

Bath Township Public Library Board of Trustees

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

Theresa Kidd, Vice President
Shannon Vlasic, Secretary
Ken Jensen

AGENDA, NOVEMBER 6, 2018 – 6 P.M.

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
7. Financial Report – Treasurer
8. Director's Report – (attached with breakout below)
9. Unfinished Business
 - a. Budget (attached)
 - b. Benefits Package (attached)
 - c. Policy Manual (attached)
 - d. Employee Manual (attached)
 - e. Appendix (attached – not 100% finished)
 - f. Staffing Update – added Christine Gibson as clerk
 - g. Quote for new staff PC (see attachment) – how many to replace?
 - h. Items for Action (need a vote)
10. New Business
 - a. Items for Discussion
 - i. Annual vote for officers
 - ii. Strategic Planning Workshop
 - b. Items for Action
 - i. Vote for officers
11. Public Comment – Limited to 3 minutes
12. Board Member Comments
13. Adjournment

Reminder: Board Photos Will Be Taken at This Meeting

Bath Township Public Library
Meeting Minutes

Tuesday, October 2, 2018; meeting called to order at 6:07pm

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlasic, Theresa Kidd, Ryan Fewins-Bliss
(Library Director & staff) Kristie Reynolds, Carrie Frazer, Casie
Perry, Derek Barth

Next meeting: Special Budget Workshop: Tuesday October 16, 2018 @ 5:00pm.
Regular Meeting: Tuesday November 06, 2018 @ 6:00pm.

I. Regular Business

- a. Moment of civic reflection.
- b. Lynn moves to approve the agenda as presented, Ryan 2nd, all in favor.
- c. Public comment on agenda items: Introduction of new staff members;
- d. Disclosures of conflict of interest: none.
- e. Lynn moves to approve meeting minutes ("benefits for next meeting" not "next week") from last meeting as amended, Ryan 2nd, all in favor.

II. Financial Report

Attached. Budget is looking great! Payroll is ready to be transferred to Kristie.

III. Librarian Report

Attached.

IV. Discussion

- a. Legal & Professional; New lease has been signed.
- b. Staffing; Casie Perry – new part time clerk; Carrie Frazer – new youth librarian.
- c. Scheduling; Update on changing hours – operating on new hours for last two days. Kristie has gotten a lot of positive feedback and we have had people visiting the library during those hours. 10-8 M-Th, 10-4 F-Sa.
- d. Upcoming Programs; Power Rangers party was moved to Wednesday due to Homecoming. Casie and Alex are planning a great party! Board Game day, Teen Time, Deer Widows night, JMAC, Baseball Program, all in works. Elizabeth Evans is starting a beginner knitting or crocheting course.
- e. Community Outreach; Friends walking in the homecoming parade, board is invited to join. 4:30 at Middle School.
- f. Technology; Phones are in and working and all have voicemail. Sold old phones for \$15! Quote for new staff PC is attached as cost is over \$1k and Kristie's spending limit. Shannon moves to approve the purchase of the staff computer as presented, for \$1,126.02, Lynn 2nd, all in favor.
- g. Policy; review policy and be prepared to discuss at November meeting. The sections highlighted in blue are updated by Kristie.
- h. Continuing Education; Kristie attended New Director's training in September and states that it was wonderful. She was able to meet many new area directors. The state has a training for eRate coming up if we are interested... short version: discounted technology through eRate certification. Kristie is also interested in 2018 business, management, finances New Leadership program through MLA. She will check into both offerings. Kristie also took place in webinar re: State aid. Sue attended Community Engagement Summit; event in partnership with Harwood Institute re: community development. Very interesting and helpful.
- i. Projects;
 - 1. Signage - in the works. There is a quote in the director report, but we need someone to do the work.
 - 2. Architect – in communication regarding the moveable walls. FTCH will do a presentation if we are interested. Trustees should think about what we would like to see, make a list and be prepared to discuss our ideas as well as how we could engage the community (focus group?) for additional ideas at our November meeting.
 - 3. Shelving - new shelving for children's area is here.

4. Security – Fire Extinguisher’s being checked this week. If the company does not check the smoke detectors, Kristie will check into having this done. Back door is in the works. Sue spoke with Doug Murphy – technology director at school central office. He has a contact for surveillance cameras.
5. Maintenance – Kesler’s fixed the bathroom sink.

V. New Business

- a. None.

VI. Action

- a. None.

VII. Closing

- a. Public Comment: None.
- b. Board Comment: Benefits – Kristie will need time off in November. We need to discuss PTO and benefits during next meeting. Kristie also has some connections for headshots. Sue requests that we discuss strategic planning.
- c. Theresa moves to adjourn the meeting, Ryan 2nd, all in favor.

Meeting adjourned at 7:41pm.

Bath Township Public Library
Meeting Minutes

Tuesday, October 16, 2018; special budget meeting called to order at 5:06pm

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlasic, Theresa Kidd, Ryan Fewins-Bliss
(Library Director & staff) Kristie Reynolds
(Public) none.

Next meeting: Regular Meeting: Tuesday November 06, 2018 @ 6:00pm.

I. Regular Business

- a. Moment of civic reflection.
- b. Lynn moves to approve the agenda as presented, Theresa 2nd, all in favor.
- c. Public comment on agenda items: none.
- d. Disclosures of conflict of interest: none.

