

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: March 18, 2024 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: February 19, 2024

Treasurer's Report: Credit Card - \$3,844.96 for February.

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Approval of Letter of Understanding for Siegfried Crandall's FYE 2024 Audit
2. Discussion and approval of changes to Financial Policies
3. Discussion and approval of Staff Wages for FYE 2025
4. Presentation and discussion of Bill Paxton's recorded material
5. Approval of Strategic Plan Organizational Components
 - a. Approval of Mission Statement
 - b. Approval of Values Statement
 - c. Approval of Strategic Identity
 - d. Approval of Vision Statement
 - e. Approval of Strategic Ends
 - f. Review and Discussion of Objectives

OLD BUSINESS:

1. Discussion and approval of FYE 2025 Budget
2. Discussion and approval of Travel and Reimbursement Policy

Township Board Meeting: March 21, 2024 7 pm.

Adjournment:

Next regular meeting: April 15, 2024 at 6:30 pm



MICHIGAN HOUSE OF REPRESENTATIVES

RACHELLE SMIT
STATE REPRESENTATIVE
43RD DISTRICT

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N-892 HOUSE OFFICE BUILDING
P.O. BOX 30014
LANSING, MI 48909-7514

Congratulations on being awarded a TAG Team Grant selected by the Youth Advisory Council of the Allegan County Community Foundation!

Your servants' hearts are meeting the needs of those in our community and are having a great impact more than we will ever know. Thank you for your dedication and commitment to those less fortunate in Allegan County. Thank you too for leading by example and being a beacon of leadership for the Teens Aiding Growth.

If you need anything at all, please don't hesitate to contact our office!

With gratitude,

Rachelle St

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: February 19, 2024
6:30 P.M.**

MINUTES

Meeting was called to order at 6:30 pm

Pledge of Allegiance: Was said.

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

Absent: Michael Rydman

Additions to the Agenda: None.

Public Comment: None.

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

Approval of the Minutes: Hunter made a motion to accept the minutes from November 13, 2023, and was seconded by Bendull. All yes, motion carried.

Treasurer's Report: Dykhuis made a motion to pay the November credit card bill in the amount of \$4,773.56, the December credit card bill for \$3,139.93, and the January credit card bill for \$3,134.66, and was seconded by Brooks. All yes, motion carried.

Committee Report(s): None

Director's Report:

Director reported on successful programs in November (Chicago Bus Trip), December (Winter Craft Bazaar and Luke Lenhart concert), and January (Bluey Party). Despite technical difficulties, the Warrior Lawyers screening was a good first collaboration with the Gun Lake Tribe. Plans are in place to improve Zoom-based virtual programming in the future. When the War Came to Door, scheduled for February 22, is generating a lot of interest. Storytime attendance is strong. Book circulation was higher in 2023 than 2022. Digital and DVD circulation are up. The CD at Huntington Bank has been renewed for 6 months at the rate of 4.35%. We have applied for the Dollar General Literacy Foundation Adult Literacy Grant to support Excel Adult High School. Efforts to hire an additional Library Assistant I are ongoing. Problems with the security camera feed have been resolved. There has been progress on Strategic Plan Objectives. Director attended the DBA meeting in November and generated interest in the Excel Adult High School program. The library was closed several days in January due to weather conditions.

Committee Report: None

NEW BUSINESS:

1. **Elections for Officers of the Board:** Hunter nominated Shana Dykhuis for Treasurer, Brooks seconded, all Yes, motion carried. Dykhuis nominated Carrie Brooks for President, Hunter seconded, all Yes, motion carried. Brooks nominated Brittany Hunter for Secretary, all Yes, motion carried. Bendull officially stepped down from Vice Presidency to a Trustee position. Vice President currently vacant. Rydman remains a Trustee.
2. **Approval of Meeting Dates for 2024.** Dykhuis made a motion to accept the Meeting Dates as presented, and was seconded by Hunter. All yes, motion carried.
3. **Approval of 2024 Holiday Closings.** Hunter made a motion to accept the Holiday Closures as presented, and was seconded by Dykhuis. All yes, motion carried.
4. **Discussion of FYE 2025 Budget Draft.** Board directed Director to explore potential cost-saving measures to reduce Transportation budget, develop details supporting proposed Advertising budget.
5. **Discussion of potential changes to Community Room Policy.** Board decided to keep Community Room Policy as is, allowing rental for political campaigns and worship services under current rules for use.
6. **Discussion and approval of Travel and Reimbursement Policy.** Tabled pending revisions.

OLD BUSINESS

1. **Discussion and approval of investment of Library funds.** Dykhuis made a motion to accept Scenario 4 as presented, keeping Checking at United Bank of Michigan, placing all funds at United except 25% of current budget into United's ICS product at 4%. Hunter seconded. All Yes, motion carried.
2. **Withdrawal of Library Board Member Oath of Office from consideration.** Withdrawn due to redundancy with oath administered at Township.

Township Board Meeting: February 29, 2024 at 7:00 p.m. Director Babbitt is scheduled to attend.

Adjournment: Brooks motioned to adjourn at 7:48 p.m., and was seconded by Dykhuis.

Next regular meeting: March 18, 2024, at 6:30 p.m.

Submitted by Jeffrey Babbitt

DORR TOWNSHIP LIBRARY

Balance Sheet

As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	287,837.11
271-000-002 Savings	260,014.02
271-000-003 Huntington CD	6,683.05
Total Bank Accounts	\$554,534.18
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$564,760.79
TOTAL ASSETS	\$564,760.79
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
271-000-204 Audit Accts Payable	3,345.67
271-000-231.1 Payroll Liabilities	191.25
215. MI Unemployment Tax	0.00
271-000-228.1 212. MI Income Tax	326.14
271-000-228.2 214. MI Income Tax	-68.88
271-000-228.3 MI Income Tax	440.40
271-000-229.1 Federal Taxes (941/944)	680.74
271-000-229.2 Federal Unemployment (940)	46.33
271-000-229.3 211. Federal Unemployment (940)	-859.26
271-000-229.4 213. Federal Taxes (941/944)	705.18
271-000-231.2 216. Blue Cross Dental	250.04
271-000-231.3 217. Blue Cross Vision	1,287.16
271-000-231.4 Blue Cross Dental	5.48
271-000-231.5 Blue Cross Vision	40.66
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	3,045.24
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,390.91
Total Current Liabilities	\$6,390.91
Total Liabilities	\$6,390.91

DORR TOWNSHIP LIBRARY

Balance Sheet

As of February 29, 2024

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	457,091.35
Net Income	-19,613.56
Total Equity	\$558,369.88
TOTAL LIABILITIES AND EQUITY	\$564,760.79

Check Register 2024 - February

Date	Type	Check #	Vender	Memo	Amount
02/01/2024	Check	16236	CENTER POINT LARGE PRINT	Invoice #2069666; February Large Print	-121.13
02/02/2024	Tax Payment		IRS	Tax Payment for Period: 01/01/2024-01/31/2024	-1,326.03
02/05/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 01/01/2024-01/31/2024	-285.74
02/05/2024	Check	16241	USPS	2 Rolls of Stamps	-136.00
02/07/2024	Check	16242	Coverall of West Michigan	Invoice #7370166357	-450.00
02/07/2024	Check		Dorr Business Association	Voided	0.00
02/07/2024	Check	16244	Dorr Business Association		-100.00
02/09/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 01/24/2024-02/06/2024	-268.62
02/09/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 01/24/2024-02/06/2024	-306.37
02/09/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 01/24/2024-02/06/2024	-1,133.75
02/09/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 01/24/2024-02/06/2024	-299.09
02/09/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 01/24/2024-02/06/2024	-465.16
02/09/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 01/24/2024-02/06/2024	-362.17
02/09/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 01/24/2024-02/06/2024	-802.84
02/09/2024	Check	16245	Jeffrey L. Babbitt	February mileage reimbursement	-34.44
02/09/2024	Check	16246	Griffin Pest Solutions	Invoice #2454753 February pest control	-90.00
02/12/2024	Check	16248	ACCIDENT FUND INS CO OF AMERICA	Invoice # 100001240 02 Workman's Comp Policy Audit	-198.00
02/19/2024	Check	16249	Califa Group	Invoice #INV_14809 InfoPeople online course in management	-200.00
02/19/2024	Check	16250	Visions	Invoice #21924 Fee for Warrior Lawyers virtual program	-300.00
02/20/2024	Check	16251	Saranac Clarksville District Library	Replacement of book damaged by drop box conditions	-49.95
02/21/2024	Check	16252	US Bank Equipment Finance	Invoice #522612308	-409.98
02/21/2024	Check	16253	Foster, Swift, Collins & Smith	Invoice #877949 Consultation on Community Room use	-318.50
02/22/2024	Check	16254	Valerie van Heest	When the War Came to Dorr program fee	-150.00
02/23/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 02/07/2024-02/20/2024	-802.86
02/23/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 02/07/2024-02/20/2024	-327.45
02/23/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 02/07/2024-02/20/2024	-299.08
02/23/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 02/07/2024-02/20/2024	-268.64
02/23/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 02/07/2024-02/20/2024	-451.35
02/23/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 02/07/2024-02/20/2024	-1,133.73

