

DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: July 18, 2022 @ 6:30 pm

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda:

Approval of the Minutes: June 20

Treasurer's Report: Credit Card - \$3,780.76 for June

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Interview of Trustee candidate Bruce Bendull for open seat
2. Presentation of Liability Insurance proposals
 - a. David Bellingar of Hartleb Agency
 - b. Ryan Brown of Decker Agency
3. Addition of Weeding Policy to Collection Development Policy
4. Transfer of \$1,000 from Employee Training to Transportation
5. Discussion of beginning Strategic Planning process in August 2023

OLD BUSINESS:

1. Internet Use Policy update

Township Board Meeting: July 28, 2022 7 pm.

Adjournment:

Next regular meeting: August 15, 2022 at 6:30 pm

DORR TOWNSHIP LIBRARY

Balance Sheet
As of June 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
390. Savings	253,925.81
Checking	233,689.11
Huntington CD	6,418.26
Total Bank Accounts	\$494,033.18
Other Current Assets	
019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$504,259.79
TOTAL ASSETS	\$504,259.79
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)	713.55
Federal Unemployment (940)	68.11
MI Income Tax	441.93
MI Unemployment Tax	0.00
Total Payroll Liabilities	3,101.36
Total Other Current Liabilities	\$6,447.03
Total Current Liabilities	\$6,447.03
Total Liabilities	\$6,447.03
Equity	
012. Opening Bal Equity	120,892.09
013. Fund Balance	397,029.68
Net Income	-20,109.01
Total Equity	\$497,812.76
TOTAL LIABILITIES AND EQUITY	\$504,259.79

Check Register 2022 - June

Date	Type	Check #	Vender	Memo	Amount
06/01/2022	Check	15947	Michigan Library Association	2022 Annual Dues, Organizational Membership MLA Organizational membership annual dues	-231.84
06/03/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/18/2022-05/31/2022	-662.11
06/03/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 05/18/2022-05/31/2022	-172.93
06/03/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 05/18/2022-05/31/2022	-307.55
06/03/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/18/2022-05/31/2022	-1,166.30
06/03/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/18/2022-05/31/2022	-283.08
06/03/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/18/2022-05/31/2022	-389.99
06/03/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/18/2022-05/31/2022	-331.76
06/03/2022	Check	15949	T-Mobile	Account #970594354 May 2022 Hotspots	-120.4
06/06/2022	Tax Payment		IRS	Tax Payment for Period: 05/01/2022-05/31/2022 Federal Taxes (941/944)	-1,362.66
06/09/2022	Check	15950	Foster, Swift, Collins & Smith	Invoice #834130 Legal consult on policies	-202.5
06/09/2022	Check	15951	Jeffrey L. Babbitt	May/June 2022 mileage reimbursement Invoice #359158	-34.75
06/15/2022	Check	15952	MCLS	Annual Membership fee	-125
06/15/2022	Check	15953	Paul Sizer	Guest Teacher, Comics Creators Club	-500
06/17/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/01/2022-06/14/2022	-331.75
06/17/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/01/2022-06/14/2022	-1,166.30
06/17/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 06/01/2022-06/14/2022	-319.66
06/17/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 06/01/2022-06/14/2022	-227.59
06/17/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/01/2022-06/14/2022	-433.44
06/17/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/01/2022-06/14/2022	-512.02
06/17/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/01/2022-06/14/2022	-662.10
06/21/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 05/01/2022-05/31/2022 MI Income Tax	-295.45
06/23/2022	Check	15956	CENTER POINT LARGE PRINT	Invoice #1939594 June Large Print	-157.47
06/23/2022	Check	15957	ACCIDENT FUND INS CO OF AMERICA	Invoice #1000007365 Annual Workman's Comp premium	-216
06/24/2022	Check	15958	US Bank Equipment Finance	Invoice #475004057 June copier	-328.75
06/27/2022	Check	15964	LinkedIn Corporation	Invoice #10111596434 LinkedIn Learning Renewal 2022-23	-2,250.00
06/29/2022	Check	15965	Steve Tchozeski	Quartz Crystal Program Presentation 100 Quartz Material 34 Transportation 25	-159

06/29/2022	Check	15966	RLI	Bond No. LSM1407143 Invoice ID: 1407143 Bond Insurance	-326
06/29/2022	Check	15967	Reilly J. Brower	Mileage for 2022 ALA in Washington, DC	-893.88
06/29/2022	Check	15968	Michigan Department of Treasury	Account #38-3295332 Letter ID #10036313293 2021 Annual SUW Taxes + Penalty and Interest	-340.66
06/30/2022	Expense		Chase Card Services	Credits Adult Books Ya Books Tween Books Children's Books Supplies Chairs and Tables for Storytime FB Boosted Post Intuit Payroll GR Press Telephone ALA Membership and Conference Registration DVD's Audiobooks Regular and Summer Reading	-3,780.76

DORR TOWNSHIP LIBRARY

General Ledger

June 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Checking							
	Beginning Balance						236,064.91
06/01/2022	Check	15947	Michigan Library Association	2022 Annual Dues, Organizational Membership	800. Professional and Contract Services:805. Professional Dues	-231.84	235,833.07
06/03/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 05/18/2022-05/31/2022	Direct Deposit Payable	-172.93	235,660.14
06/03/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 05/18/2022-05/31/2022	Direct Deposit Payable	-307.55	235,352.59
06/03/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/18/2022-05/31/2022	Direct Deposit Payable	-1,166.30	234,186.29
06/03/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/18/2022-05/31/2022	Direct Deposit Payable	-662.11	233,524.18
06/03/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/18/2022-05/31/2022	Direct Deposit Payable	-283.08	233,241.10
06/03/2022	Check	15949	T-Mobile	Account #970594354	729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-120.40	233,120.70
06/03/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/18/2022-05/31/2022	Direct Deposit Payable	-331.76	232,788.94
06/03/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/18/2022-05/31/2022	Direct Deposit Payable	-389.99	232,398.95
06/06/2022	Tax Payment		IRS	Tax Payment for Period: 05/01/2022-05/31/2022	Payroll Liabilities:Federal Taxes (941/944)	-1,362.66	231,036.29
06/09/2022	Check	15951	Jeffrey L. Babbitt		703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-34.75	231,001.54
06/09/2022	Check	15950	Foster, Swift, Collins & Smith	Invoice #834130	800. Professional and Contract Services:801. Legal Fees	-202.50	230,799.04
06/10/2022	Deposit				404. Penal Fines	2,802.68	233,601.72
06/15/2022	Check	15953	Paul Sizer		703-728. Operations:710. Programs (Community Promotions)	-500.00	233,101.72
06/15/2022	Check	15952	MCLS	Invoice #359158	800. Professional and Contract Services:805. Professional Dues	-125.00	232,976.72
06/17/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/01/2022-06/14/2022	Direct Deposit Payable	-433.44	232,543.28
06/17/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/01/2022-06/14/2022	Direct Deposit Payable	-331.75	232,211.53
06/17/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/01/2022-06/14/2022	Direct Deposit Payable	-1,166.30	231,045.23
06/17/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 06/01/2022-06/14/2022	Direct Deposit Payable	-319.66	230,725.57
06/17/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 06/01/2022-06/14/2022	Direct Deposit Payable	-227.59	230,497.98
06/17/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/01/2022-06/14/2022	Direct Deposit Payable	-662.10	229,835.88
06/17/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/01/2022-06/14/2022	Direct Deposit Payable	-512.02	229,323.86
06/21/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 05/01/2022-05/31/2022	Payroll Liabilities:MI Income Tax	-295.45	229,028.41
06/23/2022	Check	15957	ACCIDENT FUND INS CO OF AMERICA	Invoice #1000007365	Other Types of Expenses:Insurance - Liability, D and O	-216.00	228,812.41
06/23/2022	Check	15956	CENTER POINT LARGE PRINT	Invoice #1939594	703-728. Operations:703. Books	-157.47	228,654.94
06/24/2022	Check	15958	US Bank Equipment Finance	Invoice #475004057	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-328.75	228,326.19
06/27/2022	Check	15964	LinkedIn Corporation	Invoice #10111596434	703-728. Operations:711. databases	-2,250.00	226,076.19
06/29/2022	Check	15968	Michigan Department of Treasury	Account #38-3295332 Letter ID #10036313293	702. Payroll Expenses:702.4 MI-Withholding	-340.66	225,735.53
06/29/2022	Check	15967	Reilly J. Brower		703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-893.88	224,841.65
06/29/2022	Check	15966	RLI	Bond No. LSM1407143 Invoice ID: 1407143	718. insurance:718.1 General Liability and Public Officials	-326.00	224,515.65
06/29/2022	Check	15965	Steve Tchozeski		703-728. Operations:710. Programs (Community Promotions)	-159.00	224,356.65
06/30/2022	Deposit		Interest		405-407. Other Types of Income:406. Interest Income Dor	28.68	224,385.33

DORR TOWNSHIP LIBRARY

General Ledger

June 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
06/30/2022	Deposit			June Deposit	-Split-	13,084.54	237,469.87
06/30/2022	Expense		Chase Card Services		-Split-	-3,780.76	233,689.11
Total for Checking						\$ -	
						2,375.80	

