

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: July 20, 2026 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: June 15, 2026

Treasurer's Report: Credit Card June \$5345.05

Director's Report:

Committee Reports:

OLD BUSINESS:

1. Staff Raises

NEW BUSINESS:

1. Appointing director
2. Non-Resident Card Policy

Township Board Meeting: July 23, 2026 7 pm

Adjournment:

Next regular meeting: August 17, 2026 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: June 15 2026 @ 6:30 pm**

Call to Order: 6:30 PM

Roll Call: Present- Reilly Brower, Brittany Hunter, Bruce Bendull, Carrie Brooks, Gordon Lieffers. Absent: Andrea Strong.

Changes to the Agenda: None.

Public Comment & Correspondence: No correspondence. No public present for comment.

Approval of the Agenda: Brooks motioned to approve the agenda, Lieffers seconded. All yes, motion carried.

Approval of the Minutes: May 18, 2026 Lieffers motioned to approve the minutes. Brooks seconded. All yes, motion carried.

Treasurer's Report: In the absence of the treasurer, Brooks motioned to pay the May credit card bill in the amount of \$5824.74. Hunter seconded. All yes, motion carried.

Director's Report: Summer reading has been a hit, with a kickoff carnival that attracted well over 500 community members. Circulation statistics are over month over month, and year over year. 17 new patrons added in May. Many building maintenance items were completed.

Committee Reports: None.

OLD BUSINESS

1. Staff Assessment: Carol Dawe from Lakeland Library Coop reported on the findings of the staff assessment that she completed in April. Carol's findings indicated a positive, collaborative, professional, engaged staff at Dorr Township Library. Staff know their roles and jobs well and appreciate their patrons. Carol shared recommendations for ongoing staff development, training, and compensation updates.

2. Millage Preparation: The director presented a comparison report between Dorr and our surrounding Class III libraries and talked through the planning that is needed to prepare for our 2029 millage renewal.

3. Carpet Cleaning Update: Our cleaning vendor will be coming to clean the carpets in August.

NEW BUSINESS

1. Staff Raises: Director discussed potential updates to staff wages due to the upcoming minimum wage increase.

Township Board Meeting: June 25, 2026 7 pm

Adjournment: Brooks motioned to adjourn at 7:32 PM. Hunter seconded. All yes, motion carried.

