

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: March 17, 2025 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: February 17, 2024

Treasurer's Report: Through February. Credit Card - \$4,582.72 for February.

Director's Report:

Committee Reports:

OLD BUSINESS:

1. Elections for Board Officers.
2. Presentation and Approval of Proposals for IT Service.

NEW BUSINESS:

1. Revision of Personnel Policy to Comply with Changes to ESTA.
2. Review of Revised Draft Budget FYE 2026.
3. Review of Strategic Plan: Year One.

Township Board Meeting: March 20, 2025 7 pm.

Adjournment:

Next regular meeting: April 21, 2025 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: February 17, 2025**

MINUTES

Meeting was called to order at 6:32 PM

Pledge of Allegiance: was said.

Roll Call: Present- Jeffrey Babbitt, Brittany Hunter, Carrie Brooks, Bruce Bendull. Absent - Michael Rydman, Andrea Strong.

Changes to the Agenda: Brooks motioned to strike item #3 from the agenda and approve the agenda as amended. Bendull seconded. All yes, motion carried.

Public Comment & Correspondence: None.

Approval of the Minutes: Hunter motioned to approve the minutes from December 9, 2024. Brooks seconded. All yes, motion carried.

Treasurer's Report: Brooks motioned to table the Treasurer's report for February given that there is currently no treasurer, but pay the credit card bill for January in the amount of \$3,885.49. Bendull seconded. All yes, motion carried.

Director's Report: Was heard for both January and February. Director reported that programs in December were well-attended, January was down due to weather. Active patron count remains high. Circulation is record breaking. Library staff continues to work with township maintenance on various aspects of the building maintenance. Director is building community relationships via involvement with the DBA.

Committee Reports: None.

NEW BUSINESS:

- 1. Board membership in light of election of less than full board.** The issue was discussed.
- 2. Resignation of Shana Dykhuis.** Brooks made motion to accept Shana Dykhuis's letter of resignation. Hunter seconded. All yes, motion carried.
- 3. Interview of Trustee Candidate Gordon Lieffers.** Candidate was interviewed. Hunter made the motion to appoint Gordon Lieffers to the open seat on the library board. Bendull seconded. All yes, motion carried.
- 4. Presentation of IP Consulting eRate Proposal for IT service.** IP Consulting gave a presentation about their services.
- 5. Revision of Personnel Policy to Comply with ESTA.** Brooks made the motion to pass the new personnel policy, with the condition that we revisit it at a future date if the relevant legislation is updated. Bendull seconded. All yes, motion carries.

6. Review of Draft Budget FYE 2026.

OLD BUSINESS

None.

Adjournment: Brooks motioned to adjourn at 7:39 PM. Strong seconded. All yes, motion carried.

Township Board Meeting: February 27, 2025 7 pm. Babbitt will attend.

Next Regular Meeting: March 17, 2025 at 6:30 pm

Submitted by Brittany Hunter, Secretary.

Director's Report, March 17, 2025

Library Operation Updates

Program attendance has been low with a few exceptions. One of those was our best attended program, the rescheduled Superb Owls, which attracted 27 patrons at 5pm on Wednesday, March 5. Our March 6 Press Release on programs from the Swordsmanship Museum and Academy drew some attention from Town Broadcast, which published an article on March 6, and television station WXMI Fox 17, which included us in the March 11 broadcast of the Morning Buzz.

Statistics

Reilly is still updating statistics. According to Lakeland ILS statistics, February was a slow month for growth and patron activity.

Budget and Financial Items

Reilly is still updating the Budget.

Staff and Building Items

Township Maintenance helped with getting quotes to replace the cracked and chipped tiles in the lobby this month. We are submitting three quotes for glue-down vinyl "marble" tiles to the Township Board for their April Board meeting, and they will vote. Sufficient funds appear to be set aside in FYE 2026 under Library Building Improvements.

Meetings, Workshops, etc.

On February 19, the DBA met and officially sent the Excel Adult High School to the Scholarship Committee. We should know soon when that second scholarship will be available.

Later that evening, I attended the Township Budget Workshop. It looks as though the Township appropriation will be increased to \$57,200 this year.

On February 20, we held a Staff Meeting and discussed the latest on the Earned Sick Time Act, the inventory Jen will be taking over the next year for Lakeland, and the Color Carnival that will kick off Summer Reading.

On February 24, Randy brought out John from Main Street Flooring to give us an estimate on replacement tile for the lobby, which I had addressed with Randy a few days before that.

On February 26, I met with Jared from TechConnect about getting a quote for IT support services. In addition, I met on Microsoft Teams with Gabriel from Worksighted, whose clientele consists of companies substantially larger than us, but Gabriel was able to recommend another vendor, Macatawa Technologies. Unfortunately, Macatawa also focuses on clients larger than us and does not offer block-time arrangements, only “unlimited” Managed Service Plans, which are too expensive for us.

That afternoon, I attended the Community Webs meeting, which focused on digital preservation.

On February 27, I met with Dean from DeHaan Floor Covering for a second quote and gave my library report at the Township Board meeting.