DORR TOWNSHIP LIBRARY

Profit and Loss

June 2022

	TOTAL
Income	
402. Millage	
402.1 Tax revenue	31.22
Total 402. Millage	31.22
404. Penal Fines	2,802.68
405-407. Other Types of Income	
405. Miscellaneous Revenue	
405.1 Copies	51.35
405.2 Fines	1.70
405.3 Meeting Room Rental	10.00
405.4 Faxes	1.10
405.5 Book Sales	88.98
405.9 Uncategorized Income	10.00
Total 405. Miscellaneous Revenue	163.13
406. Interest Income Dor	59.98
407. Reimbursements	
407.1 Credit Card Credits	16.90
Total 407. Reimbursements	16.90
Total 405-407. Other Types of Income	240.01
581. Township Appropriation	12,500.00
583. Direct Public Support	
583.3 Legacies and Bequests	
583.3.1 Annuity	356.20
Total 583.3 Legacies and Bequests	356.20
Total 583. Direct Public Support	356.20
Total Income	\$15,930.11
GROSS PROFIT	\$15,930.11
Expenses	
702. Payroll Expenses	73.00
702.4 MI-Withholding	340.66
Total 702. Payroll Expenses	413.66
703-728. Operations	
703. Books	1,440.05
703.1 book replacement - LLC library	-33.99
Total 703. Books	1,406.06
705. Periodicals	29.95
708. AV	461.86
709. Ed. & Train Dor	
709.1 Travel and Meetings	928.63
Total 709. Ed. & Train Dor	928.63

DORR TOWNSHIP LIBRARY

Profit and Loss

June 2022

	TOTAL
710. Programs (Community Promotions)	937.84
711. databases	2,250.00
720. Supplies	
720.1 Collection/Office Supplies	344.61
Total 720. Supplies	344.61
721. Advertising	9.99
Total 703-728. Operations	6,368.94
718. insurance	
718.1 General Liability and Public Officials	326.00
Total 718. insurance	326.00
729-734. Facilities and Equipment	
729. Rent, Parking, Utilities	269.95
729.1 Telephone, Telecommunications	120.40
Total 729. Rent, Parking, Utilities	390.35
730. Equip Rental and Maintenance	328.75
Total 729-734. Facilities and Equipment	719.10
800. Professional and Contract Services	
801. Legal Fees	202.50
805. Professional Dues	866.84
Total 800. Professional and Contract Services	1,069.34
970. Maint. & Services Dor	
971. Building Expense	536.88
Total 970. Maint. & Services Dor	536.88
Other Types of Expenses	
Insurance - Liability, D and O	216.00
Total Other Types of Expenses	216.00
Payroll Expenses	
Taxes	622.10
Wages	8,072.73
Total Payroll Expenses	8,694.83
Total Expenses	\$18,344.75
NET OPERATING INCOME	\$ -2,414.64
NET INCOME	\$ -2,414.64

FY 2022-2023 Budget																
	Month												Total Spent	Remaining	2022-2023 Budget	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	2022-2023 Budget	
															\$241,400.00	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	
Custodial wages	\$396.62	\$412.24	\$400.52										\$1,209.38	\$4,390.62	\$5,600.00	
Emp. Wages	\$6,309.59	\$6,450.46	\$6,639.06										\$19,399.11	\$70,100.89	\$89,500.00	
Payroll taxes	\$1,613.26	\$1,662.88	\$1,728.25										\$5,004.39	\$21,645.61	\$26,650.00	
Health Insurance													\$0.00	\$3,000.00	\$3,000.00	
Total	\$8,319.47	\$8,525.58	\$8,767.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,612.88	\$99,137.12	\$124,750.00	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	
Audit fee													\$0.00	\$3,000.00	\$3,000.00	
Collection Agency	\$17.90												\$17.90	\$32.10	\$50.00	
Legal Fees		\$1,012.50	\$202.50										\$1,215.00	\$785.00	\$2,000.00	
Professional Dues	\$121.68		\$356.84										\$478.52	\$321.48	\$800.00	
Library Board Bonding			\$326.00										\$326.00	\$24.00	\$350.00	
Workers Comp			\$216.00										\$216.00	\$384.00	\$600.00	
Total	\$139.58	\$1,012.50	\$1,101.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,253.42	\$4,546.58	\$6,800.00	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	
Books	\$3,879.30	\$887.81	\$1,440.05	\$271.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,478.48	\$9,921.52	\$16,400.00	
Adult	\$562.49	\$600.28	\$610.70	\$30.62									\$1,804.09	\$4,095.91	\$5,900.00	
Childrens	\$1,963.25	\$200.58	\$191.71	\$165.40									\$2,520.94	\$1,089.06	\$3,610.00	
Tween	\$445.99	\$86.95	\$210.82										\$743.76	\$2,046.24	\$2,790.00	
YA	\$907.57		\$426.82	\$75.30									\$1,409.69	\$2,690.31	\$4,100.00	
DVD		\$147.07	\$294.69										\$441.76	\$1,058.24	\$1,500.00	
Audiobooks		\$86.97	\$167.17	\$85.43									\$339.57	\$860.43	\$1,200.00	
Video Games													\$0.00	\$1,000.00	\$1,000.00	
Games to Go													\$0.00	\$250.00	\$250.00	
Kits													\$0.00	\$500.00	\$500.00	
Binge Boxes													\$0.00	\$500.00	\$500.00	
Periodicals	\$22.45	\$29.95	\$29.95										\$82.35	\$1,417.65	\$1,500.00	
Programs	\$2,984.68	\$2,893.80	\$937.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,816.32	\$5,183.68	\$12,000.00	
General Programming	\$708.51	\$1,695.57	237.9										\$2,641.98	\$6,358.02	\$9,000.00	
Summer Reading	\$565.00	\$1,083.23	\$699.94										\$2,348.17	\$651.83	\$3,000.00	
Grant Purchases	\$1,711.17	\$115.00											\$1,826.17	-\$1,826.17		
Advertising		\$25.00	\$9.99										\$34.99	\$965.01	\$1,000.00	
Office/General Supplies	\$950.80	\$581.54	\$344.61										\$1,876.95	\$2,623.05	\$4,500.00	
Employee Training			\$510.00										\$510.00	\$6,490.00	\$7,000.00	
Library Board Training													\$0.00	\$400.00	\$400.00	
Transportation			\$928.63										\$928.63	\$471.37	\$1,400.00	
Coop Fees	\$3,806.58	\$180.00											\$3,986.58	\$14,013.42	\$18,000.00	
Databases	\$2,636.58	\$334.67	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,221.25	\$7,578.75	\$12,800.00	
emagazines, e-	\$450.00												\$450.00	\$3,050.00	\$3,500.00	
Mango Languages	\$1,477.45												\$1,477.45	\$22.55	\$1,500.00	
Ancestry.com													\$0.00	\$1,500.00	\$1,500.00	
Movie License													\$0.00	\$400.00	\$400.00	
Hoopla (ebooks)	\$358.93	\$334.67											\$693.60	\$2,306.40	\$3,000.00	
World Trade Press	\$350.20												\$350.20	\$49.80	\$400.00	
Learning/Lynda.com			\$2,250.00										\$2,250.00	\$250.00	\$2,500.00	
Total	\$14,280.39	\$5,079.84	\$6,745.76	\$271.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,377.31	\$53,233.12	\$79,950.00	

	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2022-2023 Budget
Building Ins.															
General Liability Insurance													\$0.00	\$3,000.00	\$3,000.00
Utilities	\$264.95	\$317.95	\$269.95	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$852.85	\$2,647.15	\$3,500.00
Internet/phone	\$264.95	\$269.95	\$269.95										\$804.85		
Trash		\$48.00											\$48.00		
Recycling													\$0.00		
Building Maintenance and Improvement	\$0.00	\$176.97	\$536.88	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$713.85	\$1,986.15	\$2,700.00
Tables			\$536.88										\$536.88	-\$36.88	\$500.00
Equipment (children)													\$0.00	\$300.00	\$300.00
Security system		\$176.97											\$176.97	\$723.03	\$900.00
Other building maint. ceiling fans?)													\$0.00	\$0.00	\$0.00
(schedule)													\$0.00	\$0.00	\$0.00
Update Bathrooms													\$0.00	\$0.00	\$0.00
new hand dryers													\$0.00		
Services (window)													\$0.00	\$1,000.00	\$1,000.00
Equipment	\$400.59	\$544.14	\$378.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,323.01	\$15,876.99	\$17,200.00
funded until August	120.4	120.4											\$240.80	\$1,259.20	\$1,500.00
Sound System													\$0.00	\$0.00	\$0.00
AED													\$0.00	\$500.00	\$500.00
Firewall													\$0.00	\$200.00	\$200.00
Computer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
General Grant Funds													\$0.00		
													\$0.00		
Copier	\$400.59	\$544.14	\$378.28										\$1,323.01	\$3,676.99	\$5,000.00
Website													\$0.00	\$1,000.00	\$1,000.00
Misc													\$0.00	\$1,000.00	\$1,000.00
Grant Funds													\$0.00		
Equipment Mant.	\$0.00	\$41.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,400.00	\$3,400.00
Computer Maint.													\$0.00	\$2,000.00	\$2,000.00
CD/DVD Cleaner													\$41.43	\$358.57	\$400.00
Software		\$41.43											\$340.66	\$659.34	\$1,000.00
Misc			340.66										\$340.66	-\$240.66	\$100.00
Total	\$665.54	\$1,080.49	\$1,525.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,230.37	\$26,669.63	\$29,900.00
Projected Revenue	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budgeted	
INTEREST	60.54	63.45	59.98										\$183.97	\$600.00	
PENAL FINES	2721.42	2802.68	2352.9										\$7,877.00	\$25,000.00	
STATE AID													\$0.00	\$3,500.00	
MILLAGE	4519.59	47.29	31.22										\$4,598.10	\$160,000.00	
FRIENDS													\$0.00	\$200.00	
Annuities, grants, etc	\$356.20	\$356.20	\$356.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,068.60	\$4,274.40	
Allainz	356.2	356.2	356.2										\$1,068.60		
LSTA Grant													\$0.00		
ACCF Grant													\$0.00		
Misc. Grants													\$0.00		
MISC INCOME	\$2,231.92	\$889.00	\$180.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,300.95	\$1,000.00	
Fines	10.2	30.79	1.7										\$42.69		
Copies	36.9	76.5	51.35										\$164.75		
Room Rental	30	15	10										\$55.00		
summer reading	1675	640.87											\$2,315.87		
Misc.	8.11	5.91	10										\$24.02		
Craft													\$0.00		

Director's Report, July 2022

Library Operation Updates

Attendance at Storytime has been between 9 and 18 children and their parents. Program attendance continues to be strong. Both recent programs with outside presenters—Steve Tchozeski's Quartz Dig and Outdoor Discovery Center's Wonderful Wetland Creatures—drew nearly 40 participants apiece and had patrons expressing excitement for days afterward. Plates 'n' Pages kicked off with a small but enthusiastic audience on July 7. Sue Stauffacher led 12 participants through lessons in animal rescue and book writing. Wendy BooydeGraaff is scheduled to do a storytime presentation based on her book *Salad Pie* Thursday July 14.