Next regular meeting: July 20, 2026 at 6:30 pm

		FY 2026-2027 General Fund & Capital Project Fund Budget															
		Month															
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	2026/2027 General Fund Budget	2026/2027 Capital Projects Fund Budget
																\$355,033.00	#REF!
Staff Expenses																	
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	Budgeted
Emp. Wages		\$7,959.52	\$10,932.82	\$8,117.89										\$27,010.23	\$122,989.77	\$150,000.00	#REF!
Payroll taxes		\$2,044.27	\$2,781.30	\$2,105.60										\$6,931.17	\$33,068.83	\$40,000.00	#REF!
Health Insurance														\$0.00	\$2,000.00	\$2,000.00	#REF!
Total		\$10,003.79	\$13,714.12	\$10,223.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,941.40	\$158,058.60	\$192,000.00	#REF!
Professional Fees																	
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	Budgeted
Audit fee														\$0.00	\$3,000.00	\$3,000.00	#REF!
Collection Agency														\$0.00	\$100.00	\$100.00	#REF!
Custodial Fees		\$450.00	\$450.00	\$450.00	\$450.00									\$1,800.00	\$3,600.00	\$5,400.00	#REF!
Legal Fees														\$0.00	\$3,000.00	\$3,000.00	#REF!
Professional Dues		\$100.00		\$611.00	\$85.00									\$796.00	\$204.00	\$1,000.00	#REF!
Library Board Bonding														\$0.00	\$350.00	\$350.00	#REF!
Workers Comp			\$106.00		\$279.00									\$385.00	\$215.00	\$600.00	#REF!
Strategic Planning														\$0.00	\$0.00	\$0.00	#REF!
Total		\$550.00	\$556.00	\$1,061.00	\$814.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,981.00	\$10,469.00	\$13,450.00	#REF!
Library Operations																	
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	Budgeted
Books		\$2,046.13	\$1,547.09	\$1,495.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,088.66	\$19,358.68	\$20,000.00	#REF!
	Adult	\$979.13	\$509.42	\$599.32										\$2,087.87	\$7,800.00	\$9,600.00	#REF!
	Large Print	\$240.75	\$269.24	\$150.00										\$659.99	\$1,800.00		
	Childrens	\$408.74	\$421.17	\$442.02										\$1,271.93	\$5,000.00	\$5,000.00	#REF!
	Tween	\$180.48	\$188.76	\$58.31										\$427.55	\$2,400.00	\$2,400.00	#REF!
	YA	\$237.03	\$158.50	\$245.79										\$641.32	\$2,358.68	\$3,000.00	#REF!
DVD		\$169.33	\$140.11	\$213.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$523.43	\$2,175.00	\$2,175.00	#REF!
	Binge Boxes													\$0.00	\$200.00	\$200.00	
	Individual	\$169.33	\$140.11	\$213.99										\$523.43	\$1,975.00	\$2,275.00	
Audiobooks														\$0.00	\$300.00	\$300.00	#REF!
Video Games		\$26.00												\$26.00	\$474.00	\$500.00	#REF!
Games to Go														\$0.00	\$100.00	\$100.00	#REF!
Kits														\$0.00	\$200.00	\$200.00	#REF!
Periodicals		\$39.95	\$719.29	\$39.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$799.19	\$950.81	\$1,750.00	#REF!
	WT Cox and other		\$679.34											\$679.34	\$800.00	\$800.00	
	GR Press	\$39.95	\$39.95	\$39.95										\$119.85	\$950.00	\$950.00	
Programs		\$1,065.32	\$1,920.97	\$2,389.58	\$157.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,532.87	\$9,017.13	\$14,550.00	#REF!
	General Programming	\$696.23	\$876.74	\$183.16										\$1,756.13	\$8,993.87	\$10,750.00	#REF!
	Summer Reading	\$369.09	\$1,044.23	\$2,206.42	\$157.00									\$3,776.74	\$23.26	\$3,800.00	#REF!
	Grant Purchases													\$0.00	\$0.00		#REF!
Advertising		\$114.97	\$150.00											\$264.97	\$1,235.03	\$1,500.00	#REF!
Supplies		\$1,065.32	\$888.35	\$253.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,207.59	\$4,731.35	\$6,500.00	#REF!
	Cataloging Supplies		\$438.94											\$438.94	\$3,000.00	\$3,000.00	#REF!
	General Supplies	\$696.23	\$114.77	\$167.54										\$978.54	\$771.46	\$1,750.00	#REF!
	Office Supplies	\$369.09	\$334.64	\$86.38										\$790.11	\$959.89	\$1,750.00	#REF!
Employee Training				\$208.04										\$208.04	\$3,141.96	\$3,350.00	#REF!
Library Board Training														\$0.00	\$400.00	\$400.00	#REF!
Transportation			\$35.70											\$35.70	\$964.30	\$1,000.00	#REF!

