

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

**Call to Order:**

**Roll Call:**

**Changes to the Agenda:**

**Public Comment:**

**Approval of the Agenda:**

**Approval of the Minutes:** October 17, 2022

**Treasurer's Report:** Credit Card - \$2,592.96 for October

**Director's Report:**

**Committee Reports:**

**NEW BUSINESS:**

1. Discussion and Approval of 2023 Holiday Closings
2. Discussion and approval of Records Privacy Policy
3. Discussion of purchasing a gavel for the Board
4. Closed Session to Discuss Confidential Written Legal Opinion

**OLD BUSINESS:**

1. Discussion of Medema Consulting Strategic Planning Proposal

**Township Board Meeting:** December 22, 2022 7 pm.

**Adjournment:**

**Next regular meeting:** December 12, 2022 at 6:30 pm

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

**MINUTES**

**Meeting was called to order at 6:30 pm**

**Pledge of Allegiance:** Was said.

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

**Absent:** None

**Additions to the Agenda:** Add a discussion of the December meeting date to new business.

**Public Comment:** None

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

**Approval of the Minutes:** McLain made a motion to accept the minutes from September 19, 2022, and was seconded by Hunter. All yes, motion carried.

**Treasurer's Report:** Treasurer Dykhuis made a motion to pay the credit card bill in the amount of \$2,600.91, and was seconded by Brooks. All yes, motion carried.

**Committee Report(s):** None

**Director's Report:**

Program attendance continues to be strong and the cap needed to be raised to 20 for several of the programs in the past few weeks. popular programs to 20. The budget is up to date. The Director attended many meetings and trainings including Preparing yourself for YA book challenges, Library Advocacy and Fundin Conference, the Dorr Township Board meeting, Allegan County Library Association, Lakeland Strategic Planning Summit. He had many interesting take-aways from the various meetings that will be beneficial to the way the library is run and relates to the community. The library was open for a program on October 10, Indigenous Peoples/Columbus Day, however it was closed for business.

**Committee Report:**

1. **Personnel Committee: Update on Director 1-year review:** It is planned for January to keep all the reviews consistent

**NEW BUSINESS:**

1. **Update on Request for Township ARPA Funds:** The Director provided a brief update.
2. **Review of FYE 2022 Audit:** The Board reviewed the audit. It was consistent with past audits with no surprises.
3. **Discussion of Director's Mid-Year Fiscal Health Report and Financial Forecast:** Some of the areas of note were cleaning services on payroll, moving money from savings to other accounts where it would earn more, planning for wage increases, Strategic Planning process,
4. **Discussion and approval of Financial Policies:** There is no current policy. There was a question as to whether the library could have a credit card as opposed to a debit card. We do need to get a debit card. Hunter motioned to table the Financial Policy to gain more information and was seconded by McLain. All yes, motion carried.
5. **Discussion and approval of revision to Collection Development Policy:** Policy was discussed and some minor changes were made to the policy itself, and the Request for Consideration form was not to be changed with the exception of adding a signature/date line to it. Brooks made a motion to accept the policies and form with the changes and was seconded by Dykhuis. Five-yes, 1-abstain, motion carried.
6. **Discuss December meeting date:** The date of the meeting always falls the same week as Christmas. Historically it has been difficult to have a quorum present to hold a meeting. It was suggested that the December meeting be changed to the second Monday of the month, this year and going forward. Brooks motioned to move the December meeting to the second Monday this year and going forward and was seconded by McLain. All yes, motion carried.

**OLD BUSINESS:**

**Discussion of Medema Consulting for Strategic Planning:** The Director further reviewed the bid and focus groups were not included

in the Strategic Planning Proposal. The bid was amended to include this cost which added an additional \$3,000 to the cost. The Board looked at potential ways that this cost could be lowered. The Director was going to discuss options with Medema.

