

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: June 19, 2023 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda:

Approval of the Minutes: May 15, 2023

Treasurer's Report: Credit Card - \$3,582.26 for May

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion and approval of Strategic Planning schedule
2. Discussion and approval of frontline staff wage increase

OLD BUSINESS:

- 1.

Township Board Meeting: June 22, 2023 7 pm.

Adjournment:

Next regular meeting: July 17, 2023 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: May 15, 2023
6:30 P.M.**

MINUTES

Meeting was called to order at 6:30 pm

Pledge of Allegiance: Was said.

Roll Call: Present-Carrie Brooks, Bruce Bendell, Derrick McLain, Shana Dykhuis, Michael Rydman, Jeffrey Babbitt

Absent: Brittany Hunter

Additions to the Agenda: Director Job Description, Resignation of Trustee Board President Derrick McLain

Public Comment: None

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

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

Treasurer's Report: Dykhuis made a motion to pay the April credit card bill in the amount of \$6,603.54 and was seconded by McLain. All yes, motion carried.

Committee Report(s): None

Director's Report:

May's Storytime theme is Let's Talk About Summer. On April 27, Adam Oster presented a program on the history of Allegan County Poor Farms, there were 24 people in attendance. May the fourth was very successful with 30 children plus parents throughout the library. Everything is in place for a fully functional pop up remote library. Circulation is strong, but dipped slightly, likely due to spring break. Budget is up to date. Coverall began cleaning the first Tuesday in May. There were some technical issues, but the quality of work is very good. The library received 5 new 8' tables. The Director completed training on the circulation desk. Staff was trained on Patron Point digital library card registration service on May 11. He attended the Allegan County Library Assn. meeting in Fennville on April 20, at which time it was determined the county-wide training day would only occur every 3 years, and the next one would be in 2025. On May 1, he met with Carol Dawe about her Strategic Planning services, prior to meeting with Bill Paxton on May 5 to discuss his approach. On May 10, Dorr Elementary Student Council visited, to present a Social Contract they created for the library. There were no volunteers, and no closings this month.

Committee Report: None

NEW BUSINESS:

1. **Discussion and approval Strategic Planning Consultant :** Mclain motioned to approve Paxton's proposal, but to change some of the timelines, and was seconded by Brooks. All yes, motion carried.
2. **Discussion and approval of new Hiring Policy:** Mclain motioned to approve the new Hiring Policy and was seconded by Dykhuis. All yes, motion carried.
3. **Discussion of Library Director Job Description:** Tabled
4. **Resignation of Trustee Board President Derrick McLain:** Brooks motioned to accept the resignation of Derrick McLain as Trustee Board President and was seconded by Dykhuis. All yes, motion carried.
McLain motioned to nominate Brooks as President beginning with the June meeting and was seconded by Dykhuis. All yes, motion carried

OLD BUSINESS

1. **Discussion and Approval of Volunteer Policy revision:** Brooks motioned to approve the Volunteer Policy revisions and was seconded by Dykhuis. All yes, motion carried.
2. **Discussion and Approval of Personnel Policy Manual:** McLain motioned to approve the Personnel Policy Manual and was seconded by Dykhuis. All yes, motion carried.

Township Board Meeting: May 18, 2023 at 7:00 p.m. Director Babbitt is scheduled to attend.

Adjournment: Brooks motioned to adjourn at 7:12 p.m., and was seconded by McLain. All yes, motion carried.

Next regular meeting: June 19, 2023, at 6:30 p.m.

