

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, MAY 15, 2024, 6 P.M.

Meeting In Person at BTPL

1. Call to Order.
2. Moment of Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes from April (see agenda packet)
7. Financial Report – Lynn Bergen, Treasurer and Transparent Bookkeeping – (see agenda packet)
8. Director Report (see agenda packet)
 - a. New feature – monthly staff schedule – so you know when someone will be in if you need to catch up with them.
 - b. New feature – Youth Report
9. 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 – ongoing updates
 - c. Safety Update – funding a new back door
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion
 - a. Social Media Policy
 - b. Department of Labor – Federal Minimum Wage issues – checking to be sure we’re managing appropriately.
12. New Business - Items for Action
 - a. Potential vote on Social Media Policy
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is June 19, 2024, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, April 17, 2024

Present: (Board Members) Sue Garrity, Lynn Bergen, Theresa Kidd,
Audrey Barton
(Library Director & Staff) Kristie Reynolds, Jana Slisher, Nayeli Bancroft

Absent: Ken Jensen, Larry Fewins-Bliss

Public Present: State Representative Penelope Tsernoglou and a representative from
State Rep. Sam Singh's office, Don Keller, and a great number of guests
to celebrate Kristie

Next meeting: Wednesday May 15, 2024 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:03 pm
- b. Moment of civic reflection.
- c. Break to welcome State Rep. Penelope Tsernoglou – Presentation to Kristie – State Rep. Tsernoglou and a representative from State Rep. Sam Singh's office made a lovely presentation in recognition of Kristie's excellent leadership over the last 7 years as the Director of BTPL. Thank you, Kristie!
- c. Theresa **motions** to approve the agenda with the addition of a resolution regarding the retirement fund and Kristie's departure, Lynn supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Theresa **motions** to approve the minutes from the February meeting and our special meeting on 4/3/2024 with one modification to a comment made by Sue, regarding the past cost of a director search. Lynn supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in April meeting packet. There are two reports in this packet, from February and March. The MSUFCU Dividends are performing well, as reflected in the Treasurer's Reports. Overall, the library's accounts are healthy.

The results from our annual audit are in, and BTPL received very positive results. Maner Costerisan. Working with Transparent Bookkeeping has resulted in a more efficient audit process.

Sue **motions** to accept the financial report and 2023 Audit, Audrey supports, all in favor.

III. Director Report

Please see the full Director's Reports in April meeting packet, for March and April. A multitude of exciting programs took place in early spring, including arts and crafts events, movie-viewing opportunities, book club meetings, children's story times and crafts, game nights, and off-site events at the Bath Twp. Senior Center. Highlights include Irish Day in March, a quilting event for all to enjoy, additions to the Library of Things, multiple fieldtrip visits from first and second grade classes from Bath Elementary, and so much more.

Kristie continues to update policies regarding social media, PTO, the strategic plan and the vision statement. She is organizing carefully for her departure, making sure that all necessary papers and processes are ready for Nayeli to take on as interim director. Nayeli and Jana have each moved up in the librarianship ranks, to levels 3 and 4. Both have stayed busy outside of the library as well, representing BTPL at community events in Bath Twp. and Greater Lansing.

Kristie adds that she and most of the staff attended State Advocacy Day at the Capitol Building last week. After a very successful Solar Eclipse event, followed by National Library Week, there has been much to celebrate and enjoy. At the state level, Kristie attended the State Directors Meeting, which helps BTPL to plan for future legislature changes, funding opportunities and more. She intends to write up a complete report for the month of April before she leaves.

IV. Unfinished Business – Items for Discussion

- a. Options for forming a district library – ongoing updates – Kristie informs us that she created a document detailing all of the steps taken so far, helpful contacts, and any other information we may find useful as we move forward, potentially later this summer. Lynn suggests forming a committee that would speak with the schools about what BTPL has to offer in the absence of a librarian and updated library offerings in the schools.
- b. Hiring a new Director – review proposal from Mortimore Consulting LLC. Sue reminds the Board of the process we went through to search for the original BPTL Director. Brian Mortimore, who worked as a representative of Kent District Library, was instrumental in our successful search and eventual partnership with Kristie.

