

Bath Township Public Library Board of Trustees

Sue Garrity - President
Lynn Bergen - Treasurer
Larry Fewins-Bliss

Theresa Kidd – Vice President
Audrey Barton - Secretary
Ken Jensen

AGENDA, AUGUST 18, 2021 – 6 P.M.

Meeting In Person at BTPL

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 (attachment)
7. Financial Report – Treasurer & Director (attachments)
8. Director Report (attachment)
9. Unfinished Business - Items for Discussion
 - a. Millage submission and acceptance by township
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion
 - a. Report on Friends’ activity to support millage election (attachments)
 - b. Wage Scale for Part Time Employees (attachment)
 - c. Mask/Public Health Policy
 - d. Review of existing Circulation Policy with revisions (attachment)
 - e. Review of existing General Operating Policies (attachment)
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is September 15, 2021, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday July 21, 2021 (in person at BTPL)

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Theresa Kidd, Larry Fewins-Bliss, Audrey Barton
(Library Director & Staff) Kristie Reynolds

Public Present: none

Next meeting: Wednesday August 18, 2021 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 5:59pm
- b. Moment of civic reflection.
- c. Theresa moves to approve the agenda, Ken 2nd, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn moves to approve the minutes. Theresa 2nd, all in favor.

II. Financial Report

Attached. Another healthy fiscal report, verified by Lynn and Kristie. Penal fines are anticipated in August. The budget will be adjusted in October. Discussion of recent audit ensues, covering resolved discrepancies.

Ken moves to approve the report, Larry 2nd, all in favor.

III. Director Report

Attached. Patrons continue to utilize the many in-person and virtual services offered by BTPL. Statistics are all climbing, showing increased item rentals, computer usage, library card renewals and new members. The summer reading program has been a great success, so far. Community outreach events are popular, including the Meet Up and Eat Up lunches. The 3D printer has returned from St. Johns after being loaned early in the pandemic, and Kristie successfully troubleshooted a repair. Many projects and new programming are progressing, including the Library Center recognition board. Work continues for the donor board and other ways in which donors will be recognized.

IV. Unfinished Business - Items for Discussion

a. Millage

I. Resolution and ballot language vetted by attorney

II. Subcommittee for planning

V. Unfinished Business - Items for Action

a. Resolution to submit millage for approval to Clinton County Clerk and Bath Charter Township Clerk

The Resolution is read aloud by Trustee Larry Fewins-Bliss in full, as a motion.

Ken 2nd. Roll call vote ensues.

Sue Garrity, yes.

Lynn Bergen, yes.

Ken Jensen, yes.

Theresa Kidd, yes.

Larry Fewins-Bliss, yes.

Audrey Barton, yes.

Discussion ensues related to resolution and millage submission process at the township and county levels. To ensure that funding for the library continues without interruption, the Board will utilize a special election in November 2021.

VI. New Business – Items for Discussion

III. none

VII. Items for Action

a. none

VII. Public Comment none

VIII. Board Member Comments

General comments about how nice it is to meet in person.

VIII. Adjournment

Ken moves to adjourn, Larry 2^{nds}. Meeting adjourned at 6:42pm.

Public Comment: none

Board Member Comment: Summary...

Audrey moves to adjourn the meeting. Lynn 2nd, all in favor.

Meeting adjourned at 7:00pm.

Treasurer's Report 8/13/2021

As of July 31, 2021 7 months = 58.3%

| | |
|-----------------|----------------|
| MSUFCU Savings | \$120,262.22* |
| MSUFCU Checking | \$212,045.22** |

*Our Board has approved transfer from savings for unbudgeted shelving order and the November Millage Renewal, which will leave just under \$100,000 in our savings account.

**Includes \$50,000 for bookcases. Expenses will be recorded after they are installed and invoice paid. Installation and payment expected at the end of September.