II. Presentation of Budget Proposal

- a. Income:
 - 1. Penal fines will continue to decrease due to way that they are collected, so room was intentionally left in the budget to account for this.
 - 2. State Aid will come in 2 payments. 2,300 in each payment. Half will go directly to Woodlands
 - 3. Donations, Gifts, Memorials – based on what we have received so far. We are not counting on this money as it is not steady.
 - 4. Fines are calculated a little high because we have not started fining for some things, such as faxing.
- b. Expenses:
 - 1. Collection development is largest category due to necessary updating of our collection. eBooks are most requested item through MEL and are expensive to purchase. Hoopla is expensive because it is a pay as you go service that requires a down payment. There is a way to restrict these

Hoopla checkouts and cap them due to. Woodlands exclusively offers downloadable books. Woodlands and eBooks should be in same category. Strike \$2,000 off Woodlands as Woodlands is already paid for in State Aid. This decreases spending on collection development to \$46,100.

2. Contractors went into respective categories unless they didn't fit. Paychex was rounded up as fees increased recently. Ryan believes that Paychex is a fee per pay, not per month. It looks like fees go up \$8 per employee. We just added two employees to our team, so fees will be near \$100/ pay. Taking the \$2,000 from Collection Development that we were over after removing the Woodlands fees from that category and moving it to this category – New budget is \$3,000 for Paychex, upping Contractor's to \$6,344.00.
3. Insurance is slightly padded as our employee health insurance is still in the works.
4. Rent & Lease amount is off because January – Sept. (9 months) will be \$865.59 and October – December (3 months) will be \$891.56. Budget should be \$10,500, down from 11,331.00, adding \$831 to final budget surplus.
5. Legal & Professional is reserved for “just incase” something comes up legally (contractual, policy & procedure, audit, etc...) No regular legal expenses needed at this time.
6. Programming budget has increased in order to provide funds to have authors come for speaking and book signings. Shannon suggests that if any categories can be increased, increase the library programming as that is what brings people here. Ryan suggests that this is a great area for using grants and memorial funding. Sue suggests that the Friends may help here as well.
7. Continuing Education, \$1,000 per employee for continuing education. Ryan states that “travel and meals” under conferences should be moved to the travel & meals category.
8. Membership - Woodlands needs to be verified with Woodlands because amounts are believed to be incorrect at this time due to unclear payment structure. Kristie will check into this for clarification. MCLS fees should go under income, instead of expenses as they will be a refund. ALA category will increase slightly to provide membership for Carrie.
9. Supplies are based on first quarter spending.
10. Payroll – Ryan will look at this because the formula left some cells out and things are not adding up. Unemployment is only taxed on first \$9,000 per Kristie. Ryan believes we are NOT taxed on first \$9,000. This will make a difference and needs to be checked into further. FICA should be higher, Ryan believes around \$11,000.00. IRA has to be offered to all employees – this is in place of 401k, per Sarah at Financial Tech. Simple IRA is a matching fund and is one option of many. Kristie will do more

checking into this. We need to know what the structure is regarding matching – do we have to match? Do we have to offer this to all employees? IRA & Health Insurance should go under new “Benefits” category. Some re-structuring will be needed here. Payroll category includes enough for a 3% raise for each employee. This part is still being figured out.

11. Repair & Maintenance – Other repairs should include deductible amount in case of necessary insurance claim.
12. Technology – all computers need to be replaced, will vote on this at next meeting, but general consensus is that this is necessary and important. Ancestry.com is new and begins this year. \$600.00 for hotspots is contract. Quickbooks is ONE license we have to pay for, but there may be others, so the budget here is padded. Envisionware tracks statistics for computer usage based on library card sign in.
13. IT Right is internet service. Verizon is new charge and seems low. We will monitor amounts for increases.

III. Closing

In conclusion, Kristie will be sending updates for review prior to next meeting. Think about bigger philosophical questions. What is our strategic vision? Do we want to set aside funds for a move Do we want a rainy-day fund? Do we want a zero budget? Plan to vote on Dec. 2nd.

- a. Public Comment: None.
- b. Board Comment: None.
- c. Shannon moves to adjourn the meeting, Theresa 2nd, all in favor.

Meeting adjourned at 6:34pm.

DIRECTOR'S REPORT - November

- Legal & Professional (like the lease stuff, insurance, etc.)
 - Policy Manual-looking for final questions then send it to the lawyers
 - Benefits package (hopefully we can vote on it, except, I am still looking into insurance)
 - Business cards-they are here, I will give them out!
 - Employee manual
 - Appendix (almost completed)
- Staffing (only necessary when we have changes)
 - Added Christine Gibson as a new part-time to be Casie Perry's counter part
- Scheduling (Like changes in hours, upcoming vacations, etc.)
 - I will be gone Wednesday, November 24th.
- Upcoming Programs (discussion of programs we're offering in the upcoming month)
 - Potluck Program
 - Deer Widows Craft Night
 - Ugly Sweater contest
 - Brochure for December, January and February events
- Community outreach (what are we doing out in the community)
 - School Carnival-Friends
- Technology (if there are updates)
 - Added Ancestry.com
 - Added mango Languages
 - Working on adding Hoopla
 - Sending out information in the weekly township update
 - New computers, discussion on how many to replace (9 total) and when.
- Policy (If there are updates)
 - I put this up in the professional legal
- Continuing Education (training you, your staff, or board members have attended)
 - I am looking at attending ALA midwinter
 - Reviewing legal seminar
 - Signed up to attend how to on continuing ed grants through LSTA
- Projects (like security, signage, AED's, working with the architects, new shelving, etc.)
 - Purchased a new shelf to hold animals, toys off the ground
 - A heat tent to disinfect books
 - Two, new to us desks, for the cataloging position and the youth librarian position
 - New sign should be up in two to three weeks, door sign is here
- Statistics (provided by Derek, right?)
 - I should have the statistics done by Thursday.