Sue spoke with Mr. Mortimore, inquiring about the cost of his services once again. His original quote was for over \$12,000. After further discussion and fine-tuning, he returned with a cost of \$9,500 for the services outlined in this meeting's packet. He has a good understanding of our requirements, the field of applicants, and a strong

network. Treasurer Lynn says that BTPL can afford this expense, as the service Mr. Mortimore offers is crucial. She reflects upon the good work he did last time. She asserts that contracted services need to be closely followed, to better budget for these expenses in the future.

- c. Safety Update – Funding a new back door – Kristie spoke again with State Rep. Tsernoglou about available funding. Her response was favorable, and we will wait for more information. Nayeli spoke with the Mid-Michigan Autism Association about funding as well, regarding this project and the addition of handicap buttons for the bathroom doors.

V. Unfinished Business – Items for Action

- a. Vote on proposal from Mortimore Consulting - Sue **motions** to accept this contract from Mortimore Consulting, LLC and move money from the IMMA account. Lynn seconds, all in favor.

VI. New Business - Items for Discussion

- a. Acceptance of a resolution which removes Kristie as the authorized representative of the BTPL retirement fund, due to her impending departure. Nayeli will step in as the newly appointed authorized representative. Please see the full resolution in this meeting packet for the complete wording.
- b. Policy Updates include a modernized take on the use of cell phones in the library.

VII. Items for Action

- a. Possible vote on Patron Behavior policy - Sue **motions** to accept this new version of the Patron Behavior Policy. Audrey seconds, all in favor.

VIII. Closing

- a. Public Comment: Don Keller suggests that within the recruitment process for a new Director, request a clause that if the newly recruited Director leaves quickly, Mortimore Consulting relaunches the search at no cost. He also suggests a clause about ending the service early, if needed. These would protect the library's interests.
Jana adds that the Michigan Township Association featured the BTPL Solar Eclipse party and featured a photo of two of our young patrons (Zack Slisher and Henry Barton). Neat! She adds that her recent visit to Cole Academy was a great experience, and she made many new connections at this nearby charter school. Their student body includes many Bath residents. Thanks for representing BTPL, Jana!
- b. Board Member Comments: Sue adds how excited she was to attend the Library Advocacy Day event at the Capitol alongside so many friends from BTPL.
- c. Sue **motions** to adjourn the meeting at 7:18. Audrey seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurers Report May 9, 2024

As of April 30, 2024 4 months = 33%

MSUFCU Balances:

One Year Add-On Certificate	\$ 76,198.27
Business IMMA	85,874.75
Business Spartan Saver	7.56
Business Checking	258,998.54

Notes:

- All April expenditures were reviewed and verified using Carrie Johnson's Reconciliation and the MSUFCU monthly statement.
- Our Budget vs. Actuals statement shows overall expenses were 40%.
- Total MSUFCU Dividends paid in April: \$715.22.
- Total MSUFCU Dividends paid year-to-date: \$2,313.73.

Lynn Bergen, Treasurer



Bath Township Public Library

Financial Reports

April 30, 2024

Prepared by: Transparent Bookkeeping, LLC

Prepared on: May 6, 2024



Bath Township Public Library

Balance Sheet As of April 30, 2024

		TOTAL
ASSETS		
Current Assets		
Bank Accounts		
1000 MSUFCU Checking		244,294.15
1010 MSUFCU Savings		7.56
1020 PayPal		29.21
1030 MSUFCU IMMA - 25		85,874.75
1040 MSUFCU C-1		76,198.27
Total Bank Accounts		\$406,403.94
Accounts Receivable		
1200 Accounts Receivable (A/R)		40.90
Total Accounts Receivable		\$40.90
Other Current Assets		
1400 prepaid expenditures		7,945.01
1500 Uncategorized Asset		0.00
Undeposited Funds		15.55
Total Other Current Assets		\$7,960.56
Total Current Assets		\$414,405.40
TOTAL ASSETS		\$414,405.40
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable (A/P)		4,717.32
Total Accounts Payable		\$4,717.32
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		8,101.70



