

Bath Township Public Library Board of Trustees

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

Theresa Kidd, Vice President
Shannon Vlasic, Secretary
Ken Jensen

AGENDA, OCTOBER 21, 2020 – 6 P.M.

kreynolds@bathtownshippubliclibrary.org is inviting you to a scheduled Zoom meeting.

Topic: Board meeting

Time: Oct 21, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://woodlands.zoom.us/j/5295001923?pwd=Vm9kbkd0c4WEZRRGFoWU1YbktQdz09>

Meeting ID: 529 500 1923

Passcode: 951848

One tap mobile

+13017158592,,5295001923#,,,,,0#,,951848# US (Germantown)

+13126266799,,5295001923#,,,,,0#,,951848# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 529 500 1923

Passcode: 951848

Find your local number: <https://woodlands.zoom.us/j/5295001923>

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 (attachment)
 - a. Here are the anticipated move expenses FYI:
 - i. Painting: \$6500.00
 - ii. Circulation Desk: \$8105.00
 - iii. New Furniture: \$45,000.00
 - iv. Move: \$5000.00
 - v. New Signage: \$500.00
8. Director Report (attachment)
9. Unfinished Business - Items for Discussion
 - a. Strategic Planning
 - i. The move – it's happening now!
 - b. Need for Policies identified by 2019 Audit
 - i. Criminal History Record Information (CHRI)
 - ii. Fraud Risk Management Program (attached FYI)

Bath Township Public Library Board of Trustees

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

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

- c. Director's Performance Evaluation
- 10. Unfinished Business – Items for Action
- 11. New Business - Items for Discussion
- 12. Items for Action
- 13. Public Comment – Limited to 3 minutes
- 14. Board Member Comments
- 15. Adjournment

Bath Township Public Library

Meeting Minutes

Wednesday, September 16, 2020 (Remote Meeting via Zoom)

Present: (Board Members) Lynn Bergen, Ken Jensen, Theresa Kidd, Sue Garrity, Ryan Fewins-Bliss
(Absent) Shannon Vlastic
(Library Director & staff) Kristie Reynolds
Public: Audrey Barton

Next meeting: Wednesday October 21, 2020 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:03pm
- b. Moment of civic reflection.
- c. _____ moves to approve the agenda as amended (remove item 11 and add discussion about Kristie's review, _____ 2nd, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Theresa moves to approve the minutes as amended. Ryan 2nd, all in favor.
 - Change first paragraph under financial report from "\$36k" to "additional \$36k."
 - Change 2nd sentence under Financial Report from "we will" to "we may."
 - Change "Spending through July (58% of budget year) is under revenue" to "Expenditures through July are 58% of budget."

II. Financial Report

Attached. \$65k has been paid for lease. August looks good- about 67% through budget year. Total expenses have been adjusted to account for \$65k from savings which was not in the original budget. Expenditures are at about 56% for the budget year. Kristie has provided list of things that need to be purchased for move; these include data drops, internet, circulation desk, sneeze guards, furniture, paint, signage, moving company. Estimated to cost about \$83k. With savings account at \$125, this will leave us about \$42k in savings. In great shape for our move!

This \$65k coded to "repairs and maintenance" instead of "lease" category in budget. Per Kristie, this is because the money is going specifically to the build-out and HVAC for new building. Kristie and Lynn with re-evaluate this – may keep it there or may move it to lease category. Quite over budget in "Capital Expenses." This is due to cost of circulation desk and new drop box. Ryan moves to accept the financial report, Ken 2nd, all in favor.

III. Director's & Youth Services Reports

Attached. Painting is almost done. Builders started to install ceiling today. Busy month! Spoke with attorney about Fraud Policy and Business Continuity Plan. Both are very unusual for libraries and are being created with necessity and worked through as we go. Johanna's employment status changed from maternity leave to unemployed. Hoping to open in new space in mid-October. Finished up summer reading program, had great participation given the circumstances. Received numbers from Bath Charter Township – up about 12k to 307k after 1% charge has been accounted for. Unsure of what penal fines will amount to at this time. Will be conservative when adding to the budget. Working on packing. Numbers are going up- people are anxious to come back to the library!

IV. Unfinished Business

a. Strategic Planning;

- i. The move; discussed above.

b. Policies;

- i. Fraud Risk Management Policy; review next month. Some confusion in wording that needed to be fixed – attorney clarified. Read and review and be ready for a vote next month.
- ii. Continuity Plan should be ready to be looked at in November. Still a work in progress.