Submitted by Carrie Brooks

DORR TOWNSHIP LIBRARY

Balance Sheet As of May 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	284,260.62
271-000-002 Savings	259,077.90
271-000-003 Huntington CD	6,482.94
Total Bank Accounts	\$549,821.46
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$560,048.07
TOTAL ASSETS	\$560,048.07
<hr style="border-top: 3px double #000;"/>	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
271-000-204 Audit Accts Payable	3,345.67
271-000-231.1 Payroll Liabilities	191.25
215. MI Unemployment Tax	0.00
271-000-228.1 212. MI Income Tax	326.14
271-000-228.2 214. MI Income Tax	-68.88
271-000-228.3 MI Income Tax	404.40
271-000-229.1 Federal Taxes (941/944)	569.61
271-000-229.2 Federal Unemployment (940)	65.11
271-000-229.3 211. Federal Unemployment (940)	-859.26
271-000-229.4 213. Federal Taxes (941/944)	705.18
271-000-231.2 216. Blue Cross Dental	250.04
271-000-231.3 217. Blue Cross Vision	1,287.16
271-000-231.4 Blue Cross Dental	5.48
271-000-231.5 Blue Cross Vision	40.66
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	2,916.89
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,262.56
Total Current Liabilities	\$6,262.56
Total Liabilities	\$6,262.56

DORR TOWNSHIP LIBRARY

Balance Sheet

As of May 31, 2023

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	457,091.35
Net Income	-24,197.93
Total Equity	\$553,785.51
TOTAL LIABILITIES AND EQUITY	\$560,048.07

Check Register 2023 - May

Date	Type	Check #	Vender	Memo	Amount
05/01/2023	Check	16093	CENTER POINT LARGE PRINT	Invoice #2002829	-138.73
05/01/2023	Check	16094	Midwest Tape	Invoice #503722589	-448.69
05/03/2023	Tax Payment		IRS	Tax Payment for Period: 04/01/2023-04/30/2023	-1,334.15
05/03/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 04/01/2023-04/30/2023	-285.01
05/04/2023	Check	16095	Salem Township Library	Besties: Work It Out damaged	-24.99
05/04/2023	Check	16096	Griffin Pest Solutions	Invoice #2364983	-90.00
05/05/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 04/19/2023-05/02/2023	-700.04
05/05/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 04/19/2023-05/02/2023	-285.74
05/05/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 04/19/2023-05/02/2023	-412.47
05/05/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 04/19/2023-05/02/2023	-350.66
05/05/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 04/19/2023-05/02/2023	-298.77
05/05/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 04/19/2023-05/02/2023	-1,190.98
05/05/2023	Check	16097	Coverall of West Michigan	Invoice #7370162930	-450.00
05/05/2023	Check	16098	T-Mobile	Account #970594354	-170.42
05/08/2023	Expense		Mailbird Subscription	PAYPAL INST XFER FASTSPRING GETM PAYPAL INST)	-41.34
05/17/2023	Check	16099	USPS	2 rolls of stamps	-126.00
05/19/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/03/2023-05/16/2023	-413.04
05/19/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 05/03/2023-05/16/2023	-286.42
05/19/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/03/2023-05/16/2023	-363.57
05/19/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/03/2023-05/16/2023	-1,192.38
05/19/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/03/2023-05/16/2023	-328.14
05/19/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/03/2023-05/16/2023	-701.26
05/19/2023	Check	16100	Book Farm LLC	Invoice #ERG13587G Children's Nonfiction YA Nonfiction	-138.12
05/19/2023	Check	16101	Overwatch Data Services	Invoice #36675	-1,083.00
05/26/2023	Check	16102	US Bank Equipment Finance	Invoice #501721872	-456.47
05/26/2023	Check	16103	Foster, Swift, Collins & Smith	Invoice# 858749 Revisions on Personnel Policy Manual, contract with Cove	-1,480.50
05/26/2023	Check	16104	Jeffrey L. Babbitt	May mileage reimbursement	-64.58
05/31/2023	Check	16105	Farmers Disposal	Quarterly trash pickup	-54.00
05/31/2023	Check	16107	Midwest Tape	Invoice#503872150	-414.76
05/31/2023	Check	16109	T-Mobile	Account #970594354	-176.87
05/31/2023	Expense		Chase Card Services		-3,582.26