Bath Township Public Library

Balance Sheet
As of April 30, 2024

	TOTAL
Total 2100 Accrued Payroll and Taxes	8,101.70
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	432.80
MI Local Tax	69.04
MI Unemployment Tax	40.74
Total Payroll Liabilities	542.58
Total Other Current Liabilities	\$8,644.28
Total Current Liabilities	\$13,361.60
Total Liabilities	\$13,361.60
Equity	
3000 Opening Balance Equity.	0.00
3500 Retained Earnings	200,816.11
Net Revenue	200,227.69
Total Equity	\$401,043.80
TOTAL LIABILITIES AND EQUITY	\$414,405.40

Note

NOTE 1: Accounts Payable shows a larger than normal balance due to the contract that was signed with Mortimer Consulting. Following GAAP, the entire bill was entered and the first 35% payment recorded.

Consumers Energy has started their annual readjustment and is currently using the credit balance on the library's account to pay for the monthly utility expenses.



Bath Township Public Library

Profit and Loss

April 2024

	TOTAL
Revenue	
4000 Donation	32.88
4010 Restricted Donations	40.00
Total 4000 Donation	72.88
4300 Tax Revenue	187.26
4400 Sales	0.00
4420 Programming Income	80.00
4600 Service Fees	96.80
4610 Reimbursable Expense Income	22.00
4630 Book / Media Replacement	156.06
4710 Dividend	991.22
4712 Refunds	-1.00
Total Revenue	\$1,605.22
GROSS PROFIT	\$1,605.22
Expenditures	
6000 Capital Expenses	140.95
6010 Collection Acquisitions	3,136.78
6010-1 Paper, Streaming & Subscription Services	219.00
Total 6010 Collection Acquisitions	3,355.78
6020 Library Programming	665.88
6070 Reimbursable Expenses	22.00
6200 Advertising & Marketing	31.50
6310 Contractual Services	20,625.83
6320 Legal & Professional Services	1,004.50
6400 Payroll	14,402.83
6410 Payroll Taxes (Employer)	1,231.82
6420 Employer Retirement Contribution	342.56
6430 Benefits (Employer Health Insurance)	896.92
Total 6400 Payroll	16,874.13
6500 Bank Charges & Fees	3.09
6510 Insurance	291.58
6540 Membership	3,966.11
6550 Office Supplies & Software	1,375.20
6560 Professional Development	60.00
6580 Rent & Lease	7,646.00
6590 Repairs & Maintenance	1,620.68
6630 Travel	440.20
6640 Utilities & Internet	552.20
7000 Cash Over/Short	-1.00
Payroll Expenses	0.00
Total Expenditures	\$58,674.63



Bath Township Public Library

Profit and Loss

April 2024

	TOTAL
NET OPERATING REVENUE	\$ -57,069.41
NET REVENUE	\$ -57,069.41

Note

NOTE 1: A new revenue account was added based on GAAP (Generally Accepted Accounting Principals) to track the income received from book/media replacement transactions. Previously, this income was tied to expense account #6010 Collection Acquisitions and was used to off-set the cost of purchases for circulation. GAAP guidelines state the income from replacement transactions need to be tied to a revenue account. To ensure the library meets GAAP standards, account #4630 Book/Media Replacement has been added to the file and adjustments for previous months made retroactively.

NOTE 2: Following a periodic review of the sales report, an error in how refunds are posted to the file was identified and corrected. Previously, refunds landed in expense account #6010 Collection Acquisitions; however, GAAP guidelines state, refunds should be listed in a contra-revenue account at the top of the profit and loss report. To ensure the library is meeting GAAP standards, account #4712 Refunds has been added to the file. Only one transaction has been recorded this fiscal year, so a retro-active adjustment was not necessary.



