

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: October 16, 2023 @ 5:45 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda:

Approval of the Minutes: September 18, 2023

Treasurer's Report: Credit Card - \$3,528.04 for September

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Proposal to change start time of November 13 meeting to 5:45 pm.
2. Discussion and approval of paying \$125 in MeL replacement costs on behalf of deceased patron Francis Fifelski
3. Review of FYE 2023 Audit
4. Discussion of Director's Mid-Year Fiscal Health Report and Financial Forecast

OLD BUSINESS:

1. Discussion and approval of plan to hire an additional Library Assistant 1

Township Board Meeting: October 26, 2023 7 pm.

Adjournment:

Next regular meeting: November 13, 2023 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: August 21, 2023
6:30 P.M.**

MINUTES

Meeting was called to order at 6:31 pm

Pledge of Allegiance: Was said.

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

Absent:

Additions to the Agenda: None

Public Comment: None

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

Approval of the Minutes: Dykhuis made a motion to accept the minutes from July 17, 2023, and was seconded by Rydman. All yes, motion carried.

Treasurer's Report: Dykhuis made a motion to pay the May credit card bill in the amount of \$3,903.19 and was seconded by Bendull. All yes, motion carried.

Committee Report(s): None

Director's Report:

Summer Reading broke records with a 50% increase in registered participants at 269 with 110 finishers. The Library will host 30 families for the No-Sew Blanket program on August 31. Director has invited community leaders and "super patrons" to Strategic Planning focus groups. Travis Jonker will visit in November, while Aaron Zenz will be part of Plates 'n' Pages. The Library will partner with Schuler Books to sell copies of authors' books during Plates 'n' Pages. Book circulation was at an all-time high with 6300 in July, while Ancestry bounced back with 218 uses. Lights above Adult Nonfiction were fixed. Director explored space audit with Demco and spoke to Dorr Business Association. Director attended Allegan County Library Association meeting, discussed providing videoconferencing technology to patrons. Zack Evans and Mary Fennema current volunteers.

Committee Report: None

NEW BUSINESS:

1. **Discussion and approval of waiving fees for monthly meeting of AYSO Wayland Region in Community Room.** Dykhuis motioned to waive fee, seconded by Hunted. All yes, motion carried.
2. **Discussion and approval of Library Display Policy.** Hunter motioned to approve Display Policy, seconded by Dykhuis. All yes, motion carried.
3. **Discussion and approval of revisions to Bylaws.** Rydman suggested Article VI § 6 is problematic. Hunter motioned to approve Bylaws with proposed changes in addition to striking Article VI § 6, seconded by Brooks. All yes, motion carried.
4. **Discussion and approval of Public Comment Policy.** Brooks motioned to approve Public Comment Policy, seconded by Dykhuis. All yes, motion carried.
5. **Discussion and approval of Programming Policy.** Dykhuis motioned to approve Programming Policy, seconded by Brooks. All yes, motion carried.
6. **Discussion and approval of Circulation Policy.** Hunter moved to approve Circulation Policy with adde change of correcting typo on Calculator Agreement, seconded by Dykhuis. All yes, motion carried.

OLD BUSINESS

- 1.

Township Board Meeting: August 24, 2023 at 7:00 p.m. Director Babbitt is scheduled to attend.

Adjournment: Brooks motioned to adjourn at 7:09 p.m., and was seconded by Dykhuis. All yes, motion carried.

Next regular meeting: September 18, 2023, at 6:30 p.m.

Submitted by Jeffrey Babbitt

DORR TOWNSHIP LIBRARY

Balance Sheet

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	227,875.75
271-000-002 Savings	257,615.88
271-000-003 Huntington CD	6,548.49
Total Bank Accounts	\$492,040.12
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$502,266.73
TOTAL ASSETS	\$502,266.73
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	454.44
271-000-229.1 Federal Taxes (941/944)	833.78
271-000-229.2 Federal Unemployment (940)	95.46
271-000-229.3 211. Federal Unemployment (940)	-859.26
271-000-229.4 213. Federal Taxes (941/944)	705.18
271-000-231.2 216. Blue Cross Dental	250.04
271-000-231.3 217. Blue Cross Vision	1,287.16
271-000-231.4 Blue Cross Dental	5.48
271-000-231.5 Blue Cross Vision	40.66
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	3,261.45
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,607.12
Total Current Liabilities	\$6,607.12
Total Liabilities	\$6,607.12

DORR TOWNSHIP LIBRARY

Balance Sheet

As of September 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	-82,323.83
Total Equity	\$495,659.61
TOTAL LIABILITIES AND EQUITY	\$502,266.73

Check Register 2023 - September

Date	Type	Check #	Vender	Memo	Amount
09/01/2023	Check	16157	Coverall of West Michigan	Invoice #7370164474	-450.00
09/01/2023	Check	16158	Fish Window Cleaning	Invoice #1460-256019	-120.00
09/01/2023	Check	16159	CENTER POINT LARGE PRINT	Invoice #2035587	-140.98
09/01/2023	Check	16160	Farmers Disposal	Quarterly trash pickup	-54.00
09/06/2023	Tax Payment		IRS	Tax Payment for Period: 08/01/2023-08/31/2023	-1,550.26
09/06/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 08/01/2023-08/31/2023	-318.94
09/07/2023	Check	16161	Aaron Zenz	Author visit fee	-468.00
09/08/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 08/23/2023-09/05/2023	-214.04
09/08/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 08/23/2023-09/05/2023	-267.98
09/08/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 08/23/2023-09/05/2023	-472.56
09/08/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 08/23/2023-09/05/2023	-1,192.38
09/08/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 08/23/2023-09/05/2023	-798.22
09/08/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 08/23/2023-09/05/2023	-286.43
09/08/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 08/23/2023-09/05/2023	-381.46
09/11/2023	Check	16164	Via Verde Farm	Farm to Sweater program fee	-25
09/14/2023	Check	16165	Griffin Pest Solutions	Invoice #2393022	-90.00
09/14/2023	Check	16166	SIEGFRIED CRANDALL PC	Invoice #112999	-2,300.00
09/14/2023	Check	16167	Wendy Anderson Halperin	Author/illustrator appearance fee	-650.00
09/15/2023	Check	16168	Jeffrey L. Babbitt	September mileage reimbursement	-90.72
09/22/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 09/06/2023-09/19/2023	-392.05
09/22/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 09/06/2023-09/19/2023	-431.45
09/22/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 09/06/2023-09/19/2023	-458.81
09/22/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 09/06/2023-09/19/2023	-813.49
09/22/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 09/06/2023-09/19/2023	-483.13
09/22/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 09/06/2023-09/19/2023	-233.11
09/22/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 09/06/2023-09/19/2023	-1,245.88
09/22/2023	Check	16169	US Bank Equipment Finance	Invoice #511110744	-491.4
09/22/2023	Check	16170	Know Buddy Resources	Invoice #ARU0359083	-180.60
09/22/2023	Check	16171	Lakeland Library Cooperative	Invoice #PT23-1000	-301.00
09/28/2023	Check	16172	Foster, Swift, Collins & Smith	Invoice #867136	-23.50
09/28/2023	Check	16173	Julie Buchholtz	Appearance fee for Plates 'n' Pages	-300.00
09/29/2023	Check	16174	Lakeland Library Cooperative	Invoice #PT24-1023 Invoice #24-17614	-4,610.83
09/30/2023	Check	16175	Midwest Tape	Invoice #504430558	-469.62
09/30/2023	Expense		Chase Card Services		-3,528.04
09/30/2023	Check	16180	T-Mobile	Account #970594354	-172.2

DORR TOWNSHIP LIBRARY

General Ledger

September 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						248,265.72
09/01/2023	Check	16157	Coverall of West Michigan	Invoice #7370164474	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	247,815.72
09/01/2023	Check	16158	Fish Window Cleaning	Invoice #1460-256019	271-790-806 800. Professional and Contract Services:806. Professional Services	-120.00	247,695.72
09/01/2023	Check	16159	CENTER POINT LARGE PRINT	Invoice #2035587	271-790-727 703-728. Operations:703. Books	-140.98	247,554.74
09/01/2023	Check	16160	Farmers Disposal		271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-54.00	247,500.74
09/01/2023	Deposit				-Split-	0.48	247,501.22
09/05/2023	Deposit			Square Inc 230904P2 L21550697627	-Split-	6.22	247,507.44
09/06/2023	Tax Payment		IRS	Tax Payment for Period: 08/01/2023-08/31/2023	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-1,550.26	245,957.18
09/06/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 08/01/2023-08/31/2023	271-000-228.3 Payroll Liabilities:MI Income Tax	-318.94	245,638.24
09/07/2023	Check	16161	Aaron Zenz		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-468.00	245,170.24
09/08/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 08/23/2023-09/05/2023	Direct Deposit Payable	-214.04	244,956.20
09/08/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 08/23/2023-09/05/2023	Direct Deposit Payable	-798.22	244,157.98
09/08/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 08/23/2023-09/05/2023	Direct Deposit Payable	-1,192.38	242,965.60
09/08/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 08/23/2023-09/05/2023	Direct Deposit Payable	-381.46	242,584.14
09/08/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 08/23/2023-09/05/2023	Direct Deposit Payable	-286.43	242,297.71
09/08/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 08/23/2023-09/05/2023	Direct Deposit Payable	-472.56	241,825.15
09/08/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 08/23/2023-09/05/2023	Direct Deposit Payable	-267.98	241,557.17
09/11/2023	Deposit			Square Inc 230911P2 L21551318506	-Split-	53.86	241,611.03
09/11/2023	Check	16164	Via Verde Farm		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-25.00	241,586.03
09/12/2023	Deposit			Square Inc 230912P2 L21551433096	-Split-	0.29	241,586.32
09/12/2023	Deposit				271-000-658 404. Penal Fines	3,150.22	244,736.54
09/14/2023	Check	16167	Wendy Anderson Halperin		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-650.00	244,086.54
09/14/2023	Check	16166	SIEGFRIED CRANDALL PC	Invoice #112999	271-790-802 800. Professional and Contract Services:802. Accounting Fees	-2,300.00	241,786.54
09/14/2023	Check	16165	Griffin Pest Solutions	Invoice #2393022	271-790-806 800. Professional and Contract Services:806. Professional Services	-90.00	241,696.54
09/15/2023	Check	16168	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-90.72	241,605.82
09/18/2023	Deposit			Square Inc 230918P2 L21551887467	-Split-	0.19	241,606.01
09/20/2023	Deposit			Square Inc 230920P2 L21552069098	-Split-	35.16	241,641.17
09/22/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 09/06/2023-09/19/2023	Direct Deposit Payable	-458.81	241,182.36
09/22/2023	Check	16170	Know Buddy Resources	Invoice #ARU0359083	271-790-727 703-728. Operations:703. Books	-180.60	241,001.76
09/22/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 09/06/2023-09/19/2023	Direct Deposit Payable	-1,245.88	239,755.88
09/22/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 09/06/2023-09/19/2023	Direct Deposit Payable	-233.11	239,522.77
09/22/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 09/06/2023-09/19/2023	Direct Deposit Payable	-483.13	239,039.64
09/22/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 09/06/2023-09/19/2023	Direct Deposit Payable	-813.49	238,226.15
09/22/2023	Check	16171	Lakeland Library Cooperative	Invoice #PT23-1000	271-790-736 703-728. Operations:711. databases	-301.00	237,925.15
09/22/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 09/06/2023-09/19/2023	Direct Deposit Payable	-431.45	237,493.70
09/22/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 09/06/2023-09/19/2023	Direct Deposit Payable	-392.05	237,101.65
09/22/2023	Check	16169	US Bank Equipment Finance	Invoice #511110744	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-491.40	236,610.25
09/28/2023	Check	16172	Foster, Swift, Collins & Smith	Invoice #867136	271-790-801 800. Professional and Contract Services:801. Legal Fees	-23.50	236,586.75
09/28/2023	Check	16173	Julie Buchholtz		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-300.00	236,286.75
09/29/2023	Deposit			Square Inc 230929P2 L21552892175	-Split-	321.32	236,608.07
09/29/2023	Deposit		Interest	INTEREST	271-000-665 405-407. Other Types of Income:406. Interest Income Dor	48.37	236,656.44
09/29/2023	Check	16174	Lakeland Library Cooperative	Invoice #PT24-1023 Invoice #24-17614	-Split-	-4,610.83	232,045.61
09/30/2023	Check	16175	Midwest Tape	Invoice #504430558	271-790-736 703-728. Operations:711. databases	-469.62	231,575.99
09/30/2023	Check	16180	T-Mobile	Account #970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-172.20	231,403.79
09/30/2023	Expense		Chase Card Services		-Split-	-3,528.04	227,875.75
Total for 271-000-001 Checking							\$ - 20,389.97