DORR TOWNSHIP LIBRARY

General Ledger

May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	
271-000-001 Checking								
	Beginning Balance						298,471.88	
05/01/2023	Check	16094	Midwest Tape	Invoice #503722589	271-790-736 703-728. Operations:711. databases	-448.69	298,023.19	
05/01/2023	Check	16093	CENTER POINT LARGE PRINT	Invoice #2002829	271-790-727 703-728. Operations:703. Books	-138.73	297,884.46	
05/03/2023	Deposit				-Split-	19.72	297,904.18	
05/03/2023	Tax Payment		IRS	Tax Payment for Period: 04/01/2023-04/30/2023	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-1,334.15	296,570.03	
05/03/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 04/01/2023-04/30/2023	271-000-228.3 Payroll Liabilities:MI Income Tax	-285.01	296,285.02	
05/04/2023	Check	16095	Salem Township Library		271-790-728 703-728. Operations:703. Books:703.1 book replacement - LLC library	-24.99	296,260.03	
05/04/2023	Check	16096	Griffin Pest Solutions	Invoice #2364983	271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-90.00	296,170.03	
05/05/2023	Check	16097	Coverall of West Michigan	Invoice #7370162930	62100 800. Professional and Contract Services	-450.00	295,720.03	
05/05/2023	Check	16098	T-Mobile	Account #970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-170.42	295,549.61	
05/05/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 04/19/2023-05/02/2023	Direct Deposit Payable	-285.74	295,263.87	
05/05/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 04/19/2023-05/02/2023	Direct Deposit Payable	-298.77	294,965.10	
05/05/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 04/19/2023-05/02/2023	Direct Deposit Payable	-1,190.98	293,774.12	
05/05/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 04/19/2023-05/02/2023	Direct Deposit Payable	-700.04	293,074.08	
05/05/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 04/19/2023-05/02/2023	Direct Deposit Payable	-412.47	292,661.61	
05/05/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 04/19/2023-05/02/2023	Direct Deposit Payable	-350.66	292,310.95	
05/08/2023	Expense				271-790-933 729-734. Facilities and Equipment:732. Technology	-41.34	292,269.61	
05/08/2023	Deposit				-Split-	0.09	292,269.70	
05/09/2023	Deposit				271-000-658 404. Penal Fines	2,777.67	295,047.37	
05/12/2023	Deposit				-Split-	2.33	295,049.70	
05/17/2023	Check	16099	USPS		271-790-740 703-728. Operations:721. Advertising:721.2 Postage, Mailing Service	-126.00	294,923.70	
05/19/2023	Check	16101	Overwatch Data Services	Invoice #36675	271-790-932 729-734. Facilities and Equipment:731. Computer Equip.	-1,083.00	293,840.70	
05/19/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 05/03/2023-05/16/2023	Direct Deposit Payable	-286.42	293,554.28	
05/19/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/03/2023-05/16/2023	Direct Deposit Payable	-328.14	293,226.14	
05/19/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/03/2023-05/16/2023	Direct Deposit Payable	-363.57	292,862.57	
05/19/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/03/2023-05/16/2023	Direct Deposit Payable	-413.04	292,449.53	
05/19/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/03/2023-05/16/2023	Direct Deposit Payable	-701.26	291,748.27	
05/19/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/03/2023-05/16/2023	Direct Deposit Payable	-1,192.38	290,555.89	
05/19/2023	Check	16100	Book Farm LLC	Invoice #ERG13587G	-Split-	-138.12	290,417.77	
05/23/2023	Deposit				-Split-	5.50	290,423.27	
05/26/2023	Check	16103	Foster, Swift, Collins & Smith	Invoice# 858749	271-790-801 800. Professional and Contract Services:801. Legal Fees	-1,480.50	288,942.77	
05/26/2023	Check	16102	US Bank Equipment Finance	Invoice #501721872	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-456.47	288,486.30	
05/26/2023	Check	16104	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-64.58	288,421.72	
05/31/2023	Expense		Chase Card Services		-Split-	-3,582.26	284,839.46	
05/31/2023	Check	16105	Farmers Disposal		271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-54.00	284,785.46	
05/31/2023	Check	16109	T-Mobile	Account #970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-176.87	284,608.59	
05/31/2023	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	66.79	284,675.38	
05/31/2023	Check	16107	Midwest Tape	Invoice#503872150	271-790-736 703-728. Operations:711. databases	-414.76	284,260.62	
Total for 271-000-001 Checking							\$ -	14,211.26

