

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, JULY 17, 2024, 6 P.M.

Meeting In Person at BTPL

1. Call to Order.
2. Moment of Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes from April (see agenda packet)
7. Financial Report – Lynn Bergen, Treasurer and Transparent Bookkeeping – (See packet; Lynn OOT and report will be in separate email)
8. Director Report (see agenda packet)
9. Unfinished Business - Items for Discussion
 - a. Options for forming a District Library in the future as identified as a potential goal in our Strategic Plan – ongoing updates
 - b. Hiring a new Director – progress update
 - c. Safety Update – getting quotes
 - d. Department of Labor – Overtime Rule Under FLSA (Fair Labor Standards Act) – Youth Librarian Job Description updated (attached)
 - e. Nepotism Policy
10. Unfinished Business – Items for Action
 - a. Vote on Nepotism Policy
 - b. Clarification of language from January 2023 meeting – Stipend for waiving insurance is for **all** full-time employees – vote to clarify.
11. New Business - Items for Discussion
 - a. Cisco Meraki warranty renewal – proposal attached
12. New Business - Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is August 21, 2024, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, June 12, 2024

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

Absent: none

Public Present: Don Keller

Next meeting: Wednesday July 17, 2024 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:02 pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda, Theresa supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Theresa **motions** to approve the minutes. Lynn supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in June meeting packet. Lynn reports a healthy budget, and she is satisfied with our relationships with Transparent Bookkeeping and MSUFCU. As of May 31st we are 42% of the way through our planned budget, and on track. Ken adds that it would be interested to see the growth of the library's dividends over the last many months, all on one page. Lynn offered this information, and it those interested in a detailed break-down can request this from Nayeli, the interim director. Sue suggests that an annual report for the public may be a nice addition.

Ken **motions** to accept the financial report, Larry supports, all in favor.

III. Director Report

Please see the full Director's Report in June meeting packet.

There's lots of buzz about the Summer Reading Program! BTPL is officially a public cooling center, and Nayeli is looking ahead to how to staff the library properly and provide services during

extreme heat advisories. This may require the library to stay open later into the evening, or for extended hours on weekends. This may require volunteers from the Board, or perhaps the Friends of the Library committee. Larry suggests that there may be grants and funding for this situation. In regards to staffing, the BTPL staff now consists of 8 members. Welcome to the newest addition, Ms. Jeannine Brown! All staff ARE trained in CPR/AED/First Aid (the packet typo suggests otherwise).

Programming at the library in May included CPR training, field trip visits, a recycling event, and lots of help in the community garden from Unity in the Community volunteers! Seeds and plants are available for free, for the entire community. Summer Reading Program preparations took much of the staff's focus, too. Bath Parks and Rec is an official sponsor for the summertime storytime programs in the park. Thank you, Parks and Rec!

Nayeli handled issues with rowdy teen patrons, a computer replacement, the library's HVAC system, and a server in need of replacing. The current server is out of warranty, and must be replaced. Nayeli is exploring the option of moving to a cloud-based system, and expects a quote from Convergence. The board discussed the pros and cons of cloud vs physical server, security of patron information, and look forward to seeing more information on this next month. Lynn reminds us of the importance of knowing when routine cleanings of the HVAC happen throughout the year, so that maintenance happens when it is most needed (like during an extreme cottonwood season). Nayeli also updated how Consumers bills the library, made suggested improvements to the Social Media Policy, procedures regarding the security cameras at BTPL, shifting from Paychex to Capital Group for retirement savings plans, and she continues to take on the many responsibilities of Interim Director.

Youth Librarian Jana Slisher adds that the 1st, 2nd and 3rd grade classes all visited the library on field trips. These students were very enthusiastic about the summer reading program, and were eager to return. Staff also attended the elementary school's field day, which was great fun.

BTPL story time sessions remain popular, however some patrons struggle due to the Webster Rd construction project. New visitors from St. Johns have attended also, as their library is closed for renovations.