Notes:

- All July expenses were verified using Kristie's Reconciliation and the MSUFCU Statement.
- Penal Fines and State Aid has been received.
- Overall expenses are 62.03% which is about 4% over budget - Explanations are as follows:
 - Capital Expenses - Includes unbudgeted handicap accessibility expense.
 - Collection Acquisitions – acquisitions will be cut back a bit.
 - Payroll and Benefits – Payroll in flux because of added hours and changes in employees. Kristie to report on this in September including pay raises. Library is going from class 3 to class 4. Wage scale will be shared with the Board
 - Insurance – Rates are up.
 - Professional Development - Anticipate \$1,000 reimbursement.
- Budget adjustments will be brought before the Board in October.
- Overall, we are still in good shape.

Lynn Bergen, Treasurer

Bath Township Public Library
Budget vs. Actuals: FY2021 - FY21 P&L
 January - July, 2021

| | <u>Actual</u> | <u>Total Budget</u> | <u>% of Budget</u> |
|-----------------------|----------------------|-------------------------|--------------------|
| Income | | | |
| 4000 Donation | 6,626.36 | 2,500.00 | 265.05% |
| 4100 Grant Income | 53,892.73 | 5,000.00 | 1077.85% |
| 4200 State Aid | 10,058.92 | 9,200.00 | 109.34% |
| 4300 Tax Revenue | 307,553.52 | 310,670.00 | 99.00% |
| 4500 Penal Fines | 34,703.27 | 45,000.00 | 77.12% |
| 4600 Service Fees | 574.80 | 600.00 | 95.80% |
| 4700 Interest | 28.54 | | |
| 4910 Miscellaneous | 99.00 | 200.00 | 49.50% |
| Total Income | \$ 413,537.14 | \$ 373,170.00 | 110.82% |
| Gross Profit | \$ 413,537.14 | \$ 373,170.00 | 110.82% |
| Expenses | | | |
| 6000 Capital Expenses | 11,599.57 | 11,000.00 | 105.45% |
| 6010 Collection | | | |
| Acquisitions | 16,337.27 | 22,600.00 | 72.29% |
| 6020 Library | | | |
| Programming | 4,097.97 | 6,000.00 | 68.30% |
| 6030 Miscellaneous | | | |
| Expense | | 2,000.00 | 0.00% |
| 6200 Advertising & | | | |
| Marketing | 1,709.42 | 7,000.00 | 24.42% |
| 6310 Contractual | | | |
| Services | 20,179.11 | 33,140.00 | 60.89% |
| 6320 Legal & | | | |
| Professional Services | 84.00 | 2,000.00 | 4.20% |
| 6400 Payroll | 75,364.25 | 120,000.00 | 62.80% |
| 6410 Payroll | | | |
| Taxes/Benefits | 9,326.85 | 15,300.00 | 60.96% |
| 6430 Benefits | 11,347.85 | 17,200.00 | 65.98% |

| | | | |
|--|----------------------|----------------------|----------------|
| 6500 Bank Charges & Fees | 72.56 | 200.00 | 36.28% |
| 6510 Insurance | 3,774.00 | 3,700.00 | 102.00% |
| 6530 Meals | 26.30 | 3,000.00 | 0.88% |
| 6540 Membership | 3,868.04 | 8,600.00 | 44.98% |
| 6550 Office Supplies & Software | 4,418.84 | 7,000.00 | 63.13% |
| 6560 Professional Development | 721.50 | 1,000.00 | 72.15% |
| 6580 Rent & Lease | 30,584.00 | 45,900.00 | 66.63% |
| 6590 Repairs & Maintenance | 4,680.35 | 12,000.00 | 39.00% |
| 6620 Technology | 5,516.55 | 10,500.00 | 52.54% |
| 6640 Utilities & Internet | 6,097.86 | 10,100.00 | 60.37% |
| Total Expenses | \$ 209,806.29 | \$ 338,240.00 | 62.03% |
| Net Operating Income | \$ 203,730.85 | \$ 34,930.00 | 583.25% |
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Thursday, Aug 12, 2021 10:42:11 AM GMT-7 - Accrual Basis

