

## Bath Township Public Library Board of Trustees

Sue Garrity, President  
Ryan Fewins-Bliss, Treasurer  
Lynn Bergen

Theresa Kidd, Vice President  
Shannon Vlastic, Secretary  
Ken Jensen

### AGENDA, JULY 24, 2018 – 6 P.M.

1. Call to Order.
2. Moment of Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes
7. Financial Report – Treasurer
8. Director’s Report – (attached)
9. Unfinished Business
  - a. Items for Discussion
    - i. Updates & review of bylaws, review of policies & procedures (see attachment)
    - ii. “Roll Out” plan for Kristie to meet with local community leaders -Update
    - iii. Health Care/Benefit Options – Update
    - iv. Library Open Hours Change
    - v. MLA Fall Conference Attendance
    - vi. DDA Tax Capture – check arrived
    - vii. Technology - Replace server, change domain from librarycenter.bathtownship.us. Personnel assigned from ASK – Jeff Hallek.
    - viii. Renegotiation of lease – review ongoing.
  - b. Items for Action (need a vote)
    - i. Update to Library Clerk salary
    - ii. Adopt other recommendations from Library Director
10. New Business
  - a. Items for Discussion
  - b. Items for Action
11. Public Comment – Limited to 3 minutes
12. Board Member Comments
13. Adjournment

**Bath Township Public Library**  
Meeting Minutes

*Tuesday, July 10, 2018; meeting called to order at 6:02pm*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,  
Shannon Vlastic, Theresa Kidd, Ryan Fewins-Bliss  
(Librarian) Kristie Reynolds  
(Public) Derek Barth, Alex Suarez, Dan Vlastic

*Next meeting:* Tuesday, July 24, 2018 @ 6:00pm.

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**I. Regular Business**

- a. Moment of civic reflection.
- b. Theresa moves to approve the agenda, Ryan 2<sup>nd</sup>, all in favor.
- c. Public comment on agenda items: none.
- d. Disclosures of conflict of interest: none.
- e. Theresa moves to approve meeting minutes from last meeting as presented, Lynn 2<sup>nd</sup>, all in favor.

**II. Financial Report**

Future breakdown will be January – December. We have received approximately 80% of our projected yearly income and are approximately 60% through the year. We are ahead, as we will continue to be in future years due to the way our revenue is collected. Ryan will check Consumers bill to make sure we are paying Consumers and not another company that may be collecting higher fees through Consumers billing (current “scam” going around.) We need to discuss checks and balances in the near future to protect assets. Ryan has recommendations from Aaron Stevens. We will be changing payroll dates likely later this month or in August to keep from accounting for hours that have not yet been worked when time cards are submitted. Ryan is working on this and keeping staff apprised of dates. This should not affect paychecks, other than there may be a one week pay period in there to keep from holding checks an additional week.

### **III. Librarian Report**

Attached. WT Cox gives discount on magazines and newspapers through Woodlands. LSJ is currently being donated. We may be able to apply a discount to this newspaper. Kristie will put info about activity pass on website. We should consider “boosting” important posts on Facebook. Nominal fee for much larger distribution of important marketing. “Enrollment” is up- 6 new library cards issued this week so far, 10 issued last week. 3 children at Kristie’s first story time. Bath-Dewitt Review still states that we are the “Library Center.” We need to make sure we are updated to “Public Library” so we are consistent and accurate.

Kristie presented copies of new policy. Homework: review, proofread, have suggestions ready for next meeting. Kristie is working on procedures & appendix for next meeting as well.

Kristie presented quotes for new shelving in children’s area. Current shelving is not safe or appropriate for children (sharp edges and not stable.) Kristie recommends going through Demco, as there is a significant savings compared to other options. Shannon moves to approve Kristie’s request for purchase of new shelving in children’s area through Demco. Lynn 2<sup>nd</sup>, all in favor.

#### IV. Discussion

- a. Logo; Kristie's logo is great – we need to hire a graphic designer for appropriate production images. Sue will talk to Melissa Eggleston for ideas and suggestions. Add to agenda for next meeting.
- b. Woodlands Overdrive; WE ARE UP AND RUNNING! YAY! Website → catalog → Overdrive. This should go on our facebook page as well as access to book loans seems to have been a concern for the community.
- c. Technology Update; server replacements; just waiting for installation. Slow moving due to holiday. This expense was approved by vote in our last meeting. Firewall, switch and wireless access point have already been replaced. We will now start cycling wi-fi passwords.
- d. Re-negotiation of lease; changes (including responsibility for roof) forwarded to Kesler's. Waiting for response.
- e. Director roll out plan; waiting for confirmation of date with township. Sue will get with Karen for update. Shannon will talk to Tim Slocum about updating us on volunteer needs with book fair and other school library functions. We can help!
- f. Health care benefits options; Healthcare isn't needed at this time as Kristie has existing healthcare coverage. She is working on a potential benefit package for other future full-time employees. Proposed Director benefit package is attached and draft was presented. Kristie will expand on this and Ryan stated that he would like to do some research on the stipend in lieu of insurance coverage. Should we consider putting Kristie on a contract? We need to decipher between what a full-time employee is as it relates to hours, benefits, etc... and what Kristie is as a director. This may require a contract if we want to make specific differentiations.
- g. Open hours change; possibly 2 more part time employees, or one full time. Ideally, Kristie would prefer to hire one full time employee and one part time. This would allow for coverage of extended hours, sick time, vacation etc... as well as growth and more offerings in the way of programs. Kristie will come back with a revised plan for hiring at the next meeting.
- h. DDA tax capture; No response from township at this point. We are waiting for Steve Wiswasser to communicate what he learns from his contact at the state. Ryan will reach out to him a few days prior to our next meeting to ask for an update.

## **V. Action**

None.

## **VI. New Business**

- a. MLA Fall Conference; Kristie will look into this and let us know if she wants to go at the next meeting. Significant savings if we have her signed up by 9/7.

## **VII. Closing**

- a. Public Comment: none.
- b. Board Comment: Kristie announced that she has two architects coming to see the potential new space next week and determine what can be done with it. One of the firms specializes in libraries and is doing work with Kent County District Library presently. Ryan will be absent next meeting but may participate via Skype if possible.
- c. Ryan moves to adjourn the meeting, Theresa 2<sup>nd</sup>, all in favor.

Meeting adjourned at 7:52 pm.

(Only one meeting scheduled for August- August 7<sup>th</sup>.)

Directors Report  
July 24, 2018

The magazine subscriptions have been ordered from W-T Cox. I did have two subscriptions, **Real Simple** and **Chop, Chop** (A children's cooking magazine)

Alex held 2 programs, Slime and Rock painting, and helped Parks and Recs with a third program.

The Honey Bees Storytime is going well. We tripled our attendance from the first week to the second week.

We are continuing to make small adjustments to the library space.

The bookshelves have been ordered and they should be here around early September.

I met with a book jobber to order non-fiction books for children.

I attended two webinars, one on law and one on reporting data to the state. The reporting data webinar also suggested ideas on how to use the data.

I have been in contact with the architect, Bill Arens. I showed him the building space. He in turn is gathering information and then going to submit a proposal. I am still waiting to hear from the other architect.

I have continued to work on the policy manual and started on the employee manual. (I am attaching the pages I have worked on.)

I have put together a proposal for benefits package for the director and staff. I am also working on the proposal to hire new staff. (I am attaching those as well)

I attended a luncheon with the Township employees hosted by Sue and Lynn. (Thank you)

I signed up for the New Director's workshop. I investigated the MLA Annual Conference. I think it will be a good conference to attend.

I am working on updating our phone system. Hopefully, it will be in by early August.

