

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: July 21, 2025 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: June 16, 2025

Treasurer's Report: June. Credit Card - \$4,223.74 for June.

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion and Approval of TechConnect Solution to Deep Freeze Issues
2. Discussion and Approval of revisions to Patron Behavior Policy
3. Discussion and Approval of revisions to Personnel Manual

OLD BUSINESS:

1. Discussion and Approval of Copying/Printing/Scanning/Faxing Policies

Township Board Meeting: July 24, 2025 7 pm.

Adjournment:

Next regular meeting: August 18, 2025 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: June 16, 2025 @ 6:30 PM**

MINUTES

Meeting was called to order at 6:30 PM

Pledge of Allegiance: was said.

Roll Call: Present- Jeffrey Babbitt, Brittany Hunter, Carrie Brooks, Bruce Bendull, Michael Rydman, Gordon Lieffers, Andrea Strong. Absent - None.

Changes to the Agenda: None.

Public Comment & Correspondence: Correspondence from American Legion post was received and read. Library staff requested for director's performance to be reviewed.

Changes to the Agenda: Hunter motioned to approve the agenda. Brooks seconded. All yes, motion carried.

Approval of the Minutes: Brooks motioned to approve the minutes from April 21, 2025. Rydman seconded. All yes, motion carried.

Treasurer's Report: Was received. Strong made the motion to pay the credit card bill for April in the amount of \$4,551.01 for April, and for May in the amount of \$4,711.16. Brooks seconded. All yes, motion carried.

Director's Report: Was heard. Director reported 425 visitors for the summer reading kickoff carnival, with 100% positive feedback from Author Fair authors and attendees. Circulation statistics are strong. Patron statistics are strong. Plans are underway for improvements to flooring and lighting in the library.

Committee Reports: None.

OLD BUSINESS:

None.

NEW BUSINESS:

1. **Review of Year-End Fiscal Report and Financial Forecast for FYE 2025.** Report was reviewed.
2. **Discussion and approval of Revisions to FYE 2026 Budget.** Hunter motioned to approve the FYE 2026 Budget. Brooks seconded. All yes, motion carried.
3. **Discussion and approval of Copyright Policy.** Brooks motioned to approve the Copyright Policy. Lieffers seconded. All yes, motion carried.
4. **Discussion and approval of Copying/Printing/Scanning/Faxing Policies.** Policy was discussed and tabled for revisions.

5. **Discussion and approval of revisions to PTO section of Personnel manual.** Brooks motioned to approve the amendment to the policy. Strong seconded. All yes, motion carried.

Adjournment: Brooks motioned to adjourn at 7:25 PM. Bendull seconded. All yes, motion carried.

Township Board Meeting: June 26, 2025 7 pm. Babbitt will attend.

Next Regular Meeting: July 21, 2025 at 6:30 pm

Submitted by Brittany Hunter, Secretary.

DORR TOWNSHIP LIBRARY

Balance Sheet As of June 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	183,520.23
271-000-002 ICS Account	434,621.09
271-000-003 Huntington CD	6,683.05
Total Bank Accounts	\$624,824.37
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$635,050.98
TOTAL ASSETS	\$635,050.98
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	599.71
271-000-229.1 Federal Taxes (941/944)	1,493.77
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	143.43
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	4,114.68
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$7,460.35
Total Current Liabilities	\$7,460.35
Total Liabilities	\$7,460.35

DORR TOWNSHIP LIBRARY

Balance Sheet

As of June 30, 2025

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	542,146.06
Net Income	-35,447.52
Total Equity	\$627,590.63
TOTAL LIABILITIES AND EQUITY	\$635,050.98

Check Register 2025 - June					
Date	Type	Check #	Vender	Memo	Amount
06/02/2025	Check	16475	T-Mobile	May Hotspot Bill	-172.2
06/05/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANS	-1.89
06/09/2025	Check	16477	CENTER POINT LARGE PRINT	Invoice #2168183	-113.24
06/09/2025	Check	16478	Fish Window Cleaning	Invoice #1460-299568	-132.00
06/09/2025	Check	16479	Coverall of West Michigan	Invoice #7370172399	-450
06/09/2025	Check	16480	Wolf Farms	Color Carnival SR Kickoff	-50.00
06/09/2025	Check	16481	Mary's Country Critters	Petting Zoo for Color Carnival	-390.00
06/10/2025	Tax Payment		IRS	Tax Payment for Period: 05/01/2025-05/31/2025	-3,042.05
06/10/2025	Tax Payment		QuickBooks Payroll	Tax Payment	-648.86
06/12/2025	Expense		Chase Card Services		-4,711.16
06/12/2025	Check	16482	Steve Tchozeski	Fee for Quartz program	-172
06/12/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANS	-32.95
06/13/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 05/28/2025-06/10/2025	-349.38
06/13/2025	Payroll Check	DD	Diane Switzer	Pay Period: 05/28/2025-06/10/2025	-427.35
06/13/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/28/2025-06/10/2025	-1,005.89
06/13/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/28/2025-06/10/2025	-356.03
06/13/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 05/28/2025-06/10/2025	-495.65
06/13/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/28/2025-06/10/2025	-442.33
06/13/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/28/2025-06/10/2025	-459.50
06/13/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/28/2025-06/10/2025	-454.97
06/13/2025	Check	16483	Jeffrey L. Babbitt	June Mileage Reimbursement	-37.38
06/13/2025	Check	16484	City of Grand Rapids	Payroll Taxes for City Income Tax May 2025	-21.05
06/13/2025	Check	16485	MCLS	Invoice #AR-135398	-125.00
06/16/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANS	-7,665.07
06/18/2025	Check	16486	OverDrive, Inc.	Invoice #01720CO25188691	-270.78
06/19/2025	Check	16487	TechConnect	Invoice #6365, Invoice #6366, Invoice #6367	-11,400.00
6/26/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANS	-15.33
6/27/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/11/2025-06/24/2025	-940.04
6/27/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/11/2025-06/24/2025	-533.87
6/27/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/11/2025-06/24/2025	-1,012.35
6/27/2025	Payroll Check	DD	Emily Fulling	Pay Period: 06/11/2025-06/24/2025	-335.20
6/27/2025	Payroll Check	DD	Diane Switzer	Pay Period: 06/11/2025-06/24/2025	-378.16
6/27/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/11/2025-06/24/2025	-1,370.31
06/27/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 06/11/2025-06/24/2025	-581.67
06/27/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/11/2025-06/24/2025	-497.62
06/27/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 06/11/2025-06/24/2025	-457.13
06/27/2025	Check	16488	ACCIDENT FUND INS CO OF AMERICA	Invoice #1001771819	-219.50
06/27/2025	Check	16489	OverDrive, Inc.	Invoice #07120DA25198433	-74.44
06/30/2025	Check	16490	Midwest Tape	Invoice #507398344	-337.97
06/30/2025	Check	16497	T-Mobile	Account #*****4354	-165.06
06/30/2025	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANS	-42.41

DORR TOWNSHIP LIBRARY

General Ledger
June 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						182,244.64
06/02/2025	Check	16475	T-Mobile	May Hotspot Bill	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-172.20	182,072.44
06/02/2025	Deposit				271-000-002 ICS Account	319.43	182,391.87
06/05/2025	Deposit				-Split-	1.89	182,393.76
06/05/2025	Expense				271-000-002 ICS Account	-1.89	182,391.87
06/06/2025	Deposit				271-000-002 ICS Account	1,492.53	183,884.40
06/09/2025	Check	16479	Coverall of West Michigan	Invoice #7370172399	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	183,434.40
06/09/2025	Check	16481	Mary's Country Critters		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-390.00	183,044.40
06/09/2025	Check	16478	Fish Window Cleaning	Invoice #1460-299568	271-790-806 800. Professional and Contract Services:806. Professional Services	-132.00	182,912.40
06/09/2025	Check	16477	CENTER POINT LARGE PRINT	Invoice #2168183	271-790-727 703-728. Operations:703. Books	-113.24	182,799.16
06/09/2025	Check	16480	Wolf Farms		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-50.00	182,749.16
06/09/2025	Deposit				271-000-002 ICS Account	172.20	182,921.36
06/10/2025	Deposit				271-000-002 ICS Account	4,080.91	187,002.27
06/10/2025	Tax Payment		IRS	Tax Payment for Period: 05/01/2025-05/31/2025	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-3,042.05	183,960.22
06/10/2025	Tax Payment		QuickBooks Payroll	Tax Payment	271-000-228.3 Payroll Liabilities:MI Income Tax	-648.86	183,311.36
06/12/2025	Check	16482	Steve Tchozeski		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-172.00	183,139.36
06/12/2025	Deposit				-Split-	32.95	183,172.31
06/12/2025	Deposit				-Split-	5,204.30	188,376.61
06/12/2025	Expense		Chase Card Services		-Split-	-4,711.16	183,665.45
06/12/2025	Expense				271-000-002 ICS Account	-32.95	183,632.50
06/13/2025	Check	16485	MCLS	Invoice #AR-135398	271-790-805 800. Professional and Contract Services:805. Professional Dues	-125.00	183,507.50
06/13/2025	Check	16484	City of Grand Rapids		271-790-715.2 702. Payroll Expenses:702.2 Taxes	-21.05	183,486.45
06/13/2025	Check	16483	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-37.38	183,449.07
06/13/2025	Deposit				271-000-002 ICS Account	8,871.64	192,320.71
06/13/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/28/2025-06/10/2025	Direct Deposit Payable	-1,005.89	191,314.82
06/13/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 05/28/2025-06/10/2025	Direct Deposit Payable	-495.65	190,819.17
06/13/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/28/2025-06/10/2025	Direct Deposit Payable	-459.50	190,359.67
06/13/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/28/2025-06/10/2025	Direct Deposit Payable	-454.97	189,904.70
06/13/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/28/2025-06/10/2025	Direct Deposit Payable	-442.33	189,462.37
06/13/2025	Payroll Check	DD	Diane Switzer	Pay Period: 05/28/2025-06/10/2025	Direct Deposit Payable	-427.35	189,035.02
06/13/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/28/2025-06/10/2025	Direct Deposit Payable	-356.03	188,678.99
06/13/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 05/28/2025-06/10/2025	Direct Deposit Payable	-349.38	188,329.61
06/16/2025	Deposit				271-000-658 404. Penal Fines	2,960.77	191,290.38
06/16/2025	Expense				271-000-002 ICS Account	-7,665.07	183,625.31
06/18/2025	Check	16486	OverDrive, Inc.	Invoice #01720CO25188691	271-790-736 703-728. Operations:711. databases	-270.78	183,354.53
06/18/2025	Deposit				271-000-002 ICS Account	143.24	183,497.77
06/19/2025	Check	16487	TechConnect	Invoice #6365, Invoice #6366, Invoice #6367	-Split-	-	172,097.77
						11,400.00	
06/20/2025	Deposit				271-000-002 ICS Account	376.65	172,474.42
06/24/2025	Deposit				-Split-	9.54	172,483.96
06/24/2025	Deposit				271-000-002 ICS Account	162.46	172,646.42
06/25/2025	Deposit				271-000-002 ICS Account	11,400.00	184,046.42
06/26/2025	Deposit				-Split-	15.33	184,061.75
06/26/2025	Expense				271-000-002 ICS Account	-15.33	184,046.42
06/27/2025	Check	16488	ACCIDENT FUND INS CO OF AMERICA	Invoice #1001771819	271-790-957 Other Types of Expenses:Insurance - Liability, D and O	-219.50	183,826.92
06/27/2025	Check	16489	OverDrive, Inc.	Invoice #07120DA25198433	271-790-736 703-728. Operations:711. databases	-74.44	183,752.48
06/27/2025	Deposit				271-000-002 ICS Account	6,106.35	189,858.83
06/27/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/11/2025-06/24/2025	Direct Deposit Payable	-1,370.31	188,488.52
06/27/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/11/2025-06/24/2025	Direct Deposit Payable	-1,012.35	187,476.17
06/27/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/11/2025-06/24/2025	Direct Deposit Payable	-940.04	186,536.13
06/27/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 06/11/2025-06/24/2025	Direct Deposit Payable	-581.67	185,954.46
06/27/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/11/2025-06/24/2025	Direct Deposit Payable	-533.87	185,420.59
06/27/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/11/2025-06/24/2025	Direct Deposit Payable	-497.62	184,922.97
06/27/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 06/11/2025-06/24/2025	Direct Deposit Payable	-457.13	184,465.84
06/27/2025	Payroll Check	DD	Diane Switzer	Pay Period: 06/11/2025-06/24/2025	Direct Deposit Payable	-378.16	184,087.68
06/27/2025	Payroll Check	DD	Emily Fulling	Pay Period: 06/11/2025-06/24/2025	Direct Deposit Payable	-335.20	183,752.48
06/30/2025	Check	16490	Midwest Tape	Invoice #507398344	271-790-736 703-728. Operations:711. databases	-337.97	183,414.51
06/30/2025	Check	16497	T-Mobile	Account #*****4354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-165.06	183,249.45
06/30/2025	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	42.41	183,291.86
06/30/2025	Deposit				271-000-002 ICS Account	270.78	183,562.64
06/30/2025	Expense				271-000-002 ICS Account	-42.41	183,520.23
Total for 271-000-001 Checking						\$1,275.59	

DORR TOWNSHIP LIBRARY

Profit and Loss

June 2025

	TOTAL
Income	
271-000-566 403. State Aid	4,248.44
271-000-658 404. Penal Fines	2,960.77
43400 583. Direct Public Support	
271-000-674.3 583.4 Donations	
583.4-2 Summer Reading Donation	700.00
Total 271-000-674.3 583.4 Donations	700.00
Total 43400 583. Direct Public Support	700.00
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	1,250.97
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	50.36
271-000-602.3 405.4 Faxes	17.90
271-000-659 405.2 Fines	54.59
271-000-667 405.3 Meeting Room Rental	25.00
271-000-675.2 405.9 Uncategorized Income	48.15
271-000.602.1 405.1 Copies	106.20
Total 271-000-675.1 405. Miscellaneous Revenue	302.20
271-000-676.1 407. Reimbursements	
271-000-676.3 407.2 Book Replacement	15.89
Total 271-000-676.1 407. Reimbursements	15.89
Total 46400 405-407. Other Types of Income	1,569.06
Total Income	\$9,478.27
GROSS PROFIT	\$9,478.27
Expenses	
271-790-715.3 702. Payroll Expenses	98.00
271-790-715.2 702.2 Taxes	21.05
Total 271-790-715.3 702. Payroll Expenses	119.05
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	
271-790-920 729.1 Telephone, Telecommunications	607.22
Total 271-790-921 729. Rent, Parking, Utilities	607.22
271-790-933 732. Technology	22.17
271-790-934 734. Technology Labor	11,400.00
Total 271-790-930 729-734. Facilities and Equipment	12,029.39
62100 800. Professional and Contract Services	
271-790-805 805. Professional Dues	125.00
271-790-806 806. Professional Services	582.00
62150 804. Outside Contract Services	455.00
Total 62100 800. Professional and Contract Services	1,162.00

