

DORR TOWNSHIP LIBRARY

**BOARD OF TRUSTEES
MEETING
Dorr Township Library
Date: October 19, 2020
7:00 P.M.**

Agenda

Call to Order

Roll Call:

Pledge of Allegiance:

Approval of the Agenda: Page 1

Approval of the Minutes: Pages 2-3

Treasurer's Report: Pages 4-12

Public Comment:

Director's Report: Pages 13-16

Township Board Meeting: Next meeting Thursday October 29, 2020 7:00 pm

Sara Rydman sent written reports for both August and September Township meetings

Committee Reports:

Policy Manual Review Committee: Circulation : Pages 17-19

NEW BUSINESS:

1. Board Meeting time 6:30 pm vs 7:00 pm
2. Audit Review - see attached

OLD BUSINESS:

1. New Hire – Library Assistant – Page 20
2. Budget Plan – Next steps
3. WiFi update- Page 21

Adjournment:

Next regular meeting: Monday November 16, 2020 7:00 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: September 21, 2020
7:00 P.M.**

MINUTES

Meeting was called to order at 7:01 pm by Sara Rydman, Vice President.

Pledge of Allegiance: Was said.

Roll Call: **Present-** Carrie Brooks, Sara Rydman, Tara McMillin, Lindsey Fitzsimmons, Samantha Oswald **Absent-** Rachel Vote. Elyshia Hoekstra, Library Director, Reilly Brower, Assistant Director was also present. Three visitors

Approval of the Agenda: Rydman motioned to approve the agenda with the removal of Priority Focus Training, seconded by McMillan. All yes, motion carried.

Approval of the Minutes: Rydman motioned to approve the August 17, 2020 minutes, seconded by Fitzsimmons. All yes, motion carried.

Treasurer's Report: **Treasurer** McMillin motioned, seconded by Fitzsimmons, to pay the July 2020 credit card bill in the amount of \$1,572.59. All yes, motion carried.

Public Comment: None

Director's Report: Hoekstra reported the summer reading program numbers were way down over previous years. As a result, there were more prizes available so all participants received one. Zoom story time on the lawn has begun with very low attendance. --QUESTION - Is there any plan to change the time?-- RESPONSE - They tried and the current day/time seems to work the best. Program Thursday evening on the lawn had one (1) attendee. The plan is to continue on the lawn as long as it is practical. Statistics are picking back up. MEL started again and we are again able to share materials. The easy reader section is finished and the Jr. Fiction section is nearly finished. Jen attended an online Dungeons and Dragons webinar. She will share with staff at the next staff meeting where they will do some brainstorming. Hotspots ready and have had a "soft opening" Policy was completed and submitted for approval. The new printer has arrived and works very well. The fax is not currently working, someone is coming next week to set it up. Three (3) new line items were added to the budget, library board bonding, general liability Insurance and hot spot. The library was closed on Labor Day. The ballot is completed, write in candidates must be in by October 23, at 4:00 pm. There are currently four (4) people on the ballot.

Township Board Meeting: Rydman will send a written report for the September 24 meeting

NEW BUSINESS:

1. **LLC Board Training** - There are eleven (11) co-ops in Michigan - Mandated by state legislators. She encouraged all to watch a video on youtube about the Open Meetings Act. This MUST be followed. We all need to understand our roles. We have bi-laws and policies. The board is responsible for the policies and the Director carries them out by training staff. She felt the most important thing to remember was that the Board must speak with one voice. All meetings with the Board must have an Agenda, and must follow open meeting act. It is currently not required to post the Agenda, but this will change. All meeting dates should be posted. Any communication (email, text, etc) constitutes a meeting. The Board President's responsibility is to ensure that meetings keep moving. All Board members MUST maintain confidentiality and avoid conflicts of interest. A good Board will be prepared, attend meetings and remain positive. The Director keeps the Board informed. The Director and Board are responsible for advocating for the library. The Director assists, administers and anticipates. The Director and Board relationship is essential. Trust is the most important goal and we all need to be on the same page. It is important that everything remains transparent. The Director should attend all Board meetings. The staff should write policies and the Board should review. The Board should create policy goals for the staff and they should be reviewed one-by-one. If a policy doesn't meet the expectation of the Board, they should be given more direction and time to make improvements/corrections.
The Board will begin reviewing the policies section by section beginning in the October meeting. The Director will direct the staff what policy to work on and have it ready for the meeting. All policies and policy revisions will include a date when the policy was reviewed.
2. **Hot spot Policy-** Hoekstra presented a policy for the hot spots. She indicated that after speaking with other libraries, they have a waitlist and the hot spots are distributed on a first come first served basis. The policy is consistent with other local libraries. The hot spot is packaged with a troubleshooting guide and frequently asked questions (FAQ). The hot spots will be sanitized upon return and should be able to be checked out again within hours. Rydman motioned to accept the policy as written with the addition of the date to be added, and was seconded by Fitzsimmons. All yes, motion carried.
3. **3D Printer Policy** - Hoekstra presented a policy for use of the 3D printer. Appointments can be made with Google. A link will be added. If items produced on the 3D printer are not picked up and paid for within the specified time, the person will not be able to use the printer

again. Most items that are created will be \$5.00 or less. Rydman motioned to approve the policy with the addition of the date reviewed and was seconded by Brooks. All yes, motion carried.

4. **Distance Learning** - There are nine (9) spots available and all nine have been used. There is evidence that people have used the picnic tables, but staff has not seen anyone. They have targeted Sycamore and Dorr Elementaries for using this service. A tech guy was contacted about upgrading the wifi for better access in the driveway and perimeter of the library. He suggested adding an outdoor access point on the west parking lot. Costs associated include a lift (\$450), the unit (\$250), and cabling (\$100). There is money available in the budget for the work. Rydman motioned to extend wifi access to the west parking lot and was seconded by Brooks. All yes, motion carried.
5. **Resignation** - Board President, Rachel Vote issued her resignation. Motion by Rydman to accept the resignation of Rachel Vote and was seconded by McMillan. All yes, motion carried. Fitzsimmons will serve as protem President for two (2) months. New appointments will be completed after the election.