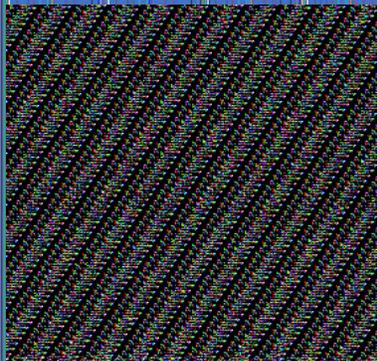
I set a date to be trained for fingerprinting.

I contacted Matt Mulford to help create a logo for the library.

Here are our Statistics for June 2018 compared June 2017 (thank you Derek)

Date	July 2018	July 2017
Visits	314	304
Check outs	478	275
Computer Use	65	145
New Cards	17	15
Tutoring People	3	10
Program Attendance	33	38
DeWitt Book Return	3	20
DeWitt Book Pick Up	0	5
Donations	5	9
Volunteer	1	16

# Bath Township Public Library Policy



Bath Township Public Library  
14033 Webster Rd  
Bath, MI 48808  
Phone: 517-641-7111

Website: [www.bathtownshippubliclibrary.org](http://www.bathtownshippubliclibrary.org)

# Bath Township Public Library Policy

2018

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## Bath Township Public Library Policy

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### Philosophy of the Library

- I. Vision Statement
  - a. Serve, Support, Grow
- II. Mission Statement
  - a. We serve and support our community through providing programs and services that help our community grow.

## Bath Township Public Library Policy

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### Library Bylaws

- I. The legal name of the library is the Bath Township Public Library. The Township library was established on December 31<sup>st</sup>, 2017 under Act 164 of 1877 section 397.21.
  - a. Act 164 or 1877 is an Act to authorize cities, incorporated villages, and townships to establish and maintain, or contract for the use of, free public libraries and reading rooms; and to prescribe penalties and provide remedies.
- II. Powers of the Board of Trustees
  - a. Authority: The Library Board may exercise all the powers granted to it by PA 164 and federal and Michigan law. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.
  - b. Budget: The Library Board shall have exclusive control of the budget of the Library. The fiscal year of the Library shall be the annual period commencing January 1<sup>st</sup> and ending December 31<sup>st</sup>. The Library Board, with the assistance of the Library Director, shall prepare and make available an annual budget.
  - c. Audit: The Library Board shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with Michigan law. The Library Board may authorize an audit of the Library Fund to occur at the same time and along with the audit of the Township's general funds.
- III. Officers:
  - a. Officers: Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.
  - b. Terms: Officers shall be elected at the November meeting and serve a one (1) year term. Officers shall serve until a successor is appointed.
  - c. Vacancies in Office: Vacancies in any officer position shall be filled by a majority vote of the Board, except for President, wherein the office of the President shall be filled by the Vice-President for the unexpired term.
  - d. President: The President of the Board shall preside at all meetings, prepare and distribute agenda, notify all members of regular or special meetings, appoint all committees, and generally perform any duties of a presiding officer. In the absence of a President, the Vice-President shall preside over any meetings. In the absence of each of these persons, a chairperson chosen by a majority vote of the Board members present at the meeting shall preside over such meeting.
  - e. Vice-President: The Vice-President shall perform the duties of the President in the President's absence. In case of resignation, disability, or death of the President, the Vice-President shall assume the office for the unexpired term.
  - f. Secretary: The Secretary shall be a custodian of all records of the Board and is responsible for all legal correspondence and keeping the minutes of the Board meetings. The Secretary shall see that all public notices of meetings are duly given in accordance with the provisions of these Bylaws or as required by law. Any of these responsibilities may be assigned to the Library Director if the

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Secretary so directs. In the event of his or her absence, the President shall appoint another Board member to act as Secretary of a meeting.

- g. Treasurer: The treasurer shall control expenditures from the library fund through a system of vouchers presented by authorized personnel. The Treasurer shall work with the Township Treasurer to ensure that the Library Fund is being maintained and the moneys received by the Library are deposited into the Library Fund. A record of all moneys received or deposited into the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be kept by the Treasurer and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.
  - h. Checks: All checks must be signed by two officers. Any two (2) of the following officers may signs checks: President, Vice-President, Secretary, Treasurer.
  - i. Conflicts: The Board shall not cause the Bath Township Public Library to enter, directly or indirectly, into any contract or transaction with any Board member or with any corporation, firm, association, or other entity in which one (1) or more Board members have a material financial interest or in which one (1) or more Board members are otherwise involved, unless authorized by and following the procedure set forth in Michigan law.
- IV. Board meetings:
- a. Regular Meetings: Regular official meetings of the Board shall be held each month. A schedule of the regular meetings for the year, including date, time and location, shall be set by the Library Board at the annual meeting and posted in the Library no later than 10 days following the meeting. Meetings may be cancelled or rescheduled by the President if a poll of the Board shows a quorum will not be present. Regularly scheduled meetings may be cancelled or rescheduled by action of the Board. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.
- V. Special Meetings:
- a. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which shall be given each member of the Board at least 18 hours in advance of such meeting. Notice shall be provided to the public in the format and manner as provided by the Michigan Open Meetings Act, including the time, place and purpose for which such meeting is called.
- VI. Quorum:

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- a. A quorum for transaction of business shall consist of simple majority (50% plus one) appointed or elected and serving.
- VII. Order of Business
  - a. Call to order
  - b. Moment of Civic Reflection
  - c. Approval of the agenda
  - d. Public Comment
  - e. Disclosure of Conflicts of Interest
  - f. Review and Approval of meeting minutes
  - g. Financial Report
  - h. Director's report
  - i. Unfinished Business
  - j. New business
  - k. Board Comment
  - l. Adjournment
- VIII. Board Action:
  - a. Any Board action, to be official, must be approved by a majority of members present at an official Board meeting, unless otherwise required by law.
- IX. Committees:
  - a. Special Committees may be appointed by the President, with approval of the Board, to serve until assignments are completed. Unless otherwise directed, a committee's assignment is limited to study and/or investigation and reporting and the committee is only advisory in nature. Committee expenditures must be duly authorized by the Board. Any recommendation by a committee must be approved by the Board.
- X. Appointment of Director:
  - a. The Board shall have the right and duty to select, hire, supervise, and terminate a Library Director (or "Director"). The Director shall be considered the executive officer of the Library and shall have charge of the administration of the Library within the framework of Board policies and budget. He/she shall attend all Board meetings.
  - b. Duties: The Library Director shall oversee the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for:
    - i. Overseeing the care of the building and equipment;
    - ii. The employment, development and direction of the staff;
    - iii. The Library's service to the community;
    - iv. The annual preparation of a budget proposal;

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- v. The operation of the Library under the financial conditions set forth in the budget approved by the Board;
  - vi. The submission of the proposed budget to the Board on or before its regular October meeting;
  - vii. The written annual report of the Library, including the financial statements, when they are made available;
  - viii. Any other duty delegated by the Library Board.
- XI. Amending the bylaws: These Bylaws may be amended at any meeting of the Board by majority vote of the members present provided that:
- a. quorum is present; and
  - b. The amendment was stated in the notice for the meeting.