DORR TOWNSHIP LIBRARY

Profit and Loss

September 2023

	TOTAL
Income	
271-000-658 404. Penal Fines	3,150.22
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	519.07
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	0.50
271-000-602.2 405.10 Bus Trip	385.00
271-000.602.1 405.1 Copies	44.10
Total 271-000-675.1 405. Miscellaneous Revenue	429.60
271-000-676.1 407. Reimbursements	
271-000-676.2 407.1 Credit Card Credits	31.72
Total 271-000-676.1 407. Reimbursements	31.72
Total 46400 405-407. Other Types of Income	980.39
Total Income	\$4,130.61
GROSS PROFIT	\$4,130.61
Expenses	
271-790-715.3 702. Payroll Expenses	87.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	54.00
271-790-920 729.1 Telephone, Telecommunications	442.15
Total 271-790-921 729. Rent, Parking, Utilities	496.15
271-790-931 730. Equip Rental and Maintenance	491.40
Total 271-790-930 729-734. Facilities and Equipment	987.55
62100 800. Professional and Contract Services	
271-790-801 801. Legal Fees	23.50
271-790-802 802. Accounting Fees	2,300.00
271-790-806 806. Professional Services	660.00
Total 62100 800. Professional and Contract Services	2,983.50
65000 703-728. Operations	
271-790-727 703. Books	1,617.63
271-790-729 704. Ebooks	179.97
271-790-730 705. Periodicals	34.95
271-790-731 707. Kits	7.50
271-790-732 708. AV	
271-790-733 708.2 Audiobooks	68.02
271-790-734 708.3 DVD	124.64
Total 271-790-732 708. AV	192.66
271-790-736 711. databases	1,374.20
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	234.89
Total 271-790-737 720. Supplies	234.89

DORR TOWNSHIP LIBRARY

Profit and Loss

September 2023

	TOTAL
271-790-739 721. Advertising	1.36
271-790-741 725. LLC Costs	
271-790-742 721.2 Other LLC fees	4,007.25
Total 271-790-741 725. LLC Costs	4,007.25
271-790-880 710. Programs (Community Promotions)	2,686.43
271-790-960.1 709. Ed. & Train Dor	12.00
271-790-960.2 709.1 Travel and Meetings	90.72
Total 271-790-960.1 709. Ed. & Train Dor	102.72
Total 65000 703-728. Operations	10,439.56
780. Misc Expense	
782. Square Reader Fees	12.08
Total 780. Misc Expense	12.08
Payroll Expenses	
271-790-702 Wages	8,850.40
271-790-715.1 Taxes	680.97
Total Payroll Expenses	9,531.37
Total Expenses	\$24,041.06
NET OPERATING INCOME	\$ -19,910.45
NET INCOME	\$ -19,910.45

Director's Report, October 2023

Library Operation Updates

Program attendance is down, as expected after the end of Summer Reading, but many of the Halloween programs are attracting quite a few patrons. Storytime was well attended this past Tuesday, with 16 children and nearly as many adults. Plates 'n' Pages wrapped up on October 5 with Margaret Willey's original folktale *Clever Beatrice*. Attendance was stronger and more consistent this year, and parents and children who attended were enthusiastic about every one of our storytellers. Book sales were very low, but we should be receiving a small check from Schuler Books soon. We are excitedly gearing up for fantasy author Tara Grayce's visit on October 26.

Statistics

Circulation of physical materials is down slightly after the summer, but electronic materials circulation continues to be strong. RLA statistics were not available as of the submission of this report.

Budget and Financial Items

Budget is up to date. The Board Treasurer and I are fielding proposals for banking services and investment offers from United Bank of Michigan, Huntington, and Consumers Credit Union. We have received notice that our Allianz annuity check in September was our final check.

Staff and Building Items

Lexi is covering desk and running programs for us on Monday and Thursday nights, and so her position is unchanged apart from a slight reduction in hours and ten hours per week moved to a remote location. The Township has begun landscaping around the building, replacing the areas that were overgrown with weeds with grass seed, transplanting some of the better flowering plants, etc. It is causing a temporary reduction in parking space near the building. I have asked Randy to let us know ahead of time when that will happen and for how long.

Meetings, Workshops, etc.

On September 22, Shana Dykhuis and I met with Angela Book of United Bank. We also met with Marc Reen of Huntington Bank and Christopher Rusche of Consumers Credit Union on October 9 regarding investments and other banking services. All three are submitting proposals.

On September 28, I had a phone conversation with Carol Dawe of Lakeland Library Coop about the possibility of issuing a brochure or some other material to advise parents on how to select materials with their children. Carol does not want to do this coop-wide, but is cautiously supportive of individual libraries trying it.

Later on the 28th, I attended the Library of Michigan State Aid Refresher webinar. I have begun to fill out this year's Annual Report.

October 12 Lakeland Library Coop Board and Advisory Council meetings: Lakeland adopted a Public Comment Policy and an Oath of Office for Board members and recommended that individual library boards follow suit. Both have been put on the Dorr Library Board Agenda for next month. The Advisory Council voted in favor of replacing the Capira mobile app with the BiblioApp from BiblioCommons, which is projected to take place around March 1.

Later on the 12th, I met with Liz Goble of The Book Farm about the latest library bound editions.

Michigan Public Library Directors meeting scheduled for October 13 at 2:00 PM.

Volunteers

Mary Fennema and Ethan Buffenbarger are our current volunteers. In addition, Reilly referred two students who completed their volunteer hours with us earlier this month.

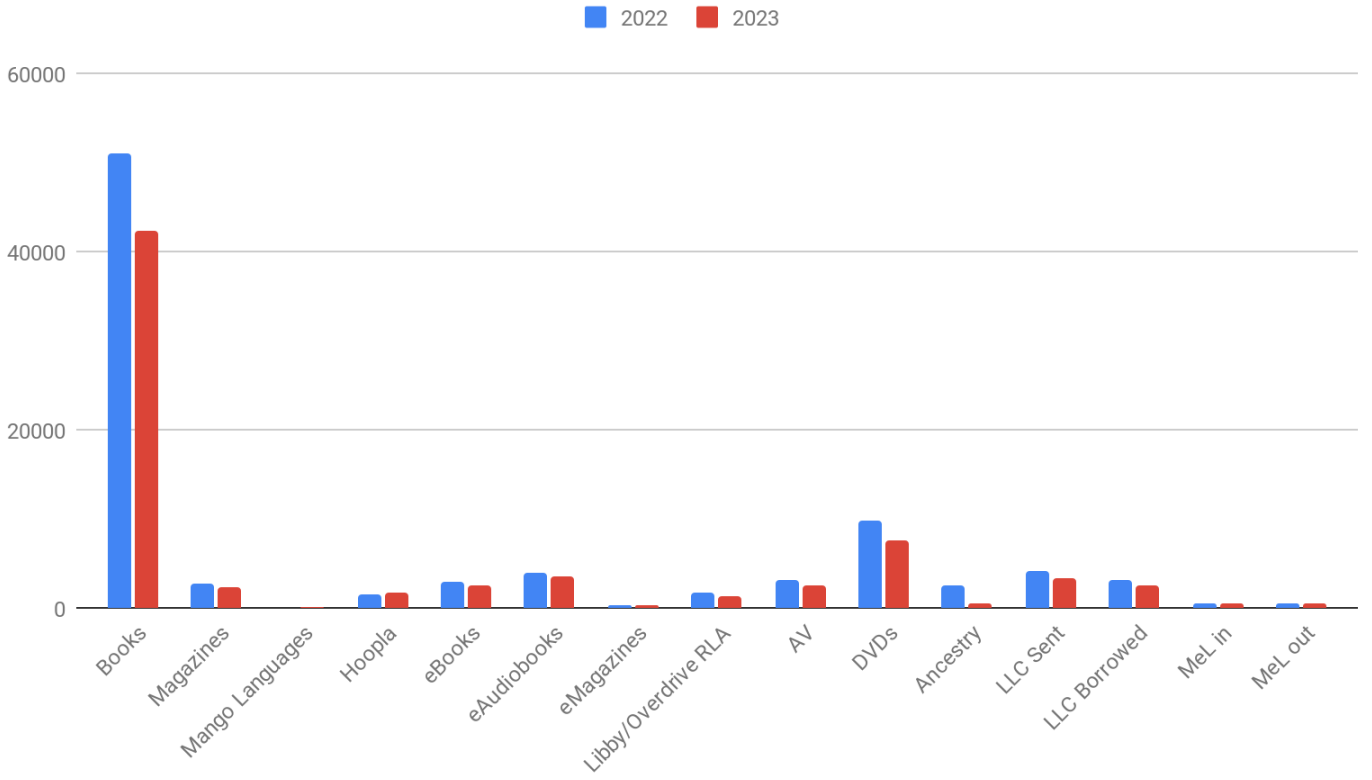
Library Closings

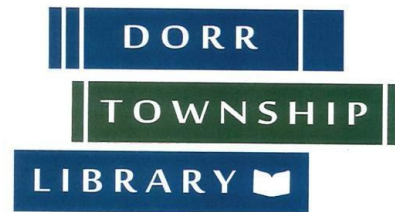
No closings this month.

