

DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: May 15, 2023 @ 6:30 pm

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda:

Approval of the Minutes: April 17, 2023

Treasurer's Report: Credit Card - \$6,603.54 for April

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion and approval of new Strategic Planning consultant
2. Discussion and approval of new Hiring Policy

OLD BUSINESS:

1. Discussion and approval of Volunteer Policy revision
2. Discussion and approval of Personnel Policy Manual

Township Board Meeting: May 25, 2023 7 pm.

Adjournment:

Next regular meeting: June 19, 2023 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: April 17, 2023
6:30 P.M.**

MINUTES

Meeting was called to order at 6:32 pm

Pledge of Allegiance: Was said.

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

Absent: None

Additions to the Agenda: None

Public Comment: None

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

Approval of the Minutes: McLain made a motion to accept the minutes from March 28, 2023, and was seconded by Dykhuis. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the March credit card bill in the amount of \$2,915.87 and was seconded by Brooks. All yes, motion carried.

Committee Report(s): None

Director's Report:

April's Storytime theme is Let's Talk About Caring for the Earth. Karen S had 17 children at her Recycling Storytime on April 4. On April 27, Adam Oster will present a program on the history of Allegan County Poor Farms. Adam Zenz, Children's book author and illustrator, has also been scheduled. Circulation is strong. Budget is up to date. A proposal for cleaning services has been received. Tables have been ordered. A new desktop computer has been ordered to replace Reilly's damaged one. Griffin Pest Control has been contracted to treat for ants. He attended a few series of webinars. He met with Karen Bos, Gun Lake Tribal Librarian, to discuss possible collaboration possibilities. He attended the Lakeland Library Coop Board and Advisory Council meetings. Lakeland will be phasing out free email service to member libraries over the next year. We have begun looking at other options. There was a staff meeting on April 13 to discuss Lakeland's expectation that Patron Point digital library card registration be implemented. He will bring several staff concerns to the point person at Lakeland. Revisions to the Volunteer policy were also discussed. The library volunteer completed her hours. The library closed early on April 5, due to a power outage..

Committee Report: None

NEW BUSINESS:

1. **Discussion and approval of FYE 2024 Budget revision :** Dykhuis motioned to approve the FYE 2024 Budget revision and was seconded by Brooks. All yes, motion carried.
2. **Discussion of FYE 2023 Year-End Financial Forecast:** The Board reviewed and discussed the FYE 2023 Year-End Financial Forecast
3. **Discussion of Volunteer Policy Revision:** The Board discussed the Volunteer Policy. The concern that was expressed was that the staff needed to be comfortable with whomever was selected to volunteer.
4. **Discussion of Dave Medema's withdrawal from the Strategic Planning Agreement:** The Director received an email stating that Mr. Medema needed to withdraw from our scheduled Strategic Planning due to health issues. He offered the name of someone else who may be able to work with us and we will also look for other options.
5. **Discussion and Approval of posting for Library Assistant I position:** Brooks motioned to approve the posting for the Library Assistant I position with the additions mentioned by Hunter, and was seconded by Dykhuis. All yes, motion carried.

OLD BUSINESS

1. **Discussion and Approval of Cleaning Services replacement:** After a short discussion, Hunter motioned to approve the proposal from Coverall for cleaning services and was seconded by McLain. All yes, motion carried.

- 2. Discussion and Approval of Dorr Business Association monthly use of the Community room:** Brooks motioned that the Dorr Business Association be allowed to use the community room, on a monthly basis, free of charge, and was seconded by McLain. All yes, motion carried.

Township Board Meeting: April 27, 2023 at 7:00 p.m. Director Babbitt is scheduled to attend.

Adjournment: McLain motioned to adjourn at 7:35 p.m., and was seconded by Dykhuis. All yes, motion carried.

Next regular meeting: May 15, 2023, at 6:30 p.m.

Submitted by Carrie Brooks

Check Register 2023 - April

Date	Type	Check #	Vender	Memo	Amount
04/01/2023	Check	16079	CENTER POINT LARGE PRINT	Invoice #1999187	-182.96
04/03/2023	Check	16081	ProQuest LLC	Invoice #70783449	-4,041.00
04/03/2023	Check	16082	Lakeland Library Cooperative	Invoice #23-17460, #PT23-804	-4,244.00
04/03/2023	Check	16083	Modern Marketing	Invoice #MMI150608	-313.37
04/05/2023	Tax Payment		IRS	Tax Payment for Period: 03/01/2023-03/31/2023	-1,326.08
04/07/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 03/22/2023-04/04/2023	-304.71
04/07/2023	Payroll Check	DD	Shera Van Goor	Pay Period: 03/22/2023-04/04/2023	-223.25
04/07/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 03/22/2023-04/04/2023	-362.13
04/07/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 03/22/2023-04/04/2023	-704.44
04/07/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 03/22/2023-04/04/2023	-1,190.98
04/07/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 03/22/2023-04/04/2023	-285.74
04/07/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 03/22/2023-04/04/2023	-426.17
04/07/2023	Check	16085	World Trade Press	Invoice #INV678856	-350.20
04/07/2023	Check	16086	Mango Languages	Invoice #INV011933	-1,477.75
04/11/2023	Expense			PAYPAL INST XFER TOPMAGS.COM MAG PAYPAL INST	-24.5
04/14/2023	Check	16087	Book Farm LLC	Invoice #ERG13587F	-199.89
04/17/2023	Check	16088	Allegan County Library Assoc	ACLA Membership dues 2023	-50.00
04/17/2023	Check	16089	SIEGFRIED CRANDALL PC	Invoice #111964	-300
04/17/2023	Check	16090	Lakeland Library Cooperative	Invoice #PT23-843	-216.00
04/20/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 03/01/2023-03/31/2023	-285.98
04/21/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 04/05/2023-04/18/2023	-412.47
04/21/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 04/05/2023-04/18/2023	-700.06
04/21/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 04/05/2023-04/18/2023	-285.75
04/21/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 04/05/2023-04/18/2023	-327.79
04/21/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 04/05/2023-04/18/2023	-1,190.98
04/21/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 04/05/2023-04/18/2023	-348.24
04/21/2023	Check	16091	Jeffrey L. Babbitt	Mileage reimbursement for April	-72.05
04/21/2023	Check	16092	US Bank Equipment Finance	Invoice #499336048	-559.23
04/30/2023	Expense		Chase Card Services		-6,603.54

DORR TOWNSHIP LIBRARY

Profit and Loss

April 2023

	TOTAL
Income	
271-000-402.0 402. Millage	3,922.01
271-000-566 403. State Aid	3,988.54
271-000-658 404. Penal Fines	2,991.82
43400 583. Direct Public Support	
43460 583.3 Legacies and Bequests	
271-000-674.2 583.3.1 Annuity	356.20
Total 43460 583.3 Legacies and Bequests	356.20
Total 43400 583. Direct Public Support	356.20
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	486.03
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	73.89
271-000-602.3 405.4 Faxes	7.60
271-000-659 405.2 Fines	1.10
271-000-667 405.3 Meeting Room Rental	25.00
271-000-675.2 405.9 Uncategorized Income	28.15
271-000.602.1 405.1 Copies	104.50
Total 271-000-675.1 405. Miscellaneous Revenue	240.24
271-000-676.1 407. Reimbursements	1,069.78
271-000-676.2 407.1 Credit Card Credits	26.18
271-000-676.3 407.2 Book Replacement	12.00
407.6 Refund of charges	104.59
Total 271-000-676.1 407. Reimbursements	1,212.55
Total 46400 405-407. Other Types of Income	1,938.82
Total Income	\$13,197.39
GROSS PROFIT	\$13,197.39
Expenses	
271-790-715.3 702. Payroll Expenses	80.00
271-790-930 729-734. Facilities and Equipment	1,614.89
271-790-921 729. Rent, Parking, Utilities	
271-790-920 729.1 Telephone, Telecommunications	269.95
Total 271-790-921 729. Rent, Parking, Utilities	269.95
271-790-931 730. Equip Rental and Maintenance	559.23
Total 271-790-930 729-734. Facilities and Equipment	2,444.07
62100 800. Professional and Contract Services	
271-790-805 805. Professional Dues	249.00
271-790-806 806. Professional Services	300.00
Total 62100 800. Professional and Contract Services	549.00

