

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: August 17, 2026 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: July 20, 2026

Treasurer's Report: Credit Card July \$2802.81

Director's Report:

Committee Reports:

OLD BUSINESS:

1. Non-Resident Card Policy

NEW BUSINESS:

1. Collection Development Policy
 - a. additions/revisions to address AI-generated and AI-assisted materials.
 - b. AI/Plagiarized answers on Request for Reconsideration will not be considered.
2. Staff use of AI Policy
 - a. Current/pending policies from other MI libraries

Township Board Meeting: August 27, 2026 7 pm

Adjournment:

Next regular meeting: September 21, 2026 at 6:30 pm

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

Call to Order: 6:33 PM

Roll Call: Present- Reilly Brower, Brittany Hunter, Bruce Bendull, Carrie Brooks, Gordon Lieffers, Andrea Strong. Absent: None

Changes to the Agenda: None. Brooks motioned to approve, Hunter seconded. All yes.

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: June 15, 2026 Brooks motioned to approve the minutes. Bendull seconded. All yes, motion carried.

Treasurer's Report: Treasurer reported that everything in the books looks good. Strong motioned to pay the June credit card bill in the amount of \$5,345.05. Brooks seconded. All yes, motion carried.

Director's Report: Everything is running smoothly and the library is growing. June's attendance stats and circulation stats were up month-over-month and year-over-year, with approximately 600 more patrons in June 2026 than June 2025. On June 8, the library saw 496 patrons in-building for the Summer Reading Kickoff Carnival.

Committee Reports: None.

OLD BUSINESS

1. Staff Raises: Brooks motioned to approve the recommended staff raises to come into compliance before the January 1 deadline for minimum wage increases. Strong seconded. All yes, motion carried.

NEW BUSINESS

1. Appointing Library Director: Brooks motioned to approve Reilly Brouwer as the Dorr Township Library Director. Hunter seconded. All yes, motion carried.

2. Non-Resident Card Policy: Was discussed.

Township Board Meeting: July 23, 2026 7 pm

Adjournment: Brooks motioned to adjourn at 7:01 PM. Hunter seconded. All yes, motion carried.

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

Director's Report, August 17, 2026

Library Operation Updates

For our 11 July programs and our Summer Reading Ending Party on August 1st, we had a total of 153 participants. The most popular programs were Creepy Crawly Night, the Ending Party, Dinosaur Zen Gardens and Fossils with Steve Tchozeski.

Summer Reading went very well! We had 336 sign-ups, and 133 finishers. Our ending party was decently attended and everyone had a great time!

I have completed a draft of the Non-Resident Card Policy for the board to review, discuss, and potentially approve. I have also revised the Collection Development and Request for Reconsideration policies to include statements relating to AI for review, discussion and potential approval. Lastly, you will see in your packet examples of other Michigan libraries policies on AI and Library Staff. I would like us to discuss what we feel is important to Dorr Library and fashion a policy to fit our library, staff, and community.

Statistics

Overall, stats for July:

Patron count was 2571, with 680 active patrons and 21 new patrons.

We had 1555 visitors to the library in the month of July.

Jen is killing it in the wild by keeping us as a lending library! We sent 1116 items to other Lakeland Libraries!

Here is the breakdown for Summer Reading:

Sign-up	Finishers
0-4 : 53	0-4: 21
5-12: 174	5-12: 77
13-17: 25	13-17: 16
18+: 85	18+: 21

Budget and Financial Items

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

Staff and Building Items

I don't think the thermostats are going to be replaced... Randy Grantham is no longer the Township Maintenance Supervisor. If we have any issues, we are to contact Ed Justice.

Speaking of Ed, he and his assistant, Jay, replaced some lights in the library and checked the water softener. Also, the main desk drawer was difficult to pull in and out. Turns out the bottom fell out, so they took the drawer and brought it back the next day.

Ed and Patrick Champion (Township Trustee) came in at the beginning of August to look at the maintenance room door, as it was rusting out, and it will be replaced sometime. Ed also had a company come in and service the air conditioners.

There were no programs other than Storytime and Book Club for the month of August and it has been really nice to have that break. It has allowed Lexi and I to coordinate and update items on the website.

Carpets were cleaned after closing on August 1st. Za and his crew did an amazing job. The carpets look fantastic!

Meetings, Workshops, etc.

Allegan County Library Association will be at Dorr on Thursday. Jen will attend for me, as I will be at professional development for Wayland. Speaking of which, school starts next week...

The Lakeland meeting was the 13th and I will update with any important information during the board meeting.

I attended the July Township Meeting. I heard through the social media grapevine about the reduction in Township office hours, and it sounded as if the second comment section went okay.

