

## **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, APRIL 17, 2024, 6 P.M.**

#### **Meeting In Person at BTPL**

1. Call to Order.
2. Moment of Civic Reflection
3. Break to welcome State Representative Penelope Tsernoglou – Presentation to Kristie
4. Approval of the Agenda
5. Public Comment – limited to 3 minutes, on agenda items only.
6. Disclosure of Conflicts of Interest
7. Review and Approval of Minutes from February and our special meeting on 4/3/24 (see agenda packet)
8. Financial Report – Lynn Bergen, Treasurer and Transparent Bookkeeping – (see agenda packet)
  - a. Results of annual audit by Maner Costerisan – clean audit letter and some GASB statements to be aware of for 2025
9. Director Report (see agenda packet)
10. Unfinished Business - Items for Discussion
  - a. Options for forming a District Library in the future as identified as a potential goal in our Strategic Plan – ongoing updates
  - b. Hiring a new Director – review proposal from Brian Mortimore – Mortimore Consulting, LLC.
  - c. Safety Update – funding a new back door
11. Unfinished Business – Items for Action
  - a. Vote to on proposal from Mortimore Consulting, LLC
12. New Business - Items for Discussion
  - a. Patron Behavior Policy Update
13. New Business - Items for Action
  - a. Possible vote on policy
14. Public Comment – Limited to 3 minutes
15. Board Member Comments
16. Adjournment

**Reminder: Next Meeting is May 15, 2024, 6 p.m.**

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, February 21, 2024*

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

*Absent:* none

*Public Present:* Jana Slisher, Nayeli Bancroft

*Next meeting: Wednesday April 17, 2024 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:00 pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda, Ken supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn **motions** to approve the minutes. Theresa supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer's Report in February meeting packet. We are 8% through the budget year. The switch from PayChex to QuickBooks has been smooth. The dividends paid in January equals \$424.50. Kristie adds that the audit went very well. Working with Transparent Bookkeeping continues to be a good partnership, and the details provided are appreciated. Lynn intends to supply the board with a March treasurer's report, even though the Board will not meet in March. Larry **motions** to accept the financial report, Audrey supports, all in favor.

### **III. Director Report**

Please see the full Director's Report in February meeting packet.  
Kristie announces the addition of Amy Thomas to the team. Welcome, Amy!

The winter reading program for adults has been popular, and it features a quilting theme. The kids' and teens' programs also have been well-received. The Lewis Carroll tea party was a success! Jana and Nayeli did a fabulous job decorating, planning and hosting this event.

Staff members are adjusting to a new system of clocking in and out, and it's off to a good start. Kristie has reviewed the PTO policy with the lawyer, and the newest version is presented in tonight's packet. It's intended to encourage staff to use their paid time off, rather than lose it!

BTPL continues to draw in new and returning community members. The Friends of the Library Book Bash was a big hit! Children's programming, teen programming and events for adults have all seen an increase in attendance. The recent meet-and-greet with Penelope Tsernoglou and Sam Singh was very popular. They will return in May for a family-friendly event to meet with children. Trustee Larry added here that the library has become a true "pillar of the community."

Kristie continues to be involved in state-level committees and continues to build relationships with other libraries and their directors. She intends to supply a March information packet to the Board, even though the Board will not meet in March.

#### **IV. Unfinished Business – Items for Discussion**

- a. Options for forming a District Library / Strategic Planning – BTPL looks forward to connecting with the new superintendent for BTPS, upon his arrival in June.
- b. PTO Policy Changes – Kristie provided the newest version of the policy, which has been tweaked for clarity. Discussion covered how best to support employees, the benefits of following a calendar year vs work-start anniversary, the possibility of more longevity (20 how the annual roll-over would work, and how the PTO policy can be applied to various examples (especially in the first year). Theresa **motions** to accept with the changes discussed, removing the 20 years section of the longevity accrual chart, as well as the second to last paragraph. Sue seconds, all in favor.

#### **V. Unfinished Business – Items for Action**

- a. none

#### **VI. New Business - Items for Discussion**

- a. Safety – Need for a Back Door – To benefit of all staff and patrons, an exterior door should be installed at the rear of the library. Kristie expects to receive more information soon, regarding a donation to help fund this improvement. Lynn suggests that the library seeks opinions from Bath's emergency services teams. Kristie will request an official quote for this project, from Mr. Kessler.

#### **VII. Items for Action**

- a. none

#### **VIII. Closing**

- a. Public Comment: none

- b. Board Member Comments: none
- c. Audrey **motions** to adjourn the meeting at 6:54. Larry seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

## **Bath Township Public Library – Special Meeting**

### *Meeting Minutes*

*Wednesday, April 3, 2024*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Larry Fewins-Bliss  
Ken Jensen, Theresa Kidd, Audrey Barton  
(Library Director & Staff) Kristie Reynolds, Jana Slisher, Amy Thomas,  
Jana Slisher, Nayeli Bancroft

*Absent:* none

*Public Present:* Don Keller

*Next meeting: Wednesday April 17, 2024 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:03 pm
- b. Moment of civic reflection.
- c. Ken **motions** to approve the agenda, Audrey supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none

### **II. New Business - Kristie's Last Day – Tuesday April 30, 2024**

a. Plan for Interim Director – Sue details that the hiring process will be handled internally, by the board of trustees. Kristie recommends that Nayeli become the interim director, as they can work closely to prepare her for handling the day to day responsibilities. The largest task will be handling the financials, and Lynn is ready to assist with this. Kristie mentioned that Theresa, Sue and Lynn are bonded, they are capable of signing paychecks. In expectation of a smooth transition, Kristie and Nayeli are already working together on this transition process.