On March 13, I attended the Lakeland Board and Advisory Council meetings. KDL Director Lance Werner made the point that food insecurity may increase in the near future. He is discussing with Lakeland a voluntary program of gathering food and hygiene donations to be picked up by Lakeland deliveries. Several directors remarked that attendance at local elected representatives’ office hours held at the library has increased lately, some to as many as 150 people.

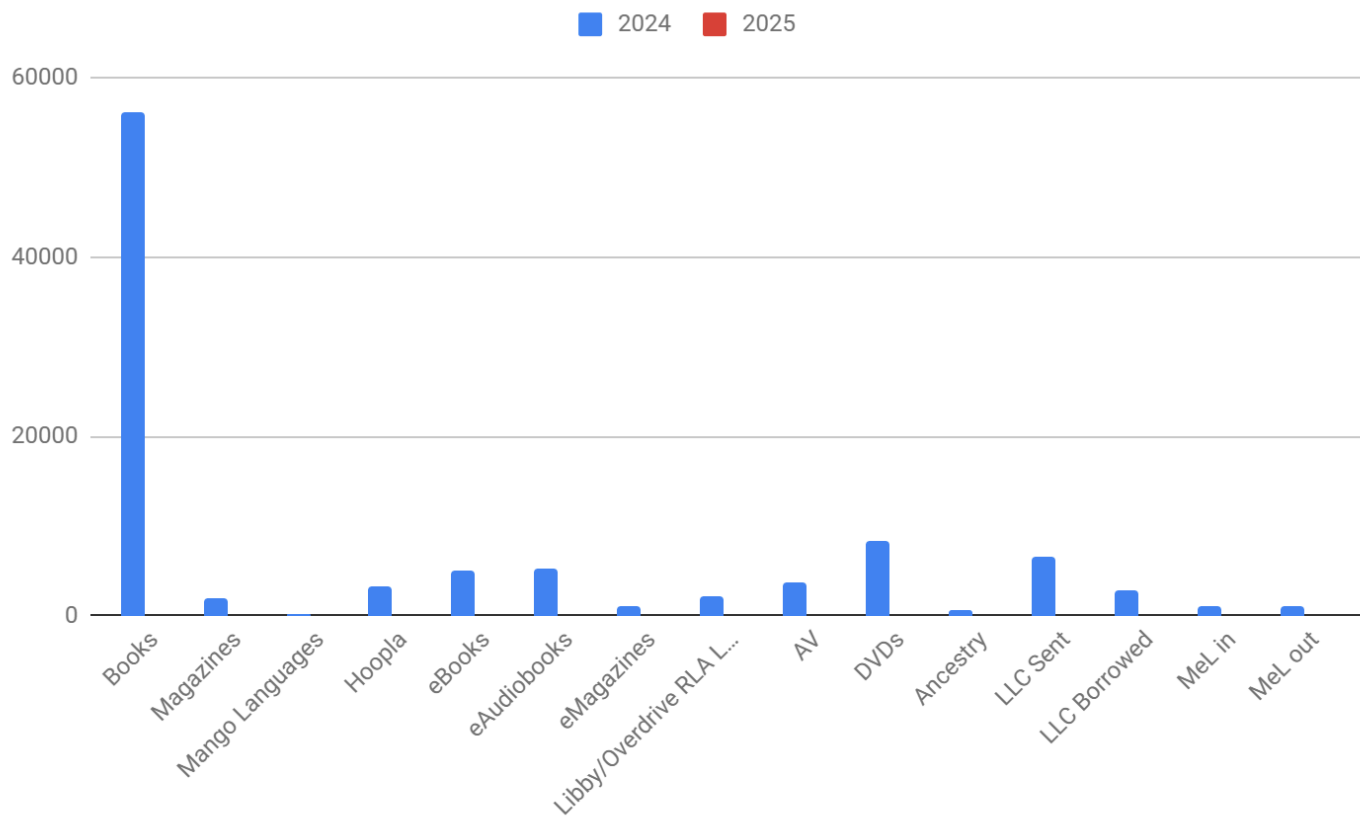
Library Closings

No closings since the last Board meeting.

Completed March 17, 2025, at 1:27 PM.

	2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	3659	3928	4824	4747	4394	5005	6038	5532	5094	4973	4066	3944
Magazines	172	154	177	261	122	165	194	177	202	131	123	71
Mango Languages	12	3	0	0	7	22	28	33	26	23	23	34
Hoopla	252	229	281	267	255	276	269	303	314	293	307	261
eBooks	347	415	338	331	407	376	348	464	418	341	452	717
eAudiobooks	399	412	433	437	467	459	450	454	455	426	413	414
eMagazines	132	134	135	48	69	58	80	47	62	93	88	202
Libby/Overdrive RLA Loans	217	207	211	175	147	194	184	204	162	190	191	N/A
AV	348	277	330	285	292	347	366	321	282	259	251	243
DVDs	629	566	682	761	719	641	941	899	710	565	544	598
Ancestry	0	39	0	59	71	118	182	0	24	0	84	22
LLC Sent	430	478	492	453	408	509	659	748	666	743	522	475
LLC Borrowed	267	223	267	237	208	225	191	279	293	269	228	206
MeL in	75	94	76	77	80	75	71	82	90	81	67	81
MeL out	87	91	80	84	88	79	66	85	89	81	64	75

