

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
MEETING  
Dorr Township Library  
Time: September 18, 2023 @ 6:30 pm**

**Call to Order:**

**Roll Call:**

**Changes to the Agenda:**

**Public Comment:**

**Approval of the Agenda:**

**Approval of the Minutes:** August 21, 2023

**Treasurer's Report:** Credit Card - \$3,143.01 for August

**Director's Report:**

**Committee Reports:**

**NEW BUSINESS:**

1. Approval of wage increase for Ben Joseph at his 90-day performance review
2. Discussion and approval of plan to hire an additional Library Assistant 1

**OLD BUSINESS:**

- 1.

**Township Board Meeting:** September 28, 2023 7 pm.

**Adjournment:**

**Next regular meeting:** October 16, 2023 at 5:45 pm

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
Dorr Township Library  
Date: August 21, 2023  
6:30 P.M.**

**MINUTES**

**Meeting was called to order at 6:31 pm**

**Pledge of Allegiance:** Was said.

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

**Absent:**

**Additions to the Agenda:** None

**Public Comment:** None

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

**Approval of the Minutes:** Dykhuis made a motion to accept the minutes from July 17, 2023, and was seconded by Rydman. All yes, motion carried.

**Treasurer's Report:** Dykhuis made a motion to pay the May credit card bill in the amount of \$3,903.19 and was seconded by Bendull. All yes, motion carried.

**Committee Report(s):** None

**Director's Report:**

Summer Reading broke records with a 50% increase in registered participants at 269 with 110 finishers. The Library will host 30 families for the No-Sew Blanket program on August 31. Director has invited community leaders and "super patrons" to Strategic Planning focus groups. Travis Jonker will visit in November, while Aaron Zenz will be part of Plates 'n' Pages. The Library will partner with Schuler Books to sell copies of authors' books during Plates 'n' Pages. Book circulation was at an all-time high with 6300 in July, while Ancestry bounced back with 218 uses. Lights above Adult Nonfiction were fixed. Director explored space audit with Demco and spoke to Dorr Business Association. Director attended Allegan County Library Association meeting, discussed providing videoconferencing technology to patrons. Zack Evans and Mary Fennema current volunteers.

**Committee Report:** None

**NEW BUSINESS:**

1. **Discussion and approval of waiving fees for monthly meeting of AYSO Wayland Region in Community Room.** Dykhuis motioned to waive fee, seconded by Hunted. All yes, motion carried.
2. **Discussion and approval of Library Display Policy.** Hunter motioned to approve Display Policy, seconded by Dykhuis. All yes, motion carried.
3. **Discussion and approval of revisions to Bylaws.** Rydman suggested Article VI § 6 is problematic. Hunter motioned to approve Bylaws with proposed changes in addition to striking Article VI § 6, seconded by Brooks. All yes, motion carried.
4. **Discussion and approval of Public Comment Policy.** Brooks motioned to approve Public Comment Policy, seconded by Dykhuis. All yes, motion carried.
5. **Discussion and approval of Programming Policy.** Dykhuis motioned to approve Programming Policy, seconded by Brooks. All yes, motion carried.
6. **Discussion and approval of Circulation Policy.** Hunter moved to approve Circulation Policy with adde change of correcting typo on Calculator Agreement, seconded by Dykhuis. All yes, motion carried.

**OLD BUSINESS**

- 1.