DORR TOWNSHIP LIBRARY

Profit and Loss

April 2023

	TOTAL
65000 703-728. Operations	
271-790-727 703. Books	1,362.75
271-790-729 704. Ebooks	605.44
271-790-730 705. Periodicals	59.45
271-790-732 708. AV	
271-790-733 708.2 Audiobooks	19.49
271-790-734 708.3 DVD	188.09
708.1 Binge Boxes	145.75
Total 271-790-732 708. AV	353.33
271-790-736 711. databases	5,868.95
271-790-737 720. Supplies	313.37
271-790-738 720.1 Collection/Office Supplies	469.61
Total 271-790-737 720. Supplies	782.98
271-790-739 721. Advertising	55.00
271-790-741 725. LLC Costs	
271-790-742 721.2 Other LLC fees	4,460.00
Total 271-790-741 725. LLC Costs	4,460.00
271-790-880 710. Programs (Community Promotions)	1,589.65
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	72.05
271-790-960.3 709.2 Conference, Convention, Meeting	385.00
Total 271-790-960.2 709.1 Travel and Meetings	457.05
Total 271-790-960.1 709. Ed. & Train Dor	457.05
Total 65000 703-728. Operations	15,594.60
780. Misc Expense	
782. Square Reader Fees	2.64
Total 780. Misc Expense	2.64
Payroll Expenses	
271-790-702 Wages	7,786.23
271-790-715.1 Taxes	600.08
Total Payroll Expenses	8,386.31
Total Expenses	\$27,056.62
NET OPERATING INCOME	\$ -13,859.23
NET INCOME	\$ -13,859.23

DORR TOWNSHIP LIBRARY

General Ledger

April 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						312,747.50
04/01/2023	Check	16079	CENTER POINT LARGE PRINT	Invoice #1999187	271-790-727 703-728. Operations:703. Books	-182.96	312,564.54
04/03/2023	Check	16082	Lakeland Library Cooperative	Invoice #23-17460, #PT23-804	-Split-	-4,244.00	308,320.54
04/03/2023	Check	16081	ProQuest LLC	Invoice #70783449	271-790-736 703-728. Operations:711. databases	-4,041.00	304,279.54
04/03/2023	Check	16083	Modern Marketing	Invoice #MMI150608	271-790-737 703-728. Operations:720. Supplies	-313.37	303,966.17
04/04/2023	Deposit				-Split-	63.69	304,029.86
04/05/2023	Tax Payment		IRS	Tax Payment for Period: 03/01/2023-03/31/2023	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-1,326.08	302,703.78
04/07/2023	Check	16086	Mango Languages	Invoice #INV011933	271-790-736 703-728. Operations:711. databases	-1,477.75	301,226.03
04/07/2023	Check	16085	World Trade Press	Invoice #INV678856	271-790-736 703-728. Operations:711. databases	-350.20	300,875.83
04/07/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 03/22/2023-04/04/2023	Direct Deposit Payable	-1,190.98	299,684.85
04/07/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 03/22/2023-04/04/2023	Direct Deposit Payable	-704.44	298,980.41
04/07/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 03/22/2023-04/04/2023	Direct Deposit Payable	-426.17	298,554.24
04/07/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 03/22/2023-04/04/2023	Direct Deposit Payable	-362.13	298,192.11
04/07/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 03/22/2023-04/04/2023	Direct Deposit Payable	-304.71	297,887.40
04/07/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 03/22/2023-04/04/2023	Direct Deposit Payable	-285.74	297,601.66
04/07/2023	Payroll Check	DD	Shera Van Goor	Pay Period: 03/22/2023-04/04/2023	Direct Deposit Payable	-223.25	297,378.41
04/11/2023	Expense				271-790-730 703-728. Operations:705. Periodicals	-24.50	297,353.91
04/14/2023	Check	16087	Book Farm LLC	Invoice #ERG13587F	-Split-	-199.89	297,154.02
04/14/2023	Deposit				271-000-658 404. Penal Fines	2,991.82	300,145.84
04/17/2023	Check	16089	SIEGFRIED CRANDALL PC	Invoice #111964	271-790-806 800. Professional and Contract Services:806. Professional Services	-300.00	299,845.84
04/17/2023	Check	16088	Allegan County Library Assoc		271-790-805 800. Professional and Contract Services:805. Professional Dues	-50.00	299,795.84
04/17/2023	Check	16090	Lakeland Library Cooperative	Invoice #PT23-843	271-790-742 703-728. Operations:725. LLC Costs:721.2 Other LLC fees	-216.00	299,579.84
04/17/2023	Deposit				-Split-	7.50	299,587.34
04/19/2023	Deposit				-Split-	1.85	299,589.19
04/20/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 03/01/2023-03/31/2023	271-000-228.3 Payroll Liabilities:MI Income Tax	-285.98	299,303.21
04/21/2023	Check	16091	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-72.05	299,231.16
04/21/2023	Check	16092	US Bank Equipment Finance	Invoice #499336048	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-559.23	298,671.93
04/21/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 04/05/2023-04/18/2023	Direct Deposit Payable	-1,190.98	297,480.95
04/21/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 04/05/2023-04/18/2023	Direct Deposit Payable	-285.75	297,195.20
04/21/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 04/05/2023-04/18/2023	Direct Deposit Payable	-327.79	296,867.41
04/21/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 04/05/2023-04/18/2023	Direct Deposit Payable	-348.24	296,519.17
04/21/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 04/05/2023-04/18/2023	Direct Deposit Payable	-700.06	295,819.11
04/21/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 04/05/2023-04/18/2023	Direct Deposit Payable	-412.47	295,406.64
04/25/2023	Deposit				-Split-	6.82	295,413.46

DORR TOWNSHIP LIBRARY

General Ledger

April 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
04/28/2023	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	58.10	295,471.56
04/30/2023	Deposit				-Split-	9,603.86	305,075.42
04/30/2023	Expense		Chase Card Services		-Split-	-6,603.54	298,471.88
Total for 271-000-001 Checking						\$ -	14,275.62

DORR TOWNSHIP LIBRARY

Balance Sheet As of April 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	298,471.88
271-000-002 Savings	255,277.38
271-000-003 Huntington CD	6,482.94
Total Bank Accounts	\$560,232.20
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$570,458.81
TOTAL ASSETS	\$570,458.81
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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	421.94
271-000-229.1 Federal Taxes (941/944)	628.97
271-000-229.2 Federal Unemployment (940)	60.25
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	2,988.93
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,334.60
Total Current Liabilities	\$6,334.60
Total Liabilities	\$6,334.60

DORR TOWNSHIP LIBRARY

Balance Sheet As of April 30, 2023

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	457,091.35
Net Income	-13,859.23
Total Equity	\$564,124.21
TOTAL LIABILITIES AND EQUITY	\$570,458.81

FY 2023-2024 Budget																
Month																
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	2023-2024 Budget	
																\$267,150.00
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	
Emp. Wages	\$6,842.71												\$6,842.71	\$89,157.29	\$96,000.00	
Payroll taxes	\$1,623.60												\$1,623.60	\$25,026.40	\$26,650.00	
Health Insurance													\$0.00	\$2,000.00	\$2,000.00	
Total	\$8,466.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,466.31	\$116,183.69	\$124,650.00	
Emergency Min Wage Increase Fund													\$0.00	\$14,350.00	\$14,350.00	
Total with Min Wage Increase													\$0.00	\$139,000.00	\$139,000.00	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	
Audit fee	\$300.00												\$300.00	\$2,700.00	\$3,000.00	
Collection Agency													\$0.00	\$50.00	\$50.00	
Custodial Fees													\$0.00	\$8,000.00	\$8,000.00	
Legal Fees													\$0.00	\$5,750.00	\$5,750.00	
Professional Dues	\$249.00												\$249.00	\$551.00	\$800.00	
Library Board Bonding													\$0.00	\$350.00	\$350.00	
Workers Comp													\$0.00	\$600.00	\$600.00	
Strategic Planning													\$0.00	\$9,800.00	\$9,800.00	
Total	\$549.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$549.00	\$27,801.00	\$28,350.00	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	
Books	\$1,362.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,362.75	\$15,637.25	\$17,000.00	
Adult	\$547.37												\$547.37	\$6,152.63	\$6,700.00	
Childrens	\$376.53												\$376.53	\$4,908.47	\$5,285.00	
Tween	\$89.62												\$89.62	\$1,280.38	\$1,370.00	
YA	\$349.23												\$349.23	\$3,295.77	\$3,645.00	
DVD	\$188.09												\$188.09	\$1,311.91	\$1,500.00	
Audiobooks	\$19.49												\$19.49	\$1,180.51	\$1,200.00	
Video Games													\$0.00	\$1,000.00	\$1,000.00	
Games to Go													\$0.00	\$250.00	\$250.00	
Kits													\$0.00	\$500.00	\$500.00	
Binge Boxes	\$145.75												\$145.75	\$354.25	\$500.00	
Periodicals	\$34.95												\$34.95	\$1,715.05	\$1,750.00	
Programs	\$1,582.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,582.65	\$10,417.35	\$12,000.00	
General Programming	\$1,112.52												\$1,112.52	\$7,887.48	\$9,000.00	
Summer Reading	\$470.13												\$470.13	\$2,529.87	\$3,000.00	
Grant Purchases													\$0.00	\$0.00	\$0.00	
Advertising	\$55.00												\$55.00	\$945.00	\$1,000.00	
Office/General Supplies	\$782.98												\$782.98	\$6,217.02	\$7,000.00	
Employee Training	\$385.00												\$385.00	\$5,615.00	\$6,000.00	
Library Board Training													\$0.00	\$400.00	\$400.00	
Transportation	\$72.05												\$72.05	\$427.95	\$500.00	
Coop Fees	\$4,010.00												\$4,010.00	\$13,990.00	\$18,000.00	
Databases	\$7,373.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,373.08	\$11,526.92	\$18,900.00	
emagazines, e-	\$1,055.44												\$1,055.44	\$3,604.56	\$4,660.00	
Mango Languages	\$1,477.75												\$1,477.75	\$22.25	\$1,500.00	
Ancestry.com	\$4,041.00												\$4,041.00	-\$1.00	\$4,040.00	
Movie License													\$0.00	\$400.00	\$400.00	
Hoopla (ebooks)	\$448.69												\$448.69	\$4,951.31	\$5,400.00	
World Trade Press	\$350.20												\$350.20	\$49.80	\$400.00	

