

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: January 16, 2023 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda: pg 1

Approval of the Minutes: November 21, 2022 pg 2-3

Treasurer's Report: Credit Card - \$2,699.54 for November and \$2,902.39 for December pg 4-14

Director's Report: pg15-18

Committee Reports:

NEW BUSINESS:

1. Election of New Officers for 2023
2. Approval of Meeting Dates for 2023 pg 19
3. Discussion and approval of wage increases to comply with potential Minimum Wage increase in February pgs 20-27
4. Discussion and approval of Personnel Policy Manual pgs 28-59
5. Discussion of FYE 2024 Budget draft pgs 60-65
6. Discussion and approval of a procedure to approve ARPA purchases for Township payment pgs 66-67
7. Discussion and approval of Internet Use Policy revision pgs 68-79
8. Closed Session to discuss attorney's written opinion

OLD BUSINESS:

1. Discussion and Approval of 2023 Holiday Closings

Township Board Meeting: January 26, 2023 7 pm.

Adjournment:

Next regular meeting: February 20, 2023 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: November 21, 2022
6:30 P.M.**

MINUTES

Meeting was called to order at 6:32 pm

Pledge of Allegiance: Was said.

Roll Call: Present-Micahel Rydman, Bruce Bendull, Derrick McLain, Shana Dykhuis, Jeffrey Babbitt, Reilly Brower

Absent: Carrie Brooks, Brittany Hunter

Additions to the Agenda: Move Old Business to right after New Business 3, so stay open then move into Closed Session. Motion McLain, Second Dykhuis

Public Comment: None

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

Approval of the Minutes: McLain made a motion to accept the minutes from October 21, 2022, and was seconded by Rydman. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the credit card bill in the amount of \$2,592.96.91, and was seconded by McLain. All yes, motion carried.

Committee Report(s): None

Director's Report: Programs continue to be popular. Bus Trip is full. Make it and Failed it is full. Friends Winter Bazaar is December 3 with 26 vendors. Dec 3 is Soap Making with Rachel Sadowski. Luke Lenhart and band will be at the library December 8. Used funds to purchase ebooks. RLA data is about a month behind. The Township Board gave the Library \$15,000 but they need to order it with signed invoices. We do not know who on our board has to sign the invoices. Discussion about ARPA funds and what the funds were earmarked for. December 13th, Business Savings will be converted to a different type of savings account with a better interest rate. Nothing the library has to do. Bank is offering to public entities. Township maintenance got it ready for winter, re-glue some carpet squares. Reilly attended the virtual seed library, good ideas there. Jeffrey attended a collaborative Zoom meeting. Many county health initiatives are involved, our role would be to have information available to people. Not a huge need in this area. Jeffrey met with an independent sales rep for children's books, and is considering it, but JLG subscription has limited our use with other vendors. Jeffrey attended Lakeland meetings, nothing really of note. Rhombus systems contacted security systems, but were more expensive than the Lorex system. The Friends group met and donated \$200 which will go towards the soap making class. Report was sent to Township as Jeffrey was unable to attend. A local high schooler volunteered for the NHS. Closures for weather on November 18, 19 and 20th. Closures coming up for Thanksgiving; November 23, 24, 25.

Committee Report:

NEW BUSINESS:

1. **Discussion and Approval of 2023 Holiday Closings** - Motion Dykhuis to table 2023 closings seconded by McLain until more staff has been polled.
2. **Discussion and approval of Records Privacy Policy** - Changes discussed. McLain motion, Bendull second. All ayes, motion carries.
3. **Discussion of purchasing a gavel for the Board** - Motion: McLain postpone purchase until deemed needed. Seconded Dykhuis. all aye, motion carried.
4. **Closed Session to Discuss Confidential Written Legal Opinion** - Motioned by McLain, seconded by Dykhuis. Roll Call: Dykhuis - Aye ,McLain - Aye, Rydman - Aye, Bendull - Aye. Closed session begins at 7:18 pm.

OLD BUSINESS:

Discussion of Medema Consulting for Strategic Planning: Director was directed by board to reduce to 3 focus groups. Have Dave provide questions. Dave agreed to it. Email was sent. Total engagement for the entire project was \$9100. Dave will honor this price in August 2023 when we start the process. Director wants to amend hasty no. Director is not comfortable doing it, but would do it if the board

directed him to at the cost of \$5000. Dykhuis motion, seconded by McLain to accept the original proposal of 4 focus groups was \$9800. All ayes, motion carried.

Township Board Meeting: December 22, 2022

Adjournment: 8:00 pm Motion McLain, Dykhuis Seconded All yes, motion carried.

Next regular meeting: December 12, at 6:30 p.m.

Submitted by Reilly Brower

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	\$659.36	\$427.87	\$416.14	\$352.94	\$416.14	\$573.46				\$4,055.29	\$1,544.71	\$5,600.00
Emp. Wages	\$6,309.59	\$6,450.46	\$6,639.06	\$10,199.43	\$6,943.25	\$6,314.83	\$6,456.21	\$6,373.02	\$9,691.08				\$65,376.93	\$24,123.07	\$89,500.00
Payroll taxes	\$1,613.26	\$1,662.88	\$1,728.25	\$2,701.42	\$1,818.70	\$1,622.10	\$1,627.27	\$1,637.36	\$2,484.14				\$16,895.38	\$9,754.62	\$26,650.00
Health Insurance													\$0.00	\$3,000.00	\$3,000.00
Total	\$8,319.47	\$8,525.58	\$8,767.83	\$13,560.21	\$8,761.95	\$8,353.07	\$8,436.42	\$8,426.52	\$12,748.68	\$0.00	\$0.00	\$0.00	\$86,327.60	\$38,422.40	\$124,750.00
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted
Audit fee						\$1,350.00							\$1,350.00	\$1,650.00	\$3,000.00
Collection Agency	\$17.90				\$9.85			\$9.85	\$9.85				\$47.45	\$2.55	\$50.00
Legal Fees		\$1,012.50	\$202.50		\$450.00			\$67.50	\$472.50				\$2,205.00	-\$205.00	\$2,000.00
Professional Dues	\$121.68		\$356.84		\$37.74		\$276.00		\$25.00				\$817.26	-\$17.26	\$800.00
Library Board Bonding			\$326.00										\$326.00	\$24.00	\$350.00
Workers Comp			\$216.00						\$219.50				\$435.50	\$164.50	\$600.00
Total	\$139.58	\$1,012.50	\$1,101.34	\$0.00	\$497.59	\$1,350.00	\$276.00	\$77.35	\$726.85	\$0.00	\$0.00	\$0.00	\$5,181.21	\$1,618.79	\$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	\$1,083.82	\$851.13	\$944.39	\$1,375.54	\$1,246.80	\$1,174.90	\$0.00	\$0.00	\$0.00	\$12,883.74	\$3,516.26	\$16,400.00
Adult	\$562.49	\$600.28	\$610.70	\$219.49	\$363.69	\$480.07	\$636.88	\$535.35	\$538.17				\$4,547.12	\$1,352.88	\$5,900.00
Childrens	\$1,963.25	\$200.58	\$191.71	\$553.35	\$183.00	\$137.86	\$350.55	\$271.60	\$475.09				\$4,326.99	-\$716.99	\$3,610.00
Tween	\$445.99	\$86.95	\$210.82	\$29.98	\$35.48		\$112.70	\$128.26	\$0.00				\$1,050.18	\$1,739.82	\$2,790.00
YA	\$907.57		\$426.82	\$281.00	\$268.96	\$326.46	\$275.41	\$311.59	\$161.64				\$2,959.45	\$1,140.55	\$4,100.00
DVD		\$147.07	\$294.69	\$94.42	\$114.59	\$86.89	\$143.88	\$130.26	\$93.85				\$1,105.65	\$394.35	\$1,500.00
Audiobooks		\$86.97	\$167.17	\$85.43	\$135.19	\$81.10		\$73.84	\$92.61				\$722.31	\$477.69	\$1,200.00
Video Games				\$299.67				\$127.18	\$29.98				\$456.83	\$543.17	\$1,000.00
Games to Go						\$57.48							\$57.48	\$192.52	\$250.00
Kits					\$190.70								\$190.70	\$309.30	\$500.00
Binge Boxes													\$0.00	\$500.00	\$500.00
Periodicals	\$22.45	\$29.95	\$29.95	\$754.15	\$29.95	\$29.95	\$37.94		\$672.81				\$1,607.15	-\$107.15	\$1,500.00
Programs	\$2,984.68	\$2,893.80	\$937.84	\$1,696.92	\$1,596.31	\$552.52	\$361.25	\$2,822.97	\$1,714.36	\$0.00	\$0.00	\$0.00	\$15,560.65	-\$3,560.65	\$12,000.00
General Programming	\$708.51	\$1,695.57	237.9	\$971.14	\$908.53	\$552.52	\$361.25	\$2,822.97	\$1,714.36				\$9,972.75	-\$972.75	\$9,000.00
Summer Reading	\$565.00	\$1,083.23	\$699.94	\$275.78									\$2,623.95	\$376.05	\$3,000.00
Grant Purchases	\$1,711.17	\$115.00		\$450.00	\$687.78								\$2,963.95	-\$2,963.95	
Advertising		\$25.00	\$9.99	\$1,625.00	\$495.92			\$185.00					\$2,340.91	-\$1,340.91	\$1,000.00
Office/General Supplies	\$950.80	\$581.54	\$344.61	\$699.74	\$1,179.17	\$682.41	\$196.50	\$405.21	\$514.83				\$5,554.81	-\$1,054.81	\$4,500.00
Employee Training			\$510.00				\$46.66	\$35.00					\$591.66	\$6,408.34	\$7,000.00
Library Board Training													\$0.00	\$400.00	\$400.00
Transportation			\$928.63		\$58.00	\$34.50	\$58.00	\$32.13					\$1,111.26	\$288.74	\$1,400.00
Coop Fees	\$3,806.58	\$180.00		\$3,808.88			\$3,794.00		\$3,794.00				\$15,383.46	\$2,616.54	\$18,000.00
Databases	\$2,636.58	\$334.67	\$2,575.44	\$1,883.03	\$302.86	\$561.75	\$353.95	\$760.38	\$1,297.19	\$0.00	\$0.00	\$0.00	\$10,705.85	\$2,094.15	\$12,800.00
emagazines, e-	\$450.00			\$450.00				\$450.00	\$1,045.13				\$2,395.13	\$1,104.87	\$3,500.00
Mango Languages	\$1,477.45												\$1,477.45	\$22.55	\$1,500.00
Ancestry.com				\$1,147.47									\$1,147.47	\$352.53	\$1,500.00
Movie License						\$286.00							\$286.00	\$114.00	\$400.00
Hoopla (ebooks)	\$358.93	\$334.67	\$325.44	285.56	\$302.86	\$275.75	\$353.95	\$310.38	\$252.06				\$2,799.60	\$200.40	\$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	\$7,071.20	\$11,645.96	\$4,818.63	\$2,949.89	\$6,367.72	\$5,617.75	\$9,261.94	\$0.00	\$0.00	\$0.00	\$67,093.32	\$11,677.54	\$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					2174								\$2,174.00	\$826.00	\$3,000.00
Utilities	\$264.95	\$317.95	\$269.95	\$269.95	\$269.95	\$269.95	\$269.95	\$323.95	\$287.95	\$0.00	\$0.00	\$0.00	\$2,274.60	\$1,225.40	\$3,500.00
Internet/phone	\$264.95	\$269.95	\$269.95	\$269.95	\$269.95	\$269.95	\$269.95	\$269.95	\$269.95				\$2,424.55		
Trash		\$48.00					\$54.00		\$54.00				\$156.00		
Recycling									\$18.00				\$18.00		
Building Maintenance and Improvement	\$0.00	\$176.97	\$536.88	\$0.00	\$176.97		\$223.00	\$176.97	\$0.00	\$0.00	\$0.00	\$0.00	\$1,290.79	\$1,409.21	\$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			\$176.97					\$530.91	\$369.09	\$900.00
Other building maint. ceiling fans?)							\$223.00						\$223.00	-\$223.00	\$0.00
(schedule)													\$0.00	\$0.00	\$0.00
Update Bathrooms													\$0.00	\$0.00	\$0.00
new hand dryers													\$0.00	\$0.00	\$0.00
Services (window)													\$0.00	\$1,000.00	\$1,000.00
Equipment	\$400.59	\$544.14	\$378.28	\$9,070.19	\$414.23	\$617.35	\$962.59	\$547.26	\$803.20	\$0.00	\$0.00	\$0.00	\$13,737.83	\$3,462.17	\$17,200.00
funded until August	120.4	120.4		119.44	114.11	151.16	\$172.20		\$380.98				\$1,178.69	\$321.31	\$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	\$7,912.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,912.17	\$87.83	\$8,000.00
General Grant Funds				\$7,912.17									\$7,912.17		
Copier	\$400.59	\$544.14	\$378.28	\$544.74	\$414.23	\$466.19	\$577.99	\$547.26	\$422.22				\$4,295.64	\$704.36	\$5,000.00
Website							\$212.40						\$212.40	\$787.60	\$1,000.00
Misc				\$613.28									\$613.28	\$386.72	\$1,000.00
Grant Funds													\$0.00		
Equipment Mant.	\$0.00	\$41.43	\$0.00	\$3,383.04	\$0.00	\$0.00	\$73.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,430.00	\$970.00	\$3,400.00
Computer Maint.				\$2,430.00									\$2,430.00	-\$430.00	\$2,000.00
CD/DVD Cleaner													\$0.00	\$400.00	\$400.00
Software		\$41.43		\$953.04			\$73.50						\$1,067.97	-\$67.97	\$1,000.00
Misc			340.66		31.02								\$371.68	-\$271.68	\$100.00
Total	\$665.54	\$1,080.49	\$1,525.77	\$12,723.18	\$892.17	\$617.35	\$1,529.04	\$1,048.18	\$1,091.15	\$0.00	\$0.00	\$0.00	\$22,278.90	\$7,621.10	\$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	58.68	76.76	\$69.44	\$71.77	\$66.85	\$141.00				\$668.47	\$600.00	
PENAL FINES	2721.42	2802.68	2352.9	2351.52	3011.98	\$2,482.70	\$2,164.00	\$2,322.27	\$1,906.11				\$22,115.58	\$25,000.00	
STATE AID				3865.76	3920.17								\$7,785.93	\$3,500.00	
MILLAGE	4519.59	47.29	31.22					\$84.64	\$17,780.90				\$22,463.64	\$160,000.00	
FRIENDS									\$215.00				\$215.00	\$200.00	
Annuities, grants, etc	\$356.20	\$356.20	\$356.20	\$356.20	\$356.20	\$1,196.20	\$356.20	\$356.20	\$356.20	\$0.00	\$0.00	\$0.00	\$4,045.80	\$4,274.40	
Allainz	356.2	356.2	356.2	356.2	356.2	356.2	356.2	356.2	356.2				\$3,205.80		
LSTA Grant													\$0.00		
ACCF Grant													\$0.00		
Misc. Grants						\$840.00							\$840.00		
MISC INCOME	\$2,231.92	\$732.84	\$180.03	\$862.65	\$228.14	\$368.35	\$1,725.98	\$924.53	\$310.12	\$0.00	\$0.00	\$0.00	\$7,564.56	\$1,000.00	
Fines	10.2	30.79	1.7	18.7	67.75	\$87.86	\$12.99	\$2.85	\$35.89				\$268.73		
Copies	36.9	76.5	51.35	112.3	63.95	\$195.75	\$121.40	\$66.90	\$84.40				\$809.45		
Room Rental	30	15	10	20		\$5.00	\$25.00	\$70.00	\$80.00				\$255.00		
summer reading	1675	640.87		600									\$2,915.87		
Misc.	8.11	5.91	10	45.9	7.3	\$6.55	\$5.35	\$3.77	\$21.45				\$114.34		
Craft													\$0.00		