DORR TOWNSHIP LIBRARY

Profit and Loss

June 2025

	TOTAL
65000 703-728. Operations	
271-790-727 703. Books	1,310.82
271-790-730 705. Periodicals	39.95
271-790-732 708. AV	
271-790-734 708.3 DVD	59.90
271-790-735 708.4 Video Games	119.75
Total 271-790-732 708. AV	179.65
271-790-736 711. databases	683.19
271-790-737 720. Supplies	493.77
271-790-739 721. Advertising	810.67
271-790-880 710. Programs (Community Promotions)	1,719.58
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	37.38
271-790-960.3 709.2 Conference, Convention, Meeting	36.83
Total 271-790-960.2 709.1 Travel and Meetings	74.21
Total 271-790-960.1 709. Ed. & Train Dor	74.21
Total 65000 703-728. Operations	5,311.84
65100 Other Types of Expenses	
271-790-957 Insurance - Liability, D and O	219.50
Total 65100 Other Types of Expenses	219.50
780. Misc Expense	
782. Square Reader Fees	2.52
Total 780. Misc Expense	2.52
Payroll Expenses	
271-790-702 Wages	11,869.97
271-790-715.1 Taxes	908.06
Total Payroll Expenses	12,778.03
Total Expenses	\$31,622.33
NET OPERATING INCOME	\$ -22,144.06
NET INCOME	\$ -22,144.06

		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
																\$318,815.00	\$5,000.00
Staff Expenses																	
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	Budgeted
Emp. Wages		\$9,940.46	\$14,863.25	\$10,201.45										\$35,005.16	\$99,744.84	\$134,750.00	\$0.00
Payroll taxes		\$2,482.12	\$3,711.96	\$2,701.63										\$8,895.71	\$28,354.29	\$37,250.00	\$0.00
Health Insurance														\$0.00	\$2,000.00	\$2,000.00	\$0.00
Total		\$12,422.58	\$18,575.21	\$12,903.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,900.87	\$130,099.13	\$174,000.00	\$0.00
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	\$0.00
Collection Agency														\$0.00	\$100.00	\$100.00	\$0.00
Custodial Fees		\$450.00	\$450.00	\$450.00										\$1,350.00	\$4,050.00	\$5,400.00	\$0.00
Legal Fees		\$535.50												\$535.50	\$2,464.50	\$3,000.00	\$0.00
Professional Dues		\$486.00	\$455.00	\$125.00										\$1,066.00	-\$66.00	\$1,000.00	\$0.00
Library Board Bonding														\$0.00	\$350.00	\$350.00	\$0.00
Workers Comp				\$219.50										\$219.50	\$380.50	\$600.00	\$0.00
Strategic Planning														\$0.00	\$0.00	\$0.00	\$0.00
Total		\$1,471.50	\$905.00	\$794.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,171.00	\$10,279.00	\$13,450.00	\$0.00
Library Operations																	
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	Budgeted
Books		\$1,723.59	\$1,345.33	\$1,630.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,699.52	\$15,475.48	\$20,175.00	\$0.00
	Adult	\$992.12	\$911.48	\$989.59										\$2,893.19	\$5,781.81	\$8,675.00	\$0.00
	Childrens	\$299.54	\$221.57	\$343.46										\$864.57	\$6,235.43	\$7,100.00	\$0.00
	Tween	\$85.33	\$111.44	\$139.49										\$336.26	\$1,063.74	\$1,400.00	\$0.00
	YA	\$346.60	\$100.84	\$158.06										\$605.50	\$2,394.50	\$3,000.00	\$0.00
DVD		\$146.35	\$59.90	\$418.89										\$625.14	\$1,049.86	\$1,675.00	\$0.00
Audiobooks														\$0.00	\$600.00	\$600.00	\$0.00
Video Games			\$119.75											\$119.75	\$380.25	\$500.00	\$0.00
Games to Go														\$0.00	\$100.00	\$100.00	\$0.00
Kits														\$0.00	\$200.00	\$200.00	\$0.00
Binge Boxes														\$0.00	\$200.00	\$200.00	\$0.00
Periodicals		\$39.95	\$810.49											\$850.44	\$899.56	\$1,750.00	\$0.00
Programs		\$1,614.52	\$1,107.58	\$1,931.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,653.82	\$9,596.18	\$14,250.00	\$0.00
	General Programming	\$1,010.30	\$483.86	\$60.00										\$1,554.16	\$9,195.84	\$10,750.00	\$0.00
	Summer Reading	\$604.22	\$623.72	\$1,871.72										\$3,099.66	\$400.34	\$3,500.00	\$0.00
	Grant Purchases													\$0.00	\$0.00		
Advertising		\$115.56	\$810.67	\$21.48										\$947.71	\$552.29	\$1,500.00	\$0.00
Supplies		\$936.68	\$675.99	\$328.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,941.54	\$5,158.46	\$7,100.00	\$0.00
	Cataloging Supplies	\$677.14												\$677.14	\$2,938.86	\$3,616.00	\$0.00
	General Supplies	\$120.75	\$277.24	\$328.87										\$726.86	\$1,015.14	\$1,742.00	\$0.00
	Office Supplies	\$138.79	\$398.75											\$537.54	\$1,204.46	\$1,742.00	\$0.00
Employee Training			\$36.83	\$40.14										\$76.97	\$3,273.03	\$3,350.00	\$0.00
Library Board Training														\$0.00	\$400.00	\$400.00	\$0.00
Transportation			\$168.02	\$37.38										\$205.40	\$794.60	\$1,000.00	\$0.00
Coop Fees		\$5,048.68												\$5,048.68	\$13,951.32	\$19,000.00	\$0.00
Databases		\$2,606.26	\$376.65	\$683.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,666.10	\$8,448.90	\$12,115.00	\$0.00
	Overdrive (ebooks,	\$417.96		\$345.22										\$763.18	\$3,564.82	\$4,328.00	\$0.00
	Mango Languages	\$1,492.53												\$1,492.53	\$82.47	\$1,575.00	\$0.00

		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	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										\$1,042.68	\$4,369.32	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,656.86	\$61,079.93	\$83,915.00	\$0.00
Building Expenses																	
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted	Budgeted
Building Ins.																	
	General Liability Insurance													\$0.00	\$3,600.00	\$3,600.00	\$0.00
	Utilities	\$269.96	\$350.23	\$269.96	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$890.15	\$2,359.85	\$3,250.00	\$0.00
	Internet/phone	\$269.96	\$269.96	\$269.96										\$809.88			\$0.00
	Trash		\$80.27											\$80.27			\$0.00
	Recycling													\$0.00			\$0.00
	Building Maintenance and Improvement	\$0.00	\$194.00	\$363.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$557.27	\$3,692.73	\$4,250.00	\$3,000.00
	Tables													\$0.00	\$200.00	\$200.00	\$0.00
	Makerspace Equipment													\$0.00	\$300.00	\$300.00	\$0.00
	Security system			\$231.27										\$231.27	\$768.73	\$1,000.00	\$0.00
	Shelving															\$0.00	\$0.00
	Other building maint.													\$0.00	\$0.00	\$0.00	\$3,000.00
	Pest Control		\$194.00											\$194.00	\$1,006.00	\$1,200.00	\$0.00
	Q Window Cleaning			\$132.00										\$132.00	\$418.00	\$550.00	\$0.00
	Annual Cleaning Services													\$0.00	\$1,000.00	\$1,000.00	\$0.00
	Equipment	\$626.06	\$621.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,247.17	\$14,002.83	\$10,250.00	\$5,000.00
	Hotspots (grant funded)	\$172.20	\$172.20	\$165.06										\$509.46	\$2,290.54	\$2,800.00	\$0.00
	Emergency Mgmt													\$0.00	\$500.00	\$500.00	\$0.00
	Firewall/Network													\$0.00	\$2,000.00	\$0.00	\$2,000.00
	People Counter	\$240.00														\$600.00	\$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	\$3,000.00	\$0.00	\$3,000.00
	General													\$0.00			
	Grant Funds													\$0.00			
	Copier	\$275.60	\$621.11											\$896.71	\$3,453.29	\$4,350.00	\$0.00
	Website													\$0.00	\$1,000.00	\$1,000.00	\$0.00
	Misc	\$110.46												\$110.46	\$889.54	\$1,000.00	\$0.00
	Grant Funds													\$0.00			
	Equipment Mant.	\$0.98	\$22.17	\$11,403.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,400.00	\$14,600.00	\$26,000.00	\$0.00
	Computer Maint.			\$11,400.00										\$11,400.00	\$13,200.00	\$24,600.00	\$0.00
	CD/DVD Cleaner													\$0.00	\$400.00	\$400.00	\$0.00
	Software	\$0.98	\$22.17	\$3.98										\$27.13	\$972.87	\$1,000.00	\$0.00
	Misc													\$0.00	\$100.00	\$100.00	
Total		\$897.00	\$1,187.51	\$12,037.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,094.59	\$38,355.41	\$47,450.00	\$8,000.00
Projected Revenue																	
		April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budgeted		
	INTEREST	1260.18	1307.79	1250.97					[1]	[2]				\$3,818.94	\$8,700.00		
	PENAL FINES	2937.61	2960.77	3269.2										\$9,167.58	\$32,900.00		
	STATE AID		4248.44											\$4,248.44	\$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	2025-2026 General Fund Budget	2025-2026 Capital Projects Fund Budget
Annuities, grants, etc		\$1,400.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,400.00	\$0.00		
	E-Rate													\$0.00			
	LSTA Grant													\$0.00			
	ACCF Grant													\$0.00			
	Misc. Grants	1400	10000											\$11,400.00			
MISC INCOME		\$184.29	\$983.65	\$489.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,656.98	\$6,000.00		
	Fines		\$17.70	\$50.88										\$68.58			
	Copies	\$67.35	\$106.75	\$97.15										\$271.25			
	Room Rental	\$20.00	\$25.00	\$20.00										\$65.00			
	Lost and Paid			\$15.89													
	summer reading		\$700.00	\$200.00										\$900.00			
	Misc.	\$9.70	\$48.15	\$1.85										\$59.70			
	Craft													\$0.00			
	Bus trip													\$0.00			
	Water Color Classes													\$0.00			
	Sales	\$47.05	\$56.86	\$50.69										\$154.60			
	Faxes	\$5.40	\$27.90	\$13.90										\$47.20			
	Credit Card Credits	\$34.79		\$31.93										\$66.72			
	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	\$9,915.00		
TOWNSHIP APPROPRIATION		15050												\$15,050.00	\$57,200.00		
Total		20832.08	19500.65	5009.21	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	\$45,341.94	\$321,815.00		

[1] source: Jack Verville, United Bank

[2] source: Jack Verville, United Bank

Director's Report, July 21, 2025

Library Operation Updates

Attendance at programs has been good. Thirty-three patrons attended the Audubon Society/Noah's Ark Stuffed Animal Workshop on June 30, and 23 came to see the Outdoor Discover Center presentation on July 2. The Signup Sheet is full for Science Night on July 24, we're filling up the waitlist for the Inflatable Costume Obstacle Course on July 28, and Fantasy Drawing on July 31 is filling up fast.

Statistics

Statistics are updated. Circulation stats are fairly strong across the board. The number of patrons registered for library cards was small in June (23), but we had 684 active patrons, making it the most engaged June since before COVID. There were 1,606 total visits to the library in June.

Budget and Financial Items

The Budget is up to date.

Staff and Building Items

We contacted Township Maintenance about some burned out lights by the adult biographies and the broken lock on the door from the lobby into the Main Library. Both issues were fixed within a few days.

Meetings, Workshops, etc.

I attended the DBA Member Meetings on June 18 and July 16 and the DBA Board Meeting on June 25. Members of the DBA Board distributed recruiting posters for Excel Adult High School to high-traffic area businesses.

I attended the Township Board meeting June 26 and gave the library report.

On July 3, I attended a meeting of staff from KDL and GRPL to discuss KDL's recent changes to their free printing service, implemented to make the services more sustainable. The experiences of large library systems are not closely parallel to ours as a small library, so I reached out to two Lakeland libraries of more comparable size who have been working with free printing. We will discuss this later in the meeting.

On July 9, I attended the Power of Partnerships webinar, which presented a viable idea for a successful Community Meet & Greet in the library that I think would work well here, in conjunction with the DBA and other partners.

The Lakeland Library Coop Board and Advisory Committee met on July 10. We discussed ways to engage with changing literacy patterns and the situation with MeL funding. Lakeland's hopefulness about the funding for MeL continuing after September for at least the next year contrasted the information I heard the next day.

The Michigan Public Library Directors group met online on July 11. State Librarian Randy Riley said that we would be "very unlikely" to be able to fund MeL without federal funding. They are considering a number of plans while they wait for clarification. If the federal government rescinds the funds that are part of FYE 2026, MeL could end as early as October 1 of this year.

July 14 Insurance renewal meeting with Ryan Brown of Decker Agency. I cut the check for the premium Wednesday. Due to the duplication of bond sureties for Board members and staff, I then canceled the RLI Surety bond insurance that I recently paid for next year. We should see a full refund soon.

On July 17, MLA Advocacy Hour to learn the latest about library displays as government speech and the First Amendment, which will have a significant impact on the way we curate the collection. I also attended the Super Searchers webinar at 1, which may be helpful when I consider the Reference service policy later. A Staff Meeting is scheduled later today. I will provide a full report at the Board meeting Monday.

Starting next week and once a month through September, I am scheduled for a series of 5-hour online workshops designed to strengthen management skills.

Volunteers

No volunteers currently.

