

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 19, 2021 – 6 P.M.

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

Topic: Library Board of Trustees

Join Zoom Meeting

<https://woodlands.zoom.us/j/93676455978?pwd=V3d2T0tUdGlnSEZ0ZkRKUEhhQXBYUT09>

Meeting ID: 936 7645 5978

Passcode: 943956

(Note: Ken Jensen excused absence)

1. Call to Order.
2. Moment of Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes (attachment)
7. Financial Report – Treasurer & Director (attachments)
8. Director Report (attachment)
9. Unfinished Business - Items for Discussion
 - a. Charging for Community Rooms
 - i. Policy (draft attached)
 - ii. Application Form (draft attached)
 - b. Millage
 - i. Sample Language for vetting by attorney
 - ii. Subcommittee for planning
10. Unfinished Business – Items for Action
 - a. Approval of community room policy
 - b. Resolution to submit millage for approval to Clinton County Clerk
11. New Business - Items for Discussion
 - a. Purchase of Bibliotheca Self-Check (quote attached)
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is June 16, 2021, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, April 21, 2021 (Remote Meeting via Zoom)

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

Public Present: none

Next meeting: Wednesday May 19, 2021 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:01pm
- b. Moment of civic reflection.
- c. Audrey moves to approve the agenda, Larry 2nd, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Larry moves to approve the minutes. Ken 2nd, all in favor.

II. Financial Report

Very positive report, and a clean audit. Consumers bills are still higher than anticipated. They will come out in June/July to help determine cause and provide suggestions. Lynn recommends that fellow trustees look through Ch. 9-11 of the Public Library Management Guide (2019). These chapters deal with grants and aid requirements, Internal Controls and State Compliance.

III. Director Report

Plenty of good news and happenings, including greater availability of laptops for in-library use, the return of Reading with Jake the Dog, and the launch of Talk, Text to Learn, and early literacy kits from ECLC and WKAR. Take and Make kids have been very popular. Virtual community engagement numbers are up, and the library is now open earlier each day.

IV. Unfinished Business

- a. **Charging for Community Rooms**

Board will revisit this at the May meeting.

b. Millage

Current plan is to pursue a 5 year renewal, to be voted on in the November 2021 election.

V. New Business – Items for Discussion

a. Review of Audit letter and report

A very clean audit. Wonderful!

VI. Items for Action

- a. none

VII. Closing

- a. Public Comment: none
- b. Board Member Comment: none
(Ken will be absent for the May meeting.)
- c. Theresa moves to adjourn the meeting. Larry 2nd, all in favor.

Meeting adjourned at 7:11 pm.

Treasurer's Report May 14, 2021

As of April 30, 2021 4 months = 33%

MSUFCU Savings \$120,247.06

MSUFCU Checking \$206,965.36

Notes:

- All April expenses were verified using Kristie's Reconciliation and the MSUFCU statement.
- Total cost of audit was \$6,300.
- Penal Fines - amount anticipated August 1, 2021.

Lynn Bergen, Treasurer

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

	Actual	Total Budget	% of Budget
Income			
4000 Donation	4,414.51	2,500.00	176.58%
4100 Grant Income	2,000.00	5,000.00	40.00%
4200 State Aid	4,986.96	9,200.00	54.21%
4300 Tax Revenue	316,003.62	310,670.00	101.72%
4500 Penal Fines		45,000.00	0.00%
4600 Service Fees	355.40	600.00	59.23%
4700 Interest	13.38		
4900 Uncategorized Income		200.00	0.00%
4910 Miscellaneous	99.00		
Total Income	\$ 327,872.87	\$ 373,170.00	87.86%
Gross Profit	\$ 327,872.87	\$ 373,170.00	87.86%
Expenses			
6000 Capital Expenses	9,595.42	11,000.00	87.23%
6010 Collection Acquisitions	9,506.93	22,600.00	42.07%
6020 Library Programming	1,014.46	6,000.00	16.91%
6030 Miscellaneous Expense		2,000.00	0.00%
6200 Advertising & Marketing	317.97	7,000.00	4.54%
6310 Contractual Services	14,625.41	33,140.00	44.13%
6320 Legal & Professional Services		2,000.00	0.00%
6400 Payroll	38,865.58	120,000.00	32.39%
6410 Payroll Taxes/Benefits	4,957.63	15,300.00	32.40%
6430 Benefits	5,706.20	17,200.00	33.18%
6500 Bank Charges & Fees		200.00	0.00%
6510 Insurance	410.00	3,700.00	11.08%
6530 Meals		3,000.00	0.00%
6540 Membership	806.57	8,600.00	9.38%
6550 Office Supplies & Software	2,319.61	7,000.00	33.14%
6560 Professional Development	30.00	1,000.00	3.00%
6580 Rent & Lease	11,469.00	45,900.00	24.99%
6590 Repairs & Maintenance	1,890.00	12,000.00	15.75%
6620 Technology	4,189.31	10,500.00	39.90%
6640 Utilities & Internet	4,415.74	10,100.00	43.72%
Total Expenses	\$ 110,119.83	\$ 338,240.00	32.56%
Net Operating Income	\$ 217,753.04	\$ 34,930.00	623.40%
Net Income	\$ 217,753.04	\$ 34,930.00	\$ 182,823.04

Directors Report May

- Legal & Professional
 - I spoke with Anne Seurynk about the Open Meetings Act. Our By-Laws are written in a way that we can continue to meet online and in person.
- Staffing
 - No changes.
 - Held first in person staff meeting. Due to Covid, I have been attending many meetings based on the mental health of our staff. We have been working on skills based on these webinars. These skills will help us to become a stronger, healthier staff.
- Scheduling
 - In May we will be opening at 9 Monday through Thursday.
- Upcoming Programs
 - The YouTube channel is up and running, we just need subscribers.
 - The take and Makes are going well.
 - Launched Talk to Text
 - Reading to the dog, Jake on the First and Third of the month.
- Community outreach
 - Working on a plan to present opportunities to work with the school and township.
 - Found out neither I nor Carrie will not be on the DDA.
 - Collecting Lego's for REPLAY
- Technology
 - Had several problems with the patrons' computers but they seem to be fixed now.
 - The laptops are ready to start circulating.
- Policy
 - Reviewing several policy's including the By-Laws, Community Room and Open Meetings Act
- Continuing Education
 - Started the Finance Cohort Program- This month we are working on the budget process.

- Learned about digital literacy and how to help patrons and staff become more digitally literate.
 - Attended the Library of Michigan’s Director Meeting
 - Met with Kristen Shelly, the East Lansing Director.
 - Attended a leadership program.
 - Attended a Well Being Program
 - Attended the state director meetings
- Projects
 - Working on purchasing a self-checkout station
 - Looking at purchasing lockers
 - Working with the Friends on Book Sales

- Statistics

April	2020	2021
Visit	N/A	315
Items Checked out	81	1091
Computer Use	N/A	57
Wireless use	50	86
Hoopla	174	162
Overdrive	182	183
New Cards	20	14
Renewal Cards	20	23
Virtual Program Attendance	N/A	178
Story Time Attendance	N/A	2
Passive Program Attendance	N/A	66
Ancesrty.com	N/A	7
Tutor.com	N/A	1
Reference Calls	20	103

*include YouTube 168 Channel views

Youth Services/Marketing Report – April 2021

Meetings and Conferences

Area Library Networking

Penguin Random House Spring Book Festival
Wandoo Reader Overview
Unlocking the Secrets of a Digital Literacy Learning Plan
MI Library Quest
Zoo in Your Neighborhood Partnership
MI Youth and Teen Meeting
Early Childhood Coalition Meeting
Wandoo Reader Deeper Dive
MI PR Group

Marketing/Outreach Programing

Partnership with Zoo in Your Neighborhood and the Bath Farmer's Market

Our partnership with Zoo in Your Neighborhood has enabled us to bring in a free program to the Bath Farmer's Market. The Farmer's Market will provide us our booth for free also.

WKAR Partnership

WKAR and Early Childhood Literacy Coalition early literacy backpacks were distributed to the families of children that were regular attendees of our storytimes prior to the pandemic. It was a great way to reconnect with families that had not been present in the library or programs for months and the families were flatter to have been thought of.

Collection Development

Received another donation from Joan Forgrave to purchase another juvenile series.

Social Media/Website

Donation Form

I created a donation page for the website. Currently it is not live. I am working on making the donation form fillable from our site, which is going to require assistance from Ploud.

Meeting Room Policy

I. Introduction and Purpose of Policy:

The mission of the Bath Township Public Library (“Library”) is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Meeting Room Policy (“Policy”). The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Application and Scheduling of Meeting Room:

A. General Use. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy (“Users”). The Meetings Rooms are available during regular Library hours.

B. Scheduling.

1. Applications shall be accepted on a first-come-first-serve basis, with Library business, Library-sponsored or Library-co-sponsored events having first priority. The next priority shall be given to applications that support the cultural, educational and informational needs and interests of the community
2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
3. Non-Library sponsored, or co-sponsored meetings and events will not be scheduled more than 3 months in advance.
4. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.
5. Each Non-Library sponsored, or co-sponsored event shall be scheduled for a time any day not to exceed 8 hours.
7. No User may use the Meeting Rooms more than 10 times per month.

C. Application Process.

Community Room Reservation Form

The Bath Township Public Library welcomes groups and organizations to use our community room. Please read through the Meeting Room Policy before reserving the room.

Library Hours:

Monday - Friday: 10 a.m. to 8 p.m.

Friday -Saturday: 10 a.m. to 4 p.m.