	Lost and Paid								\$34.97	\$82.94						
	Bus trip							\$1,500.00	\$680.00					\$2,180.00		
	Water Color Classes													\$0.00		
	Sales	17.75	15.25	88.98	34.5	33	\$38.33	\$26.35	\$28.90	\$21.70				\$304.76		
	Faxes	1.5	26.6	1.1	19.1	18.4	\$8.50	\$10.60	\$40.60	\$20.90				\$147.30		
	Credit Card Credits	452.46		16.9	22.15	37.74	\$26.36	\$28.48	\$31.54	\$12.24				\$627.87		
	Misc Cash out		78.08		10			\$4.19	\$35.00	\$49.40				\$176.67		
	Carry over from last years budget													\$0.00		
	TOWNSHIP APPROPRIATION	12500		12500			\$12,500.00			\$12,500.00				\$50,000.00	\$50,000.00	
	Total	22389.67	4002.46	15480.33	7494.81	7593.25	\$16,616.69	\$4,317.95	\$3,754.49	\$33,209.33	0.00	0.00	0.00	\$114,858.98	\$244,574.40	

Check Register 2022 - December

Date	Type	Check #	Vender	Memo	Amount
12/01/2022	Check	16035	Rachel Sadowski	December Soap Making	-400
12/02/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/16/2022-11/29/2022	-331.76
12/02/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/16/2022-11/29/2022 Direct Deposit	-662.11
12/02/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 11/16/2022-11/29/2022 Direct Deposit	-196.36
12/02/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/16/2022-11/29/2022 Direct Deposit	-1,166.28
12/02/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 11/16/2022-11/29/2022 Direct Deposit	-271.15
12/02/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/16/2022-11/29/2022 Direct Deposit	-407.38
12/02/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/16/2022-11/29/2022 Direct Deposit	-381.21
12/07/2022	Check	16037	CENTER POINT LARGE PRINT	Invoice #1971301 December Large Print	-117.00
12/07/2022	Check	16038	Foster, Swift, Collins & Smith	Invoice #848387 Client/Matter #84829-00001 Consultation and Memo	-472.50
12/08/2022	Tax Payment		IRS	Tax Payment for Period: 11/01/2022-11/30/2022 Federal Taxes (941/943/944)	-1,345.92
12/08/2022	Check		Luke Lenhart	Holiday Concert	-375.00
12/16/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 11/30/2022-12/13/2022 Direct Deposit	-319.68
12/16/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/30/2022-12/13/2022 Direct Deposit	-331.75
12/16/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/30/2022-12/13/2022 Direct Deposit	-389.99
12/16/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/30/2022-12/13/2022 Direct Deposit	-691.46
12/16/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/30/2022-12/13/2022 Direct Deposit	-1,166.30
12/16/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/30/2022-12/13/2022 Direct Deposit	-302.71
12/16/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 11/30/2022-12/13/2022 Direct Deposit	-172.93

12/20/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 11/01/2022-11/30/2022 MI Income Tax	-291.44
12/21/2022	Check	16041	UNIQUE MANAGEMENT SERVICES INC	Invoice #6107874 Collections placements	-9.85
12/21/2022	Check	16042	OverDrive, Inc.	Invoice #01720CO22411013 Advantage eBook and eAudiobook content	-595.13
12/21/2022	Check	16043	Then and Now Genealogy Library	2023 Membership	-25.00
12/22/2022	Check	16044	ACCIDENT FUND INS CO OF AMERICA	Invoice #1000487901 Semi-annual Workman's Comp premium	-219.5
12/28/2022	Check	16045	Lakeland Library Cooperative	Invoices #23-17384, PT23-650, PT23-615 Quarterly Billing Quarterly Overdrive Overdrive Magazines	-4,886.86
12/28/2022	Check	16046	US Bank Equipment Finance	Invoice #489773481 December copier	-422.22
12/28/2022	Check	16047	Arrowaste, Inc.	Cust #91-78102 1 Recycling	-18.00
12/28/2022	Check	16048	Book Farm LLC	Invoices #ERG13587A, ERG13587B Children's Books A Children's Books B YA Books B	-193.8
12/30/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 12/14/2022-12/27/2022 Direct Deposit	-662.10
12/30/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 12/14/2022-12/27/2022 Direct Deposit	-356.07
12/30/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 12/14/2022-12/27/2022 Direct Deposit	-1,166.30
12/30/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 12/14/2022-12/27/2022 Direct Deposit	-389.99
12/30/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 12/14/2022-12/27/2022 Direct Deposit	-204.17
12/30/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 12/14/2022-12/27/2022 Direct Deposit	-331.75
12/30/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 12/14/2022-12/27/2022 Direct Deposit	-283.09
12/31/2022	Check	16051	Midwest Tape	Invoice#503176123 December Hoopla	-252.06

12/31/2022	Check	16052	T-Mobile	Account #970594354 November & December Hotspots	-340.98
12/31/2022	Check	16053	Book Farm LLC	Invoice #ERG13587C YA nonfiction Children's nonfiction	-181.18
12/31/2022	Expense		Chase Card Services	Dec Credits Dec Books Adult - 421.17 YA 128.69 Tween 0 Child 314.24 Dec Audio books Dec DVD Dec Videogames Dec Programs Dec Supplies Dec Spectrum Dec QB Dec GR Press	-2,902.39

DORR TOWNSHIP LIBRARY

General Ledger
December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Checking							
Beginning Balance							165,456.19
12/01/2022	Check	16035	Rachel Sadowski	December Soap Making	703-728. Operations:710. Programs (Community Promotions)	-400.00	165,056.19
12/02/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/16/2022-11/29/2022	Direct Deposit Payable	-1,166.28	163,889.91
12/02/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/16/2022-11/29/2022	Direct Deposit Payable	-662.11	163,227.80
12/02/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/16/2022-11/29/2022	Direct Deposit Payable	-407.38	162,820.42
12/02/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/16/2022-11/29/2022	Direct Deposit Payable	-381.21	162,439.21
12/02/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/16/2022-11/29/2022	Direct Deposit Payable	-331.76	162,107.45
12/02/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 11/16/2022-11/29/2022	Direct Deposit Payable	-271.15	161,836.30
12/02/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 11/16/2022-11/29/2022	Direct Deposit Payable	-196.36	161,639.94
12/07/2022	Check	16038	Foster, Swift, Collins & Smith	Invoice #848387 Client/Matter #84829-00001	800. Professional and Contract Services:801. Legal Fees	-472.50	161,167.44
12/07/2022	Check	16037	CENTER POINT LARGE PRINT	Invoice #1971301	703-728. Operations:703. Books	-117.00	161,050.44
12/08/2022	Tax Payment		IRS	Tax Payment for Period: 11/01/2022-11/30/2022	Payroll Liabilities:Federal Taxes (941/944)	-1,345.92	159,704.52
12/08/2022	Check		Luke Lenhart		703-728. Operations:710. Programs (Community Promotions)	-375.00	159,329.52
12/09/2022	Deposit				404. Penal Fines	2,322.27	161,651.79
12/16/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/30/2022-12/13/2022	Direct Deposit Payable	-331.75	161,320.04
12/16/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 11/30/2022-12/13/2022	Direct Deposit Payable	-319.68	161,000.36
12/16/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/30/2022-12/13/2022	Direct Deposit Payable	-302.71	160,697.65
12/16/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/30/2022-12/13/2022	Direct Deposit Payable	-389.99	160,307.66
12/16/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 11/30/2022-12/13/2022	Direct Deposit Payable	-172.93	160,134.73
12/16/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/30/2022-12/13/2022	Direct Deposit Payable	-1,166.30	158,968.43
12/16/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/30/2022-12/13/2022	Direct Deposit Payable	-691.46	158,276.97
12/20/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 11/01/2022-11/30/2022	Payroll Liabilities:MI Income Tax	-291.44	157,985.53
12/21/2022	Check	16043	Then and Now Genealogy Library		800. Professional and Contract Services:805. Professional Dues	-25.00	157,960.53
12/21/2022	Check	16042	OverDrive, Inc.	Invoice #01720CO22411013	703-728. Operations:711. databases	-595.13	157,365.40
12/21/2022	Check	16041	UNIQUE MANAGEMENT SERVICES INC	Invoice #6107874	800. Professional and Contract Services:803. Unique Management Costs	-9.85	157,355.55
12/22/2022	Check	16044	ACCIDENT FUND INS CO OF AMERICA	Invoice #1000487901	Other Types of Expenses:Insurance - Liability, D and O	-219.50	157,136.05
12/28/2022	Check	16045	Lakeland Library Cooperative	Invoices #23-17384, PT23-650, PT23-615	-Split-	-4,886.86	152,249.19
12/28/2022	Check	16046	US Bank Equipment Finance	Invoice #489773481	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-422.22	151,826.97
12/28/2022	Check	16048	Book Farm LLC	Invoices #ERG13587A, ERG13587B	-Split-	-193.80	151,633.17
12/28/2022	Check	16047	Arrowaste, Inc.	Cust #91-78102 1	729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-18.00	151,615.17
12/30/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 12/14/2022-12/27/2022	Direct Deposit Payable	-1,166.30	150,448.87
12/30/2022	Deposit		Interest		405-407. Other Types of Income:406. Interest Income Dor	33.34	150,482.21
12/30/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 12/14/2022-12/27/2022	Direct Deposit Payable	-662.10	149,820.11
12/30/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 12/14/2022-12/27/2022	Direct Deposit Payable	-204.17	149,615.94
12/30/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 12/14/2022-12/27/2022	Direct Deposit Payable	-283.09	149,332.85
12/30/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 12/14/2022-12/27/2022	Direct Deposit Payable	-331.75	149,001.10
12/30/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 12/14/2022-12/27/2022	Direct Deposit Payable	-356.07	148,645.03
12/30/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 12/14/2022-12/27/2022	Direct Deposit Payable	-389.99	148,255.04
12/31/2022	Check	16053	Book Farm LLC	Invoice #ERG13587C	-Split-	-181.18	148,073.86
12/31/2022	Check	16051	Midwest Tape	Invoice#503176123	703-728. Operations:711. databases	-252.06	147,821.80
12/31/2022	Check	16052	T-Mobile	Account #970594354	729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-340.98	147,480.82
12/31/2022	Deposit				-Split-	31,149.98	178,630.80
12/31/2022	Expense		Chase Card Services		-Split-	-2,902.39	175,728.41
Total for Checking							\$10,272.22

