

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

Call to Order:

Roll Call:

Changes to the Agenda:

Approval of the Agenda:

Approval of the Minutes: February 21

Treasurer's Report: Credit Card - \$1,376.88 for February

Public Comment:

Director's Report:

Committee Reports:

1. Personnel Committee
 - a. Update on Director's 90-Day Performance Review

NEW BUSINESS:

1. Policies from FosterSwift
 - a. Internet Use Policy
 - b. Meeting Room Policy
 - c. Patron Behavior Policy
2. Transferring \$100K from Checking to Savings

OLD BUSINESS:

1. Update on Trustee candidate for open seat
2. Discussion and approval of raises for library staff
 - a. Director recommends
 - i. \$16.75 per hour for Assistant Director
 - ii. 6% increase in wages for Library Assistants, Children's Librarian, Cataloger
 - iii. Defers to Board as to Director's wages
3. Discussion of Board Training options
4. FOIA Policy

Township Board Meeting: March 24, 2022 7 pm.

Adjournment:

Next regular meeting: April 18, 2022 at 6:30 pm

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

MINUTES

Meeting was called to order at 6:44 pm

Pledge of Allegiance: Was said.

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

Absent: Derrick McLain,

Additions to the Agenda: hunter motioned to place FOIA Policy as number 5 under New Business and was seconded by Dykhuis. All yes, motion carried

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

Approval of the Minutes: Dykhuis made a motion to accept the minutes from January 17, 2022, and was seconded by Hunter. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the credit card bill in the amount of \$2,322.77, and was seconded by Hunter. All yes, motion carried.

Public Comment: None

Committee Report(s): None

Director's Report:

Manga/Anime Club started with three participants. Social deduction game, "Among Us" was a success, and another is in the works. Apps and Canvas craft workshop is expected to be full. Circulation rates were good. More DVD;s were checked out in the past month than in any other month all year. Ancestry and Mango Languages was very low or non-existent this month. Jeffrey and Reilly are working on marketing. We received a \$10,000 grant, to be received in March, and support Plates 'n' Pages Family Story Night. Another \$4,000 grant was applied for, notification will be given if/when grant is received. Plumbing work was done and the bill given to the Library, which is in the process of going to the Township. Ants were found and treated. It is possible that the cement floor may need to be resealed. Allegan County CMH Director and County Commissioner met with Jeffrey to discuss what role the Library could play to assist their work. Jeffrey attended the Township Board Meeting. Trustee Tuinstra requested information from Jeffrey, including wage and salary information. Looking at FOIA requirements. Jeffrey attended a webinar "Transitioning to Libby", as Overdrive will no longer be available after the end of this year.

Committee Report:

The Personnel Committee met to discuss the Director's 90 day evaluation as well as wages for the new budget year. Trustee Vice President Hunter will meet with Jeffrey Personally to deliver the evaluation. Her intent is to interview staff and speak further with Jeffrey before presenting the evaluation.

NEW BUSINESS:

1. **Agreement with Salen Township Library** - Brooks motioned for our Director to sign the Agreement submitted by the Director at Salem Township Library, to allow pick ups, and was seconded by Dykhuis. All yes, motion carried.
2. **Formally changing Principal Officer in Quickbooks:** Hunter motioned to designate Jeffrey Babbitt, Director, as the Principal Officer in Quickbooks, and was seconded by Brooks. All yes, motion carried.
3. **Discussion and approval of changes to Board By-Laws:**
 - a. Fix Quorum Number - Hunter motioned to change the number of Trustees needed to be present for a quorum in the Trustee By-Laws from three to four, and was seconded by Brooks. All yes, motion carried
 - b. 15-minute time limit for individual public commenters - Hunter motioned that individual public comments be limited to five minutes each, and was seconded by Brooks. All yes, motion carried.
 - c. Board Training - To be tabled to look at training options
4. **Discussion of FY2022-23 Budget Draft:** .Budget is currently tentative and has not received full approval as of yet.
5. **FOIA Policy Documents** - Hunter motioned to table for more information and was seconded by Dykhuis. All yes, motion carried.