Meeting Room Policy

- I. The Meeting Room is available at no charge for use by
 - a. Civic organizations
 - b. Community
 - c. Cultural
 - d. Education organizations
 - e. Not-For-Profit Organizations may schedule the meeting room for non-commercial and non-profit purposes.
- II. All other groups or organizations will be charged a \$30.00 fee for the first three hours use of the room. There will be a \$5.00 additional charge for each hour of use after up to 8 hours.
- III. Meeting Rooms are not available for personal parties.
- IV. Use of the meeting room is restricted to hours of operation.
- V. Groups and organizations will be charged a minimum of \$25.00 for any damages incurred to the room while in use.
- VI. To use the Community Room, the group or organization must fill out a room reservation form, which can be found at the circulation desk.
- VII. Library sponsored activities always take precedence in scheduling the meeting room.
- VIII. Meeting room capacity is guided by Bath Township Fire Marshall.

Please fill out the form below so we can assure your place on the calendar and be prepared to assist you.

Group Name: _____

Contact Person: _____

Phone#: _____ Email: _____

Number of attendees: _____ Date of event(s): _____

Activity: _____

Notes on special assistance needed: _____

Liability Release Statement

It is hereby understood and agreed, if this application is granted, the undersigned will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Library Trustees. The organization agrees to indemnify the Bath Township Public Library and hold the same harmless against all claims, demands, damages, costs and expenses including reasonable attorneys' fees for the

defense of such claims, arising out of the organizations of the meeting room. Also it is understood and agreed between the applicant and the Bath Township Public Library that the applicant has read the regulations governing the rental of the room and that the condition contained therein will be observed.

Signature of Organization's Executive Officer/Applicant:

_____ Date: _____

Approved by: _____ Date: _____

1. Any person 18 years or older may fill out an application for the Meeting Rooms.
2. The Library will contact you with confirmation that your Reservation is accepted. Do not assume that your Reservation is complete upon submission of the application.
3. The fee, if any, will be due upon confirmation of the Meeting Room Reservation.
4. If you need to cancel the Reservation, you must provide the Library 2 hours notice.
5. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.

III. General Guidelines Affecting all Library Meeting Rooms:

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Meeting Rooms.
- B. Use by Persons Under the Age of 18. Users of the Meeting Rooms must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one (1) adult supervisor for every 10 minors.
- C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Meeting Rooms.
- D. Food and Beverages. Users of the Meeting Rooms may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Meeting Rooms. It is the responsibility of the User to observe all health codes when serving light refreshments.
- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or another patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Rooms.
- F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at

the time the venue is scheduled. The Library does not guarantee the availability of any equipment.

- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.
- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements, which is currently 20 people.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Meeting Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Open and Accessible Use. All activities in the Meeting Rooms must be open to the public, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges or requests for donations.

IV. Fees:

- A. Non-Profit Organizations. Any Non-Profit Organization (non-profit corporation, government entity, or other organization that has the primary purpose of supporting the cultural, educational and informational needs and interests of the community) may use the Meeting Rooms for no charge.
- B. All Other Organizations. Any other organization or individual that does not meet the definition of Non-Profit Organization may use the Meeting Rooms for a fee of \$30.00 for up to three (3) hours. There will be a \$5.00 charge for each hour after the three (3) hours.

- C. Clean Up and Damage Fee. A fee of \$25.00 will be charged if the Meeting Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Meeting Rooms.

V. Library Disclaimer:

- A. No Endorsement. Use of the Meeting Room does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Meeting Room must state that "The Bath Township Public Library does not sponsor or endorse this event."
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Meeting Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.
- C. Hold Harmless. The Bath Township Public Library is released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section:

Violations and appeals of this Policy shall be processed according to the Violations Policy.

84828:00001:4021679-1

Fwd: Elections

Kristie Reynolds <kreynolds@bathtownshippubliclibrary.org>

Thu 4/29/2021 7:07 PM

To: Suzanne Garrity <sgarrity@bathtownshippubliclibrary.org>

FYI elections

Get [Outlook for iOS](#)

From: Brenda Challender <bchallender@bathtownship.us>

Sent: Thursday, April 29, 2021 3:19:11 PM

To: Kristie Reynolds <kreynolds@bathtownshippubliclibrary.org>

Subject: Re: Elections

Kristie:

2021

Elections held this year are considered Special Elections and the Library would be responsible for paying for all costs if it is the only item on the ballot.

August – filing deadline for ballot language in our office is May 11th @ 4:00

November – filing deadline for ballot language in our office is August 10th @ 4:00

2022

May – deadline would be in February. This would be considered a Special Election and the Library would pay for all costs if it is the only item on the ballot.

August – deadline will be in May – This is the Primary so you could piggyback on this Election and not have to pay for all of it.

November – deadline will be in August - This is the General so you could piggyback on this Election too.

November 2021 Millage Election Proposal

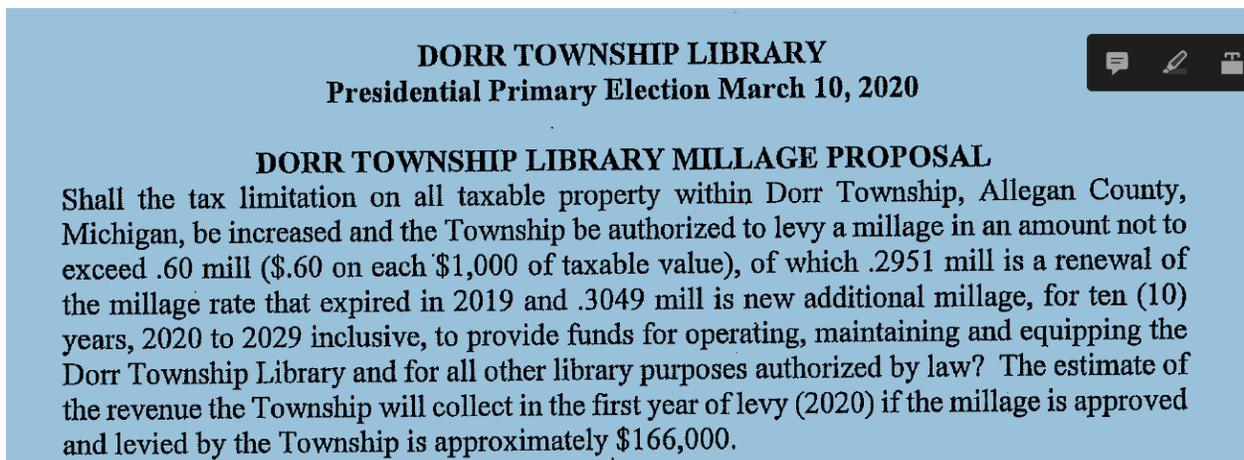
Suggested Bath Township language based on Caro's example (need to insert number instead of **question marks** when supplied by Steve Wisswasser).

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

Based on this sample from **Caro Area District Library**:

Shall the Caro Area District Library, County of Tuscola, State of Michigan, be authorized to levy annually an amount not to exceed 1.4909 mills (\$1.4909 on each \$1,000 of taxable value), which is a renewal of the previously authorized millage rate that expired in 2019, against all taxable property within the Caro Area District Library district for a period of ten (10) years, 2020 to 2029, inclusive, for the purpose of providing funds for all district library purposes authorized by law? The estimate of the revenue the Caro Area District Library will collect in the first year of levy (2020) if the millage is approved and levied by the District Library is approximately \$432,000.

Dorr Township Library – Example of renewal and new/additional:



DORR TOWNSHIP LIBRARY
Presidential Primary Election March 10, 2020

DORR TOWNSHIP LIBRARY MILLAGE PROPOSAL

Shall the tax limitation on all taxable property within Dorr Township, Allegan County, Michigan, be increased and the Township be authorized to levy a millage in an amount not to exceed .60 mill (\$.60 on each \$1,000 of taxable value), of which .2951 mill is a renewal of the millage rate that expired in 2019 and .3049 mill is new additional millage, for ten (10) years, 2020 to 2029 inclusive, to provide funds for operating, maintaining and equipping the Dorr Township Library and for all other library purposes authorized by law? The estimate of the revenue the Township will collect in the first year of levy (2020) if the millage is approved and levied by the Township is approximately \$166,000.

Sunfield District Library – Example of renewal and Headlee recovery:

Shall the limitation on the amount of taxes which may be imposed on taxable property within the Sunfield District Library District be increased in an amount not to exceed 0.6591 mills (0.6591 on each \$1000.00 of taxable value) for the period of 15 years, beginning in the year 2013 and ending in the year 2027, inclusive, as a renewal of that portion on 0.7000 mills previously authorized by the electors of the Library District in 1989, which has been reduced by the Headlee Amendment to 0.6591 mills in 2012 for the purpose of providing funds for Library purposes? It is estimated that 0.6591 mills would raise approximately \$38,800.00 when first levied in 2013.

Please let me know if you have any questions.

Thanks,

Brenda Butler-Challender
Deputy Clerk
Bath Charter Township
P.O.Box 247
14480 Webster Rd.
Bath, MI 48808
Phone: (517) 641-6728
Fax: (517) 641-4170
Email: bchallender@bathtownship.us
www.bathtownship.us

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On Fri, Apr 23, 2021 at 1:38 PM Kristie Reynolds <kreynolds@bathtownshippubliclibrary.org> wrote:

Hi Brenda,

Congratulations on your new position! I am so happy for you. I was wondering when elections will be held in 2021 and 2022. Also, when to we have to file by. The board is looking at the Millage renewal.

Thanks,

Kristie

BOARD OF TRUSTEES OF
THE BATH TOWNSHIP PUBLIC LIBRARY

RESOLUTION SUBMITTING MILLAGE PROPOSAL

At the regular meeting of the Board of Trustees of the Bath Township Public Library, County of Clinton, State of Michigan, held at the library on May 19, 2021 at 6 p.m., prevailing Eastern Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolutions were offered by _____ and supported by _____.