OLD BUSINESS:

1. **Directors Work Agreement** - The final changes were made. A revision date is to be added and the document is to be run through legal. Rydman motioned to approve the Directors Work Agreement with the addition of revision date and was seconded by Fitzsimmons. All yes, motion carried

Rydman motioned to move to closed session at 9:19 p.m., to discuss the Director Probation Progress and was seconded by Fitzsimmons. All yes, motion carried

Adjournment: Rydman motioned, Brooks seconded to adjourn at 9:51 pm. All yes. Motion carried.

Next regular meeting: **October 19, 2020** at 7:00 p.m. at the library.

Submitted by Carrie Brooks

DORR TOWNSHIP LIBRARY

GENERAL LEDGER

September 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Checking							
Beginning Balance							115,352.89
09/01/2020	Check	15708	Farmers Disposal		729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-39.00	115,313.89
09/02/2020	Check	15709	T-Mobile		729-734. Facilities and Equipment:732. Technology	-46.72	115,267.17
09/03/2020	Check	15710	Lakeland Library Cooperative		703-728. Operations:725. LLC Costs	-643.50	114,623.67
09/04/2020	Tax Payment		IRS	Tax Payment for Period: 08/01/2020-08/31/2020	Payroll Liabilities:Federal Taxes (941/944)	-1,360.72	113,262.95
09/09/2020	Deposit				404. Penal Fines	3,671.80	116,934.75
09/10/2020	Check	15712	EMC Insurance Companies	Voided	718. insurance:718.1 General Liability and Public Officials	0.00	116,934.75
09/10/2020	Check	15713	Midwest Tape		703-728. Operations:711. databases	-102.42	116,832.33
09/10/2020	Check	15714	Blue Cross Blue Shield of Michigan	Voided	718. insurance	0.00	116,832.33
09/10/2020	Check	15715	EMC Insurance Companies	Acct #: 6X24184	718. insurance:718.1 General Liability and Public Officials	-2,448.00	114,384.33
09/10/2020	Check	15716	Blue Cross Blue Shield of Michigan	Acct # 007048044-0000	718. insurance	-421.76	113,962.57
09/10/2020	Check	15711	Allegan County Treasurer		780. Misc Expense:781. Fee refund	-5.04	113,957.53
09/11/2020	Payroll Check	DD	Shera Van Goor	Pay Period: 08/26/2020-09/08/2020	Direct Deposit Payable	-194.25	113,763.28
09/11/2020	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 08/26/2020-09/08/2020	Direct Deposit Payable	-513.87	113,249.41
09/11/2020	Payroll Check	DD	Reilly J. Brower	Pay Period: 08/26/2020-09/08/2020	Direct Deposit Payable	-186.47	113,062.94
09/11/2020	Payroll Check	DD	Karen E. Brower	Pay Period: 08/26/2020-09/08/2020	Direct Deposit Payable	-254.66	112,808.28
09/11/2020	Payroll Check	DD	Elyshia K. Hoekstra	Pay Period: 08/26/2020-09/08/2020	Direct Deposit Payable	-920.71	111,887.57
09/11/2020	Payroll Check	DD	Alexis Adrianse	Pay Period: 08/26/2020-09/08/2020	Direct Deposit Payable	-516.03	111,371.54
09/21/2020	Check	15717	SIEGFRIED CRANDALL PC		800. Professional and Contract Services:806. Professional Services	-2,000.00	109,371.54
09/21/2020	Tax Payment		MI Department of Treasury	Tax Payment for Period: 08/01/2020-08/31/2020	Payroll Liabilities:MI Income Tax	-281.62	109,089.92
09/25/2020	Payroll Check	DD	Reilly J. Brower	Pay Period: 09/09/2020-09/22/2020	Direct Deposit Payable	-224.31	108,865.61
09/25/2020	Payroll Check	DD	Alexis Adrianse	Pay Period: 09/09/2020-09/22/2020	Direct Deposit Payable	-484.87	108,380.74
09/25/2020	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 09/09/2020-09/22/2020	Direct Deposit Payable	-490.45	107,890.29
09/25/2020	Payroll Check	DD	Karen E. Brower	Pay Period: 09/09/2020-09/22/2020	Direct Deposit Payable	-254.66	107,635.63
09/25/2020	Payroll Check	DD	Elyshia K. Hoekstra	Pay Period: 09/09/2020-09/22/2020	Direct Deposit Payable	-920.72	106,714.91
09/25/2020	Payroll Check	DD	Shera Van Goor	Pay Period: 09/09/2020-09/22/2020	Direct Deposit Payable	-174.73	106,540.18
09/29/2020	Check	15718	Chase Card Services		-Split-	-2,126.68	104,413.50
09/30/2020	Deposit			Sept 2020	-Split-	447.45	104,860.95
09/30/2020	Deposit		Interest		405-407. Other Types of Income:406. Interest Income Dor	21.95	104,882.90
09/30/2020	Check	15720	US Bank Equipment Finance	Invoice # 424275501	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-343.27	104,539.63
09/30/2020	Check	15719	Foster, Swift, Collins & Smith		800. Professional and Contract Services:806. Professional Services	-147.00	104,392.63
Total for Checking						\$ - 10,960.26	