Volunteers

No volunteers for the month of July

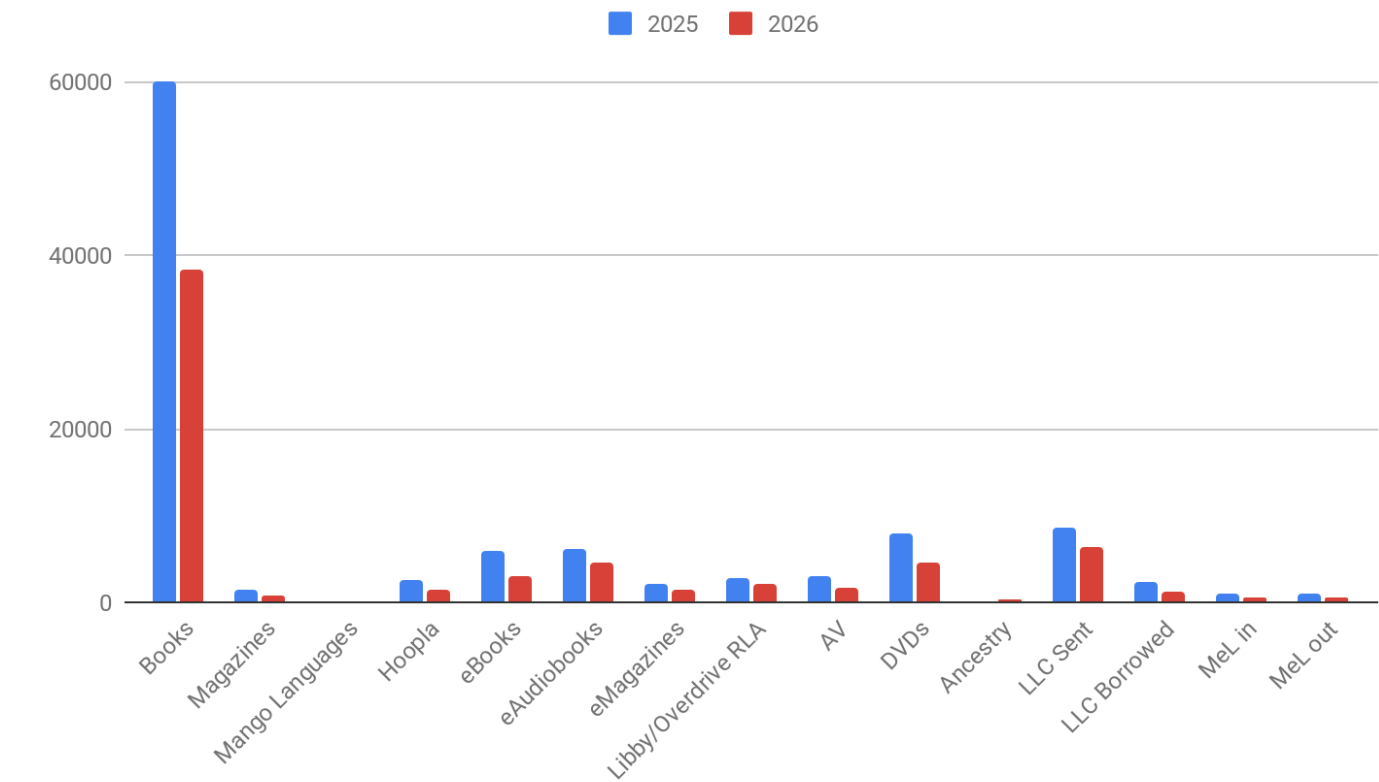
Library Closings

The library was closed for Staff In-Service on Monday, August 3.

Completed July 30, 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	6892					
Magazines	125	82	59	139	165	79	151					
Mango Languages	3	3	0	4	16	43	53					
Hoopla	235	163	189	189	190	240	209					
eBooks	472	392	452	418	478	456	345					
eAudiobooks	622	588	670	723	691	617	660					
eMagazines	186	155	216	197	205	247	188					
Libby/Overdrive RLA Loans	318	253	306	322	299	331	286					
AV	202	183	236	274	230	274	346					
DVDs	617	495	601	673	717	691	854					
Ancestry	179	0	40	70	36	0	0					
LLC Sent	605	788	940	929	939	1096	1116					
LLC Borrowed	231	189	206	140	137	248	141					
MeL in	81	92	88	69	77	98	97					
MeL out	84	96	89	70	75	95	92					



Check Register 2026 - July

Date	Type	Check #	Vender	Memo	Amount
07/01/2026	Check	16649	Coverall of West Michigan	Invoice: 7370177062 Acct: 737-7926	-450
07/01/2026	Check	16650	Elite Fund, Inc.	Invoice: 11597	-50.00
07/01/2026	Check	16651	Lakeland Library Cooperative	Invoices: 26-18450, PT26-2063	-5,090.57
07/01/2026	Check	16652	TechConnect	Invoice: 7138	-700
07/01/2026	Expense		Canon Financial Services, Inc.	Invoice: 43370910 Cust: 934663	-301.68
07/01/2026	Expense		ACCIDENT FUND INS CO OF AMERICA	Invoice: 1002400873 Acct: A010306874	-279.00
07/02/2026	Expense		Chase Card Services		-5,345.05
07/02/2026	Check	16653	Midwest Tape	Invoice: 5069082339 Cust. No: 2000018351	-426.7
07/02/2026	Check	16654	Steve Tchozeski	Fossil Program	-157.00
07/06/2026	Expense		OverDrive, Inc.	CustID:1720-1021, Transaction: 0swzgwwm	-336.49
07/07/2026	Tax Payment		IRS	Tax Payment for Period: 06/01/2026-06/30/2026	-1,722.90
07/07/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	-382.70
07/08/2026	Expense		T-Mobile	Acct: 970594354	-199.27
07/10/2026	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/24/2026-07/07/2026	-1,014.52
07/10/2026	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/24/2026-07/07/2026	-380.45
07/10/2026	Payroll Check	DD	Diane Switzer	Pay Period: 06/24/2026-07/07/2026	-378.16
07/10/2026	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/24/2026-07/07/2026	-497.62
07/10/2026	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/24/2026-07/07/2026	-857.26
07/10/2026	Payroll Check	DD	Karen E. Brower	Pay Period: 06/24/2026-07/07/2026	-611.03
07/10/2026	Payroll Check	DD	Sharai A. Norcross	Pay Period: 06/24/2026-07/07/2026	-632.83
07/10/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	-1,170.55
07/20/2026	Expense			TRANSFER TO ICS SWEEP ACCOUNT XXXXXX8	-9,763.13
07/23/2026	Expense		Decker Agency	Invoice No. 6371 General Liability, Cyber, Public Bond	-4,401.00
07/24/2026	Payroll Check	DD	Karen E. Brower	Pay Period: 07/08/2026-07/21/2026	-487.98
07/24/2026	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/08/2026-07/21/2026	-914.48
07/24/2026	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/08/2026-07/21/2026	-1,107.85
07/24/2026	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/08/2026-07/21/2026	-547.41
07/24/2026	Payroll Check	DD	Sharai A. Norcross	Pay Period: 07/08/2026-07/21/2026	-665.05
07/24/2026	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/08/2026-07/21/2026	-414.55
07/24/2026	Payroll Check	DD	Diane Switzer	Pay Period: 07/08/2026-07/21/2026	-426.86
07/24/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	-1,244.23
07/28/2026	Expense			TRANSFER TO ICS SWEEP ACCOUNT XXXXXX8	-2,730.91
07/31/2026	Expense			TRANSFER TO ICS SWEEP ACCOUNT XXXXXX8	-42.41