Bath Township Public Library

FY 2024 Budget vs. Actuals Year to Date

January - April 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Donation	249.37	2,000.00	-1,750.63	12.47 %
4010 Restricted Donations	40.00		40.00	
Total 4000 Donation	289.37	2,000.00	-1,710.63	14.47 %
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	350,213.28	362,800.00	-12,586.72	96.53 %
4400 Sales	0.00		0.00	
4420 Programming Income	80.00		80.00	
4500 Penal Fines		45,000.00	-45,000.00	
4600 Service Fees	439.30	1,500.00	-1,060.70	29.29 %
4610 Reimbursable Expense Income	22.00		22.00	
4630 Book / Media Replacement	428.49		428.49	
4700 Interest		50.00	-50.00	
4710 Dividend	2,589.73	250.00	2,339.73	1,035.89 %
4712 Refunds	-1.00		-1.00	
Total Revenue	\$360,753.39	\$427,000.00	\$ -66,246.61	84.49 %
GROSS PROFIT	\$360,753.39	\$427,000.00	\$ -66,246.61	84.49 %
Expenditures				
6000 Capital Expenses	140.95	5,000.00	-4,859.05	2.82 %
6010 Collection Acquisitions	10,424.75	30,200.00	-19,775.25	34.52 %
6010-1 Paper, Streaming & Subscription Services	1,039.60		1,039.60	
Total 6010 Collection Acquisitions	11,464.35	30,200.00	-18,735.65	37.96 %
6020 Library Programming	3,504.63	7,000.00	-3,495.37	50.07 %
6070 Reimbursable Expenses	22.00		22.00	
6200 Advertising & Marketing	633.64	4,000.00	-3,366.36	15.84 %
6310 Contractual Services	31,984.96	38,110.00	-6,125.04	83.93 %
6320 Legal & Professional Services	1,004.50	9,000.00	-7,995.50	11.16 %
6400 Payroll	73,645.98	195,100.00	-121,454.02	37.75 %
6410 Payroll Taxes (Employer)	5,317.21	15,510.00	-10,192.79	34.28 %
6420 Employer Retirement Contribution	1,471.55	4,500.00	-3,028.45	32.70 %
6430 Benefits (Employer Health Insurance)	3,587.68	14,800.00	-11,212.32	24.24 %
Total 6400 Payroll	84,022.42	229,910.00	-145,887.58	36.55 %
6500 Bank Charges & Fees	15.58	200.00	-184.42	7.79 %
6510 Insurance	1,285.09	3,700.00	-2,414.91	34.73 %
6530 Meals	41.27	1,000.00	-958.73	4.13 %
6540 Membership	4,132.11	7,700.00	-3,567.89	53.66 %
6550 Office Supplies & Software	2,924.80	7,000.00	-4,075.20	41.78 %
6560 Professional Development	1,124.00	1,000.00	124.00	112.40 %
6580 Rent & Lease	19,115.00	45,900.00	-26,785.00	41.64 %



Bath Township Public Library

FY 2024 Budget vs. Actuals Year to Date

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6590 Repairs & Maintenance	4,287.79	9,100.00	-4,812.21	47.12 %
6620 Technology		9,500.00	-9,500.00	
6630 Travel	859.26	3,000.00	-2,140.74	28.64 %
6640 Utilities & Internet	3,543.72	14,100.00	-10,556.28	25.13 %
7000 Cash Over/Short	-12.05		-12.05	
Payroll Expenses				
Wages	0.00		0.00	
Total Payroll Expenses	0.00		0.00	
Total Expenditures	\$170,094.02	\$425,420.00	\$ -255,325.98	39.98 %
NET OPERATING REVENUE	\$190,659.37	\$1,580.00	\$189,079.37	12,067.05 %
Other Expenditures				
9000 Reconciliation Discrepancies	-168.15		-168.15	
Total Other Expenditures	\$ -168.15	\$0.00	\$ -168.15	0.00%
NET OTHER REVENUE	\$168.15	\$0.00	\$168.15	0.00%
NET REVENUE	\$190,827.52	\$1,580.00	\$189,247.52	12,077.69 %

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: A new revenue account was added based on GAAP (Generally Accepted Accounting Principals) to track the income received from book/media replacement transactions. Previously, this income was tied to expense account #6010 Collection Acquisitions and was used to off-set the cost of purchases for circulation. GAAP guidelines state the income from replacement transactions need to be tied to a revenue account. To ensure the library meets GAAP standards, account #4630 Book/Media Replacement has been added to the file and adjustments for previous months made retroactively.