WHEREAS, the Bath Township Public Library (the "Library") is a Township Library subject to the provisions of Act 164, Michigan Public Acts of 1877, The City, Village and Townships Library Act (MCS 397.201 et. Seq.); and

WHEREAS, the Board of Trustees of the Library determines that it is in the best interests and welfare of the Library and its residents that a continuation of revenue be authorized for library purposes; therefore, the Library has determined to request from voters of the Bath Charter Township a renewal of the previously authorized millage rate that has been reduced to 0.6792 mill subject to applicable Headless rollbacks, for ten (10) years, beginning with the 2022 levy; and

WHEREAS, the Board of Trustees determines that it is in the best interests of the District Library that such a millage election be held at a regular election to be held in the District on November 6, 2012.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The proposition shown on attached Exhibit A shall be submitted to a vote of the qualified electors of the Library Township of The Bath Township Public Library, County of Clinton, State of Michigan at a regular election to be held on Tuesday, November 2, 2022.
2. The Secretary of the Board of Trustees of the Township Library is directed to request the Clerk of Clinton County or whoever is authorized by law to publish notice of the close of registration in the manner required by law. **The District Library Establishment Act requires that the notice of close of registration contain the ballot language of the proposal attached as Exhibit A to this Resolution.**
3. The Secretary is directed to request the Clerk of the County of Clinton (or whoever is required by law) to publish notice of the regular election in the manner required by law.
4. The Secretary is hereby directed to file a certified copy of this resolution with the Clinton County Clerk or another entity that is legally responsible for receiving this resolution in the manner required by law.

UNDERSTANDING TOWNSHIP MILLAGE QUESTIONS

- Catherine Mullhaupt, Staff Attorney
 - Michigan Townships Association
 - April 2018

1

Township Revenue Options

2

Township Revenue Options

The Three Options for a Township to Raise Revenues for Township Programs or Services:

- 1) Property Taxes
- 2) Special Assessments
- 3) Fees

(As contrasted with other ways that the township receives revenues, like revenue sharing, METRO ROW payments, PPT reimbursement, donations ...)

3

Township Revenue Options

- Townships can **impose** three types of revenues: Taxes, special assessments and fees.
- By law, they are **not** the same thing.
- A tax, like property taxes, can be used to raise revenues over and above the actual costs of a program or service. But a tax must be approved by the voters.

4

Township Revenue Options

- Townships can **impose** three types of revenues: Taxes, special assessments and fees.
- By law, they are **not** the same thing.
- A special assessment can be used to cover some or all of the actual costs of a public improvement. A special assessment is not supposed to result in a surplus--it is not revenue-generating. It is relieving the general public from paying for an improvement/service that “special benefits” individual properties, even though it may also provide a general benefit to the community. Property can only be included if the property receives a special benefit based on property value from the public improvement.

5

Township Revenue Options

- Townships can **impose** three types of revenues: Taxes, special assessments and fees.
- By law, they are **not** the same thing.
- A fee is exchanged for a service rendered or a benefit conferred, and some reasonable relationship exists between the amount of the fee and the value of the service or benefit. Bolt v. City of Lansing, 459 Mich. 152 (1998)
- Fees charged by a municipality must be reasonably proportionate to the direct and indirect costs of providing the service for which the fee is charged. ...Where the revenue generated by a regulatory “fee” exceeds the cost of regulation, the “fee” is actually a tax in disguise. Jackson County v. City of Jackson, 302 Mich. App. 90 (2013)

6

	Township Property Tax	Special Assessment PA 188 of 1954 Public Improvements	Special Assessment PA 33 of 1961 Police / Fire / or Emergency Services	Fee
When Collected	December	Annually, at any time	December tax bill	At any time (annually, monthly, as service is provided)
Life Span	20 years maximum, except allocated, charter millage, or debt	No limit	No limit, except substantial capital expenditures are limited to 15 years (See 261 Mich. App. 308)	No limit
Subject Property	Real and Personal	Real Property ONLY on which the public improvement confers a special benefit	Real Property ONLY; may be township-wide)	Property or persons served.
Exempt Property	Property exempt from taxation under the General Property Tax Act	Personal Property / (also any Real Property on which a benefit is not conferred)	Property exempt from property taxes is exempt from PA 33 special assessment (MCL 41.801(3)) (including facility--but not land--subject to PA 198 industrial facilities tax MCL211.75)	No exemptions
Apportioned By	Uniform tax rate based on Taxable Value of assessed property	The cost of the special benefit conferred by the public improvement	Ad valorem millage rate based on Taxable Value of Real Property ONLY	Portion of or entire cost of service to that property/user
Subject to 15/18 or 50-mill limit?	Yes	No	No, except for 10-mill maximum for capital improvements	No
Subject to Headlee rollback?	Yes	No	No	No
Voter approval to establish or renew?	Yes	No	Yes, upon petition of owners of 10% or more of land	No
Voter approval to increase?	Yes	No	No	No
Property Tax Admin. Fee?	Yes	No	No	No

7

Township Property Tax Primer

8

Ad Valorem Property Taxes

ad valorem: Latin for “according to value”

ad valorem tax: A tax imposed proportionally on the value of something (esp. real property), rather than on its quantity or some other measure:

‘[A]n ad valorem tax is a tax of a fixed proportion of the value of the property with respect to which the tax is assessed, and requires the intervention of assessors or appraisers to estimate the value of such property before the amount due from each taxpayer can be determined.’

(71 Am. Jur. 2d *State and Local Taxation* Sec. 20, at 355, 1973)”

Black’s Law Dictionary, Seventh Ed. 1999

9

What is a “Mill” Anyway?

“Property tax rates are expressed in mills. A mill is one-tenth of a cent (\$0.001) or one-thousandth of a dollar.

A tax rate of one mill raises \$1 per \$1,000 of taxable value.”

Property Tax Millage Limitations in Michigan by Elizabeth Pratt, Fiscal Analyst, Senate Fiscal Agency, State Notes, TOPICS OF LEGISLATIVE INTEREST, Spring 2016



10

Property Tax Valuation of Property

CONSTITUTION OF MICHIGAN OF 1963

Article 9, Sec. 3

- The legislature shall provide for the uniform general ad valorem taxation of real and tangible personal property not exempt by law except for taxes levied for school operating purposes. **[Uniformity Clause]**
- The legislature shall provide for the determination of true cash value of such property; the proportion of true cash value at which such property shall be uniformly assessed, which shall not, after January 1, 1966, exceed 50 percent; and for a system of equalization of assessments. **[Assessed Value]**

11

Headlee and Tax Limitations

12

Richard Headlee



Richard Headlee was a devout Mormon who was born in Iowa and grew up and went to school in Utah, where he died in 2004 at 74, surrounded by a large and loving family.



13

Headlee and Tax Limitations

- Headlee Amendment (1978)
- Proposal A (1994)

14

Headlee and Tax Limitations

CONSTITUTION OF MICHIGAN OF 1963

Article 9, Sec. 3

- For taxes levied in 1995 and each year thereafter, the legislature shall provide that the taxable value of each parcel of property adjusted for additions and losses, shall not increase each year by more than the increase in the immediately preceding year in the general price level, as defined in section 33 of this article, or 5 percent, whichever is less until ownership of the parcel of property is transferred. **[Taxable Value--Capped]**
- When ownership of the parcel of property is transferred as defined by law, the parcel shall be assessed at the applicable proportion of current true cash value. **[Uncapping on Transfer]**

15

Headlee and Tax Limitations

CONSTITUTION OF MICHIGAN OF 1963

Article 9, Sec. 6

- Except as otherwise provided in this constitution, the total amount of general ad valorem taxes imposed upon real and tangible personal property for all purposes in any one year shall not exceed 15 mills on each dollar of the assessed valuation of property as finally equalized. **[15-mill tax limitation--allocated]**
- Under procedures provided by law, which shall guarantee the right of initiative, separate tax limitations for any county and for the townships and for school districts therein, the aggregate of which shall not exceed 18 mills on each dollar of such valuation, may be adopted and thereafter altered by the vote of a majority of the qualified electors of such county voting thereon, in lieu of the limitation hereinbefore established. **[Voted 18-mill tax limitation--allocated]**
- These limitations may be increased to an aggregate of not to exceed 50 mills on each dollar of valuation, for a period of not to exceed 20 years at any one time, if approved by a majority of the electors, qualified under Section 6 of Article II of this constitution, voting on the question. **[Extra-voted millages limited to 20 years]**

16

Headlee and Tax Limitations

CONSTITUTION OF MICHIGAN OF 1963

Article 9, Sec. 6

- The foregoing limitations shall not apply to taxes imposed for the payment of principal and interest on bonds approved by the electors or other evidences of indebtedness approved by the electors or for the payment of assessments or contract obligations in anticipation of which bonds are issued approved by the electors, which taxes may be imposed without limitation as to rate or amount;
[Tax rate and time limitations do not apply to debt obligations—no rollback]
- or, subject to the provisions of Section 25 through 34 of this article, to taxes imposed for any other purpose by any city, village, charter county, charter township, charter authority or other authority, the tax limitations of which are provided by charter or by general law.
[Charter Townships not included in these limitations]

17

Headlee and Tax Limitations

The tax rate, or millage, is the number of tax dollars the taxpayer must pay for each \$1,000 of taxable value. This rate varies by local unit, but certain statewide constitutional and statutory restrictions exist. The rate may not exceed 15 mills (\$15 per \$1,000), split between a taxpayer's county, township, and school districts, except in counties in which voters have approved rates of up to 18 mills.

Michigan Taxpayer Guide 2017, Michigan Department of Treasury:
<http://www.legislature.mi.gov/documents/Publications/TaxpayerGuide2017.pdf>

18

Headlee and Tax Limitations

Excluded from the 15- and 18-mill limitations:

- **Debt service taxes** for all debts of local units approved by the electorate;
- For general law counties, townships and school districts, **extra-voted millage rates up to 50 mills not to exceed 20 years**; and
- Taxes imposed by those units having tax limitations provided by charter or general law (cities, villages, **charter townships**, charter counties, community colleges, intermediate school districts (for special education and vocational education mills only) and other charter authorities).