Statistics

Circulation and database usage statistics are generally steady and strong. Mango Languages numbers have been low for the past few months, but we hope to remedy that with a marketing push. See the charts and graphs below.

Budget Items

The budget is up to date. Advertising for Plates 'n' Pages came due this month. The \$1,625 in expenses from the Advertising fund make it appear as though the fund is overdrawn, but all of those funds are included in the ARP Humanities Grant we received at the end of last Fiscal Year, and so are accounted for.

Staff and Building Items

Marcus Allen of Overwatch Data completed installation of six new public desktops, five new public laptops, and one staff computer. Dedicated Recycling Company from Grandville Michigan hauled away all of the old computers for free.

Meetings, Workshops, etc.

On June 21, I attended the Zoom webinar Continuous Improvement Trumps Strategy with Amanda Standerfer of Fast Forward Libraries. This was meant to complement Strategic Planning efforts. I have started the process of exploring Strategic Planning with a conversation with MCLS's Pam Seabolt on July 8.

Also on Zoom, the June 23 MLA Advocacy Hour focused on Crisis Communications. We will be developing a Crisis Communication Plan based on information from this meeting, to prepare for the possibility of a public controversy involving a material or programming challenge.

I attended the Transparent Languages demo on July 7 to learn more about a database Lakeland Library Coop is considering for a group purchase. This seems like a wonderful complement to Mango Languages, and even a superior service. Annual cost is estimated at \$720 with group purchasing discounts, which we could accommodate in the current FY22-23 database budget.

On July 8, I attended the Virtual Public Library Directors Meeting. The only thing of note we discussed was a new Library of Michigan online service which we are using to track our State Aid payments.

The Lakeland Library Cooperative Board and Advisory Council met on July 14. The Board approved a new method of determining member representation on the Board. The Advisory Council MLA Legislative Committee alerted us to proposed legislation to eliminate May elections and the likelihood of \$500,000 being added to State Aid for Libraries. The Council also continued to advocate being ready for intellectual freedom challenges and offered some opportunities for trustee training on that issue.

Volunteers

Alex Vaughan continues to be very helpful as a volunteer.

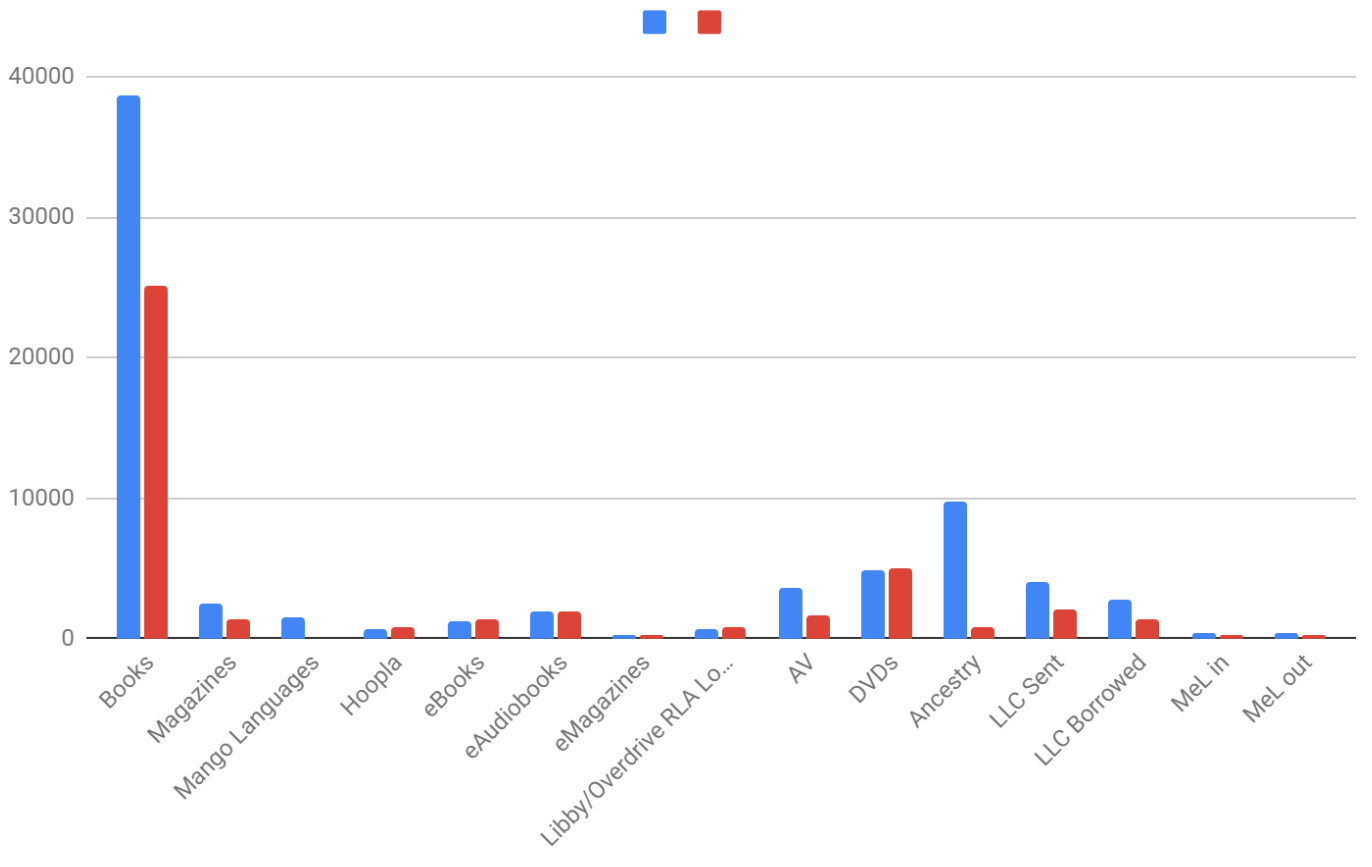
Library Closings

The library was closed for Independence Day on Monday, July 4. We were also closed for about the first 15 minutes of Thursday, June 29, due to a power outage that was quickly resolved.

Completed July 14, 2022, 2:26PM

	2021											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	1982	2056	2267	2191	2951	4101	4274	4314	3886	3745	3802	3121
Magazines	130	214	119	115	260	222	203	301	244	232	280	173
e-Magazines/Audio/Hoopla	187	144	104	73	189	767						
Hoopla							102	122	99	94	159	83
eBooks							257	220	200	200	202	185
eAudiobooks							300	350	331	358	348	302
eMagazines							39	49	42	49	24	22
Libby/Overdrive RLA Loans							152	118	92	134	130	
AV	547	727	566	420	179	160	184	176	208	133	172	174
DVDs	102	115	128	79	518	282	657	627	583	700	626	491
Ancestry	710	1398	1063	335	1176	359	1048	375	762	1660	817	73
LLC Sent	438	405	368	234	302	362	297	314	361	315	342	259
LLC Borrowed	293	179	153	310	143	248	241	282	243	291	188	250
MeL in	33	53	33	36	28	36	38	49	39	35	39	37
MeL out	35	47	30	41	29	40	36	44	43	33	41	35

	2022											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4006	3461	4590	4258	3676	5177						
Magazines	188	172	242	170	239	322						
Mango Languages	0	13	3	4	1	1						
Hoopla	110	134	131	173	149	145						
eBooks	254	198	233	236	249	223						
eAudiobooks	336	257	335	348	327	308						
eMagazines	39	60	52	35	22	30						
Libby/Overdrive RLA Loans	148	123	136	177	138	157						
AV	278	235	293	291	233	258						
DVDs	826	705	963	934	751	796						
Ancestry	3	0	230	362	102	65						
LLC Sent	391	333	367	321	243	385						
LLC Borrowed	299	223	176	257	175	307						
MeL in	57	50	44	38	48	44						
MeL out	63	54	47	40	50	44						



Michigan Municipal Insurance Coverage Proposal

For

Dorr Township Library
Allegan County

August 24th, 2022 to August 24th, 2023

David Bellingar

Ted Hartleb Agency

5840 King Highway
Kalamazoo, MI 49048
Since 1977

 **EMC** Insurance Companies

Ted Hartleb Agency

Service Guarantee!