DORR TOWNSHIP LIBRARY

Balance Sheet

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
390. Savings	254,193.16
Checking	175,728.41
Huntington CD	6,418.59
Total Bank Accounts	\$436,340.16
Other Current Assets	
019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$446,566.77
TOTAL ASSETS	\$446,566.77
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)	1,335.94
Federal Unemployment (940)	84.00
MI Income Tax	579.95
MI Unemployment Tax	0.00
Total Payroll Liabilities	3,877.66
Total Other Current Liabilities	\$7,223.33
Total Current Liabilities	\$7,223.33
Total Liabilities	\$7,223.33

DORR TOWNSHIP LIBRARY

Balance Sheet

As of December 31, 2022

	TOTAL
Equity	
012. Opening Bal Equity	120,892.09
013. Fund Balance	397,029.68
Net Income	-78,578.33
Total Equity	\$439,343.44
TOTAL LIABILITIES AND EQUITY	\$446,566.77

DORR TOWNSHIP LIBRARY

Profit and Loss

December 2022

	TOTAL
Income	
402. Millage	17,780.90
404. Penal Fines	2,322.27
405-407. Other Types of Income	
405. Miscellaneous Revenue	
405.1 Copies	84.40
405.2 Fines	35.89
405.3 Meeting Room Rental	80.00
405.4 Faxes	20.90
405.5 Book Sales	21.70
405.6 Unique Management Fees	8.95
405.9 Uncategorized Income	21.45
Total 405. Miscellaneous Revenue	273.29
406. Interest Income Dor	141.00
407. Reimbursements	
407.1 Credit Card Credits	12.24
407.2 Book Replacement	73.99
Total 407. Reimbursements	86.23
Total 405-407. Other Types of Income	500.52
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
583.4 Donations	215.00
Total 583. Direct Public Support	571.20
Total Income	\$33,674.89
GROSS PROFIT	\$33,674.89
Expenses	
702. Payroll Expenses	80.00
703-728. Operations	
703. Books	1,356.08
705. Periodicals	29.95
708. AV	
708.2 Audiobooks	92.61
708.3 DVD	93.85
708.4 Video Games	29.98
Total 708. AV	216.44
710. Programs (Community Promotions)	1,714.36
711. databases	847.19

DORR TOWNSHIP LIBRARY

Profit and Loss

December 2022

	TOTAL
720. Supplies	
720.1 Collection/Office Supplies	514.83
Total 720. Supplies	514.83
721. Advertising	
721.2 Postage, Mailing Service	14.40
Total 721. Advertising	14.40
725. LLC Costs	
721.2 Other LLC fees	4,886.86
Total 725. LLC Costs	4,886.86
Total 703-728. Operations	9,580.11
729-734. Facilities and Equipment	
729. Rent, Parking, Utilities	18.00
729.1 Telephone, Telecommunications	610.93
Total 729. Rent, Parking, Utilities	628.93
730. Equip Rental and Maintenance	422.22
Total 729-734. Facilities and Equipment	1,051.15
780. Misc Expense	
781. Fee refund	35.00
Total 780. Misc Expense	35.00
800. Professional and Contract Services	
801. Legal Fees	472.50
803. Unique Management Costs	9.85
805. Professional Dues	25.00
Total 800. Professional and Contract Services	507.35
Other Types of Expenses	
Insurance - Liability, D and O	219.50
Total Other Types of Expenses	219.50
Payroll Expenses	
Taxes	900.26
Wages	11,768.42
Total Payroll Expenses	12,668.68
Total Expenses	\$24,141.79
NET OPERATING INCOME	\$9,533.10
NET INCOME	\$9,533.10

Director's Report, January 2023

Library Operation Updates

Program attendance has been consistently good. We bussed about 50 patrons to and from Chicago the Saturday after Thanksgiving. Rachel Sadowski's Soap Making program on December 1 was a big success with 16 attending, many of whom asked for an advanced soap-making program in the future. The Friends' Winter Bazaar on Saturday December 3 went smoothly with 26 vendors and approximately 100 customers. Luke Lenhart and his Green Valley Boys played a Christmas Concert on December 8 to a full Community Room. We will be making an annual tradition of Luke's concert. Holiday craft programs have also been very popular. We have obtained a new AWE computer for the children's area to replace the 5-year-old system that was breaking down. All federal and state year-end tax paperwork is filed and the annual report for the Library of Michigan was submitted over a month ago. I have signed the consulting contract with Dave Medema to lead our Strategic Planning process in August.

Statistics

See the charts and graphs below. Libby Reciprocal Library Agreement data has been updated through December! Our statistics held relatively steady compared to November, but are down slightly, from other months. This can be attributed to holiday and weather closures.

Budget and Financial Items

The budget is up to date, and we have begun drafting the FYE 2024 Budget. We have been cleared by the Township to begin ARPA purchases; according to Township Clerk Debbie Sewers, each invoice from the Library will need the Director's signature and that of one Board member or approval by the Board as reflected in a copy of the approved minutes. Reimbursements are allowed with the original itemized invoice or receipt and a Reimbursement Form from the Township. See the final ARPA Plan.

Staff and Building Items

The Township maintenance staff has been asked to fix a door stopper on the Community Room door and replace several lights that are out in the Community Room. They recently replaced lights in the Adult section of the main Library, the men's restroom, and the Community Room.

Meetings, Workshops, etc.

I attended parts of the free, virtual Rural Library Network Summit on December 7 and 8. Shamichael Hallman opened with an informative presentation about forming a network of partnerships with local businesses and organizations. Author Casey Parks and musician Jimmy Wayne spoke to the importance of connecting across the spectrum of the community and ensuring service to all.

Volunteers

No volunteers this month.

Library Closings

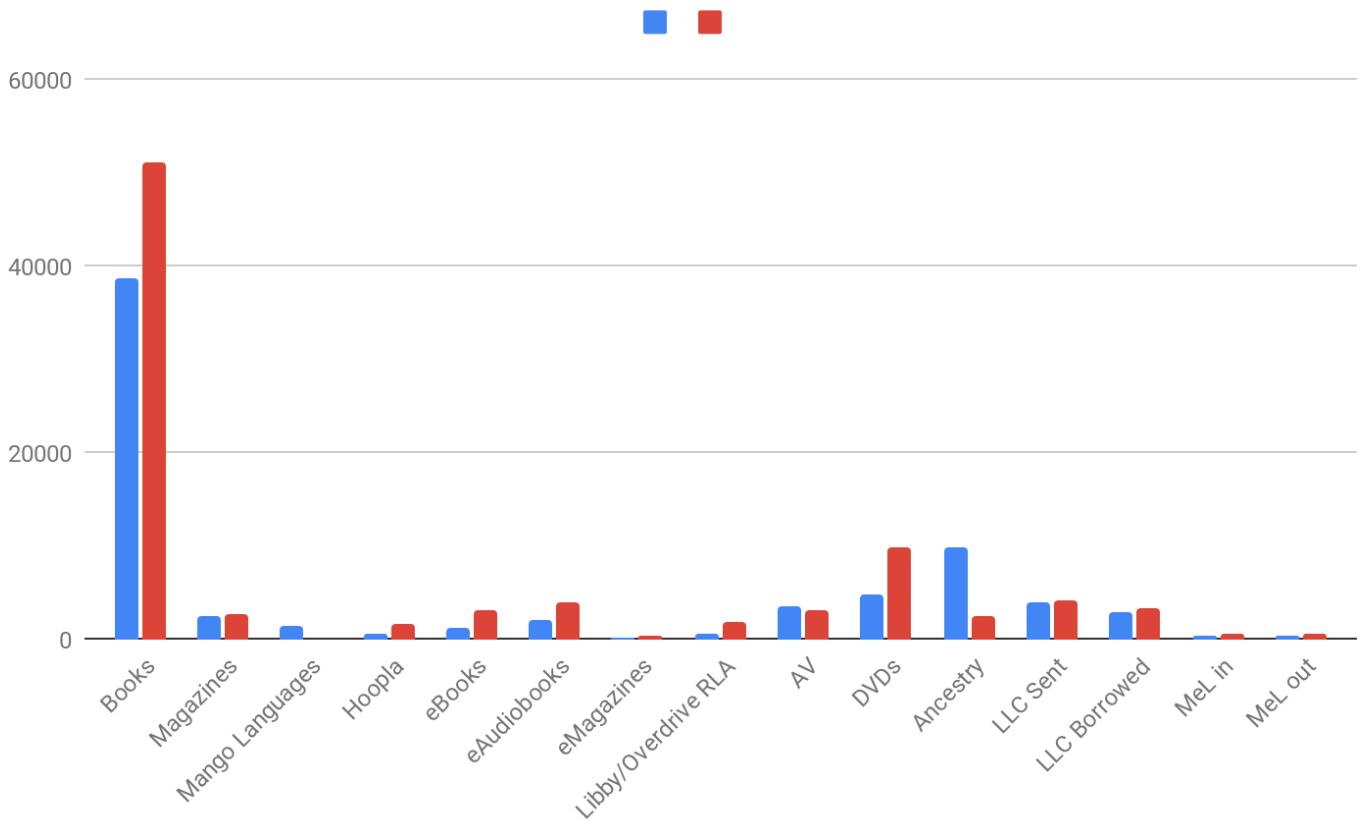
The Library was closed November 24-26, December 24-26 and 31, as well as January 2, 2023, in observance of the holidays. We closed at 4:00 PM on Thursday, December 22 due to the winter storm and remained closed on December 23.

Completed January 6, 2023, 4:37PM

	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	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
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**Dorr Township Library Board of Trustees
Meeting Dates 2023
3rd Monday of each month, January-November, 6:30 PM
2nd Monday of December, 6:30 PM**

January 16	July 17
February 20	August 21
March 20	September 18
April 17	October 16
May 15	November 20
June 19	December 11

Approved by the Dorr Township Library Board of Trustees
December 12, 2022



Labor and Economic Opportunity

Michigan's Minimum Wage Set to Increase on January 1, 2023

December 05, 2022

Erica Quealy

quealye@michigan.gov

517-582-2961

LANSING, Mich. – On January 1, 2023, Michigan's minimum wage rate will increase from \$9.87 to \$10.10 per hour as set by [Michigan's Improved Workforce Opportunity Wage Act of 2018](#) establishing the annual schedule of increases.

Effective January 1, 2023:

- The minimum hourly wage will increase to \$10.10 per hour.
- The 85% rate for minors aged 16 and 17 will increase to \$8.59 per hour.
- The tipped employee rate of hourly pay increases to \$3.84 per hour.
- The training wage of \$4.25 per hour for newly hired employees ages 16 to 19 for their first 90 days of employment remains unchanged.