Extra:

According to the policy we vote on positions for the board members this meeting

Reminder we are having our photos taken on Tuesday.

Working Budget 2019

	A	B	C	D	E	F
1	Income					Descriptions
2						
3			Millage	\$ 286,000.00		
4			Penal Fines	\$ 54,000.00		
5			State of Michigan Aid	\$ 4,600.00		11,598 * 0.39689475 = \$4603.19.
6			Donations, Gifts and Memorials	\$ 933.00		
7			Fines	\$ 600.00		
8			Prints	\$ 600.00		
9			MCLS	\$ 1,819.00		
10			Miscellaneous	\$ 200.00		
11						
12				<u>\$ 348,752.00</u>		
13						
14	Expenses					Descriptions
15		Advertising & Marketing				
16				<u>\$ 7,000.00</u>		
17		Capital Expenses				
18			Furniture	\$ 3,000.00		new shelving for audio books and replace some of the older shelving
19			Security	\$ 1,000.00		500.00 for security camera system/ 500.00 door alarm
20						
21				<u>\$ 4,000.00</u>		
22		Building Inquiries				
23			architect	\$ 10,000.00		
24			focus groups	\$ 1,000.00		
25				<u>\$ 11,000.00</u>		
26						
27						

Working Budget 2019

	A	B	C	D	E	F
28		Collection Development				
29			adult books	\$ 8,000.00		
30			children's books	\$ 6,000.00		665.00 a month (based on the current budget)
31			adult audio books	\$ 3,000.00		Audio seems really popular 250 a month
32			children audio books	\$ 2,000.00		I would like to start a collection for children, to see how they would circulate. 165 a month
33			eBooks	\$ 6,000.00		This would be 500 a month.
34			hoopla	\$ 9,600.00		800.00 a month, this is a place holder. I am not sure how much it will actually cost.
35			DVD	\$ 5,000.00		I would like to add and update the collection
36			Music	\$ 500.00		I would like to start a collection and see if it circulates
37			Non-traditional items	\$ 3,000.00		This just a suggestion to start and update our games and stem kits. I also know there are grants out there too.
38			periodicals and newspaper	\$ 1,000.00		
39				\$ 44,100.00		
40						
41		Contractors				
42			Paychex	\$ 3,000.00		65X12
43			Great America Financial	\$ 1,344.00		112X12
44			bedbug hunters	\$ 1,000.00		250.00 x4
45			strategic planning Facilator	\$ 1,000.00		
46			Auditor	\$ 7,000.00		
47				\$ 13,344.00		
48						

Working Budget 2019

	A	B	C	D	E	F
49		Insurance	MML Pool-liability and property Insurance	\$ 2,765.00		Increase due to updating library content
50			MML Worker Compensation	\$ 700.00		Due in June 15 (based on this years numbers we may want to add a little to cover the increase
51				\$ 25,000.00		
52						
53						
54		Rent & Lease	Kesler	\$ 10,500.00		
55				\$ 10,500.00		865.59 for 10 months and 891.56
56						
57						
58		Legal and Professional		\$ 5,000.00		
59				\$ 5,000.00		
60						
61						
62		Library Programming	Adult	\$ 4,000.00		
63			Summer Reading Program	\$ 1,600.00		
64			Children's and Teens	\$ 6,000.00		
65				\$ 11,600.00		For speakers, presenters, advertisers
66						
67		Travel and meals	meals	\$ 1,000.00		
68			Travel	\$ 1,000.00		Meals are for us to use for hosting people
69				\$ 2,000.00		travel is for meetings such as to woodlands, and RESA
70						
71		Continuing Education	conferences	\$ 9,000.00		

Working Budget 2019

	A	B	C	D	E	F
72				\$ 9,000.00		This includes money for trustees to go to conferences, it includes travel and meals for conferences as well.
73						
74			Woodlands	\$ 4,600.00		
75		Membership	MML Pool and Property ins. Membership Fee	\$ 175.00		
76			MCLS	\$ 1,819.00		insurance
77			Quill	\$ 150.00		I believe this will be refunded
78			ALA	\$ 215.00		
79			MLA	\$ 933.00		Kristie
80				\$ 7,892.00		institution membership (462.55), individual membership for Kristie and Carrie(170), and Trustee membership for the trustees (300)
81						
82						
83		Bank Charges	new checks	\$ 250.00		
84				\$ 250.00		
85						
86		Supplies		\$ 7,000.00		
87				\$ 7,000.00		These figures are based on what I spent this first quarter.
88						
89		Payroll	payroll	\$ 135,000.00		
90			Unemployment	\$ 2,100.00		
91			Employers FICA	\$ 2,000.00		$9000 \times 6 = 5400 \times .0387 = 2089.8$
92			Health Insurance	\$ 15,000.00		Simply Blue PPO Gold (I need to double check my numbers but this is my working budget.
93			Salaried deferred IRA	\$ 5,000.00		\$20.00 per year per set up fee. + bonus
94				\$ 159,100.00		