IV. Unfinished Business – Items for Discussion

- a. Options for forming a District Library (ongoing) - As identified as a goal in our Strategic Plan, the Board seeks more information about districting. Nayeli met with the new Superintendent, and discussed ways to move forward and work together.
- b. Hiring a New Director (ongoing) - scheduling for five candidates – Sue says the next step is to schedule interviews. The board suggests Friday, July 19th (with Thurs July 18 as the back-up date). Brian Mortimore will assist the Board in informing the candidates and connecting them with Sue.
- c. Safety Update – Funding a new back door emergency exit – There has been no word from State Rep Tsernoglou about funding for this important improvement, which leads Nayeli to think that this will need to be paid with library funds. Nayeli suggests a call for official bids, and assisting Mr. Kesler with moving on this project.
- d. Social Media Policy – this has returned to the Board for review, with requested changes.

- e. Dept. Of Labor Overtime Rule under FLSA – With a new director expected, Sue suggests that making many changes at this moment is not ideal. In the interest of simplicity, the current changes focus on clarifying the Youth Librarian description. This position would stay at the same pay rate but work more hours (with a limit of up to 50 hours weekly, including overtime with approval from the Director). This would require an amendment to the budget. Sue adds that it would be wise to have a professional in this field look at the impacted positions once the new Director is installed. Please see the informational page in the packet, and how various positions at BTPL compare to Michigan libraries servicing similar communities. Nayeli recommends having a lawyer assist with a more complete update, once the new Director is in place.

V. Unfinished Business – Items for Action

- a. Vote on Social Media Policy – Sue **motions** to accept the policy as written, Theresa seconds, all in favor.
- b. Vote on necessary budget issues related to Overtime Rule – Theresa motions to approve, seconded by Larry, all in favor.

VI. New Business - Items for Discussion

- a. Nepotism Policy - Sue brought this forward to the Board in preparation for the upcoming Director interviews, as one candidate is a relative of a current staff member. She also recognizes that Nayeli's relative is a contracted janitorial employee for BTPL, hired by the former Director. In the past, the library has employed other immediate relatives of current employees. The goal here is transparency, and to have policies in place moving forward. Nayeli suggests that approval from the Board (as outlined in the policy in the packet) should include written permission in the employee's file. The Board discussed whether or not their own immediate relatives should be included in this policy. Larry added that a Board member could declare "conflict of interest" and this disclose would be enough. Sue offered to ask Brian Mortimore to weigh in on this matter. Lynn points out that this seems to be a matter of supervision, and that the exemption is helpful.

VII. New Business - Items for Action

- a. Potential vote on Nepotism Policy – to be voted on in July with suggested edits

VIII. Closing

- a. Public Comment: Jana weighs in on the Nepotism Policy, and suggests that it may come across as a serious impediment to current or potential employees. Sue responds that she appreciates everyone's patience throughout the search for a new Director. Jana adds that this may have precluded her daughter from working in the Circ. Dept, in the past. Theresa adds that she is grateful that BTPL has had such a great group of people on staff. Audrey adds that this policy could be seen as an opportunity to discuss these cases and seek solutions.
- b. Board Member Comments: Sue says how much she appreciates everyone's patience in this process. Lynn thanks Nayeli's hard work, keeping us afloat during this phase.

c. Larry **motions** to adjourn the meeting at 7:49. Ken seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)



Bath Township Public Library

Balance Sheet
As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 MSUFCU Checking	179,427.40
1010 MSUFCU Savings	7.56
1020 PayPal	0.00
1030 MSUFCU IMMA - 25	86,124.07
1040 MSUFCU C-1	76,730.09
Total Bank Accounts	\$342,289.12
Accounts Receivable	
1200 Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1400 prepaid expenditures	6,018.23
1500 Uncategorized Asset	0.00
1550 American Trust - 401K	36,959.59
Undeposited Funds	852.28
Total Other Current Assets	\$43,830.10
Total Current Assets	\$386,119.22
TOTAL ASSETS	\$386,119.22
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	1,882.17
Total Accounts Payable	\$1,882.17
Other Current Liabilities	
2100 Accrued Payroll and Taxes	
2110 Accrued Wages payable	0.00
2120 Accrued Payroll taxes payable	0.00
2130 Accrued Paid Leave	7,724.67
Total 2100 Accrued Payroll and Taxes	7,724.67
2300 Unavailable Revenue	0.00
Direct Deposit Payable	0.00
Michigan Department of Treasury Payable	0.00
Payroll Liabilities	
401K	338.12
Federal Taxes (941/943/944)	1,170.50
MI Income Tax	1,666.11
MI Local Tax	29.26
MI Unemployment Tax	133.18