02/23/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 02/07/2024-02/20/2024	-338.30
02/29/2024	Check	16255	Leighton Township Library	Replacement of 2 books	-27.98
02/29/2024	Check	16257	Midwest Tape	Invoice #505128460 February Hoopla subscription	-554.33
02/29/2024	Check	16260	T-Mobile	Account #970594354 February Hotspots	-176.04
02/29/2024	Expense		Chase Card Services		-3,844.96

DORR TOWNSHIP LIBRARY

General Ledger

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						300,980.66
02/01/2024	Check	16236	CENTER POINT LARGE PRINT	Invoice #2069666	271-790-727 703-728. Operations:703. Books	-121.13	300,859.53
02/02/2024	Tax Payment		IRS	Tax Payment for Period: 01/01/2024-01/31/2024	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-1,326.03	299,533.50
02/05/2024	Check	16241	USPS		271-790-738 703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-136.00	299,397.50
02/05/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 01/01/2024-01/31/2024	271-000-228.3 Payroll Liabilities:MI Income Tax	-285.74	299,111.76
02/07/2024	Check		Dorr Business Association	Voided	271-790-805 800. Professional and Contract Services:805. Professional Dues	0.00	299,111.76
02/07/2024	Check	16242	Coverall of West Michigan	Invoice #7370166357	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	298,661.76
02/07/2024	Check	16244	Dorr Business Association		271-790-805 800. Professional and Contract Services:805. Professional Dues	-100.00	298,561.76
02/08/2024	Deposit				-Split-	0.09	298,561.85
02/09/2024	Check	16245	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-34.44	298,527.41
02/09/2024	Check	16246	Griffin Pest Solutions	Invoice #2454753	271-790-806 800. Professional and Contract Services:806. Professional Services	-90.00	298,437.41
02/09/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 01/24/2024-02/06/2024	Direct Deposit Payable	-1,133.75	297,303.66
02/09/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 01/24/2024-02/06/2024	Direct Deposit Payable	-802.84	296,500.82
02/09/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 01/24/2024-02/06/2024	Direct Deposit Payable	-465.16	296,035.66
02/09/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 01/24/2024-02/06/2024	Direct Deposit Payable	-362.17	295,673.49
02/09/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 01/24/2024-02/06/2024	Direct Deposit Payable	-306.37	295,367.12
02/09/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 01/24/2024-02/06/2024	Direct Deposit Payable	-299.09	295,068.03
02/09/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 01/24/2024-02/06/2024	Direct Deposit Payable	-268.62	294,799.41
02/12/2024	Check	16248	ACCIDENT FUND INS CO OF AMERICA	Invoice # 100001240 02	271-790-806 800. Professional and Contract Services:806. Professional Services	-198.00	294,601.41
02/12/2024	Deposit				271-000-658 404. Penal Fines	2,807.39	297,408.80
02/14/2024	Deposit				-Split-	1.46	297,410.26
02/15/2024	Deposit				-Split-	9.49	297,419.75
02/16/2024	Deposit				-Split-	6.96	297,426.71
02/19/2024	Check	16249	Califa Group	Invoice #INV_14809	271-790-960.1 703-728. Operations:709. Ed. & Train Dor	-200.00	297,226.71
02/19/2024	Check	16250	Visions	Invoice #21924	271-790-880 703-728. Operations:710. Programs (Community Promotions)	-300.00	296,926.71
02/20/2024	Check	16251	Saranac Clarksville District Library		271-790-728 703-728. Operations:703. Books:703.1 book replacement - LLC library	-49.95	296,876.76
02/21/2024	Check	16252	US Bank Equipment Finance	Invoice #522612308	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-409.98	296,466.78
02/21/2024	Check	16253	Foster, Swift, Collins & Smith	Invoice #877949	271-790-801 800. Professional and Contract Services:801. Legal Fees	-318.50	296,148.28
02/22/2024	Check	16254	Valerie van Heest		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-150.00	295,998.28
02/23/2024	Deposit				-Split-	0.97	295,999.25
02/23/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 02/07/2024-02/20/2024	Direct Deposit Payable	-1,133.73	294,865.52
02/23/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 02/07/2024-02/20/2024	Direct Deposit Payable	-802.86	294,062.66
02/23/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 02/07/2024-02/20/2024	Direct Deposit Payable	-451.35	293,611.31
02/23/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 02/07/2024-02/20/2024	Direct Deposit Payable	-338.30	293,273.01
02/23/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 02/07/2024-02/20/2024	Direct Deposit Payable	-327.45	292,945.56
02/23/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 02/07/2024-02/20/2024	Direct Deposit Payable	-299.08	292,646.48
02/23/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 02/07/2024-02/20/2024	Direct Deposit Payable	-268.64	292,377.84
02/26/2024	Deposit				-Split-	3.80	292,381.64
02/29/2024	Check	16255	Leighton Township Library		271-790-728 703-728. Operations:703. Books:703.1 book replacement - LLC library	-27.98	292,353.66
02/29/2024	Check	16257	Midwest Tape	Invoice #505128460	271-790-736 703-728. Operations:711. databases	-554.33	291,799.33
02/29/2024	Check	16260	T-Mobile	Account #970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-176.04	291,623.29
02/29/2024	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	58.78	291,682.07
02/29/2024	Expense		Chase Card Services		-Split-	-3,844.96	287,837.11
Total for 271-000-001 Checking							
						\$ -	13,143.55

DORR TOWNSHIP LIBRARY

Profit and Loss

February 2024

	TOTAL
Income	
271-000-658 404. Penal Fines	2,807.39
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	518.06
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	7.25
271-000-602.4 405.6 Unique Management Fees	9.85
271-000.602.1 405.1 Copies	6.90
Total 271-000-675.1 405. Miscellaneous Revenue	24.00
271-000-676.1 407. Reimbursements	
271-000-676.2 407.1 Credit Card Credits	15.43
Total 271-000-676.1 407. Reimbursements	15.43
Total 46400 405-407. Other Types of Income	557.49
Total Income	\$3,364.88
GROSS PROFIT	\$3,364.88
Expenses	
271-790-715.3 702. Payroll Expenses	87.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	
271-790-920 729.1 Telephone, Telecommunications	445.99
Total 271-790-921 729. Rent, Parking, Utilities	445.99
271-790-931 730. Equip Rental and Maintenance	409.98
271-790-933 732. Technology	51.99
Total 271-790-930 729-734. Facilities and Equipment	907.96
62100 800. Professional and Contract Services	
271-790-801 801. Legal Fees	318.50
271-790-805 805. Professional Dues	100.00
271-790-806 806. Professional Services	974.51
Total 62100 800. Professional and Contract Services	1,393.01
65000 703-728. Operations	
271-790-727 703. Books	1,175.83
271-790-728 703.1 book replacement - LLC library	77.93
Total 271-790-727 703. Books	1,253.76
271-790-730 705. Periodicals	34.95
271-790-732 708. AV	
271-790-734 708.3 DVD	241.08
271-790-735 708.4 Video Games	94.78
Total 271-790-732 708. AV	335.86
271-790-736 711. databases	554.33

DORR TOWNSHIP LIBRARY

Profit and Loss

February 2024

	TOTAL
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	900.95
Total 271-790-737 720. Supplies	900.95
271-790-739 721. Advertising	41.27
271-790-880 710. Programs (Community Promotions)	1,433.21
271-790-960.1 709. Ed. & Train Dor	200.00
271-790-960.2 709.1 Travel and Meetings	34.44
Total 271-790-960.1 709. Ed. & Train Dor	234.44
Total 65000 703-728. Operations	4,788.77
780. Misc Expense	
782. Square Reader Fees	1.23
Total 780. Misc Expense	1.23
Payroll Expenses	
271-790-702 Wages	8,312.84
271-790-715.1 Taxes	660.19
Total Payroll Expenses	8,973.03
Total Expenses	\$16,151.00
NET OPERATING INCOME	\$ -12,786.12
NET INCOME	\$ -12,786.12

Director's Report, March 2024

Library Operation Updates

Recent programs have been very well attended. Valerie van Heest's presentation When the War Came to Dorr drew more than 35 patrons on February 22, filling the Community Room. The rest of March's programs are full or nearly full already, including Joyce Leppard's Milkweed and Monarchs program on March 25. Reilly and I are looking forward to Dorr Elementary's Young 5s/Kindergarten Roundup on March 20, where we will debut our Popup Library.