		FY 2026-2027 General Fund & Capital Project Fund Budget																
		Month																
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	2026/2027 General Fund Budget	2026/2027 Capital Projects Fund Budget	
Coop Fees		\$5,090.57	\$124.20	\$0.00	\$5,090.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,305.34	\$8,694.66	\$19,000.00	#REF!	
	ILS Fees	\$4,479.85	\$124.20		\$4,479.85									\$9,083.90				
	Overdrive	\$610.72			\$610.72									\$1,221.44				
Databases		\$2,057.67	\$1,036.68	\$330.59	\$763.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,188.13	\$7,926.87	\$12,115.00	#REF!	
	Overdrive (ebooks,	\$339.98	\$325.49		\$336.49									\$1,001.96	\$3,326.04	\$4,328.00	#REF!	
	Mango Languages													\$0.00	\$1,575.00	\$1,575.00	#REF!	
	Ancestry.com	\$1,394.15												\$1,394.15	-\$1,394.15	\$0.00	#REF!	
	Movie License													\$0.00	\$400.00	\$400.00	#REF!	
	Excel Online HS													\$0.00	\$0.00	\$0.00	#REF!	
	Hoopla (ebooks)	\$323.54	\$343.48	\$330.59	426.7									\$1,424.31	\$3,987.69	\$5,412.00	#REF!	
	World Trade Press		\$367.71											\$367.71	\$32.29	\$400.00	#REF!	
	Comics Plus													\$0.00	\$0.00	\$0.00	#REF!	
Total		\$11,675.26	\$6,562.39	\$4,931.51	\$6,010.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,179.92	\$63,594.79	\$87,665.00	#REF!	
Building Expenses																		
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	Budgeted	
Building Ins.																		
General Liability Insurance														\$0.00	\$4,200.00	\$4,200.00	#REF!	
Utilities		\$177.23	\$305.19	\$382.28	\$0.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$865.55	\$2,384.45	\$3,250.00	#REF!	
	Internet	\$0.04	\$14.00	\$27.90	\$0.05									\$41.99		\$840.00	#REF!	
	Phone	\$177.19	\$177.19	\$354.38	\$0.80													
	Trash		\$114.00											\$114.00			#REF!	
	Recycling													\$0.00			#REF!	
Building Maintenance and Improvement		\$103.00	\$103.00	\$243.00	\$368.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$817.87	\$3,522.13	\$4,340.00	#REF!	
	Tables													\$0.00	\$200.00	\$200.00	#REF!	
	Makerspace Equipment													\$0.00	\$300.00	\$300.00	#REF!	
	Security system				\$257.87									\$257.87	\$742.13	\$1,000.00	#REF!	
	Shelving															\$0.00	#REF!	
	Other building maint.													\$0.00	\$0.00	\$0.00	#REF!	
	Pest Control	\$103.00	\$103.00	\$111.00	\$111.00									\$428.00	\$812.00	\$1,240.00	#REF!	
	Q Window Cleaning			\$132.00										\$132.00	\$468.00	\$600.00	#REF!	
	Annual Cleaning Services													\$0.00	\$1,000.00	\$1,000.00	#REF!	
Equipment		\$240.00	\$701.68	\$464.97	\$351.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,758.33	#REF!	\$15,250.00	#REF!	
	Hotspots (grant funded	\$197.36	\$191.61	\$199.27	\$199.27									\$787.51	\$2,012.49	\$2,800.00	#REF!	
	Emergency Mgmt													\$0.00	\$500.00	\$500.00	#REF!	
	Firewall/Network													\$0.00	#REF!	\$2,000.00	#REF!	
	People Counter	\$240.00														\$600.00	#REF!	
	Computer	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	#REF!	\$3,000.00	#REF!	
	General		\$400.00											\$400.00			#REF!	
	Grant Funds													\$0.00			#REF!	
	Copier		\$301.68	\$464.97	\$301.68									\$1,068.33	\$3,281.67	\$4,350.00	#REF!	
	Website													\$0.00	\$1,000.00	\$1,000.00	#REF!	
	Misc				\$50.00									\$50.00	\$950.00	\$1,000.00	#REF!	
	Grant Funds													\$0.00			#REF!	
Equipment Mant.		\$3.98	\$725.17	\$752.52	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100.00	\$32,678.00	\$34,778.00	#REF!	
	Computer Maint.		\$700.00	\$700.00	\$700.00									\$2,100.00	\$31,278.00	\$33,378.00	#REF!	
	CD/DVD Cleaner													\$0.00	\$400.00	\$400.00	#REF!	
	Software	\$3.98	\$25.17	\$52.52										\$81.67	\$918.33	\$1,000.00	#REF!	
Misc														\$0.00	\$100.00	\$100.00		
Total		\$524.21	\$1,835.04	\$1,842.77	\$1,421.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,541.75	#REF!	\$61,918.00	#REF!	