OLD BUSINESS:

1. **Update on Trustee Candidate open seat** - Brooks reported that she had reached out to a potential candidate, however, they were not interested. It is being listed on the Library web page as well as Social Media outlets.
2. **Addition of language to Policies & Procedures and Board By-Laws to transfer access and signature cards to new Directors, Assistant Directors and Board Treasures** - Brooks motioned to add additional language to the Policies & Procedures and the Trustee By-Laws that transfers access and signature cards to new Directors, Assistant Directors and Board Treasures, and was seconded by Dykhuis. All yes, motion carried.
3. **Discussion and approval of raises for library staff** - Hunter motioned to raise library staff wages a minimum of 6%, and was seconded by Dykhuis. All yes, motion carried.

Township Board Meeting: February 24, 2022, at 7:00 p.m., with a budget workshop beginning at 6:00 p.m. Director Babbitt is planning to attend. Hunter and Dykhuis are also tentatively planning to attend.

Adjournment: Dykhuis motioned to adjourn at 8:32 pm, and was seconded by Hunter. All yes, motion carried.

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

Submitted by Carrie Brooks

2021-2022 Budget																
	Month												Total Spent	Remaining	Proposed 2021-2022 Budget	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2021-2022 Budget	
	\$13,300.55	\$12,578.57	\$13,426.54	\$15,837.68	\$12,807.24	\$9,467.79	\$14,438.36	\$10,725.07	\$15,815.49	\$19,468.52					\$243,950.00	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2021-2022 Budget	
Custodial wages	\$401.36	\$448.21	\$401.35	\$670.37	\$339.59	\$444.31	\$381.82	\$405.26	\$600.08	\$416.14	\$396.62		\$4,905.11	\$694.89	\$5,600.00	
Emp. Wages	\$3,968.32	\$3,932.62	\$3,997.24	\$5,610.39	\$4,050.28	\$3,855.08	\$4,074.41	\$5,756.31	\$8,585.78	\$5,817.67	\$5,835.00		\$55,483.10	\$31,566.90	\$87,050.00	
Payroll taxes	\$1,197.98	\$1,183.01	\$1,170.00	\$1,719.51	\$1,171.15	\$1,171.58	\$1,179.07	\$1,505.55	\$2,257.19	\$3,341.79	\$1,509.27		\$17,406.10	\$9,243.90	\$26,650.00	
Health Insurance													\$0.00	\$6,700.00	\$6,700.00	
Total	\$5,567.66	\$5,115.63	\$5,568.59	\$8,000.27	\$5,561.02	\$5,470.97	\$5,635.30	\$7,667.12	\$11,443.05	\$9,575.60	\$7,740.89	\$0.00	\$77,794.31	\$48,205.69	\$126,000.00	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2021-2022 Budget	
Audit fee					\$2,100.00	\$500.00							\$2,600.00	\$400.00	\$3,000.00	
Collection Agency	\$8.95	\$8.95					\$8.95	\$8.95					\$35.80	\$114.20	\$150.00	
Legal Fees													\$0.00	\$1,775.00	\$1,775.00	
Professional Dues			\$125.00			\$65.74			\$137.00				\$327.74	\$472.26	\$800.00	
Library Board Bonding				\$326.00									\$326.00	\$4.00	\$330.00	
Workers Comp			\$216.00						\$216.00				\$432.00	\$168.00	\$600.00	
Total	\$8.95	\$8.95	\$341.00	\$326.00	\$2,100.00	\$565.74	\$8.95	\$8.95	\$353.00	\$0.00	\$0.00	\$0.00	\$3,721.54	\$2,933.46	\$6,655.00	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2021-2022 Budget	
