002 ICS Account	4,404.40	187,517.49
11/29/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-	186,183.95
						1,333.54	
11/29/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-919.25	185,264.70
11/29/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-444.98	184,819.72
11/29/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-386.02	184,433.70
11/29/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-347.18	184,086.52
11/29/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-335.91	183,750.61
11/29/2024	Payroll Check	DD	Diane Switzer	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-334.43	183,416.18
11/29/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-303.09	183,113.09
11/29/2024	Expense				271-000-002 ICS Account	-39.68	183,073.41
11/30/2024	Check	16384	Midwest Tape	Invoice #506413641	271-790-736 703-728. Operations:711. databases	-747.07	182,326.34

DORR TOWNSHIP LIBRARY

General Ledger

November 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/30/2024	Check	16387	T-Mobile	Account #*****4354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-187.51	182,138.83
Total for 271-000-001 Checking						\$ -	4,988.63

DORR TOWNSHIP LIBRARY

Profit and Loss

November 2024

	TOTAL
Income	
271-000-658 404. Penal Fines	2,481.62
43400 583. Direct Public Support	
271-000-674.3 583.4 Donations	13.95
Total 43400 583. Direct Public Support	13.95
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	39.68
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	29.80
271-000-602.3 405.4 Faxes	51.30
271-000-667 405.3 Meeting Room Rental	90.00
271-000-675.2 405.9 Uncategorized Income	9.25
271-000.602.1 405.1 Copies	144.20
Total 271-000-675.1 405. Miscellaneous Revenue	324.55
271-000-676.1 407. Reimbursements	-11.95
271-000-676.2 407.1 Credit Card Credits	31.41
271-000-676.3 407.2 Book Replacement	19.93
Total 271-000-676.1 407. Reimbursements	39.39
Total 46400 405-407. Other Types of Income	403.62
Total Income	\$2,899.19
GROSS PROFIT	\$2,899.19
Expenses	
271-790-715.3 702. Payroll Expenses	98.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	
271-790-920 729.1 Telephone, Telecommunications	457.46
Total 271-790-921 729. Rent, Parking, Utilities	457.46
271-790-931 730. Equip Rental and Maintenance	521.51
271-790-932 731. Computer Equipt.	541.96
271-790-933 732. Technology	25.00
Total 271-790-930 729-734. Facilities and Equipment	1,545.93
62100 800. Professional and Contract Services	
271-790-803 803. Unique Management Costs	9.85
271-790-805 805. Professional Dues	125.00
271-790-806 806. Professional Services	679.00
Total 62100 800. Professional and Contract Services	813.85
65000 703-728. Operations	
271-790-727 703. Books	1,794.19
271-790-730 705. Periodicals	39.95

DORR TOWNSHIP LIBRARY

Profit and Loss

November 2024

	TOTAL
271-790-732 708. AV	
271-790-734 708.3 DVD	183.92
271-790-735 708.4 Video Games	55.95
Total 271-790-732 708. AV	239.87
271-790-736 711. databases	747.07
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	509.27
Total 271-790-737 720. Supplies	509.27
271-790-739 721. Advertising	39.98
271-790-880 710. Programs (Community Promotions)	827.95
271-790-960.1 709. Ed. & Train Dor	58.30
271-790-960.2 709.1 Travel and Meetings	70.48
Total 271-790-960.1 709. Ed. & Train Dor	128.78
Total 65000 703-728. Operations	4,327.06
65100 Other Types of Expenses	
271-790-957 Insurance - Liability, D and O	860.00
65160 Other Costs	4,197.50
Total 65100 Other Types of Expenses	5,057.50
718. insurance	260.00
780. Misc Expense	
271-790-956 781. Fee refund	63.70
782. Square Reader Fees	4.84
Total 780. Misc Expense	68.54
Payroll Expenses	
271-790-702 Wages	15,579.49
271-790-715.1 Taxes	1,191.86
Total Payroll Expenses	16,771.35
Total Expenses	\$28,942.23
NET OPERATING INCOME	\$ -26,043.04
NET INCOME	\$ -26,043.04

DORR TOWNSHIP LIBRARY

Balance Sheet

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	183,334.36
271-000-002 ICS Account	303,182.11
271-000-003 Huntington CD	6,683.05
Total Bank Accounts	\$493,199.52
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$503,426.13
TOTAL ASSETS	\$503,426.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
271-000-204 Audit Accts Payable	3,345.67
271-000-231.1 Payroll Liabilities	191.25
215. MI Unemployment Tax	0.00
271-000-228.1 212. MI Income Tax	326.14
271-000-228.2 214. MI Income Tax	-68.88
271-000-228.3 MI Income Tax	527.00
271-000-229.1 Federal Taxes (941/944)	1,131.62
271-000-229.2 Federal Unemployment (940)	146.38
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 Local Tax	50.53
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	3,733.30
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$7,078.97
Total Current Liabilities	\$7,078.97
Total Liabilities	\$7,078.97

DORR TOWNSHIP LIBRARY

Balance Sheet

As of December 31, 2024

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	444,113.04
Net Income	-68,657.97
Total Equity	\$496,347.16
TOTAL LIABILITIES AND EQUITY	\$503,426.13

