

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: July 17, 2023 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda:

Approval of the Minutes: June 19, 2023

Treasurer's Report: Credit Card - \$4,392.60 for June

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion of preparation for Strategic Planning process
2. Discussion and possible approval of plan for People Counter
3. Discussion of pursuing a Space Audit
4. Discussion of potential Library Display Policy
5. Discussion of potential Non-Resident Card Policy

OLD BUSINESS:

- 1.

Township Board Meeting: July 27, 2023 7 pm.

Adjournment:

Next regular meeting: August 21, 2023 at 6:30 pm

DORR TOWNSHIP LIBRARY

Balance Sheet As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	273,212.08
271-000-002 Savings	256,175.15
271-000-003 Huntington CD	6,482.94
Total Bank Accounts	\$535,870.17
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$546,096.78
TOTAL ASSETS	\$546,096.78
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	583.60
271-000-229.1 Federal Taxes (941/944)	1,456.49
271-000-229.2 Federal Unemployment (940)	74.46
271-000-229.3 211. Federal Unemployment (940)	-859.26
271-000-229.4 213. Federal Taxes (941/944)	705.18
271-000-231.2 216. Blue Cross Dental	250.04
271-000-231.3 217. Blue Cross Vision	1,287.16
271-000-231.4 Blue Cross Dental	5.48
271-000-231.5 Blue Cross Vision	40.66
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	3,992.32
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$7,337.99
Total Current Liabilities	\$7,337.99
Total Liabilities	\$7,337.99

DORR TOWNSHIP LIBRARY

Balance Sheet As of June 30, 2023

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	457,091.35
Net Income	-39,224.65
Total Equity	\$538,758.79
TOTAL LIABILITIES AND EQUITY	\$546,096.78

Check Register 2023 - June

Date	Type	Check #	Vender	Memo	Amount
06/01/2023	Check	16106	Coverall of West Michigan	Invoice #7370163258 June cleaning service	-450.00
06/02/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/17/2023-05/30/2023	-701.27
06/02/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/17/2023-05/30/2023	-349.03
06/02/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/17/2023-05/30/2023	-413.04
06/02/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/17/2023-05/30/2023	-1,192.39
06/02/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 05/17/2023-05/30/2023	-375.82
06/02/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/17/2023-05/30/2023	-314.37
06/02/2023	Check	16108	CENTER POINT LARGE PRINT	Invoice #2020923	-138.74
06/05/2023	Check	16110	Allegan County Search & Rescue	Invoice #131 Quarter page ad on concert program	-225.00
06/07/2023	Check	16111	Steve Tchozeski	Voided Fossil program	0.00
06/08/2023	Tax Payment		IRS	Tax Payment for Period: 05/01/2023-05/31/2023	-1,274.79
06/08/2023	Check	16112	Steve Tchozeski	Fossils program	-165.00
06/08/2023	Check	16113	Lakeview Books	Invoice #ARU0355816 Children's nonfiction	-102.96
06/08/2023	Check	16114	Jeffrey L. Babbitt	June mileage reimbursement	-52.01
06/09/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 05/01/2023-05/31/2023	-267.47
06/09/2023	Check	16115	Griffin Pest Solutions	Invoice #2364984 June pest control	-90.00
06/16/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/31/2023-06/13/2023	-1,192.38
06/16/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/31/2023-06/13/2023	-754.25
06/16/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/31/2023-06/13/2023	-395.09
06/16/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/31/2023-06/13/2023	-390.13
06/16/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 05/31/2023-06/13/2023	-420.51
06/16/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/31/2023-06/13/2023	-440.50
06/16/2023	Check	16116	Foster, Swift, Collins & Smith	Invoice #860064 Legal review & revision of Personnel Policy Manual.	-1,104.50
06/16/2023	Check	16117	CEDAR SPRINGS PUBLIC LIBRARY	Children's book Order #2143434	-9.00
06/16/2023	Check	16118	Junior Library Guild	Children's books for FYE 2024	-1,450.62
06/16/2023	Check	16120	Book Farm LLC	Invoice #ERG13587A-2 Children's books	-41.90
06/16/2023	Check	16119	Woodlands Library Cooperative	Invoice #9052 2023 Labor Law Posters	-27

06/22/2023	Check	16121	Michigan Library Association	Invoice #15782 2023-24 Organizational Membership renewal 2023 Annual Conference registration	-781.00
06/22/2023	Check	16122	ACCIDENT FUND INS CO OF AMERICA	Invoice #1000487902 Worker's Comp insurance premium	-219.50
06/22/2023	Check	16123	LinkedIn Corporation	Invoice #10111983590 Order #FLD9097380744 2023-24 LinkedIn Learning subscription	-2,250.00
06/22/2023	Check	16124	Paxton Change Solutions	first installment for Strategic Planning Consultant	-2,325.00
06/22/2023	Check	16125	US Bank Equipment Finance	Invoice #504066945 June copier/printer	-568.85
06/23/2023	Check	16126	MCLS	Invoice #363305 Annual Membership Fee, July 23- June 24	-125
06/30/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/14/2023-06/27/2023	-1,221.57
06/30/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 06/14/2023-06/27/2023	-248.07
06/30/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/14/2023-06/27/2023	-355.69
06/30/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 06/14/2023-06/27/2023	-439.66
06/30/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/14/2023-06/27/2023	-472.57
06/30/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/14/2023-06/27/2023	-381.46
06/30/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/14/2023-06/27/2023	-838.93
06/30/2023	Check	16127	RLI	Invoice #1407143 Bond renewal 8/23-8/24	-326
06/30/2023	Check	16128	Lakeland Library Cooperative	Invoice #23-17539 Invoice #PT23-921 Quarterly Fees July-Sept 2023 Quarterly Overdrive	-4,244.00
06/30/2023	Check	16129	Midwest Tape	Invoice #504012426 June Hoopla	-529.94
06/30/2023	Check	16130	Fish Window Cleaning	Invoice #1460-249230 Quarterly window cleaning	-120
06/30/2023	Check	16134	T-Mobile	June Hotspot	-170.15
06/30/2023	Expense		Chase Card Services		-4,392.60