		FY 2026-2027 General Fund & Capital Project Fund Budget															
		Month															
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	2026/2027 General Fund Budget	2026/2027 Capital Projects Fund Budget
Projected Revenue		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budgeted		
INTEREST		\$1,137.53	\$1,171.93						[1]	[2]				\$2,309.46	\$12,000.00		
PENAL FINES		\$3,664.22	\$3,032.91											\$6,697.13	\$32,900.00		
STATE AID			\$4,247.02											\$4,247.02	\$4,000.00		
MILLAGE			\$5,196.42											\$5,196.42	\$203,000.00		
FRIENDS														\$0.00	\$200.00		
Annuities, grants, etc		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	E-Rate													\$0.00			
	LSTA Grant													\$0.00			
	ACCF Grant													\$0.00			
	Misc. Grants													\$0.00			
MISC INCOME		\$339.86	\$87.03	\$180.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$607.17	\$6,000.00		
	Lost and Paid	\$26.95	\$4.99	\$19.96													
	Copies	\$81.07	\$67.25	\$89.85										\$238.17			
	Fines	\$5.05	\$0.10	\$0.15										\$5.30			
	Faxes	\$61.20	\$21.00	\$30.25										\$112.45			
	Sales	\$121.00	\$27.88	\$10.50										\$159.38			
	Room Rental	\$40.00	\$20.00											\$60.00			
	Misc.	\$13.48	\$7.30	\$13.47										\$34.25			
	summer reading													\$0.00			
	Craft													\$0.00			
	Bus trip													\$0.00			
	Water Color Classes													\$0.00			
	Credit Card Credits			\$18.44										\$18.44			
	Misc Cash out	\$8.89	\$61.49	\$2.34										\$72.72			
Transfer from Capital Projects														\$0.00			
Carry over from last years budget														\$0.00			
TOWNSHIP APPROPRIATION		\$14,500.00												\$14,500.00	\$58,000.00		
Total		\$19,641.61	\$13,735.31	\$180.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,557.20	\$316,100.00		

[1] source: Jack Verville, United Bank

[2] source: Jack Verville, United Bank

Director's Report, July 20, 2026

Library Operation Updates

For our 9 May programs, we had a total of 92 participants. Most popular was DIY Painted Welcome Mats (22), DIY Tote Bags (16) and Pinecone Flower Art (14).

Summer Reading has been going great! We have over 300 people signed up, and 25 finishers, with a month left to go.

I have a proposal for a Non-Resident Library Card policy. Henika responded with their policy, and I found Salem and Leighton's on their respective websites.

Statistics

Overall, stats for June were increased from the previous month, and approximately 600 more than June of last year..

In June, patron count was 2553, with 684 active patrons and 36 new patrons.

We had 1934 visitors to the library in the month of June, with Monday, June 8 having the most visitors with 496 in-building, for our Summer Reading Kickoff Carnival.

I would like to point out that, thanks to Jen, we are sending approximately 4 to 5 times as many items as we receive in delivery!

Budget and Financial Items

The current budget is up-to-date, with all documents.

I am still working on reviewing last year's budget.

In the board packet I have included a proposal for staff raises to be discussed.

Staff and Building Items

The thermostats still have yet to be replaced...

No major issues with the building or staff this month. (Please knock on some wood!). There is an agenda item to appoint a director, to make it official and to tie up any loose ends.

For the month of August, after our Summer Reading Ending Party, it has been decided that we will not have any other programs that month, aside from Storytime and Book Club. This gives Lexi some breathing room and time to prepare for Plates 'n' Pages in the fall.