Check Register 2024 - December

Date	Type	Check #	Vender	Memo	Amount
12/04/2024	Check	16385	Farmers Disposal	Quarterly Trash Pickup	-114
12/04/2024	Check	16386	Coverall of West Michigan	Invoice #7370170058	-450
12/09/2024	Check	16388	UNIQUE MANAGEMENT SERVICES INC	Invoice#6133953	-19.7
12/09/2024	Check	16389	Griffin Pest Solutions	Invoice #2575663	-97.00
12/09/2024	Check	16390	CENTER POINT LARGE PRINT	Invoice #2133036	-144.38
12/09/2024	Expense		Chase Card Services		-3,979.80
12/12/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFE	-1,874.30
12/13/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 11/27/2024-12/10/2024	-378.88
12/13/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/27/2024-12/10/2024	-989.9
12/13/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/27/2024-12/10/2024	-443.76
12/13/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/27/2024-12/10/2024	-335.06
12/13/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/27/2024-12/10/2024	-444.96
12/13/2024	Payroll Check	DD	Diane Switzer	Pay Period: 11/27/2024-12/10/2024	-339.94
12/13/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/27/2024-12/10/2024	-1,265.62
12/13/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 11/27/2024-12/10/2024	-400.54
12/15/2024	Check	16391	Luke Lenhart	Christmas Concert music	-400.00
12/16/2024	Check	16392	Foster, Swift, Collins & Smith	Invoice #901084	-759.50
12/16/2024	Check	16393	Then and Now Genealogy Library	2025 Membership Fee	-25.00
12/17/2024	Tax Payment		IRS	Tax Payment for Period: 11/01/2024-11/30/2024	-2,723.28
12/18/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 11/01/2024-11/30/2024	-587.34
12/20/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFE	-7.11
12/23/2024	Check	16394	Jeffrey L. Babbitt	December mileage reimbursement	-26.53
12/23/2024	Check	16395	Arrowwaste, Inc.	Cust #91-781021	-18
12/23/2024	Check	16396	US Bank Equipment Finance	Invoice #544812209	-442.22
12/23/2024	Check	16397	ACCIDENT FUND INS CO OF AMERICA	Invoice #1001771818	-219.5
12/23/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFE	-1,579.98
12/27/2024	Payroll Check	DD	Diane Switzer	Pay Period: 12/11/2024-12/24/2024	-342.68
12/27/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 12/11/2024-12/24/2024	-328.03
12/27/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 12/11/2024-12/24/2024	-259.8
12/27/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 12/11/2024-12/24/2024	-444.98
12/27/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 12/11/2024-12/24/2024	-1,281.32
12/27/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 12/11/2024-12/24/2024	-347.18
12/27/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 12/11/2024-12/24/2024	-966.34
12/27/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 12/11/2024-12/24/2024	-335.93
12/31/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFE	-43.78
12/31/2024	Check	16398	Midwest Tape	Invoice #506554408	-463.14
12/31/2024	Check	16399	T-Mobile	Account #970594354	-172.2

DORR TOWNSHIP LIBRARY

General Ledger

December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	
271-000-001 Checking								
	Beginning Balance						182,138.83	
12/03/2024	Deposit				271-000-002 ICS Account	521.51	182,660.34	
12/04/2024	Check	16386	Coverall of West Michigan	Invoice #7370170058	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	182,210.34	
12/04/2024	Check	16385	Farmers Disposal		271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-114.00	182,096.34	
12/09/2024	Check	16390	CENTER POINT LARGE PRINT	Invoice #2133036	271-790-727 703-728. Operations:703. Books	-144.38	181,951.96	
12/09/2024	Check	16389	Griffin Pest Solutions	Invoice #2575663	271-790-806 800. Professional and Contract Services:806. Professional Services	-97.00	181,854.96	
12/09/2024	Check	16388	UNIQUE MANAGEMENT SERVICES INC	Invoice#6133953	271-790-803 800. Professional and Contract Services:803. Unique Management Costs	-19.70	181,835.26	
12/09/2024	Expense		Chase Card Services		-Split-	-3,979.80	177,855.46	
12/10/2024	Deposit				271-000-002 ICS Account	4,093.80	181,949.26	
12/12/2024	Deposit				271-000-658 404. Penal Fines	2,324.30	184,273.56	
12/12/2024	Expense				271-000-002 ICS Account	-1,874.30	182,399.26	
12/13/2024	Deposit				271-000-002 ICS Account	5,533.24	187,932.50	
12/13/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-1,265.62	186,666.88	
12/13/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-989.90	185,676.98	
12/13/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-444.96	185,232.02	
12/13/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-443.76	184,788.26	
12/13/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-400.54	184,387.72	
12/13/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-378.88	184,008.84	
12/13/2024	Payroll Check	DD	Diane Switzer	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-339.94	183,668.90	
12/13/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-335.06	183,333.84	
12/15/2024	Check	16391	Luke Lenhart		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-400.00	182,933.84	
12/16/2024	Check	16393	Then and Now Genealogy Library		271-790-805 800. Professional and Contract Services:805. Professional Dues	-25.00	182,908.84	
12/16/2024	Check	16392	Foster, Swift, Collins & Smith	Invoice #901084	271-790-801 800. Professional and Contract Services:801. Legal Fees	-759.50	182,149.34	
12/16/2024	Deposit				-Split-	1,606.51	183,755.85	
12/17/2024	Deposit				271-000-002 ICS Account	3,807.62	187,563.47	
12/17/2024	Tax Payment		IRS	Tax Payment for Period: 11/01/2024-11/30/2024	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-2,723.28	184,840.19	
12/18/2024	Deposit				271-000-002 ICS Account	144.38	184,984.57	
12/18/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 11/01/2024-11/30/2024	271-000-228.3 Payroll Liabilities:MI Income Tax	-587.34	184,397.23	
12/19/2024	Deposit				271-000-002 ICS Account	779.20	185,176.43	
12/20/2024	Deposit				-Split-	7.11	185,183.54	
12/20/2024	Expense				271-000-002 ICS Account	-7.11	185,176.43	
12/23/2024	Check	16396	US Bank Equipment Finance	Invoice #544812209	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-442.22	184,734.21	
12/23/2024	Check	16395	Arrowaste, Inc.	Cust #91-781021	271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-18.00	184,716.21	
12/23/2024	Check	16397	ACCIDENT FUND INS CO OF AMERICA	Invoice #1001771818	718. insurance	-219.50	184,496.71	
12/23/2024	Check	16394	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-26.53	184,470.18	
12/23/2024	Expense				271-000-002 ICS Account	-1,579.98	182,890.20	
12/24/2024	Deposit				271-000-002 ICS Account	860.00	183,750.20	
12/27/2024	Deposit				271-000-002 ICS Account	4,306.26	188,056.46	
12/27/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-1,281.32	186,775.14	
12/27/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-966.34	185,808.80	
12/27/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-444.98	185,363.82	
12/27/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-347.18	185,016.64	
12/27/2024	Payroll Check	DD	Diane Switzer	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-342.68	184,673.96	
12/27/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-335.93	184,338.03	
12/27/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-328.03	184,010.00	
12/27/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-259.80	183,750.20	
12/31/2024	Check	16398	Midwest Tape	Invoice #506554408	271-790-736 703-728. Operations:711. databases	-463.14	183,287.06	
12/31/2024	Check	16399	T-Mobile	Account #970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-172.20	183,114.86	
12/31/2024	Deposit				-Split-	0.29	183,115.15	
12/31/2024	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	43.78	183,158.93	
12/31/2024	Deposit				271-000-002 ICS Account	219.21	183,378.14	
12/31/2024	Expense				271-000-002 ICS Account	-43.78	183,334.36	
Total for 271-000-001 Checking						\$1,195.53		

