

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: September 16, 2024 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: August 19, 2024

Treasurer's Report: August. Credit Card - \$4,565.67 for August.

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion and approval of reduced fee for Megan Vos community Health Classes in Community Room
2. Discussion and possible motion regarding the need for changes in Display Policy.
3. Discussion and possible motion regarding guidelines for RFPs and contracts for IT Services

OLD BUSINESS:

- 1.

Township Board Meeting: September 26, 2024 7 pm.

Adjournment:

Next regular meeting: October 21, 2024 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: August 19, 2024 @ 6:30 pm**

MINUTES

Meeting was called to order at 6:30 PM

Pledge of Allegiance: was said.

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

Changes to the Agenda: None. Brooks motioned to approve the agenda as distributed. Hunter seconded. All yes, motion carried.

Public Comment & Correspondence: None.

Approval of the Minutes: Brooks motioned to approve the minutes from July 15, 2024. Dykhuis seconded. All yes, motion carried.

Treasurer's Report: Treasurer reported that she has received the information necessary to review the books from previous months when they were unable to be reviewed due to the QuickBooks glitch and is in the process of reviewing the backlogged information. Dykhuis motioned to pay the July credit card bill in the amount of \$2,461.36 Brooks seconded.

Director's Report: Was heard. Director reported that programs are well-attended. Director reported initiating an agreement between local libraries allowing patrons to pick up holds from a library closer to their home. Circulation was strong. New card signups were not strong. Promotion is planned for September. Endowment fund has been established with Allegan County Community Foundation.

Committee Reports: None.

NEW BUSINESS:

1. Discussion and approval of Wage Schedule with \$12 Starting Wage. Dykhuis made the motion to adjust pay rates using the staggered matrix approach proposed, to take effect with the next pay period. Brooks seconded. All yes, motion carried.

OLD BUSINESS: None.

Adjournment: Brooks motioned to adjourn at 7:02 PM. Dykhuis seconded. All yes, motion carried.

Township Board Meeting: August 22, 2024 7 pm. Director Babbitt attending.

Next Regular Meeting: September 16, 2024 at 6:30 pm

DORR TOWNSHIP LIBRARY

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	187,157.00
271-000-002 ICS Account	403,196.79
271-000-003 Huntington CD	6,683.05
Total Bank Accounts	\$597,036.84
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$607,263.45
TOTAL ASSETS	\$607,263.45
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	518.25
271-000-229.1 Federal Taxes (941/944)	1,095.33
271-000-229.2 Federal Unemployment (940)	146.38
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 Local Tax	2.72
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	3,640.45
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,986.12
Total Current Liabilities	\$6,986.12
Total Liabilities	\$6,986.12

DORR TOWNSHIP LIBRARY

Balance Sheet

As of August 31, 2024

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	444,113.04
Net Income	35,272.20
Total Equity	\$600,277.33
TOTAL LIABILITIES AND EQUITY	\$607,263.45

