Detailed Responses:

Deckerville Public Library

* RE: Budget Adjustments – “I have not made any adjustments yet, but I will be considering:
	+ Reduced income this year:
		- No fees from program income, e.g. copy, print, fax
		- No fines from overdue materials
		- No online book sales as we had planned to start in April
		- Reduced interest on funds
		- Reduced donations
	+ Reduced income next year:
		- Property taxes
		- State aid
		- Penal fines
		- Interest
		- Donations
	+ Reduced expenses:
		- Office supplies for services like copying, printing
		- Transportation Reimbursement for meetings and conferences
		- Electricity
		- Natural Gas

I will need to find other places to reduce expenses to accommodate the loss of income

* + Increased expenses this year:
		- Planned to switch to VoIP at substantial savings, but have not been able to implement yet
		- I would like to find a way to incorporate hot spots into the budget
		- Increased expenses next year:
		- Expecting reduced state support to our Coop will result in decreased reimbursement for RIDES delivery and RBdigital subscription

City of East Lansing Public Library

* RE: Current Lay-offs – “The City of East Lansing temporarily laid off contingent employees on April 13.  The East Lansing Public Library as a municipal library also laid off its contingent employees on April 13. Originally the layoff was until May 1, but was just extended to June 1. At the library, contingent employees are the Pages and a couple Customer Service Associates, so 11 staff members were temporarily laid off. They do not receive paid time off or any other benefits.
* RE: Future Lay-off – “Should the stay home, stay safe order go beyond May 15 or June 1, the City may have to include regular part-time staff, who cannot work from home, in the layoffs.
* RE: Budget Adjustments – “We have moved the majority of our material collection money to digital for the rest of FY2020 and are only looking at ordering best sellers in physical materials. I am going to look at staff hours, once we determine a level of busyness after we open. I know job duties will change as we add curbside pickup, materials by mail, and outside lockers. … our revenues will be way down this year and next year and possibly the next several years.  I have major facility needs than cannot wait.

Richland Community Library

* RE: Budget Adjustments – “We have redirected money from our print and DVD collection to digital content”

White Lake Community Library

* RE: Lay-offs – “The board has approved continuing the work-at-home plans for all staff through the end of May, but I have the authority to decide some individual adjustments on a case by case basis between now and then. If staff are cleared to return before then, I may furlough those who are too high-risk to be working with the public.

Manchester District Library

* RE: Current Lay-offs – “We have not furloughed any employees, our board approved scheduled hours to be paid through May 25th ( if we do not open on the 15th)”
* RE: Budget Adjustments - “3- Our fiscal year starts June 1st, we are increasing our unemployment, not much more than that at this time.”

Howard Miller Library and Community Center

* RE: Current Lay-offs – “  No, the city management team (of which I am a member) proposed an emergency pay bank in early March anticipating a need to support our staff.  Our part-time staff is not typically given benefits such as PTO.  Between the federal Emergency Paid Sick Leave Act, the city’s emergency pay and the remote working opportunities we have given our staff, everyone has been able to get 100% of their normal pay check.”
* ​RE: Future Lay-offs – “If we approach the end of the pay banks, we will have to consider furloughing employees.”
* RE: Budget Adjustments – “ Since I am using funds that were already budgeted for in this fiscal year, we have not paid any additional funds.  Our fiscal year runs from July 1 – June 30 every year.”
* Additional comments: “Some additional things your board may want to consider.  According to the Society of Human Resources calculates that it costs an organization about $4,000 if it needs to fill a position.  Staff may choose to leave the organization altogether for another job opportunity and organizational knowledge will be lost.  By not putting any burden on an already burdened unemployment system and keeping staff engaged, your library is better positioned to re-open and provide services once they are able to do so again.  We are getting ready to enter one of the most important seasons of the year—summer reading.  There are a lot of preparations that need to be made to engage with students and families in a meaningful way since our traditional outlets will most likely not be available.”