DORR TOWNSHIP LIBRARY

BALANCE SHEET

As of October 8, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
390. Savings	153,409.32
Checking	97,909.58
Chemical CD	6,403.64
Total Bank Accounts	\$257,722.54
Other Current Assets	
019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$267,949.15
TOTAL ASSETS	\$267,949.15
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202. Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
203. Audit Accts Payable	3,345.67
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	191.25
211. Federal Unemployment (940)	-859.26
212. MI Income Tax	326.14
213. Federal Taxes (941/944)	705.18
214. MI Income Tax	-68.88
215. MI Unemployment Tax	0.00
216. Blue Cross Dental	250.04
217. Blue Cross Vision	1,287.16
Blue Cross Dental	5.48
Blue Cross Vision	40.66
Federal Taxes (941/944)	-705.18
MI Income Tax	-143.64
Total Payroll Liabilities	1,028.95
Total Other Current Liabilities	\$4,374.62
Total Current Liabilities	\$4,374.62
Total Liabilities	\$4,374.62
Equity	
012. Opening Bal Equity	120,892.09
013. Fund Balance	178,506.21
Net Income	-35,823.77
Total Equity	\$263,574.53
TOTAL LIABILITIES AND EQUITY	\$267,949.15

DORR TOWNSHIP LIBRARY

PROFIT AND LOSS

September 2020

	TOTAL	
	SEP 2020	APR - SEP, 2020 (YTD)
Income		
402. Millage		2,018.18
403. State Aid		5,955.58
404. Penal Fines	3,671.80	17,595.68
405-407. Other Types of Income		
405. Miscellaneous Revenue	0.05	4.16
405.1 Copies	55.70	130.00
405.2 Fines	12.00	36.55
405.4 Faxes	11.00	38.00
405.5 Book Sales		50.05
405.8 Sales	12.50	12.50
Total 405. Miscellaneous Revenue	91.25	271.26
406. Interest Income Dor	59.77	420.50
407. Reimbursements		
407.1 Credit Card Credits	11.40	364.84
407.4 Hopkins' Portion of Insurance		811.97
Total 407. Reimbursements	11.40	1,176.81
Total 405-407. Other Types of Income	162.42	1,868.57
581. Township Appropriation		25,000.00
582. Direct Public Grants		
582.2 Nonprofit Organization Grants		2,000.00
Total 582. Direct Public Grants		2,000.00
583. Direct Public Support		
583.3 Legacies and Bequests		
583.3.1 Annuity	356.20	2,493.40
Total 583.3 Legacies and Bequests	356.20	2,493.40
Total 583. Direct Public Support	356.20	2,493.40
Total Income	\$4,190.42	\$56,931.41
GROSS PROFIT	\$4,190.42	\$56,931.41
Expenses		
702. Payroll Expenses	59.00	386.00
702.1 Wages		30,093.33
702.2 Taxes		2,302.13
Total 702. Payroll Expenses	59.00	32,781.46
703-728. Operations		
703. Books	970.70	4,674.54
703.2 book replacement MeLCat		9.99
Total 703. Books	970.70	4,684.53
704. Ebooks		31.00

DORR TOWNSHIP LIBRARY

PROFIT AND LOSS

September 2020

	TOTAL	
	SEP 2020	APR - SEP, 2020 (YTD)
705. Periodicals	17.45	141.35
707. Kits		19.08
708. AV	254.28	647.66
708.1 Binge Boxes	64.12	64.12
Total 708. AV	318.40	711.78
709. Ed. & Train Dor		41.65
710. Programs (Community Promotions)	4.74	1,085.07
711. databases	102.42	8,170.52
720. Supplies	366.70	492.74
720.1 Collection/Office Supplies		1,173.85
Total 720. Supplies	366.70	1,666.59
721. Advertising		285.00
721.1. Millage		300.00
Total 721. Advertising		585.00
725. LLC Costs	643.50	7,727.71
Total 703-728. Operations	2,423.91	24,864.28
718. insurance	421.76	4,296.73
718.1 General Liability and Public Officials	2,448.00	2,448.00
Total 718. insurance	2,869.76	6,744.73
729-734. Facilities and Equipment		
729. Rent, Parking, Utilities	39.00	246.54
729.1 Telephone, Telecommunications	264.95	1,589.70
Total 729. Rent, Parking, Utilities	303.95	1,836.24
730. Equip Rental and Maintenance	343.27	1,808.37
731. Computer Equipt.		675.54
732. Technology	46.72	1,194.43
734. Technology Labor		1,800.00
Total 729-734. Facilities and Equipment	693.94	7,314.58
780. Misc Expense		
781. Fee refund	5.04	5.04
Total 780. Misc Expense	5.04	5.04
800. Professional and Contract Services		
803. Unique Management Costs		8.95
805. Professional Dues		125.00
806. Professional Services	2,147.00	2,363.00
Total 800. Professional and Contract Services	2,147.00	2,496.95
970. Maint. & Services Dor		
971. Building Expense	136.14	136.14
Total 970. Maint. & Services Dor	136.14	136.14

DORR TOWNSHIP LIBRARY

PROFIT AND LOSS

September 2020

	TOTAL	
	SEP 2020	APR - SEP, 2020 (YTD)
Payroll Expenses		
Taxes	482.73	965.48
Wages	6,310.21	12,620.68
Total Payroll Expenses	6,792.94	13,586.16
Total Expenses	\$15,127.73	\$87,929.34
NET OPERATING INCOME	\$ -10,937.31	\$ -30,997.93
NET INCOME	\$ -10,937.31	\$ -30,997.93