Michigan Taxpayer Guide 2017, Michigan Department of Treasury:
<http://www.legislature.mi.gov/documents/Publications/TaxpayerGuide2017.pdf>

19

Headlee and Tax Limitations

Excluded from the 15- and 18-mill limitations:

- **Taxes specifically excluded by statute:**
 - **Example: MCL 38.559:** Except in municipalities that are subject to the 15 mill tax limitation as provided by section 6 of article IX of the state constitution of 1963, the amount required by taxation to meet the appropriations to be made by municipalities under this act shall be in addition to any tax limitation imposed upon tax rates in those municipalities by charter provisions or by state law subject to section 25 of article IX of the state constitution of 1963. [**Fire Fighters and Police Officers Retirement Act, Public Act 345 of 1937**]

20

Property Taxes Must Be Voted

CONSTITUTION OF MICHIGAN OF 1963

Article 9, Sec. 25.

- Property taxes and other local taxes and state taxation and spending may not be increased above the limitations specified herein without direct voter approval. [**Taxes must be voted**]
- The state is prohibited from requiring any new or expanded activities by local governments without full state financing, from reducing the proportion of state spending in the form of aid to local governments, or from shifting the tax burden to local government. [**“Headlee Mandate”**]
- A provision for emergency conditions is established and the repayment of voter approved bonded indebtedness is guaranteed.
- Implementation of this section is specified in Sections 26 through 34, inclusive, of this Article. [**Headlee amendment provisions**]

21

Property Tax Increases Must Be Voted

CONSTITUTION OF MICHIGAN OF 1963

Article 9, Sec. 31.

- [**Eff. Dec. 23, 1978**] Units of Local Government are hereby prohibited from levying any tax not authorized by law or charter when this section is ratified or from increasing the rate of an existing tax above that rate authorized by law or charter when this section is ratified, without the approval of a majority of the qualified electors of that unit of Local Government voting thereon. [**New or increased taxes must be voted**]
- If the definition of the base of an existing tax is broadened, the maximum authorized rate of taxation on the new base in each unit of Local Government shall be reduced to yield the same estimated gross revenue as on the prior base. [**Base Tax Rate Reduction—L-4034 calculation**]

22

Property Tax Increases Must Be Voted

CONSTITUTION OF MICHIGAN OF 1963

Article 9, Sec. 31.

- If the assessed valuation of property as finally equalized, excluding the value of new construction and improvements, increases by a larger percentage than the increase in the General Price Level from the previous year, the maximum authorized rate applied thereto in each unit of Local Government shall be reduced to yield the same gross revenue from existing property, adjusted for changes in the General Price Level, as could have been collected at the existing authorized rate on the prior assessed value.
[Headlee "Rollback" to account for inflation, based on US CPI]
- The limitations of this section shall not apply to taxes imposed for the payment of principal and interest on bonds or other evidence of indebtedness or for the payment of assessments on contract obligations in anticipation of which bonds are issued which were authorized prior to the effective date of this amendment.
[These restrictions do not apply to debt obligations]

23

Headlee "Rollback"



- All township allocated and extra-voted millage rates are subject to a millage reduction fraction referred to as the Headlee Amendment "rollback," which is annually applied to a township's maximum authorized millage rates to ensure that the total revenues raised on existing property do not increase more than the rate of inflation.
- The only exception is when a **new** millage (an increase) is approved by the voters after May 1 and levied (collected) in December of that same calendar year; that millage will be levied "intact" in that first levy.
- When the millage rate is rolled back—the number will be lower—but that does not automatically mean that the tax revenues based on that millage rate will be lower.
- Don't focus **only** on the millage rate; do the math on what the rate will bring in based on the township's applicable total taxable value.

24

Taxpayer “Headlee Challenge”

CONSTITUTION OF MICHIGAN OF 1963

Article 9, Sec. 32.

- Any taxpayer of the state shall have standing to bring suit in the Michigan State Court of Appeals to enforce the provisions of Sections 25 through 31, inclusive, of this Article and, if the suit is sustained, shall receive from the applicable unit of government his costs incurred in maintaining such suit.

25

County Review

- **MCL 211.37 [Excerpt]:** “The [county board of commissioners], at a session held not later than October 31 in each year, shall also examine all certificates, statements, papers, and records submitted to it, showing the money to be raised in the several townships for school, highway, drain, township, and other purposes.
- It shall hear and consider all objections made to raising that money by any taxpayer affected.
- If it appears to the board that any certificate, statement, paper, or record is not properly certified or is in any way defective, or that any proceeding to authorize the raising of the money has not been had or is in any way imperfect, the board shall verify the same, and if the certificate, statement, paper, record, or proceeding can then be corrected, supplied, or had, the board shall authorize and require the defects or omissions of proceedings to be corrected, supplied, or had.
- The board may refer any or all the certificates, statements, papers, records, and proceedings to the prosecuting attorney, who shall investigate and without delay report in writing his or her opinion to the board.
- The board shall direct that the money proposed to be raised for township, school, highway, drain, and all other purposes authorized by law shall be spread upon the assessment roll of the proper townships, wards, and cities.

26

Township Millages

27

Allocated or Charter Millage

- Every township starts every year with a “guaranteed” amount of property taxes:
 - **General Law Township:** Allocated millage
 - **Charter Township:** Charter millage
- It’s like your “pot” or starting “bank” in Monopoly!
- Subject to rollback but not to duration of years



28

General Law Township Allocated Millage

- A general law township is authorized to levy a minimum of **one mill** for general operating purposes. (MCL 211.211(4))
- Allocated millage is **unrestricted general operating revenue** that the township board may use for any lawful purpose.
- Allocated to townships in one of two ways:

1) Allocated by Fixed (“pegged”) Millage Established by Vote of the Electors:

The allocated millage (separate tax limitation) may be established by the electors, up to an 18-mill limit. The ballot question for this vote is submitted by the county board of commissioners to the county clerk for a countywide ballot (MCLs 211.204a to 211.205l)

29

General Law Township Allocated Millage

- A general law township is authorized to levy a minimum of **one mill** for general operating purposes. (MCL 211.211(4))
- Allocated millage is **unrestricted general operating revenue** that the township board may use for any lawful purpose.
- Allocated to townships in one of two ways:

2) Allocated by County Allocation Board:

A county allocation board establishes allocated tax rates up to a 15-mill limit. As of 2003, 10 counties had allocation boards. (MCLs 211.208 to 211.217a)

30

Charter Township “Charter Millage”

- **“Charter Millage”**: MCL 42.27 authorizes a charter township board to annually provide for a levy of taxes upon real and personal property that cannot exceed 5 mills. The township board may choose to automatically levy up to the first 5 mills (“charter millage”) without additional voter approval, and without limit in the number of years.
- **“Extra-Voted Millage”**: The township may then levy up to five additional mills (for a maximum of 10 mills), but only by voter approval and limited to 20 years. (MCL 42.27)
- Distinguish “charter millage” from extra-voted millage levied by a charter township. “Charter millage” is similar to general law township allocated millage—no specific term of years.

31

Charter Township “Charter Millage”

- * • Following the 1978 Headlee Amendment, Attorney General Opinion 6285 of 1985 stated: “[C]harter townships incorporated after December 22, 1978, ... by final resolution of the township board and without an approving vote of the township's electors, are prohibited from levying millage at a charter township rate higher than the township's previously authorized millage limitation as a general law township.”
- Based on AGO 6285, MTA Legal Counsel have taken a “conservative” approach to avoid exposing a township to the risk of litigation and advised that a charter township that incorporated after 1978 by board resolution (not election) has the authority to levy only the total authorized millage rate it had as a general law township when it incorporated (subject to rollbacks) for its authorized charter millage. The township can levy additional mills only by voter approval, up to the maximum 10 mills.

32

Charter Township “Charter Millage”

- * • **But** the Charter Act does not specifically require this restriction, and other municipal attorneys have questioned the reasoning in AGO 6285. (*Not binding on townships.*)
- Since that opinion, the Michigan Supreme Court has held in *American Axle and Manufacturing, Inc. v Hamtramck*, 461 Mich 352, p.357 (2000), “that the Headlee exemption of taxes authorized by law when the section was ratified permits the levying of previously authorized taxes even where they were not being levied at the time Headlee was ratified and even though the circumstances making the tax or rate applicable did not exist before that date.”
- ***The American Axle opinion calls into question the continued validity of restricting a charter township that incorporated by resolution to a charter millage levy of less than 5 mills (i.e. original allocated rolled back millage). A charter township board that incorporated by resolution after 1978 that is considering exercising the automatic authority to levy should consult with its attorney for specific legal guidance.***

33

Extra-voted Millage

Everything over current rolled-back allocated or charter millage must be approved by the electors voting on a ballot question at an election*

*Always exceptions

34

Extra-voted Millage: Exceptions

CONSULT YOUR ATTORNEY FIRST!!!