V. New Business – Items for Discussion

- a. Directors Evaluation; Sue will send the evaluation form out to board members for completion and input and will compile answers for next meeting. Evaluation may be difficult this year due to Covid-19. Just do our best. Will also send to Audrey and Larry so they are aware of how directors evaluation works for future.

VI. Items for Action:

- a. None.

VII. Closing

- a. Public Comment: None.
- b. Board Member Comment: Kristie – Grant money received. New signage going in. Kesler’s giving us nice newer furniture. Lynn – we need to get an organized system to manage donations. Appeal to Friends group for help? Ryan - Millage is 5-year millage; renewal will be in 2022. Just continue to work on building and improving community relationships – there is nothing we can “technically” do right now to prepare for that election but prepare for working hard on that next year.
- c. Ryan moves to adjourn the meeting, Theresa 2nd, all in favor.

Meeting adjourned at 6:48pm

Bath Township Public Library
Budget vs. Actuals: Budget FY 2020 - FY20 P&L
 January - December 2020

	Actual	Budget	Total over Budget	Remaining	% of Budget
Income					
4000 Donation	384.70	2,500.00	-2,115.30	2,115.30	15.39%
4100 Grant Income	4,337.26	5,000.00	-662.74	662.74	86.75%
4200 State Aid	9,285.22	4,600.00	4,685.22	-4,685.22	201.85%
4300 Tax Revenue	292,433.42	298,000.00	-5,566.58	5,566.58	98.13%
4500 Penal Fines	47,428.67	60,000.00	-12,571.33	12,571.33	79.05%
4600 Service Fees	428.56	1,200.00	-771.44	771.44	35.71%
4700 Interest	87.89	45.00	42.89	-42.89	195.31%
4710 Dividend	48.00		48.00	-48.00	
4910 Miscellaneous		200.00	-200.00	200.00	0.00%
Total Income	\$ 354,433.72	\$ 371,545.00	-\$ 17,111.28	\$ 17,111.28	95.39%
Gross Profit	\$ 354,433.72	\$ 371,545.00	-\$ 17,111.28	\$ 17,111.28	95.39%
Expenses					
6000 Capital Expenses	11,395.29	3,000.00	8,395.29	-8,395.29	379.84%
6010 Collection Acquisitions	27,720.76	31,450.00	-3,729.24	3,729.24	88.14%
6020 Library Programming	6,652.84	13,000.00	-6,347.16	6,347.16	51.18%
6030 Miscellaneous Expense		2,000.00	-2,000.00	2,000.00	0.00%
6200 Advertising & Marketing	5,193.01	8,150.00	-2,956.99	2,956.99	63.72%
6310 Contractual Services	19,728.78	33,000.00	-13,271.22	13,271.22	59.78%
6320 Legal & Professional Services	1,420.00	7,000.00	-5,580.00	5,580.00	20.29%
6400 Payroll	95,192.34	144,000.00	-48,807.66	48,807.66	66.11%
6410 Payroll Taxes/Benefits	12,283.05	19,000.00	-6,716.95	6,716.95	64.65%
6430 Benefits	11,947.67	16,000.00	-4,052.33	4,052.33	74.67%
6500 Bank Charges & Fees	35.95	250.00	-214.05	214.05	14.38%
6510 Insurance	552.00	4,000.00	-3,448.00	3,448.00	13.80%
6540 Membership	5,673.61	8,420.00	-2,746.39	2,746.39	67.38%
6550 Office Supplies & Software	3,212.59	9,000.00	-5,787.41	5,787.41	35.70%
6560 Professional Development	447.00	4,000.00	-3,553.00	3,553.00	11.18%
6580 Rent & Lease	8,024.02	11,000.00	-2,975.98	2,975.98	72.95%
6590 Repairs & Maintenance	66,881.63	10,700.00	56,181.63	-56,181.63	625.06%
6620 Technology	17,168.77	10,500.00	6,668.77	-6,668.77	163.51%
6630 Travel	1,769.47	6,000.00	-4,230.53	4,230.53	29.49%
6640 Utilities & Internet	5,344.98	7,500.00	-2,155.02	2,155.02	71.27%
Total Expenses	\$ 300,643.76	\$ 347,970.00	-\$ 47,326.24	\$ 47,326.24	86.40%
Net Operating Income	\$ 53,789.96	\$ 23,575.00	\$ 30,214.96	-\$ 30,214.96	228.17%
Net Income	\$ 53,789.96	\$ 23,575.00	\$ 30,214.96	-\$ 30,214.96	228.17%