DORR TOWNSHIP LIBRARY

Profit and Loss

July 2026

	Total
Income	
271-000-402.0 402. Millage	
271-000-402.1 402.1 Tax revenue	230.26
Total for 271-000-402.0 402. Millage	\$230.26
271-000-658 404. Penal Fines	2,717.72
271-000-699 581. Township Appropriation	14,500.00
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	42.41
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	21.62
271-000-602.3 405.4 Faxes	30.25
271-000-659 405.2 Fines	0.15
271-000-675.2 405.9 Uncategorized Income	13,187.50
271-000.602.1 405.1 Copies	74.65
Total for 271-000-675.1 405. Miscellaneous Revenue	\$13,314.17
271-000-676.1 407. Reimbursements	
271-000-676.2 407.1 Credit Card Credits	18.44
Total for 271-000-676.1 407. Reimbursements	\$18.44
Total for 46400 405-407. Other Types of Income	\$13,375.02
Total for Income	\$30,823.00
Gross Profit	\$30,823.00
Expenses	
271-790-715.3 702. Payroll Expenses	95.50
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	
271-790-920 729.1 Telephone, Telecommunications	780.82
Total for 271-790-921 729. Rent, Parking, Utilities	\$780.82
271-790-933 732. Technology	52.52
271-790-934 734. Technology Labor	700.00
Total for 271-790-930 729-734. Facilities and Equipment	\$1,533.34
62100 800. Professional and Contract Services	
271-790-805 805. Professional Dues	486.00
271-790-806 806. Professional Services	5,803.53
Total for 62100 800. Professional and Contract Services	\$6,289.53
65000 703-728. Operations	
271-790-727 703. Books	1,495.44
271-790-729 704. Ebooks	336.49
271-790-730 705. Periodicals	39.95
271-790-732 708. AV	
271-790-734 708.3 DVD	213.99
Total for 271-790-732 708. AV	\$213.99
271-790-736 711. databases	1,037.42

DORR TOWNSHIP LIBRARY

Profit and Loss

July 2026

	Total
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	253.92
Total for 271-790-737 720. Supplies	\$253.92
271-790-880 710. Programs (Community Promotions)	1,850.58
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	
271-790-960.3 709.2 Conference, Convention, Meeting	208.04
Total for 271-790-960.2 709.1 Travel and Meetings	\$208.04
Total for 271-790-960.1 709. Ed. & Train Dor	\$208.04
Total for 65000 703-728. Operations	\$5,435.83
65100 Other Types of Expenses	
271-790-955 Uncategorized Expense	12,536.45
271-790-957 Insurance - Liability, D and O	4,401.00
Total for 65100 Other Types of Expenses	\$16,937.45
780. Misc Expense	
782. Square Reader Fees	0.74
Total for 780. Misc Expense	\$0.74
Payroll Expenses	
271-790-702 Wages	10,544.19
271-790-715.1 Taxes	806.64
Total for Payroll Expenses	\$11,350.83
Total for Expenses	\$41,643.22
Net Operating Income	-\$10,820.22
Net Income	-\$10,820.22

DORR TOWNSHIP LIBRARY

General Ledger

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Split	Amount	Balance
271-000-001 Checking								
Beginning Balance								177,285.94
271-000-001 Checking	07/01/2026	Check	16649	Coverall of West Michigan	Invoice: 7370177062 Acct: 737-7926	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	176,835.94
271-000-001 Checking	07/01/2026	Check	16650	Elite Fund, Inc.	Invoice: 11597	271-790-806 800. Professional and Contract Services:806. Professional Services	-50.00	176,785.94
271-000-001 Checking	07/01/2026	Check	16651	Lakeland Library Cooperative	Invoices: 26-18450, PT26-2063		-5,090.57	171,695.37
271-000-001 Checking	07/01/2026	Check	16652	TechConnect	Invoice: 7138	271-790-934 729-734. Facilities and Equipment:734. Technology Labor	-700.00	170,995.37
271-000-001 Checking	07/01/2026	Expense		Canon Financial Services, Inc.	Invoice: 43370910 Cust: 934663	271-790-806 800. Professional and Contract Services:806. Professional Services	-301.68	170,693.69
271-000-001 Checking	07/01/2026	Expense		ACCIDENT FUND INS CO OF AMERICA	Invoice: 1002400873 Acct: A010306874	271-790-806 800. Professional and Contract Services:806. Professional Services	-279.00	170,414.69
271-000-001 Checking	07/02/2026	Expense		Chase Card Services			-5,345.05	165,069.64
271-000-001 Checking	07/02/2026	Check	16653	Midwest Tape	Invoice: 5069082339 Cust. No: 2000018351	271-790-736 703-728. Operations:711. databases	-426.70	164,642.94
271-000-001 Checking	07/02/2026	Check	16654	Steve Tchozeski		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-157.00	164,485.94
271-000-001 Checking	07/02/2026	Deposit				271-000-002 ICS Account	301.68	164,787.62
271-000-001 Checking	07/03/2026	Deposit				271-000-002 ICS Account	5,624.05	170,411.67
271-000-001 Checking	07/06/2026	Expense		OverDrive, Inc.	CustID:1720-1021, Transaction: 0swzgwwm	271-790-729 703-728. Operations:704. Ebooks	-336.49	170,075.18
271-000-001 Checking	07/07/2026	Tax Payment		IRS	Tax Payment for Period: 06/01/2026-06/30/2026	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-1,722.90	168,352.28
271-000-001 Checking	07/07/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	QuickBooks Tax Holding Account	-382.70	167,969.58
271-000-001 Checking	07/07/2026	Deposit				271-000-002 ICS Account	2,599.09	170,568.67

