

DORR TOWNSHIP LIBRARY  
**BOARD OF TRUSTEES**  
**MEETING**  
Dorr Township Library  
Time: February 21, 2022 @ 6:30 pm

**Call to Order:**

**Roll Call:**

**Changes to the Agenda:**

**Approval of the Agenda:**

**Approval of the Minutes:** January 17

**Treasurer's Report:** Credit Card - \$2,322.77 for January

**Public Comment:**

**Director's Report:**

**Committee Reports:**

1. Personnel Committee
  - a. Manner and method of Director's 90-Day Performance Review

**NEW BUSINESS:**

1. Agreement with Salem Township Library
2. Formally changing Principal Officer in Quickbooks through Board Minutes
3. Discussion and approval of changes to Board By-Laws
  - a. Fix quorum number
  - b. 15-minute time limit for individual public commenters
  - c. Board training?
4. Discussion of FY2022-23 Budget draft

**OLD BUSINESS:**

1. Update on Trustee candidate for open seat
2. Addition of language to Policies & Procedures and Board By-Laws to transfer access and signature cards to new Directors, Assistant Directors, Board President, Board Treasurer
3. Discussion and approval of raise for library staff
  - a. Director's recommendation (3.5%, 4%, or 6% TBD)

**Township Board Meeting:** February 24, 2022 7 pm.

**Adjournment:**

**Next regular meeting:** March 21, 2022 at 6:30 pm

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
Dorr Township Library  
Date: January 17, 2022  
6:30 P.M.**

**MINUTES**

**Meeting was called to order at 6:32 pm**

**Pledge of Allegiance:** Was said.

**Roll Call: Present-**Carrie Brooks, Brittany Hunter, Michael Rydman, Derrick McLain, Shana Dykhuis, Jeffrey Babbitt, Director

**Absent:** Samantha Oswald

**Additions to the Agenda:** Resignation of Michael Rydman as Board of Trustee President and resignation of Samantha Oswald from the Board of Trustees

**Approval of the Agenda:** Rydman made a motion to accept the agenda with the aforementioned additions and was seconded by McLain. All yes, motion carried.

**Approval of the Minutes:** McLain made a motion to accept the minutes from November 15, 2021 and was seconded by Dykhuis. All yes, motion carried.

**Treasurer's Report:** Treasurer Hunter made a motion to pay the credit card bill in the amount of \$2,574.45 and was seconded by Rydman. All yes, motion carried.

**Public Comment:** None

**Committee Report(s):** None

**Director's Report:**

The winter craft sale on December 4, 2021 was a success. Of the vendors who participated, 16 out of 17 wanted to participate again. Karen's storytime attendance is between 5 and 10. Jen stepped in when Karen had Covid and 13 children/parents participated. Jen launched the adult book club. Craft nights are very popular and classes are full and most have a waiting list. Circulation was down in December, however, Hoopla remained steady. Ancestry was far lower, probably because it is no longer available to patrons at home, they must go to the library to utilize this service. Director Babbitt created a Google Doc to record anything positive from patrons to show the value of the library to the community. Director Babbitt has submitted and is working on some grants. There were still some problems with the lights over the circulation desk, but they have been resolved. Director Babbitt attended several meetings regarding the nationwide increase in challenges to library material. He also attended the Township Board meeting on December 23, 2021. Trustee Stanton inquired as to whether the library would consider changing the trip to a destination in Michigan. Director Babbitt attended the Allegan County Multi-Agency Collaborative Council (MACC) to discuss how the library could be of better service to the community with mental health issues. The library was closed December 24, 25 and 31, 2021 and January 1, 2022.

**Committee Report:**

None

**NEW BUSINESS:**

1. **Acceptance of Resignations** - Brooks motioned to accept the resignation of Michael Rydman as President of the Board, and was seconded by Hunter. All yes, motion carried. Ryman made a motion to accept the resignation of Samantha Oswald from the Board of Trustees, and was seconded by Brooks. All yes, motion carried
2. **Nomination and election of Board officers:** Hunter motioned to elect Brooks for Secretary and was seconded by McLain. All yes, motion carried. Brooks motioned to elect McLain for President, Hunter for Vice President and Dykhuis for Treasurer and was seconded by McLain. All yes, motion carried
3. **Approval of 2022 holiday closures for the Lakeland Library Cooperative:** Hunter made a motion to accept the holiday closures listed below and was seconded by McLain. All yes, motion carried

January 1	September 3
January 17	September 5
February 21	October 10
April 15,	November 11
April 16	November 24