Exceptions to requirement for voter approval:

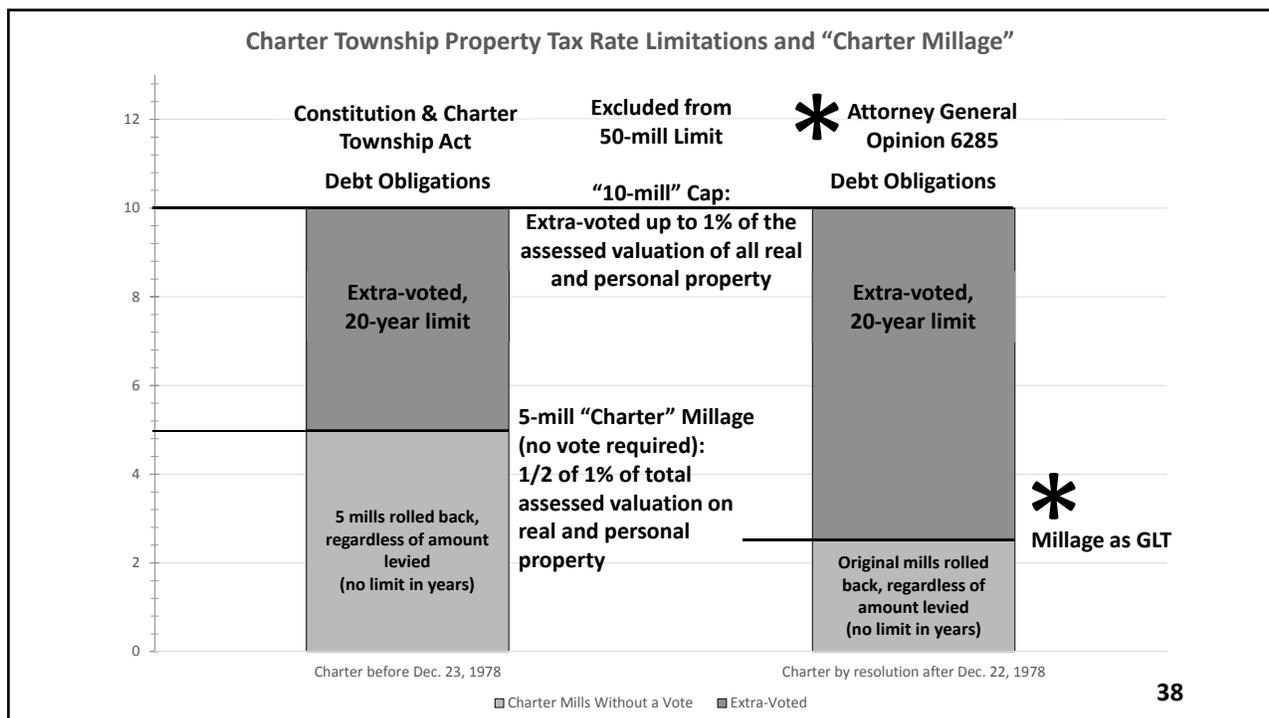
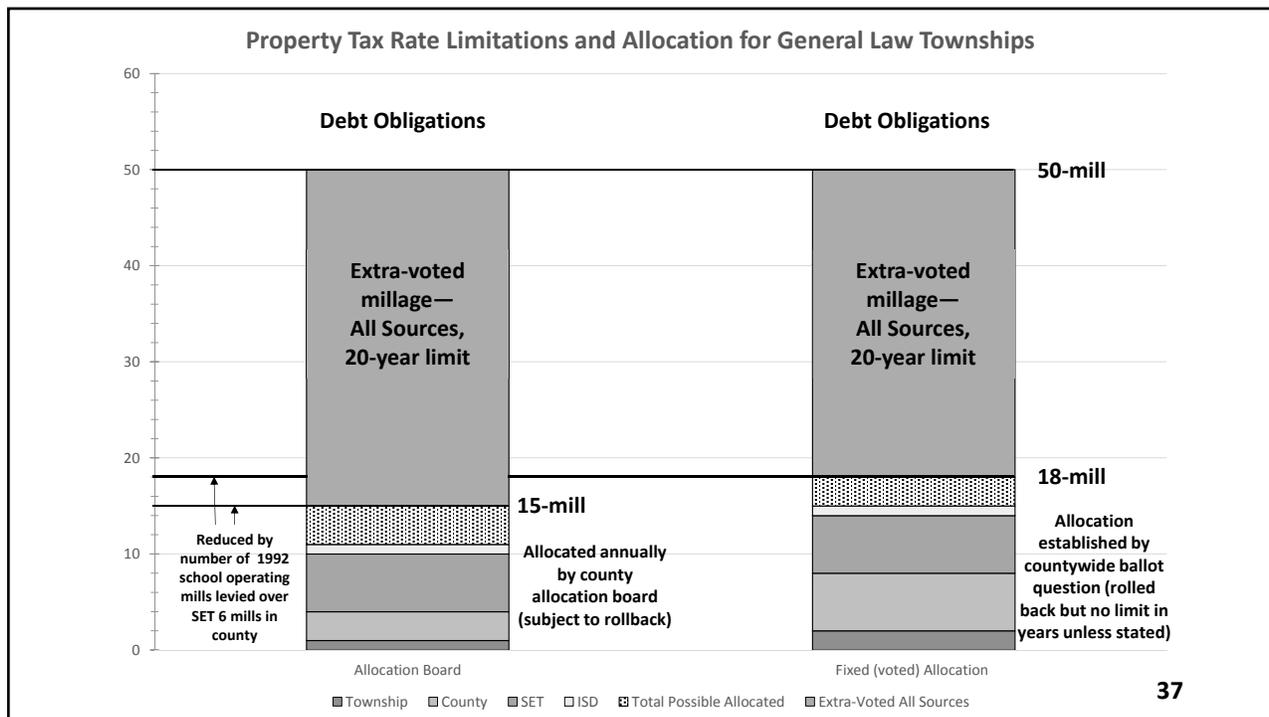
- Judgment levies
- Special assessment bonds
- A tax authorized by law or charter before Dec. 23, 1978 may be levied at the rate authorized by law or charter before Dec. 23, 1978 (even if not actually being levied then) (Article 9, Sec. 31, American Axle)
 - Still subject to 15- or 18-mill tax limitation.

35

Extra-voted Millage: Roads Exception

- A tax authorized by law or charter before Dec. 23, 1978 may be levied at the rate authorized by law or charter before Dec. 23, 1978 (even if not actually being levied then) (Article 9, Sec. 31, American Axle)
- **CONSULT YOUR ATTORNEY FIRST!!!**
 - **MCL 247.670:** Notwithstanding any other provisions of this act the township board of any township may also levy a property tax of not to exceed 3 mills on each dollar of assessed valuation of the township in any year for the maintenance or improvement of county roads within the township or for the widening of state trunk line highways, as aforesaid, without submitting the question to the electors of said township, and pay any sum so raised into the county road fund of the county for the aforesaid purposes pursuant to an agreement with the county road commission... [State Trunkline Highway System Act, Public Act 51 of 1951]

36



Millage Ballot Questions

39

Millage Questions: Art or Science?

Art, Science or Argument* ... ?

- Township Attorney
- Equalization Department Staff
- County Commission
- Voters

*** "Argument" ... You decide!**

1. An exchange of diverging or opposite views, typically a heated or angry one.
2. A reason or set of reasons given with the aim of persuading others that an action or idea is right or wrong.

40

Millage Questions: Legal Counsel Review

Drafting Millage Question Language

- It is a legal document
- There are many statutory variables that may affect your township's specific millage question options, tax limitations, and required legal language
- It has legal consequences
- Could be challenged by county, so...
- **Ballot Question Language needs to be reviewed by township attorney**

41

Millage Proposal Language (Required)

MCL 211.24f: The ballot shall state all of the following:

- a) The **millage rate** to be authorized.
- b) The **estimated amount of revenue** that will be collected in the first year that the millage is authorized and levied.
- c) The **duration** of the millage in years.
- d) A clear statement of the **purpose** for the millage.
- e) A clear statement indicating whether the proposed millage is a **renewal** of a previously authorized millage or the authorization of a new additional millage [**an increase**].

42

Millage Proposal Language (Required)

MCL 211.24f: The ballot shall fully disclose each local unit of government to which the revenue from that millage will be disbursed.

To comply with MCL 211.24f(1), if applicable, add the following language at the asterisk (*) in any of the sample ballot questions:

Where the millage will be disbursed to a specific unit or units, include that unit by name:

- "... of which a portion will be disbursed to the _____ Downtown Development Authority."

Where the millage may be disbursed to multiple units or units under an agreement or contract subject to change, the following broad, additional language could be used as follows:

- "... of which a portion will be disbursed to such other or fewer local units of government as the Township Board determines appropriate."

43

General Law Township Millage

Initial Question for Extra-Voted Millage (Increase)

- Shall _____ Township impose an increase of up to ___ mills (\$___ per \$1,000 of taxable value) in the tax limitations imposed under Article IX, Sec. 6 of the Michigan Constitution and levy it for ___ (*number of years of levy*) years, 20__ through 20__ inclusive, for (*general township operating purposes or insert language identifying specified purpose*), which ___-mills increase will raise an estimated \$_____ in the first year the millage is levied*?

44

Millage Proposal: Renewal (“True”)

- **ALL VOTED MILLAGES ARE INCREASES.**
- The law just allows you to call certain types of millage questions a “renewal.”
- A “true” renewal picks up where the millage left off on the last tax bill before it expired.
- It does NOT go back to the original millage rate.

45

Millage Proposal: Renewal (“True”)

- **Renewal Question for Extra-Voted Millage (Renewal)**
- Shall the expired previous voted increase in the tax limitations imposed under Article IX, Sec. 6 of the Michigan Constitution in _____ Township, of ____ mills (\$__ per \$1,000 of taxable value), reduced to ____ mills (\$__ per \$1,000 of taxable value) by the required millage rollbacks, be renewed at up to ____ mills (*must be the same number as the reduced mills--identical to the rate levied in the immediately preceding year--or a lesser amount*) (\$__ per \$1,000 of taxable value) and levied for ____ (*number of years of levy*) years, 20__ through 20__ inclusive, for (*general township operating purposes or insert language identifying specified purposes*), raising an estimated \$_____ in the first year the millage is levied*.

46

Millage Proposal: Renewal and Increase

Going Back to the Original Amount

- Often referred to as a “Headlee Override”
- A taxing unit that levies millage under this act shall not submit a single question to the electors of the taxing unit requesting both the renewal of voter authorized millage and the authorization of new additional millage **if the additional millage is greater than 0.5 mill. ...**
- So if the additional millage is not greater than 0.5 mill, it may be done in a single question. (MCL 211.24f)

47

Millage Proposal: Renewal and Increase

Renewal and Increase where increase is .5 mills or less

One question may be used and called a “Renewal”:

Shall the expired previous voted increase in the tax limitations imposed under Article IX, Sec. 6 of the Michigan Constitution in _____ Township, of ___ mills (\$__ per \$1,000 of taxable value), reduced to ___ mills (\$__ per \$1,000 of taxable value) by the required millage rollbacks, be renewed at and increased up to the original voted ___ mills (\$__ per \$1,000 of taxable value) and levied for ___ (*number of years of levy*) years, 20__ through 20__ inclusive, for (*general township operating purposes or insert language identifying specified purposes*), raising an estimated \$_____ in the first year the millage is levied*.