DORR TOWNSHIP LIBRARY

General Ledger

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Split	Amount	Balance
271-000-001 Checking	07/08/2026	Expense		T-Mobile	Acct: 970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-199.27	170,369.40
271-000-001 Checking	07/09/2026	Deposit					14,853.70	185,223.10
271-000-001 Checking	07/10/2026	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/24/2026-07/07/2026	Direct Deposit Payable	-1,014.52	184,208.58
271-000-001 Checking	07/10/2026	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/24/2026-07/07/2026	Direct Deposit Payable	-380.45	183,828.13
271-000-001 Checking	07/10/2026	Payroll Check	DD	Diane Switzer	Pay Period: 06/24/2026-07/07/2026	Direct Deposit Payable	-378.16	183,449.97
271-000-001 Checking	07/10/2026	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/24/2026-07/07/2026	Direct Deposit Payable	-497.62	182,952.35
271-000-001 Checking	07/10/2026	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/24/2026-07/07/2026	Direct Deposit Payable	-857.26	182,095.09
271-000-001 Checking	07/10/2026	Payroll Check	DD	Karen E. Brower	Pay Period: 06/24/2026-07/07/2026	Direct Deposit Payable	-611.03	181,484.06
271-000-001 Checking	07/10/2026	Payroll Check	DD	Sharai A. Norcross	Pay Period: 06/24/2026-07/07/2026	Direct Deposit Payable	-632.83	180,851.23
271-000-001 Checking	07/10/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	QuickBooks Tax Holding Account	-1,170.55	179,680.68
271-000-001 Checking	07/10/2026	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	5,741.69	185,422.37
271-000-001 Checking	07/13/2026	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	50.00	185,472.37
271-000-001 Checking	07/14/2026	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	876.70	186,349.07
271-000-001 Checking	07/17/2026	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	697.23	187,046.30
271-000-001 Checking	07/17/2026	Deposit					2.77	187,049.07
271-000-001 Checking	07/20/2026	Expense				271-790-955 Other Types of Expenses:Uncategorized Expense	-9,763.13	177,285.94
271-000-001 Checking	07/23/2026	Expense		Decker Agency	Invoice No. 6371	271-790-957 Other Types of Expenses:Insurance - Liability, D and O	-4,401.00	172,884.94

DORR TOWNSHIP LIBRARY

General Ledger

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Split	Amount	Balance
271-000-001 Checking	07/24/2026	Payroll Check	DD	Karen E. Brower	Pay Period: 07/08/2026-07/21/2026	Direct Deposit Payable	-487.98	172,396.96
271-000-001 Checking	07/24/2026	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/08/2026-07/21/2026	Direct Deposit Payable	-914.48	171,482.48
271-000-001 Checking	07/24/2026	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/08/2026-07/21/2026	Direct Deposit Payable	-1,107.85	170,374.63
271-000-001 Checking	07/24/2026	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/08/2026-07/21/2026	Direct Deposit Payable	-547.41	169,827.22
271-000-001 Checking	07/24/2026	Payroll Check	DD	Sharai A. Norcross	Pay Period: 07/08/2026-07/21/2026	Direct Deposit Payable	-665.05	169,162.17
271-000-001 Checking	07/24/2026	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/08/2026-07/21/2026	Direct Deposit Payable	-414.55	168,747.62
271-000-001 Checking	07/24/2026	Payroll Check	DD	Diane Switzer	Pay Period: 07/08/2026-07/21/2026	Direct Deposit Payable	-426.86	168,320.76
271-000-001 Checking	07/24/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	QuickBooks Tax Holding Account	-1,244.23	167,076.53
271-000-001 Checking	07/24/2026	Deposit				271-000-675.2 405-407. Other Types of Income:405. Miscellaneous Revenue:405.9 Uncategorized Income	5,808.41	172,884.94
271-000-001 Checking	07/28/2026	Expense				271-790-955 Other Types of Expenses:Uncategorized Expense	-2,730.91	170,154.03
271-000-001 Checking	07/28/2026	Deposit				271-000-658 404. Penal Fines	2,717.72	172,871.75
271-000-001 Checking	07/28/2026	Deposit					13.19	172,884.94
271-000-001 Checking	07/31/2026	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	42.41	172,927.35
271-000-001 Checking	07/31/2026	Expense				271-790-955 Other Types of Expenses:Uncategorized Expense	-42.41	172,884.94
Total for 271-000-001 Checking							\$4,401.00	-

DORR TOWNSHIP LIBRARY

Balance Sheet
As of Jul 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
271-000-001 Checking	172,884.94
271-000-002 ICS Account	462,403.96
271-000-003 Huntington CD	6,683.05
Total for Bank Accounts	\$641,971.95
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
QuickBooks Tax Holding Account	2,414.78
Total for Other Current Assets	\$12,641.39
Total for Current Assets	\$654,613.34
Total for Assets	\$654,613.34
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
Total for 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	567.91
271-000-229.1 Federal Taxes (941/944)	1,278.62
271-000-229.2 Federal Unemployment (940)	0.00
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	159.76
MI Unemployment Tax	0.00
Total for 271-000-231.1 Payroll Liabilities	\$3,884.06
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total for Other Current Liabilities	\$7,229.73
Total for Current Liabilities	\$7,229.73
Total for Liabilities	\$7,229.73

DORR TOWNSHIP LIBRARY

Balance Sheet
As of Jul 31, 2026

	Total
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	546,262.10
Net Income	-19,770.58
Total for Equity	\$647,383.61
Total for Liabilities and Equity	\$654,613.34