“Our Pledge”

To listen to our clients needs, wants, and concerns in regards to their insurance and benefits.

Provide our business partners with the highest quality of insurance products available to us in the market place based on their insurance needs.

Provide our business partners with continuing education of what products they are purchasing, what insurance products are available to them, and how those products can better serve them.

Provide our business partners access to us for questions, renewals, and claims. We give our clients our cell phone numbers so one of us can be reached at your convenience twenty-four hours per day, seven days per week.

Provide our business partners employees with continuing education of the employee benefits that have been purchased for them on their behalf.

Assist employees with questions, problems and concerns regarding their employee benefits.

To always employ individuals who are educated and licensed in the field of insurance and who are committed to making our business partners their number one priority!

For over forty years the Ted Hartleb Agency has had one goal and that is to give you, our clients, the best service that we can offer, you can count on us to be there for you!

We are proud to provide quality insurance programs from Employers Mutual Insurance Company, Grange Insurance, Michigan Millers Mutual Insurance Company, Safeco Insurance Company, Wolverine, West Bend, Liberty Mutual, Progressive, Blue Cross Blue Shield of Michigan, and many others.

Insuring your Municipalities, Libraries, Fairs and Festivals, Public School Systems, Businesses, Benefits, Home and Auto, etc...

***Please Call Us and Ask How We Can Assist Your Insurance Needs.
269-385-5911***

**EMC INSURANCE GROUP INC.
NAMED TO FORBES.COM 100
MOST TRUSTWORTHY COMPANIES LIST**

FOR IMMEDIATE RELEASE

Contact: Lisa Hamilton (Media)
515-345-7589
Steve Walsh (EMCI Investors)
515-345-2515

EMC Insurance Group Inc. on 50 Most Trustworthy Financial Companies List by *Forbes*

DES MOINES, Iowa (Aug. 26, 2016) — For the third consecutive year, EMC Insurance Group Inc. (EMCI)* is listed on the 50 Most Trustworthy Financial Companies list, announced by *Forbes*. EMCI achieved an accounting and governance risk (AGR) score of 84 in the small-cap category. EMCI was previously listed on the *Forbes* 100 Most Trustworthy Companies list in 2013.

MSCI ESG Research compiled the list separate from the *Forbes* 100 Most Trustworthy Companies list. To create the list, MSCI ESG Research reviewed nearly 700 publicly-traded North American financial companies with market caps of \$250 million or greater for the year ending December 2015. MSCI ESG Research considers accounting and governance behaviors, including high-risk events, revenue and expense recognition methods, SEC actions and bankruptcy risk in scoring a company's credibility. An AGR number is then given to each company and is the final composite by which organizations are scored. "We highlight companies that are most transparent and reporting accurately on their financial outcomes, whether good or bad," states MSCI ESG Research.

The entire list and article can be found here: <http://ow.ly/C09M303g24f>

***About EMC Insurance Group Inc.**

EMC Insurance Group Inc. (EMCI) is a publicly held insurance holding company with operations in property and casualty insurance and reinsurance. EMCI was formed in 1974 and became publicly held in 1982. The company's common stock trades on the Global Select Market tier of the NASDAQ Stock Market under the symbol EMCI. EMCI's parent company is Employers Mutual Casualty Company (EMCC). EMCI and EMCC, together with their subsidiary and affiliated companies, operate under the trade name EMC Insurance Companies. For more information, visit www.emcins.com/ir.

About EMC Insurance Companies

EMC Insurance Companies is among the top 50 insurance organizations in the country based on net written premium, with more than 2,100 employees. The company was organized in 1911 to write workers' compensation protection in Iowa. Today, EMC provides property and casualty insurance products and services throughout the United States and writes reinsurance contracts worldwide. Operating under the trade name EMC Insurance Companies, Employers Mutual Casualty Company and one or more of its affiliated companies is licensed in all 50 states and the District of Columbia. For more information, visit www.emcins.com and www.CountonEMC.com.

--end--

EMC INSURANCE COMPANIES JUMPS TO NUMBER 2 IN 40 BEST COMPANIES FOR LEADERS

(December 29, 2016) – For the fourth consecutive year, EMC is listed as one of the best 40 companies for leaders in the January/February 2016 issue of *Chief Executive magazine*. EMC ranks 2nd this year, jumping from 4th in 2015, and remains listed among notable companies including GE, IBM and P&G.

The annual ranking is based on a survey of organizations worldwide conducted by *Chief Executive* in cooperation with Chally Group Worldwide. The companies are scored on the following criteria:

1. Having a formal leadership process in place
2. Commitment of the CEO to leadership development
3. Percent of senior and middle management positions filled by internal candidates
4. Number of companies that report recruiting from the company
5. A shareholder performance metric

LIST OF COMPANIES (TOP 15 OF 40)

1. GENERAL ELECTRICAL
2. **EMC INSURANCE COMPANIES**
3. HITACHI DATA SYSTEMS
4. IBM
5. JOHNSON CONTROLS
6. VF CORPORATION
7. VERIZON COMMUNICATIONS
8. 3M
9. P&G
10. DOW CHEMICALS
11. OWENS CORNING
12. LAFARGEHOLCIM
13. FLUOR
14. WIPRO
15. SOUTHWEST AIRLINES

**Features
of the**

EMC PUBLIC ENTITY PROGRAM

- 1) **Designed Exclusively for Michigan Public Entities**
- 2) **100% of Covered Risk is with Insurance Company – NO POOLING**
- 3) **Non-Assessable**
- 4) **Higher Limits Available Upon Request**
- 5) **Local Loss Control Services Available**
- 6) **Local Claims Service**
- 7) **Underwriting of Risk done in Michigan**
- 8) **EMC – Providing Insurance Products for over 100 years**
- 9) **EMC – Insuring Municipalities for over 40 years**
- 10) **EMC – Over \$4,000,000,000 in assets**
- 11) **EMC – A Proud American Company!**

SERVICE COMPANIES

MARKETING AND SERVICE:

Ted Hartleb Agency
5840 King Highway
Kalamazoo, MI 49048
269-385-5911
269-385-3370 (fax)

Your Service Agent is: **David Bellingar**
Your in office Account Manager is: **Rob Koets**

INSURANCE CARRIER:

EMC INSURANCE COMPANY
PO BOX 30546
Lansing, MI 48909
800-292-1320 (toll free)

**Office established in Michigan since 1940*

CLAIMS AND LOSS CONTROL ADMINISTRATION:

EMC INSURANCE COMPANY
PO BOX 30546
Lansing, MI 48909
800-292-1320 (toll free)

Loss Control Services

As an EMC policyholder, you have preferred access to extensive loss control information and resources. All loss control services are free of charge and include:

- Safety Video Library—Online access to hundreds of safety videos
- Compliance Benchmarking—Receive on-site surveys with reports of potential violations
- Environmental Health Services—Identify workplace risks with recommendations
- Ergonomic Assessments—Assess employee work stations
- Fleet EMC—Learn about defensive driving and DOT regulations
- *Loss Control Insights*—Free monthly online newsletter focused on loss control
- Partnership Services—Develop cost-effective safety solutions
- Review of Safety Programs—Evaluate programs to comply with industry standards
- Safety Talks and Safety Signs—Download hundreds of talks and signs
- Security Consulting—Develop an emergency response plan
- Training Certificates—Create certificates for employees who complete training courses

Claims Services

An insurance claim has a financial and personal impact. That's why our primary goal is to handle your claim as fairly and quickly as possible, regardless of the type or size. Claims services include:

- Weekly workers' compensation meetings to discuss difficult claims and new laws
- Quarterly educational meetings for claims staff
- Adjuster credibility
- Open communication with insureds throughout the claims process
- Reduced medical costs with PPOs, prescription programs and a medical claims review unit
- Chiropractic care, physical/occupational therapy, inpatient and outpatient hospitalization and diagnostic procedure reviews
- Insured, claimant and medical provider contact made within 24 hours of claim receipt
- Experienced nurses, life care planning and input on complex medical issues

Attorney Services

The law firm of Zausmer, August & Caldwell, P.C. provides free advice to EMC municipal clients. Licensed attorney Heidi Hudson will work with you directly and can be reached at 248-851-4111. Heidi has experience with labor and employment law, school law, insurance defense and fraud claims. Free advice is offered on issues such as:

- Litigation
- Employment
- Drafting, interpretation and enforcement of ordinances and charters
- Land use, zoning and permits
- Property acquisitions and conveyances
- Facilitation of public works, including bidding, contracts, construction monitoring and disputes
- Review and preparation of municipal policies
- Open Meetings Act and Freedom of Information Act compliance
- Inter-government and shared service agreements
- Enforcement of construction, fire, property maintenance and other codes

COMPREHENSIVE PUBLIC ENTITY LIABILITY COVERAGE

PER OCCURRENCE LIMIT	\$1,000,000
AGGREGATE LIMIT	\$3,000,000
DEDUCTIBLE	NONE
DAMAGE TO PREMISES RENTED TO YOU	\$500,000
MEDICAL EXPENSE LIMIT	\$10,000
PERSONAL AND ADVERTISING INJURY LIMIT	\$1,000,000
PRODUCTS AND COMPLETED OPERATIONS AGGREGATE LIMIT	\$3,000,000
EMPLOYEE BENEFIT LIABILITY (\$1,000 deductible)	INCLUDED

- A) Bodily Injury Included (broadened definition)
- B) Personal Injury Included
- C) Property Damage Included

ADDITIONALLY NAMED:

The "Persons Covered" provision of the Comprehensive Public Entity Liability coverage also includes the following while acting "on behalf of" or "in the interest of" the Named Entity.