**Township Board Meeting:** August 24, 2023 at 7:00 p.m. Director Babbitt is scheduled to attend.

**Adjournment:** Brooks motioned to adjourn at 7:09 p.m., and was seconded by Dykhuis. All yes, motion carried.

**Next regular meeting: September 18, 2023, at 6:30 p.m.**

Submitted by Jeffrey Babbitt

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of August 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
271-000-001 Checking	248,265.72
271-000-002 Savings	257,145.18
271-000-003 Huntington CD	6,548.49
<b>Total Bank Accounts</b>	<b>\$511,959.39</b>
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
<b>Total Other Current Assets</b>	<b>\$10,226.61</b>
<b>Total Current Assets</b>	<b>\$522,186.00</b>
<b>TOTAL ASSETS</b>	<b>\$522,186.00</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
271-000-204 Audit Accts Payable	3,345.67
271-000-231.1 Payroll Liabilities	191.25
215. MI Unemployment Tax	0.00
271-000-228.1 212. MI Income Tax	326.14
271-000-228.2 214. MI Income Tax	-68.88
271-000-228.3 MI Income Tax	455.87
271-000-229.1 Federal Taxes (941/944)	845.08
271-000-229.2 Federal Unemployment (940)	91.55
271-000-229.3 211. Federal Unemployment (940)	-859.26
271-000-229.4 213. Federal Taxes (941/944)	705.18
271-000-231.2 216. Blue Cross Dental	250.04
271-000-231.3 217. Blue Cross Vision	1,287.16
271-000-231.4 Blue Cross Dental	5.48
271-000-231.5 Blue Cross Vision	40.66
MI Unemployment Tax	0.00
<b>Total 271-000-231.1 Payroll Liabilities</b>	<b>3,270.27</b>
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$6,615.94</b>
<b>Total Current Liabilities</b>	<b>\$6,615.94</b>
<b>Total Liabilities</b>	<b>\$6,615.94</b>

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of August 31, 2023

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	457,091.35
Net Income	-62,413.38
<b>Total Equity</b>	<b>\$515,570.06</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$522,186.00</b>

**Check Register 2023 - August**

<b>Date</b>	<b>Type</b>	<b>Check #</b>	<b>Vender</b>	<b>Memo</b>	<b>Amount</b>
08/02/2023	Check	16145	Coverall of West Michigan	Invoice #7370164089	-450.00
08/02/2023	Check	16146	CENTER POINT LARGE PRINT	Invoice #2028308	-174.68
08/09/2023	Check	16147	Griffin Pest Solutions	Invoice #2380876	-90.00
08/11/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/26/2023-08/08/2023	-452.11
08/11/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/26/2023-08/08/2023	-1,260.48
08/11/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/26/2023-08/08/2023	-381.45
08/11/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 07/26/2023-08/08/2023	-337.51
08/11/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/26/2023-08/08/2023	-493.7
08/11/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 07/26/2023-08/08/2023	-214.03
08/11/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/26/2023-08/08/2023	-798.22
08/11/2023	Tax Payment		IRS	Tax Payment for Period: 07/01/2023-07/31/2023	-1,529.20
08/14/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 07/01/2023-07/31/2023	-312.64
08/17/2023	Check	16148	Jeffrey L. Babbitt	August mileage reimbursement	-58.43
08/18/2023	Check	16149	RNL Graphics Solutions	Invoice #7461 Library cards	-750.23
08/21/2023	Check	16150	Laura Kemp	Author Visit fee	-200
08/21/2023	Check	16151	US Bank Equipment Finance	Invoice #508768306	-462.91
08/21/2023	Check	16152	Allegan County Treasurer	Tax chargeback	-47.54
08/24/2023	Check	16155	GREAT LAKES MOTORCOACH	Charter #8597	-2,400.00
08/24/2023	Check	16156	Foster, Swift, Collins & Smith	Invoice #864381	-70.50
08/25/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 08/09/2023-08/22/2023	-1,241.02
08/25/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 08/09/2023-08/22/2023	-803.3
08/25/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 08/09/2023-08/22/2023	-286.43
08/25/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 08/09/2023-08/22/2023	-381.45
08/25/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 08/09/2023-08/22/2023	-248.07
08/25/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 08/09/2023-08/22/2023	-362.59
08/25/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 08/09/2023-08/22/2023	-435.57
08/31/2023	Check	16162	Midwest Tape	Invoice #504294951	-496.63
08/31/2023	Check	16163	T-Mobile	Account #970594354	-172.20
08/31/2023	Expense		Chase Card Services		-3,143.01