Working Budget 2019

	A	B	C	D	E	F
95		Repair and Maintenance				
96			A.P. Cleaning	\$ 3,360.00		280x12
97			other repairs	\$ 6,000.00		General maintenance such as cleaning the carpets, plumbers, and electricians
98				\$ 9,360.00		
99		Technology				
100			ASK Technology	\$ 10,200.00		850.X12
101			computer hardware	\$ 5,000.00		
102			Licenses	\$ 1,000.00		QuickBooks and others
103			Apollo	\$ 800.00		
104			hotspots	\$ 600.00		contract
105			Database	\$ 810.00		ancestry.com
106			Software	\$ 3,000.00		1500 for envision ware 1500 for extra
107				\$ 21,410.00		
108						
109		Utilities and Internet				
110			I.T. Right	\$ 1,200.00		
111			Consumers Energy	\$ 3,600.00		Average 250 per month
112			Granger	\$ 450.00		110. quarterly rounded to 450 from 442
113			Verizon	\$ 420.00		34.19 per month round to 35.00
114			Sewer	\$ 500.00		I rounded up from 479.64
115				\$ 5,670.00		
116						
117		Total Expenses:		\$ 338,226.00		
118		Revenue - Expenses		\$ 10,526.00		
119						

Bath Township Public Library Policy Manual



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Bath Township Public Library Policy

2018

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Bath Township Public Library Policy

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Philosophy of the Library

I. Vision Statement

- a. Serve, Support, Grow!

II. Mission Statement

- a. We serve and support our community by providing programs and services to encourage growth in our community.

Establishment of the Library

- I. The citizens of Bath Township brought attention to the Township Board the interest in a library for the township. The township established The Bath Library Center in the fall of 2013. After four years it was decided the township no longer had funds to run the library. The Friends of the Bath Township Library Center came together and ran a campaign to pass a millage to fund the library under the Act 164 of 1877 section 397.21. In November of 2017 the millage passed to establish the Bath Township Public Library as of January 2018.

See Appendix A for Bylaws

Bath Township Public Library Policy

2018

Board of Trustees

- I. Board:
 - a. In accordance with the provisions of the City, Village and Township Libraries Act, 1877 PA 164, as amended, ("PA 164") the Library Board (or "Board") shall consist of six (6) elected members who are registered electors of Bath Charter Township. The Board members shall be selected every four (4) years (at the same time as the election of Bath Charter Township board members) and shall serve four (4) years.
- II. Vacancy:
 - a. The office of Board member becomes vacant when the
 - i. incumbent dies
 - ii. Resigns
 - iii. is convicted of a felony
 - iv. is removed from office by the governor under section 10 of article V of the state constitution of 1963, or, except as otherwise provided in this subsection, ceases to be a qualified elector of the city, village, or township in which he or she was appointed or elected.
 - b. In the event of a vacancy, the Board shall appoint a person to hold the vacant office until the general November election.
- III. Powers of the Board of Trustees
 - a. Authority:
 - i. The Library Board may exercise all the powers granted to it by PA 164 and federal and Michigan law. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.
 - b. Individual Authority:
 - i. Board members have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.
 - c. Budget:
 - i. The Library Board shall have exclusive control of the budget of the Library. The fiscal year of the Library shall be the annual period commencing January 1st and ending December 31st. The Library Board, with the assistance of the Library Director, shall prepare and make available to the community an annual budget.
 - d. Audit: The Library Board shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with Michigan law.
- IV. Officers:
 - a. Officers: Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Bath Township Public Library Policy

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- b. Terms: Officers shall be elected at the November meeting and serve a one (1) year term. Officers shall serve until a successor is appointed.
- c. Vacancies in Office: Vacancies in any officer position shall be filled by a majority vote of the Board, except for President, wherein the office of the President shall be filled by the Vice-President for the unexpired term.
- d. President: The President of the Board shall preside at all meetings, prepare and distribute the agenda, notify all members of regular or special meetings, appoint all committees, and generally perform any duties of a presiding officer. In the absence of a President, the Vice-President shall preside over any meetings. In the absence of each of these persons, a chairperson chosen by a majority vote of the Board members present at the meeting shall preside over such meeting.
- e. Vice-President: The Vice-President shall perform the duties of the President in the President's absence. In case of resignation, disability, or death of the President, the Vice-President shall assume the office for the unexpired term.
- f. Secretary: The Secretary shall be a custodian of all records of the Board and is responsible for all legal correspondence and keeping the minutes of the Board meetings. The Secretary shall see that all public notices of meetings are duly given in accordance with the provisions of these Bylaws or as required by law. Any of these responsibilities may be assigned to the Library Director if the Secretary so directs. In the event of his or her absence, the President shall appoint another Board member to act as Secretary of a meeting.
- g. Treasurer: The treasurer shall control expenditures from the library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited into the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be kept by the Treasurer and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.
- h. Checks: All checks must be signed by two officers. Any two (2) of the following officers may sign checks: President, Vice-President, Secretary, Treasurer.
- i. Conflicts: The Board shall not cause the Bath Township Public Library to enter, directly or indirectly, into any contract or transaction with any Board member or with any corporation, firm, association, or other entity in which one (1) or more Board members have a material financial interest or in which one (1) or more Board members are otherwise involved, unless authorized by and following the procedure set forth in Michigan law.