May 28  
May 30  
July 3

November 25  
December 24  
December 31

4. **Establishment of 2022 Meeting dates:** McLain motioned to establish the dates below for the 2022 Board meeting dates and was seconded by Brooks. All yes, motion carried.
- |             |              |
|-------------|--------------|
| January 17  | July 18      |
| February 21 | August 15    |
| March 21    | September 19 |
| April 18    | October 17   |
| May 26      | November 21  |
| June 20     | December 19  |
5. **Approval and signatures for correspondence from the Attorney re: rate increase:** Hunter motioned to accept the rate increase from the attorney and was seconded by Brooks. All yes, motion carried. President McLain signed the document.
6. **Discussion of Huntington CD account: whether we should have four signatories as with the other bank account and how we should avoid the current circumstances of having no current staff or Board member signatories.** Hunter motioned to table discussion Director Babbitt writes a policy, and was seconded by McLain. All yes, motion carried.
7. **Discussion of manner and method of Director's 90-day Performance Review:** McLain motioned to table discussion until the Personnel Committee could meet to make recommendations and was seconded by Rydman. All yes, motion carried.
8. **Discussion and approval of 2.28% raise for library staff**
- Michigan Minimum Wage increased January 1, 2022, resulting in a 2.28% increase for Karen Shaffer. Brooks motioned to approve a 2.28% increase for Karen Shaffer, effective January 1, 2022, and table a raise for the entire staff until budget considerations could be determined, and was seconded by Hunter. All yes, motion carried.
9. **Discussion of changes in Selection and Reconsideration Policies**
- Nationwide increase in library materials challenges, concerted effort by political organizations
  - Expert advice begins with "Make sure policies are in place."
- Hunter motioned to approve the suggested policy changes and was seconded by McLain. All yes, motion carried

**OLD BUSINESS:**

1. **Request for reconsideration** - Director Babbitt sent Patron a letter dated December 10, 2021 as approved in the November 15, 2021 meeting.