# DORR TOWNSHIP LIBRARY

## General Ledger

August 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						257,683.94
08/02/2023	Check	16146	CENTER POINT LARGE PRINT	Invoice #2028308	271-790-727 703-728. Operations:703. Books	-174.68	257,509.26
08/02/2023	Check	16145	Coverall of West Michigan	Invoice #7370164089	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	257,059.26
08/04/2023	Deposit				-Split-	1,096.67	258,155.93
08/09/2023	Check	16147	Griffin Pest Solutions	Invoice #2380876	271-790-806 800. Professional and Contract Services:806. Professional Services	-90.00	258,065.93
08/11/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/26/2023-08/08/2023	Direct Deposit Payable	-493.70	257,572.23
08/11/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/26/2023-08/08/2023	Direct Deposit Payable	-798.22	256,774.01
08/11/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/26/2023-08/08/2023	Direct Deposit Payable	-	255,513.53
						1,260.48	
08/11/2023	Deposit				-Split-	23.22	255,536.75
08/11/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/26/2023-08/08/2023	Direct Deposit Payable	-452.11	255,084.64
08/11/2023	Tax Payment		IRS	Tax Payment for Period: 07/01/2023-07/31/2023	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-	253,555.44
						1,529.20	
08/11/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 07/26/2023-08/08/2023	Direct Deposit Payable	-214.03	253,341.41
08/11/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 07/26/2023-08/08/2023	Direct Deposit Payable	-337.51	253,003.90
08/11/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/26/2023-08/08/2023	Direct Deposit Payable	-381.45	252,622.45
08/14/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 07/01/2023-07/31/2023	271-000-228.3 Payroll Liabilities:MI Income Tax	-312.64	252,309.81
08/16/2023	Deposit			ALLEGAN COUNTY CORP PAY	271-000-658 404. Penal Fines	2,703.09	255,012.90
08/16/2023	Deposit				-Split-	1.56	255,014.46
08/17/2023	Check	16148	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-58.43	254,956.03
08/18/2023	Check	16149	RNL Graphics Solutions	Invoice #7461	271-790-738 703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-750.23	254,205.80
08/21/2023	Check	16151	US Bank Equipment Finance	Invoice #508768306	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-462.91	253,742.89
08/21/2023	Check	16152	Allegan County Treasurer		271-790-956 780. Misc Expense:781. Fee refund	-47.54	253,695.35
08/21/2023	Check	16150	Laura Kemp		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-200.00	253,495.35
08/24/2023	Check	16155	GREAT LAKES MOTORCOACH	Charter #8597	271-790-880 703-728. Operations:710. Programs (Community Promotions)	-	251,095.35
						2,400.00	
08/24/2023	Check	16156	Foster, Swift, Collins & Smith	Invoice #864381	271-790-801 800. Professional and Contract Services:801. Legal Fees	-70.50	251,024.85
08/25/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 08/09/2023-08/22/2023	Direct Deposit Payable	-803.30	250,221.55
08/25/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 08/09/2023-08/22/2023	Direct Deposit Payable	-435.57	249,785.98
08/25/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 08/09/2023-08/22/2023	Direct Deposit Payable	-381.45	249,404.53
08/25/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 08/09/2023-08/22/2023	Direct Deposit Payable	-	248,163.51
						1,241.02	
08/25/2023	Deposit				-Split-	1.26	248,164.77
08/25/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 08/09/2023-08/22/2023	Direct Deposit Payable	-362.59	247,802.18
08/25/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 08/09/2023-08/22/2023	Direct Deposit Payable	-248.07	247,554.11
08/25/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 08/09/2023-08/22/2023	Direct Deposit Payable	-286.43	247,267.68
08/30/2023	Deposit				-Split-	0.48	247,268.16