Statistics

Physical material circulation is fairly stable. Digital circulation continues to be significantly up from last year.

Budget and Financial Items

Budget is up to date. The Proposed FYE 2025 Budget has been revised according to the Board's directions.

Staff and Building Items

We welcomed on board Diane Switzer as our new Library Assistant I. Diane is currently in training with Jen and is reportedly doing well.

There has been some concern about the quality of the work of our cleaning service. We are addressing it by pinpointing specific issues bring to the current provider and fielding quotes from another provider just in case.

I am in the process of shredding monthly financial documents from more than seven years ago (per record retention laws) to make room for more recent archival information in the Drop Room. I hope to complete the project by the end of the month.

Strategic Plan

Completed on time: 2:1:1: We have identified Dorr Elementary's gym, OMG, Studio 18, Jeff Miling's backyard, and the Parks as spaces that might be used. 2:2:1: We have identified more than 10 possible funders, including governmental units (Allegan County, LM), granting foundations (ACCF, DGLF), businesses (Spartan Nash, Steelcase), and estate planners (Legacy Legal, James Kotje). 3:2:1: We have identified the

following statistics to gather for our first Annual Report: material purchase requests, patron count, active patrons, visitors to library, computer usage, circulation, program attendance.

Progress has been made on the following: 1:1:2&3: We continue to explore staffing for possible community events. Megan Helms and Reilly will staff the Library table at the Sycamore Elementary Family Literacy Night. I am in contact with committee heads in the DBA re: Dorr Fourth, Audrey Miller of Ivy & the Wildflowers Events. 1:3:2: Applied for the Dollar General Literacy Foundation Adult Literacy Grant. 2:1:2,4: Planning programs for Dorr Elementary gym, have paperwork and a solid plan. Have ideas for OMG. 2:3:1: Created a list of approximately 13 organizations to help promote. 3:1:1: Reilly and other staff members are set to test the canopy sometime next week.

Meetings, Workshops, etc.

On February 21, I attended the Dorr Business Association Board meeting. The DBA has begun to talk to its membership about Excel Adult High School, and I was on hand to field some questions.

On February 23, I met with Superintendent Tim Reeves of Wayland Union Schools to discuss ways in which the Library and the school system could help each other. He pointed me toward their Secretary of Facilities to arrange to use Dorr Elementary's gym and their adult ed head for more information about resources for Excel Adult HS. Tim wanted to use our Community Room to have a forum with the people of Dorr, and we talked about that process.

I delivered my monthly report to the Dorr Township Board on February 29. Amanda Winters shared the information that the Artisan Market, which used to set up shop on occasion at Dairy Ranch, is coming to the Parks. Amanda gave me the contact information for Audrey Miller, who organizes the Artisan Market.

March 1, I met online with three sales team members at PostGrid, a company that facilitates direct mail, to price their services. The estimate is included in the Budget footnote on the Advertising budget.

On March 5, I began a web course in Library Supervision and Management to sharpen my management skills. It is going well so far.

At the online LinkedIn Learning Account Review March 11, I met with Alex from LinkedIn, resolved some issues around my access to statistics for LinkedIn Learning use, and received some valuable information and resources for improving our marketing of this database.

The Lakeland Library Coop Board and Advisory Council met March 14. I was unable to attend, but shared with staff some relevant information from the packets for the meetings at the Staff Meeting that afternoon.

Volunteers

Ethan Buffenbarger continues to volunteer here.

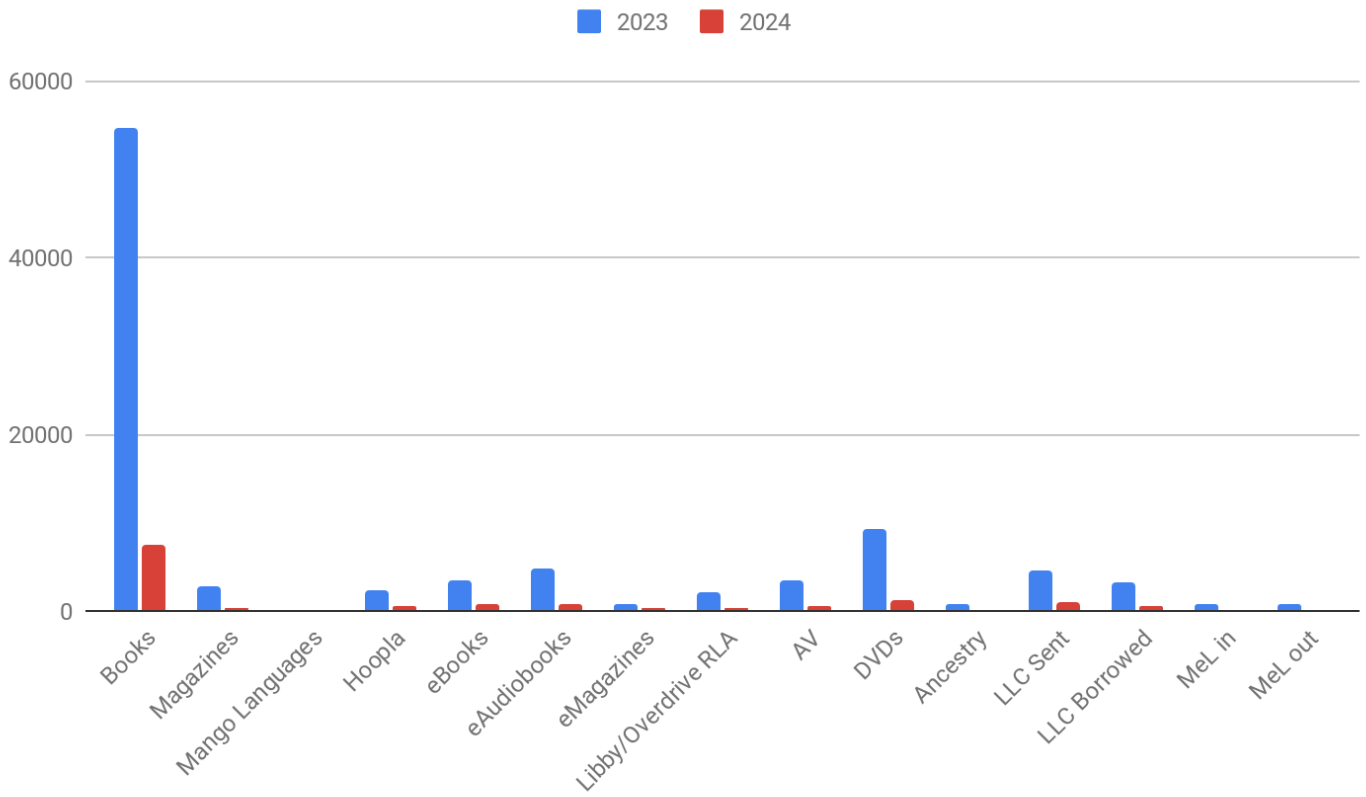
Library Closings

No closings in the past month.

Completed March 15, 2024, at 2:33 PM.