Books	\$1,319.25	\$2,286.50	\$1,234.49	\$1,058.56	\$607.37	\$1,360.27	\$530.41	\$1,439.42	\$1,826.44	\$1,857.47	\$346.98		\$13,867.16	\$2,132.84	\$16,000.00	
Adult	\$447.21	\$1,283.74	\$837.69	\$697.26	\$368.35	\$1,055.16	\$237.71	\$1,320.24	\$812.81	\$762.82	\$119.23		\$7,942.22	\$3,057.78	\$11,000.00	
Childrens	\$405.63	\$618.13	\$256.47	\$172.86	\$128.75	\$141.87	\$113.51	\$36.37	\$498.67	\$376.94	\$0.00		\$2,749.20	-\$249.20	\$2,500.00	
Tween	\$72.14	\$78.48	\$59.32	\$82.21	\$80.27	\$135.74	\$115.91	\$15.99	\$235.30	\$231.44	\$13.98		\$1,120.78	\$129.22	\$1,250.00	
YA	\$394.27	\$306.15	\$81.01	\$106.23	\$30.00	\$27.50	\$63.28	\$66.82	\$279.66	\$486.27	\$213.77		\$2,054.96	-\$804.96	\$1,250.00	
AV Material	\$95.90	\$140.37	\$195.66	\$294.03	\$145.85	\$238.45	\$135.35	\$17.96	\$191.22	\$218.62	\$0.00		\$1,673.41	\$466.59	\$2,140.00	
Games to Go													\$0.00	\$250.00	\$250.00	
Kits													\$0.00	\$500.00	\$500.00	
Binge Boxes													\$0.00	\$500.00	\$500.00	
Periodicals	\$46.95	\$861.29	\$22.45	\$48.00	\$22.45	\$22.45	\$22.45	\$30.44	\$22.45	\$42.45	\$22.45		\$1,163.83	\$336.17	\$1,500.00	
Programs	\$714.88	\$285.78	\$504.47	\$531.56	\$246.91	\$275.13	\$2,200.34	\$171.08	\$566.48	\$203.00	\$518.60		\$6,218.23	\$5,781.77	\$12,000.00	
General Programming	\$174.88	\$285.78	\$208.03	\$43.56	\$246.91	\$275.13	\$2,200.34	\$171.08	\$566.48	\$203.00	\$518.60		\$4,908.01	\$4,091.99	\$9,000.00	
Summer Reading	\$540.00		\$296.44	\$188.00									\$1,310.22	\$1,689.78	\$3,000.00	
Grant Purchases													\$0.00	\$0.00	\$0.00	
Advertising	\$76.29				\$185.51			\$1.99					\$263.79	\$736.21	\$1,000.00	
Office/General Supplies	\$398.59	\$449.79	\$341.80	\$354.05	\$351.03	\$482.29	\$275.11	\$31.95	\$467.96	\$125.26	\$302.22		\$3,580.05	\$419.95	\$4,000.00	
Employee Training								\$40.00					\$40.00	\$7,960.00	\$8,000.00	
Library Board Training													\$0.00	\$1,000.00	\$1,000.00	
Transportation													\$0.00	\$400.00	\$400.00	
Coop Fees	\$3,474.21		\$162.00	\$3,525.75			\$3,762.18			\$4,985.14			\$15,909.28	\$5,090.72	\$21,000.00	
Databases	\$784.39	\$1,273.19	\$2,397.60	\$999.08	\$200.09	\$202.13	\$852.47	\$207.12	\$182.22	\$1,488.70	\$285.68	\$0.00	\$8,872.67	\$3,927.33	\$12,800.00	
Overdrive (ebooks, emagazines, e-audiobooks)	\$450.00			\$450.00			\$450.00			\$1,256.45			\$2,606.45	\$893.55	\$3,500.00	
Mango Languages													\$0.00	\$1,500.00	\$1,500.00	
Ancestry.com		\$1,114.05											\$1,114.05	\$385.95	\$1,500.00	
Movie License								\$191.91					\$191.91	\$208.09	\$400.00	
Hoopla (ebooks)	\$334.39	\$159.14	\$147.60	\$209.08	\$200.09	\$202.13	\$210.56	\$207.12	\$182.22	\$232.25	\$285.68		\$2,370.26	\$629.74	\$3,000.00	
World Trade Press				\$340.00									\$340.00	\$60.00	\$400.00	
Linked-In Learning/Lynda.com			\$2,250.00										\$2,250.00	\$250.00	\$2,500.00	
Total	\$6,910.46	\$5,296.92	\$4,858.47	\$6,811.03	\$1,759.21	\$2,580.72	\$7,778.31	\$1,939.96	\$3,256.77	\$8,920.64	\$1,475.93	\$0.00	\$51,588.42	\$29,501.58	\$81,090.00	

