

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: September 15, 2025 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: August 18, 2025

Treasurer's Report: August Credit Card - \$2175.70

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion and approval of R. Brower as Interim Director, J. Chamberlain as Interim AD
2. Discussion and approval of wage increase for Emily Fulling pending completion of first 90 days
3. Discussion and approval of ESTA policy
4. Discussion and approval of network switch repair
5. Discussion and approval of J. Chamberlain being added to checking acct.

OLD BUSINESS:

- 1.

Township Board Meeting: September 25, 2025 7 pm.

Adjournment:

Next regular meeting: October 20, 2025 at 6:30 pm

DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: August 18, 2025 @ 6:30 PM

MINUTES

Meeting was called to order at 6:30 PM

Pledge of Allegiance: was said

Roll Call: Present – Bruce Bendull, Carrie Brooks, Gordon Liefers, Andrea Strong
Absent with notice Brittany Hunter, Jeffrey Babbitt

Changes to the Agenda: None

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

Approval of the Agenda: Bendull motioned to approve the Agenda and was seconded by Liefers.
All approved, motion carried.

Approval of the Minutes: Strong motioned to approve the minutes from July 21, 2025, and was seconded by Brooks. All approved, motion carried.

Treasurer's Report: Was not received as of yet. Strong made a motion to pay the credit card bill in the amount of \$7,214.71, and review the ledgers with September's minutes and was seconded by Brooks. All approved, motion carried.

Directors Report: Attached for Reference

Committee Reports: None

Special Presentation: Carol Dawe from Lakeland Library Coop was unable to attend.

NEW BUSINESS

1. Discussion and approval of wage increase for Emily Fulling pending Completion of first 90 days – Tabled for more information
2. Discussion and approval of Freedom to Read/Freedom to View Policies – Tabled for next meeting
3. Discussion and approval of Gifts, Donations, and Memorials Policy – To be handled on a case by case basis.
4. Review and approval of Social Media Policies – Tabled
5. Discussion and approval of Voluntary Insurance Benefits for Staff – Tabled for more information.

6. Brooks made a motion to accept Jeffrey Babbitts resignation as Director of Dorr Township Library effective immediately (6:20 PM) and was seconded by Strong. All approved, motion carried.

OLD BUSINESS

None

Township Board Meeting: August 28, 2025, 7:00 PM, Lieffers to attend

Adjournment: Brooks motioned to adjourn at 7:05 PM, and was seconded by Bendull. All approved, motion carried.

Next regular meeting: September 15, 2025 at 6:30 PM

Check Register 2025 - July					
Date	Type	Check #	Vender	Memo	Amount
07/02/2025	Check	16491	CENTER POINT LARGE PRINT	Invoice #2174312 Invoice #2173840	-183.67
07/02/2025	Check	16492	Canon Financial Services, Inc.	Invoice #41268771	-301.68
07/02/2025	Check	16493	RLI	Invoice #1407143	-326.00
07/02/2025	Check	16494	Coverall of West Michigan	Invoice #730172780	-450.00
07/02/2025	Check	16495	Lakeland Library Cooperative	Invoice #25-18143	-4,811.08
07/02/2025	Check	16496	ODC Network	Invoice #PT25-1667	-290.00
07/03/2025	Check	16498	Elite Fund, Inc.	Outdoor Discover Center program fee Invoice #10851	-50.00
07/03/2025	Check	16499	TechConnect	Invoice #6431	-700.00
07/07/2025	Expense		Chase Card Services		-4,223.74
07/07/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-258.90
07/10/2025	Check	16500	Griffin Pest Solutions	Invoice #2641819	-206
07/10/2025	Check	16501	Jeffrey L. Babbitt	Invoice #2653306 July Mileage Reimbursement	-47.04
07/11/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/25/2025-07/08/2025	-996.31
07/11/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 06/25/2025-07/08/2025	-410.94
07/11/2025	Payroll Check	DD	Emily Fulling	Pay Period: 06/25/2025-07/08/2025	-329.31
07/11/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/25/2025-07/08/2025	-1,403.71
07/11/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/25/2025-07/08/2025	-1,005.90
07/11/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 06/25/2025-07/08/2025	-423.13
07/11/2025	Payroll Check	DD	Diane Switzer	Pay Period: 06/25/2025-07/08/2025	-384.30
07/11/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/25/2025-07/08/2025	-497.62
07/11/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/25/2025-07/08/2025	-624.87
07/16/2025	Check	16502	City of Grand Rapids	Payroll taxes for City Income Tax June 2025	-18.85
07/16/2025	Check	16503	Decker Agency	Invoice #5836	-4,106.00
07/17/2025	Tax Payment		IRS	Tax Payment for Period: 06/01/2025-06/30/2025	-2,198.95
07/17/2025	Tax Payment		QuickBooks Payroll	Tax Payment	-462.78
07/25/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 07/09/2025-07/22/2025	-441.73
7/25/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/09/2025-07/22/2025	-1,314.65
7/25/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/09/2025-07/22/2025	-624.45
7/25/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 07/09/2025-07/22/2025	-517.50
7/25/2025	Payroll Check	DD	Diane Switzer	Pay Period: 07/09/2025-07/22/2025	-378.16
7/25/2025	Payroll Check	DD	Emily Fulling	Pay Period: 07/09/2025-07/22/2025	-329.32
7/25/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/09/2025-07/22/2025	-497.62
7/25/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/09/2025-07/22/2025	-1,005.89
07/25/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/09/2025-07/22/2025	-376.05
07/25/2025	Check	16504	Arrowaste	Cust. #91-2429843	-114.00
07/30/2025	Check	16505	Natalie Budnick	Fee for Fantasy Drawing Class	-200.00
07/30/2025	Check	16506	Michigan Library Association	Invoice #22601	-85.00
07/31/2025	Check	16507	T-Mobile	Account #*****4354	-142.83
07/31/2025	Check	16508	Midwest Tape	Invoice #507536889	-359.88
07/31/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-42.41

DORR TOWNSHIP LIBRARY

Balance Sheet As of July 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	179,569.54
271-000-002 ICS Account	412,609.69
271-000-003 Huntington CD	6,683.05
Total Bank Accounts	\$598,862.28
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$609,088.89
TOTAL ASSETS	\$609,088.89
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	658.70
271-000-229.1 Federal Taxes (941/944)	1,773.10
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 271-000-231.1 Payroll Liabilities	4,469.33
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$7,815.00
Total Current Liabilities	\$7,815.00
Total Liabilities	\$7,815.00

DORR TOWNSHIP LIBRARY

Balance Sheet As of July 31, 2025

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	542,146.06
Net Income	-61,764.26
Total Equity	\$601,273.89
TOTAL LIABILITIES AND EQUITY	\$609,088.89