DORR TOWNSHIP LIBRARY

General Ledger

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						287,631.44
06/01/2023	Deposit				-Split-	32.03	287,663.47
06/01/2023	Check	16106	Coverall of West Michigan	Invoice #7370163258	62100 800. Professional and Contract Services	-450.00	287,213.47
06/02/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/17/2023-05/30/2023	Direct Deposit Payable	-1,192.39	286,021.08
06/02/2023	Check	16108	CENTER POINT LARGE PRINT	Invoice #2020923	271-790-727 703-728. Operations:703. Books	-138.74	285,882.34
06/02/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/17/2023-05/30/2023	Direct Deposit Payable	-701.27	285,181.07
06/02/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 05/17/2023-05/30/2023	Direct Deposit Payable	-375.82	284,805.25
06/02/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/17/2023-05/30/2023	Direct Deposit Payable	-413.04	284,392.21
06/02/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/17/2023-05/30/2023	Direct Deposit Payable	-314.37	284,077.84
06/02/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/17/2023-05/30/2023	Direct Deposit Payable	-349.03	283,728.81
06/05/2023	Check	16110	Allegan County Search & Rescue	Invoice #131	271-790-739 703-728. Operations:721. Advertising	-225.00	283,503.81
06/07/2023	Check	16111	Steve Tchozeski	Voided	271-790-880 703-728. Operations:710. Programs (Community Promotions)	0.00	283,503.81
06/08/2023	Check	16113	Lakeview Books	Invoice #ARU0355816	271-790-727 703-728. Operations:703. Books	-102.96	283,400.85
06/08/2023	Check	16112	Steve Tchozeski		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-165.00	283,235.85
06/08/2023	Check	16114	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-52.01	283,183.84
06/08/2023	Tax Payment		IRS	Tax Payment for Period: 05/01/2023-05/31/2023	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-1,274.79	281,909.05
06/09/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 05/01/2023-05/31/2023	271-000-228.3 Payroll Liabilities:MI Income Tax	-267.47	281,641.58
06/09/2023	Check	16115	Griffin Pest Solutions	Invoice #2364984	271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-90.00	281,551.58
06/13/2023	Deposit				271-000-658 404. Penal Fines	3,492.06	285,043.64
06/16/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/31/2023-06/13/2023	Direct Deposit Payable	-1,192.38	283,851.26
06/16/2023	Deposit				-Split-	4.77	283,856.03
06/16/2023	Check	16117	CEDAR SPRINGS PUBLIC LIBRARY		271-790-727 703-728. Operations:703. Books	-9.00	283,847.03
06/16/2023	Check	16119	Woodlands Library Cooperative	Invoice #9052	271-790-738 703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-27.00	283,820.03
06/16/2023	Check	16120	Book Farm LLC	Invoice #ERG13587A-2	271-790-727 703-728. Operations:703. Books	-41.90	283,778.13
06/16/2023	Check	16116	Foster, Swift, Collins & Smith	Invoice #860064	271-790-801 800. Professional and Contract Services:801. Legal Fees	-1,104.50	282,673.63
06/16/2023	Check	16118	Junior Library Guild	Order #2143434	271-790-727 703-728. Operations:703. Books	-1,450.62	281,223.01
06/16/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/31/2023-06/13/2023	Direct Deposit Payable	-754.25	280,468.76
06/16/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/31/2023-06/13/2023	Direct Deposit Payable	-390.13	280,078.63
06/16/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/31/2023-06/13/2023	Direct Deposit Payable	-395.09	279,683.54
06/16/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 05/31/2023-06/13/2023	Direct Deposit Payable	-420.51	279,263.03
06/16/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/31/2023-06/13/2023	Direct Deposit Payable	-440.50	278,822.53
06/22/2023	Check	16124	Paxton Change Solutions		271-790-806 800. Professional and Contract Services:806. Professional Services	-2,325.00	276,497.53
06/22/2023	Check	16121	Michigan Library Association	Invoice #15782	-Split-	-781.00	275,716.53
06/22/2023	Check	16122	ACCIDENT FUND INS CO OF AMERICA	Invoice #1000487902	271-790-957 Other Types of Expenses:Insurance - Liability, D and O	-219.50	275,497.03
06/22/2023	Check	16125	US Bank Equipment Finance	Invoice #504066945	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-568.85	274,928.18
06/22/2023	Check	16123	LinkedIn Corporation	Invoice #10111983590 Order #FLD9097380744	271-790-736 703-728. Operations:711. databases	-2,250.00	272,678.18
06/23/2023	Check	16126	MCLS	Invoice #363305	271-790-805 800. Professional and Contract Services:805. Professional Dues	-125.00	272,553.18
06/30/2023	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	58.34	272,611.52
06/30/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/14/2023-06/27/2023	Direct Deposit Payable	-1,221.57	271,389.95
06/30/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/14/2023-06/27/2023	Direct Deposit Payable	-838.93	270,551.02
06/30/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/14/2023-06/27/2023	Direct Deposit Payable	-472.57	270,078.45
06/30/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 06/14/2023-06/27/2023	Direct Deposit Payable	-248.07	269,830.38
06/30/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/14/2023-06/27/2023	Direct Deposit Payable	-355.69	269,474.69
06/30/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/14/2023-06/27/2023	Direct Deposit Payable	-381.46	269,093.23
06/30/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 06/14/2023-06/27/2023	Direct Deposit Payable	-439.66	268,653.57
06/30/2023	Deposit				-Split-	14,341.20	282,994.77
06/30/2023	Expense				-Split-	-4,392.60	278,602.17
06/30/2023	Check	16130	Fish Window Cleaning	Invoice #1460-249230	271-790-806 800. Professional and Contract Services:806. Professional Services	-120.00	278,482.17
06/30/2023	Check	16127	RLI	Invoice #1407143	718. insurance:718.1 General Liability and Public Officials	-326.00	278,156.17
06/30/2023	Check	16129	Midwest Tape	Invoice #504012426	271-790-736 703-728. Operations:711. databases	-529.94	277,626.23
06/30/2023	Check	16128	Lakeland Library Cooperative	Invoice #23-17539 Invoice #PT23-921	-Split-	-4,244.00	273,382.23
06/30/2023	Check	16134	T-Mobile		271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-170.15	273,212.08
Total for 271-000-001 Checking							\$ - 14,419.36