Check Register 2024 - August					
Date	Type	Check #	Vender	Memo	Amount
08/02/2024	Check	16332	Coverall of West Michigan	Invoice #7370168541	-450.00
08/02/2024	Check	16333	HSB Connections	Invoice #8360 Text ad for HSB newsletter, 3 months	-120.00
08/06/2024	Check	16334	Griffin Pest Solutions	Invoice #2522781	-97.00
08/06/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-18.40
08/09/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/24/2024-08/06/2024	-334.38
08/09/2024	Payroll Check	DD	Diane Switzer	Pay Period: 07/24/2024-08/06/2024	-393.30
08/09/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 07/24/2024-08/06/2024	-317.03
08/09/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/24/2024-08/06/2024	-330.80
08/09/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/24/2024-08/06/2024	-877.64
08/09/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/24/2024-08/06/2024	-1,232.68
08/09/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/24/2024-08/06/2024	-419.60
08/09/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 07/24/2024-08/06/2024	-293.34
08/13/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-3,072.77
08/15/2024	Expense		Chase Card Services		-2,661.31
08/16/2024	Tax Payment		IRS	Tax Payment for Period: 07/01/2024-07/31/2024	-1,738.37
08/19/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 07/01/2024-07/31/2024	-365.12
08/19/2024	Check	16335	Jeffrey L. Babbitt	August Mileage Reimbursement	-43.01
08/19/2024	Check	16336	Foster, Swift, Collins & Smith	Invoice #892550 Legal Consultation on Board Powers & First Amen	-441.00
08/19/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-291.23
08/23/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 08/07/2024-08/20/2024	-483.08
08/23/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 08/07/2024-08/20/2024	-1,257.78
08/23/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 08/07/2024-08/20/2024	-380.87
08/23/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 08/07/2024-08/20/2024	-387.25
08/23/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 08/07/2024-08/20/2024	-213.73
08/23/2024	Payroll Check	DD	Diane Switzer	Pay Period: 08/07/2024-08/20/2024	-315.92
08/23/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 08/07/2024-08/20/2024	-922.41
08/23/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 08/07/2024-08/20/2024	-157.19
08/23/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 08/07/2024-08/20/2024	-419.61
08/23/2024	Check	16337	CENTER POINT LARGE PRINT	Invoice #2108325	-145.49
08/29/2024	Check	16338	US Bank Equipment Finance	Invoice #536043359	-461.84
08/30/2024	Check	16339	Farmers Disposal	Quarterly Trash Pickup	-108.00
08/30/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-41.05
08/31/2024	Check	16340	T-Mobile	Account #970594354	-195.16
08/31/2024	Check	16344	Midwest Tape	Invoice #505984579	-738.75
06/30/2024	Check	16314	Midwest Tape	Invoice #*****2355	-640.60
06/30/2024	Check	16315	T-Mobile	Account #*****4354	-124.36