DORR TOWNSHIP LIBRARY

General Ledger

July 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
Beginning Balance							183,520.23
07/02/2025	Check	16495	Lakeland Library Cooperative	Invoice #25-18143 Invoice #PT25-1667	-Split-	- 4,811.08	178,709.15
07/02/2025	Check	16494	Coverall of West Michigan	Invoice #730172780	62100 800. Professional and Contract Services	-450.00	178,259.15
07/02/2025	Check	16493	RLI	Invoice #1407143	718. insurance:718.1 General Liability and Public Officials	-326.00	177,933.15
07/02/2025	Check	16492	Canon Financial Services, Inc.	Invoice #41268771	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-301.68	177,631.47
07/02/2025	Check	16496	ODC Network		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-290.00	177,341.47
07/02/2025	Check	16491	CENTER POINT LARGE PRINT	Invoice #2174312 Invoice #2173840	-Split-	-183.67	177,157.80
07/02/2025	Deposit				271-000-002 ICS Account	21.05	177,178.85
07/03/2025	Check	16499	TechConnect	Invoice #6431	271-790-934 729-734. Facilities and Equipment:734. Technology Labor	-700.00	176,478.85
07/03/2025	Check	16498	Elite Fund, Inc.	Invoice #10851	271-790-806 800. Professional and Contract Services:806. Professional Services	-50.00	176,428.85
07/03/2025	Deposit				271-000-002 ICS Account	219.50	176,648.35
07/07/2025	Deposit				-Split-	383.90	177,032.25
07/07/2025	Expense		Chase Card Services		-Split-	-	172,808.51
						4,223.74	
07/07/2025	Expense				271-000-002 ICS Account	-258.90	172,549.61
07/08/2025	Deposit				271-000-002 ICS Account	5,265.42	177,815.03
07/09/2025	Deposit				271-000-002 ICS Account	258.11	178,073.14
07/10/2025	Check	16500	Griffin Pest Solutions	Invoice #2641819 Invoice #2653306	271-790-806 800. Professional and Contract Services:806. Professional Services	-206.00	177,867.14
07/10/2025	Check	16501	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-47.04	177,820.10
07/10/2025	Deposit				-Split-	3.73	177,823.83
07/10/2025	Deposit				271-000-002 ICS Account	369.31	178,193.14
07/11/2025	Deposit				271-000-002 ICS Account	6,464.06	184,657.20
07/11/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/25/2025-07/08/2025	Direct Deposit Payable	-	183,253.49
						1,403.71	
07/11/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/25/2025-07/08/2025	Direct Deposit Payable	-	182,247.59
						1,005.90	
07/11/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/25/2025-07/08/2025	Direct Deposit Payable	-996.31	181,251.28
07/11/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/25/2025-07/08/2025	Direct Deposit Payable	-624.87	180,626.41
07/11/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/25/2025-07/08/2025	Direct Deposit Payable	-497.62	180,128.79
07/11/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 06/25/2025-07/08/2025	Direct Deposit Payable	-423.13	179,705.66
07/11/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 06/25/2025-07/08/2025	Direct Deposit Payable	-410.94	179,294.72
07/11/2025	Payroll Check	DD	Diane Switzer	Pay Period: 06/25/2025-07/08/2025	Direct Deposit Payable	-384.30	178,910.42
07/11/2025	Payroll Check	DD	Emily Fulling	Pay Period: 06/25/2025-07/08/2025	Direct Deposit Payable	-329.31	178,581.11
07/14/2025	Deposit				271-000-002 ICS Account	1,706.94	180,288.05
07/14/2025	Deposit				271-000-658 404. Penal Fines	3,269.20	183,557.25
07/15/2025	Deposit				271-000-002 ICS Account	206.00	183,763.25
07/16/2025	Check	16503	Decker Agency	Invoice #5836	271-790-957 Other Types of Expenses:Insurance - Liability, D and O	-	179,657.25
						4,106.00	
07/16/2025	Check	16502	City of Grand Rapids		271-790-715.2 702. Payroll Expenses:702.2 Taxes	-18.85	179,638.40
07/17/2025	Deposit				271-000-002 ICS Account	2,661.73	182,300.13
07/17/2025	Tax Payment		IRS	Tax Payment for Period: 06/01/2025-06/30/2025	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-	180,101.18
						2,198.95	
07/17/2025	Tax Payment		QuickBooks Payroll	Tax Payment	271-000-228.3 Payroll Liabilities:MI Income Tax	-462.78	179,638.40
07/18/2025	Deposit				-Split-	2.86	179,641.26
07/18/2025	Deposit				271-000-002 ICS Account	697.14	180,338.40
07/24/2025	Deposit				271-000-002 ICS Account	18.85	180,357.25
07/25/2025	Check	16504	Arrowaste	Cust. #91-2429843	271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-114.00	180,243.25
07/25/2025	Deposit				271-000-002 ICS Account	5,485.37	185,728.62
07/25/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/09/2025-07/22/2025	Direct Deposit Payable	-	184,413.97
						1,314.65	
07/25/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/09/2025-07/22/2025	Direct Deposit Payable	-	183,408.08
						1,005.89	
07/25/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/09/2025-07/22/2025	Direct Deposit Payable	-624.45	182,783.63
07/25/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 07/09/2025-07/22/2025	Direct Deposit Payable	-517.50	182,266.13
07/25/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/09/2025-07/22/2025	Direct Deposit Payable	-497.62	181,768.51
07/25/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 07/09/2025-07/22/2025	Direct Deposit Payable	-441.73	181,326.78
07/25/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/09/2025-07/22/2025	Direct Deposit Payable	-378.16	180,948.62
07/25/2025	Payroll Check	DD	Emily Fulling	Pay Period: 07/09/2025-07/22/2025	Direct Deposit Payable	-376.05	180,572.57
07/25/2025	Payroll Check	DD	Emily Fulling	Pay Period: 07/09/2025-07/22/2025	Direct Deposit Payable	-329.32	180,243.25
07/30/2025	Check	16505	Natalie Budnick		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-200.00	180,043.25
07/30/2025	Check	16506	Michigan Library Association	Invoice #22601	271-790-805 800. Professional and Contract Services:805. Professional Dues	-85.00	179,958.25
07/30/2025	Deposit				-Split-	4.72	179,962.97
07/30/2025	Deposit				271-000-002 ICS Account	109.28	180,072.25
07/31/2025	Check	16508	Midwest Tape	Invoice #507536889	271-790-736 703-728. Operations:711. databases	-359.88	179,712.37
07/31/2025	Check	16507	T-Mobile	Account #****4354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-142.83	179,569.54
07/31/2025	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	42.41	179,611.95
07/31/2025	Expense				271-000-002 ICS Account	-42.41	179,569.54
Total for 271-000-001 Checking							\$ - 3,950.69