DORR TOWNSHIP LIBRARY

Profit and Loss

May 2023

	TOTAL
Income	
271-000-402.0 402. Millage	
271-000-402.1 402.1 Tax revenue	27.59
Total 271-000-402.0 402. Millage	27.59
271-000-658 404. Penal Fines	2,777.67
43400 583. Direct Public Support	
271-000-674.3 583.4 Donations	
583.4-2 Summer Reading Donation	1,550.00
Total 271-000-674.3 583.4 Donations	1,550.00
43460 583.3 Legacies and Bequests	
271-000-674.2 583.3.1 Annuity	356.20
Total 43460 583.3 Legacies and Bequests	356.20
Total 43400 583. Direct Public Support	1,906.20
44500 500. Government Grants	
44530 580. Local Government Grants	1,266.45
Total 44500 500. Government Grants	1,266.45
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	496.49
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	75.98
271-000-602.3 405.4 Faxes	17.10
271-000-659 405.2 Fines	2.00
271-000-667 405.3 Meeting Room Rental	15.00
271-000-675.2 405.9 Uncategorized Income	48.00
271-000.602.1 405.1 Copies	45.55
Total 271-000-675.1 405. Miscellaneous Revenue	203.63
271-000-676.1 407. Reimbursements	
271-000-676.2 407.1 Credit Card Credits	17.22
271-000-676.3 407.2 Book Replacement	30.95
Total 271-000-676.1 407. Reimbursements	48.17
Total 46400 405-407. Other Types of Income	748.29
Total Income	\$6,726.20
GROSS PROFIT	\$6,726.20
Expenses	
271-790-715.3 702. Payroll Expenses	75.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	144.00
271-790-920 729.1 Telephone, Telecommunications	808.37
Total 271-790-921 729. Rent, Parking, Utilities	952.37
271-790-931 730. Equip Rental and Maintenance	456.47

DORR TOWNSHIP LIBRARY

Profit and Loss

May 2023

	TOTAL
271-790-932 731. Computer Equipt.	1,083.00
271-790-933 732. Technology	61.33
Total 271-790-930 729-734. Facilities and Equipment	2,553.17
62100 800. Professional and Contract Services	450.00
271-790-801 801. Legal Fees	1,480.50
Total 62100 800. Professional and Contract Services	1,930.50
65000 703-728. Operations	
271-790-727 703. Books	1,043.72
271-790-728 703.1 book replacement - LLC library	24.99
Total 271-790-727 703. Books	1,068.71
271-790-729 704. Ebooks	481.75
271-790-730 705. Periodicals	34.95
271-790-732 708. AV	
271-790-734 708.3 DVD	164.48
Total 271-790-732 708. AV	164.48
271-790-736 711. databases	863.45
271-790-737 720. Supplies	115.98
271-790-739 721. Advertising	257.56
271-790-740 721.2 Postage, Mailing Service	126.00
Total 271-790-739 721. Advertising	383.56
271-790-880 710. Programs (Community Promotions)	662.29
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	64.58
Total 271-790-960.1 709. Ed. & Train Dor	64.58
Total 65000 703-728. Operations	3,839.75
780. Misc Expense	
271-790-956 781. Fee refund	35.00
782. Square Reader Fees	1.36
Total 780. Misc Expense	36.36
970. Maint. & Services Dor	
271-790-977 977. Equipment	559.53
Total 970. Maint. & Services Dor	559.53
Payroll Expenses	
271-790-702 Wages	7,492.52
271-790-715.1 Taxes	578.07
Total Payroll Expenses	8,070.59
Total Expenses	\$17,064.90
NET OPERATING INCOME	\$ -10,338.70
NET INCOME	\$ -10,338.70