DORR TOWNSHIP LIBRARY

Profit and Loss

December 2024

	TOTAL
Income	
271-000-658 404. Penal Fines	2,324.30
43300 582. Direct Public Grants	
43310 582.1 Corporate and Business Grants	1,350.00
Total 43300 582. Direct Public Grants	1,350.00
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	43.78
271-000-675.1 405. Miscellaneous Revenue	6.00
271-00-642.1 405.5 Book Sales	62.12
271-000-602.3 405.4 Faxes	29.60
271-000-659 405.2 Fines	9.30
271-000-667 405.3 Meeting Room Rental	105.00
271-000.602.1 405.1 Copies	43.30
Total 271-000-675.1 405. Miscellaneous Revenue	255.32
271-000-676.1 407. Reimbursements	
271-000-676.2 407.1 Credit Card Credits	25.84
271-000-676.3 407.2 Book Replacement	14.99
Total 271-000-676.1 407. Reimbursements	40.83
Total 46400 405-407. Other Types of Income	339.93
Total Income	\$4,014.23
GROSS PROFIT	\$4,014.23
Expenses	
271-790-715.3 702. Payroll Expenses	98.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	132.00
271-790-920 729.1 Telephone, Telecommunications	442.15
Total 271-790-921 729. Rent, Parking, Utilities	574.15
271-790-931 730. Equip Rental and Maintenance	442.22
Total 271-790-930 729-734. Facilities and Equipment	1,016.37
62100 800. Professional and Contract Services	
271-790-801 801. Legal Fees	759.50
271-790-803 803. Unique Management Costs	19.70
271-790-805 805. Professional Dues	250.00
271-790-806 806. Professional Services	547.00
Total 62100 800. Professional and Contract Services	1,576.20
65000 703-728. Operations	
271-790-727 703. Books	1,077.45
271-790-729 704. Ebooks	784.13
271-790-732 708. AV	
271-790-734 708.3 DVD	194.08
Total 271-790-732 708. AV	194.08

DORR TOWNSHIP LIBRARY

Profit and Loss

December 2024

	TOTAL
271-790-736 711. databases	463.14
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	347.53
Total 271-790-737 720. Supplies	347.53
271-790-880 710. Programs (Community Promotions)	1,534.88
271-790-960.1 709. Ed. & Train Dor	25.00
271-790-960.2 709.1 Travel and Meetings	26.53
Total 271-790-960.1 709. Ed. & Train Dor	51.53
Total 65000 703-728. Operations	4,452.74
718. insurance	219.50
780. Misc Expense	
782. Square Reader Fees	0.40
Total 780. Misc Expense	0.40
Payroll Expenses	
271-790-702 Wages	10,351.03
271-790-715.1 Taxes	791.82
Total Payroll Expenses	11,142.85
Total Expenses	\$18,506.06
NET OPERATING INCOME	\$ -14,491.83
NET INCOME	\$ -14,491.83

Director's Report, January 20, 2025

Library Operation Updates

Program attendance has been inconsistent, which is to be expected in the winter months due to weather. The best-attended programs were the Luke Lenhart SWELL Christmas show that was rescheduled from December 12 to Sunday, December 15 due to weather with 31 patrons, Button Art on January 6 with 17, and Christmas/Fairy Houses on December 16 with 15.

We are promoting Mango Languages this month and the first half of February, giving away Mango Languages pens and tote bags to patrons who complete lessons on the language learning database.

Statistics

People visited the Library 1,103 times in December, an average of 42.4 per open day. Active Patrons continue to break records compared even to pre-pandemic numbers, but growth is slow: there were only 12 new patrons last month, which is fewer than either of the past two years in December.

Nearly every category of circulation is up significantly from December 2023. Mango Languages use was higher than it has been all year at 34 uses. Comics Plus continues to be underused, however.

Budget and Financial Items

The Budget is up to date. The Small and Rural Libraries Accessibility Grant has been submitted. We have switched the vendor for our copier from Applied Innovations to Canon, which should save us approximately \$1,500 per year.

Staff and Building Items

Lexi has been asked by the Programming Librarians Facebook group to submit the plans for her program "Cereal Party". This is a group that is populated by librarians across the world, and is run by the American Library Association. Her submission will appear on the Programming Librarians website.

Township Maintenance continues to try to find a replacement part for the stopper on the door to the Main Library. They should also be picking up a broken table for repair today.

Meetings, Workshops, etc.

My fiancée and I went to the DBA Christmas Party on December 13 and participated in the gift exchange with a book that I purchased with my own funds. The DBA will be meeting in the Community Room of the Library for 2025. On January 8, the DBA Board met and I served as Communications Secretary for the

first time. The first General meeting of the year for the DBA was January 15. I spoke about the DBA's commitment to fund a second scholarship for Excel Adult High School now that the first scholarship has been funded by Parrigo. We are exploring how to do this for 2025 or possibly 2026.

Mia Ginzer from Pine Rest EAP came for a staff orientation on December 19, which was followed by a staff meeting. At the staff meeting, we hashed out the details for selling the rest of our DTL tote bags and for the Mango Languages promotion.

On the evening of December 19, I attended the Dorr Township Board meeting and gave my report.

January 2 was the second meeting of the Digital Equity Committee. We discussed the possible need for rebranding, funding, and information gathering. At the same time, there is an increased need for education in using the internet, as many rent, healthcare, government, and employment applications are moving entirely online.

On January 6, Reilly and I met with Alex Suzore of Cengage about Excel Adult High School and our next steps. Our account manager Kelly Everett is building the landing site that will allow candidates to apply for the program and will arrange for Reilly and I to meet for onboarding soon.

Lakeland Library Coop's Board and Advisory Council held meetings on January 9. Among other items, we discussed the release of the Consortium Version of BiblioApp mobile catalog the day before, and a couple of curious book challenges up by Spring Lake objecting to "too many murder books" using a form letter.

Later on the 9th, I began a four-part webinar course in Grant Writing to sharpen my skills.

Directly after that, the staff and I participated in a very informative Active Shooter Training with the Allegan County Sheriff's Sgt. Ben Haas.