	2025											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books												
Magazines												
Mango Languages												
Hoopla												
eBooks												
eAudiobooks												
eMagazines												
Libby/Overdrive RLA Loans												
AV												
DVDs												
Ancestry												
LLC Sent												
LLC Borrowed												
MeL in												
MeL out												



Dorr Township Library Board
Officers
March 17, 2025

President: _____

Vice-President: _____

Treasurer: _____

Secretary: _____

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

I. Vacation Paid Time Off.

A. Paid time-off/Leave Policy.

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

B. Earned Sick Time Policy

1. Purpose.

The Dorr Township Library provides each employee, including full-time, part-time, seasonal and temporary workers, earned sick time as required by the Michigan Earned Sick Time Act, effective for the Library as a small business (10 or fewer employees) October 1, 2025 February 21, 2025. In subsequent years, the established Benefit Year is from January 1 through December 31.

2. Accrual.

- a) All employees accrue sick time at the rate of one hour of sick time per 30 hours worked. Accrual of sick time begins on October 1 February 21, 2025, or the date that the employee was hired, whichever is later.
- b) For hourly employees, time spent not actually working, including but not limited to time spent on vacation, holidays, disability leave, FMLA leave, and any other types of leave, does not count as hours worked for purposes of sick time accrual.
- c) Exempt employees who do not record worked hours accrue sick time based upon a 40-hour workweek, or the number of hours in their normally scheduled workweek, whichever is less.

3. Use.

- a) Upon successfully completing 90 days of employment, eligible employees may begin to use sick time under this policy in increments of one hour, up to a maximum of 72 hours of sick time in a Benefit Year.
- b) Employees may use accrued sick time to care for the employee's or employee's family member's mental illness, physical illness, injury, health condition, or preventative medical care, time off necessitated by domestic violence of sexual assault, meetings at a child's school or place of care, or for any other reason specified in the Earned Sick Time Act.
- c) When using sick time, employees will be paid their normal wage rate.

4. Procedure for Use.

Employees requesting time off under this policy should provide at least 7 days advance notice if they are aware of the need to use sick time, or as much advance notice as reasonably practicable. Employees who take more than three days of sick time may be

required to provide reasonable documentation to the Library in support of the sick time taken. If the Library requires medical documentation for the use of sick time, it will pay the employee's out-of-pocket expenses incurred in obtaining the documentation.

5. Carry-Over/No Cash Out.

- a) Employees carry over all accrued but unused sick time from a Benefit Year into the next Benefit Year, but an employee's use of sick time within a Benefit Year is limited as described above.
- b) Accrued, but unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the Library within six months of separation will have their accrued unused bank of time off under this policy made available to them.

C. Vacation Time.

1. Vacation Time will be calculated as Total PTO - Estimated Annual Sick Time. For example, an employee with total calculated annual PTO at 100 hours and estimated annual Sick Time at 50 hours will have 50 hours of Vacation Time (100 hours - 50 hours = 50 hours).
2. Vacation Time will be accrued in its entirety at the beginning of the calendar year.
3. Vacation Time unused by Dec. 31 will be paid out to the employee at their current rate on the first paycheck of the next calendar year. Unused time will not roll over to the next year.
4. All New employees will work at the library a minimum of 3 months to be eligible to use for paid time off based on the scale above. Sick Time will begin to accrue on a new employee's first day with the Library. After 90 calendar days, PTO will be prorated for the hours scheduled and the remaining number of months in the fiscal calendar year in a lump sum. Prorated PTO is illustrated in the chart above. Estimated Sick Time will be calculated and subtracted from the prorated PTO to determine the amount of Vacation Time available at the end of the 90-day probationary period.
5. Requests for time off will be given to the Library Director in writing at least 1 week in advance when possible and must contain a replacement for days requested off.

Proposed 2025-2026 Budget A					
		Proposed 2024-2025 General Fund Budget	Proposed 2025-2026 General Fund Budget	Change from previous year	Proposed 2025-2026 Capital Projects Fund Budget
		\$284,050.00	\$305,337.00	\$21,287.00	\$17,000.00
Staff Expenses					
Emp. Wages		\$110,000.00	\$134,750.00 [1]	24,750.00	\$0.00
Payroll taxes		\$30,250.00	\$37,250.00	7,000.00	\$0.00
Health Insurance		\$2,000.00	\$2,000.00	0.00	\$0.00
Total		\$142,250.00	\$174,000.00	31,750.00	\$0.00
Emergency Min Wage Increase Fund		\$6,500.00	\$0.00		
Total with Min Wage Increase		\$148,750.00	\$0.00		
Professional Fees					
		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget		Proposed 2025-2026 Capital Projects Fund
Audit fee		\$3,000.00	\$3,000.00	0.00	\$0.00
Collection Agency		\$50.00	\$100.00	50.00	\$0.00
Custodial Fees		\$5,400.00	\$5,400.00	0.00	\$0.00
Legal Fees		\$2,000.00	\$3,000.00 [2]	1,000.00	\$0.00
Professional Dues		\$1,000.00	\$1,000.00	0.00	\$0.00
Library Board Bonding		\$350.00	\$350.00	0.00	\$0.00
Workers Comp		\$600.00	\$600.00	0.00	\$0.00
Strategic Planning		\$0.00	\$0.00	0.00	\$0.00
Total		\$12,400.00	\$13,450.00	1,050.00	\$0.00
Library Operations					
		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget		Proposed 2025-2026 Capital Projects Fund
Books		\$20,175.00	\$20,175.00	0.00	\$0.00
	Adult	\$8,675.00	\$8,675.00	0.00	\$0.00
	Childrens	\$7,100.00	\$7,100.00	0.00	\$0.00
	Tween	\$1,400.00	\$1,400.00	0.00	\$0.00
	YA	\$3,000.00	\$3,000.00	0.00	\$0.00
DVD		\$1,675.00	\$1,675.00	0.00	\$0.00