# DORR TOWNSHIP LIBRARY

## General Ledger

August 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/31/2023	Check	16162	Midwest Tape	Invoice #504294951	271-790-736 703-728. Operations:711. databases	-496.63	246,771.53
08/31/2023	Check	16163	T-Mobile	Account #970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-172.20	246,599.33
08/31/2023	Deposit				-Split-	4,754.83	251,354.16
08/31/2023	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	54.57	251,408.73
08/31/2023	Expense		Chase Card Services		-Split-	-	248,265.72
						3,143.01	
<b>Total for 271-000-001 Checking</b>						<b>\$ -</b>	
						<b>9,418.22</b>	



# DORR TOWNSHIP LIBRARY

## Profit and Loss

August 2023

	TOTAL
Income	
271-000-566 403. State Aid	4,044.92
271-000-658 404. Penal Fines	2,703.09
43400 583. Direct Public Support	
271-000-674.3 583.4 Donations	
583.4-2 Summer Reading Donation	250.00
<b>Total 271-000-674.3 583.4 Donations</b>	<b>250.00</b>
43460 583.3 Legacies and Bequests	
271-000-674.2 583.3.1 Annuity	712.40
<b>Total 43460 583.3 Legacies and Bequests</b>	<b>712.40</b>
<b>Total 43400 583. Direct Public Support</b>	<b>962.40</b>
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	540.04
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	57.10
271-000-602.3 405.4 Faxes	27.90
271-000-659 405.2 Fines	4.35
271-000-667 405.3 Meeting Room Rental	35.00
271-000-675.2 405.9 Uncategorized Income	32.37
271-000.602.1 405.1 Copies	161.45
<b>Total 271-000-675.1 405. Miscellaneous Revenue</b>	<b>318.17</b>
271-000-676.1 407. Reimbursements	279.99
271-000-676.2 407.1 Credit Card Credits	43.07
271-000-676.3 407.2 Book Replacement	180.77
407.7 Payroll Refunds	84.00
<b>Total 271-000-676.1 407. Reimbursements</b>	<b>587.83</b>
<b>Total 46400 405-407. Other Types of Income</b>	<b>1,446.04</b>
<b>Total Income</b>	<b>\$9,156.45</b>
GROSS PROFIT	<b>\$9,156.45</b>
Expenses	
271-790-715.3 702. Payroll Expenses	87.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	
271-790-920 729.1 Telephone, Telecommunications	633.28
<b>Total 271-790-921 729. Rent, Parking, Utilities</b>	<b>633.28</b>
271-790-931 730. Equip Rental and Maintenance	462.91
<b>Total 271-790-930 729-734. Facilities and Equipment</b>	<b>1,096.19</b>

# DORR TOWNSHIP LIBRARY

## Profit and Loss

August 2023

	TOTAL
62100 800. Professional and Contract Services	
271-790-801 801. Legal Fees	70.50
271-790-806 806. Professional Services	540.00
<b>Total 62100 800. Professional and Contract Services</b>	<b>610.50</b>
65000 703-728. Operations	
271-790-727 703. Books	1,339.41
271-790-728 703.1 book replacement - LLC library	-8.99
<b>Total 271-790-727 703. Books</b>	<b>1,330.42</b>
271-790-729 704. Ebooks	244.97
271-790-730 705. Periodicals	34.95
271-790-732 708. AV	
271-790-734 708.3 DVD	109.61
<b>Total 271-790-732 708. AV</b>	<b>109.61</b>
271-790-736 711. databases	496.63
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	883.72
<b>Total 271-790-737 720. Supplies</b>	<b>883.72</b>
271-790-739 721. Advertising	20.00
271-790-880 710. Programs (Community Promotions)	3,530.25
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	58.43
<b>Total 271-790-960.1 709. Ed. &amp; Train Dor</b>	<b>58.43</b>
<b>Total 65000 703-728. Operations</b>	<b>6,708.98</b>
780. Misc Expense	
271-790-956 781. Fee refund	47.54
782. Square Reader Fees	1.22
<b>Total 780. Misc Expense</b>	<b>48.76</b>
Payroll Expenses	
271-790-702 Wages	8,885.41
271-790-715.1 Taxes	688.05
<b>Total Payroll Expenses</b>	<b>9,573.46</b>
<b>Total Expenses</b>	<b>\$18,124.89</b>
NET OPERATING INCOME	<b>\$ -8,968.44</b>
NET INCOME	<b>\$ -8,968.44</b>