		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2021-2022 Budget
Building Ins.						\$2,561.00	0							\$2,561.00	439.00	\$3,000.00
	General Liability Insurance					\$2,561.00								\$2,561.00	\$439.00	\$3,000.00
	Utilities	\$264.95	\$264.95	\$309.95	\$264.95	\$264.95	\$309.95	\$264.95	\$309.95	\$264.95	\$264.95	\$282.95	\$0.00	\$3,067.45	\$432.55	\$3,500.00
	Internet/phone	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95	\$264.95		\$2,914.45		
	Trash			\$45.00			\$45.00		\$45.00					\$135.00		
	Recycling											\$18.00		\$18.00		
	Building Maintenance and Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$168.54	\$0.00	\$0.00	\$176.97	\$0.00	\$0.00	\$176.97	\$0.00	\$522.48	\$5,977.52	\$6,500.00
	Tables													\$0.00	\$500.00	\$500.00
	Makerspace Equipment (children)													\$0.00	\$300.00	\$300.00
	Security system					\$168.54			\$176.97			\$176.97		\$522.48	\$177.52	\$700.00
	Other building maint.													\$0.00	\$500.00	\$500.00
	New lighting (LEDs, ceiling fans?)													\$0.00	\$1,000.00	\$1,000.00
	Flush heating system (schedule)													\$0.00	\$1,000.00	\$1,000.00
	Update Bathrooms													\$0.00	\$1,500.00	\$1,500.00
	new hand dryers															x
	carpet cleaners, etc.)													\$0.00	\$1,000.00	\$1,000.00
	Equipment	\$368.53	\$1,850.78	\$548.53	\$435.43	\$383.61	\$378.28	\$750.85	\$547.12	\$497.72	\$538.93	\$497.72	\$0.00	\$6,797.50	\$6,907.50	\$13,705.00
	Hotspots (grant funded until August 2021)	119.44	119.44	119.44		238.88	119.44	\$119.44	119.44	119.44	\$119.44	\$119.44		\$1,313.84	\$186.16	\$1,500.00
	Community Room Sound System													\$0.00	\$500.00	\$500.00
	AED													\$0.00	\$500.00	\$500.00
	Alarm system		\$168.54											\$168.54	\$31.46	\$200.00
	Firewall			\$180.00										\$180.00	\$20.00	\$200.00
	Computer													\$0.00	\$2,500.00	\$2,500.00
	General													\$0.00	\$0.00	
	Grant Funds													\$0.00	\$0.00	
	Copier	\$368.53	\$368.53	\$368.53	\$365.53	\$383.61	\$378.28	\$419.41	\$427.68	\$378.28	\$419.49	\$378.28		\$4,256.15	\$743.85	\$5,000.00
	Website							\$212.00						\$212.00	\$788.00	\$1,000.00
	Misc		\$1,313.71	\$0.00	\$69.90									\$1,383.61	-\$383.61	\$1,000.00
	Grant Funds		\$1,305.00		\$69.90									\$1,374.90	-\$69.90	\$1,305.00
	Equipment Mant.	\$180.00	\$41.34	\$1,800.00	\$0.00	\$8.91	\$162.13	\$0.00	\$75.00	\$0.00	\$168.40	\$60.00	\$0.00	\$2,495.78	\$904.22	\$3,400.00
	Computer Maint.			\$1,800.00										\$1,800.00	\$200.00	\$2,000.00
	CD/DVD Cleaner													\$0.00	\$400.00	\$400.00
	Software	\$180.00	\$41.34			\$8.91	\$162.13		\$75.00		\$168.40	\$60.00		\$695.78	\$304.22	\$1,000.00
	Misc													\$0.00	100.00	100
Total		\$813.48	\$2,157.07	\$2,658.48	\$700.38	#####	\$850.36	\$1,015.80	\$1,109.04	\$762.67	\$972.28	\$1,017.64	\$0.00	\$15,444.21	\$14,760.79	\$30,205.00
Projected Revenue		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	2021-2022 Revenue	
	INTEREST	46.9	45.65	50.4	48.47	48.61	\$45.36	\$45.95	\$46.13	\$45.25	\$45.22	\$46.32		514.26	600	
	PENAL FINES	3315.12	2460.08	3014.32	2720.73	2743.45	\$2,643.13	\$2,698.08	\$2,254.06	\$1,800.03	\$2,317.17	\$2,335.50		28301.67	28500	
	STATE AID		3198.66											3198.66	5200	
	MILLAGE	6601.46									\$88,484.92	\$75,652.94		170739.32	169000	
	FRIENDS								\$200.00							
	Annuities, grants, etc	356.2	356.2	356.2	356.2	356.2	\$356.20	\$1,731.10	\$0.00	\$356.20	\$721.40	\$10,356.20	\$0.00	15302.1		
	Allainz	356.2	356.2	356.2	356.2	356.2	\$356.20	\$356.20		\$356.20	\$721.40	\$356.20		3927.2	4274.4	
	LSTA Grant/Other Grants							\$1,374.90				\$10,000.00		11374.9		
	ACCF Grant													0		
	MISC INCOME	719.21	103.92	731.98	142.35	156.42	\$257.59	\$397.26	\$1,921.84	\$255.15	\$339.77	\$215.46	\$0.00	5240.95	1000	
	Fines		2		8.45	18.99	\$15.99	\$5.09	\$21.34	\$44.68		\$80.14		196.68		
	Copies	72.55	31.35	62.55	55.9	44.75	\$111.13	\$77.98	\$46.70	\$45.80	\$120.30	\$53.22		722.23		
	Room Rental						\$5.00	\$35.00	\$15.00	\$15.00	\$15.00	\$20.00		105		
	summer reading													0		
	Misc.	104.8	3.5	607.55	6.65	8.64	\$7.46	\$5.76	\$9.00	\$2.85	\$33.05	\$14.05		803.31		
	Craft							\$119.75						119.75		
	Bus trip							\$225.00	\$1,775.00					2000		