See Procedure Manual for Appointing a Board Member in the Event of a Vacancy

Public Relations Policy

- I. To ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the library is presented to the public, the following public relations policy has been developed.
 - a. Media Contact:
 - i. The Director or their designees will arrange contacts with the media for the library.
 - ii. Contacts made by the media with the library will be directed to the Director or designee.
 - iii. Library staff will not submit letters to the editor designed to speak officially for the library without prior approval from the Director.
 - iv. Staff will not make public statements to the media on behalf of the library without prior approval from the Director.
 - v. Library staff will not submit comments to social media designed to speak officially for the library without prior approval from the Director.
 - b. Promotional Library Materials:
 - i. Library information materials and promotional materials designed to be disseminated to the public will meet a high standard of quality. The Director will be responsible to see that such promotional and informational material produced by or for the library meet those standards.
 - c. Emergency Situations:
 - i. In an emergency, the Library Director or designee will make official statements to the public and media.
 - ii. If it is necessary for library staff to provide the public with information related to library business or policy, the Library Director or designee will inform staff what is to be said.

Bath Township Public Library Policy

2018

Hours of Operation

- I. The library hours will be set in accordance with the requirements of the state of Michigan.
- II. The library will be closed on the following days
 - a. New Year's Day
 - b. Saturday before Memorial Day
 - c. Memorial Day
 - d. July 4th
 - e. Saturday before Labor Day
 - f. Labor Day
 - g. Thanksgiving
 - h. Day after Thanksgiving
 - i. Christmas Eve
 - j. Christmas Day
 - k. New Year's Eve
- III. If a holiday, we would close on falls on a weekend we will be closed the following Monday.
- IV. In the event of a declared emergency caused by severe weather or a natural disaster while the library is open, the library director will decide if the library will remain open or will close. The decision will be based on the safety of the patrons and staff.
- V. Library hours:
 - a. Monday 10-8
 - b. Tuesday 10-8
 - c. Wednesday 10-8
 - d. Thursday 10-8
 - e. Friday 10-4
 - f. Saturday 10 – 4
 - g. Sunday Closed

Bath Township Public Library Policy

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Photo Policy

- I. All pictures taken at the library by library staff, submitted to the library, or posted on the library's social media sites are considered property of the library and may be used in our promotions. Please inform the librarian, in writing, if you do not want your image to be used in this way.
- II. This policy will be posted in high trafficked areas of the library.

Bath Township Public Library Policy

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Freedom of Information Act

- I. Michigan Freedom of Information Act, 1976 PA 442("FOIA")
 - a. All persons, except those persons incarcerated in state, county, or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process.

The procedure for Freedom of Information Act is outlined in the Bath Township Public Procedure Manual.

USA Patriot Act:

- I. The USA Patriot Act
 - a. Enacted on October 26, 2001
 - b. Expanded federal law enforcement surveillance and investigatory powers.
 - c. Staff will comply following procedures outlined in the Bath Township Public Manual if presented with a federal subpoena or search warrant.

The procedure for the USA Patriot Act is outlined in the Bath Township Public Procedure Manual.

Bath Township Public Library Policy

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Library Privacy Act

The Bath Township Public Library has adopted and adheres to the following acts.

- II. The Michigan Library Privacy ACT (Privacy ACT), 1982 PA 455, MCL 397.601 to 397.607
 - a. This act serves two main purposes:
 - i. The first is to protect patrons' contact and circulation information (including websites visited, reference notes, etc.)
 - ii. The second is to prevent minors from accessing sexually explicit, obscene, or harmful to minor's material on the Internet.
 - b. Library records may only be disclosed upon written consent of the person named:
 - i. as the party responsible for payment of any debts incurred
 - ii. as the party responsible for the return of materials on a circulation account
 - iii. upon receipt of a court order.
 - c. If the library is served with a court order:
 - i. The library has an opportunity to be heard in court before any disclosure is made under a subpoena.
 - ii. Has an opportunity to be heard in court before any record can be used in a proceeding; if the record was taken pursuant to a search warrant.
- III. Section 6 of the Privacy Act, MCL 397.606
 - d. This section pertains to the filtering of computers. The Bath Township Public Library filters all computers.
 - e. A computer can be unfiltered by request of an adult patron (age 18 or older)

The Procedure for employees to follow is outlined in the Bath Township Public Procedure Manual.

Circulation Policies

I. Registration

- a. To procure a library card, a person must show a photo I.D. and fill out a library registration card with name, address, phone number, and township. For children between the ages of five (5) and eighteen (18), the parent or legal guardian must sign the registration card indicating approval of the child receiving care. By signing the child's registration card, the parent or legal guardian is agreeing to be responsible for any fines accrued for late or billed materials. Children must be at least five (5) years old to have their own library card. The library has no restrictions on place of residence for obtaining a library card.

II. Library Cards

- a. Upon registering for a library card, the patron will receive a card with an imprinted barcode. This card enables a patron in good standing to check out library materials, order materials through Inter-loan, and sign in to use the libraries internet computers. The initial card is free; replacement cards carry a fee of two (\$2.00) dollars. Library cards are issued for one (1) year and must be renewed at the end of the one (1) year period.

