

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

**Call to Order:**

**Roll Call:**

**Changes to the Agenda:**

**Public Comment & Correspondence:**

**Approval of the Agenda:**

**Approval of the Minutes:** April 21, 2024

**Treasurer's Report:** April and May. Credit Card - \$4,551.01 for April, \$4,711.16 for May.

**Director's Report:**

**Committee Reports:**

**NEW BUSINESS:**

1. Review of Year-End Fiscal Report and Financial Forecast for FYE 2025
2. Discussion and Approval of Revisions to FYE 2026 Budget
3. Discussion and Approval of Copyright Policy
4. Discussion and Approval of Copying/Printing/Scanning/Faxing Policies
5. Discussion and Approval of revisions to PTO section of Personnel Manual

**OLD BUSINESS:**

- 1.

**Township Board Meeting:** June 26, 2025 7 pm.

**Adjournment:**

**Next regular meeting:** July 21, 2025 at 6:30 pm

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

**MINUTES**

**Meeting was called to order at 6:32 PM**

**Pledge of Allegiance:** was said.

**Roll Call:** Present- Jeffrey Babbitt, Carrie Brooks, Michael Rydman, Gordon Lieffers, Andrea Strong.  
Absent - Brittany Hunter, Bruce Bendull.

**Changes to the Agenda:** Brooks added forming the Personnel Committee and motioned to approve the agenda with that change. Strong seconded. All yes, motion carried.

**Public Comment & Correspondence:** None.

**Approval of the Minutes:** Lieffers motioned to approve the minutes from March 17, 2025. Brooks seconded. All yes, motion carried.

**Treasurer's Report:** Strong reported that Assistant Director Brower had gone through the financial folders with her and motioned to pay the credit card bill for March in the amount of \$4,812.53. Lieffers seconded. All yes, motion carried.

**Director's Report:** Was heard. Director reports that program attendance was strong, especially craft programs. Schoolhouse 1909 program drew crowd of 60. Assistant Director Brower won a \$10K Accessible Small and Rural Communities Grant. Director attended several meetings.

**Committee Reports:** None.

**NEW BUSINESS:**

1. **Personnel Committee.** Lieffers, Brooks, and Strong formed committee.
2. **Review and Signing of Auditor's Letter of Understanding.** Brooks signed.
3. **Recommendations for Library Cell Phone.** Board discussed two options. Director's discretion as to whether to implement the T-Mobile plan or the U.S. Mobile plan.
4. **Discussion and approval of Schedule of Policies to be Reviewed.** Discussed schedule presented by Director.

**OLD BUSINESS:**

1. None

**Adjournment:** Brooks motioned to adjourn at 7:23 PM. Strong seconded. All yes, motion carried.

**Township Board Meeting:** April 24, 2025 7 pm. Babbitt will attend.

**Next Regular Meeting:** May 19, 2025 at 6:30 pm

Submitted by Jeffrey Babbitt, Director.

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of April 30, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
271-000-001 Checking	180,559.97
271-000-002 ICS Account	444,815.32
271-000-003 Huntington CD	6,683.05
<b>Total Bank Accounts</b>	<b>\$632,058.34</b>
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
<b>Total Other Current Assets</b>	<b>\$10,226.61</b>
<b>Total Current Assets</b>	<b>\$642,284.95</b>
<b>TOTAL ASSETS</b>	<b>\$642,284.95</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
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	569.74
271-000-229.1 Federal Taxes (941/944)	1,329.58
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	103.53
MI Unemployment Tax	0.00
<b>Total 271-000-231.1 Payroll Liabilities</b>	<b>3,880.62</b>
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$7,226.29</b>
<b>Total Current Liabilities</b>	<b>\$7,226.29</b>
<b>Total Liabilities</b>	<b>\$7,226.29</b>

Check Register 2025 - April					
Date	Type	Check #	Vendor	Memo	Amount
04/01/2025	Check	16444	World Trade Press	Invoice #INV682075	-367.71
04/01/2025	Check	16445	Foster, Swift, Collins & Smith	Invoice #908035	-535.50
04/01/2025	Check	16446	Canon Financial Services, Inc.	Legal advice and Policy template re: ESTA Invoice #39479768	-275.6
04/01/2025	Check	16447	CENTER POINT LARGE PRINT	Invoice #2156622	-146.25
04/01/2025	Check	16448	Coverall of West Michigan	Invoice #7370171577	-450
04/02/2025	Check	16452	Lakeland Library Cooperative	Invoice #PT25-1554	-4,811.08
04/03/2025	Check	16449	Swordsmanship Museum and Academy	Invoice #25-18069	-300.00
04/04/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 03/19/2025-04/01/2025	-376.04
04/04/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 03/19/2025-04/01/2025	-501.47
04/04/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 03/19/2025-04/01/2025	-1,387.01
04/04/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 03/19/2025-04/01/2025	-349.38
04/04/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 03/19/2025-04/01/2025	-401.75
04/04/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 03/19/2025-04/01/2025	-497.62
04/04/2025	Payroll Check	DD	Diane Switzer	Pay Period: 03/19/2025-04/01/2025	-393.54
04/04/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 03/19/2025-04/01/2025	-1,005.89
04/04/2025	Tax Payment	IRS	IRS	Tax Payment for Period: 03/01/2025-03/31/2025	-1,994.03
04/07/2025	Tax Payment	MI	Department of Treasury	Tax Payment for Period: 03/01/2025-03/31/2025 TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-429.37
04/09/2025	Expense			TO ICS SWEEP ACCOUNT XXXXXX8608	-8,204.85
04/10/2025	Check	16453	Manuel Avila	Gatsby Party Dance Instructor	-180.00
04/11/2025	Check	16454	CENTER POINT LARGE PRINT	Invoice #2161244	-24.00
04/11/2025	Check	16455	Mango Languages	Invoice #INV015764 (STOPPED PAYMENT)	-1,492.53
04/18/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 04/02/2025-04/15/2025	-1,381.44
04/18/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 04/02/2025-04/15/2025	-338.50
04/18/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 04/02/2025-04/15/2025	-492.49
04/18/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 04/02/2025-04/15/2025	-415.51
04/18/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 04/02/2025-04/15/2025	-1,070.51
4/18/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 04/02/2025-04/15/2025	-497.62
4/18/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 04/02/2025-04/15/2025	-349.39
4/18/2025	Payroll Check	DD	Diane Switzer	Pay Period: 04/02/2025-04/15/2025	-384.30
4/18/2025	Check	16456	Michigan Library Association	Organizational membership renewal 2025-2026	-486.00
4/18/2025	Check	16457	Lakeland Library Cooperative	Invoice #PT25-1588	-237.60
4/18/2025	Check	16458	FacilitySight	Invoice date 4/17/2025 TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-240.00
4/24/2025	Expense			TO ICS SWEEP ACCOUNT XXXXXX8608	-4.72
04/25/2025	Check	16459	Mango Languages	Invoice #015764 Mango Languages renewal 3/30/25-3/29/26	-1,492.53
04/25/2025	Check	16460	OverDrive, Inc.	Invoice #01720C025126026	-417.96
04/30/2025	Check	16461	Midwest Tape	Invoice #507111680	-328.06
04/30/2025	Check	16464	T-Mobile	Account #970594354 TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFER	-172.2
04/30/2025	Expense			TO ICS SWEEP ACCOUNT XXXXXX8608	-41.05