	Water Color Classes													0		
	Sales	6.35	11.15	15.45	32.45	15.75	\$34.24	\$30.39	\$10.97	\$2.50	\$42.09	\$19.65		220.99		
	Faxes	27	12.6	27.4	38.9	62.9	\$16.00	\$12.60	\$12.00	\$28.90	\$7.45	\$33.40		279.15		
	Credit Card Credits	508.51	43.32	19.03		5.39	\$2.02	\$29.99	\$129.79	\$128.42	\$126.88			993.35		
	Misc Cash out						\$54.00	\$24.55	\$97.96	\$13.00	\$5.00	\$5.00		199.51		
	Carry over from last years budget													0		
	TOWNSHIP APPROPRIATION	12500			12500		\$12,500.00			\$12,500.00				50000	50000	
	Total	23538.89	6164.51	4152.9	15767.75	3304.68	\$15,802.28	\$4,872.39	\$4,422.03	\$14,956.63	\$91,908.48	\$88,606.42		294239.03	258574.4	

Check Register 2022 - January

Date	Type	Check #	Vender	Memo	Amount
02/07/2022	Check	15889	Lakeview Books	Invoice #ARU0329374 February YA nonfiction	-213.77
02/10/2022	Tax Payment		IRS	Tax Payment for Period: 01/01/2022-01/31/2022; Federal Taxes (94	-1,223.12
02/11/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 01/26/2022-02/08/2022	-183.58
02/11/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 01/26/2022-02/08/2022	-369.32
02/11/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 01/26/2022-02/08/2022	-627.8
02/11/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 01/26/2022-02/08/2022	-334.78
02/11/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 01/26/2022-02/08/2022	-313.04
02/11/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 01/26/2022-02/08/2022	-1,081.72
02/11/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 01/26/2022-02/08/2022	-200.27
2/17/2022	Check	15890	Lakeland Library Cooperative	Invoice #PT22-286	-15.45
2/22/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 01/01/2022-01/31/2022	-263.84
02/25/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 02/09/2022-02/22/2022	-369.32
02/25/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 02/09/2022-02/22/2022	-183.58
02/25/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 02/09/2022-02/22/2022	-196.35
02/25/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 02/09/2022-02/22/2022	-1,081.72
02/25/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 02/09/2022-02/22/2022	-313.03
02/25/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 02/09/2022-02/22/2022	-659.45
02/25/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 02/09/2022-02/22/2022	-254.66
02/25/2022	Check		US Bank Equipment Finance	Invoice #465245231 February copier	-328.75
02/25/2022	Check		Lakeland Library Cooperative	Invoice #PT22-296 barcode labels	-57.84
02/25/2022	Check	15893	US Bank Equipment Finance	Invoice #465245231, check #2 February copier, check #2	-49.53
02/28/2022	Check		CENTER POINT LARGE PRINT	Voided February Large Print	0
02/28/2022	Check		Midwest Tape	Voided February Hoopla	0
02/28/2022	Check	15897	CENTER POINT LARGE PRINT	Invoice #1913454 February Large Print	-119.23
02/28/2022	Check	15898	Midwest Tape	Invoice #501758936 Customer #2000018351 February Hoopla	-285.68
02/28/2022	Check	15903	T-Mobile	Account # 970594354 February Hotspots	-119.44
02/28/2022	Check	15904	Woodlands Library Cooperative	Invoice #8551 2022 Labor Law Posters	-17

DORR TOWNSHIP LIBRARY

General Ledger

February 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Checking							
	Beginning Balance						279,305.57
02/07/2022	Check	15889	Lakeview Books	Invoice #ARU0329374	703-728. Operations:703. Books	-213.77	279,091.80