DORR TOWNSHIP LIBRARY

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						185,624.12
08/01/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	187.00	185,811.12
08/02/2024	Check	16332	Coverall of West Michigan	Invoice #7370168541	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	185,361.12
08/02/2024	Check	16333	HSB Connections	Invoice #8360	271-790-739 703-728. Operations:721. Advertising	-120.00	185,241.12
08/06/2024	Check	16334	Griffin Pest Solutions	Invoice #2522781	271-790-806 800. Professional and Contract Services:806. Professional Services	-97.00	185,144.12
08/06/2024	Deposit				-Split-	18.40	185,162.52
08/06/2024	Expense				271-790-955 Other Types of Expenses:Uncategorized Expense	-18.40	185,144.12
08/08/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	2,849.63	187,993.75
08/09/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	4,768.77	192,762.52
08/09/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/24/2024-08/06/2024	Direct Deposit Payable	-1,232.68	191,529.84
08/09/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/24/2024-08/06/2024	Direct Deposit Payable	-877.64	190,652.20
08/09/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/24/2024-08/06/2024	Direct Deposit Payable	-419.60	190,232.60
08/09/2024	Payroll Check	DD	Diane Switzer	Pay Period: 07/24/2024-08/06/2024	Direct Deposit Payable	-393.30	189,839.30
08/09/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/24/2024-08/06/2024	Direct Deposit Payable	-334.38	189,504.92
08/09/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/24/2024-08/06/2024	Direct Deposit Payable	-330.80	189,174.12
08/09/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 07/24/2024-08/06/2024	Direct Deposit Payable	-317.03	188,857.09
08/09/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 07/24/2024-08/06/2024	Direct Deposit Payable	-293.34	188,563.75
08/13/2024	Deposit				271-000-642.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.8 Sales	3,072.77	191,636.52
08/13/2024	Expense				271-790-955 Other Types of Expenses:Uncategorized Expense	-3,072.77	188,563.75
08/14/2024	Deposit				-Split-	7.10	188,570.85
08/14/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	89.90	188,660.75
08/15/2024	Deposit				-Split-	261.72	188,922.47
08/15/2024	Expense		Chase Card Services		-Split-	-2,661.31	186,261.16
08/16/2024	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	4,764.80	191,025.96
08/16/2024	Tax Payment		IRS	Tax Payment for Period: 07/01/2024-07/31/2024	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-1,738.37	189,287.59
08/19/2024	Check	16336	Foster, Swift, Collins & Smith	Invoice #892550	271-790-801 800. Professional and Contract Services:801. Legal Fees	-441.00	188,846.59
08/19/2024	Check	16335	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-43.01	188,803.58
08/19/2024	Deposit				-Split-	29.51	188,833.09
08/19/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 07/01/2024-07/31/2024	271-000-228.3 Payroll Liabilities:MI Income Tax	-365.12	188,467.97
08/19/2024	Expense				271-000-002 ICS Account	-291.23	188,176.74
08/21/2024	Deposit				271-000-002 ICS Account	43.01	188,219.75
08/23/2024	Check	16337	CENTER POINT LARGE PRINT	Invoice #2108325	271-790-727 703-728. Operations:703. Books	-145.49	188,074.26
08/23/2024	Deposit				271-000-002 ICS Account	4,978.84	193,053.10
08/23/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 08/07/2024-08/20/2024	Direct Deposit Payable	-1,257.78	191,795.32
08/23/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 08/07/2024-08/20/2024	Direct Deposit Payable	-922.41	190,872.91
08/23/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 08/07/2024-08/20/2024	Direct Deposit Payable	-483.08	190,389.83
08/23/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 08/07/2024-08/20/2024	Direct Deposit Payable	-419.61	189,970.22
08/23/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 08/07/2024-08/20/2024	Direct Deposit Payable	-387.25	189,582.97
08/23/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 08/07/2024-08/20/2024	Direct Deposit Payable	-380.87	189,202.10
08/23/2024	Payroll Check	DD	Diane Switzer	Pay Period: 08/07/2024-08/20/2024	Direct Deposit Payable	-315.92	188,886.18
08/23/2024	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 08/07/2024-08/20/2024	Direct Deposit Payable	-213.73	188,672.45
08/23/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 08/07/2024-08/20/2024	Direct Deposit Payable	-157.19	188,515.26
08/29/2024	Check	16338	US Bank Equipment Finance	Invoice #536043359	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-461.84	188,053.42
08/30/2024	Check	16339	Farmers Disposal		271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-108.00	187,945.42
08/30/2024	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	41.05	187,986.47
08/30/2024	Deposit				271-000-002 ICS Account	145.49	188,131.96
08/30/2024	Expense				271-000-002 ICS Account	-41.05	188,090.91
08/31/2024	Check	16344	Midwest Tape	Invoice #505984579	271-790-736 703-728. Operations:711. databases	-738.75	187,352.16
08/31/2024	Check	16340	T-Mobile	Account #970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-195.16	187,157.00
Total for 271-000-001 Checking							\$1,532.88

