

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: March 20, 2023 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda:

Approval of the Minutes: February 20, 2023

Treasurer's Report: Credit Card - \$2,861.26 for February

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion of Cleaning Services replacement
2. Discussion and approval of Dorr Business Association monthly use of the Community Room

OLD BUSINESS:

1. Discussion and approval of FYE 2024 Budget

Township Board Meeting: March 23, 2023 7 pm.

Adjournment:

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

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: January 16, 2023
6:30 P.M.**

MINUTES

Meeting was called to order at 6:34 pm

Pledge of Allegiance: Was said.

Roll Call: Present-Carrie Brooks, Brittany Hunter, Derrick McLain, Shana Dykhuis, Bruce Bendull, Jeffrey Babbitt

Absent: Michael Rydman

Additions to the Agenda: None

Public Comment: None

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

Approval of the Minutes: McLain made a motion to accept the minutes from January 16, 2023, and was seconded by Bendull. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the January credit card bill in the amount of \$3,747.17 and was seconded by McLain. All yes, motion carried.

Committee Report(s): None

Director's Report:

Program attendance continues to be good. A Square terminal was purchased to take credit card payments. An ARPA purchase was made for the Anime and TV DVD, and quotes are being updated for a security camera system and additional chairs for the community room. The township has paid the invoice for the AWE computer in the Children's section and the process seems to be working well. Contact was made with the Fire and Police and Dorr Business Association to take part in the community-focused programs this summer. (A suggestion was made to also contact the Gun Lake Tribe as well) An agreement was reached with Junior Literature Guild to subscribe another year for a 10% discount, however future subscriptions are uncertain. Hoopla usage was up about 50% over the average for the past year and higher than it has ever been in January. Budget is up to date. Director Babbitt will attend the Township budget workshop and request an additional \$10,000 for the library appropriation. Lexi's Melted Crayon and Resin Jewelry class got a shoutout on the Programming Librarian Facebook Group! He attended the Library Cooperative and Advisory Board Meeting. Jadelyn Hoton has been volunteering, and will continue for a few more weeks. Babbitt intends to perform reviews with his Assistant Director soon. The library was closed on Friday January 27, Thursday February 16 and Friday February 17.

Committee Report:

None

NEW BUSINESS:

- 1. Discussion and approval of RFP for Cleaning Services :** The Board discussed the RFP for cleaning services and allowed the Director to obtain the proposals and present them to them when he received them.
- 2. Discussion of Request For Increase in Township Appropriation:** Director Babbitt feels that there is justification for the increase and will attend the Township budget workshop and request an additional \$10,000 for the library appropriation.

OLD BUSINESS

- 1. Discussion of FYE 2024 Budget Draft:** The Board suggested some revisions to the draft of the budget
- 2. Update on Personnel Policy Manual:** An update was given on the Personnel Policy Manual
- 3. Discussion and approval of Financial Policies:** Dykhuis made a motion to approve the Financial Policies and was seconded by Brooks. All yes, motion carried.

Township Board Meeting: January 23, 2023, at 7:00 p.m. The Director is planning to attend.

Adjournment: McLain motioned to adjourn at 7:37 p.m., and was seconded by Brooks. All yes, motion carried.

Next regular meeting: February 20, 2023, at 6:30 p.m.

Submitted by Carrie Brooks

DORR TOWNSHIP LIBRARY

Balance Sheet
As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	310,866.21
271-000-002 390. Savings	254,591.50
Huntington CD	6,418.75
Total Bank Accounts	\$571,876.46
Other Current Assets	
019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$582,103.07
TOTAL ASSETS	\$582,103.07
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 202. Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
203. Audit Accts Payable	3,345.67
2100 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)	630.50
Federal Unemployment (940)	40.14
MI Income Tax	426.09
MI Unemployment Tax	0.00
Total 2100 Payroll Liabilities	2,974.50
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,320.17
Total Current Liabilities	\$6,320.17
Total Liabilities	\$6,320.17