## Bath Township Public Library Policy

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### Board of Trustees

- I. Board:
  - a. In accordance with the provisions of the City, Village and Township Libraries Act, 1877 PA 164, as amended, ("PA 164") the Library Board (or "Board") shall consist of six (6) elected members who are registered electors of Bath Charter Township. The Board members shall be selected every four (4) years (at the same time as the election of Bath Charter Township board members) and shall serve four (4) years.
- II. Vacancy:
  - a. The office of Board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor under section 10 of article V of the state constitution of 1963, or, except as otherwise provided in this subsection, ceases to be a qualified elector of the city, village, or township in which he or she was appointed or elected. In the event of a vacancy, the Board shall appoint a person to hold the vacant office until the general November election.
- III. Individual Authority:
  - a. Board members have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

## Bath Township Public Library Policy

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### Public Relations Policy

- I. To ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the library is presented to the public, the following public relations policy has been developed.
  - a. Media Contact:
    - i. The Director or their designees will arrange contacts with the media for the library.
    - ii. Contacts made by the media with the library will be directed to the Director or designee.
    - iii. Library staff will not submit letters to the editor designed to speak officially for the library without prior approval from the Director.
    - iv. Staff will not make public statements to the media on behalf of the library without prior approval from the Director.
    - v. Library staff will not submit comments to social media designed to speak officially for the library without prior approval from the Director.
  - b. Promotional Library Materials:
    - i. Library information materials and promotional materials designed to be disseminated to the public will meet a high standard of quality. The Director will be responsible to see that such promotional and informational material produced by or for the library meet those standards.
  - c. Emergency Situations:
    - i. In an emergency, the Library Director or designee will make official statements to the public and media.
    - ii. If it is necessary for library staff to provide the public with information related to library business or policy, library administration will inform staff what is to be said.

## Bath Township Public Library Policy

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### Photo Policy

- I. All pictures taken at the library by library staff, submitted to the library, or posted on the library's social media sites are considered property of the library and may be used in our promotions. Please inform the librarian, in writing, if you do not want your image to be used in this way.

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### Hours of Operation

- I. The library hours will be set in accordance with the requirements of the state of Michigan.
- II. The library will be closed on the following days
  - a. New Year's Day
  - b. Saturday before Memorial Day
  - c. Memorial Day
  - d. July 4<sup>th</sup>
  - e. Saturday before Labor Day
  - f. Labor Day
  - g. Thanksgiving
  - h. Day after Thanksgiving
  - i. Christmas Eve
  - j. Christmas Day
  - k. New Year's Eve
- III. In the event of a declared emergency caused by severe weather or a natural disaster while the library is open, the library director will decide if the library will remain open or close. The decision will be based on the safety of the patrons and staff.
- IV. Library hours:
  - a. Monday 2-8
  - b. Tuesday 2-8
  - c. Wednesday 10-6
  - d. Thursday 2-8
  - e. Friday 10-4
  - f. Saturday 11-3
  - g. Sunday Closed

## Bath Township Public Library Policy

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### Freedom of Information Act

- I. The Bath Township Public Library adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442("FOIA") that all persons, except those persons incarcerated in state, county, or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. The procedure for employees is outlined in the Bath Township Public Manual.

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### Library Privacy Act

- I. The Michigan Library Privacy Act, 1982 PA 455. MCL 397.601 to 397.607 (Privacy Act)
  - a. The Privacy Act serves two main purposes. The first is to protect patron's contact and circulation information (including websites visited, reference notes, etc.) and the second is to prevent minors from accessing sexually explicit, obscene, or harmful to minor material on the Internet. Library records may only be disclosed upon written consent of the person named as the party responsible for payment of any debts incurred or return of materials on a circulation account said party is responsible for or upon receipt of a court order. If the library is served with a court order, the library has an opportunity to be heard in court before any record can be used in a proceeding if the record was taken pursuant to a search warrant. The procedure for employees is outlined in the Bath Township Public Library Procedure Manual.

## Bath Township Public Library Policy

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### Circulation Policies

- I. Registration
  - a. To procure a library card, a person must show a photo I.D. and fill out a library registration card with name, address, phone number, and township. For children between the ages of five (5) and eighteen (18), the parent or legal guardian must sign the registration card indicating approval of the child receiving care. By signing the child's registration card, the parent or legal guardian is agreeing to be responsible for any fines accrued for late or billed materials. Children must be at least five (5) years old to have their own library card. The library has no restrictions on place of residence for obtaining a library card.
- II. Library Cards
  - a. Upon registering for a library card, the patron will receive a card with an imprinted barcode. This card enables a patron in good standing to check out library materials, order materials through Inter-loan, and sign in to use the libraries internet computers. The initial card is free; replacement cards carry a fee of two (\$2.00) dollars. Library cards are issued for one (1) year and must be renewed at the end of the one (1) year period.
- III. Confidentiality
  - a. The Bath Township Public Library abides by Michigan Law, which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Bath Township Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Bath Township Public Library does not make available lists of registered patrons except in compliance with the law.
- IV. Loan Periods
  - a. Library materials circulate according to a predetermined borrowingschedule. Patrons receive information regarding due dates of materials at the time of check out.
    - i. Renewals:
      1. Most materials may be renewed one (1) time unless they are on hold for another patron.
    - ii. Reserves:
      1. Materials may be placed on reserve from home, over the phone, or in person.
      2. Reserves may be placed on items already checked out by another patron.
      3. The patron, who placed the hold will be notified by email or phone when the material becomes available.

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iii. Reference Materials:

1. Books in the reference section do not circulate except under special circumstances determined by the library director.

V. Fines and Fees

a. Fines:

- i. A predetermined fine will be charged for items returned after the due date.

b. Notices:

- i. The Bath Township Public Library is not required to send overdue, fine, or billing notices.
- ii. Absence of notice does not relieve the borrower of responsibility to return materials when due.

c. Unreturned Materials:

- i. Patrons who keep materials for three months past the due date will be billed for replacement of the materials. Failing to do so forfeits library borrowing privileges and may lead to legal action.

d. Ruined or lost library Materials:

- i. Patrons who ruin or lose library materials must pay for said material the retail price as set in the computer or replace item with a new copy comparable to the price set in the computer.

e. Excessive fines:

- i. Patrons owing more than \$5.00 will not be allowed to check out materials from the library or use the library computers until the fine is brought below the \$5.00 amount.

## Bath Township Public Library Policy

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### Library Materials Selection Policy

- I. The Bath Township Public Library endorses the principles set forth by the American Library Association in THE LIBRARY BILL OF RIGHTS as amended in January of 1980. With respect to the formulation of a collection, Articles One, Two, and Three offer the following guidance.

*Article I.*

*“Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation”*

*Article II.*

*“Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.”*

*Article III.*

*“Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”*

In addition to the general principles set forth above, the construction of a collection for the Bath Township Public Library is guided by the philosophy set forth in our Vision and Mission statement. The Library Director has the final selection responsibility of adding materials to the library collection however, they may delegate the selection of items to other members of the staff. Patron suggestions are welcome and will be considered seriously.

- II. Library Collection:
  - a. The construction of a balanced library collection designed to meet the needs of the community consist of educational, informational or recreational materials. Popular demand must be recognized to the extent of maintaining community interest and support in the library.
  - b. Children’s books are selected to encourage and promote
    - i. The enjoyment of reading.
    - ii. Provide a source of information for all conceivable areas of knowledge.
    - iii. Offer exposure to renowned authors and illustrators.

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- iv. Offer books on various reading levels consistent with children's stages of development.
  - c. Adult books are selected to encourage and promote
    - i. The enjoyment of reading.
    - ii. Provide text that is thought provoking and expands one's thoughts.
    - iii. Offer exposure to renowned authors and illustrators.
- III. De-selection or weeding:
  - a. De-selection or weeding is defined as the removal of materials no longer deemed useful to the library collection. For at least one of the following reasons:
    - i. Material is out of date.
    - ii. The condition of the material is in disrepair.
    - iii. There are too many copies.
    - iv. The material is no longer used.
    - v. The format of the material is obsolete.
  - b. The process of de-selection will be completed by the Library Director or delegated staff. The procedure is outlined in the Bath Township Public Library Procedure Manual.
- IV. Obtaining Material not owned by Bath Township Public Library
  - a. Bath Township Public Library participates with the State of Michigan Electronic Library Interlibrary Loan System (MelCat). If we do not own a book a patron wants, it may be requested either by staff or patron from another library through this system. Once it has been successfully requested, the item will be sent to the Bath Township Public Library where it will be processed, and the patron notified they can pick up their item.