There is pending litigation that might affect this minimum wage increase:

- In 2018, a petition initiative organized by One Fair Wage sought to allow voters to decide on raising Michigan's minimum wage to \$12 an hour by 2022 and raise the minimum wage for tipped workers to 80% of the standard minimum wage in 2022, 90% in 2023 and ultimately match it in 2024.
- The Legislature adopted the legislation and then amended it in 2018, putting in lower wage thresholds that increased the minimum wage to \$12.05 by 2030 instead of 2022 and kept the tipped minimum wage at 38% of the

standard one. As a result, the state's current hourly minimum wage is \$9.87 and \$3.75 for workers who are expected to make up the difference in tips.

- The Legislature's amendment has been challenged in court as unconstitutional. On July 19, 2022, the Court of Claims issued a decision that agreed with that challenge and voided the amended versions of the Michigan Improved Workforce Opportunity Wage Act and Paid Medical Leave Act in favor of their original, unamended versions.
- On July 29, 2022, the Court of Claims entered an order staying the effect of this decision until February 19, 2023, to give employers and the relevant state agencies time to accommodate the changes required by the ruling.
- The Court of Claims' ruling has been appealed. Pending final resolution of the appeal, and lifting of the stay, under the potential implementation of the originally adopted petition, the minimum wage rate for 2023 would be \$13.03 and \$11.73 for tipped employees.

For further information regarding the pending minimum wage litigation, and potential amended minimum wage rates as a result of that litigation, or a copy of the Improved Workforce Opportunity Wage Act and related resources, including the required poster, visit [Michigan.gov/WageHour](https://www.michigan.gov/WageHour).

Labor and Economic Opportunity

Related News

Currency readers now available to eligible Michiganders who are blind or visually impaired

Michigan unemployment offices will close around Christmas and New Years holidays

Portland Products, Inc. Earns Exemplary MSHARP Workplace Safety and Health Status

UIA Director Julia Dale: Michigan's jobless agency is ready for reform

PERSONNEL POLICY MANUAL

I. Introduction.

- A. All Library employees are employed at will unless expressly provided otherwise in a written employment contract.
- B. Personnel policies apply to all Dorr Township Library employees (contract and at will).

II. Equal Employment Opportunity.

- A. The Dorr Township Library will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, gender expression, disability, or veteran status. No personnel action will unlawfully discriminate against an individual based on any of these characteristics. Personnel actions include, but are not limited to: recruitment, employment, promotion, transfer, disciplinary action, lay-off, termination, rates of pay or other forms of compensation, and selection for training.
- B. Except where permitted by law, the Library will not deny an individual the full and equal enjoyment of its goods, services, facilities, privileges, advantages, or accommodations because of race, color, religion, national origin, age, sex, height, weight, sexual orientation, gender expression, marital status, disability, or veteran status.
- C. Dorr Township Library will observe federal and state laws concerning equal employment opportunity. The Library will make reasonable accommodations, as required by law, for the disabilities of otherwise qualified employees or applicants.
- D. All persons hired by the Library must be eligible to work in the United States pursuant to the Immigration Reform and Control Act of 1986.

III. Harassment.

- A. Dorr Township Library is committed to providing a work place free from harassment. Therefore, Dorr Township Library prohibits harassment of employees or members of the public by an employee. Harassment can occur with a single incident or through a pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment can result from a broad range of actions, which might include, but are not limited to, the following:
 - 1. physical or verbal intimidation;
 - 2. racial, gender, or age insults;

-
3. derogatory ethnic jokes;
 4. religious slurs;
 5. persistent, unwelcome personal attention and/or gifts focused on particular staff members and not the staff as a whole, or
 6. sexual harassment (as defined below).
- B. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:
1. submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
 2. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or
 3. such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.
- C. This policy against harassment also prohibits acts of non-employees which result in an intimidating, hostile, or offensive employment environment or unreasonably interferes with an individual's employment.
- D. Procedure.
1. An employee who believes that he or she has been harassed shall promptly provide a written report of the incident to the Library Director or the Library Board.
 2. Dorr Township Library will conduct a prompt and thorough investigation of each incident and, if a violation is found, will take prompt and appropriate action against the person or persons responsible.
- E. Employees who violate the policy will be subject to discipline up to and including discharge. Dorr Township Library prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment.
- F. Non-employees who violate this policy shall be considered in violation of the Patron Behavior Policy (III.L.) and may be barred from use of the library for specified periods of time.

IV. Conduct.

A. Professional Conduct Policy.

The staff is expected to provide courteous service to all patrons using the library at all times. It is important that all members of the staff remember that they are representatives of the Dorr Township Library at all times during work hours. Excellent customer services includes:

1. 10-4 rule. Acknowledge patrons and other visitors with eye contact and a smile when they are within ten feet of you. When they are within four feet, ask how you can assist them.
2. Positive and generous attitude. Greet patrons with a smile and conduct yourself with an upbeat demeanor, while demonstrating flexibility and approachability towards staff and the public. As a goal of each encounter, try to offer patrons something positive in addition to what they ask for (a tip, a recommendation, an additional service, etc.).
3. Professionalism. Present yourself in person, in online remote meetings, on the telephone, and in all written communication in a way that is refined, polished, courteous, controlled, warm, and helpful.
4. Responsiveness. Respond promptly to the needs of fellow staff and our patrons.
5. Problem solving. Be proactive in anticipating and preventing problems before they arise, address them and take ownership for them when they do arise.
6. Initiative. If a task needs to be done just do it – go above and beyond for our patrons and your fellow staff members.
7. Teamwork. Pitch in to help other members of the team and work toward achieving success.
8. Accountability. Assume responsibility for all of your actions and follow through to ensure you and your fellow staff complete tasks and assignments with attention to detail.
9. Respect. Treat patrons and fellow staff members as you would want to be treated, demonstrating dignity, sensitivity, and tactfulness in all communications. Be open and accepting of other people's values and needs.
10. Stewardship. Protect and ensure the best interest of the library at all times and be an ambassador for the Dorr Township Library on the job or in the public. Use library resources economically and responsibly.

11. Leadership. Be a mentor to your fellow staff members and new employees by exemplifying the characteristics of excellent service to patrons at all times.
12. Compassion. Be caring and empathetic to the feelings, thoughts, and experiences of fellow staff members and patrons indiscriminately and without judgment.

B. Personal Internet Usage.

Staff are allowed to use the internet for purposes unrelated to work on library time if and only if there are not other tasks which need to be completed, including but not limited to assisting patrons, straightening shelves, checking in and shelving materials, processing materials (both cataloging and covering), and any other assigned tasks.

C. Phone answering procedure.

Phones should usually be answered in 3 rings or less. The greeting must include these elements:

1. Identify the library and yourself
2. Ask what you can do for the patron. For example: "Dorr Township Library, this is John Smith, how can I help you?"

D. Dress.

Office casual dress is the minimum expected at all times when the library is open. Costumes and special clothing may be worn on Halloween and other designated "spirit" or "theme" days.

E. Lateness/Illness.

1. All staff are expected to arrive and be ready for their shift at least 5 minutes prior to the beginning of their shift. Incidents of lateness or employees not prepared for work at least 5 minutes prior to the start of the shift, will be documented. Refer to the Disciplinary Action Policy below for steps.
2. In case of illness, staff are expected to report to the Library Director if the library is not yet open or to the staff working if the library is open. PTO will be used for hours taken off. After three successive days of illness, staff may be required to provide documentation of illness to the director.

F. Opening Procedure

On any given day that the library is open, there will be a designated opener and closer according to a schedule set by the director. The opener will perform all necessary opening procedures, which will require said opener to arrive approximately 15 minutes prior to the library's stated opening time.

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1. Turn on Circulation computers.
 2. Open Sierra from the desktop of each computer.
 3. Turn on patron computers.
 4. Empty the drop box. Be sure to back-date to the previous night or Saturday, if the current day is Monday. To ensure that current check-ins are not mixed with overnights, it is recommended that the overnights be removed promptly from the drop box.
 5. Change the stamps to the current date.
 6. Print holds.
 7. Send hold notifications to patrons.
 8. Check and process deliveries on days when we have deliveries.
 9. Prepare outgoing holds for delivery.
- G. Closing Procedure.
The Closer is expected to remain after closing time approximately 15 minutes to verify that all duties are finished.
1. Shut down patron computers, including the OPAC computer.
 2. Add up the money taken in at the circulation desk and record the amount on the petty cash sheet under the correct date.
 3. Place the money in the appropriate drawer in the Director's office. The petty cash drawer at the circulation desk should contain \$50 at the end of this process.
 4. Check the bathrooms for problems and ensure that they are stocked.
 5. Lock both sides of both sets of doors.
 6. Turn off all lights and verify that everything has been done.
 7. Set the alarm using your code followed by the number 2. Once the alarm is armed, leave the building, locking the staff door behind you.
- H. Scheduling.
A schedule of work times will be posted in the break room. Breaks will be taken at the discretion of the employee during times when the library is not busy.

1. For a 4 up to 5.75 hour shift – 1 break of no more than 15 minutes
2. For a 6 up to 7.75 hour shift– 1 lunch of no more than 30 minutes and 1 break of no more than 15 minutes
3. For an 8 up to 10 hour shift – 1 lunch of no more than 30 minutes and 2 breaks of no more than 15 minutes each

V. **Personnel Files and Employee Records.**

A. Disclosure of Employee File Information.

The Library Director shall be responsible to uniformly handle all requests for disclosure of employee file information.

1. Disclosure of employee information shall be handled in accordance with the following:
 - a) All requests for information contained within employee personnel files, including requests for employment verification and job references, shall be forwarded to the Library Director.
 - b) Upon receiving a request for information, the Library Director shall require authorization from the individual about whom information is being requested before releasing any information, unless the request is pursuant to a subpoena or request from a governmental agency. The authorization must be in writing and signed by the individual who is the subject of the request. It must state the type of information that may be released and the party to whom information may be supplied.
 - c) The information requested shall be released only to the party authorized to receive it. This information may be provided by the Library Director.
 - d) The confidentiality of social security numbers contained in personnel files or employment records shall be maintained in compliance with Michigan's Social Security Number Privacy Act (P.A. 454 of 2004).
2. Social Security Numbers Privacy.

In compliance with Michigan's Social Security Number Privacy Act, P.A. 454 of 2004, (the "Act") Dorr Township Library will ensure, to the extent practicable, the confidentiality of Social Security Numbers it possesses, uses, or disposes of. For the purpose of this policy, SSN refers to the use of more than 4 sequential numbers of an individual's social security number.

 - a) Dorr Township Library will not:

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- (1) Publicly display more than 4 sequential numbers of an individual's complete social security number;
 - (2) Use the SSN as the primary account number for any individual;
 - (3) Visibly print the SSN on any identification badge or card, membership card, or permit or license;
 - (4) Require an individual to use or transmit the SSN over the internet or computer system unless the connection is secure or the transmission is encrypted;
 - (5) Require an employee to transmit the SSN to gain access to an internet website or computer system network unless the connection is secure, the transmission is encrypted, or a password or other authentication device is required to gain access;
 - (6) Include the SSN in or on any document sent to an individual if the numbers are visible on or, without manipulation, from outside of the envelope or packaging;
 - (7) Include the SSN in or on any document or information mailed to an individual, except in accordance with the Act or other applicable laws, rules, or regulations; or
 - (8) Unlawfully disclose social security numbers in violation of the Act or other applicable laws, rules, and regulations.
- b) Only personnel authorized by the Library Director will have access to documents that contain social security numbers. Documents containing social security numbers will be disposed of in an appropriate manner that protects their confidentiality, such as shredding, when no longer needed and in accordance with the requirements of state and federal law. Penalties for violating this Policy may include discipline up to and including dismissal and violations of the Act are punishable to the extent of the law (P.A. 454 of 2004).

VI. Compensation.

A. Evaluations.

1. The Dorr Township Library shall require regular performance evaluations of all staff using the form below (separate file located in the Human Resources folder) Performance evaluations provide a means of recognizing job strengths, as well as developmental opportunities, and help staff to reach their full potential.

Dorr Township Library

Employee Performance Evaluation

Evaluation Date _____ **Rating** **Definition**

Employee _____ **4** **Outstanding:** Often exceeds standards.