DORR TOWNSHIP LIBRARY

Balance Sheet

As of February 28, 2023

	TOTAL
Equity	
3000 012. Opening Bal Equity	120,892.09
3900 013. Fund Balance	397,029.68
Net Income	57,861.13
Total Equity	\$575,782.90
TOTAL LIABILITIES AND EQUITY	\$582,103.07

Check Register 2023 - February

Date	Type	Check #	Vender	Memo	Amount
02/01/2023	Check	16056	CENTER POINT LARGE PRINT	Invoice #1984654	-200.96
02/01/2023	Check	16057	Book Farm LLC	ERG13587B-1	-65.90
02/03/2023	Check	16059	Gals & Ghouls	Invoice #000050	-550.00
02/09/2023	Tax Payment		IRS	Tax Payment for Period: 01/01/2023-01/31/2023	-1,302.72
02/09/2023	Check	16060	Book Farm LLC	Invoice #ERG13587D	-211.33
02/09/2023	Check	16061	Lakeland Library Cooperative	Invoice #PT23-706	-90.36
02/09/2023	Check	16062	Lakeland Library Cooperative	Invoice #PT23-727	-1,271.67
02/10/2023	Payroll Check	DD	Shera Van Goor	Pay Period: 01/25/2023-02/07/2023	-223.25
02/10/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 01/25/2023-02/07/2023	-331.75
02/10/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 01/25/2023-02/07/2023	-404.60
02/10/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 01/25/2023-02/07/2023	-703.25
02/10/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 01/25/2023-02/07/2023	-1,168.24
02/10/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 01/25/2023-02/07/2023	-394.12
02/10/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 01/25/2023-02/07/2023	-298.72
02/10/2023	Check	16063	Jeffrey L. Babbitt	Mileage reimbursement February	-33.67
02/10/2023	Check	16064	Dorr Business Association	2023 Membership	-80.00
02/21/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 01/01/2023-01/31/2023	-289.32
02/24/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 02/08/2023-02/21/2023	-398.45
02/24/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 02/08/2023-02/21/2023	-1,168.26
02/24/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 02/08/2023-02/21/2023	-331.75
02/24/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 02/08/2023-02/21/2023	-669.68
02/24/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 02/08/2023-02/21/2023	-283.97
02/24/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 02/08/2023-02/21/2023	-271.15
02/24/2023	Payroll Check	DD	Shera Van Goor	Pay Period: 02/08/2023-02/21/2023	-215.43
02/24/2023	Check	16065	US Bank Equipment Finance	Invoice #494466311	-410.08
02/24/2023	Check	16066	ACCIDENT FUND INS CO OF AMERICA	Invoice #1000605017	-41.00
02/25/2023	Check	16067	USPS	2 rolls of stamps.	-126
02/28/2023	Check	16068	Midwest Tape	Invoice #503441199	-450.96
02/28/2023	Check	16073	T-Mobile	Account #970594354	-159.21
				Feb Adult: 534.38 Kids: 282.62 Tween: 91.29 Teen: 128.58 Feb Supplies Feb Advertising Feb Spectrum 269.95 Guardian 191.13 Feb QB Feb GR Press Feb Video Games Feb Audiobooks Feb DVD Programs	
02/28/2023	Expense		Chase Card Services		-2,861.26