Bath Township Public Library

Balance Sheet
As of June 30, 2024

	TOTAL
Total Payroll Liabilities	3,337.17
Total Other Current Liabilities	\$11,061.84
Total Current Liabilities	\$12,944.01
Total Liabilities	\$12,944.01
Equity	
3000 Opening Balance Equity.	34,851.34
3500 Retained Earnings	200,816.11
Net Revenue	137,507.76
Total Equity	\$373,175.21
TOTAL LIABILITIES AND EQUITY	\$386,119.22

Note

NOTE 1: Account #1550 American Trust - 401K has been added to the balance sheet. This is the employee retirement fund, where we can track the balance, interest and expenses for managing the account. The \$34,851.34 is the amount provided by PayChex that is in a blackout period until later this month; then then account will be fully funded and reconciled each month.

-Transparent Bookkeeping



Bath Township Public Library

Profit and Loss

June 2024

	TOTAL
Revenue	
4000 Donation	108.75
4010 Restricted Donations	658.00
Total 4000 Donation	766.75
4420 Programming Income	100.00
4600 Service Fees	104.90
4630 Book / Media Replacement	49.95
4710 Dividend	633.30
Total Revenue	\$1,654.90
GROSS PROFIT	\$1,654.90
Expenditures	
6000 Capital Expenses	750.72
6010 Collection Acquisitions	1,153.59
6010-1 Paper, Streaming & Subscription Services	873.09
Total 6010 Collection Acquisitions	2,026.68
6020 Library Programming	554.84
6030 Miscellaneous Expense	5.00
6050 Grant Expenses	498.18
6200 Advertising & Marketing	205.50
6310 Contractual Services	1,895.40
6320 Legal & Professional Services	563.50
6400 Payroll	15,133.87
6410 Payroll Taxes (Employer)	1,107.05
6420 Employer Retirement Contribution	238.94
6430 Benefits (Employer Health Insurance)	896.92
Total 6400 Payroll	17,376.78
6500 Bank Charges & Fees	3.38
6510 Insurance	291.58
6530 Meals	25.39
6540 Membership	175.00
6550 Office Supplies & Software	1,048.09
6560 Professional Development	295.00
6580 Rent & Lease	3,823.00
6590 Repairs & Maintenance	834.52
6620 Technology	1,195.00
6630 Travel	48.05
6640 Utilities & Internet	950.75
Total Expenditures	\$32,566.36
NET OPERATING REVENUE	\$ -30,911.46
NET REVENUE	\$ -30,911.46