## **Director's Report, September 2023**

### **Library Operation Updates**

The No-Sew Blanket program on August 31 was full with 90 to 100 people in the Community Room and Main Library, all managed by Lexi and Reilly. Focus Groups, key stakeholder interviews, and the initial Environmental Scan have been completed for Strategic Planning. Laura Kemp's author talk on August 24 was warmly received by a small audience of 6, and we are gearing up for fantasy author Tara Grayce's visit in October. Plates 'n' Pages started on a good note with children's picturebook author and illustrator Aaron Zenz who entertained everyone with his book *The Hiccupotamus*. We worked around some technical difficulties with the sales kits from Schuler Books on that first event and sold two books, for which we will receive 20% of the sales. Technical problems were resolved before Wendy Anderson Halperin's *P'n'P*, but we sold no books.

### **Statistics**

Circulation continues to be strong.

### **Budget and Financial Items**

Budget is up to date. The Board Treasurer and I will meet with bankers at United Bank this Friday, then meet with a representative from Consumers Credit Union at the library on October 9 to discuss investment options, which we will bring to the Board next month.

### **Staff and Building Items**

Ben Joseph has reached the end of his 90-day probation period with a positive performance review. Lexi received a promotion at another job, requiring her to be there every weekday until 4pm. We have been able to cover desk hours during the day, but it has been something of a strain. Lexi continues to run programs for us on Monday and Thursday nights and is working remotely 10 hours per week to keep up with her marketing and other programming duties.

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

August 24 Dorr Township Board: Township Clerk Debbie Sewers publicly thanked the Library for all of the interesting programs. The 9-Day In-Person Elections established by State law for November 2023 were discussed.

Bill Paxton and I held focus groups with a mix of township officials, education leaders, faith leaders, homeschoolers, and library patrons and supporters on August 30 and 31, and one more with staff and

volunteers on September 8. In addition, we held two key stakeholder interviews with “super patrons” on September 8. We are currently processing the results and will have more for you at next month’s Strategic Planning meeting.

September 8 Michigan Public Library Directors: Joe Hamlin announced that State Aid Report submission would be open October 1 and that registrations for the review video had started. I registered for the September 28 review. It was encouraged to review the Library’s Unattended Child Policy, specifically the age and enforcement procedure. The complex laws surrounding who is and isn’t an exempt employee was discussed; I will be double checking our Personnel Policy Manual to ensure that we are in compliance. It was noted that the US Supreme Court is examining the issue of whether and when public officials can remove or block people from social media, and the issue of changes in the sick leave law is on appeal in the Michigan Court system. Policies on weapons and bathroom capacity and configuration were also discussed.

September 14 Lakeland Library Coop Board and Advisory Council meetings: Lakeland has drafted a letter to Patmos giving them six months to become eligible for coop membership in the event that they lose their millage vote again in November. Their patrons’ borrowing privileges here would end on April 1 next year if they are unable to do so. Lakeland will end its email service by December 31, necessitating our finding another email solution and completing migration before then. Patron Point Auto-Renewal will begin for all patrons with an email address on October 1. Total Lakeland fees have increased 5.6% for their next fiscal year, which still leaves a \$2,000 buffer in our budget for Lakeland fees. The MLA Legislative Committee reps shared that there is some bipartisan support for a bill addressing the “Dark Store” problem, in which new big box stores that build on sites of empty buildings receive drastically reduced property tax value assessments, reducing property tax revenue for public entities by the millions of dollars.