DORR TOWNSHIP LIBRARY

General Ledger

February 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						247,856.52
02/01/2023	Check	16057	Book Farm LLC	ERG13587B-1	703-728. Operations:703. Books	-65.90	247,790.62
02/01/2023	Check	16056	CENTER POINT LARGE PRINT	Invoice #1984654	703-728. Operations:703. Books	-200.96	247,589.66
02/03/2023	Check	16059	Gals & Ghoul's	Invoice #000050	703-728. Operations:710. Programs (Community Promotions)	-550.00	247,039.66
02/09/2023	Tax Payment		IRS	Tax Payment for Period: 01/01/2023-01/31/2023	Payroll Liabilities:Federal Taxes (941/944)	-1,302.72	245,736.94
02/09/2023	Check	16061	Lakeland Library Cooperative	Invoice #PT23-706	703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-90.36	245,646.58
02/09/2023	Check	16060	Book Farm LLC	Invoice #ERG13587D	-Split-	-211.33	245,435.25
02/09/2023	Check	16062	Lakeland Library Cooperative	Invoice #PT23-727	703-728. Operations:725. LLC Costs	-1,271.67	244,163.58
02/10/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 01/25/2023-02/07/2023	Direct Deposit Payable	-394.12	243,769.46
02/10/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 01/25/2023-02/07/2023	Direct Deposit Payable	-331.75	243,437.71
02/10/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 01/25/2023-02/07/2023	Direct Deposit Payable	-298.72	243,138.99
02/10/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 01/25/2023-02/07/2023	Direct Deposit Payable	-404.60	242,734.39
02/10/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 01/25/2023-02/07/2023	Direct Deposit Payable	-703.25	242,031.14
02/10/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 01/25/2023-02/07/2023	Direct Deposit Payable	-1,168.24	240,862.90
02/10/2023	Deposit				404. Penal Fines	2,799.66	243,662.56
02/10/2023	Deposit				-Split-	4.77	243,667.33
02/10/2023	Check	16063	Jeffrey L. Babbitt		68310 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings:709.2 Conference, Convention, Meeting	-33.67	243,633.66
02/10/2023	Check	16064	Dorr Business Association	2023 Membership	800. Professional and Contract Services:805. Professional Dues	-80.00	243,553.66
02/10/2023	Payroll Check	DD	Shera Van Goor	Pay Period: 01/25/2023-02/07/2023	Direct Deposit Payable	-223.25	243,330.41
02/14/2023	Deposit				-Split-	24.25	243,354.66
02/21/2023	Deposit				-Split-	1.46	243,356.12
02/21/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 01/01/2023-01/31/2023	Payroll Liabilities:MI Income Tax	-289.32	243,066.80
02/24/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 02/08/2023-02/21/2023	Direct Deposit Payable	-669.68	242,397.12
02/24/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 02/08/2023-02/21/2023	Direct Deposit Payable	-398.45	241,998.67
02/24/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 02/08/2023-02/21/2023	Direct Deposit Payable	-1,168.26	240,830.41
02/24/2023	Check	16066	ACCIDENT FUND INS CO OF AMERICA	Invoice #1000605017	65120 Other Types of Expenses:Insurance - Liability, D and O	-41.00	240,789.41
02/24/2023	Check	16065	US Bank Equipment Finance	Invoice #494466311	62840 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-410.08	240,379.33
02/24/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 02/08/2023-02/21/2023	Direct Deposit Payable	-331.75	240,047.58
02/24/2023	Payroll Check	DD	Shera Van Goor	Pay Period: 02/08/2023-02/21/2023	Direct Deposit Payable	-215.43	239,832.15
02/24/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 02/08/2023-02/21/2023	Direct Deposit Payable	-271.15	239,561.00
02/24/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 02/08/2023-02/21/2023	Direct Deposit Payable	-283.97	239,277.03
02/25/2023	Check	16067	USPS		703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-126.00	239,151.03
02/28/2023	Deposit				-Split-	72,279.24	311,430.27
02/28/2023	Check	16073	T-Mobile	Account #970594354	65050 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-159.21	311,271.06
02/28/2023	Check	16068	Midwest Tape	Invoice #503441199	703-728. Operations:711. databases	-450.96	310,820.10
02/28/2023	Deposit		Interest		405-407. Other Types of Income:406. Interest Income Dor	46.11	310,866.21
Total for 271-000-001 Checking							\$63,009.69