Budget 2020-2021											
		Month									
		April	May	June	July	August	Sept	Total Spent	Remaining	Total Budgeted	Percentage
2021		\$14,693.70	\$12,237.59	\$17,476.32	\$16,714.46	\$10,023.70	\$12,679.73	\$83,825.50	\$156,960.50	\$240,786.00	34.8%
		April	May	June	July	August	Sept	Total Spent	Remaining	Total Budgeted	
Custodial wages		\$404.12	\$404.12	\$404.12	\$512.45	\$337.73	\$368.98	\$2,431.52	\$3,168.48	\$5,600.00	43.4%
Emp. Wages		\$5,389.34	\$5,163.00	\$4,798.56	\$7,220.71	\$4,872.15	\$4,825.75	\$32,269.51	\$52,730.49	\$85,000.00	38.0%
Payroll taxes		\$1,837.63	\$1,896.18	\$1,695.20	\$2,507.59	\$1,642.34	\$1,657.21	\$11,236.15	\$14,763.85	\$26,000.00	43.2%
Health Insurance	Total Amount Dorr Spends	\$817.63	\$817.63	\$483.43	\$421.76	\$421.76	\$421.76	\$3,383.97	\$3,316.03	\$6,700.00	50.5%
Total		\$8,448.72	\$8,280.93	\$7,381.31	\$10,662.51	\$7,273.98	\$7,273.70	\$49,321.15	\$73,978.85	\$123,300.00	40.0%
		April	May	June	July	August	Sept	Total Spent	Remaining	Total Budgeted	Percentage
Audit fee						\$0.00	\$2,000.00	\$2,000.00	\$1,000.00	\$3,000.00	66.7%
Collection Agency		\$8.95						\$8.95	\$241.05	\$250.00	3.6%
Legal Fees							\$147.00	\$147.00	\$1,628.00	\$1,775.00	8.3%
Professional Dues				\$125.00				\$125.00	\$675.00	\$800.00	15.6%
Library Board Bonding								\$0.00	\$330.00	\$330.00	0.0%
Workers Comp				\$216.00				\$216.00	\$384.00	\$600.00	36.0%
Total		\$8.95	\$0.00	\$341.00	\$0.00	\$0.00	\$2,147.00	\$2,496.95	\$4,258.05	\$6,755.00	37.0%
		April	May	June	July	August	Sept	Total Spent	Remaining	Total Budgeted	Percentage
Books		\$354.23	\$639.78	\$404.57	\$911.61	\$1,403.64	\$970.70	\$4,684.53	\$11,591.47	\$16,276.00	28.8%
	Adult	\$217.85	\$469.88	\$282.69	\$708.67	\$1,002.69	\$406.71	\$3,088.49	\$7,480.51	\$10,569.00	29.2%
	Childrens	\$55.14	\$64.08	\$94.41	\$124.12	\$330.10	\$258.84	\$926.69	\$1,642.31	\$2,569.00	36.1%
	Tween	\$68.85	\$58.06	\$27.47	\$36.55	\$4.22	\$138.25	\$333.40	\$1,235.60	\$1,569.00	21.2%
	YA	\$12.39	\$47.76	\$0.00	\$42.27	\$66.63	\$166.90	\$335.95	\$1,233.05	\$1,569.00	21.4%
AV Material		\$56.96	\$68.86	\$18.87	\$147.10	\$101.59	\$254.28	\$647.66	\$1,492.34	\$2,140.00	30.3%
Games to Go					\$19.08			\$19.08	\$230.92	\$250.00	7.6%
Kits								\$0.00	\$500.00	\$500.00	0.0%
Binge Boxes							\$64.12	\$64.12	\$435.88	\$500.00	12.8%
Periodicals		\$41.00			\$65.45	\$17.45	\$17.45	\$141.35	\$1,358.65	\$1,500.00	9.4%
Programs		\$0.00	\$353.76	\$273.93	\$45.00	\$0.00	\$4.74	\$677.43	\$11,322.57	\$12,000.00	5.6%
	General Programming						\$4.74	\$4.74	\$8,995.26	\$9,000.00	0.1%
	Summer Reading			\$104.18	\$45.00			\$149.18	\$2,850.82	\$3,000.00	5.0%
	Grant Purchases		\$353.76	\$169.75				\$523.51			