DORR TOWNSHIP LIBRARY

Profit and Loss

July 2025

	TOTAL
Income	
271-000-658 404. Penal Fines	3,269.20
271-000.602.1 405.1 Copies	2.90
43400 583. Direct Public Support	
271-000-674.3 583.4 Donations	
583.4-2 Summer Reading Donation	200.00
Total 271-000-674.3 583.4 Donations	200.00
Total 43400 583. Direct Public Support	200.00
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	1,212.46
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	51.19
271-000-602.3 405.4 Faxes	13.90
271-000-659 405.2 Fines	13.99
271-000-667 405.3 Meeting Room Rental	25.00
271-000-675.2 405.9 Uncategorized Income	1.85
271-000.602.1 405.1 Copies	87.70
Total 271-000-675.1 405. Miscellaneous Revenue	193.63
271-000-676.1 407. Reimbursments	
271-000-676.2 407.1 Credit Card Credits	31.93
271-000-676.3 407.2 Book Replacement	3.98
Total 271-000-676.1 407. Reimbursments	35.91
Total 46400 405-407. Other Types of Income	1,442.00
Total Income	\$4,914.10
GROSS PROFIT	\$4,914.10
Expenses	
271-790-715.3 702. Payroll Expenses	104.00
271-790-715.2 702.2 Taxes	18.85
Total 271-790-715.3 702. Payroll Expenses	122.85
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	114.00
271-790-920 729.1 Telephone, Telecommunications	644.06
Total 271-790-921 729. Rent, Parking, Utilities	758.06
271-790-931 730. Equip Rental and Maintenance	301.68
271-790-933 732. Technology	3.98
271-790-934 734. Technology Labor	700.00
Total 271-790-930 729-734. Facilities and Equipment	1,763.72
62100 800. Professional and Contract Services	450.00
271-790-805 805. Professional Dues	85.00

DORR TOWNSHIP LIBRARY

Profit and Loss

July 2025

	TOTAL
271-790-806 806. Professional Services	256.00
Total 62100 800. Professional and Contract Services	791.00
65000 703-728. Operations	
271-790-727 703. Books	1,701.03
271-790-730 705. Periodicals	153.58
271-790-732 708. AV	
271-790-734 708.3 DVD	418.89
Total 271-790-732 708. AV	418.89
271-790-736 711. databases	809.88
271-790-737 720. Supplies	328.87
271-790-739 721. Advertising	21.48
271-790-741 725. LLC Costs	4,207.50
271-790-880 710. Programs (Community Promotions)	1,809.72
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	47.04
271-790-960.3 709.2 Conference, Convention, Meeting	40.14
Total 271-790-960.2 709.1 Travel and Meetings	87.18
Total 271-790-960.1 709. Ed. & Train Dor	87.18
Total 65000 703-728. Operations	9,538.13
65100 Other Types of Expenses	
271-790-957 Insurance - Liability, D and O	4,106.00
Total 65100 Other Types of Expenses	4,106.00
718. insurance	
718.1 General Liability and Public Officials	326.00
Total 718. insurance	326.00
780. Misc Expense	
782. Square Reader Fees	1.07
Total 780. Misc Expense	1.07
970. Maint. & Services Dor	
271-790-977 977. Equipment	4.23
Total 970. Maint. & Services Dor	4.23
Payroll Expenses	
271-790-702 Wages	13,541.88
271-790-715.1 Taxes	1,035.96
Total Payroll Expenses	14,577.84
Total Expenses	\$31,230.84
NET OPERATING INCOME	\$ -26,316.74
NET INCOME	\$ -26,316.74

Check Register 2025 - August					
Date	Type	Check #	Vender	Memo	Amount
08/01/2025	Check	16509	Canon Financial Services, Inc.	Invoice #41511077	-301.68
08/01/2025	Check	16510	CENTER POINT LARGE PRINT	Invoice #2184248	
08/01/2025	Check	16511	Coverall of West Michigan	Invoice #2186994	-120.70
08/01/2025	Check	16512	TechConnect	Invoice #7370173071	-450.00
08/01/2025	Expense			Invoice #6507	-700.00
08/01/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-25.17
08/04/2025	Expense		Chase Card Services		-7,214.71
08/08/2025	Payroll Check		DD Reilly J. Brower	Pay Period: 07/23/2025-08/05/2025	-624.44
08/08/2025	Payroll Check		DD Diane Switzer	Pay Period: 07/23/2025-08/05/2025	-390.46
08/08/2025	Payroll Check		DD Jeffrey L. Babbitt	Pay Period: 07/23/2025-08/05/2025	-1,453.83
08/08/2025	Payroll Check		DD Savannah M Shustack	Pay Period: 07/23/2025-08/05/2025	-423.13
08/08/2025	Payroll Check		DD Jennifer L. Chamberlain	Pay Period: 07/23/2025-08/05/2025	-1,005.89
08/08/2025	Payroll Check		DD Emily Fulling	Pay Period: 07/23/2025-08/05/2025	-423.40
08/08/2025	Payroll Check		DD Alexis Adrianse	Pay Period: 07/23/2025-08/05/2025	-376.04
08/08/2025	Payroll Check		DD Karen E. Brower	Pay Period: 07/23/2025-08/05/2025	-441.74
08/08/2025	Payroll Check		DD Karen K. Shaffer	Pay Period: 07/23/2025-08/05/2025	-497.62
08/14/2025	Check	16513	Griffin Pest Solutions	Invoice #2665272	-103.00
08/14/2025	Check	16514	City of Grand Rapids	GR-501 941 07M	-16.33
08/14/2025	Check	16515	Jeffrey L. Babbitt	August Mileage Reimbursement	-35.98
08/15/2025	Tax Payment		IRS	Tax Payment for Period: 07/01/2025-07/31/2025	-2,478.28
08/15/2025	Tax Payment		QuickBooks Payroll	Tax Payment	-521.77
08/18/2025	Check	16516	Foster, Swift, Collins & Smith	Invoice #920799	-382.50
08/19/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-3,121.28
08/21/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-0.82
08/22/2025	Payroll Check	16517	Jeffrey L. Babbitt	Pay Period: 08/06/2025-08/19/2025	-1,364.74
08/22/2025	Payroll Check		DD Emily Fulling	Pay Period: 08/06/2025-08/19/2025	-329.32
08/22/2025	Payroll Check		DD Alexis Adrianse	Pay Period: 08/06/2025-08/19/2025	-441.81
8/22/2025	Payroll Check		DD Jennifer L. Chamberlain	Pay Period: 08/06/2025-08/19/2025	-1,076.99
8/22/2025	Payroll Check		DD Diane Switzer	Pay Period: 08/06/2025-08/19/2025	-390.44
8/22/2025	Payroll Check		DD Reilly J. Brower	Pay Period: 08/06/2025-08/19/2025	-558.46
8/22/2025	Payroll Check		DD Karen K. Shaffer	Pay Period: 08/06/2025-08/19/2025	-552.92
8/22/2025	Payroll Check		DD Karen E. Brower	Pay Period: 08/06/2025-08/19/2025	-349.38
8/25/2025	Check	16518	CENTER POINT LARGE PRINT	Invoice #2192702	
8/25/2025	Check	16524	Canon Financial Services, Inc.	Invoice #2190305	-168.38
08/25/2025	Expense			Invoice #41678751	-526.90
08/25/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-28.23
08/26/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-7.63
08/29/2025	Check	16519	Fish Window Cleaning	Invoice #1460-305337	-132.00
08/29/2025	Check	16520	GREAT LAKES MOTORCOACH	Deposit for Bus Trip	-248.50
08/29/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-39.68
08/31/2025	Check	16521	Midwest Tape	Invoice #507679113	-342.52
08/31/2025	Check	16522	T-Mobile	Account #*****4354	-199.27