DORR TOWNSHIP LIBRARY

Profit and Loss

February 2023

	TOTAL
Income	
402. Millage	70,912.70
404. Penal Fines	2,799.66
43400 583. Direct Public Support	
43460 583.3 Legacies and Bequests	
583.3.1 Annuity	356.20
Total 43460 583.3 Legacies and Bequests	356.20
583.4 Donations	200.00
Total 43400 583. Direct Public Support	556.20
44500 500. Government Grants	
44530 580. Local Government Grants	726.22
Total 44500 500. Government Grants	726.22
46400 405-407. Other Types of Income	
406. Interest Income Dor	336.74
46430 405. Miscellaneous Revenue	
405.1 Copies	58.10
405.2 Fines	0.75
405.3 Meeting Room Rental	15.00
405.4 Faxes	17.60
405.5 Book Sales	40.35
405.8 Sales	31.60
4999 405.9 Uncategorized Income	3.55
Total 46430 405. Miscellaneous Revenue	166.95
Total 46400 405-407. Other Types of Income	503.69
Total Income	\$75,498.47
GROSS PROFIT	\$75,498.47
Expenses	
62100 800. Professional and Contract Services	
805. Professional Dues	80.00
Total 62100 800. Professional and Contract Services	80.00
62800 729-734. Facilities and Equipment	
62840 730. Equip Rental and Maintenance	410.08
62890 729. Rent, Parking, Utilities	
65050 729.1 Telephone, Telecommunications	159.21
Total 62890 729. Rent, Parking, Utilities	159.21
Total 62800 729-734. Facilities and Equipment	569.29
65000 703-728. Operations	
65040 720. Supplies	
720.1 Collection/Office Supplies	216.36
Total 65040 720. Supplies	216.36

DORR TOWNSHIP LIBRARY

Profit and Loss

February 2023

	TOTAL
703. Books	478.19
709. Ed. & Train Dor	
68300 709.1 Travel and Meetings	
68310 709.2 Conference, Convention, Meeting	33.67
Total 68300 709.1 Travel and Meetings	33.67
Total 709. Ed. & Train Dor	33.67
710. Programs (Community Promotions)	601.23
711. databases	450.96
725. LLC Costs	1,271.67
Total 65000 703-728. Operations	3,052.08
65100 Other Types of Expenses	
65120 Insurance - Liability, D and O	41.00
Total 65100 Other Types of Expenses	41.00
780. Misc Expense	
782. Square Reader Fees	1.12
Total 780. Misc Expense	1.12
Payroll Expenses	
Taxes	623.22
Wages	7,884.31
Total Payroll Expenses	8,507.53
Total Expenses	\$12,251.02
NET OPERATING INCOME	\$63,247.45
NET INCOME	\$63,247.45

Director's Report, March 2023

Library Operation Updates

This month's Storytime theme is Let's Talk About Books, and Karen Shaffer had 14 children at her Dr. Seuss Storytime on March 7. I will be doing Storytime on March 21 for the first time ever, presenting my favorite book, *Where the Wild Things Are*, and other monster-related things. Lexi's programs continue to attract many patrons: Pokémon Day (30+ participants) and Snow Globe Tumblers (25) in particular drew crowds. Jen reports that her Writing & Critique Group continues to grow and this month's Adult Book Club selection--Betty White's *If You Ask Me (And of Course You Won't)*--is the most checked-out book of the book club's history. Notable upcoming programs include Improv 101 with Wayland Union High School's improv troupe on March 27 and the Library Open House on March 30, at which we hope some or all of you will join us.

Summer Reading planning is in full swing. The Hometown Heroes-themed June 5 Kickoff event will feature a Dorr Township Fire Department firetruck and the Allegan County Sheriff's SWAT vehicle. Wayland EMS and the Gun Lake Tribal Police are tentatively on board as well. The popular Steve Tchozeski is confirmed for a June 7 program on fossils.

We have also begun to reach out to storytellers for Plates 'n' Pages, scheduled for September and October. Jenifer Strauss, last year's hands-down favorite, has agreed to return, and veteran illustrator Wendy Halperin and Margaret Willey, author of the Michigan folklore-based Clever Beatrice books, have also said Yes!

Statistics

Circulation statistics are strong. Mango Languages had 49 users last month, higher than at any time in the past year. Hoopla continued its surge of patron use for the second month in a row. See the charts and tables below.

Budget and Financial Items

The Budget is up to date. Invoices for two ARPA purchases are ready for signatures.