DORR TOWNSHIP LIBRARY

Profit and Loss

August 2024

	TOTAL
Income	
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	41.05
271-000-675.1 405. Miscellaneous Revenue	4.15
271-00-642.1 405.5 Book Sales	172.95
271-000-602.3 405.4 Faxes	10.10
271-000-642.2 405.8 Sales	3,072.77
271-000-667 405.3 Meeting Room Rental	20.00
271-000-675.2 405.9 Uncategorized Income	12,660.10
271-000.602.1 405.1 Copies	97.15
Total 271-000-675.1 405. Miscellaneous Revenue	16,037.22
271-000-676.1 407. Reimbursements	
271-000-676.2 407.1 Credit Card Credits	65.93
271-000-676.3 407.2 Book Replacement	18.99
Total 271-000-676.1 407. Reimbursements	84.92
Total 46400 405-407. Other Types of Income	16,163.19
Total Income	\$16,163.19
GROSS PROFIT	\$16,163.19
Expenses	
271-790-715.3 702. Payroll Expenses	93.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	108.00
271-790-920 729.1 Telephone, Telecommunications	465.11
Total 271-790-921 729. Rent, Parking, Utilities	573.11
271-790-931 730. Equip Rental and Maintenance	461.84
Total 271-790-930 729-734. Facilities and Equipment	1,034.95
62100 800. Professional and Contract Services	
271-790-801 801. Legal Fees	441.00
271-790-806 806. Professional Services	547.00
Total 62100 800. Professional and Contract Services	988.00
65000 703-728. Operations	
271-790-727 703. Books	1,439.94
271-790-730 705. Periodicals	39.95
271-790-732 708. AV	
271-790-734 708.3 DVD	198.76
271-790-735 708.4 Video Games	102.80
Total 271-790-732 708. AV	301.56
271-790-736 711. databases	738.75
271-790-737 720. Supplies	114.80
271-790-739 721. Advertising	291.99
271-790-880 710. Programs (Community Promotions)	369.31

DORR TOWNSHIP LIBRARY

Profit and Loss

August 2024

	TOTAL
271-790-960.1 709. Ed. & Train Dor	72.23
271-790-960.2 709.1 Travel and Meetings	43.01
Total 271-790-960.1 709. Ed. & Train Dor	115.24
Total 65000 703-728. Operations	3,411.54
65100 Other Types of Expenses	
271-790-955 Uncategorized Expense	3,091.17
Total 65100 Other Types of Expenses	3,091.17
780. Misc Expense	4.63
782. Square Reader Fees	1.98
Total 780. Misc Expense	6.61
Payroll Expenses	
271-790-702 Wages	10,145.06
271-790-715.1 Taxes	786.82
Total Payroll Expenses	10,931.88
Total Expenses	\$19,557.15
NET OPERATING INCOME	\$ -3,393.96
NET INCOME	\$ -3,393.96

Director's Report, September 16, 2024

Library Operation Updates

Program attendance has been good. Highlights include the Fairy Houses program on August 22 (17 participants) and Detective Night on August 26 (15 participants). Our offsite program at the Dorr Elementary Gym (the Quiet Place Games on August 29) was also a success, with 13 patrons having a great time despite the lack of air conditioning.

The large collection of audiobooks recently donated by the US Senate Library has been fully cataloged. The total value of the audiobooks has been calculated at \$3,524.69, bringing the value of Reilly and Jen's trip to Washington DC early in the summer to \$8,728.49 or 377% of the cost of the trip.

Statistics

People visited the library 1,426 times in August, averaging 57 visits per open day.

Circulation is strong. Mango Languages use has been in the double digits for the past three months, which is a strong showing, especially for summer.

Hoopla use broke records and strained the budget at 303 items accessed in August. We have introduced price caps to enable us to meet the Hoopla budget, and we will monitor patron feedback to evaluate the situation.

We also broke our record for number of titles loaned through the Lakeland Coop. We sent 748 items out to patrons in other Lakeland libraries in August, 2.7 times as many as we borrowed.

Our 18 new patrons for August 2024 is about average for August in past years. We have gone through 13 of the promotional DTL tote bags since September 1, but many of those have gone to patrons with established library cards. It is likely that September new patrons will see an increase, but uncertain how much of one.

Budget and Financial Items

The Budget is updated. Allegan County Community Foundation has established our endowed agency fund and is working on a brochure informing people of how to donate.

Staff and Building Items

Lights in the stacks, at the Circulation Desk, and in the Community Room have been replaced. Problems with the sprinklers on the front lawn have sparked several complaints from patrons, who are

concerned that so much water ending up in the parking lot is a waste of taxpayer resources. I have reached out to Township Maintenance twice, but Randy insists that the runoff is normal and the sprinklers are operating as usual. I will attempt to observe the sprinklers in action to verify what staff and patrons have reported and then update maintenance.