**Township Board Meeting:** January 27, 2022, at 7:00 p.m. Director Babbitt is planning to attend

**Adjournment:** McLain motioned to adjourn at 7:23 pm, and was seconded by Dykhuis. All yes, motion carried.

**Next regular meeting:** February 21, 2022, at 6:30 p.m.

Submitted by Carrie Brooks

2021-2022 Budget																
Month																
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2021-2022 Budget	
	\$13,300.55	\$12,578.57	\$13,426.54	\$15,837.68	\$12,807.24	\$9,467.79	\$14,438.36	\$10,725.07	\$15,815.49	\$15,377.00						\$243,950.00
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2021-2022 Budget	
Custodial wages	\$401.36	\$448.21	\$401.35	\$670.37	\$339.59	\$444.31	\$381.82	\$405.26	\$600.08	\$416.14			\$4,508.49	\$1,091.51	\$5,600.00	
Emp. Wages	\$3,968.32	\$3,932.62	\$3,997.24	\$5,610.39	\$4,050.28	\$3,855.08	\$4,074.41	\$5,756.31	\$8,585.78	\$5,817.67			\$49,648.10	\$37,401.90	\$87,050.00	
Payroll taxes	\$1,197.98	\$1,183.01	\$1,170.00	\$1,719.51	\$1,171.15	\$1,171.58	\$1,179.07	\$1,505.55	\$2,257.19	\$1,505.39			\$14,060.43	\$12,589.57	\$26,650.00	
Health Insurance													\$0.00	\$6,700.00	\$6,700.00	
<b>Total</b>	<b>\$5,567.66</b>	<b>\$5,115.63</b>	<b>\$5,568.59</b>	<b>\$8,000.27</b>	<b>\$5,561.02</b>	<b>\$5,470.97</b>	<b>\$5,635.30</b>	<b>\$7,667.12</b>	<b>\$11,443.05</b>	<b>\$7,739.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$68,217.02</b>	<b>\$57,782.98</b>	<b>\$126,000.00</b>	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2021-2022 Budget	
Audit fee					\$2,100.00	\$500.00							\$2,600.00	\$400.00	\$3,000.00	
Collection Agency	\$8.95	\$8.95					\$8.95	\$8.95					\$35.80	\$114.20	\$150.00	
Legal Fees													\$0.00	\$1,775.00	\$1,775.00	
Professional Dues			\$125.00			\$65.74			\$137.00				\$327.74	\$472.26	\$800.00	
Library Board Bonding				\$326.00									\$326.00	\$4.00	\$330.00	
Workers Comp			\$216.00						\$216.00				\$432.00	\$168.00	\$600.00	
<b>Total</b>	<b>\$8.95</b>	<b>\$8.95</b>	<b>\$341.00</b>	<b>\$326.00</b>	<b>\$2,100.00</b>	<b>\$565.74</b>	<b>\$8.95</b>	<b>\$8.95</b>	<b>\$353.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,721.54</b>	<b>\$2,933.46</b>	<b>\$6,655.00</b>	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2021-2022 Budget	
Books	\$1,319.25	\$2,286.50	\$1,234.49	\$1,058.56	\$607.37	\$1,360.27	\$530.41	\$1,439.42	\$1,826.44	\$1,711.98			\$13,374.69	\$2,625.31	\$16,000.00	
Adult	\$447.21	\$1,283.74	\$837.69	\$697.26	\$368.35	\$1,055.16	\$237.71	\$1,320.24	\$812.81	\$914.34			\$7,974.51	\$3,025.49	\$11,000.00	
Childrens	\$405.63	\$618.13	\$256.47	\$172.86	\$128.75	\$141.87	\$113.51	\$36.37	\$498.67	\$79.93			\$2,452.19	\$47.81	\$2,500.00	
Tween	\$72.14	\$78.48	\$59.32	\$82.21	\$80.27	\$135.74	\$115.91	\$15.99	\$235.30	\$231.44			\$1,106.80	\$143.20	\$1,250.00	
YA	\$394.27	\$306.15	\$81.01	\$106.23	\$30.00	\$27.50	\$63.28	\$66.82	\$279.66	\$486.27			\$1,841.19	-\$591.19	\$1,250.00	
AV Material	\$95.90	\$140.37	\$195.66	\$294.03	\$145.85	\$238.45	\$135.35	\$17.96	\$191.22	\$218.62			\$1,673.41	\$466.59	\$2,140.00	
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	\$46.95	\$861.29	\$22.45	\$48.00	\$22.45	\$22.45	\$22.45	\$30.44	\$22.45	\$42.45			\$1,141.38	\$358.62	\$1,500.00	
Programs	\$714.88	\$285.78	\$504.47	\$531.56	\$246.91	\$275.13	\$2,200.34	\$171.08	\$566.48	\$203.00			\$5,699.63	\$6,300.37	\$12,000.00	
General Programming	\$174.88		\$208.03	\$343.56	\$246.91	\$275.13	\$2,200.34	\$171.08	\$566.48	\$203.00			\$4,389.41	\$4,610.59	\$9,000.00	
Summer Reading	\$540.00	\$285.78	\$296.44	\$188.00									\$1,310.22	\$1,689.78	\$3,000.00	
Grant Purchases													\$0.00	\$0.00	\$0.00	
Advertising	\$76.29				\$185.51				\$1.99				\$263.79	\$736.21	\$1,000.00	
Office/General Supplies	\$398.59	\$449.79	\$341.80	\$354.05	\$351.03	\$482.29	\$275.11	\$31.95	\$467.96	\$125.26			\$3,277.83	\$722.17	\$4,000.00	
Employee Training								\$40.00					\$40.00	\$7,960.00	\$8,000.00	
Library Board Training													\$0.00	\$1,000.00	\$1,000.00	
Transportation													\$0.00	\$400.00	\$400.00	
Coop Fees	\$3,474.21		\$162.00	\$3,525.75			\$3,762.18			\$4,985.14			\$15,909.28	\$5,090.72	\$21,000.00	
Databases	<b>\$784.39</b>	<b>\$1,273.19</b>	<b>\$2,397.60</b>	<b>\$999.08</b>	<b>\$200.09</b>	<b>\$202.13</b>	<b>\$852.47</b>	<b>\$207.12</b>	<b>\$182.22</b>				\$7,098.29	\$5,701.71	\$12,800.00	
Overdrive (ebooks, emagazines, e-audiobook)	\$450.00			\$450.00			\$450.00			\$1,256.45			\$2,606.45	\$893.55	\$3,500.00	
Mango Languages													\$0.00	\$1,500.00	\$1,500.00	
Ancestry.com		\$1,114.05											\$1,114.05	\$385.95	\$1,500.00	
Movie License							\$191.91						\$191.91	\$208.09	\$400.00	
Hoopla (ebooks)	\$334.39	\$159.14	\$147.60	\$209.08	\$200.09	\$202.13	\$210.56	\$207.12	\$182.22				\$1,852.33	\$1,147.67	\$3,000.00	

	World Trade Press				\$340.00									\$340.00	\$60.00	\$400.00
	Linked-In Learning/Lynda.com			\$2,250.00										\$2,250.00	\$250.00	\$2,500.00
<b>Total</b>		\$6,910.46	\$5,296.92	\$4,858.47	\$6,811.03	\$1,759.21	\$2,580.72	\$7,778.31	\$1,939.96	\$3,256.77	\$7,286.45	\$0.00	\$0.00	\$48,478.30	\$32,611.70	\$81,090.00

