

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

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: March 16, 2026

Treasurer's Report: Credit Card March- 4372.90, April - 4162.59

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Approval of increased hours for Interim Director.
2. Discussion and approval of carpet cleaning
 - a. RFP wording
 - b. How many bids to pursue?

Township Board Meeting: May 28, 2026 7 pm

Adjournment:

Next regular meeting: June 16, 2026 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
Dorr Township Library
Time: March 16, 2026 @ 6:30 PM**

MINUTES

Meeting was called to order at 6:31 PM

Pledge of Allegiance: was said.

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

Changes to the Agenda: None. Brooks motioned to approve the agenda with changes. Bendull seconded. All yes, motion carries.

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

Changes to the Agenda: Brooks motioned to approve the agenda with an edit to complete number 3 (see below) and strike number 4. Strong seconded. All yes, motion carried.

Approval of the Minutes: Brooks motioned to approve the minutes from December 15, 2025 and February 23, 2026. Bendull seconded. All yes, motion carried.

Treasurer's Report: Was heard. Treasurer motioned to pay the credit card bills for December 2025 in the amount of \$3411.09, January 2026 in the amount of \$2778.34, and February 2026 in the amount of \$12,956.97. Brooks seconded. All yes, motion carried.

Director's Report: Was heard. Programs have been well attended. State aid report was completed and filed. All categories of library usage statistics were up for 2025 over 2024. 16 new patrons were added in December! A new assistant has been hired. Sign has been fixed.

Committee Reports: None.

OLD BUSINESS:

none.

NEW BUSINESS:

1. **Officer Election.** Brooks motioned that the board positions remained same as current. Strong seconded. All yes, motion carried.
2. **Discussion and decision about future of Library Administration.** Brower & Brooks will work to start process with Carol Dawe for assessment of staffing levels and administration structure.

3. **Discussion of method for paying bills (CC or ACH faster than check/mail).** Brooks motioned that Brower should use credit card when it makes sense. Hunter seconded. All yes, motioned carried.

Township Board Meeting: March 19, 2026 7 pm. Brower will attend.

Adjournment: Brooks motioned to adjourn at 7:12 PM. Strong seconded, all yes, motion carried.

Next Regular Meeting: April 20, 2026 at 6:30 pm

Submitted by Brittany Hunter, Secretary.

Director's Report, May 18 2026

Library Operation Updates

For our 10 March programs, we had a total of 87 participants. Most popular was the Bunny Jars, Spring Time Teacups and Friends and Fondue Game Night.

The Dining with Diabetes series has been very well attended! We have averaged 8 people per session. Our last session is on Thursday, April 30th. Thursday, April 24 was our Author Fair. It was well attended, and the food trucks were delicious!

Statistics

Comparing stats from February to March, we can see there is an increase in most of the categories.

We have 2473 patrons, with 632 active, and 13 added in March.

We had 634 visits in the month of March.

For the month of April, there is a general increase in most categories. Up until the broken pane, we had 893 visits in April.

We have 2505 patrons, with 631 active and 31 added in April

Budget and Financial Items

The FY 25/26 budget is updated! Also, being able to pay bills and invoices by credit card and ACH has really saved me time, so I appreciate that the board approved my ability to do so. The end of school has been very busy, so I am slightly behind in current financial reports. When school is out, I plan to increase my hours at the library, if the board approves, and will be working through getting everything caught up and updated. I appreciate your patience with me during this time.

I am still working on a few left over items from the previous director. I have us registered for the UIA, and am working on getting us caught up.

Our new fiscal year started April 1. Our Audit will be sometime during the summer. Our auditor has reached out and apparently read my mind. During the summer I will be working with them to make sure our line items in our budget line up better with my account choices in Quickbooks. Once school is done, I will be making sure everything is ready to go for the audit.

Over the next few months, I would like to discuss raises for frontline staff, with the goal of being prepared for the increase in minimum wage in January.

Staff and Building Items

The township will be having Randy come out and change out our thermostats to new "smart thermostats" because the library is using too much electricity? I have also emailed Randy to replace ceiling tiles in the community room, as well as tighten/replace the toilet seat in the women's handicap stall. On April 24th, the interior pane of the window above the entrance doors shattered. We set up a perimeter to keep patrons out of the space, and shifted our entrances to the west and south. As of Saturday, Randy is waiting to hear back from the window place to see what day this week the window will be installed.

Summer Reading planning is in full swing! We as a staff have discussed Lexi's proposal, hashed out any issues and will be proceeding with what she has outlined. Sharai has been very diligently preparing our

Summer Reading Packets. We will not be offering a digital option this year, and in fact the majority of Lakeland Libraries will be going back to paper/pencil logs.

On Thursday, April 9, Carol Dawe, Cooperative Director of Lakeland came and talked with staff as part of our staff assessment process. She is here tonight to discuss her findings and our next steps. I have asked her to join us via Zoom at our June meeting, giving me time to figure out the technology set up for the Zoom.

Sharai has successfully completed her 90-days, and was awarded a 1% raise.

Our building cleaners approached me about carpet cleaning. To strip and wax the bathroom floors, remove any scuffs from the lobby vinyl and clean the community room and main library carpets, would be \$3000. Because this is above our \$2500 threshold, per policy we need to seek bids from other companies, and the board will need to approve of one of the bids.

Meetings, Workshops, etc.

Jen attended the ACLA meeting, April 16th. Arc of Allegan came to introduce themselves and share their mission. The group that facilitates the traveling Anne Frank exhibit was in communication with Fenville about having each Allegan Country library have the exhibit for approximately 2 weeks. It would be nice, but it was heavily implied that the staff would be trained to be the docents. Karen Bos from the Gun Lake Tribal Library shared that they have some program offerings if other libraries are interested.

I attended the Lakeland meeting on Thursday, April 9th. The major discussion point was the potential move to a new ILS program (circulation program). This has been in the works since 2024 and Lakeland has been very diligent about getting a good sampling of staffing levels and library classes. Delivery will be taken over by SameDay starting May 1st, as the Lakeland Delivery Manager and the drivers have retired. This move will save Lakeland money, as we won't need to maintain and insure trucks, nor pay benefits and wages to drivers.

I attended the March and April Township meetings. They approved their budget in March, and there were comments about the data center.

Volunteers

We have gotten a few calls from people that need to perform community service due to poor choices, so I am asking that their case manager contact us and supply us the paperwork and information needed. We do have a young man doing service work for his church. He needs 5 hours, and has been coming in after school to assist with small tasks.

Library Closings

There were no closures in March or April.

Completed May 17, 2026 at 2 pm.

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

	2026											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4402	4152	5384	5394								
Magazines	125	82	59	139								
Mango Languages	3	3	0	4								
Hoopla	235	163	189	189								
eBooks	472	392	452	418								
eAudiobooks	622	588	670	723								
eMagazines	186	155	216	197								
Libby/Overdrive RLA Loans	318	253	306	322								
AV	202	183	236	274								
DVDs	617	495	601	673								
Ancestry	179	0	40	70								
LLC Sent	605	788	940	929								
LLC Borrowed	231	189	206	140								
MeL in	81	92	88	69								
MeL out	84	96	89	70								