Director's Report, June 2023

Library Operation Updates

Monday June 5 kicked off Summer Reading with fun crafts, hot dogs and brats, and local first responders here to meet the kids and show off their equipment. Around 260 people showed up to celebrate with us, making this the strongest Summer Reading kickoff in our history. A total of 127 patrons signed up for the SR program on the first day. Between online ReadSquared registrants and those signing up in person, we have registered 213 patrons for Summer Reading as of 5 PM Thursday June 15, already beating last year's record numbers. Nearly every program in June reached its capacity in the early part of the month. Staff has put up a Pride Month display using QR codes linked to lists of relevant books to minimize vandalism and protect materials. I have instituted Director's Open Office Hours on Thursdays from noon to 5 PM, during which I do my work from a highly visible spot in the main library with a sign inviting "Questions, Suggestions, Complaints, and Compliments," as well as more regular walk-throughs of the library while not on desk. Storyteller Jenifer Strauss has had to back out of the fall's Plates 'n' Pages program due to scheduling conflict, but we have added UP first-time picturebook author Julie Buchholtz and Gun Lake Tribe elder Jodie Palmer to the roster.

Statistics

Circulation statistics continue to be fairly strong. Mango Languages needs renewed marketing support, having not been used at all in May. We are looking into that. Changes in BiblioCommons features through Lakeland Library Coop should help.

Budget and Financial Items

The Budget is up to date. We are submitting an ARPA invoice to the Township for reimbursement of funds used to purchase a cart for our new tables. After that, we have only author fees and a hotspot for the popup library to pay for. Once all paid and pending invoices are accounted for, we will have used about \$13,800 of the \$15,000 in ARPA funds committed to us by the Township.

Staff and Building Items

We have hired a new Library Assistant. Ben Joseph will start work on Monday June 19. Some staff have indicated they may have to leave for financial reasons, which would impact our finances negatively. (See "Request for Increase in Frontline Staff Wages.")

One of our underground water pipes was damaged recently, requiring repair. Although the Township has installed bird spikes on top of the outdoor lights above the staff door, birds continue to build their nest there. Randy is currently researching next steps. Godwin Plumbing has performed maintenance on the air conditioning units after one of them started shaking and making noise. Randy has begun the installation of the security camera system as of June 16. The library appears to be heading toward crisis in storage and shelving space. We may need to address this creatively and with additional funds in a revised budget sometime soon.

Meetings, Workshops, etc.

On May 17, I attended the webinar Strategic Planning: What Your Library Board Needs to Know. The Board is expected to be active in the community, gathering feedback and promoting the library as well as in the making of the Strategic Plan, a “community-guided document that reflects staff capacity.”

Later on May 17, I attended the Dorr Business Association meeting. Amanda Winters of Centershot Gun Range joined our Community Scavenger Hunt program as a result.

On May 18, I attended a webinar on Empathetic Listening, De-Escalation, and Conflict Resolution.

I sat in on a May 23 demo of Hoopla reports available on the Midwest Tape portal and discovered some new programs we might want to participate in on Hoopla.

On May 24, I attended the Lakeland Circulation Committee at the Grant Area District Library and brought back relevant information to the staff.

On June 8, I attended the Lakeland Library Coop Board and Advisory Council meetings. Patron Point online registration service is live, and we are making plans to link it to the website and market it. Also, according to Lakeland’s calculations, we are the fifth most “Severely Underfunded” library in the coop.

On June 9, I virtually attended the Michigan Public Library Directors meeting, which focused on legal issues involving staff volunteering and records retention.