## Bath Township Public Library Policy

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### Challenged Materials

- I. Materials are chosen for the Bath Township Public Library by the Library Director and delegated staff with thought and consideration for the community they serve. The collection will hold materials that represent all lifestyles of the community. However, a patron may disagree with the Library Directors or delegated staff's choice and challenge said material to have it removed from the collection. Once a verbal or written challenge has been made to a staff member or the director they will follow the procedures in the Bath Township Public Library Procedure Manual.

## Bath Township Public Library Policy

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### Gifts, Memorials and Donations

- I. The Bath Township Public Library will encourage and accept gifts, memorials and donations.
  - a. Gifts
    - i. Unconditional gifts will be accepted with the understanding that the Library Director has the authority to make whatever dispensation is deemed in the best interest of the library.
    - ii. Conditional gifts must be approved by the Library Board prior to acceptance.
  - b. Memorials
    - i. Books given and accepted as memorials or honorariums will have a bookplate inserted with the name of the person honored as well as the donor if desired.
    - ii. After ten (10 years) a book given in memorial may be de-selected from the collection if the Library Director decides the book is no longer a good fit for the collection.
  - c. Donations
    - i. Donation of books and materials will be accepted. Once donated the books and material become the property of the library and will be treated as such.

## Bath Township Public Library Policy

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### Employees

- I. Equal Employment Opportunity
  - a. It is the policy of the Bath Township Public Library to grant equal employment opportunities to all qualified persons without regard to race, color, gender, religion, national origin, sexual orientation, age, weight, height, marital status or disability. The library will provide equal opportunity in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment. Employees will be selected solely based on merit with due attention given to educational, technical, and personal qualifications required for the position.
- II. Library Director Vacancy
  - a. When the Library Director position becomes vacant the Board will immediately select an interim Library Director and establish a Librarian Search Committee or hire a consultant.
  - b. The Search Committee or Consultant will
    - i. Post the position
    - ii. Interview the candidates
    - iii. Recommend a candidate to the board
  - c. Hiring the Library Director
    - i. The board must approve the recommended candidate by 2/3rds vote.
    - ii. The Library Director may not sit on the Library board or be an immediate relation to a board member. Immediate family is defined as spouse or children of any age.
- III. Staff Vacancy (not the Library Director)
  - a. The Library Director will post the position
  - b. The Library Director will interview the candidates
  - c. Staff will be hired by the library director
  - d. Staff will be supervised by the library director

## Bath Township Public Library Policy

2018

### Dismissal of an Employees

- I. Employees are at will and may be dismissed at any time except for the Library Director.
- II. In the case of the Library Director receiving an unsatisfactory work performance:
  - a. The Library Director will be notified of their unsatisfactory performance
  - b. Be given 90 days probationary period in which to improve to a satisfactory level.
  - c. If no improvement is observed the Library Director will be dismissed.

## Bath Township Public Library Policy

2018

### Financial Funding

- I. Funding:
  - a. The Bath Township Public Library is funded through a millage approved November 7, 2017, penal fines from Clinton County, State Aid determined by the State of Michigan and local income (fines, fees, sales, etc.) Investments are determined by an investment policy drafted by the library board.
- II. Annual Budget
  - a. The Library Director and the Library Board Treasurer shall prepare a tentative budget for review at the October meeting of the Library Board. A formal vote will be taken regarding the budget for the next fiscal year at the November meeting.
- III. Bills and Payroll
  - a. Bills
    - i. Bills will be received and approved by the director or designated staff.
    - ii. Once they are approved the checks will be written by the library director or designated staff.
    - iii. All bills must be seen and approved by two designated board members. Board members will initial said bills
  - b. Payrolls
    - i. All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.
    - ii. If a regularly scheduled payday falls on a day off such as a holiday, employees
    - iii. will receive pay on the last day of work before the regularly scheduled payday.
    - iv. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.
    - v. Employees may have pay directly deposited into their bank accounts by filling out the necessary forms. In this case employees will receive an itemized statement of wages instead of a check on a scheduled payday.
- IV. Bids and Major Expenditures
  - a. The Library Director shall clear expenditures expected to total \$1000.00 in advance of purchase with the Library Board. The Library Board may authorize expenditures up to \$5000.00 at their discretion without requesting bids. If the anticipated expense would exceed \$5000.00, bids must be requested.
- V. Insurance
  - a. Insurance needs shall be reviewed at the annual budget meeting and adequate coverage obtained. The library provides insurance on the building, contents, liability, and health insurance for salaried employees.

## Bath Township Public Library Policy

2018

### Credit Card Policy

- I. The purpose of the credit card policy is to facilitate purchases for the library. The director will procure a credit card for the library from the financial institution offering the most favorable terms for the library.
- II. Line of Credit
  - a. The line of credit will not exceed \_\_\_\_\_
- III. Designated Custodian
  - a. The library director is the designated custodian of the credit card.
  - b. The library director may give a card to designated staff who oversee a portion on a budget.
    - i. Designated staff must turn in all receipts of purchase made with the card.
    - ii. All purchases made with the card must be for library use.
    - iii. If a purchase is made in error for personal use, the staff must reimburse the library within 30 business days.
- IV. Paid in Full
  - a. The balance due on the credit card will be paid in full each month by or before the payment due date.
- V. Lost/Stolen
  - a. If the card is lost or stolen, the card issuer must be notified immediately.

## Bath Township Public Library Policy

2018

### Administrative Records

- I. Administrative records of the library shall be kept in the library and shall be available to the public upon request. These records shall include the monthly and annual reports of the library, all financial reports, minutes of the Library Board meetings, and other items as the Library Board or Library Director shall file. Staff personnel records are confidential and shall be kept in a secure place. Only the Director or person authorized by the Director shall have access to these records.

## Bath Township Public Library Policy

2018

### The Library Facility

- I. Meeting Room
  - a. The Library has a Community Room which may be used for library meetings and purposes, non-profit and for-profit groups
    - i. Library meetings and programs have priority.
    - ii. Non-profit organizations may use the room at no cost however, they need to apply to use the room. (See Meeting Room Procedures)
    - iii. For-profit organizations need to fill out the application to use the room and the application needs to be approved by the director. They will be charged a fee set by the Library Board. (See Meeting Room Procedures)
- II. Community Bulletin Board
  - a. Non-Profit Organizations may post their materials, on a short-term basis, determined by the Library Director.
    - i. Materials may include:
      1. Notification of an event
      2. Information about the organization
      3. Contact information
  - b. For-Profit Organizations may post their materials for a limited time as determined by the Library Director.
    - i. Materials may include:
      1. Notification of an event
      2. Information about the organization
      3. Contact information
  - c. The Library Director or designated staff reserves the right to remove any materials.
    - i. Reasons for removal:
      1. Materials do not meet library standards
      2. Materials are outdated
  - d. Materials without at date will be removed after a reasonable time to allow for room for other notices to be posted.
- III. Displays and Exhibits
  - a. Due to the limited space in the building, priority to display and exhibit materials is given to library staff.
  - b. Displays and Exhibits highlight
    - i. Library Materials
    - ii. Library Programs
    - iii. Literary Celebrations
    - iv. Seasonal Events

## Bath Township Public Library Policy

2018

- IV. Public Use of Library Equipment
  - a. Fax Use
    - i. The library staff will fax information for a charge of a \$1.00 per page.
    - ii. The library will receive fax for a charge of a \$1.00 per page.
    - iii. The library is not responsible if a fax fails to send.
  - b. Copy Machine
    - i. Patrons can make copies at the Bath Township Public Library for a minimal charge.
    - ii. Patrons are responsible for mistakes made while completing the copy project.
- V. Computer Use
  - a. The Bath Township Public Library owns eight computers that are available to patrons of all ages.
  - b. The computers are filtered; however, the filter can be removed at an adult patron's request.
- VI. Internet Use
  - a. The Bath Township Public Library provides free internet use to patrons.
- VII. Scanner
  - a. The Bath Township Public Library provides a scanner for public use free of charge.