48

Millage Proposal: Renewal and Increase

Renewal and Increase where increase is more than .5 mills

Two Questions Required:

- A taxing unit that levies millage under this act **shall not** submit a single question to the electors of the taxing unit requesting both the renewal of voter authorized millage and the authorization of new additional millage **if the additional millage is greater than 0.5 mill.**
- If authorization to levy millage has expired and the taxing unit submits to the electors the authorization of millage greater than the number of expired mills reduced pursuant to the millage reduction in section 34d(11), and if the additional millage is greater than 0.5 mill, the taxing unit shall submit 1 question for authorization of the number of expired mills reduced pursuant to the millage reduction in section 34d(11) and 1 or more additional questions for the authorization of millage in excess of that amount. (MCL 211.24f)

49

Millage Proposal: Renewal and Increase

Increase is over .5 mills (2 questions required):

Renewal

1. Shall the expired previous voted increase in the tax limitations imposed under Article IX, Sec. 6 of the Michigan Constitution in _____ Township, of ____ mills (\$__ per \$1,000 of taxable value), reduced to ____ mills (\$__ per \$1,000 of taxable value) by the required millage rollbacks, be renewed by up to ____ mills (*must be the same number as the reduced mills--identical to the rate levied in the immediately preceding year--or a lesser amount*) (\$__ per \$1,000 of taxable value) and levied for ____ (*number of years of levy*) years, 20__ through 20__ inclusive, for (*general township operating purposes or insert language identifying specified purposes*), raising an estimated \$_____ in the first year the millage is levied*

Increase

2. Shall the expired previous voted increase in the tax limitations imposed under Article IX, Sec. 6 of the Michigan Constitution in _____ Township, of ____ mills (\$__ per \$1,000 of taxable value), reduced to ____ mills (\$__ per \$1,000 of taxable value) by the required millage rollbacks, be increased by up to ____ mills (\$__ per \$1,000 of taxable value) to recover that millage reduction and levied for ____ (*number of years of levy*) years, 20__ through 20__ inclusive, for (*general township operating purposes or insert language identifying specified purposes*), which ____-mills increase will raise an estimated \$_____ in the first year the millage is levied*.

50

Charter Township: Additional “Charter Millage”

To offset the Headlee rollback of “charter millage”--not limited in duration of years

Increase

Shall the authorized charter millage for the Charter Township of _____, established at ___ mills (\$___ per \$1,000 of taxable value) and reduced to ___ mills (\$___ per \$1,000 of taxable value) by the required millage rollbacks, be increased by up to ___ mills (\$___ per \$1,000 taxable value) to the original authorized charter rate to recover that millage reduction, which ___-mills increase will raise an estimated \$_____ in the first year the millage is levied*.

51

Charter Township Extra-Voted Millage

To authorize new, additional millage beyond the “charter millage”

Note: When a charter township goes to the voters for approval of additional millage, the township must identify a purpose in the ballot language—it may be for general operating or a specific purpose (which will restrict that millage to that purpose).

Increase

Shall the Charter Township of _____ impose an increase of up to ___ mills (\$___ per \$1,000 of taxable value) in the charter township tax levy limitation imposed under MCL 42.27 and levy it for ___ (number of years of levy up to 20 years) years, 20__ through 20__ inclusive, for (insert language identifying specified purpose, including general operating), which ___-mills increase will raise an estimated \$_____ in the first year the millage is levied*.

52

5. The Secretary shall work with the Clinton County Clerk or other person who is legally responsible for receiving this resolution and preparing the ballots to have prepared and printed, as provided by law, spate ballots for submitting said propositions, which ballots shall be in substantially the same form shown on the attached form of Official Ballot (Exhibit A), or said propositions shall be stated as separate propositions on the voting machines.

6. The President of the Library Board of Trustees is authorized to make any non-substantive changes to the proposed notices or proposal authorized by this resolution if changes are requested by the Clinton County Clerk or other person of entity authorized by law and said changes comply with the Michigan Election law and are consistent with the law governing district libraries.

7. The Treasurer of the Library Board of Trustees is hereby directed to pay, to the extent required by law, the costs of conducting the election required by this resolution and by law (if any costs apply).

8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are rescinded.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the Secretary of the Board of Trustees of the Bath Township Public Library, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Bath Township Public Library, County of Clinton, State of Michigan, at the regular meeting held May 19, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

Audrey Barton, Secretary

Bath Township Public Library (Michigan)

Bibliotheca Self-Check 500 desktop model kiosk sales proposal with quote

May 12, 2021



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May 12, 2021

Kristina Reynolds, Director
Bath Township Public Library
8100 Allen Rd
Bath, MI 48808

Re: Sales Proposal for self-check model 500

Dear Ms. Reynolds,

Our world as we know it has significantly changed due to the coronavirus, directly affecting how libraries provide services and meet the needs of their patrons. More than ever, shift workers, students, senior citizens and vulnerable individuals all need Bath Township Public Library's (BTPL) resources. They need access to crucial library materials and services. We do not know how long the current pandemic will last, but forward-thinking libraries like Bath Township Public Library are taking action now so they can continue to stay relevant and accessible well into the future.

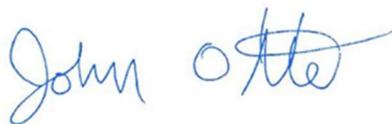
With transitioning to integrate self-service, Bath Township Public Library is in a unique position to expand your community reach. Bath Township Public Library needs a robust self-service solution that is designed for increased staff efficiencies and maximized patron engagement.

We understand that the biggest issue in meeting the needs of your patrons can be funding. Like many libraries, Bath Township Public Library has a commitment to being fiscally responsible. Looking forward, we will build a partnership by Bath Township Public Library taking a consultative approach to this solution and other opportunities, **without sacrificing the value of the patron experience for short-term costs.**

In our proposal response, you will learn more about how the solution we have quoted to align with Bath Township Public Library's mission to providing your patrons with an industry-leading self-service experience to meet their informational, educational and recreational needs.

We look forward to building a strategic partnership with Bath Township Public Library for all its current and future self-service and automation goals.

Sincerely,



John Otte
Bibliotheca Account Manager
j.otte@bibliotheca.com | 678-336-7980 X 304 or mobile 715-220-6183
3169 Holcomb Bridge Road, Norcross, GA 30071

Executive Summary

The goal of the Bath Township Public Library (BTPL) is introduce self-service to increase patron engagement, provide a safe check-out alternative and realize significant productivity gains for staff. Bath Township Public Library wants a cost-effective, turnkey self-service solution.

bibliotheca self-check solutions perform exceptionally well in Bar Code Only environments and fully integrate with our RIFD detection system gates & mobile checkout solutions. We know that 87% of consumers prefer self-service, and more and more prefer to interact with the library like they do when making purchases at Kroger, Meijer or Sam's Club.

BTPL has taken the first step toward providing the best and most efficient library technology, and bibliotheca will be there to help you move into the future by embracing technology to drive patron engagement. Our proposed solution will provide staff more time to attend to their patrons' questions and needs, and save the library significant time and money.

Access your Data. Some vendors make you contact them to get your own data! bibliotheca gives you the tools to gather your own statistics. With our central management web portal, libraryConnect™ devices, your staff can monitor the health of your system and aggregate data from all bibliotheca security gates, selfCheck™ units and automated material handling systems. This allows you to easily perform a system-wide analysis of equipment at all branches (specific library and specific machine). Through archived data, libraries can conveniently create consolidated reports by location or time and make data-driven decisions based on usage trends.

Effective Alerts. With bibliotheca's cloud-based solution, libraryConnect™ devices, real-time monitoring is available in several forms. You can set up email or SMS alerts and notifications for your staff so they can fix problems before your patrons notice that you have one, such as low printer paper, network connection loss and power failure. Other vendors can only provide popup message alerts to staff computers.



Company Background and Experience

bibliotheca is dedicated to the development of library management solutions that help sustain and grow libraries around the world. Our products are designed to provide a welcoming, intuitive and seamless experience for those that use the library, wherever they happen to be – at home, on the move or within the walls of the library itself.

We've worked with libraries for almost 50 years and are proud of the many innovations we've brought to the industry in partnership with cutting-edge, technology-minded customers around the world. We have offices in all major continents and support libraries in more than 70 countries through our dedicated distributors. We partner with more than 30,000 unique libraries, helping them evolve their services and connect with their communities.

By employing a host of degreed librarians and immersing ourselves in library trend conversations, we understand the unique management challenges that today's libraries face. Our innovative solutions help libraries transform perceptions, increase access to collections and spaces, and provide engaging interactions, all with the aim of enhancing the user experience.

From our comprehensive range of library-based digital, RFID, Electromagnetic (EM) Tattle-Tape and hybrid solutions, to our cutting-edge digital eBook and eAudiobook lending service, bibliotheca's goal is to enhance the overall importance of libraries, empowering them to reinvent their services and encourage lifelong learning today and well into the future.

Interconnected Solution. To further align with Bath Township Public Library's strategic plan, our unprecedented single interconnected solution extends beyond self-checkout. It's a solution that provides additional tools that can aid in your multiple project goals. For example, our new cloudLibrary™ modules and integrating the potential of remoteLocker™, etc.