## **Volunteers**

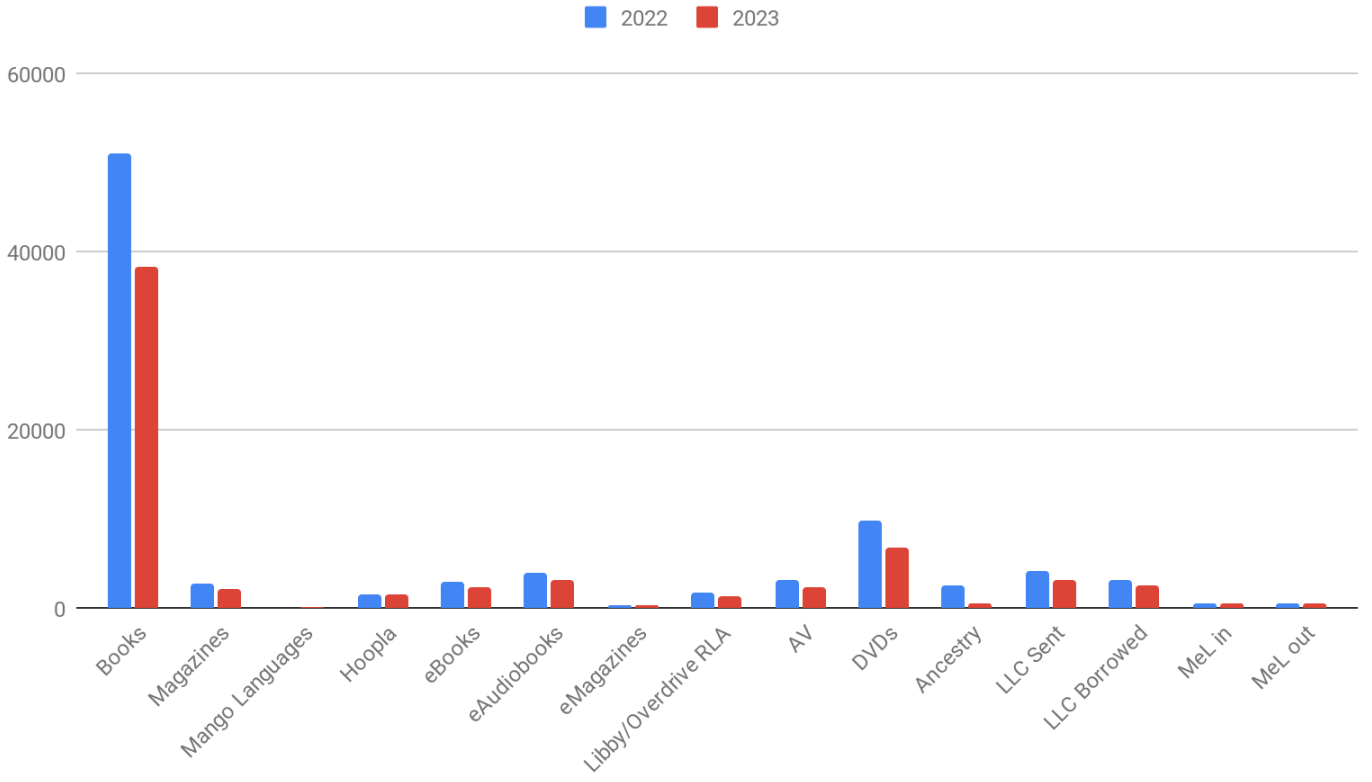
Zack Evans and Mary Fennema continue to volunteer for us on a fairly regular basis. Reilly has sent us a couple of her high school students in need of a few hours of volunteer work for school.

## **Library Closings**

The Library was closed on Saturday September 2 and Monday September 4 for the Labor Day weekend..