Volunteers

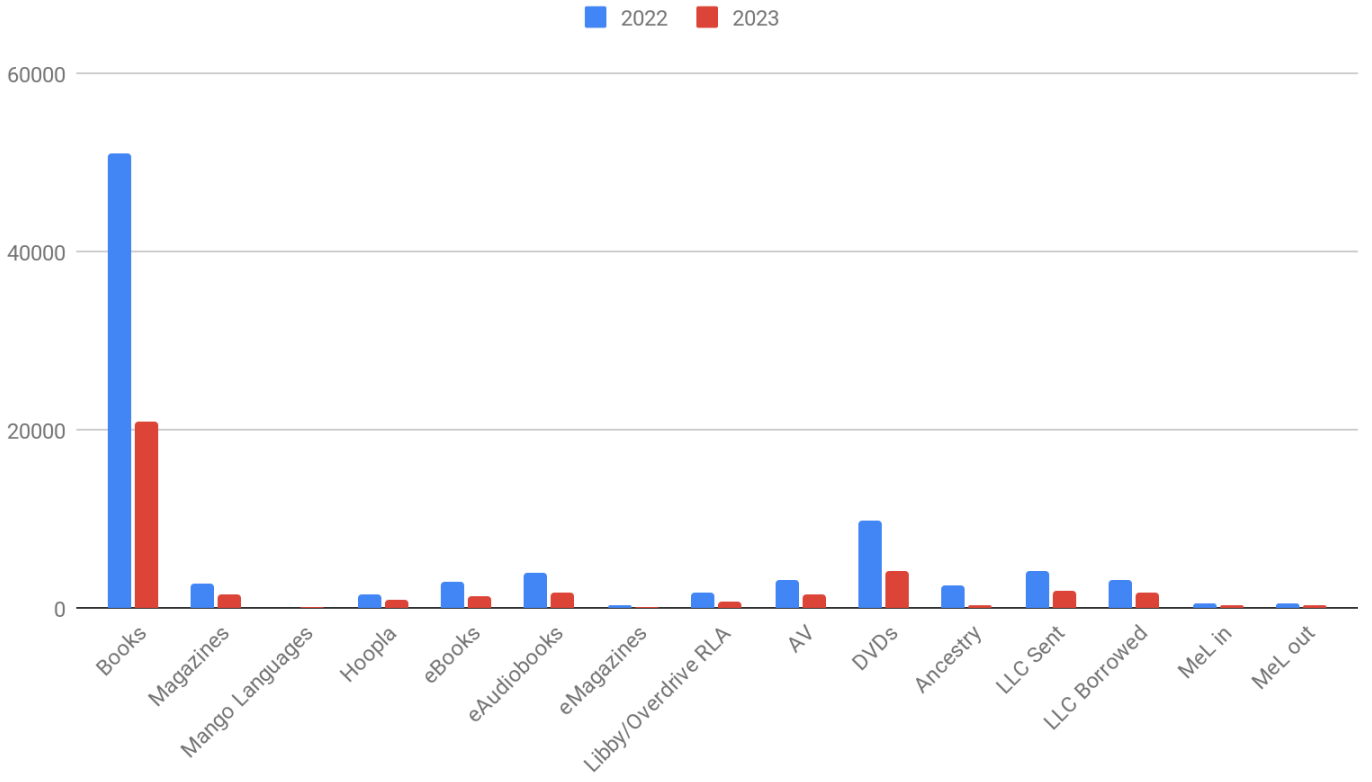
No volunteers at the library in the past month. We have had one young man inquire recently about volunteer opportunities for the summer, but he has yet to make definite plans.

Library Closings

The library was closed on Saturday May 27 and Monday May 29 for Memorial Day weekend.