Service and Support

Expert Local Support. bibliotheca has the largest North America-based, in-house remote support team in the industry. Unlike some vendors who use a combination of third-party technicians, like Fujitsu, or an overseas call-center. Many of our customers have worked with their bibliotheca tech for years. Our libraries appreciate the consistency and compliment us on the high-level of confidence that they have in their technicians. Some of our in-house product experts and on-site technicians have worked with these products for more than five years and in some cases are 25-year veterans. We provide a 24/7 hotline and software support hours and live support from 7AM – 6PM CST, Monday – Friday, less holidays.

Bibliotheca has local service support technicians, located in the communities of Taylor, Walker, Allen Park and Buchanan, Michigan.

Partnerships

As the number one technology provider for libraries around the world, we partner with more than 70 vendors that provide different solutions in the library industry. By forming these meaningful relationships, we align our products to work with other systems to make integration as seamless as possible for our customers.



As the preferred choice of more than 30,000 unique libraries globally, bibliothecca is honored to partner with some truly great libraries. Due to the number of libraries with which we have the pleasure of working, we cannot provide a list.

Here are a few customer stories where you can read more about our partner libraries.

- | Sioux Center Public Library, Iowa: *Integrating the Physical and Digital Library Experience with cloudLibrary™ modules:* www.bibliothecca.com/sioux-center-public-library
- | Ventura Public Library, California: *open+ Enables New Branch to Provide Something for Everyone:* www.bibliothecca.com/ventura-public-library
- | San Diego Public Library, California: *Evolving Library Service and Building Relationships:* www.bibliothecca.com/san-diego-public-library

“The bibliothecca staff was phenomenal. Our account manager is so responsive and on top of it. From the top all the way down to the installers, we’ve had such a great experience with everyone. It really made the whole conversion process very, very easy and seamless.”

—Misty Jones, Director, San Diego Public Library

Proposal Solutions

selfCheck™ 500 and 500D desktop

selfCheck™ 500 offers the essential self-service experience to libraries. Powered by our intuitive quickConnect™ self-service software, the selfCheck™ 500 was designed to deliver an engaging patron experience that also promotes your library collection, services and events. It conveniently allows patrons to check-out, check-in, renew, and pay fines.



The best patron experience

Goes beyond the basic borrow, return and account functionality to deliver an engaging experience that links patrons directly to your cloudLibrary™ digital collection.



Flexible scanning options

Quick scanning of physical and digital barcodes allows patrons to easily start the self-service transaction. The scanner can be adjusted to support both RFID and barcode.



Promote your library activities

With integrated library promotions and recommended reads, we allow you to create and share more valuable information with your patrons.



Cashless kiosk saves staff time

Libraries can collect fines and fees through a secure payment system. Patrons conveniently pay fines and fees without staff handling cash.



Surface area frees up patrons

With a side-mounted shelf, patrons can conveniently set other items down, leaving both hands free to complete the self-service transaction.



Easily swap receipt paper

Our simple-to-access front panel allows staff to quickly unlock and replace the receipt roll in seconds, minimizing disruption for patrons.





quickConnect™

Self-service is only convenient if it's easy. Our intuitive self-service software has been designed from the ground up, specifically for library patrons. quickConnect™ delivers an engaging experience for patrons of all ages and abilities – making borrowing and returning library items a breeze.



Designed for everyone

Audible, visual, touch and text features guide patrons easily through the self-service transaction



Quick & convenient workflow

Streamlined workflow requires fewer steps, providing a faster experience for your patrons



Packed with engaging content

Reading recommendations, ratings and library promotions create a more engaging self-service experience



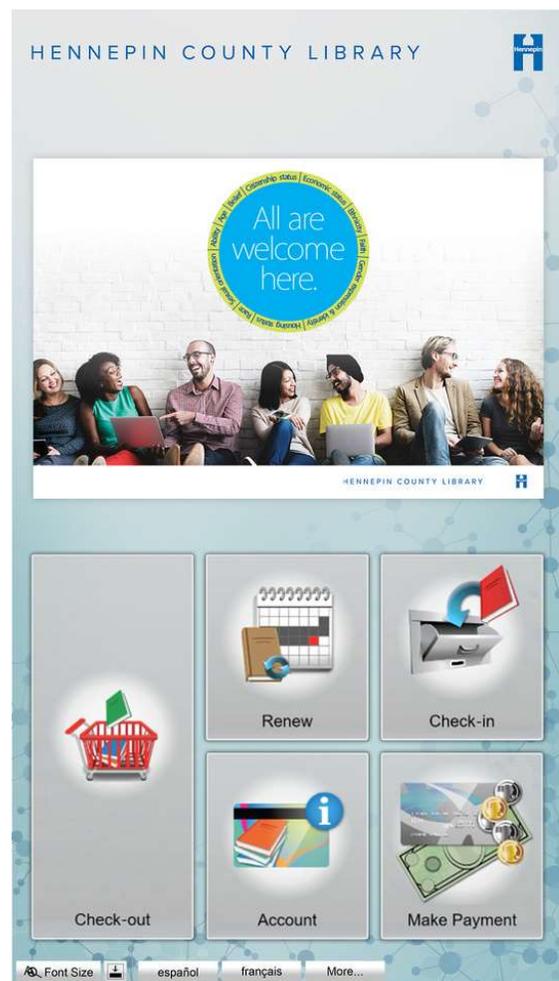
Integrated eContent experience

Seamlessly integrates with cloudLibrary™, NovelList, Syndetics Unbound, Demco Software and many more. The cloudLibrary™ assist app can provide patrons a receipt for physical transactions right on their mobile device.



Easy payment transactions

Clearly guided transactions make it simple and convenient for patrons to pay fines and fees



quickConnect™ system manager

Simple back-end management. Behind the intuitive patron-facing side of quickConnect™ lives an extremely powerful staff management tool that gives you access to a range of information and statistics, while also letting you control features on the front end.



Control your library theme

Choose from dozens of customizable templates and themes to design an experience that reflects your library



Data-driven success

Use powerful reporting tools to monitor your self-service and see how your patrons are interacting with your library promotions



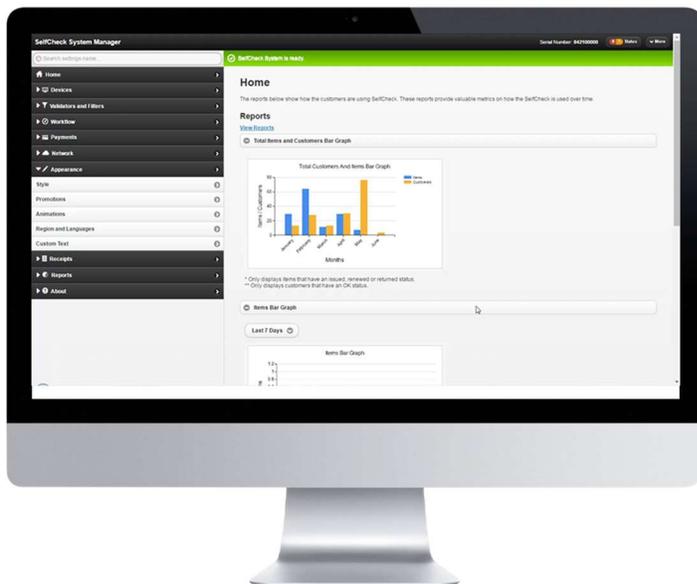
Features at your fingertips

Display available features or choose just the ones that work best for your library



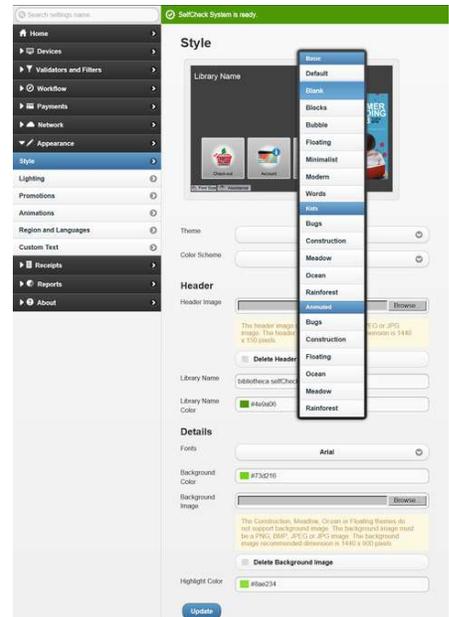
Easy configuration process

Whereas other vendors require customization via HTML, INI files and XML files, System Manager is an intuitive web-based tool that allows library staff to customize just about any feature or functionality of the selfCheck™ quickConnect™ Interface.