Reilly and I met with OMNIA Partners on January 13 to explore how we can use this free group purchasing organization, which we joined in 2010, to save money on large purchases while minimizing staff time.

Finally, on January 16, the Allegan County Library Association met. We hammered out most of the details of the Countywide Training Day to be held in September.

Volunteers

No new volunteers at this time.

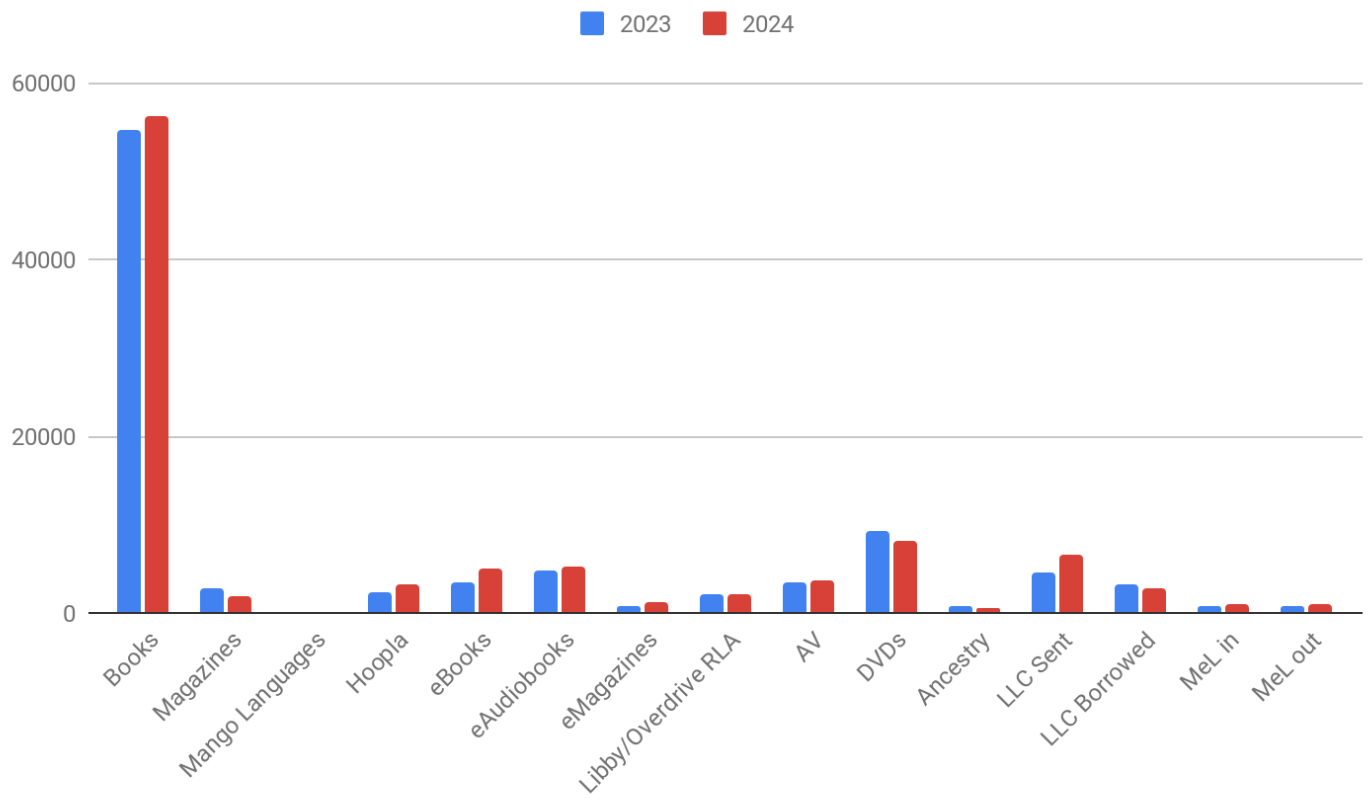
Library Closings

. The Library was closed on December 24, 25, and 31 as well as January 1 for the holidays. We were closed on December 12 and closed at 5:00 PM on January 13 due to weather conditions.

Completed January 17, 2025, at 1:00 PM.

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

	2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	3659	3928	4824	4747	4394	5005	6038	5532	5094	4973	4066	3944
Magazines	172	154	177	261	122	165	194	177	202	131	123	71
Mango Languages	12	3	0	0	7	22	28	33	26	23	23	34
Hoopla	252	229	281	267	255	276	269	303	314	293	307	261
eBooks	347	415	338	331	407	376	348	464	418	341	452	717
eAudiobooks	399	412	433	437	467	459	450	454	455	426	413	414
eMagazines	132	134	135	48	69	58	80	47	62	93	88	202
Libby/Overdrive RLA Loans	217	207	211	175	147	194	184	204	162	190	191	N/A
AV	348	277	330	285	292	347	366	321	282	259	251	243
DVDs	629	566	682	761	719	641	941	899	710	565	544	598
Ancestry	0	39	0	59	71	118	182	0	24	0	84	22
LLC Sent	430	478	492	453	408	509	659	748	666	743	522	475
LLC Borrowed	267	223	267	237	208	225	191	279	293	269	228	206
MeL in	75	94	76	77	80	75	71	82	90	81	67	81
MeL out	87	91	80	84	88	79	66	85	89	81	64	75



Director's Report, February 17, 2025

Library Operation Updates

Program attendance has been down for the most part, likely due to weather. We have had to cancel or reschedule a few programs due to weather-related closures. The one exception to the rule was DIY Pallet Signs on January 27, which had 18 participants.

On January 28, I was accepted for the Community Webs program to train in the preservation of local history online. More on that as it develops.

Statistics

Reilly is still updating statistics. According to Lakeland ILS statistics, we had more Patrons Added (18) and Active Patrons (619) than we have had in any January going back to FYE 2020. Mango Languages use was up a bit from the previous month, but not significantly enough to show an impact from the tote bag promotion.

Budget and Financial Items

Reilly is still updating the Budget. In reviewing this year's spending to guide the making of the Fye 2026 Budget, there are no surprises this year. Everything is headed in the same direction it was at the Mid-Year Fiscal Health Report.

The WK Kellogg Foundation declined to entertain a grant proposal from us, determining that Plates 'n' Pages did not fit their mission. I will continue to search for grant money to help fund that program.

Staff and Building Items

Township Maintenance was notified about several lights being out in the library and responded very quickly. The issue is resolved.