DORR TOWNSHIP LIBRARY

Profit and Loss

June 2023

	TOTAL
Income	
271-000-658 404. Penal Fines	3,492.06
271-000-699 581. Township Appropriation	13,500.00
43400 583. Direct Public Support	
271-000-674.3 583.4 Donations	
583.4-2 Summer Reading Donation	200.00
Total 271-000-674.3 583.4 Donations	200.00
43460 583.3 Legacies and Bequests	
271-000-674.2 583.3.1 Annuity	356.20
Total 43460 583.3 Legacies and Bequests	356.20
Total 43400 583. Direct Public Support	556.20
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	526.41
271-000-675.1 405. Miscellaneous Revenue	138.30
271-00-642.1 405.5 Book Sales	20.45
271-000-602.3 405.4 Faxes	25.00
271-000-659 405.2 Fines	16.30
271-000-667 405.3 Meeting Room Rental	25.00
271-000.602.1 405.1 Copies	67.85
Total 271-000-675.1 405. Miscellaneous Revenue	292.90
271-000-676.1 407. Reimbursements	
271-000-676.2 407.1 Credit Card Credits	16.92
271-000-676.3 407.2 Book Replacement	52.98
Total 271-000-676.1 407. Reimbursements	69.90
Total 46400 405-407. Other Types of Income	889.21
Total Income	\$18,437.47
GROSS PROFIT	\$18,437.47
Expenses	
271-790-715.3 702. Payroll Expenses	80.00
271-790-930 729-734. Facilities and Equipment	3.81
271-790-921 729. Rent, Parking, Utilities	90.00
271-790-920 729.1 Telephone, Telecommunications	440.13
Total 271-790-921 729. Rent, Parking, Utilities	530.13
271-790-931 730. Equip Rental and Maintenance	568.85
271-790-933 732. Technology	68.21
Total 271-790-930 729-734. Facilities and Equipment	1,171.00

DORR TOWNSHIP LIBRARY

Profit and Loss

June 2023

	TOTAL
62100 800. Professional and Contract Services	450.00
271-790-801 801. Legal Fees	1,104.50
271-790-805 805. Professional Dues	611.00
271-790-806 806. Professional Services	2,445.00
Total 62100 800. Professional and Contract Services	4,610.50
65000 703-728. Operations	
271-790-727 703. Books	2,921.05
271-790-729 704. Ebooks	154.99
271-790-730 705. Periodicals	753.79
271-790-731 707. Kits	27.02
271-790-732 708. AV	
271-790-733 708.2 Audiobooks	28.97
271-790-734 708.3 DVD	119.72
Total 271-790-732 708. AV	148.69
271-790-736 711. databases	3,229.94
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	239.27
Total 271-790-737 720. Supplies	239.27
271-790-739 721. Advertising	245.00
271-790-741 725. LLC Costs	
271-790-742 721.2 Other LLC fees	3,794.00
Total 271-790-741 725. LLC Costs	3,794.00
271-790-880 710. Programs (Community Promotions)	1,556.82
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	52.01
271-790-960.3 709.2 Conference, Convention, Meeting	295.00
Total 271-790-960.2 709.1 Travel and Meetings	347.01
Total 271-790-960.1 709. Ed. & Train Dor	347.01
Total 65000 703-728. Operations	13,417.58
65100 Other Types of Expenses	
271-790-957 Insurance - Liability, D and O	219.50
Total 65100 Other Types of Expenses	219.50
718. insurance	
718.1 General Liability and Public Officials	326.00
Total 718. insurance	326.00
780. Misc Expense	124.00
782. Square Reader Fees	1.19
Total 780. Misc Expense	125.19