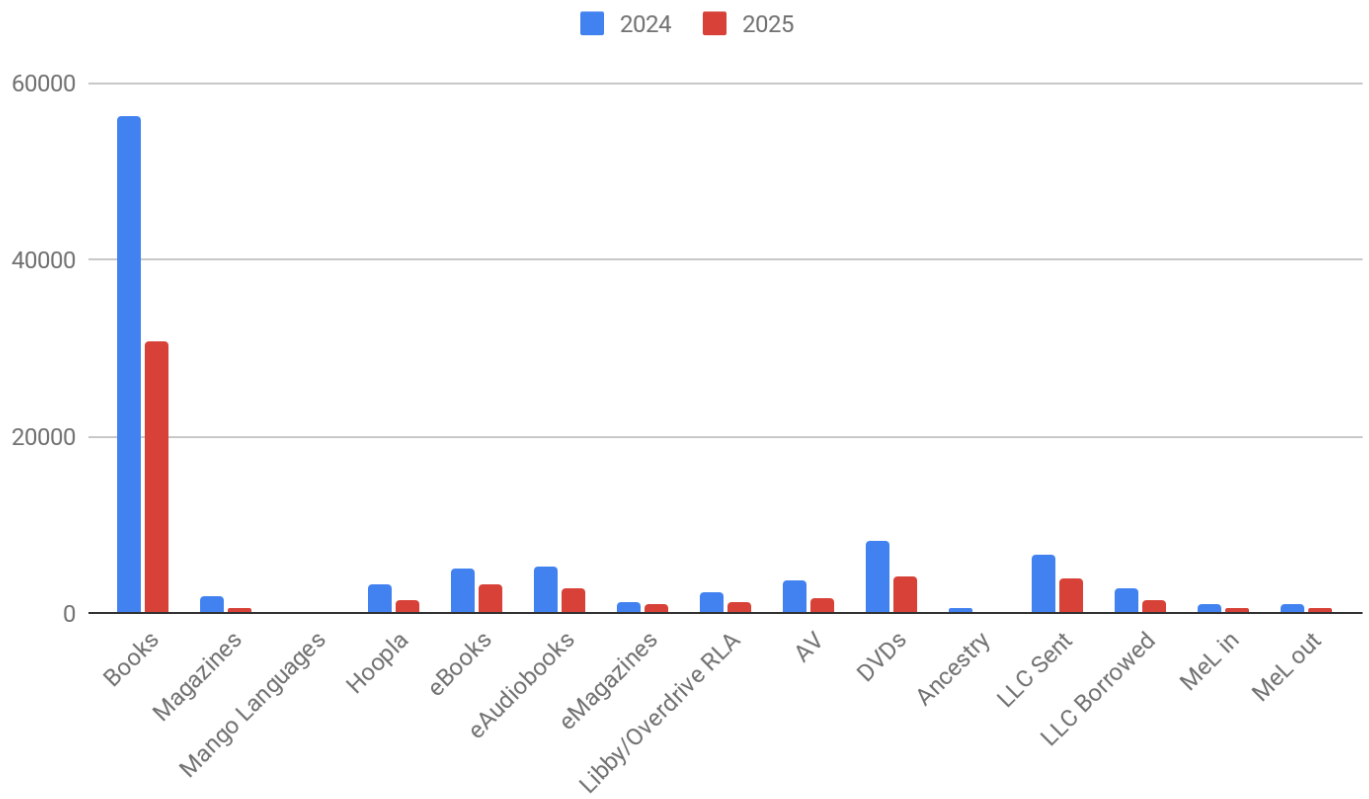
Library Closings

The library was closed on July 4 and 5 for Independence Day.

Completed July 17, 2025, at 12:45 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						
Magazines	56	76	100	156	106	138						
Mango Languages	35	45	39	13	4	9						
Hoopla	266	235	242	185	226	189						
eBooks	577	712	569	450	436	492						
eAudiobooks	512	454	474	497	497	467						
eMagazines	187	141	179	155	217	170						
Libby/Overdrive RLA Loans	196	165	229	198	239	269						
AV	288	256	348	269	258	346						
DVDs	708	631	655	736	606	693						
Ancestry	5	13	0	107	0	19						
LLC Sent	715	645	598	676	617	706						
LLC Borrowed	236	281	265	251	147	167						
MeL in	97	97	99	61	82	99						
MeL out	103	98	93	68	81	102						



Re:[## 19088 ##] Public PCs Windows Updates Automation - DTL - 2025/07

Jared Olson <support@thetechconnect.net >

Wed, 09 Jul 2025 11:03:25 AM -0400

To "Jeffrey Babbitt" <jeffrey.b@dorrlibrary.org>

Cc "reilly.b" <reilly.b@dorrlibrary.org>

Hi Jeffrey,

I would not recommend putting Deep Freeze Console on Reilly's desktop for a few reasons.

- Security of separating the Public PCs from Staff computers.
- It is more likely that a daily use computer gets an infection or dies due to usage, this is a higher risk of taking all your Public PCs down vs dedicating one machine to manage your public PCs.
- Risk of crashing or overtaxing Reilly's computer running the day-to-day applications and Deep Freeze Console on it.

The above is what comes to mind off the bat for me. I am sure there would be more if I dug in deeper.

--

Jared Olson

Senior Technology Consultant & IT Manager

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---- on Wed, 09 Jul 2025 10:52:05 -0400 "Jeffrey Babbitt" <jeffrey.b@dorrlibrary.org> wrote ----

Hi Jared: You suggested to me recently that we house PC#1 in the Mechanical Room with the Network Equipment, which seems like a viable plan to me, but I want to discuss it with Reilly first. It would save us a significant amount of money. Secondly, I mentioned putting the Deep Freeze Console on Reilly's desktop, not on a wiped laptop. Obviously, we can't wipe Reilly's computer. Would the console computer need to be wiped to function correctly?

Hi Reilly: Let's discuss these options one more time today or tomorrow to make sure we're on the same page.

Thanks!

Jeffrey Babbitt, MLIS
Director
Dorr Township Library
1804 Sunset Dr

Dorr, MI 49323
(616) 681-9678

---- On Wed, 09 Jul 2025 09:41:52 -0400 **Jared Olson** <support@thetechconnect.net> wrote ---

Hi Jeffrey,

Below are some rough estimates on the different options. All options would be billed as billable time as there are a lot of unknowns, but below is a best effort estimate.

Option 1 (Suggested Option)

Hours: 3 - 6 hours

Hardware Costs: \$0

- Physically move equipment.
- App Cleanup
- review PC settings
- Install Connectwise ScreenConnect (CWSC) tool used for remote management
- Write and test scripts for 3rd party application updates.

Option 2 - A (Best Option)

Deepfreeze: 21-42 hours

PC setup: 10-20 hours

Total: 31-62 hours

Hardware Costs: \$700 + for new PC.

- Buy a computer to run Deep Freeze Enterprise Console.
- Install and configure Deep Freeze on the new PC and Public PCs.
- Install Connectwise ScreenConnect (CWSC) tool used for remote management.
- Write and test scripts for 3rd party application updates.

Option 2 - B

Deepfreeze: 21-42 hours

PC setup: 10-20 hours

Total: 31-62 hours

Hardware Costs: \$50 for new USB to Cat6 Connector for internet connection.

- Buy USB to Cat6 Connector.
- Wipe and reconfigure a used/donated laptop.
- Install and configure Deep Freeze on the new laptop and Public PCs.
- Install Connectwise ScreenConnect (CWSC) tool used for remote management.
- Write and test scripts for 3rd party application updates.

Option 3

Deepfreeze: 2 - 4 hours

Hardware Costs: \$0

- Have the Public PCs reboot one of the nights instead of shutdown.
- Write and test scripts for 3rd party application updates.
- This will allow the PCs to wipe but stay online for them to reboot at a later time that night in an "unthawed" state so they can run updates.
- RISK: the PC reboots, the public can sit at the machine and wait for it to boot back up and keep using it, requiring the staff to have to talk with the patron to get them to get off the computer when the location closes.

Option 4

Deepfreeze: 1 -2 hours

Hardware Costs: \$0

- Have the PCs shut down each night.
- On a specific night each week, have staff boot the Public PCs back on before leaving, so the PCs are online and can run updates later that night.
- Write and test scripts for 3rd party application updates.

--

Jared Olson

Senior Technology Consultant & IT Manager

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---- on Thu, 03 Jul 2025 16:33:52 -0400 "Jeffrey Babbitt"<jeffrey.b@dorrlibrary.org> wrote ----

Makes sense. I look forward to seeing the quote so I can present all the options, and then we'll make our decision toward the end of the month. Thanks again!

Jeffrey Babbitt, MLIS
Director
Dorr Township Library
1804 Sunset Dr
Dorr, MI 49323
(616) 681-9678

---- On Thu, 03 Jul 2025 16:15:49 -0400 Jared Olson <support@thetechconnect.net> wrote ---

Dorr Township Library Board of Trustees, July 21, 2025
Annotations to Jared Olson's Emails re:
Options to Fix Deep Freeze Issues on Public Computers

Purpose: The DeepFreeze Project involves moving the controlling console application from the public computers, either by removing PC#1 from the public Computer Room or by removing the console from PC#1 and setting it up elsewhere. This will allow regular automatic updates for Windows and necessary third-party apps without intervention from TechConnect staff, ultimately reducing our computer maintenance costs and improving security for the public computers.

Option 1 (Suggested Option)

Cost: \$525-\$1,050 labor
Time: 1 day
Pro: Low cost, low time commitment, minimum disruption
Con: Reduction in available Public Computers from 6 to 5

Option 2A (Best Option)

Cost: \$5,425-\$10,850 labor
\$700-\$1,000 new computer
TOTAL: \$6,125-\$11,850
Time: 1-3 weeks
Pro: Keep 6 Public Computers available, minimal disruption
Con: Highest cost, high time commitment

Option 2B

Cost: \$5,425-\$10,850 labor
\$50 USB-Cat6 connector
TOTAL: \$5,475-\$10,900
Time: 1-3 weeks
Pro: Keep 6 Public Computers available, minimal disruption, option preferred by Staff and Director
Con: High cost, high time commitment
One laptop will be taken out of circulation and used as the DeepFreeze Console computer.
There is practically zero patron demand for the laptops, and we only need 1-2 for staff.

Option 3

Cost: \$350-\$700 labor
Time: 1 day
Pro: Low cost, low time commitment, minimum disruption
Con: Risk confusion among patrons at closing time, risk extra staff time and frustration. Inconvenient.
TechConnect cannot examine the log of what has been downloaded and wiped on the console computer, as that log is wiped by DeepFreeze every night because it is a Public Computer.

Option 4

Cost: \$175-\$350 labor
Time: 1 day
Pro: Lowest cost, lowest time commitment, least disruption
Con: TechConnect cannot examine the log.

Dorr Township Library Board of Trustees, July 21, 2025
Annotations to Jared Olson's Emails re:
Options to Fix Deep Freeze Issues on Public Computers

Funds available for Computer Maintenance:	\$24,600
Budgeted expenses -	
Onboarding	\$10,000
Monthly Block-Time	\$8,400
Split WiFi Network	\$2,100
Technology Plan	\$2,000

Funds available for DeepFreeze Project:	\$2,100
--	---------

Add'l Funds Needed

Funds needed for DeepFreeze Project -	Option #1:	\$525-\$1,050	(\$0)
	Option #2A:	\$6,125-\$11,850	(\$4,025-\$9,750)
	Option #2B:	\$5,475-\$10,900	(\$3,375-\$8,800)
	Option #3:	\$350-\$700	(\$0)
	Option #4:	\$175-\$350	(\$0)

Funds available to reclaim from Capital Projects:	\$33,778
--	----------

Recommended revision to FYE 2026 Budget:	\$8,788	add to Computer Maintenance
---	---------	-----------------------------

Funds available in CP after change:	\$25,000
--	----------

Final 2025-2026 Budget revised 07/21/25					
		Proposed 2024-2025 General Fund Budget	Proposed 2025-2026 General Fund Budget	Change from previous year	Proposed 2025-2026 Capital Projects Fund Budget
		\$284,050.00	\$327,593.00	\$28,565.00	\$8,000.00
Staff Expenses					
Emp. Wages		\$110,000.00	\$134,750.00	24,750.00	\$0.00
Payroll taxes		\$30,250.00	\$37,250.00	7,000.00	\$0.00
Health Insurance		\$2,000.00	\$2,000.00	0.00	\$0.00
Total		\$142,250.00	\$174,000.00	31,750.00	\$0.00
Emergency Min Wage Increase Fund		\$6,500.00	\$0.00		
Total with Min Wage Increase		\$148,750.00	\$0.00		
Professional Fees		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget		Proposed 2025-2026 Capital Projects Fund
Audit fee		\$3,000.00	\$3,000.00	0.00	\$0.00
Collection Agency		\$50.00	\$100.00	50.00	\$0.00
Custodial Fees		\$5,400.00	\$5,400.00	0.00	\$0.00
Legal Fees		\$2,000.00	\$3,000.00	1,000.00	\$0.00
Professional Dues		\$1,000.00	\$1,000.00	0.00	\$0.00
Library Board Bonding		\$350.00	\$350.00	0.00	\$0.00
Workers Comp		\$600.00	\$600.00	0.00	\$0.00
Strategic Planning		\$0.00	\$0.00	0.00	\$0.00
Total		\$12,400.00	\$13,450.00	1,050.00	\$0.00
Library Operations		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget		Proposed 2025-2026 Capital Projects Fund
Books		\$20,175.00	\$20,175.00	0.00	\$0.00
	Adult	\$8,675.00	\$8,675.00	0.00	\$0.00
	Childrens	\$7,100.00	\$7,100.00	0.00	\$0.00
	Tween	\$1,400.00	\$1,400.00	0.00	\$0.00
	YA	\$3,000.00	\$3,000.00	0.00	\$0.00
DVD		\$1,675.00	\$1,675.00	0.00	\$0.00

Final 2025-2026 Budget revised 07/21/25					
Audiobooks		\$1,200.00	\$600.00	-600.00	\$0.00
Video Games		\$1,000.00	\$500.00	-500.00	\$0.00
Games to Go		\$100.00	\$100.00	0.00	\$0.00
Kits		\$200.00	\$200.00	0.00	\$0.00
Binge Boxes		\$200.00	\$200.00	0.00	\$0.00
Periodicals		\$1,750.00	\$1,750.00	0.00	\$0.00
Programs		\$14,250.00	\$14,250.00	0.00	\$0.00
	General Programming	\$10,750.00	\$10,750.00	0.00	\$0.00
	Summer Reading	\$3,500.00	\$3,500.00	0.00	\$0.00
	Grant Purchases			0.00	
Advertising		\$2,000.00	\$1,500.00	-500.00	\$0.00
Supplies		\$7,500.00	\$7,100.00	-400.00	\$0.00
	Cataloging Supplies	\$3,750.00	\$3,616.00		\$0.00
	Custodial Supplies	\$1,875.00	\$1,742.00		\$0.00
	Office Supplies	\$1,875.00	\$1,742.00	-133.00	\$0.00
Employee Training		\$4,000.00	\$3,350.00	-650.00	\$0.00
Library Board Training		\$400.00	\$400.00	0.00	\$0.00
Transportation		\$1,500.00	\$1,000.00	-500.00	\$0.00
Coop Fees		\$19,200.00	\$19,000.00	-200.00	\$0.00
Databases		\$15,400.00	\$12,115.00	-3,285.00	\$0.00
	Overdrive (ebooks, e	\$4,800.00	\$4,328.00	-472.00	\$0.00
	Mango Languages	\$1,500.00	\$1,575.00	75.00	\$0.00
	Ancestry.com	\$0.00	\$0.00	0.00	\$0.00
	Movie License	\$400.00	\$400.00	0.00	\$0.00
	Excel Adult HS	\$0.00	\$0.00	0.00	\$0.00
	Hoopla (ebooks)	\$5,800.00	\$5,412.00	-388.00	\$0.00
	World Trade Press	\$400.00	\$400.00	0.00	\$0.00
	Comics Plus	\$2,500.00	\$0.00	-2,500.00	\$0.00
Total		\$90,550.00	\$83,915.00	-6,635.00	\$0.00
Building Expenses		Proposed 2024-2025	Proposed 2025-2026		Proposed 2025-2026
		Budget	Budget		Capital Projects Fund
Building Ins.					
	General Liability Insur	\$3,500.00	\$3,600.00	100.00	\$0.00
Utilities		\$3,500.00	\$3,250.00	-250.00	\$0.00