		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2021-2022 Budget
Building Ins.						\$2,561.00								\$2,561.00	439.00	\$3,000.00
	General Liability Insurance					\$2,561.00								\$2,561.00	\$439.00	\$3,000.00
	Utilities	\$264.95	\$264.95	\$309.95	\$264.95	\$264.95	\$309.95	\$264.95	\$309.95	\$264.95	\$182.95	\$0.00	\$0.00	\$2,702.50	\$797.50	\$3,500.00
	Internet/phone	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$164.95			\$2,549.50		
	Trash			\$45.00			\$45.00		\$45.00					\$135.00		
	Recycling										\$18.00			\$18.00		
	Building Maintenance and Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$168.54	\$0.00	\$0.00	\$176.97	\$0.00	\$0.00	\$0.00	\$0.00	\$345.51	\$6,154.49	\$6,500.00
	Tables													\$0.00	\$500.00	\$500.00
	Makerspace Equipment (children)													\$0.00	\$300.00	\$300.00
	Security system					\$168.54			\$176.97					\$345.51	\$354.49	\$700.00
	Other building maint.													\$0.00	\$500.00	\$500.00
	New lighting (LEDs, ceiling fans?)													\$0.00	\$1,000.00	\$1,000.00
	Flush heating system (schedule)													\$0.00	\$1,000.00	\$1,000.00
	Update Bathrooms													\$0.00	\$1,500.00	\$1,500.00
	new hand dryers															x
	Annual Cleaning Services (window washers,													\$0.00	\$1,000.00	\$1,000.00
	Equipment	\$368.53	\$1,850.78	\$548.53	\$435.43	\$383.61	\$378.28	\$750.85	\$547.12	\$497.72	\$0.00	\$0.00	\$0.00	\$5,760.85	\$7,944.15	\$13,705.00
	Hotspots (grant funded until August 2021)	119.44	119.44	119.44		238.88	119.44	\$119.44	119.44	119.44				\$1,074.96	\$425.04	\$1,500.00
	Community Room Sound System													\$0.00	\$500.00	\$500.00
	AED													\$0.00	\$500.00	\$500.00
	Alarm system		\$168.54											\$168.54	\$31.46	\$200.00
	Firewall			\$180.00										\$180.00	\$20.00	\$200.00
	Computer													\$0.00	\$2,500.00	\$2,500.00
	General													\$0.00	\$0.00	
	Grant Funds													\$0.00	\$0.00	
	Copier	\$368.53	\$368.53	\$368.53	\$365.53	\$383.61	\$378.28	\$419.41	\$427.68	\$378.28				\$3,458.38	\$1,541.62	\$5,000.00
	Website							\$212.00						\$212.00	\$788.00	\$1,000.00
	Misc		\$1,313.71		\$69.90									\$1,383.61	-\$383.61	\$1,000.00
	Grant Funds		\$1,305.00		\$69.90									\$1,374.90	-\$69.90	\$1,305.00
	Equipment Mant.	\$180.00	\$41.34	\$1,800.00	\$0.00	\$8.91	\$162.13	\$0.00	\$75.00	\$0.00	\$168.40	\$0.00	\$0.00	\$2,435.78	\$964.22	\$3,400.00
	Computer Maint.			\$1,800.00										\$1,800.00	\$200.00	\$2,000.00
	CD/DVD Cleaner													\$0.00	\$400.00	\$400.00
	Software	\$180.00	\$41.34			\$8.91	\$162.13		\$75.00		\$168.40			\$635.78	\$364.22	\$1,000.00
	Misc													\$0.00	100.00	100
<b>Total</b>		<b>\$813.48</b>	<b>\$2,157.07</b>	<b>\$2,658.48</b>	<b>\$700.38</b>	<b>\$3,387.01</b>	<b>\$850.36</b>	<b>\$1,015.80</b>	<b>\$1,109.04</b>	<b>\$762.67</b>	<b>\$351.35</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,805.64</b>	<b>\$16,399.36</b>	<b>\$30,205.00</b>

Projected Revenue	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	2021-2022 Revenue
INTEREST	46.9	45.65	50.4	48.47	48.61	\$45.36	\$45.95	\$46.13	\$45.25	\$45.22			467.94	600
PENAL FINES	3315.12	2460.08	3014.32	2720.73	2743.45	\$2,643.13	\$2,698.08	\$2,254.06	\$1,800.03				23649	28500
STATE AID		3198.66											3198.66	5200
MILLAGE	6601.46									\$88,484.92			95086.38	169000
FRIENDS								\$200.00						
Annuities, grants, etc	356.2	356.2	356.2	356.2	356.2	\$356.20	\$1,731.10	\$0.00	\$356.20	\$721.40			4945.9	

	Allainz	356.2	356.2	356.2	356.2	356.2	\$356.20	\$356.20		\$356.20	\$721.40			3571	4274.4
	LSTA Grant							\$1,374.90						1374.9	
	ACCF Grant													0	
MISC INCOME		719.21	103.92	731.98	142.35	156.42	\$257.59	\$397.26	\$1,921.84	\$255.15	\$339.77			5025.49	1000
	Fines		2	8.45	18.99	\$15.99	\$5.09	\$21.34	\$44.68					116.54	
	Copies	72.55	31.35	62.55	55.9	44.75	\$111.13	\$77.98	\$46.70	\$45.80	\$120.30			669.01	
	Room Rental						\$5.00	\$35.00	\$15.00	\$15.00	\$15.00			85	
	summer reading													0	
	Misc.	104.8	3.5	607.55	6.65	8.64	\$7.46	\$5.76	\$9.00	\$2.85	\$33.05			789.26	
	Craft						\$119.75							119.75	
	Bus trip							\$225.00	\$1,775.00					2000	
	Water Color Classes													0	
	Sales	6.35	11.15	15.45	32.45	15.75	\$34.24	\$30.39	\$10.97	\$2.50	\$42.09			201.34	
	Faxes	27	12.6	27.4	38.9	62.9	\$16.00	\$12.60	\$12.00	\$28.90	\$7.45			245.75	
	Credit Card Credits	508.51	43.32	19.03		5.39	\$2.02	\$29.99	\$129.79	\$128.42	\$126.88			993.35	
	Misc Cash out						\$54.00	\$24.55	\$97.96	\$13.00	\$5.00			194.51	
	Carry over from last years budget													0	
	TOWNSHIP APPROPRIATION	12500			12500		\$12,500.00			\$12,500.00				50000	50000
<b>Total</b>		23538.89	6164.51	4152.9	15767.75	3304.68	\$15,802.28	\$4,872.39	\$4,422.03	\$14,956.63	\$89,591.31				258574.4