Bath Township Public Library

FY 2024 Budget vs. Actuals Year to Date

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Donation	325.98	2,000.00	-1,674.02	16.30 %
4010 Restricted Donations	1,092.85		1,092.85	
Total 4000 Donation	1,418.83	2,000.00	-581.17	70.94 %
4100 Grant Income		2,000.00	-2,000.00	
4200 State Aid	6,692.22	13,400.00	-6,707.78	49.94 %
4300 Tax Revenue	350,262.17	362,800.00	-12,537.83	96.54 %
4400 Sales	0.05		0.05	
4420 Programming Income	180.00		180.00	
4500 Penal Fines		45,000.00	-45,000.00	
4600 Service Fees	636.50	1,500.00	-863.50	42.43 %
4610 Reimbursable Expense Income	22.00		22.00	
4630 Book / Media Replacement	504.33		504.33	
4700 Interest		50.00	-50.00	
4710 Dividend	3,914.28	250.00	3,664.28	1,565.71 %
4712 Refunds	-1.00		-1.00	
Total Revenue	\$363,629.38	\$427,000.00	\$ -63,370.62	85.16 %
GROSS PROFIT	\$363,629.38	\$427,000.00	\$ -63,370.62	85.16 %
Expenditures				
6000 Capital Expenses	891.67	5,000.00	-4,108.33	17.83 %
6010 Collection Acquisitions	12,702.07	30,200.00	-17,497.93	42.06 %
6010-1 Paper, Streaming & Subscription Services	2,869.25		2,869.25	
Total 6010 Collection Acquisitions	15,571.32	30,200.00	-14,628.68	51.56 %
6020 Library Programming	5,027.09	7,000.00	-1,972.91	71.82 %
6030 Miscellaneous Expense	5.00		5.00	
6050 Grant Expenses	498.18		498.18	
6060 Restricted Donation Expenses	142.00		142.00	
6070 Reimbursable Expenses	22.00		22.00	
6200 Advertising & Marketing	977.18	4,000.00	-3,022.82	24.43 %
6310 Contractual Services	37,301.61	38,110.00	-808.39	97.88 %
6320 Legal & Professional Services	1,878.00	9,000.00	-7,122.00	20.87 %
6400 Payroll	107,157.15	195,100.00	-87,942.85	54.92 %
6410 Payroll Taxes (Employer)	8,002.04	15,510.00	-7,507.96	51.59 %
6420 Employer Retirement Contribution	2,057.74	4,500.00	-2,442.26	45.73 %
6430 Benefits (Employer Health Insurance)	5,381.52	14,800.00	-9,418.48	36.36 %
Total 6400 Payroll	122,598.45	229,910.00	-107,311.55	53.32 %
6500 Bank Charges & Fees	19.91	200.00	-180.09	9.96 %
6510 Insurance	1,868.25	3,700.00	-1,831.75	50.49 %
6530 Meals	88.53	1,000.00	-911.47	8.85 %
6540 Membership	4,307.11	7,700.00	-3,392.89	55.94 %



Bath Township Public Library

FY 2024 Budget vs. Actuals Year to Date

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6550 Office Supplies & Software	4,556.56	7,000.00	-2,443.44	65.09 %
6560 Professional Development	1,419.00	1,000.00	419.00	141.90 %
6580 Rent & Lease	26,761.00	45,900.00	-19,139.00	58.30 %
6590 Repairs & Maintenance	5,406.34	9,100.00	-3,693.66	59.41 %
6620 Technology	1,195.00	9,500.00	-8,305.00	12.58 %
6630 Travel	907.31	3,000.00	-2,092.69	30.24 %
6640 Utilities & Internet	5,244.53	14,100.00	-8,855.47	37.20 %
7000 Cash Over/Short	-12.05		-12.05	
Payroll Expenses				
Wages	0.00		0.00	
Total Payroll Expenses	0.00		0.00	
Total Expenditures	\$236,673.99	\$425,420.00	\$ -188,746.01	55.63 %
NET OPERATING REVENUE	\$126,955.39	\$1,580.00	\$125,375.39	8,035.15 %
Other Revenue				
8000 Investment - Purchase & Sale of stocks	771.14		771.14	
Investment Interest	1,337.11		1,337.11	
Total Other Revenue	\$2,108.25	\$0.00	\$2,108.25	0.00%
Other Expenditures				
9000 Reconciliation Discrepancies	-168.15		-168.15	
Total Other Expenditures	\$ -168.15	\$0.00	\$ -168.15	0.00%
NET OTHER REVENUE	\$2,276.40	\$0.00	\$2,276.40	0.00%
NET REVENUE	\$129,231.79	\$1,580.00	\$127,651.79	8,179.23 %

Note

NOTE: The numbers on this profit and loss do not match the previous report because the dates are different. The previous P&L stops at June 30 and this report calculates income and expenses through July 10. This is because the period for this report is through December to ensure the board can see the full amount budgeted for each account and the percentages for the year.

Directors Report June 2024

- Legal & Professional
 - Nayeli went to ALA in San Diego

- Staffing
 - Interview for interim directors will start in July.
 - We are fully staffed.
 - Working on having a post for the Circulation teen specialist by the end of July.