DORR TOWNSHIP LIBRARY

Balance Sheet As of August 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	197,972.86
271-000-002 ICS Account	389,010.95
271-000-003 Huntington CD	6,683.05
Total Bank Accounts	\$593,666.86
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$603,893.47
TOTAL ASSETS	\$603,893.47
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	612.77
271-000-229.1 Federal Taxes (941/944)	1,525.33
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	167.09
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	4,182.96
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$7,528.63
Total Current Liabilities	\$7,528.63
Total Liabilities	\$7,528.63

DORR TOWNSHIP LIBRARY

Balance Sheet

As of August 31, 2025

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	542,146.06
Net Income	-66,673.31
Total Equity	\$596,364.84
TOTAL LIABILITIES AND EQUITY	\$603,893.47

DORR TOWNSHIP LIBRARY

General Ledger

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
Beginning Balance							179,569.54
08/01/2025	Check	16512	TechConnect	Invoice #6507	271-790-934 729-734. Facilities and Equipment:734. Technology Labor	-700.00	178,869.54
08/01/2025	Check	16511	Coverall of West Michigan	Invoice #7370173071	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	178,419.54
08/01/2025	Check	16509	Canon Financial Services, Inc.	Invoice #41511077	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-301.68	178,117.86
08/01/2025	Check	16510	CENTER POINT LARGE PRINT	Invoice #2184248 Invoice #2186994	-Split-	-120.70	177,997.16
08/01/2025	Deposit				-Split-	25.17	178,022.33
08/01/2025	Expense				271-000-002 ICS Account	-25.17	177,997.16
08/04/2025	Deposit				271-000-002 ICS Account	200.00	178,197.16
08/04/2025	Expense		Chase Card Services		-Split-	-7,214.71	170,982.45
08/05/2025	Deposit				-Split-	0.09	170,982.54
08/05/2025	Deposit				271-000-002 ICS Account	7,214.62	178,197.16
08/06/2025	Deposit				271-000-002 ICS Account	386.68	178,583.84
08/07/2025	Deposit				-Split-	15,127.18	193,711.02
08/08/2025	Deposit				271-000-002 ICS Account	5,779.38	199,490.40
08/08/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/23/2025-08/05/2025	Direct Deposit Payable	-1,453.83	198,036.57
08/08/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/23/2025-08/05/2025	Direct Deposit Payable	-1,005.89	197,030.68
08/08/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/23/2025-08/05/2025	Direct Deposit Payable	-624.44	196,406.24
08/08/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/23/2025-08/05/2025	Direct Deposit Payable	-497.62	195,908.62
08/08/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 07/23/2025-08/05/2025	Direct Deposit Payable	-441.74	195,466.88
08/08/2025	Payroll Check	DD	Emily Fulling	Pay Period: 07/23/2025-08/05/2025	Direct Deposit Payable	-423.40	195,043.48
08/08/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 07/23/2025-08/05/2025	Direct Deposit Payable	-423.13	194,620.35
08/08/2025	Payroll Check	DD	Diane Switzer	Pay Period: 07/23/2025-08/05/2025	Direct Deposit Payable	-390.46	194,229.89
08/08/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/23/2025-08/05/2025	Direct Deposit Payable	-376.04	193,853.85
08/11/2025	Deposit				271-000-002 ICS Account	5,036.58	198,890.43
08/13/2025	Deposit				271-000-002 ICS Account	700.00	199,590.43
08/14/2025	Check	16513	Griffin Pest Solutions	Invoice #2665272	271-790-806 800. Professional and Contract Services:806. Professional Services	-103.00	199,487.43
08/14/2025	Check	16515	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-35.98	199,451.45
08/14/2025	Check	16514	City of Grand Rapids	GR-501 941 07M	271-790-715.2 702. Payroll Expenses:702.2 Taxes	-16.33	199,435.12
08/14/2025	Deposit				271-000-002 ICS Account	35.98	199,471.10
08/15/2025	Deposit				271-000-002 ICS Account	3,000.05	202,471.15
08/15/2025	Tax Payment		IRS	Tax Payment for Period: 07/01/2025-07/31/2025	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-2,478.28	199,992.87
08/15/2025	Tax Payment		QuickBooks Payroll	Tax Payment	271-000-228.3 Payroll Liabilities:MI Income Tax	-521.77	199,471.10
08/18/2025	Check	16516	Foster, Swift, Collins & Smith	Invoice #920799	271-790-801 800. Professional and Contract Services:801. Legal Fees	-382.50	199,088.60
08/19/2025	Deposit				271-000-658 404. Penal Fines	3,121.28	202,209.88
08/19/2025	Expense				271-000-002 ICS Account	-3,121.28	199,088.60
08/20/2025	Deposit				271-000-002 ICS Account	16.33	199,104.93
08/21/2025	Deposit				-Split-	0.82	199,105.75
08/21/2025	Expense				271-000-002 ICS Account	-0.82	199,104.93
08/22/2025	Deposit				271-000-002 ICS Account	5,446.56	204,551.49
08/22/2025	Payroll Check	16517	Jeffrey L. Babbitt	Pay Period: 08/06/2025-08/19/2025	-Split-	-1,364.74	203,186.75
08/22/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 08/06/2025-08/19/2025	Direct Deposit Payable	-1,076.99	202,109.76
08/22/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 08/06/2025-08/19/2025	Direct Deposit Payable	-558.46	201,551.30
08/22/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 08/06/2025-08/19/2025	Direct Deposit Payable	-552.92	200,998.38
08/22/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 08/06/2025-08/19/2025	Direct Deposit Payable	-441.81	200,556.57
08/22/2025	Payroll Check	DD	Diane Switzer	Pay Period: 08/06/2025-08/19/2025	Direct Deposit Payable	-390.44	200,166.13
08/22/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 08/06/2025-08/19/2025	Direct Deposit Payable	-349.38	199,816.75
08/22/2025	Payroll Check	DD	Emily Fulling	Pay Period: 08/06/2025-08/19/2025	Direct Deposit Payable	-329.32	199,487.43
08/25/2025	Check	16524	Canon Financial Services, Inc.	Invoice #41678751	62100 800. Professional and Contract Services	-526.90	198,960.53
08/25/2025	Check	16518	CENTER POINT LARGE PRINT	Invoice #2192702 Invoice #2190305	-Split-	-168.38	198,792.15
08/25/2025	Deposit				-Split-	28.23	198,820.38
08/25/2025	Expense				271-000-002 ICS Account	-28.23	198,792.15
08/26/2025	Deposit				-Split-	7.63	198,799.78
08/26/2025	Expense				271-000-002 ICS Account	-7.63	198,792.15
08/28/2025	Deposit				271-000-002 ICS Account	103.00	198,895.15
08/29/2025	Check	16520	GREAT LAKES MOTORCOACH		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-248.50	198,646.65
08/29/2025	Check	16519	Fish Window Cleaning Interest	Invoice #1460-305337	62100 800. Professional and Contract Services	-132.00	198,514.65
08/29/2025	Deposit				271-000-665 405-407. Other Types of Income:406. Interest Income Dor	39.68	198,554.33
08/29/2025	Expense				271-000-002 ICS Account	-39.68	198,514.65
08/31/2025	Check	16521	Midwest Tape	Invoice #507679113	271-790-736 703-728. Operations:711. databases	-342.52	198,172.13
08/31/2025	Check	16522	T-Mobile	Account #*****4354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-199.27	197,972.86
Total for 271-000-001 Checking						\$18,403.32	