### Check Register 2022 - January

Date	Type	Check #	Vender	Memo	Amount
01/07/2022	Check	15876	Midwest Tape	Invoice #501489920 Customer #2000018351; December Hoopla	-\$182.22
01/07/2022	Check	15877	Lakeland Library Cooperative	Invoice #22-17088 Invoice #PT22-219; Quarterly Dues Quarterly Overdrive	-\$4,163.47
01/17/2022	Check	15878	The Library Network	Invoice #69107; Deepfreeze subscription 2021-2022	-\$49.00
01/17/2022	Check	15879	Lakeland Library Cooperative	Invoice #PT22-168 Invoice #PT22-256; 2022 Overdrive magazines Capira 12/11/21-12/10/22	-\$2,078.12
01/19/2022	Check	15881	SMART APPLE MEDIA	Order #G164126; Children's nonfiction January 2022	-\$209.55
01/19/2022	Check	15882	Lakeview Books	Order #P164127; Children's books January 2022	-\$93.46
01/20/2022	Tax Payment		IRS	Tax Payment for Period: 12/01/2021-12/31/2021 EIN # 38-3295332; Federal Taxes (	-\$1,836.40
01/20/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 12/01/2021-12/31/2021; MI Income Tax	-\$393.63
01/24/2022	Tax Payment		IRS	Tax Payment for Period: 01/01/2021-12/31/2021; Federal Unemployment (940) Federal Unemployment (940) Federal Unemployment (940)	-\$110.70
01/24/2022	Check	15883	US Bank Equipment Finance	Invoice #462841719; January copier	-\$419.49
01/24/2022	Check	15884	CENTER POINT LARGE PRINT	Invoice #1906629 Invoice #1906443; January large print Adult books Large print Westerns - Adult	-\$243.14
01/24/2022	Check	15885	Barry D. Levine	Invoice #2022-009; Adult Book purchased from author	-\$15.00
01/31/2022	Check	15886	Chase Card Services	Acct #4246315229941651; January credit card credits January Adult Books January YA Books January Tween Books January Children's Books January office supplies January programs January Quickbooks fee January utilities January software January Periodicals January AV	-\$2,322.77
01/31/2022	Check	15887	Midwest Tape	Invoice #501630397 Customer #2000018351; January Hoopla	-\$232.25
01/31/2022	Check	15888	T-Mobile	Account #970594354; January Hotspots	-\$119.44