	Learning/Lynda.com														\$0.00	\$2,500.00	\$2,500.00
Total		\$15,992.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,992.30	\$71,488.21	\$87,500.00
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	
Building Ins.	General Liability Insurance													\$0.00	\$2,500.00	\$2,500.00	
	Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00	
	Internet/phone													\$0.00			
	Trash													\$0.00			
	Recycling													\$0.00			
	Building Maintenance and Improvement	\$985.74	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$985.74	\$3,214.26	\$4,200.00	
	Tables (children)	\$985.74												\$985.74	-\$585.74	\$400.00	
	Security system													\$0.00	\$900.00	\$900.00	
	Other building maint.													\$0.00	\$0.00	\$0.00	
	Pest Control													\$0.00	\$1,100.00	\$1,100.00	
	Q Window Cleaning													\$0.00	\$500.00	\$500.00	
	Services (window)													\$0.00	\$1,000.00	\$1,000.00	
	Equipment	\$1,188.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,188.38	\$11,261.62	\$12,450.00	
	until August 2021)	170.42												\$170.42	\$1,879.58	\$2,050.00	
	AED													\$0.00	\$500.00	\$500.00	
	Firewall													\$0.00	\$200.00	\$200.00	
	Computer								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	
	General Grant Funds													\$0.00			
	Copier	\$559.23												\$559.23	\$5,140.77	\$5,700.00	
	Website													\$0.00	\$1,000.00	\$1,000.00	
	Misc	\$629.15												\$629.15	\$370.85	\$1,000.00	
	Grant Funds													\$0.00			
	Equipment Mant.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,900.00	\$3,900.00	
	Computer Maint.													\$0.00	\$2,500.00	\$2,500.00	
	CD/DVD Cleaner													\$0.00	\$400.00	\$400.00	
	Software													\$0.00	\$1,000.00	\$1,000.00	
	Misc													\$0.00	\$100.00	\$100.00	
Total		\$2,174.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,174.12	\$24,475.88	\$26,650.00
Projected Revenue																	
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budgeted		
	INTEREST	486.03												\$486.03	\$1,200.00		
	PENAL FINES	2777.67												\$2,777.67	\$28,000.00		
	STATE AID	3988.54												\$3,988.54	\$3,500.00		
	MILLAGE	3922.01												\$3,922.01	\$168,000.00		
	FRIENDS													\$0.00	\$200.00		
	Annuities, grants, etc	\$1,425.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,425.98	\$4,274.40		
	Allainz	356.2												\$356.20			
	LSTA Grant													\$0.00			
	ACCF Grant													\$0.00			
	Misc. Grants	1069.78												\$1,069.78			
	MISC INCOME	\$307.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$307.51	\$2,000.00		
	Fines	13.1												\$13.10			
	Copies	31.1												\$31.10			
	Room Rental	25												\$25.00			
	summer reading													\$0.00			
	Misc.	132.74												\$132.74			
	Craft													\$0.00			

Director's Report, May 2023

Library Operation Updates

This month's Storytime theme is Let's Talk About Summer. Twenty-four people attended our April 27 program on the history of Allegan County Poor Farms with the Library of Michigan's Adam Oster, which was well-received. May the Fourth Star Wars day was packed with 30 children and their parents in the Community Room, plus more in the main library for games and crafts outside of Lexi's program. We received all of the necessary materials and equipment for our popup library and are now ready for some fully functional remote appearances in the summer.

Statistics

Circulation statistics continue to be strong. RLA data for Libby was unavailable by the time of the meeting. There was a slight dip in certain categories, which could be attributed to Spring Break, as many families went away during that time.

Budget and Financial Items

The Budget is up to date.

Staff and Building Items

Coverall began cleaning the first Tuesday in May before we opened. Although there were a couple of technical problems after the first day, the quality of their work is very good. We received our 5 new 8' banquet tables for programming. I completed training on the Circulation Desk on April 26. Lakeland's Amber McLain trained staff on Patron Point digital library card registration service May 11.

Meetings, Workshops, etc.

April 20 was the Allegan County Library Association meeting in Fennville. Among other things, we determined that the next countywide Training Day will not be until 2025, and will occur every 3 years. Karen Bos of the Gun Lake Tribal Library presented and joined the association.

On May 1, I met over Zoom with Carol Dawe of Lakeland Library Coop about her Strategic Planning services. On Friday May 5, Bill Paxton met me at the library to discuss his approach. We will talk more in depth about the candidates for Strategic Planning consultant later in the meeting.

May 10, the Dorr Elementary Student Council visited the library to present the Social Contract they created for the library! We are discussing where to post it so that patrons can read and then sign on to support it.

Volunteers

No volunteers at the library in the past month.

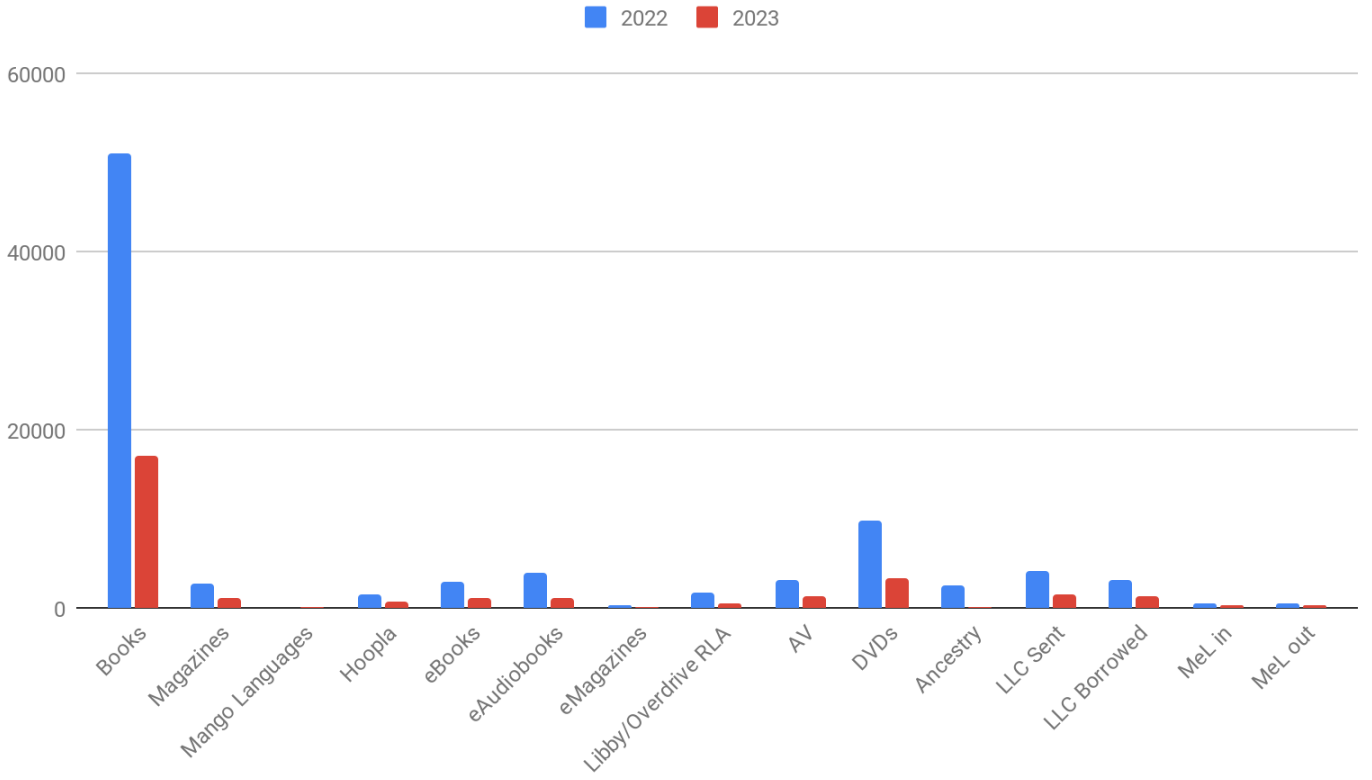
Library Closings

No closings this month.