Completed October 13, 2023, at 11:07 AM

	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	3855	5636	6377	5335	4137			
Magazines	230	287	291	392	327	242	266	219	179			
Mango Languages	2	49	12	4	0	3	3	6	3			
Hoopla	198	198	205	188	174	215	205	217	199			
eBooks	259	252	323	273	249	284	404	289	300			
eAudiobooks	365	320	388	387	393	462	480	453	396			
eMagazines	27	19	34	39	24	48	61	45	60			
Libby/Overdrive RLA Loans	167	171	184	136	163	222	173	186				
AV	328	237	414	302	269	321	252	249	215			
DVDs	879	634	853	995	892	1030	859	764	667			
Ancestry	63	13	70	63	52	0	218	84	66			
LLC Sent	372	387	475	354	345	473	462	277	210			
LLC Borrowed	437	251	394	332	437	285	242	99	91			
MeL in	67	56	71	65	55	39	75	53	61			
MeL out	70	54	69	67	54	48	70	55	61			





October 16, 2023

Dear Fifelski Family,

On behalf of the Board and staff of Dorr Township Library, I would like to offer our condolences on the passing of Francis Fifelski. We were honored to be a resource for Francis and to have him as our patron.

We would also like you to know that we have settled the matter of the replacement costs for the last materials Francis borrowed. There are no fines or fees in Francis's name.

Please let us know if there is anything else we can do for you in your time of grieving.

Sincerely,

Jeffrey Babbitt, Director

Dorr Township Library

September 18, 2023

Siegfried Crandall P.C.
246 E. Kilgore Road
Portage, MI 49002

This representation letter is provided in connection with your audit of the financial statements of the Dorr Township Library Fund, a special revenue fund of the Township of Dorr, Michigan, as of March 31, 2023, and the changes in financial position for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 18, 2023, the following representations made to you during your audit.

Financial statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated March 10, 2023, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above include only the Dorr Township Library Fund, a special revenue fund (governmental fund type), of the Township of Dorr, Michigan, and do not purport to, and do not, present fairly the financial position of the Township of Dorr, Michigan, as of March 31, 2023, or the changes in its financial position for the year then ended in conformity with generally accepted accounting principles.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures, transfers, leasing arrangements, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted.
- 9) We are not aware of any pending or threatened litigation, claims or assessments, or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.

Information Provided

- 10) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Library Board from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Library Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the Library Fund and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the Library Fund's financial statements communicated by employees, former employees, regulators, or others.
- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you the identity of the Library Fund's related parties and all the related party relationships and transactions, including any side agreements.

Government - specific

- 17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 18) We have a process to track the status of audit findings and recommendations.
- 19) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 21) The Library Fund has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or fund balance.
- 22) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 23) There are no (except as disclosed) violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 24) As part of your audit, you assisted with preparation of journal entries, other than proposed audit entries, and the financial statements. We acknowledge our responsibility as it relates to those nonattest services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for the journal entries other than proposed audit entries and the financial statements.
- 25) Equity amounts are properly classified and, if applicable, approved.
- 26) Deposits are properly classified as to risk and are properly disclosed.
- 27) We have appropriately disclosed the Library Fund's policy regarding whether to first apply restricted or unrestricted resources when an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available and have determined that fund balances are properly recognized under the policy.

Signed: _____

Signed: _____

Title: _____

Title: _____

September 18, 2023

To the Board of Trustees
Dorr Township Library

We have audited the financial statements of the Dorr Township Library Fund (the Library Fund) for the year ended March 31, 2023. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 10, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library Fund are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during fiscal year 2023. We noted no transactions entered into by the Library Fund during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no sensitive estimates affecting the Library Fund's financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. Management has recorded all of our proposed audit adjustments.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 18, 2023.

Other Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library Fund's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Communication Regarding Internal Control

In planning and performing our audit of the financial statements of the Library Fund as of and for the year ended March 31, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Library Fund's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library Fund's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library Fund's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we have identified a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Library Fund's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Library Fund's internal control to be a material weakness.

Material audit adjustments and financial statement preparation:

Criteria: All governmental units in Michigan are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the responsibility of management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e., maintaining internal accounting records), and (2) reporting government-wide and fund financial statements, including the related notes to the financial statements (i.e., external financial reporting).

Condition: We identified and proposed several material audit adjustments that management reviewed and approved. Adjustments were recorded to:

- Correct beginning fund balance
- Accrue receivables at year end
- Accrue payables at year end
- Correct revenue recognition related to a grant

As is the case with many small and medium-sized governmental units, the Library Fund has historically relied on its independent external auditor to assist with the preparation of the financial statements and the related notes as part of its external financial reporting process. Accordingly, the Library Fund's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditor, who cannot be considered part of the Library Fund's internal controls. This is a repeat finding.

Cause: This condition was caused by the Library Board's decision to outsource the preparation of its annual financial statements to the external auditor rather than incur the costs of obtaining the necessary training and expertise required for the Library Board to perform this task internally because outsourcing the task is considered more cost effective.

Effect: The Library Fund's accounting records were initially misstated by amounts material to the financial statements. In addition, the Library Fund lacks complete internal controls over the preparation of its financial statements in accordance with GAAP and relies, at least in part, on assistance from its external auditor with this task.

Auditor's Recommendation: We recommend that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustments and prepare a draft of the Library Fund's annual financial statements versus contracting with its auditor for these services.

Management Response: Management has made an ongoing evaluation of the respective costs and benefits of obtaining internal or external resources, specifically for the preparation of financial statements, and has determined that the additional benefits derived from implementing such a system would not outweigh the costs incurred to do so. Management will continue to review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

The Library Board's response to the internal control finding described above was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Restriction on Use

This information is intended solely for the use of the Board of the Dorr Township Library, the Board of Trustees of the Township of Dorr, Michigan, and the State of Michigan Department of Treasury and is not intended to be and should not be used by anyone other than these specified parties.

Sigfried Crandall P.C.

Client: DORR TOWNSHIP LIBRARY
Engagement: 2023
Current Period: 03/31/2023
Workpaper: Adjustments

Account	Description	Debit	Credit	Net Income Effect
AJE01				
To reverse deposit in transit				
581	581. Township Appropriation	13,500.00	0.00	
105	Checking	0.00	13,500.00	
Total		13,500.00	13,500.00	(13,500.00)
AJE02				
To correct outstanding checks				
105	Checking	2,600.91	0.00	
746	Other Types of Expenses:Uncategorized Expense	0.00	2,600.91	
Total		2,600.91	2,600.91	2,600.91
AJE03				
To correct fund balance				
160	019. Audit Accts Receivable	0.00	2,789.05	
185	Due from General Fund	4,950.11	0.00	
200	203. Audit Accts Payable	0.00	4,341.35	
201	Payroll Liabilities	191.25	0.00	
212	Payroll Liabilities:212. MI Income Tax	326.14	0.00	
214	Payroll Liabilities:214. MI Income Tax	0.00	68.88	
216	Payroll Liabilities:216. Blue Cross Dental	187.53	0.00	
217	Payroll Liabilities:217. Blue Cross Vision	0.00	187.53	
221	Payroll Liabilities:Federal Unemployment (940)	0.00	859.26	
222	Payroll Liabilities:MI Income Tax	136.93	0.00	
339.0	Unearned revenue	0.00	8,400.02	
390	013. Fund Balance	10,854.13	0.00	
Total		16,646.09	16,646.09	0.00
AJE04				
To reverse prior year receiveables				
404	404. Penal Fines	2,917.97	0.00	
402.1	402. Millage:402.1 Tax revenue	4,519.59	0.00	
160	019. Audit Accts Receivable	0.00	7,437.56	
Total		7,437.56	7,437.56	(7,437.56)
AJE05				
To record accounts receivable				
404	404. Penal Fines	0.00	2,991.82	
402.1	402. Millage:402.1 Tax revenue	0.00	3,922.01	
160	019. Audit Accts Receivable	6,913.83	0.00	
Total		6,913.83	6,913.83	6,913.83
AJE06				
To reverse prior year payables				
407.1	405-407. Other Types of Income:407. Reimbursements:407.1 Credit Card Credits	0.00	11.99	
703	703-728. Operations:703. Books	0.00	1,083.94	
710	703-728. Operations:710. Programs (Community Promotions)	0.00	436.85	
720	703-728. Operations:720. Supplies	0.00	88.89	
702	702. Payroll Expenses	0.00	73.00	
729.1	729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	0.00	264.95	
732	729-734. Facilities and Equipment:732. Technology	0.00	369.83	
977	977. Equipment	0.00	2,212.51	
802	Accounting fees	0.00	40.00	
708	703-728. Operations:708. AV	0.00	359.06	
717.2	Payroll Expenses:Wages	0.00	2,746.00	
200	203. Audit Accts Payable	7,687.02	0.00	
Total		7,687.02	7,687.02	7,687.02
AJE07				
To record accounts payable				
407.1	405-407. Other Types of Income:407. Reimbursements:407.1 Credit Card Credits	26.18	0.00	
704	703-728. Operations:704. Ebooks	605.44	0.00	
710	703-728. Operations:710. Programs (Community Promotions)	472.75	0.00	
720	703-728. Operations:720. Supplies	239.16	0.00	
708	703-728. Operations:708. AV	83.27	0.00	
805	800. Professional and Contract Services:805. Professional Dues	199.00	0.00	
709	703-728. Operations:709. Ed. & Train Dor	385.00	0.00	
717.2	Payroll Expenses:Wages	3,255.00	0.00	
200	203. Audit Accts Payable	0.00	5,265.80	
Total		5,265.80	5,265.80	(5,265.80)
AJE08				
To recognize unearned revenue				
339.0	Unearned revenue	8,400.02	0.00	
539	500. Government Grants:539. State Grants	0.00	8,400.02	
Total		8,400.02	8,400.02	8,400.02
GRAND TOTAL		68,451.23	68,451.23	(601.58)

*Dorr Township Library Fund
Allegan County, Michigan*

FINANCIAL STATEMENTS

Year ended March 31, 2023

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Dorr Township Library

Opinions

We have audited the accompanying financial statements of the Dorr Township Library Fund (Library Fund), a special revenue fund of the Township of Dorr, Michigan, as of and for the year ended March 31, 2023, and the related notes to the financial statements, as listed in the contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Library Fund, a special revenue fund of the Township of Dorr, Michigan, as of March 31, 2023, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Library Fund and do not purport to, and do not, present fairly the financial position of the Township of Dorr, Michigan, as of March 31, 2023, or the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library Fund, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library Fund's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library Fund's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library Fund's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required supplementary information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Sigfried Crandall P.C.