## Bath Township Public Library Policy

2018

### Library Standard of Patron Behavior

- I. The Bath Township Public Library's Behavior Policy is intended to protect the rights and safety of library patrons, to protect the rights and safety of staff members, and to preserve and protect the library's materials, facilities, and property.
- II. This policy applies to patrons of all ages. There shall be no discrimination of any kind in the application of this policy.
- III. The Library Director and other staff members to whom the Director delegates the authority (and whom are on duty at the time) shall have the responsibility for enforcing the Behavior Policy and determining when behavior in the library is inappropriate. The following types of behavior is deemed inappropriate and will not be tolerated in the library:
  - a. Any behavior that endangers the safety or health of others.
  - b. Violation of any local, state, or federal law.
  - c. Vandalism or deliberate destruction of library materials.
  - d. Theft of library materials or the personal property of other patrons and staff.
  - e. Taking library materials into the restroom.
  - f. Use of abusive or intimidating language or gestures to patrons or staff members.
  - g. Behavior that is willfully annoying, harassing, or threatening to another person.
  - h. Soliciting of any kind and/or asking for signatures on petitions
  - i. Monopolizing library resources or staff time.
  - j. Loud talking, laughing, or using audio equipment or cell phones that disturbs or could disturb other patrons.
  - k. Use of skateboards, roller blades, skate shoes, or scooters inside the library or on library property.
  - l. Inappropriate dress, such as not wearing a shirt or shoes in the library.
  - m. Loitering on the premises after closing
  - n. Use of alcohol, cigarettes, or illegal substances in the library.
  - o. Eating or drinking beverages accept in designated areas.
  - p. Poor hygiene that constitutes a nuisance.
  - q. Other kinds of behavior deemed inappropriate in the opinion of the Director or designated staff members.
- IV. If a patron's behavior is deemed inappropriate the following actions may occur:
  - a. The patron will be asked to stop the behavior
  - b. The patron will be asked to leave
  - c. The patron's use of the library will be suspended.
  - d. The patron's use of the library will be revoked.
  - e. The police will be called to assist unrulily patrons off the premises.

## Bath Township Public Library Policy

2018

### Safe Child Policy

- I. The Bath Township Public Library strives to create a safe environment for all its patrons. However, as with all public buildings, there are unattended areas that could create a protentional unsafe place for children left unattended. Therefore, the responsibility for the welfare and the behavior of children using the Bath Township Public Library rests with the parent or caregiver.
  - a. Children under the age of nine (9) must be directly supervised by a parent or caregiver age twelve (12) or older while in the library.
  - b. A child may attend a program by themselves; however, the parent or caregiver must be ready to meet the child when the program ends or have provided alternate transportation.
  - c. Children ages nine (9) or older may be left unattended with the understanding that they are required to follow the Library Standard of Behavior Policy.
  - d. Staff does not monitor the arrival or departure of any child from a program or building. Children must know how to reach their parent or caregiver if there is an emergency.
  - e. Parents and caregivers are ultimately responsible for the safety and actions of their children visiting the Bath Township Public Library.
- II. Parents or caregivers are also responsible for ensuring that the child has a safe means of transportation home at closing or if the child is asked to leave the library for a violation of Bath Township Public Library Standard Patron Behavior Policy. Library staff cannot assume responsibility for children's safety and comfort when they are unattended.

## Bath Township Public Library Policy

2018

### Library Computer and Internet Policy

- I. The Bath Township Public Library provides free access to the internet via wireless connection or use of the libraries computers.
  - a. Wireless Internet
    - i. Patrons must connect the Bath Township Public Library's wireless connection by using a password created by the library staff.
      1. The password will be changed every three months.
    - ii. By connecting to the internet using the Bath Township Public Library's wireless connection patrons are agreeing to follow the Computer and Internet Policy.
  - b. Computer use.
    - i. Patrons who have a library card and are considered an active user can use the computers.
    - ii. Patrons must first read and sign the computer and internet policy.
    - iii. If a patron is under thirteen (13) a parent must come into the library and read the computer and internet policy.
    - iv. Patrons use the computers and the internet at their own risk. The Bath Township Public Library is not responsible for any loss of data or damages incurred.
  - c. Filtering
    - i. All computers are filtered. A patron over the age of seventeen (17) may request that a computer be unfiltered.
  - d. Privacy
    - i. Computers will be restarted at the end of each session in-order to erase the history of the previous user.

See the Bath Township Procedures Manual the Computer User Agreement.

## Bath Township Public Library Policy

2018

### Library Services

- I. Reference
  - a. The Bath Township Public Library provides information to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence. The library staff also offers reading guidance and advisory through knowledge of various titles, authors, and subject material available at the library. The library staff may refer patrons to other agencies and libraries in pursuit of needed information and encourage the use of interlibrary loan.
- II. Programs
  - a. The Bath Township Public Library will provide a variety of programs that encourage the pursuit of literacy and knowledge for patrons and non-patrons of all ages.
  - b. The Library Director will recommend a budget for programming and set goals for programming based on the library's vision and mission.
- III. Technology
  - a. Bath Township Public Library staff will aid in basic internet searching, in access to tools for more in-depth searching, and setting up access to basic programs. For more information on technology services see our Technology policy.
- IV. Collection Development and Processing
  - a. The Bath Township Public Library works to provide an updated collection by continually adding and removing materials from the collection as needed.
- V. Space
  - a. The Bath Township Public Library provides space for patrons to come in and relax while exploring the collection. Young patrons are encouraged to discover the materials of the library. We provide space for community and small business meetings.
- VI. Extras
  - a. The Library aids with sending faxes, making copies, wireless printing, providing tax forms, and providing space for community notices.

## Bath Township Public Library Policy

2018

### Disasters

- I. Fire
  - a. Staff
    - i. Will know where and how to use fire extinguishers.
    - ii. Will know where the emergency exits are
    - iii. At the sound of the alarm will have all persons vacate the building and call the fire station
- II. Tornado
  - a. At the sound of the tornado alarm the staff will usher all patrons into the meeting room and wait out the storm. Once the all clear is given the patrons will be notified. If a tornado watch has been issued patrons should be notified.
- III. Bomb Threat
  - a. If library staff become aware of a bomb threat they should
    - i. Clear the building
    - ii. Call 9-1-1
- IV. Health Emergencies
  - a. Staff should exercise caution when administering first aid.
  - b. Staff will call 9-1-1.
  - c. They will do their best to keep the injured party comfortable and protected from further injury.
  - d. No medication will be dispensed to the public.

## Bath Township Public Library Policy

2018

### Review and Revision of The Library Policies

- I. The Library Board will review one to two Library policies during each meeting. Two assure knowledge and relevance of policies.