Directors Report

- Legal & Professional
 - Worked on CHRI Audit paperwork
- Staffing
 - I interviewed Elizabeth (EL) Beaulieu. I hired her and she will start in October
- Scheduling
 - While we are in the original library space there will be no changes, however; I am looking at adding Friday back into our schedule.
- Upcoming Programs
 - We are holding passive programs currently. Mainly, make and takes and online gaming
- Community outreach
 - Attended the Library of Michigan Board Meeting
 - Spoke with Karen Hildenbrand about sharing resources, mailings, and other info
- Technology
 - Data drops are in
- Policy
 - working on the Business Continuity plan
 - CHRI Policy
- Continuing Education
 - Attending several zoom meetings
 - Preparing to speak at the Cohort convention
- Teens
 - Offering Make and takes
 - Offering Storytimes
 - Covid Care Bags
- Projects
 - Working on the move.
 - Starting to pack up the library in preparation for the move
 - Working on the donation campaign
- Statistics
 - Wireless use: 94
 - Hoopla use: 123
 - Libby use: 225
 - Reference calls: 126
 - Program attendance: 7
 - New Patrons: 13
 - Patron pickup/copies 80
 - Circulation: 578



Donation Card - Bath Township Public Library

*Become a recognized supporter of the
Bath Township Public Library by helping us furnish our new location!*

Choose your level of support:

<input type="checkbox"/>	\$25 to sponsor a stacking chair	<input type="checkbox"/>	\$25 general furniture fund
<input type="checkbox"/>	\$100 to sponsor a book shelf	<input type="checkbox"/>	\$50 general furniture fund
<input type="checkbox"/>	\$200 to sponsor an arm chair	<input type="checkbox"/>	\$100 general furniture fund
<input type="checkbox"/>	\$500-\$1,000 to sponsor a couch	<input type="checkbox"/>	\$_____ general furniture fund

Donors of \$25 and more will be featured on our wall of supporters.

Please let us know if you wish to remain anonymous.

Donor Name: _____

Donor Phone Number: _____

Donor Email: _____

**Make your check payable to
Friends of the Bath Township Public Library.
Mail to: Bath Township Public Library
P.O Box 368 Webster Rd. Bath MI 48808**

Contact Kristie Reynolds at kreynolds@bathtownshippubliclibrary.org with questions.

Bath Township Public Library

FRAUD PREVENTION POLICY

Section I- Overview

This policy is designed to promote a healthy and ethical culture in the Bath Public Township Library (the “Library”) for the benefit of both employees and patrons This policy addresses all aspects of fraud and corruption prevention, detection, and investigation for the Library Board of Trustees. For the employee, the policy reinforces the requirement that all staff act ethically in the performance of their duties and specifies controls and procedures intended to identify, reduce, and ultimately eliminate the Library’s board and staff of exposure to potential losses from error, fraud, or corruption.

Section II Policy Statement

The purpose of this policy is to provide the formal, written stance of the Bath Township Public Library Board of Trustees (the “Library Board”)on fraud and corruption and to provide a clear procedure for a consistent, transparent, and accountable approach to issues of corruption and fraud as they may arise from time to time. Additionally, this policy is meant to provide measures to both prevent fraud and corruption and to identify it readily if it should occur.

Section III Fraud Prevention Committee

The Library Board shall create a Fraud Prevention Committee (“Committee”) made up of the Library Director and two Board Members. Any Committee member who is implicated in fraud or has a conflicting relationship with an accused perpetrator of fraud (e.g. spouse, child, sibling, partner, close friendship) must be recused from the investigation and a replacement must be chosen by the remaining committee members. The Committee shall meet routinely to conduct Risk Assessment Reviews, analyze potential threats, implement practical policies for reducing fraud, and to respond to fraud when it occurs. The Committee may propose amendments to this policy to be considered by the Bath Township Library Board. Changes may be proposed at any time or after a Risk Assessment Review.

The Committee shall issue a quarterly report presented to the Library Board offering best practices and making all employees aware of any active, ongoing, or recently concluded investigations.