	2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4263	4118	4682	4005	3855	5636	6377	5335	4137	4504	4239	3548
Magazines	230	287	291	392	327	242	266	219	179	170	145	145
Mango Languages	2	49	12	4	0	3	3	6	3	1	2	13
Hoopla	198	198	205	188	174	215	205	217	199	212	187	186
eBooks	259	252	323	273	249	284	404	289	300	318	283	314
eAudiobooks	365	320	388	387	393	462	480	453	396	426	388	355
eMagazines	27	19	34	39	24	48	61	45	60	149	125	108
Libby/Overdrive RLA Loans	167	171	184	136	163	222	173	186	194	158	181	160
AV	328	237	414	302	269	321	252	249	215	294	229	269
DVDs	879	634	853	995	892	1030	859	764	667	590	568	469
Ancestry	63	13	70	63	52	0	218	84	66	0	105	23
LLC Sent	372	387	475	354	345	473	462	277	210	436	442	368
LLC Borrowed	437	251	394	332	437	285	242	99	91	262	194	131
MeL in	67	56	71	65	55	39	75	53	61	57	55	46
MeL out	70	54	69	67	54	48	70	55	61	61	56	35

	2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	3659	3928										
Magazines	172	154										
Mango Languages	12	3										
Hoopla	252	229										
eBooks	347	415										
eAudiobooks	399	412										
eMagazines	132	134										
Libby/Overdrive RLA Loans	217	207										
AV	348	277										
DVDs	629	566										
Ancestry	0	39										
LLC Sent	430	478										
LLC Borrowed	267	223										
MeL in	75	94										
MeL out	87	91										



February 26, 2024

Members of the Library Board
Dorr Township Library
1804 Sunset Drive
Dorr, MI 49323-9324

We are pleased to confirm our understanding of the services we are to provide the Dorr Township Library for the year ended March 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the Dorr Township Library Fund, a special revenue fund of the Township of Dorr, and the disclosures, as of and for the year ended March 31, 2024.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles (GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning:

1. Management override of controls
2. Improper revenue recognition due to fraud
3. Use of cash basis to record revenues
4. Use of cash basis to record payroll and nonpayroll expenditures

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Dorr Township Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements as they relate to the Library Fund. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also provide the following nonattest services:

- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Library's financial statements, in conformity with GAAP, based on trial balances provided by you

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Daniel L. Veldhuizen is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Library Fund's audit requirements, our fee will not exceed \$2,900. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Dorr Township Library's financial statements. Our report will be addressed to the Library Board of the Dorr Township Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed opinions, we may decline to express opinions, or we may withdraw from this engagement.

Members of the Library Board
Dorr Township Library
Page 4
February 26, 2024

We appreciate the opportunity to be of service to the Dorr Township Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.



Daniel L. Veldhuizen, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Dorr Township Library.

By: _____

Title: _____

Date: _____

Financial Policies

I. Budget Policy.

- A. The Dorr Township Library Board of Trustees and Library Director will begin the annual budget process at its October meeting for the following fiscal year. The Library Director will present the Mid-Year Fiscal Health Report and Financial Forecast to the Board at its usual meeting in October, including data from at least three (3) years prior and three (3) future years.
- B. Upon approval of the mid-year report and forecast projections, the Director will develop a detailed budget for presentation at the November meeting, revising as directed for future meetings. A final budget will be completed and approved no later than the January meeting of the Board.
- C. The budget is a working document. Changes in projections, projects, or unknown events are cause for variations from budget to actual numbers. During the course of the fiscal year (April – March) budget adjustments will be presented by the Library Director and/or the Library Board Treasurer to the Board as needed to keep the budget accurate.

II. Fund Balance Policy.

- A. This policy has been adopted by the Dorr Township Library Board to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:
 1. Provide sufficient cash flow for daily financial needs;
 2. Offset significant economic downturns or revenue shortfalls;
 3. Provide funds for unforeseen expenditures related to emergencies; and
 4. Secure and maintain investment grade bond ratings.
- B. The following definitions of fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.
 1. General Fund – used to account for all financial resources not accounted for and reported in another fund.
 2. Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.
 3. Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.

4. Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisition or construction of capital assets.
 5. Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library’s objectives.
- C. The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:
1. Non-spendable fund balance – amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact. *Classification* of non-spendable amounts will be determined before all other classifications and consist of the following:
 - a) The Library will maintain a fund balance equal to the balance of any long term outstanding balances due from others;
 - b) The Library will maintain a fund balance equal to the value of inventory balances and prepaid items unless those items are offset with liabilities and actually result in fund balance;
 - c) The Library will maintain a fund balance equal to the principal of any permanent funds that are legally or contractually required to be maintained intact; and
 - d) The Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.
 2. Restricted fund balance – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
 3. Committed fund balance – amounts that can be used only for the specific purposes determined by a formal action of the Library Board. (*Authority to Commit:* a majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.)
 4. Assigned fund balance – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed. In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. (*Authority to Assign:* the Library Board delegates to the Library Director the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available [spendable, unrestricted, uncommitted] fund balance in any particular fund.)
 5. Unassigned fund balance – is the residual classification for the Library’s General Fund and includes all spendable amounts not included in the other classifications. In other funds, the unassigned classification is used to report a

deficit balance from overspending amounts that have been designated as restricted, committed, or assigned.

D. The following guidelines address the classification and use of fund balance in governmental funds:

1. Classifying fund balance amounts – Fund balance classifications indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount.
2. Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed, or assigned, will be classified as committed or assigned based on the definitions and criteria set forth in GASB Statement No. 54
3. Prioritization of fund balance use – When an expenditure is incurred, when both restricted and unrestricted (committed, assigned, or unassigned) amounts are available it will be the policy of the Library to consider restricted amounts to have been reduced first. If an expenditure is made that is applicable to any of the unrestricted fund balance classifications, it will be the policy of the Library to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.
4. Minimum unassigned fund balance – The Board has designated a minimum unassigned fund balance for the Library’s General Fund of 15-20 percent of the subsequent year’s budget. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. The Director will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested.

III. Bank Balance Policy

- A. At the monthly Reconciliation, the Checking Account shall be restored to 25% of the current Fiscal Year Budget, whether by the transfer of funds *from* the ICS *to* the Checking Account or the transfer of funds *to* the ICS *from* the Checking Account.
- B. The Director and Assistant Director are hereby authorized to carry out this monthly transfer in order to keep bank balances in line with the Board’s intent.

IV. Credit/Debit Card Policy

- A. Dorr Township Library maintains credit cards connected to a single account. These cards are to be used for the purchase of goods or services for the official business of

the Library. The Library Director is responsible for the credit card. The purchases made through the Library's credit cards will not exceed \$5,000 per month.

- B. The balance including interest due on an extension of credit under the credit card arrangement shall be paid within not more than 60 days of the initial statement date.

V. Petty Cash Policy

- A. The Library Board of the Dorr Township Library authorizes individual petty cash funds to exist at the Library up to \$50. The funds are to be used for small, miscellaneous purposes. The Library Director will be responsible for the petty cash.

VI. Investment Policy

- A. This policy will govern the investment activities of the Dorr Township Library. It is the policy of the Library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands. All investments will conform to all applicable laws and regulations governing the investment of public funds.
- B. These assets are accounted for in the various funds of the Library and include the General Fund, Capital Projects Fund, and any new fund established by the Library. This Investment Policy does not apply to any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this policy or imposes one or more conditions upon an investment listed in this policy.
- C. The primary objectives, in priority order, of the Library's financial investments are:
 - 1. Safety of Principal – Safety of principal is the foremost objective of the investment program. All investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives.
 - 2. Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.
 - 3. Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives outlined above.
- D. Management responsibility for the Library's investment program is hereby delegated to the Board Treasurer, who is the Library's chief fiscal officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.

- E. The following investments are deemed to be suitable for inclusion in the Library's investment program. The Treasurer is authorized to invest Library funds in only those investments specifically delineated below.
 - 1. U.S. Treasury Bills and Notes for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest. Bills are short term (one year or less) obligations issued and sold at a discount. Notes have fixed coupon rates with original maturities of between two (2) and ten (10) years.
 - 2. Demand deposit accounts (such as checking accounts) established with local financial institutions.
 - 3. Certificates of Deposit (CDs) issued by local financial institutions.
 - 4. Money Market accounts offered by local financial institutions.
- F. No investment shall have a maturity date of more than ten years from its date of purchase by the Library. To the extent possible and prudent, the Library will attempt to match its investment maturities with anticipated cash flow requirements.

VII. Record Retention Policy

- A. In order to meet the administrative, legal, fiscal and archival requirements of the State of Michigan, Dorr Township Library will manage its records in accordance with the general schedule 17 (GS #17), developed for Michigan public libraries by the Michigan Department of History, Arts and Libraries/Records Management Services and approved by the State Administrative Board.
- B. If and when the general schedule GS #17 is amended, Dorr Township Library will amend its procedures as necessary to remain in compliance.

VIII. Check Policy

- A. The Library Board authorizes the Library Director to pay bills and print checks when needed. The Library Board will review a copy of all checks written each month at the monthly board meeting and may require that the receipt be presented to clarify what each check was written for.