		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	\$9,035.05									\$36,045.28	\$113,954.72	\$150,000.00	#REF!
Payroll taxes		\$2,044.27	\$2,781.30	\$2,105.60	\$2,414.78									\$9,345.95	\$30,654.05	\$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	\$11,449.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,391.23	\$146,608.77	\$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	\$1,142.11	\$123.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,353.77	\$19,075.09	\$20,000.00	#REF!
	Adult	\$979.13	\$509.42	\$599.32	\$540.37									\$2,628.24	\$7,800.00	\$9,600.00	#REF!
	Large Print	\$240.75	\$269.24	\$150.00		\$123.00								\$782.99	\$1,800.00		
	Childrens	\$408.74	\$421.17	\$442.02	\$250.87									\$1,522.80	\$5,000.00	\$5,000.00	#REF!
	Tween	\$180.48	\$188.76	\$58.31	\$67.28									\$494.83	\$2,400.00	\$2,400.00	#REF!
	YA	\$237.03	\$158.50	\$245.79	\$283.59									\$924.91	\$2,075.09	\$3,000.00	#REF!
DVD		\$169.33	\$140.11	\$213.99	\$129.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$652.85	\$2,175.00	\$2,175.00	#REF!
	Binge Boxes													\$0.00	\$200.00	\$200.00	
	Individual	\$169.33	\$140.11	\$213.99	\$129.42									\$652.85	\$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	\$39.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$839.14	\$910.86	\$1,750.00	#REF!
	WT Cox and other		\$679.34											\$679.34	\$800.00	\$800.00	
	GR Press	\$39.95	\$39.95	\$39.95	\$39.95									\$159.80	\$950.00	\$950.00	
Programs		\$1,065.32	\$1,920.97	\$2,389.58	\$407.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,783.77	\$8,766.23	\$14,550.00	#REF!
	General Programming	\$696.23	\$876.74	\$183.16	\$205.20									\$1,961.33	\$8,788.67	\$10,750.00	#REF!
	Summer Reading	\$369.09	\$1,044.23	\$2,206.42	\$202.70									\$3,822.44	-\$22.44	\$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	\$222.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,430.03	\$4,591.61	\$6,500.00	#REF!
	Cataloging Supplies		\$438.94		\$82.70									\$521.64	\$3,000.00	\$3,000.00	#REF!
	General Supplies	\$696.23	\$114.77	\$167.54	\$91.77									\$1,070.31	\$679.69	\$1,750.00	#REF!
	Office Supplies	\$369.09	\$334.64	\$86.38	\$47.97									\$838.08	\$911.92	\$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
Projected Revenue		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budgeted		
INTEREST		\$1,137.53	\$1,171.93	\$1,105.67					[1]	[2]				\$3,415.13	\$12,000.00		
PENAL FINES		\$3,664.22	\$3,032.91	\$2,717.72	\$2,895.01									\$12,309.86	\$32,900.00		
STATE AID			\$4,247.02											\$4,247.02	\$4,000.00		
MILLAGE			\$5,196.42	\$230.26										\$5,426.68	\$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	\$191.40	\$199.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$817.63	\$6,000.00		
	Lost and Paid	\$26.95	\$4.99	\$19.96													
	Copies	\$81.07	\$67.25	\$89.85	\$74.90									\$313.07			
	Fines	\$5.05	\$0.10	\$0.15	\$6.09									\$11.39			
	Faxes	\$61.20	\$21.00	\$30.25	\$0.70									\$113.15			
	Sales	\$121.00	\$27.88	\$21.62	\$40.06									\$210.56			
	Room Rental	\$40.00	\$20.00	\$20.00										\$80.00			
	Misc.	\$13.48	\$7.30	\$13.47	\$12.17									\$46.42			
	summer reading													\$0.00			
	Craft													\$0.00			
	Bus trip													\$0.00			
	Water Color Classes													\$0.00			
	Credit Card Credits			\$18.44	\$51.13									\$69.57			
	Misc Cash out	\$8.89	\$61.49	\$2.34	\$5.71									\$78.43			
Transfer from Capital Projects														\$0.00			
Carry over from last years budget														\$0.00			
TOWNSHIP APPROPRIATION		\$14,500.00			\$14,500.00									\$29,000.00	\$58,000.00		
Total		\$19,641.61	\$13,735.31	\$4,245.05	\$17,594.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,216.32	\$316,100.00		

[1] source: Jack Verville, United Bank

[2] source: Jack Verville, United Bank

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 **\$45** non-resident fee, paid at time of registration and renewal. 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. The card cannot be used to place holds on Dorr or Lakeland Cooperative items, access digital content, or checkout items in the Library of Things. A checkout limit of a total of 25 items will be imposed on non-resident card holders.

Collection Development Policy: Materials Selection Policy

The selection policy of the Dorr Township Library supports the general mission of the Library. Its foundation is the First Amendment to the United States Constitution as interpreted by the U.S. Supreme Court to affirm the right of every member of the Community to access information. In addition, the Library follows the standards of the library and information science profession and the guidance of the American Library Association as expressed in the *Library Bill of Rights** and the *Freedom to Read Statement**.

All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.

- The Library will:
 - Support the democratic process by providing materials for the education and enlightenment of the Community.
 - Provide a collection that anticipates the needs and numbers of potential users, as well as the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.
 - Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collection. Patron requests to acquire and circulate materials will be given the highest priority when purchasing materials, provided the materials in question can be obtained legally, practically, and within budget.
 - Consider diverse needs for occupational and practical support, life-long intellectual and cultural growth, and recreation.
 - Consider the availability of the same, or similar, materials in other libraries or agencies.
 - Consider the need for all subjects covered and viewpoints expressed.
 - Consider the effect that subjects and viewpoints selected have on developing a balanced collection.
 - Consider the appropriateness to scope of the collection as it is developed.
- Selectors will consider these characteristics when selecting:
 - Literary or stylistic quality.
 - Reputations, qualifications, and significance of author, producer, or publisher.
 - Accuracy, currency, timeliness, and validity.

- Importance and uniqueness.
 - Physical quality and effectiveness of format.
 - Appropriateness of format to subject.
 - Cost, as measured against competing materials on the same subject.
 - Suitability for intended audience, as expressed by the publisher and reviewers.
- Dorr Township Library affirms and endorses these General Principles of selection:
 - Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the Community. Basic to this policy is the First Amendment to the United States Constitution, as well as the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.
 - Selection is not made on the basis of anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.
 - Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.
 - The Library respects each individual parent's right to supervise his children's choice of reading materials. However, the Library does not have the right to act *in loco parentis* (in place of the parent). Therefore, a parent who chooses to restrict the materials his children select must accompany those children when they use the collection in order to impose those restrictions.
 - Further, Library materials will not be marked or identified to show approval or disapproval of contents, and no cataloged book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
 - Dorr Township Library staff will evaluate materials generated with assistance from AI-tools in accordance with its Collection Development and Maintenance Policy. Dorr Township Library will suppress exclusively AI-generated material from subscription databases and eBook and eAudiobook platforms whenever technically possible to maintain quality standards.
 - Dorr Township Library will not knowingly purchase AI-generated physical materials.