- 1) Any member of the governing body of the named Entity
- 2) Any member of the board/commission of the named Entity
- 3) Any elected or appointed official of the named Entity
- 4) Any employee of the named Entity
- 5) Any volunteer of the named Entity

ADDITIONALLY INCLUDED:

- 1) Personal injury includes hazard groups:
 - a) Detention, Imprisonment, Malicious Prosecution
 - b) Wrongful Entry or Eviction or other Invasion of the Right of Private Occupancy
 - c) A Publication or Utterance of a Libel, Slander or other Defamatory or Disparaging Material
- 2) Contractual Liability – Coverage for the Entity When it Becomes Legally Obligated for Liability Assumed Through an Approved Contractual Agreement
- 3) Advertising Injury Liability – Includes Slogan Infringement
- 4) Host Liquor Liability – Includes Incidental Giving and Serving
- 5) Broad Form Property Damage Liability
- 6) Extended Bodily Injury – bodily injury, sickness or disease sustained by a person, including mental anguish or death resulting from bodily injury, sickness or disease
- 7) Incidental Medical Malpractice – Included
- 8) EMT/EMS coverage - Available
- 9) Fellow Employee Exclusion - Deleted
- 10) Cemetery Professional - Available
- 11) Care, custody and control exclusion waived (will include vehicles)
- 12) Watercraft Liability - Available
- 13) **Broad Liability coverage available for all electric, gas, sewer and water utility operations**
- 14) Sewer back up coverage – optional

*For additional coverage and exclusions please refer to your policy

COMPREHENSIVE PUBLIC ENTITY ERRORS AND OMISSION COVERAGE

EMC LINEBACKER FORM

PER OCCURRENCE LIMIT	\$1,000,000
AGGREGATE LIMIT	\$2,000,000
EMPLOYMENT PRACTICES LIABILITY	INCLUDED
WRONGFUL ACT	INCLUDED
DEDUCTIBLE	\$0

OCCURRENCE FORM

The “Persons Covered” provision of the Comprehensive Public Entity Liability coverage also includes the following while acting “on behalf of” or “in the interest of” the Named Entity.

- 1) Any member of the governing body of the named Entity
- 2) Any member of the board/commission of the named Entity
- 3) Any elected or appointed official of the named Entity
- 4) Any employee of the named Entity
- 5) Any volunteer of the named Entity

ADDITIONALLY INCLUDED:

Supplementary payments and plaintiff/claimant attorney's fees and expenses
Defense Costs: First Dollar Coverage
Zoning: inverse condemnation, takings – **MONETARY DAMAGES - AVAILABLE**
****DEFENSE COSTS – OUTSIDE POLICY LIMITS**

Actual or alleged errors
Misstatements or misleading statement
Act or omission or neglect or breach of duty
Injunctive Relief (non-monetary) **NO SUBLIMIT** **Included**
Loss of Salary/Fringe Benefit **\$75,000/\$150,000** **Included**

*5 year extended reporting period available
** See options page for Monetary Damage Coverage Limits for Regulatory Takings and Inverse Condemnation (if selected defense costs move outside of limits)

*For additional coverage and exclusions please refer to your policy

PUBLIC ENTITY UMBRELLA COVERAGE

LIMIT OF COVERAGE
AGGREGATE LIMIT
SIR

AVAILABLE
AVAILABLE
\$0

EXCESS COVERAGE OVER:

GENERAL LIABILITY
EMPLOYEE BENEFIT LIABILITY
AUTO LIABILITY
ERRORS OR OMISSIONS LIABILITY
WORKERS COMPENSATION

AVAILABLE
AVAILABLE
AVAILABLE
AVAILABLE
AVAILABLE

WORKERS COMPENSATION

NOT QUOTED AT THIS TIME

*Payrolls provided at application and subject to annual audit

*For additional coverage and exclusions please refer to your policy

10

Recommendations

- 1) Obtain certificates of Liability and Worker Compensation Insurance from sub contractor's that preform work on your behalf and/or on your premises.
- 2) Annually review higher limits of Liability and may be obtained through written request.
- 3) Aggressively remove ice and snow from walkways and parking lots.
- 4) Complete proper background checks on new hires.
- 5) Run Motor Vehicle Records periodically on all employees who drive on your behalf.
- 6) Annually obtain certificates of insurance from employees who drive on your behalf.
- 7) Difference In Condition (DIC) Policy – consideration for purchase of coverage for many of the common exclusions found in a Standard Property Policy.
- 8) Document any disciplinary action(s) for review with counsel.
- 9) Regular review of Real and Personal Property Values and Schedules.
- 10) Regular inspections of vehicles, equipment, fire suppression systems and electrical services.
- 11) Document all maintenance and inspections.
- 12) Regular update of employment handbooks, policies and procedures.
- 13) Regular update of zoning and ordinance laws.
- 14) Utilize loss control services and establish a time table for implementation.
- 15) Establish a tree maintenance program or if you already have one, review it to be sure that the Authority is documenting, cutting down and/or removing dead trees/limbs from Authority Property.
- 16) Carefully review Business Income and Extra Expense exposures to insure current limits are met with Authority Board approval.
- 17) Review your bonding exposures and limits to insure that your bonds provide adequate protection for your Authority.
- 18) Cyber Liability is a growing area of litigation for municipalities throughout the country. It is a area of liability you should discuss and review to determine if this type of protection should be added to the Authority Insurance Program.

We can provide assistance in helping with many of these recommendations and/or provide options for you based on written request.

SUMMARY OF COVERAGES AND PREMIUM

1) GENERALY LIABILITY	INCLUDED
2) ERRORS AND OMISSIONS	INCLUDED
3) PROPERTY	AVAILABLE
4) INLAND MARINE	AVAILABLE
5) ELECTRONIC DATA PROCESSING	AVAILABLE
6) AUTO LIABILITY	AVAILABLE
7) BOILER AND MACHINERY (Mechanical Breakdown)	AVAILABLE
8) CRIME COVERAGE	AVAILABLE
9) BOND COVERAGE	AVAILABLE
10) UMBRELLA	AVAILABLE
11) WORKERS COMPENSATION	AVAILABLE

<i>TOTAL PREMIUM</i>	<i>\$2,660</i>
-----------------------------	-----------------------

Optional Coverage:

UMBRELLA

<i>LIMIT</i>	<i>AGGREGATE</i>	<i>PREMIUM</i>
<i>\$1,000,000</i>	<i>\$1,000,000</i>	<i>\$505</i>
<i>\$2,000,000</i>	<i>\$2,000,000</i>	<i>\$1,010</i>

****Higher limits are available upon request.***

CYBERSOLUTIONS

\$50,000 - \$100,000 ***\$992***

****Higher limits are available upon request.***

PUBLIC OFFICIAL BOND

TREASURER - \$25,000 ***\$150***

DORR TOWNSHIP LIBRARY

Acceptance of Insurance Proposal

Effective Date of Policy: August 1st, 2021

Signature	Title	Date
TOTAL PACKAGE PREMIUM		\$2,660
OPTIONAL LIMITS ACCEPTED:		
INITIAL	LIMIT	PREMIUM ADJUSTMENT
_____	CYBERSOLUTIONS	\$50,000 - \$100,000
_____	TREASURER BOND	\$25,000
_____	UMBRELLA	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
TOTAL ANNUAL PREMIUM:		\$ _____

CYBER SOLUTIONS – optional coverage

DATA COMPROMISE COVERAGE

RESPONSE EXPENSE LIMIT	ANNUAL AGGREGATE	\$100,000
LEGAL REVIEW		\$50,000
FORENSIC “IT” REVIEW SUBLIMIT		\$50,000
NAMED MALWARE SUBLIMIT		\$50,000
PUBLIC RELATIONS SUBLIMIT		\$10,000
REGULATORY FINES AND PENALTIES		\$50,000
PCI FINES AND PENALTIES		\$50,000
DEDUCTIBLE		\$1,000

DATA COMPROMISE DEFENSE AND LIABILITY LIMIT

	ANNUAL AGGREGATE	\$100,000
NAMED MALWARE SUBLIMIT		\$50,000
DEDUCTIBLE		\$1,000

IDENTITY RECOVERY COVERAGE

IDENTITY RECOVERY LIMIT	\$25,000
EXPENSE REIMBURSEMENT DEDUCTIBLE	\$0

CYBER COVERAGE

COMPUTER ATTACK LIMIT	\$100,000
LOSS OF BUSINESS SUBLIMIT	\$50,000
PUBLIC RELATIONS SUBLIMIT	\$10,000
CYBER EXTORTION SUBLIMIT	\$10,000
MISDIRECTED FRAUD PAYMENT	\$5,000
DEDUCTIBLE	\$1,000

NETWORK SECURITY DEFENSE AND LIABILITY LIMIT

	ANNUAL AGGREGATE	\$100,000
DEDUCTIBLE		\$1,000
ELECTRONIC MEDIA LIABILITY	\$100,000	
DEDUCTIBLE		\$1,000

*For additional coverage and exclusions please refer to the coverage document.

CyberSolutions

Almost every business relies on data and computer systems, and when these systems experience an attack, critical information can be lost. The effects of a cyber attack or data breach, including loss of income and expensive litigation, can be long lasting and financially devastating.



Coverage When You Need It Most

CyberSolutions from EMC Insurance Companies provides the robust protection you need to respond to and recover from a data breach or cyber attack. We do this by combining data compromise and cyber liability coverage into one product that offers a variety of limits and deductibles at affordable rates.