Completed May 11, 2023, 11:45AM

	2022											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4006	3461	4590	4258	3676	5177	5526	4764	4215	4205	3879	3386
Magazines	188	172	242	170	239	322	208	169	280	280	238	255
Mango Languages	0	13	3	4	1	1	0	7	5	4	2	4
Hoopla	110	134	131	173	149	145	134	130	130	154	142	111
eBooks	254	198	233	236	249	223	266	265	273	281	289	275
eAudiobooks	336	257	335	348	327	308	313	318	309	379	362	358
eMagazines	39	60	52	35	22	30	12	17	21	20	44	23
Libby/Overdrive RLA Loans	148	123	136	177	138	157	144	155	136	154	161	156
AV	278	235	293	291	233	258	333	275	224	255	228	301
DVDs	826	705	963	934	751	796	1057	875	578	728	834	804
Ancestry	3	0	230	362	102	65	108	196	42	512	572	337
LLC Sent	391	333	367	321	243	385	339	366	374	396	316	334
LLC Borrowed	299	223	176	257	175	307	286	329	485	244	223	232
MeL in	57	50	44	38	48	44	53	51	53	54	60	38
MeL out	63	54	47	40	50	44	58	51	58	53	60	37

	2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4263	4118	4682	4005								
Magazines	230	287	291	392								
Mango Languages	2	49	12	4								
Hoopla	198	198	205	188								
eBooks	259	252	323	273								
eAudiobooks	365	320	388	387								
eMagazines	27	19	34	39								
Libby/Overdrive RLA Loans	167	171	184									
AV	328	237	414	302								
DVDs	879	634	853	995								
Ancestry	63	13	70	63								
LLC Sent	372	387	475	354								
LLC Borrowed	437	251	394	332								
MeL in	67	56	71	65								
MeL out	70	54	69	67								





Dorr Township Public Library
May 6, 2023

Project Description:

This is a proposal prepared by Paxton Change Solutions (PCS) for assisting Dorr Township Public Library (DTPL) with its strategic planning. The project focuses specifically on facilitating an environmental scan including input from stakeholders of the organization, reviewing mission, clarifying values, creating a vision, choosing strategic initiatives, designing bi-annual objectives and annual action steps, and implementing a monitoring system. The proposed project consists of six stages.

Stage I: Introduction

The Strategic Planning process will be introduced to Board and staff members at a regularly scheduled meeting of the **Board on August 21**. At this 60 minute session, Board and staff members will also confirm the organization’s key stakeholders and identify the “big questions” that need to be answered through the strategic planning process.

This stage will be completed no later than August 31.

Stage II: Information Gathering

To create a strategic and realistic plan, information about the organization and the environment within which it operates will be obtained. This will be done through focus groups and interviews of key stakeholders, and by gathering information about the environment.

PCS will conduct four focus groups of 5 to 10 stakeholders identified and invited by the Director. Each focus group will be 60 minutes in length. One focus group will be for employees. Other potential stakeholders include library patrons, local businesses or groups, township officials, donors, and leaders of educational and non-profit organizations. Up to 5 key external stakeholders identified by the Director will also be interviewed in-person or via phone or Zoom.

The DTPL Director will gather information for an environmental audit following a format provided by PCS. PCS will organize the information gathered through the stakeholders and the

audit so it can be analyzed, and offer observations for understanding the material. The environmental scan analysis will be reviewed and items will be prioritized by the Board.

This information will be gathered and analyzed during August and September completing this phase by October 13. The board's prioritization will be completed at the Stage III workshop to be held on October 16.

Stage III: Reviewing Mission and Values

Stage III will consist of a 2½ hour workshop with Board members, key staff, and the Director. The outcomes expected of this session are as follows:

- Reviewing the SWOT, selecting the “vital few”
- Reviewing the mission statement providing clarity and direction
- Defining the organization's values
- Identifying the organization's unique positioning in the external environment
- Appointing board members to join the Director and consultant as part of a task team to finalize the wording of a draft of the mission and values

PCS will facilitate the workshop, and create a report capturing the results of the session. The task team will rewrite the mission statement and the values capturing Board identified themes.

The facilitated **workshop will be held on October 16** following the business meeting of the regularly scheduled Board meeting. The mission and values will be ready by November 10.

Stage IV: Creating a Vision and Identifying Strategic Ends

A 2½ hour workshop with the Board and Director will be used to complete stage IV. The outcomes expected of this session include:

- Presenting the draft mission and values statements
- Creating a 5 -10 year vision for the organization
- Identifying Strategic Ends (Initiatives) to guide the organization in the next 3-5 years
- Appointing a task team to finalize a draft Vision Statement and Strategic Ends

This **workshop will be held November 20** following the regularly scheduled Board meeting. The vision statement and strategic ends will be ready by December 8.

Stage V: Creating Objectives and Action Steps

PCS will facilitate a 90-minute workshop with the Director and selected staff no later than January 5, 2024. The purpose of the workshop is to assist in writing measurable bi-annual objectives and quarterly action steps for achieving the strategic initiatives identified by the Board. This will provide a common method for creating, monitoring, and reporting. PCS will

provide the methodology for creating action steps, using the organization’s strengths and weaknesses to address its opportunities and threats.

PCS will also conduct a 60-minute session with Board members to review the draft Strategic Plan and to create decision criteria for strategic decision making when needed. Board review of the draft material will be completed at the January Board meeting.

Board approval of the Strategic Plan can occur in a regularly scheduled board meeting anytime following this review.

Stage VI: Implementing a Monitoring System

PCS will work with the Director to develop and implement a system to ensure that the plan is being monitored regularly. The system will identify key indicators showing progress toward achieving the strategic ends. The Board-created decision criteria will also be operationalized. The monitoring system should be in place and the consultation completed by February 2, 2024.

Resources provided by the organization:

- Board member time for attendance of all scheduled meetings & workshops
- Staff time organizing, scheduling, and participating in focus groups and interviews
- Staff time gathering data
- Staff time to attend meetings (phone, in-person, Zoom) and workshops
- Facility for workshops
- Any costs related to workshops including but not limited to copying, equipment rental, food, and drink.

Project Fee: \$9,300

Charges for the project will be invoiced and is due on the following schedule:

- \$2,325 (25%) upon signing the proposal
- \$2,325 (25%) upon completion of Phase II
- \$2,325 (25%) upon completion of Phase IV
- \$2,325 (25%) upon completion of Phase VI and delivery of the final report

Payments are due within 15 days of invoice submission. Any work completed beyond the specified activity in this proposal will be billed at PCS’s normal hourly rate of \$150.