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Directors Report

- Legal & Professional
 - Social Media Update
- Staffing
 - Kristie left and Nayeli is our new interim director.
 - We did interviews for a circulation clerk part-time. 8-10 hours
- Scheduling
 - We have a full schedule.
 - We are preparing for the summer reading schedule and school tours.
 - We schedule our monthly events for May.
- Programs
 - Eclipse viewing party 185 people attended.
 - 555 glasses were passed out.
 - Seed bomb
 - Foodbank gardening 101 presentation
- Community outreach
 - Advocacy Day at the capital
 - Senior center
 - Mobile library
 - Book club
- Technology
 - A public computer is broken.
 - Working on quotes and changes
- Policy
 - Social media Policies
- Continuing Education
 - Nayeli is working with Kristie and Carrie to learn QuickBooks.
 - Nayeli training to do Director reports.
- Projects
 - The backup server warranty is expiring.
 - Looking into different options
 - Cold server, cloud, what we have now hot server.
 - Policy for Security Cameras
 - Getting more information for patrons' privacy.
 - Working on getting into Blue Cross Blue Shield
 - Working on getting added as an admin to Paychex.
 - Paychex will have an increase in charges in June.
 - Working on starting a coalition with the senior center, school, and others
 - Have a meeting schedule with Bekah and Jana
 - Sam ID number
 - Sue any progress on this? Who should I contact?
 - Meeting with the Board President and Treasurer and our accounting with the interim director

- Emailed Lawyer about the new DOL Federal minimum wage increase to be advised.
- Comments
 - If you want a more extensive financial report that is available to see
 - Communicating with Board members
 - Best way

- Statistics

March	2023	2024
Visit	1177	1,759
Items Checked out	1989	1587
Computer Use	75	140
Wireless use	210	275
Hoopla	157	186
Overdrive	395	(Can't get into account)
New Cards	40	11
Renewal Cards	54	(working on getting this report)
Kanopy	10	387
Event Attendance	148	261
Virtual Program Attendance	150	202
Story Time Attendance	130	156
Passive Program Attendance	228	45
Reference Calls	99	250 (88 eclipse glasses)
Outreach	57	247
Volunteer hours		31.05 Hours

MONTHLY SCHEDULE

May 2024

PRIORITES:

- ☐ Bike and Roll 5/4
- ☐ Second-grade class 5/16 morning
- ☐

TO-DO

- ☐ Amy *
- ☐ Elizabeth *
- ☐ Jana #
- ☐ Kasey*
- ☐ Kaye % *
- ☐ Nayeli ^
- ☐ Tammy *
- ☐ New person (tba)
- ☐

NOTES:

Max hours 29 on average
Part time

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
X	X	10:30-7 Nayeli 9-5 Jana 9-1 Kaye 9-2 Kasey 2-7 Elizabeth 3-7 Tammy 1	8:30-5 Nayeli 9-5 Jana 9-2 Kaye 9-1 Tammy 2-7 Kasey 1-7 Amy 2	8:30-5 Nayeli 9-4 Jana 9-1 Tammy 1-5 Amy 11-5 Kasey 3	9-1 Tammy 9-1 Amy Bike and Roll Kasey 9:30-12:30 4	X
8:30-12:30 3-7pm Nayeli 12:30-7 Jana 9-2 Kaye 9-2 Kasey 2-7 Elizabeth 6	8:30-5 Nayeli 9-5 Jana 9-1 Kaye 1-7 Kasey 2-7 Tammy 7	10:30-7 Nayeli 9-5 Jana 9-1 Kaye 9-2 Kasey 2-7 Elizabeth 3-7 Tammy 1 8	8:30-5 Nayeli 9-5 Jana 9-2 Kaye 2-7 Kasey 2-7 Tammy 9	8:30-5 Nayeli 9-4 Jana 9-1 Tammy 1-5 Amy 11-5 Kasey 10	9-1 Kasey 9-1 Amy 11	X
8:30-12:30 3-7pm Nayeli 12:30-7 Jana 9-2 Kaye 9-2 Kasey 2-7 Elizabeth 13	8:30-5 Nayeli 9-5 Jana 9-1 Kaye 1-7 Kasey 2-7 Tammy 14	10:30-7 Nayeli 9-5 Jana 9-1 Kaye 9-2 Kasey 2-7 Amy 3-7 Tammy 15	8:30-5 Nayeli 9-5 Jana 9-2 Kaye 9-1 Tammy 2-7 Kasey 1-7 Amy 16	8:30-5 Nayeli 9-4 Jana 9-1 Tammy 1-5 Amy 11-5 Kasey 17	9-1 Tammy 9-1 Amy 18	X
8:30-12:30 3-7pm Nayeli 12:30-7 Jana 9-2 Kaye 9-2 Kasey 2-7 Elizabeth 20	8:30-5 Nayeli 9-5 Jana 9-1 Kaye 1-7 Kasey 2-7 Tammy 21	10:30-7 Nayeli 9-5 Jana 9-1 Kaye 9-2 Kasey 2-7 Elizabeth 3-7 Tammy 1 22	8:30-5 Nayeli 9-5 Jana 9-2 Kaye 9-1 Tammy 2-7 Kasey 1-7 Amy 23	8:30-5 Nayeli 9-4 Jana 9-1 Tammy 1-5 Amy 11-5 Kasey 24	(Holiday) 9-1 Kasey 9-1 Amy 25	X
(Holiday) 8:30-12:30 3-7pm Nayeli 12:30-7 Jana 9-2 Kaye 9-2 Kasey 2-7 Elizabeth 27	8:30-5 Nayeli 9-5 Jana 9-1 Kaye 1-7 Kasey 2-7 Open 28	10:30-7 Nayeli 9-2 Kasey 9-5 Jana 9-1 Amy 2-7 Elizabeth 29	8:30-5 Nayeli 9-5 Jana 9-1 Kaye 2-7 Kasey 1-7 Amy 30	8:30-5 Nayeli 9-4 Jana 9-1 Open shift 1-5 Amy 11-5 Kasey 31	X	X

TRIM LINE

"Knowledge sets us free,
art sets us free. A great
library is freedom... and
that freedom must not be
compromised. It must be
available to all who need
it, when they need it,
and that's always."

Ursula K. LeGuin

Bath Township Public Library
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Bath, Michigan 48808
517-641-7111



www.bathtownshippubliclibrary.org



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TRIM LINE

TESS Sophie wish Quinton Quinn
 Madi R. Braelynn James G Megan
 Aubrey D Ruthie Maddie Olivia Grace
 Kwatty Emmy Rosa B
 Ricky H Connor Hannah Aubrie
 Kevin D Sophie Ethan P. Elle
 Autumn F.
 Sydney R Bree Kassi Nathan

Thank you for supporting the
Bath High School Yearbook!

Please accept this gift bag as a
token of our gratitude.

From Bath High School
Yearbook

Adviser- Alisha Chandler

April Youth Report

Currently in the youth department we are very busy preparing for the summer reading program. As you may have noticed the official theme is “Adventure Begins at Your Library” and so we are focusing on camping, canoeing, and outdoor adventures in the woods for decorations and displays. The official brochure for summer is now finished so I encourage board members to look through it and maybe take a couple of copies to share with friends. There are adult and youth programs listed in the brochure.

Of course, the eclipse was April 8th and we had a great turn out for our storytime and viewing party. There were 33 people (adults and children) who came to the storytime and we had a great time outside in the parking lot watching the eclipse. Even Pete the cat showed up with his own eclipse glasses on.

On Friday, April 19th I attended the Bath Elementary School STEAM night. The theme for the night was space so I took two of our Hands-On Learning Kits that had fun activities about that topic. I handed out space bookmarks to color and had two dash robots and a BB-8 sphero for kids to take turns operating. There were well over 200 people at the event and many of those were very excited to talk about what the library had to offer. One of the teachers that organized the event said that the library is the first organization they contact to come to their large events and that they love working with us.