Updated and Approved by the Dorr Township Library Board of Trustees October 17, 2022.

Reconsideration of materials

In the context of the following procedure, “Patron” is defined as anyone who may borrow directly from Dorr Township Library, including registered residents of Dorr Township, resident patrons of other libraries in the Lakeland Library Cooperative, and patrons eligible to borrow under the MeL Visiting Patron program.

The Library affirms that it is the right of every patron to request that the Library consider removing or restricting access to any material the Library offers. Patrons are entitled to a prompt and courteous response and a full investigation, as described in this Policy.

No material shall be removed from the Library’s collection until all steps in the following process have been completed.

- Patrons who object to particular Library materials will be provided with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials (“Request for Reconsideration”).
- In support of the patron’s objection, they should be prepared to
 - Demonstrate an understanding of the work.
 - Express their objection in their own words.
- If the patron wishes to carry the request further, the patron may submit a completed, signed copy of the Request for Reconsideration, whereupon the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library’s Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- The process of processing the initial Request for Reconsideration can take 16-24 work hours. In recognition of the impact of the process on the Library’s resources, each patron is limited to three (3) active Requests for Reconsideration at a time. As each is resolved, the patron may submit a new challenge through the same process.
- The Library Director shall send the decision in writing to the complainant within 75 days of the receipt of the completed Request for Reconsideration form.
 - If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn.
 - If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Library Director that the material will be retained.
 - The written decision of the Director will be posted on the Library website (dorrlibrary.michlibrary.org/Reconsideration) upon completion, with all information identifying the complainant redacted, while the judgment is in place.
- A written appeal of the Library Director’s decision may be made by the requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.
- The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

- Judgment for each challenged item shall be in place for a period of two (2) years from final disposition (beginning 10 days after the date on the Director's written decision, if there is no appeal; or on the date of the Library Board's decision if there is an appeal). This will render said item ineligible for a challenge for the entirety of those two (2) years if the item is retained. If the item is removed, the same item will be ineligible for acquisition by the Library staff for two (2) years; if restricted, ineligible for a change in status. At the end of the two (2) year period, another reconsideration of the same item may take place.

Updated and Approved by the Dorr Township Library Board of Trustees October 17, 2022.

Request for Reconsideration – Dorr Township Library

Please complete this form and return it to a staff member. Please note, plagiarized and/or AI created answers on materials will not be considered

Date_____

Name_____ Phone#_____

Address_____

City/State/Zip_____

Library Card Number_____

Do you represent: ☐ yourself ☐ an organization? (check one)

What type of material or service are you commenting on?

☐ Book ☐ Magazine ☐ Library Program ☐ Movie ☐ Music CD ☐ Display/Exhibit ☐ Newspaper ☐ Audio recording
☐ Internet Resource/Site ☐ Other (brief description)

If commenting on an item, what is the title and author/performer/producer?

Title:_____
Author:_____

If commenting on a program/display/exhibit what is the title and the date?

Title:_____
Date:_____

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

Please sign and date.

Signature of Requester_____ Date_____

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.

Please use the back of this page for further comments if necessary.

Weeding and Collection Maintenance

The library continually withdraws items from the collection, basing its decisions on a number of factors, including frequency of circulation, condition, publishing date, community interest, and availability of newer or more valid materials.

Typically, books and videos that have not circulated in the past three (3) years are weeded from the collection. Books dealing with local history are an exception, as are certain classics, historically important volumes, and award-winning children's books. Exceptions among the videos include nonfiction DVDs on certain subjects. Such items will remain in the collection unless their condition deteriorates, in which case they will be replaced if possible.

Withdrawn items are donated to the Friends of Dorr Township Library (FODTL) for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of FODTL.

Approved by the Dorr Township Library Board of Trustees July 18, 2022.

Responses from Michlib regarding libraries AI policies

All attachments received in responses are provided at the end of the document in list order.

Genesee District Library – David Conklin

Provided a draft of their policy to be passed by their Board on July 20th.

Baldwin Public Library – Cameron Rooney-Crawford and Rebekah Craft

While not a comprehensive policy, Cameron and Rebekah provided Baldwin's Artificial Intelligence Tools Policy.

Capital Area District Library – Andy Bourgeois

"I would take a look at what Columbus Metropolitan Library has put together. I saw a presentation they did at ALA and it was excellent. This is a link (cml.link/aimaterial) to their OneDrive folder with material from the presentation and some other things they have been working on related to AI the last 3-4 years. The presentation was about ethical use of AI in libraries and I thought they did a great job getting into the weeds in a positive way. Hope this helps."

Gladwin County District Library – John Clexton

Suggested a couple resources he had seen recently:

Another AI Policy information source can be found on the ALA website. It just went live - <https://www.ala.org/pla/initiatives/ai/policy>

Staff training and patron training information is also available - <https://www.ala.org/pla/initiatives/ai>

Traverse Area District Library – Scott W. Morey

Provide TADL's policy/guidelines.

Eastpointe Memorial Library – Abby Bond

"We've just started looking into adding AI issues to our policies as well. Our cooperative has a policy against knowingly purchasing AI materials. We included "knowingly", because sometimes it's hard to tell.

My library board recently passed an addition to our reconsideration policy. On our form for people requesting book bans, we added a caveat: plagiarized or AI generated answers on the form will not be considered. This prevents them from having AI generate their requests to ban books. Same with plagiarized. If they are just copying and pasting from Moms for Liberty or some other website, we reserve the right to not consider the request, since it didn't really come from them."

Reed City Area District Library – Kristie Feguer

Provided their policy that was approved by their Board in May and was drafted by Fosterswift.