Staff Expenses, Projected for FYE 2025, Assuming Wage Increase of 3.5%

Position	New Rate	Ann Hours	Annual Gross Salary (incl PTO)	Employer's Payroll Tax	Yearly Total	Total Payroll Tax	Total Emp. Wages
Director	\$22.80	1650	\$37,621.73	\$3,009.74	\$40,631.47	\$8,765.86	\$31,865.61
Assistant Director	\$18.21	570	\$10,377.22	\$830.18	\$11,207.40	\$2,417.89	\$8,789.51
Cataloger	\$14.46	684	\$9,890.64	\$791.25	\$10,681.89	\$2,304.52	\$8,377.37
Library Assistant YS	\$12.42	990	\$12,295.80	\$983.66	\$13,279.46	\$2,864.92	\$10,414.54
Library Assistant II (Coll)	\$13.46	1792	\$24,111.36	\$1,928.91	\$26,040.27	\$5,617.95	\$20,422.32
Library Assistant II (Prog/Mark)	\$13.97	1026	\$14,335.79	\$1,146.86	\$15,482.65	\$3,340.24	\$12,142.41
Library Assistant Ia	\$11.39	1145	\$13,035.83	\$1,042.87	\$14,078.69	\$3,037.35	\$11,041.34
Library Assistant Ib	\$11.00	746	\$8,206.00	\$656.48	\$8,862.48	\$1,912.00	\$6,950.48
Library Page	\$0.00	735	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BUDGET TOTAL			\$129,874.36	\$10,389.95	\$140,264.31	\$30,260.73	\$110,003.59
	Staff Expenses		Projected Cost	FYE25 Budget			
	Staff Wages		\$110,003.59	\$110,000.00			
	Payroll Tax		\$30,260.73	\$30,250.00			
	Health Insurance		\$2,000.00	\$2,000.00			
	TOTAL		\$142,264.31	\$142,250.00			



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Mountain-Plains Archives ▾

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News Release Information

24-503-KAN

Tuesday, March 12, 2024

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Related Links

[CPI Overview Table - U.S. and areas](#)

[CPI Detailed Tables - Mountain Plains](#)

[CPI Chart Package](#)

[Area Economic Summaries](#)

[Annual Average Percent Changes - U.S., St. Louis, and Denver-Aurora-Lakewood](#)

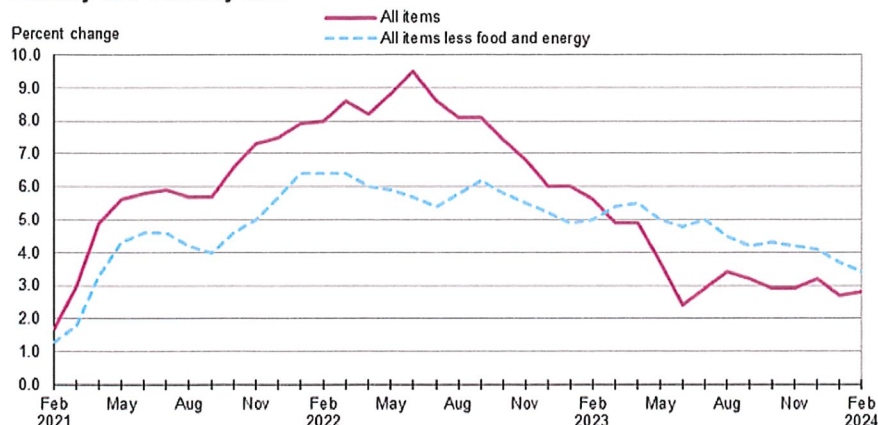
Consumer Price Index, Midwest Region – February 2024

Area prices rose 0.6 percent in February, up 2.8 percent over the year

Prices in the Midwest Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 0.6 percent in February, the U.S. Bureau of Labor Statistics reported today. (See [table A](#).) The February increase was led by a 0.4 percent rise in the all items less food and energy index, with higher prices for owners' equivalent rent contributing most to the rise. The index for energy had a 4.0-percent increase over the month, while the index for food saw no change. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 2.8 percent. (See [chart 1](#).) The index for all items less food and energy rose 3.4 percent over the year, while food prices increased 2.2 percent. Energy prices fell 3.1 percent, led by a decrease in the price of gasoline. (See [table 1](#).)

Chart 1. Over-the-year percent change in CPI-U, Midwest region, February 2021–February 2024



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

Food

Food prices were unchanged for the month of February. Prices for food at home (grocery store prices) were unchanged, while prices for food away from home (restaurant, cafeteria, and vending purchases) declined 0.1 percent for the same period. Rising prices within the food at home index included, meats, poultry, fish, and eggs, as well as nonalcoholic beverages and beverage materials, which advanced 0.5 percent and 0.3 percent, respectively. Offsetting the rise were declining prices for other food at home (-0.4 percent) and fruits and vegetables (-0.2 percent).

Over the year, food prices advanced 2.2 percent. Prices for food away from home rose 3.9 percent, and prices for food at home increased 1.1 percent for the same period. Other food at home (+1.9 percent) and nonalcoholic beverages and beverage materials (+3.9 percent) contributed most to the over-the-year increase.

Energy

The energy index rose 4.0 percent over the month. The increase was almost entirely due to higher prices for gasoline (+8.0 percent), but higher prices for natural gas service (+1.5 percent) also contributed. Electricity prices were unchanged over the month.

From February 2023 to February 2024, energy prices fell 3.1 percent. The decline was due to falling prices for gasoline (-5.0 percent) and natural gas service (-11.3 percent). Slightly offsetting the decline was an increase in prices paid for electricity (+4.5 percent).

All items less food and energy

The index for all items less food and energy advanced 0.4 percent in February. Higher prices for owners' equivalent rent (+0.4 percent), apparel (+3.1 percent), and other goods and services (+1.3 percent) contributed the most to the increase. Partly offsetting the rise was a decline in prices paid for medical care services (-0.9 percent).

Over the year, the index for all items less food and energy advanced 3.4 percent. Components which contributed most to the increase included owners' equivalent rent of residences (+6.5 percent), rent of primary residence (+6.3 percent), and other goods and services (+6.2 percent). Declining prices for household furnishings and operations (-2.6 percent) and public transportation slightly offset the rise.

Table A. Midwest region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2020		2021		2022		2023		2024	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.4	2.5	0.5	1.2	0.8	7.9	0.8	6.0	0.3	2.7
February	0.3	2.1	0.8	1.7	0.9	8.0	0.5	5.6	0.6	2.8
March	-0.5	1.0	0.7	3.0	1.3	8.6	0.6	4.9		
April	-1.1	-0.4	0.8	4.9	0.5	8.2	0.6	4.9		
May	0.3	-0.4	1.0	5.6	1.5	8.8	0.3	3.7		
June	0.8	0.4	1.0	5.8	1.6	9.5	0.4	2.4		
July	0.5	0.7	0.6	5.9	-0.2	8.6	0.3	2.9		
August	0.4	1.1	0.2	5.7	-0.2	8.1	0.2	3.4		
September	0.2	1.3	0.2	5.7	0.2	8.1	0.1	3.2		
October	-0.1	1.0	0.8	6.6	0.1	7.4	-0.1	2.9		
November	-0.2	1.0	0.4	7.3	-0.2	6.8	-0.2	2.9		
December	0.1	1.1	0.3	7.5	-0.5	6.0	-0.2	3.2		

The March 2024 Consumer Price Index for the Midwest Region is scheduled to be released on Wednesday, April 10, 2024.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

Decision Process and Criteria

When making a strategic, operational, programming, or personnel decision you are encouraged to ...

- Generate multiple options to consider

- Ask the following questions (criteria) about each option:
 - Strategic: Does this fit with one of our strategic initiatives?
 - Values: Does it reflect a value of the library? () If competing values exist, is it clear which takes precedence in this situation?
 - Strengths: Will this use one of our strengths?
 - Weakness: Will this correct or avoid a weakness?
 - Opportunity: Does this strategically address an opportunity or fill a gap in the community?
 - Threat: Will this help address or lessen a threat?
 - Resources: Do we at this time have the resources (finances, staffing, volunteers, facilities, equipment) to implement successfully?

Use this matrix to help focus on the comparative strength of your options.

	Option 1	Option 2	Option 3
Values	1		
Strategic Initiative	1		
Strengths			
Weaknesses	3		
Opportunities			
Threats			
Resources			
TOTAL	5	0	0

Board Approval Needed

Mission:

Inspiring literacy, encouraging creativity, connecting community

Values:

We foster literacy, discovery, and lifelong learning. Our library supports patrons in exploring ideas, expanding their knowledge, and pursuing their passions. We aim to nurture self-directed learning and literacy.

We safeguard free and equal access. At our library, we believe access to information is a right, not a privilege. We work to remove barriers and provide welcoming, non-judgmental service to all.