We have had some issues with some of the middle school students getting out of hand. I blame it on spring fever. One day, I did have to tell a large group that they would have to leave the library for the remainder of the afternoon. Unfortunately, their misbehavior continued outside and Cami Kessler told them to leave the property entirely. Since then, I have noticed that they have been better behaved. The majority of these youths are really good kids, especially one-on-one. They do have a tendency to lose control, though, when they are in a large group.

In May we have the second and third grade classes coming to the library for walking field trips. They will get a tour of the library, listen to a story about camping, and color a camper to hang up on the wall. Afterwards, they have the opportunity to look at books and explore the library on their own. It is a great time to not only familiarize the kids with the public library, but also encourage them to come back during the summer.

I have added more VOX books to the library collection and these have been incredibly popular. The number of checkouts has greatly increased since we got the new display for them and put it front and center. Baker and Taylor has just started selling the VOX books which means I will be able to purchase more VOX books for a slightly cheaper price. I know that patrons really enjoy them, but they are expensive and, therefore, difficult to replace when damaged.

SOCIAL MEDIA POLICY

I. Purpose.

The purpose of the Social Media Policy is to ensure effective promotion and discussion of the Bath Township Library (“Library”) services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media. The purpose of the social media accounts is to discuss library programs, events, and materials.

II. Definition of Social Media.

Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the Library has an account and interacts with other users.

III. Authority over Social Media Accounts.

The Library Board has the authority to determine whether a particular social media site or network is used by the Library. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board members are not subject to this Policy.

IV. Usage Rules.

The Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and/or its programs and recognizes and respects differences in opinion, Library social media accounts and any interactive sections contained therein are limited public forums and are subject to review by Library staff members. At the Library’s sole discretion, the Library may turn off or limit any features that allow comments about or reactions to the Library’s social media accounts.

If comments, posts and messages are permitted, the Library reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of this Policy. The Rules are as follows:

1. Privacy: Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one’s friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. Library’s Rights: The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this

nature may be edited for space or content, but the original intent of the comment or post will be maintained as much as practicable.

3. No Endorsement: The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.
4. Unauthorized Content: To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:
 - Obscene, illegal, sexually harassing, threatening speech or nudity in profile pictures.
 - Any post that affects the safety and security of the Library, its property, patrons and staff, or creates a hostile work environment.
 - Private or personal information, including phone numbers and addresses, or requests for personal information.
 - Comments, links, or information unrelated to the purpose of the limited public forum.
 - Spam or other commercial messages.
 - Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act or other Michigan or federal laws.
 - Solicitation of funds.
 - Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
 - Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
 - Any post that violates any Library policy.
 - Any images, links, or other content that falls into the above categories.
 - Any post that requires immediate action because the Library does not monitor its social media 24 hours a day.
 - Any document, information, or image that would be considered a Library record that is posted without permission of the patron or person identified in that record.

For example, no picture of a Library program shall be posted without permission of every person in that picture.

5. Third Party Usage Rules: In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.

V. Violations and Appeals.

The Library reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. To the extent the Library has sufficient contact information, the Library will message users who have been blocked or whose content is deleted to explain the issue and notify the person of the action. Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the Library Board. The appeal should be sent to the Library Director within 10 business days of the (1) decision to block or ban, or (2) deletion of the post or comment, whichever is applicable. The Library Board shall decide the appeal.

VI. General Complaints.

The Library asks that individual user complaints be sent directly to a manager or the Director so that they can be addressed efficiently. Social media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

Fact Sheet #17C: Exemption for Administrative Employees Under the Fair Labor Standards Act (FLSA)

Revised September 2019

NOTICE: On April 23, 2024, the U.S. Department of Labor (Department) announced a final rule, *Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales, and Computer Employees*, which will take effect on July 1, 2024. The final rule updates and revises the regulations issued under section 13(a)(1) of the Fair Labor Standards Act implementing the exemption from minimum wage and overtime pay requirements for executive, administrative, and professional (EAP) employees. Revisions include increases to the standard salary level and the highly compensated employee total annual compensation threshold, and a mechanism that provides for the timely and efficient updating of these earnings thresholds to reflect current earnings data.

This fact sheet provides information on the exemption from minimum wage and overtime pay provided by Section 13(a)(1) of the FLSA as defined by Regulations, 29 C.F.R. Part 541, as applied to administrative employees.