Proposed 2025-2026 Budget A					
Audiobooks		\$1,200.00	\$600.00 [3]	-600.00	\$0.00
Video Games		\$1,000.00	\$500.00 [4]	-500.00	\$0.00
Games to Go		\$100.00	\$100.00	0.00	\$0.00
Kits		\$200.00	\$200.00	0.00	\$0.00
Binge Boxes		\$200.00	\$200.00	0.00	\$0.00
Periodicals		\$1,750.00	\$1,750.00	0.00	\$0.00
Programs		\$14,250.00	\$14,250.00	0.00	\$0.00
	General Programming	\$10,750.00	\$10,750.00	0.00	\$0.00
	Summer Reading	\$3,500.00	\$3,500.00	0.00	\$0.00
	Grant Purchases			0.00	
Advertising		\$2,000.00	\$1,500.00 [5]	-500.00	\$0.00
Supplies		\$7,500.00	\$7,100.00 [6]	-400.00	\$0.00
	Cataloging Supplies	\$3,750.00	\$3,616.00		\$0.00
	Custodial Supplies	\$1,875.00	\$1,742.00		\$0.00
	Office Supplies	\$1,875.00	\$1,742.00	-133.00	\$0.00
Employee Training		\$4,000.00	\$3,350.00 [7]	-650.00	\$0.00
Library Board Training		\$400.00	\$400.00	0.00	\$0.00
Transportation		\$1,500.00	\$1,000.00 [8]	-500.00	\$0.00
Coop Fees		\$19,200.00	\$19,000.00 [9]	-200.00	\$0.00
	Databases	\$15,400.00	\$12,337.00	-3,063.00	\$0.00
	Overdrive (ebooks)	\$4,800.00	\$4,550.00 [10]	-250.00	\$0.00
	Mango Languages	\$1,500.00	\$1,575.00	75.00	\$0.00
	Ancestry.com	\$0.00	\$0.00	0.00	\$0.00
	Movie License	\$400.00	\$400.00	0.00	\$0.00
	Hoopla (ebooks)	\$5,800.00	\$5,412.00 [11]	-388.00	\$0.00
	World Trade Press	\$400.00	\$400.00	0.00	\$0.00
	Comics Plus	\$2,500.00	\$0.00	-2,500.00	\$0.00
Total		\$90,550.00	\$84,137.00	-6,413.00	\$0.00
Building Expenses		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget		Proposed 2025-2026 Capital Projects Fund
Building Ins.					

Proposed 2025-2026 Budget A					
	General Liability Insur	\$3,500.00	\$3,600.00	100.00	\$0.00
Utilities		\$3,500.00	\$3,250.00 [12]	-250.00	\$0.00
	Internet/phone			0.00	\$0.00
	Trash			0.00	\$0.00
	Recycling			0.00	\$0.00
Building Maintenance and Improvement		\$12,000.00	\$4,250.00	-7,750.00	\$0.00
	Tables	\$200.00	\$200.00	0.00	\$0.00
	Makerspace Equipme	\$300.00	\$300.00	0.00	\$0.00
	Security system	\$900.00	\$1,000.00 [13]	100.00	\$0.00
	Shelving	\$8,000.00	\$0.00	-8,000.00	\$0.00
	Other building	\$0.00	\$0.00	0.00	\$0.00
	Pest Control	\$1,100.00	\$1,200.00 [14]	100.00	\$0.00
	Q Window Cleaning	\$500.00	\$550.00	50.00	\$0.00
	Annual Cleaning	\$1,000.00	\$1,000.00	0.00	\$0.00
Equipment		\$15,650.00	\$10,250.00	11,600.00	\$17,000.00
	Hotspots (grant funde	\$2,500.00	\$2,800.00 [15]	300.00	\$0.00
	Emergency Mgt [16]	\$500.00	\$500.00	0.00	\$0.00
	Firewall/Network	\$200.00	\$0.00	14,800.00	\$15,000.00 [1]
	People Counter	\$2,750.00	\$600.00	-2,150.00	\$0.00
	Computer	\$2,000.00	\$0.00	0.00	\$2,000.00
	General			0.00	
	Grant Funds			0.00	
	Copier	\$5,700.00	\$4,350.00 [17]	-1,350.00	\$0.00
	Website	\$1,000.00	\$1,000.00	0.00	\$0.00
	Misc	\$1,000.00	\$1,000.00	0.00	\$0.00
	Grant Funds			0.00	
Equipment Mant.		\$4,100.00	\$12,300.00	8,200.00	
	Computer Maint.	\$2,700.00	\$10,900.00 [18]	8,200.00	\$0.00
	CD/DVD Cleaner	\$400.00	\$400.00	0.00	\$0.00
	Software	\$1,000.00	\$1,000.00	0.00	\$0.00
Misc		100	100	0.00	\$0.00
Total		\$38,850.00	\$33,750.00	-5,100.00	\$17,000.00