- Scheduling
 - Summer reading schedule is still going.
 - Vacation time is all covered.
 - Closed June 19th for Juneteenth

- Programs
 - Summer reading is going great.
 - We did see a drop in attendance at activities. We think it's based on the construction on the streets.
 - Author Visit
 - Amazing 26 adults and 2 teens.
 - We got donations for her books. A total of 10 books were purchased.
 - A few left so we will use them as prizes.
 - Weekly crafts to go in person have been great and super fun.

- Community outreach
 - Jana is visiting local preschools once a month for Storytime.
 - Summer solstice was canceled.
 - Senior center was canceled this month.
 - Started doing Storytime at the park 9(see youth report)
 - The bike rack is fixed and working.

- Technology
 - New laptop purchased with an HDMI port.
 - None of our current laptops have an HDMI port. We had presenters leave and come back because we didn't have a laptop with an HDMI port.
 - Meraki renewal of warranty proposal by Convergence
 - See email and proposal.
 - Waiting to see the price for 3- and 5-year extensions to bypass the year-to-year warranty.
 - Azure migration quote has been delayed for another month. This is the server quote. Convergence had a few staff changes, and they are behind.

- Waiting for Convergence to have an appointment come in to help with old computers going into the broken area.
-
- Policy
 - * Health Benefits
 - Jana is choosing to opt out of benefits.
 - Based on the previous board meeting (January 2023) Jana would qualify for a 100-dollar stipend for opting out of health insurance. The stipends would start from the end of coverage which will be 07/12/2024.
 - Currently pay \$493.82 for Jana's health benefits.
 - 401K
 - Federal change at the beginning of the year. Long-term part-time employees (LTPTE) now qualify if they work 500 hours for two consecutive years.
 - The law states that the library does not need to match contributions from LTPTE, we do need to offer the opportunity for the employees to invest in their retirement.
 - Any employee who qualifies will be notified and allowed to invest from their paychecks with American Funds.
 - We have moved to American funds as our provider for our 401K.
 - Waggoner Financial is still our financial advisor for our 401k.
 - They are also our agent of record for the BCBC network.
 - Changes to our Handbook
 - See attachment (made the writing BOLD and highlighted what I changed and added)
 - Changes to Janas's job description
 - See attachment.
 - The start date of the new job description was June 2024
- Continuing Education
- Projects
 - Camera Policy
 - We were able to mute the cameras now. The interim director will be one to have access to them until the policy is finished.
 - We want the Michigan official state flag in the front entrance with our USA flag.
 - Bath Coalition will have to wait till after the summer reading.
 - Scheduling a day after summer reading to paint the community room with volunteers.
- Comments
 - We got charged for fixing the AC.
 - Cooling center
 - The National Weather Service (NWS) issues heat advisories and warnings when the heat index* is expected to rise to a dangerous level. • An NWS

heat advisory is issued in Michigan when the heat index value is expected to exceed 100°F for three consecutive hours, which can be extended into the night if low temperatures are in the 70s or higher. 2 • An NWS heat advisory may be issued for lower criteria if it is early in the season or during a multi-day heat wave. 2 (See attachment)

○

- Statistics

June	2023	2024
Visit	1627	1499
Circulation	2336	2106
Computer Use	99	69
Wireless use	218	172
Hoopla	158	215
Kanopy	9	59
Overdrive	383	473
New Cards	47	36
Other Event Attendance	74	
Virtual Program Attendance	1440	2269
Story Time Attendance	187	234
Passive Program Attendance	222	191
Outreach	713	45
Summer Reading Program	630	660
Summer Reading Sign-up		344
Reference Calls	140	147
Volunteer		43.30

Youth Services Librarian Job Description

Description: Under the supervision of the library director the youth service librarian plans and conducts the children's programs for birth through teen. They are responsible for maintaining the children and teen collection. They oversee ordering supplies and materials for the children's area. This position does require nights and weekends. The person in this position will work 40 hours a week. This position is a non-exempt salary position.

Responsibilities:

- Plans and executes programming for the youth of the community.
- Select materials for the children's area and the young adult room.
- Promotes and publicizes library events and programs.
- Considerable knowledge of Microsoft Office programs and Internet use
- Possesses an understanding of early childhood development.
- Able to work with problem situations.
- Works well with parents, teachers, and staff
- Coordinates with community groups, daycare centers, and local school systems
- Organizational skills
- Conducts outreach.
- Performs other duties as assigned by the director.
- Assume responsibility for the library when the director is gone on vacation.