DORR TOWNSHIP LIBRARY

Profit and Loss

June 2023

	TOTAL
Payroll Expenses	
271-790-702 Wages	12,545.38
271-790-715.1 Taxes	969.04
Total Payroll Expenses	13,514.42
Total Expenses	\$33,464.19
NET OPERATING INCOME	\$ -15,026.72
NET INCOME	\$ -15,026.72

Director's Report, July 2023

Library Operation Updates

Including both ReadSquared registrants and those signing up in person, we have registered 264 patrons for Summer Reading as of 4 PM Thursday July 13, a 47.5% increase over last year's final numbers. Forty-five participants have already finished. The Teacup Bird Feeder program on July 6 was full to bursting and everyone finished despite some frustrating supply-chain problems. Upcoming programs Donuts and Painting on July 24 and Slime on July 31 are full with substantial waiting lists. Storytime attendance on Tuesdays has been very good. Next month's Adult Book Club author Laura Kemp will be visiting the library on August 24. The No Sew Blankets program on August 31 is generating a lot of buzz, and we have been able to purchase enough materials to open it to 30 households when signups open on Monday. Author Aaron Zenz has not been responding to attempts to contact him regarding Plates 'n' Pages, but we have added Zeeland picturebook author and artist Travis Jonker to the roster.

Statistics

Circulation statistics continue to be fairly strong, with book circulation higher than it has been in the past year-and-a-half. Ancestry reported no usage in June, which is unusual, but that may have been due to the changeover to the new subscription through Lakeland.

Budget and Financial Items

The Budget is up to date.

Staff and Building Items

The Director cleared approximately 2-3' of stored programming material and shelving from around the boiler in the mechanical room at the suggestion of the Township Supervisor and maintenance crew. The front door to the library jammed and delayed opening for a few minutes on Friday July 7 due to a loose screw. Maintenance fixed the problem the following Monday.

Meetings, Workshops, etc.

On June 22, I attended the Dorr Township Board meeting to report our successes in Summer Reading and to promote upcoming and ongoing programs. Amanda Winters of the Parks thanked the library publicly for the Community Scavenger Hunt program.

On June 29, Dave VanderGraaf of Lakeland Library Coop visited to discuss Lakeland IT's limited role in supporting the transition to new email service.

On July 7, Ryan Brown of Decker Agency came to discuss the renewal of our liability insurance. He presented new opportunities for scholarships for library training and grants for risk reduction. I signed the contract for renewal for the next year.

On July 10, I met with Travis Williams of In Parallel Architects + Builders regarding a quote for a space audit. He should have the quote prepared by the end of this week.

Later on July 10, I attended the virtual webinar Beyond Book Bans from the MLA featuring multiple speakers with lots of valuable information and advice regarding effective responses to materials, programming, and other challenges.

Finally, on July 13, I attended Lakeland Library Cooperative's Board and Advisory Council meetings. Lance Werner delivered some interesting information about public comment at Library Board meetings, and Amber McLain spoke about Patron Point. We have linked our Patron Point page to our website to facilitate patrons signing up for a library card online. Patron Point's services will reportedly increase the number of our current patrons through online registration and automatic renewals with minimal staff time and expense.

Volunteers

Zack Evans and Mary Fennema continue to volunteer for us on a fairly regular basis.