Sue is in favor of bringing Nayeli on as interim director. Theresa and Lynn also state their support of this transition. Nayeli is eager to take on the task, and staff members support her as well. Kristie plans to be accessible to BTPL staff in the coming months.

Sue **motions** to appoint Nayeli Bancroft as interim director, Theresa seconds, all in favor.

Sue suggests that Nayeli be brought up to a different internal level as she rises to this challenge, with increased compensation. Currently (as a level 34) Nayeli receives approximately \$18.68 per

hour, at 35 hours per week. Kristie recommends that an incoming director's salary be approximately \$50,000 annually for a 40-hour work week. This equates to \$24 per hour.

Sue recommends that Nayeli be paid \$24 per hour during the time that she serves as interim. There would not be any impact to her health care benefits, and would likely increase her retirement savings, minimally. There should be no change to workman's comp.

Larry suggests that the effective first day of her interim position would be May 1<sup>st</sup>, hired in at 40 hours per week. Kristie assures the Board that Nayeli's current responsibilities will be supported and shared amongst the part-time employees, temporarily. Once the new director is in place, Kristie suggests that a new position may need to be created to take on these responsibilities, if they cannot be absorbed successfully by the staff of BTPL.

Sue **motions** to change Nayeli's pay to \$24 per hour beginning May 1, 2024, continuing until a new director is in place. Ken seconds, all in favor.

b. Recruiting a New Director – Sue explains that the opening will be shared far and wide within MLIS circles. The current description for the library director is mostly adequate. Lynn suggests including more about the library's strategic plan. Kristie recommends adding an annual contract and an update in the policy outlining these expectations. She further recommends that the pay scale begin in the low \$50,000s. Theresa suggests that the board review previous director evaluations, in preparation.

The posting should go live later this week, once an official announcement about this change has been made.

Sue adds that this may be an opportune time to explore different staffing structures, to allow BTPL to stay flexible and resilient with future staffing changes. BTPL will need a director who holds an MLIS by December 31, 2025 to maintain state aid, and membership to the Woodlands Cooperative. Nayeli submitted to the Board a proposal (with recommendations) that she be considered for this position. This would require her to pursue an MLIS within the next two years. There is much to consider and explore in this proposal, and the Board will revisit it soon.

Sue reminds the Board that during the last director hiring process, with help from Kent Library's services, the pool of applicants was narrowed down to four great candidates. Assistance from Brian at Kent cost approximately \$2000, and their guidance was very helpful. For this new hiring process, applicants will first contact Jana, and she will then forward all applicants to the board.

Larry suggests that their assistance may again be very helpful, and this process does not need to be rushed now that we have a capable interim in place. Sue offers to contact Kent Library and inquire about the cost of their services. Lynn assures the board that the money is available for such an important task. This would lighten the load for BTPL staff, especially Jana. Lynn **motions** that Sue contact Kent Library and move forward with this process, Audrey seconds, all in favor.

Looking forward to the interview process, in-person interviews are favored by the Board. Sue suggests that interviews happen in a short window, ideally on a Wednesday or Friday in May.

Following the interviews, the Board will convene to make a decision on first and second choice candidates.

### **III. New Business – Items for Action**

- a. Vote on necessary details - none

### **IV. Closing**

- a. Public Comment: Nayeli asks for clarification about when the job posting will go live through Kent, so it may be added to the BTPL library website, and announcing the upcoming change.
- b. Board Member Comments: The Board thanks Nayeli for being willing and able to step in as Interim Director, as well as the support and help from Jana and the rest of the BTPL staff. Best wishes to Kristie in this new adventure! It's not easy to see her go, and we are so grateful for her guidance over the last many years. Kristie says this is not 'goodbye' and she intends to visit and attend programs like the Wine and Cheese book club.
- c. Audrey **motions** to adjourn the meeting at 7:01. Theresa seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurers Report                      March 12, 2024

As of February 29, 2024              2 months = 17%

MSUFCU Balances:

One Year Add-On Certificate	\$ 75,670.13
Business IMMA	69,071.25
Business Spartan Saver	7.56
Business Checking	154,696.47

Notes:

- All February expenditures were reviewed and verified using Kristie's Reconciliation and the MSUFCU monthly statement.
- Our Budget vs. Actuals statement shows overall expenses were 20.5%.
- Total MSUFCU Dividends paid in February was \$547.86.
- Total MSUFCU Dividends paid year-to-date: \$972.36.

Lynn Bergen, Treasurer



Treasurers Report April 13, 2024

As of March 31, 2024 3 months = 25%

MSUFCU Balances:

One Year Add-On Certificate	\$ 75,938.13
Business IMMA	69,173.09
Business Spartan Saver	7.56
Business Checking	313,451.67

Notes:

- All March expenditures were reviewed and verified using Kristie's Reconciliation and the MSUFCU monthly statement.
- As an FYI only, the following individual budget items were 40% or higher over budget: Programming, Contractual Services, Repairs & Maintenance and Professional Development was @ 106%. Our Budget vs. Actuals statement shows overall expenses were @ 29%.
- Total MSUFCU Dividends paid in March was \$626.15.
- Total MSUFCU Dividends paid year-to-date: \$1,598.51.

Lynn Bergen, Treasurer



Bath Township Public Library  
Financial Reports - CORRECTED  
February 29, 2024

Prepared by: Transparent Bookkeeping,  
LLC Prepared on: March 6, 2024

To the Board of Trustees of  
Bath Township Public Library  
Lansing, Michigan

Management is responsible for the accompanying financial statements of Bath Township Public Library (a governmental organization), which comprise the balance sheet as of February 29, 2024, the related Profit and Loss, as well as the Profit and Loss Budget vs. Actual for the one month ended February 29, 2024, then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AIPCA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion or a conclusion nor provide any assurance on these financial statements.