September 5 was our Staff Development half-day with Carol Dawe of Lakeland Library Coop. It seemed to be a success. Our final exercise was to create an elevator speech promoting the library. Lexi has turned the speech into a video script, and we hope to film the script and release the video on social media by the end of the month.

Meetings, Workshops, etc.

On August 21, I attended the DBA meeting. The Welcome Packet Subcommittee's work is on hold while we investigate overlapping activities and opportunities. (Apparently, a business organization in a neighboring township has a packet going to local new homebuyers that reaches some Dorr residents. In addition, Patron Point reportedly allows us to contact new residents on a monthly basis. We are following up both of these reports.)

I attended the Township Board meeting on August 22 and gave my report.

Carol Dawe and I met to finalize our plans for Staff Development on August 28.

On August 23, I met with Director Cierra Bakovka to pick her brain about Henika District Library's incredible success with Summer Reading this year. We also talked extensively on staff management, and she invited me to attend her staff meeting on August 29, which I did. I have introduced some changes into our monthly staff meetings.

I met over Microsoft Teams with IP Consulting on August 30. They provide IT services for several other Lakeland libraries and offered to assess our IT infrastructure. Ben and Alex came to do the assessment on September 11 and are working on an analysis and a quote for IT services. Alex and I finished gathering data this morning, and he has begun analyzing the data.

Lakeland's Board and Advisory Council met on September 12. Glitches with BiblioApps, Sierra, and Patron Point have been identified and are either resolved or scheduled to be resolved. Swank Movie Licensing is in the process of renewal. Patron Point Auto-Renewal resulted in 1,425 successful library card renewals in August.

The Michigan Public Library Directors met on Friday afternoon September 13. Much of the time focused on facilities management.

Volunteers

We currently have no volunteers.