Section IV Fraud and Corruption Risk Assessment Reviews

The Committee will conduct Fraud and Corruption Risk Assessment Reviews (“Reviews”) to establish the Library’s risk profile and to provide management with information to deal with fraud and corruption in a cost-effective way. At a minimum, the Risk Assessment Reviews must address both internal and external fraud and corruption risks (i.e. both employee and customer/patron fraud), and the potential for collusion from the dual perspectives of employee-employee and patron-employee. The Review shall also consider the sufficiency of internal financial controls. The Committee Library will conduct Risk Assessment Reviews annually, but more frequently as required. The Committee shall solicit input from all employees and welcome feedback from patrons as it is offered. Following each review, the Committee shall generate a report which will

Commented [AMS1]: Does this work. The title of the section was Fraud Prevention Committee but I agree that you change makes it more clear. Then, since we have defined the term, the “C” Committee can be used.

Commented [KR2R1]: Yes, it does.

Bath Township Public Library CHRI Policy

Pursuant to the National Child Protection Act, The Bath Township Public Library is considered a Noncriminal Justice Agency (NCJA) and is an Authorized Recipient (AR), wherein certain Authorized Personnel can request and receive fingerprint-based Criminal History Record Information (CHRI) checks. Authorization for ARs to receive CHRI is for the purpose of employment or volunteer determinations. Therefore, the Bath Township Public Library is to ensure compliance with applicable state and federal laws, applicable rules and regulations, and the most current version of the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy, in addition to the Bath Township Public policies, procedures, and processes. This Information Security Policy provides the appropriate access, maintenance, security, confidentiality, dissemination, integrity, and audit requirements of CHRI in all its forms, whether at rest or in transit.

The most stringent requirement shall prevail if conflict(s) is/are found between agency policies, state or federal laws, with the most current version of the FBI CJIS Security Policy, and corresponding rules or regulations.

As used in this policy:

(a) Authorized Recipients - (1) A criminal justice agency or federal agency authorized to receive CHRI pursuant to federal statute or executive order; (2) A nongovernmental entity authorized by federal statute or executive order to receive CHRI for noncriminal justice purposes; or (3) A government agency authorized by federal statute, executive order, or state statute which has been approved by the United States Attorney General to receive CHRI for noncriminal justice purposes.

(b) Authorized User/Personnel - An individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based background check, where required, and have been granted access to CJI data, wherein access is only for the purpose of evaluating an individual's qualifications for employment or assignment.

USER AGREEMENT

The Bath Township Public Library shall complete and maintain a Noncriminal Justice Agency User Agreement for Release of Criminal History Record Information (RI-087) provided by the Michigan State Police (MSP). Agreements are in place to provide for data ownership, individual roles, responsibilities, etc. The Bath Township Public Library shall complete and return a new user agreement in the event they have a legal name change, they move to a new physical address, or they wish to add or remove fingerprint reason codes. The most current copy of this user agreement will be maintained on file at the agency indefinitely.

LOCAL AGENCY SECURITY OFFICER (LASO)

The Bath Township Public Library Board of Trustees will designate a LASO by means of completing and returning to the MSP, Security & Access Section (SAS), a Noncriminal Justice Agency Local Agency Security Officer Appointment (CJIS-015). An individual designated as the LASO is:

- An “authorized user/personnel.”
- An individual that has completed a fingerprint-based background check, where required, and found appropriate to have access to CHRI.
- If a school, the LASO is an employee directly involved in evaluating an individual’s qualifications for employment or assignment.

A LASO is responsible for the following:

- Identifying who is using or accessing CHRI and/or systems with access to CHRI.
- Identifying and documenting any equipment connected to the state system.
- Ensuring personnel security screening procedures are being followed as stated in this policy.
- Confirming the approved and appropriate security measures are in place and working as expected.
- Supporting policy compliance and ensuring the MSP Information Security Officer (ISO) is promptly informed of security incidents.

When changes in the LASO appointment occur, the Bath Township Public L shall complete and return a new LASO appointment form. The most current copy of the LASO appointment form will be kept on file indefinitely by the agency (CJIS-015).

All MSP fingerprint account changes are to be made by the LASO.

PERSONNEL SECURITY

PERSONNEL TERMINATION

The LASO or authorized designee shall terminate access to CHRI immediately, which is within 24 hours of a notification that an individual’s termination of employment has occurred.

The Bath Township Public Library Board of Trustees will appoint a trustee to oversee replacing the LASO

- a. The appointed Bath Township Public Library Trustee will
 - i. Contact MSP and inform them of the LASO Vacancy
 - ii. Remove all access to the CHRI program

- iii. Identify the next candidate for the LASO position
- iv. Offer the LASO Position and sign them up for training.