Management has elected to omit substantially all disclosures required by the governmental accounting standards generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Transparent Bookkeeping, LLC

Haslett



# Bath Township Public Library

## Balance Sheet As of February 29, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 MSUFCU Checking	147,302.93
1010 MSUFCU Savings	7.56
1020 PayPal	37.18
1030 MSUFCU IMMA - 25	69,071.25
1040 MSUFCU C-1	75,670.13
<b>Total Bank Accounts</b>	<b>\$292,089.05</b>
Accounts Receivable	
1200 Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1400 prepaid expenditures	10,071.53
1500 Uncategorized Asset	0.00
Undeposited Funds	38.47
<b>Total Other Current Assets</b>	<b>\$10,110.00</b>
<b>Total Current Assets</b>	<b>\$302,199.05</b>
<b>TOTAL ASSETS</b>	<b>\$302,199.05</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	-1,481.70
<b>Total Accounts Payable</b>	<b>\$ -1,481.70</b>
Other Current Liabilities	
2100 Accrued Payroll and Taxes	
2110 Accrued Wages payable	0.00
2120 Accrued Payroll taxes payable	0.00
2130 Accrued Paid Leave	9,257.70



# Bath Township Public Library

## Balance Sheet As of February 29, 2024

	TOTAL
<b>Total 2100 Accrued Payroll and Taxes</b>	<b>9,257.70</b>
2300 Unavailable Revenue	0.00
Direct Deposit Payable	0.00
Michigan Department of Treasury Payable	0.00
Payroll Liabilities	
401K	-110.11
Federal Taxes (941/943/944)	0.00
MI Income Tax	859.45
MI Local Tax	69.04
MI Unemployment Tax	184.25
<b>Total Payroll Liabilities</b>	<b>1,002.63</b>
<b>Total Other Current Liabilities</b>	<b>\$10,260.33</b>
<b>Total Current Liabilities</b>	<b>\$8,778.63</b>
<b>Total Liabilities</b>	<b>\$8,778.63</b>
Equity	
3000 Opening Balance Equity.	0.00
3500 Retained Earnings	200,816.11
Net Revenue	92,604.31
<b>Total Equity</b>	<b>\$293,420.42</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$302,199.05</b>

### Note

NOTE 1: Accounts Payable shows a negative balance due to accruing credits associated with the Consumers Energy budget plan. This account will continue to accrue credit throughout the year.

NOTE 2: Due to a communication error, the previous month's journal entries used to close out bills, open balances, and credits caused by prior audits have all been shifted to the profit and loss account #9000 Reconciliation Discrepancies. This balance sheet is a current representation of the library's financial standing.



# Bath Township Public Library

## Profit and Loss

February 2024

	TOTAL
Revenue	
4000 Donation	174.97
4600 Service Fees	112.30
4710 Dividend	547.86
<b>Total Revenue</b>	<b>\$835.13</b>
GROSS PROFIT	<b>\$835.13</b>
Expenditures	
6010 Collection Acquisitions	2,461.42
6010-1 Paper, Streaming & Subscription Services	219.00
<b>Total 6010 Collection Acquisitions</b>	<b>2,680.42</b>
6020 Library Programming	530.92
6200 Advertising & Marketing	31.50
6310 Contractual Services	6,095.80
6400 Payroll	13,999.58
6410 Payroll Taxes (Employer)	1,247.74
6420 Employer Retirement Contribution	342.56
6430 Benefits (Employer Health Insurance)	896.92
<b>Total 6400 Payroll</b>	<b>16,486.80</b>
6500 Bank Charges & Fees	4.61
6510 Insurance	331.17
6540 Membership	81.00
6550 Office Supplies & Software	629.03
6560 Professional Development	983.00
6580 Rent & Lease	3,823.00
6590 Repairs & Maintenance	737.15
6630 Travel	24.12
6640 Utilities & Internet	794.26
7000 Cash Over/Short	-3.80
<b>Total Expenditures</b>	<b>\$33,228.98</b>
NET OPERATING REVENUE	<b>\$ -32,393.85</b>
NET REVENUE	<b>\$ -32,393.85</b>

### Note

NOTE 1: This report is a draft until the audit is complete and adjusting journal entries have been added to the file.

NOTE 2: Bath Library has been asked by the Bath Public Schools to participate in the Safe Routes to School Program. Reimbursable expenses incurred in one month are typically reimbursed in the following month. By the end of the year, the program should be a wash.

NOTE 3: Due to a communication error from the previous month, the adjustments made to close out open bills, credit balances, and unmatched journal entries from prior audits have all been shifted to the Profit & Loss account #9000 Reconciliation Discrepancies. This report accurately shows the income and expenses for February 2024.