Final 2025-2026 Budget revised 07/21/25					
	Internet/phone			0.00	\$0.00
	Trash			0.00	\$0.00
	Recycling			0.00	\$0.00
Building Maintenance and Improvement		\$12,000.00	\$4,250.00	-4,750.00	\$3,000.00
	Tables	\$200.00	\$200.00	0.00	\$0.00
	Makerspace Equipment	\$300.00	\$300.00	0.00	\$0.00
	Security system	\$900.00	\$1,000.00	100.00	\$0.00
	Shelving	\$8,000.00	\$0.00	-8,000.00	\$0.00
	Other building	\$0.00	\$0.00	0.00	\$3,000.00
	Pest Control	\$1,100.00	\$1,200.00	100.00	\$0.00
	Q Window Cleaning	\$500.00	\$550.00	50.00	\$0.00
	Annual Cleaning	\$1,000.00	\$1,000.00	0.00	\$0.00
Equipment		\$15,650.00	\$10,250.00	-400.00	\$5,000.00
	Hotspots (grant funded)	\$2,500.00	\$2,800.00	300.00	\$0.00
	Emergency Mgt	\$500.00	\$500.00	0.00	\$0.00
	Firewall/Network	\$200.00	\$0.00	1,800.00	\$2,000.00
	People Counter	\$2,750.00	\$600.00	-2,150.00	\$0.00
	Computer	\$2,000.00	\$0.00	1,000.00	\$3,000.00
	General			0.00	
	Grant Funds			0.00	
	Copier	\$5,700.00	\$4,350.00	-1,350.00	\$0.00
	Website	\$1,000.00	\$1,000.00	0.00	\$0.00
	Misc	\$1,000.00	\$1,000.00	0.00	\$0.00
	Grant Funds			0.00	
Equipment Mant.		\$4,100.00	\$34,778.00	15,700.00	
	Computer Maint.	\$2,700.00	\$33,378.00	15,700.00	\$0.00
	CD/DVD Cleaner	\$400.00	\$400.00	0.00	\$0.00
	Software	\$1,000.00	\$1,000.00	0.00	\$0.00
Misc		100	100	0.00	\$0.00
Total		\$38,850.00	\$56,228.00	25,378.00	\$8,000.00
Projected Revenue		Proposed 2024-2025 Budget	Proposed 2025-2026 Budget	Change from previous year	Proposed 2025-2026 Capital Projects Fund
INTEREST		15233	8700	-6,833.00	
PENAL FINES		29339	32900	5,976.00	

Final 2025-2026 Budget revised 07/21/25					
STATE AID		3900	3900	0.00	
MILLAGE		190000	203000	13,000.00	
FRIENDS		200	200	0.00	
Annuities, grants, etc		0	0	0.00	
	E-Rate			0.00	
	LSTA Grant			0.00	
	ACCF Grant			0.00	
	Misc. Grants				
MISC INCOME		6000	6000	0.00	
	Fines			0.00	
	Copies			0.00	
	Room Rental			0.00	
	summer reading			0.00	
	Misc.			0.00	
	Craft			0.00	
	Bus trip			0.00	
	Water Color Classes			0.00	
	Sales			0.00	
	Faxes			0.00	
	Credit Card Credits			0.00	
	Misc Cash out			0.00	
Transfer from Savings		0	0	0.00	\$0.00
Carry over from last years budget			18693	0.00	
TOWNSHIP APPROPRIATION		55000	57200	2,200.00	
Subtotal		\$299,672.00	\$330,593.00	\$7,043.00	\$0.00
TRANSFERS, CAPITAL PROJECTS		Proposed 2024-2025 General Fund Budget	Proposed 2025-2026 General Fund Budget	Change from previous year	Proposed 2024-2025 Capital Projects Fund
Balance (Revenue - Expenses)		\$48,693.00	\$3,000.00	-\$45,693.00	\$33,000.00
Transfer (to/from Capital Projects Fund)		\$30,000.00	\$3,000.00	-\$27,000.00	\$8,000.00
FINAL BALANCE (Revenue+Transfer-Expenses)		\$18,693.00	\$0.00	-\$18,693.00	\$25,000.00

PATRON BEHAVIOR POLICY

I. Introduction.

The Dorr Township Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library (“Library facilities”) and to all persons entering in or on the premises, unless otherwise specified.

II. Rules for a Safe Environment.

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from the property without authorization through the approved lending procedures, vandalism or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, **cannabis**, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
 - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - 3. The Library does not guarantee storage for personal property.
 - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food is not permitted in the Library unless part of a Library program and beverages with secure lids are only permitted in designated areas.
- C. Unauthorized Use. Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library’s parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials may be required to leave the

building if the number of patrons in the library is excessive or if the patrons are interfering with patrons' enjoyment of or staff's ability to work effectively in the Library or otherwise violating rules. This includes sleeping on Library furniture or floor. Patrons who are required to leave the building shall not remain on Library property.

E. Considerate Use. The following behavior is prohibited in the Library or on Library property:

1. Spitting;
2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
3. Climbing on furniture;
4. Using obscene or threatening language or gestures;
5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.

F. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building, unless expressly allowed in an authorized use of the Community Room.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.

- b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, except as expressly allowed in an authorized use of the Community Room, and such material may not be posted at the Library or left on Library property. Such material may not be distributed outside of the Community Room or outside of the official times of an authorized event as listed on the Community Room Use Application.
- I. Sales. Selling merchandise on Library property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. The Library prohibits staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner that (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her their job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan law.
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited unless noise occurs as part of an

official Library event. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from **for** items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- O. Phones. Phone calls are prohibited in the Library, except in the lobby. Those patrons desiring to use phones to place or receive calls must use the phones outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification. Patrons must provide identification to Library staff when requested.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign, or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library property. Using, smoking, or possessing marijuana on Library property is also prohibited.
- T. Shirts and Shoes. Shirts and shoes are required for health reasons and must be always worn inside the Library and on Library property.
- U. Photography. **Photographing or videorecording the Library building and grounds as well as Library staff while in public areas in the commission of their public duties is allowed by law. As a courtesy, we ask that all patrons **must** seek permission from the Library Director or designee before taking photos or filming at the Library, unless attending a meeting that is open to the public under the Open Meetings Act Official identification must be shown. Unattended children may not have their pictures taken. Patrons of any age may not be recorded or photographed without their express permission.**

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons must not deface, vandalize, damage or improperly use or improperly remove Library materials, equipment, furniture, or

buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.

- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

V. Violation and Appeal Section

The Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. When necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
 - 1. *Initial Violation*: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - 2. *Subsequent Violations*: The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical

harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

- D. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

VII. Right of Appeal.

Patrons may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Updated and Approved by the Dorr Township Library Board of Trustees June 20, 2022.

PERSONNEL POLICY MANUAL

I. At-Will Employment

- A. All Library employees are employed at will unless expressly provided otherwise in a written employment contract.

II. Scope, Purpose and Intent

- A. This manual is applicable to all employees of the Dorr Township Library, unless otherwise contrary to the terms of an employment contract.
- B. This manual should not be construed as creating a contract between the Dorr Township Library and its employees. The interpretation and operation of the policies are within the sole discretion of the Library Director and the Library Board.
- C. This manual is for the use of employees of the Dorr Township Library. It is not intended to create any third-party beneficiary rights.

III. Amendment

- A. The Dorr Township Library reserves the right to alter, modify, amend, add to, or terminate the policies, benefits and compensation in any manner. Material changes will be in writing.

IV. Equal Employment Opportunity.

- A. The Dorr Township Library will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, gender expression, genetic information, disability, veteran status, or other characteristic protection under applicable federal, state or local laws ("Protected Classification"). No personnel action will unlawfully discriminate against an individual based on any Protected Classification. Personnel actions include, but are not limited to: recruitment, employment, promotion, transfer, disciplinary action, lay-off, termination, rates of pay or other forms of compensation, and selection for training.
- B. Except where permitted by law, the Library will not deny an individual the full and equal enjoyment of its goods, services, facilities, privileges, advantages, or accommodations because of any Protected Characteristic.
- C. Dorr Township Library will observe federal and state laws concerning equal employment opportunity. The Library will make reasonable accommodations, as required by law, for the disabilities of otherwise qualified employees or applicants.

- D. All persons hired by the Library must be eligible to work in the United States pursuant to the Immigration Reform and Control Act of 1986.

V. Accommodation and Disability Notification

- A. The Dorr Township Library is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodations where appropriate. In general, it is the responsibility of the employee or applicant to request a specific accommodation.
- B. Under Michigan law, disabled employees who feel accommodation is needed to perform a job must notify the Library Director in writing of the need for accommodation within one hundred eighty-two (182) calendar days after the date the employee knew or reasonably should have known that an accommodation was needed. The Dorr Township Library will make accommodations that do not pose an undue hardship.

VI. Harassment.

- A. Dorr Township Library is committed to providing a workplace free from harassment. Therefore, Dorr Township Library prohibits harassment of employees based on a Protected Characteristic. Harassment can occur with a single severe incident or through a pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment can result from a broad range of actions, which might include, but are not limited to, the following:
1. physical or verbal intimidation;
 2. derogatory ethnic jokes;
 3. religious slurs;
 4. persistent, unwelcome personal attention and/or gifts focused on particular staff members and not the staff as a whole, or
 5. sexual harassment (as defined below).
- B. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:
1. submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
 2. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or

3. such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.
- C. This policy against harassment also prohibits acts of non-employees which result in an intimidating, hostile, or offensive employment environment or unreasonably interfere with an individual's employment.
- D. Procedure.
1. An employee who believes that he or she has been harassed shall promptly provide a written report of the incident to the Library Director or the Library Board.
 2. Dorr Township Library will conduct a prompt and thorough investigation of each incident and, if a violation is found, will take prompt and appropriate action against the person or persons responsible.
- E. Employees who violate the policy will be subject to discipline up to and including discharge. Dorr Township Library prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment.
- F. Non-employees who violate this policy shall be considered in violation of the Patron Behavior Policy (III.L.) and may be barred from use of the library for specified periods of time.

VII. Work Schedule and Overtime

- A. The Library Director will schedule staff to accommodate the full access to library services, without sacrificing quality of service to our patrons.
- B. The Library Director keeps track of hours worked for each employee. Employees are required to accurately record their time as the time is worked.
- C. Non-exempt employees will be paid overtime for all hours over 40 in a workweek. The Library Director must approve overtime.
- D. Improper deductions from salaries of exempt employees will not be made. If you believe that an improper deduction has been made, immediately report this to the Library Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred you will be promptly reimbursed for any improper deduction that was made.

VIII. Conduct.

A. The staff is expected to provide courteous service to all patrons using the library at all times. It is important that all members of the staff remember that they are representatives of the Dorr Township Library at all times during work hours. Excellent customer service includes:

1. 10-4 rule. Acknowledge patrons and other visitors with eye contact and a smile when they are within ten feet of you. When they are within four feet, ask how you can assist them.
2. Positive and generous attitude. Greet patrons with a smile and conduct yourself with an upbeat demeanor, while demonstrating flexibility and approachability towards staff and the public. As a goal of each encounter, try to offer patrons something positive in addition to what they ask for (a tip, a recommendation, an additional service, etc.).
3. Professionalism. Present yourself in person, in online remote meetings, on the telephone, and in all written communication in a way that is refined, polished, courteous, controlled, warm, and helpful.
4. Responsiveness. Respond promptly to the needs of fellow staff and our patrons.
5. Problem solving. Be proactive in anticipating and preventing problems before they arise, address them and take ownership for them when they do arise.
6. Initiative. If a task needs to be done just do it – go above and beyond for our patrons and your fellow staff members.
7. Teamwork. Pitch in to help other members of the team and work toward achieving success.
8. Accountability. Assume responsibility for all of your actions and follow through to ensure you and your fellow staff complete tasks and assignments with attention to detail.
9. Respect. Treat patrons and fellow staff members as you would want to be treated, demonstrating dignity, sensitivity, and tactfulness in all communications. Be open and accepting of other people's values and needs.
10. Stewardship. Protect and ensure the best interest of the library at all times and be an ambassador for the Dorr Township Library on the job or in the public. Use library resources economically and responsibly.
11. Leadership. Be a mentor to your fellow staff members and new employees by exemplifying the characteristics of excellent service to patrons at all times.

12. Compassion. Be caring and empathetic to the feelings, thoughts, and experiences of fellow staff members and patrons indiscriminately and without judgment.

B. Personal Internet Usage.

Staff are allowed to use the internet for purposes unrelated to work on library time if and only if there are not other tasks which need to be completed, including but not limited to assisting patrons, straightening shelves, checking in and shelving materials, processing materials (both cataloging and covering), and any other assigned tasks.

C. Phone answering procedure.

Phones should usually be answered in 3 rings or less. The greeting must include these elements:

1. Identify the library and yourself
2. Ask what you can do for the patron. For example: "Dorr Township Library, this is John Smith, how can I help you?"

D. Dress.

Office casual dress is the minimum expected at all times when the library is open. Costumes and special clothing may be worn on Halloween and other designated "spirit" or "theme" days.

E. Lateness/Illness.

1. All staff are expected to arrive and be ready for their shift at least 5 minutes prior to the beginning of their shift. Incidents of lateness or employees not prepared for work at least 5 minutes prior to the start of the shift, will be documented. Refer to the Disciplinary Action Policy below for steps.
2. In case of illness, staff are expected to report to the Library Director if the library is not yet open or to the staff working if the library is open. PTO will be used for hours taken off. After three successive days of illness, staff may be required to provide documentation of illness to the director.

F. Opening Procedure

On any given day that the library is open, there will be a designated opener and closer according to a schedule set by the Director. The opener will perform all necessary opening procedures, which will require said opener to arrive approximately 15 minutes prior to the library's stated opening time.

1. Turn on Circulation computers.
2. Open Sierra from the desktop of each computer.

3. Turn on patron computers.
4. Empty the drop box. Be sure to back-date to the previous night or Saturday, if the current day is Monday. To ensure that current check-ins are not mixed with overnights, it is recommended that the overnights be removed promptly from the drop box.
5. Change the stamps to the current date.
6. Print holds.
7. Send hold notifications to patrons.
8. Check and process deliveries on days when we have deliveries.
9. Prepare outgoing holds for delivery.