Start Date _____ **3** **Satisfactory:** Fully meets standards

Evaluation Period _____ to _____ **2** **Fair:** Needs improvement; more is expected

Supervisor _____ **1** **Unsatisfactory:** Never meets standards

Performance Standards	Rating	Notes
Exhibits personal attributes necessary for success.		
Adapts to change.		
Communicates clearly and honestly.		
Strives to learn and improve.		
Dependable and punctual.		
Sets goals and follows through.		
SUBTOTAL		18-20: Outstanding; 13-17: Satisfactory; 8-12: Fair; <8: Unsatisfactory
Meets standards set by Conduct Policy.		
Greets patrons, colleagues, and volunteers appropriately.		
Demonstrates excellent "customer service" skills		
Maintains a professional and friendly attitude in all interactions.		
Responsive to the needs of patrons, colleagues, and volunteers; connects with appropriate resources if unable to fulfill needs.		
Shows problem-solving capability.		
Takes initiative.		
Works well with the team.		
Demonstrates accountability.		
Treats patrons, colleagues, and volunteers with respect.		
Acts as a good steward of library resources, adhering to official library policies and procedures and respecting professional values.		
Exhibits leadership qualities if and when appropriate.		
SUBTOTAL		39-44: Outstanding; 28-38: Satisfactory; 17-27: Fair; <17: Unsatisfactory

Meets specific standards set forth in job description.		
Knows individual job responsibilities and works systematically.		
Plans own time to meet obligations and specified deadlines.		
Work shows quality, effort, accuracy, and attention to detail.		
Accepts responsibility for special assignments.		
Exhibits technical knowledge; demonstrates an understanding of how to accomplish tasks using the appropriate resources.		
SUBTOTAL		18-20: Outstanding; 13-17: Satisfactory; 8-12: Fair; <8: Unsatisfactory
TOTAL		74-84: Outstanding 53-73: Satisfactory 32-52: Fair <32: Unsatisfactory

SUPERVISORY COMMENTS

EMPLOYEE COMMENTS _____

RECOMMENDATIONS AND GOALS _____

Supervisor Signature

Date

Employee Signature

Date

-
2. Merit increases shall be based upon a rating of the employee's work performance and budget availability. Such ratings shall be prepared at the completion of the initial employment period (90 days) and prior to the library's fiscal year end thereafter.
- B. Benefits.
No health, dental, vision, or life insurance is provided. However, pursuant to the Affordable Care Act, we encourage employees to explore options for health care on the Health Insurance Marketplace.
- C. Emergency Closing Compensation.
1. When emergency conditions require that the Dorr Township Library facility be closed, employees will be paid for their regularly scheduled hours..
 2. Decisions for closing the library due to weather or other emergencies will be made by the Library Director. The following conditions shall be considered for emergency closings or delays:
 - a) Weather conditions that result in both Hopkins Public and Wayland Union Schools closing for the day. Outside of scheduled school days/times, the Director may consider weather emergencies such as tornado or blizzard warnings and local road conditions when determining closure or delay.
 - b) Power failure or other malfunctions of the library building (i.e., inoperable furnace, flooding, etc.).
 - c) No computer service with a resolution to the problem projected to be 2 or more hours in the future.
 3. In severe weather, staff members who cannot travel to work will not be paid if the library is open for business. Employees who lose time in such circumstances will have the following options:
 - a) Take time off without pay;
 - b) Use PTO for hours missed;
 - c) Make up the time within the pay period with the approval of the Library Director.

VII. Vacation.

A. Paid time-off/Leave Policy.

1. Employees receive PTO bank in its entirety at the beginning of the Library's fiscal year (April 1st) and must use their PTO hours prior to the end of the Library's fiscal year (March 31st). Employees will not be compensated for unused PTO nor will they be allowed to carry any unused PTO into the following fiscal year. Employees will not be compensated for unused PTO if they leave the library prior to using their entire PTO bank.
2. The following scale will be used to calculate hours of time off. Calculations are based on a 40 hour work week, and hours off are prorated based on the percentage of 40 hours are worked (ie. If you work an average work week of 18.5 hrs, then $18.5/40=.4625$, or if you work an average work week of 32 hours, then $32/40=.8$). An average work week is based off of the average number of scheduled work hours over a 4 week period. PTO for salaried employees will be calculated based on the number of hours paid weekly.

	After 90 calendar days	1-2 years (=FTE*100)	3-5 years (=FTE*120)	6-10 years (=FTE*160)	10 + years (=FTE*200)
40 hr/wk(1)	8.33 * mo. remaining in Fiscal Year	100hrs	120hrs	160hrs	200hrs
30 hr/wk (.75)	6.25 * mo. remaining	75hrs	90hrs	120hrs	150hrs
20 hr/wk (.5)	4.17 * mo. remaining	50hrs	60hrs	80hrs	100hrs
10 hr/wk (.25)	2.08 * mo. remaining	25hrs	30hrs	40hrs	50hrs

3. Time off includes the following categories: sick time, vacation time, personal days.
4. All employees will work at the library a minimum of 3 months to be eligible for paid time off based on the scale above. After 90 calendar days, PTO will be prorated for the hours scheduled and the remaining number of months in the fiscal year in a lump sum. Prorated PTO is illustrated in the chart above.
5. Requests for time off will be given to the Library Director in writing at least 1 week in advance when possible and must contain a replacement for days requested off.

B. Holidays

All employees will receive pay for the hours they are normally scheduled to work when those scheduled hours fall on a holiday approved by the Library Board. The holidays already approved are: New Year's Day, Memorial Day weekend, Independence Day, Labor Day weekend, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day, and New Year's Eve. In addition, the Library Board may declare any other day an official holiday. If a holiday occurs during an employee's scheduled vacation, the holiday is not included in calculating the number of vacation days used.

C. Jury Duty

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as a juror when the employee otherwise would have worked, the employee shall receive his/her straight time regular rate of pay for up to eight (8) hours, less any compensation received for jury duty from the court.

D. Military Leave

1. A military leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice or if it is otherwise impossible or unreasonable.
2. Employees who enter active military service in any branch of the Armed Forces of the United States or the National Guard shall be entitled to reemployment rights in accordance with the Federal and State statutes governing such reemployment rights in effect at the time the employee seeks reemployment with the Library.
3. Benefit accruals such as PTO will be suspended during the leave and will resume upon the employee's return to active employment.
4. For each day that a full-time employee is on such non-emergency duty leave, when the employee otherwise would have worked, the employee shall receive the difference between the employee's salary or regular straight time rate of pay for up to eight (8) hours and the amount the employee received for such training for up to a maximum of ten (10) days per year.
5. For each day that a full-time employee is on such emergency duty leave, when the employee otherwise would have worked, the employee shall receive the difference between the employee's salary or regular straight time rate of pay for up to eight (8) hours and the amount the employee received for such emergency duty for up to a maximum of five (5) days. All other leaves not specified in this

policy shall be unpaid.

E. Bereavement Leave

1. Upon notice to the supervisor, leave shall be given to attend the funeral or attend to personal family matters when a death occurs in the employee's immediate family (this shall apply if the relationship is natural, by marriage, adoptive, step, or foster) according to the following procedure:
 - a) Spouse/partner, children, father, mother, sister, brother, or equivalent as determined by the employer—up to five (5) days. Employees will receive bereavement pay for the first three (3) days without charge to Paid Time Off (PTO). The remaining two (2) days will be charged to PTO.
 - b) Father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandchildren—up to three (3) days, the first day without charge to PTO. The remaining two (2) days will be charged to PTO.
 - c) Aunts, uncles, nieces and nephews—up to two (2) days pay will be charged to the employee's PTO.
 - d) General Bereavement Leave (for individuals not listed above)—not to exceed eight (8) hours of unpaid or PTO leave.
 - e) The Library Director or Board may grant additional unpaid leave for necessary travel. Employees may be permitted to substitute vacation time/PTO for unpaid leave when they prefer, if consistent with vacation/PTO and unpaid leave requests. Requests shall be in writing and copied to the Board and Library Director.

F. Leave of Absence.

1. Personal leave of absence without pay may be granted at the discretion of the Library Director. All requests for a personal leave of absence must be in writing and state the reasons for and the duration of the requested leave. The written request must be signed by the employee. Approval shall be in writing by the Library Director.
2. Employees on personal leave are required to utilize any Paid Time Off (PTO) to which they are entitled, from the beginning of the leave. Holidays falling within the leave will not be paid. Exceptions may be approved by the Library Director.
3. While on personal leave without pay, an employee does not accumulate continuous service credit, but retains credit for previous service.

4. Employees who accept other full-time employment while on personal leave will be considered to have resigned their Dorr Township Library employment. The Library may, at its discretion, grant reemployment during or at the end of the approved personal leave.

VIII. Disciplinary Action Policy.

- A. Dorr Township Library employees are expected to conduct themselves and their work in accordance with Dorr Township Library rules when they are on duty in the Library and when they serve as representatives of the Library. All Dorr Township Library employees are subject to disciplinary action as established by the Library for various offenses or infractions that conflict in spirit or letter with responsibilities of being a Library employee and representative. The degree of discipline will vary according to the magnitude or severity of the offenses, as determined by the Library Director. Disciplinary action may take the form of verbal and written warnings, suspension, or dismissal.
- B. If an employee's work record is free of discipline for a period of two (2) years, the employer will not take into account any prior infractions more than two (2) years old in imposing discipline, except in cases of physical violence, sexual harassment, or dishonesty.
- C. While disciplinary records shall be retained by the employer, disciplinary actions shall remain in the employee's personnel file for a period of twenty-four (24) months for the purpose of progressive discipline.
- D. When employee performance or behavior falls short of the standards and expectations of the library, efforts will be made to help the employee meet the expectations through informal discussion and/or further training. If the problem persists disciplinary actions will be taken according to the following schedule:
 1. Problem is documented, and employee is informed of the problem in written form and given additional training if needed
 2. If the problem persists:
 - a) Personnel committee (headed by the Library Board Vice President) will be informed.
 - b) The employee will be given a second warning and a performance review will be scheduled for the following week.
 - c) The employee will be given two (2) weeks to change the behavior.

d) On the third instance of the problem, the employee will either be reassigned or terminated.

3. Grounds for discipline.

Reasons for disciplinary action include but are not limited to the following:

- a) Failure to perform the duties of the position in a satisfactory manner.
- b) Failure to observe library policies and procedures.
- c) Behavior that jeopardizes the safety of the staff or public.
- d) Discourtesy to the public.
- e) Failure to provide a good working environment with other employees.
- f) Unauthorized release of confidential information.
- g) Unauthorized removal, destruction or negligent use of library property.
- h) Conduct detrimental to the image of the library.

IX. Complaint Resolution Process.

- A. Staff who perceive a problem with their working conditions—including but not limited to hours of work, wages, and benefits—are encouraged to speak with the Library Director or Assistant Director first about their concerns.
- B. If staff are unsatisfied with the result of speaking with administration, they should submit their concerns to the Library Director in writing. Written concerns shall be investigated and addressed by the Library Director or their designee, and care will be taken to keep the staff member informed of the status of the decision.
- C. If the concern is not addressed to the staff member's satisfaction, they may document their lack of satisfaction in a letter to the Library Director and copied to the staff member's personnel file.
- D. In cases of disciplinary action, including but not limited to suspension, demotion, or discharge, the employee shall be given written notice of the action taken and provided an opportunity to respond.
- E. Nothing contained in this policy is intended to create a just-cause employment relationship or to establish a disciplinary policy that precludes the Library from discharging an employee at will.

X. Continuing Education Committees, and Meetings.**A. Transportation reimbursement.**

1. Dorr Township Library employees shall be reimbursed for public transportation or mileage and parking expenses incurred while using their private vehicle in the performance of official duties.
2. The employee is responsible for maintaining a record of transportation costs.
3. Mileage shall be reimbursed at the actual IRS rate.

B. Honoraria.

1. Dorr Township Library staff members requested to speak at job-related meetings or workshops are encouraged to do so. Formal presentation proposals must be approved by the Library Director prior to acceptance of the commitment.
2. When engagements of this nature involve an honorarium paid by the sponsor to the staff member, the employee
 - a) must remit this payment to Dorr Township Library if they attend and participate during Library time (i.e., on a scheduled work day approved and credited as time worked).
 - b) may keep the honorarium payment if they participate on their own time (e.g., vacation, holiday, or day off).
3. Dorr Township Library staff members approved as presenters remain subject to other Dorr Library policies regarding conference attendance and transportation reimbursement.