Proposed 2025-2026 Budget A					
Projected Revenue		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget	Change from previous year	Proposed 2025-2026 Capital Projects Fund
INTEREST		15233	8400 [19]	-6,833.00	
PENAL FINES		29339	35315 [20]	5,976.00	
STATE AID		3900	3900	0.00	
MILLAGE		190000	195700 [21]	5,700.00	
FRIENDS		200	200	0.00	
Annuities, grants, etc		0	0	0.00	
	E-Rate			0.00	
	LSTA Grant			0.00	
	ACCF Grant			0.00	
	Misc. Grants				
MISC INCOME		6000	6000	0.00	
	Fines			0.00	
	Copies			0.00	
	Room Rental			0.00	
	summer reading			0.00	
	Misc.			0.00	
	Craft			0.00	
	Bus trip			0.00	
	Water Color Classes			0.00	
	Sales			0.00	
	Faxes			0.00	
	Credit Card Credits			0.00	
	Misc Cash out			0.00	
Transfer from Savings		0	0	0.00	\$0.00
Carry over from last years budget				0.00	
TOWNSHIP APPROPRIATION		55000	57200	2,200.00	
Subtotal		\$299,672.00	\$306,715.00	\$7,043.00	\$0.00

Proposed 2025-2026 Budget A				
TRANSFERS, CAPITAL PROJECTS	Proposed 2024-2025 General Fund Budget	Proposed 2024-2025 General Fund Budget	Change from previous year	Proposed 2024-2025 Capital Projects Fund
Balance (Revenue - Expenses)	\$15,622.00	\$1,378.00	-\$14,244.00	-\$17,000.00
Transfer (to/from Capital Projects Fund)	-\$15,622.00	-\$1,378.00		\$17,000.00
FINAL BALANCE (Revenue+Transfer-Expenses)	\$0.00	\$0.00		\$0.00

NOTES

- 1) Following Board-approved wage increases anticipating the increase of the State Minimum Wage, with hours adjusted for ESTA.
- 2) This partially reflects FYE 2025 spending. With potential concerns about ESTA and other employment laws and with an uncertain atmosphere regarding materials challenges, I think it prudent to approach what we are spending this year. However, I will try to exercise more prudence in FYE 2026 and exhaust free resources prior to calling Anne Seuryneck where possible to cut costs.
- 3) Spending on audiobooks in FYE 2025 was negligible.
- 4) Spending on video games in FYE 2025 was significantly less than budgeted.
- 5) This budget includes \$500 for merchandise with the DTL logo for sale to patrons; \$500 for boosting social media posts; \$320 for advertising in school yearbooks; and \$180 for advertising in school playbills. We will discontinue our twice yearly digital advertisement with HSB.
- 6) This reflects actual FYE 2025 spending.
- 7) This has been reduced \$1K from \$4,350, which had been increased to match FYE 2025 spending. The reduction will mean fewer or delayed registrations for future conferences happening in FYE 2027.
- 8) This reflects actual FYE 2025 spending.
- 9) This reflects actual FYE 2025 spending adjusted for an anticipated 5% increase in coop fees.
- 10) This is a reduction of \$250 from \$4,800 and will mean probably 4 fewer titles licensed for lending as ebooks and eaudiobooks. Although this will result in some longer hold times, our patrons are largely silent on their satisfaction with digital services and are not likely to complain.
- 11) Hoopla spending soared for most of FYE 2025, but our cost-saving measures began to have a real impact by December. The projections for FYE 2026 are based on actual spending in December and January.
- 12) Reflects the increases in trash pickup fees and the more economical deal we were able to strike with Spectrum through our E-Rate negotiations.
- 13) Reflects higher monthly fee as reported by Guardian.
- 14) Reflects higher monthly fee as reported by Griffin.
- 15) This reflects actual FYE 2025 spending, without additional Hotspots.

Proposed 2025-2026 Budget A

16) Category was formerly called "AED."

17) Reflects the more economical contract I was able to negotiate by switching to Canon.

18) Reflects rates quoted by IPC for E-Rate related service and estimates on the non-ERate services. Over \$4K of this would be reimbursed by E-Rate as it currently exists.

19) Based on 2.5% APY for the \$311,921 currently in the ICS account, according to Quickbooks (2/10/25). Jack Verville of United Bank said in his opinion 2.5% would be a "fairly conservative" estimate for the next year. This also includes \$200K in the Checking account with an APY of 0.25%.

20) Based on 2 years of 1.14% reductions from corrected revenue for FYE 2024 as confirmed by Audit.

21) 3% increase from last year is the standard used by the Township Board.