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

	2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4263	4118	4682	4005	3855	5636	6377	5335				
Magazines	230	287	291	392	327	242	266	219				
Mango Languages	2	49	12	4	0	3	3	6				
Hoopla	198	198	205	188	174	215	205	217				
eBooks	259	252	323	273	249	284	404	289				
eAudiobooks	365	320	388	387	393	462	480	453				
eMagazines	27	19	34	39	24	48	61	45				
Libby/Overdrive RLA Loans	167	171	184	136	163	222	173	186				
AV	328	237	414	302	269	321	252	249				
DVDs	879	634	853	995	892	1030	859	764				
Ancestry	63	13	70	63	52	0	218	84				
LLC Sent	372	387	475	354	345	473	462	277				
LLC Borrowed	437	251	394	332	437	285	242	99				
MeL in	67	56	71	65	55	39	75	53				
MeL out	70	54	69	67	54	48	70	55				



Staff Expenses, Projected for FYE 2024 Q1							
Position	Rate	Ann Hours	Annual Gross Salary (incl PTO)	Employer's Payroll Tax	Yearly Total	Total Payroll Tax	Total Emp. Wages
Director	\$22.03	408.75	\$9,004.76	\$720.38	\$9,725.14	\$2,098.11	\$7,627.03
Assistant Director	\$17.59	168.5	\$2,963.92	\$237.11	\$3,201.03	\$690.59	\$2,510.44
Cataloger	\$14.46	184	\$2,660.64	\$212.85	\$2,873.49	\$619.93	\$2,253.56
Library Assistant YS	\$10.98	253.875	\$2,787.55	\$223.00	\$3,010.55	\$649.50	\$2,361.05
Library Assistant II (Coll)	\$11.28	547	\$6,170.16	\$493.61	\$6,663.77	\$1,437.65	\$5,226.13
Library Assistant II (Prog/Mark)	\$11.69	277	\$3,238.13	\$259.05	\$3,497.18	\$754.48	\$2,742.70
Library Assistant I	\$10.10	36	\$363.60	\$29.09	\$392.69	\$84.72	\$307.97
<b>BUDGET TOTAL</b>			<b>\$27,188.76</b>	<b>\$2,175.10</b>	<b>\$29,363.86</b>	<b>\$6,334.98</b>	<b>\$23,028.88</b>
Staff Expenses, Projected for FYE 2024 Q2							
Position	Rate	Ann Hours	Annual Gross Salary (incl PTO)	Employer's Payroll Tax	Yearly Total	Total Payroll Tax	Total Emp. Wages
Director	\$22.03	408.75	\$9,004.76	\$720.38	\$9,725.14	\$2,098.11	\$7,627.03
Assistant Director	\$17.59	168.5	\$2,963.92	\$237.11	\$3,201.03	\$690.59	\$2,510.44
Cataloger	\$14.46	184	\$2,660.64	\$212.85	\$2,873.49	\$619.93	\$2,253.56
Library Assistant YS	\$12.00	253.875	\$3,046.50	\$243.72	\$3,290.22	\$709.83	\$2,580.39
Library Assistant II (Coll)	\$13.00	547	\$7,111.00	\$568.88	\$7,679.88	\$1,656.86	\$6,023.02
Library Assistant II (Prog/Mark)	\$13.50	277	\$3,739.50	\$299.16	\$4,038.66	\$871.30	\$3,167.36
Library Assistant I	\$10.10	169	\$1,706.90	\$136.55	\$1,843.45	\$397.71	\$1,445.74
<b>BUDGET TOTAL</b>			<b>\$30,233.22</b>	<b>\$2,418.66</b>	<b>\$32,651.87</b>	<b>\$7,044.34</b>	<b>\$25,607.54</b>