Meetings, Workshops, etc.

The Digital Equity Committee met January 23. We are in transition to calling ourselves the Digital Access Committee.

The Grant Writing Workshop concluded after January 23 and 30.

I attended the Township Board meeting January 23 and gave my library report.

I attended Narcan Training with Savannah on January 30 at the OnPoint building in Allegan.

On February 4, I logged into an ESTA Webinar to learn how the new Sick Time Act might impact us.

I went to the initial meeting of the Community Webs program February 5.

Although Lakeland canceled its Board meeting due to weather on February 13, the Lakeland Advisory Council met unofficially via Zoom on that day. Ann Langlois gave us a presentation on the survey regarding our ILS, Sierra, and we discussed what we must do in case we switch ILS's in the future.

On February 14, I attended the Michigan Public Library Directors Meeting.

Library Closings

The library was closed due to winter weather and/or road conditions on January 20, 21, 22, and 29 and February 6 and 13.

Completed February 14, 2025, at 2:10 PM.

CITY, VILLAGE, AND TOWNSHIP LIBRARIES (EXCERPT)
Act 164 of 1877

397.211 Vote of city, village, or township to establish free public library; governing board; establishment; provisional or permanent; membership; powers.

Sec. 11. (1) Immediately after a city, a village, or a township has voted to establish a free public library, the city, village, or township shall establish a governing board as provided in subsections (3) and (4).

(2) If a city, village, or township has a free public library that has not elected a governing board, including a city library and governing board established under sections 1 to 10, the city, village, or township shall establish a governing board as provided in subsections (3) and (4).

(3) The legislative body of a city, village, or township described in subsection (1) or (2) shall appoint a provisional governing board of 6 members who shall hold office until the next city, village, or township election of a permanent governing board.

(4) A permanent governing board shall be established for a city, village, or township described in subsection (1) or (2) as follows:

(a) In a city or village that holds an annual election, 6 members shall be elected. The terms of 2 of the members shall be 1 year; the terms of 2 of the members shall be 2 years; and the terms of 2 of the members shall be 3 years. Each year thereafter, 2 members shall be elected for 3-year terms.

(b) In a city or village that holds biennial elections, 6 members shall be elected. The terms of 2 of the members shall be 2 years; the terms of 2 of the members shall be 4 years; and the terms of 2 of the members shall be 6 years. Biennially thereafter, 2 members shall be elected for 6-year terms.

(c) In a city or village that holds elections for city or village officers every 4 years, 6 members shall be elected for 4-year terms.

(d) In a township that holds elections for township officers every 4 years, 6 members shall be elected for 4-year terms.

(e) The members shall be nominated and elected on nonpartisan ballots. A candidate for city, village, or township governing board member shall be a qualified elector of that city, village, or township and shall file nonpartisan nominating petitions bearing the signatures of a number of registered and qualified electors of that city, village, or township as follows:

(i) For a city, village, or township having a population of 9,999 or less, not less than 6 or more than 20 signatures.

(ii) For a city, village, or township having a population of 10,000 or more, not less than 40 or more than 100 signatures.

(f) In lieu of the nominating petitions prescribed in subdivision (e), an individual may file with the clerk conducting an election a \$100.00 nonrefundable fee to have his or her name placed on the ballot.

(g) The Michigan election law, 1954 PA 116, MCL 168.1 to 168.992, governs the circulation and filing of nonpartisan nominating petitions and the conduct of nonpartisan elections under this section. A nonpartisan election conducted under this section shall be held in conjunction with the city, village, or township's next regularly scheduled primary or general election.

(5) Except as otherwise provided in this subsection, a member shall hold office until a successor is elected and qualified. The office of member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor under section 10 of article V of the state constitution of 1963, or, except as otherwise provided in this subsection, ceases to be a qualified elector of the city, village, or township in which he or she was appointed or elected. A member who is serving a term on a library governing board on the effective date of the amendatory act that added this sentence and who during that term ceases to be a qualified elector of the city, village, or township in which he or she was appointed or elected may serve the remainder of the term, but may not seek another term on the library governing board of that city, village, or township unless he or she meets the requirements of subsection (4)(e).

(6) A city or village library governing board shall fill a vacancy in a membership by appointment of an individual to hold office until the next regular election at which city or village officers are elected. A township library governing board shall fill a vacancy in a membership by appointment of an individual to hold office until the next general November election.

(7) A provisional or permanent governing board has the powers prescribed in section 5.

History: 1877, Act 164, Eff. Aug. 21, 1877;—How. 5185;—CL 1897, 3459;—Am. 1905, Act 67, Eff. Sept. 16, 1905;—CL 1915, 3442;—CL 1929, 8070;—Am. 1931, Act 248, Eff. Sept. 18, 1931;—Am. 1945, Act 60, Imd. Eff. Mar. 28, 1945;—CL 1948, 397.211;—Am. 1978, Act 130, Imd. Eff. May 4, 1978;—Am. 1980, Act 114, Imd. Eff. May 14, 1980;—Am. 1980, Act 521, Eff. Mar. 31, 1981;—Am. 1984, Act 138, Imd. Eff. June 1, 1984;—Am. 1988, Act 432, Imd. Eff. Dec. 27, 1988;—Am. 2002, Act 160, Eff. Jan. 1, 2003;—Am. 2014, Act 131, Imd. Eff. May 27, 2014.

Shana Dykhuis
[REDACTED]

Dorr, MI 49323

December 19, 2024

Jeffrey Babbitt & Dorr Township Library Board
Dorr Township Library
1804 Sunset Dr.
Dorr, MI 49323

Dear Mr. Babbitt and Board Members,

It is with regret that I submit my resignation from the Dorr Township Library Board, effective immediately.

I am honored to have served on the Dorr Library Board and offer my best wishes for a successful future.

Thank you,
[REDACTED]

Shana Dykhuis
Treasurer

**Dorr Township Library Board
Officers
January 20, 2025**

President: _____

Vice-President: _____

Treasurer: _____

Secretary: _____

Dorr Township Library
1804 Sunset Drive
Dorr, Mi 49323

Jay Gordon Lieffers, II
[REDACTED]
Dorr, Mi 49323
January 11, 2025

Dear Dorr Library Director, Dorr Library Employees and Dorr Library Board Members,

It is my understanding that there is an opening on the Dorr Township Library Board. This letter is to inform whomever is concerned of my intentions to apply for said opening on the Library Board, as well as, to inform you of my qualifications to be a member of the Library Board.