PERSONNEL TRANSFER

Individuals with access to CHRI, and where the individual has been reassigned or transferred, shall have his or her access reviewed by the LASO or authorized designee to ensure access is still appropriate. If access is determined to be suspended, the individual shall be restricted from access to CHRI within the immediate 24 hours of transfer or reassignment and the following steps shall be taken by The Bath Township Public Library immediately:

The Bath Township Public Library Board of Trustees will appoint a trustee to oversee the appointment of a new LASO

The appointed Bath Township Public Library Trustee will

- a. Contact MSP and inform them of the LASO transfer
- b. Remove all access to the CHRI program of the reassigned or transferred employee
- c. Identify the next candidate for the LASO position
- d. Offer the LASO Position and sign them up for training.

SANCTIONS

Persons found noncompliant with state or federal laws, current FBI CJIS Security Policy, rules or regulations, including the Bath Township Public Library Information Security Policy, will be formally disciplined. Discipline can be, but not limited to, counseling, the reassignment of CHRI responsibilities, dismissal, or prosecution. Discipline will be based on the severity of the infraction and at the discretion of the Bath Township Public Library.

MEDIA PROTECTION

CHRI media is to be protected and secured at all times. The following is established and is to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all its forms.

MEDIA STORAGE & ACCESS

Digital and physical CHRI media shall be securely stored within physically secured locations or controlled areas, and within the agency's facility unless otherwise permitted. Access to such media is restricted to authorized personnel only and secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media:

- a. Is to be stored within individual records when feasible or by itself when necessary.
- b. Is to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, etc.

Digital CHRI media:

- a. Is to be secured through encryption as specified in the most current FBI CJIS Security Policy.

- b. Unless encrypted, digital storage media devices (such as discs, CDs, SDs, thumb drives, DVDs, etc.) are to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, etc.

MEDIA TRANSPORT (DIGITAL AND/OR PHYSICAL)

Should the need arise to move CHRI media outside of the secured location or controlled area, the Bath Township Public Library shall establish and implement appropriate security controls to prevent compromise of the data while transporting. The transport of CHRI media will be conducted by authorized personnel.

CHRI media includes:

- Physical CHRI media such as paper/hard copies.
- Digital CHRI media such as laptops; computer hard drives; and any removable, transportable digital memory media, such as magnetic tape or disk, optical disk, flash drives, external hard drives, or digital memory card(s).

DIGITAL MEDIA SANITIZATION AND DISPOSAL

Without ensuring the proper disposal of installed and removable digital storage, information security risks can be created by reassigning, surplussing, transferring, trading-in, disposing of computers, or replacing digital storage media and computer software. Therefore, once digital CHRI media devices are determined no longer needed by the agency, devices shall be sanitized and disposed of according to the most current FBI CJIS Security Policy. Due to the presence of temporary files (data remanence), devices where digital media was once stored, processed, and/or used for dissemination (fax, scanners, computers, laptops, etc.) shall be sanitized in a manner that gives assurance that the information cannot be recovered prior to disposal of or upon the reassigning or recycling of such devices. An "erase" feature (e.g., putting a document in a "trash can" icon) or deleting a file is not sufficient for sensitive information, because the information may still be recoverable. The agency will provide steps for the sanitization and disposal of devices where CHRI media was once stored, processed, and/or used.

The Bath Township Public Library does not store Digital Media

DISPOSAL OF PHYSICAL MEDIA

Once physical CHRI media (paper copies) is determined no longer needed by the agency, media shall be destroyed and disposed of according to the FBI CJIS Security Policy. Formal procedures for the secure disposal or destruction of physical media:

- The Bath Township Public Library LASO will
- a. Decide when the physical CHRI media will be no longer needed
 - b. Will shred the physical CHRI media

PHYSICAL PROTECTION

The Bath Township Public Library shall document and implement a physical protection policy and procedures to ensure CHRI and information system hardware, software, and media are physically protected through access control measures.

PHYSICALLY SECURE LOCATION

Bath Township Public Library will ensure both sufficient physical and personnel security controls exist for the protection of CHRI and associated information systems. A physically secure location is a facility, an area, a room, or a group of rooms within a facility. The Bath Township Public Library will:

- a. Prominently post the perimeter of the physically secured location and keep separate from non-secure locations by physical controls.
- b. Keep a current list of personnel with authorized access to the physically secure location or use a method of credentials to keep track of authorized personnel.
- c. Ensure all physical areas where CHRI or information systems are stored and/or used for processing shall be controlled. Individuals requiring access to such locations will be verified before granting access. Physical access to information system distribution and transmission lines within the physically secure location will be controlled and safeguarded.
- d. Position information system devices that display CHRI in such a way as to prevent unauthorized individuals from accessing and viewing CHRI.
- e. Ensure methods are in place to monitor, detect, and respond to information system incidents for individuals attaining physical access to secured areas.
- f. Validate all visitors before admittance to the physically secure locations, and visitors will be escorted and monitored at all times.
- g. Authorize and control information system-related items entering and exiting the physically secure location.