**Township Board Meeting:** October 27, 2022, at 7:00 p.m. The Director is planning to attend.

**Adjournment:** McLain motioned to adjourn at 7:54 p.m., and was seconded by Hunter. All yes, motion carried.

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

Submitted by Carrie Brooks

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of October 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
390. Savings	254,054.18
Checking	177,251.95
Huntington CD	6,418.59
<b>Total Bank Accounts</b>	<b>\$437,724.72</b>
Other Current Assets	
019. Audit Accts Receivable	10,226.61
<b>Total Other Current Assets</b>	<b>\$10,226.61</b>
<b>Total Current Assets</b>	<b>\$447,951.33</b>
<b>TOTAL ASSETS</b>	<b>\$447,951.33</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
202. Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
203. Audit Accts Payable	3,345.67
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	191.25
211. Federal Unemployment (940)	-859.26
212. MI Income Tax	326.14
213. Federal Taxes (941/944)	705.18
214. MI Income Tax	-68.88
215. MI Unemployment Tax	0.00
216. Blue Cross Dental	250.04
217. Blue Cross Vision	1,287.16
Blue Cross Dental	5.48
Blue Cross Vision	40.66
Federal Taxes (941/944)	630.20
Federal Unemployment (940)	84.00
MI Income Tax	428.75
MI Unemployment Tax	0.00
<b>Total Payroll Liabilities</b>	<b>3,020.72</b>
<b>Total Other Current Liabilities</b>	<b>\$6,366.39</b>
<b>Total Current Liabilities</b>	<b>\$6,366.39</b>
<b>Total Liabilities</b>	<b>\$6,366.39</b>

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of October 31, 2022

	TOTAL
Equity	
012. Opening Bal Equity	120,892.09
013. Fund Balance	397,029.68
Net Income	-76,336.83
<b>Total Equity</b>	<b>\$441,584.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$447,951.33</b>

### Check Register 2022 - October

Date	Type	Check #	Vender	Memo	Amount
10/03/2022	Check	16013	Know Buddy Resources	Invoice #ARU0341452 Children's nonfiction	-145.5
10/03/2022	Check	16014	CENTER POINT LARGE PRINT	Invoice #1958670	-138.73
10/05/2022	Tax Payment		IRS	Tax Payment for Period: 09/01/2022-09/30/2022 Federal Taxes (941/943/944)	-1,329.23
10/05/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 09/01/2022-09/30/2022 MI Income Tax	-288.35
10/07/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 09/21/2022-10/04/2022 Direct Deposit	-211.98
10/07/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 09/21/2022-10/04/2022 Direct Deposit	-389.99
10/07/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 09/21/2022-10/04/2022 Direct Deposit	-368.61
10/07/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 09/21/2022-10/04/2022 Direct Deposit	-271.14
10/07/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 09/21/2022-10/04/2022 Direct Deposit	-283.08
10/07/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 09/21/2022-10/04/2022 Direct Deposit	-695.65
10/07/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 09/21/2022-10/04/2022 Direct Deposit	-1,166.30
10/07/2022	Check	16015	Lakeland Library Cooperative	Invoice #23-17335 Quarterly Billing	-3,794.00
10/07/2022	Check	16016	The Library Network	Invoice #71104 Deep Freeze Licenses through September 2023	-73.50
10/11/2022	Expense		Chase Card Services	Sept Credits Adult 318.86 Child 137.86 Tween 0 YA 326.46 Intuit Payroll Charge Sept Spectrum Sept Supplies Sept Programs Sept Periodicals GR Press Sept Audiobooks Sept Games to Go Sept DVD	-2,600.91
10/12/2022	Check	16017	ENFOLD SYSTEMS, INC.	Invoice #15638 Ploud Oct 2022-Sep 2023	-212.4
10/12/2022	Expense		Chase Card Services	CHASE CREDIT CRD EPAY 6252772236 CHASE CREDIT CRD EI	-2,600.91
10/17/2022	Check	16018	Jeffrey L. Babbitt	Mileage reimbursement October	-58.00