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

	2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4263	4118	4682	4005	3855							
Magazines	230	287	291	392	327							
Mango Languages	2	49	12	4	0							
Hoopla	198	198	205	188	174							
eBooks	259	252	323	273	249							
eAudiobooks	365	320	388	387	393							
eMagazines	27	19	34	39	24							
Libby/Overdrive RLA Loans	167	171	184	136	163							
AV	328	237	414	302	269							
DVDs	879	634	853	995	892							
Ancestry	63	13	70	63	52							
LLC Sent	372	387	475	354	345							
LLC Borrowed	437	251	394	332	437							
MeL in	67	56	71	65	55							
MeL out	70	54	69	67	54							



**Request for Increase in Frontline Staff Wages
Presented to the Library Board of Trustees by Director Jeffrey Babbitt
June 19, 2023**

Lexi Adrianse has expressed the possibility of leaving Dorr Township Library for financial reasons, and I believe it is time to reconsider staff wages. Lexi handles programming and marketing, has worked here for approximately nine years, holds a Bachelor of Arts degree in Graphic Design as well as a Level 3 Certification from the Library of Michigan. To replace her with someone similarly capable would probably require raising the offered wage, added to the expense of training new staff.

In addition, a number of new facts have come to light supporting the immediate increase of wages:

- 1. We have the money.** After recalculating what we should ideally pay staff according to a multifactor schedule, I stretched out the increase over the next five years. In the first year, this amounts to raises for frontline staff between 4.1% and 8.6%. Under this schedule, giving next year's rate increase in July rather than April 2024 will still give us a positive net balance of nearly \$21,000 (Total Revenue FYE24-Total Expenditures FYE24).

	FYE24
Revenue	\$ 290,710.70
Staff	\$127,750.00
Professional	\$ 28,350.00
Operational	\$ 87,100.00
Building	\$ 26,650.00
TOTAL EXP	\$269,850.00
BALANCE	\$20,860.70

- 2. Other libraries pay staff much more.** Surveying other libraries in the Allegan County Library Association for their current wages, I found that pay for Library Assistant is consistently higher than ours. (Currently, Lexi is our highest-paid LA at \$11.69 per hour.) Henika District Library in Wayland pays an entry-level LA \$13 per hour, while Hopkins District Library now pays a minimum of \$13.10. Otsego District Library starts its Library Clerks at \$11.50, but starts its Graphic Designers (with a BA) at \$16. Lexi is trained and educated as a Graphic Designer and makes use of that in our marketing.

Among Michigan public libraries within a 30-mile radius of us, we pay the second lowest wage for a non-MLS Library Clerk. We are \$2.01 per hour under the median and \$2.63 under the average. In addition, our Staff Expenses for FYE22 were fourth lowest as a percentage of Operating Revenue in that same cohort, and 22.9 percentage points below the accepted business practice of 60% for Staff Expenses. Clearly, we are underpaying our frontline staff.

But it seems a bit unfair to compare our LAs, who do professional-quality and professional-level work, to Library Clerks. The better comparison would be to non-MLS Librarians. Among the seven nearby libraries that indicated wages for that position on their State Reports, our highest LA II wage is \$2.11 lower than the median and \$4.94 lower than the average.

3. **Other employers pay comparable staff much more.** You may say that the taxpayers and voters of Dorr Township will not be comparing our staff to other library staff. Fair enough. In a quick search of Indeed for Customer Service positions offering at least \$12.50 per hour, we see a car wash attendant, a call center rep, a dry-cleaner clerk, a hotel front-desk clerk, and an ice-cream scooper. Same search in food service brings up McDonald's, Taco Bell, Jimmy John's, and several nursing homes. Does our staff at least deserve to make as much as these workers?