III. Confidentiality

- a. The Bath Township Public Library abides by Michigan Law, which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Bath Township Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Bath Township Public Library does not make available lists of registered patrons except in compliance with the law.

IV. Loan Periods

- a. Library materials circulate according to a predetermined borrowing schedule. Patrons receive information regarding due dates of materials at the time of check out.
 - i. Renewals:
 1. Most materials may be renewed one (1) time unless they are on hold for another patron.
 - ii. Reserves:
 1. Materials may be placed on reserve from home by accessing the Bath Township Public Library website and logging into the catalog, over the phone, or in person.
 2. Reserves may be placed on items already checked out by another patron.

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3. The patron, who placed the hold will be notified by email or phone when the material becomes available.

- iii. Reference Materials:

1. Books in the reference section do not circulate except under special circumstances determined by the library director.

V. Fines and Fees

- a. Fines:

- i. A predetermined fine will be charged for items returned after the due date.

- b. Notices:

- i. The Bath Township Public Library is not required to send overdue, fine, or billing notices.
- ii. Absence of notice does not relieve the borrower of responsibility to return materials when due.

- c. Unreturned Materials:

- i. Patrons who keep materials for three months past the due date will be billed for replacement of the materials. Failing to do so forfeits library borrowing privileges and may lead to legal action.

- d. Ruined or lost library Materials:

- i. Patrons who ruin or lose library materials must pay for said material the retail price as set in the computer or replace item with a new copy comparable to the ruined copy.

- e. Excessive fines:

- i. Patrons owing more than \$5.00 will not be allowed to check out materials from the library or use the library computers until the fine is brought below the \$5.00 amount.

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Library Materials Selection Policy

- I. The Bath Township Public Library endorses the principles set forth by the American Library Association in THE LIBRARY BILL OF RIGHTS as amended in January of 1980. With respect to the formulation of a collection, Articles One, Two, and Three offer the following guidance.

Article I.

“Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation”

Article II.

“Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.”

Article III.

“Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”

In addition to the general principles set forth above, the construction of a collection for the Bath Township Public Library is guided by the philosophy set forth in our Vision and Mission statement. The Library Director has the final selection responsibility of adding materials to the library collection however, they may delegate the selection of items to other members of the staff. Patron suggestions are welcome and will be considered seriously.

- II. Library Collection:
 - a. The construction of a balanced library collection designed to meet the needs of the community consist of educational, informational or recreational materials. Popular demand must be recognized to the extent of maintaining community interest and support in the library.
 - b. Children’s Fiction and Non-Fiction books are selected to encourage and promote
 - i. The enjoyment of reading.
 - ii. Provide a source of information for all conceivable areas of knowledge.

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- iii. Offer exposure to renowned authors and illustrators.
 - iv. Offer books on various reading levels consistent with children's stages of development.
 - c. Adult **Fiction and Non-Fiction** books are selected to encourage and promote
 - i. The enjoyment of reading.
 - ii. Provide text that is thought provoking and expands one's thoughts.
 - iii. Offer exposure to renowned authors and illustrators.
 - d. **Non-Traditional items are selected to encourage and promote use of**
 - i. **New technology**
 - ii. **Items irregularly needed**
 - iii. **Items that create social interaction**
 - iv. **Items that encourage creative thinking**
- III. De-selection or weeding:
 - a. De-selection or weeding is defined as the removal of materials no longer deemed useful to the library collection. For at least one of the following reasons:
 - i. Material is out of date.
 - ii. The condition of the material is in disrepair.
 - iii. There are too many copies.
 - iv. The material is no longer used.
 - v. The format of the material is obsolete.
 - b. The process of de-selection will be completed by the Library Director or delegated staff. The procedure is outlined in the Bath Township Public Library Procedure Manual.
- IV. Obtaining Material not owned by Bath Township Public Library
 - a. Bath Township Public Library participates with the State of Michigan Electronic Library Interlibrary Loan System (MelCat). If the Bath Township Public Library does not own a book a patron wants, they may request it from another library participating in MelCat. Once it has been successfully requested, the item will be sent to the Bath Township Public Library where it will be processed, and the patron will be notified they can pick up their item.

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Challenged Materials

- I. Materials are chosen for the Bath Township Public Library by the Library Director and delegated staff with thought and consideration for the community they serve. The collection will hold materials that represent all lifestyles of the community. However, a patron may disagree with the Library Directors or delegated staff's choice and challenge said material to have it removed from the collection. Once a verbal or written challenge has been made to a staff member or the director they will follow the procedures in the Bath Township Public Library Procedure Manual.

The procedure for employees is outlined in the Bath Township Public Procedure Manual. See Appendix B for Challenged Material Form

Gifts, Memorials and Donations

- I. The Bath Township Public Library will encourage and accept gifts, memorials and donations.
 - a. Gifts
 - i. Unconditional gifts will be accepted with the understanding that the Library Director has the authority to make whatever dispensation is deemed in the best interest of the library.
 - ii. Conditional gifts must be approved by the Library Board prior to acceptance.
 - b. Memorials
 - i. Books given and accepted as memorials or honorariums will have a bookplate inserted with the name of the person honored as well as the donor if desired.
 - ii. After ten (10 years) a book given in memorial may be de-selected from the collection if the Library Director decides the book is no longer a good fit for the collection.
 - c. Donations
 - i. Donation of books and materials will be accepted. Once donated the books and material become the property of the library and will be treated as such.