The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at not less than time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684* per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

See other fact sheets in this series for more information on the exemptions for executive, professional, computer and outside sale employees, and for more information on the salary basis requirement.

Submit Feedback

Administrative Exemption

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$684* per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Primary Duty

“Primary duty” means the principal, main, major or most important duty that the employee performs. Determination of an employee’s primary duty must be based on all the facts in a particular case, with the major emphasis on the character of the employee’s job as a whole.

Directly Related to Management or General Business Operations

To meet the “directly related to management or general business operations” requirement, an employee must perform work directly related to assisting with the running or servicing of the business, as distinguished, for example from working on a manufacturing production line or selling a product in a retail or service establishment. Work “directly related to management or general business operations” includes, but is not limited to, work in functional areas such as tax; finance; accounting; budgeting; auditing; insurance; quality control; purchasing; procurement; advertising; marketing; research; safety and health; personnel management; human resources; employee benefits; labor relations; public relations; government relations; computer network, Internet and database administration; legal and regulatory compliance; and similar activities.

Employer’s Customers

An employee may qualify for the administrative exemption if the employee’s primary duty is the performance of work directly related to the management or general business operations of the employer’s customers. Thus, employees acting as advisors or consultants to their employer’s clients or customers — as tax experts or financial consultants, for example — may be exempt.

Discretion and Independent Judgment

In general, the exercise of discretion and independent judgment involves the comparison and the evaluation of possible courses of conduct and acting or making a decision after the various possibilities have been considered. The term must be applied in the light of all the facts involved in the employee’s particular employment situation, and implies that the employee has authority to make an independent choice, free from immediate direction or supervision. Factors to consider include, but are not limited to: whether the employee has authority to formulate, affect, interpret, or implement management policies or operating practices; whether the employee carries out major assignments in conducting the operations of the business; whether the employee performs work that affects business operations to a substantial degree; whether the employee has authority to commit the employer in matters that have significant financial impact; whether the employee has authority to waive or deviate from established policies and procedures without prior approval, and other factors set forth in the regulation. The fact that an employee’s decisions are revised or reversed after review does not mean that the employee is not exercising discretion and independent judgment. The exercise of discretion and independent judgment must be more than the use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources.

Matters of Significance

The term “matters of significance” refers to the level of importance or consequence of the work performed. An employee does not exercise discretion and independent judgment with respect to matters of significance merely because the employer will experience financial losses if the employee fails to perform the job properly. Similarly, an employee who operates very expensive equipment does not exercise discretion and independent judgment with respect to matters of significance merely because improper performance of the employee’s duties may cause serious financial loss to the employer.

Educational Establishments and Administrative Functions

The administrative exemption is also available to employees compensated on a salary or fee basis at a rate not less than \$684* a week, or on a salary basis which is at least equal to the entrance salary for teachers in the same educational establishment, and whose primary duty is performing administrative functions directly related to academic instruction or training in an educational establishment. Academic administrative functions include operations directly in the field of education, and do not include jobs relating to areas outside the educational field. Employees engaged in academic administrative functions include: the

superintendent or other head of an elementary or secondary school system, and any assistants responsible for administration of such matters as curriculum, quality and methods of instructing, measuring and testing the learning potential and achievement of students, establishing and maintaining academic and grading standards, and other aspects of the teaching program; the principal and any vice-principals responsible for the operation of an elementary or secondary school; department heads in institutions of higher education responsible for the various subject matter departments; academic counselors and other employees with similar responsibilities. Having a primary duty of performing administrative functions directly related to academic instruction or training in an educational establishment includes, by its very nature, exercising discretion and independent judgment with respect to matters of significance.

Highly Compensated Employees

Highly compensated employees performing office or non-manual work and paid total annual compensation of \$107,432 or more (which must include at least \$684* per week paid on a salary or fee basis) are exempt from the FLSA if they customarily and regularly perform at least one of the duties of an exempt executive, administrative or professional employee identified in the standard tests for exemption.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website:

<http://www.dol.gov/agencies/whd> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.



The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.