Available to a wide variety of businesses and organizations—from schools and municipalities to offices, manufacturers and contractors—CyberSolutions helps pay for the costs associated with:

- Computer software restoration
- Data recovery
- Third-party liability protection
- Response efforts
- Defense and liability
- Identity recovery for key individuals within your organization

Cyber Liability Component

The cyber liability component of CyberSolutions protects your organization against two related risks: computer attacks and liability to third parties due to security weaknesses in your computer systems.

Computer Attacks

When a computer attack causes damage to your electronic data and computer systems, CyberSolutions pays for the costs associated with recovery, including:

- **Data Restoration:** The cost of a professional firm hired to replace lost or corrupted data from electronic sources
- **Data Re-Creation:** The cost of a professional firm hired to research, re-create and replace lost or corrupted data from nonelectronic sources*
- **System Restoration:** The cost of a professional firm hired to restore your computer system to its pre-attack level of functionality by replacing or reinstalling software, removing malicious code and correcting the configuration of your computer system
- **Loss of Business:** Business income lost and extra expense incurred during the period of time when system and data recovery activities are taking place*
- **Public Relations Services:** Assistance from a professional public relations firm in communicating with outside parties concerning the computer attack and your response*

* Sublimits apply

Network Security Liability

Network security liability provides coverage for defense costs (within the policy limits) and associated settlement and judgment costs arising from actions brought by third parties who allege injuries as a result of a failure in the security of your business systems, including:

- A breach of third-party business data
- An unintended propagation of malware
- A denial of service attack in which you unintentionally participated

Data Compromise Component

The data compromise component of CyberSolutions provides the following coverages to help you notify and assist your clients and others following a breach of personal information:

Response Expense Coverage

Includes coverage for costs associated with a legal and forensic information technology review of the breach, public relations and notification to the affected individuals. This coverage also includes services for the affected individuals:

- A toll-free help line
- Credit monitoring
- Identity restoration case management

Defense and Liability Coverage

Provides coverage for data compromise defense and liability (within the policy limits) in the event that affected individuals or a government entity brings an action against you. There must first be a covered loss under the response expenses coverage before defense and liability coverage goes into effect.

Identity Recovery Coverage

Provides expense reimbursement and case management services caused by an identity theft for key individuals within your organization. Covered expenses may include:

- Various legal costs
- Lost wages
- Child and elder care costs
- Mental health counseling

Policyholders who are victims of covered identity thefts are assigned a case manager who provides a wide range of identity recovery services, including letter writing, phone calls, credit report requests, follow-up and record keeping.

Claim and Legal Services

Claim services are provided by data compromise and identity recovery claim specialists. Policyholders who need legal defense are represented by experienced law firms—a service that would normally be too expensive for many business owners.

Tools and Resources Through eRiskHub®

With CyberSolutions, you'll also receive access to eRiskHub, an online risk management portal that includes tools to manage cyber security risks and resources to help you stay informed of the latest security threats. Learn more about eRiskHub on our website.



Visit www.emcins.com/businessins/cybersolutions to view more information about CyberSolutions, including real examples of how this coverage can protect your business or organization.

Learn More

To learn more about CyberSolutions, contact your local insurance agent or visit www.emcins.com/businessins/cybersolutions.

EMC Insurance Companies
717 Mulberry Street
Des Moines, IA 50309
800-447-2295 • 515-280-2511



Disclaimer: The contents of this brochure are for informational purposes only and are not intended to be all-inclusive. Refer to the issued policy for specific details regarding coverages, conditions and exclusions. In the event of a conflict between the terms contained herein and the policy, the policy terms and conditions will prevail.

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COMMERCIAL BILLING PLAN

EMC's billing plan offers you **convenience** and **flexibility** in the payment of your insurance premium.

4 Easy Ways to Pay



Electronic Funds Transfer (EFT)

- ▶ Recurring automatic bank account withdrawals
- ▶ No monthly installment fee

Sign up on Policyholder Access, contact your agent or visit www.emcins.com and select **Business > Payment/Billing Options** to find the EFT Authorization Form.



Online

- ▶ Pay by eCheck, credit or debit card
- ▶ Single withdrawal or payment

Visit www.emcins.com and select **Make a Payment**.



By Phone

- ▶ Pay by eCheck, credit or debit card
- ▶ Single withdrawal or payment

Call 855-404-9076 (automated payment service only).



By Mail

- ▶ Pay by check, money order or cashier's check (do not send cash)

Submit your payment using the provided statement and envelope. Allow at least 7 days for your payment to reach our office.

Choose Your Amount

With EMC's flexible payment options, you can pick the amount that works for you:

- ▶ Full account premium
- ▶ Minimum amount due
- ▶ Any amount in between

2 Ways to Save

Avoid monthly installment fees by choosing one of these payment methods:

- ▶ Pay your bills with electronic funds transfer (EFT)
- ▶ Pay the account balance in full on the first invoice

If you have questions about EMC's Commercial Billing Plan, contact your insurance agent. Thank you for choosing EMC for your insurance needs.

EMC Insurance Companies

717 Mulberry Street | Des Moines, IA 50309 | 800-447-2295 | 515-280-2511

www.emcins.com | [in](#) [f](#) [t](#) [+](#) [v](#)



MTPP/Decker Agency Overview:

The Michigan Township Participating Plan (**Par Plan**) is the LARGEST and oldest public entity insurer in the state of Michigan. There are nearly 1300 clients including: townships, villages, cities, housing authorities, police and fire authorities, and libraries. Decker Agency protects and services over 250 of these entities in the lower half of the lower peninsula. Insurance rules are different in different states, and this program originated in Michigan, and continues to flourish here.

We are fortunate to have the best of two worlds. Our carrier TMHCC is A++ rated, with over \$40 billion in diverse international holdings. TMHCC ranks #17 on the list of top 100 Insurers in the US, but the Par Plan itself is Michigan based and administered. Decker Agency is one of only ten agencies in the state allowed to sell and service this program. We are big enough nationally and internationally to cover ANY loss, but with a small town, service-oriented feel. We do NOT pool but have the benefits of a “pool” program, as seen below.

High Points of Membership in the Program:

1. Our Risk Reduction **Grant** Program makes members eligible for up to \$10,000.00 per year for projects that reduce property and liability risk (security, lighting, signage, etc)
2. You will qualify for a “Return of Profit” **Dividend** (payout) when the program performs well.
3. Free Human Resources aid via phone or email: Employee handbook examples, trainings, debriefings, hotline access, etc.
4. Risk Control reviews, Regional Attorney network with municipal and public entity specialization.

Other similar District and Public Libraries we work with include: Galesburg Charleston Memorial, Jonesville District, Henika District, Sturgis District, Watervliet District, Potterville/Benton Township District, Homer Public, and too many others to list here.

*Decker Agency has been working with Municipalities and Public Entities for over 20 years.

*Please take a second to look at the Par Plan website: www.theparplan.com.



DECKER
AGENCY

DKRagency.com

Dorr Township Library

Proposal of Coverages

August 1, 2022

Ryan Brown
Risk Manager

****NOTE****

As with all proposals and summaries, this is not to be construed as a complete disclosure of the following coverages being offered or provided. As with all insurance, please refer to the actual contracts, documents, and policies for the complete wording of terms, conditions, definitions, and exclusions. This supersedes all other "explanations" of the coverages whether oral or written.

Coverage/Service Companies: Michigan Township Participating Plan. HCC Public Risk, Provident, Accident Fund, Amerisure, Liberty Mutual, Colonial Life, Mid-America Appraisal Company, Metropolitan Appraisal Company



FEATURED PRODUCTS

Cyber Liability Insurance *Available limits begin at \$100,000 with premiums starting at \$1,000*

"Cyber" Liability is insurance coverage specifically designed to protect a business or organization from:

- ❖ Liability claims involving the unauthorized release of information for which the organization has a legal obligation to keep private or confidential
- ❖ Security breach response including the cost of IT forensics and credit monitoring
- ❖ Extortion expenses and ransom payments to third party to avert potential damage, system interruption, data corruption or dissemination of confidential information

Workers Compensation Insurance *Offering municipal group discounts & dividend plans*

Workers' compensation insurance is a specific type of insurance that helps employers provide wages and medical benefits to teammates who have been injured on the job.

Accident Insurance *Protect your Essential Workers & First Responders*

We offer injury and illness coverage for boards, fire departments and law enforcement. These policies provide additional benefits to employees and can provide coverage on or off duty. Plan limits and premiums available to fit every need.

ADDITIONAL SOLUTIONS

- | | |
|---|---|
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Fiduciary Liability |
| <input type="checkbox"/> Employee Benefits | <input type="checkbox"/> Pollution Coverage |
| <input type="checkbox"/> Dental & Vision Care Programs | <input type="checkbox"/> Storage Tank Coverage |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Excess Limits |
| <input type="checkbox"/> Higher Liability Limits | <input type="checkbox"/> Volunteer Accident |



Features
of the
Decker Agency Public Entity Program

- Dedicated Service Team, One Phone Number To Call.
- No Pooling - 100% Of Covered Risk Is Placed With Insurance Companies.
- Non-Assessable.
- Independent Liability Limits.
- "True" Occurrence Form Liability - **No Claims Made Liability Forms.**
- Higher Limits for Most Coverage Sections Are Available Upon Request.
- Group Experience Dividend Plan - No other non-pool program offers this feature.
- Risk Reduction Grant Program - visit: www.theparplan.com for additional information.
- HR Muni - Human Resources risk management services provided free to members.