DORR TOWNSHIP LIBRARY

Profit and Loss

August 2025

	TOTAL
Income	
271-000-658 404. Penal Fines	3,121.28
271-000-699 581. Township Appropriation	14,300.00
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	1,137.31
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	161.19
271-000-602.3 405.4 Faxes	25.80
271-000-659 405.2 Fines	21.85
271-000-675.2 405.9 Uncategorized Income	6.35
271-000.602.1 405.1 Copies	71.90
Total 271-000-675.1 405. Miscellaneous Revenue	287.09
271-000-676.1 407. Reimbursements	26.00
271-000-676.2 407.1 Credit Card Credits	13.32
271-000-676.3 407.2 Book Replacement	106.09
407.6 Refund of charges	472.38
Total 271-000-676.1 407. Reimbursements	617.79
Total 46400 405-407. Other Types of Income	2,042.19
Total Income	\$19,463.47
GROSS PROFIT	\$19,463.47
Expenses	
271-790-715.3 702. Payroll Expenses	108.50
271-790-715.2 702.2 Taxes	16.33
Total 271-790-715.3 702. Payroll Expenses	124.83
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	
271-790-920 729.1 Telephone, Telecommunications	419.22
Total 271-790-921 729. Rent, Parking, Utilities	419.22
271-790-931 730. Equip Rental and Maintenance	301.68
271-790-933 732. Technology	77.72
271-790-934 734. Technology Labor	700.00
Total 271-790-930 729-734. Facilities and Equipment	1,498.62
62100 800. Professional and Contract Services	658.90
271-790-801 801. Legal Fees	382.50
271-790-806 806. Professional Services	553.00
Total 62100 800. Professional and Contract Services	1,594.40
65000 703-728. Operations	
271-790-727 703. Books	1,250.66
271-790-730 705. Periodicals	39.95

DORR TOWNSHIP LIBRARY

Profit and Loss

August 2025

	TOTAL
271-790-732 708. AV	
271-790-733 708.2 Audiobooks	26.99
271-790-734 708.3 DVD	377.07
Total 271-790-732 708. AV	404.06
271-790-736 711. databases	342.52
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	353.40
Total 271-790-737 720. Supplies	353.40
271-790-739 721. Advertising	8.49
271-790-880 710. Programs (Community Promotions)	1,221.76
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	35.98
271-790-960.3 709.2 Conference, Convention, Meeting	3,927.72
Total 271-790-960.2 709.1 Travel and Meetings	3,963.70
Total 271-790-960.1 709. Ed. & Train Dor	3,963.70
723. Transportation	153.40
Total 65000 703-728. Operations	7,737.94
780. Misc Expense	
782. Square Reader Fees	2.44
Total 780. Misc Expense	2.44
Payroll Expenses	
271-790-702 Wages	12,461.01
271-790-715.1 Taxes	953.28
Total Payroll Expenses	13,414.29
Total Expenses	\$24,372.52
NET OPERATING INCOME	\$ -4,909.05
NET INCOME	\$ -4,909.05

FY 2025-2026 General Fund & Capital Project Fund Budget																
	Month															
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	2025-2026 General Fund Budget	2025-2026 Capital Projects Fund Budget
Ancestry.com													\$0.00	\$0.00	\$0.00	\$0.00
Movie License													\$0.00	\$400.00	\$400.00	\$0.00
Excel Online HS															\$0.00	\$0.00
Hoopla (ebooks)	\$328.06	\$376.65	\$337.97	\$39.88	\$342.52								\$1,745.08	\$3,666.92	\$5,412.00	\$0.00
World Trade Press	\$367.71												\$367.71	\$32.29	\$400.00	\$0.00
Comics Plus													\$0.00	\$0.00	\$0.00	\$0.00
Total	\$13,168.27	\$6,067.45	\$5,421.14	\$13,039.94	\$2,920.88	\$248.50		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,866.18	\$45,782.73	\$83,915.00	\$0.00
Building Expenses																
Building Ins.	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	Budgeted
Utilities	General Liability Insurance															
		\$269.96	\$350.23	\$269.96	\$333.95	\$219.95		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,106.00	-\$506.00	\$3,600.00	\$0.00
		\$269.96	\$269.96	\$269.96	\$219.95	\$219.95							\$1,444.05	\$1,805.95	\$3,250.00	\$0.00
			\$80.27		\$114.00								\$1,249.78			\$0.00
Building Maintenance and Improvement																
		\$0.00	\$194.00	\$363.27	\$206.00	\$235.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$998.27	\$3,251.73	\$4,250.00	\$3,000.00
													\$0.00			\$0.00
													\$200.00	\$200.00	\$200.00	\$0.00
Makerspace Equipment													\$0.00			\$0.00
													\$300.00	\$300.00	\$300.00	\$0.00
													\$231.27	\$768.73	\$1,000.00	\$0.00
													\$0.00			\$0.00
Other building maint.													\$0.00			\$0.00
													\$0.00			\$0.00
													\$503.00	\$697.00	\$1,200.00	\$0.00
													\$286.00	\$550.00	\$550.00	\$0.00
Q Window Cleaning													\$0.00			\$0.00
													\$264.00	\$286.00	\$550.00	\$0.00
													\$0.00			\$0.00
													\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
Equipment													\$0.00			\$0.00
		\$626.06	\$621.11	\$0.00	\$360.26	\$356.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,964.13	\$13,285.87	\$10,250.00	\$5,000.00
		\$172.20	\$172.20	\$165.06	\$142.83	\$199.27							\$851.56	\$1,948.44	\$2,800.00	\$0.00
													\$0.00	\$500.00	\$500.00	\$0.00
Firewall/Network													\$0.00			\$0.00
													\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
													\$0.00			\$0.00
													\$600.00	\$600.00	\$600.00	\$0.00
People Counter													\$0.00			\$0.00
		\$240.00											\$0.00			\$0.00
													\$0.00			\$0.00
													\$0.00			\$0.00
Computer													\$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	\$3,000.00	\$3,000.00	\$3,000.00
													\$0.00			\$0.00
													\$0.00			\$0.00
General Grant Funds													\$0.00			\$0.00
													\$0.00			\$0.00
													\$1,500.07	\$2,849.93	\$4,350.00	\$0.00
		\$275.60	\$621.11		\$301.68								\$0.00	\$1,000.00	\$1,000.00	\$0.00
Website													\$0.00			\$0.00
													\$224.06	\$775.94	\$1,000.00	\$0.00
													\$0.00			\$0.00
		\$110.46			\$58.58								\$0.00			\$0.00
Grant Funds													\$0.00			\$0.00
													\$0.00			\$0.00
													\$0.00			\$0.00
													\$0.00			\$0.00
Equipment Maint.													\$0.00			\$0.00
		\$0.98	\$22.17	\$11,403.98	\$719.14	\$767.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,800.00	\$21,978.00	\$34,778.00	\$0.00
				\$11,400.00	\$700.00								\$12,800.00	\$20,578.00	\$33,378.00	\$0.00
													\$0.00	\$400.00	\$400.00	\$0.00
CD/DVD Cleaner													\$0.00			\$0.00
													\$0.00			\$0.00
													\$113.57	\$886.43	\$1,000.00	\$0.00
		\$0.98	\$22.17	\$3.98	\$67.30								\$0.00	\$100.00	\$100.00	\$0.00
Software													\$0.00			\$0.00
													\$0.00			\$0.00
													\$0.00			\$0.00
													\$0.00			\$0.00
Total		\$897.00	\$1,187.51	\$12,037.21	\$1,619.35	\$1,578.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,312.45	\$39,915.55	\$56,228.00	\$8,000.00
Projected Revenue																
INTEREST	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budgeted		
		\$1,260.18	\$1,307.79	\$1,250.97	\$1,212.46	\$1,137.31		(1)	(2)				\$6,168.71	\$8,700.00		
PENAL FINES		\$2,937.61	\$2,960.77	\$3,269.20	\$3,121.28								\$12,288.86	\$32,900.00		
STATE AID													\$8,606.66	\$3,900.00		
MILLAGE													\$0.00	\$203,000.00		
FRIENDS													\$0.00	\$200.00		