# DORR TOWNSHIP LIBRARY

## General Ledger

April 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							186,827.70
Beginning Balance							
04/01/2025	Check	16445	Foster, Swift, Collins & Smith	Invoice #908035	271-790-801 800, Professional and Contract Services:801, Legal Fees	-535.50	186,292.20
04/01/2025	Check	16448	Coverall of West Michigan	Invoice #7370171577	271-790-806 800, Professional and Contract Services:806, Professional Services	-450.00	185,842.20
04/01/2025	Check	16444	World Trade Press	Invoice #INV682075	271-790-736 703-728, Operations:711, databases	-367.71	185,474.49
04/01/2025	Check	16446	Canon Financial Services, Inc.	Invoice #39479768	271-790-931 729-734, Facilities and Equipment:730, Equip Rental and Maintenance	275.60	185,198.89
04/01/2025	Check	16447	CENTER POINT LARGE PRINT	Invoice #2156622	271-790-727 703-728, Operations:703, Books	-146.25	185,052.64
04/01/2025	Deposit				-Split-	12.46	185,065.10
04/01/2025	Deposit				271-000-002 ICS Account	4,800.07	189,865.17
04/02/2025	Check	16452	Lakeland Library Cooperative	Invoice #PT25-1554 Invoice #25-18069	-Split-	4,811.08	185,054.09
04/02/2025	Deposit				271-000-002 ICS Account	580.00	185,634.09
04/03/2025	Check	16449	Swordsmanship Museum and Academy		271-790-880 703-728, Operations:710, Programs (Community Promotions)	-300.00	185,334.09
04/04/2025	Deposit				271-000-002 ICS Account	7,871.60	193,205.69
04/04/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 03/19/2025-04/01/2025	Direct Deposit Payable	1,387.01	191,818.68
04/04/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 03/19/2025-04/01/2025	Direct Deposit Payable	-	190,812.79
04/04/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 03/19/2025-04/01/2025	Direct Deposit Payable	-501.47	190,311.32
04/04/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 03/19/2025-04/01/2025	Direct Deposit Payable	-497.62	189,813.70
04/04/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 03/19/2025-04/01/2025	Direct Deposit Payable	-401.75	189,411.95
04/04/2025	Payroll Check	DD	Diane Switzer	Pay Period: 03/19/2025-04/01/2025	Direct Deposit Payable	-393.54	189,018.41
04/04/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 03/19/2025-04/01/2025	Direct Deposit Payable	-376.04	188,642.37
04/04/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 03/19/2025-04/01/2025	Direct Deposit Payable	-349.38	188,292.99
04/04/2025	Tax Payment		IRS	Tax Payment for Period: 03/01/2025-03/31/2025	271-000-229,1 Payroll Liabilities:Federal Taxes (941/944)	1,994.03	186,298.96
04/07/2025	Deposit				271-000-002 ICS Account	965.30	187,264.26
04/07/2025	Tax Payment		MI Department of Treasury	Tax Payment for Period: 03/01/2025-03/31/2025	271-000-228,3 Payroll Liabilities:MI Income Tax	-429.37	186,834.89
04/08/2025	Deposit				271-000-002 ICS Account	620.28	187,455.17
04/09/2025	Expense				271-000-002 ICS Account	-	179,250.32
04/10/2025	Check	16453	Manuel Avila		271-790-880 703-728, Operations:710, Programs (Community Promotions)	-180.00	179,070.32
04/10/2025	Deposit				-Split-	2.38	179,072.70
04/10/2025	Deposit				271-000-002 ICS Account	399.47	179,472.17
04/11/2025	Check	16455	Mango Languages	Invoice #INV015764	271-790-736 703-728, Operations:711, databases	-	177,979.64
04/11/2025	Check	16454	CENTER POINT LARGE PRINT	Invoice #2161244	271-790-727 703-728, Operations:703, Books	-24.00	177,955.64
04/11/2025	Deposit				271-000-002 ICS Account	4,811.08	182,766.72
04/15/2025	Deposit				271-000-002 ICS Account	180.00	182,946.72
04/18/2025	Check	16456	Michigan Library Association	2025-2026	271-790-805 800, Professional and Contract Services:805, Professional Dues	-486.00	182,460.72
04/18/2025	Check	16458	FacilitySight	Invoice date 4/17/2025	271-790-933 729-734, Facilities and Equipment:732, Technology	-240.00	182,220.72
04/18/2025	Check	16457	Lakeland Library Cooperative	Invoice #PT25-1588	271-790-742 703-728, Operations:725, LLC Costs:721.2 Other LLC fees	-237.60	181,983.12
04/18/2025	Deposit				271-000-002 ICS Account	1,533.07	183,516.19
04/18/2025	Deposit				271-000-658 404, Penal Fines	3,420.69	186,936.88
04/18/2025	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 04/02/2025-04/15/2025	Direct Deposit Payable	1,381.44	185,555.44
04/18/2025	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 04/02/2025-04/15/2025	Direct Deposit Payable	-	184,484.93
04/18/2025	Payroll Check	DD	Karen K. Shaffer	Pay Period: 04/02/2025-04/15/2025	Direct Deposit Payable	-497.62	183,987.31
04/18/2025	Payroll Check	DD	Reilly J. Brower	Pay Period: 04/02/2025-04/15/2025	Direct Deposit Payable	-492.49	183,494.82
04/18/2025	Payroll Check	DD	Alexis Adrianse	Pay Period: 04/02/2025-04/15/2025	Direct Deposit Payable	-415.51	183,079.31
04/18/2025	Payroll Check	DD	Diane Switzer	Pay Period: 04/02/2025-04/15/2025	Direct Deposit Payable	-384.30	182,695.01
04/18/2025	Payroll Check	DD	Karen E. Brower	Pay Period: 04/02/2025-04/15/2025	Direct Deposit Payable	-349.39	182,345.62
04/18/2025	Payroll Check	DD	Savannah M Shustack	Pay Period: 04/02/2025-04/15/2025	Direct Deposit Payable	-338.50	182,007.12
04/23/2025	Deposit				271-000-002 ICS Account	486.00	182,493.12
04/24/2025	Deposit				-Split-	4.72	182,497.84
04/24/2025	Expense				271-000-002 ICS Account	-4.72	182,493.12
04/25/2025	Check	16460	OverDrive, Inc.	Invoice #01720CO25126026	271-790-736 703-728, Operations:711, databases	-417.96	182,075.16
04/25/2025	Check	16459	Mango Languages	Invoice #015764	271-790-736 703-728, Operations:711, databases	-	180,582.63
04/28/2025	Deposit				271-000-002 ICS Account	237.60	180,820.23
04/29/2025	Deposit				271-000-002 ICS Account	240.00	181,060.23
04/30/2025	Check	16461	Midwest Tape	Invoice #507111680	271-790-736 703-728, Operations:711, databases	-328.06	180,732.17
04/30/2025	Check	16464	T-Mobile	Account #970594354	271-790-920 729-734, Facilities and Equipment:729, Rent, Parking, Utilities:729,1 Telephone, Telecommunications	-172.20	180,559.97
04/30/2025	Deposit		Interest		271-000-665 405-407, Other Types of Income:406, Interest Income Dor	41.05	180,601.02
04/30/2025	Expense				271-000-002 ICS Account	-41.05	180,559.97
<b>Total for 271-000-001 Checking</b>						<b>\$-</b>	<b>186,267.73</b>

# DORR TOWNSHIP LIBRARY

## Profit and Loss

April 2025

	TOTAL
Income	
271-000-658 404. Penal Fines	3,420.69
271-000.602.1 405.1 Copies	0.50
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	41.05
271-000-675.1 405. Miscellaneous Revenue	
271-000-602.3 405.4 Faxes	2.10
271-000.602.1 405.1 Copies	5.00
<b>Total 271-000-675.1 405. Miscellaneous Revenue</b>	<b>7.10</b>
271-000-676.1 407. Reimbursements	12.95
<b>Total 46400 405-407. Other Types of Income</b>	<b>61.10</b>
<b>Total Income</b>	<b>\$3,482.29</b>
GROSS PROFIT	<b>\$3,482.29</b>
Expenses	
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	
271-790-920 729.1 Telephone, Telecommunications	172.20
<b>Total 271-790-921 729. Rent, Parking, Utilities</b>	<b>172.20</b>
271-790-931 730. Equip Rental and Maintenance	275.60
271-790-933 732. Technology	240.00
<b>Total 271-790-930 729-734. Facilities and Equipment</b>	<b>687.80</b>
62100 800. Professional and Contract Services	
271-790-801 801. Legal Fees	535.50
271-790-805 805. Professional Dues	486.00
271-790-806 806. Professional Services	450.00
<b>Total 62100 800. Professional and Contract Services</b>	<b>1,471.50</b>
65000 703-728. Operations	
271-790-727 703. Books	170.25
271-790-730 705. Periodicals	153.58
271-790-736 711. databases	4,548.79
271-790-741 725. LLC Costs	4,207.50
271-790-742 721.2 Other LLC fees	237.60
<b>Total 271-790-741 725. LLC Costs</b>	<b>4,445.10</b>
271-790-880 710. Programs (Community Promotions)	480.00
<b>Total 65000 703-728. Operations</b>	<b>9,797.72</b>
780. Misc Expense	
782. Square Reader Fees	0.99
<b>Total 780. Misc Expense</b>	<b>0.99</b>