Proposed 2025-2026 Budget B					
		Proposed 2024-2025 General Fund Budget	Proposed 2025-2026 General Fund Budget	Change from previous year	Proposed 2025-2026 Capital Projects Fund Budget
		\$284,050.00	\$312,615.00	\$28,565.00	\$5,000.00
Staff Expenses					
Emp. Wages		\$110,000.00	\$134,750.00 [1]	24,750.00	\$0.00
Payroll taxes		\$30,250.00	\$37,250.00	7,000.00	\$0.00
Health Insurance		\$2,000.00	\$2,000.00	0.00	\$0.00
Total		\$142,250.00	\$174,000.00	31,750.00	\$0.00
Emergency Min Wage Increase Fund		\$6,500.00	\$0.00		
Total with Min Wage Increase		\$148,750.00	\$0.00		
Professional Fees					
		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget		Proposed 2025-2026 Capital Projects Fund
Audit fee		\$3,000.00	\$3,000.00	0.00	\$0.00
Collection Agency		\$50.00	\$100.00	50.00	\$0.00
Custodial Fees		\$5,400.00	\$5,400.00	0.00	\$0.00
Legal Fees		\$2,000.00	\$3,000.00 [2]	1,000.00	\$0.00
Professional Dues		\$1,000.00	\$1,000.00	0.00	\$0.00
Library Board Bonding		\$350.00	\$350.00	0.00	\$0.00
Workers Comp		\$600.00	\$600.00	0.00	\$0.00
Strategic Planning		\$0.00	\$0.00	0.00	\$0.00
Total		\$12,400.00	\$13,450.00	1,050.00	\$0.00
Library Operations					
		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget		Proposed 2025-2026 Capital Projects Fund
Books		\$20,175.00	\$20,175.00	0.00	\$0.00
	Adult	\$8,675.00	\$8,675.00	0.00	\$0.00
	Childrens	\$7,100.00	\$7,100.00	0.00	\$0.00
	Tween	\$1,400.00	\$1,400.00	0.00	\$0.00
	YA	\$3,000.00	\$3,000.00	0.00	\$0.00
DVD		\$1,675.00	\$1,675.00	0.00	\$0.00

Proposed 2025-2026 Budget B					
Audiobooks		\$1,200.00	\$600.00 [3]	-600.00	\$0.00
Video Games		\$1,000.00	\$500.00 [4]	-500.00	\$0.00
Games to Go		\$100.00	\$100.00	0.00	\$0.00
Kits		\$200.00	\$200.00	0.00	\$0.00
Binge Boxes		\$200.00	\$200.00	0.00	\$0.00
Periodicals		\$1,750.00	\$1,750.00	0.00	\$0.00
Programs		\$14,250.00	\$14,250.00	0.00	\$0.00
	General Programming	\$10,750.00	\$10,750.00	0.00	\$0.00
	Summer Reading	\$3,500.00	\$3,500.00	0.00	\$0.00
	Grant Purchases			0.00	
Advertising		\$2,000.00	\$1,500.00 [5]	-500.00	\$0.00
Supplies		\$7,500.00	\$7,100.00 [6]	-400.00	\$0.00
	Cataloging Supplies	\$3,750.00	\$3,616.00		\$0.00
	Custodial Supplies	\$1,875.00	\$1,742.00		\$0.00
	Office Supplies	\$1,875.00	\$1,742.00	-133.00	\$0.00
Employee Training		\$4,000.00	\$3,350.00 [7]	-650.00	\$0.00
Library Board Training		\$400.00	\$400.00	0.00	\$0.00
Transportation		\$1,500.00	\$1,000.00 [8]	-500.00	\$0.00
Coop Fees		\$19,200.00	\$19,000.00 [9]	-200.00	\$0.00
	Databases	\$15,400.00	\$12,115.00	-3,285.00	\$0.00
	Overdrive (ebooks)	\$4,800.00	\$4,328.00 [10]	-472.00	\$0.00
	Mango Languages	\$1,500.00	\$1,575.00	75.00	\$0.00
	Ancestry.com	\$0.00	\$0.00	0.00	\$0.00
	Movie License	\$400.00	\$400.00	0.00	\$0.00
	Hoopla (ebooks)	\$5,800.00	\$5,412.00 [11]	-388.00	\$0.00
	World Trade Press	\$400.00	\$400.00	0.00	\$0.00
	Comics Plus	\$2,500.00	\$0.00	-2,500.00	\$0.00
Total		\$90,550.00	\$83,915.00	-6,635.00	\$0.00
Building Expenses		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget		Proposed 2025-2026 Capital Projects Fund
Building Ins.					