Meetings, Workshops, etc.

There was no Allegan County Library Association meeting in June. The next one will be in August, and Dorr will be hosting.

There was no Lakeland Meeting due to lack of agenda items and the holiday.

I attended the May Township Meeting. They kept the first public comment space to agenda only, so I was able to be in and out in about a half hour. I did hear the second public comment space was a bit... spicy.

Volunteers

No volunteers for the month of June

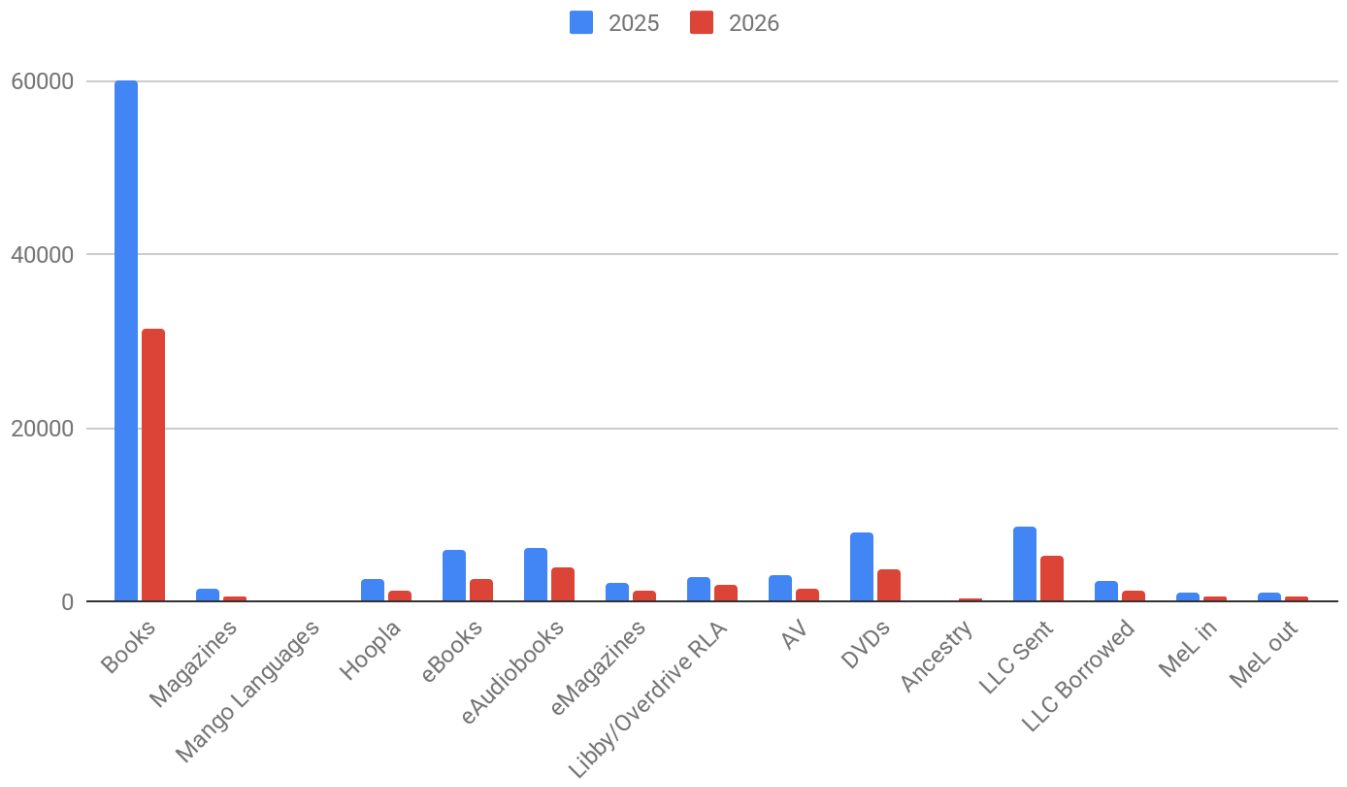
Library Closings

The library was closed for the Independence Day holiday, Friday, July 3 and Saturday, July 4.