# DORR TOWNSHIP LIBRARY

## General Ledger

January 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Checking							
	Beginning Balance						206,694.15
01/07/2022	Check	15877	Lakeland Library Cooperative	Invoice #22-17088 Invoice #PT22-219	-Split-	-4,163.47	202,530.68
01/07/2022	Check	15876	Midwest Tape	Invoice #501489920 Customer #2000018351	703-728. Operations:711. databases	-182.22	202,348.46
01/10/2022	Deposit		Allianz		583. Direct Public Support:583.3 Legacies and Bequests:583.3.1 Annuity	356.20	202,704.66
01/14/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 12/29/2021-01/11/2022	Direct Deposit Payable	-1,081.72	201,622.94
01/14/2022	Deposit				404. Penal Fines	1,800.03	203,422.97
01/14/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 12/29/2021-01/11/2022	Direct Deposit Payable	-627.80	202,795.17
01/14/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 12/29/2021-01/11/2022	Direct Deposit Payable	-254.66	202,540.51
01/14/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 12/29/2021-01/11/2022	Direct Deposit Payable	-369.33	202,171.18
01/14/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 12/29/2021-01/11/2022	Direct Deposit Payable	-222.66	201,948.52
01/14/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 12/29/2021-01/11/2022	Direct Deposit Payable	-227.59	201,720.93
01/14/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 12/29/2021-01/11/2022	Direct Deposit Payable	-278.26	201,442.67
01/17/2022	Check	15878	The Library Network	Invoice #69107	729-734. Facilities and Equipment:732. Technology	-49.00	201,393.67
01/17/2022	Check	15879	Lakeland Library Cooperative	Invoice #PT22-168 Invoice #PT22-256	-Split-	-2,078.12	199,315.55
01/19/2022	Check	15881	SMART APPLE MEDIA	Order #G164126	703-728. Operations:703. Books	-209.55	199,106.00
01/19/2022	Check	15882	Lakeview Books	Order #P164127	703-728. Operations:703. Books	-93.46	199,012.54
01/20/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 12/01/2021-12/31/2021	Payroll Liabilities:MI Income Tax	-393.63	198,618.91
01/20/2022	Tax Payment		IRS	Tax Payment for Period: 12/01/2021-12/31/2021 EIN # 38-3295332	Payroll Liabilities:Federal Taxes (941/944)	-1,836.40	196,782.51
01/24/2022	Tax Payment		IRS	Tax Payment for Period: 01/01/2021-12/31/2021	-Split-	-110.70	196,671.81
01/24/2022	Check	15884	CENTER POINT LARGE PRINT	Invoice #1906629 Invoice #1906443	-Split-	-243.14	196,428.67
01/24/2022	Check	15885	Barry D. Levine	Invoice #2022-009	703-728. Operations:703. Books	-15.00	196,413.67
01/24/2022	Check	15883	US Bank Equipment Finance	Invoice #462841719	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-419.49	195,994.18
01/28/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 01/12/2022-01/25/2022	Direct Deposit Payable	-369.32	195,624.86
01/28/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 01/12/2022-01/25/2022	Direct Deposit Payable	-188.55	195,436.31
01/28/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 01/12/2022-01/25/2022	Direct Deposit Payable	-334.77	195,101.54
01/28/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 01/12/2022-01/25/2022	Direct Deposit Payable	-627.81	194,473.73
01/28/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 01/12/2022-01/25/2022	Direct Deposit Payable	-313.04	194,160.69
01/28/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 01/12/2022-01/25/2022	Direct Deposit Payable	-183.58	193,977.11
01/28/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 01/12/2022-01/25/2022	Direct Deposit Payable	-1,081.72	192,895.39
01/31/2022	Deposit				-Split-	89,059.01	281,954.40
01/31/2022	Deposit		Interest		405-407. Other Types of Income:406. Interest Income Dor	25.63	281,980.03
01/31/2022	Check	15886	Chase Card Services	Acct #4246315229941651	-Split-	-2,322.77	279,657.26
01/31/2022	Check	15887	Midwest Tape	Invoice #501630397	703-728. Operations:711. databases	-232.25	279,425.01



# DORR TOWNSHIP LIBRARY

General Ledger

January 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01/31/2022	Check	15888	T-Mobile	Customer #2000018351 Account #970594354	729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-119.44	279,305.57
<b>Total for Checking</b>						<b>\$72,611.42</b>	

# DORR TOWNSHIP LIBRARY

## Profit and Loss

January 2022

	TOTAL
Income	
402. Millage	88,484.92
404. Penal Fines	1,800.03
405-407. Other Types of Income	
405. Miscellaneous Revenue	33.05
405.1 Copies	120.30
405.3 Meeting Room Rental	15.00
405.4 Faxes	7.45
405.5 Book Sales	42.09
<b>Total 405. Miscellaneous Revenue</b>	<b>217.89</b>
406. Interest Income Dor	46.84
407. Reimbursements	
407.1 Credit Card Credits	126.88
<b>Total 407. Reimbursements</b>	<b>126.88</b>
<b>Total 405-407. Other Types of Income</b>	<b>391.61</b>
583. Direct Public Support	
583.3 Legacies and Bequests	
583.3.1 Annuity	712.40
<b>Total 583.3 Legacies and Bequests</b>	<b>712.40</b>
<b>Total 583. Direct Public Support</b>	<b>712.40</b>
<b>Total Income</b>	<b>\$91,388.96</b>
GROSS PROFIT	<b>\$91,388.96</b>
Expenses	
703-728. Operations	
703. Books	1,964.12
704. Ebooks	806.45
705. Periodicals	42.45
708. AV	218.62
710. Programs (Community Promotions)	203.00
711. databases	414.47
720. Supplies	
720.1 Collection/Office Supplies	125.26
<b>Total 720. Supplies</b>	<b>125.26</b>
725. LLC Costs	4,985.14
721.2 Other LLC fees	450.00
<b>Total 725. LLC Costs</b>	<b>5,435.14</b>
<b>Total 703-728. Operations</b>	<b>9,209.51</b>
729-734. Facilities and Equipment	
729. Rent, Parking, Utilities	264.95
729.1 Telephone, Telecommunications	119.44
<b>Total 729. Rent, Parking, Utilities</b>	<b>384.39</b>
730. Equip Rental and Maintenance	419.49

	TOTAL
732. Technology	168.40
<b>Total 729-734. Facilities and Equipment</b>	<b>972.28</b>
780. Misc Expense	5.00
Payroll Expenses	73.00
Taxes	561.92
Wages	7,104.29
<b>Total Payroll Expenses</b>	<b>7,739.21</b>
<b>Total Expenses</b>	<b>\$17,926.00</b>
<b>NET OPERATING INCOME</b>	<b>\$73,462.96</b>
<b>NET INCOME</b>	<b>\$73,462.96</b>