## Director's Report, June 16, 2025

### Library Operation Updates

Attendance at programs has been a little low, with the exception of the Author Fair on April 24, which was wildly successful at 167 visitors to the library between 1:30pm and 7:15pm, and the June 9 Color Carnival to kick off Summer Reading at an astounding 425 visitors. Shout out to Jen for all her effort in organizing the Author Fair and Lexi for all of her hard work on the Color Carnival. Feedback on both events was 100% positive. Many if not all of the authors at the Fair stated that this was the best organized and run author fair they had attended and that they would be delighted to return *when* we do this in the future.

### Statistics

Statistics are updated. Circulation stats are fairly strong across the board. Database use is in a lull, although Comics Plus use has finally gotten off the ground. May was an exceptional month for patron statistics, with 27 patrons added--a 50% increase over May 2024. Active patrons reached 617--higher than it's been in May since before 2019. Facility Sight counted 952 patron visits for May. However, there was an apparent glitch in the people counter that affected at least one day. Facility Sight says that the statistics should be fixed by June 20.

### Budget and Financial Items

Reilly is still updating the Budget and pulling Financial Reports for May. We have received the State Aid payment for the year. The Year-End report for FYE 2025 will be discussed at the Board meeting.

### Staff and Building Items

The Dorr Township Board approved \$1,400 in additional funds for the Township's Library Buildings & Improvements fund to be spent on our lobby flooring. They will send us a check, and we will provide the remaining \$3,000 out of the FYE 2026 Budget. I have contacted DeGraaf Interiors to see if they can do the work on August 12 and 13, following Summer Reading. Staff consensus is to go ahead with the \$3,500 Hopkins Electrical lighting improvements, which also will be paid from the B&I fund. This leaves \$2,800 in the B&I fund in case of an unforeseen emergency.

We have hired Emily Fulling, an MLIS-degreed relative newcomer to library work, to replace Savannah when she leaves at the end of July. She began training under Jen on June 12.

### Meetings, Workshops, etc.

On April 22, I attended a meeting to prep for Advocacy Day, and then went to Lansing on April 30. Otsego District Public Library Director Andrea Estelle and I met with State Rep. Rachelle Smit. Rep. Smit was very receptive to the idea of the State funding the MeL databases and MeLCat in case federal funding is taken away. Smit will hold Office Hours at the Library on June 27 from 10am to 2pm.

I attended the Township Board meeting April 24, gave the library report, and answered questions about the requested money for the library lobby floor.

The ACLA visited Camp Jijak, the site for their countywide training day in September, on May 1.

On May 7, I attended a webinar on Accessibility in the Library, which provided some background for the accessibility improvements we will be making soon.

Allegan County Community Foundation hosted a workshop on increasing donations to endowment funds. The workshop was free for all fundholders. I will begin working on the Planned Giving part of the Gifts and Donations Policy soon.

The Lakeland Library Coop Board and Advisory Committee did not meet in May. I attended the Lakeland Meetings on June 12. The Advisory Council discussed revisions to the Coop Circulation Policy and I expressed the concerns staff had related to me regarding registration of children in the absence of their parents, the use of paper registration forms, and the time to renewal for patrons who own property in the Township but do not reside here. Those issues were addressed and clarified but the results would place additional if small burdens on the staff. I was the lone Nay vote; the revisions were approved.

The Michigan Public Library Directors group is set to meet online on June 13.

### **Volunteers**

No consistent volunteers currently, although several community members volunteered to help at the Color Carnival on June 9.

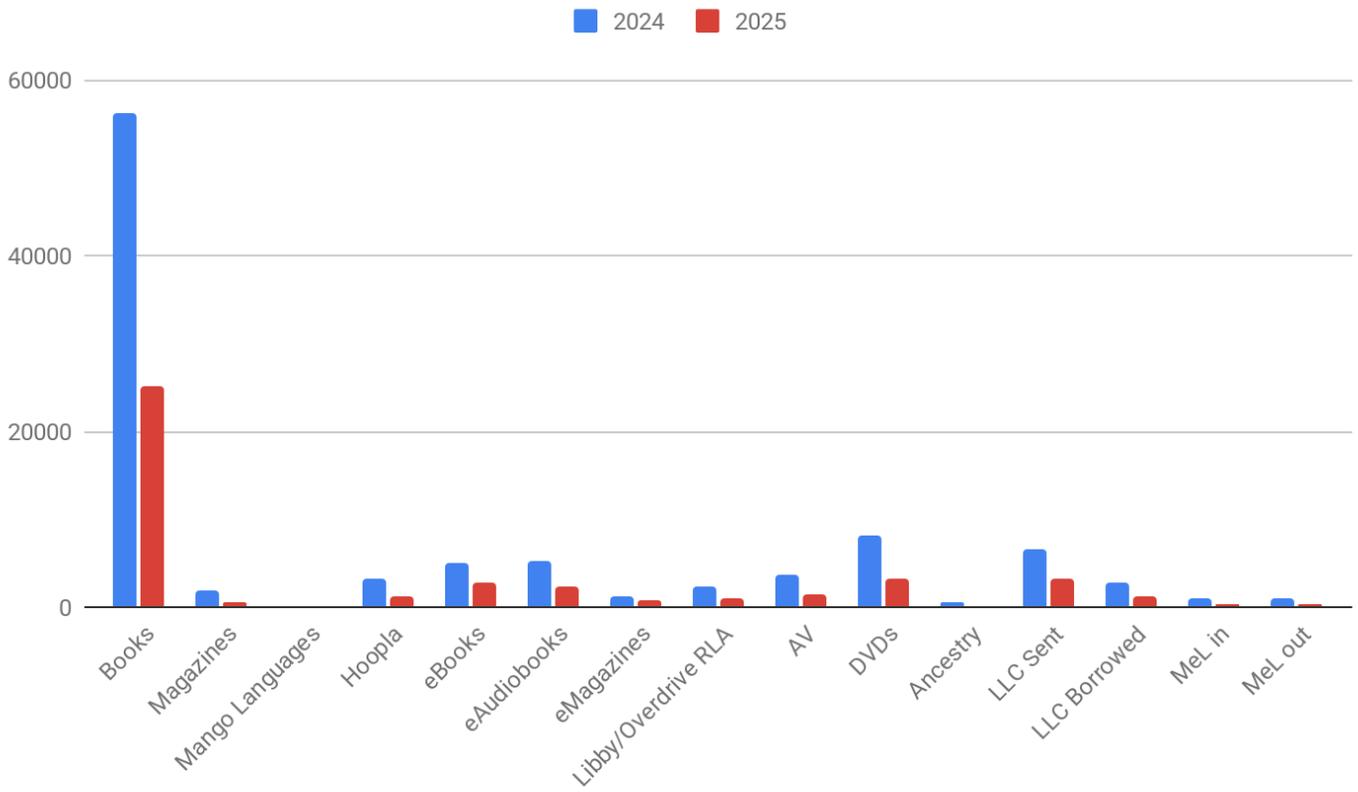
### **Library Closings**

The library was closed on May 24 and 26 for Memorial Day.

Completed June 13, 2025, at 10:17 AM.