### Benefit Package from now through December 31<sup>st</sup>.

After the Directors ninety days probationary period of ninety (90) days which would be in September, their benefits should start. These are the benefits I recommend. Normally, I would suggest the Health insurance

- Through the rest of the year 4 days
- 401K with a 3% match
- PTO Paid Holidays- Any holiday the library is closed the director would be paid. If a holiday falls on a weekend I would take it as a floating holiday.

For the rest of this year, I believe that the part-time employees should be given

- 1-week PTO
- Paid Holidays- Any holiday the library is closed, and the part-time employee would be scheduled to work, they would be paid.

### Regular Proposed Benefit Package

This benefit package would be put in practice starting with the new fiscal year.

Director's salaried

- 3 weeks PTO
- Health insurance, dental and vision
- 401K with a 3% match
- Paid Holidays- Any holiday the library is closed the director would be paid. If a holiday falls on a weekend I would take it as a floating holiday.

Full-time hourly

- 3 Week PTO
- Health insurance, dental and vision
- 401K with a 3% match
- Paid Holidays- Any holiday the library is closed, and the full-time employee would be scheduled to work, they would be paid.
- Inclement weather-. If the library closed due to inclement weather, and the full-time employee would be scheduled to work, they would be paid.

Part-time hourly

- 3 Week PTO

- Paid Holidays- Any holiday the library is closed, and the part-time employee would be scheduled to work, they would be paid.
- Inclement weather-. If the library closed due to inclement weather, and the part-time employee would be scheduled to work, they would be paid.

Page

- Paid Holidays- Any holiday the library is closed, and the page would be scheduled to work, they would be paid.



## AGREEMENT FOR ARCHITECTURAL SERVICES

Arens Architecture LLC (**Architect**)  
913 E Herbison Dr  
DeWitt, MI 48820

07-22-18

Bath Township Public Library (**Client**)  
**Kristie Reynolds**  
14033 Webster Rd  
Bath Township, MI 48808

Dear Ms. Reynolds,  
Thank you for the opportunity to submit this Agreement regarding architectural services for the following project:

### **Bath Township Public Library Tenant Build-Out – Bath Township, MI (Project)**

Tenant improvements for public library to be located within single story tenant suite of approximately 6,000 sf in existing commercial building. Existing building structure (frame) to remain. Improvements to include new non-loadbearing walls, cabinetry, finishes, electrical, lighting, plumbing and HVAC system throughout.

### **Client and Architect agree to the following terms:**

#### **Architect's Obligations**

Architect shall provide Core Services described below with a level of skill, care and competency typical of a professional architect providing similar services. Architect shall coordinate with consultants contracted by Architect or Client as needed. Architect shall not be responsible for services not included below, or errors inherent in documents, services or construction provided by other parties.

#### **Scope of Architect's Core Services**

##### Schematic Design Phase

- One site visit to observe readily visible architectural conditions
- Field measurement of existing building/space
- Drafting of existing architectural building conditions observed
- Building code research
- Communication with local authorities regarding project (via phone/email) (up to 1 hour)
- Up to two meeting(s) at Client's office to discuss program and Project design
- Preparation of schematic/preliminary design documents including:
  - Floor Plan (1) (of Project area only - adjacent areas within building/on site will not be indicated)
  - Up to three hours of revisions to documents above prior to completion of schematic design phase\_

##### Construction Documents Phase

- One additional site visit to observe readily visible conditions regarding mechanical, electrical and plumbing systems
- Drafting of existing mechanical, electrical and plumbing conditions observed (where systems to remain)
- Additional building code research as needed
- Additional communication with local authorities regarding project if needed
- Up to two meeting(s) at Client's office to discuss Project progress and interior finishes
- Preparation of construction documents including:
  - Cover Sheet, including Project info and building code info
  - Accessibility diagrams
  - Egress Plan (1)
  - Floor Plan (1) (of Project area only - adjacent areas within building/on site will not be indicated)
  - Enlarged plan (1) (restrooms)
  - Interior Elevation(s) (up to 3 areas...reception desk, break room, etc.)
  - Architectural Detail(s) (up to 4)

- Door Schedule
- Room Finish Schedule
- Partition/Wall Types
- Product Specifications (on drawings)
- HVAC Plan (1)
- Plumbing Plan (1)
- Power Plan (1)
- Lighting Plan with switching (1)
- Electrical Panel Schedule (1)
- Electrical Riser Diagram (if required)
- Up to three hours of revisions to documents above prior to completion of construction document phase
- Coordination with Client regarding selection of interior finishes
- Coordination with building owner's contractors regarding mechanical, electrical and plumbing systems
- Provision of pdf or hardcopy format drawings to Client or contractor for permit submittal (hardcopy drawing printing shall be billed as Reimbursable Expense)
- Response(s) to authorities having jurisdiction as needed during construction document review (including up to (1) resubmittal of documents / up to three hours of correspondence/preparation or document revision)
- Up to eight hours of construction administration services during construction including any combination of responses to Client or contractor requests for information, site visits, meetings or other construction phase services. Additional time spent performing construction administration shall be considered Additional Services (see below).

Note: Any services not specifically noted above or included under Optional Services and selected by Client shall be considered Additional Services (see below).

#### **Optional Services**

- N/A

#### **Client's Obligations**

Client shall provide all information required by Architect to perform services (existing conditions documentation, Project objectives, etc.). Client shall communicate with Architect throughout Project in a timely manner to enable accurate and efficient completion of all services. Client understands Architect may utilize information provided by Client or Client's consultants and agrees to hold Architect harmless for any errors or inconsistencies resulting from inaccuracy or incompleteness of information provided by Client or Client's consultants. Client shall be responsible for all submittals and coordination with authorities having jurisdiction as well as payment of all review fees and permit fees.

#### **Intellectual Property**

Architect retains copyright of design and all documents produced by Architect for Project, including, but not limited to, drawings, specifications or other documents. Design and documents produced for Project are not to be used in whole or in part by any other party for projects other than that named above, for completion or alteration of design by other parties or for construction of design on any site other than that design is/was originally prepared for without the express written consent of, and appropriate compensation to, Architect. Architect grants Client limited reproduction rights to documents prepared for this Project for the purpose of executing Project in conjunction with Architect until date of Project completion or termination of this Agreement. Documents delivered to Client for use in regards to this project shall be limited to hardcopy or .pdf format electronic files, unless otherwise agreed upon (no CAD files shall be transmitted).

#### **Code Compliance and Approvals**

Code and ordinance compliance is subject to individual interpretation by plans examiners. Architect shall not be responsible for losses, damages, revisions or delays due to results of document review, code interpretation or ordinance interpretation by authority having jurisdiction. Architect cannot, and does not, warrant that services performed under this Agreement will result in approval by any authority having jurisdiction.

#### **Construction Cost**

Architect and Client have no control over factors affecting construction cost such as materials and labor costs or construction industry conditions. As a result, Architect cannot warrant accuracy of any cost opinions made. Client and Architect acknowledge changes in the Work may be required due to code or ordinance interpretations, field conditions, possible ambiguities, inconsistencies or omissions in the construction documents or other circumstances. As a consequence of the above, Client acknowledges the construction

contract amount may need to be adjusted during the course of Project and final construction cost may exceed estimated construction costs.

### **Site Access & Observations**

Client shall grant Architect access to Project site for activities necessary for the performance of Architect's services and for photographic documentation of Project. Client acknowledges Architect is not responsible for observation or discovery of concealed conditions and agrees to hold Architect harmless for damage resulting from site observations.