FY 2025-2026 General Fund & Capital Project Fund Budget														
	Month													
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining
Annuities, grants, etc														
E-Rate	\$1,400.00	\$10,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,400.00	\$0.00
LSTA Grant													\$0.00	
ACCF Grant													\$0.00	
Misc. Grants		1400											\$11,400.00	
MISC INCOME		\$184.29	\$983.65	\$489.04	\$840.50	\$167.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,665.26	\$6,000.00
Fines			\$17.70	\$50.88	\$21.85	\$7.65							\$98.08	
Copies		\$67.35	\$106.75	\$97.15	\$70.90	\$16.70							\$388.85	
Room Rental		\$20.00	\$25.00	\$20.00	\$40.00								\$105.00	
Lost and Paid				\$15.89	\$68.96	\$37.13								
summer residing			\$700.00	\$200.00									\$900.00	
Misc.		\$9.70	\$48.15	\$1.85	\$478.73	\$11.90							\$550.33	
Craft													\$0.00	
Bus trip													\$0.00	
Water Color Classes													\$0.00	
Sales		\$47.05	\$56.86	\$50.69	\$160.94	\$22.80							\$388.34	
Faxes		\$5.40	\$27.90	\$13.90	\$25.80	\$6.20							\$79.20	
Credit Card Credits		\$34.79		\$31.93	\$13.32	\$25.40							\$105.44	
Misc Cash out		\$44.50	\$1.29	\$6.75									\$52.54	
Transfer from Capital Projects													\$0.00	
Carry over from last years budget													\$0.00	
TOWNSHIP APPROPRIATION		\$15,050.00			\$14,300.00								\$29,350.00	\$57,200.00
Total		\$20,832.08	\$19,500.65	\$5,009.21	\$19,474.24	\$5,663.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,479.49	\$330,593.00

[1] source: Jack Verville, United Bank

[2] source: Jack Verville, United Bank

Director's Report, September 15, 2025

Library Operation Updates

Program attendance has stayed steady, in spite of school beginning. Most popular programs have been the Mason Jar Clay Fairy Houses (17) on Monday 8.25 and our first Plates 'n' Pages with Aaron Zenz on Thursday 9.4 (14). Our YuGiOh Duel Club, Writing Group and Book Clubs have had consistent participants.

Free printing has continued, we've got ourselves into a groove, but it is still a bit clunky.

I have contacted Hopkins Electric and Lameyer Plumbing to being the installation of the automatic hand dryers and automatic faucets which is funded through our Libraries Transforming Communities Accessibility Grant. We were also shared an opportunity for another \$10,000 grant from the Simmons Foundation in partnership with the Association for Small and Rural Libraries to host 3 mathematics days: Pi Day (3.14.26) Infinity Day (8.8.26) and Fibonacci Day (11.23.26). This grant can pay for pretty much anything except honorariums, technology, or capital improvements. If we win, a representative of the library will be required to attend a meet-and-greet in New York City in January, for which the Simmons Foundation will reimburse us, beyond the grant amount, and we are required to send a representative to Montgomery, Alabama in September 2026 for ASRL Conference. There is also a monthly remote meeting with winners.

Statistics

Physical circulation is down compared to last year, but digital transactions have increased. Our Ancestry was only 8 searches, but in those 8 searches 168 image citations and 6 text citations were accessed.

I will work on figuring out how to access new patron and active patron data, as well as patron count, since it has been shared that this is information the library and township board would like to have. We had 1,207 visitors in August, with a peak on Monday, August 18 with 100 visitors.

Budget and Financial Items

The Budget is up to date. I have completed all financial statements from July and August.

The library is required to be in compliance with Michigan's ESTA policy on October 1st. I have been in contact with Karl Butterer, from our law firm to help draft the policy in a way that only modifies our current PTO policy. I had some questions I emailed to him Sunday and I hope that I have answers to this for today's meeting. This also means that there will be a fee.

It was discovered that some state reports have not been filed for the past two years. I am working on getting our account for these reports reactivated and catching up those reports.

Staff and Building Items

Our Inventory project is rolling along well, in spite of our late start earlier this year. We are almost finished, well before the March 2026 deadline. Jen started us out strong and the rest of the staff has stepped up amazingly to help get this completed. We're anticipating being finished by the end of September, beginning of October, barring any unforeseen complications.

DeGraaf Interiors completed the work replacing the flooring in the lobby in less time than estimated. Staff and volunteers did a great job clearing everything from the lobby beforehand and putting it back afterward. Staff and patrons have remarked how nice the floor looks!

On Wednesday August 13, one of the network switches appears to have failed, causing an outage of the wifi. Jared from TechConnect was able to fix the issue the next day with a temporary replacement switch, but the old switch is not repairable. Jared is researching prices, and we have money in Capital Projects money to replace it. In addition, the internet connection on the second Circulation computer failed. Jared was on August 18 to replace an adapter, which should fix the problem. In today's agenda you will see the options for replacing this network switch, with my recommendation for option 2.

The end of Emily Fulling's 90-day probationary period is approaching (September 11), and the Circulation Manager Chamberlain reports that she is doing a good job. Her post-probation wage increase is on today's agenda.

Meetings, Workshops, etc.