Staff and Building Items

Shera VanGoor has tendered her resignation, effective after March 31, 2023, in order to spend more time with her family. We did not receive any proposals to replace her cleaning services, despite contacting four local vendors and sending the RFP to two of them on February 24. We received the new Lorex security camera system. Randy says maintenance can install it in a month or so. Jen Chamberlain is doing a fantastic

job training me on the Circulation Desk. Staff Performance Evaluations will be completed by 4:30 PM Monday March 20. Every staff member achieved an Outstanding rating. Issues of communication and trust were addressed and bilateral efforts to improve agreed upon.

Meetings, Workshops, etc.

February 21, I participated in the Michigan PR Group Zoom meeting. I learned of some marketing tools available on a sliding scale according to Census data that might be useful.

February 22, I attended a Managing Employee Performance webinar to better prepare for staff Performance Evaluations.

February 28, Reilly and I represented the library at the Dorr Family Engagement Night in Dorr Elementary. We distributed library newsletters and programming flyers to dozens of local families.

On March 8, I met with Jennifer Venema of Michigan Participating Plan (public entity liability insurance carrier) for the site visit and risk assessment they routinely do with new clients.

March 9, I attended the Lakeland Library Coop Board and Advisory Council meetings.

On March 9 and 16, I attended the first two of this year's Virtual Millage Series webinars.

Finally, the morning of March 16, I logged into an MLA Advocacy Hour webinar on the First Amendment and a demonstration of the Capira mobile app for the library.