10/17/2022	Check	16019	Otsego District Library	Invoice 10122022-3 ACLA All In Training Day 2022	-46.66
10/21/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 10/05/2022-10/18/2022 Direct Deposit	-662.11
10/21/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 10/05/2022-10/18/2022 Direct Deposit	-331.75
10/21/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 10/05/2022-10/18/2022 Direct Deposit	-390
10/21/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 10/05/2022-10/18/2022 Direct Deposit	-1,166.30
10/21/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 10/05/2022-10/18/2022 Direct Deposit	-140.96
10/21/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 10/05/2022-10/18/2022 Direct Deposit	-283.08
10/21/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 10/05/2022-10/18/2022 Direct Deposit	-368.2
10/27/2022	Check	16020	CENTER POINT LARGE PRINT	Invoice #1964799 October Large Print	-139.49
10/27/2022	Check	16021	US Bank Equipment Finance	Invoice #484870233 October copier	-577.99
			Chase Card Services	Credits Adult YA Tween Children Monthly QB Payroll GR Press Supplies Programs Office Chair Audiobooks DVD Spectrum Director ALA's Due	-2,592.96
10/31/2022	Expense				
10/31/2022	Check	16022	Midwest Tape	Invoice #502902647 October Hoopla	-353.95
10/31/2022	Check	16026	T-Mobile	Account #970594354 October Hotspots	-172.2

# DORR TOWNSHIP LIBRARY

## General Ledger

October 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Checking							
	Beginning Balance						194,530.24
10/03/2022	Check	16013	Know Buddy Resources	Invoice #ARU0341452	703-728. Operations:703. Books	-145.50	194,384.74
10/03/2022	Check	16014	CENTER POINT LARGE PRINT	Invoice #1958670	703-728. Operations:703. Books	-138.73	194,246.01
10/05/2022	Tax Payment		IRS	Tax Payment for Period: 09/01/2022-09/30/2022	Payroll Liabilities:Federal Taxes (941/944)	-1,329.23	192,916.78
10/05/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 09/01/2022-09/30/2022	Payroll Liabilities:MI Income Tax	-288.35	192,628.43
10/07/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 09/21/2022-10/04/2022	Direct Deposit Payable	-211.98	192,416.45
10/07/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 09/21/2022-10/04/2022	Direct Deposit Payable	-271.14	192,145.31
10/07/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 09/21/2022-10/04/2022	Direct Deposit Payable	-368.61	191,776.70
10/07/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 09/21/2022-10/04/2022	Direct Deposit Payable	-389.99	191,386.71
10/07/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 09/21/2022-10/04/2022	Direct Deposit Payable	-283.08	191,103.63
10/07/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 09/21/2022-10/04/2022	Direct Deposit Payable	-695.65	190,407.98
10/07/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 09/21/2022-10/04/2022	Direct Deposit Payable	-1,166.30	189,241.68
10/07/2022	Check	16016	The Library Network	Invoice #71104	729-734. Facilities and Equipment:732. Technology	-73.50	189,168.18
10/07/2022	Check	16015	Lakeland Library Cooperative	Invoice #23-17335	703-728. Operations:725. LLC Costs:721.2 Other LLC fees	-3,794.00	185,374.18
10/11/2022	Expense		Chase Card Services		-Split-	-2,600.91	182,773.27
10/12/2022	Expense		Chase Card Services		Other Types of Expenses:Uncategorized Expense	-2,600.91	180,172.36
10/12/2022	Check	16017	ENFOLD SYSTEMS, INC.	Invoice #15638	800. Professional and Contract Services:806. Professional Services	-212.40	179,959.96
10/12/2022	Deposit				404. Penal Fines	2,482.70	182,442.66
10/17/2022	Check	16018	Jeffrey L. Babbitt		703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-58.00	182,384.66
10/17/2022	Check	16019	Otsego District Library	Invoice 10122022-3	703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-46.66	182,338.00
10/21/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 10/05/2022-10/18/2022	Direct Deposit Payable	-662.11	181,675.89
10/21/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 10/05/2022-10/18/2022	Direct Deposit Payable	-331.75	181,344.14
10/21/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 10/05/2022-10/18/2022	Direct Deposit Payable	-390.00	180,954.14
10/21/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 10/05/2022-10/18/2022	Direct Deposit Payable	-1,166.30	179,787.84
10/21/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 10/05/2022-10/18/2022	Direct Deposit Payable	-140.96	179,646.88
10/21/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 10/05/2022-10/18/2022	Direct Deposit Payable	-368.20	179,278.68
10/21/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 10/05/2022-10/18/2022	Direct Deposit Payable	-283.08	178,995.60
10/27/2022	Check	16020	CENTER POINT LARGE PRINT	Invoice #1964799	703-728. Operations:703. Books	-139.49	178,856.11
10/27/2022	Check	16021	US Bank Equipment Finance	Invoice #484870233	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-577.99	178,278.12
10/31/2022	Deposit				-Split-	553.70	178,831.82
10/31/2022	Deposit			Bus Trip Monies as of 11/3	-Split-	1,500.00	180,331.82
10/31/2022	Check	16022	Midwest Tape	Invoice #502902647	703-728. Operations:711. databases	-353.95	179,977.87
10/31/2022	Expense		Chase Card Services		-Split-	-2,592.96	177,384.91
10/31/2022	Check	16026	T-Mobile	Account #970594354	729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone,	-172.20	177,212.71