02/10/2022	Deposit				404. Penal Fines	2,317.17	281,408.97
02/10/2022	Tax Payment		IRS	Tax Payment for Period: 01/01/2022-01/31/2022	Payroll Liabilities:Federal Taxes (941/944)	-1,223.12	280,185.85
02/11/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 01/26/2022-02/08/2022	Direct Deposit Payable	-369.32	279,816.53
02/11/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 01/26/2022-02/08/2022	Direct Deposit Payable	-183.58	279,632.95
02/11/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 01/26/2022-02/08/2022	Direct Deposit Payable	-627.80	279,005.15
02/11/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 01/26/2022-02/08/2022	Direct Deposit Payable	-334.78	278,670.37
02/11/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 01/26/2022-02/08/2022	Direct Deposit Payable	-313.04	278,357.33
02/11/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 01/26/2022-02/08/2022	Direct Deposit Payable	-1,081.72	277,275.61
02/11/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 01/26/2022-02/08/2022	Direct Deposit Payable	-200.27	277,075.34
02/17/2022	Check	15890	Lakeland Library Cooperative	Invoice #PT22-286	703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-15.45	277,059.89
02/22/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 01/01/2022-01/31/2022	Payroll Liabilities:MI Income Tax	-263.84	276,796.05
02/24/2022	Deposit				405-407. Other Types of Income:405. Miscellaneous Revenue:405.8 Sales	10,000.00	286,796.05
02/25/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 02/09/2022-02/22/2022	Direct Deposit Payable	-254.66	286,541.39
02/25/2022	Check	15893	US Bank Equipment Finance	Invoice #465245231, check #2	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-49.53	286,491.86
02/25/2022	Check		US Bank Equipment Finance	Invoice #465245231	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-328.75	286,163.11
02/25/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 02/09/2022-02/22/2022	Direct Deposit Payable	-659.45	285,503.66
02/25/2022	Check		Lakeland Library Cooperative	Invoice #PT22-296	703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-57.84	285,445.82
02/25/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 02/09/2022-02/22/2022	Direct Deposit Payable	-313.03	285,132.79
02/25/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 02/09/2022-02/22/2022	Direct Deposit Payable	-1,081.72	284,051.07
02/25/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 02/09/2022-02/22/2022	Direct Deposit Payable	-196.35	283,854.72
02/25/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 02/09/2022-02/22/2022	Direct Deposit Payable	-183.58	283,671.14
02/25/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 02/09/2022-02/22/2022	Direct Deposit Payable	-369.32	283,301.82
02/28/2022	Check	15898	Midwest Tape	Invoice #501758936 Customer #2000018351	703-728. Operations:711. databases	-285.68	283,016.14
02/28/2022	Check	15903	T-Mobile	Account # 970594354	729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-119.44	282,896.70
02/28/2022	Check	15904	Woodlands Library Cooperative	Invoice #8551	703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-17.00	282,879.70
02/28/2022	Check		CENTER POINT LARGE PRINT	Voided	703-728. Operations:703. Books	0.00	282,879.70
02/28/2022	Check		Midwest Tape	Voided	703-728. Operations:711. databases	0.00	282,879.70
02/28/2022	Check	15897	CENTER POINT LARGE	Invoice #1913454	703-728. Operations:703. Books	-119.23	282,760.47