September 18, 2023

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Our discussion and analysis of the Dorr Township Library Fund's (the Library Fund) financial performance provides a narrative overview of the Library Fund's financial activities for the fiscal year ended March 31, 2023. Please read it in conjunction with the Library Fund's financial statements.

FINANCIAL HIGHLIGHTS

- The Library Fund's fund balance increased by \$59,460 during the current year.
- The Library Fund's fund balance, which is entirely assigned for recreation and culture expenditures, amounts to \$566,528 at year end, representing 243 percent of actual expenditures for the current fiscal year.

Overview of the financial statements

The Library Fund's annual report is comprised of three parts: management's discussion and analysis, the financial statements, and required supplementary information. The financial statements do not include government-wide financial statements because the Library Fund is only one fund of the Township of Dorr. The financial statements are fund financial statements for the Township's Library Fund which explain how recreation and culture expenditures were financed in the short-term, as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The financial statements are followed by required supplementary information that further explains and supports the information in the financial statements.

A comparative analysis of the Library Fund's financial statements for 2023 and 2022 is also presented.

Fund financial statements

Funds are accounting devices used to keep track of specific sources of funding and spending for particular purposes. The Library Fund is a governmental fund which focuses on (1) how cash, and other financial assets that can be readily converted to cash, flows in and out, and (2) the balances left at year end that are available for spending. Consequently, governmental fund statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance programs.

FINANCIAL ANALYSIS OF THE LIBRARY FUND

Fund Balance

Total fund balance at the end of the fiscal year was \$566,528, which is assigned for recreation and culture expenditures.

*Condensed financial information
Fund balance*

	<u>2023</u>	<u>2022</u>
Current assets	\$ 575,045	\$ 526,259
Current liabilities	\$ 8,517	\$ 19,191
Fund balance - assigned for recreation and culture	<u>566,528</u>	<u>507,068</u>
Total liabilities and fund balance	<u>\$ 575,045</u>	<u>\$ 526,259</u>

Changes in fund balance

The Library Fund's total revenues were \$242,732. Property taxes and penal fines provided about 74 percent and 13 percent of the Library Fund's revenues, respectively. Total expenditures to provide Library services amounted to 233,272.

The Library Fund experienced an increase in fund balance of \$59,460, during the current fiscal year, compared to a \$111,184 increase in the prior year. Revenues increased by \$16,364, primarily due to a \$8,914 increase in property taxes. Expenditures increased by \$68,088, primarily due to a \$27,491 increase in payroll costs. The Library Fund also received a \$50,000 transfer from the Township's General Fund.

Condensed financial information

Changes in fund balance

	<u>2023</u>	<u>2022</u>
Revenues:		
Property taxes	\$ 179,173	\$ 170,259
State grants	16,186	9,477
Fines and forfeitures - penal fines	30,863	31,220
Interest	1,528	579
Other	<u>14,982</u>	<u>14,833</u>
Total revenues	242,732	226,368
Expenditures - recreation and culture	<u>233,272</u>	<u>165,184</u>
Excess	9,460	61,184
Other financing sources - transfer from General Fund	<u>50,000</u>	<u>50,000</u>
Changes in fund balance	<u>\$ 59,460</u>	<u>\$ 111,184</u>
Fund balance, end of year	<u>\$ 566,528</u>	<u>\$ 507,068</u>

Library Fund budgetary highlights

Revenues and expenditures were not amended during the current year. Actual revenues were \$48,158 more than budgeted, primarily because tax revenues were \$19,173 more than planned. Actual expenditures were \$5,978 less than the amounts appropriated, primarily because personnel costs were \$12,030 less than anticipated.

These variances resulted in a \$54,136 positive budget variance, with a \$59,460 increase in fund balance, compared to a budget that anticipated a \$5,324 increase in fund balance.

CAPITAL ASSETS AND DEBT ADMINISTRATION

The Library Fund does not report capital assets or long-term debt.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Library Fund's 2024 fiscal year budget does not anticipate significant changes in the amounts or composition of its major revenue sources. The Library Fund has budgeted expenditures for the upcoming year at amounts sufficient to support its ongoing programs and activities, while maintaining the current levels of its resources.

CONTACTING THE LIBRARY FUND'S FINANCIAL MANAGEMENT

This financial report is designed to provide our customers and creditors with a general overview of the Library Fund's finances and to demonstrate the Library Fund's accountability for the resources it receives. Questions regarding any information provided in this report or requests for additional financial information should be addressed to:

Jeffrey Babbitt, Library Director
Dorr Township Library
1084 Sunset Dr
Dorr, MI 49323

Phone: (616) 681-9678

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FINANCIAL STATEMENTS

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Dorr Township Library Fund

BALANCE SHEET

March 31, 2023

ASSETS

Cash	\$ 568,131
Taxes receivable	<u>6,914</u>
Total assets	<u>\$ 575,045</u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accounts payable	\$ 5,266
Payroll taxes	<u>3,251</u>
Total liabilities	8,517
Fund balance - assigned for recreation and culture	<u>566,528</u>
Total liabilities and fund balance	<u>\$ 575,045</u>

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See notes to financial statements

Dorr Township Library Fund

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Year ended March 31, 2023

REVENUES

Property taxes	\$ 179,173
State grants - state aid	16,186
Fines and forfeitures - penal fines	30,863
Other	<u>14,982</u>
Total revenues	242,732

EXPENDITURES

Recreation and culture	<u>233,272</u>
------------------------	----------------

**EXCESS (DEFICIENCY) OF REVENUES
OVER EXPENDITURES**

9,460

OTHER FINANCING SOURCE

Transfers from General Fund	<u>50,000</u>
-----------------------------	---------------

NET CHANGES IN FUND BALANCES

59,460

FUND BALANCES - BEGINNING

507,068

FUND BALANCES - ENDING

\$ 566,528

DRAFT

See notes to financial statements

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Dorr Township Library Fund (the Library Fund) conform to accounting principles generally accepted in the United States of America (hereinafter referred to as generally accepted accounting principles) as applicable to a governmental fund type. The following is a summary of the more significant accounting policies.

Reporting entity:

These financial statements include only the Dorr Township Library Fund, a special revenue fund (governmental fund type) of the Township of Dorr (located in Allegan County), and do not purport to, and do not, present fairly the financial position of the Township of Dorr, Michigan, as of March 31, 2023, and the changes in its financial position for the year then ended in conformity with generally accepted accounting principles. The basic financial statements of the Township of Dorr are available at the Township's office.

Measurement focus, basis of accounting, and financial statement presentation:

Governmental funds financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Library Fund generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

State grants, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the Library Fund.

Assets, liabilities, and fund balance:

Cash - Cash is considered to be cash on hand, demand deposits, and time deposits.

Receivables - All receivables are considered to be fully collectible and are due within one year.

Fund balance - Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws and regulations of other governments. The Board retains the authority to assign fund balance as to purpose. When the Library Fund incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Library Fund's policy to use the restricted fund balance first, followed by assigned fund balance.

Property tax revenue recognition - Property taxes are levied each December 1 (lien date) on the taxable valuation of property as of the preceding December 31. Property taxes are considered delinquent on March 1 of the following year, at which time interest and penalties are assessed. It is the Library Fund's policy to recognize revenue from the tax levy in the current year when the proceeds are budgeted and made available for the financing of operations.

Use of estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Accordingly, actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary information - The annual budget is adopted on a basis consistent with generally accepted accounting principles for a governmental fund. The budget document presents information by function and line-item. The legal level of budgetary control adopted by the governing body for the Library Fund is the activity level. All annual appropriations lapse at the end of the fiscal year. There were no reportable budget variances.

NOTE 3 - CASH

Cash, as presented in the accompanying financial statements, in the amount of \$568,131, consists of deposits with financial institutions.

State statutes authorize the Library Fund to make deposits in the accounts of federally insured banks, credit unions, and savings and loan associations that have an office in Michigan. The Library Fund's deposits are in accordance with statutory authority.

Custodial credit risk is the risk that, in the event of the failure of a financial institution, the Library Fund will not be able to recover its deposits. The Township's investment policy does not specifically address custodial credit risk for deposits. The Library Fund's bank balances total \$564,851. Because the Township of Dorr is defined as a "public unit" for purposes of FDIC insurance coverage for deposits held by financial institutions, it is not practicable to identify insurance coverage for an individual fund.

NOTE 4 - INTERFUND TRANSFERS

The transfers from the General Fund, in the amount of \$50,000, represent the Township's budgeted annual operating subsidy to support Library Fund operations.

NOTE 5 - RISK MANAGEMENT

The Library Fund is exposed to various risks of loss for claims arising from general liability, wrongful acts, professional liability, property damage and destruction, crime, accidents, and injuries. Risks of loss arising from possible claims are managed through the purchase of commercial insurance. For all risks of loss, there have been no significant reductions in insurance coverage from coverage provided in prior years. Also, in the past three years, settlements did not exceed insurance coverage.