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



**FYE 2025**

**Year-End Fiscal Health and Financial Forecast**

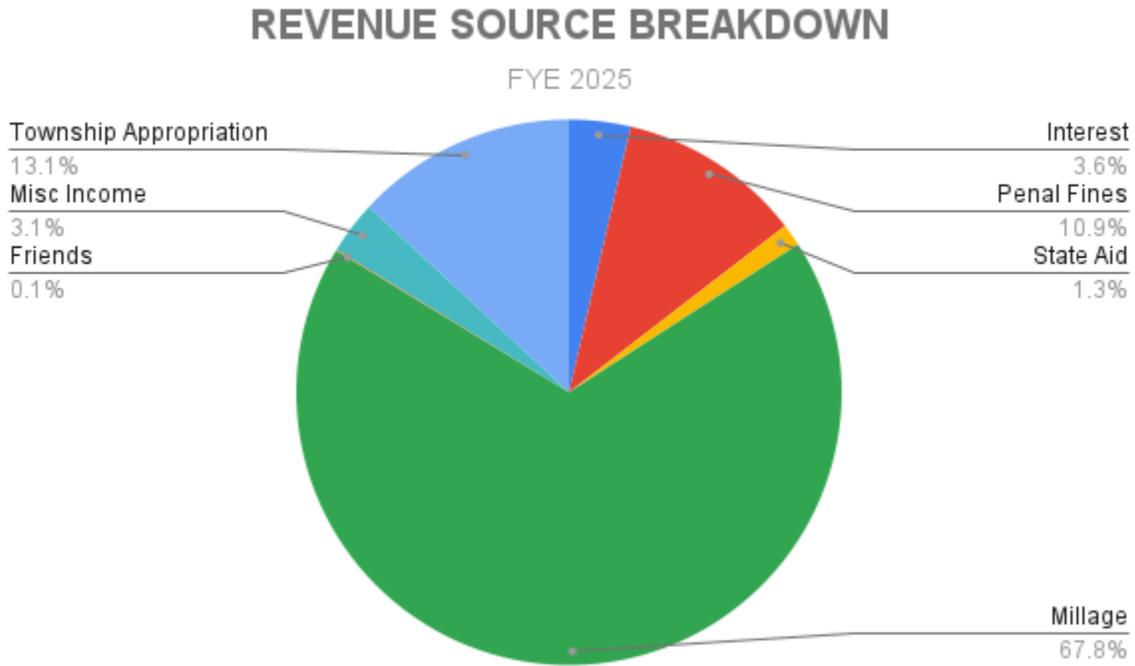
**Report and Recommendations**

Year-end balances are generally where they should be. See Table below.

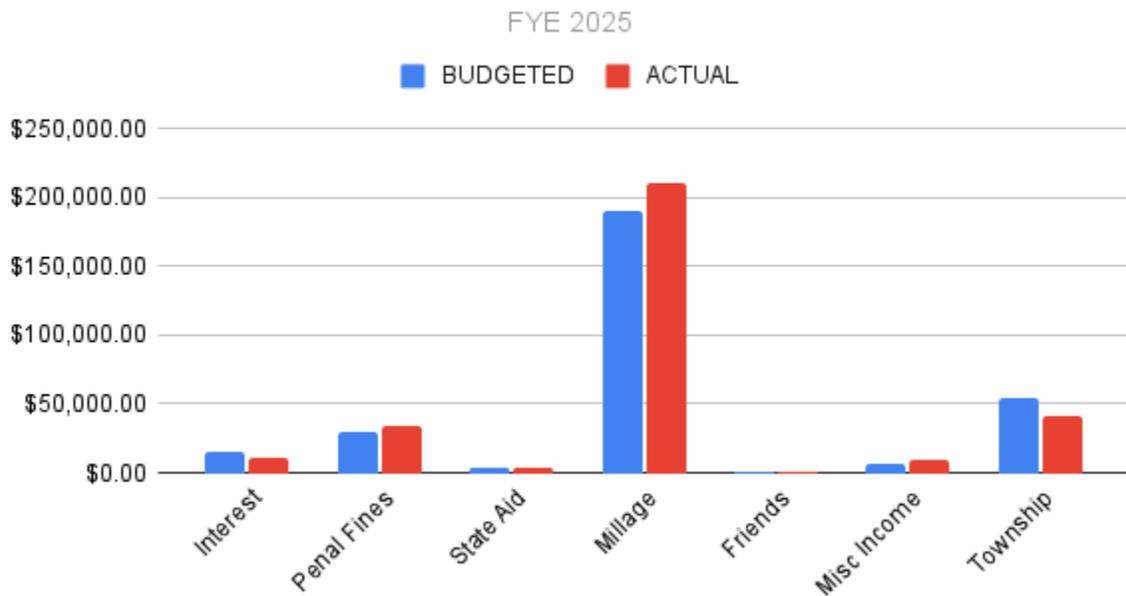
- During FYE 2025, we received 10.4% more than our projected revenue from all sources combined (see Appendix 1), excepting the General Fund Appropriation from the Township, and paid out 98.1% of what we had budgeted to spend.

	Budgeted	% of Total	Actual	% of Total	% of Budgeted	YE Variance
<b>REVENUE</b>	<b>\$ 299,672.00</b>	<b>100.0%</b>	<b>\$310,833.72</b>	<b>100.0%</b>	<b>103.7%</b>	<b>\$ 11,161.72</b>
Interest	\$ 15,233.00	0.5%	\$11,338.57	3.65%	74.43%	-\$3,894.43
Penal Fines	\$ 29,339.00	10.7%	\$33,916.10	10.91%	115.60%	\$4,577.10
State Aid	\$ 3,900.00	1.3%	\$4,096.34	1.32%	105.03%	\$196.34
Millage	\$ 190,000.00	64.0%	\$210,793.00	67.82%	110.94%	\$20,793.00
Friends	\$ 200.00	<0.1%	\$195.00	0.06%	97.50%	-\$5.00
Misc Income	\$6,000.00	0.8%	\$9,744.71	3.14%	162.41%	\$3,744.71
Township Appropriation	\$ 55,000.00	21.1%	\$40,750.00	13.11%	74.09%	-\$14,250.00
<b>EXPENSES</b>	<b>\$291,150.00</b>	<b>100.0%</b>	<b>\$262,140.14</b>	<b>100.00%</b>	<b>89.91%</b>	<b>-\$29,409.86</b>
Staff Expenses	\$142,250.00	53.25%	\$138,863.97	52.97%	97.62%	-\$3,386.03
Professional Fees	\$12,400.00	4.64%	\$14,428.29	5.50%	116.36%	\$2,028.29
Building Expenses	\$38,850.00	14.54%	\$24,544.26	9.36%	63.18%	-\$14,305.74
Library Operations Exp	\$98,050.00	36.70%	\$84,303.62	32.16%	85.98%	-\$13,746.38
Books	\$20,175.00	7.55%	\$20,478.05	7.81%	101.50%	\$303.05
AV	\$3,875.00	1.45%	\$2,295.76	0.88%	59.25%	-\$1,579.24
Periodicals	\$1,750.00	0.66%	\$1,350.55	0.52%	77.17%	-\$399.45
Other Physical	\$500.00	0.19%	\$0.00	0.00%	0.00%	-\$500.00
PHYSICAL MATERIALS	\$26,300.00	9.84%	\$24,124.36	9.20%	91.73%	-\$2,175.64
DIGITAL MATERIALS	\$15,400.00	5.76%	\$16,698.65	6.37%	108.43%	\$1,298.65
PROGRAMMING	\$14,250.00	5.33%	\$13,557.72	5.17%	95.14%	-\$692.28
OTHER OPERATING	\$42,100.00	15.76%	\$29,922.89	11.41%	71.08%	-\$12,177.11
<b>REV - EXP</b>	<b>\$32,522.00</b>		<b>\$48,693.58</b>			

- Total revenue, including the Township Appropriation, minus total expenditures gives us a surplus of \$48,694. We had planned for a surplus of \$15,622 to be deposited into the Capital Projects Fund.