Proposed 2025-2026 Budget B					
	General Liability Insur	\$3,500.00	\$3,600.00	100.00	\$0.00
Utilities		\$3,500.00	\$3,250.00 [12]	-250.00	\$0.00
	Internet/phone			0.00	\$0.00
	Trash			0.00	\$0.00
	Recycling			0.00	\$0.00
Building Maintenance and Improvement		\$12,000.00	\$4,250.00	-7,750.00	\$0.00
	Tables	\$200.00	\$200.00	0.00	\$0.00
	Makerspace Equipme	\$300.00	\$300.00	0.00	\$0.00
	Security system	\$900.00	\$1,000.00 [13]	100.00	\$0.00
	Shelving	\$8,000.00	\$0.00	-8,000.00	\$0.00
	Other building	\$0.00	\$0.00	0.00	\$0.00
	Pest Control	\$1,100.00	\$1,200.00 [14]	100.00	\$0.00
	Q Window Cleaning	\$500.00	\$550.00	50.00	\$0.00
	Annual Cleaning	\$1,000.00	\$1,000.00	0.00	\$0.00
Equipment		\$15,650.00	\$10,250.00	-400.00	\$5,000.00
	Hotspots (grant funde	\$2,500.00	\$2,800.00 [15]	300.00	\$0.00
	Emergency Mgt [16]	\$500.00	\$500.00	0.00	\$0.00
	Firewall/Network	\$200.00	\$0.00	1,800.00	\$2,000.00
	People Counter	\$2,750.00	\$600.00	-2,150.00	\$0.00
	Computer	\$2,000.00	\$0.00	1,000.00	\$3,000.00
	General			0.00	
	Grant Funds			0.00	
	Copier	\$5,700.00	\$4,350.00 [17]	-1,350.00	\$0.00
	Website	\$1,000.00	\$1,000.00	0.00	\$0.00
	Misc	\$1,000.00	\$1,000.00	0.00	\$0.00
	Grant Funds			0.00	
Equipment Mant.		\$4,100.00	\$19,800.00	15,700.00	
	Computer Maint.	\$2,700.00	\$18,400.00 [18]	15,700.00	\$0.00
	CD/DVD Cleaner	\$400.00	\$400.00	0.00	\$0.00
	Software	\$1,000.00	\$1,000.00	0.00	\$0.00
Misc		100	100	0.00	\$0.00
Total		\$38,850.00	\$41,250.00	2,400.00	\$5,000.00

Proposed 2025-2026 Budget B					
Projected Revenue		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget	Change from previous year	Proposed 2025-2026 Capital Projects Fund
INTEREST		15233	8400 [19]	-6,833.00	
PENAL FINES		29339	35315 [20]	5,976.00	
STATE AID		3900	3900	0.00	
MILLAGE		190000	195700 [21]	5,700.00	
FRIENDS		200	200	0.00	
Annuities, grants, etc		0	0	0.00	
	E-Rate			0.00	
	LSTA Grant			0.00	
	ACCF Grant			0.00	
	Misc. Grants				
MISC INCOME		6000	6000	0.00	
	Fines			0.00	
	Copies			0.00	
	Room Rental			0.00	
	summer reading			0.00	
	Misc.			0.00	
	Craft			0.00	
	Bus trip			0.00	
	Water Color Classes			0.00	
	Sales			0.00	
	Faxes			0.00	
	Credit Card Credits			0.00	
	Misc Cash out			0.00	
Transfer from Savings		0	0	0.00	\$0.00
Carry over from last years budget				0.00	
TOWNSHIP APPROPRIATION		55000	57200	2,200.00	
Subtotal		\$299,672.00	\$306,715.00	\$7,043.00	\$0.00

Proposed 2025-2026 Budget B				
TRANSFERS, CAPITAL PROJECTS	Proposed 2024-2025 General Fund Budget	Proposed 2024-2025 General Fund Budget	Change from previous year	Proposed 2024-2025 Capital Projects Fund
Balance (Revenue - Expenses)	\$15,622.00	-\$5,900.00	-\$15,622.00	-\$5,000.00
Transfer (to/from Capital Projects Fund)	-\$15,622.00	\$5,900.00 [22]		\$9,722.00
FINAL BALANCE (Revenue+Transfer-Expenses)	\$0.00	\$0.00		\$4,722.00

NOTES

- 1) Following Board-approved wage increases anticipating the increase of the State Minimum Wage, with hours adjusted for ESTA.
- 2) This partially reflects FYE 2025 spending. With potential concerns about ESTA and other employment laws and with an uncertain atmosphere regarding materials challenges, I think it prudent to approach what we are spending this year. However, I will try to exercise more prudence in FYE 2026 and exhaust free resources prior to calling Anne Seuryneck where possible to cut costs.
- 3) Spending on audiobooks in FYE 2025 was negligible.
- 4) Spending on video games in FYE 2025 was significantly less than budgeted.
- 5) This budget includes \$500 for merchandise with the DTL logo for sale to patrons; \$500 for boosting social media posts; \$320 for advertising in school yearbooks; and \$180 for advertising in school playbills. We will discontinue our twice yearly digital advertisement with HSB.
- 6) This reflects actual FYE 2025 spending.
- 7) This has been reduced \$1K from \$4,350, which had been increased to match FYE 2025 spending. The reduction will mean fewer or delayed registrations for future conferences happening in FYE 2027.
- 8) This reflects actual FYE 2025 spending.
- 9) This reflects actual FYE 2025 spending adjusted for an anticipated 5% increase in coop fees.
- 10) This is a reduction of \$472 from \$4,800 and will mean probably 8 fewer titles licensed for lending as ebooks and eaudiobooks. Although this will result in some longer hold times, our patrons are largely silent on their satisfaction with digital services and are not likely to complain.
- 11) Hoopla spending soared for most of FYE 2025, but our cost-saving measures began to have a real impact by December. The projections for FYE 2026 are based on actual spending in December and January.
- 12) Reflects the increases in trash pickup fees and the more economical deal we were able to strike with Spectrum through our E-Rate negotiations.
- 13) Reflects higher monthly fee as reported by Guardian.
- 14) Reflects higher monthly fee as reported by Griffin.