# Bath Township Public Library

## FY 2024 Budget vs. Actuals Year to Date

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Donation	198.82	2,000.00	-1,801.18	9.94 %
4100 Grant Income		2,000.00	-2,000.00	
4200 State Aid		13,400.00	-13,400.00	
4300 Tax Revenue	165,479.60	362,800.00	-197,320.40	45.61 %
4500 Penal Fines		45,000.00	-45,000.00	
4600 Service Fees	250.55	1,500.00	-1,249.45	16.70 %
4700 Interest		50.00	-50.00	
4710 Dividend	972.36	250.00	722.36	388.94 %
<b>Total Revenue</b>	<b>\$166,901.33</b>	<b>\$427,000.00</b>	<b>\$ -260,098.67</b>	<b>39.09 %</b>
GROSS PROFIT	<b>\$166,901.33</b>	<b>\$427,000.00</b>	<b>\$ -260,098.67</b>	<b>39.09 %</b>
Expenditures				
6000 Capital Expenses	1,510.50	5,000.00	-3,489.50	30.21 %
6010 Collection Acquisitions	5,941.18	30,200.00	-24,258.82	19.67 %
6010-1 Paper, Streaming & Subscription Services	601.60		601.60	
<b>Total 6010 Collection Acquisitions</b>	<b>6,542.78</b>	<b>30,200.00</b>	<b>-23,657.22</b>	<b>21.66 %</b>
6020 Library Programming	1,632.08	7,000.00	-5,367.92	23.32 %
6200 Advertising & Marketing	85.99	4,000.00	-3,914.01	2.15 %
6310 Contractual Services	8,896.28	38,110.00	-29,213.72	23.34 %
6320 Legal & Professional Services		9,000.00	-9,000.00	
6400 Payroll	43,899.93	195,100.00	-151,200.07	22.50 %
6410 Payroll Taxes (Employer)	2,835.22	15,510.00	-12,674.78	18.28 %
6420 Employer Retirement Contribution	770.76	4,500.00	-3,729.24	17.13 %
6430 Benefits (Employer Health Insurance)	1,793.84	14,800.00	-13,006.16	12.12 %
<b>Total 6400 Payroll</b>	<b>49,299.75</b>	<b>229,910.00</b>	<b>-180,610.25</b>	<b>21.44 %</b>
6500 Bank Charges & Fees	11.77	200.00	-188.23	5.89 %
6510 Insurance	662.34	3,700.00	-3,037.66	17.90 %
6530 Meals		1,000.00	-1,000.00	
6540 Membership	166.00	7,700.00	-7,534.00	2.16 %
6550 Office Supplies & Software	1,227.39	7,000.00	-5,772.61	17.53 %
6560 Professional Development	1,064.00	1,000.00	64.00	106.40 %
6580 Rent & Lease	11,469.00	45,900.00	-34,431.00	24.99 %
6590 Repairs & Maintenance	2,345.61	9,100.00	-6,754.39	25.78 %
6620 Technology		9,500.00	-9,500.00	
6630 Travel	419.06	3,000.00	-2,580.94	13.97 %
6640 Utilities & Internet	1,973.49	14,100.00	-12,126.51	14.00 %
7000 Cash Over/Short	-10.15		-10.15	
<b>Total Expenditures</b>	<b>\$87,295.89</b>	<b>\$425,420.00</b>	<b>\$ -338,124.11</b>	<b>20.52 %</b>
NET OPERATING REVENUE	<b>\$79,605.44</b>	<b>\$1,580.00</b>	<b>\$78,025.44</b>	<b>5,038.32 %</b>
Other Expenditures				



# Bath Township Public Library

## FY 2024 Budget vs. Actuals Year to Date

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9000 Reconciliation Discrepancies	-168.15		-168.15	
<b>Total Other Expenditures</b>	<b>\$ -168.15</b>	<b>\$0.00</b>	<b>\$ -168.15</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$168.15</b>	<b>\$0.00</b>	<b>\$168.15</b>	<b>0.00%</b>
NET REVENUE	<b>\$79,773.59</b>	<b>\$1,580.00</b>	<b>\$78,193.59</b>	<b>5,048.96 %</b>

### Note

NOTE 1: Bath School District was awarded a Safe Routes to School (SRTS) grant at the end of last calendar year. The district asked the library to participate in this community building activity and in return they offered to reimburse the library for the cost of staff time, supplies, copy fees, and books for the SRTS.

Account #4610 tracks the reimbursement request income for this program and account #6070 tracks the expenses. Because invoices are sent to the district after incurring expenses, the two numbers will not match from month to month. By the end of the year, the reimbursement income should off-set the majority of the expenses.

NOTE 2: Account #6050 Grant Expenses tracks the expenses tied to awarded grants.

NOTE 3: Account #6010-1 tracks the subscription costs of items the library purchases for patron use that are consumables (ie: newspapers, streaming services, etc.) and are considered a collection acquisition cost, but not considered a tangible asset such as books, guitars, audio cd's, dvd's, etc.

NOTE 4: Due to a communication error, the entries made to close out open bills, credits, and unmatched journal entries from prior audits have all been shifted to the Profit & Loss account #9000 Reconciliation Discrepancies.





Bath Township Public Library

Financial Reports

March 31, 2024

Prepared by: Transparent Bookkeeping,

LLC Prepared on: April 11, 2024

To the Board of Trustees

Bath Township Public Library

Bath, Michigan

Management is responsible for the accompanying financial statements of Bath Township Public Library (a non-profit, governmental organization), which comprise the balance sheet as of March 31, 2024, the related Profit and Loss, and the Profit and Loss: Budget vs Actuals YTD ending March 31, 2024, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AIPCA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion or a conclusion nor provide any assurance on these financial statements.

Management has elected to omit substantially all disclosures required by the governmental accounting standards generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, the financial statements are not designed for those not informed about such matters.