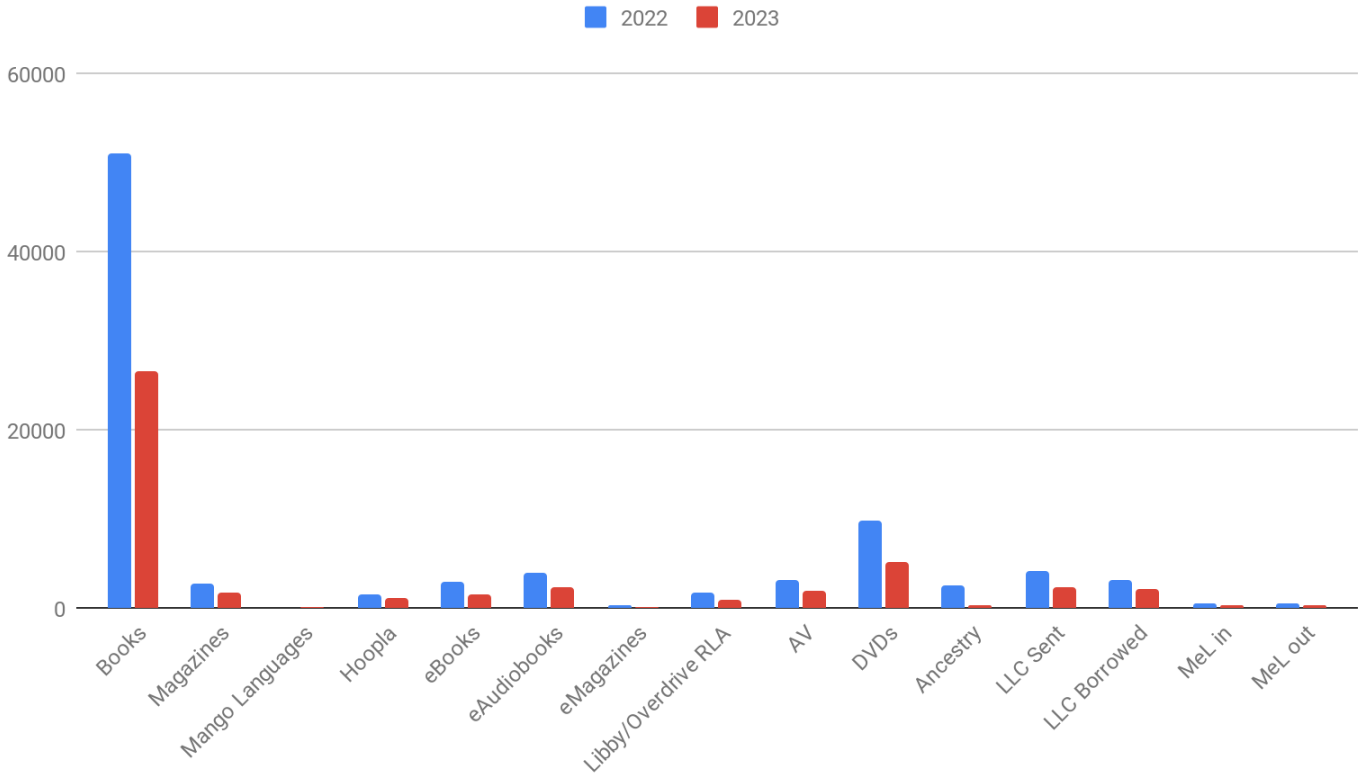
Library Closings

The library was closed on Tuesday July 4 for Independence Day.

Completed July 13, 2023, at 4:07 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						
Magazines	230	287	291	392	327	242						
Mango Languages	2	49	12	4	0	3						
Hoopla	198	198	205	188	174	215						
eBooks	259	252	323	273	249	284						
eAudiobooks	365	320	388	387	393	462						
eMagazines	27	19	34	39	24	48						
Libby/Overdrive RLA Loans	167	171	184	136	163	222						
AV	328	237	414	302	269	321						
DVDs	879	634	853	995	892	1030						
Ancestry	63	13	70	63	52							
LLC Sent	372	387	475	354	345	473						
LLC Borrowed	437	251	394	332	437	285						
MeL in	67	56	71	65	55	39						
MeL out	70	54	69	67	54	48						





Dorr Township Public Library
May 6, 2023

Project Description:

This is a proposal prepared by Paxton Change Solutions (PCS) for assisting Dorr Township Public Library (DTPL) with its strategic planning. The project focuses specifically on facilitating an environmental scan including input from stakeholders of the organization, reviewing mission, clarifying values, creating a vision, choosing strategic initiatives, designing bi-annual objectives and annual action steps, and implementing a monitoring system. The proposed project consists of six stages.

Stage I: Introduction

The Strategic Planning process will be introduced to Board and staff members at a regularly scheduled meeting of the **Board on August 21**. At this 60 minute session, Board and staff members will also confirm the organization’s key stakeholders and identify the “big questions” that need to be answered through the strategic planning process.

This stage will be completed no later than August 31.

Stage II: Information Gathering

To create a strategic and realistic plan, information about the organization and the environment within which it operates will be obtained. This will be done through focus groups and interviews of key stakeholders, and by gathering information about the environment.

PCS will conduct four focus groups of 5 to 10 stakeholders identified and invited by the Director. Each focus group will be 60 minutes in length. One focus group will be for employees. Other potential stakeholders include library patrons, local businesses or groups, township officials, donors, and leaders of educational and non-profit organizations. Up to 5 key external stakeholders identified by the Director will also be interviewed in-person or via phone or Zoom.

The DTPL Director will gather information for an environmental audit following a format provided by PCS. PCS will organize the information gathered through the stakeholders and the

audit so it can be analyzed, and offer observations for understanding the material. The environmental scan analysis will be reviewed and items will be prioritized by the Board.

This information will be gathered and analyzed during August and September completing this phase by October 13. The board's prioritization will be completed at the Stage III workshop to be held on October 16.

Stage III: Reviewing Mission and Values

Stage III will consist of a 2½ hour workshop with Board members, key staff, and the Director. The outcomes expected of this session are as follows:

- Reviewing the SWOT, selecting the “vital few”
- Reviewing the mission statement providing clarity and direction
- Defining the organization's values
- Identifying the organization's unique positioning in the external environment
- Appointing board members to join the Director and consultant as part of a task team to finalize the wording of a draft of the mission and values

PCS will facilitate the workshop, and create a report capturing the results of the session. The task team will rewrite the mission statement and the values capturing Board identified themes.

The facilitated **workshop will be held on October 16** following the business meeting of the regularly scheduled Board meeting. The mission and values will be ready by November 10.

Stage IV: Creating a Vision and Identifying Strategic Ends

A 2½ hour workshop with the Board and Director will be used to complete stage IV. The outcomes expected of this session include:

- Presenting the draft mission and values statements
- Creating a 5 -10 year vision for the organization
- Identifying Strategic Ends (Initiatives) to guide the organization in the next 3-5 years
- Appointing a task team to finalize a draft Vision Statement and Strategic Ends

This **workshop will be held November 13** following the regularly scheduled Board meeting. The vision statement and strategic ends will be ready by December 8.