White Lake Township Library

* RE: Budget Adjustments – “ No.  We may have to in a year or two if property values fall. “
* RE: Type of Library – “PA164 Township Library with an elected autonomous Library Board.  The Library and the Library Board are separate from our township Board of Trustees. “

Romulus Public Library

* RE: Current Lay-offs - “Yes, we put all PT staff on a "no pay" status beginning April 20. None of them were able to work from home, although they were initially still being paid. Our HR Dept indicated that they can and should apply for special COVID-19 unemployment benefits, and in fact, could potentially receive more money through unemployment than they might if they were working. FT staff were given 80 hours of Paid Not Worked time, followed by 80 hours of Emergency Paid Sick Leave Act (EPSLA) time. Once that time is used up, they have the option of using vacation time or filing for unemployment. All FT staff have been working some hours from home, so the number of PNW and EPSLA time used has varied from person to person and most have quite a few EPSLA hours left. FT staff who are homeschooling due to the school closures qualify for FMLA time should they choose to apply for it.”
* RE: Budget Adjustments -“No adjustments have been made to the budget so far, but we are close to the end of our fiscal year (ends June 30). We expect to have lower utility bills, building maint bills, etc. We are using our Supplies budget on things like masks, gloves, and plastic barriers for counters, but of course not purchasing other supplies.”

Albion District Library

* RE: Current Lay-offs – “We furloughed our three casual employees - one 4 hr/wk circulation assistant and two test proctors.  Casual employees are not paid for work not performed, even in cases of power outage or weather closures.  I issued them paperwork to confirm that they were furloughed so that they could potential seek unemployment insurance.”
* RE: Budget Adjustments – “We haven't made any budget adjustments yet, as we run Jan-Dec, but there will be some amendments in July looking at the first six months of the year.  We'll see a decrease in gas and electric, as well as some vendor services, likely a decrease in physical collection development and programming, and an increase in legal fees as we seek legal counsel on all the COVID-19 related policy and personnel issues.”

Saranac Clarksville District Library

* RE: Future Lay-offs – “We will continue to pay the employees for as long as this goes on.  Everyone is doing some work at home for us- planning, preparing, etc. therefore my board hasn't had an issue with keeping them on the payroll.“
* RE: Budget Adjustments – “My fiscal year runs from October 1- Sept. 30.  I haven't had to make any adjustments as we haven't made any huge adjustments.”
* RE: Type of Library – “We just became a district library in January of this year however we have been running like one for awhile.”

Grace A. Dow Memorial Library

* RE: Current Lay-offs – “Yes, 30 people have been laid off.”
* RE: Budget adjustments – “None at the moment but we are anticipating a 50% cut to penal fines and possibly no state aid. We are looking at operating hours and staffing freezes to make up the budget shortfalls. … Our city is anticipating a large deficit due to tax decreases as well.

Bridgeport Public Library

* We are paying all staff until we return to work. No furloughs or layoffs are planned or expected. Staff pay is already budgeted for.

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Milan Public Library

* RE: Budget Adjustments – “Our current budget year ends June 30. The board had felt wages for staff were in the original budget & continuing to pay staff woukd not hurt the budget.  We’re a small, physically, class IV library with 2 FT & 7 PT. 4 of us have a MLIS. “
* RE: Type of Library – “We’re considered a city library but are autonomous from the city. We are not a dept of the city & have our own budget. “

The Schultz-Holmes Memorial Library

* “Staff is paid their fully-budgeted salary or wage.  We do what we can at home.  We have increased our online presence.  We continue to minimally maintain the building.  Staff whose primary responsibility was patron service (everyone except the director) is not working as many hours with the exception of the youth services coordinator who may be working more delivering live online programming.  Suffice to say, the more the staffer’s job was comprised of face-to-face service, the fewer hours they are working.  Staff is taking advantage of the time to register for and attend online training.  We are also working out how to re-open, how to deliver the summer reading program, etc.  We’re a small staff so we work together.”