### **Document Limitations**

Industry standards for architectural practice do not include an expectation of perfection in documents prepared by architects or architect's consultants. Client recognizes some revision or clarification may be necessary to correct possible errors, omissions or ambiguities in documents prepared under this Agreement. When Architect becomes aware of a need for revision or clarification, it shall investigate and take appropriate action. Architect shall have no further liability or responsibility to the Client or other parties for related damages or expenses.

Architect's schematic designs, conceptual renderings or diagrams for Project may not reflect completed construction work. Client acknowledges that drawings and images produced in regards to Project may vary in appearance (clarity, color, etc.) from one computer or format to another and may not reflect actual materials.

### **Limitation of Liability, Consequential Damages and Indemnity**

The Architect's total liability to the Client under this Agreement for any and all claims (including, but not limited to, negligence, errors, omissions, breach of contract, delays, or impact damages), losses, or expenses shall not exceed the total compensation received from Client for services rendered on this Project. Architect has no liability to the Client in respect to any indirect or consequential damages (including, but not limited to, loss of profit or revenue, loss of business opportunity, loss of use, loss of reputation or loss of equipment or other property). Both the Client and Architect shall require similar waivers of consequential damages protecting all entities or persons named herein in all contracts and subcontracts with others involved in Project. Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Architect, its officers, employees and consultants, from any and all claims arising from or related to Project and all damages, liabilities and costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with Project.

### **Dispute Resolution & Time Bar to Legal Action**

All claims, disputes, or other matters in controversy between the parties relating to this Agreement shall first be decided, if possible, by mutual agreement. If mutually acceptable agreement cannot be obtained within ten (10) days after written notice of claim or dispute, then either party may refer the matter to mediation. Matters not resolved through mediation are subject to arbitration. Demands for arbitration must be filed in writing within a reasonable time after the claim, dispute or other matter has arisen. Client and Architect agree no legal actions by either party against the other arising out of or relating to Project shall be initiated after one (1) year from the date of completion of Architect's Core Services or termination of this Agreement.

### **Corporate Protection**

Architect's services in connection with the Project shall not subject individual employees, officers or directors to any personal legal exposure in regards to risks associated with Project. Client agrees any claim, demand or suit made in connection with Project shall be directed or asserted only against Arens Architecture LLC, a Limited Liability Company, and not against any individual employees, officers or directors of the company.

### **Termination or Suspension**

Should Client terminate or suspend Project for a period of thirty (30) days or longer, payment shall be made to Architect for all services performed and reimbursable expenses incurred by Architect and/or Architect's consultants through termination or suspension date or most recent date of services performed, whichever is later. See Provisions for Payment below for suspension of services due to unpaid invoices.

### **Miscellaneous Provisions**

- The Architect shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Architect cannot ascertain.
- Architect's services do not include hazardous materials identification, related notation or any other services related to the presence, discovery or handling of hazardous materials at any location, including Project site.
- The applicable laws of the jurisdiction where the Project is located shall govern this Agreement.

- This Agreement shall not be assigned in whole or in part to other parties not named herein without the written consent of both Architect and Client.
- There shall be no contractual relationships with third parties or actions in favor of third parties against Architect or Client created by this Agreement or its contents.
- Architect is not responsible for conditions or safety at Project site and shall be held harmless for any accidents or other events that take place at Project site or elsewhere in association with this Project.
- Client shall grant Architect the right to photograph Project and use photographs or other images of the Project in Architect's portfolio of work and marketing materials, unless otherwise agreed upon.
- It is assumed existing utilities are of appropriate size to accommodate proposed Project.

**Compensation for Core Services**

The Client shall compensate the Architect as follows for Core Services noted above:

**Compensation for Schematic Design Phase Core Services shall be a fixed fee of \$1,525.00.**

**Compensation for Construction Document Phase Core Services shall be a fixed fee of \$8,255.00.**

**Note: Client may select all services above or elect to proceed with only schematic design services initially.**

**A retainer in the amount of \$500.00 is due prior to Architect beginning work on the Project. Retainer shall be credited toward final payment due to Architect upon completion of services.**

**Compensation for Additional Services**

If agreed upon between both parties, Architect shall provide Additional Services (drawings, coordination, revisions, consultant services, etc.) and be entitled to additional compensation for such services. Additional Services include any services performed or documents prepared by Architect or Architect's consultants not specifically noted under (or exceeding) Scope of Architect's Core and Optional Services above, including, but not limited to, services resulting from changes in the Project scope, design or budget due to Client request or unforeseen conditions or circumstances, and services resulting from Client-initiated changes made subsequent to Client or jurisdictional authority approval of Work. Compensation shall be based on hourly rates noted below for services performed by Architect or a multiple of one point one five (1.15) x cost incurred by Architect, unless otherwise agreed upon.

**Hourly Rates**

Principal/Architect                      \$75.00/hr

**Reimbursable Expenses**

Client shall reimburse Architect for expenses incurred in the interest of the Project (by Architect or its consultants). Expenses shall be compensated for based on a multiple of one point one five (1.15) x cost incurred, unless otherwise agreed upon. Reimbursable expenses include, but are not limited to, printing, reproduction, postage, delivery, materials, portable storage devices (for electronic file transfer), application fees, licensure fees, travel or other expenses incurred as a result of or in the interest of the Project.

**Provisions for Payment**

Architect shall submit invoices for payments due monthly, or upon Project completion, whichever is sooner. All checks shall be made payable to **Arens Architecture LLC**. Payments for invoices received shall not be withheld or reduced due to perceived damages or cost of changes to the Work, unless agreed upon.

Client agrees to pay Architect its fees (including compensation for Core, Optional and Additional Services plus Reimbursable Expenses) for retained services. Amounts due under an invoice must be paid within fifteen (15) days of the date of invoice. Should Client neglect to pay or delay payment on any amount due for a period of thirty (30) days after invoice date, amount due shall be increased at an interest rate of 1.5% per month beginning at date payment is due. Architect is entitled to suspend provision of all services if any payment due has not been paid within forty-five (45) days of invoice date. Prior to Architect resuming work, Client shall pay all outstanding invoices and agrees to reimburse Architect for any expenses caused by the work stoppage.

This Agreement, including any exhibits or attachments referenced herein, replaces any prior proposals or agreements submitted in regards to the aforementioned services. Modification or amendment of this Agreement is not allowed or valid without the written consent of both Architect and Client. **This Agreement shall remain valid for a period of 15 calendar days.** Thereafter, terms are subject to change.

Thank you again for the opportunity to provide architectural services for your project. If you find the terms of this Agreement acceptable, please sign below and return at your earliest convenience via mail or email.

Sincerely,



William Arens  
Principal  
**Arens Architecture**

**Project: Bath Township Public Library Tenant Build-Out**

**Compensation for Schematic Design Phase Core Services: \$1,525.00**

**Agreement Accepted By:**

\_\_\_\_\_  
**Client** (or representative)      (Signature)      \_\_\_\_\_ (Printed name)      **Date**

**Compensation for Construction Document Phase Core Services: \$8,255.00**

**Agreement Accepted By:**

\_\_\_\_\_  
**Client** (or representative)      (Signature)      \_\_\_\_\_ (Printed name)      **Date**

## Library Classifications

- I. Salaried Employees: The Library Director is considered to be a fulltime salaried employee working a minimum of 40 hours a week. This position requires a certification according to the minimum standers for Public Libraries as authorized by the State of Michigan.
- II. Full-Time Employees: Employees who complete a satisfactory orientation period of three (3) months and regularly work thirty-five (35) to forty (40) hours per week. Employees are paid hourly.
- III. Part-time Employees: Employees who complete a satisfactory orientation period of three (3) months and regularly work less than thirty-five (35) hours per week on a continuous basis are considered part-time. Employees are paid hourly.
- IV. Seasonal Employees: Employees who work for short periods of time, such as the three months of summer, are considered the seasonal employees.