Artificial Intelligence (AI)- Staff Use

The Genesee District Library (GDL) recognizes that Artificial Intelligence (AI) tools may support library operations, administrative efficiency, and staff productivity. However, AI also presents ethical, privacy, and implementation considerations that must be addressed responsibly. AI is largely unregulated in its current form and information uploaded to AI servers is often reused. All AI use will maintain appropriate human oversight and accountability. This policy establishes standards for the responsible, ethical, and lawful use of AI

1. Confidentiality & Privacy

Under no circumstances shall patron records, as defined by The Michigan Library Privacy Act (Act 455 of 1982) be entered, uploaded, transmitted, or shared with any AI tool as it is a violation of Michigan law. No staff member may use AI to record, summarize or analyze meetings or meeting minutes without the expressed permission of every participant in attendance of said meeting unless this restriction would result in a violation of Michigan's Open Meetings Act (Act 267 of 1976).

2. Transparency

Staff shall disclose the use of AI when AI materially contributes to the substantive content, analysis, recommendations, or public-facing communications contained in a document, report, presentation, or other work product, as required by library procedure or supervisory direction.

3. Human Accountability

AI may assist staff; however, staff remain responsible for final decisions, communications, and work product.

4. Lawful Use

Under no circumstances shall staff use AI tools to bypass copyright protections or in a manner which violates law.

5. Equity & Access

Under no circumstances shall AI-assisted services discriminate or create barriers to services.

6. Oversight

The Library Director will establish an AI Oversight Task Force to evaluate and monitor AI tools and AI-related practices. The task force shall establish a list of approved AI & AI tools for staff use, as well as examples of acceptable and unacceptable uses.

*AI tools assisted with the creation of this policy.

Recommended by Personnel/Policy Committee June 10, 2026

DRAFT

Artificial Intelligence Tools Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

Artificial Intelligence tools (“AI tools”) and large language models have the potential to enhance services, streamline operations, and improve user experience. However, these tools also present ethical, privacy, and security risks that must be addressed responsibly. The Baldwin Public Library (BPL) adopts this policy to ensure all use of AI tools aligns with our core values, including intellectual freedom, equitable access, transparency, and the protection of patron privacy.

Scope

This policy governs all use of AI tools within BPL, including staff operations, patron-facing technologies, programming, and AI-enabled features embedded in third-party vendor products. AI tools include, but are not limited to, chatbots, content generators, transcription services, and automated recommendation engines.

Ethical Principles

- **Privacy Protection:** Protecting patron privacy is paramount. BPL staff entering data or queries into AI tools must adhere to all applicable privacy laws and regulations, including Michigan’s Library Privacy Act (Act 455 of 1982). BPL maintains confidentiality of patron records and will not disclose information obtained through the library record for use in AI tools.
- **Accountability:** AI tools assist but do not replace human expertise. BPL staff remain responsible for all final work products and must validate AI-generated outputs for accuracy and bias before public dissemination.
- **Transparency:** BPL will disclose when AI tools play a significant role in creating public-facing content or services.

Operations & Staff Use

- **Vetting:** The Library Director must approve all AI tools before staff use. Staff must complete training on ethics, privacy, and bias mitigation prior to utilizing these tools.
- **Integrity:** BPL staff members will utilize AI tools with integrity, honesty, and respect for individual rights and privacy. This includes proper vetting of the AI tool’s output, and assurance that data used in algorithms is within the intended use of the AI tool. BPL will not publish content created or assisted by AI tools without verification by employees.
- **Attribution:** Public-facing materials require an attribution statement if AI tools were used to generate the core content. No attribution is required for routine editing, grammar correction, or internal brainstorming.
- **Surveillance:** BPL prohibits the use of AI tools for facial recognition or tracking patron behavior without explicit consent and clear legal authority.

Collections & Vendor Standards

- **Physical & Digital Content:** BPL staff will evaluate AI-generated materials and materials generated with assistance from AI-tools in accordance with its *Collection*

Development and Maintenance Policy. BPL will suppress exclusively AI-generated material from subscription databases and eBook and eAudiobook platforms whenever technically possible to maintain quality standards.

- **Vendor Accountability:** BPL requires vendors to provide transparent documentation of their AI logic and data retention practices. The Library Director will review the AI privacy protections of any third-party service before implementation.

Patron Support & Digital Literacy

- **Reference Standards:** BPL staff will not use AI tools to provide legal, medical, or financial advice to patrons. BPL staff will provide patrons with directions to use verified, professional reference standards.
- **Community Education:** BPL supports digital literacy by providing resources and programming to help patrons navigate the benefits and risks of emerging AI technologies.
- **Equity:** BPL staff will monitor AI impacts to ensure these tools do not reinforce bias or create barriers for underserved populations.

Governance

This Policy is intended to add to, not contradict, limit, or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions, and contractual obligations, all of which remain in full force and effect. Any use of AI tools under this Policy must comply with the relevant policies, internal controls, and BPL guidelines, including but not limited to BPL's *Privacy Policy* and *Electronic Device, Network, and Internet Use Policy*.

Traverse Area District Library Guidelines for Use of Artificial Intelligence Technology

Purpose

Traverse Area District Library (TADL) supports curiosity, learning, and professional expertise. Artificial Intelligence (AI) tools present an opportunity to assist in and enhance our work in new and exciting ways, but they will never replace human judgment, imagination, or professional knowledge. This document outlines the district's principles and provides guidance on the responsible use of AI. As AI technology and the legal, political, and ethical conversations around its use continue to evolve, these guidelines will need to be routinely reexamined to ensure the district's core values and the quality of service we provide are respected.

Principles

Human First

AI may assist our work, but staff remain responsible for critical thinking, decision making, creating, assisting patrons, and supporting one another.

Authenticity

Staff should not use AI to write communications or generate content that is expected to reflect their own voice or artistry.

Quality

AI tools should not be used in a way that jeopardizes quality for the sake of convenience. Staff will request all vendors to disclose their use of AI in library products.

Professional Judgment

Staff may choose to limit their use of AI if it conflicts with their professional expertise.

Information Literacy

As part of the library's role in supporting information literacy, staff should be ready to help patrons evaluate AI-generated information.

Responsible Use

Fairness

AI technology should never be used in a way that results in marginalization or mistreatment. AI will not be used as the primary method to make hiring decisions, disciplinary actions, collection development decisions, or any other related activities

Transparency

When AI meaningfully contributes to a document or work product, staff must disclose that assistance.