Signature below indicates acceptance of this proposal as written:Moni

Jeffrey Babbitt, Director
Dorr Township Library

Date

STRATEGIC PLANNING WORK PLAN

PROJECT NAME	START DATE	END DATE	% of PROGRESS
STRATEGIC PLANNING	8-Aug	19-Feb	0%

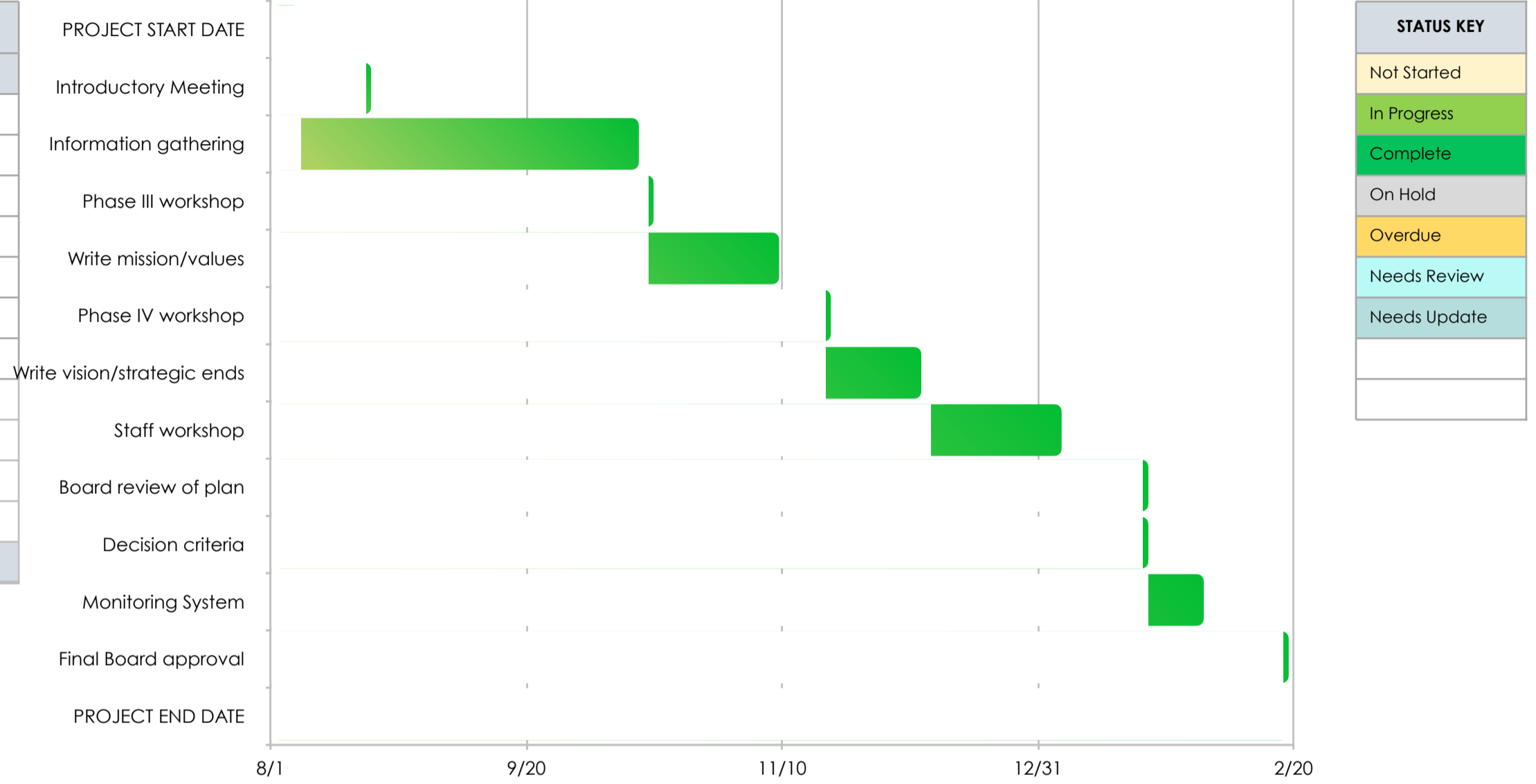
CONSULTANT
Bill Paxton

Enter each Task Start and End Date, below.
Duration in Days and Chart Data will automatically populate.
Remove any unused rows.

TASKS	RESPONSIBLE	START	CHART DATA Do Not Alter	END	DAYS	STATUS
PROJECT START DATE		8/8				
Introductory Meeting		8/21		8/21	1d	
Information gathering		8/8		10/13	67d	
Phase III workshop		10/16		10/16	1d	
Write mission/values		10/16		11/10	26d	
Phase IV workshop		11/20		11/20	1d	
Write vision/strategic ends		11/20		12/8	19d	
Staff workshop		12/11		1/5	26d	
Board review of plan		1/22		1/22/2024	1d	
Decision criteria		1/22		1/22	1d	
Monitoring System		1/23		2/2	11d	
Final Board approval		2/19		2/19	1d	
PROJECT END DATE				2/19		

PROJECT DELIVERABLE
Strategic Plan

SCOPE STATEMENT
DTPL will have a 3-5 year strategic plan consisting of mission, values, vision, strategic ends, objectives, action steps, decision criteria, and a monitoring tool.



STAKEHOLDER LIST

NAME	POSITION	ROLE IN PROJECT	EMAIL ADDRESS	REQUIREMENTS	EXPECTATIONS
John Smith	VP of Product	Final approval of milestones	john@123.com	Downtime of no longer than 20 minutes	QA to take less than 1 week, marketing to promote new features in newsletter

Hiring Policy

- I. Dorr Township Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, gender expression, genetic information, disability, veteran status, or other characteristic protection under applicable federal, state or local laws (“Protected Classification”).
- II. The hiring process for Dorr Township Library includes the following steps:

A. Job postings

1. The Library Director and any other personnel designated by the Director (“the Hiring Committee”) will create job postings for positions below that of Director that briefly describe Dorr Township Library and the current job opening. All job openings will be posted concurrently on the Library’s website and externally with sources appropriate for the position being filled. The Director will determine how long the job is posted and be responsible for tracking all applicants and retaining applications and resumes as required.
2. The Library Board’s Personnel Committee and anyone they designate will create and track job postings for Director.

B. Interview process

1. Top applicants will be selected and interviewed by the Hiring Committee using questions they have agreed upon. Candidate evaluation forms will be completed after each interview and retained with the application.
2. The Director will notify applicants who are not selected for the position.

C. Reference checks. The Director will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of three references are required from each candidate.

D. Job offers and background checks

1. After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks.
2. Criminal background checks will be performed using the Michigan Department of State Police ICHAT program.

3. Once the Director receives satisfactory results from the required background check, the candidate will receive a final job offer. If a candidate fails to accept an offer of employment within 2 business days, the Hiring Committee may contact other candidates. For administrative positions, this period will be extended to 5 business days.

E. Orientation. Each new hire will have paid time to fill out paperwork, review and sign the Acknowledgment Form for the Personnel Policy Manual, and complete the Niche Academy Beginning Workshop through the Library of Michigan. An exception may be made if the new hire has public library experience.

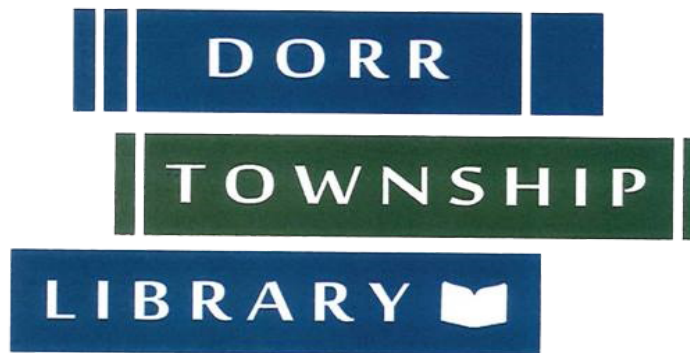
1. Volunteer Policy

- The Dorr Township Library welcomes members of the community serving as volunteers. The services volunteers perform are valued and valuable. Volunteer activities are governed by the following guidelines:
 - A volunteer represents the Library to the community while actively serving as a volunteer.
 - A volunteer is expected to follow approved policies and procedures of the Library during the time of volunteering within the Library building and at library events elsewhere.
 - The Library may decide to discontinue or change a volunteer's service assignment if it is determined that the assignment is no longer beneficial.
 - The Library cannot guarantee any specific amount of hours for individual volunteers.
 - Preference for most volunteer activities is given to local students who must fulfill school requirements.
 - The Library will not accept any court-ordered volunteers who have committed crimes involving theft, assault, or danger to children or other felonies.

The Dorr Township Library welcomes volunteers, but will not provide any compensation besides a letter of acknowledgement of service. Volunteers will be asked to check in before beginning work so that hours can be accurately logged.

Volunteer Policy

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 - A. A volunteer represents the Library to the community while actively serving as a volunteer.
 - B. A volunteer is expected to follow approved policies and procedures of the Library during the time of volunteering within the Library building and at library events elsewhere.
 - C. The Library may decide to discontinue or change a volunteer's service assignment if it is determined that the assignment is no longer beneficial.
 - D. The Library cannot guarantee any specific amount of hours for individual volunteers.
 - E. Preference for most volunteer activities is given to local students who must fulfill school requirements.
 - F. Final determination of whom is permitted to volunteer at the Library is left to the judgment of staff who will be directly involved with the volunteer's activities in the Library.
- II. Dorr Township will conduct criminal background checks and/or reference checks to aid in judging the candidate's fitness to work in the Library.
 - A. Volunteers coming with references from Friends of Dorr Township Library or the local schools' National Honor Society need not be subject to additional background check.
 - B. The Library will not accept any volunteers who have been convicted of a felony, especially those involving assault or danger to children.
- III. The Dorr Township Library welcomes volunteers, but will not provide any compensation besides a letter of acknowledgement of service. Volunteers will be asked to check in before beginning work so that hours can be accurately logged.