Transparent Bookkeeping, LLC

Haslett



# Bath Township Public Library

## Balance Sheet As of March 31, 2024

		TOTAL
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1000 MSUFCU Checking	313,081.94	
1010 MSUFCU Savings	7.56	
1020 PayPal	7.18	
1030 MSUFCU IMMA - 25	69,173.09	
1040 MSUFCU C-1	75,938.06	
<b>Total Bank Accounts</b>	<b>\$458,207.83</b>	
Accounts Receivable		
1200 Accounts Receivable (A/R)	0.00	
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	
Other Current Assets		
1400 prepaid expenditures	8,851.11	
1500 Uncategorized Asset	0.00	
Undeposited Funds	11.10	
<b>Total Other Current Assets</b>	<b>\$8,862.21</b>	
<b>Total Current Assets</b>	<b>\$467,070.04</b>	
<b>TOTAL ASSETS</b>	<b>\$467,070.04</b>	
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable (A/P)	-1,608.93	
<b>Total Accounts Payable</b>	<b>\$ -1,608.93</b>	
Other Current Liabilities		
2100 Accrued Payroll and Taxes		
2110 Accrued Wages payable	0.00	
2120 Accrued Payroll taxes payable	0.00	
2130 Accrued Paid Leave	9,141.65	



# Bath Township Public Library

## Balance Sheet As of March 31, 2024

	TOTAL
<b>Total 2100 Accrued Payroll and Taxes</b>	<b>9,141.65</b>
2300 Unavailable Revenue	0.00
Direct Deposit Payable	0.00
Michigan Department of Treasury Payable	0.00
Payroll Liabilities	
401K	0.00
Federal Taxes (941/943/944)	0.00
MI Income Tax	1,344.91
MI Local Tax	69.04
MI Unemployment Tax	259.89
<b>Total Payroll Liabilities</b>	<b>1,673.84</b>
<b>Total Other Current Liabilities</b>	<b>\$10,815.49</b>
<b>Total Current Liabilities</b>	<b>\$9,206.56</b>
<b>Total Liabilities</b>	<b>\$9,206.56</b>
Equity	
3000 Opening Balance Equity.	0.00
3500 Retained Earnings	200,816.11
Net Revenue	257,047.37
<b>Total Equity</b>	<b>\$457,863.48</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$467,070.04</b>

### Note

NOTE 1: Accounts Payable shows a negative balance due to accruing credits associated with the Consumers Energy budget plan. This account will continue to accrue credit throughout the year.



# Bath Township Public Library

## Profit and Loss

March 2024

	TOTAL
Revenue	
4000 Donation	17.77
4200 State Aid	6,692.22
4300 Tax Revenue	184,546.42
4600 Service Fees	128.50
4710 Dividend	626.15
<b>Total Revenue</b>	<b>\$192,011.06</b>
GROSS PROFIT	<b>\$192,011.06</b>
Expenditures	
6000 Capital Expenses	1,510.50
6010 Collection Acquisitions	2,501.73
6010-1 Paper, Streaming & Subscription Services	219.00
<b>Total 6010 Collection Acquisitions</b>	<b>2,720.73</b>
6020 Library Programming	1,613.29
6200 Advertising & Marketing	516.15
6310 Contractual Services	1,378.95
6400 Payroll	14,752.14
6410 Payroll Taxes (Employer)	1,213.07
6420 Employer Retirement Contribution	342.56
6430 Benefits (Employer Health Insurance)	896.92
<b>Total 6400 Payroll</b>	<b>17,204.69</b>
6500 Bank Charges & Fees	1.97
6510 Insurance	331.17
6530 Meals	41.27
6540 Membership	85.00
6550 Office Supplies & Software	396.53
6560 Professional Development	25.00
6590 Repairs & Maintenance	384.24
6630 Travel	389.94
6640 Utilities & Internet	878.06
7000 Cash Over/Short	-0.90
<b>Total Expenditures</b>	<b>\$27,476.59</b>
NET OPERATING REVENUE	<b>\$164,534.47</b>
NET REVENUE	<b>\$164,534.47</b>

### Note

NOTE 1: This report is a draft until the audit has been approved by the board.



# Bath Township Public Library

## FY 2024 Budget vs. Actuals Year to Date

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Donation	242.02	2,000.00	-1,757.98	12.10 %
4100 Grant Income		2,000.00	-2,000.00	
4200 State Aid	6,692.22	13,400.00	-6,707.78	49.94 %
4300 Tax Revenue	350,026.02	362,800.00	-12,773.98	96.48 %
4500 Penal Fines		45,000.00	-45,000.00	
4600 Service Fees	358.20	1,500.00	-1,141.80	23.88 %
4700 Interest		50.00	-50.00	
4710 Dividend	1,874.51	250.00	1,624.51	749.80 %
<b>Total Revenue</b>	<b>\$359,192.97</b>	<b>\$427,000.00</b>	<b>\$ -67,807.03</b>	<b>84.12 %</b>
GROSS PROFIT	<b>\$359,192.97</b>	<b>\$427,000.00</b>	<b>\$ -67,807.03</b>	<b>84.12 %</b>
Expenditures				
6000 Capital Expenses	1,651.45	5,000.00	-3,348.55	33.03 %
6010 Collection Acquisitions	8,943.95	30,200.00	-21,256.05	29.62 %
6010-1 Paper, Streaming & Subscription Services	820.60		820.60	
<b>Total 6010 Collection Acquisitions</b>	<b>9,764.55</b>	<b>30,200.00</b>	<b>-20,435.45</b>	<b>32.33 %</b>
6020 Library Programming	3,168.62	7,000.00	-3,831.38	45.27 %
6200 Advertising & Marketing	602.14	4,000.00	-3,397.86	15.05 %
6310 Contractual Services	17,751.84	38,110.00	-20,358.16	46.58 %
6320 Legal & Professional Services	906.50	9,000.00	-8,093.50	10.07 %
6400 Payroll	59,032.15	195,100.00	-136,067.85	30.26 %
6410 Payroll Taxes (Employer)	4,075.87	15,510.00	-11,434.13	26.28 %
6420 Employer Retirement Contribution	1,113.32	4,500.00	-3,386.68	24.74 %
6430 Benefits (Employer Health Insurance)	3,587.68	14,800.00	-11,212.32	24.24 %
<b>Total 6400 Payroll</b>	<b>67,809.02</b>	<b>229,910.00</b>	<b>-162,100.98</b>	<b>29.49 %</b>
6500 Bank Charges & Fees	12.49	200.00	-187.51	6.25 %
6510 Insurance	993.51	3,700.00	-2,706.49	26.85 %
6530 Meals	41.27	1,000.00	-958.73	4.13 %
6540 Membership	786.00	7,700.00	-6,914.00	10.21 %
6550 Office Supplies & Software	1,386.74	7,000.00	-5,613.26	19.81 %
6560 Professional Development	1,064.00	1,000.00	64.00	106.40 %
6580 Rent & Lease	15,292.00	45,900.00	-30,608.00	33.32 %
6590 Repairs & Maintenance	3,887.79	9,100.00	-5,212.21	42.72 %
6620 Technology		9,500.00	-9,500.00	
6630 Travel	419.06	3,000.00	-2,580.94	13.97 %
6640 Utilities & Internet	2,958.05	14,100.00	-11,141.95	20.98 %
7000 Cash Over/Short	-11.05		-11.05	
<b>Total Expenditures</b>	<b>\$128,483.98</b>	<b>\$425,420.00</b>	<b>\$ -296,936.02</b>	<b>30.20 %</b>
NET OPERATING REVENUE	<b>\$230,708.99</b>	<b>\$1,580.00</b>	<b>\$229,128.99</b>	<b>14,601.83 %</b>
Other Expenditures				