Advertising			\$10.00	\$185.00	\$10.00	\$80.00		\$285.00	\$715.00	\$1,000.00	28.5%
Office/General Supplies			\$224.29	\$587.42	\$126.04	\$362.14	\$366.70	\$1,666.59	\$2,333.41	\$4,000.00	41.7%
Employee Training					\$41.65			\$41.65	\$7,958.35	\$8,000.00	0.5%
Library Board Training								\$0.00	\$1,000.00	\$1,000.00	0.0%
Transportation								\$0.00	\$400.00	\$400.00	0.0%
Coop Fees		\$3,158.71		\$1,038.50	\$3,282.00		\$643.50	\$8,122.71	\$12,877.29	\$21,000.00	38.7%
	Databases	\$2,130.09	\$1,114.05	\$4,231.81	\$506.63	\$116.52	\$102.42	\$8,201.52	\$4,463.48	\$12,665.00	64.8%
	Overdrive (ebooks)	\$450.00		\$31.00	\$450.00	\$47.50		\$978.50	\$1,021.50	\$2,000.00	48.9%
	RB Digital (e-magazines and e-audiobooks)			\$1,411.74				\$1,411.74	\$88.26	\$1,500.00	94.1%
	Mango Languages	\$1,340.09						\$1,340.09	\$159.91	\$1,500.00	89.3%
	Ancestry.com		\$1,114.05					\$1,114.05	\$385.95	\$1,500.00	74.3%
	Movie License			\$286.00				\$286.00	\$214.00	\$500.00	57.2%
	Gale Courses							\$0.00	\$0.00		
	Hoopla (ebooks)			\$178.07	\$56.63	\$69.02	\$102.42	\$406.14	\$2,593.86	\$3,000.00	13.5%
	World Trade Press	\$340.00						\$340.00	\$0.00	\$340.00	100.0%
	Linked-In Learning/Lynda.com			\$2,325.00				\$2,325.00	\$0.00	\$2,325.00	100.0%
Total		\$5,740.99	\$2,410.74	\$6,740.10	\$5,154.56	\$2,081.34	\$2,423.91	\$24,551.64	\$56,679.36	\$81,231.00	30.2%
		April	May	June	July	August	Sept	Total Spent	Remaining	Total Budgeted	Percentage
Building Ins.											
	General Liability Insurance						\$2,448.00	\$2,448.00	52.00	2500	
	Utilities	\$264.95	\$264.95	\$303.95	\$264.95	\$264.95	\$303.95	\$1,667.70	\$1,832.30	\$3,500.00	47.6%
	Internet/phone	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$1,589.70			
	Trash			\$39.00			\$39.00	\$78.00			
	Recycling							\$0.00			
	Building Maintenance and Improvement	\$0.00	\$168.54	\$0.00	\$0.00	\$168.54	\$136.14	\$473.22	\$6,026.78	\$6,500.00	7.3%
	Tables							\$0.00	\$500.00	\$500.00	0.0%
	Makerspace Equipment (children)							\$0.00	\$300.00	\$300.00	0.0%
	Security system		\$168.54			\$168.54		\$337.08	\$362.92	\$700.00	48.2%
	Other building maint.						\$136.14	\$136.14	\$363.86	\$500.00	27.2%
	New lighting (LEDs, ceiling fans?)							\$0.00	\$1,000.00	\$1,000.00	0.0%
	Flush heating system (schedule)							\$0.00	\$1,000.00	\$1,000.00	0.0%
	Update Bathrooms							\$0.00	\$1,500.00	\$1,500.00	0.0%
	new hand dryers							\$0.00		x	
	Annual Cleaning Services (window washers, carpet cleaners, etc.)							\$0.00	\$1,000.00	\$1,000.00	0.0%
	Equipment	\$230.09	\$1,112.43	\$909.96	\$632.44	\$234.89	\$389.99	\$3,509.80	\$9,890.20	\$13,400.00	26.2%
	Hotspots (grant funded)						46.72	\$46.72	\$953.28	\$1,000.00	
	Community Room Sound System							\$0.00	\$500.00	\$500.00	0.0%
	AED				\$149.08			\$149.08	\$350.92	\$500.00	29.8%
	Alarm system							\$0.00	\$200.00	\$200.00	0.0%

	Firewall							\$0.00	\$200.00	\$200.00	0.0%
	Computer	\$0.00	\$74.65	\$698.47				\$773.12	\$1,726.88	\$2,500.00	30.9%
	General		\$74.65	\$22.93				\$97.58	\$1,726.88	\$1,824.46	5.3%
	Grant Funds			\$675.54				\$675.54	\$0.00	\$675.54	100.0%
	Copier	\$212.45	\$211.29	\$211.49	\$277.36	\$234.89	\$343.27	\$1,490.75	\$3,509.25	\$5,000.00	29.8%
	Website				\$206.00			\$206.00	\$794.00	\$1,000.00	20.6%
	Misc	\$17.64	\$826.49					\$844.13	\$155.87	\$1,000.00	84.4%
	Grant Funds		\$826.49					\$826.49	\$0.00	\$826.49	100.0%
Equipment Mant.		\$0.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,700.00	\$3,500.00	51.4%
	Computer Maint.			\$1,800.00				\$1,800.00	\$200.00	\$2,000.00	90.0%
	CD/DVD Cleaner							\$0.00	\$400.00	\$400.00	0.0%
	Software							\$0.00	\$1,000.00	\$1,000.00	0.0%
Misc							5.04	\$5.04	94.96	100	5.0%
Total		\$495.04	\$1,545.92	\$3,013.91	\$897.39	\$668.38	\$835.12	\$7,455.76	\$22,044.24	\$29,500.00	25.3%
Projected Revenue		April	May	June	July	August	Sept	Total	Budget	Percentage	
INTEREST		\$76.02	\$77.40	\$77.86	\$67.64	\$61.81	\$59.77	\$420.50	\$600.00	70.1%	
PENAL FINES		\$1,773.54	\$2,473.19	\$3,170.62	\$3,008.70	\$3,671.80		\$14,097.85	\$28,500.00	49.5%	
STATE AID				\$2,952.46	\$3,003.12			\$5,955.58	\$5,200.00	114.5%	
MILLAGE								\$0.00	\$169,000.00	0.0%	
Annuities, grants, etc		\$356.20	\$356.20	\$2,356.20	\$356.20	\$356.20	\$356.20	\$4,137.20	\$8,000.00	51.7%	
	Allainz	\$356.20	\$356.20	\$356.20	\$356.20	\$356.20	\$356.20	\$2,137.20			
	LSTA Grant							\$0.00			
	ACCF Grant			\$2,000.00				\$2,000.00			
Hopkins Health Insurance Cont.		\$219.45	\$219.45	\$153.62				\$592.52	\$592.52	100.0%	
MISC INCOME		\$262.69	\$4.74	\$35.72	\$103.41	\$114.25	\$102.65	\$623.46	\$1,000.00	62.3%	
	Fines	\$23.80			\$0.75	\$0.00	\$12.00	\$36.55			
	Copies				\$41.50	\$32.80	\$55.70	\$130.00		(I reduced the amount of money we are likely to see in misc. income because some of that income comes from the bus trip and from watercolor classes which we will not be holding this year. I also reduced Hopkins Health insurance since they no longer contribute in that way)	
	Room Rental							\$0.00			
	summer reading							\$0.00			
	Misc.				\$2.10	\$2.01	\$0.05	\$4.16			
	Craft							\$0.00			
	Bus trip							\$0.00			
	Water Color Classes							\$0.00			
	Sales				\$28.00	\$22.05	\$12.50	\$62.55			
	Faxes				\$14.00	\$13.00	\$11.00	\$38.00			
	Credit Card Credits	\$238.89	\$4.74	\$35.72	\$17.06	\$57.03	\$11.40	\$364.84			
	Misc Cash out					-\$12.64		-\$12.64			
Carry over from last years budget				\$2,416.00				\$2,416.00	\$2,416.00	100.0%	
TOWNSHIP APPROPRIATION				\$12,500.00		\$12,500.00		\$25,000.00	\$50,000.00	50.0%	
Total								\$0.00	\$265,308.52	0.0%	