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of January 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
390. Savings	153,807.68
Checking	279,305.57
Huntington CD	6,418.10
<b>Total Bank Accounts</b>	<b>\$439,531.35</b>
Other Current Assets	
019. Audit Accts Receivable	10,226.61
<b>Total Other Current Assets</b>	<b>\$10,226.61</b>
<b>Total Current Assets</b>	<b>\$449,757.96</b>
<b>TOTAL ASSETS</b>	<b>\$449,757.96</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
202. Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
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)	517.94
Federal Unemployment (940)	18.43
MI Income Tax	400.77
MI Unemployment Tax	0.00
<b>Total Payroll Liabilities</b>	<b>2,814.91</b>
<b>Total Other Current Liabilities</b>	<b>\$6,160.58</b>
<b>Total Current Liabilities</b>	<b>\$6,160.58</b>
<b>Total Liabilities</b>	<b>\$6,160.58</b>
Equity	
012. Opening Bal Equity	120,892.09

	TOTAL
013. Fund Balance	273,191.99
Net Income	49,513.30
<b>Total Equity</b>	<b>\$443,597.38</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$449,757.96</b>

## **Director's Report, February 2022**

### **Library Operation Updates**

Manga/Anime Club started with an enthusiastic group of three participants who all shared suggestions to make the program successful in coming months. The Live version of the popular online social deduction game Among Us was a smash hit on February 9, attracting ten excited participants who can't wait to do it again. Another Live Among Us is in the works for Spring Break in April. Lexi signed up thirty patrons for the Apps & Canvas Valentine's program on February 3, but we were closed due to weather. We have rescheduled the popular program for March 7, and Lexi plans to accommodate all 30 patrons by facilitating two groups of 15 at the same time in two different parts of the Library.

### **Statistics**

Physical materials circulated at very healthy rates in January. More DVDs were checked out than in any month in the past year. Unfortunately, the databases did not do as well. Ancestry.com use was at an all-time low, and Mango Languages was not accessed at all. Ancestry has not recovered from the end of at-home access. Reilly and I are discussing a new marketing push to address that problem. Please see the updated statistics graphs and chart below.

### **Budget Items**

The budget is up to date. We were notified that we won the \$10,000 ARP Humanities Grant for Libraries that will support this summer's Plates 'n' Pages Family Story Night series. The funds should be released by the beginning of March, and the children's book authors and storytellers are nearly all scheduled. We submitted the application for the \$4,000 Eisner Innovation Grant well before the February 13 deadline.

### **Staff and Building Items**

The Township brought in Godwin Plumbing to replace the expansion tank on the heater. Godwin sent us the invoice. I emailed Randy at the Township asking him to pick up the invoice on January 31. To this date, he has not, and Godwin has sent us another copy of the invoice. I emailed Township Supervisor Jeff Miling a scan of the invoice on Feb. 16 and told him the situation. Ants were discovered in the Community Room Tuesday Feb. 15 during Storytime. Staff emailed maintenance but received no reply. I called the Township

offices around noon to make sure the message got across. Randy left me a note saying that he left some ant traps in the Community Room and advised us not to leave food around. Staff says food is not left out and is not the issue. I emailed Randy, Cc'ing Jeff Miling, Feb. 16 to describe what was found in the past regarding bug infestations (a crack in the floor that was sealed a number of years ago, Griffin's regular spraying, etc.) and asking if spraying was an option should current efforts fail. Randy replied that he can reseal the crack and spray.

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

Allegan County CMH Executive Director Mark Witte, Allegan County Commissioner Mark DeYoung, and I met at the Library on January 21 to discuss how we could work together for the benefit of their Dorr-area clients. They are actively seeking public places that can act as way-stations for visiting therapists on the road in between clients. Mr. Witte is set to address the Allegan County Library Association. CMH can offer Mental Health First Aid training to our staff, and we can potentially collaborate on Library programming.

I attended the Township Board meeting on January 27 to tout the success of recent programs and announce that we had won a substantial grant, although I could not give details, as the grant winners have not yet been publicly announced. Trustee John Tuinstra visited me in the Library the following Monday and requested a list of revenue sources for the Library. I emailed him the list of sources for FY2022-23 revenue on Monday February 7 after conferring with Reilly and updating the numbers to match our expectations. He replied that he also wanted the Budget and wage and salary information, at which point I conferred with Reilly, emailed the Board, and reached out to Carol Dawe at LLC. Currently brushing up on FOIA and planning to respond to John on Monday Feb. 21 with a link to the FOIA request document on our website.

I attended the webinar "Transitioning to Libby" on February 2. The Overdrive app is no longer available to download as of February 1, and the app will no longer work after December of this year, making it necessary for our patrons to use Libby instead.

**Volunteers**

A student at Allegan Alternative High School contacted us about volunteering at the Library. We are still making arrangements. Reilly and I have discussed including a brief but more formal volunteer orientation in the Personnel Policy Manual outlining what sorts of things need to be reported and deferred to Library staff.