# Bath Township Public Library

## FY 2024 Budget vs. Actuals Year to Date

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9000 Reconciliation Discrepancies	-168.15		-168.15	
<b>Total Other Expenditures</b>	<b>\$ -168.15</b>	<b>\$0.00</b>	<b>\$ -168.15</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$168.15</b>	<b>\$0.00</b>	<b>\$168.15</b>	<b>0.00%</b>
NET REVENUE	<b>\$230,877.14</b>	<b>\$1,580.00</b>	<b>\$229,297.14</b>	<b>14,612.48 %</b>

### Note

NOTE 1: Account #6010-1 tracks the subscription costs of items the library purchases for patron use that are consumables (ie: newspapers, streaming services, etc.) and are considered a collection acquisition cost, but not considered a tangible asset such as books, guitars, audio cd's, dvd's, etc.

NOTE 2: Account #9000 Reconciliation Discrepancies is where unmatched expenses, credits, and journal entries from prior audits were recognized to close out those transactions in the QuickBooks file.

NOTE 3: This report is a DRAFT until the audit has been approved by the board.

Directors Report  
March 2024

- Legal & Professional
  - Worked with the lawyer on finalizing the PTO policy.
- Staffing
  - Hired Amy Thomas as a library clerk.
- Scheduling
  - Closed on February 19<sup>th</sup>.
- Programming
  - Started sensory time and story hour.
  - Leap Year Frog competition between staff.
  - Showed a movie for teens.
  - Hosted the State Reps.
  - Making Valentines for Senior Citizens.
  - Quilting Project.
- Community outreach
  - Jana presented Storytime to the daycare.
  - Nayeli visited the Senior Center and Assisted Living housing.
- Technology
- Policy
  - Looking at a social media policy.
  - Reviewed and finalized PTO policy.
  - Reviewed Strategic Plan and mission and vision statement.
- Continuing Education
  - Post Covid Cohort
  - Preparing for Night for Notables
  - Attended the Library Director's Monthly meetings.
  - Attended the Library of Michigan Foundation meeting.
  - Nayeli is certified as a level 3 librarian.
- Projects
  - The Audit
  - Finalizing QBO payroll
  - Moving retirement from Paychex to American Funds
  - Recruiting friends through a Book Bash
- Statistics

February	2023	2024
Visit	835	1639
Items Checked out	1531	2081
Computer Use	81	178
Wireless use	189	295
Hoopla	176	242
Overdrive	355	418



Kanopy	9	39
New Cards	39	34
Reference Calls	112	133
Virtual Program Attendance	291	2843
Adult Events	35	5
Story Time Attendance	110	124
Passive Program Attendance	77	313
Teens	24	17
Outreach	30	197

## Directors Report – April 2024

- Legal & Professional
  - No legal
- Staffing
  - We are fully staffed.
  - Kristina Reynolds, Library Director accepted a new position and gave her last day as April 30, 2024.
- Scheduling
  - We had several vacations scheduled.
- Programs
  - Held Irish Day. With Irish crafts, dancing, and stories
  - Quilting Event
  - Candle Making event.
  - Indoor Easter Egg hunt
  - Children's Author event
  - School Tours
- Community outreach
  - Spring Cards to Seniors
  - Nayeli went to the MSU/WKAR literacy Event.
  - Jana went to the Cole Academy Literacy Event
  - Jana to Daycare
- Technology
  - Public Computer Broke
- Policy
  - Updating Patron Behavior
- Continuing Education
  - Post Covid Cohort
  - State Directors Meeting
  - Foundation Meeting
- Projects
  - Updating Retirement accounts
  - Starting a Succession Plan

- Statistics

March	2023	2024
Visit	1177	1832
Items Checked out	1989	2115
Computer Use	75	179
Wireless use	210	283
Hoopla	157	215
Overdrive	395	449
New Cards	40	30
Kanopy	10	44
Adult	148	292

Teen	4	16
Virtual Program Attendance	150	2866
Story Time Attendance	130	125
Passive Program Attendance	228	307
Reference Calls	99	159
Outreach	57	340

# Mortimore Consulting, LLC

April 4, 2024

## **Proposal**

This Statement of Work details the type and extent of the services proposed by Brian L. Mortimore, SPHR (Mortimore Consulting, LLC) to provide for a director search on behalf of the Library Board of Trustees. Brian (consultant) will work primarily with one or more designated members of a Search Committee, and is available to speak with any/all Trustees as necessary.