C. Professional Association/Community Organization Memberships.

1. Dorr Township Library encourages employees to actively participate in professional associations and community organizations related to their work which are mutually beneficial to the library and the professional growth of the employee.
2. Upon approval by the Director, Dorr Township Library will pay for memberships which benefit library operations in the following manner:
 - a) Management – one annual professional membership and one annual community membership.

- b) Other Employees – one annual membership for staff actively engaged in committee work with the approval of the Library Director.

D. Continuing Education and Tuition Reimbursement.

1. Staff members may be selected to attend conferences or other functions that contribute to their professional growth.
 - a) Time off with pay, including travel time, may be allowed to attend Library of Michigan certification classes, conferences, workshops, and other meetings.
 - b) Employees wishing to attend conferences must have prior written approval from the Library Director or Board.
 - c) Employees may be limited to a maximum of 3 events a year depending on budgeting.
 - d) Conference attendance approval is dependent on scheduling, budgetary constraints, and previous conference attendance.
 - e) Employees are expected to share their conference and workshop experiences with other Dorr Township Library staff members which may include a formal presentation, handout, or individual sessions with staff and/or Board members.
 - f) The Dorr Township Library is unable to reimburse for tuition.

XI. Job Descriptions

A. Library Director.

1. Primary Duties.
 - a) Administrative.
 - (1) Holds full responsibility for administration of the library within the framework of the Library's plan, Board policies, the budget, and applicable laws.
 - (2) Reports at each Board meeting and in other ways keeps the Board informed of the Library's progress and problems. Attends all regular and special Board meetings. Serves as ex-officio, non-voting member of all Library committees.
 - b) Leadership.

- (1) Analyzes the Library's strengths and weaknesses.
- (2) Recommends plans for the Library's growth and means for implementing plans.
- (3) Initiates new services.
- (4) Proposes improvements to Library services.

c) Policy.

- (1) Recommends and drafts policies at the direction of the Library Board.
- (2) Works with committees on development of policies.
- (3) Advises the Board on the merit of decisions being considered.
- (4) Interprets policies to staff.
- (5) Works at maintaining an up-to-date policy manual.

d) Financial.

- (1) Develops a recommended budget for the Board.
- (2) Approves expenditures as authorized in the approved budget.
- (3) Supervises the maintenance of financial records and arranges for an annual audit.
- (4) Controls costs and meets the budgetary objectives through such methods as eliminating unnecessary operations, prudent use of resources, etc.
- (5) Works with Board members to maintain existing funding and to obtain new sources of revenue.
- (6) Negotiates all Library agreements and contracts.
- (7) Conducts payroll.

e) Continuing Education.

- (1) Orients new Library Board members.

- (2) Keeps staff and board informed of developments in the library field.
 - (3) Provides opportunities for trustees and staff to attend workshops.
 - (4) Provides opportunities for staff to attend educational seminars.
- f) Grants.
- (1) Writes grant proposals.
 - (2) Supervises successful completion of grants.
 - (3) Works with staff to write grant proposals and supervise completion.
- g) Personnel.
- (1) Provides appropriate job descriptions for all staff and maintains personnel files.
 - (2) Has authority to employ, direct, evaluate, and terminate employees as appropriate after following the disciplinary policy with the approval of the Library Board.
 - (3) Recommends changes in working conditions, fringe benefits, and salary/hourly pay scale when appropriate.
 - (4) Capitalizes on skills and initiative of all staff members.
- h) Representation.
- (1) Represents the interest of the Library by participating in area library associations and in Lakeland Library Cooperative and State Library activities.
 - (2) Maintains membership in community service organizations if possible.
 - (3) Represents the library at workshops and conferences.
- i) Reporting.
- (1) Prepares and presents reports including monthly financial and statistical reports.

(2) Prepares and files the annual State Aid Report and any other needed special reports.

2. Operational Duties.

- a) Give reference and reader's advisory services to adults and children.
- b) Conduct library publicity program throughout the year, using bulletin boards, web page, flyers, newspaper, and other promotional techniques.
- c) Shelve books and other materials.
- d) Register patrons.
- e) Assist patrons in location materials and in using the library.
- f) Update computer programs as needed.
- g) Order and purchase supplies as needed.

3. Required Knowledge, Skills, and Abilities.

- a) Thorough knowledge of public libraries and especially their goals and objectives.
- b) Experience with Library automation systems is essential.
- c) Excellent oral and written communication skills. Works effectively with others.
- d) Valid Michigan Driver's License.
- e) Understanding of accounting and ability to prepare financial and other statistical reports.
- f) Experience with writing and supervising grants.
- g) Education and Experience.

(1) By law, the minimum required is a Bachelor's Degree from an accredited 4-year university. The Board in a posting may require a Master's in Library Science.

(2) At least 3 years professional experience in public libraries some of which must be at a managerial level.

B. Assistant Director

The Assistant Director serves as a part time assistant for the Director as well as a Library Assistant. This position reports to the Library Director.

1. Primary Duties.**a) Administrative.**

- (1) Briefly assumes the duties of the Director in the Director's absence, reporting to the Director and answerable to the six-member Library Board.
- (2) Assists in administering all library services and programs.
- (3) Attends Lakeland meetings in the Director's stead if needed.
- (4) Helps compile and assemble packets for board meetings.
- (5) Helps with the development and training of personnel.
- (6) Assists the Director in coordinating goals and objectives in relation to short and long term planning.
- (7) Helps in the selection process for new personnel.
- (8) In the Director's absence, serves as liaison to the Friends of Dorr Township Library.

b) Financial.

- (1) Runs financial reports.
- (2) Serve as 2nd signer on checks.
- (3) Double checks statements and reconciliations.
- (4) Conducts payroll if needed.
- (5) Tallies and counts out the cash drawer for monthly deposit. Enters data for 2nd count. Makes monthly bank deposits.
- (6) Makes occasional purchases for the library.

(7) Negotiates overpayment or replacement of damaged materials.

(8) Assists in library budget preparations and procedures.

(9) Assists in the writing and administration of grant proposals.

c) Professional duties.

(1) Stays informed of professional issues and trends.

(2) Represents the library at workshops and conferences in the absence of or with the Director.

2. Operational Duties.

a) Give reference and reader's advisory services to adults and children.

b) Assist the Director in library publicity.

c) Shelve books and other materials.

d) Register patrons.

e) Assist patrons in location materials and in using the library.

f) Update computer programs as needed.

g) Order and purchase supplies as needed.

3. Required Knowledge, Skills and Abilities.

a) Bachelor's degree from an accredited 4-year university.

b) Intermediate clerical skills including computer and telephone skills.

c) Advanced mathematical skills necessary for routine calculations as well as data entry and analysis.

d) Ability to work with general supervision and adhere to established policies and procedures.

e) Interpersonal and communication skills for interaction with staff and customers in an effective and courteous manner.

- f) Skills necessary to effectively provide leadership and guidance to less experienced staff.
- g) Visual acuity necessary to retrieve library materials from shelves or storage areas.
- h) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- i) Hearing ability to answer telephone and customer inquiries.
- j) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer.
- k) Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
- l) Ability to travel between work locations and related places of business as needed.

C. Library Page.

1. Regular Duties.

- a) Sorts and shelves library materials
- b) Empties book-drop(s)
- c) Reads shelves
- d) Shifts materials
- e) Cleans, dusts, and inspects library materials for damage.
- f) Provides directional information to the public in person or by telephone.
- g) Provides information to patrons regarding the Library's circulation policies, procedures, and refers issues to management as appropriate.
- h) Performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.

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- i) Performs other clerical tasks upon request, including materials order entry, word processing, filing, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail.
 - j) Other duties as assigned.
2. Required Knowledge, Skills and Abilities.
- a) Ability to work with general supervision and adhere to established policies and procedures.
 - b) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
 - c) Visual acuity necessary to retrieve library materials from shelves or storage areas.
 - d) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
 - e) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a computer

D. Library Assistant I.

1. Regular Duties.
- a) Circulation Desk Duties.
 - (1) Checks library materials in and out
 - (2) Collects money owed on lost and damaged materials
 - (3) Issues new/replacement library cards
 - (4) Registers new patrons and processes name and address changes.
 - (5) Searches shelves for requests, retrieves items requested, and routes items appropriately.
 - (6) Contacts patrons or other libraries as necessary.

b) Collection Maintenance Duties.

- (1) Sorts and shelves library materials
- (2) Empties book-drop(s)
- (3) Reads shelves
- (4) Shifts materials
- (5) Cleans, dusts, and inspects library materials for damage.
- (6) Ensures circulation policies and procedures are followed for the proper handling of patron and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes.

c) Other Regular Duties.

- (1) Provides informal reader's advisory service.
- (2) Provides directional information to the public in person or by telephone.
- (3) Assists with reference requests to the librarian staff.
- (4) Provides information to patrons regarding the Library's circulation policies, procedures, and refers issues to management as appropriate.
- (5) Counts, balances, and records monies received through the circulation function. Forwards reconciled funds and paperwork to the Director.
- (6) Provides assistance to patrons and staff in the use of library equipment and machines (e.g., hotspots, copier, on-line catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.
- (7) Performs other clerical tasks upon request, including materials order entry, word processing, filing, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail.
- (8) Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments.
- (9) Other duties as assigned.

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2. Required Knowledge, Skills and Abilities.
 - a) High school diploma or GED.
 - b) Basic clerical skills including computer and telephone skills.
 - c) Basic mathematical skills necessary for routine calculations.
 - d) Basic “customer service” skills acquired through volunteer or work experience.
 - e) Ability to work with general supervision and adhere to established policies and procedures.
 - f) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
 - g) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
 - h) Visual acuity necessary to retrieve library materials from shelves or storage areas.
 - i) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
 - j) Hearing ability to answer telephone and patron inquiries.
 - k) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
 - l) Ability to travel between work locations and related places of business as needed.
- E. Library Assistant II.
In addition to the Regular Duties as listed under Library Assistant I, the Library Assistant II will also be assigned one or more of the following groups of functions:
1. Collection Development.
 - a) Keeps collection current and in good condition by weeding.

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- b) Sorts through library donations.
 - c) Processes patron requests for new materials, forwarding information on source and cost to the Director or Assistant Director.
 - d) Selects new materials for purchase based on resources including but not limited to patron preferences, circulation patterns, and professional reviews, following the established Materials Selection policy and forwarding information on source and cost to the Director or Assistant Director.
2. Marketing and Outreach.
- a) Orients groups in use of the Library.
 - b) Creates graphics and publications for announcements, social media posts, and other library activities.
 - c) Helps upkeep and edit the website.
 - d) Edits library materials.
 - e) Makes and schedules weekly social media posts.
 - f) Creates and updates the newsletter and posts it to the website.
3. Programming.
- a) Creates and administers programs under the direction of the Director.
 - b) Records statistics for program attendance and spending.
4. Required Knowledge, Skills and Abilities.
- a) High school diploma or GED. (At least some college preferred.)
 - b) Basic clerical skills including computer and telephone skills.
 - c) Basic mathematical skills necessary for routine calculations.
 - d) Basic “customer service” skills acquired through volunteer or work experience.
 - e) Ability to work with general supervision and adhere to established policies and procedures.

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- f) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
 - g) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
 - h) Visual acuity necessary to retrieve library materials from shelves or storage areas.
 - i) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
 - j) Hearing ability to answer telephone and patron inquiries.
 - k) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
 - l) Ability to travel between work locations and related places of business as needed.
 - m) Basic familiarity with the principles of the library profession and willingness and ability to attain at least Level 4 Certification from the Library of Michigan.

F. Library Assistant - Youth Services.

In addition to the Regular Duties as listed under Library Assistant I, the Library Assistant - Youth Services will also be required to perform the following:

1. Collection Development.

- a) Participates in weeding Juvenile Fiction and Non-Fiction collections.
- b) Helps to select new materials for purchase based on resources including but not limited to patron preferences, circulation patterns, and professional reviews, following the established Materials Selection policy and forwarding information on source and cost to the Director or Assistant Director.

2. Marketing and Outreach.

- a) Establish and maintain contact with local schools and preschools sufficient to promote age-appropriate Library programs.

3. Programming.

- a) Creates and administers children's programming under the direction of the Director.
- b) Develops curriculum for Storytime programming, including the selection of themes and books and the design of appropriate crafts.
- c) Helps ensure sufficient supplies for crafts, selecting items for purchase and obtaining through purchase or donation, or forwarding information on source and cost to Director.
- d) Records statistics for program attendance and, if appropriate, spending.