CONTROLLED AREA

If an agency cannot meet all of the controls required for establishing a physically secure location but has an operational need to access or store CHRI, the agency shall designate an area, a room, or a storage container, as a controlled area for the purpose of day-to-day CHRI access or storage. At a minimum:

- a. Access is limited to controlled area during CHRI processing times and to authorized personnel, approved by the agency to access or view CHRI.
- b. CHRI will be locked and secured to prevent unauthorized access when unattended.
- c. Information system devices and documents containing CHRI will be positioned in such a way as to prevent an unauthorized individual from access or view.
- d. Encryption requirements will be implemented for digital storage (i.e. data "at rest") of CHRI.

INCIDENT RESPONSE

The Bath Township Public Library shall establish operational incident handling procedures for instances of an information security breach. Information security incidents are major incidents that significantly endanger the security or integrity of CHRI. The agency will identify responsibilities for information security incidents and include how and who to report such incidents to. The agency will ensure appropriate security incident capabilities exist, and should incorporate the lessons learned from ongoing incident handling activities. The agency will

ensure procedures exist and are implemented for a follow-up action of a security breach and for the collection of evidence in cases of legal action. All individuals with direct or indirect access to CHRI shall be trained on how to handle an information security incident, and such training is to be included within the agency's Security Awareness Training. (See section on Security Awareness Training at the end of this document.) Procedures shall be in place to track and document information security incidents, whether physical or digital, on an ongoing basis. When an incident has been determined a breach involving CHRI, the agency will report the security breach to the MSP ISO by use of the "Information Security Officer (ISO) Computer Security Incident Response Capability Reporting" form (CJIS-016).

Library the LASO will

- a. Notify MSP with in 24 hours.
- b. Notify the Bath Township Board of Trustees.
- c. Contact the technology support business and work closely with them to correct the issue.
- d.

Handling Capabilities implemented by the agency:

Capabilities shall be handled according to the following description:	Physical – Hard Copy CHRI	Digital – Digitally Accessed/Saved CHRI
1. Preparation	The CHRI container will be locked at all times in the business office which will be locked when office staff is not present.	Firewalls, virus protection, and malware/spyware protection will be maintained.
2. Detection	Physical intrusions to the building will be monitored by means of: The library uses simplisafe alarm system, we lock the doors at night and the cabinet documents are in.	Electronic intrusions will be monitored by the virus and malware/spyware detection.
3. Analysis	The LASO will work with police authorities to determine how the incident occurred and what data were affected.	IT department will determine what systems or data were compromised and affected.
4. Containment	The LASO will lock uncompromised CHRI in a secure container or transport CHRI to secure area.	The IT department will stop the spread of any intrusion and prevent further damage.

5. Eradication	The LASO will work with law enforcement, Bath Township Police, to remove any threats that compromise CHRI data.	The IT department will remove the intrusion before restoring the system. All steps necessary to prevent recurrence will be taken before restoring the system.
6. Recovery	The law enforcement agency (Bath Township Police) in charge will handle and oversee recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting if necessary.	The IT department will restore the agency information system and media to a safe environment.

MOBILE DEVICE INCIDENT RESPONSE

The Bath Township Public Library does not use Mobile Devices to search, view, or store CHRI documents.

SECONDARY DISSEMINATION

When permitted by law, and the Bath Township Public Library releases a CHRI response to another authorized recipient pursuant to authorized sharing provisions, a log of such release(s) shall be established, implemented, and kept current. The log will be maintained indefinitely and be made available upon request to a MSP representative for audit purposes. Fields required for the log are:

- The date the record was shared.
- Record disseminated.
- Requesting agency.
- Requestor's name.
- Method of sharing; either by U.S. Mail, landline fax, or within the Criminal History Record Internet Subscription Service (CHRISS). (No emailing unless encrypted).
- Agency personnel that shared the CHRI.