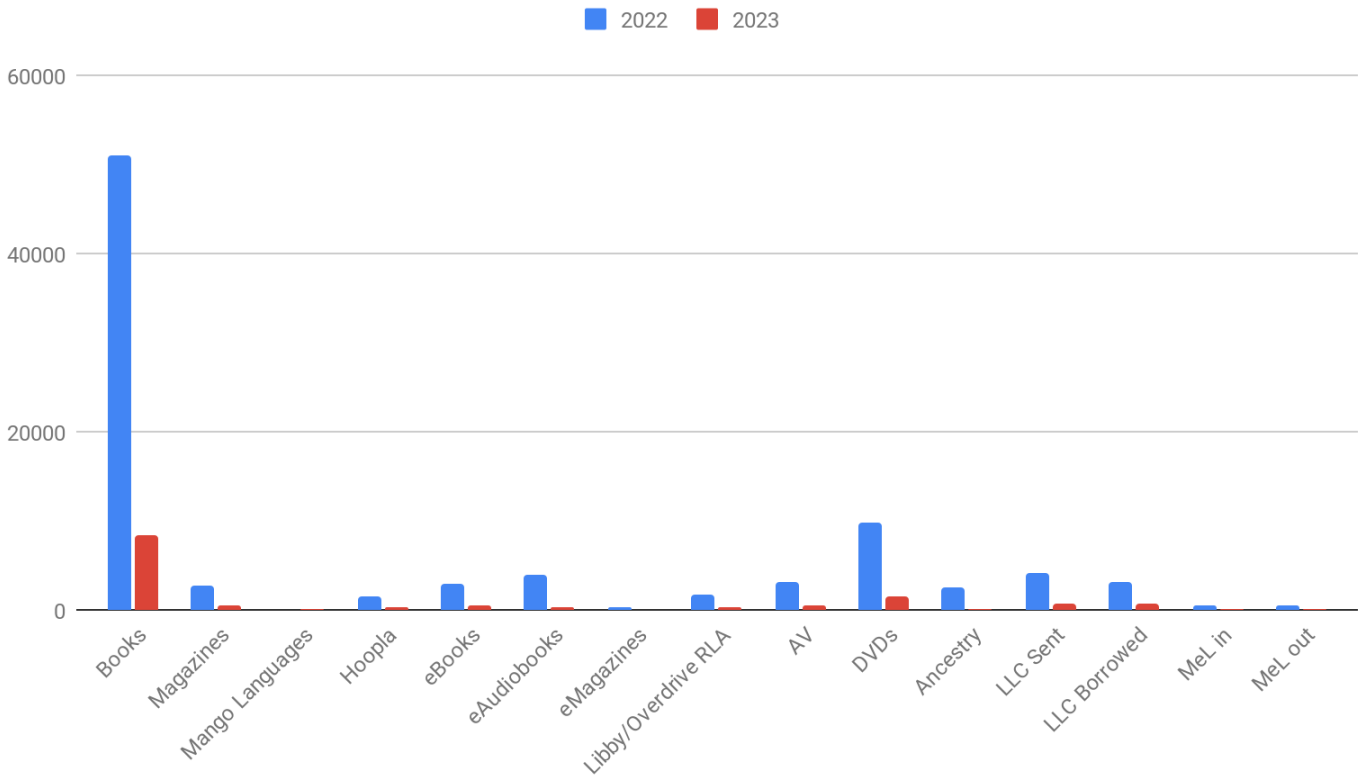
Volunteers

Jadelyn Horton has been volunteering nearly every Monday and Friday. She is nearly finished with her required hours.

Library Closings

The library was closed due to weather and road conditions on February 22 and 23 and March 10.

Completed March 17, 2023, 3:02PM



Proposed 2023-2024 Budget					
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	Change from previous year	
		\$244,400.00	\$269,650.00	-25,250.00	Expenses - Revenue
					-\$2,724.40
Emp. Wages		\$89,500.00	\$97,000.00 [1]	-\$7,500.00	
Payroll taxes		\$26,650.00	\$26,650.00	\$0.00	
Health Insurance		\$3,000.00	\$2,000.00	\$1,000.00	
Total		\$119,150.00	\$125,650.00	-\$6,500.00	
Emergency Min Wage Increase Fund			\$14,350.00 [2]		
Total with Min Wage Increase			\$140,000.00		
				\$0.00	
				\$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	\$8,000.00 [3]		
Legal Fees		\$2,000.00	\$5,750.00 [4]	-\$3,750.00	
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	
Strategic Planning			\$9,800.00		
Total		\$12,400.00	\$28,350.00	-\$15,950.00	
				\$0.00	
				\$0.00	
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget		
Books		\$16,400.00	\$17,000.00 [8]	-\$600.00	
	Adult	\$5,900.00	\$6,700.00 [9]	-\$800.00	
	Childrens	\$3,610.00	\$5,285.00 [10]	-\$1,675.00	
	Tween	\$2,790.00	\$1,370.00 [5]	\$1,420.00	
	YA	\$4,100.00	\$3,645.00 [11]	\$455.00	

Proposed 2023-2024 Budget				
DVD		\$1,500.00	\$1,500.00	\$0.00
Audiobooks		\$1,200.00	\$1,200.00	\$0.00
Video Games		\$1,000.00	\$1,000.00	\$0.00
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	\$1,750.00 [12]	-\$250.00
Programs		\$12,000.00	\$12,000.00	\$0.00
	General Programming	\$9,000.00	\$9,000.00	\$0.00
	Summer Reading	\$3,000.00	\$3,000.00	\$0.00
	Grant Purchases			\$0.00
Advertising		\$1,000.00	\$1,000.00	\$0.00
Office/General Supplies		\$4,500.00	\$7,000.00 [13]	-\$2,500.00
Employee Training		\$8,000.00	\$6,000.00 [14]	\$2,000.00
Library Board Training		\$400.00	\$400.00	\$0.00
Transportation		\$400.00	\$500.00 [15]	-\$100.00
Coop Fees		\$18,000.00	\$18,000.00 [16]	\$0.00
	Databases	\$12,800.00	\$18,900.00	-\$6,100.00
	Overdrive (ebooks, er	\$3,500.00	\$4,660.00 [6]	-\$1,160.00
	Mango Languages	\$1,500.00	\$1,500.00	\$0.00
	Ancestry.com	\$1,500.00	\$4,040.00 [17]	-\$2,540.00
	Movie License	\$400.00	\$400.00	\$0.00
	Hoopla (ebooks)	\$3,000.00	\$5,400.00 [18]	-\$2,400.00
	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	\$87,500.00	-\$7,550.00
				\$0.00
				\$0.00
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	
Building Ins.		3000	2500	\$500.00