G. Closing Procedure.

The Closer is expected to remain after closing time approximately 15 minutes to verify that all duties are finished. All time worked will be compensated.

1. Shut down patron computers, including the OPAC computer.
2. Add up the money taken in at the circulation desk and record the amount on the petty cash sheet under the correct date.
3. Ensure the petty cash drawer is locked. The petty cash drawer at the circulation desk should contain \$50 at the end of this process.
4. Check the bathrooms for problems and ensure that they are stocked.
5. Lock both sides of both sets of doors.
6. Turn off all lights and verify that everything has been done.
7. Set the alarm using your code followed by the number 2. Once the alarm is armed, leave the building, locking the staff door behind you.

H. Scheduling.

A schedule of work times will be posted in the break room. Breaks may be taken at the discretion of the employee during times when the Library is not busy and workloads permit.

1. For a 4 up to 5.75 hour shift – 1 break of no more than 15 minutes

2. For a 6 up to 7.75 hour shift– 1 lunch of no more than 30 minutes and 1 break of no more than 15 minutes
3. For an 8 up to 10 hour shift – 1 lunch of no more than 30 minutes and 2 breaks of no more than 15 minutes each. If it will not interfere in prompt service for patrons, a staff member may combine all breaks into a 1-hour meal break.

IX. Personnel Files and Employee Records.

A. Disclosure of Employee File Information.

The Library Director shall be responsible to uniformly handle all requests for disclosure of employee file information.

1. Disclosure of employee information shall be handled in accordance with the following:
 - a) All requests for information contained within employee personnel files, including requests for employment verification and job references, shall be forwarded to the Library Director.
 - b) Upon receiving a request for information, the Library Director shall require authorization from the individual about whom information is being requested before releasing any information, unless the request is pursuant to a subpoena or request from a governmental agency. The authorization must be in writing and signed by the individual who is the subject of the request. It must state the type of information that may be released and the party to whom information may be supplied.
 - c) The information requested shall be released only to the party authorized to receive it. This information may be provided by the Library Director.
 - d) The confidentiality of social security numbers contained in personnel files or employment records shall be maintained in compliance with Michigan's Social Security Number Privacy Act (P.A. 454 of 2004).
2. Social Security Numbers Privacy.

In compliance with Michigan's Social Security Number Privacy Act, P.A. 454 of 2004, (the "Act") Dorr Township Library will ensure, to the extent practicable, the confidentiality of Social Security Numbers it possesses, uses, or disposes of. For the purpose of this policy, SSN refers to the use of more than 4 sequential numbers of an individual's social security number.

 - a) Dorr Township Library will not:

- (1) Publicly display more than 4 sequential numbers of an individual's complete social security number;
 - (2) Use the SSN as the primary account number for any individual;
 - (3) Visibly print the SSN on any identification badge or card, membership card, or permit or license;
 - (4) Require an individual to use or transmit the SSN over the internet or computer system unless the connection is secure or the transmission is encrypted;
 - (5) Require an employee to transmit the SSN to gain access to an internet website or computer system network unless the connection is secure, the transmission is encrypted, or a password or other authentication devise is required to gain access;
 - (6) Include the SSN in or on any document sent to an individual if the numbers are visible on or, without manipulation, from outside of the envelope or packaging;
 - (7) Include the SSN in or on any document or information mailed to an individual, except in accordance with the Act or other applicable laws, rules, or regulations; or
 - (8) Unlawfully disclose social security numbers in violation of the Act or other applicable laws, rules, and regulations.
- b) Only personnel authorized by the Library Director will have access to documents that contain social security numbers. Documents containing social security numbers will be disposed of in an appropriate manner that protects their confidentiality, such as shredding, when no longer needed and in accordance with the requirements of state and federal law. Penalties for violating this Policy may include discipline up to and including dismissal and violations of the Act are punishable to the extent of the law (P.A. 454 of 2004).

X. Compensation.

A. Evaluations.

1. The Dorr Township Library shall require regular performance evaluations of all staff using the form below (separate file located in the Human Resources

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folder). Performance evaluations provide a means of recognizing job strengths, as well as developmental opportunities, and help staff to reach their full potential.

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Dorr Township Library

Employee Performance Evaluation

Evaluation Date _____ **Rating** **Definition**

Employee _____ **4** **Outstanding:** Often exceeds standards.

Start Date _____ **3** **Satisfactory:** Fully meets standards

Evaluation Period _____ to _____ **2** **Fair:** Needs improvement; more is expected

Supervisor _____ **1** **Unsatisfactory:** Never meets standards

Performance Standards	Rating	Notes
Exhibits personal attributes necessary for success.		
Adapts to change.		
Communicates clearly and honestly.		
Strives to learn and improve.		
Dependable and punctual.		
Sets goals and follows through.		
SUBTOTAL		18-20: Outstanding; 13-17: Satisfactory; 8-12: Fair; <8: Unsatisfactory
Meets standards set by Conduct Policy.		
Greets patrons, colleagues, and volunteers appropriately.		
Demonstrates excellent "customer service" skills		
Maintains a professional and friendly attitude in all interactions.		
Responsive to the needs of patrons, colleagues, and volunteers; connects with appropriate resources if unable to fulfill needs.		
Shows problem-solving capability.		
Takes initiative.		
Works well with the team.		
Demonstrates accountability.		
Treats patrons, colleagues, and volunteers with respect.		
Acts as a good steward of library resources, adhering to official library policies and procedures and respecting professional values.		
Exhibits leadership qualities if and when appropriate.		
SUBTOTAL		39-44: Outstanding; 28-38: Satisfactory; 17-27: Fair; <17: Unsatisfactory

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Meets specific standards set forth in job description.		
Knows individual job responsibilities and works systematically.		
Plans own time to meet obligations and specified deadlines.		
Work shows quality, effort, accuracy, and attention to detail.		
Accepts responsibility for special assignments.		
Exhibits technical knowledge; demonstrates an understanding of how to accomplish tasks using the appropriate resources.		
SUBTOTAL		18-20: Outstanding; 13-17: Satisfactory; 8-12: Fair; <8: Unsatisfactory
TOTAL		74-84: Outstanding 53-73: Satisfactory 32-52: Fair <32: Unsatisfactory

SUPERVISORY COMMENTS

EMPLOYEE COMMENTS _____

RECOMMENDATIONS AND GOALS _____

Supervisor Signature

Date

Employee Signature

Date

3. Merit increases shall be based upon a rating of the employee's work performance and budget availability. Such ratings shall be prepared at the completion of the initial employment period (90 days) and prior to the library's fiscal year end thereafter.

B. Benefits.

No health, dental, vision, or life insurance is provided. However, pursuant to the Affordable Care Act, we encourage employees to explore options for health care on the Health Insurance Marketplace.

C. Emergency Closing Compensation.

1. When emergency conditions require that the Dorr Township Library facility be closed, employees will be paid for their regularly scheduled hours.
2. Decisions for closing the library due to weather or other emergencies will be made by the Library Director. The following conditions shall be considered for emergency closings or delays:
 - a) Weather conditions that result in both Hopkins Public and Wayland Union Schools closing for the day. Outside of scheduled school days/times, the Director may consider weather emergencies such as tornado or blizzard warnings and local road conditions when determining closure or delay.
 - b) Power failure or other malfunctions of the library building (i.e., inoperable furnace, flooding, etc.).
 - c) No computer service with a resolution to the problem projected to be 2 or more hours in the future.
3. In severe weather, staff members who cannot travel to work will not be paid if the library is open for business. Employees who lose time in such circumstances will have the following options:
 - a) Take time off without pay;
 - b) Use PTO for hours missed;
 - c) Make up the time within the pay period with the approval of the Library Director.

	After 90 calendar days	1-2 years (=FTE*100)	3-5 years (=FTE*120)	6-10 years (=FTE*160)	10-19 years (=FTE*200)	20 + years (=FTE*250)
40 hr/wk (1)	8.33 * mo. remaining in Fiscal Year	100hrs	120hrs	160hrs	200hrs	250hrs
30 hr/wk (.75)	6.25 * mo. remaining	75hrs	90hrs	120hrs	150hrs	187.5hrs
20 hr/wk (.5)	4.17 * mo. remaining	50hrs	60hrs	80hrs	100hrs	125hrs
10 hr/wk (.25)	2.08 * mo. remaining	25hrs	30hrs	40hrs	50hrs	94hrs

XI. Vacation Paid Time Off.

A. Paid time-off/Leave Policy.

- a) Employees receive part of their PTO bank as described below in its entirety at the beginning of the calendar year (January 1) and must use their PTO hours prior to the end of the calendar year (December 31). Employees will not be compensated for unused PTO if they leave the library prior to using their entire PTO bank.
- b) The scale above will be used to calculate annual hours of Total PTO time off. Calculations are based on a 40-hour work week, and hours off are prorated based on the percentage of 40 hours are worked (i.e., If you work an average work week of 18.5 hrs, then $18.5/40=.4625$, or if you work an average work week of 32 hours, then $32/40=.8$). An average work week is based off of the average number of scheduled work hours over a 4-week period. PTO for salaried employees will be calculated based on the number of hours paid weekly.
- c) Time off PTO includes the following categories: Sick Time and Vacation Time.

2.Earned Sick Time Policy

a) **Purpose.**

The Dorr Township Library provides each employee, including full-time, part-time, seasonal and temporary workers, earned sick time as required by the Michigan Earned Sick Time Act, effective for the Library as a small business (10 or fewer employees) October 1, 2025. In subsequent

years, the established Benefit Year is from January 1 through December 31.

b) Accrual.

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

c) Use.

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

d) Procedure for Use.

Employees requesting time off under this policy should provide at least 7 days advance notice if they are aware of the need to use sick time, or as much advance notice as reasonably practicable. Employees who take more than three days of sick time may be required to provide reasonable documentation to the Library in support of the sick time taken. If the Library requires medical documentation for the use of sick time, it will pay the employee's out-of-pocket expenses incurred in obtaining the documentation.

e) Carry-Over/No Cash Out.

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

3. Vacation Time.

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

PTO Section Approved by Board March 17, 2025.

D. Holidays

All employees will receive pay for the hours they are normally scheduled to work when those scheduled hours fall on a holiday approved by the Library Board or any planned closure (e.g., for renovation). The holidays already approved are: New Year's Day, Memorial Day weekend, Independence Day, Labor Day weekend, Thanksgiving Day and the following Friday and Saturday, Christmas Eve, Christmas Day, and New Year's Eve. In addition, the Library Board may declare any other day an official

holiday. If a holiday occurs during an employee's scheduled vacation, the holiday is not included in calculating the number of vacation days used.

E. Jury Duty

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as a juror when the employee otherwise would have worked, the employee shall receive his/her straight time regular rate of pay for up to eight (8) hours, less any compensation received for jury duty from the court.

F. Military Leave

1. A military leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice or if it is otherwise impossible or unreasonable.
2. Employees who enter active military service in any branch of the Armed Forces of the United States or the National Guard shall be entitled to reemployment rights in accordance with the Federal and State statutes governing such reemployment rights in effect at the time the employee seeks reemployment with the Library.
3. Benefit accruals such as PTO will be suspended during the leave and will resume upon the employee's return to active employment.
4. For each day that a full-time employee is on such non-emergency duty leave, when the employee otherwise would have worked, the employee shall receive the difference between the employee's salary or regular straight time rate of pay for up to eight (8) hours and the amount the employee received for such training for up to a maximum of ten (10) days per year.
5. For each day that a full-time employee is on such emergency duty leave, when the employee otherwise would have worked, the employee shall receive the difference between the employee's salary or regular straight time rate of pay for up to eight (8) hours and the amount the employee received for such emergency duty for up to a maximum of five (5) days. All other leaves not specified in this policy shall be unpaid.

G. Bereavement Leave

1. Upon notice to the Library Director, leave shall be given to attend the funeral or attend to personal family matters when a death occurs in the employee's immediate family (this shall apply if the relationship is natural, by marriage,

adoptive, step, or foster) according to the following procedure:

- a) Spouse/partner, children, father, mother, sister, brother, or equivalent as determined by the employer—up to five (5) days. Employees will receive bereavement pay for the first three (3) days without charge to Paid Time Off (PTO). The remaining two (2) days will be charged to PTO.
- b) Father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandchildren—up to three (3) days, the first day without charge to PTO. The remaining two (2) days will be charged to PTO.
- c) Aunts, uncles, nieces and nephews—up to two (2) days pay will be charged to the employee's PTO.
- d) General Bereavement Leave (for individuals not listed above)—not to exceed eight (8) hours of unpaid or PTO leave.
- e) The Library Director or Board may grant additional unpaid leave for necessary travel. Employees may be permitted to substitute vacation time/PTO for unpaid leave when they prefer, if consistent with vacation/PTO and unpaid leave requests. Requests shall be in writing and copied to the Board and Library Director.

H. Leave of Absence.

- 1. Personal leave of absence without pay may be granted at the discretion of the Library Director. All requests for a personal leave of absence must be in writing and state the reasons for and the duration of the requested leave. The written request must be signed by the employee. Approval shall be in writing by the Library Director.
- 2. Employees on personal leave are required to utilize any Paid Time Off (PTO) to which they are entitled, from the beginning of the leave. Holidays falling within the leave will not be paid.
- 3. While on personal leave without pay, an employee does not accumulate continuous service credit, but retains credit for previous service.
- 4. Employees who accept other full-time employment while on personal leave will be considered to have resigned their Dorr Township Library employment. The Library may, at its discretion, grant reemployment during or at the end of the approved personal leave.

XII. Disciplinary Action Policy.

- A. Dorr Township Library employees are expected to conduct themselves and their work in accordance with Dorr Township Library rules when they are on duty in the Library and when they serve as representatives of the Library. All Dorr Township Library employees are subject to disciplinary action as established by the Library for various offenses or infractions that conflict in spirit or letter with responsibilities of being a Library employee and representative. The degree of discipline will vary according to the magnitude or severity of the offenses, as determined by the Library Director. Disciplinary action may take the form of verbal and written warnings, suspension, or dismissal.
- B. While disciplinary records shall be retained by the employer, disciplinary actions more than four (4) years old will not be divulged to a third party, except as permitted under the Bullard-Plawecki Employee Right to Know Act.

C. Reasons for discipline.

Reasons for disciplinary action include but are not limited to the following:

1. Excessive absence or tardiness.
 2. Failure to perform the duties of the position in a satisfactory manner.
 3. Failure to observe Library policies and procedures.
 4. Behavior that jeopardizes the safety of the staff or public.
 5. Discourtesy to the public.
 6. Failure to provide a good working environment with other employees.
 7. Unauthorized release of confidential information.
 8. Unauthorized removal, destruction or negligent use of library property.
 9. Theft or attempted theft of property belong to the library, a patron, visitor, or co-employee.
- D. When employee performance or behavior falls short of the standards and expectations of the Library, efforts will be made to help the employee meet the expectations through informal discussion and/or further training. If the problem persists appropriate disciplinary action will be taken in accordance with the following procedures:
 1. Problem is documented, and employee is informed of the problem in written form and given additional training if needed.