### BUDGET vs. ACTUAL REVENUE by SOURCE



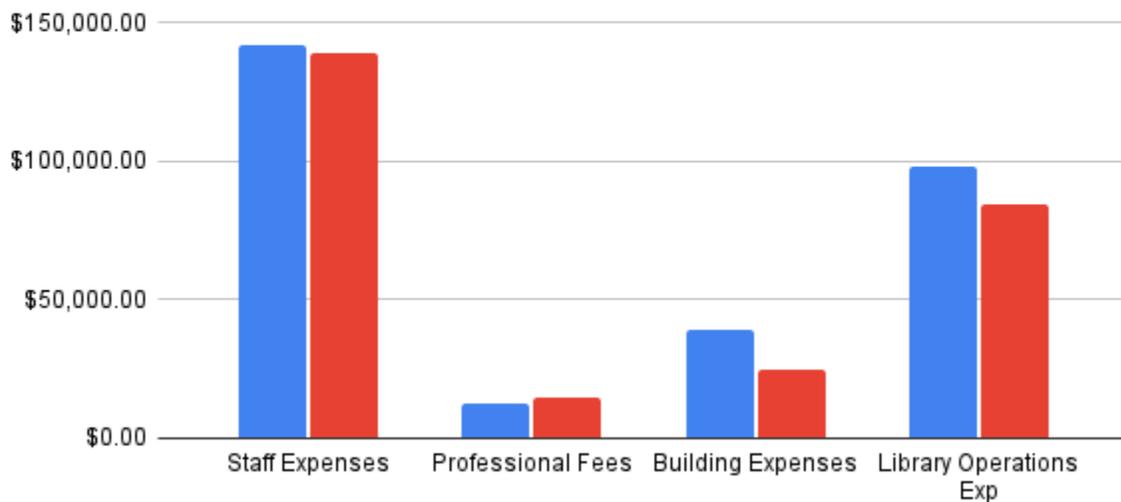
- Revenue funds significantly over 100% at the end of the year include
  - Millage revenue exceeded expectations by 10.9% or \$20,793.
  - Penal Fine revenue, by 15.6% (\$4,577) over what was expected.

- Other revenue, including replacement fees, sales, and many other small items, was 60.3% over, or \$3,740.
- Revenue funds significantly under 100% include
  - Interest did not reach the \$13,000 predicted at mid-year. We earned a total of \$11,339 or 74.4% of the \$15,233 we budgeted for.
  - Due to an accounting issue, we appear to have collected only 74.1% of the \$55K we expected, or \$40,750. Examining revenue records going back to 2019, I found that we had been depositing the April appropriation check early for some time now. The April 2024 check was deposited for March 2024 and so did not count for this fiscal year. We received our first appropriation check for FYE 2026 in April of this year for \$16,500, so everything should be on track for this year.

## BUDGETED vs. ACTUAL EXPENDITURES

By Activity Level, FYE 2025

■ BUDGETED ■ ACTUAL

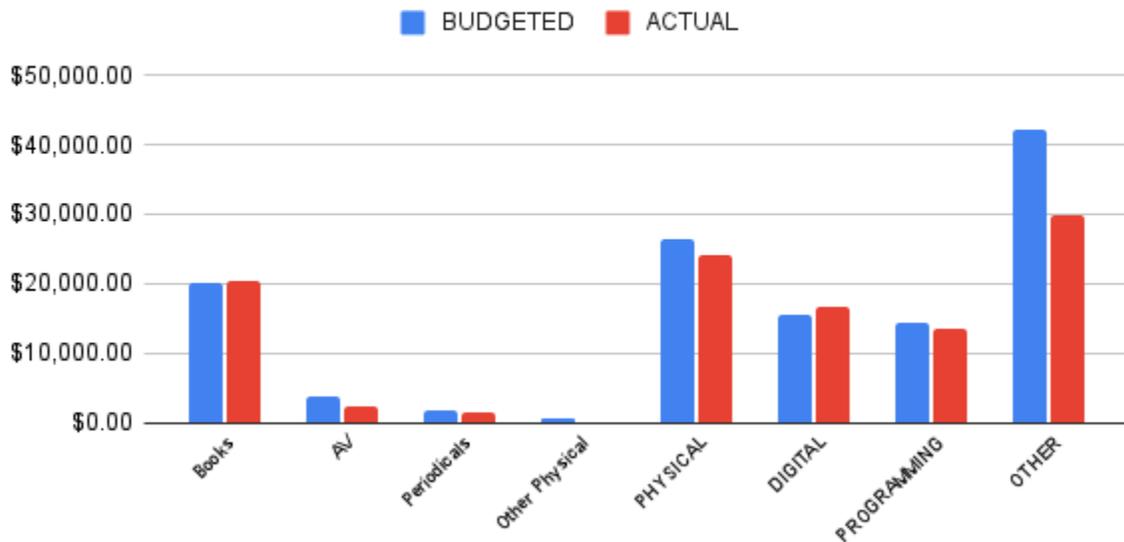


- Expenditure funds significantly over 100% at year's end include
  - Professional and contracted services exceeded the budget by 16.4% or approximately \$2K. This mainly reflects legal fees for navigating ESTA and other unexpected issues.
  - Education and training for staff ran about \$655 over budget.
  - Miscellaneous, a placeholder for unanticipated expenditures, was at \$224 more than double its \$100 budget.
- Expenditure funds significantly under 100% include
  - AV materials (59.2%), Kits (0%), and Periodicals (77.2%) for a savings of about \$2,400.
  - Supplies (75.2%) and Transportation (46.6%) account for about \$2,600 of the surplus.
  - Coop fees (85.7%) were significantly under budget, saving us \$2,700.

- Insurance (74.8%) and Facilities and equipment (61.6%), the latter mainly due to the decision to forego the planned shelving purchase out of frustration with the space audit.

## BUDGETED vs. ACTUAL EXPENDITURES

Library Operations FYE 2025



- As last year, the **Financial Forecast** assumes a 3% annual growth in millage revenue, which is the same figure that the Township uses for planning. So as to avoid inflating the millage projections, I based the FYE 2026 projection on the relatively low figure from the FYE 2024 Audit, estimating a 3% increase for each of two years. If I had based it on this year's actual millage revenue, our projection for FYE 2026 would have been \$14K higher. Population growth and the accompanying new structures may also increase the actual amount generated by the millage. Penal Fines are harder to pin down, as the total from the FYE 2024 Audit was a sizable increase from the previous year, followed by a 6.2% reduction for FYE 2025. For the purposes of the forecast, I assume a 3% annual reduction due to declining assessments, attempted diversions, etc.
- The Forecast also assumes several regular cost increases over the years:
  - Wages will rise according to the plan approved by the Board (to be revisited annually by the Board) in order to stay ahead of the increase in the State Minimum Wage.
  - Materials and programming budgets remain flat in order to allow increases in other categories. This means we will be spending the same amount on supplies whose costs are likely rising. Eventually we will need to increase budgeted expenditures for materials and programming, either through targeted grants or reallocation of budgeted revenue.
- My recommendations include
  - Carry over \$6,200 to the FYE 2026 Budget to pay TechConnect for out of scope projects and to create a cushion for additional hours of labor outside of the block-time agreement. Projects include the reconfiguration of the Wifi to split public Wifi from staff Wifi for security and collaboration on Technology Plan, Policies, and Procedures.
  - Carry over \$3,000 to the FYE 2026 Budget to replace the floor tiles in the lobby.
  - Carry over \$715 to fill the anticipated deficit in other categories of the FYE 2026 Budget.

- Put the remainder of the \$48K surplus (\$38,778) into the Capital Projects Fund.
- Make an effort to cultivate other sources of revenue, including private donations and commitments to our endowment fund.