Knowledge, skills, and abilities:

- High School diploma
- Experience working with children.
- Working knowledge of library principles and practices
- Protects patron and staff privacy.
- Understands computers.
- Works in a pleasant and cooperative manner
- Works independently and takes the initiative to complete duties.
- Enjoys using library materials.
- Ability to follow written and oral instructions.
- Ability to maintain accurate files and records that will require typing.
- Must be accurate with mathematical computations, such as counting money and making changes.
- Sort and file alphabetically.
- Lift 50 pounds

Salary:

Wages are based on experience.

Full-time position with a salary wage of 40 work week

Benefits:

Benefits include opting in or out of health insurance, PTO, paid holidays, and limited overtime hours.

HEAT AWARENESS AND SAFETY

MICHIGAN



This fact sheet explains some of the health risks associated with extreme heat. Read on for more information about heat-related illness and how you can protect yourself and your family when it is hot outside.

Health Risks

When the body's temperature rises and cannot be cooled by sweating during extreme heat, **heat-related illness** (HRI) or even death can happen. Death rates in many cities increase during heat waves, and not just due to heat strokes and related conditions.¹ Heat waves have also been linked with increased hospital admissions for cardiovascular, kidney, and respiratory disorders.¹

Who is most at-risk for HRI?

- People with chronic conditions (e.g., diabetes, cardiovascular disease, and respiratory disease)
- Outdoor workers
- Low-income individuals and families
- Adults over 65 years of age
- Infants and children
- Athletes

How Can I Protect Myself?

Stay **Cool**



- Find somewhere with air-conditioning.
- Do not rely on a fan to keep you cool.
- Avoid direct sunlight.

- Take cool showers or baths.
- Wear lightweight, light-colored clothing.

Stay **Hydrated**



- Drink more water than usual.
- Avoid alcohol or liquids containing high amounts of sugar.

- Don't wait until you're thirsty to drink more fluids.
- Remind others to drink enough water.

Stay Informed



The **National Weather Service (NWS)** issues [heat advisories and warnings](#) when the heat index* is expected to rise to a dangerous level.

- An NWS heat advisory is issued in Michigan when the heat index value is expected to exceed 100°F for three consecutive hours, which can be extended into the night if low temperatures are in the 70s or higher.²
- An NWS heat advisory may be issued for lower criteria if it is early in the season or during a multi-day heat wave.²

*The heat index measures how hot it feels as a result of the combined effects of relative humidity and the actual air temperature.

Get alerts!

- Sign up for your local Emergency Notification System such as CodeRed for weather warnings.
- Pay attention to weather reports when it is hot or if a heat emergency is declared.
- Many weather phone apps also provide NWS heat alert information.

Explore Michigan data!

- Visit the [MiTracking Program site](#) and select the “**Go to the data**” button for Michigan data on HRI and extreme heat.
 - **For HRI data**, select the “Health” category and “Heat illness” content area.
 - **For extreme heat data**, select the “Environment” category, “Climate change” content area, and “Extreme heat (historical data)” indicator.
- Visit the [Michigan Climate and Health Adaptation Program \(MICHAP\)](#) to find more about how extreme heat and other climate effects can impact human health.

Additional Tips for Most-at Risk Groups

For people with chronic medical conditions:

- Talk with your primary care provider about how you should monitor and protect yourself during extreme heat.

For outdoor workers:

- Drink plenty of water.
- Wear and reapply sunscreen as indicated on the package.
- Ask if tasks can be scheduled for earlier or later in the day to avoid midday heat.
- If possible, work shorter shifts until your body has gotten used to the heat and take frequent breaks to rest and cool down.
- Download the OSHA-NIOSH Heat Safety Tool app:
<https://www.cdc.gov/niosh/topics/heatstress/heatapp.html>

For people without air conditioning:

- Use a buddy system - check on a friend or neighbor and have someone do the same for you.
- Contact [Low Income Home Energy Assistance Program \(LIHEAP\)](#) for help.
- **Text/call Michigan 211** or contact your local health department to locate a cooling center (e.g. public library) and air conditioned shelters in your area.
- Spend some time at a shopping mall or other public buildings - even a few hours spent in air conditioning can help.