2. If the problem persists, further disciplinary action will be taken.
3. Progressive Discipline. Since employment is at-will, the Dorr Township Library does not utilize a progressive disciplinary procedure, but rather will review each disciplinary situation individually and issue disciplinary action as determined necessary and appropriate. Disciplinary action may include any one or more of the following:
 - a.
 - b. Verbal Warning
 - c. Written Warning
 - d. Unpaid Suspension
 - e. Termination

XIII. Complaint Resolution Process.

- A. Staff who perceive a problem with their working conditions—including but not limited to hours of work, wages, and benefits—are encouraged to speak with the Library Director or Assistant Director first about their concerns.
- B. If staff are unsatisfied with the result of speaking with administration, they should submit their concerns to the Library Director in writing. Written concerns shall be investigated and addressed by the Library Director or their designee, and care will be taken to keep the staff member informed of the status of the decision. If the problem involves the Library Director, the written concern should be made to the President of the Library Board.
- C. If the concern is not addressed to the staff member's satisfaction, they may appeal to the Library Board.
- D. In cases of disciplinary action, including but not limited to suspension, demotion, or discharge, the employee shall be given written notice of the action taken and provided an opportunity to respond.
- E. Nothing contained in this policy is intended to create a just-cause employment relationship or to establish a disciplinary policy that precludes the Library from discharging an employee at will.

XIV. Continuing Education, Committees, and Meetings.

- A. Transportation reimbursement.
 1. Dorr Township Library employees shall be reimbursed for public transportation or mileage and parking expenses incurred while using their private vehicle in the performance of official duties.

2. The employee is responsible for maintaining a record of transportation costs.
3. Mileage shall be reimbursed at the standard IRS mileage rate in effect at the time of the travel

B. Honoraria.

1. Dorr Township Library staff members requested to speak at job-related meetings or workshops during work time are encouraged to do so. Formal presentation proposals must be approved by the Library Director prior to acceptance of the commitment.
2. When engagements of this nature involve an honorarium paid by the sponsor to the staff member, the employee.
 - a) must remit this payment to Dorr Township Library if they attend and participate during Library time (i.e., on a scheduled workday approved and credited as time worked).
 - b) may keep the honorarium payment if they voluntarily participate on their own time (e.g., vacation, holiday, or day off).
3. Dorr Township Library staff members approved as presenters during working hours remain subject to other Dorr Library policies regarding conference attendance and transportation reimbursement.

C. Professional Association/Community Organization Memberships.

1. Dorr Township Library encourages employees to actively participate in professional associations and community organizations related to their work which are mutually beneficial to the library and the professional growth of the employee.
2. Upon approval by the Director, Dorr Township Library will pay for memberships which benefit library operations in the following manner:
 - a) Management – one annual professional membership and one annual community membership.
 - b) Other Employees – one annual membership for staff actively engaged in committee work with the approval of the Library Director.

D. Continuing Education and Tuition Reimbursement.

1. Staff members may be selected to attend conferences or other functions that contribute to their professional growth.
 - a) Time off with pay, including travel time, may be allowed to attend Library of Michigan certification classes, conferences, workshops, and other meetings.
 - b) Employees wishing to attend conferences must have prior written approval from the Library Director or Board.
 - c) Employees may be limited to a maximum of 3 events a year depending on budgeting.
 - d) Conference attendance approval is dependent on scheduling, budgetary constraints, and previous conference attendance.
 - e) Employees are expected to share their conference and workshop experiences with other Dorr Township Library staff members which may include a formal presentation, handout, or individual sessions with staff and/or Board members.
 - f) The Dorr Township Library is unable to reimburse for tuition.

XV.

Job Descriptions

Positions at Dorr Township Library are divided into three classes: Administrative (Director and Assistant Director), Professional (Circulation Manager, Collection Development Librarian, Programming Librarian, Marketing Librarian, and Cataloger), and Non-Professional (Library Assistant and Library Page).

Library Director.

This position reports to the Library Board of Trustees.

A. Primary Duties.

1. Administrative.

- a) Holds full responsibility for administration of the library within the framework of the Library's plan, Board policies, the budget, and applicable laws.
- b) Reports at each Board meeting and in other ways keeps the Board informed of the Library's progress and problems. Attends all regular and special Board meetings. Serves as ex-officio, non-voting member of all Library committees, with the exception of the Personnel Committee.

2. Leadership.

- a) Analyzes the Library's strengths and weaknesses.
- b) Recommends plans for the Library's growth and means for implementing plans.
- c) Initiates new services.

- d) Proposes improvements to Library services.

3. Personnel.

- a) Provides appropriate job descriptions for all staff and maintains personnel files.
- b) Has authority to employ, direct, evaluate, and terminate employees as appropriate after following the disciplinary policy with the approval of the Library Board.
- c) Recommends changes in working conditions, fringe benefits, and salary/hourly pay scale when appropriate.
- d) Capitalizes on skills and initiative of all staff members.

4. Policy.

- a) Recommends and drafts policies at the direction of the Library Board.
- b) Works with committees on development of policies.
- c) Advises the Board on the merit of decisions being considered.
- d) Interprets policies to staff.
- e) Works at maintaining an up-to-date policy manual.

5. Financial.

- a) Develops a recommended budget for the Board.
- b) Approves expenditures as authorized in the approved budget.
- c) Supervises the maintenance of financial records and arranges for an annual audit.
- d) Controls costs and meets the budgetary objectives through such methods as eliminating unnecessary operations, prudent use of resources, etc.
- e) Works with Board members to maintain existing funding and to obtain new sources of revenue.
- f) Negotiates all Library agreements and contracts.
- g) Conducts payroll.

6. Continuing Education.

- a) Orients new Library Board members.
- b) Keeps staff and board informed of developments in the library field.
- c) Provides opportunities for trustees and staff to attend workshops.
- d) Provides opportunities for staff to attend educational seminars.

7. Grants.

- a) Writes grant proposals.
- b) Supervises successful completion of grants.
- c) Works with staff to write grant proposals and supervise completion.

8. Representation.

- a) Represents the interest of the Library by participating in area library associations and in Lakeland Library Cooperative and State Library activities.
- b) Maintains membership in community service organizations if possible.
- c) Represents the library at workshops and conferences.

9. Reporting.

- a) Prepares and presents reports including monthly financial and statistical reports.
- b) Prepares and files the annual State Aid Report and any other needed special reports.

B. Operational Duties.

- 1. Give reference and reader's advisory services to adults and children.
- 2. Conduct library publicity program throughout the year, using bulletin boards, web page, flyers, newspaper, and other promotional techniques.
- 3. Shelve books and other materials.
- 4. Register patrons.
- 5. Assist patrons in location materials and in using the library.
- 6. Update computer programs as needed.
- 7. Order and purchase supplies as needed.

C. Required Knowledge, Skills, and Abilities.

- 1. Thorough knowledge of public libraries and especially their goals and objectives.
- 2. Experience with Library automation systems is essential.
- 3. Excellent oral and written communication skills. Works effectively with others.
- 4. Valid Michigan Driver's License.
- 5. Understanding of accounting and ability to prepare financial and other statistical reports.
- 6. Experience with writing and supervising grants.
- 7. Education and Experience.

a) By law, the minimum required is a Bachelor's Degree from an accredited 4-year university. The Board in a posting may require a Master's in Library Science.

b) At least 3 years professional experience in public libraries some of which must be at a managerial level.

D. Preferred Knowledge, Skills, and Abilities.

- 1. Understanding of accounting and ability to prepare financial and other statistical reports.
- 2. Education and Experience.
 - a) A Master's Degree in Library Science from an accredited graduate program.
 - b) At least 5 years professional experience in public libraries some of which must be at a managerial level.
- 3. Experience with writing and supervising grants.

Assistant Director

The Assistant Director serves as a part time assistant for the Director as well as a Library Assistant. This position reports to the Library Director.

E. Primary Duties.

- 1. Administrative.

- a) Briefly assumes the duties of the Director in the Director's absence, reporting to the Director and answerable to the six-member Library Board.
 - b) Assists in administering all library services and programs.
 - c) Attends Lakeland meetings in the Director's stead if needed.
 - d) Helps compile and assemble packets for board meetings.
 - e) Helps with the development and training of personnel.
 - f) Assists the Director in coordinating goals and objectives in relation to short and long term planning.
 - g) Helps in the selection process for new personnel.
 - h) In the Director's absence, serves as liaison to the Friends of Dorr Township Library.
2. Financial.
- a) Runs financial reports.
 - b) Serve as 2nd signer on checks.
 - c) Double checks statements and reconciliations.
 - d) Conducts payroll if needed.
 - e) Tallies and counts out the cash drawer for monthly deposit. Enters data for 2nd count. Makes monthly bank deposits.
 - f) Makes occasional purchases for the library.
 - g) Negotiates overpayment or replacement of damaged materials.
 - h) Assists in library budget preparations and procedures.
 - i) Assists in the writing and administration of grant proposals.
3. Professional duties.
- a) Stays informed of professional issues and trends.
 - b) Represents the library at workshops and conferences in the absence of or with the Director.

F. Operational Duties.

- 1. Give reference and reader's advisory services to adults and children.
- 2. Assist the Director in library publicity.
- 3. Shelf books and other materials.
- 4. Register patrons.
- 5. Assist patrons in location materials and in using the library.
- 6. Update computer programs as needed.
- 7. Order and purchase supplies as needed.
- 8. Other duties as assigned.

G. Required Knowledge, Skills and Abilities.

- 1. Bachelor's degree from an accredited 4-year university. Bachelor's Degree in Library Science or related field required.
- 2. At least one year of library experience is required. A Master's Degree in Library Science from an accredited graduate program or at least 3 years professional experience in public libraries, some of which must be at a managerial level, is preferred.
- 3. Intermediate clerical skills including computer and telephone skills.
- 4. Advanced mathematical skills necessary for routine calculations as well as data entry and analysis.

5. Ability to work with general supervision and adhere to established policies and procedures.
6. Interpersonal and communication skills for interaction with staff and customers in an effective and courteous manner.
7. Skills necessary to effectively provide leadership and guidance to less experienced staff.
8. Visual acuity necessary to retrieve library materials from shelves or storage areas.
9. Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
10. Hearing ability to answer telephone and customer inquiries.
11. Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer.
12. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
13. Ability to travel between work locations and related places of business as needed.

H. Library Assistant II.

In addition to the Regular Duties as listed under Library Assistant I, the Library Assistant II will also be assigned one or more of the following groups of functions:

1. Collection Development.

- a) Keeps collection current and in good condition by weeding.
- b) Sorts through library donations.
- c) Processes patron requests for new materials, forwarding information on source and cost to the Director or Assistant Director.
- d) Selects new materials for purchase based on resources including but not limited to patron preferences, circulation patterns, and professional reviews, following the established Materials Selection policy and forwarding information on source and cost to the Director or Assistant Director.

2. Marketing and Outreach.

- a) Orients groups in use of the Library.

- b) Creates graphics and publications for announcements, social media posts, and other library activities.
- c) Helps upkeep and edit the website.
- d) Edits library materials.
- e) Makes and schedules weekly social media posts.
- f) Creates and updates the newsletter and posts it to the website.

3. Programming.

- a) Creates and administers programs under the direction of the Director.
- b) Records statistics for program attendance and spending.

4. Required Knowledge, Skills and Abilities.

- a) High school diploma or GED. (At least some college preferred.)
- b) Basic clerical skills including computer and telephone skills.
- c) Basic mathematical skills necessary for routine calculations.
- d) Basic “customer service” skills acquired through volunteer or work experience.
- e) Ability to work with general supervision and adhere to established policies and procedures.
- f) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- g) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
- h) Visual acuity necessary to retrieve library materials from shelves or storage areas.

- i) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- j) Hearing ability to answer telephone and patron inquiries.
- k) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
- l) Ability to travel between work locations and related places of business as needed.
- m) Basic familiarity with the principles of the library profession and willingness and ability to attain at least Level 4 Certification from the Library of Michigan.

I. Circulation Manager.

Reports to the Director. The Circulation Manager is assigned the following functions:

1. Primary Duties.

a) Personnel.

- (1) Directly supervises all staff working on the Circulation Desk, including Professional Staff when working in Desk Staff capacity.
- (2) Schedules all Circulation Desk working hours.
- (3) Participates in hiring, evaluation, and termination procedures for Desk Staff under the supervision of the Director.
- (4) Assigns duties related to the Circulation Desk to Desk Staff under the supervision of the Director.
- (5) Informs Assistant Director and/or Director when Circulation Desk supplies need to be ordered.
- (6) Trains Desk Staff in all Circulation Desk duties.

2. Operational Duties.

a) Circulation Desk Duties.

- (1) Checks library materials in and out.
- (2) Collects money owed on lost and damaged materials.
- (3) Issues new/replacement library cards.
- (4) Registers new patrons and processes name and address changes.
- (5) Searches shelves for requests, retrieves items requested, and routes items appropriately.
- (6) Contacts patrons or other libraries as necessary.

b) Collection Maintenance Duties.

- (1) Sorts and shelves library materials.

- (2) Empties book-drop(s).
- (3) Reads shelves.
- (4) Shifts materials.
- (5) Cleans, dusts, and inspects library materials for damage.
- (6) Ensures circulation policies and procedures are followed for the proper handling of patron and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes.

c) Other Regular Duties.

- (1) Provides informal reader's advisory service.
- (2) Provides directional information to the public in person or by telephone.
- (3) Assists with reference requests to the librarian staff.
- (4) Provides information to patrons regarding the Library's circulation policies, procedures, and refers issues to management as appropriate.
- (5) Counts, balances, and records monies received through the circulation function. Forwards reconciled funds and paperwork to the Director.
- (6) Provides assistance to patrons and staff in the use of library equipment and machines (e.g., hotspots, copier, on-line catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.
- (7) Performs other clerical tasks upon request, including materials order entry, word processing, filing, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail.
- (8) Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments.
- (9) Other duties as assigned.

3. Required Knowledge, Skills and Abilities.

- a) Bachelor's Degree or equivalent work experience required.
- b) At least one year of experience supervising, training, or leading people in a work or volunteer context preferred.
- c) Library experience preferred. Basic familiarity with the principles of the library profession and willingness and ability to attain at least Level 4 Certification from the Library of Michigan required.
- d) Excellent "customer service" skills acquired through volunteer or work experience.
- e) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- f) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
- g) Basic clerical skills including computer and telephone skills.

- h) Basic mathematical skills necessary for routine calculations.
- i) Ability to work with general supervision and adhere to established policies and procedures.
- j) Visual acuity necessary to retrieve library materials from shelves or storage areas.
- k) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- l) Hearing ability to answer telephone and patron inquiries.
- m) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
- n) Ability to travel between work locations and related places of business as needed.