We build community through connection. By creating a welcoming space where people can come together, our library strengthens social bonds across ages and backgrounds in our community. We believe human connection is foundational.

We encourage creativity and celebrate storytelling. Our library values originality, imagination, self-expression, and sharing ideas, and we provide a range of opportunities for people to participate in these activities.

We aim to provide options and enable personal choice in resources and services. Our library and its staff support individuals in selecting material that aligns with their needs, views, interests, and aspirations.

Our duty is to serve the community well. We aim to be knowledgeable and provide quality services to all of our patrons.

Strategic Identity:

We connect you!

Vision:

To be the hub where the generations of our growing community can connect with each other and access information, education, and recreation.

Strategic Ends:

- 1. Secure a financial future with diversified, sustainable, and community-backed revenue sources.**
- 2. Form mutually beneficial alliances with local organizations, government entities, businesses, and schools.**
- 3. Engage the people in the community through creative marketing, programming, and services.**

**Dorr Township Library
Strategic Plan 2024
Objectives**

Strategic End 1: Secure a financial future with diversified, sustainable, and community-backed revenue sources.

- **Objective 1:** By 12/31/24 staff and/or volunteers will have participated with 3-5 community events or groups.
- **Objective 2:** By 12/31/26 40% of the community will have library cards.
- **Objective 3:** By 12/31/26 \$30,000 in grants for services will be secured.

Strategic End 2: Form mutually beneficial alliances with local organizations, government entities, businesses, and schools.

- **Objective 1:** By 12/31/2024, the library will have successfully bartered with 2 organizations for space for library programs and/or services.
- **Objective 2:** By 12/31/2025, the library will have successfully bartered with 3 organizations or personal estates for recurring revenue.
- **Objective 3:** By 12/31/2025, 5 allied organizations will have promoted the library in their activities and/or public information.

Strategic End 3: Engage the people in the community through creative marketing, programming, and services.

- **Objective 1:** By 12/31/24 staff and/or volunteers will have participated in a minimum of 3 community events hosted by other organizations.
- **Objective 2:** By 5/31/25 the library will have published its first Annual Report (for Fiscal Year Ending 2025), detailing our successes in the previous year and our importance to the community.
- **Objective 3:** By 12/31/25 the library will have helped the Friends of Dorr Township Library increase their membership by 50%.

Proposed 2024-2025 Budget, Unapproved*					
Subject to Revision and Approval of the Dorr Township Library Board of Trustees					
		Proposed 2023-2024 General Fund Budget	Proposed 2024-2025 General Fund Budget	Change from previous year	Proposed 2024-2025 Capital Projects Fund Budget
		\$274,150.00	\$289,217.00	\$15,067.00	\$15,222.00
Staff Expenses					
Emp. Wages		\$96,000.00	\$110,000.00 [1]	14,000.00	
Payroll taxes		\$26,650.00	\$30,250.00	3,600.00	
Health Insurance		\$2,000.00	\$2,000.00	0.00	
Total		\$124,650.00	\$142,250.00	17,600.00	
Emergency Min Wage Increase Fund		\$14,350.00	\$6,500.00 [2]		
Total with Min Wage Increase		\$139,000.00	\$148,750.00		
Professional Fees					
		Proposed 2023-2024 Budget	Proposed 2024-2025 Budget		
Audit fee		\$3,000.00	\$3,000.00	0.00	
Collection Agency		\$50.00	\$50.00	0.00	
Custodial Fees		\$8,000.00	\$5,400.00 [3]	-2,600.00	
Legal Fees		\$5,750.00	\$2,000.00 [4]	-3,750.00	
Professional Dues		\$800.00	\$1,000.00	200.00	
Library Board Bonding		\$350.00	\$350.00	0.00	
Workers Comp		\$600.00	\$600.00	0.00	
Strategic Planning		\$9,800.00	\$0.00	-9,800.00	
Total		\$28,350.00	\$12,400.00	-15,950.00	
Library Operations					
		Proposed 2023-2024 Budget	Proposed 2024-2025 Budget		
Books		\$17,000.00	\$17,842.00	842.00	
	Adult	\$6,700.00	\$8,110.00 [5]	1,410.00	
	Childrens	\$5,285.00	\$5,096.00 [6]	-189.00	
	Tween	\$1,370.00	\$1,181.00	-189.00	
	YA	\$3,645.00	\$3,455.00	-190.00	
DVD		\$1,500.00	\$1,675.00	175.00	

Audiobooks		\$1,200.00	\$1,200.00	0.00
Video Games		\$1,000.00	\$1,000.00	0.00
Games to Go		\$250.00	\$100.00	-150.00
Kits		\$500.00	\$200.00	-300.00
Binge Boxes		\$500.00	\$200.00	-300.00
Periodicals		\$1,750.00	\$1,750.00	0.00
Programs		\$12,000.00	\$14,250.00 [7]	2,250.00
	General Programming	\$9,000.00	\$10,750.00	1,750.00
	Summer Reading	\$3,000.00	\$3,500.00	500.00
	Grant Purchases			0.00
Advertising		\$1,000.00	\$2,000.00 [8]	1,000.00
Supplies		\$7,000.00	\$7,500.00 [9]	500.00
	Cataloging Supplies		\$3,750.00	
	Custodial Supplies		\$1,875.00	
	Office Supplies	\$7,000.00	\$1,875.00	-5,125.00
Employee Training		\$6,000.00	\$4,000.00 [10]	-2,000.00
Library Board Training		\$400.00	\$400.00	0.00
Transportation		\$500.00	\$1,500.00 [11]	1,000.00
Coop Fees		\$18,000.00	\$19,200.00 [12]	1,200.00
	Databases	\$18,900.00	\$15,400.00	-3,500.00
	Overdrive (ebooks, emagazines, e-audiobooks)	\$4,660.00	\$4,800.00	140.00
	Mango Languages	\$1,500.00	\$1,500.00	0.00
	Ancestry.com	\$4,040.00	\$0.00 [13]	-4,040.00
	Movie License	\$400.00	\$400.00	0.00
	Hoopla (ebooks)	\$5,400.00	\$5,800.00	400.00
	World Trade Press	\$400.00	\$400.00	0.00
	Linked-In Learning/Lynda.com	\$2,500.00	\$2,500.00	0.00
Total		\$94,500.00	\$95,717.00	1,217.00
Building Expenses				
		Proposed 2023-2024 Budget		Proposed 2024-2025 Budget
Building Ins.				
	General Liability Insurance	\$2,500.00	\$3,500.00 [14]	1,000.00
	Utilities	\$3,500.00	\$3,500.00	0.00
	Internet/phone			0.00

	Trash			0.00
	Recycling			0.00
	Building Maintenance and Improvement	\$4,200.00	\$12,000.00	7,800.00
	Tables	\$400.00	\$200.00	-200.00
	Makerspace Equipment (children)	\$300.00	\$300.00	0.00
	Security system	\$900.00	\$900.00	0.00
	Shelving	\$0.00	\$8,000.00 [15]	8,000.00
	Other building	\$0.00	\$0.00	0.00
	Pest Control	\$1,100.00	\$1,100.00	0.00
	Q Window Cleaning	\$500.00	\$500.00	0.00
	Annual Cleaning Services (window washers, carpet cleaners, etc.)	\$1,000.00	\$1,000.00	0.00
	Equipment	\$12,450.00	\$15,200.00	2,750.00
	Hotspots (grant funded until August 2021)	\$2,050.00	\$2,500.00 [16]	450.00
	AED	\$500.00	\$500.00	0.00
	Firewall	\$200.00	\$200.00	0.00
	People Counter	\$0.00	\$2,750.00 [17]	2,750.00
	Computer	\$2,000.00	\$2,000.00	0.00
	General			0.00
	Grant Funds			0.00
	Copier	\$5,700.00	\$5,700.00	0.00
	Website	\$1,000.00	\$1,000.00	0.00
	Misc	\$1,000.00	\$1,000.00	0.00
	Grant Funds			0.00
	Equipment Mant.	\$3,900.00	\$4,100.00	200.00
	Computer Maint.	\$2,500.00	\$2,700.00	200.00
	CD/DVD Cleaner	\$400.00	\$400.00	0.00
	Software	\$1,000.00	\$1,000.00	0.00
	Misc	100	100	0.00
Total		\$26,650.00	\$38,850.00	12,200.00
Projected Revenue		Proposed 2023-2024 Bu	Proposed 2024-2025 Bu	Change from previous year
INTEREST		\$1,200.00	\$20,000.00 [18]	18,800.00
PENAL FINES		\$28,000.00	\$29,339.00 [19]	1,339.00