Children in Cars

It only takes **two minutes** for a car to reach unsafe temperatures. Every year children left in parked vehicles die from hyperthermia, which occurs when the body absorbs more heat than it can handle.³

- Never leave your child, disabled person, or pet in your car, even if the windows are open.³
- Dress infants and children in loose, lightweight, light-colored clothing.

Other Resources

- Visit the Centers for Disease Control and Prevention (CDC)'s [Warning Signs and Symptoms of Heat-Related Illness](#).
- Visit the CDC's [Protecting Vulnerable Groups from Extreme Heat](#).
- Visit the CDC's [Tips for preventing heat-related illness](#).
- Visit the National Oceanic Atmospheric Administration's [Keep your pets cool](#).

References

1. CDC, National Center for Environmental Health. 2019. *Climate Effects on Health: Temperature Extremes*. Retrieved March 19, 2020, from [cdc.gov/climateandhealth/effects/temperature_extremes.htm](https://www.cdc.gov/climateandhealth/effects/temperature_extremes.htm)
2. National Weather Service. *Heat Awareness*. Retrieved March 19, 2020, from [weather.gov/dtx/heataware2](https://www.weather.gov/dtx/heataware2)
3. National Weather Service. *Children, Pets, and Vehicles*. Retrieved March 19, 2020, from [weather.gov/safety/heat-children-pets](https://www.weather.gov/safety/heat-children-pets)

This report was prepared by the [Michigan Climate and Health Adaptation Program](#) and [MiTracking Program](#), Michigan Department of Health and Human Services, July 2020.



Bath Township Public Library

Meraki Subscription Warranty Renewal

www.convergencenetworks.com

Renewal	Price	Qty	Ext. Price
1 Year Meraki MR Enterprise Renewal Meraki MR Enterprise License, 1 Year <ul style="list-style-type: none"> • S/N: Q2PD-XQHV-T988 (AP1) • S/N: Q2PD-YHK6-SBDT (AP2) • S/N: Q2PD-YJ2U-NYBQ (AP3) • S/N: Q2PD-CC9T-R64L (AP4) New Expiration will be: 9.10.2025	\$200.70	4	\$802.80
1 Year Meraki MS120-48LP Warranty Renewal Meraki Enterprise Security License and Support for MS120-48LP, 1 year <ul style="list-style-type: none"> • S/N: Q2GX-C525-2B78 New Expiration will be: 9.10.2025	\$259.91	1	\$259.91
1 Year Meraki MS220 Warranty Renewal Meraki Enterprise Security License and Support for MS220, cotermin S/N: Z2E3-NBWF-WRXF New Expiration will be: 9.10.2025	\$82.29	1	\$82.29
1 Year Meraki MX64 Warranty Renewal Meraki Enterprise Security License and Support for MX64, 1 year S/N: Q2KN-L2VW-3E79 New Expiration will be:	\$294.03	1	\$294.03
Subtotal:			\$1,439.03

Meraki Subscription Warranty Renewal

Prepared by:
Convergence Networks

Nick McNulty
nmcnulty@cnwi.net

Prepared for:
Bath Township Public Library

14051 webster rd
Bath Township, MI 48808
Joana Bancroft
(517) 641-7111
Jbancroft@bathtownshippubliclibrary.org

Quote Information:
016500

Version: 1
Delivery Date: 07/03/2024
Expiration Date: 07/31/2024

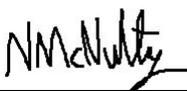
Quote Summary		Amount
Renewal		\$1,439.03
	Subtotal:	\$1,439.03
	Estimated Tax:	\$68.70
	Total:	\$1,507.73

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

- Approved quotes will require a 50% down payment if the total of non-recurring line items (product and/or labor) is greater than \$10,000.
- Buyer will be invoiced monthly for work performed and products delivered once the initial deposit is exhausted.