(I reduced the amount of money we are likely to see in misc. income because some of that income comes from the bus trip and from watercolor classes which we will not be holding this year. I also reduced Hopkins Health insurance since they no longer contribute in that way)

Cell: Q25

Comment: Director:
includes carryover from last fiscal year

Join Zoom Meeting

Topic: Dorr Township Library Board Meeting

Time: Oct 19, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86102553988?pwd=ajJ5R2k4WjJVTWpERIVXZlF5azNlZz09>

Programs

After Labor Day we began our storytime on the lawn and a craft on the lawn. We were rained out our first week, but we've managed to hold them each week after. So far it has gone very well, though we expect that as temperatures start dropping that we are likely to see less nice days in the coming weeks. With restrictions lifted a little, our current plan for storytime is to bring storytime inside as long as we can still have social distance for it. We will be doing it near the back door rather than in any other space because, with our community room still in use as a quarantine area, we feel that is the best place to social distance effectively. We will continue to have the craft as a take and make however.

Lindsey suggested that we make up activity packets to go along with our storytime so we have those beginning with our next storytime as well.

For our craft on the lawn, we've noticed that our most popular time (the 6pm time slot) is at the time of day where we are now losing light fast. We are returning that to a take and make as well for the time being.

Statistics

Our statistics are fairly similar to last month. While we haven't returned to the numbers we'd expect to see compared to this time last year, they are doing much better than some of the previous months in this year. If you compare using the chart, many of the statistics are fairly close and a few (like Ancestry) are even higher.

Staff and building

On Thursday, October 8th, Overwatch Data came in and installed new access points as well as an outdoor unit. Our outdoor unit should cover the entire parking lot now. They also hooked our fax machine up to our new copier which makes it all one unit now. We are excited to have our first patron to try it out. The test page we sent went great so we are hoping it continues to be much better than our old one.

We originally had a group signed up to volunteer at the library on October 8th as part of Allegan County United Way's Week of Caring. They had to cancel at the last minute, so Jen, Lexi and I spent the morning beginning a deep cleaning process on our collection and shelving that we had hoped to have help with. This is usually something we get volunteers for periodically throughout the year, especially high school students in need of service time. We haven't had any this year, so we felt as if it was a good time for this. Luckily the family that was going to help us out lives in Dorr and plans to reschedule. While the 3 of us made some headway into the collection, there is quite a bit more to go.

Financials

Our auditors have completed the audit. It came back clean with much the same results as previous years. We were asked by the state to provide a corrective action plan as we have been for the last several years. We get this yearly because the way our budget works vs. the township means that we look to be "deficient" every year, until the township can provide us with an appropriation. I have written a letter for the state that describes our arrangement with the township on why we count the township's appropriation as part of our budget and so make purchases knowing we will receive it. Our auditors have filed it with the state for us.

Meetings

I had two Lakeland meetings on October 8th via Zoom. Our first meeting mostly involved electing a new slate of officers. There was a little discussion on budgets, but they decided to postpone more discussion on that until the finance committee could talk about the possible implications of what state aid may look like next year. Some libraries shared some of the things that were happening at their library's including that Jamestown Township Library was getting some new children's furniture and Fennville District Library had some roof leakage and is now replacing their roof.

At the second meeting there was a bit more discussion surrounding several topics. One of them was whether we should continue our fines forgiveness or end it on Nov. 1st like originally decided. Majority vote was that we extend it through the end of the year so we are now postponing collecting fines until Dec. 31st.

Another topic of conversation was whether or not to go through with Bilbiocore, the patron search interface for our catalog. This passed unanimously; however, there was quite a bit of discussion surrounding whether we'd be implementing a scoped search (a patron would be searching our holdings before the rest of Lakeland) or a broader search. It seems like we may have the choice to choose what kind we'd like on an individual basis. Because of what has to go on in the background for this program, we still won't see an implementation date until next year, but the process has to begin soon, which is why we voted to go ahead with it.

There was also some discussion on the Supreme Court's decision, the health departments declaration and how it affected libraries. We all conceded that the best we can do right now is keep our policy as is and require masks and social distancing while in our building to keep our staff and patrons as safe as we can make them. There were a few voices to the contrary, but the large majority was still in favor of following the health department's recommendation/declaration until we are told that we must act otherwise. A few libraries also expressed their intention to return to curbside only if libraries could no longer enforce a mask ruling.

On Friday, there was a Library of Michigan Director's update that mostly revolved around the Supreme Court's ruling, the Health Department's ruling, and what all this means for libraries. The conversation left me still kind of uncertain since they didn't really make any definitive recommendations on what libraries should be doing. Many suggested that we continue to follow our current policies and procedures until the Health Department's ruling was either overruled or something was put in place to change that. Our policy does say that we will follow recommendations from not just the governor, but also from the state health department as well

as our local health department. With that in mind, I suggest we keep our current procedures in place. The only thing that has changed is that we are now at 50% capacity and are allowed 20 people per 1000 square feet.