REVENUES	BUDGET	YTD REV (Sep)	YTD %	YTD Var.	FYE REV	FYE %	FYE Var.
Property taxes	\$ 190,000.00	\$ 5,640.83	3.0%	\$ (89,359.17)	\$ 210,793.00	110.9%	\$ 20,793.00
State grants	\$ 3,900.00	\$ 4,096.34	105.0%	\$ 2,146.34	\$ 4,096.34	105.0%	\$ 196.34
Fines and forfeitures - penal fines	\$ 29,339.00	\$ 17,692.27	60.3%	\$ 3,022.77	\$ 33,916.10	115.6%	\$ 4,577.10
Interest	\$ 15,233.00	\$ 6,210.37	40.8%	\$ (1,406.13)	\$ 11,338.57	74.4%	\$ (3,894.43)
Other	\$ 6,200.00	\$ 3,331.24	53.7%	\$ 231.24	\$ 9,939.71	160.3%	\$ 3,739.71
<b>Total Revenues</b>	<b>\$ 244,672.00</b>	<b>\$ 36,971.05</b>	<b>15.1%</b>	<b>\$ (85,364.95)</b>	<b>\$ 270,083.72</b>	<b>110.4%</b>	<b>\$ 25,411.72</b>

Rev Over Budget, >=10%<25%
Rev Over Budget, >=25%
Rev Under Budget, <25%
Rev Under Budget, >=25%-40%

EXPENDITURES	BUDGET	YTD EXP (Sep)	YTD %	YTD Var.	FYE EXP	FYE %	FYE Var.
Recreation and culture:							
Personnel costs	\$ 142,250.00	\$ 65,483.16	46.0%	\$ (5,641.84)	\$ 138,863.97	97.6%	\$ (3,386.03)
<b>Professional and contracted services</b>	<b>\$ 12,400.00</b>	<b>\$ 7,281.50</b>	<b>58.7%</b>	<b>\$ 1,081.50</b>	<b>\$ 14,428.29</b>	<b>116.4%</b>	<b>\$ 2,028.29</b>
Book purchases	\$ 20,175.00	\$ 9,473.08	47.0%	\$ (614.42)	\$ 20,478.05	101.5%	\$ 303.05
AV materials	\$ 3,875.00	\$ 1,217.66	31.4%	\$ (719.84)	\$ 2,295.76	59.2%	\$ (1,579.24)
Kits	\$ 500.00	\$ -	0.0%	\$ (250.00)	\$ -	0.0%	\$ (500.00)
Periodicals	\$ 1,750.00	\$ 1,150.80	65.8%	\$ 275.80	\$ 1,350.55	77.2%	\$ (399.45)
Programs	\$ 14,250.00	\$ 7,104.89	49.9%	\$ (20.11)	\$ 13,557.72	95.1%	\$ (692.28)
Advertising	\$ 2,000.00	\$ 1,773.82	88.7%	\$ 773.82	\$ 2,066.75	103.3%	\$ 66.75
Supplies	\$ 7,500.00	\$ 2,606.14	34.7%	\$ (1,143.86)	\$ 5,642.82	75.2%	\$ (1,857.18)
<b>Education and training</b>	<b>\$ 4,400.00</b>	<b>\$ 3,682.93</b>	<b>83.7%</b>	<b>\$ 1,482.93</b>	<b>\$ 5,055.74</b>	<b>114.9%</b>	<b>\$ 655.74</b>
Transportation	\$ 1,500.00	\$ 442.32	29.5%	\$ (307.68)	\$ 698.26	46.6%	\$ (801.74)
Co-op fees	\$ 19,200.00	\$ 8,014.50	41.7%	\$ (1,585.50)	\$ 16,459.32	85.7%	\$ (2,740.68)
Databases	\$ 15,400.00	\$ 10,582.75	68.7%	\$ 2,882.75	\$ 16,698.65	108.4%	\$ 1,298.65
Insurance	\$ 3,500.00	\$ 2,619.00	74.8%	\$ 869.00	\$ 2,619.00	74.8%	\$ (881.00)
Facilities and equipment	\$ 35,250.00	\$ 5,354.65	15.2%	\$ (12,270.35)	\$ 21,700.80	61.6%	\$ (13,549.20)
Miscellaneous	\$ 100.00	\$ -	0.0%	\$ (50.00)	\$ 224.46	224.5%	\$ 124.46
<b>Total expenditures</b>	<b>\$ 284,050.00</b>	<b>\$ 126,787.20</b>	<b>44.6%</b>	<b>\$ (15,237.80)</b>	<b>\$ 262,140.14</b>	<b>92.3%</b>	<b>\$ (21,909.86)</b>

Exp Under Budget, >=5%<10%
Exp Under Budget, >=10%
Exp Over Budget, >=5%<10%
Exp Over Budget, >=10%

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (39,378.00)	\$ (89,816.15)	228.1%	\$ (70,127.15)	\$ 7,943.58	-20.2%	\$ 47,321.58
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OTHER FINANCING SOURCE							
Transfers from General Fund	\$ 55,000.00	\$ 27,250.00	49.5%	\$ (250.00)	\$ 40,750.00	74.1%	\$ (14,250.00)