J. Collection Development Librarian.

Reports to the Director. The Collection Development Librarian is assigned the following functions:

1. Primary Duties.

a) Collection Development.

- (1) Processes patron requests for new materials, forwarding information on source and cost to the Director or Assistant Director.
- (2) Selects new materials for purchase based on resources including but not limited to patron preferences, circulation patterns, and professional reviews, following the established Materials Selection policy and forwarding information on source and cost to the Director or Assistant Director.
- (3) Keeps collection current and in good condition by weeding, binding, or replacement.
- (4) Sorts through library donations and performs the initial evaluation of donated material for addition to the collection.

b) Personnel.

Coordinates with Circulation Manager to delegate collection maintenance tasks to Desk Staff.

2. Operational Duties.

a) Circulation Desk Duties.

- (1) Checks library materials in and out.
- (2) Collects money owed on lost and damaged materials.
- (3) Issues new/replacement library cards.
- (4) Registers new patrons and processes name and address changes.
- (5) Searches shelves for requests, retrieves items requested, and routes items appropriately.
- (6) Contacts patrons or other libraries as necessary.

b) Collection Maintenance Duties.

- (1) Sorts and shelves library materials.
- (2) Empties book-drop(s).
- (3) Reads shelves.
- (4) Shifts materials.
- (5) Cleans, dusts, and inspects library materials for damage.
- (6) Ensures circulation policies and procedures are followed for the proper handling of patron and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes.

c) Other Regular Duties.

- (1) Provides informal reader's advisory service.
- (2) Provides directional information to the public in person or by telephone.
- (3) Assists with reference requests to the librarian staff.
- (4) Provides information to patrons regarding the Library's circulation policies, procedures, and refers issues to management as appropriate.
- (5) Counts, balances, and records monies received through the circulation function. Forwards reconciled funds and paperwork to the Director.
- (6) Provides assistance to patrons and staff in the use of library equipment and machines (e.g., hotspots, copier, online catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.
- (7) Performs other clerical tasks upon request, including materials order entry, word processing, filing, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail.
- (8) Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments.
- (9) Other duties as assigned.

3. Required Knowledge, Skills and Abilities.

- a) Bachelor's Degree in Library Science, English, or related field or equivalent work experience required.
- b) Library experience preferred. Basic familiarity with the principles of the library profession and willingness and ability to attain at least Level 4 Certification from the Library of Michigan required.
- c) Excellent "customer service" skills acquired through volunteer or work experience.
- d) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- e) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.

- f) Basic clerical skills including computer and telephone skills.
- g) Basic mathematical skills necessary for routine calculations.
- h) Ability to work with general supervision and adhere to established policies and procedures.
- i) Visual acuity necessary to retrieve library materials from shelves or storage areas.
- j) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- k) Hearing ability to answer telephone and patron inquiries.
- l) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
- m) Ability to travel between work locations and related places of business as needed.

K. Programming Librarian.

Reports to the Director. The Programming Librarian is assigned the following functions:

1. Primary Duties.

a) Programming.

- (1) Creates and administers programs under the direction of the Director.
- (2) Contracts with outside presenters to provide variety in programming.
- (3) Purchases or otherwise obtains necessary materials for programs.
- (4) Records statistics for program attendance and spending.

b) Personnel.

Coordinates with Circulation Manager to delegate programming tasks to Desk Staff.

2. Operational Duties.

a) Circulation Desk Duties.

- (1) Checks library materials in and out.
- (2) Collects money owed on lost and damaged materials.
- (3) Issues new/replacement library cards.
- (4) Registers new patrons and processes name and address changes.
- (5) Searches shelves for requests, retrieves items requested, and routes items appropriately.
- (6) Contacts patrons or other libraries as necessary.

b) Collection Maintenance Duties.

- (1) Sorts and shelves library materials.
- (2) Empties book-drop(s).
- (3) Reads shelves.

(4) Shifts materials.

(5) Cleans, dusts, and inspects library materials for damage.

(6) Ensures circulation policies and procedures are followed for the proper handling of patron and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes.

c) Other Regular Duties.

(1) Provides informal reader's advisory service.

(2) Provides directional information to the public in person or by telephone.

(3) Assists with reference requests to the librarian staff.

(4) Provides information to patrons regarding the Library's circulation policies, procedures, and refers issues to management as appropriate.

(5) Counts, balances, and records monies received through the circulation function. Forwards reconciled funds and paperwork to the Director.

(6) Provides assistance to patrons and staff in the use of library equipment and machines (e.g., hotspots, copier, on-line catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.

(7) Performs other clerical tasks upon request, including materials order entry, word processing, filing, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail.

(8) Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments.

(9) Other duties as assigned.

3. Required Knowledge, Skills and Abilities.

a) Bachelor's Degree in Library Science or other field relevant to the position or equivalent work experience required.

b) Library experience and knowledge of library programming trends preferred. Basic familiarity with the principles of the library profession and willingness and ability to attain at least Level 4 Certification from the Library of Michigan required.

c) Experience and skill with a variety of crafts.

d) Excellent "customer service" skills acquired through volunteer or work experience.

e) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.

f) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.

g) Basic clerical skills including computer and telephone skills.

h) Basic mathematical skills necessary for routine calculations.

- i) Ability to work with general supervision and adhere to established policies and procedures.
- j) Visual acuity necessary to retrieve library materials from shelves or storage areas.
- k) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- l) Hearing ability to answer telephone and patron inquiries.
- m) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
- n) Ability to travel between work locations and related places of business as needed.

L. Marketing Librarian.

Reports to the Director. The Marketing Librarian is assigned the following functions:

1. Primary Duties.

a) Marketing.

- (1) Maintains list of local media and contacts when appropriate to promote Library programs, services, and collections.
- (2) Publishes a minimum of one News Release per month on behalf of the Library.
- (3) Makes additional efforts to keep Library in the public eye.
- (4) Creates graphics and publications for announcements, advertisements, social media posts, and other Library activities.
- (5) Updates and edits the website.
- (6) Edits library materials.
- (7) Makes and schedules weekly social media posts.
- (8) Creates and updates the newsletter and posts it to the website.
- (9) Distributes newsletter and other promotional materials to local schools and other venues.

b) Personnel.

Coordinates with Circulation Manager to delegate marketing tasks to Desk Staff.

2. Operational Duties.

- a) Works at least one circulation desk shift per week to stay in touch with Library operations.
- b) Gives reference and reader's advisory services to adults and children.
- c) Shelves books and other materials.
- d) Registers patrons.
- e) Collects money owed on lost and damaged materials.
- f) Ensures circulation policies and procedures are followed for the proper handling of patron and material records for an accurate library

database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes.

- g) Assists patrons in locating materials and in using the library.
- h) Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments.
- i) Orders and purchases supplies as needed.
- j) Other duties as assigned.

3. Required Knowledge, Skills, and Abilities.

- a) A Bachelor's Degree in Library Science, Marketing, Communications, Art, Graphic Design, English, or similar field of study is required.
- b) Library experience preferred. Basic familiarity with the principles of the library profession and willingness and ability to attain at least Level 4 Certification from the Library of Michigan required.
- c) Knowledge of marketing practices.
- d) Some visual art or graphic design experience.
- e) Excellent "customer service" skills acquired through volunteer or work experience.
- f) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- g) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
- h) Basic clerical skills including computer and telephone skills.
- i) Basic mathematical skills necessary for routine calculations.
- j) Ability to work with general supervision and adhere to established policies and procedures.
- k) Visual acuity necessary to retrieve library materials from shelves or storage areas.
- l) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- m) Hearing ability to answer telephone and patron inquiries.
- n) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
- o) Ability to travel between work locations and related places of business as needed.

M. Children's Librarian Library Assistant - Youth Services.

In addition to the Regular Duties as listed under Library Assistant I, the Library Assistant - Youth Services will also be required to perform the following: Reports to the Director. The Children's Librarian is assigned the following functions:

- 1. Primary Duties.
 - a) Collection Development.

(1) Helps the Collection Development Librarian to select new materials for purchase based on resources including but not limited to patron preferences, circulation patterns, and professional reviews, following the established Materials Selection policy and forwarding information on source and cost to the Collection Development Librarian.

(2) Participates in weeding Juvenile Fiction and Non-Fiction collections.

b) Marketing and Outreach.

Establishes and maintains contact with local schools and preschools sufficient to promote age-appropriate Library programs.

c) Programming.

(1) Creates and administers programming for patrons from birth to age 5, particularly early literacy programs, under the direction of the Director.

(2) Develops curriculum for Storytime programming, including the selection of themes and books and the design of appropriate crafts.

(3) Helps ensure sufficient supplies for crafts, selecting items for purchase and obtaining through purchase or donation, or forwarding information on source and cost to Director.

(4) Records statistics for program attendance and, if appropriate, spending.

2. Operational Duties.

a) Circulation Desk Duties.

(1) Checks library materials in and out.

(2) Collects money owed on lost and damaged materials.

(3) Issues new/replacement library cards.

(4) Registers new patrons and processes name and address changes.

(5) Searches shelves for requests, retrieves items requested, and routes items appropriately.

(6) Contacts patrons or other libraries as necessary.

b) Collection Maintenance Duties.

(1) Sorts and shelves library materials.

(2) Empties book-drop(s).

(3) Reads shelves.

(4) Shifts materials.

(5) Cleans, dusts, and inspects library materials for damage.

(6) Ensures circulation policies and procedures are followed for the proper handling of patron and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes.

c) Other Regular Duties.

(1) Provides informal reader's advisory service.

- (2) Provides directional information to the public in person or by telephone.
 - (3) Assists with reference requests to the librarian staff.
 - (4) Provides information to patrons regarding the Library's circulation policies, procedures, and refers issues to management as appropriate.
 - (5) Counts, balances, and records monies received through the circulation function. Forwards reconciled funds and paperwork to the Director.
 - (6) Provides assistance to patrons and staff in the use of library equipment and machines (e.g., hotspots, copier, on-line catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.
 - (7) Performs other clerical tasks upon request, including materials order entry, word processing, filing, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail.
 - (8) Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments.
 - (9) Other duties as assigned.
3. Collection Development.
- Participates in weeding Juvenile Fiction and Non-Fiction collections.
- a) Helps to select new materials for purchase based on resources including but not limited to patron preferences, circulation patterns, and professional reviews, following the established Materials Selection policy and forwarding information on source and cost to the Director or Assistant Director.
4. Marketing and Outreach.
- a) Establish and maintain contact with local schools and preschools sufficient to promote age-appropriate Library programs.
5. Programming.
- a) Creates and administers children's programming under the direction of the Director.
 - b) Develops curriculum for Storytime programming, including the selection of themes and books and the design of appropriate crafts.
 - c) Helps ensure sufficient supplies for crafts, selecting items for purchase and obtaining through purchase or donation, or forwarding information on source and cost to Director.
 - d) Records statistics for program attendance and, if appropriate, spending.
6. Required Knowledge, Skills and Abilities.
- a) Associates or Bachelor's Degree related to Library Science, Childhood Development, or Education or equivalent work experience is required. A Master's Degree in Library Science or some library experience is preferred.

- b) Library experience and knowledge of children's literature and library programming trends preferred. Basic familiarity with the principles of the library profession and willingness and ability to attain at least Level 4 Certification from the Library of Michigan required.
- c) Experience and skill with a variety of crafts.
- d) Basic clerical skills including computer and telephone skills.
- e) Basic mathematical skills necessary for routine calculations.
- f) Basic "customer service" skills acquired through volunteer or work experience.
- g) Ability to work with general supervision and adhere to established policies and procedures.
- h) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- i) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
- j) Visual acuity necessary to retrieve library materials from shelves or storage areas.
- k) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds.
- l) Hearing ability to answer telephone and patron inquiries.
- m) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
- n) Ability to travel between work locations and related places of business as needed.

N. Cataloger.

Reports to the Director. The Cataloger is assigned the following functions:

1. Cataloging ~~Specific Function~~ Duties.
 - a) Catalogs, classifies and prepares materials for collection.
 - b) Corresponds with Lakeland in regards to monthly and specialized reports for both the monitoring and upkeep of the collection.
 - c) Keeps collection current and in good condition by weeding, binding, or replacement.
 - d) Performs specialized book inspections beyond the normal range of loss or damage typically seen (both by our patrons and remote patrons using our material through other libraries).
 - e) Performs the final evaluation of donated material for addition to the collection.
 - f) Does the billing for damaged materials utilizing reports from Lakeland.
 - g) Keeps library materials in proper order and other duties as assigned by the Library Director.
2. Other Duties.

- a) Enters data for late, lost, damaged, and claims returned items, and patron information including necessary notes.
 - b) Contacts customers or other libraries as necessary.
 - c) Performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.
 - d) Performs other clerical tasks upon request, including materials order entry, supply ordering, word processing, filing, checking in new periodicals, etc.
 - e) Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments.
 - f) Acts as our certified test proctor on staff and proctors several individuals on a regular basis.
 - g) Shelving and other duties as assigned are also included.
3. Required Knowledge, Skills, and Abilities.
- a) High school diploma or GED at a minimum, supplemented by specific training in cataloging with the Dewey Decimal System. Associates degree or above or proven work toward higher academic standards preferred.
 - b) Bachelor's Degree in Library Science or equivalent library experience and basic familiarity with the principles of the library profession are required. Must be willing and able to attain at least Level 4 Certification from the Library of Michigan.
 - c) Knowledge of and ability to work with cataloging terms and programs.
 - d) Intermediate clerical skills including computer and telephone skills.
 - e) Basic mathematical skills necessary for routine calculations.
 - f) Ability to work with general supervision and adhere to established policies and procedures.
 - g) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
 - h) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
 - i) Visual acuity necessary to retrieve library materials from shelves or storage areas.
 - j) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
 - k) Hearing ability to answer telephone and customer inquiries.
 - l) Manual dexterity, visual acuity, and sufficient keyboarding/PC skills to effectively access information on the computer.
 - m) Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
 - n) Ability to travel between work locations and related places of business as needed.

O. Library Page.

1. Regular Duties.

- a) Sorts and shelves library materials.
- b) Empties book-drop(s).
- c) Reads shelves.
- d) Shifts materials.
- e) Cleans, dusts, and inspects library materials for damage.
- f) Provides directional information to the public in person or by telephone.
- g) Provides information to patrons regarding the Library's circulation policies, procedures, and refers issues to management as appropriate.
- h) Performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.
- i) Performs other clerical tasks upon request, including materials order entry, word processing, filing, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail.
- j) Other duties as assigned.

2. Required Knowledge, Skills and Abilities.

- a) Ability to work with general supervision and adhere to established policies and procedures.
- b) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- c) Visual acuity necessary to retrieve library materials from shelves or storage areas.
- d) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- e) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a computer.