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Using the Library

- I. The Bath Township Public Library provides free access to the use of all library materials
- II. Adults 18 and older can sign up for a library card if
 - a. They have a valid Michigan I.D.
 - b. Can show proof of residency.
 - c. They fill out the application
- III. Children and Teens can sign up for a library card if
 - a. They are between the ages of five (5) and seventeen (17)
 - b. They come in with their parent
 - c. They fill out the application
- IV. Once patrons have a library card they can
 - a. Check out material from the library
 - b. Check out materials on line
 - c. Inter-loan books using Michigan Electronic Library
 - d. Use all the free resources from Michigan Electronic Library
- V. Visiting Library Usage
 - a. Bath Township Public Library participates in visiting library program through the Michigan Electronic Library.

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Employees

- I. Equal Employment Opportunity
 - a. It is the policy of the Bath Township Public Library to grant equal employment opportunities to all qualified persons without regard to
 - i. Race
 - ii. Color
 - iii. Gender
 - iv. Religion
 - v. national origin
 - vi. sexual orientation
 - vii. age
 - viii. weight,
 - ix. height
 - x. marital status
 - xi. disability.
 - b. The library will provide equal opportunity in
 - i. Employment
 - ii. Promotion
 - iii. Wages
 - iv. Benefits
 - v. all other privileges
 - vi. terms and conditions of employment
 - c. Employees will be selected solely based on merit with due attention given to
 - i. Educational
 - ii. Technical
 - iii. personal qualifications required for the position.
- II. Employees are at will employees. Once hired they will receive
 - a. An Employee Manual
 - b. A Standard of Conduct agreement.
- III. Library Director Vacancy
 - a. When the Library Director position becomes vacant the Board will immediately select an interim Library Director and establish a Librarian Search Committee or hire a consultant.
 - b. The Search Committee or Consultant will
 - i. Post the position
 - ii. Interview the candidates
 - iii. Recommend a candidate to the board
 - c. Hiring the Library Director
 - i. The board must approve the recommended candidate by 2/3rds vote.
 - ii. The Library Director may not sit on the Library board or be an immediate relation to a board member.
 1. Immediate family is defined as spouse or children of any age.
- IV. Staff Vacancy other than the Library Director
 - a. The Library Director will post the position
 - b. The Library Director will interview the candidates
 - c. Staff will be hired by the library director

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- d. Staff will be supervised by the library director
- V. Dismissal of an Employee
 - a. Employees are at will and may be dismissed at any time except for the Library Director.
- VI. Dismissal of the Library Director
 - a. The Library Director will be notified in writing of an unsatisfactory work performance.
 - b. The Library Director will be given 90 days probationary period in which to improve to a satisfactory level.
 - c. If no improvement is observed the Library Director will be dismissed.

See Appendix C for Employee Manual
See Appendix D for Standard of Conduct

Information Security Policy

- I. Definitions of terms as used in this policy
 - a. Authorized Recipients
 - i. A criminal justice agency or federal agency authorized to receive CHRI pursuant to federal statute or executive order
 - ii. A nongovernmental entity authorized by federal statute or executive order to receive CHRI for noncriminal justice purposes
 - iii. A government agency authorized by federal statute, executive order, or state statute which has been approved by the United States Attorney General to receive CHRI for noncriminal justice purposes.
 - b. Authorized User/Personnel
 - i. An individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based background check, where required, and have been granted access to CJI data, wherein access is only for evaluating an individual's qualifications for employment or assignment.
- II. Pursuant to The National Child Protection Act, Bath Township Public Library is considered a Noncriminal Justice Agency (NCJA) and is an Authorized Recipient (AR), wherein certain Authorized Personnel can request and receive fingerprint-based Criminal History Record Information (CHRI) checks.
 - a. Bath Township Public Library uses authorization for ARs to receive CHRI is for employment determinations only.
 - b. The Bath Township Public Library is to ensure compliance with
 - i. Applicable state and federal laws
 - ii. Applicable rules and regulations
 - iii. The most current version of the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy
 - c. The most stringent requirement shall prevail if conflict(s) is/are found between
 - i. Agency policies
 - ii. State or federal laws
 - iii. The most current version of the FBI CJIS security policy
 - iv. Corresponding rules or regulations.
- III. User Agreement for CHRI
 - a. The Bath Township Public Library shall complete and maintain a Noncriminal Justice Agency User Agreement for Release of Criminal History Record Information (RI-087) provided by the Michigan State Police (MSP). To Provide
 - i. For data ownership
 - ii. Individual roles
 - iii. Responsibilities
 - iv. Other information as needed