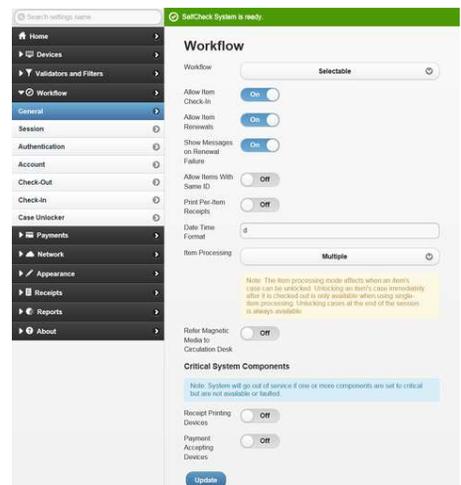


Example screenshots

appearance



workflow



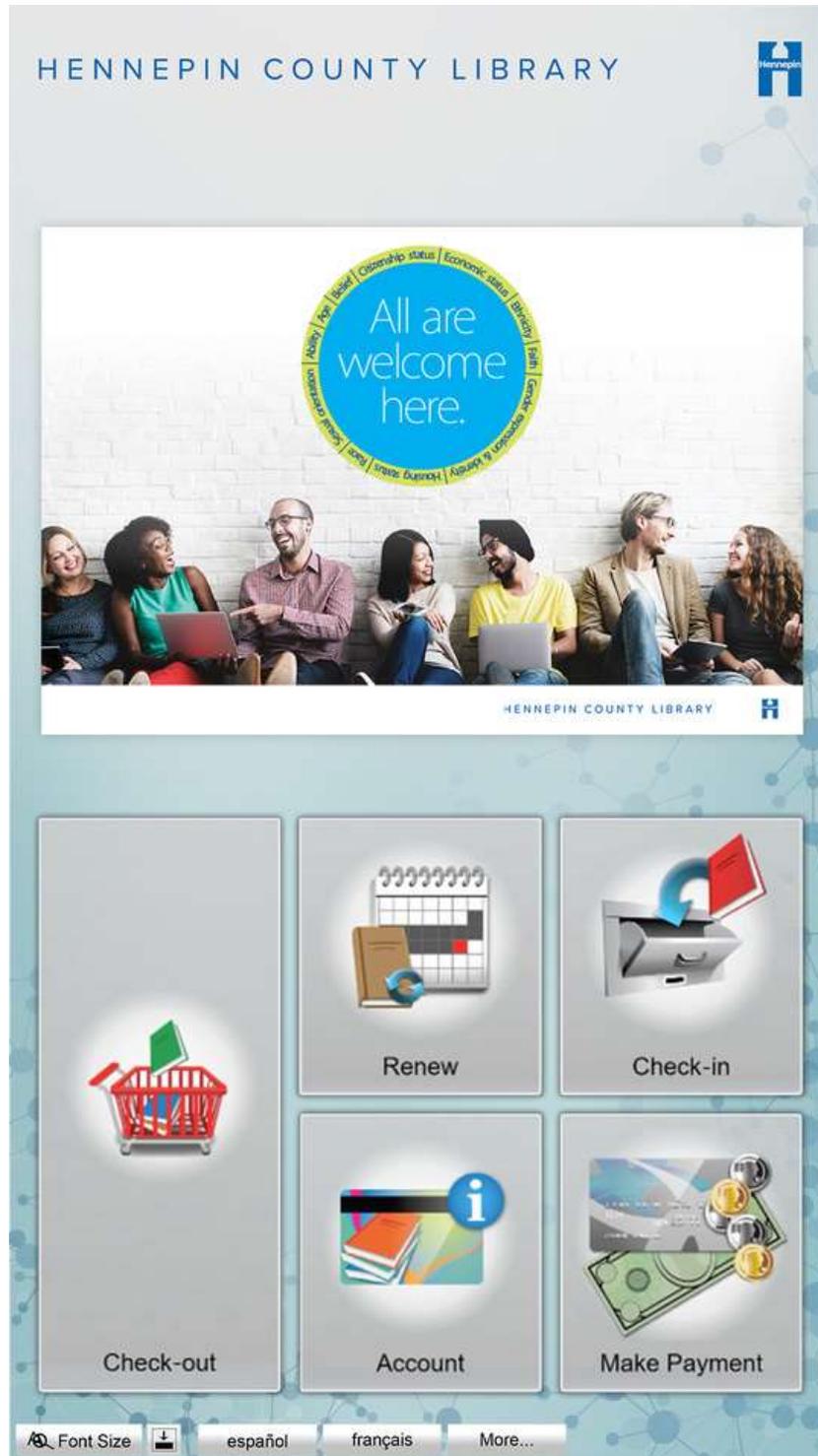
With quickConnect™ system manager, easily customize almost every feature and functionality of the user interface!

Customize header with library logo, or selection of font and color

Enhance your library branding by uploading your own background or choosing from a variety of animated templates (children's room, teen center, and more)

Select from a variety of workflow icons that best fit your patrons needs and provide illustrative step-by-step instructions

Designed with the patron in mind. Patrons can adjust the font size and orientation of the onscreen icons and promotions, and select text-to-speech to best meet their needs



With cloudLibrary™ patrons can check-out eBook and eAudiobook recommendations right at the self-check

Bring awareness to library events and services through scheduled promotional banners

Integration of NoveList and Syndetics Unbound book recommendation subscriptions, Demco Software event subscriptions, and other API event integration

All text and ILS messages are customizable in more than 70 patron selectable languages

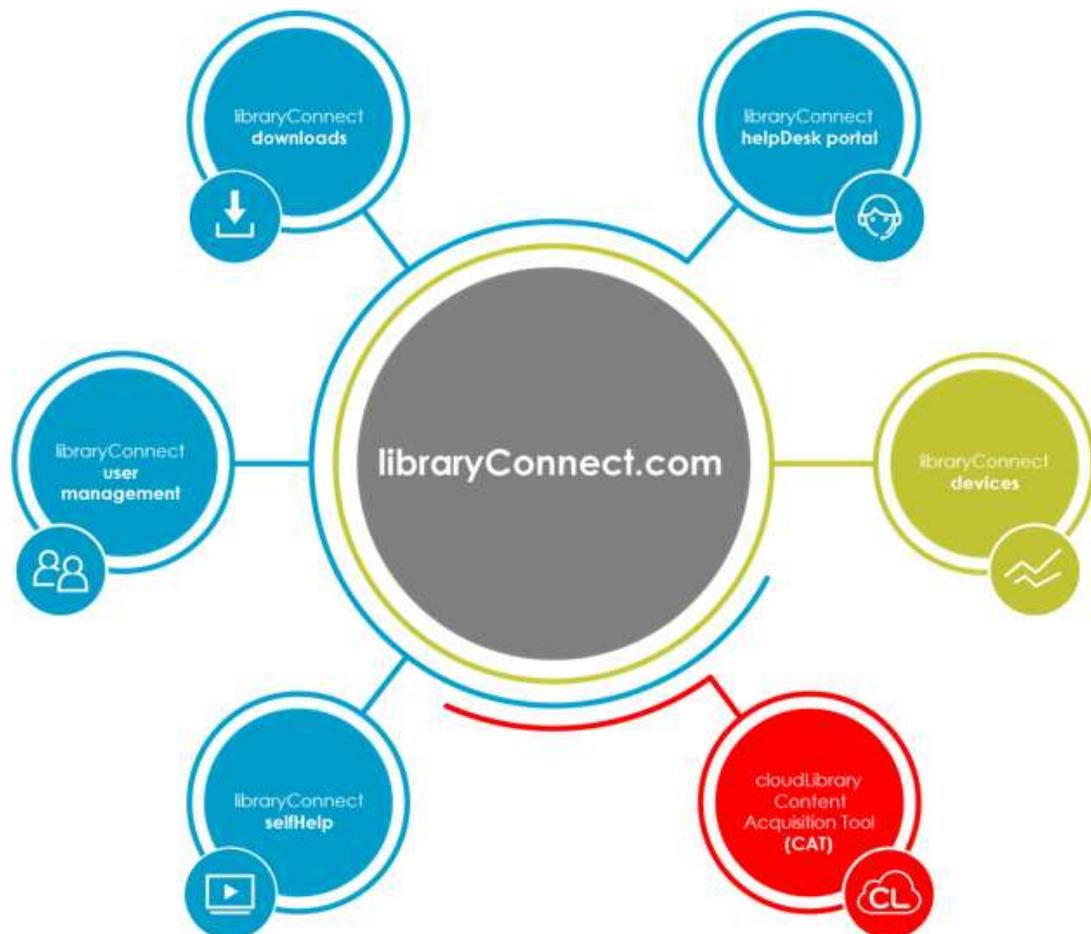
libraryConnect.com

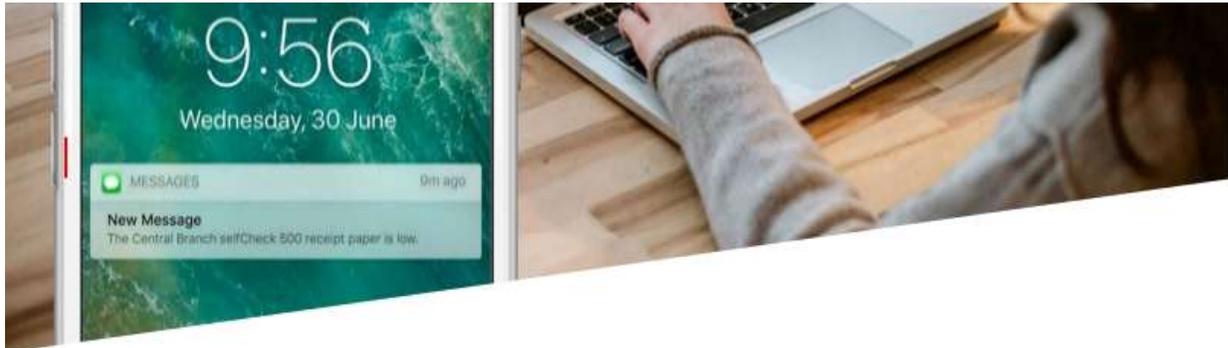
libraryConnect.com is the **hub for all your bibliotheca equipment and services**. This free resource is where libraries can access the **helpDesk** portal, training materials, download user guides and more. Libraries that leverage libraryConnect.com to its fullest potential have more capabilities at their fingertips than ever before.

Examples of how you can use libraryConnect.com

- | [selfHelp](#) tutorial videos
- | [selfHelp](#) user guides
- | access support cases

- Free for all bibliotheca customers
- Requires [cloudLibrary](#) content module
- Requires annual license





libraryConnect™ devices

Everything you need in one place. libraryConnect™ devices lets you see all bibliotheca's interconnected hardware and software solutions in one place. For libraries looking to further streamline their workflow and visibility, an annual subscription to libraryConnect devices provides powerful tools to manage and configure library equipment remotely as well as provide aggregated reports from one central location.



Detailed and robust reporting

Make data-driven decisions that shape library services, strategic initiatives and staffing levels with easy to access reports.



Configure and troubleshoot remotely

Replicate software configurations across multiple devices, branches or an entire system. Using powerful configuration tools, easily apply workflow changes, appearance custom messages and more.



System alerts

Email and SMS messaging ensures that you will always know the status of all connected bibliotheca solutions.



Access online customer support portal

Submit help desk cases and track status.

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