Stage V: Creating Objectives and Action Steps

PCS will facilitate a 90-minute workshop with the Director and selected staff no later than January 5, 2024. The purpose of the workshop is to assist in writing measurable bi-annual objectives and quarterly action steps for achieving the strategic initiatives identified by the Board. This will provide a common method for creating, monitoring, and reporting. PCS will

provide the methodology for creating action steps, using the organization’s strengths and weaknesses to address its opportunities and threats.

PCS will also conduct a 60-minute session with Board members on January 15, 2024 to review the draft Strategic Plan and to create decision criteria for strategic decision making when needed. Board review of the draft material will be completed at the January Board meeting.

Board approval of the Strategic Plan can occur in a regularly scheduled board meeting anytime following this review.

Stage VI: Implementing a Monitoring System

PCS will work with the Director to develop and implement a system to ensure that the plan is being monitored regularly. The system will identify key indicators showing progress toward achieving the strategic ends. The Board-created decision criteria will also be operationalized. The monitoring system should be in place and the consultation completed by February 2, 2024.

Resources provided by the organization:

- Board member time for attendance of all scheduled meetings & workshops
- Staff time organizing, scheduling, and participating in focus groups and interviews
- Staff time gathering data
- Staff time to attend meetings (phone, in-person, Zoom) and workshops
- Facility for workshops
- Any costs related to workshops including but not limited to copying, equipment rental, food, and drink.

Project Fee: \$9,300

Charges for the project will be invoiced and is due on the following schedule:

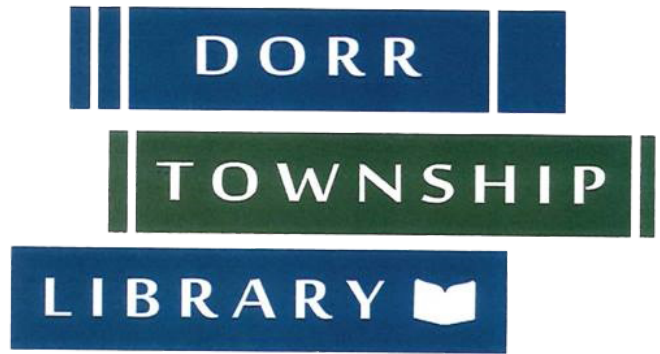
- \$2,325 (25%) upon signing the proposal
- \$2,325 (25%) upon completion of Phase II
- \$2,325 (25%) upon completion of Phase IV
- \$2,325 (25%) upon completion of Phase VI and delivery of the final report

Payments are due within 15 days of invoice submission. Any work completed beyond the specified activity in this proposal will be billed at PCS’s normal hourly rate of \$150.

Signature below indicates acceptance of this proposal as written:

Jeffrey Babbitt, Director
Dorr Township Library

Date



“Key Stakeholders”

Groups/Communities/Organizations

1. _____
2. _____
3. _____
4. _____
5. _____

Individuals

1. _____
2. _____
3. _____
4. _____
5. _____

“Big Questions” to be answered by Strategic Plan

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____



3890 Oakwood Ave., Youngstown, OH 44515
 Phone # 800-239-1226 Fax # 877-517-2586

Quotation

18129

Bill To:

Dorr Township Library
 1804 Sunset Dr.
 Dorr, MI 49323

Date
7/7/2023
Terms
TERMS PENDING
FOB
Factory

Ship To

Dorr Township Library
 1804 Sunset Dr.
 Dorr, MI 49323

THIS IS NOT AN INVOICE

Rep Contact:

Item	Description	Qty	Price/Ea.	Total
	---Dorr Township Library---			
-/PC-VIDH	Main Entrance - Sensor Hardware	1	895.00	895.00
-/PC-VID-POEI-A	3D People Counting Sensor, White	1	49.95	49.95
SS-BRKT-MOUNT-VIDH-1/4-20	POE Injector w/Cat5e RJ45 Cable (3 ft.)	1	35.00	35.00
SS-BRKT-MOUNT-PIVOT	VIDH 1/4-20 Adapter	1	25.00	25.00
	White Aluminum VidX Series Sensor Ceiling Mount Bracket			
	360 Degree Adjustable Indoor Outdoor Metal Mount			
SRVC-VEACLOUD-YEAR	Vea Reporting Service & Support	1	240.00	240.00
	Annual Data Hosting Service Fee w/ VeaCloud Platform - Traffic			
Installation Sensor	Installation	1	350.00	350.00
	SenSource tech will install sensor in designated mounting position.			
Installation Lift Rental	Lift Rental Fee - Install Heights Exceeding 14'+	1	495.00	495.00
Self-Install Cable Run	Customer will run Ethernet cable from their network switch to each designated mounting placement at their entrances.	1	0.00	0.00
WSP-VID3-SUPPORT-CONFIGURA...	Remote SenSource Technical Support to Configure & Commission Sensor	1	300.00 75.00	300.00 75.00
Shipping & Handling	Shipping UPS Ground	1	20.00	20.00

Quote only valid for 90 days. Sales tax will be added where applicable.
 Shipping charges will be applied at current UPS rates upon shipping.