First of all, I have already served on the Library Board as President for 10 years. This was the time when the Library was across the street from the Dorr Township Offices (The current "Then and Now" building.) I was also President when the new Library was built. It was a tumultuous time and it took several tries to finally get a millage passed to build a new Library, but we did it!

I would probably still be on the Library Board except for Dorr Township's Attorney. At this same time, I was also serving as a Dorr Township Planning Commissioner, for 10 years doing both. The attorney thought that I, being on both, was a conflict of interest and made me choose which position to keep. I had become the only Master Citizen Planner on the Planning Commission and thought I could better serve my community in that capacity and so I resigned from the Library Board.

Some additional qualities include being a local elementary school teacher, 3rd and 4th Grades at St. Stanislaus School for 20 years. I was very involved with the school library and also had a library in my classroom. 3rd and 4th grade is a critical time in children developing an enjoyment and appreciation of reading. I always

encouraged them to participate in the Summer Reading Program here at the library.

An additional quality I feel bears mentioning is that my wife and I are parents. Our children came to the Dorr Township Library years before they could read. They saw other children being read to at "Story Time" with Mrs. B. (not just Mom and Dad) The Dorr Township Library was our introduction to the Dorr community.

We came to the library so often that the then Library Director Suanne Wierenga asked me if I would consider being on the Library Board. I said yes! Now again, I have been asked by the Dorr Township Library Director to be on the board again!

Additionally, I served in the United States Army Reserve for 6 years, served 8 years as President of the condo association where we live in Dorr, Lego League Coach at St. Stanislaus School for 13 years. I have also run to be a Dorr Township Trustee three times. I enjoy serving my community.

Please consider my placement on the Dorr Township Library Board in a favorable manner.

Many Thanks



Jay Gordon Lieffers, II

Dorr Township Library Board of Trustees
Earned Sick Time Act (ESTA) Fact Sheet & Recommended Actions
February 17, 2025

- Act will take effect on February 21, 2025 as interpreted by Michigan Supreme Court if unchanged by House and Senate.
- HB4002 would amend ESTA to exempt any business with fewer than 50 employees. Dorr Township Library would therefore not need to comply.
- HB4002 has passed the House and is sitting in the Senate Committee on Regulatory Affairs as of Feb. 12, 2025 at 10:00 AM.
- The Michigan State Senate will be in session Feb. 12, 13, 17, 19, and 20. If it does not pass in that timeframe, we will need to proceed by the current law.

Actions Needed Under Current Law

- Revise Personnel Policy to reflect ESTA.
- Make ESTA hours trackable so that status is available upon request to staff.

Recommended Changes to PTO Policy

- Split PTO into Vacation Time and Sick Time. Total PTO will be calculated as currently defined in the Personnel Manual.
- ESTA time off will be calculated (weekly hours) / 40 X (maximum annual hours = 72). For example, Jeffrey works 30 hours per week, and his ESTA time is calculated like this: $(30/40) \times 72 = 54$ hours.
- Vacation Time will be calculated by subtracting ESTA hours from the PTO hours derived from the current formula. For example, Jeffrey has 90 PTO hours annually. Vacation Time accounts for $(90 - 54 =)$ 36 hours of that PTO time.
- All PTO hours will be accrued at the beginning of the calendar year, as it is not currently possible for Quickbooks Online to automatically reset them at the beginning of the fiscal year.
- ESTA hours unused by Dec. 31 of the year will roll over to the next calendar year. Vacations hours unused by Dec. 31 do not roll over according to current policy, which will not change in that regard.
- ESTA hours will be used when any of the permitted uses of ESTA time are indicated by the employee.
- Vacation hours will be used for all other circumstances and can be used to cover Sick Time-permitted causes of absence if ESTA time has been used completely.

I. Vacation.

A. Paid time-off/Leave Policy.

1. Employees receive PTO bank in its entirety at the beginning of the calendar year Library's fiscal year (April 1st) and must use their PTO hours prior to the end of the Library's fiscal year (March 31st). Employees will not be compensated for unused PTO nor will they be allowed to carry any unused PTO into the following fiscal year. Employees will not be compensated for unused PTO if they leave the library prior to using their entire PTO bank.
2. The following scale will be used to calculate hours of time off. Calculations are based on a 40-hour work week, and hours off are prorated based on the percentage of 40 hours are worked (ie. If you work an average work week of 18.5 hrs, then $18.5/40=.4625$, or if you work an average work week of 32 hours, then $32/40=.8$). An average work week is based off of the average number of scheduled work hours over a 4-week period. PTO for salaried employees will be calculated based on the number of hours paid weekly.

	After 90 calendar days	1-2 years (=FTE*100)	3-5 years (=FTE*120)	6-10 years (=FTE*160)	10 + years (=FTE*200)
40 hr/wk(1)	8.33 * mo. remaining in Fiscal Year	100hrs	120hrs	160hrs	200hrs
30 hr/wk (.75)	6.25 * mo. remaining	75hrs	90hrs	120hrs	150hrs
20 hr/wk (.5)	4.17 * mo. remaining	50hrs	60hrs	80hrs	100hrs
10 hr/wk (.25)	2.08 * mo. remaining	25hrs	30hrs	40hrs	50hrs

3. Time off includes the following categories: sick time, vacation time, personal days.
 - a) Sick Time
 - (1) In compliance with the Earned Sick Time Act, employees will accrue at the beginning of the calendar year a minimum of the number of hours of paid sick time they would have

earned by year's end at the rate of 1 hour for every 30 hours worked. The formula for determining total Sick Time hours accrued will be (# of weekly scheduled hours) / 40 X 72 (the maximum # of hours possible under ESTA).

(2) Any Sick Time unused by December 31 will be carried over into the next calendar year.

(3) Sick Time will be used when an employee indicates to the Director that time off is needed for one or more of the following:

(a) The employee's or the covered family member's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's or covered family member's mental or physical illness, injury or health condition; or preventative medical care for the employee or covered family member;

(b) Absences where the employee or covered family member is a victim of domestic violence or sexual assault;

(c) Meetings at the employee's child's school or place of care related to the child's health or disability or the effects of domestic violence or sexual assault on the child;

(d) For closure of employee's place of business by order of public official;

(e) Absences when the employee's place of business has been closed by order of the public official or to care for an employee's child whose school or place of care has been closed by order of a public official due to a public health emergency; and

(f) Absences from the employee or his or her family member's exposure to communicable diseases that would jeopardize the health of others.