Staff Expenses, Projected for FYE 2024 Q3							
Position	Rate	Ann Hours	Annual Gross Salary (incl PTO)	Employer's Payroll Tax	Yearly Total	Total Payroll Tax	Total Emp. Wages
Director	\$22.03	408.75	\$9,004.76	\$720.38	\$9,725.14	\$2,098.11	\$7,627.03
Assistant Director	\$17.59	168.5	\$2,963.92	\$237.11	\$3,201.03	\$690.59	\$2,510.44
Cataloger	\$14.46	184	\$2,660.64	\$212.85	\$2,873.49	\$619.93	\$2,253.56
Library Assistant YS	\$12.00	253.875	\$3,046.50	\$243.72	\$3,290.22	\$709.83	\$2,580.39
Library Assistant II (Coll)	\$13.00	547	\$7,111.00	\$568.88	\$7,679.88	\$1,656.86	\$6,023.02
Library Assistant II (Prog/Mark)	\$13.50	259	\$3,496.50	\$279.72	\$3,776.22	\$814.68	\$2,961.54
Library Assistant I (Ben)	\$11.00	184	\$2,024.00	\$161.92	\$2,185.92	\$471.59	\$1,714.33
Library Assistant I (new)	\$10.10	170	\$1,717.00	\$137.36	\$1,854.36	\$400.06	\$1,454.30
<b>BUDGET TOTAL</b>			<b>\$32,024.32</b>	<b>\$2,561.95</b>	<b>\$34,586.26</b>	<b>\$7,461.67</b>	<b>\$27,124.60</b>
Staff Expenses, Projected for FYE 2024 Q4							
Position	Rate	Ann Hours	Annual Gross Salary (incl PTO)	Employer's Payroll Tax	Yearly Total	Total Payroll Tax	Total Emp. Wages
Director	\$22.03	408.75	\$9,004.76	\$720.38	\$9,725.14	\$2,098.11	\$7,627.03
Assistant Director	\$17.59	168.5	\$2,963.92	\$237.11	\$3,201.03	\$690.59	\$2,510.44
Cataloger	\$14.46	184	\$2,660.64	\$212.85	\$2,873.49	\$619.93	\$2,253.56
Library Assistant YS	\$12.00	253.875	\$3,046.50	\$243.72	\$3,290.22	\$709.83	\$2,580.39
Library Assistant II (Coll)	\$13.00	547	\$7,111.00	\$568.88	\$7,679.88	\$1,656.86	\$6,023.02
Library Assistant II (Prog/Mark)	\$13.50	259	\$3,496.50	\$279.72	\$3,776.22	\$814.68	\$2,961.54
Library Assistant I (Ben)	\$11.00	184	\$2,024.00	\$161.92	\$2,185.92	\$471.59	\$1,714.33
Library Assistant I (new probation)	\$10.10	60	\$606.00	\$48.48	\$654.48	\$141.20	\$513.28
Library Assistant I (new post-90 day)	\$11.00	127	\$1,397.00	\$111.76	\$1,508.76	\$325.50	\$1,183.26
<b>BUDGET TOTAL</b>			<b>\$32,310.32</b>	<b>\$2,584.83</b>	<b>\$34,895.14</b>	<b>\$7,528.30</b>	<b>\$27,366.84</b>



Wage Plan FYE 2024

	FYE24 Budget	Round Up				
<b>Staff Wages</b>	\$103,127.85	\$103,500.00				
<b>Payroll Tax</b>	\$28,369.29	\$28,500.00				
<b>Health Insurance</b>	\$2,000.00	\$2,000.00				
<b>TOTAL</b>	<b>\$133,497.14</b>	<b>\$134,000.00</b>				
<b>COST OF PLAN FOR FYE24</b>						
<b>STAFF EXPENSES BUDGET</b>	<b>\$139,000.00</b>	with Emergency Minimum Wage Increase Fund				
<b>Staff Expenses</b>	\$134,000.00					
<b>Job Search Budget</b>	\$200.00	(\$124 to increase visibility on Indeed, some to boost Facebook post)				
<b>TOTAL EXPENSES</b>	\$134,200.00					
<b>Expanded Staff Expenses Budget minus Actual Expenses</b>	\$4,800.00					
<b>Cost of Plan over Original Staff Expenses Budget</b>	\$124,650.00					
	<b>\$9,550.00</b>	<b>to be covered with a transfer from savings</b>				