Proposed 2025-2026 Budget B

15) This reflects actual FYE 2025 spending, without additional Hotspots.

16) Category was formerly called "AED."

17) Reflects the more economical contract I was able to negotiate by switching to Canon.

18) Reflects rates quoted by TechConnect to provide comprehensive IT support from July 2025 to June 2026. Includes a one-time \$10K onboarding fee that will not repeat the following year. Although this is much more than the \$1K onboarding fee in the other proposal, the lower block-time and hourly rates would essentially pay for that difference within 5 years.

19) Based on 2.5% APY for the \$311,921 in the ICS account on February 10, 2025, according to Quickbooks. Jack Verville of United Bank said in his opinion 2.5% would be a "fairly conservative" estimate for the next year. This also includes \$200K in the Checking account with an APY of 0.25%.

20) Based on 2 years of 1.14% reductions from corrected revenue for FYE 2024 as confirmed by Audit.

21) 3% increase from last year is the standard used by the Township Board.

22) This amount would need to be taken from the Capital Projects Budget to defray the cost of the IT onboarding. After accounting for the \$15,622 transferred into Capital Projects last year and the \$5K in the computer and networking hardware budget, we would have nearly \$5K remaining in the Capital Projects Fund.

Strategic Plan, Year 1

Goal #1: Secure Dorr Township Library's Financial Future

Objective #1: Staff and volunteers will participate with 3-5 community events or groups.



Had a positive presence in 5 community events during FYE 2025.



We have plans to participate in at least 3 community events during FYE 2026.

Objective #2: By December 31, 2026, 40% of the community will have library cards.



Currently stand at 31.2% Library Card Saturation in community, moving away from 40% rather than toward it.



Bulk letter had negligible impact. Need a new plan.

Objective #3: By December 31, 2026, we will secure \$30,000 in grants.



Won a \$1,350 grant from the Perrigo Foundation for Excel Adult High School.



Won the \$10,000 version of the Rural Accessibility Grant for updates to the building and the collection.

Goal #2: Form Alliances with Community Organizations

Objective #1: Hold programs in the spaces of 2 community businesses or organizations.



Held a live version of Mario Kart in the Dorr Elementary Gym.



Plans to hold a program at OMG never materialized, due to a lack of interest on their part.

Objective #2: By December 31, 2025, reach agreements for recurring revenue from 3 community sources.



We have established an Endowment Fund with Allegan County Community Foundation, and they are working on a brochure to publicize it.



I have talked with Margaret Webb of Legacy Legal about the materials she gives her Estate Planning clients. When the ACCF finishes the brochure, we can give it to Webb to distribute.



We need a Donation Policy and a Plan in place that recognizes and makes the most of the opportunities arising from the Endowment Fund.

Objective #3: Find 5 community organizations that will help promote the library.



Routine sharing of our Newsletter is in place with both Wayland Union Schools and Hopkins Public Schools.



We advertised to the homeschool market in HSB's digital newsletter for 3 months in FYE 2025.



We have promoted Summer Reading on the Township's digital sign.



We have hung flyers at local businesses including Bell's Colonial Kitchen, Leppinks, and Dorr Veterinary.



The DBA is making a marker with our logo to promote us during its community events.

Strategic Plan, Year 1

Goal #3: Engage the Attention of the People of Dorr Township

Objective #1: Staff and volunteers will participate with 3-5 community events or groups.



Had a positive presence in 5 community events during FYE 2025.

Objective #2: Plan, publish, and distribute our first Annual Report in May 2025.



Have decided on much of the content.



Have found a free template to use for the design.

Objective #3: By December 31, 2025, help the Friends grow their membership 50%.



Base measurement in Spring 2024 was 37 members.



Need to coordinate more actively and intentionally with the Friends.

Looking Ahead

Goal #1: Secure Dorr Township Library's Financial Future



Continue to participate in community events that give us opportunities to reach hundreds of patrons and non-users in the community. Our Pop-Up Library still needs a live test and to find a place in our outreach routine. The ultimate goal is to create a positive view of the library so that even non-users think well of us when public support is needed.



Focus on sharable media and social media posts to capitalize on a digital "word-of-mouth" promotion. We will also seek traditional media attention, using monthly Press Releases.



Develop Donation Policies and a strategy to increase significant donations from individuals in the community.



Continue seeking relevant grants and applying for them.

Goal #2: Form Alliances with Community Organizations



Work with Programming and Marketing Librarian to devise outreach program strategy for 2025.



Focus on sharable media and social media posts to capitalize on a digital "word-of-mouth" promotion. We will also seek traditional media attention, using monthly Press Releases.



Develop a Marketing and Outreach routine that includes regular communication with area businesses, schools, and organizations.

Goal #3: Engage the Attention of the People of Dorr Township



Get creative with media content on TikTok, Facebook, Instagram, and other popular platforms.



Produce an engaging and professional Annual Report for FYE 2025.



Work closely with the Friends and promote them regularly in programs and outreach activities.