# DORR TOWNSHIP LIBRARY

General Ledger

October 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/31/2022	Deposit		Interest		Telecommunications 405-407. Other Types of Income:406. Interest Income Dor	39.24	177,251.95
<b>Total for Checking</b>						<b>\$ -</b>	<b>17,278.29</b>

# DORR TOWNSHIP LIBRARY

## Profit and Loss

October 2022

	TOTAL
Income	
404. Penal Fines	2,482.70
405-407. Other Types of Income	
405. Miscellaneous Revenue	1,505.35
405.1 Copies	121.40
405.3 Meeting Room Rental	25.00
405.4 Faxes	10.60
405.5 Book Sales	26.35
<b>Total 405. Miscellaneous Revenue</b>	<b>1,688.70</b>
406. Interest Income Dor	71.77
407. Reimbursements	
407.1 Credit Card Credits	55.14
407.2 Book Replacement	12.99
<b>Total 407. Reimbursements</b>	<b>68.13</b>
<b>Total 405-407. Other Types of Income</b>	<b>1,828.60</b>
583. Direct Public Support	
583.3 Legacies and Bequests	
583.3.1 Annuity	356.20
<b>Total 583.3 Legacies and Bequests</b>	<b>356.20</b>
<b>Total 583. Direct Public Support</b>	<b>356.20</b>
<b>Total Income</b>	<b>\$4,667.50</b>
GROSS PROFIT	<b>\$4,667.50</b>
Expenses	
702. Payroll Expenses	160.00
703-728. Operations	
703. Books	2,158.72
705. Periodicals	67.89
707. Kits	57.48
708. AV	
708.2 Audiobooks	216.29
708.3 DVD	230.77
<b>Total 708. AV</b>	<b>447.06</b>
709. Ed. & Train Dor	
709.1 Travel and Meetings	104.66
<b>Total 709. Ed. &amp; Train Dor</b>	<b>104.66</b>
710. Programs (Community Promotions)	863.77
711. databases	353.95
720. Supplies	
720.1 Collection/Office Supplies	883.10
<b>Total 720. Supplies</b>	<b>883.10</b>