REQUIRED SUPPLEMENTARY INFORMATION

DRAFT

BUDGETARY COMPARISON SCHEDULE

Year ended March 31, 2023

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
REVENUES				
Property taxes	\$ 160,000	\$ 160,000	\$ 179,173	\$ 19,173
State grants	3,500	3,500	16,186	12,686
Fines and forfeitures - penal fines	25,000	25,000	30,863	5,863
Interest	600	600	1,528	928
Other	5,474	5,474	14,982	9,508
Total revenues	<u>194,574</u>	<u>194,574</u>	<u>242,732</u>	<u>48,158</u>
EXPENDITURES				
Recreation and culture:				
Personnel costs	124,750	124,750	112,720	12,030
Professional and contracted services	6,800	6,800	7,388	(588)
Book purchases	16,400	16,400	17,089	(689)
Audio-visual materials	2,700	2,700	3,424	(724)
Kits	500	500	248	252
Periodicals	1,500	1,500	1,074	426
Programs	12,000	12,000	22,354	(10,354)
Advertising	1,000	1,000	2,495	(1,495)
Supplies	4,500	4,500	6,798	(2,298)
Education and training	7,000	7,000	1,767	5,233
Transportation	1,400	1,400	-	1,400
Co-op fees	18,000	18,000	19,098	(1,098)
Databases	12,800	12,800	10,033	2,767
Insurance	3,000	3,000	2,977	23
Facilities and equipment	26,800	26,800	25,700	1,100
Miscellaneous	100	100	107	(7)
Total expenditures	<u>239,250</u>	<u>239,250</u>	<u>233,272</u>	<u>5,978</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(44,676)	(44,676)	9,460	54,136
OTHER FINANCING SOURCE				
Transfers from General Fund	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>
NET CHANGES IN FUND BALANCES	5,324	5,324	59,460	54,136
FUND BALANCES - BEGINNING	<u>507,068</u>	<u>507,068</u>	<u>507,068</u>	<u>-</u>
FUND BALANCES - ENDING	<u>\$ 512,392</u>	<u>\$ 512,392</u>	<u>\$ 566,528</u>	<u>\$ 54,136</u>

Client: DORR TOWNSHIP LIBRARY
Engagement: 2023
Current Period: 03/31/2023
Workpaper: Trial Balance

Code	Account	Description	Workpaper Reference	Adjusted 03/31/2022	Unadjusted 03/31/2023	Adjusting JE 03/31/2023	Adjusted 03/31/2023
A		Asset					
	105	Checking	A-1	353,617.69	312,747.50	(10,899.09)	301,848.41
	106	Chemical CD	A-1	6,418.10	6,418.75	0.00	6,418.75
	111	390. Savings	A-1	153,834.98	254,913.64	0.00	254,913.64
	160	019. Audit Accts Receivable	C-1-1	7,437.56	10,226.61	(3,312.78)	6,913.83
	185	Due from General Fund		4,950.11	0.00	4,950.11	4,950.11
A Total				526,258.44	584,306.50	(9,261.76)	575,044.74
L		Liability					
	200	203. Audit Accts Payable	AA-1-1	(7,687.02)	(3,345.67)	(1,920.13)	(5,265.80)
	201	Payroll Liabilities		0.00	(191.25)	191.25	0.00
	211	Payroll Liabilities:211. Federal Unemployment (940)		0.00	(55.81)	0.00	(55.81)
	212	Payroll Liabilities:212. MI Income Tax		0.00	(326.14)	326.14	0.00
	213	Payroll Liabilities:213. Federal Taxes (941/944)		(705.18)	(620.90)	0.00	(620.90)
	214	Payroll Liabilities:214. MI Income Tax		0.00	68.88	(68.88)	0.00
	216	Payroll Liabilities:216. Blue Cross Dental		(62.51)	(250.04)	187.53	(62.51)
	217	Payroll Liabilities:217. Blue Cross Vision		(1,474.69)	(1,287.16)	(187.53)	(1,474.69)
	218	Payroll Liabilities:Blue Cross Dental		(5.48)	(5.48)	0.00	(5.48)
	219	Payroll Liabilities:Blue Cross Vision		(40.66)	(40.66)	0.00	(40.66)
	220	Payroll Liabilities:Federal Taxes (941/944)		(500.72)	(705.18)	0.00	(705.18)
	221	Payroll Liabilities:Federal Unemployment (940)		(54.55)	859.26	(859.26)	0.00
	222	Payroll Liabilities:MI Income Tax		(259.97)	(422.91)	136.93	(285.98)
	339.0	Unearned revenue		(8,400.02)	0.00	0.00	0.00
L Total				(19,190.80)	(6,323.06)	(2,193.95)	(8,517.01)
C		Fund balance					
	390	013. Fund Balance		(274,991.45)	(397,029.68)	10,854.13	(386,175.55)
	391	012. Opening Bal Equity		(120,892.09)	(120,892.09)	0.00	(120,892.09)
C Total				(395,883.54)	(517,921.77)	10,854.13	(507,067.64)
R		Revenue					
	402	402. Millage	10-1.	0.00	(94,434.63)	0.00	(94,434.63) taxes
	402.1	402. Millage:402.1 Tax revenue	10-1.	(170,259.21)	(85,335.72)	597.58	(84,738.14) taxes
	403	403. State Aid		(6,451.82)	(7,785.93)	0.00	(7,785.93) state
	404	404. Penal Fines		(31,219.64)	(30,789.26)	(73.85)	(30,863.11) penal fines
	405	405-407. Other Types of Income:405. Miscellaneous Revenue		(158.26)	(1,505.35)	0.00	(1,505.35) other
	405.1	405-407. Other Types of Income:405. Miscellaneous Revenue:405.1 Copies		(787.08)	(1,120.20)	0.00	(1,120.20) other
	405.10	405-407. Other Types of Income:405. Miscellaneous Revenue:405.10 Bus Trip		0.00	(680.00)	0.00	(680.00) other
	405.2	405-407. Other Types of Income:405. Miscellaneous Revenue:405.2 Fines		(34.20)	(204.81)	0.00	(204.81) other
	405.3	405-407. Other Types of Income:405. Miscellaneous Revenue:405.3 Meeting Room Rental		0.00	(360.00)	0.00	(360.00) other
	405.4	405-407. Other Types of Income:405. Miscellaneous Revenue:405.4 Faxes		(433.65)	(202.80)	0.00	(202.80) other
	405.5	405-407. Other Types of Income:405. Miscellaneous Revenue:405.5 Book Sales		(240.04)	(386.25)	0.00	(386.25) other
	405.6	405-407. Other Types of Income:405. Miscellaneous Revenue:405.6 Unique Management Fees		(8.95)	(27.75)	0.00	(27.75) other
	405.8	405-407. Other Types of Income:405. Miscellaneous Revenue:405.8 Sales		(1,599.98)	(31.60)	0.00	(31.60) other
	405.9	405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income		(2,186.63)	(139.39)	0.00	(139.39) other
	406	405-407. Other Types of Income:406. Interest Income Dor		(579.31)	(1,527.74)	0.00	(1,527.74) interest
	407	405-407. Other Types of Income:407. Reimbursements		(99.99)	0.00	0.00	0.00 other
	407.1	405-407. Other Types of Income:407. Reimbursements:407.1 Credit Card Credits		(1,309.53)	(830.33)	14.19	(816.14) other
	407.2	405-407. Other Types of Income:407. Reimbursements:407.2 Book Replacement		(174.83)	(336.57)	0.00	(336.57) other
	407.4	405-407. Other Types of Income:407. Reimbursements:407.4 Hopkins' Portion of Insurance		0.00	0.00	0.00	0.00

407.5	405-407. Other Types of Income:407. Reimbursements:407.5 Ren Zone Reimbursement	(47.35)	0.00	0.00	0.00
409.1	Int. Income Dor	0.00	0.00	0.00	0.00
410	ALLEGAN GRANT REVENUE	0.00	0.00	0.00	0.00
418	Other types of income:Misc Revenue	0.00	0.00	0.00	0.00
430	Donations	0.00	0.00	0.00	0.00
445	Sales	0.00	(0.01)	0.00	(0.01) other
490	Tax revenue	0.00	0.00	0.00	0.00 state
498	Uncategorized Income	(1,067.74)	0.00	0.00	0.00 other
539	500. Government Grants:539. State Grants	(3,024.50)	0.00	(8,400.02)	(8,400.02) state
580	44530 500. Government Grants:580. Local Government Grants	0.00	(726.22)	0.00	(726.22) other
582	582. Direct Public Grants:582.2 Nonprofit Organization Grants	(1,711.17)	(840.00)	0.00	(840.00) other
583.3	583. Direct Public Support:583.3 Legacies and Bequests:583.3.1 Annuity	(4,274.40)	(4,274.40)	0.00	(4,274.40) other
583.4	583. Direct Public Support:583.4 Donations	(700.00)	(415.00)	0.00	(415.00) other
583.4-2	583. Direct Public Support:583.4 Donations:583.4-2 Summer Reading Donation	0.00	(2,915.87)	0.00	(2,915.87) other
R Total		(226,368.28)	(234,869.83)	(7,862.10)	(242,731.93)

E

Expense

702	702. Payroll Expenses	706.00	1,005.00	(73.00)	932.00	personnel
702.1	702. Payroll Expenses:702.1 Wages	1,702.28	0.00	0.00	0.00	personnel
702.2	702. Payroll Expenses:702.2 Taxes	(280.57)	60.00	0.00	60.00	personnel
702.4	702. Payroll Expenses:702.4 MI-Withholding	0.00	340.66	0.00	340.66	personnel
703	703-728. Operations:703. Books	15,675.32	17,567.29	(1,083.94)	16,483.35	books
703.2	703-728. Operations:703. Books:703.2 book replacement MelCat	17.00	0.00	0.00	0.00	books
704	703-728. Operations:704. Ebooks	806.45	0.00	605.44	605.44	books
705	703-728. Operations:705. Periodicals	1,203.84	1,074.14	0.00	1,074.14	periodicals
707	703-728. Operations:707. Kits	0.00	248.18	0.00	248.18	Kits
708	703-728. Operations:708. AV	2,252.96	3,699.85	(275.79)	3,424.06	AV
708.1	703-728. Operations:708. AV:708.1 Binge Boxes	0.00	0.00	0.00	0.00	
709	703-728. Operations:709. Ed. & Train Dor	0.00	1,381.94	385.00	1,766.94	Ed & training
710	703-728. Operations:710. Programs (Community Promotions)	7,406.42	22,318.49	35.90	22,354.39	Programs
711	703-728. Operations:711. databases	6,807.22	10,033.04	0.00	10,033.04	databases
712	Maint. & Services Dor	0.00	0.00	0.00	0.00	
713	Misc. Dor	0.00	0.00	0.00	0.00	
714	Periodicals Dor	0.00	0.00	0.00	0.00	
715	Prof. Serv. Dor	0.00	0.00	0.00	0.00	
716	RENTALS	0.00	0.00	0.00	0.00	
717	Payroll Expenses	142.00	0.00	0.00	0.00	personnel
717.1	Payroll Expenses:Taxes	6,018.35	7,958.64	0.00	7,958.64	personnel
717.2	Payroll Expenses:Wages	76,941.25	102,920.13	509.00	103,429.13	personnel
718	718. insurance	432.00	0.00	0.00	0.00	insurance
718.1	718. insurance:718.1 General Liability and Public Officials	2,887.00	2,976.50	0.00	2,976.50	insurance
720	703-728. Operations:720. Supplies	973.95	88.89	150.27	239.16	Supplies
720.1	703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	3,307.33	6,558.73	0.00	6,558.73	Supplies
721	703-728. Operations:721. Advertising	535.51	2,494.71	0.00	2,494.71	Advertising
721.1	703-728. Operations:721. Advertising:721.1. Millage	0.00	0.00	0.00	0.00	Advertising
721.2	703-728. Operations:725. LLC Costs:721.2 Other LLC fees	0.00	10,210.86	0.00	10,210.86	Co-op fees
725	703-728. Operations:725. LLC Costs	15,747.28	8,887.13	0.00	8,887.13	Co-op fees
725.1	703-728. Operations:725. LLC Costs:725.1 ILL FEES - LLC LIBRARY	1,512.00	0.00	0.00	0.00	Co-op fees
729	729-734. Facilities and Equipment	904.87	343.00	0.00	343.00	Facilities
729.1	729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	4,301.38	5,703.34	(264.95)	5,438.39	Facilities
729.2	729-734. Facilities and Equipment:729. Rent, Parking, Utilities	0.00	497.95	0.00	497.95	Facilities
730	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	4,650.50	5,490.19	0.00	5,490.19	Facilities
731	729-734. Facilities and Equipment:731. Computer Equipt.	0.00	8,178.53	0.00	8,178.53	Facilities
732	729-734. Facilities and Equipment:732. Technology	2,827.08	2,722.04	(369.83)	2,352.21	Facilities
734	729-734. Facilities and Equipment:734. Technology Labor	1,800.00	2,250.00	0.00	2,250.00	Facilities
735	Technology	0.00	0.00	0.00	0.00	Facilities
740	Advertising	0.00	0.00	0.00	0.00	Advertising
746	Other Types of Expenses:Uncategorized Expense	0.00	2,600.92	(2,600.91)	0.01	Misc