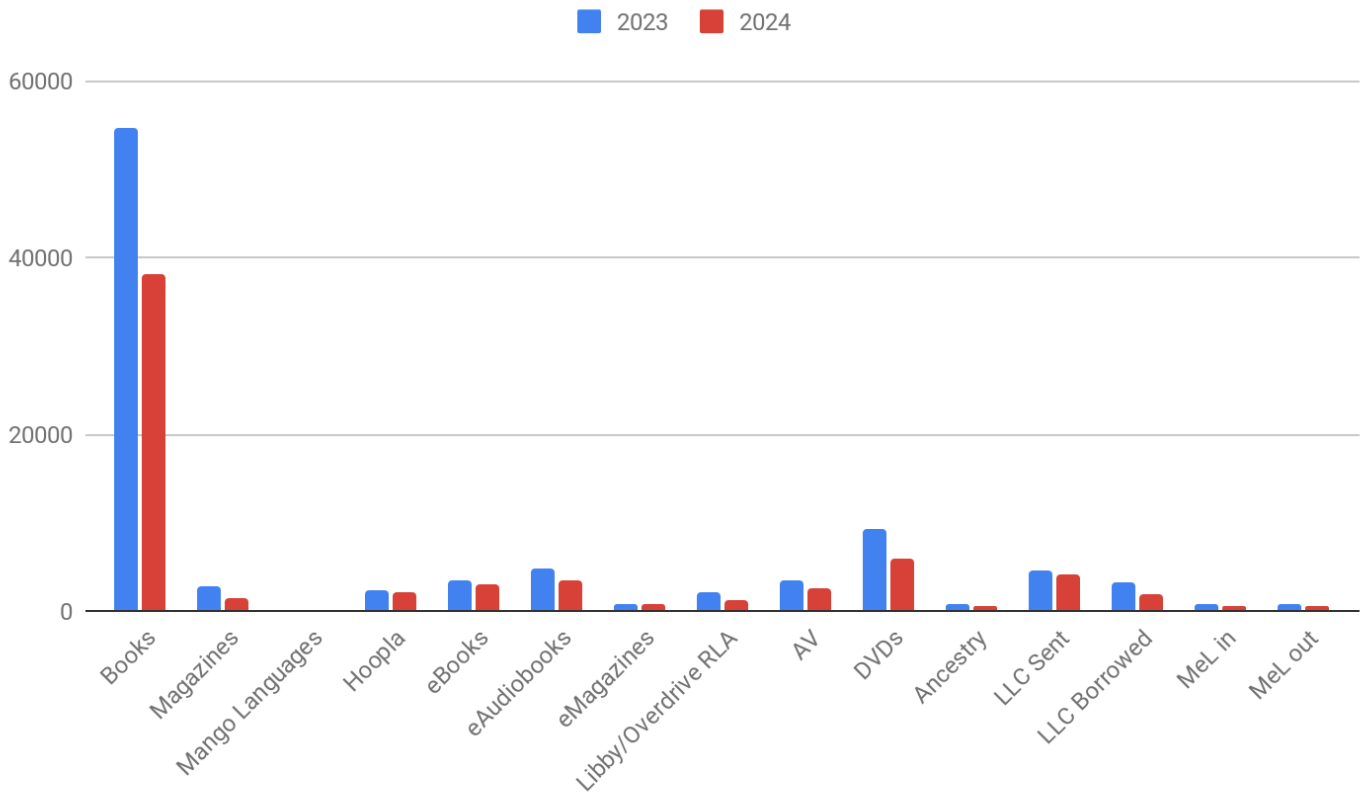
Library Closings

We were closed Saturday August 31 and Monday September 2 for Labor Day Weekend. On Thursday September 5, we closed at 4:00PM for staff development, and again at 4:00PM on Friday September 6 for AED training.

Completed September 16, 2024, at 12:10 PM.

	2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4263	4118	4682	4005	3855	5636	6377	5335	4137	4504	4239	3548
Magazines	230	287	291	392	327	242	266	219	179	170	145	145
Mango Languages	2	49	12	4	0	3	3	6	3	1	2	13
Hoopla	198	198	205	188	174	215	205	217	199	212	187	186
eBooks	259	252	323	273	249	284	404	289	300	318	283	314
eAudiobooks	365	320	388	387	393	462	480	453	396	426	388	355
eMagazines	27	19	34	39	24	48	61	45	60	149	125	108
Libby/Overdrive RLA Loans	167	171	184	136	163	222	173	186	194	158	181	160
AV	328	237	414	302	269	321	252	249	215	294	229	269
DVDs	879	634	853	995	892	1030	859	764	667	590	568	469
Ancestry	63	13	70	63	52	0	218	84	66	0	105	23
LLC Sent	372	387	475	354	345	473	462	277	210	436	442	368
LLC Borrowed	437	251	394	332	437	285	242	99	91	262	194	131
MeL in	67	56	71	65	55	39	75	53	61	57	55	46
MeL out	70	54	69	67	54	48	70	55	61	61	56	35

	2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	3659	3928	4824	4747	4394	5005	6038	5532				
Magazines	172	154	177	261	122	165	194	177				
Mango Languages	12	3	0	0	7	22	28	33				
Hoopla	252	229	281	267	255	276	269	303				
eBooks	347	415	338	331	407	376	348	464				
eAudiobooks	399	412	433	437	467	459	450	454				
eMagazines	132	134	135	48	69	58	80	47				
Libby/Overdrive RLA Loans	217	207	211	175	147	194	184	N/A				
AV	348	277	330	285	292	347	366	321				
DVDs	629	566	682	761	719	641	941	899				
Ancestry	0	39	0	59	71	118	182	0				
LLC Sent	430	478	492	453	408	509	659	748				
LLC Borrowed	267	223	267	237	208	225	191	279				
MeL in	75	94	76	77	80	75	71	82				
MeL out	87	91	80	84	88	79	66	85				