Convergence Networks, Inc (CNWI) does not collect tax on product or services outside of CA, WA, MI, HI or Canada. It is the responsibility of the Buyer to calculate and remit any applicable sales tax and/or other amounts due in connection with any transaction conducted through CNWI. For all product direct shipped from our vendors, CNWI expressly reserves the right to separately invoice Buyer for all applicable taxes, fees, and charges.

Convergence Networks

Signature: 
Name: Nick McNulty
Title: Inside Sales Representative
Date: 07/03/2024

Bath Township Public Library

Signature: _____
Name: Joana Bancroft
Date: _____

Authorization Terms

I/we, the undersigned, hereby agree that the aforementioned tasks satisfactorily constitute the desired implementation. Additional tasks beyond the scope of the project; parts requiring replacement; OR additional labour resulting from complications due to third parties; OR any unforeseen circumstances exclusive to the aforementioned are separately billable entities at the discretion of Convergence Networks and with full explanation to the client.

Furthermore, I/we recognize that Convergence Networks and its representatives will strive to the utmost to minimize downtime and inconvenience to myself and my users. However, due to the extensive nature of the implementation, unforeseen circumstances may present unavoidable downtime.

If off-hours labour is involved in the implementation, I/we recognize that unforeseen downtime will be minimal but possible; And in the event it should occur, the client will be given priority response.

In no event shall Convergence Networks be held liable for indirect, special, incidental or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment or other costs.

If the Client wishes to cancel or place the project on hold prior to completion, 2 weeks' notice is required in writing. All scheduled work during the notice period, effort to close-out the project, as well as hardware/licenses will be charged. A flat fee of \$1,000 for project restart will be charged. A hold is defined as a period of no scheduled work greater than 60 days.

Convergence Networks and its representatives may require access to passwords, e-mail accounts, and potentially privileged information. I/we willingly release this information as necessary, provided that Convergence Networks and its representatives abide by the strictest terms of non-disclosure. Should I/we wish to draft a confidentiality agreement, Convergence Networks will willingly endorse such a contract.

Finally, I/we agree to remit payment in the following manner:

- Monthly progress billing for work performed and products delivered each month
- A 50% down payment if the total non-recurring line items (product and/or labor) are greater than \$10,000. The down payment will be applied to all monthly progress bills until the deposit is exhausted.

June Youth Report

The summer seems to be flying by. Our big event for June was our Summer Kickoff Party and it was a huge success with over 500 people in attendance. The library received a lot of praise from the community and multiple groups reached out and asked to be involved next year. We are incredibly thankful to the Friends and also Michigan Education Trust for sponsoring the bouncy house and the balloon twister.

I mentioned in my May report that I thought that this would be our most successful summer reading program yet. That was before I knew that Webster Road was going to be closed for three weeks. Construction has definitely affected attendance at several of our summer programs. Our storytimes have continued to be well attended, though, even if sometimes people come in a bit late. The Read & Play at Wiswasser Park has been extremely popular this summer. We added a second session this year so we have a storytime at 8:30am and then repeat it at 10am. The last Read & Play in June had over 60 people between the two sessions.

I have also been attending the storytimes in the park in St. John's on Tuesdays and it has been great to continue to build the connections with Clinton County Resa and Briggs Library. It has allowed me to build relationships with more families that live in the St. John's and Bath area and I have now seen several of those families at our library's programs.

As far as the at home portion of the summer reading program, we currently have 162 kids and 39 teens signed up. This is the most teen participation that we have had in one of our summer reading programs, which is really exciting. I think that this reflects on the number of kids coming to the library during the school year and also having kids growing up with a library in their community.

On June 10th we had a special evening storytime, *H is for Home*, with 20 people in attendance. For this program we followed the Scholastic Engaging Families in Children's Literacy Development Workshops. These materials were provided for free through a grant from the Michigan Department of Education. These workshops were designed to teach parents how to build early literacy at home. Patrons in attendance listened to stories, sang songs, danced, and then participated in a number of activities designed to help little ones develop the six essential skills for early literacy. Everyone also got to take home a number of free books, handouts, and other items provided through the grant. We are hosting *B is for Bath and Bedtime* in July and *K is for Kitchen* in August.