Sebewaing Township Library

* RE: Current Lay-offs - “Our fiscal year ended on March 31 and staff had been paid through then.  As the director, I am the only one being paid to come it and perform my duties, ie, pay bills, answer emails, phone calls, empty drop box.  I work with a full time person and a part time person.  Those two people are not essential, so started to collect unemployment April 1, 2020.   I am hoping to bring them back on May 18, 2020 after the stay home stay safe order is lifted. “
* RE: Budget Adjustments – “Because we just started our new budget year, we have not discuss adjustments to the budget.   As we go through our fiscal year, adjustments will need to be made.  It has been mentioned the penal fines,  donations and the like will probably be affected as well as some of our fund raising activities that we could not hold, namely our national library week booksale as well as upcoming summer events that may need to be canceled.”

Troy Public Library

* ​RE: Future Lay-offs – “We are paying part time staff through at least 5/1/20 and there has been no change to anything for full time staff. Many staff members are working from home offering virtual reference, virtual programming, cleaning up cataloging and patron database records, so those who are not using PTO are doing legitimate work for which they should be paid.”

Northville District Libraries

* RE: Budget Adjustments – “no adjustments made to our 2020 fiscal year budget which runs through November 30.”

Stair District Library

* RE: Current lay-offs – “No, we're paying part-time staff the average of their usually worked hours. I'm the only fulltime staff.
* RE: Future lay-offs – “I don't think my board would want to do that, but we are coming up on a new fiscal year so anything is possible. However, my board values the staff so I doubt they would do that. I anticipate staff might work fewer hours since we won't be doing our regular programming, but our part-timers schedules are always flexible based on our staffing needs.”
* RE: Budget Adjustments – “No adjustments. Wages were already budgeted so it's not like we are losing money.”

Peter White Public Library

* RE: Future Lay-offs - “Our budget can carry us on through the end of this fiscal year (Sept 30) if need be. NEXT year is going to be a shit show... I really don't know that that might look like, but I'm anticipating sad, sad budget numbers. We'll do all we can to not layoff staff. Ever. But, make no mistake budgets are going to get ugly. We are a City Library with township contracts. We are on the ballot for township contract renewals this year in all of our townships. Should these not pass, the shit show starts early. “
* RE: Budget Adjustments – “We've moved print book $ into digital resources and are looking at several technology platforms to help our staff work remotely more efficiently. Even after re-opening. We'll be using more technology than ever to help us keep distancing in mind. “

Bellaire Public Library

* Bellaire Public Library has not laid anyone off or furloughed anyone. Staff is working from home providing in-person and other virtual programming. I am going in 2 days a week to take care of essential services. At this point, I don't anticipate any change in staffing wages.

Rauchholz Memorial Library

* RE: Current lay-offs – “2 part-time staff are laid off effective March 17 when we were ordered closed to public, 1 is 20 hours a week position, other is 10 hours a week, not possible for either to work from home”
* ​RE: Future Lay-offs - “At this time, full time staff (2) working from home with one checking library daily for mail, etc.”
* RE: Budget Adjustments - “No changes to budget yet as our FY began April 1; we may make changes later as the closure affects what we receive for state aid and penal fines”

Dearborn Heights City Libraries

* RE: Future lay-offs – “I will have to consider them. My first approach is to cut costs over time, and save through attrition. Some part-times may not want to come back due to health concerns period. I would adjust hours and services based on our staffing at that point. That coupled with spending cuts in some areas may do the trick.”
* Re: Budget adjustments – “I have been able to have enough cost reductions by being closed that I have not really had to adjust the budget this fiscal year. Next fiscal year I am figuring on a 20% reduction to be absorbed by some cuts and some fund balance.

Portage Lake District Library

* RE: Budget adjustments - “ We just amended our budget for the current fiscal year (june - july). We are estimating we may lose as much as 50% of our penal fine revenue and at least 2 months worth of non-resident membership revenue. We are budgeting for a new books by mail program that will kick-off as soon as staff are allowed back to work. We adjusted our print materials budget downwards to allow for the purchase of a subscription to Hoopla. We budgeted for a new subscription to Beanstack, an app that will help us manage summer reading and other online programming in the post-pandemic. We are spending much less on programming than anticipated. “
* “So, in the end, we are drawing much more on our fund balance this year than originally anticipated.”