Directors Report July 2021

- Legal & Professional
 - I spoke with Anne Seurynk about the Resolution language
- Staffing
 - Joana is taking several weeks off due to her extended family visiting
 - Carrie gave her two weeks' notice at the end of July
- Scheduling
 - We have started live programming and attendance is strong
- Upcoming Programs
 - We finished up the Summer Reading Program
 - The Adult Book Club met in person
- Community outreach
 - Was approached by Jason Almerigi to join the Safe Routes to School Group. We are working together write a grant for safe routes to school. We have been asked to help develop programs appropriate for the grant.
- Technology
 - The 3-D printer is working again
- Policy
 - Reviewed the Circulation Policy and overdues
 - Wage scale
 - Adding Juneteenth to recognized holiday
- Continuing Education
 - Governmental Accounting Finance Cohort Program- Finished the governmental accounting with a B and I have started Internal Controls class
 - Attended the Library of Michigan's Director Meeting

- Projects
 - Working on the thank you plaque for the library center members.

- Statistics

| July | 2020 | 2021 |
|----------------------------|------|------|
| Visit | N/A | 884 |
| Items Checked out | 564 | 2187 |
| Computer Use | 0 | 114 |
| Wireless use | 90 | 129 |
| Hoopla | 119 | 161 |
| Overdrive | 182 | 293 |
| Kanopy | | 4 |
| New Cards | | 9 |
| Renewal Cards | | 67 |
| Virtual Program Attendance | 22 | 229 |
| Events | N/A | 268 |
| Story Time Attendance | N/A | 40 |
| Passive Program Attendance | N/A | 212 |
| Ancesrty.com | N/A | 182 |
| Tutor.com | N/A | 0 |
| Reference Calls | 81 | 162 |
| Outreach | | 229 |



Bath Township Public Library Millage – Questions & Answers Factsheet

Current funding...

The main funding source for the Bath Township Public Library is our local millage. Other more limited funding includes grant funding, penal fines from Clinton County and state aid disbursed by the Library of Michigan.

About the proposed millage renewal...

The proposed millage is 0.6792 mills for a period of 10 years—less than \$34.00 per year for a home worth \$100,000. This is collected on your Winter tax bill and is not an increase over the current millage, but a continuation.

About the election...

On **Tuesday, November 2nd** registered voters in Bath Township vote in their regular precincts....?? Waiting for update here??

Ballot Language...

Shall the Charter Township of Bath, County of Clinton, State of Michigan, be authorized to levy annually an amount not to exceed .6792 mill (\$.6792 on each \$1,000 of taxable value), which is a renewal of the previously authorized millage rate that expires in 2022, against all taxable property within Bath Charter Township for a period of ten (10) years, 2023 to 2032 inclusive, for the purpose of providing funds for operating, maintaining, constructing, equipping and funding the Bath Township Public Library and all library purposes authorized by law? The estimate of the revenue the Township will collect in the first year of levy (2023) if the millage is approved and levied by the Township is approximately \$323,443.00.

About the Public Library board...

Members of the Bath Township Public Library’s board were elected in November of 2020. Future elections are for the entire board, every four years, following the cycle of Presidential elections. Board members do not receive financial compensation.

Current members of the board are:

Sue Garrity – President

Theresa Kidd – Vice President

Lynn Bergen – Treasurer

Audrey Barton – Secretary

Larry Fewins-Bliss – Trustee

Ken Jensen - Trustee

**Services
offered by
the library...**

Over 2,250 individuals hold library cards to access services of the library, and other community members visit and access additional services where no card is needed.

