

Bath Township Public Library Board of Trustees

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

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

AGENDA, AUGUST 19, 2020 – 6 P.M.

Topic: Board meeting

Time: Aug 19, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 529 500 1923

Passcode: 951848

One tap mobile

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

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

Dial by your location

+1 646 876 9923 US (New York)

Meeting ID: 529 500 1923 Passcode: 951848

Find your local number: <https://woodlands.zoom.us/j/5295001923?pwd=Vm9kbkd0c4WEZRRGFoWU1YbktQdz09>

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 (checking recording)
7. Financial Report – Treasurer & Director (attachment)
8. Director & Youth Services Reports (attachment)
9. Unfinished Business - Items for Discussion
 - a. Strategic Planning
 - i. The move – lease signed and tentative move date set as 10/1/20.
 - ii. Donor/Fundraising Update – grants, etc.
 - iii. Library Information in surrounding public areas – on hold
 - b. Need for Policies identified by 2019 Audit
 - i. Fraud Risk Management Program (attached FYI)
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion
 - a. Bath Township property potentially being sold to East Lansing (likely to be address when we can get Jack Phillips into the meeting)
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is September 16, 2020, 6 p.m.

Bath Township Public Library, P.O. Box 368, 14033 Webster Road, Bath MI 48808, 517-641-7111

Bath Township Public Library – Meeting Minutes

Wednesday, July 15, 2020 (Remote Meeting via Zoom)

Present: (Board Members) Lynn Bergen, Ken Jensen, Theresa Kidd (arrived late), Sue Garrity, Ryan Fewins-Bliss
(Library Director & staff) Kristie Reynolds

Absent: Shannon Vlasic (excused)

Next Meeting: August 19, 2020 @ 6:00 PM

Regular Business

- a. Meeting called to order at 6:00 PM
- b. Moment of civic reflection.
- c. Ken moved to accept the agenda as presented, Lynn seconded, all in favor.
- d. Public comment on agenda items: none
- e. Disclosure of conflict of interest: none
- f. Lynn moved to accept the minutes as presented, Ken seconded, all in favor.

Financial Report

The financial report looked good except for a couple of terms that were not familiar to Lynn and Kristie explained the terms. Lynn asked for a list of acronyms used by vendors as they would be helpful to her as new Treasurer next term. Kristie explained we are under on spending at 39% of total budget due to the pandemic. Penal fines were also discussed and below what they might have been if not for the pandemic.

Director's & Youth Services Reports (June)

- a. No legal report and no staffing changes were made.
- b. Curbside service began on June 8.
- c. Hours are now M-TH 11-7:00 PM, Friday ???, Saturday 9-12 PM
- d. Summer Reading Program began June 8 with 19 participants on-line, 4 traditional reading logs, and 3 have finished the program. Adults are welcome to join the summer reading program, too.
- e. Community Outreach: Kristie talked with Bath School's Superintendent.
- f. Tech purchases include Lynda.com, a program for patrons to take online courses for free. There are over 2000 courses available; i.e., coding, accounting, business.
- g. Kristie attended several Zoom meetings about reopening libraries. Many of them provided thru Library of Michigan and MLA and MCLS.
- h. Projects: Preparing for move and work on lease. Work on a digital improvement grant for PPE.
- i. Statistics: Wireless use is up from 30 to 90 users. Hoopla is being used by 117 patrons. Libby use (overdrive) is 182. There were 81 reference calls and program attendance totaled 22. Circulation use is 564.

New Business: None

Old Business: All Old Business was tabled.

Closing:

- a. Public Comment: None
- b. Board Comment: None
- c. [redacted] moved to adjourn the meeting, [redacted] 2nd, all in favor.