Ogemaw District Library

* We have been on temporary lay off since the first stay home order

Presque Isle District Library

* RE: current lay-offs - “4/25/2020, payed off. “
* RE: Future Lay-offs - “Possibly cutting the rest of staffs hours and use Work Share program”
* RE: Budget adjustments – “I’m looking at somewhere of $67,000 budget cut already this year. “
* Additional comments : “We also let go of 3 staff.  Let’s just say they were/are near retirement and had a Cush job.   Other staff will be able to take on what little they did.  “

Lyon Township Public Library

* RE: Future Lay-offs - “​it has not been discussed, the board is more in favor or retaining staff, but that's not to say it won't change in the future. All staff have been working from home since the shut down. We closed to the public on March 13 (before the state mandated March 16 shut down), but did curbside pick up until March 19. All staff, other than pages, went home with approved work plans, work laptops, and everything they may need to work. So, it isn't a matter of them getting paid administrative leave - they are working. During the days that we were doing curbside pick up, I worked to pull projects together for everyone. Work being accomplished is database clean up on item and patrons records in the SAS, virtual programming, book repair, wellness check phone call to patrons over the age of 70, packaging and labeling of seeds for our seed library, transcription of local history materials, website design, creation of a marketing plan, revision of the policy and procedure manual, research and preparation for SRP - to name some. Our decision to continue to pay pages, without being able to work: they are part time, minimum wage, and it affects the budget in such a small way, that it would have a larger impact for us to potentially lose them as good employees, and then have to find and retrain new staff when we reopen. However, they are the employees that my get furloughed if this goes past May.
* RE: Budget adjustments - “shifting money from print resources to digital resources”

Oscoda County

* RE: current layoffs – “1 full-time and 6 part-time staff were laid off effective March 29, 2020. Since I am the director and need to pay bill, check the mail, etc., I am working from home.”
* RE: Future layoffs - “ All employees will remain laid off until such time as libraries are allowed to reopen. At that time more than likely not all employees will come back to work immediately. But that has not been determined yet by the library board.”
* RE: Budget adjustments – “ None at this time, my board typically reviews our budget the end of June.”

Orion Township Public Libraries

* RE: Future layoffs – “The board discussed it at a meeting on April 16 and did not take action at that time. I would not be surprised if they schedule a special board meeting to discuss it again, given the recent extension.
* However, our fiscal year is Jan thru Dec. Our 2020 budget is approved and has not been changed, yet. All staff are budgeted for through the fiscal year. Next year, when our revenues may be different, things may need to change. But I will continue to encourage the board to leave things as is for 2020. We shall see.”

Dickinson County Library

* RE: current layoffs – “Yes and no – none of our management or union staff have been furloughed or laid off.  We have 5 high school student pages who were placed on a temporary unpaid leave – they are the only employees who are not part of our staff union. All others are expected to work from home as much as is possible.”
* RE: future layoffs - “I don’t think so.  Of course that is ultimately the decision of our Board, but it has not been discussed as an option on the table.”
* RE: Budget adjustments – “No adjustments have been made at this point.  We have not had a Board meeting to approve any changes either.”

Elk Rapids District Library

* RE: Budget Adjustments – “We haven't made any adjustments to the budget so far, but I have several that will need to be made at the May meeting as our service priorities will be very different when we do reopen. “

Brandon Township Public Library

* Re: future layoffs -“Certainly, it could be considered.  However, my goal as director is to avoid furloughs or lay-offs because the positions are funded through the end of 2020.”

Livonia Public Library

* RE: Budget adjustments – “We are cutting major expenditures from our budget (Cap. Improvements”

Public Libraries of Saginaw

* RE: Current lay-offs: “I’m fortunate that our Board was overwhelmingly supportive of continuing to pay all employees.  Full-time people are expected to work from home for at least 20 hours per week. “

Addison Township Library

* RE: Future layoffs- “ Possibly, but for now we are considering paying the staff for the rest of the year.”

Kent District Library

* RE: Budget Adjustments – “Labor and electronic resource budgets have been increased, physical materials have been reduced.”