Sales Tax (0.0%) USD 0.00

Total USD 2,484.95



June Pride Month display, created around June 12, 2023, at Director's request. Located in Dorr Township Library on top of Juvenile Fiction shelves, south-central area.

Display Guidelines for Staff

Purpose & Goal

The Arlington Public Library's Display Guidelines provides a framework for library staff to determine how display topics are selected. Library displays support the library's mission by providing opportunities for patrons to access materials for education, information, and recreation. Arlington Public Library's goal is to provide displays and exhibits in library facilities to highlight the library's collection and inform the public on a variety of topics and viewpoints. The goal of these guidelines is to help staff and others understand the criteria used to create displays, the types of displays one may see around the library, location of various displays, and how these displays help the library achieve its mission which is:

To open doors to a world of ideas, information, and imagination, thereby enhancing the economic, social, and cultural vitality of our diverse community.

Display Guidelines

Library displays are planned, curated, and implemented by library staff. While any item in the library's collection can be utilized for purposes of a display, library staff use a set of criteria to determine which topics to promote and which materials are selected. The Library strives to include a wide variety of relevant topics and viewpoints as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs.

Criteria may include, but are not limited to:

- City Council and Unity Council Initiatives
- Library's Strategic Plan and current mission and vision alignments
- Library's Collection Development Plan
- Library stakeholders and partners
- Community needs and interests
- Educational, informational, or cultural significance

Responsibility

Library staff or community members may suggest a display topic; however, the curation and approval of such displays is at the discretion of the Director of Libraries and is carried out by library staff. The final decision is at the discretion of the Director of Libraries and consistent with the Administration Chapter of City Code Section 3.02 and Section 3.03.

Intellectual Freedom and Censorship

The Library preserves the right of library users to obtain information on all sides of thought-provoking issues so that each individual can decide for themselves the value of opposing ideas. The Library has a responsibility to protect the rights of all patrons; displays which may be considered thought provoking to some may be permitted if they adhere to the Library Display Guidelines and contribute to the furtherance of its mission.

Display Guidelines for Staff – Types of Displays

System-Wide Displays

A system-wide display is a coordinated effort to highlight a topic that is relevant to the community at-large. It will usually involve multiple library branches, if not the whole system, creating a display that fits the topic. These topics can include, but are not limited to, culture or heritage displays, system-wide programming, city initiatives, or current events. System-wide displays are planned by library administration, and materials are selected and vetted by library staff.

Monthly Displays

Every month, library staff will change out displays around the library to highlight different topics throughout the year. These topics can include, but are not limited to, seasonal displays, cultural or heritage displays, specific topics, such as health awareness, interpersonal skills, mindfulness, and education, etc., that cover a broad variety of viewpoints, and specific genres or classes of materials. Monthly displays are planned in advance by library staff and materials are selected and vetted to ensure that they are appropriate for the display topic and location.

Pop-Up Displays

Pop-up displays are smaller displays that are thematic and timely as it pertains to ongoing happenings in the library and literary world. Pop-up displays are generally not planned ahead of time, but still undergo the same process of selection and curation as the monthly displays. Topics generally include one-off or sporadic events or situations, including, but not limited to, popular author deaths, when books are turned into movies, when promoting library and City of Arlington events, popular author birthdays, smaller displays to target a specific group, audience, or task, such as “dinner and a movie.”

Digital Displays

Displays that occur in the library’s online presence including, but not limited to, the library’s social media pages, the library’s digital signage, the library’s digital resources and applications, and any digital promotional materials that are dispersed through digital avenues such as emails or text messages. These digital displays are promoted in conjunction with already vetted physical displays and programs throughout the system.

Display Plan FY 2023

The following is an anticipated list of acceptable display topics for FY 2023. While these topics have been pre-determined, these may be subject to change and new topics may be incorporated. Displays intended for a specific age group will only feature materials drawn from the corresponding collections. Displays with a possible age specific sensitivity will be limited to adult areas of the library. The final decision is at the discretion of the Director of Libraries and subject to Administration Chapter of the City Code Section 3.02 and Section 3.03.

Recommended monthly display topics:

January: New Year, Resolutions, "This year I will learn," Goal setting, National Tea Month

February: Romance, Love, Chocolate, Valentines, Black History Month, Famous Lovers, Blind Date with a Book

March: Women's History Month, National Quilting Month, National Craft Month, Armchair Travel, St. Patrick's Day, Spring

April: Arab American History Month, Gardening, April Showers, Spring, Earth Day, National Poetry Month

May: Asian American Pacific Islander Month, Jewish Heritage Month, Sports and Fitness Month, Latino Book Month, Mother's Day, Vacation, Looking forward to Summer, End of School, National Home Improvement Month

June: Discover Summer, National Pride Month (*applicable only in adult areas*), National Rose Month, Father's Day, Audiobook month, After Graduation, Summer Vacation

July: Beach Reads, National Grilling Month, Outdoor Living, Nature, Family Reunion Month, July 4th/USA, Picnic Reads

August: Back to School, End of Summer, National Golf Month

September: Library Card Sign-up Month (system-wide), Back to School, Autumn/Fall, Happy Cat Month, Banned Book Week

October: Costumes, Spooky/suspense/horror books, Fall reading, Teen Read Week, National Pizza Month,