## **SUMMARY and BACKGROUND**

The library leadership requested a proposal for assistance from Brian Mortimore, to facilitate a search for a library director.

Brian has nearly 30 years of experience directing HR functions and has experience managing library director searches, promoting positive labor relations, conducting interest-based labor negotiations (UAW, Teamsters, MEA, SEIU, AFSME), compensation reviews, job analysis, employee dispute resolution, performance management, at-will and just-cause discharge, leadership coaching, HRIS review, benefit, policy, job description design/management, defined-benefit pension and defined contribution retirement plan administration, staffing structure design, and has been published on HR-related topics in the library industry. Brian serves as the Director of Human Resources and Organizational Development for Kent District Library and consults on human resource matters for library leaders and trustees throughout the Midwest. Recently Brian collaborated with industrial organizational psychologists and convened over five-hundred library workers throughout the United States and Canada to participate in research that resulted in the library industry's first employment assessment screening tool designed to reduce implicit bias in the hiring process (see *BookmarkHR.com*), thereafter contributing to his being named a 2020 “Mover and Shaker” by Library Journal. Brian has been with KDL for 20 years and has helped lead the organization to be named one of the *Best & Brightest Companies to Work For* in 2019 in both West Michigan and National categories. Brian holds a Master’s Degree in Organizational Communications and Human Resources Management from Michigan State University, certifications from the Society of Human Resource Management, MSU's School of Labor and Industrial Relations, and heads up Mortimore Consulting with the goal of helping library leaders and trustees across a variety of issues.

REFERENCES: Thomas Stephenson (President of the Elk Rapids District Library, a recently completed search) and Julia Pollister Amos (Search Committee Chair) have agreed to be a reference should the President or others from the Board of Trustees wish to contact them. They can be reached at: [erlib.stephenson@gmail.com](mailto:erlib.stephenson@gmail.com) and [erlib.pollisteramos@gmail.com](mailto:erlib.pollisteramos@gmail.com) Additional references include Linda Stocker (Trustee from Lincoln Twp. Public Library) [lstocker@lincolnlb.org](mailto:lstocker@lincolnlb.org) , and April Kirchen (Trustee from DeWitt District Library) at [aprilkirchen@gmail.com](mailto:aprilkirchen@gmail.com). April shared ***"Your assistance this last fall in finding a great director to replace our great director cannot be understated. You were exactly what our board needed to make the search, vetting, interviewing, and selecting both a manageable and timely effort. Thank you for being such a wonderful captain to our rowdy team and a discerning judge of character for an important position in our community."*** -April Kirchen

## **SCOPE OF WORK**

**1) Project Kick-Off Meeting:** Consultant will meet (remotely) with the search committee/board of trustees to gain insights and feedback which will enable the development of a target candidate profile. The job description and strategic plan will be reviewed to clarify the knowledge, skills, and abilities that the library seeks in its next leader. This will contribute to the development of a job posting.

**2) Development of the job posting:** The job posting, approved by the committee or their designee, will be used for circulation to prospective candidates. The announcement of the vacancy will occur across multiple venues, both formal (i.e., job boards as agreed) and informal (networking). The goal is to have the job posting approved by the search committee/board of trustees quickly so as to begin the search post haste, ideally within one week of contract execution. The posting will be shared to the consultants LinkedIn network which represents over seven-hundred (700) connections, the majority of which are library leaders, managers, and employees. Next, the posting will be shared with the Michigan Library Association, Ohio Library Association, and Illinois Library Association (RAILS). Additional states can be added. A simple staff survey will be conducted to engage the staff and glean their insights in preparation for new leadership. Insights will be summarized, initially shared with the Board of Trustees, and eventually shared with whomever is selected as the new Library Director to assist with their on-boarding process.

**3) Searching:** Consultant will draw upon his established credibility throughout the State of Michigan and network through social media to discover and encourage passive job seekers who are reflected in the target candidate profile, all while receiving credentials from active job seekers who will respond to the advertisement.

**4) Phone Intake Interviews:** Consultant will conduct phone intake interviews to establish the qualifications of high potential candidates and compile written summaries for review by the search committee for high potential candidates. Those who are deemed well qualified will be asked to respond to a written questionnaire to facilitate greater insights of their leadership ability while also providing the trustees with a sample of their writing style.

**5) Presentation of Candidate Portfolios:** Consultant will meet (remotely or in-person) with the Board of Trustees (i.e., designated Search Committee) to share written candidate portfolios and make recommendations for next steps towards selection. This would be conducted during an open meeting to ensure compliance with the Open Meetings Act.

The Board of Trustees will then identify two finalists for formal interview and selection to occur on site at a subsequent date.

Prior to final interviews, the two finalists will have State of Michigan Criminal Background checks completed and Reference Reports will be completed and shared with the Board of Trustees.

**6) Interview Agenda and Questions Design:** Consultant will assist in developing a sample agenda, along with interview questions with input from the committee or their designee. The agenda might include interactions and discussions with Municipal Leaders, Friends of the Library, Staff, etc.

Sample interview questions will be provided by the consultant which reflect the strategic needs of the library and will be approved just prior to interviews taking place on site.