Completed July 13, 2026 at 7 pm.

	2025											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4224	4137	4910	7262	4574	5714	5618	4670	4449	4870	4801	4740
Magazines	56	76	100	156	106	138	60	177	121	140	123	94
Mango Languages	35	45	39	13	4	9	12	1	0	6	1	0
Hoopla	266	235	242	185	226	189	203	196	170	219	204	200
eBooks	577	712	569	450	436	492	532	466	400	358	410	409
eAudiobooks	512	454	474	497	497	467	518	556	520	552	541	535
eMagazines	187	141	179	155	217	170	193	185	187	197	151	188
Libby/Overdrive RLA Loans	196	165	229	198	239	269	250	240	254	238	264	261
AV	288	256	348	269	258	346	248	245	204	204	170	158
DVDs	708	631	655	736	606	693	887	633	519	742	524	651
Ancestry	5	13	0	107	0	19	28	8	0	0	24	0
LLC Sent	715	645	598	676	617	706	688	613	594	988	811	843
LLC Borrowed	236	281	265	251	147	167	207	175	232	151	143	168
MeL in	97	97	99	61	82	99	90	106	79	67	83	66
MeL out	103	98	93	68	81	102	92	104	80	75	77	75

	2026											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4402	4152	5384	5394	5720	6310						
Magazines	125	82	59	139	165	79						
Mango Languages	3	3	0	4	16	43						
Hoopla	235	163	189	189	190	240						
eBooks	472	392	452	418	478	456						
eAudiobooks	622	588	670	723	691	617						
eMagazines	186	155	216	197	205	247						
Libby/Overdrive RLA Loans	318	253	306	322	299	331						
AV	202	183	236	274	230	274						
DVDs	617	495	601	673	717	691						
Ancestry	179	0	40	70	36	0						
LLC Sent	605	788	940	929	939	1096						
LLC Borrowed	231	189	206	140	137	248						
MeL in	81	92	88	69	77	98						
MeL out	84	96	89	70	75	95						



Proposal for staff raises for the remainder of FY 26/27

All front-line staff receive a 10% raise.

Rationale: 10% brings our lowest hourly employee above the \$15.00 threshold before the January 1 deadline for minimum wage.

Admin receives 5 %

Salary Information													
Current Employees	Weekly	Total Hrs	Current	Annual	Social	Medicare	TOTAL		Rem. FY 26	Annual	SS	Medicare	TOTAL
	Avg hrs	per Year	Hourly		Security				Hourly				
ADMINISTRATORS													
Brower, Reilly	10	520	\$21.12	\$10,982	\$681	\$159	\$11,823		\$22.18	\$11,532	\$715	\$167	\$12,414
TOTAL	10	520		\$10,982	\$681	\$159	\$11,823			\$11,532	\$715	\$167	\$12,414
Adult/Youth Services													
Adrianse, Lexi	13	676	\$16.84	\$11,384	\$706	\$165	\$12,255		\$18.52	\$12,522	\$776	\$182	\$13,480
Total	13.00	676.00		\$11,384	\$706	\$165	\$12,255			\$12,522	\$776	\$182	\$13,480
Circulation/Reference													
Chamberlain, Jen	36	1872	\$16.55	\$30,982	\$1,921	\$449	\$33,352		\$18.21	\$34,080	\$2,113	\$494	\$36,687
Switzer, Diane	17	884	\$13.96	\$12,341	\$765	\$179	\$13,285		\$15.36	\$13,575	\$842	\$197	\$14,613
Brower, Karen	12	624	\$17.47	\$10,901	\$676	\$158	\$11,735		\$19.22	\$11,991	\$743	\$174	\$12,909
Shafer, Karen	18	936	\$15.69	\$14,686	\$911	\$213	\$15,809		\$17.26	\$16,154	\$1,002	\$234	\$17,390
Norcross, Sharai	23	1196	\$13.87	\$16,589	\$1,028	\$241	\$17,858		\$15.26	\$18,247	\$1,131	\$265	\$19,643
Total	106.00	5512.00		\$85,497.88	\$5,300.87	\$1,239.72	\$92,038.47			\$94,047.67	\$5,830.96	\$1,363.69	\$101,242.31
TOTAL				\$107,864	\$6,688	\$1,564	\$116,116			\$118,101	\$7,322	\$1,712	\$127,136
Part time total hours	129.00					Fica/mcare					Fica/Mcare		
Full time total hours	0												
TOTAL	129.00					\$8,252					\$9,035		
Full time equivilent	3.225												