# DORR TOWNSHIP LIBRARY

## Profit and Loss

October 2022

	TOTAL
725. LLC Costs	
721.2 Other LLC fees	3,794.00
<b>Total 725. LLC Costs</b>	<b>3,794.00</b>
<b>Total 703-728. Operations</b>	<b>8,730.63</b>
729-734. Facilities and Equipment	223.00
729. Rent, Parking, Utilities	
729.1 Telephone, Telecommunications	712.10
<b>Total 729. Rent, Parking, Utilities</b>	<b>712.10</b>
730. Equip Rental and Maintenance	577.99
732. Technology	73.50
<b>Total 729-734. Facilities and Equipment</b>	<b>1,586.59</b>
800. Professional and Contract Services	
805. Professional Dues	276.00
806. Professional Services	212.40
<b>Total 800. Professional and Contract Services</b>	<b>488.40</b>
Other Types of Expenses	
Uncategorized Expense	2,600.91
<b>Total Other Types of Expenses</b>	<b>2,600.91</b>
Payroll Expenses	
Taxes	593.90
Wages	7,762.52
<b>Total Payroll Expenses</b>	<b>8,356.42</b>
<b>Total Expenses</b>	<b>\$21,922.95</b>
NET OPERATING INCOME	<b>\$ -17,255.45</b>
NET INCOME	<b>\$ -17,255.45</b>

## **Director's Report, November 2022**

### **Library Operation Updates**

Program attendance is steady. Attendance at Reilly's felting program (5) and Lexi's Friendsgiving program (4) was modest but the programs were huge hits with participants. The bus for the November 26 Chicago trip is completely full and the Nailed It/Failed It craft program on the 28th has 20 people signed up and a growing waiting list. The Friends' Winter Bazaar scheduled for Saturday December 3 has 26 vendors signed up. We anticipate Rachel Sadowski's Soap Making on December 1 and Luke Lenhart's Christmas Concert on December 8 will be very popular. Signups for December programs begin Monday November 21. We recently purchased eBook licenses for several titles to relieve some of the congestion on our Overdrive holds list.

### **Statistics**

As of the end of September, 2022 YTD circulation statistics for books, DVDs, eBooks, and eAudiobooks surpassed what they were for the entirety of 2021. Ancestry use was higher in October than it has been all year. See the charts and graphs below. Libby Reciprocal Library Agreement data for October were not ready at this time.

### **Budget and Financial Items**

The budget is up to date. The Township Board voted to grant us \$15,000 of the ARPA funds, with the stipulation that the Township purchase everything from the vendors after we present them with signed invoices. Effective December 13, our Business Savings account at United Bank of Michigan will be converted to a Public Funds High Yield Savings Account, earning interest at a higher rate. (See attached letter.)

### **Staff and Building Items**

The Township maintenance staff performed routine maintenance over the past month to prepare us for the colder months ahead. We have asked them to reglue some of the carpet squares that have come loose in the main library.

### **Meetings, Workshops, etc.**

Reilly attended the virtual Seed Library Summit October 23. Some very useful information came out of it as we look to begin a seed library in the old card catalog cabinet in the lobby.

I attended the November 4 Allegan County Multi-Agency Collaborative Council Zoom meeting. I am making plans for a high-visibility display of community resources and MACC has been helpful.

On November 7, I met with independent sales rep Jerry Gross, who works with Rosen and several other publishers. He is the only local source I have seen for a Buy 40 Get 20 Free or Buy 4 Get 1 Free deal on children's books. We are currently considering making an order to save money in the long run, but we are uncertain if we can take advantage of this sale. Our annual subscription with Junior Library Guild has proven to be a good investment, but it does limit our children's book budget for sources outside of JLG.

I attended the Lakeland Library Cooperative Board and Advisory Board meetings November 10.

Rhombus Security Systems contacted me on October 31, and I met with their representative on Zoom November 10 to see how their system compares to Lorex before making a security camera purchase. Although they offer more AI features, a patron counting feature, and significantly easier ways of sharing relevant footage with law enforcement and others, their least expensive package is 3 to 5 times the Lorex package approved by the Board. My inclination is to stay with Lorex.

Friends of DTL met on the evening of November 10, and I attended. The Friends voted to grant 10% of their current funds to the Library, which works out to be \$200. The grant will help pay Rachel Sadowski's fee for the Soap Making program.

Due to family illness, I missed the Township Board Meeting Thursday, November 17, but forwarded my report to Township Supervisor Jeff Miling, who agreed to read it into the record. In the report, I thank the Township for its generosity with ARPA funds and inform them of popular programs coming up in early December..

Friday morning, I am meeting virtually with our new T-Mobile rep to discuss the health of the hotspot account.