STATE AID		\$3,500.00	\$3,900.00	400.00
MILLAGE		\$168,000.00	\$190,000.00 [20]	22,000.00
FRIENDS		\$200.00	\$200.00	0.00
Annuities, grants, etc		\$0.00	\$0.00 [21]	0.00
	Allianz			
	LSTA Grant			
	ACCF Grant			
	Misc. Grants			
MISC INCOME		\$2,000.00	\$6,000.00 [22]	4,000.00
	Fines			
	Copies			
	Room Rental			
	summer reading			
	Misc.			
	Craft			
	Bus trip			
	Water Color Classes			
	Sales			
	Faxes			
	Credit Card Credits			
	Misc Cash out			
Transfer from Savings		\$9,800.00	\$0.00	-9,800.00
Carry over from last years budget				0.00
TOWNSHIP APPROPRIATION		\$55,400.00	\$55,000.00	-400.00
Subtotal		\$268,100.00	\$304,439.00	\$36,339.00

CAPITAL PROJECTS BUDGET [23]		Proposed 2023-2024 General Fund Budget	Proposed 2024-2025 General Fund Budget	Change from previous year	Proposed 2024-2025 Capital Projects Fund Budget
Transfer to Capital Fund			-15222	-15,222.00	15222
TOTAL			\$289,217.00		\$15,222.00

NOTES

- [1] Emp. Wages: This reflects the addition of a second Library Assistant I working 17 hours per week at \$11/hr in FYE 2025 and supports a wage increase of up to 3.5% across the board.
- [2] Emergency Min Wage Increase Fund: 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]	Custodial Fees: Reflects actual costs charged by Coverall in FYE 2024.
[4]	Legal Fees: There is nothing pressing as far as policies or other projects requiring legal counsel for FYE 2025. \$1K covers \$83 per month, approximately what we have typically been spending in FYE 2024 beyond the Personnel Policy Manual. An additional \$1K provides a good cushion should our needs change and emergency funds in the event of a major challenge.
[5]	Adult: Reflects more closely how much we would have needed to keep up with collection development requests and recommendations in FYE 2024.
[6]	Childrens: This amount will cover our contract with JLG and the additional books we need as reflected in actual expenditures in FYE 2024, and the slight reduction helps increase the focus on the adult collection.
[7]	Programs: Reflects actual expenditures in FYE24 with increased use of outside presenters.
[8]	Advertising: Reflects actual costs recorded in FYE 2023 Audit and the need for improved marketing as expressed in the Strategic Planning focus groups. Breakdown: \$1,380 for a direct-mail awareness-raising campaign; \$240 for monthly boosted posts on Facebook; and \$380 for advertisements placed in local school yearbooks and playbills.
[9]	Supplies: Broken down by Assistant Director's request to allow for more precise tracking.
[10]	Employee Training: FYE 2024 was a fairly active year for conferences, and we still only spent \$1,280.
[11]	Transportation: Supports monthly reimbursements needed for Director in addition to the costs of a rental car to Washington, DC to pick materials at the Library of Congress and reimbursement for personal vehicle use to Columbus, OH for the PLA Conference.
[12]	Coop Fees: In LLC's FYE 2023 (ended Sept 30, 2023), Dorr's costs including Pass Through Items was \$19,516. In LLC's FYE 2024, total cost to Dorr is expected to be \$20,369. If we expect a similar rise in FYE 2025, it will be about \$21,270. Half of that \$900 increase would hit us within our own FYE 2025, making \$21K a reasonable figure.
[13]	Ancestry.com: We paid upfront for 3 years of Ancestry in FYE 2024, so we will not be charged in FYE 2025.
[14]	General Liability Insurance: This includes \$1,000 for Cyber Insurance, as the Township plans to drop their coverage (which supplies our current coverage) in November 2024.
[15]	Shelving: Supports purchase of row of shelving for circulating materials from Demco and another for storage from Custer/Steelcase.
[16]	Hotspots: Reflects the addition of an eighth hotspot for the Pop-Up Library, which will be active approximately 4 months out of the year and deactivated when not needed.
[17]	People Counter: Covers quoted cost from SenSource including rental of scissor lift for installation. The Board discussed this on July 17 and tabled it for the next fiscal year.
[18]	INTEREST: Reflects shift of funds to United Bank ICS account, leaving 25% of the current Budget in United Bank checking account.
[19]	PENAL FINES: Reflects FYE 2023 revenue, per the most recent audit, minus 5%, as Penal Fines are typically assumed to be in danger of decreasing.
[20]	MILLAGE: Conservative estimate calculated from actual FYE 2023 revenue, per the most recent audit, with a projected 3% increase for FYE 2024 and FYE 2025, per Dorr Township Deputy Supervisor. FYE 2024 Millage revenue projected to break \$190K based on checks received as of end of February plus forthcoming amounts reported by Township Treasurer and Deputy Supervisor.
[21]	Annuities, Grants: We received a letter a few months ago informing us that we have received the last annuity check.
[22]	MISC INCOME: Reflects FYE 2023 and FYE 2024 revenue patterns.
[23]	CAPITAL PROJECTS FUND: This is already authorized in Financial Policies II.B.4. Supported by our Financial Auditor Dan Veldhuizen. This amount is 5% of total revenue.

Travel and Reimbursement Policy

I. Purpose

The purpose of this policy is to establish standards and controls for the reimbursement of library staff and board members for actual expenses such as transportation and lodging that are incurred in the conduct of authorized library business when using public funds according to this policy.

II. Travel Authorization

Employees and Board members planning to travel on business using public funds must be authorized to do so under this policy.

A. This policy authorizes the Director and Assistant Director to be reimbursed for travel to

1. trainings relevant to their work;
2. Library Cooperative meetings, including relevant committee meetings;
3. Library Association meetings and conferences, including meeting of committees they sit on; and
4. other miscellaneous business demonstrably necessary for the Library.

B. Non-administrative employees may be reimbursed with prior authorization from the Director.

III. Travel with Family

A Library employee or Board member may travel with his or her family on official business provided that family members do not displace other employees or Board members who have a reason to travel to the same place. No family travel expenses are reimbursable except for legitimate business-related expenses incurred by the employee or Board member. Lodging that is charged to public funds is reimbursed at the single room rate only.

IV. Transportation

Mode of transportation is to be decided by the traveling staff member with Board oversight, taking into account the circumstances and purpose of the trip.

A. Rental car

1. In all cases when a trip lasts more than one (1) day and involves traveling a distance of more than 100 miles from the closer of the Library or staff's residence, renting a car shall be the default mode.
2. The traveler's own auto insurance shall be the primary insurance covering the trip. If the traveler has no personal auto insurance, the Library will pay for the insurance offered by the rental company, and the cost of that insurance will be included in all relevant paperwork. In either case, the

Library's liability insurance will cover the excess costs in the case of damage to the vehicle and injury to the traveler, as long as the traveler is on authorized Library business.

B. Airfare

1. Air travel is reimbursable for economy airfare only and the traveler should use best efforts to ensure that all airfare bookings are completed at least 14 days prior to scheduled trip departure.
2. The traveler is personally responsible for airline upgrade fees.
3. The Library will not reimburse or pay for a flight that is purchased with a traveler's own rewards (i.e. Frequent Flier Miles).

V. Lodging

Lodging will be paid for by the Library when it is necessary to conduct Library business. Employees booking lodging will be responsible for finding the lowest-cost accommodations that are conducive to library business, given factors including convenience and proximity.

VI. Per Diem

A per diem is granted each traveling staff member in accordance with the following:

- A. The trip requires at least two (2) days to complete.
- B. The amount is determined by location according to the federal schedule found here: www.gsa.gov/travel/plan-book/per-diem-rates.
- C. Per diem for travel days will not exceed 75% of the full per diem established by the federal schedule. Per diem for non-travel days will not exceed 100% of the full per diem so established.
- D. If a meal is included in the registration cost of a conference, the allowable per diem is reduced by the appropriate amount listed in the federal schedule.
- E. Per diem expenses may be paid for with the Library credit card or paid with the staff member's person money and reimbursed. Receipts accounting for the expenses are required at the conclusion of the trip either way. Total per diem expenses for meals are expected to be entered in the appropriate space on the Reimbursement Form.

VII. Mileage Reimbursement Requests

- A. Personal vehicles may be used for Library business if it can be demonstrated that such use will reduce the costs paid by the Library. In such a case, a written comparison of the costs to be paid by the Library associated with renting a car

vs. using a personal vehicle must be created and on file with the Director.