SECURITY AWARENESS TRAINING

The Bath Township Public Library will establish, implement, and administer basic Security Awareness Training (SAT) that meets the minimum standards provided within the most current version of the FBI CJIS Security Policy. The LASO will, every two years and starting from date of adopting agency SAT, review the FBI CJIS Security Policy to ensure agency implemented SAT meets the most current requirement(s). All individuals having access to CHRI, whether digital or physical, shall complete SAT provided by the agency within six (6) months of

assignment and every two (2) years thereafter. The agency will also include any or all Information Technology (IT) personnel having access to digital systems used to process CHRI. The agency will document and keep current completed SAT records, past and current

be kept on file. The report shall be reviewed prior to the next official [R](#)review. ~~Any P~~ proposed policy changes or amendments ~~may shall~~ be supported by findings contained in the previous review.

Section V Internal Financial Control

The Library shall maintain internal financial and management controls which require employees to the following standards of practice. These controls include, but are not limited to, the following:

- Fraud-conscious hiring practices, including reference checks and verification of educational qualifications
- Segregation of financial duties and division of access point
- Routine inventory accounting
- Security of records, information systems, and cybersecurity
- Routine review of risk and risk management strategies
- Supervision and internal checks
- Consistency in training and chain-of-command
- Budget review and assessment

Section VI Internal Audits

Internal audits shall be implemented and shall include both routine and random audits intended to test compliance and the effectiveness of policies herein and hereafter implemented. The results of any audit must be reported to the [C](#)eommittee with recommendations to address identified adverse trends or deficiencies. As part of an audit, all employees must be given the opportunity to provide feedback or insight to the perpetration of fraud within their positions. To promote transparency, all employee feedback as part of an audit shall remain anonymous and [C](#)onfidential [to the extent permitted by law](#).

Section VII Reporting Fraud and Corruption

Employees may report matters of fraud or corruption at any time with any member of the [C](#)eommittee. Any report shall be formally recorded in as much detail as appropriate. All matters reported in good faith will be thoroughly investigated using processes outlined in Section [IX](#)9. Any report which credibly alleges criminal activity shall be reported [simultaneously](#) ~~simoataneously~~ to the local police ~~and~~ the [C](#)eommittee. All reports, regardless of confirmation or whether action is taken, will be considered in the reviews described by Section [IV](#)4 and given appropriate weight at the discretion of the committee. Once the complaint has been review by the [e](#)Committee it will be formally presented to the [Library B](#)oard.

Section VIII Report Outcomes

The Library will take appropriate disciplinary action against any employee believed to have participated, perpetuated, or covered up fraudulent or corrupt conduct. Any criminal activity by employees or patrons will be reported to the police [in compliance with the requirements of the Library Privacy Act](#). Noncriminal misconduct may be handled using internal policies or procedures, including but not limited to suspension or complete ban of library access or privileges,

and in the case of employees, suspension, or termination. The Library Board may choose to pursue civil action to recover any loss of public money or property.

Section IX.A Initial Investigation

Once fraud or corruption has been reported, it must be handled seriously and investigated competently and thoroughly. The information received during an investigation will be kept as confidential as possible as permitted by law, while still permitting the matter to be properly investigated and comply with applicable laws. The Library shall explore all reports of fraud or corruption through the committee. The committee shall:

- Record all reports received
- Provide notice to all parties involved of the allegations and the process
- Coordinate an initial investigation sufficient to make an initial assessment
- Ensure the investigating body has full access and cooperation
- Ensure that the investigation is thorough, impartial, fair, and unbiased
- Make an initial assessment of each report and determine whether:
 - Immediate action may be taken, or
 - Further investigation is needed, or
 - The report lacks credibility and should be dismissed
 - Keep all parties involved in the matter informed of the status, progress, and outcome of the investigation
- All initial investigations should be completed in a swift, timely manner
- Ensure that any recommendation or penalty is implemented as promptly as possible, including:
 - Police involvement;
 - Suspension;
 - Termination;
 - Removal;
 - Ban from Access;
 - Charges or Fines.
- If at the conclusion of the initial investigation a reasonable basis exists to believe that fraud or corruption has occurred, the committee shall either refer the matter to the police or continue with further investigation under Section 9.2.

Section IX.B Further Investigation

If the matter has been reported to the police at the conclusion of the initial investigation, further investigation may still be required at the discretion of the committee, as actions taken by the Library Board with respect to staff or patrons will be determined independently of any criminal investigation. If the recommendation after the initial investigation is further investigation, such further investigation must be pursued immediately. Under most circumstances, a decision to further investigate will require the services of an independent investigator which will be hired by the Library Board at the Library's expense. The committee shall work with the independent investigator to develop an Investigation Plan and shall cooperate to furnish all materials and provide such access as may be helpful to the investigation.