780	Misc expense		89.45	5.54	0.00	5.54	Misc
781	780. Misc Expense:781. Fee refund		0.00	101.02	0.00	101.02	Misc
801	800. Professional and Contract Services:801. Legal Fees		0.00	2,933.50	0.00	2,933.50	Prof & contract serv
802	Accounting fees		2,140.00	40.00	(40.00)	0.00	Prof & contract serv
803	800. Professional and Contract Services:803. Unique Management Costs		26.85	57.30	0.00	57.30	Prof & contract serv
805	800. Professional and Contract Services:805. Professional Dues		312.00	1,285.58	199.00	1,484.58	Prof & contract serv
806	800. Professional and Contract Services:806. Professional Services		1,125.95	2,912.40	0.00	2,912.40	Prof & contract serv
971	970. Maint. & Services Dor:971. Building Expense		0.00	536.88	0.00	536.88	Facilities
977	977. Equipment		2,212.51	2,825.79	(2,212.51)	613.28	Facilities
E Total			<u>165,184.18</u>	<u>238,308.16</u>	<u>(5,036.32)</u>	<u>233,271.84</u>	
T	Transfer						
499	TWP Quarterly App		0.00	0.00	0.00	0.00	
581	581. Township Appropriation	10-2.1	(50,000.00)	(63,500.00)	13,500.00	(50,000.00)	
T Total			<u>(50,000.00)</u>	<u>(63,500.00)</u>	<u>13,500.00</u>	<u>(50,000.00)</u>	
Grouping Schedu			<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Net Incom			<u>111,184.10</u>	<u>60,061.67</u>		<u>59,460.09</u>	
Total Asse			<u>526,258.44</u>	<u>584,306.50</u>	<u>(9,261.76)</u>	<u>575,044.74</u>	
Total Liabi			<u>(10,790.78)</u>	<u>(6,323.06)</u>	<u>(2,193.95)</u>	<u>(8,517.01)</u>	
Total Equi			<u>(395,883.54)</u>	<u>(517,921.77)</u>	<u>10,854.13</u>	<u>(507,067.64)</u>	
Total Reve			<u>(276,368.28)</u>	<u>(298,369.83)</u>	<u>5,637.90</u>	<u>(292,731.93)</u>	
Total Expe			<u>165,184.18</u>	<u>238,308.16</u>	<u>(5,036.32)</u>	<u>233,271.84</u>	
		F/B - BOY	(395,883.54)		PY	(507,067.64)	
		Change	(111,184.10)			(59,460.09)	
		F/B - EOY	(507,067.64)			(566,527.73)	
			-			F/S	

Auditing Procedures Report Worksheet

Local Unit Basic Information

County: Allegan Type: Library Local Unit Name: Dorr Township Library Fund
 Municode: 03-8-005 FY Ending: 2023 Year End Month: 3

REPORTING

Enter Opinion Date: 9/18/2023

Select type of audit opinion for the following: Choices: Unmodified / Qualified / Adverse / Disclaimer / N/A	
Governmental activities:	<u>N/A</u> Business-type activities: <u>N/A</u>
Aggregate discretely presented component units:	<u>N/A</u> Major fund(s): <u>unmodified</u>
Aggregate remaining fund information:	<u>N/A</u> Aggregate discretely presented component units and remaining fund information: <u>N/A</u>

Has the local unit complied with generally accepted accounting principles (GAAP)?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are all required component units/funds/significant others of the local unit included in the financial statements and disclosed in the reporting entity notes to the financial statements when applicable?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If NO,
Please check and list all of the following that are missing:
 Component Units Funds Significant Others

Is this unit in compliance with the *Uniform Chart of Accounts* issued by the Department of Treasury?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Nothing came to my attention that caused me to believe that the local unit failed to comply with guidance issued by the Local Government Financial Services Division (ie., Uniform Reporting Format, Accounting Manual, Audit Manual, Budget Manual, Numbered Letters, MCGAA Statements). If nothing came to your attention, mark yes.

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

STATUTORY
Nothing came to my attention that caused me to believe that the local unit failed to comply with charters or ordinances. If nothing came to your attention, mark yes.

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If NO,
Indicate section of charter or ordinance with which the local unit is not in compliance:

Does the local unit have a court ordered judgment tax levy or judgment bond?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If YES,
Is this a one year levy?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Has the local unit distributed tax revenues that were collected for another taxing unit timely as required by the general property tax act?

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Has the current year pension actuarially determined contribution been paid by the unit required by the State Constitution Article 9, Section 24?

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the local unit free of illegal or unauthorized expenditures that came to your attention as defined in the manual for Audits of Local Units of Government in Michigan, as revised (see Appendix H of manual)?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If NO,
Has a description of the illegal or unauthorized expenditures been included in the audit?
 If YES,
Please provide page number:
 If NO,
Describe

Is the unit free of any indications of fraud or illegal acts that came to your attention during the course of the audit that have not been previously communicated to the Local Government Financial Services Division?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If NO,
Has a written report (forensic audit) been produced?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Has law enforcement been notified?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Does the audit report identify violations of other statutes not described in above?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If YES,
Describe:

BORROWING / DEBT / DEFICIT

Does the local unit have a negative fund balance in any of its unrestricted (unassigned, assigned and committed) fund balances/unrestricted fund net position (not government-wide statements)?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If YES,
You must complete the "Deficit Worksheet" section below. 40

Is the local unit in compliance with Public Act 34 of 2001, Revised Municipal Finance Act

(ie., authorized borrowing, annual filing of a qualifying statement, filing of a security report within 15 days of any issuance)?

YES	NO
X	

Is the local unit in compliance with orders issued under Public Act 243 of 1980, Emergency Municipal Loan Act?

YES	NO	N/A
		X

BUDGET

Did the local unit adopt a budget for all required funds (MCL 141.436)?

YES	NO	N/A
X		

Was a public hearing on the budget held in accordance with State statute?

YES	NO	N/A
X		

Were the local unit's actual expenditures within the amounts authorized in the budget?

YES	NO	N/A
	X	

If NO,

Are there any individual expenditures or other financing uses that exceed 10% of total expenditures?

YES	NO
X	

If YES,

Are any of those over budget by 10% or more?

YES	NO
	X

INTERNAL CONTROLS

Has the board or council approved all disbursements prior to payment as required by charter or statute?

YES	NO
X	

Do all deposits / investments comply with statutory requirements including the adoption of an investment policy?

YES	NO
X	

To your knowledge, were the bank reconciliations performed timely?

YES	NO
X	

Are there any reported deficiencies other than segregation of duties and/or the preparation of financial statements?

YES	NO
	X

If YES,

How many are: Enter a number from 0 to 20+:

Material weaknesses? Significant deficiencies? Statutory non-compliance?

Are any reported deficiencies repeated from the prior year?

YES	NO
	X

Were there any reported deficiencies including those that would be related to internal controls, statutory compliance, or other areas of concern?

YES	NO
X	

FINANCIAL STATEMENTS

Please enter the following:

General Fund Revenue:	\$ 242,732	Governmental net position:	\$ 566,528
General Fund Expenditure (Must be positive):	\$ 233,272	Business type net position:	\$ -
General Fund Other financing net sources/ (uses) (Can be positive or negative):	\$ 50,000	Component units total net position:	\$ -
General Fund Beginning Balance:	\$ 507,068	Governmental Activities Long-Term Debt:	\$ -
General Fund Ending Balance:	\$ 566,528	Major Fund Deficit Amount:	\$ -
Calculated General Fund Ending Balance:	\$ 566,528	Governmental fund revenues	\$ 242,732

If the Calculated General Fund Ending Balance is different than the entered General Fund Ending Balance then please explain the difference:

Certified Public Accountant Information

- We affirm that we are certified public accountants licensed to practice in Michigan.
- We affirm that all answers are correct to the best of our knowledge.
- We further affirm that all material weaknesses, significant deficiencies, and statutory noncompliance violations as well as all budget violations that were reported to the auditee are reported to the Michigan Dept of Treasury.

CPA Name: Ten Digit License Number:

Please provide a primary email address for the local unit contact:

The Library has no DB pension or OPEB plans.

FYE 2024
Mid-Year Fiscal Health and Financial Forecast
Report and Recommendations

- **Mid-year balances** are generally where they should be.
 - As of the end of September, we have received 20.7% of our projected revenue for FYE 2024 and paid out 51.3% of our budgeted expenditures.
 - Funds significantly over 50% at the halfway mark include
 - Programs (94.1%): Some of these have specific sources of funding outside of tax funds, such as \$2,000 in local donations for Summer Reading programs and approximately \$2,200 in expected ARPA reimbursements from the Township for Plates 'n' Pages and other author visits.
 - Advertising (74.3%) and Transportation (74.9%), which would exceed the budget a total of \$750 if the patterns continue.
 - Co-op Fees (), Databases (), and Insurance (), which are not expected to exceed the budget at year's end.
 - Both State Aid and Interest revenue are already over 200% in excess of projections, adding nearly \$6,000 in funds. Thanks to the Township's ARPA Grant support, Other revenue is also greater than expected, by about \$1,500 at mid-year. Low Total Revenue is due to the bulk of Millage revenue always arriving toward the end of the fiscal year.
- The **Financial Forecast** assumes a 3% annual growth in millage revenue, which is the same figure that the Township uses for planning. Population growth and the accompanying new structures may increase the amount generated by the millage. State Aid and Interest increased slightly to more closely match FYE 2023 numbers that were confirmed with the Audit. Penal Fines are assumed to shrink 1.14% every year (matching the actual decrease from FYE 2022 to FYE 2023 and calculated from actual FYE 2023 revenue) for a number of reasons (declining assessments, attempted diversions, etc.). The category of Other revenue has been decreased by the amount of the annuity we received until recently.