Personnel Policy Manual

(Effective _____, 2023)

This Handbook is the property of the Dorr Township Library. Each employee is responsible for knowing its contents and updates, for safeguarding it, and for returning it to the Library upon separation from employment.

PERSONNEL POLICY MANUAL

I. At-Will Employment

- A. All Library employees are employed at will unless expressly provided otherwise in a written employment contract.

II. Scope, Purpose and Intent

- A. This manual is applicable to all employees of the Dorr Township Library, unless otherwise contrary to the terms of an employment contract.
- B. This manual should not be construed as creating a contract between the Dorr Township Library and its employees. The interpretation and operation of the policies are within the sole discretion of the Library Director and the Library Board.
- C. This manual is for the use of employees of the Dorr Township Library. It is not intended to create any third-party beneficiary rights.

III. Amendment

- A. The Dorr Township Library reserves the right to alter, modify, amend, add to, or terminate the policies, benefits and compensation in any manner. Material changes will be in writing.

IV. Equal Employment Opportunity.

- A. The Dorr Township Library will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, gender expression, genetic information, disability, veteran status, or other characteristic protection under applicable federal, state or local laws ("Protected Classification"). No personnel action will unlawfully discriminate against an individual based on any Protected Classification. Personnel actions include, but are not limited to: recruitment, employment, promotion, transfer, disciplinary action, lay-off, termination, rates of pay or other forms of compensation, and selection for training.
- B. Except where permitted by law, the Library will not deny an individual the full and equal enjoyment of its goods, services, facilities, privileges, advantages, or accommodations because of any Protected Characteristic.
- C. Dorr Township Library will observe federal and state laws concerning equal employment opportunity. The Library will make reasonable accommodations, as required by law, for the disabilities of otherwise qualified employees or applicants.

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- D. All persons hired by the Library must be eligible to work in the United States pursuant to the Immigration Reform and Control Act of 1986.

V. Accommodation and Disability Notification

- A. The Door Township Library is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodations where appropriate. In general, it is the responsibility of the employee or applicant to request a specific accommodation.
- B. Under Michigan law, disabled employees who feel accommodation is needed to perform a job must notify the Library Director in writing of the need for accommodation within one hundred eighty-two (182) calendar days after the date the employee knew or reasonably should have known that an accommodation was needed. The Dorr Township Library will make accommodations that do not pose an undue hardship.

VI. Harassment.

- A. Dorr Township Library is committed to providing a workplace free from harassment. Therefore, Dorr Township Library prohibits harassment of employees based on a Protected Characteristic. Harassment can occur with a single severe incident or through a pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment can result from a broad range of actions, which might include, but are not limited to, the following:
1. physical or verbal intimidation;
 2. derogatory ethnic jokes;
 3. religious slurs;
 4. persistent, unwelcome personal attention and/or gifts focused on particular staff members and not the staff as a whole, or
 5. sexual harassment (as defined below).
- B. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:
1. submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;

-
2. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or
 3. such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.
- C. This policy against harassment also prohibits acts of non-employees which result in an intimidating, hostile, or offensive employment environment or unreasonably interfere with an individual's employment.
- D. Procedure.
1. An employee who believes that he or she has been harassed shall promptly provide a written report of the incident to the Library Director or the Library Board.
 2. Dorr Township Library will conduct a prompt and thorough investigation of each incident and, if a violation is found, will take prompt and appropriate action against the person or persons responsible.
- E. Employees who violate the policy will be subject to discipline up to and including discharge. Dorr Township Library prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment.
- F. Non-employees who violate this policy shall be considered in violation of the Patron Behavior Policy (III.L.) and may be barred from use of the library for specified periods of time.

VII. Work Schedule and Overtime

- A. The Library Director will schedule staff to accommodate the full access to library services, without sacrificing quality of service to our patrons.
- B. The Library Director keeps track of hours worked for each employee. Employees are required to accurately record their time as the time is worked.
- C. Non-exempt employees will be paid overtime for all hours over 40 in a workweek. The Library Director must approve overtime.
- D. Improper deductions from salaries of exempt employees will not be made. If you believe that an improper deduction has been made, immediately

report this to the Library Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred you will be promptly reimbursed for any improper deduction that was made.

VIII. Conduct.

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

all communications. Be open and accepting of other people's values and needs.

10. Stewardship. Protect and ensure the best interest of the library at all times and be an ambassador for the Dorr Township Library on the job or in the public. Use library resources economically and responsibly.
11. Leadership. Be a mentor to your fellow staff members and new employees by exemplifying the characteristics of excellent service to patrons at all times.
12. Compassion. Be caring and empathetic to the feelings, thoughts, and experiences of fellow staff members and patrons indiscriminately and without judgment.

B. Personal Internet Usage.

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

C. Phone answering procedure.

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

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

D. Dress.

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

E. Lateness/Illness.

1. All staff are expected to arrive and be ready for their shift at least 5 minutes prior to the beginning of their shift. Incidents of lateness or employees not prepared for work at least 5 minutes prior to the start of the shift, will be documented. Refer to the Disciplinary Action Policy below for steps.

2. In case of illness, staff are expected to report to the Library Director if the library is not yet open or to the staff working if the library is open. PTO will be used for hours taken off. After three successive days of illness, staff may be required to provide documentation of illness to the director.

F. Opening Procedure

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

1. Turn on Circulation computers.
2. Open Sierra from the desktop of each computer.
3. Turn on patron computers.
4. Empty the drop box. Be sure to back-date to the previous night or Saturday, if the current day is Monday. To ensure that current check-ins are not mixed with overnights, it is recommended that the overnights be removed promptly from the drop box.
5. Change the stamps to the current date.
6. Print holds.
7. Send hold notifications to patrons.
8. Check and process deliveries on days when we have deliveries.
9. Prepare outgoing holds for delivery.

G. Closing Procedure.

The Closer is expected to remain after closing time approximately 15 minutes to verify that all duties are finished. All time worked will be compensated.

1. Shut down patron computers, including the OPAC computer.
2. Add up the money taken in at the circulation desk and record the amount on the petty cash sheet under the correct date.
3. Place the money in the appropriate drawer in the Director's office. The petty cash drawer at the circulation desk should contain \$50

at the end of this process.

4. Check the bathrooms for problems and ensure that they are stocked.
5. Lock both sides of both sets of doors.
6. Turn off all lights and verify that everything has been done.
7. Set the alarm using your code followed by the number 2. Once the alarm is armed, leave the building, locking the staff door behind you.

H. Scheduling.

A schedule of work times will be posted in the break room. Breaks may be taken at the discretion of the employee during times when the library is not busy and workloads permit.

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

IX. Personnel Files and Employee Records.

A. Disclosure of Employee File Information.

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

1. Disclosure of employee information shall be handled in accordance with the following:
 - a) All requests for information contained within employee personnel files, including requests for employment verification and job references, shall be forwarded to the Library Director.
 - b) Upon receiving a request for information, the Library Director shall require authorization from the individual about whom information is being requested before releasing any information, unless the request is pursuant to a subpoena or request from a governmental agency. The authorization must be in writing and signed by the individual who is the subject of the request. It must state

the type of information that may be released and the party to whom information may be supplied.

- c) The information requested shall be released only to the party authorized to receive it. This information may be provided by the Library Director.
- d) The confidentiality of social security numbers contained in personnel files or employment records shall be maintained in compliance with Michigan's Social Security Number Privacy Act (P.A. 454 of 2004).

2. Social Security Numbers Privacy.

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

- a) Dorr Township Library will not:
 - (1) Publicly display more than 4 sequential numbers of an individual's complete social security number;
 - (2) Use the SSN as the primary account number for any individual;
 - (3) Visibly print the SSN on any identification badge or card, membership card, or permit or license;
 - (4) Require an individual to use or transmit the SSN over the internet or computer system unless the connection is secure or the transmission is encrypted;
 - (5) Require an employee to transmit the SSN to gain access to an internet website or computer system network unless the connection is secure, the transmission is encrypted, or a password or other authentication device is required to gain access;
 - (6) Include the SSN in or on any document sent to an individual if the numbers are visible on or, without manipulation, from outside of the envelope or

packaging;

(7) Include the SSN in or on any document or information mailed to an individual, except in accordance with the Act or other applicable laws, rules, or regulations; or

(8) Unlawfully disclose social security numbers in violation of the Act or other applicable laws, rules, and regulations.

b) Only personnel authorized by the Library Director will have access to documents that contain social security numbers. Documents containing social security numbers will be disposed of in an appropriate manner that protects their confidentiality, such as shredding, when no longer needed and in accordance with the requirements of state and federal law. Penalties for violating this Policy may include discipline up to and including dismissal and violations of the Act are punishable to the extent of the law (P.A. 454 of 2004).