The committee and all library employees shall avoid involvement in any external investigation and shall not attempt to influence the investigation in any way. However, all employees shall cooperate with the investigation through any means reasonably requested.

Section X Closing Investigations

Following the initial investigation or at the conclusion of further investigation, it is concluded that fraud was not perpetrated or that further action is unnecessary or impractical, the investigation shall be deemed closed. When an investigation is deemed closed, the committee shall draft a Final Investigation Report detailing the allegations, the evidence, the timeline of the investigation, all involved parties, and any resolution/action that may be taken. Final Investigation Reports shall be maintained by the committee and included in both the quarterly reports and the annual review.

[84155:00001:84828:00001:49615274948585-1](#)

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

Bath Township Public Library Director Job Description Adopted 4/16/18

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. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The director is also responsible for the facilities, financial management, and personnel of the library, under the governance and oversight of the board.

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.

AREAS OF RESPONSIBILITY:

1. General Administration and Management
 - a. Formulates and recommends policies to the library board
 - b. Implements library policies and procedures
 - c. Submits an annual budget to the library board in a timely way and directs and monitors expenditures
 - d. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
 - e. Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community
 - f. Orients new trustees and serves as a resource for trustee activities
 - g. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
 - h. Directs the maintenance of the library building and grounds and recommends future space needs
 - i. Establishes and maintains a staff manual of library procedures
 - j. 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
2. Planning, Organization, and Evaluation
 - a. 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
 - b. Identifies the standards of excellence for all operations
 - c. Evaluates the effectiveness of library services in relation to the changing needs of the community
 - d. Provides for critical review of internal library operations such as acquisitions, circulation, etc.

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

- e. Analyzes data affecting the library's operation such as legal, physical, and statistical factors
 - f. Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library
3. Personnel Management
- a. Develops staff job descriptions, recommends and administers personnel policies
 - b. Hires, evaluates, promotes and terminates staff (except when library board consultation is required)
 - c. Defines expectations for staff performance and sets goals for service and programming
 - d. Works to promote high staff morale
 - e. Supervises planning for optimum utilization of personnel
 - f. Provides in-service programs for employee training and development, encouraging staff input
 - g. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
 - h. Ensures that staff performance appraisals are done on a regular schedule
 - i. Acts as a consultant, mediator, and facilitator for staff
4. Community and Professional Development
- a. Recommends and administers public relations programs
 - b. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
 - c. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public
 - d. Serves as official representative of the library in actions that legally bind or politically influence the library
 - e. Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature
 - f. Supports and facilitates the work of the Friends of the Library
 - g. Attends professional and other meetings to maintain contact with other professional and library-related agencies
 - h. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field
5. Other duties as required

DESIRED QUALIFICATIONS

1. A Master's degree in library science from an ALA accredited school
2. Professional certification in compliance with state law
3. Two years of library experience preferred, with a proven track record of successfully achieving goals in previous library experiences.
4. Thorough knowledge of the philosophy and techniques of all facets of public library service
5. Ability to think analytically and to develop new services
6. Ability to exercise initiative and independent judgment

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

7. Considerable knowledge of computers and data communications especially in regards to library applications
8. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
9. Highly developed verbal and written communication skills, social skills, and adaptability
10. Ability to make administrative decisions, develop policies and supervise staff
11. Effective interpersonal skills consisting of creative and diplomatic management abilities
12. Demonstrated dynamic motivational leadership skills
13. Ability to process information effectively to learn new materials, handle complex concepts, and consider issues macrocosmically
14. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public
15. Visionary regarding library trends, the impact of changing information technology, and the amount of acceptable risk the board is willing to take in implementing new ideas
16. A desire to meet and serve the public

CRITICAL MENTAL REQUIREMENTS

Continuously:

- Is consistently accurate
- Uses good organizational skills at all times
- Maintains absolute confidentiality of library records and administrative matters

Frequently:

- Acts independently and assumes responsibility
- Works effectively with associates, supervisors, and customers
- Is flexible, works well under short time constraints, and meets deadlines
- Makes sound administrative decisions and judiciously interprets and applies policies.
- Interacts positively with co-workers and supervisors, and the public.

CRITICAL PHYSICAL REQUIREMENTS

Continuously: Observing and analyzing

Frequently: Keyboarding or handwriting to complete forms

Occasionally: Walking, sitting