DORR TOWNSHIP LIBRARY

General Ledger

February 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
			PRINT				
02/28/2022	Deposit		Interest		405-407. Other Types of Income:406. Interest Income Dor	29.22	282,789.69
Total for Checking						\$3,484.12	

DORR TOWNSHIP LIBRARY

Profit and Loss

February 2022

	TOTAL
Income	
404. Penal Fines	2,317.17
405-407. Other Types of Income	
405. Miscellaneous Revenue	
405.8 Sales	10,000.00
Total 405. Miscellaneous Revenue	10,000.00
406. Interest Income Dor	46.92
Total 405-407. Other Types of Income	10,046.92
Total Income	\$12,364.09
GROSS PROFIT	\$12,364.09
Expenses	
703-728. Operations	
703. Books	333.00
711. databases	285.68
720. Supplies	
720.1 Collection/Office Supplies	90.29
Total 720. Supplies	90.29
Total 703-728. Operations	708.97
729-734. Facilities and Equipment	
729. Rent, Parking, Utilities	
729.1 Telephone, Telecommunications	119.44
Total 729. Rent, Parking, Utilities	119.44
730. Equip Rental and Maintenance	378.28
Total 729-734. Facilities and Equipment	497.72
780. Misc Expense	5.00
Payroll Expenses	
Taxes	562.96
Wages	7,114.93
Total Payroll Expenses	7,677.89
Total Expenses	\$8,889.58
NET OPERATING INCOME	\$3,474.51
NET INCOME	\$3,474.51

DORR TOWNSHIP LIBRARY

Balance Sheet
As of February 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
390. Savings	153,820.38
Checking	282,789.69
Huntington CD	6,418.10
Total Bank Accounts	\$443,028.17
Other Current Assets	
019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$453,254.78
TOTAL ASSETS	\$453,254.78
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)	521.13
Federal Unemployment (940)	37.09
MI Income Tax	401.23
MI Unemployment Tax	0.00
Total Payroll Liabilities	2,837.22
Total Other Current Liabilities	\$6,182.89
Total Current Liabilities	\$6,182.89
Total Liabilities	\$6,182.89
Equity	
012. Opening Bal Equity	120,892.09
013. Fund Balance	273,191.99
Net Income	52,987.81
Total Equity	\$447,071.89
TOTAL LIABILITIES AND EQUITY	\$453,254.78

Director's Report, March 2022

Library Operation Updates

Storytime has attracted as many as 14 kids in recent weeks. Teens got a taste of our new multimedia setup at the Teen Movie on March 12. We purchased and installed a new laser projector, paid for by the ARP Humanities Grant, and a new Blu-Ray player, paid for by the Friends of DTL. Lexi's Shamrock Slime program on March 14 was well-attended and fun for everyone. The second Live Among Us is scheduled for April 6. Many young patrons have been asking about it.

Statistics

Most statistics were a bit down from January. Ancestry saw no usage as the "use from home" model has been discontinued. We will be promoting Ancestry and that patrons can use their own computers on our wifi to increase usage. Mango Languages saw usage this month!