- Access a local collection of materials including books, DVDs, the Library of Things, craft kits, STEM kits, etc.
- Access to digital services, including Libby, Hoopla, Kanopy, Mango Languages, ancestry.com, tutor.com LinkedIn Learning, Consumer Reports and Michigan Activity Pass.
- In person and virtual events including Littles Storytime, Paws for Reading, Book 2 Movie Teen Book Club, the Wine and Cheese Book Club, Busy Bees Yoga, Beginning Knitting Class, Text TALK to Learn, and more.
- YouTube Channel featuring Crafts-to-Go with Charles, Cooking with Kristie, Storytime Anytime and Check It Out! – your guide to newly released books.
- Home book delivery for those unable to leave their homes.

Bath Township Public Library has no official position on the millage.

The library millage election will be held Tuesday, November 2.

Absentee ballots may be requested from the Township Clerk until November 1.



Bath Township Public Library Millage – Vote YES
Questions & Answers
Factsheet

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- In person and virtual events including Littles Storytime, Paws for Reading, Book 2 Movie Teen Book Club, the Wine and Cheese Book Club, Busy Bees Yoga, Beginning Knitting Class, Text TALK to Learn, and more.
- YouTube Channel featuring Crafts-to-Go with Charles, Cooking with Kristie, Storytime Anytime and Check It Out! – your guide to newly released books.
- Home book delivery for those unable to leave their homes.

**The library millage election will be held Tuesday, November 2.
Absentee ballots may be requested from the Township Clerk until November 1.
Please make your plan to vote, and to vote YES.**

Bath Township Public Library
Wage scale for part-time employees

| Education/ Experience | Starting Wage | Proposed |
|---|----------------------|-----------------|
| Page (high school student) | \$9.25 | \$9.25 |
| High School diploma, No experience | \$9.50 | \$10.00 |
| High school diploma, experience | \$10.00 | \$10.50 |
| Associate degree, no experience | \$10.50 | \$12.00 |
| Associate degree, experience | \$11.00 | \$12.50 |
| Bachelor's degree, no experience | \$11.50 | \$14.00 |
| Bachelor's degree, experience | \$12.00 | \$14.50 |
| Master's degree, no experience | \$13.00 | \$16.00 |
| Master's degree, experience | \$13.50 | \$16.50 |

CIRCULATION POLICY

I. Eligibility for a Library Card at the Bath Township Public Library.

- A. Township residents. An individual residing in or paying real property taxes (which would include the owners of businesses that pay property taxes) to the Bath Township Public Library is eligible for a Library Card from the Library at no cost. Proof of identity and current address is required as stated more fully in this Circulation Policy (“Policy”). Library Residents are entitled to all Library services provided by the Library.
- B. Non-Resident Library Card Holders. Individuals who are not Library Residents may purchase a Library Card. Non-Resident Library Cards shall only be sold to individuals for \$25.00 per year or family card for \$50.00. Non-Resident Cards are valid for one (1) year from the date of purchase.
- C. Students of Bath Community Schools. Students currently attending Bath Community Schools are eligible for a Library Card from the library at no cost. Proof of identity for school attendance is required. (i.e. report card, student i.d.)

II. Receiving a Library Card.

- A. Every person wishing to receive a Library Card from the Library must complete an Application for a Library Card. To obtain a Library Card, applicants must provide a valid photo ID with the current address on it, such as a driver’s license, passport or state ID card. If the address on their ID is not current or the ID is from a state other than Michigan, the applicant must provide a proof of address in the form of mail, such as a lease or utility bill, received at their place of residence. For those individuals who are eligible for Library Resident status because they pay property taxes, they must provide documentation of taxpayer or business owner status.
- B. By signing the Application, the person (or parent or guardian for minors under the age of 18) agrees to and acknowledges that they are subject to the policies and procedures of the Library, which may be amended from time to time. Library Cards are valid for a period of one (1) year.
- C. Cards will be renewed after identification, address and telephone number have been verified for accuracy and all fines and fees have been paid to under \$5.00.
- D. Minors between age 5 and 18 are eligible for a Library Card. Minors must be accompanied by a parent or legal guardian when applying for a card. The parent or legal guardian must provide the same valid ID as stated above. By signing the Application, the parent or legal guardian agrees to be liable for payment or return of the materials identified in that Library record. Put another way, the signing parent/guardian is financially responsible for all items checked out on a child's card.