P. Library Assistant I.

1. Regular Duties.

a) Circulation Desk Duties.

- (1) Checks library materials in and out.
- (2) Collects money owed on lost and damaged materials.
- (3) Issues new/replacement library cards.
- (4) Registers new patrons and processes name and address changes.
- (5) Searches shelves for requests, retrieves items requested, and routes items appropriately.
- (6) Contacts patrons or other libraries as necessary.

b) Collection Maintenance Duties.

- (1) Sorts and shelves library materials.
- (2) Empties book-drop(s).

- (3) Reads shelves.
- (4) Shifts materials.
- (5) Cleans, dusts, and inspects library materials for damage.
- (6) Ensures circulation policies and procedures are followed for the proper handling of patron and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes.

c) Other Regular Duties.

- (1) Provides informal reader's advisory service.
- (2) Provides directional information to the public in person or by telephone.
- (3) Assists with reference requests to the librarian staff.
- (4) Provides information to patrons regarding the Library's circulation policies, procedures, and refers issues to management as appropriate.
- (5) Counts, balances, and records monies received through the circulation function. Forwards reconciled funds and paperwork to the Director.
- (6) Provides assistance to patrons and staff in the use of library equipment and machines (e.g., hotspots, copier, on-line catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams.
- (7) Performs other clerical tasks upon request, including materials order entry, word processing, filing, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail.
- (8) Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments.
- (9) Other duties as assigned.

2. Required Knowledge, Skills and Abilities.

- a) High school diploma or GED.
- b) Basic clerical skills including computer and telephone skills.
- c) Basic mathematical skills necessary for routine calculations.
- d) Basic "customer service" skills acquired through volunteer or work experience.
- e) Ability to work with general supervision and adhere to established policies and procedures.
- f) Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- g) Skills necessary to effectively provide leadership and guidance to less experienced circulation staff.
- h) Visual acuity necessary to retrieve library materials from shelves or storage areas.

- i) Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- j) Hearing ability to answer telephone and patron inquiries.
- k) Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
- l) Ability to travel between work locations and related places of business as needed.

Q. Substitute:

Same as Library Assistant

84829:00001:7077741-1

Approved by the Dorr Township Library Board of Trustees May 15, 2023.

**Dorr Township Library
Free Printing Fact Sheet & Recommendations
July 21, 2025**

BACKGROUND

- Argument #1: The majority of print and copy jobs are small volume jobs for people who struggle to afford other printing services.
- Argument #2: Many involve government forms or employment-related forms that patrons are required to access.
- Argument #3: Printing and copying is already paid for with patrons' taxes.
- We currently take in about \$1,000 in annual revenue from printing and copying. This revenue is folded into Miscellaneous Revenue in the Budget, which has run significantly over budget for at least the past 3 years.
 - 2022-23: \$1K budgeted, \$8.5K actual revenue
 - 2022-23: \$2K budgeted, \$7.4K actual revenue
 - 2022-23: \$6K budgeted, \$9.7K actual revenue
- We currently spend approximately the following for patron printing and copying on an annual basis:
 - \$245 for paper
 - \$1,740 for the printer/copier lease
 - \$522 in staff wagesFor a TOTAL of \$2,507.

EXAMPLES FROM OTHER LIBRARIES

- GRPL (Class 6) has offered free printing for several years and is considering going back to a paid printing model due to problems and abuses.
- KDL (Class 6) went to free printing more recently and implemented changes in March to make the service more sustainable.
 - KDL cardholders get 50 free pages per week. Guests from other libraries get 10.
 - Software tracks credit for 50 pages through portal at self-serve printers.
 - No special paper requests allowed.
 - Guidelines for print help established and accessible to public. Patrons with print projects beyond library's guidelines are referred out to vendors in community.
- White Lake Community Library (Class 3) started offering free printing on an unlimited basis in 2020 in response to COVID.
 - Lease two printers/copiers, one for public use and one for staff.
 - A donation box noting free printing but welcoming donations is placed near the public printer/copier. Suggested per-page donation levels are listed.

- They have experienced a reduction of staff time spent on printing/copying services due to not making change or engaging in disputes.
- Director Virginia DeMumbrum reports that voluntary donations bring in more revenue than paid printing.
- Relationships developed with local youth sports teams from copying flyers for donations.
- Director reports 2-3 abuses in 5 years.
- Allendale Township Library (Class 5) began a free printing service one week ago.
 - Leased copier accessible to the public for copying. Staff must release print jobs from a console.
 - According to Director Abby Black, library was making a profit from printing/copying, charging \$0.15 for black and white and \$0.25 for color. She budgets \$2800 annually for maintenance and supplies.
 - Free printing limited to military veterans currently.
 - Patrons are asked for proof of veteran status, but this is not strictly enforced.
 - 50-page weekly limit, uses an Honor System, so no tracking necessary.
 - Staff is somewhat uncomfortable with the lack of tracking and potential for abuse.
 - No abuse so far.
 - Also reports reduction in staff time devoted to printing/copying processes and issues.

OPTIONS

1. Stay with the current system.

a. PROS

- i. No effort or time spent adapting.
- ii. No way to abuse the system, unless you count the occasional very large project (100+ pages).
 - 1. Staff feels that the rare occasion when a very large project comes up are justified and good service.
 - 2. We need to codify how to avoid or remediate the problem of the monopolization of library resources when this does occur.

b. CONS

- i. We would miss a chance to improve service to patrons.

2. Offer 100% Free Printing and Copying on a Trial Basis and promote voluntary donations instead.

a. PROS

- i. Happy patrons
- ii. We would be able to gather statistics and make a better-informed decision for the future of printing/copying.

b. CONS

- i. Some patrons might abuse the system, monopolizing staff time and library resources with large projects (>50 pages).
- ii. Possibly up to \$1,000 less in revenue

- iii. Might increase demand and associated costs
 - Doubled demand would increase cost to about \$4,170
 - 1. Printer/copier lease would increase ~\$520 annually
 - 2. Patrons would generate 57% of print jobs instead of 40% (current rough estimate) for a total of \$2,776 annually compared to \$1,740
 - 3. Paper demand increase 3 boxes to 10 boxes of copy paper (~\$350) per year instead of 7 (~\$245)
 - 4. Staff time would double (~\$1,044 annually instead of \$522)

POSSIBLE RESTRICTIONS & ADJUSTMENTS

- Offer to a particular segment of patrons (e.g., seniors or veterans)
 - Smaller impact
 - Easier to justify giving free services to those with who need and deserve more
 - “Need” and “deserve” are subjective and hard to define
 - If we verify, there are extra steps/staff time
 - Smaller targeted population = smaller likelihood of system abusers
- Offer free printing beyond a certain point, decreasing flagrant abuse
 - 50 pages per patron per week
 - Would need to rely on Honor System or invest in software to track
 - Would allow most patrons to get prints and copies completely free
 - \$5 daily discount
 - Would account for 50 black and white pages daily
 - Could easily apply across the board (color, glossy, etc.)
 - Easy for staff to calculate
 - No need for tracking if daily instead of weekly
 - Patrons might try to game the system by bringing many small print/copy jobs up separately on the same day
- Exempt color prints, printing on special paper
 - Patrons cannot abuse in ways that cost the library more
 - Save on color ink toner, glossy paper, card stock, etc.

RECOMMENDATIONS

- Offer on a one-year trial basis a daily or weekly discount of up to \$5 on black and white printing/copying, not including special paper, to all patrons.
- I estimate we will still take in about \$780 for printing/copying, if volume doesn't change.
- Position flyer giving notice of free and discounted printing and encouragement for donations in Computer Room. Place a second flyer at the Circulation Desk.
 - Donations will continue to be collected by Desk staff, written down in the Miscellaneous column, and added to the petty cash drawer.
 - Fees for black and white copies/prints over \$5, along with fees for special-paper projects and color prints will continue to be collected by Desk staff, written down under Copies, and added to petty cash.
- Director will collect data for a period of one year on
 - Weekly revenue from Copies and Miscellaneous categories

- Monthly copies/prints listed on printer/copier lease bill
 - Staff reports of conflicts, disputes, and abuses of free printing service
 - Staff satisfaction with changes in printing service
- After one year, Director will present data to Board and Board will render a decision to continue, terminate, or modify “free printing” service.

	FYE 2023	FYE 2024	FYE 2025	FYE 2026	TOTAL	AVERAGE
April	\$36.90	\$31.10	\$116.60	\$67.35	\$251.95	\$62.99
May	\$76.50	\$45.55	\$98.85	\$106.75	\$327.65	\$81.91
June	\$51.35	\$67.85	\$82.25	\$97.15	\$298.60	\$74.65
July	\$112.30	\$85.85	\$102.14		\$300.29	\$100.10
August	\$63.95	\$95.65	\$128.00		\$287.60	\$95.87
September	\$195.75	\$113.25	\$67.65		\$376.65	\$125.55
October	\$121.40	\$69.45	\$120.54		\$311.39	\$103.80
November	\$66.90	\$124.00			\$190.90	\$95.45
December	\$84.40	\$35.40	\$72.66		\$192.46	\$64.15
January	\$114.30	\$102.00	\$26.05		\$242.35	\$80.78
February	\$59.70	\$100.65	\$95.30		\$255.65	\$85.22
March	\$88.45	\$107.85	\$64.10		\$260.40	\$86.80
TOTAL	\$1,071.90	\$978.60	\$974.14	\$271.25	\$3,295.89	\$823.97
(/TOTAL REV)	\$298,083.65	\$313,438.53	\$311,729.25	\$45,341.94	\$968,593.37	\$307,750.48
% of TOTAL REV	0.4%	0.3%	0.3%	0.6%	0.3%	0.3%

Impact of Proposed Changes to Printing Policy

Item	Revenue	Expenses	Balance
Current			
Public Copies @ 200/wk	\$1,040.00		\$1,040.00
Paper @ 7 boxes		\$245.00	\$795.00
Copier @ 40% of \$4350		\$1,740.00	-\$945.00
Staff Wages (next sheet)		\$522.08	-\$1,467.08
\$5 Discount, No Demand Increase			
Public Copies @ 200/wk	\$780.00		\$780.00
Paper @ 7 boxes		\$245.00	\$535.00
Copier @ 40% of \$4350		\$1,740.00	-\$1,205.00
Staff Wages (next sheet)		\$522.08	-\$1,727.08
\$5 Discount, Demand Doubles			
Public Copies - free @ \$5	\$1,560.00		\$1,560.00
Paper @ 10 boxes		\$350.00	\$1,210.00
Copier 57% of \$4870		\$2,775.90	-\$1,565.90
Staff Wages (next sheet)		\$1,044.16	-\$2,610.06
All Printing Free, No Demand Increase			
Public Copies @ 200/wk	\$0.00		\$0.00
Paper @ 7 boxes		\$245.00	-\$245.00
Copier @ 40% of \$4350		\$1,740.00	-\$1,985.00
Staff Wages (next sheet)		\$522.08	-\$2,507.08
All Printing Free, Demand Doubles			
Public Copies - free	\$0.00		\$0.00
Paper @ 10 boxes		\$350.00	-\$350.00
Copier 57% of \$4870		\$2,775.90	-\$3,125.90
Staff Wages (next sheet)		\$1,044.16	-\$4,170.06

COPYING, PRINTING, SCANNING, FAXING POLICIES

1. It is the policy of the Dorr Township Library that the services of copying, printing, scanning, and faxing will be made available to patrons at the Library. All services will be performed by staff behind the Circulation Desk.

2. Services.

a. Copying.

- i. The following schedule will be used to calculate the cost of copying services:

Paper Type (any size)	Black & White	Color
Standard copy paper	\$0.10	\$0.25
Card stock, glossy	\$0.15	\$0.30

- ii. Any copying request not in accordance with U.S. copyright laws will be refused by the Library. Staff will use their discretion and training to determine which requests are to be refused. Ultimate responsibility for this decision lies with the Director, although the Assistant Director and Circulation Manager may render the immediate decision in the Director's absence.
- iii. Any copying request that demands an excessive amount of staff time may be refused by staff. Staff will use their discretion and consider factors such as but not limited to the volume of other demands of their time in making this decision. Ultimate responsibility for this decision lies with the Director, although the Assistant Director and Circulation Manager may render the immediate decision in the Director's absence.

b. Printing.

- i. The following schedule will be used to calculate the cost of printing services:

Paper Type (any size)	Black & White	Color
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Card stock, glossy	\$0.15	\$0.30
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- ii. The Library has only one copier/printer available for both the public and the staff. Any printing request that monopolizes the printer for an excessive length of time may be refused by staff. Staff will use their discretion and consider factors such as but not limited to the number of other patrons in the Library at the time potentially needing the copier/printer in making this decision. Ultimate responsibility for this decision lies with the Director, although the Assistant Director and Circulation Manager may render the immediate decision in the Director's absence.

c. Scanning.

- i. Scanning can be done to the PDF format to a USB drive, which plugs into a port on the printer. **The patron must provide their own USB drive.**
- ii. **The Library may lend a USB drive to a patron on two conditions:**
 - 1. **The patron must delete all files added to the USB drive when they are finished.**
 - 2. **The patron must return the USB drive to the Circulation Desk.**
- iii. There is no charge for scanning services. **Patrons must supply their own USB drives if they want to keep the drive.**

d. Faxing.

- i. The Library does not receive faxes on behalf of patrons or the public.
- ii. The first five (5) pages of an outgoing fax, including the cover page if there is one, are free of charge. After that, each additional page costs \$1.00.
- iii. A printed confirmation page is produced by the copier/printer after every fax is complete or unsuccessfully attempted. Patrons may choose to keep the confirmation for a charge of \$0.10 or they may leave it with staff.

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a. Copying.

- i. The Library provides up to \$5 in Black and White copies on standard copy paper per day per patron at no cost to the patron, covering up to 50 pages free.
- ii. Free Printing does not apply to color copies or copies on special paper.
- iii. “Per page” pricing applies to each side of a piece of paper, so that there is no price difference between a single-sided and a double-sided printing of the same document.
- iv. The following schedule will be used to calculate the cost of copying services beyond the limits set above:

Paper Type (any size)	Black & White	Color
Standard copy paper	\$0.10	\$0.25
Card stock, glossy	\$0.15	\$0.30

- v. Any copying request not in accordance with U.S. copyright laws will be refused by the Library. Staff will use their discretion and training to determine which requests are to be refused. Ultimate responsibility for this decision lies with the Director, although the Assistant Director and Circulation Manager may render the immediate decision in the Director’s absence.
- vi. Any copying request that demands an excessive amount of staff time or monopolizes Library resources may be delayed, interrupted, or refused by staff. Staff will use their discretion and consider factors such as but not limited to the volume of other demands of their time in making this decision. Ultimate responsibility for this decision lies with the Director, although the Assistant Director and Circulation Manager may render the

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