Privacy

Staff shall never upload personally identifiable information, patron records, employee data, or any other sensitive information into AI systems.

Accuracy

Staff should not provide AI-generated information to patrons without first reviewing it for accuracy.

Accountability

Staff are responsible for reviewing, verifying for accuracy, and approving any AI-assisted work before it is shared or published.

EASTPOINTE MEMORIAL LIBRARY
CITIZEN'S REQUEST FOR RECONSIDERATION
OF MATERIAL IN THE COLLECTION

Reconsideration requests for materials in the Eastpointe Memorial Library will be viewed by the Library Commission if said requests are submitted by residents within our service area.

Name _____ Date _____

Address _____

City, State, Zip _____ Phone _____

1. Resource on which you are commenting.

Author _____

Title _____

Publisher (if known) _____

2. What brought this title to your attention? _____

3. Please comment on the resource as a whole and specifically on those matters that concern you. Please cite pages.

4. What do you feel might be the result of reading this material? _____

5. Is there anything good about this material? Which parts?

6. Did you read the entire book? Which parts?

7. Are you aware of the judgment of this book by literary critics and book reviewers?

8. What do you regard as your own qualifications as a book critic?

9. What would you like the library to do about this book?

10. What resource(s) do you suggest will provide additional information on this topic?

Please note, plagiarized and/or AI created answers on materials will not be considered.

Signature

GENERATIVE ARTIFICIAL INTELLIGENCE (AI) USE
IN THE WORKPLACE POLICY

I. Purpose

The Reed City Area District Library recognizes that the use of generative artificial intelligence tools like ChatGPT, ChatSonic/Jasper, AI/Bing, AI/Google Bard/CoPilot, or any other AI tool ("AI Tools") may increase employee productivity and innovation, and we support the use of AI Tools in a safe, ethical, and secure manner. At the same time, we recognize that the use of AI Tools may result in errors and can pose risks to our operations and patrons.

The purpose of this Generative Artificial Intelligence (AI) Use in the Workplace Policy (this "Policy") is to provide employees with guidelines for the responsible use of AI Tools while protecting the Library and mitigating the risk of misuse, unethical outcomes, potential biases, inaccuracy, and information security breaches.

Employees are responsible for using AI Tools in a productive, ethical, and lawful manner.

II. Scope of Policy

This Policy applies to all Library employees in the course of their employment when using AI Tools for authorized library purposes, including in their dealings with patrons.

III. Compliance with Related Policies and Agreements

This Policy is intended to add to, not contradict, limit, or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions, and contractual obligations, all of which remain in full force and effect. Any use of AI Tools under this Policy must comply with the relevant policies, internal controls, and guidelines of the Library, including but not limited to the Library's:

- A. Equal Employment Opportunity Policy
- B. Confidentiality Policy

IV. Guidelines for Using AI Tools

When using AI Tools in the workplace, employees must:

- A. Not enter any Library, employee, patron, or third-party confidential, trade secret, Library Record (as defined by the Library Privacy Act, or other personal or proprietary information into a prompt for an AI Tool unless authorized in advance in writing by the Library's Director.
- B. Avoid using offensive, discriminatory, or inappropriate content.
- C. Thoroughly review all AI Tool outputs before using them or forwarding them to others inside or outside the Library to:

1. ensure that they do not contain biased, offensive, or discriminatory content;
 2. ensure they do not improperly use or disclose personal or confidential information; and
 3. verify accuracy or reported facts with other trusted sources, especially when using LLM-based AI Tools like ChatGPT.
- D. Employees are prohibited from using AI Tools to:
1. Conduct or solicit illegal activities;
 2. Infringe the rights of others, including privacy and intellectual property rights;
 3. Interfere with the performance of their jobs or of other employees' jobs.

V. AI Tool Audits

The Library's Director shall perform the following duties to facilitate the Library's compliant use of AI Tools:

- A. Implement an audit system to carefully monitor and document all AI Tool inputs and outputs. This includes identifying the source of all data sets used with AI Tools and labelling AI Tool outputs to indicate that they were produced in whole or in part using AI technology.
- B. Keep accurate records of audits, determinations, and decisions and any communications of these to employees and third parties.
- C. Consult with the Library's legal counsel regarding any legal issues raised by or during any activities referred to in this Policy section and escalate these issues to the Director, when necessary.

Training

The Library recognizes that an informed workforce is the best line of defense. We will provide training opportunities and expert resources to help employees understand their obligations under this Policy and avoid creating undue risks.

The Library will retain attendance records and copies of generative AI training materials provided to employees.

VI. Reporting Non-Compliance with This Policy

If you become aware of an actual or potential violation of this Policy, or have reason to believe that any of the following has been downloaded to or installed on the Library's networks, systems, or devices, you must promptly disclose this fact to the Library Director together with all relevant documents and information:

- A. An unlicensed AI Tool, if usage requires a license.

- B. An AI Tool that has not been approved for use according to this Policy.
- C. An AI Tool that is used outside of the approved manner or scope.
- D. An AI Tool that poses an identified, unaddressed security risk or contains any material defects or malicious code.

The Library prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this Policy.

VII. Violations of This Policy

If the Library Director or designee determines any employee, regardless of position or title, has engaged in conduct in violation of this Policy, they will be subject to discipline, up to and including termination of employment.

VIII. Administration of This Policy

The Library expressly reserves the right to change, modify, or delete the provisions of this Policy without notice.

The Library Director is responsible for the administration of this Policy. If you have any questions regarding this Policy or questions about using AI Tools in the workplace that are not addressed in this Policy, please contact the Director

IX. Employees Covered Under a Collective Bargaining Agreement

The employment terms set out in this Policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the Library. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this Policy differ from the terms expressed in the applicable collective bargaining agreement with the Library employees, should refer to the specific terms of the collective bargaining agreement, which control.

X. Conduct Not Prohibited by This Policy

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Effective Date

This Policy is effective as of 5/5/2026

Policy Review Date: 5/5/2028

Revision History: _____