4. Required Knowledge, Skills and Abilities.

- a) Associates or Bachelor's Degree related to childhood development, or equivalent work experience.
- b) Basic clerical skills including computer and telephone skills.
- c) Basic mathematical skills necessary for routine calculations.
- d) Basic "customer service" skills acquired through volunteer or work experience.
- e) Ability to work with general supervision and adhere to established policies and procedures.
- f) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- g) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
- h) Visual acuity necessary to retrieve library materials from shelves or storage areas.
- i) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds.
- j) Hearing ability to answer telephone and patron inquiries.

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- k) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
 - l) Ability to travel between work locations and related places of business as needed.
 - m) Basic familiarity with the principles of the library profession and willingness and ability to attain at least Level 4 Certification from the Library of Michigan.

G. Cataloger.

1. Cataloging Specific Functions.

- a) Catalogs, classifies and prepares materials for collection.
- b) Corresponds with Lakeland in regards to monthly and specialized reports for both the monitoring and upkeep of the collection.
- c) Keeps collection current and in good condition by weeding, binding, or replacement.
- d) Performs specialized book inspections beyond the normal range of loss or damage typically seen (both by our patrons and remote patrons using our material through other libraries).
- e) Performs the final evaluation of donated material for addition to the collection.
- f) Does the billing for damaged materials utilizing reports from Lakeland.
- g) Keeps library materials in proper order and other duties as assigned by the Library Director.

2. Other Duties.

- a) Enters data for late, lost, damaged, and claims returned items, and patron information including necessary notes.
- b) Contacts customers or other libraries as necessary.
- c) Performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.
- d) Performs other clerical tasks upon request, including materials order entry, supply ordering, word processing, filing, checking in new periodicals, etc.

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- e) Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments.
 - f) Acts as our certified test proctor on staff and proctors several individuals on a regular basis.
 - g) Shelving and other duties as assigned are also included.
3. Required Knowledge, Skills and Abilities
- a) High school diploma or GED. Associates degree or above or proven work toward higher academic standards preferred.
 - b) Intermediate clerical skills including computer and telephone skills.
 - c) Knowledge of and ability to work with cataloging terms and programs.
 - d) Basic mathematical skills necessary for routine calculations.
 - e) Ability to work with general supervision and adhere to established policies and procedures.
 - f) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
 - g) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
 - h) Visual acuity necessary to retrieve library materials from shelves or storage areas.
 - i) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
 - j) Hearing ability to answer telephone and customer inquiries.
 - k) Manual dexterity, visual acuity, and sufficient keyboarding/PC skills to effectively access information on the computer.
 - l) Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
 - m) Ability to travel between work locations and related places of business as needed.

I. Substitute:

- Same as Library Assistant

Proposed 2023-2024 Budget					
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	Change from previous year	Expenses - Revenue
		\$244,400.00	\$257,725.00	-13,325.00	\$4,550.60
Emp. Wages					
Emp. Wages		\$89,500.00	\$102,250.00 [1]	-\$12,750.00	
Payroll taxes		\$26,650.00	\$28,250.00	-\$1,600.00	
Health Insurance		\$3,000.00	\$2,000.00 [2]	\$1,000.00	
Total		\$119,150.00	\$132,500.00	-\$13,350.00	
				\$0.00	
Other Expenses					
				\$0.00	
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget		
Audit fee		\$3,000.00	\$3,000.00	\$0.00	
Collection Agency		\$50.00	\$50.00	\$0.00	
Custodial Fees		\$5,600.00	\$6,000.00 [3]		
Legal Fees		\$2,000.00	\$3,750.00 [4]	-\$1,750.00	
Professional Dues		\$800.00	\$800.00	\$0.00	
Library Board Bonding		\$350.00	\$350.00	\$0.00	
Workers Comp		\$600.00	\$600.00	\$0.00	
Total		\$12,400.00	\$14,550.00	-\$2,150.00	
				\$0.00	
Materials					
				\$0.00	
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget		
Books		\$16,400.00	\$17,555.00 [6]	-\$1,155.00	
	Adult	\$5,900.00	\$6,340.00	-\$440.00	
	Childrens	\$3,610.00	\$5,590.00	-\$1,980.00	
	Tween	\$2,790.00	\$1,880.00	\$910.00	
	YA	\$4,100.00	\$3,745.00	\$355.00	
DVD		\$1,500.00	\$1,600.00	-\$100.00	
Audiobooks		\$1,200.00	\$1,285.00	-\$85.00	
Video Games		\$1,000.00	\$1,070.00	-\$70.00	
Games to Go		\$250.00	\$250.00	\$0.00	
Kits		\$500.00	\$500.00	\$0.00	
Binge Boxes		\$500.00	\$500.00	\$0.00	
Periodicals		\$1,500.00	\$1,500.00	\$0.00	

Proposed 2023-2024 Budget				
Programs		\$12,000.00	\$12,840.00 [7]	-\$840.00
	General Programming	\$9,000.00	\$9,640.00	-\$640.00
	Summer Reading	\$3,000.00	\$3,200.00	-\$200.00
	Grant Purchases			\$0.00
Advertising		\$1,000.00	\$1,000.00	\$0.00
Office/General Supplies		\$4,500.00	\$4,825.00 [8]	-\$325.00
Employee Training		\$8,000.00	\$5,000.00 [9]	\$3,000.00
Library Board Training		\$400.00	\$400.00	\$0.00
Transportation		\$400.00	\$1,000.00 [10]	-\$600.00
Coop Fees		\$18,000.00	\$18,800.00 [11]	-\$800.00
Databases		\$12,800.00	\$15,150.00	-\$2,350.00
	Overdrive (ebooks, er	\$3,500.00	\$4,000.00 [12]	-\$500.00
	Mango Languages	\$1,500.00	\$1,500.00	\$0.00
	Ancestry.com	\$1,500.00	\$2,500.00 [13]	-\$1,000.00
	Movie License	\$400.00	\$400.00	\$0.00
	Hoopla (ebooks)	\$3,000.00	\$3,850.00 [14]	-\$850.00
	World Trade Press	\$400.00	\$400.00	\$0.00
	Linked-In Learning/Ly	\$2,500.00	\$2,500.00	\$0.00
Total		\$79,950.00	\$83,275.00	-\$3,325.00
				\$0.00
				\$0.00
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	
Building Ins.		3000	2500	\$500.00
	General Liability Insur	3000	2500 [15]	\$500.00
Utilities		\$3,500.00	\$3,750.00	-\$250.00
	Internet/phone			\$0.00
	Trash			\$0.00
	Recycling			\$0.00
Building Maintenance and Improvement		\$2,700.00	\$2,700.00	\$0.00
	Tables	\$500.00	\$500.00	\$0.00
	Makerspace Equipme	\$300.00	\$300.00	\$0.00
	Security system	\$900.00	\$900.00	\$0.00
	Update Bathrooms	\$0.00	\$0.00	\$0.00

Proposed 2023-2024 Budget				
	new hand dryers			\$0.00
	Annual Cleaning	\$1,000.00	\$1,000.00	\$0.00
Equipment		\$17,200.00	\$12,450.00	\$4,750.00
	Hotspots (grant funded)	\$1,500.00	\$2,050.00 [16]	-\$550.00
	AED	\$500.00	\$500.00	\$0.00
	Firewall	\$200.00	\$200.00	\$0.00
	Computer	\$8,000.00	\$2,000.00	\$6,000.00
	General			\$0.00
	Grant Funds			\$0.00
	Copier	\$5,000.00	\$5,700.00 [17]	-\$700.00
	Website	\$1,000.00	\$1,000.00	\$0.00
	Misc	\$1,000.00	\$1,000.00	\$0.00
	Grant Funds			\$0.00
Equipment Mant.		\$3,400.00	\$3,400.00	\$0.00
	Computer Maint.	\$2,000.00	\$2,000.00	\$0.00
	CD/DVD Cleaner	\$400.00	\$400.00	\$0.00
	Software	\$1,000.00	\$1,000.00	\$0.00
Misc		100	100	\$0.00
Total		\$32,900.00	\$27,400.00	
Projected Revenue		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	Change from previous year
	INTEREST	600	1200 [5]	600
	PENAL FINES	25000	25000	0
	STATE AID	3500	3500	0
	MILLAGE	160000	168000 [18]	8000
	FRIENDS	200	200	
	Annuities, grants, etc	4274.4	4274.4	0
	Allianz			0
	LSTA Grant			0
	ACCF Grant			0
	Misc. Grants			
	MISC INCOME	1000	1000	0
	Fines			0

Proposed 2023-2024 Budget				
	Copies			0
	Room Rental			0
	summer reading			0
	Misc.			0
	Craft			0
	Bus trip			0
	Water Color Classes			0
	Sales			0
	Faxes			0
	Credit Card Credits			0
	Misc Cash out			0
	Carry over from last years budget			0
	TOWNSHIP APPROPRIATION	50000	50000 [19]	0
	Total	244574.4	253174.4	8600

- [1] Minimum Wage may increase to \$13.03 on Feb 19, 2023, see <https://www.michigan.gov/leo/news/2022/12/05/michigan-minimum-wage-set-to-increase-on-january-1-2023> and Staff Expenses Worksheets 2023
- [2] This could be reduced or eliminated as unnecessary as Medicaid and the Marketplace are better deals for eligible employees at current pay rates.
- [3] Covers 11.5 hours per pay period for a full year, no additional taxes or HR-associated costs.
- [4] Regular consulting on establishing policies have cost more than expected. \$3K covers \$250 per month whereas our current average for FYE 2023 is about \$246. I've included an additional 25% (\$750) in case a challenge or other kind of unexpected need should arise.
- [5] All Book category funds have been redistributed to reflect FYE2023 actual purchasing patterns and increased 7.1% for inflation.
- [6] All Program categories have been increased 7.1% for inflation.
- [7] 7.1% increase to cover inflation. No increased need anticipated.
- [8] We typically don't spend close to the \$8K mark. ALA this year is in Chicago, and we are sending 1 staff member. Reilly will also go to Washington, DC, for more free Library of Congress materials and charge Training for hotel accommodations.
- [9] Reilly will need nearly all of this for mileage reimbursement to and from DC.
- [10] Carol Dawe told me last year she would try to keep cost increases down at or below 5%. This increase represents 4.5%
- [11] We currently have patrons waiting an average of 2 months to get a title on hold on Overdrive. Latest stats (Nov 22) show 695 checkout on Overdrive in a month. Adding to our Advantage titles budget would help relieve some of the congestion.
- [12] This will likely be closer to \$1,250. Lakeland is currently negotiating pricing.
- [13] This amount reflects the activity we have seen on Hoopla in FYE23.
- [14] This is more in line with what we are paying in FYE2023 since switching to the new liability insurer.
- [15] The increase here reflects current patterns with the 2 new hotspots added.
- [16] This increase reflects current usage.
- [17] Current interest rates for the bulk of our money (United Bank of Michigan) are 0.25% checking and 0.5% savings, both up from 0.15% last year before the switch from Business to Public Funds accounts. Expecting a doubling of interest revenue is sufficiently cautious and

conservative.

[18] Deputy Township Supervisor Jim Martin advised me 1/6 that they expect property tax revenue to increase by 5%. We budgeted for \$169K in FYE2022, took in nearly \$171K, but then maybe too cautiously reduced estimated millage revenue in the FYE2023 budget to \$160K. Increasing that \$160K 5% gives us \$168K.

[19] The plan is to ask for \$10K in hopes of getting \$5K. Inflation rates since 2017 (when they last were giving us \$47K) support asking for \$6K. Increased cost of collection & supplies due to inflation, plus likely increased community library usage during recessions could further support a request. I am currently preparing a presentation to give at an upcoming Township Budget Workshop.