November: Native American Heritage Month, Thanksgiving, Fall/Autumn, Ready for Winter, Veteran's Day

December: National Universal Human Rights Month, Winter, Snow, Warm & Cozy

Anytime Displays:

- Genre-specific displays: Fantasy, Dystopian, Nonfiction, etc.
- Recommended Reads – both Staff and Patron recommendations
- Relevant interests – In Case you Missed It, Social Justice, Banned Books Week, Life Skills, Pop Culture Interests – Video Games, Books that are movies, Popular fandom, social Emotional Learning
- Author Celebrations: Debut Authors, Author birthdays, Author deaths, Popular Authors

Library Display Policy

Purpose

The Clearwater Public Library System's Display Policy provides a basis for the display of library materials by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purposes of the library's mission, which is:

To meet the informational, educational, recreational, and cultural reading, listening, and viewing needs and expectations of all citizens and population groups in the community, using a wide array of library formats and materials and a trained and dedicated staff.

Policy

The Clearwater Public Library System plays a vital role at the heart of the community by promoting full and equal access to information, encouraging the love of reading, enabling life-long learning, and empowering creativity. It will provide a responsive connection between the community's needs, its collections, information technology, and diverse programming, by, in part, providing a variety of displays, both physical and virtual, that inform and enrich the lives of people of all ages and diverse backgrounds.

Principles and Criteria

The final responsibility for the display of library materials is held by the Library Director, but day-to-day responsibility is shared by professional and paraprofessional employees throughout the system. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be

controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Clearwater Public Library System or the city of Clearwater of the content of the display or exhibit, or of the views expressed in materials on display.

Intellectual Freedom and Censorship

Policy

The Library preserves the right of citizens to obtain information on all sides of potentially controversial issues so that each individual can decide for themselves the value of opposing ideas. In representing various sides of a question, the Library thus provides citizens with reliable sources of information on which to base intelligent decisions in their daily lives.

The Library has a responsibility to protect the rights of all patrons; displays which may be considered frank or offensive to some are permitted if they adhere to the Library's Display Policy and contribute to the furtherance of its mission.

Only parents and legal guardians have the right and responsibility to restrict the access of their children to library resources. The display of materials is not inhibited by the possibility that particular works may inadvertently be seen by or come into the possession of children and young adults.

Labels will be provided only as viewpoint-neutral directional aids to facilitate access by making it easier for users to locate materials. The materials are displayed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

The American Library Association's Library Bill of Rights (<https://www.ala.org/advocacy/intfreedom/librarybill>), Freedom to Read (<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>), and Freedom to View (<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>), statements are basic to the above policy.

Procedures for the Questioning of Library Displays by Patrons

In the event a patron has questions or concerns regarding a library display, the following procedures should be used:

1. The patron is referred to a professional staff member.
 - This staff member makes every attempt to satisfy the patron's concern by clarifying the established display policies on an informal, positive, one-to-one basis.
 - After the interview, the staff member notifies the Library Director in a brief written statement as to the date, circumstances, and the result of the patron's concern.
2. A patron who wishes to pursue their question further is referred to the Library Director or their designated alternate as soon as possible. A concern taken to this level constitutes a formalized complaint.
 - During the interview with the patron, the Director or designated alternate fills out one copy of the Request for Reconsideration of Library Material form.
 - The Director then appoints a three-member committee of professional staff members to review the display in question and prepare a written recommendation within ten (10) days.
 - The Director makes a decision based on the committee's recommendation.
 - The Director notifies the patron in writing of their decision within five (5) working days of receiving the committee's recommendation.
3. A patron who wishes to make their objection known even further can forward their complaint directly to the Chairperson of the Library Advisory Board for consideration at the next regularly scheduled Board meeting.
 - A copy of the complaint submitted to the Board is forwarded to the Office of the City Manager.
 - The Library Board sends its recommendation to the Library Director.
 - The Library Director then reviews their original decision in the context of the Board recommendation and confirms or sends a revised opinion to the patron in writing, with a copy sent to the Library Advisory Board and to the Office of the City Manager.
 - The Library Director's decision on the complaint is final and without further appeal.

Non-Resident Card Support	
Median Home Value 2015-2019	\$212,700.00 ¹
Taxable Value	\$106,350.00 ²
Millage Rate	0.0006 ³
Median Property Tax for Library	\$63.81
Median Sold Value Increase 2023/2022	6.7% ⁴
Adjusted Median Home Value	\$226,950.90 ⁵
Taxable Value	\$113,475.45
Millage Rate	0.0006
Median Property Tax for Library	\$68.09
¹ https://www.census.gov/quickfacts/dorrtownshipallegancountymichigan	
² "In Michigan, the assessed value is equal to 50% of the market value." https://smartasset.com/taxes/michigan-property-tax-calculator	
³ https://www.dorrlibrary.michlibrary.org/library-board/2020-millage-information/copy_of_march-2020-millage-information	
⁴ "Based on information from Michigan Regional Information Center LLC, and Wisconsin Real Estate Exchange for the period 06/01/2022 - 06/01/2023" https://www.rockethomes.com/real-estate-trends/mi/dorr-township	
⁵ As the numbers apply to different time periods and come from different sources, this is just a convenient estimate and does not necessarily represent actual median property taxes paid in 2023 to the library.	