### **Volunteers**

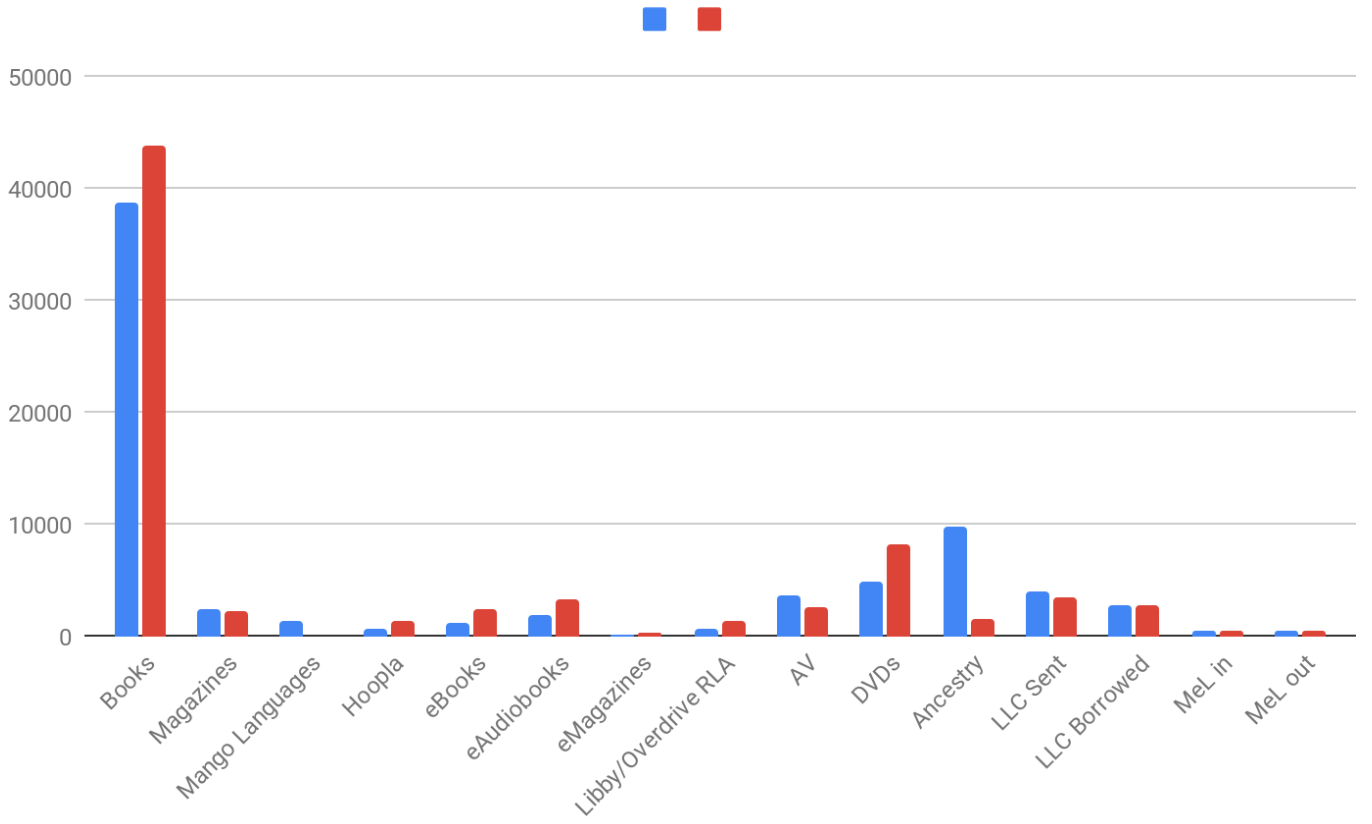
Local high school student Molly Tobin volunteered for us in the past month and has completed her volunteer hours.

### **Library Closings**

The Library closed at 5:00 PM on November 17 and all day November 18 due to the winter storm. We will be closed Thursday, November 24-26 for the Thanksgiving holiday.