We have budgeted, Payroll and taxes \$190,000.

Henika

Persons residing outside of the Lakeland Library Cooperative boundaries may obtain borrowing privileges by paying an annual \$40 non-resident fee. This fee may be paid quarterly.

Registration requirements are the same as for permanent cards unless the borrower is an out-of-state, seasonal resident. In that case, the person must provide a valid driver's license or state ID from his or her home state, as well as a phone number and local address. Non-Resident Library cards are limited to use at Henika District Library only. They are not valid at any other Lakeland Library Cooperative Location. They cannot be used to place holds or access digital content.

Leighton:

NON-RESIDENT LIBRARY CARDS

(Proposed 11-17-2008, Approved 1-19-2009)

(Proposed 9-20-2019, Approved 11-18-2019)

Leighton Township Library will issue non-resident cards to individuals who do not reside in Leighton Township and are within the Lakeland Library Cooperative geographical boundary, but do not qualify for any other member library card, for the fee of \$50.00 per year per household. This card will only be honored at the Leighton Township Library.

Non-resident cards are issued using the same rules and procedures used to determine identity and address information as the residents of Leighton Township. Non-resident cards are valid for the period of one year from the date issued. Access is provided to services, programs and materials within the Leighton Township Library, but does not include digital content. A limit of 25 items may be placed on hold by the non-resident patron on items owned by Leighton Township Library only.

Salem:

Non-Resident Cards (Pink)

As a member of the Lakeland Library Cooperative, the library must abide by the cooperative's policy regarding the issuing of cards to non-residents. The cooperative's policy went into effect on October 1, 2001, and defines a non-resident as one living outside of the legal or contract service area of a Lakeland member library participating in the shared system.

The cost of a non-resident card is calculated using the library's total fiscal year income (this includes the library's millage, local income and other local operating income) and therefore may change from year to year. The formula is as follows: Library's total fiscal year income divided by the total contracted population. All non-resident cards are valid for one year from the date of issuance. After one year, the card may be renewed at the current calculated cost.

Patrons with STL non-resident cards are not able to place holds on items owned by other libraries and will only have access to the STL's physical collection. Digital materials are not eligible.

Proposed for Dorr:

Persons residing outside of the Lakeland Library Cooperative boundaries, or residing within the boundaries and part of a contract service area, may obtain borrowing privileges by paying an annual **\$--** non-resident fee. This card will only be honored at Dorr Township Library. Non-resident cards will expire in one calendar year, and require re-verification of current address and contact information.

Registration requirements are the same as for permanent cards unless the borrower is an out-of-state, seasonal resident. In this case, the person must provide a valid driver's license or state ID from his or her home state, as well as a phone number and local address. Non-Resident Library cards are limited to use at Dorr Township Library only. The cards are not valid at any other Lakeland Library Cooperative location. **They cannot be used to place holds** or access digital content.

Fee?

Allowed to place holds on Dorr Items? Y/N

Limit on how many checkouts at a time?