## Job Descriptions

- I. Library Director:
  - a. The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library.
  - b. Areas of responsibility:
    - i. Formulates and recommends policies to the library board
    - ii. Implements library policies and procedures
    - iii. Submits an annual budget to the library board in a timely way and directs and monitors expenditures
    - iv. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
    - v. Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community
    - vi. Orients new trustees and serves as a resource for trustee activities
    - vii. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
    - viii. Directs the maintenance of the library building and grounds and recommends future space needs
    - ix. Establishes and maintains a staff manual of library procedures
    - x. Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment
    - xi. Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community
    - xii. Identifies the standards of excellence for all operations
    - xiii. Evaluates the effectiveness of library services in relation to the changing needs of the community

- xiv. Provides for critical review of internal library operations such as acquisitions, circulation, etc.
- xv. Analyzes data affecting the library's operation such as legal, physical, and statistical factors
- xvi. Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library
- xvii. Develops staff job descriptions, recommends and administers personnel policies
- xxviii. Hires, evaluates, promotes and terminates staff (except when library board consultation is required)
- xix. Defines expectations for staff performance and sets goals for service and programming
- xx. Works to promote high staff morale
- xxi. Supervises planning for optimum utilization of personnel
- xxii. Provides in-service programs for employee training and development, encouraging staff input
- xxiii. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
- xxiv. Ensures that staff performance appraisals are done on a regular schedule
- xxv. Acts as a consultant, mediator, and facilitator for staff
- xxvi. Recommends and administers public relations programs
- xxvii. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
- xxviii. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public
- xxix. Serves as official representative of the library in actions that legally bind or politically influence the library
- xxx. Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature
- xxxi. Supports and facilitates the work of the Friends of the Library
- xxxii. Attends professional and other meetings to maintain contact with other professional and library-related agencies
- xxxiii. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field
- xxxiv. Other duties as required

## II. Library Clerk:

- a. Under the supervision of the library director the library clerk performs a variety of circulation and reference desk duties. Library Clerks work in both technical and patron services. Patron services work is done directly with the public to help them find the information needed. Technical services involve preparing library materials and shelving the material in the correct location. All employees are expected to help keep the library running smoothly during daily operation. The employee may be asked to assist in other areas of the library when the workload and number of staff on duty dictates. This position may be assigned a regular or varied schedule, including days, nights, and weekends.
- b. Areas of Responsibility:
  - i. Checks materials in and out, empties book return, checks for missing parts of AV material, ruined or damaged books or AV materials,
  - ii. Checks shelves for accuracy and re-shelves misplaced books.
  - iii. Answers the phone and takes clear concise messages as needed. Gives the message accurately and in a timely manner to the recipient.
  - iv. Reserves library books for patrons
  - v. Assists patrons in material searches on the library catalog or MelCat.
  - vi. Places orders of materials on MelCat for patrons if needed.
  - vii. Assists patrons with computer questions or accessing the internet.
  - viii. Processes new material to prepare it for circulation.
  - ix. Operates standard library equipment such as copiers, fax machine and scanner
  - x. Assists in maintenance and mending of library materials
  - xi. Performs opening and closing procedures
  - xii. Teaches and assists new employees
  - xiii. Helps volunteers as needed
  - xiv. Greet visitors and regular patrons
  - xv. Has knowledge of upcoming events
  - xvi. Assists with programs as needed
  - xvii. Supports and enforces library policy
  - xviii. Performs other duties as assigned by the Director.
- c. Knowledge, Skills, and Abilities:
  - i. High school diploma.
  - ii. Working knowledge of library principles and practices
  - iii. Protects patron and staff privacy
  - iv. Understands computers
  - v. Works in a pleasant and cooperative manner
  - vi. Works independently and takes initiative to successfully complete duties
  - vii. Familiar with the use of library materials
  - viii. Ability to follow written and oral instructions
  - ix. Ability to maintain accurate files and records that will require typing
  - x. Must be accurate with mathematical computations, such as counting money and making change
  - xi. Sort and file alphabetically

xii. Lift 50 pounds

III. Youth Librarian:

- a. Under the supervision of the library director the youth librarian leads the youth are of the library.
- b. Areas of Responsibility
  - i. Plans and executes programming for the youth of the community
  - ii. Selects materials for the children's area and the young adult room
  - iii. Promotes and publicizes library events and programs
  - iv. Considerable knowledge of Microsoft Office programs and internet use
  - v. Experience working with children
  - vi. Possesses an understanding of early childhood development
  - vii. Able to work with problem situations
  - viii. Works well with parents, teacher, and staff
  - ix. Coordinates with community groups, day care centers, and local school systems
  - x. Knowledge of children's and young adult literature
  - xi. Organizational skills
  - xii. Visits schools and other community organizations to promote programs and materials
  - xiii. Conducts outreach
  - xiv. Performs other duties as assigned by the director
- c. Knowledge, skills and abilities:
  - i. Bachelor's degree in a child related field
  - ii. Working knowledge of library principles and practices
  - iii. Protects patron and staff privacy
  - iv. Understands computers
  - v. Works in a pleasant and cooperative manner
  - vi. Works independently and takes initiative to successfully complete duties
  - vii. Familiar with the use of library materials
  - viii. Ability to follow written and oral instructions
  - ix. Ability to maintain accurate files and records that will require typing
  - x. Must be accurate with mathematical computations, such as counting money and making change
  - xi. Sort and file alphabetically
  - xii. Lift 50 pounds

IV. Cataloging Librarian:

- a. Under the supervision of the library director the cataloging librarian catalogs all new material.
- b. Areas of Responsibility:
  - i. Familiar with cataloging practices
  - ii. Willingness to learn new practices in cataloging
  - iii. Adds the record of material to the circulation material
  - iv. Runs reports needed for library statistics
  - v. Creates spine labels and bar code labels for materials
  - vi. Prepares the book for circulation
    - 1. Covers the book with book jacket protector
    - 2. Stamps the book with proper stamp
  - vii. Trains staff as needed
- c. Knowledge, Skills, and Abilities:
  - i. High school diploma.
  - ii. Working knowledge of library principles and practices
  - iii. Protects patron and staff privacy
  - iv. Understands computers
  - v. Works in a pleasant and cooperative manner
  - vi. Works independently and takes initiative to successfully complete duties
  - vii. Familiar with the use of library materials
  - viii. Ability to follow written and oral instructions
  - ix. Ability to maintain accurate files and records that will require typing
  - x. Must be accurate with mathematical computations, such as counting money and making change
  - xi. Sort and file alphabetically
  - xii. Lift 50 pounds
  - xiii. Performs other duties as assigned by the director

V. Page

- a. Under the supervision of library director or designated staff the page shelves books, assists in programming, and creates displays.
- b. Areas of Responsibility
  - i. Accurately shelve books
  - ii. Make sure shelves are neat
  - iii. Assist in prepping for programs as needed
  - iv. Assist in crowd control for programs as needed
  - v. Creating displays as directed
- c. Knowledge, Skills, and Abilities:
  - i. Must be 16.
  - ii. Working knowledge of library principles and practices
  - iii. Protects patron and staff privacy
  - iv. Understands computers
  - v. Works in a pleasant and cooperative manner
  - vi. Works independently and takes initiative to successfully complete duties

- vii. Familiar with the use of library materials
- viii. Ability to follow written and oral instructions
- ix. Ability to maintain accurate files and records that will require typing
- x. Must be accurate with mathematical computations, such as counting money and making change
- xi. Sort and file alphabetically
- xii. Lift 50 pounds
- xiii. Performs other duties as assigned by the director