X. Compensation.

A. Evaluations.

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

Dorr Township Library

Employee Performance Evaluation

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

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

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

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

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

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

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

SUPERVISORY COMMENTS

EMPLOYEE COMMENTS _____

RECOMMENDATIONS AND GOALS _____

Supervisor Signature

Date

Employee Signature

Date

2. Merit increases shall be based upon a rating of the employee's work performance and budget availability. Such ratings shall be prepared at the completion of the initial employment period (90 days) and prior to the library's fiscal year end thereafter.

B. Benefits.

No health, dental, vision, or life insurance is provided. However, pursuant to the Affordable Care Act, we encourage employees to explore options for health care on the Health Insurance Marketplace.

C. Emergency Closing Compensation.

1. When emergency conditions require that the Dorr Township Library facility be closed, employees will be paid for their regularly scheduled hours..
2. Decisions for closing the library due to weather or other emergencies will be made by the Library Director. The following conditions shall be considered for emergency closings or delays:
 - a) Weather conditions that result in both Hopkins Public and Wayland Union Schools closing for the day. Outside of scheduled school days/times, the Director may consider weather emergencies such as tornado or blizzard warnings and local road conditions when determining closure or delay.
 - b) Power failure or other malfunctions of the library building (i.e., inoperable furnace, flooding, etc.).
 - c) No computer service with a resolution to the problem projected to be 2 or more hours in the future.
3. In severe weather, staff members who cannot travel to work will not be paid if the library is open for business. Employees who lose time in such circumstances will have the following options:
 - a) Take time off without pay;
 - b) Use PTO for hours missed;
 - c) Make up the time within the pay period with the approval of the Library Director.

XI. Vacation.

A. Paid time-off/Leave Policy.

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

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

3. Time off includes the following categories: sick time, vacation time, personal days.
4. All employees will work at the library a minimum of 3 months to be eligible for paid time off based on the scale above. After 90 calendar days, PTO will be prorated for the hours scheduled and

the remaining number of months in the fiscal year in a lump sum. Prorated PTO is illustrated in the chart above.

5. Requests for time off will be given to the Library Director in writing at least 1 week in advance when possible and must contain a replacement for days requested off.

B. Holidays

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

C. Jury Duty

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

D. Military Leave

1. A military leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice or if it is otherwise impossible or unreasonable.
2. Employees who enter active military service in any branch of the Armed Forces of the United States or the National Guard shall be entitled to reemployment rights in accordance with the Federal and State statutes governing such reemployment rights in effect at the time the employee seeks reemployment with the Library.
3. Benefit accruals such as PTO will be suspended during the leave and will resume upon the employee's return to active employment.

4. For each day that a full-time employee is on such non-emergency duty leave, when the employee otherwise would have worked, the employee shall receive the difference between the employee's salary or regular straight time rate of pay for up to eight (8) hours and the amount the employee received for such training for up to a maximum of ten (10) days per year.
5. For each day that a full-time employee is on such emergency duty leave, when the employee otherwise would have worked, the employee shall receive the difference between the employee's salary or regular straight time rate of pay for up to eight (8) hours and the amount the employee received for such emergency duty for up to a maximum of five (5) days. All other leaves not specified in this policy shall be unpaid.

E. Bereavement Leave

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

copied to the Board and Library Director.

F. Leave of Absence.

1. Personal leave of absence without pay may be granted at the discretion of the Library Director. All requests for a personal leave of absence must be in writing and state the reasons for and the duration of the requested leave. The written request must be signed by the employee. Approval shall be in writing by the Library Director.
2. Employees on personal leave are required to utilize any Paid Time Off (PTO) to which they are entitled, from the beginning of the leave. Holidays falling within the leave will not be paid.
3. While on personal leave without pay, an employee does not accumulate continuous service credit, but retains credit for previous service.
4. Employees who accept other full-time employment while on personal leave will be considered to have resigned their Dorr Township Library employment. The Library may, at its discretion, grant reemployment during or at the end of the approved personal leave.

XII. Disciplinary Action Policy.

- A. Dorr Township Library employees are expected to conduct themselves and their work in accordance with Dorr Township Library rules when they are on duty in the Library and when they serve as representatives of the Library. All Dorr Township Library employees are subject to disciplinary action as established by the Library for various offenses or infractions that conflict in spirit or letter with responsibilities of being a Library employee and representative. The degree of discipline will vary according to the magnitude or severity of the offenses, as determined by the Library Director. Disciplinary action may take the form of verbal and written warnings, suspension, or dismissal.
- B. While disciplinary records shall be retained by the employer, disciplinary actions more than four (4) years old will not be divulged to a third party, except as permitted under the Bullard-Plawecki Employee Right to Know Act.
- C. When employee performance or behavior falls short of the standards and expectations of the library, efforts will be made to help the employee meet the expectations through informal discussion and/or further training. If the problem persists appropriate disciplinary action will be taken in

accordance with the following procedures:

1. Problem is documented, and employee is informed of the problem in written form and given additional training if needed.
2. If the problem persists, further disciplinary action will be taken.
3. Reasons for discipline.
Reasons for disciplinary action include but are not limited to the following:
 - a) Excessive absence or tardiness.
 - b) Failure to perform the duties of the position in a satisfactory manner.
 - c) Failure to observe library policies and procedures.
 - d) Behavior that jeopardizes the safety of the staff or public.
 - e) Discourtesy to the public.
 - f) Failure to provide a good working environment with other employees.
 - g) Unauthorized release of confidential information.
 - h) Unauthorized removal, destruction or negligent use of library property.
 - i) Theft or attempted theft of property belong to the library, a patron, visitor or co-employee.
4. Progressive Discipline. Since employment is at-will, the Dorr Township Library does not utilize a progressive disciplinary procedure, but rather will review each disciplinary situation individually and issue disciplinary action as determined necessary and appropriate. Disciplinary action may include any one or more of the following:
 - Verbal Warning
 - Written Warning
 - Unpaid Suspension
 - Termination

XIII. Complaint Resolution Process.

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

XIV. Continuing Education Committees, and Meetings.

- A. Transportation reimbursement.
 - 1. Dorr Township Library employees shall be reimbursed for public transportation or mileage and parking expenses incurred while using their private vehicle in the performance of official duties.
 - 2. The employee is responsible for maintaining a record of transportation costs.
 - 3. Mileage shall be reimbursed at the standard IRS mileage rate in effect at the time of the travel
- B. Honoraria.
 - 1. Dorr Township Library staff members requested to speak at job-related meetings or workshops during work time are encouraged to do so. Formal presentation proposals must be approved by the Library Director prior to acceptance of the commitment.

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2. When engagements of this nature involve an honorarium paid by the sponsor to the staff member, the employee.
 - a) must remit this payment to Dorr Township Library if they attend and participate during Library time (i.e., on a scheduled workday approved and credited as time worked).
 - b) may keep the honorarium payment if they voluntarily participate on their own time (e.g., vacation, holiday, or day off).
 3. Dorr Township Library staff members approved as presenters during working hours remain subject to other Dorr Library policies regarding conference attendance and transportation reimbursement.

C. Professional Association/Community Organization Memberships.

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

D. Continuing Education and Tuition Reimbursement.

1. Staff members may be selected to attend conferences or other functions that contribute to their professional growth.
 - a) Time off with pay, including travel time, may be allowed to attend Library of Michigan certification classes, conferences, workshops, and other meetings.

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- b) Employees wishing to attend conferences must have prior written approval from the Library Director or Board.
 - c) Employees may be limited to a maximum of 3 events a year depending on budgeting.
 - d) Conference attendance approval is dependent on scheduling, budgetary constraints, and previous conference attendance.
 - e) Employees are expected to share their conference and workshop experiences with other Dorr Township Library staff members which may include a formal presentation, handout, or individual sessions with staff and/or Board members.
 - f) The Dorr Township Library is unable to reimburse for tuition.

XV. Job Descriptions

A. Library Director.

1. Primary Duties.

a) Administrative.

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

b) Leadership.

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

(4) Proposes improvements to Library services.

c) Policy.

(1) Recommends and drafts policies at the direction of the Library Board.

(2) Works with committees on development of policies.

(3) Advises the Board on the merit of decisions being considered.