As requested, the Board of Directors will conduct and facilitate on-site interviews and make the employment offer. The Consultant will be available by phone at scheduled times to advise and consult if necessary or needed.

Throughout the engagement, the Consultant will be available for advice and counsel on any number of HR related issues of a de-minimus nature, all in support of the success of the library.

## **PROJECT EXECUTION**

### **All work will be conducted remotely unless otherwise noted.**

Work will be billed at 35% upon execution of contract, 35% at approximately mid-way, and 30% upon completion. Payment terms are net 30 days.

The consultant assumes no liability. No work will be considered as legal advice and the library indemnifies the consultant and acknowledges this by signing below. No other services are included in this statement of work unless agreed in writing by both parties and attached to this document and either party may cancel future work/services at any time if necessary for any reason with written notice to the other. Should the process not reach its natural completion following the first effort, additional search fees may apply and would be agreed upon by both parties before proceeding. (Note: such an event would be rare, far from the norm, and is not anticipated, nor has it happened in the previous searches.)

#### PAYMENT INFORMATION

EMPLOYER INFORMATION	
Billing Information	Site Information
Company: Bath Twp. Public Library	Company: SAME
Address: 14051 Webster Rd. Bath, MI 48808	Address: SAME
Contact: Sue Garrity	Contact: SAME
Phone: 517-641-7111	Phone:
Fax:	Fax:
Email: sgarrity@bathtownshippubliclibrary.org	Email:

#### Price, Payment & Delivery

PRICE, PAYMENT & DELIVERY	
Fee Structure:	<p>Fees will be billed upon execution of the statement of work.</p> <p>The parties agree that the library is responsible for all forms of insurance and liability.</p> <p>Fees are \$9,500.</p> <p>Should the search process not reach its normal conclusion within a reasonable period of time,</p>

	the parties may consider appropriate fees for additional work.
Payment Terms:	Net 30
Travel and Expenses	N/A

## AUTHORIZATION

Mortimore Consulting:

Signed By:

Brian L. Mortimore, SPHR

Bath Twp. Public Library

Signed by:

Print Name:

Title

Date

Please scan and send one signed copy of this Statement of Work to Brian Mortimore at:  
[MortimoreConsulting@gmail.com](mailto:MortimoreConsulting@gmail.com) . Brian will scan and return a signed copy.





Bath Township Public Library  
14051 Webster Road  
Bath township, MI 48808

### Summary Plan Description

#### Benefits

##### PTO:

Full-time Employees will accrue PTO (Paid Time Off) starting their first day of employment. The starting amount accrued will equal three weeks per year with the option of rolling over up to one week of unused PTO into the following calendar year. After the first five years of completed service PTO will increase by a week and continue to increase by a week every five years of completed service up to 20 years (I.E. Completed service 0-5 years 3 weeks PTO, 6-10 years 4 weeks PTO, etc....)

##### Group Insurance Coverage

The Bath Township Public Library provides health, Dental, and Vision insurance through Blue Care Network for full-time employees. Currently, the library pays 100% for these benefits. If an employee chooses not to take advantage of this benefit, they will be compensated with a stipend of \$2,600.00 dispensed in equal amounts throughout the year.

##### Retirement

The Bath Township Public Library provides a 401K matching up to 3.5% through American Funds.

##### Other Benefits

The Bath Township Library pays for professional memberships to the American Library Association and the Michigan Library Association. Free library card, if living out of the township, and free copies, faxes, and lamination.

## **PATRON BEHAVIOR POLICY**

### **I. Introduction.**

The Bath Township Public Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library (“Library facilities”) and to all persons entering in or on the premises, unless otherwise specified.

### **II. Rules for a Safe Environment.**

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from the property without authorization through the approved lending procedures, or vandalism) is prohibited.
- B. Weapons. Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, marijuana, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power driven mobility devices are permitted by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

### **III. Rules for Personal Behavior.**

- A. Personal Property. Personal property brought into the Library is subject to the following:
  - 1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. For security purposes, all parcels (including but not limited to handbags, backpacks, packages, and shopping bags) and coats may be subject to inspection by Library staff.
  - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
  - 3. The Library does not guarantee storage for personal property.
  - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and beverages are only permitted in designated areas.
- C. Unauthorized Use. Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in

scheduled Library programs, or using Library materials shall be required to leave the building and shall not remain on Library property.

E. Considerate Use. The following behavior is prohibited in the Library and in the Library building.

1. Spitting;
2. Running, pushing, shoving, fighting, provoking a fight or other unsafe physical behavior;
3. Climbing on furniture;
4. Using obscene or threatening language or gestures.

F. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
  - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
  - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
  - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the

Library building shall be limited to the areas 25 feet from all entrances.

- d. No person shall block ingress or egress from the Library building.
  - e. Permitted times will be limited to the operating hours of the Library.
  - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited.
- Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.
- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- O. Phones. Phone calls are prohibited in the Library, except in the lobby. Those patrons desiring to use phones to place or receive calls must use the phones

outside of the Library buildings or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.

- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification. Patrons must provide identification to Library staff when requested.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco Use. Smoking, using e-cigarettes, vaping, using electronic nicotine delivery systems, smoking marijuana, or chewing tobacco is prohibited on Library property.
- T. Shirts and Shoes. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.

#### **IV. Rules for the Use and Preservation of Library Materials and Property.**

- A. Care of Library Property. Patrons must not deface, vandalize, damage or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

#### **V. Violations and Appeals**

**Any person who violates this policy will be subject to the terms and conditions contained in the Library's Violations Policy, which may be amended from time to time.**

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