Priority	Item	Amount	Need	Anticipated Effect	Notes
1	Security Camera Funds (Lorex Fusion 4K 8-Channel system with 4 exterior & 2 interior cameras)	\$549.99	Vandalism at the drop box and unsafe behavior in back of the library.	Deterrence and improved capability of enforcing policies & protecting collection in conjunction with law enforcement	Emailed sales 12/29 specifying model and attaching tax exemption.
2	Credit card reader	\$338.00	Currently can only do cash and check, despite people carrying cash	Greater convenience for patrons to pay for copies, faxes, prints, replacement costs, fees, etc.	Plan to purchase in January from Square.com and submit signed invoice and itemized receipt for reimbursement. https://squareup.com/shop/hardware/us/en/products/terminal-credit-card-machine?ds_e_ad_type=pla&ds_e_product_group_id=297897390697&ds_e_product_store_id=&ds_s_inventory_feed_id=97700000008755213&gclid=CjwKCAjwyaWZBhBGEiwACsIQo2xhsZhaYBvFFqkqEwmHW_AfuVQzpWELMXErzmmw9tQrqlaAJi9VSRoCEskOAvD_BwE&gclid=aw.ds&mkwid=HXV1F7ci%7Cdc_303238901450_product_16_&pcrid=303238901450&pdv=c&product=16
3	5 steelcase chairs & dolly	\$1,384.38	Recent crowds in the Community Room have gone up to the room's 50-person capacity, but we did not have chairs for everyone.	Greater comfort and capacity for patrons in Community Room.	Emailed Jill Hascall of local Steelcase vendor 12/28 explaining process & revising order.
4	AWE computer	\$3,378.00	Popular item in children's area that has been available only in a limited way for over a year due to several parts not working.	The children will be thrilled and use of our children's area will increase.	Ordered week of 12/26 for December discounts, signed & scanned & emailed, will submit Net30 invoice after we take it to the Library Board on 1/16.
5	Silhouette Cameo 4	\$319.99	Current 5-year-old Silhouette machine recently broke, and it would be cheaper to replace than repair, especially with the discounts available to our 501(c)3 nonprofit Friends of the Library group.	This has been a great help to us in preparing for programs with decorations, instructions, and craft supplies, as well as in providing professional-looking elements for in-house marketing. It improves the look of materials and saves us a lot of time.	The plan as of 1/4 is to have the Friends of the Library use their nonprofit status to purchase this at a discount and present the Township a signed invoice to reimburse the Friends along with the itemized invoice from Silhouette. Verified with Megan Friends still 501(c)3.
6	4 Tables	\$519.96	Tables for programming and Community Room use falling apart, wot	Greater function and comfort.	1/15/2023 :: https://www.menards.com/main/grocery-home/furniture/folding-tables-chairs/pdg-reg-commercial-grade-folding-banquet-table/708tbl/p-1461693528506-c-7726.htm?fbclid=IwAR3m_ymSLtyqKf6rCzHWD6i7IsHBqe8VA8SNiZwOC26weizT4z9qkz3isfc
7	Table cart	\$279.99	Tables are heavy and cannot be easily moved by one staff person.	Will allow us to maneuver tables from Community Room to main library, move around the room.	1/15/2023 :: https://www.menards.com/main/grocery-home/furniture/folding-tables-chairs/pdg-reg-8-gray-folding-banquet-table-cart/704tc/p-1461693528065-c-7726.htm?tid=6737285540035091487&ipos=6&fbclid=IwAR1W-vGfTqZlZ-kdHh3eVNbyv5NjeWn2U0vTL_qVqldVkyYju5UayOH4rM
8	Manga/Anime/TV collection	\$493.46	Add 3-5 items to each popular collection @ \$20-\$35 per item	Increased circulation, greater patron satisfaction	1/15/2023
9	Fellowes Saturn 3i 125 Thermal Laminator Machine	\$109.99	Cheaply laminated markers for active children's drop-in program fell apart after less than a day.	More professional look and greater durability for functional decorations in children's programming.	1/15/2023 :: https://www.amazon.com/Fellowes-Laminator-Saturn3i-Warm-up-Laminating/dp/B00OILZNIG/
10	Author Visits	\$1,125.00	1 per season (Winter, Spring, Fall), average fee \$375	Library's main purpose is to promote literacy and an informed and literate citizenry. Author visits would allow us to attract and serve a greater part of the community.	2/1/2023
11	New Heavy-Duty Canopy	\$3,843.77	Current canopy for outdoor outreach leaks. Need one that will last and be a good investment. 10'x15', weather-resistant, side and back walls, rolling case	Especially during summer and events such as Hallowed Halls at Wayland Union High School (held outside in the rain in 2021 due to COVID), there are many opportunities to bring the library to the community, increase service and usage.	3/1/2023
12	Pop-Up Library Kit, one-time cost	\$301.48	Along with the canopy, we could use several other items to make an inexpensive popup library kit, enabling us to check out and reserve books and complete library card registrations in the field, as well as interact with patrons and community members in a number of ways.	The more we can demonstrate our services at outreach events, the	3/1/2023
12.1	Hotspot	\$0.00	add from T-Mobile rep	internet connection	3/1/2023
12.2	Display stands	\$16.89	8.5" x 11" plastic for flyers	flyer displays	3/1/2023
12.3	Cork Board	\$22.19	2'x3'	flyer and information displays, games and interactive activities	3/1/2023
12.4	Hooks for cork board	\$9.99	to fit over canopy frame		3/1/2023
12.5	Carrying case for board	\$15.59	2'x3' art/presentation carrying bag		3/1/2023
12.6	Prize wheel	\$54.09	https://www.amazon.com/spinning-prize-wheel-spinner-stand/dp/B08CRNN7ZL/	interactive games and giveaways	3/1/2023
12.7	USB Barcode Scanner	\$72.74	https://www.amazon.com/Alacrity-Portable-Bluetooth-Wireless-Computer/dp/B0823LYJZX/ --rugged, dustproof, shock resistant	checking out materials, scanning cards	3/1/2023
12.8	AC Outlet Portable Laptop Power Bank	\$109.99	https://www.amazon.com/Portable-Universal-31200mAh-External-Notebook/dp/B07S7TK88B/	necessary to power laptop in events lasting longer than an hour or two	3/1/2023

Priority	Item	Amount	Need	Anticipated Effect	Notes
13	Maxwell Outdoor Nature's Journey Collapsible Camping Wagon	\$105.99	With the new popup library, we have a lot of items to haul to outreach events. While this will improve the experience markedly for the patrons, it will be heavy and bulky and time-consuming to haul in piece-by-piece. This would enable all staff members to take everything in one trip even if only one person is at the event.	Time savings and continued good health among staff will be the primary effects.	We plan to purchase this from Target locally and present the signed invoice and itemized receipt for reimbursement.
14	Plates 'n' Pages 2023	\$2,250.00	6 authors in July and August (avg fee \$375), all other costs out of Library budget	The inaugural year of Plates 'n' Pages (2022) was greatly appreciated by staff and patrons. We would like to continue this combination community dinner and evening family storytime program and will look to the community for donations toward this end in subsequent years.	7/1/2023
TOTAL		\$15,000.00			

COMPUTER AND INTERNET USE POLICY

I. General Statements Regarding Internet

- A. Internet Access. The Dorr Township Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This policy applies to both the Library-owned computers and wireless access available at the Library.

- B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet users will need to evaluate for themselves the validity of the information found.

- C. Library Does Not Endorse Information on Internet. Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

- D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.

- E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

II. Nature of the Public Library Setting

- A. Respect Others. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.

- B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

III. Procedure for Use

A. Reservation/Time Limits.

1. If a User wishes to use the Internet station he or she must first sign the sheet at the Circulation Desk.
2. Patrons should only use their first name and the time when signing in.
3. A waiting list will be created at the Circulation Desk if all computers are in use.
4. Internet use is not generally timed, and Users sign up for an indefinite period of time as long as there is no waiting list. In cases where someone is waiting for a computer, the User who has been at a station for the longest (minimum of one hour) will be asked to leave the station. In cases where multiple patrons are on the waiting list, each User will be limited to one hour at a station.

- B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and are clearly marked. The online public access computers are available on a first come, first served basis.

- C. Closing. All computers and printers are shut down fifteen (15) minutes before the Library closes.

- D. Reimbursement for Printing. The User shall reimburse the Library ten (10) cents per single-sided page for black and white printing and twenty-five (25) cents per single-sided page for color printing. Double-sided pages are charged per side. The User shall be responsible for all printing costs, so Users are encouraged to use “print preview” so that they are aware of the number of copies.

- E. Staff Assistance. Library staff provides limited assistance for basic start-up procedures. Several circulating print resources on Web searching are available.

IV. Internet Filtering; Children Under 18

- A. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.
- B. Access for Users Under 18 Years of Age.
1. Unfiltered/Unblocked Terminals. A parent or guardian must accompany and be sitting at the computer terminal with Users under 18 years of age wishing to have access to the unfiltered or unblocked Internet workstation.
 2. Filtered Terminals. Users under 18 years of age are free to access the Library's filtered workstations without supervision. A filtered terminal means the computer has a program installed that is designed to restrict minors from receiving obscene material or sexually explicit material that is harmful to minors.
 3. Wireless Access. Wireless access will be filtered. Users under 18 years of age may not access unfiltered wireless access.
- C. Disable Filters. Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. If a patron 18 years of age or older desires unfiltered wireless access, the patron may request a login for the unfiltered wireless access from the Information Desk.
- D. Unblock Sites. Individuals who believe an Internet site has been improperly blocked can request that the site be "unblocked." A decision on the site's status will be made by the Director, who will prepare a written reply to the individual submitting the form. Any decision to deny the unblocking of a site by the Director may be appealed to the Library Board within 10 days of receipt of the written reply.

V. Acceptable Use

All users of the Library's Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

- A. Lawful Use. The Library Internet connection and workstations shall be used in a lawful manner. The Library's Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.

- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. Use Must Not be Harmful to Minors. Michigan law prohibits users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.
- D. Compliance with Code of Behavior. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in summary and made available in full in the Library.
- E. Privacy; Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.
- F. Personal Software Prohibited. The Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. The User shall also refrain from downloading/uploading files to/from the Library's computers.
- G. System Modifications. Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer workstation without authorization.
- H. Damage. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
- I. Terminal Use.
 - 1. For the adult Internet computers, only (1) person may use a workstation except for (1) a parent or caregiver assisting a user and (2) a person assisting another individual who lacks the knowledge to effectively use the computer alone.
 - 2. Upon request, Library staff members may approve and allow additional Users at a workstation.

- J. Personal Information; Unauthorized Release. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.
- K. Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.

VI. Violations of Internet Use Policy

The Library Director or the Director's designee may restrict access to Library facilities by (1) terminating or limiting computer, Internet access or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (See Section C below), the Library shall handle violations as follows:
 - 1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
 - 2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.
 2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement. The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.
- E. Civil or Criminal Prosecution. Illegal acts involving the Library's Internet access service may be subject to civil or criminal prosecution.

VII. Right of Appeal

Patrons may appeal a decision to limit or revoke privileges by sending a written appeal to the Library Board within 10 working days of the date the privileges were revoked or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

VIII. Staff Assistance

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.

Updated and Approved by the Dorr Township Library Board of Trustees June 20, 2022.

COMPUTER AND INTERNET USE POLICY

I. General Statements Regarding Internet

- A. Internet Access. The Dorr Township Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This policy applies to both the Library-owned computers and wireless access available at the Library.
- B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet users will need to evaluate for themselves the validity of the information found.
- C. Library Does Not Endorse Information on Internet. Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
- D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.
- E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

II. Nature of the Public Library Setting

- A. Respect Others. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.

- B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

III. Procedure for Use

A. Reservation/Time Limits.

1. If a User wishes to use the Internet station he or she must first sign the sheet at the Circulation Desk.
2. Patrons should only use their first name and the time when signing in.
3. A waiting list will be created at the Circulation Desk if all computers are in use.
4. Internet use is not generally timed, and Users sign up for an indefinite period of time as long as there is no waiting list. In cases where someone is waiting for a computer, the User who has been at a station for the longest (minimum of one hour) will be asked to leave the station. In cases where multiple patrons are on the waiting list, each User will be limited to one hour at a station.

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IV. Internet Filtering; Children Under 18

- A. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.
- B. Access for Users Under 18 Years of Age.
1. Unfiltered/Unblocked Terminals. Terminal 6 at the entrance to the computer room remains unfiltered in compliance with Michigan law. Any patron age 18 or older may use this terminal for bona fide research or other lawful purposes; every effort will be made to keep this terminal open for this purpose. A parent or guardian must accompany and be sitting at the computer terminal with Users under 18 years of age wishing to have access to the unfiltered or unblocked Internet workstation.
 2. Filtered Terminals. Users under 18 years of age are free to access the Library's filtered workstations without supervision. A filtered terminal means the computer has a program installed that is designed to restrict minors from receiving obscene material or sexually explicit material that is harmful to minors.
 3. Wireless Access. Wireless access will be filtered. Users under 18 years of age may not access unfiltered wireless access.
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