(4) Interprets policies to staff.

(5) Works at maintaining an up-to-date policy manual.

d) Financial.

(1) Develops a recommended budget for the Board.

(2) Approves expenditures as authorized in the approved budget.

(3) Supervises the maintenance of financial records and arranges for an annual audit.

(4) Controls costs and meets the budgetary objectives through such methods as eliminating unnecessary operations, prudent use of resources, etc.

(5) Works with Board members to maintain existing funding and to obtain new sources of revenue.

(6) Negotiates all Library agreements and contracts.

(7) Conducts payroll.

e) Continuing Education.

(1) Orients new Library Board members.

(2) Keeps staff and board informed of developments in the library field.

(3) Provides opportunities for trustees and staff to attend workshops.

(4) Provides opportunities for staff to attend educational seminars.

f) Grants.

(1) Writes grant proposals.

(2) Supervises successful completion of grants.

(3) Works with staff to write grant proposals and supervise completion.

g) Personnel.

(1) Provides appropriate job descriptions for all staff and maintains personnel files.

(2) Has authority to employ, direct, evaluate, and terminate employees as appropriate after following the disciplinary policy with the approval of the Library Board.

(3) Recommends changes in working conditions, fringe benefits, and salary/hourly pay scale when appropriate.

(4) Capitalizes on skills and initiative of all staff members.

h) Representation.

(1) Represents the interest of the Library by participating in area library associations and in Lakeland Library Cooperative and State Library activities.

(2) Maintains membership in community service organizations if possible.

(3) Represents the library at workshops and conferences.

i) Reporting.

(1) Prepares and presents reports including monthly financial and statistical reports.

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

2. Operational Duties.

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

3. Required Knowledge, Skills, and Abilities.

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

(1) By law, the minimum required is a Bachelor's Degree from an accredited 4-year university. The

Board in a posting may require a Master's in Library Science.

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

B. Assistant Director

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

1. Primary Duties.

a) Administrative.

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

b) Financial.

- (1) Runs financial reports.
- (2) Serve as 2nd signer on checks.

-
- (3) Double checks statements and reconciliations.
 - (4) Conducts payroll if needed.
 - (5) Tallies and counts out the cash drawer for monthly deposit. Enters data for 2nd count. Makes monthly bank deposits.
 - (6) Makes occasional purchases for the library.
 - (7) Negotiates overpayment or replacement of damaged materials.
 - (8) Assists in library budget preparations and procedures.
 - (9) Assists in the writing and administration of grant proposals.

c) Professional duties.

- (1) Stays informed of professional issues and trends.
- (2) Represents the library at workshops and conferences in the absence of or with the Director.

2. Operational Duties.

- a) Give reference and reader's advisory services to adults and children.
- b) Assist the Director in library publicity.
- c) Shelve books and other materials.
- d) Register patrons.
- e) Assist patrons in location materials and in using the library.
- f) Update computer programs as needed.
- g) Order and purchase supplies as needed.

3. Required Knowledge, Skills and Abilities.

- a) Bachelor's degree from an accredited 4-year university.
- b) Intermediate clerical skills including computer and telephone skills.
- c) Advanced mathematical skills necessary for routine calculations as well as data entry and analysis.
- d) Ability to work with general supervision and adhere to established policies and procedures.
- e) Interpersonal and communication skills for interaction with staff and customers in an effective and courteous manner.
- f) Skills necessary to effectively provide leadership and guidance to less experienced staff.
- g) Visual acuity necessary to retrieve library materials from shelves or storage areas.
- h) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- i) Hearing ability to answer telephone and customer inquiries.
- j) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer.
- k) Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
- l) Ability to travel between work locations and related places of business as needed.

C. Library Page.

1. Regular Duties.

- a) Sorts and shelves library materials

- b) Empties book-drop(s)
- c) Reads shelves
- d) Shifts materials
- e) Cleans, dusts, and inspects library materials for damage.
- f) Provides directional information to the public in person or by telephone.
- g) Provides information to patrons regarding the Library's circulation policies, procedures, and refers issues to management as appropriate.
- h) Performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.
- i) Performs other clerical tasks upon request, including materials order entry, word processing, filing, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail.
- j) Other duties as assigned.

2. Required Knowledge, Skills and Abilities.

- a) Ability to work with general supervision and adhere to established policies and procedures.
- b) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- c) Visual acuity necessary to retrieve library materials from shelves or storage areas.
- d) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- e) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a computer

D. Library Assistant I.

1. Regular Duties.

a) Circulation Desk Duties.

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

b) Collection Maintenance Duties.

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

c) Other Regular Duties.

- (1) Provides informal reader's advisory service.

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

2. Required Knowledge, Skills and Abilities.

- a) High school diploma or GED.
- b) Basic clerical skills including computer and telephone skills.
- c) Basic mathematical skills necessary for routine calculations.
- d) Basic "customer service" skills acquired through volunteer or work experience.

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

E. Library Assistant II.

In addition to the Regular Duties as listed under Library Assistant I, the Library Assistant II will also be assigned one or more of the following groups of functions:

1. Collection Development.

- a) Keeps collection current and in good condition by weeding.
- b) Sorts through library donations.
- c) Processes patron requests for new materials, forwarding information on source and cost to the Director or Assistant Director.
- d) Selects new materials for purchase based on resources including but not limited to patron preferences, circulation

patterns, and professional reviews, following the established Materials Selection policy and forwarding information on source and cost to the Director or Assistant Director.

2. Marketing and Outreach.

- a) Orients groups in use of the Library.
- b) Creates graphics and publications for announcements, social media posts, and other library activities.
- c) Helps upkeep and edit the website.
- d) Edits library materials.
- e) Makes and schedules weekly social media posts.
- f) Creates and updates the newsletter and posts it to the website.

3. Programming.

- a) Creates and administers programs under the direction of the Director.
- b) Records statistics for program attendance and spending.

4. Required Knowledge, Skills and Abilities.

- a) High school diploma or GED. (At least some college preferred.)
- b) Basic clerical skills including computer and telephone skills.
- c) Basic mathematical skills necessary for routine calculations.
- d) Basic “customer service” skills acquired through volunteer or work experience.
- e) Ability to work with general supervision and adhere to established policies and procedures.
- f) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous

manner.

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

F. Library Assistant - Youth Services.

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

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

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

3. Programming.

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

4. Required Knowledge, Skills and Abilities.

- a) Associates or Bachelor's Degree related to childhood development, or equivalent work experience.
- b) Basic clerical skills including computer and telephone skills.
- c) Basic mathematical skills necessary for routine calculations.
- d) Basic "customer service" skills acquired through volunteer or work experience.
- e) Ability to work with general supervision and adhere to established policies and procedures.
- f) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- g) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
- h) Visual acuity necessary to retrieve library materials from shelves or storage areas.

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- i) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds.
 - j) Hearing ability to answer telephone and patron inquiries.
 - k) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
 - l) Ability to travel between work locations and related places of business as needed.
 - m) Basic familiarity with the principles of the library profession and willingness and ability to attain at least Level 4 Certification from the Library of Michigan.

G. Cataloger.

1. Cataloging Specific Functions.

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

2. Other Duties.

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- a) Enters data for late, lost, damaged, and claims returned items, and patron information including necessary notes.
 - b) Contacts customers or other libraries as necessary.
 - c) Performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.
 - d) Performs other clerical tasks upon request, including materials order entry, supply ordering, word processing, filing, checking in new periodicals, etc.
 - e) Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments.
 - f) Acts as our certified test proctor on staff and proctors several individuals on a regular basis.
 - g) Shelving and other duties as assigned are also included.

3. Required Knowledge, Skills and Abilities

- a) High school diploma or GED. Associates degree or above or proven work toward higher academic standards preferred.
- b) Intermediate clerical skills including computer and telephone skills.
- c) Knowledge of and ability to work with cataloging terms and programs.
- d) Basic mathematical skills necessary for routine calculations.
- e) Ability to work with general supervision and adhere to established policies and procedures.
- f) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- g) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
- h) Visual acuity necessary to retrieve library materials from shelves or storage areas.

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

H. Substitute:
Same as Library Assistant

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ACKNOWLEDGMENT

I acknowledge that I have received the Dorr Township Library Personnel Policy Manual. I understand that I am responsible for reading and understanding it. I agree to be bound by the policies and procedures described in this manual and, in consideration for my employment, I agree to follow them.

I also agree not to commence any action or suit relating to my employment relationship with the library more than 182 days from the date of the event giving rise to the suit or claim or in the time prescribed by the applicable statute, whichever is less. I agree to waive any statute of limitations exceeding 182 days.

Dated

Employee

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