On Thursday, August 21, Emily attended the Allegan County Library Association for me. She has expressed her interest in continuing to attend these meetings.

On Thursday, September 11, Jen attended the Lakeland Board meetings. I can not attend the Township meeting on Thursday, September 25. If someone is able to go, I will make sure to have a report for you, otherwise I will email it to Jeff Miling.

Volunteers

No volunteers currently.

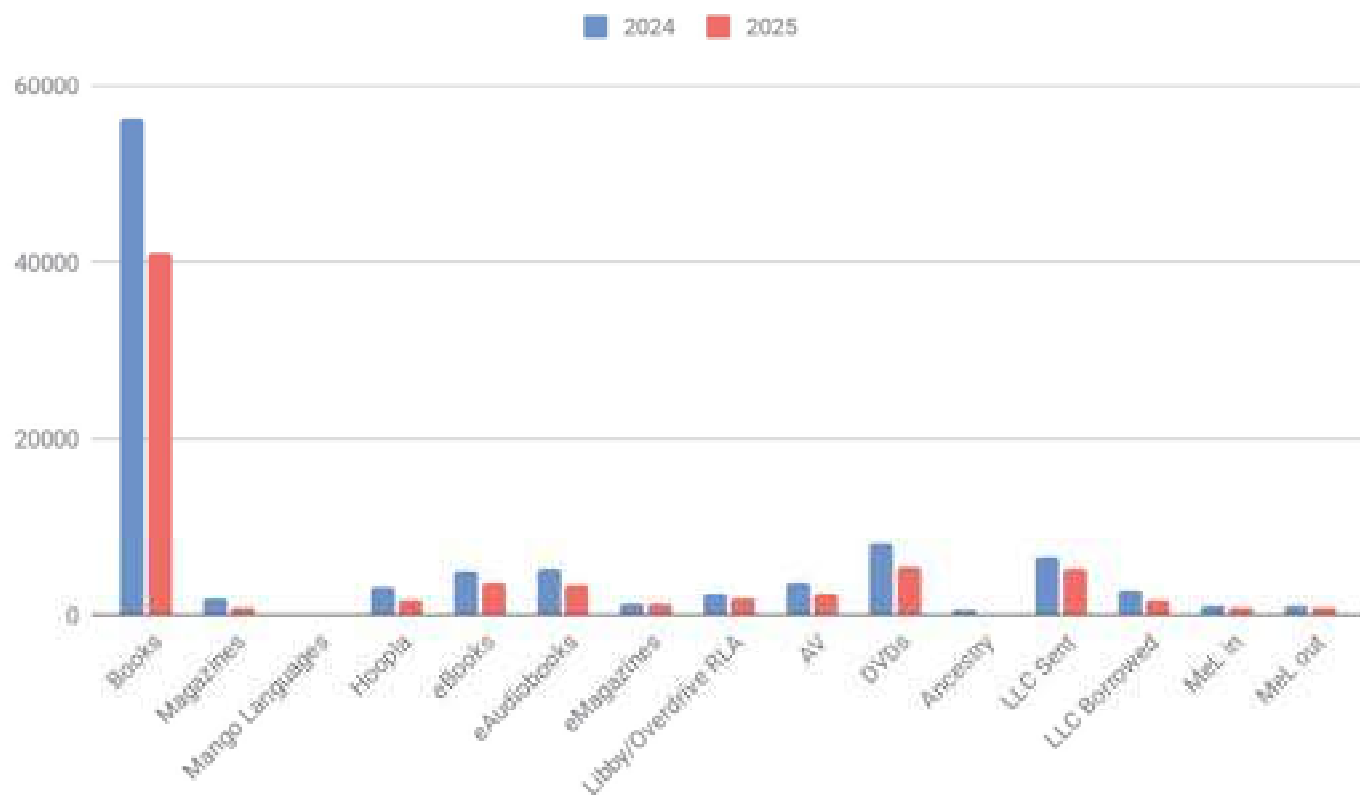
Library Closings

The Library was closed on August 30 and September 1 for Labor Day.

Completed September 14, 2025, at 1:12 PM.

	2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	3659	3928	4824	4747	4394	5005	6038	5532	5094	4973	4066	3944
Magazines	172	154	177	261	122	165	194	177	202	131	123	71
Mango Languages	12	3	0	0	7	22	28	33	26	23	23	34
Hoopla	252	229	281	267	255	276	269	303	314	293	307	261
eBooks	347	415	338	331	407	376	348	464	418	341	452	717
eAudiobooks	399	412	433	437	467	459	450	454	455	426	413	414
eMagazines	132	134	135	48	69	58	80	47	62	93	88	202
Libby/Overdrive RLA Loans	217	207	211	175	147	194	184	204	162	190	191	159
AV	348	277	330	285	292	347	366	321	282	259	251	243
DVDs	629	566	682	761	719	641	941	899	710	565	544	598
Ancestry	0	39	0	59	71	118	182	0	24	0	84	22
LLC Sent	430	478	492	453	408	509	659	748	666	743	522	475
LLC Borrowed	267	223	267	237	208	225	191	279	293	269	228	206
MeL in	75	94	76	77	80	75	71	82	90	81	67	81
MeL out	87	91	80	84	88	79	66	85	89	81	64	75

	2025											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4224	4137	4910	7262	4574	5714	5618	4670				
Magazines	56	76	100	156	106	138	60	177				
Mango Languages	35	45	39	13	4	9	12	1				
Hoopla	266	235	242	185	226	189	203	196				
eBooks	577	712	569	450	436	492	532					
eAudiobooks	512	454	474	497	497	467	518					
eMagazines	187	141	179	155	217	170	193					
Libby/Overdrive RLA Loans	196	165	229	198	239	269	250	240				
AV	288	256	348	269	258	346	248	245				
DVDs	708	631	655	736	606	693	887	633				
Ancestry	5	13	0	107	0	19	28	8				
LLC Sent	715	645	598	676	617	706	688	613				
LLC Borrowed	236	281	265	251	147	167	207	175				
MeL in	97	97	99	61	82	99	90	106				
MeL out	103	98	93	68	81	102	92	104				