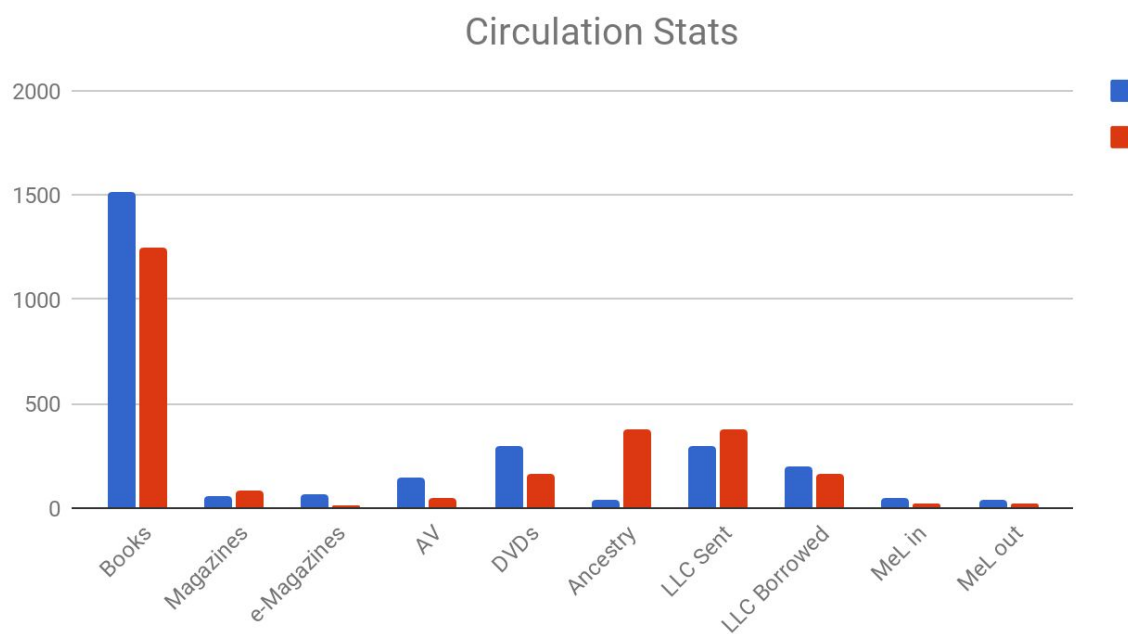
Closings

We were closed Labor Day weekend, Saturday, September 5th and Monday, September 7th.

Other state and local news

I have forwarded on a trustee training opportunity for November 12th.

	2019											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	1202	1192	1537	1521	1331	2203	2198	2006	1515	1465	1135	1028
Magazines	149	170	170	87	64	87	87	96	53	58	58	52
e-Magazines and Audio	2	1	7	8	15	7	12	60	65	61	31	27
AV	150	173	171	150	190	179	203	194	143	218	172	154
DVDs	293	276	380	397	355	383	457	513	294	398	303	269
Ancestry	28	0	88	3	139	5	16	36	39	124	12	53
LLC Sent	257	277	261	284	279	340	361	315	295	329	185	324
LLC Borrowed	218	289	268	221	180	251	291	321	202	299	345	215
MeL in	28	33	44	49	43	46	43	30	49	45	18	10
MeL out	47	40	31	43	43	47	44	39	35	42	38	7
	2020											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	1260	1305	736	x	x	476	1339	1395	1245			
Magazines	31	80	44	x	x	5	64	64	88			
e-Magazines and Audio	32	17	26	10	20	49	23	17	16			
AV	125	101	63	x	x	22	114	97	50			
DVDs	285	299	138	x	x	44	207	167	163			
Ancestry	241	111	150	702	360	12	73	63	378			
LLC Sent	405	377	199	x	x	284	413	377	376			
LLC Borrowed	234	212	125	x	x	249	283	259	165			
MeL in	34	20	3	x	x	x	x	14	19			
MeL out	60	50	25	x	x	x	x	40	21			



Change 1: Request for reconsideration form was moved from the body of the policy manual to appendix A.

Change 2:

E. Circulation Policy

i. Services

- Dorr Township Library employees assist patrons in getting a library card, renewing and updating their library card, or understanding fines/fee/or other notations on their cards. Patrons are allowed one replacement card for free each year. Additional replacement cards will be \$1.00 each. Lost or stolen cards must be reported as soon as the loss is noticed. Any fines incurred on that card prior to the report will be the responsibility of the patron to whom the card belongs.
- Adult registrants will be registered according to Lakeland Library Cooperative (LLC) policy CIRC 2.2.1, which states: To register, a patron shall present a current, valid Michigan Driver's License, Michigan Identification card, or Resident Alien Card documenting identity and current street address for LLC Shared ILS libraries. For the purpose of registration, post office boxes will not be accepted as current, local street addresses. There are 2 exceptions to this policy and 1 last resort option.
 - o Exception 1 (CIRC 2.2.2) states: If the patron cannot meet the requirement in CIRC 2.2.1, a credible photographic identification must be used to establish the person's correct, current name. Credible photographic identification means identification issued by an institution that will have made a determined effort to be sure that the person pictured and named on the identification is the person they claim to be. Examples of acceptable photographic identification are Military ID's, employment ID's, school ID's, and out-of- state driver's licenses and passports. IN ADDITION to a credible photographic identification, the person registering must provide one of the following to corroborate the name and establish the current street address
 - Voter registration card
 - Recent utility bill
 - Hospitalization, insurance card or automobile registration
 - Printed check
 - Recent local property tax bill

(NOTE: Under this exception, a person must provide TWO specific documents. One is a photographic identification of the kind specified and the other is one of the specified documents used to establish the current street address of THAT person.)
 - o Exception 2 (CIRC 2.2.3) states: By local option, the library may use on of the photographic identifications listed in Exception 1 to verify identity, AND mail the library card, return service requested, to the patron to verify the actual local street address. The library shall limit circulation to its own materials under this provision until the patron presents the valid card at the registering library. Under this exception, the registering library must place a message on the patron's

account - including the date that the card was mailed - upon presentation of the card at the registering library, that library shall remove the message. A block shall be placed on the patron account if the mailed card is returned to the registering library.