Over \$5,000,000 in Grants & Dividends



DECKER
AGENCY

DKRagency.com



The Par Plan Risk Reduction Grant and Dividend Program

***Over \$5million awarded to date!**

Previous Grant Awardees

Alpine Township • Adrian Township • Arcadia Township • Barry Township Police
Department • Blair Township • Caledonia Township • City of Coloma • City of Walker
Fredonia Township • Grayling Township • Hamlin Township • Huron Township
Kalamazoo Township • Madison Township • Milton Township • Pittsford Township
Sheridan Fire Department • Salem South Lyon Library • Superior Township
Whitehall Township • Village of Burr Oak • Village of Cass City

Winning Project Examples

Firefighting Training
Fire Vehicle Backup Cameras
Police Department Tazer Training
Police Department In-Car Cameras
Ambulance Front Bumper Guard
Fire & Rescue Training Structure
EMS Power Cot
Chevron Striping on Emergency Vehicles
High Visibility Outerwear
Sewer Cameras

Baseball Diamond Fence Guards
Video Surveillance Systems
Park/Playground Fall Material
Parking Lot Lights
Smoke Detector with Direct Dial In
Well House Video Surveillance
Emergency Lighting & Exit Signs
Employee Training or Education
Server for Police Patrol Recordings
Body Cameras for Police Officers

Grant opportunities available twice a year in the spring and the fall. Dividends are awarded annually based on the programs performance. For more information go to www.theparplan.com and download the grant guidelines.



Human Resources Risk Management Services for Public Entities

Your Customers Will Spend Less Time on HR Compliance While Reducing Risk

HR MUNI Risk Management Services

Unlimited HR Advice by Telephone / Email

Help customers prevent employment lawsuits with real-time advice from experienced HR professionals and/or employment attorneys.

Training for Managers and Employees

Stop sexual harassment and discrimination claims with interactive, online training courses. Support staff will assist customers in assigning, tracking and reporting for training programs completed by managers and employees.

Toll-Free Employee Complaint Hotline

Encourage early reporting of employee concerns to a third party for crucial advance notice of claims that may be avoided.

Public Sector Employment Law Updates and Webinars

Help customers stay abreast of employment law changes with email updates and webinars.

Online Knowledge Center

Customers will have 24/7 access to online resources developed by in-house employment attorneys and HR professionals including:

- **Sample workplace policies** to help prevent the most significant workplace claims.
- **Step-by-step guidance** to respond to and handle human resources issues related to harassment/discrimination, discipline and termination and protected classes/activities.
- **Red flags** to trigger further action and/or investigation before employee discipline or termination.

Proactive Onboarding

Each customer receives an introductory email and phone call about these risk control services from a member of the HR MUNI risk management team.

Tokio Marine HCC – Public Risk Group

Since 1985, Tokio Marine HCC – Public Risk Group has safeguarded U.S. communities as a specialized provider of property and casualty insurance for public entities.

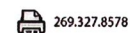
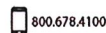
Our commitment to serving your customers extends far beyond our comprehensive and customized insurance coverages.

Our risk control team of experienced public sector professionals helps insureds reduce exposure through a wide range of consultative services.

In an effort to assist insureds in managing their human resources risks, HR MUNI services are included with all Tokio Marine HCC – Public Risk Group insurance policies.



Tokio Marine HCC - Public Risk Group is a member of the Tokio Marine HCC group of companies.



INDEX OF COVERAGE SECTIONS

- I) MUNICIPAL GENERAL LIABILITY COVERAGE
- II) PUBLIC OFFICIALS LIABILITY COVERAGE (Wrongful Acts)
- III) AUTO LIABILITY & PHYSICAL DAMAGE COVERAGE
- IV) ELECTRONIC & DATA PROCESSING EQUIPMENT COVERAGE
- V) BROAD FORM CRIME COVERAGE
- VI) PUBLIC OFFICIAL & EMPLOYEE BOND COVERAGE

PROPERTY, VEHICLE & INLAND MARINE SCHEDULES

DECKER AGENCY

info@dkragency.com

Local 269.327.2700

Toll Free 800.678.4100

Fax 269.327.8578

SUPPORT COMPANIES

CLAIMS ADMINISTRATION

1700 Opdyke Ct.
Auburn Hills MI 48326
Toll Free 800.225.6561
Fax 248.371.3091

TECHNICAL ADMINISTRATION

1700 Opdyke Ct.
Auburn Hills MI 48326
Toll Free 800.783.1370
Fax 248.371.3069

RISK CONTROL ADMINISTRATION

1700 Opdyke Ct.
Auburn Hills MI 48326
Toll Free 800.225.6561
Fax 248.371.3069

I) MUNICIPAL GENERAL LIABILITY COVERAGE

Per-Occurrence Liability Limit (Occurrence Form Liability)	\$1,000,000
Policy Period Maximum Limit	UNLIMITED
Section I Deductible	\$ - 0 -

- A) Bodily Injury Included.
- B) Personal Injury Included.
- C) Property Damage Included.

Additionally Named:

The "Persons Covered" provision of the Comprehensive Municipal Liability coverage also includes the following while acting "on behalf of" or "in the interest of" the Named Entity.

- 1) **Any** member of the governing body of the named Entity;
- 2) **Any** member of a board/commission of the named Entity;
- 3) **Any** elected or appointed official of the named Entity;
- 4) **Any** employee of the named Entity; and
- 5) **Any** volunteer for the named Entity.

Additionally Included:

- 1) Advertising Injury Liability - Includes Slogan Infringement.
- 2) Host Liquor Law Liability - Includes Incidental Giving and Serving.
- 3) Broad Form Property Damage Liability.
- 4) Incidental Medical Malpractice Liability (All employees).
- 5) Extended Bodily Injury & Property Damage Liability (Broad Form) - The definition of occurrence includes any intentional act by or at the direction of the additionally named which results in bodily injury or property damage if such injury arises from the use of reasonable force for the purpose of protecting persons or property.
- 6) Contractual Liability - Coverage for the Entity When It Becomes Legally Obligated for Liability Assumed Through Contractual Agreement.
- 7) Newly Acquired or Formed Organizations or Operations - 180 Days Automatic Coverage for Bodily Injury, Personal Injury, Property Damage and Advertising Injury Liability.
- 8) Products (Services) and Completed Operations Liability.
- 9) Premises and Operations Liability.
- 10) Elected or Appointed Officials Residence or Place of Employment Liability. (All Applicable Coverages).
- 11) Special Events Liability - Includes Sponsored Athletic, Fund Raising, Social or Recreational Events (Fireworks and/or Liquor Liability excluded, available separately).
- 12) No Specific Exclusions or limitations for: Vicarious Liability, Fellow Employee or Exemplary Damages.
- 13) Premises Medical Payments - \$10,000 each person/\$50,000 Policy Maximum Limit.
- 14) Definition of "Bodily Injury" and "Personal Injury" are AMENDED to include mental anguish, mental injury, shock, and disability.
- 15) Definition of "Occurrence" is AMENDED to include accident, event or happening.

II) PUBLIC OFFICIALS LIABILITY COVERAGE (Wrongful Acts)

Per-Occurrence Liability Limit (Occurrence Form Liability)	\$1,000,000
Policy Period Maximum Limit	UNLIMITED
Section II Deductible	\$ - 0 -

- A) Employment Practices Liability Included.
- B) Non-Monetary Defense Coverage Included.
\$25,000 Per Suit / \$50,000 Policy Period Maximum.
- C) Abuse and Molestation Coverage Included.

Additionally Named:

The "Persons Covered" provision of the Wrongful Acts Liability coverage also includes the following while acting "on behalf of" or "in the interest of" the Named Entity.

- 1) **Any** member of the governing body of the named Entity;
- 2) **Any** member of a board/commission of the named Entity;
- 3) **Any** elected or appointed official of the named Entity;
- 4) **Any** employee of the named Entity; and
- 5) **Any** volunteer for the named Entity.

Additionally Included:

- 1) Coverage addresses Not Only Public Officials and Employees, but the Entity as well.
- 2) Pay on Behalf Wording.
- 3) "All Employee's Endorsement" (those who were, now are or shall be).

III) AUTO LIABILITY COVERAGE

Per-Occurrence Liability – Bodily Injury and Property Damage	\$1,000,000
Non-Owned & Hired Auto Liability	INCLUDED

Additionally Included:

- 1) Public Officials/ Employees Vehicles (Physical Damage Reimbursement)
\$1,000 per Loss Maximum while being used for Entity business.

IV) ELECTRONIC & DATA PROCESSING EQUIPMENT COVERAGE

Broad Form Hardware & Software Limit	\$ 100,000
Forgery or Alteration	\$ 10,000
Section IV Deductible	\$ 500

- A) Provides "All Risk" Coverage on a "Stated Amount" basis for electronic & data processing owned by the Entity including power surge and extra expenses.
- B) Included Minimum Policy Limit.

V) BROAD FORM CRIME COVERAGE

Year Round Maximum Limit	\$ 100,000
Section V Deductible	\$ - 0 -

- A) Money & Securities Coverage – “Broad Form”.
- B) Forgery & Alteration Coverage – “Broad Form”.
- C) Computer Fraud.
- D) Inside Coverage:
 - 1) actual destruction, or wrongful abstraction
 - 2) other property if loss results from safe burglary or robbery within premises.
- E) Outside Coverage:
 - 1) while the property is being conveyed by a messenger
 - 2) while it is being conveyed by an armored car company
 - 3) while it is within the living quarters if the home of any messenger or collector
- F) Included: All Owned Entity premises and all officials' homes and/or any other off premise collection location.