FYE 2026 (start 2/21/2025)														
Position	Starting Wage	Ann Salary	With BA/BS	Ann Salary	With MLIS	Hours per Week	Ann Salary	Annual Raise	Max with HS	Ann Salary	Max with BA/BS	Ann Salary	Max with MLIS	Ann Salary
Director		--	\$19.73	\$30,778.80	\$20.73	30	\$32,338.80	3.00%	--	--	\$22.87	\$35,677.20	\$25.28	\$39,436.80
Assistant Director	\$15.79	\$8,208.20	\$16.24	\$8,444.80	\$16.69	10	\$8,678.80	3.00%	\$20.22	\$10,514.40	\$20.67	\$10,748.40	\$21.12	\$10,982.40
Cataloger	\$15.45	\$9,640.80	\$15.80	\$9,859.20	\$16.15	12	\$10,077.60	3.00%	\$17.67	\$11,026.08	\$18.02	\$11,244.48	\$18.37	\$11,462.88
Circulation/Collection Manager	\$15.45	\$28,922.40	\$15.80	\$29,577.60	\$16.15	36	\$30,232.80	3.00%	\$17.67	\$33,078.24	\$18.02	\$33,733.44	\$18.37	\$34,388.64
Programming/Marketing Librarian		--	\$15.80	\$14,788.80	\$16.15	18	\$15,116.40	3.00%		--	\$18.02	\$16,866.72	\$18.37	\$17,194.32
Children's Librarian	\$15.45	\$14,461.20	\$15.80	\$14,788.80	\$16.15	18	\$15,116.40	3.00%	\$17.67	\$16,539.12	\$18.02	\$16,866.72	\$18.37	\$17,194.32
Library Assistant	\$13.35	\$10,413.00	\$13.60	\$10,608.00	\$13.85	15	\$10,803.00	3.00%	\$15.25	\$11,895.00	\$15.50	\$12,090.00	\$15.75	\$12,285.00

PTO Policy

1. Employees receive PTO bank in its entirety at the beginning of the Library's fiscal year (April 1st) and must use their PTO hours prior to the end of the Library's fiscal year (March 31st). Employees will not be compensated for unused PTO nor will they be allowed to carry any unused PTO into the following fiscal year. Employees will not be compensated for unused PTO if they leave the Library prior to using their entire PTO bank.
2. The following scale will be used to calculate PTO. Calculations are based on a 40-hour work week, and hours off are prorated based on the percentage of 40 hours are worked (ie. If you work an average work week of 18.5 hrs, then $18.5/40=.4625$, or if you work an average work week of 32 hours, then $32/40=.8$). An average work week is based off of the average number of scheduled work hours over a 4-week period. PTO for salaried employees will be calculated based on the number of hours paid weekly.

	1-2 years (=FTE*100)	3-5 years (=FTE*120)	6-10 years (=FTE*160)	10 + years (=FTE*200)
40 hr/wk(1)	100hrs	120hrs	160hrs	200hrs
30 hr/wk (.75)	75hrs	90hrs	120hrs	150hrs
20 hr/wk (.5)	50hrs	60hrs	80hrs	100hrs
10 hr/wk (.25)	25hrs	30hrs	40hrs	50hrs

4. For partial years of employment, the Library will prorate the award of PTO based upon the number of weeks remaining in the fiscal year.
5. PTO may be used for vacation time, personal days, and any qualifying reason outlined the Michigan Earned Sick Time Act (ESTA). ESTA qualifying reasons include sick time to care for the employee's or employee's family member's mental illness, physical illness, injury, health condition, or preventative medical care, time off necessitated by domestic violence of sexual assault, and meetings at a child's school or place of care.
6. Employees must work for 90 days before using PTO for non-ESTA qualifying reasons. PTO is available to use for ESTA qualifying reasons immediately.
6. When using PTO employees will be paid their normal wage rate.

7. PTO may be used in one-hour increments.

8. If your use of PTO for ESTA qualifying reasons is foreseeable, you must ask the Library Director to use PTO at least seven days in advance. If your use of PTO for ESTA qualifying reasons is not foreseeable, then you must ask the Library Director to use PTO as soon as practicable. You do not need to find a replacement for the use of PTO for ESTA qualifying reasons.

9. If your use of PTO is not for ESTA qualifying reasons, requests for time off will be given to the Library Director in writing at least 1 week in advance when possible and must contain a replacement for days requested off.

10. If an employee's use of PTO for ESTA qualifying reasons exceeds 3 consecutive days on which the employee was scheduled to work, the Library may request the employee to provide reasonable documentation that the use of PTO was for a permitted purpose. The Library will not delay the use of PTO for ESTA qualifying reasons while waiting for reasonable documentation. If the Library requires documentation for the use of PTO for ESTA qualifying reasons, the Library will pay the employee's out-of-pocket expenses incurred in obtaining the documentation.

11. The Library may not retaliate against an employee for requesting or using PTO for ESTA qualifying reasons for which the employee is eligible. An employee may file a complaint with the Michigan Department of Labor and Economic Opportunity.

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I wanted to breakdown your projects and costing options a bit more for you and the board to understand and think about the current and future needs of Dorr Township library.

Current list of projects in order of priority and importance

1. Replace the broken switch.
 - a. No budget approved, no quote provided yet.
2. Network changes for separating public and staff traffic
 - a. Quote approved for \$2100
3. Setup new Deep Freeze console computer and migrate public PCs to that machine.
 - a. Approved \$8.8k
4. Technology plan/policies.
 - a. Quote approved for \$2000

I want to breakdown the above so you understand the costs involved.

It is my understanding that you guys looked into a full network migration with another vendor earlier this year and utilize e-rate and that got declined by the board. I believe Jeffrey said you guys are able to get \$75% reimbursement through e-rate for e-rate qualified items. He did not tell me the Max costs. All of the below options and costs are capable of utilizing e-rate.

E-Rate could save you a lot of money for a network upgrade, and also ongoing costs for internet and support of your network (some of the costs you pay TechConnect for network related items).

I know you guys were looking at potentially migrating to a Fortinet setup away from the UniFi switches and APs for the added security and support that Fortinet provides over UniFi.

Here are some rough estimates for you to understand the cost options (high level estimates):

Option 1: Replace the broken switch with UniFi switch:

Special project, not part of the MSP items you pay for monthly.

\$2,500

New UniFi switch.

Pros:

- Short term cost savings

Cons:

- Would be spending this money for a short term gain. Would not utilize the device after you migrate to a full Fortinet setup.
- Less Secure
- No professional support from the vendor (blog and email support that takes weeks for an answer)
- Does not include project (Network changes for separating public and staff traffic for \$2100)

Option 2: Replace the broken switch with a Fortinet FortiSwitch (this builds towards the full Fortinet setup)

Special project, not part of the MSP items you pay for monthly.

\$3,750

New Fortinet Switch

Support licensing for the Fortinet devices.

Pros:

- Moves you toward the Fortinet network.
- Better security posture.
- Not wasting money on temp equipment that will get replaced
- Business grade support from vendor.

Cons:

- Higher costs than UniFi
 - Some rework when you migrate to the full Fortinet setup.
 - Does not include project (Network changes for separating public and staff traffic for \$2100)
-

Option 3: Full network migration to Fortinet stack

Special project, not part of the MSP items you pay for monthly.

\$17,249

New Fortinet Firewall

New Fortinet Switch

New Fortinet Wi-Fi Access Points (you have 5 access points, the add up, especially the outdoor one)

Support licensing for the Fortinet devices.

Pros:

- Gets you to where you are trying to move to.
- Better security posture.
- Not wasting money on temp equipment that will get replaced
- No rework
- Business grade support from vendor.
- Does include project (Network changes for separating public and staff traffic for \$2100)

Cons:

- Higher costs than UniFi
-

The above is a lot, I know. Please read it over and let me know if you have any questions and I can help make anything more clear. The goal is for you and the board to understand the costs and not be wasting money if it can be avoided.