- o Last Resort Option (CIRC 2.4) states: If a member library in the LLC Shared ILS does not comply with LLC Registration or Circulation Policies and Procedures, that member library will be financially responsible to the owning library for any lost or damaged materials. Member libraries must note on the patron record when a card is issued not in accordance with the Patron Registration Policy with the note "Alternative Registration" along with the date, library code and the initials or name of the staff member entering the registration.
- Juvenile (under age 18) registrations must be signed by a parent or guardian. Signatures indicate an acceptance of responsibility for:
 - o supervision of the child/ward's choice of material,
 - o use of all library resources including access to the Internet,
 - o return of all materials when due, and
 - o all losses and damages to materials and equipment borrowed.
 - o The co-signer must meet the registration requirements in CIRC 2.2.1 or CIRC 2.2.2 regarding identity and current address verification. If the co-signer does not reside at the same street address as the juvenile patron being registered, the co-signer's street address shall be entered in the alternative address field of the juvenile patron record.
 - Exception (CIRC 2.3.2) states: By local option a library may issue a library card to a juvenile provided a parent or legal guardian's signature and identification number is obtained. A library registering a juvenile in this way MUST include this note, "Co-signer's ID not confirmed," with date, library code and the initials or name of the staff member entering the registration.
 - o To prevent parents/guardians from obtaining juvenile cards when their own card is in arrears, the following scenarios and resolutions will be taken when a parent/guardian wishes to register a juvenile:
 - Scenario 1: Parent/Guardian's card has outstanding bills greater than \$40 and has collection block on card. Resolution will be to not issue a juvenile card until the Parent/Guardian's card has been resolved and the block is removed.
 - Scenario 2: Parent/Guardian's card has outstanding bills between \$10 and \$40. Resolution will be to ask the Parent/Guardian to make a good faith payment to bring bills below the \$10 checkout threshold.
 - If payment is made, juvenile card will be issued
 - If partial payment is made, but the Parent/Guardian card has a balance greater than \$10, a juvenile card will not be issued until the Parent/Guardian's card balance is below \$10 checkout threshold.
 - Scenario 3: Parent/Guardian's card has outstanding bills less than \$10. Resolution will be to issue juvenile card at the time.

- Dorr Township Library participates in the Michicard statewide library card program for the circulation of print materials and recorded books to Michicard holders.
- Dorr Township Library participates in the Michigan eLibrary (MeL) visiting patron program. This allows our patrons to check out books from other public libraries located all over Michigan that also participate. Additionally, as part of the Lakeland Library Cooperative (LLC), Dorr Township Library patrons may also use their card at any of the LLC libraries listed on the back of their card.
- Dorr Township Library will assist patrons in finding materials that are available for loan when those materials are not available in the building. As a member of the Lakeland Library Cooperative, Dorr Township Library patrons have borrowing privileges at any other member library. Materials borrowed and not interlibrary loaned may be returned to any other LLC library.. In addition, Dorr Library card holders have access to MelCat materials which is a statewide interlibrary loan service provided by the Library of Michigan.
- All LLC members have access to Kent District Library's (KDL) materials as they are part of the cooperative. However, as they are on a separate system from the rest of LLC, this may cause some inconveniences to both LLC and KDL patrons. LLC libraries are unable to see items that have been checked out from a KDL and KDL is unable to see items that have been checked out from LLC, unless it was through a MeL request.
- If an LLC item was returned to KDL, KDL does not have the ability to check the item in, and it may take a few weeks to be taken off a patron's card as the item goes through an extensive journey. The same is also true of a KDL item returned to an LLC library.

New Hire

We had 34 applicants for our Library Assistant position. After much consideration, we decided to interview 6 of them. One of them called before her interview to let us know she had taken another position. A second one asked for a rescheduled interview date, which is what took us a little longer to make our decision. In the end, we narrowed it down to 3 very good candidates and I wish I could have hired them all for different attributes. However, we decided to offer the position to Naomi Vroegop.

Naomi is from the Leighton Township area and knows our library a little through local programming and knowledge of Leighton Library. She has a Bachelor of Arts degree in Literature with Minors in writing, communication, and music from Calvin University. She has previous library experience in a university library setting and has some small experience working with kids -- and also feels as if she'd be interested in taking on some more children's programming when the time is right for it. She has varied interests, including a background in writing and music, that we feel would benefit and diversify our own programming. She will be a great asset to our team.

Naomi is current negotiating a new schedule with her current employer where she works 3 days a week. We plan to start training with her late this week and early next week. In the meantime, we still plan to open this Friday, October 16 with the current staff and possibly next Friday until we can get her settled into her position.

Wifi Update

On Thursday, October 8th, Overwatch added several fun and exciting items to our library. They came in with a lift and was able to put the wiring over the peak of our ceiling in order to add a new access point to the west side of our building. They also added an outdoor access point that allows our Wifi to be accessed throughout the whole parking lot. I've tried it out a couple of times and am happy to say it seems to be working well. They also replaced the access point on the east side of the building. Now, we should have fewer complaints of dropped signals within the building, and while someone in the library may find their device switching from one access point to the other, it should happen fairly smoothly and without interruption.

They also took the opportunity to finish hooking up our fax line to our new copier. We are happy to say that is also working, and much more efficiently than the previous one.