Staff Expenses, Projected for FYE 2024 Q1							
Position	Rate	Ann Hours	Annual Gross Salary (incl PTO)	Employer's Payroll Tax	Yearly Total	Total Payroll Tax	Total Emp. Wages
Director	\$22.03	408.75	\$9,004.76	\$720.38	\$9,725.14	\$2,098.11	\$7,627.03
Assistant Director	\$17.59	168.5	\$2,963.92	\$237.11	\$3,201.03	\$690.59	\$2,510.44
Cataloger	\$14.46	184	\$2,660.64	\$212.85	\$2,873.49	\$619.93	\$2,253.56
Library Assistant YS	\$10.98	253.875	\$2,787.55	\$223.00	\$3,010.55	\$649.50	\$2,361.05
Library Assistant II (Coll)	\$11.28	547	\$6,170.16	\$493.61	\$6,663.77	\$1,437.65	\$5,226.13
Library Assistant II (Prog/Mark)	\$11.69	277	\$3,238.13	\$259.05	\$3,497.18	\$754.48	\$2,742.70
Library Assistant I	\$10.10	36	\$363.60	\$29.09	\$392.69	\$84.72	\$307.97
BUDGET TOTAL			\$27,188.76	\$2,175.10	\$29,363.86	\$6,334.98	\$23,028.88
Staff Expenses, Projected for FYE 2024 Q2							
Position	Rate	Ann Hours	Annual Gross Salary (incl PTO)	Employer's Payroll Tax	Yearly Total	Total Payroll Tax	Total Emp. Wages
Director	\$22.03	408.75	\$9,004.76	\$720.38	\$9,725.14	\$2,098.11	\$7,627.03
Assistant Director	\$17.59	168.5	\$2,963.92	\$237.11	\$3,201.03	\$690.59	\$2,510.44
Cataloger	\$14.46	184	\$2,660.64	\$212.85	\$2,873.49	\$619.93	\$2,253.56
Library Assistant YS	\$11.71	253.875	\$2,972.88	\$237.83	\$3,210.71	\$692.68	\$2,518.03
Library Assistant II (Coll)	\$12.17	547	\$6,656.99	\$532.56	\$7,189.55	\$1,551.08	\$5,638.47
Library Assistant II (Prog/Mark)	\$12.69	277	\$3,515.13	\$281.21	\$3,796.34	\$819.03	\$2,977.32
Library Assistant I	\$10.10	169	\$1,706.90	\$136.55	\$1,843.45	\$397.71	\$1,445.74
BUDGET TOTAL			\$29,481.21	\$2,358.50	\$31,839.71	\$6,869.12	\$24,970.59

Staff Expenses, Projected for FYE 2024 Q3 & Q4								
Position	Rate	Ann Hours	Annual Gross Salary (incl PTO)	Employer's Payroll Tax	Yearly Total	Total Payroll Tax	Total Emp. Wages	
Director	\$22.03	817.5	\$18,009.53	\$1,440.76	\$19,450.29	\$4,196.22	\$15,254.07	
Assistant Director	\$17.59	337	\$5,927.83	\$474.23	\$6,402.06	\$1,381.18	\$5,020.87	
Cataloger	\$14.46	368	\$5,321.28	\$425.70	\$5,746.98	\$1,239.86	\$4,507.12	
Library Assistant YS	\$11.71	507.75	\$5,945.75	\$475.66	\$6,421.41	\$1,385.36	\$5,036.05	
Library Assistant II (Coll)	\$12.17	1094	\$13,313.98	\$1,065.12	\$14,379.10	\$3,102.16	\$11,276.94	
Library Assistant II (Prog/Mark)	\$12.69	554	\$7,030.26	\$562.42	\$7,592.68	\$1,638.05	\$5,954.63	
Library Assistant I	\$10.83	353	\$3,822.99	\$305.84	\$4,128.83	\$890.76	\$3,238.07	
BUDGET TOTAL			\$59,371.62	\$4,749.73	\$64,121.35	\$13,833.59	\$50,287.76	
			FYE25 Budget	Round Up				
			Staff Wages	\$98,287.22	\$98,500.00			
			Payroll Tax	\$27,037.69	\$27,250.00			
			Health Insurance	\$2,000.00	\$2,000.00			
				\$127,324.91	\$127,750.00			
			Projected Rev & Exp FYE 2025					
			REVENUE	\$290,710.70				
			Staff Expenses	\$127,750.00	7484.3%			
			Professional Fees	\$28,350.00	1660.9%			
			Library Operations	\$87,100.00	5102.8%			
			Building Expenses	\$26,650.00	1561.3%			
			TOTAL EXPENSES	\$269,850.00	15809.4%			
			BALANCE	\$20,860.70				