Proposed 2023-2024 Budget				
	General Liability Insur	3000	2500 [19]	\$500.00
Utilities		\$3,500.00	\$3,500.00	\$0.00
	Internet/phone			\$0.00
	Trash			\$0.00
	Recycling			\$0.00
Building Maintenance and Improvement		\$2,700.00	\$3,200.00	-\$500.00
	Tables	\$500.00	\$500.00	\$0.00
	Makerspace Equipme	\$300.00	\$300.00	\$0.00
	Security system	\$900.00	\$900.00	\$0.00
	Q Window Cleaning	\$0.00	\$500.00	-\$500.00
	Annual Cleaning	\$1,000.00	\$1,000.00	\$0.00
Equipment		\$17,200.00	\$12,450.00	\$4,750.00
	Hotspots (grant funde	\$1,500.00	\$2,050.00 [20]	-\$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 [7]	-\$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	\$3,900.00	-\$500.00
	Computer Maint.	\$2,000.00	\$2,500.00 [21]	-\$500.00
	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	\$28,150.00	
Projected Revenue		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	Change from previous year

Proposed 2023-2024 Budget				
INTEREST		600	1200 [22]	600
PENAL FINES		25000	28000 [23]	3000
STATE AID		3500	3500	0
MILLAGE		160000	168000 [24]	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	2000 [25]	1000
	Fines			0
	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
Transfer from Savings			9800	9800
Carry over from last years budget				0
TOWNSHIP APPROPRIATION		50000	55400 [26]	5400
Total		244574.4	272374.4	27800

- [1] This reflects an across-the-board 5% wage increase approved by the Board and an increase of the Township Administrative Services appropriation of \$5,400 enabling us to hire an additional Library Assistant.
- [2] In the event that the \$13.03 minimum wage becomes law, this amount would be transferred from Savings to Checking to allow for immediate compliance.
- [3] Covers 2 people working approximately 8 hours per pay period @ \$20 per hour 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 then cut 5.6% for a total book budget reduction of \$1,010.
- [6] Reflects how much we would have needed to keep up with collection development recommendations in FYE23.
- [7] Reflects increase in JLG subscription fee, actual FYE23 spending patterns, and adjustments to enable us to keep up with collection development recommendations, minus 5.6%.
- [8] Reflects how much we would have needed to keep up with collection development recommendations in FYE23.
- [9] Reflects how much we would have needed to keep up with collection development recommendations in FYE23.
- [10] Reflects actual costs from FYE 2023. The updated quote from WT Cox assumes a 7% increase, but due to changes in available titles, the total would not exceed this figure.
- [11] Reflects FYE23 spending patterns
- [12] We typically don't spend close to the \$8K mark. ALA this year is in Chicago, and we are sending 1 staff member.
- [13] Reflects actual spending in FYE 2023 minus nearly \$900 for Reilly's car trip to Washington, DC.
- [14] Carol Dawe told me last year she would try to keep cost increases down at or below 5%. Actual costs in FYE23 are more like \$16K, so unless the next increase is 12% or more, the current budgeted level covers us.
- [15] 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. Initially set at \$5K, \$340 was trimmed to leave 1% of projected revenue unspent and in reserve.

[16] Per email from Carol Dawe, forwarding Ancestry rep, we can pay \$4,040 up front for the next 3 years, saving about \$847 over signing a 3-year contract and paying year-by-year or about \$952 over not signing the contract at all.

[17] This amount takes into account the activity we have seen on Hoopla in FYE23. Projections from the Midwest Tape Analysis Dept. calculate our expenses at \$6100 next year, so we might need to impose restrictions on the items we make available in Hoopla part way through the year to control costs.

[18] This is more in line with what we are paying in FYE2023 since switching to the new liability insurer.

[19] The increase here reflects current patterns with the 2 new hotspots added.

[20] This increase reflects current usage.

[21] Reflects FYE23 spending patterns.

[22] 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.

[23] Reflects FYE23 revenue pattern minus 5%, as Penal Fines are typically assumed to be in danger of decreasing.

[24] 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.

[25] Reflects FYE23 revenue patterns.

[26] The Township Board approved a \$5,400 increase at the 2/20/23 Budget Workshop, per conversation with Supervisor Jeff Miling.