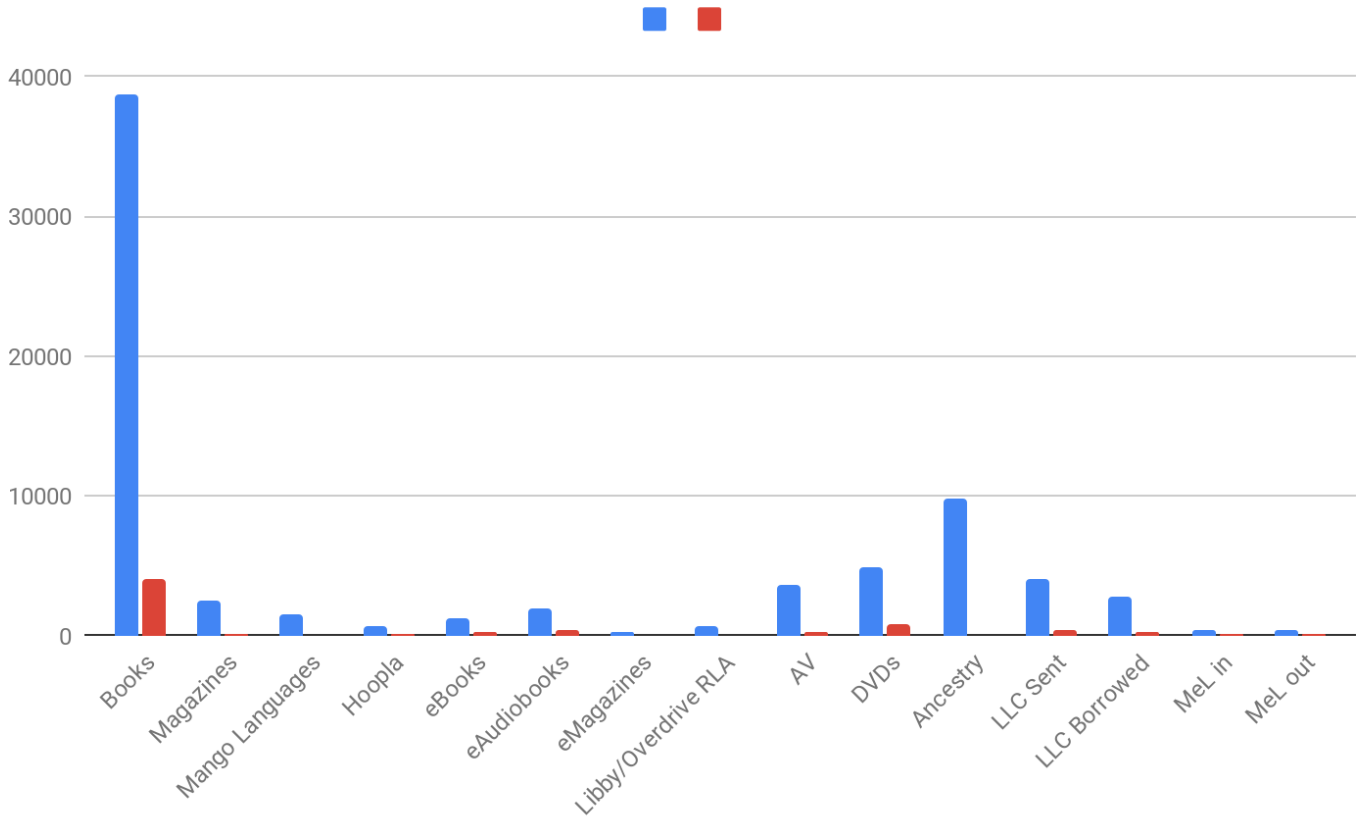
**Library Closings**

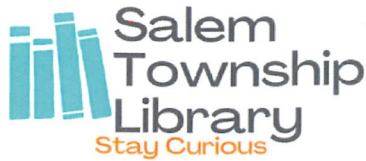
The library was closed due to weather and road conditions on February 2, 3, and 11.

Completed Feb. 16, 2022, 2:15PM









### Borrowing Privileges Agreement

The Salem Township Library participates in reciprocal holds pick-up with other Lakeland Library Cooperative Libraries.

This is a voluntary service, whereby participating LLC libraries extend in-person pick-up privileges to authorized patrons from other LLC libraries who also participate.

This access is especially valuable for patrons who may live closer to other libraries apart from their home library.

By signing this form, I hereby give the following permissions as stated:

Staff members of both the Dorr and Salem Township Libraries may send any Dorr patron holds to the Salem Township Library upon patron request.

Staff members of both the Dorr and Salem Township Libraries may send any Salem patron holds to the Dorr Township Library upon patron request.

Lisa Vandebunte

Lisa Vande Bunte  
Salem Township Library Director

1/24/22

Date

\_\_\_\_\_

Jeffrey Babbitt  
Dorr Township Library Director

\_\_\_\_\_

Date