NET CHANGES IN FUND BALANCE	\$ 15,622.00	\$ (62,566.15)	-400.5%	\$ (70,377.15)	\$ 48,693.58	311.7%	\$ 33,071.58
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FUND BALANCES - BEGINNING	\$ 630,497.12				\$ 630,497.12		
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FUND BALANCES - ENDING	\$ 535,778.82				\$ 646,116.87		
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	FYE 2021 AUD	FYE 2022 AUD	\$ Change	% Change	FYE 2023 AUD	\$ Change	% Change	FYE 2024 AUD	\$ Change	% Change
<b>REVENUES</b>										
Property taxes	\$ 159,140.62	\$ 170,259.00	\$ 11,118.38	6.99%	\$ 179,173.00	\$ 8,914.00	5.24%	\$ 191,470.00	\$ 12,297.00	6.86%
State grants	\$ 7,955.58	\$ 9,477.00	\$ 1,521.42	19.12%	\$ 16,186.00	\$ 6,709.00	70.79%	\$ 12,022.00	\$ (4,164.00)	-25.73%
Fines and forfeitures - penal fines	\$ 29,745.69	\$ 31,220.00	\$ 1,474.31	4.96%	\$ 30,863.00	\$ (357.00)	-1.14%	\$ 36,139.00	\$ 5,276.00	17.09%
Interest	\$ 598.99	\$ 579.00	\$ (19.99)	-3.34%	\$ 1,528.00	\$ 949.00	163.90%	\$ 6,512.00	\$ 4,984.00	326.18%
Other	\$ 53,633.69	\$ 14,833.00	\$ (38,800.69)	-72.34%	\$ 14,982.00	\$ 149.00	1.00%	\$ 14,786.00	\$ (196.00)	-1.31%
Transfer from Savings/Carry over from Previous										
<b>Total Revenues</b>	<b>\$ 251,074.57</b>	<b>\$ 226,368.00</b>	<b>\$ (24,706.57)</b>	<b>-9.84%</b>	<b>\$ 242,732.00</b>	<b>\$ 16,364.00</b>	<b>7.23%</b>	<b>\$ 260,929.00</b>	<b>\$ 18,197.00</b>	<b>7.50%</b>
<b>EXPENDITURES</b>										
<b>Recreation and culture:</b>										
Personnel costs	\$ 93,264.58	\$ 85,229.00	\$ (8,035.58)	-8.62%	\$ 112,720.00	\$ 27,491.00	32.26%	\$ 120,014.00	\$ 7,294.00	6.47%
Professional and contracted services	\$ 3,514.75	\$ 3,605.00	\$ 90.25	2.57%	\$ 7,388.00	\$ 3,783.00	104.94%	\$ 24,651.00	\$ 17,263.00	233.66%
Book purchases	\$ 13,481.40	\$ 16,499.00	\$ 3,017.60	22.38%	\$ 17,089.00	\$ 590.00	3.58%	\$ 21,734.00	\$ 4,645.00	27.18%
AV materials	\$ 2,210.16	\$ 2,253.00	\$ 42.84	1.94%	\$ 3,424.00	\$ 1,171.00	51.98%	\$ 2,986.00	\$ (438.00)	-12.79%
Kits	\$ 448.42	\$ 974.00	\$ 525.58	117.21%	\$ 248.00	\$ (726.00)	-74.54%	\$ 35.00	\$ (213.00)	-85.89%
Periodicals	\$ 234.60	\$ 1,204.00	\$ 969.40	413.21%	\$ 1,074.00	\$ (130.00)	-10.80%	\$ 1,252.00	\$ 178.00	16.57%
Programs	\$ 1,173.68	\$ 7,406.00	\$ 6,232.32	531.01%	\$ 22,354.00	\$ 14,948.00	201.84%	\$ 17,827.00	\$ (4,527.00)	-20.25%
Advertising	\$ 628.98	\$ 536.00	\$ (92.98)	-14.78%	\$ 2,495.00	\$ 1,959.00	365.49%	\$ 893.00	\$ (1,602.00)	-64.21%
Supplies	\$ 3,587.70	\$ 3,307.00	\$ (280.70)	-7.82%	\$ 6,798.00	\$ 3,491.00	105.56%	\$ 5,426.00	\$ (1,372.00)	-20.18%
Education and training	\$ 41.65	\$ -	\$ (41.65)	-100.00%	\$ 1,767.00	\$ 1,767.00	#DIV/0!	\$ 1,120.00	\$ (647.00)	-36.62%
Transportation	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	\$ 676.00	\$ 676.00	#DIV/0!
Co-op fees	\$ 16,517.65	\$ 17,259.00	\$ 741.35	4.49%	\$ 19,098.00	\$ 1,839.00	10.66%	\$ 16,268.00	\$ (2,830.00)	-14.82%
Databases	\$ 10,758.74	\$ 6,807.00	\$ (3,951.74)	-36.73%	\$ 10,033.00	\$ 3,226.00	47.39%	\$ 16,031.00	\$ 5,998.00	59.78%
Insurance	\$ 2,448.00	\$ 3,319.00	\$ 871.00	35.58%	\$ 2,977.00	\$ (342.00)	-10.30%	\$ 2,868.00	\$ (109.00)	-3.66%
Facilities and equipment	\$ 10,644.07	\$ 16,697.00	\$ 6,052.93	56.87%	\$ 25,700.00	\$ 9,003.00	53.92%	\$ 19,164.00	\$ (6,536.00)	-25.43%
Miscellaneous	\$ 1,216.04	\$ 89.00	\$ (1,127.04)	-92.68%	\$ 107.00	\$ 18.00	20.22%	\$ 314.00	\$ 207.00	193.46%
<b>Subtotal: General Fund expenditures</b>	<b>\$ 160,170.42</b>	<b>\$ 165,184.00</b>	<b>\$ 5,013.58</b>	<b>3.13%</b>	<b>\$ 233,272.00</b>	<b>\$ 68,088.00</b>	<b>41.22%</b>	<b>\$ 251,259.00</b>	<b>\$ 17,987.00</b>	<b>7.71%</b>
<b>OTHER EXPENDITURES</b>										
Transfer to Capital Projects										
<b>TOTAL</b>										
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 90,904.15</b>	<b>\$ 61,184.00</b>	<b>\$ (29,720.15)</b>	<b>-32.69%</b>	<b>\$ 9,460.00</b>	<b>\$ (51,724.00)</b>	<b>-84.54%</b>	<b>\$ 9,670.00</b>	<b>\$ 210.00</b>	<b>2.22%</b>
<b>OTHER FINANCING SOURCE</b>										
Transfers from General Fund	\$ 50,455.20	\$ 50,000.00	\$ (455.20)	-0.90%	\$ 50,000.00	\$ -	0.00%	\$ 54,000.00	\$ 4,000.00	8.00%
<b>GENERAL FUND BUDGET BALANCE</b>	<b>\$ 141,359.35</b>	<b>\$ 111,184.00</b>	<b>\$ (30,175.35)</b>	<b>-21.35%</b>	<b>\$ 59,460.00</b>	<b>\$ (51,724.00)</b>	<b>-46.52%</b>	<b>\$ 63,670.00</b>	<b>\$ 4,210.00</b>	<b>7.08%</b>
<b>INITIAL CAPITAL PROJECTS FUND BALANCE</b>										
<b>CAPITAL PROJECTS EXPENDITURES</b>										
<b>FINAL CAPITAL PROJECTS BALANCE</b>										
<b>ACTUAL FUND BALANCES - BEGINNING</b>	<b>\$ 288,837.30</b>	<b>\$ 395,884.00</b>	<b>\$ 107,046.70</b>	<b>37.06%</b>	<b>\$ 507,068.00</b>	<b>\$ 111,184.00</b>	<b>28.08%</b>	<b>\$ 566,528.00</b>	<b>\$ 59,460.00</b>	<b>11.73%</b>
<b>ACTUAL FUND BALANCES - ENDING</b>	<b>\$ 384,039.58</b>	<b>\$ 507,068.00</b>	<b>\$ 123,028.42</b>	<b>32.04%</b>	<b>\$ 566,528.00</b>	<b>\$ 59,460.00</b>	<b>11.73%</b>	<b>\$ 630,198.00</b>	<b>\$ 63,670.00</b>	<b>11.24%</b>