- E. Library Card or Driver's License must be presented at checkout and patrons are responsible for maintaining control over their cards. Lost cards must be reported immediately because the patron is responsible for all materials checked out to their card.
- F. Patrons may receive a replacement card for a set fee.

III. Circulation of Material; Interlibrary Loan

- A. The Library has exclusive authority to determine what materials will be circulated. Books in the reference section will not be circulated unless specifically authorized by the Library Director.
- B. Bath Township Public Library participates with the State of Michigan Electronic Library Interlibrary Loan System (MelCat). If the Bath Township Public Library does not own a book a patron wants, they may request it from another library participating in MelCat. 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 will be notified they can pick up their item.

IV. Reserving and Reserved Material.

Patrons may place holds on certain materials that are currently checked out by other patrons by reserving the material on the Library's website and logging into the catalog, calling the Library or requesting in person. Patrons will receive a notice by phone or email from the Library when the item is available for them. Reserved library materials will be held for (5) days. Materials must be checked out on the account of the person placing the request. If a patron has placed a hold on an item currently available on the shelf, and that item has not yet been pulled for that patron, the item may be checked out by another patron physically at the Library. The hold will be retained in the system, and the patron with the hold will be the next person to receive the item when it is returned.

IV. Lost and Damaged Material.

- A. Lost Material. Material not returned within sixty (60) days of the due date is considered lost and the patron who checked out the material is responsible for all replacement costs or accrued overdue fees. The Library Director shall determine what the list price is for the material and either notify the patron of the amount due or designate a staff member to notify the patron of the amount due. Overdue fines (maximum \$5.00) shall be assessed until the material is returned or the lost material has been paid for by the patron. If the item is subsequently found after the replacement costs have been paid, the patron may keep the material and no refunds shall be issued.
- B. Damaged Material. If material is returned damaged and may not be put back into circulation, the patron checking out the material is responsible for the payment of the replacement costs. If material is damaged but may be put back in circulation, the Library shall assess a fee of \$2.00 per item. If the material is an audiobook, the Library staff has

the authority to determine whether a repair or replacement fee shall be assessed depending on the cause and nature of the damage; for example, whether the damage was a result of negligent use or misuse of the audiobook. The Library shall have the exclusive and final authority to determine whether the book may be repaired.

V. Loan Periods.

Items are loaned out according to the following schedule. The DVD's shall have a limit of 5 items that may be checked out at one time by a patron; however, there is no limit to how many other materials a patron may have checked out. The Library also limits the number of renewals allowed as identified in the chart below. No renewals are permitted for Library material that has been placed on hold. Encyclopedias, reference items and genealogy materials are non-circulating.

| Material | Loan Period | Limit on Number of Items Checked out at one Time | Renewals allowed |
|--|-------------|--|------------------|
| All Books | 3 weeks | No limit | One (1) renewal |
| Magazines | 3 weeks | No limit | One (1) renewal |
| Audio Books and CDs | 3 weeks | No limit | One (1) renewal |
| DVDs (excluding multi-disc television show sets) | 1 week | Five (5) titles at one time | One (1) renewal |
| Multi-disc television show sets DVDs | 3 week | Five (5) titles at one time | One (1) renewal |
| Nontraditional Materials | 3 weeks | | One (1) renewal |

VI. Overdue Charges.

A. The Library's overdue charges are identified in the chart below:

| Material | Overdue Charges |
|--|------------------------|
| All Books | \$.10 per day per item |
| Magazines | \$.10 per day per item |
| Audio Books and CDs | \$.10 per day per item |
| DVDs (excluding multi-disc television show sets) | \$.50 per day per item |
| Multi-disc television show sets DVDs | \$.50 per day per item |
| Nontraditional Materials | \$.50 per day per item |

B. The above fines are limited to a maximum of \$5.00 per item for all materials that are returned.

C. The Library is not required to provide notice of overdue material or fines. The Patron is responsible for the fines and fees and the return of material.