Community Room Use Application

Name: Meg Vos Date: 9/12
 Address: 1137 Patterson Ave SE Phone: 616 301 5109

ID Type Library Card
 Driver's License State ID

V200599630675
 Email: Megvos@gmail.com

Date & Time Needed
 Date: _____ Time: _____

- \$25 fee for Community Room use, refundable only with 24 hours cancellation notice
- \$ 5 non-refundable fee for Community Room use (with Board permission)
- \$25 cleaning deposit, refundable (on inspection of rooms)
- \$10 key deposit for use outside of library hours, refundable (on return of key)
- This is a recurring meeting on (the) _____ day of the week month

9/23 @ 2pm
10/1 * 10/15 @ 7:30pm
11/16 @ 10:30 am
11/19 @ 7:30 pm

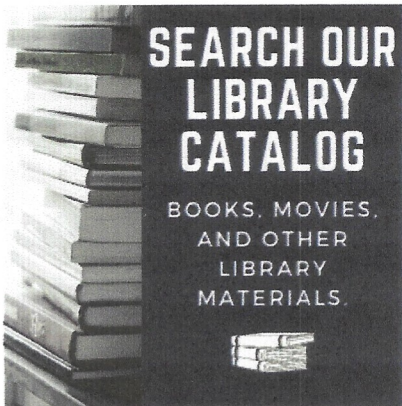
I acknowledge that I am responsible for the clean and intact condition of the room and the public restrooms and the furniture and equipment therein when I leave the library, and the return of the key (if applicable) within 24 hours of end of use (not counting Sunday). The cleaning deposit is forfeit and I shall be charged \$25 per hour after the first hour of time necessary to clean the Community Room and restrooms should the rooms be in unacceptable condition. The key deposit is forfeit if I am unable to return the key. **The Library is not responsible for any loss or damage to persons or belongings during Community Room use.**

Patron Signature: Meg Vos Date: 9/12/24

Staff Signature _____ Date _____

1804 Sunset Dr. Dorr, Michigan 49323 (616) 681-9678 dorrlibrary.mi@gmail.com

For printable versions click on the banners at the top!



(<https://dorr.bibliocommons.com/>)

LOCATION

DORR TOWNSHIP LIBRARY

(<https://www.dorrlibrary.michlibrary.org/our-locations-and-hours/dorr-township-library>)

1804 Sunset Dr., Dorr, MI 49323

DISPLAY POLICY

1. Guidelines

Library displays are planned, curated, and implemented by library staff. While any item in the library's collection can be utilized for purposes of a display, Library staff use a set of criteria to determine which topics to promote and which materials are selected. The Library strives to include a wide variety of relevant topics and viewpoints as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs.

Criteria may include, but are not limited to:

- Library's Strategic Plan and current mission and vision alignments
- Library's Collection Development Plan
- Library stakeholders and partners
- Community needs and interests
- Educational, informational, or cultural significance

2. Responsibility

Library staff or community members may suggest a display topic, and staff typically design and curate displays. However, final approval and ultimate responsibility for each display rests with the Library Director.

3. Intellectual Freedom and Censorship

The Library affirms the First Amendment to the U.S. Constitution and the right of the people to receive information. Displays and exhibits are marketing efforts designed to provide for these rights and are therefore under First Amendment protection.

4. [Statement on Board-Issued Directives]

5. Types of Display

- a. Monthly Displays. Every month, Library staff will change out displays around the Library to highlight different topics throughout the year. These topics can include, but are not limited to, seasonal displays, cultural or heritage displays, award winning materials, and specific genres or classes of materials. Monthly displays are planned in advance by Library staff.
- b. Pop-Up Displays. Pop-up displays are smaller displays that are thematic and timely as it pertains to ongoing happenings in the Library and literary world. Examples include the displays near the entrance showcasing the current book

being read in each Book Club.

- c. Digital Displays. Displays that occur in the Library's online presence including, but not limited to, the Library's social media pages, the Library's digital signage, the Library's digital resources and applications, and any digital promotional materials that are dispersed through digital avenues such as emails or text messages. These digital displays are promoted in conjunction with already vetted physical displays and programs.

Approved by Dorr Township Library Board August 21, 2023.