- The Forecast also assumes several regular cost increases over the years. Each fund category is assumed to rise 3% per year unless otherwise noted.
 - Personnel costs will once again rise substantially as we add staff to increase our service capacity. Facilities and equipment costs increase temporarily in FYE 2025 to accommodate the purchase of a people counter.
 - The sharp reduction in Database expenditures is a benefit of the \$4K 3-year Ancestry subscription payment.
 - Our Advertising budget is increased partly to reflect actual FYE 2023 expenditures, and partly to reflect what we are learning in the Strategic Planning process: Our marketing activity needs to increase.
 - Materials and programming budgets remain flat in order to allow increases in other categories. This means we will be spending the same amount on supplies whose costs are likely rising. Eventually we will need to increase budgeted expenditures for materials and programming, either through targeted grants or reallocation of budgeted revenue.
- My recommendations include
 - Add one additional Library Assistant 1.
 - Act on the information we have gathered from United Bank of Michigan, Huntington Bank, and Consumers Credit Union to ensure that we are handling our finances wisely.

REVENUES	BUDGET	YTD REV (Sep)	YTD %	YTD Var.	FYE REV	FYE %	FYE Var.
Property taxes	\$ 168,000.00	\$ 3,949.60	2.4%	\$ (80,050.40)	\$ 3,949.60	2.4%	\$ (164,050.40)
State grants	\$ 3,500.00	\$ 8,033.46	229.5%	\$ 6,283.46	\$ 8,033.46	229.5%	\$ 4,533.46
Fines and forfeitures - penal fines	\$ 28,000.00	\$ 18,741.80	66.9%	\$ 4,741.80	\$ 18,741.80	66.9%	\$ (9,258.20)
Interest	\$ 1,200.00	\$ 3,175.68	264.6%	\$ 2,575.68	\$ 3,175.68	264.6%	\$ 1,975.68
Other	\$ 6,474.40	\$ 8,972.74	138.6%	\$ 5,735.54	\$ 8,972.74	138.6%	\$ 2,498.34
Total Revenues	\$ 207,174.40	\$ 42,873.28	20.7%	\$ (60,713.92)	\$ 42,873.28	20.7%	\$ (164,301.12)

EXPENDITURES

RECREATION AND CULTURE:	BUDGET	YTD EXP (Sep)	YTD %	YTD Var.	FYE EXP	FYE %	FYE Var.
Personnel costs	\$ 124,650.00	\$ 58,971.82	47.3%	\$ (3,353.18)	\$ 58,971.82	47.3%	\$ (65,678.18)
Professional and contracted services	\$ 28,350.00	\$ 11,269.35	39.8%	\$ (2,905.65)	\$ 11,269.35	39.8%	\$ (17,080.65)
Book purchases	\$ 17,000.00	\$ 9,847.32	57.9%	\$ 1,347.32	\$ 9,847.32	57.9%	\$ (7,152.68)
AV materials	\$ 3,700.00	\$ 1,089.07	29.4%	\$ (760.93)	\$ 1,089.07	29.4%	\$ (2,610.93)
Kits	\$ 1,250.00	\$ 180.27	14.4%	\$ (444.73)	\$ 180.27	14.4%	\$ (1,069.73)
Periodicals	\$ 1,750.00	\$ 893.59	51.1%	\$ 18.59	\$ 893.59	51.1%	\$ (856.41)
Programs	\$ 12,000.00	\$ 11,291.43	94.1%	\$ 5,291.43	\$ 11,291.43	94.1%	\$ (708.57)
Advertising	\$ 1,000.00	\$ 742.92	74.3%	\$ 242.92	\$ 742.92	74.3%	\$ (257.08)
Supplies	\$ 7,000.00	\$ 3,467.70	49.5%	\$ (32.30)	\$ 3,467.70	49.5%	\$ (3,532.30)
Education and training	\$ 6,400.00	\$ 692.00	10.8%	\$ (2,508.00)	\$ 692.00	10.8%	\$ (5,708.00)
Transportation	\$ 500.00	\$ 374.73	74.9%	\$ 124.73	\$ 374.73	74.9%	\$ (125.27)
Co-op fees	\$ 18,000.00	\$ 11,811.25	65.6%	\$ 2,811.25	\$ 11,811.25	65.6%	\$ (6,188.75)
Databases	\$ 18,900.00	\$ 14,254.72	75.4%	\$ 4,804.72	\$ 14,254.72	75.4%	\$ (4,645.28)
Insurance	\$ 2,500.00	\$ 2,322.00	92.9%	\$ 1,072.00	\$ 2,322.00	92.9%	\$ (178.00)
Facilities and equipment	\$ 24,050.00	\$ 9,808.09	40.8%	\$ (2,216.91)	\$ 9,808.09	40.8%	\$ (14,241.91)
Miscellaneous	\$ 100.00	\$ -	0.0%	\$ (50.00)	\$ -	0.0%	\$ (100.00)
Total expenditures	\$ 267,150.00	\$ 137,016.26	51.3%	\$ 3,441.26	\$ 137,016.26	51.3%	\$ (130,133.74)

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES

	\$ (59,975.60)	\$ (94,142.98)	157.0%	\$ (64,155.18)	\$ (94,142.98)	157.0%	\$ (34,167.38)
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OTHER FINANCING SOURCE									
Transfers from General Fund	\$	55,400.00	\$	27,000.00	48.7%	\$	(700.00)	\$	37,500.00
NET CHANGES IN FUND BALANCE	\$	(4,575.60)	\$	(67,142.98)	1467.4%	\$	(64,855.18)	\$	(56,642.98)
FUND BALANCES - BEGINNING	\$	567,661.14						\$	567,661.14
FUND BALANCES - ENDING	\$	485,491.63							

Proposed 2024-2025 Budget				
		Proposed 2023-2024 Budget	Proposed 2024-2025 Budget	Change from previous year
		\$267,150.00	\$290,423.00	-23,273.00
Emp. Wages		\$96,000.00	\$120,750.00 [1]	-\$24,750.00
Payroll taxes		\$26,650.00	\$33,250.00	-\$6,600.00
Health Insurance		\$2,000.00	\$2,000.00	\$0.00
Total		\$124,650.00	\$156,000.00	-\$31,350.00
Emergency Min Wage Increase Fund		\$14,350.00	\$7,500.00 [2]	
Total with Min Wage Increase		\$139,000.00	\$163,500.00	
				\$0.00
				\$0.00
		Proposed 2023-2024 Budget	Proposed 2024-2025 Budget	
Audit fee		\$3,000.00	\$3,000.00	\$0.00
Collection Agency		\$50.00	\$50.00	\$0.00
Custodial Fees		\$8,000.00	\$5,400.00 [3]	
Legal Fees		\$5,750.00	\$3,000.00 [4]	\$2,750.00
Professional Dues		\$800.00	\$1,700.00	-\$900.00
Library Board Bonding		\$350.00	\$350.00	\$0.00
Workers Comp		\$600.00	\$600.00	\$0.00
Strategic Planning		\$9,800.00	\$2,325.00	
Total		\$28,350.00	\$16,425.00	\$11,925.00
				\$0.00
				\$0.00
		Proposed 2023-2024 Budget	Proposed 2024-2025 Budget	
Books		\$17,000.00	\$17,100.00	-\$100.00
	Adult	\$6,700.00	\$8,830.00 [6]	-\$2,130.00
	Childrens	\$5,285.00	\$3,900.00 [7]	\$1,385.00
	Tween	\$1,370.00	\$1,370.00	\$0.00
	YA	\$3,645.00	\$3,000.00	\$645.00
DVD		\$1,500.00	\$1,500.00	\$0.00

Proposed 2024-2025 Budget				
Audiobooks		\$1,200.00	\$1,200.00	\$0.00
Video Games		\$1,000.00	\$1,000.00	\$0.00
Games to Go		\$250.00	\$100.00	\$150.00
Kits		\$500.00	\$200.00	\$300.00
Binge Boxes		\$500.00	\$200.00	\$300.00
Periodicals		\$1,750.00	\$1,200.00 [8]	\$550.00
Programs		\$12,000.00	\$12,000.00	\$0.00
	General Programming	\$9,000.00	\$9,000.00	\$0.00
	Summer Reading	\$3,000.00	\$3,000.00	\$0.00
	Grant Purchases			\$0.00
Innovation Fund		\$0.00	\$288.00 [9]	-\$288.00
Advertising		\$1,000.00	\$2,500.00 [10]	-\$1,500.00
Office/General Supplies		\$7,000.00	\$7,500.00 [11]	-\$500.00
Employee Training		\$6,000.00	\$6,000.00 [12]	\$0.00
Library Board Training		\$400.00	\$400.00	\$0.00
Transportation		\$500.00	\$500.00	\$0.00
Coop Fees		\$18,000.00	\$21,000.00 [13]	-\$3,000.00
Databases		\$18,900.00	\$14,860.00	\$4,040.00
	Overdrive (ebooks, er	\$4,660.00	\$4,660.00	\$0.00
	Mango Languages	\$1,500.00	\$1,500.00	\$0.00
	Ancestry.com	\$4,040.00	\$0.00 [14]	\$4,040.00
	Movie License	\$400.00	\$400.00	\$0.00
	Hoopla (ebooks)	\$5,400.00	\$5,400.00	\$0.00
	World Trade Press	\$400.00	\$400.00	\$0.00
	Linked-In Learning/Ly	\$2,500.00	\$2,500.00	\$0.00
Total		\$87,500.00	\$87,548.00	-\$48.00
				\$0.00
				\$0.00
		Proposed 2023-2024 Budget	Proposed 2024-2025 Budget	
Building Ins.				
	General Liability Insur	2500	3500 [15]	-\$1,000.00