(4) It shall be sufficient for the activation of ESTA time that an employee indicates they would like to use Sick Time. No details are required.

b) Vacation Time

(1) The remainder of the calculated PTO hours will be under Vacation Time, determined by

subtracting the ESTA hours from the total PTO hours.

(2) Any Vacation Time unused by December 31 will *not* be carried over into the next calendar year.

(3) Vacation Time may be used to cover any time off not covered by §3(a-f) above. If ESTA time is used up for the year, Vacation Time may also be used to cover time off normally covered by ESTA.

4. All employees will work at the library a minimum of 3 months to be eligible for paid time off based on the scale above. After 90 calendar days, PTO will be prorated for the hours scheduled and the remaining number of months in the fiscal year in a lump sum. Prorated PTO is illustrated in the chart above.
5. Requests for time off will be given to the Library Director in writing at least 1 week in advance when possible and must contain a replacement for days requested off.

B. Holidays

All employees will receive pay for the hours they are normally scheduled to work when those scheduled hours fall on a holiday approved by the Library Board. The holidays already approved are: New Year's Day, Memorial Day weekend, Independence Day, Labor Day weekend, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day, and New Year's Eve. In addition, the Library Board may declare any other day an official holiday. If a holiday occurs during an employee's scheduled vacation, the holiday is not included in calculating the number of vacation days used.

C. Jury Duty

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as a juror when the employee otherwise would have worked, the employee shall receive his/her straight time regular rate of pay for up to eight (8) hours, less any compensation received for jury duty from the court.

Proposed 2025-2026 Budget					
		Proposed 2024-2025 General Fund Budget	Proposed 2025-2026 General Fund Budget	Change from previous year	Proposed 2025-2026 Capital Projects Fund Budget
		\$284,050.00	\$303,187.00	\$19,137.00	\$16,950.00
Staff Expenses					
Emp. Wages		\$110,000.00	\$134,000.00 [1]	24,000.00	\$0.00
Payroll taxes		\$30,250.00	\$37,000.00	6,750.00	\$0.00
Health Insurance		\$2,000.00	\$2,000.00	0.00	\$0.00
Total		\$142,250.00	\$173,000.00	30,750.00	\$0.00
Emergency Min Wage Increase Fund		\$6,500.00	\$0.00		
Total with Min Wage Increase		\$148,750.00	\$0.00		
Professional Fees					
		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget		Proposed 2025-2026 Capital Projects Fund
Audit fee		\$3,000.00	\$3,000.00	0.00	\$0.00
Collection Agency		\$50.00	\$100.00	50.00	\$0.00
Custodial Fees		\$5,400.00	\$5,400.00	0.00	\$0.00
Legal Fees		\$2,000.00	\$3,000.00 [2]	1,000.00	\$0.00
Professional Dues		\$1,000.00	\$1,000.00	0.00	\$0.00
Library Board Bonding		\$350.00	\$350.00	0.00	\$0.00
Workers Comp		\$600.00	\$600.00	0.00	\$0.00
Strategic Planning		\$0.00	\$0.00	0.00	\$0.00
Total		\$12,400.00	\$13,450.00	1,050.00	\$0.00
Library Operations					
		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget		Proposed 2025-2026 Capital Projects Fund
Books		\$20,175.00	\$19,775.00 [6]	-400.00	\$0.00
	Adult	\$8,675.00	\$8,675.00	0.00	\$0.00
	Childrens	\$7,100.00	\$6,900.00	-200.00	\$0.00
	Tween	\$1,400.00	\$1,400.00	0.00	\$0.00
	YA	\$3,000.00	\$2,800.00	-200.00	\$0.00

Proposed 2025-2026 Budget					
DVD		\$1,675.00	\$1,675.00	0.00	\$0.00
Audiobooks		\$1,200.00	\$600.00 [7]	-600.00	\$0.00
Video Games		\$1,000.00	\$500.00 [8]	-500.00	\$0.00
Games to Go		\$100.00	\$100.00	0.00	\$0.00
Kits		\$200.00	\$200.00	0.00	\$0.00
Binge Boxes		\$200.00	\$200.00	0.00	\$0.00
Periodicals		\$1,750.00	\$1,750.00	0.00	\$0.00
Programs		\$14,250.00	\$14,250.00	0.00	\$0.00
	General Programming	\$10,750.00	\$10,750.00	0.00	\$0.00
	Summer Reading	\$3,500.00	\$3,500.00	0.00	\$0.00
	Grant Purchases			0.00	
Advertising		\$2,000.00	\$2,000.00	0.00	\$0.00
Supplies		\$7,500.00	\$7,100.00 [9]	-400.00	\$0.00
	Cataloging Supplies	\$3,750.00	\$3,616.00		\$0.00
	Custodial Supplies	\$1,875.00	\$1,742.00		\$0.00
	Office Supplies	\$1,875.00	\$1,742.00	-133.00	\$0.00
Employee Training		\$4,000.00	\$4,350.00 [10]	350.00	\$0.00
Library Board Training		\$400.00	\$400.00	0.00	\$0.00
Transportation		\$1,500.00	\$1,000.00 [3]	-500.00	\$0.00
Coop Fees		\$19,200.00	\$19,000.00 [11]	-200.00	\$0.00
Databases		\$15,400.00	\$12,587.00	-2,813.00	\$0.00
	Overdrive (ebooks, er	\$4,800.00	\$4,800.00	0.00	\$0.00
	Mango Languages	\$1,500.00	\$1,575.00	75.00	\$0.00
	Ancestry.com	\$0.00	\$0.00	0.00	\$0.00
	Movie License	\$400.00	\$400.00	0.00	\$0.00
	Hoopla (ebooks)	\$5,800.00	\$5,412.00 [12]	-388.00	\$0.00
	World Trade Press	\$400.00	\$400.00	0.00	\$0.00
	Comics Plus	\$2,500.00	\$0.00	-2,500.00	\$0.00
Total		\$90,550.00	\$85,487.00	-5,063.00	\$0.00
Building Expenses		Proposed 2024-2025	Proposed 2025-2026		Proposed 2025-2026