VI) PUBLIC OFFICIAL AND EMPLOYEE BOND COVERAGE

<u>Position</u>	
Blanket Employee	\$ 100,000*
Director	10,000
Assistant Director	10,000
Administrative Assistant	10,000
Board President	10,000
Treasurer	10,000

*Limit is excess over individual Position Bonds.

Weeding and Collection Maintenance
(to be appended to Collection Development Policy)

The library continually withdraws items from the collection, basing its decisions on a number of factors, including frequency of circulation, condition, publishing date, community interest, and availability of newer or more valid materials.

Typically, books and videos that have not circulated in the past three (3) years are weeded from the collection. Books dealing with local history are an exception, as are certain classics, historically important volumes, and award-winning children's books. Exceptions among the videos include nonfiction DVDs on certain subjects. Such items will remain in the collection unless their condition deteriorates, in which case they will be replaced if possible.

Withdrawn items are donated to the Friends of Dorr Township Library (FODTL) for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of FODTL.



MIDWEST COLLABORATIVE
for LIBRARY SERVICES
Building better libraries

Proposal for Services

Strategic Planning for the
Dorr Township Library

July 13, 2022

This proposal is valid for 90 days

Executive Summary

MCLS uses a model of planning that combines the aspirations of the community with the strengths of the library to create outcomes that are achievable and impactful. We seek community input through engagement tools developed by The Harwood Institute for Public Innovation. During the engagement process the library's appointed Strategic Planning Committee will engage strategically identified community leaders in one-on-one interviews about what they want their community to be, what challenges they face in realizing these aspirations, what changes are needed to overcome those challenges, and how the library can contribute to meeting their aspirations.

MCLS will compile this "public knowledge," or community input, from the one-on-one interviews and create a Community Engagement Report to help inform the Strategic Planning Committee in their work. This process will help your library engage others, discover potential community partners, and develop strategies that strengthen the library's relevance and significance in the community.

If conditions are safe to do so, we can conduct this process on-site at your library. We are also able to conduct the entire process in the virtual environment, using virtual collaborative meeting tools, such as Zoom, Padlet, and Google Jamboard.

Strategic Planning Process Summary

The process outlined below can be accomplished over approximately four to five months from a mutually agreed upon start date.

Part 1: Preparation

MCLS will meet with the library Director in preparation for the planning process.

The planning process and timeline will be laid out in an initial 2-hour kick-off meeting with the Strategic Planning Committee. We will also assist you in identifying individuals and groups that will be invited to participate in the engagement stage of the planning process.

The Strategic Planning Committee should consist of 9-12 members and may include the Director, key staff, 1-2 board members, and representatives of the Friends of the Library. The role of the Strategic Planning Committee will be to interview community leaders and to participate in a half-day Strategic Planning Retreat to identify the library's core values, vision, and key strategic directions.

Part 2: Community Engagement

We will use the “public knowledge” (interviews with community leaders and members) to gather information about the community’s needs, relative to the library. The public knowledge will be gathered using the aspirations model of The Harwood Institute for Public Innovation.

- The Strategic Planning Committee members will conduct interviews with approximately 30 community leaders about what they want their community to be; what challenges they face in realizing these aspirations; what changes are needed to overcome those challenges; and how the library can contribute to meeting their aspirations.
- MCLS will compile the notes into a summary Community Engagement Report.
- This process will help your library engage others, discover potential partners, and develop strategies that strengthen the library’s relevance and significance in the community.

Part 3: Planning

- MCLS will facilitate a half-day retreat with the Strategic Planning Committee to review the community input and we will use the SOAR methodology to develop/confirm the core values, vision, and key strategic priorities. This retreat will help set the big picture pieces for the plan.
- Following the Strategic Planning Committee Retreat, MCLS will facilitate another half-day Operational Retreat during which the Director and key staff members review the community input, values, vision, and key strategic priorities, and will operationalize the plan by developing goals and activities that the library might implement to accomplish the key priorities. At this time, they will address organizational competencies: things that must be taken care of at the organizational level to achieve the goals, such as policies, procedures, funding, technology, staffing, etc. They will also draft output and outcome measures for assessing progress.
- Following the Operational Retreat, MCLS will create a draft of the Plan.
- MCLS will work closely with the Director to prepare the final plan document, including a virtual meeting.
- MCLS will electronically deliver a final text version of the plan that includes an acknowledgement outlining the planning process; an executive summary; space for a letter from the Director; the library’s vision statement, core values, and key strategic priorities; the goals, objectives, and potential activities for each strategic priority; outputs from the engagement and planning processes including the data reports, Community Survey Report, and Community Engagement Report; as well as data from the Strategic Planning Retreat and staff Operational Retreat.
- MCLS will facilitate a final virtual meeting with the Director and key staff to assist in the development of an implementation timeline and measurement plan.

Proposed Work Schedule

Task	Planning Activity	Month
Task 1	Design the planning process (meet with consultant)	Month 1
Task 2	Start the planning process (establish Strategic Planning Committee and timeline)	Month 1
Task 3	Kick-Off Meeting (facilitated by consultant)	Month 2
Task 4	Community Engagement (community leader interviews)	Month 2
<i>Deliverables</i>	<i>Community Engagement Report</i>	Month 3
Task 5	Planning Committee Retreat to determine core values, vision statement, and key service priorities (facilitated by consultant)	Month 3
Task 6	Key Staff Operational Retreat to write goals and objectives, activities, organizational competencies (facilitated by consultant)	Month 3
Task 7	Write the Strategic Plan	Month 4
<i>Deliverables</i>	<i>Written Strategic Plan, Implementation Plan, Measurement Plan</i>	Month 4

Cost

The costs for strategic planning services are outlined below and include a “not-to-exceed” cost for the full-service package. Prices include all clerical costs, printing costs, consulting costs, data analysis costs, and travel.

Community Engagement

- MCLS compiles report from the community leader interviews \$2,000

Meeting/Retreat Facilitation, Preparation, and Supplies

- Initial 2-hour Kick-Off meeting with Strategic Planning Committee
- Half-day Retreat with the Strategic Planning Committee to review the community input and to develop the vision and values, as well as the key strategic priorities
- Half-day Operational Retreat during which the Director and key library staff review the community input, vision, values, and key strategic priorities. At the retreat, staff will look at operational factors and brainstorm activities that the library might implement to accomplish the key strategic directions. They will also draft output and outcome measures for assessing progress. The product of this retreat will be a draft plan.
- 2 additional virtual meetings to complete written plan, implementation timeline, and measurement plan

Meeting/Retreat Facilitation, Preparation, and Supplies Cost \$8,000

Written Plan \$3,000

Total not-to-exceed cost for full-service planning \$13,000

Payment of the fee is broken down and tied to project deliverables:

\$2,000 Upon completion of the Community Engagement Report

\$8,000 Upon completion of the Strategic Planning Committee Retreat, all-staff brainstorming session, and key staff Operational Retreat

\$3,000 Upon completion of the written plan

Qualifications of Firm and Prospective Team Members

MCLS is a collaborative organization partnering with Indiana and Michigan member libraries, product vendors, and other library entities to provide informational content, operational services, and personal oversight designed to assist libraries in helping themselves better relate to the patrons and communities they serve. We have worked with several libraries on full- or partial-service strategic planning and have facilitated multiple other meetings for libraries.

Resumes for consultants available upon request.

Past and Current Clients

The following is a partial list of past and current clients of MCLS's consulting services for Strategic Planning and/or Meeting Facilitation.

- Ferndale Area District Library (MI)
- Manistee County Library (MI)
- Indiana Library Federation (IN)
- Plainfield-Guilford Township Public Library (IN)
- Culver-Union Township Public Library (IN)
- Westchester Public Library (IN)
- Garrett Public Library (IN)
- La Porte County Public Library (IN)
- Traverse Area District Library (MI)
- Anderson Public Library (IN)
- Hamilton East Public Library (IN)
- Oscoda County Library (MI)
- Michigan State University Libraries (MI)
- Suburban Library Cooperative (MI)
- Chippewa River District Library (MI)
- Kalamazoo Public Library (MI)
- Knox County Public Library (IN)
- Hussey-Mayfield Memorial Public Library (IN)
- Central Michigan University Libraries (MI)
- Paw Paw District Library (MI)
- Indiana State Library (IN)
- Branch District Library (MI)
- Syracuse Turkey-Creek Township Public Library (IN)
- Leland Township Public Library (MI)

References

- Lisa Stamm, Executive Director, Westchester Public Library, Chesterton, IN, lisa@wpl.lib.in.us, (219) 926-7679
- Erin Lawrence, Director, Culver-Union Township Public Library, Culver, IN, elawrence@culver.lib.in.us, (574) 842-2941
- Ryan Wieber, Director, Kalamazoo Public Library, Kalamazoo, MI, ryanw@kpl.gov, (269) 553-7828
- Michele Howard, Director, Traverse Area District Library, Traverse City, MI, mhoward@tadl.org, (231) 932-8528

Contact Information

To discuss this proposal, please contact:

Pamela Seabolt
Manager
Engagement, Consulting, and Training
Midwest Collaborative for Library Services (MCLS)
1407 Rensen St. Suite 1
Lansing, MI 48910
Phone: (800) 530-9019 ext. 123
Email: seaboltp@mcls.org

Agreement for Services

By Dorr Township Library:

Signature _____ Date _____

Printed Name _____ Title _____

By MCLS:

Signature _____ Date _____

Printed Name _____ Title _____