- B. Mileage reimbursement requests for costs that are charged to public funds shall be reasonable and report distances that may be verified by using a standard online map such as Google Maps (<https://www.google.com/maps>).
- C. Mileage traveled between an employee's residence and their Library workplace are considered commuting miles. Commuting costs are not reimbursable.
- D. Board members or Library employees who travel from their residence to a location other than their Library workplace are reimbursed either from their residence or their Library, whichever distance is shorter.
- E. Board members or Library employees traveling from a location other than residence or Library are reimbursed either from the actual location or the Library, whichever is shorter.
- F. The Library reimburses its employees and Board members for expenses incurred on Library business when charged to public funds at the "IRS Standard Mile Rate for Business" for the current year for use of a private vehicle.

VIII. Travel Not Authorized by This Policy

Any travel not explicitly authorized by this policy must be authorized by the Board as reflected in the approved Minutes prior to travel in order to be paid using public funds.

Personal Vehicle	Trips	Miles (round trip)	Total mileage cost		
	Columbus	732	\$423.44		
	Washington DC	1312	\$879.04		
Renting		Enterprise	Hertz	Avis	Budget
	Car			\$385 (Hol)	365 (GR)
	Ins?				
	Gas usage (depends on rental car, used 2021 Toyota Camry)	OH ~\$70 DC ~\$130	OH ~\$70 DC ~\$130	OH ~\$70 DC ~\$130	OH ~\$70 DC ~\$130 (110 with Jetta)
	Mileage for Pickup/dropoff	Hol(23*2*0.67)= 30.83 GR (21*2*.67)= 28.14	Hol(23*2*0.67) = 30.83 GR (21*2*.67)= 28.14	Hol(23*2*0.67)= 30.83 GR (21*2*.67)= 28.14	Hol(23*2*0.67)= 30.83 GR (21*2*.67)= 28.14
	Totals			OH~\$490	DC ~\$505

Taxes and fees are included in the price

	AVIS	Budget	enterprise
Location:	Holland Downtown	Holland Downtown Bg	Holland
Address:	520 Chicago Drive, Holland, MI, 49424, US	520 Chicago Drive, Holland, MI, 49424, US	431 Chicago Dr, Ste 5, Holland, MI, 49423, US
Pick-Up Hours:	09:00 AM - 05:00 PM	09:00 AM - 05:00 PM	08:00 AM - 06:00 PM
Economy Car	\$372	\$405	\$364 <small>Lowest Price</small>
Compact Car	\$372 <small>Lowest Price</small>	\$405	\$373
Intermediate Car	\$376 <small>Lowest Price</small>	\$409	\$388
Standard Car	\$384 <small>Lowest Price</small>	\$418	\$406
Full-size Car	\$384 <small>Lowest Price</small>	\$418	\$406

Full-size Car

- Unlimited mileage
- Geographic and Other Restrictions
- Additional Driver Included
- AUTOMATIC transmission, Air conditioning

Reserve Now, Pay Later
No Cancellation Fees

Price Details
\$384.18
Total Rental Price

Terms & Conditions

The price includes your Coastal Member discount and an upgrade.

Continue

Taxes and fees are included in the price

	Alamo	AVIS	Budget	enterprise
Location:	Kent County Airport Terminal	Kent County Airport Terminal	Kent County Airport Terminal	Kent County Airport Terminal
Address:	5500 44th St Se, Grand Rapids, MI, 49512, US	5500 44th Street Se Unit 9, Grand Rapids, MI, 49512, US	5500 44th Street Se Unit 9, Grand Rapids, MI, 49512, US	5500 44th St Se, Grand Rapids, MI, 49512, US
Pick-Up Hours:	07:00 AM - 12:00 AM	08:00 AM - 12:00 AM	08:00 AM - 12:00 AM	07:00 AM - 12:00 AM
Economy Car	\$505	\$371	\$369 <small>Lowest Price</small>	\$465
Compact Car	\$505	\$372	\$369 <small>Lowest Price</small>	\$466
Intermediate Car	\$467	\$394	\$390 <small>Lowest Price</small>	\$494
Standard Car	\$516	\$400 <small>Lowest Price</small>	\$401	\$519
Full-size Car	\$478	\$400 <small>Lowest Price</small>	\$401	\$496

Full-size Car

- Unlimited mileage
- Geographic and Other Restrictions
- Additional Driver Included
- AUTOMATIC transmission, Air conditioning

Reserve Now, Pay Later
No Cancellation Fees

Price Details
\$400.34
Total Rental Price

Terms & Conditions

The price includes \$15 in coupon savings and up to 25% off Avis base rates.

Continue

Taxes and fees are included in the price

AVIS

Budget

enterprise

Location:	Holland Downtown	Holland Downtown Bg	Holland
Address:	520 Chicago Drive, Holland, MI, 49424, US	520 Chicago Drive, Holland, MI, 49424, US	491 Chicago Dr, Ste 5, Holland, MI, 49423, US
Pick-Up Hours:	09:00 AM - 05:00 PM	09:00 AM - 05:00 PM	08:00 AM - 06:00 PM
Economy Car	\$345 <small>Lowest Price</small>	\$378	\$430
Compact Car	\$345 <small>Lowest Price</small>	\$378	\$430
Intermediate Car	\$345 <small>Lowest Price</small>	\$378	\$509
Standard Car	\$381 <small>Lowest Price</small>	\$414	\$467

Standard Car



Volkswagen Jetta or similar

- Unlimited mileage
- Geographic and Other Restrictions
- Additional Driver Included
- AUTOMATIC transmission, Air conditioning

Reserve Now, Pay Later
No Cancellation Fees

Price Details

\$380.82
Total Rental Price

Terms & Conditions

The price includes your Costco Member discount and an upgrade.

Continue

Taxes and fees are included in the price

Alamo

AVIS

Budget

enterprise

Location:	Kent County Airport Terminal	Kent County Airport Terminal	Kent County Airport Terminal	Kent County Airport Terminal
Address:	5500 44th St Se, Grand Rapids, MI, 49512, US	5500 44th Street Se Unit 9, Grand Rapids, MI, 49512, US	5500 44th Street Se Unit 9, Grand Rapids, MI, 49512, US	5500 44th St Se, Grand Rapids, MI, 49512, US
Pick-Up Hours:	07:00 AM - 12:00 AM	08:00 AM - 12:00 AM	08:00 AM - 12:00 AM	07:00 AM - 12:00 AM
Economy Car	\$453	\$405	\$359 <small>Lowest Price</small>	\$453
Compact Car	\$453	\$405	\$347 <small>Lowest Price</small>	\$453
Intermediate Car	\$497	\$411	\$363 <small>Lowest Price</small>	\$497
Standard Car	\$503	\$416	\$364 <small>Lowest Price</small>	\$503

Standard Car



Volkswagen Jetta or similar

- Unlimited mileage
- Geographic and Other Restrictions
- Additional Driver Included
- AUTOMATIC transmission, Air conditioning

Reserve Now, Pay Later
No Cancellation Fees

Price Details

\$364.26
Total Rental Price

Terms & Conditions

The price includes \$10 in coupon savings and up to 30% off Budget base rates.

Continue

Starting Location: _____

Destination: _____

Miles (Round-Trip): _____ *google.com/maps*

Rental Costs

Rental Company

Year Make

Model

Gas Mileage (combined) *fueleconomy.gov*

Gas Tank Capacity

Est. # Gas Fillups ((Miles/Gas Mileage)/Capacity)

Avg Cost of Regular Gas at Destination
gasprices.aaa.com

TOTAL FUEL COST

Daily Rental Fee

of Days

TOTAL RENTAL COST

TOTAL FUEL + RENTAL

Reimbursement Costs

IRS Mileage Rate

TOTAL REIMBURSEMENT COST
(Mileage Rate X Miles)

PLEASE CIRCLE WHICHEVER FINAL COST IS LOWER.

FOLLOWING TRAVEL & REIMBURSEMENT POLICY, DORR TOWNSHIP LIBRARY WILL PAY FULL AMOUNT OF LOWER-COST ALTERNATIVE WITH DOCUMENTATION, EVEN IF THAT FULL AMOUNT EXCEEDS THE ESTIMATE LISTED HERE.

IF EMPLOYEE CHOOSES THE MORE EXPENSIVE OPTION, DORR TOWNSHIP LIBRARY IS ONLY RESPONSIBLE FOR THE LOWER ESTIMATE