Budget Items

The budget is up to date. I am working on the Access to Information Grant, due May 31. The basic idea is to train a group of high school students in basic photography next fall, give them an orientation in the methods of local history (from Then and Now Historical Society), and lend them a set of durable and easy-to-use digital cameras to photograph places in Dorr that are in danger of disappearing in the coming years of growth and development. The grant is for a minimum of \$5,000.

Staff and Building Items

We received another invoice from Godwin Plumbing. I called them to explain that the Township pays for building repairs. They said the work they have handled for us in past years has all been billed to the Library. Nonetheless, they said they would contact Vicki at the Township office and change their records. No ants have been noticed in the building over the past month.

Meetings, Workshops, etc.

I met with Linda Stoecker and four of the other volunteers from Then and Now Historical Society on Feb 23 to discuss how we might work together. One of their ideas I am now developing into a grant proposal, explained above. They were positive about the potential of our partnership and have nothing but positive regard for the Library.

On Feb 24, I attended the mandatory online orientation for winners of the ARP Humanities Grant. It was helpful to be introduced to ALA public programming staff and other winners. Later on, I, Library Board Treasurer Shana Dykhuis, and Board Vice President Brittany Hunter attended the Dorr Township Board's budget workshop. The Township budget initially contained a \$53,500 appropriation for the Library--an increase from last year of \$3,500. However, after Township Clerk Debbie Sewers questioned the necessity of building repairs and liability insurance on the DTL budget, the amount was reduced back to \$50,000. For the record, our insurance agent David Bellingar of Hartleb Insurance told me in a subsequent phone conversation that although the Township does insure our building and all of its contents, its liability insurance will not protect us if we are sued directly for the actions or omissions of any Library employee or official. In Mr. Bellingar's opinion, the Library should retain its own liability insurance. As for building projects and repairs, four categories under Building Maintenance and Improvement in the current draft of the Library budget (Other Building Maint., New Lighting, Flush Heating System, Update Bathrooms) have been reduced to zero in deference to the Township. The Feb 24 Township Board meeting following the budget workshop was packed with members of the public who wanted to weigh in on a proposed ORV ordinance. I delivered my report on the Library's recent successes, emphasizing the Plates 'n' Pages Family Story Night program coming this summer and plugging the Friends of DTL.

I attended Lakeland Library Cooperative's New Director Orientation online on March 3 and reinforced my knowledge of which LLC staff member to ask for assistance in different types of issues. A week later, I attended Lakeland's Board and Advisory Board meetings on March 10. We discussed Gather 2 Grow Summer Lunch Program, which is looking to add sites this year; Unique Management, which 50% of Coop members want to discontinue (LLC staff will research options for the next meeting); and COVID measures (Allegan and Kent County transmission rates being low, I changed staff policy at DTL to requiring masks only if symptomatic).

On March 17, I attended the Allegan County Library Association meeting in Fennville. We discussed the upcoming countywide staff training conference. It will go from 10am-4pm on a day in October, beginning with a keynote speaker on customer service, and wrap up with a keynote on staff mental health and self-care. I volunteered to explore options for leaders of a breakout session on local history and genealogy.

In the past month, I have attended two webinars, That's a Good Question: Developing an Effective Community Survey (March 2) and Facing the Challenge: Intellectual Freedom in Libraries (March 4). The former focused on creating a survey for regular users of the library to help plan programming and other aspects of operations. This will be one important task to accomplish as we look toward developing a strategic plan.

Volunteers

Teen volunteer Trent Greis finished his required hours. Staff reports he completed a lot of work and had a good attitude.

Library Closings

The library had no closings over the past month.

Completed March 17, 2022, 2:15PM

	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										
Magazines	188	172										
Mango Languages	0	13										
Hoopla	110	134										
eBooks	254	198										
eAudiobooks	336	257										
eMagazines	39	60										
Libby/Overdrive RLA Loans	148	123										
AV	278	235										
DVDs	826	705										
Ancestry	3	0										
LLC Sent	391	333										
LLC Borrowed	299	223										
MeL in	57	50										
MeL out	63	54										