- D. When a patron has accumulated fines greater than \$5.00 or has (1) one or more overdue items, the patron shall be considered delinquent. This includes cards on which the patron is the only person identified as well as any card the patron has agreed to take liability for in the returning of materials and the payment of fines.
- E. The Library reserves the right to turn over any delinquent account to a collection agency and the patron will be responsible for all actual costs of collection and a \$10.00 processing fee or any additional fees and costs that the court may order.
- F. Patrons who are delinquent may not check out any additional items or use Library computers until the outstanding fines have been paid in full.
- D. During a crisis and the library needs to be closed fines for materials will be suspended. Any charges accrued during this time will be forgiven.

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GENERAL OPERATING POLICIES

I. Fees

Patrons shall be responsible for any of their fees or other charges in accordance with the Library's standard schedules. Such schedules shall be adopted by Resolution of the Library Board and may be changed from time to time. Failure to pay these may result in the suspension of borrowing privileges. The fines and fees associated with the circulation of material are found in the Circulation Policy. The other current fees and fines are as follows:

A. Copier Fees:

- \$.10 per black and white copy
- \$.20 per copy double sided black and white copy
- \$.50 per color copy
- \$1.00 per copy double sided color copy

B. Computer Print Outs:

Copies printed off the computer will be \$.10 per black and white copy and \$.50 per color copy.

Scanning is a free service.

C. Fax Machine:

1. *Outgoing Faxes.* Faxing of documents will be done by the Library staff. The library will provide a fax cover sheet if required and are available at the circulation desk. A confirmation page is given with each fax that is sent to indicate the success or failure of the fax.

2. *Incoming Faxes.* The Library will receive incoming faxes if contacted and informed of when to expect the transmission, who the incoming fax is addressed to and who will be paying for it. However, you must be present to pick up the incoming fax. The Library will attempt to contact the recipient if the contact information is available but is not required to do so. The Library reserves the right to discard any fax, particularly if the fax is not picked up within 48 hours after receipt.

3. *Errors.* The Library is not responsible for errors due to poor image quality, problems on the receiving fax end, incorrect fax numbers or other related problems.

4. *Charges.* The cost of sending and receiving a fax is as follows:

| | |
|--|--------|
| The first page faxed in the US | \$.50 |
| Each page after the first page faxed in the US | \$.10 |
| Each page received | \$.50 |

II. School Use of Library

At the discretion of the Library Director and/or staff, a class can use the Library as a research facility if their teacher is present.

III. Library Hours

| | |
|-------------------------|-------------------------|
| Monday through Thursday | 10:00 a.m. to 8:00 p.m. |
| Friday and Saturday | 10:00 a.m. to 4:00 p.m. |
| Sunday | closed |

IV. Closing for Holidays

The Library will be closed on the following holidays:

- New Year's Day
- Saturday before Memorial Day
- Memorial Day
- Independence Day
- Saturday before Labor Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If the holiday above falls on a Saturday, the Library will also be closed on the Friday before the holiday. If the holiday above falls on a Sunday, the Library will also be closed on the Monday after the holiday.

V. Library Closing

The Library Director, or a designated person, will close the Library when conditions are such that remaining open can be harmful to the staff and/or the patrons, for example due to inclement weather or natural disaster. The staff will be dismissed at the discretion of the Library Director.

VI. Designated Newspaper

For any notice that requires publication by newspaper, the Library shall publish such notice in the Dewitt-Bath Review.

VII. Returned Checks

1. No personal checks will be accepted without a drivers' license number.
2. Patrons whose personal checks have been returned shall be notified by phone and by mail.
3. Patrons will be given seven (7) days from the date the notification was sent by mail to reimburse the amount of the original check.
4. Patrons will be assessed a \$15.00 service charge on all returned checks.

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