Proposed 2024-2025 Budget				
Utilities		\$3,500.00	\$3,500.00	\$0.00
	Internet/phone			\$0.00
	Trash			\$0.00
	Recycling			\$0.00
Building Maintenance and Improvement		\$4,200.00	\$4,000.00	\$200.00
	Tables	\$400.00	\$200.00	\$200.00
	Makerspace Equipme	\$300.00	\$300.00	\$0.00
	Security system	\$900.00	\$900.00	\$0.00
	Other building	\$0.00	\$0.00	\$0.00
	Pest Control	\$1,100.00	\$1,100.00	\$0.00
	Q Window Cleaning	\$500.00	\$500.00	\$0.00
	Annual Cleaning	\$1,000.00	\$1,000.00	\$0.00
Equipment		\$12,450.00	\$15,450.00	-\$3,000.00
	Hotspots (grant funde	\$2,050.00	\$2,050.00	\$0.00
	AED	\$500.00	\$500.00	\$0.00
	Firewall	\$200.00	\$200.00	\$0.00
	People Counter	\$0.00	\$3,000.00 [5]	-\$3,000.00
	Computer	\$2,000.00	\$2,000.00	\$0.00
	General			\$0.00
	Grant Funds			\$0.00
	Copier	\$5,700.00	\$5,700.00 [16]	\$0.00
	Website	\$1,000.00	\$1,000.00	\$0.00
	Misc	\$1,000.00	\$1,000.00	\$0.00
	Grant Funds			\$0.00
Equipment Mant.		\$3,900.00	\$3,900.00	\$0.00
	Computer Maint.	\$2,500.00	\$2,500.00 [17]	\$0.00
	CD/DVD Cleaner	\$400.00	\$400.00	\$0.00
	Software	\$1,000.00	\$1,000.00	\$0.00
Misc		100	100	\$0.00
Total		\$26,650.00	\$30,450.00	

Proposed 2024-2025 Budget				
Projected Revenue		Proposed 2023-2024 Budget	Proposed 2024-2025 Budget	Change from previous year
INTEREST		1200	1500 [18]	300
PENAL FINES		28000	29339 [19]	1339
STATE AID		3500	3900	400
MILLAGE		168000	190084 [20]	22084
FRIENDS		200	200	
Annuities, grants, etc		0	0 [21]	0
	Allianz			0
	LSTA Grant			0
	ACCF Grant			0
	Misc. Grants			
MISC INCOME		2000	10000 [22]	8000
	Fines			0
	Copies			0
	Room Rental			0
	summer reading			0
	Misc.			0
	Craft			0
	Bus trip			0
	Water Color Classes			0
	Sales			0
	Faxes			0
	Credit Card Credits			0
	Misc Cash out			0
Transfer from Savings		9800	0	-9800
Carry over from last years budget				0
TOWNSHIP APPROPRIATION		55400	55400	0
Total		268100	290423	22323

[1] This reflects the addition of a second Library Assistant I working 24 hours per week at \$11.33/hr in FYE 2025.

[2] In the event that the \$13.03 minimum wage becomes law, this amount would be transferred from Savings to Checking to allow for immediate compliance.

[3] Reflects actual costs charged by Coverall in FYE 2024.

[4] There is nothing pressing as far as policies or other projects requiring legal counsel for FYE 2025. \$3K covers \$250 per month, more than we have typically been spending in FYE 2024 beyond the Personnel Policy Manual. This should provide a good cushion should our needs change.

[5] Reflects how much we would have needed to keep up with collection development requests and recommendations in FYE 2024.

[6] We may or may not be renewing our contract with JLG. The reduction here is necessary to improve our collection development on the adult end.

[7] Reflects actual costs from FYE 2023 and the beginning of FYE 2024.

[8] We are considering new databases, programs, and services. This fund is a placeholder for those and contains the projected revenue unaccounted for when all else is designated.

[9] Reflects actual costs of FYE 2023 and the beginning of FYE 2024 with a small increase to cover the need for improved marketing.

[10] Reflects FYE 2023 and FYE 2024 spending patterns.

[11] We typically don't spend close to the \$8K mark. We plan to attend

[12] In LLC's FYE 2023 (ended Sept 30, 2023), Dorr's costs including Pass Through Items was \$19,516. In LLC's FYE 2024, total cost to Dorr is expected to be \$20,369. If we expect a similar rise in FYE 2025, it will be about \$21,270. Half of that \$900 increase would hit us within our own FYE 2025, making \$21K a reasonable figure.

[13] We paid upfront for 3 years of Ancestry in FYE 2024, so we will not be charged in FYE 2025.

[14] This includes \$1,000 for Cyber Insurance, in case the Township drops our current coverage.

[15] Quoted cost from SenSource including rental of scissor lift for installation. The Board discussed this on July 17 and tabled it for the next fiscal year.

[16] This increase reflects current usage.

[17] Reflects FYE23 spending patterns.

[18] Reflects current earnings so far in FYE 2024.

[19] Reflects FYE 2023 revenue minus 5%, as Penal Fines are typically assumed to be in danger of decreasing.

[20] Reflects actual FYE 2023 revenue with a projected 3% increase for FYE 2024 and FYE 2025.

[21] We recently received a letter informing us that we have received the last annuity check.

[22] Reflects FYE 2023 and FYE 2024 revenue patterns.

	FYE 2023	\$ Change	% Change	FYE 2024	FYE 2025 [1]	FYE 2026	FYE 2027
REVENUES							
Property taxes	\$ 179,173.00	\$ 8,914.00	5.24%	\$ 168,000.00	\$ 190,084.00	\$ 195,786.52	\$ 201,660.12
State grants	\$ 16,186.00	\$ 6,709.00	70.79%	\$ 3,500.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
Fines and forfeitures - penal fines [2]	\$ 30,863.00	\$ (357.00)	-1.14%	\$ 28,000.00	\$ 29,339.00	\$ 29,004.54	\$ 28,673.88
Interest	\$ 1,528.00	\$ 949.00	163.90%	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Other [3]	\$ 14,982.00	\$ 149.00	1.00%	\$ 14,635.00	\$ 10,200.00	\$ 10,200.00	\$ 10,200.00
Total Revenues	\$ 242,732.00	\$ 16,364.00	7.23%	\$ 215,335.00	\$ 235,023.00	\$ 240,391.06	\$ 245,934.00
EXPENDITURES							
Recreation and culture:							
Personnel costs	\$ 112,720.00	\$ 27,491.00	32.26%	\$ 124,650.00	\$ 156,000.00	\$ 160,680.00	\$ 165,500.40
Professional and contracted services	\$ 7,388.00	\$ 3,783.00	104.94%	\$28,350.00 [4]	\$ 16,425.00	\$ 16,425.00	\$ 16,425.00
Book purchases	\$ 17,089.00	\$ 590.00	3.58%	\$ 17,000.00	\$ 17,100.00	\$ 17,100.00	\$ 17,100.00
AV materials	\$ 3,424.00	\$ 1,171.00	51.98%	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00
Kits	\$ 248.00	\$ (726.00)	-74.54%	\$ 1,250.00	\$ 500.00	\$ 500.00	\$ 500.00
Periodicals	\$ 1,074.00	\$ (130.00)	-10.80%	\$ 1,750.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Programs [5]	\$ 22,354.00	\$ 14,948.00	201.84%	\$ 12,000.00	\$ 12,288.00	\$ 12,000.00	\$ 12,000.00
Advertising	\$ 2,495.00	\$ 1,959.00	365.49%	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Supplies	\$ 6,798.00	\$ 3,491.00	105.56%	\$ 7,000.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Education and training	\$ 1,767.00	\$ 1,767.00	#DIV/0!	\$ 6,000.00	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00
Transportation	\$ -	\$ -	#DIV/0!	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Co-op fees [6]	\$ 19,098.00	\$ 1,839.00	10.66%	\$ 18,000.00	\$ 21,000.00	\$ 22,050.00	\$ 23,152.50
Databases	\$ 10,033.00	\$ 3,226.00	47.39%	\$18,900.00 [7]	\$ 14,860.00	\$ 15,305.00	\$20,600.00 [8]
Insurance	\$ 2,977.00	\$ (342.00)	-10.30%	\$ 2,500.00	\$ 3,500.00 [9]	\$ 3,600.00	\$ 3,710.00
Facilities and equipment	\$ 25,700.00	\$ 9,003.00	53.92%	\$ 24,050.00	\$ 26,850.00	\$ 24,050.00	\$ 24,050.00
Miscellaneous	\$ 107.00	\$ 18.00	20.22%	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Total expenditures	\$ 233,272.00	\$ 68,088.00	41.22%	\$ 266,750.00	\$ 290,423.00	\$ 293,610.00	\$ 304,937.90
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 9,460.00	\$ (51,724.00)	-84.54%	\$ (51,415.00)	\$ (55,400.00)	\$ (53,218.94)	\$ (59,003.90)
OTHER FINANCING SOURCE							

	FYE 2023	\$ Change	% Change	FYE 2024	FYE 2025 [1]	FYE 2026	FYE 2027
Transfers from General Fund	\$ 50,000.00	\$ -	0.00%	55400	55400	55400	55400
NET CHANGES IN FUND BALANCE	\$ 59,460.00	\$ (51,724.00)	-46.52%	\$ 3,985.00	\$ -	\$ 2,181.06	\$ (3,603.90)
FUND BALANCES - BEGINNING	\$ 507,068.00	\$ 111,184.00	28.08%	\$ 566,528.00	\$ 570,513.00	\$ 570,513.00	\$ 572,694.06
FUND BALANCES - ENDING	\$ 566,528.00	\$ 59,460.00	11.73%	\$ 570,513.00	\$ 570,513.00	\$ 572,694.06	\$ 569,090.15
Current Budget Expenditures+3.86%	\$ 250,718.04			\$ 277,046.55	\$ 301,633.33	\$ 304,943.35	\$ 316,708.50
25% Current Fiscal Year Budget	\$ 60,350.00			\$ 66,687.50	\$ 72,605.75	\$ 73,402.50	\$ 76,234.48
Ideal Reserve	\$ 311,068.04			\$ 343,734.05	\$ 374,239.08	\$ 378,345.85	\$ 392,942.98
EXCESS/(DEFICIENCY)	\$ 255,459.96			\$ 226,778.95	\$ 196,273.92	\$ 194,348.21	\$ 176,147.18

[1] Expenditure projections have been adjusted to reflect actual expenditures in FYE 2023.

[2] In preparation for penal fines diminishing as time goes on, I've decreased our penal fine revenue by 1.14% per year here--the actual decrease between FYE 22 & FYE 23.

[3] Other revenue is based on actual revenue from FYE 2023 minus our annuity from Allianz, which has concluded.

[4] Includes \$9.8K for Strategic Planning, to be paid for with a transfer from Savings.

[5] We normally come in significantly underbudget for programming, do a fantastic job economizing, and can fund special programs with grants. I do not see a need for an increase in the next 6 years.

[6] Lakeland typically projects an increase of around 5% increase per year. The increase in FYE 2025 is based on Lakeland's FYE 2024 (Oct 1-Sep 30) budgeting information, adding 5% annually thereafter.

[7] Board approved paying for 3 years of Ancestry upfront for a total of \$4,040 and a savings over time of nearly \$1K.

[8] This is the first year we pay for Ancestry since we paid for 3 years upfront.

[9] Includes a \$1K premium for cyber-insurance, currently provided by the Township through FYE24, but uncertain in the future. If the Township drops it, I recommend that we pick it up.