	2021											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	1982	2056	2267	2191	2951	4101	4274	4314	3886	3745	3802	3121
Magazines	130	214	119	115	260	222	203	301	244	232	280	173
e-Magazines/Audio/Hoopla	187	144	104	73	189	767						
Hoopla							102	122	99	94	159	83
eBooks							257	220	200	200	202	185
eAudiobooks							300	350	331	358	348	302
eMagazines							39	49	42	49	24	22
Libby/Overdrive RLA Loans							152	118	92	134	130	
AV	547	727	566	420	179	160	184	176	208	133	172	174
DVDs	102	115	128	79	518	282	657	627	583	700	626	491
Ancestry	710	1398	1063	335	1176	359	1048	375	762	1660	817	73
LLC Sent	438	405	368	234	302	362	297	314	361	315	342	259
LLC Borrowed	293	179	153	310	143	248	241	282	243	291	188	250
MeL in	33	53	33	36	28	36	38	49	39	35	39	37
MeL out	35	47	30	41	29	40	36	44	43	33	41	35

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





**United Bank**  
real solutions

DORR TOWNSHIP LIBRARY  
1804 SUNSET DR  
DORR MI 49323-9324

November 7, 2022

**Notice of Account Change**

Business Savings Account #XXX994

We're pleased to announce that effective December 13, 2022, your Business Savings will be converted to our new Public Funds High Yield Savings Account that offers you higher interest rates. Don't worry, there's nothing you need to do to make this change. Your account number, checks, and digital banking information will remain the same.

**Public Funds High Yield Savings features and benefits:**

- No minimum balance
- No monthly service charge
- Competitive interest rates:

Balance Level	APY*	Method of Compounding
Under \$100,000	0.30%	Monthly
\$100,000 to \$499,999.99	0.50%	Monthly
\$500,000 to \$999,999.99	0.75%	Monthly
\$1,000,000 and over	1.25%	Monthly

Our team is committed to providing real solutions to your financial needs and we wanted to make you aware of our exclusive Municipal Certificates of Deposit that allow you to earn even higher rates on terms as short as 3 months.

**We're here to help**

Thank you for being a valued United Bank customer. If you have any questions or if you'd like to discuss additional product options, please call us at 616.559.7000 or stop by your local branch.

Sincerely,

Lisa Banas  
Senior Vice President, Retail Administration

*\*Annual Percentage Yield reflects current rates. At our discretion, we may change the interest rate on your account, at any time, without notice. Member FDIC.*



Please select all dates you will be CLOSED in 2023.

\*

- New Year's Day (01/01/2023) - System Holiday
- New Year's Day - Observed (01/02/2023)
- Martin Luther King, Jr. Day (01/16/2023)
- President's Day (02/20/2023)
- Good Friday (04/07/2023)
- Easter Weekend (04/08/2023)
- Easter Weekend (04/09/2023)
- Memorial Day Weekend (05/27/2023)
- Memorial Day Weekend (05/28/2023)
- Memorial Day (05/29/2023) - System Holiday
- Juneteenth (06/19/2023)
- Independence Day (07/4/2023) - System Holiday
- Labor Day Weekend (09/02/2023)
- Labor Day Weekend (09/03/2023)
- Labor Day (09/04/2023) - System Holiday
- Columbus Day (10/09/2023)
- Veteran's Day (observed) (11/10/2023)
- Veteran's Day (11/11/2023)
- Thanksgiving Day (11/23/2023) - System Holiday
- Thanksgiving Day Weekend (11/24/2023) - System Holiday
- Thanksgiving Day Weekend (11/25/2023)
- Christmas Eve (12/24/2023) - System Holiday
- Christmas (12/25/2023) - System Holiday
- Christmas Eve (observed) (12/26/2023)
- New Year's Eve (12/31/2023)
- New Year's Day (01/01/2024) - System Holiday

i. Records Privacy Policy

- The Dorr Township Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information retained by the Library that personally identifies a library patron including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, the Dorr Township Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law.

### Records Privacy Policy

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