Proposed 2025-2026 Budget					
		Budget	Budget		Capital Projects Fund
Building Ins.					
	General Liability Insur	\$3,500.00	\$3,600.00	100.00	\$0.00
Utilities		\$3,500.00	\$3,250.00 [13]	-250.00	\$0.00
	Internet/phone			0.00	\$0.00
	Trash			0.00	\$0.00
	Recycling			0.00	\$0.00
Building Maintenance and Improvement		\$12,000.00	\$4,250.00	-7,750.00	\$0.00
	Tables	\$200.00	\$200.00	0.00	\$0.00
	Makerspace Equipme	\$300.00	\$300.00	0.00	\$0.00
	Security system	\$900.00	\$1,000.00 [14]	100.00	\$0.00
	Shelving	\$8,000.00	\$0.00	-8,000.00	\$0.00
	Other building	\$0.00	\$0.00	0.00	\$0.00
	Pest Control	\$1,100.00	\$1,200.00 [15]	100.00	\$0.00
	Q Window Cleaning	\$500.00	\$550.00	50.00	\$0.00
	Annual Cleaning	\$1,000.00	\$1,000.00	0.00	\$0.00
Equipment		\$15,650.00	\$10,250.00	11,550.00	\$16,950.00
	Hotspots (grant funde	\$2,500.00	\$2,800.00 [4]	300.00	\$0.00
	Emergency Mgt [16]	\$500.00	\$500.00	0.00	\$0.00
	Firewall/Network	\$200.00	\$0.00	14,750.00	\$14,950.00 [17]
	People Counter	\$2,750.00	\$600.00	-2,150.00	\$0.00
	Computer	\$2,000.00	\$0.00	0.00	\$2,000.00
	General			0.00	
	Grant Funds			0.00	
	Copier	\$5,700.00	\$4,350.00 [18]	-1,350.00	\$0.00
	Website	\$1,000.00	\$1,000.00	0.00	\$0.00
	Misc	\$1,000.00	\$1,000.00	0.00	\$0.00
	Grant Funds			0.00	
Equipment Mant.		\$4,100.00	\$9,800.00	5,700.00	
	Computer Maint.	\$2,700.00	\$8,400.00 [19]	5,700.00	\$0.00
	CD/DVD Cleaner	\$400.00	\$400.00	0.00	\$0.00

Proposed 2025-2026 Budget					
	Software	\$1,000.00	\$1,000.00	0.00	\$0.00
	Misc	100	100	0.00	\$0.00
Total		\$38,850.00	\$31,250.00	-7,600.00	\$16,950.00
Projected Revenue		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget	Change from previous year	Proposed 2025-2026 Capital Projects Fund
INTEREST		15233	8400 [20]	-6,833.00	
PENAL FINES		29339	35315 [5]	5,976.00	
STATE AID		3900	3900	0.00	
MILLAGE		190000	195700 [21]	5,700.00	
FRIENDS		200	200	0.00	
Annuities, grants, etc		0	0	0.00	
	E-Rate			0.00	
	LSTA Grant			0.00	
	ACCF Grant			0.00	
	Misc. Grants				
MISC INCOME		6000	6000	0.00	
	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		0	0	0.00	\$0.00
Carry over from last years budget				0.00	
TOWNSHIP APPROPRIATION		55000	55000	0.00	

Proposed 2025-2026 Budget					
Subtotal		\$299,672.00	\$304,515.00	\$4,843.00	\$0.00
TRANSFERS, CAPITAL PROJECTS	Proposed 2024-2025 General Fund Budget	Proposed 2024-2025 General Fund Budget	Change from previous year	Proposed 2024-2025 Capital Projects Fund	
Balance (Revenue - Expenses)	\$15,622.00	\$1,328.00	-\$14,294.00	-\$16,950.00	
Transfer (to/from Capital Projects Fund)	-\$15,622.00	-\$1,328.00		\$16,950.00	
FINAL BALANCE (Revenue+Transfer-Expenses)	\$0.00	\$0.00		\$0.00	

- [1] Following Board-approved wage increases anticipating the increase of the State Minimum Wage, with hours adjusted for ESTA.
- [2] This partially reflects FYE 2025 spending. With potential concerns about ESTA and other employment laws and with an uncertain atmosphere regarding materials challenges, I think it prudent to approach what we are spending this year. However, I will try to exercise more prudence in FYE 2026 and exhaust free resources prior to calling Anne Seuryncck where possible to cut costs.
- [3] This reflects actual FYE 2025 spending.
- [4] This reflects actual FYE 2025 spending.
- [5] This reflects actual FYE 2025 spending.
- [6] This reflects actual FYE 2025 spending.
- [7] This reflects actual FYE 2025 spending.
- [8] This reflects actual FYE 2025 spending.
- [9] This reflects actual FYE 2025 spending adjusted for an anticipated 5% increase in coop fees.
- [10] Hoopla spending soared for most of FYE 2025, but our cost-saving measures began to have a real impact by December. The projections for FYE 2026 are based on actual spending in December and January.
- [11] Reflects the increases in trash pickup fees and the more economical deal we were able to strike with Spectrum through our E-Rate negotiations.
- [12] Reflects higher monthly fee as reported by Guardian.
- [13] Reflects higher monthly fee as reported by Griffin.
- [14] This reflects actual FYE 2025 spending, without additional Hotspots.
- [15] Category was formerly called "AED."
- [16] Reflects new networking equipment planned for purchase with the anticipation of E-Rate reimbursement to replace old equipment that is beginning to fail. Under E-Rate as it currently exists, we would be eligible for a reimbursement of close to 80% of the cost of equipment and installation cost. The full cost of the new equipment would be about \$17.5K, but there are also leasing options that would also work with E-Rate. The budgeted amount reflects a mix of buying and leasing to obtain the needed equipment at an affordable price.
- [17] Reflects the more economical contract I was able to negotiate by switching to Canon.

[18] Reflects rates quoted by IPC for E-Rate related service and estimates on the none-ERate services. Over \$4K of this would be reimbursed by E-Rate as it currently exists.

[19] Based on 2.5% APY for the \$311,921 currently in the ICS account, according to Quickbooks (2/10/25). Jack Verville of United Bank said in his opinion 2.5% would be a "fairly conservative" estimate for the next year. This also includes \$200K in the Checking account with an APY of 0.25%.

[20] Based on 2 years of 1.14% reductions from corrected revenue for FYE 2024 as confirmed by Audit.

[21] 3% increase from last year is the standard used by the Township Board.