	FYE 2025 ACT	\$ Change	% Change	FYE 2026 BUD	FYE 2027	FYE 2028	FYE 2029	FYE 2030
<b>REVENUES</b>								
Property taxes	\$ 210,793.00	\$ 19,323.00	10.09%	\$ 203,000.00	\$ 209,090.00	\$ 215,362.70	\$ 221,823.58	\$ 228,478.29
State grants	\$ 4,096.34	\$ (7,925.66)	-65.93%	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
Fines and forfeitures - penal fines	\$ 33,916.10	\$ (2,222.90)	-6.15%	\$ 32,900.00	\$ 31,913.00	\$ 30,955.61	\$ 30,026.94	\$ 29,126.13
Interest	\$ 11,338.57	\$ 4,826.57	74.12%	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00
Other	\$ 9,939.71	\$ (4,846.29)	-32.78%	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00
Transfer from Savings/Carry over from Previous				\$ 9,915.00	\$ -	\$ 8,893.00	\$ 12,927.00	\$ 10,177.00
<b>Total Revenues</b>	<b>\$ 270,083.72</b>	<b>\$ 9,154.72</b>	<b>3.51%</b>	<b>\$ 264,615.00</b>	<b>\$ 259,803.00</b>	<b>\$ 274,011.31</b>	<b>\$ 283,577.52</b>	<b>\$ 286,581.42</b>
<b>EXPENDITURES</b>								
<b>Recreation and culture:</b>								
Personnel costs	\$ 138,863.97	\$ 18,849.97	15.71%	\$ 174,000.00	\$ 178,750.00	\$ 191,750.00	\$ 193,250.00	\$ 194,750.00
Professional and contracted services	\$ 14,428.29	\$ (10,222.71)	-41.47%	\$ 13,450.00	\$ 13,450.00	\$ 13,450.00	\$ 13,450.00	\$ 13,450.00
Book purchases	\$ 20,478.05	\$ (1,255.95)	-5.78%	\$ 20,175.00	\$ 20,175.00	\$ 20,175.00	\$ 20,175.00	\$ 20,175.00
AV materials	\$ 2,295.76	\$ (690.24)	-23.12%	\$ 2,775.00	\$ 2,775.00	\$ 2,775.00	\$ 2,775.00	\$ 2,775.00
Kits	\$ -	\$ (35.00)	-100.00%	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Periodicals	\$ 1,350.55	\$ 98.55	7.87%	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
Programs	\$ 13,557.72	\$ (4,269.28)	-23.95%	\$ 14,250.00	\$ 14,250.00	\$ 14,250.00	\$ 14,250.00	\$ 14,250.00
Advertising	\$ 2,066.75	\$ 1,173.75	131.44%	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00
Supplies	\$ 5,642.82	\$ 216.82	4.00%	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,500.00
Education and training	\$ 5,055.74	\$ 3,935.74	351.41%	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 4,400.00
Transportation	\$ 698.26	\$ 22.26	3.29%	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Co-op fees	\$ 16,459.32	\$ 191.32	1.18%	\$ 19,000.00	\$ 19,760.00	\$ 20,550.40	\$ 21,372.42	\$ 22,227.31
Databases	\$ 16,698.65	\$ 667.65	4.16%	\$ 12,115.00	\$ 17,600.00	\$ 18,130.00	\$ 18,675.00	\$ 19,235.00
Insurance	\$ 2,619.00	\$ (249.00)	-8.68%	\$ 3,600.00	\$ 3,710.00	\$ 3,820.00	\$ 3,935.00	\$ 4,053.00
Facilities and equipment	\$ 21,700.80	\$ 2,536.80	13.24%	\$ 43,750.00	\$ 31,450.00	\$ 31,450.00	\$ 31,450.00	\$ 31,450.00
Miscellaneous	\$ 224.46	\$ (89.54)	-28.52%	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Subtotal: General Fund expenditures	\$ 262,140.14	\$ 10,881.14	4.33%	\$ 318,815.00	\$ 317,620.00	\$ 332,050.40	\$ 335,032.42	\$ 340,115.31
<b>OTHER EXPENDITURES</b>								
Transfer to Capital Projects	\$ 48,693.00			\$ 3,000.00	\$ 156.00	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 310,833.14</b>			<b>\$ 321,815.00</b>	<b>\$ 317,776.00</b>	<b>\$ 332,050.40</b>	<b>\$ 335,032.42</b>	<b>\$ 340,115.31</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>								
	\$ (40,749.42)	\$ (50,419.42)	-521.40%	\$ (57,200.00)	\$ (57,973.00)	\$ (58,039.09)	\$ (51,454.89)	\$ (53,533.89)
<b>OTHER FINANCING SOURCE</b>								
Transfers from General Fund	\$ 40,750.00	\$ (13,250.00)	-24.54%	\$ 57,200.00	\$ 57,200.00	\$ 57,200.00	\$ 57,200.00	\$ 57,200.00
<b>GENERAL FUND BUDGET BALANCE</b>								
	\$ 0.58	\$ (63,669.42)	-100.00%	\$ -	\$ (773.00)	\$ (839.09)	\$ 5,745.11	\$ 3,666.11
<b>INITIAL CAPITAL PROJECTS FUND BALANCE</b>								
				\$ 48,693.00				
<b>CAPITAL PROJECTS EXPENDITURES</b>								
				\$ 8,000.00				
<b>FINAL CAPITAL PROJECTS BALANCE</b>								
				\$ 40,693.00				
<b>ACTUAL FUND BALANCES - BEGINNING</b>								
	\$ 630,198.00	\$ 63,670.00	11.24%	\$ 630,198.58	\$ 727,584.58	\$ 726,811.58	\$ 725,972.49	\$ 731,717.60
<b>ACTUAL FUND BALANCES - ENDING</b>								
	\$ 630,198.58	\$ 0.58	0.00%	\$ 727,584.58	\$ 726,811.58	\$ 725,972.49	\$ 731,717.60	\$ 735,383.71

Proposed 2025-2026 Budget, Revised 6/19/25					
		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	\$318,815.00	\$28,565.00	\$8,000.00
<b>Staff Expenses</b>					
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
<b>Total</b>		<b>\$142,250.00</b>	<b>\$174,000.00</b>	31,750.00	<b>\$0.00</b>
Emergency Min Wage Increase Fund		\$6,500.00	\$0.00		
Total with Min Wage Increase		\$148,750.00	\$0.00		
<b>Professional Fees</b>					
		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
<b>Total</b>		<b>\$12,400.00</b>	<b>\$13,450.00</b>	1,050.00	<b>\$0.00</b>
<b>Library Operations</b>					
		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

<b>Proposed 2025-2026 Budget, Revised 6/19/25</b>					
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		<b>\$15,400.00</b>	<b>\$12,115.00</b>	-3,285.00	\$0.00
	Overdrive (ebooks,	\$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
<b>Total</b>		<b>\$90,550.00</b>	<b>\$83,915.00</b>	-6,635.00	<b>\$0.00</b>
<b>Building Expenses</b>		<b>Proposed 2024-2025</b>	<b>Proposed 2025-2026</b>		<b>Proposed 2025-2026</b>
		<b>Budget</b>	<b>Budget</b>		<b>Capital Projects Fund</b>
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

<b>Proposed 2025-2026 Budget, Revised 6/19/25</b>					
	Internet/phone			0.00	\$0.00
	Trash			0.00	\$0.00
	Recycling			0.00	\$0.00
<b>Building Maintenance and Improvement</b>		<b>\$12,000.00</b>	<b>\$4,250.00</b>	<b>-4,750.00</b>	<b>\$3,000.00</b>
	Tables	\$200.00	\$200.00	0.00	\$0.00
	Makerspace Equipme	\$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
<b>Equipment</b>		<b>\$15,650.00</b>	<b>\$10,250.00</b>	<b>-400.00</b>	<b>\$5,000.00</b>
	Hotspots (grant funde	\$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	
<b>Equipment Mant.</b>		<b>\$4,100.00</b>	<b>\$26,000.00</b>	<b>15,700.00</b>	
	Computer Maint.	\$2,700.00	\$24,600.00	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
<b>Misc</b>		<b>100</b>	<b>100</b>	<b>0.00</b>	<b>\$0.00</b>
<b>Total</b>		<b>\$38,850.00</b>	<b>\$47,450.00</b>	<b>16,600.00</b>	<b>\$8,000.00</b>
<b>Projected Revenue</b>		<b>Proposed 2024-2025 Budget</b>	<b>Proposed 2025-2026 Budget</b>	<b>Change from previous year</b>	<b>Proposed 2025-2026 Capital Projects Fund</b>
INTEREST		15233	8700	-6,833.00	
PENAL FINES		29339	32900	5,976.00	

<b>Proposed 2025-2026 Budget, Revised 6/19/25</b>					
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			9915	0.00	
TOWNSHIP APPROPRIATION		55000	57200	2,200.00	
<b>Subtotal</b>		<b>\$299,672.00</b>	<b>\$321,815.00</b>	<b>\$7,043.00</b>	<b>\$0.00</b>
<b>TRANSFERS, CAPITAL PROJECTS</b>		<b>Proposed 2024-2025 General Fund Budget</b>	<b>Proposed 2025-2026 General Fund Budget</b>		<b>Proposed 2024-2025 Capital Projects Fund</b>
Balance (Revenue - Expenses)		\$48,693.00	\$3,000.00		\$48,693.00
Transfer (to/from Capital Projects Fund)		-\$48,693.00	-\$3,000.00		-\$8,000.00
<b>FINAL BALANCE (Revenue+Transfer-Expenses)</b>		<b>\$0.00</b>	<b>\$0.00</b>		<b>\$40,693.00</b>

## **COPYRIGHT POLICY**

It is the intent of the Dorr Township Library to comply with Title 17 of the United States Code, titled "Copyrights," and other federal legislation related to the duplication, retention, and use of copyrighted materials. A notice of copyright will be prominently placed on the Library's photocopiers. Library staff will refuse to duplicate any materials if doing so would violate copyright law. Library patrons copying any materials on library machines are solely and fully responsible for using the materials in compliance with relevant copyright law. Unless otherwise labeled, audiovisual materials are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performance. Original or copyright-free art will be used to produce library publicity items or for creating displays and decorations

## **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:

<b>Paper Type (any size)</b>	<b>Black &amp; White</b>	<b>Color</b>
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:

<b>Paper Type (any size)</b>	<b>Black &amp; White</b>	<b>Color</b>
Standard copy paper	\$0.10	\$0.25
Card stock, glossy	\$0.15	\$0.30

- 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.
- 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.
- iv. All confirmation pages are to be shredded unless paid for and kept by the patron.

	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,