Meeting adjourned at 6:55 PM

Bath Township Public Library

BUDGET VS. ACTUALS: BUDGET FY 2020 - FY20 P&L

January - December 2020

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income						
4000 Donation	377.70	2,500.00	-2,122.30	2,122.30	15.11 %	84.89 %
4100 Grant Income	1,000.00	5,000.00	-4,000.00	4,000.00	20.00 %	80.00 %
4200 State Aid	9,285.22	4,600.00	4,685.22	-4,685.22	201.85 %	-101.85 %
4300 Tax Revenue	289,652.89	298,000.00	-8,347.11	8,347.11	97.20 %	2.80 %
4500 Penal Fines	47,428.67	60,000.00	-12,571.33	12,571.33	79.05 %	20.95 %
4600 Service Fees	368.71	1,200.00	-831.29	831.29	30.73 %	69.27 %
4700 Interest	76.56	45.00	31.56	-31.56	170.13 %	-70.13 %
4710 Dividend	48.00		48.00	-48.00		
4910 Miscellaneous		200.00	-200.00	200.00		100.00 %
Total Income	\$348,237.75	\$371,545.00	\$ -23,307.25	\$23,307.25	93.73 %	6.27 %
GROSS PROFIT	\$348,237.75	\$371,545.00	\$ -23,307.25	\$23,307.25	93.73 %	6.27 %
Expenses						
6000 Capital Expenses	1,621.67	3,000.00	-1,378.33	1,378.33	54.06 %	45.94 %
6010 Collection Acquisitions	18,052.87	31,450.00	-13,397.13	13,397.13	57.40 %	42.60 %
6020 Library Programming	5,554.07	13,000.00	-7,445.93	7,445.93	42.72 %	57.28 %
6030 Miscellaneous Expense		2,000.00	-2,000.00	2,000.00		100.00 %
6200 Advertising & Marketing	2,916.06	8,150.00	-5,233.94	5,233.94	35.78 %	64.22 %
6310 Contractual Services	17,990.86	33,000.00	-15,009.14	15,009.14	54.52 %	45.48 %
6320 Legal & Professional Services	940.00	7,000.00	-6,060.00	6,060.00	13.43 %	86.57 %
6400 Payroll	75,588.58	144,000.00	-68,411.42	68,411.42	52.49 %	47.51 %
6410 Payroll Taxes/Benefits	10,074.19	19,000.00	-8,925.81	8,925.81	53.02 %	46.98 %
6430 Benefits	9,065.97	16,000.00	-6,934.03	6,934.03	56.66 %	43.34 %
6500 Bank Charges & Fees		250.00	-250.00	250.00		100.00 %
6510 Insurance	525.00	4,000.00	-3,475.00	3,475.00	13.13 %	86.88 %
6540 Membership	5,970.73	8,420.00	-2,449.27	2,449.27	70.91 %	29.09 %
6550 Office Supplies & Software	2,579.04	9,000.00	-6,420.96	6,420.96	28.66 %	71.34 %
6560 Professional Development	1,447.00	4,000.00	-2,553.00	2,553.00	36.18 %	63.83 %
6580 Rent & Lease	6,240.90	11,000.00	-4,759.10	4,759.10	56.74 %	43.26 %
6590 Repairs & Maintenance	1,374.63	10,700.00	-9,325.37	9,325.37	12.85 %	87.15 %
6620 Technology	1,162.50	10,500.00	-9,337.50	9,337.50	11.07 %	88.93 %
6630 Travel	1,757.84	6,000.00	-4,242.16	4,242.16	29.30 %	70.70 %
6640 Utilities & Internet	3,887.51	7,500.00	-3,612.49	3,612.49	51.83 %	48.17 %
Total Expenses	\$166,749.42	\$347,970.00	\$ -181,220.58	\$181,220.58	47.92 %	52.08 %
NET OPERATING INCOME	\$181,488.33	\$23,575.00	\$157,913.33	\$ -157,913.33	769.83 %	-669.83 %
NET INCOME	\$181,488.33	\$23,575.00	\$157,913.33	\$ -157,913.33	769.83 %	-669.83 %

Directors Report

- Legal & Professional
- Staffing
- Scheduling
 - Opened on June 8 for curbside service. Our current hours are 11:00a.m.-7:00p.m. Monday through Thursday and Saturday 9:00a.m.-12:00p.m.
- Upcoming Programs
 - The Summer reading program started Monday, June 8th. We have 19 signed up online and 4 using traditional reading logs. 3 children have already finished the program.
- Community outreach
- Technology
 - Purchased Lynda.com subscription
- Policy
- Continuing Education
 - Attending several zoom meetings about reopening the library
- Projects
 - Working on the move.
 - Starting to pack up the library in preparation for the move
 - Completed the PPE and digital inclusion grant
- Statistics
 - Wireless use: 90
 - Hoopla use: 117
 - Libby use: 182
 - Reference calls: 81
 - Program attendance: 22
 - Circulation: 564

Bath Township Library

FRAUD PREVENTION POLICY

Section I. Overview

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

Section II Policy Statement

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

Section III Fraud Prevention Committee

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

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

Section IV Fraud and Corruption Risk Assessment Reviews

The Committee will conduct fraud and corruption Risk Assessment Reviews to establish the Library’s risk profile and to provide management with information to deal with fraud and corruption in a cost effective way. At a minimum, Risk Assessment Reviews must address both internal and external fraud and corruption risks (i.e. both employee and customer/patron fraud), and the potential for collusion from the dual perspectives of employee-employee and patron-employee. The Review shall also consider the sufficiency of Internal Financial Controls. The Library will conduct Risk Assessment Reviews annually, but more frequently as required. The Committee shall solicit input from all employees and welcome feedback from patrons as it is offered. Following each Review, the Committee shall generate a report which will be kept on file and reviewed prior to the next Review. Any proposed policy change or amendment shall be supported by findings contained in the previous Review.

Section V Internal Financial Control

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

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

Section VI Internal Audits

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

Section VII Reporting Fraud and Corruption

Employees may report matters of fraud or corruption at any time with any member of the Committee. Any report shall be formally recorded in as much detail as appropriate. All matters reported in good faith will be thoroughly investigated using processes outlined in Section 9. Any report which credibly alleges criminal activity shall be reported to the local police at the time it is reported to any Committee member. All reports, regardless of confirmation or whether action is taken, will be considered in the Reviews described by Section 4 and given appropriate weight at the discretion of the Committee.

Section VIII Report Outcomes

The Library will take appropriate disciplinary action against any employee believed to have participated, perpetuated, or covered up fraudulent or corrupt conduct. Any criminal activity by employee or patron will be reported to the police. Noncriminal misconduct may be handled using internal policies or procedures, including but not limited to suspension or complete ban of library access or privileges, and in the case of employees, suspension or termination. Civil action may be pursued to recover any loss of public money or property.

Section IX.A Initial Investigation

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

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

Section IX.B Further Investigation

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

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

Section X Closing Investigations

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

84828:00001:4948585-1