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- b. The Bath Township Public Library shall complete and return a new user agreement in the event of a
 - i. The legal name of The Bath Township Public Library changes
 - ii. Move to a new physical address
 - iii. To add or remove fingerprint reason codes.
 - c. The most current copy of this user agreement will be maintained on file at the agency indefinitely.
- IV. Local Agency Security Officer (LASO)
 - a. The Bath Township Public Library Board of Trustees will designate a LASO by means of completing and returning to the MSP
 - i. Security & Access Section (SAS)
 - ii. Noncriminal Justice Agency Local Agency Security Officer Appointment (CJIS-015)
 - b. LASO is defined as:
 - i. An “authorized user/personnel.”
 - ii. An individual that has completed a fingerprint-based background check, where required, and found appropriate to have access to CHRI.
 - c. LASO Responsibilities include:
 - i. Identifying
 - ii. Who is using or accessing CHRI
 - iii. Systems with access to CHRI.
 - iv. Documenting any equipment connected to the state system.
 - v. Ensuring personnel security screening procedures are being followed as stated in this policy.
 - vi. Confirming the approved and appropriate security measures are in place and working as expected.
 - vii. Supporting policy compliance and ensuring the MSP Information Security Officer (ISO) is promptly informed of security incidents.
 - viii. All MSP fingerprint account changes.
 - d. When changes in the LASO appointment occur, An appointed Bath Township Public Library Trustee shall complete and return a new LASO appointment form
 - e. The most current copy of the LASO appointment form will be kept on file indefinitely by the agency (CJIS-015).
- V. LASO Vacancy
 - a. A LASO Vacancy happens when the assigned personnel is
 - i. Terminated
 - ii. Reassigned
 - iii. Leaves the company of their own reasons
 - b. The appointed Bath Township Public Library Trustee will
 - i. Contact MSP and inform them of the LASO Vacancy
 - ii. Remove all access to the CHRI program
 - iii. Identify the next candidate for the LASO position

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- iv. Offer the LASO Position and sign them up for training.
- VI. Sanctions
 - a. Persons found noncompliant with the following will be disciplined.
 - i. The Information Security Policy
 - ii. State or federal laws
 - iii. Current FBI CJIS Security Policy
 - iv. Rules or regulations,
 - b. Discipline may be, but is not limited to
 - i. Counseling
 - ii. The reassignment of CHRI responsibilities
 - iii. Dismissal
 - iv. Prosecution
- VII. Media Storage and Access
 - a. Physical or digital CHRI media:
 - i. The Bath Township Public Library does not store any CHRI files or information.
- VIII. Incident Response
 - a. Information security incidents are major incidents that significantly endanger the security or integrity of CHRI. If an incident happens at the Bath Township Public Library the LASO will
 - i. Notify MSP with in24 hours.
 - ii. Notify the Bath Township Board of Trustees.
 - iii. Contact the technology support business and work closely with them to correct the issue.
- IX. Authorized CHRI Release
 - a. When permitted by law, The Bath Township Public Library may release a CHRI response to another authorized recipient pursuant to authorized sharing provisions. If a CHRI response is released a log of such release(s) shall be established, implemented, and kept current. The log will be maintained indefinitely and be made available upon request to an MSP representative for audit purposes. Fields required for the log are:
 - i. The date the record was shared.
 - ii. Record disseminated.
 - iii. Requesting agency.
 - iv. Requestor's name.
 - v. Method of sharing
 - vi. U.S. Mail
 - vii. Landline fax
 - viii. Within the Criminal History Record Internet Subscription Service (CHRISS). (No emailing unless encrypted).
 - ix. Agency personnel that shared the CHRI.
- X. Security Awareness Training

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- a. The Bath Township Public Library will establish, implement, and administer basic Security Awareness Training (SAT) that meets the minimum standards provided within the most current version of the FBI CJIS Security Policy.
- b. Every two years, from the start date of the adopting agency's Security Awareness Training (SAT), the LASO will, review the FBI CJIS Security Policy to ensure agency implemented SAT meets the most current requirement(s).
- c. All individuals having access to CHRI shall complete SAT provided by the agency within six (6) months of assignment and every two (2) years thereafter.
- d. The agency will document and keep current completed SAT records, past and current.

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Personal Records and Employee Files

- I. The Library Director or designated staff will be authorized to keep all personnel files.
- II. Employee Records will include
 - a. Name
 - b. Address
 - c. Date of employment
 - d. Job Classification
 - e. Salary rate
 - f. Other employment information the Library Director deemed necessary
- III. Access to Records are limited to
 - a. The Library Director
 - b. Employee for their own file
- IV. Social Security Numbers confidentiality will be maintained in compliance with **Michigan Social Security Number Privacy Act (P.A. 454 of 2004)**

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Volunteer Policy

- I. The Bath Township Public Library encourages patrons to volunteer at the library.
 - a. Patrons eighteen (18) or older need to
 - i. Fill out a volunteer application
 - ii. Submit to an ICHAT (Internet Criminal History Access) Tool background check
 - b. Patrons under the age of eighteen (18)
 - i. Fill out a volunteer application
 - ii. Have signed permission from a parent

See Appendix E for Volunteer Application

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Financial Funding

- I. Funding:
 - I. The Bath Township Public Library is funded through a millage approved November 7, 2017, penal fines from Clinton County, State Aid determined by the State of Michigan and local income (fines, fees, sales, etc.) Investments are determined by an investment policy drafted by the library board.
- II. Annual Budget
 - I. The Library Director and the Library Board Treasurer shall prepare a tentative budget for review at the October meeting of the Library Board. A formal vote will be taken regarding the budget for the next fiscal year at the November meeting.
- III. Bills and Payroll
 - I. Bills
 - i. Bills will be received and approved by the director or designated staff.
 - ii. Once they are approved the checks will be written by the library director or designated staff.
 - iii. All bills must be seen and approved by two designated board members. Board members will initial said bills
 - II. Payroll
 - i. All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.
 - ii. If a regularly scheduled payday falls on a day off such as a holiday, employees
 - iii. will receive pay on the last day of work before the regularly scheduled payday.
 - iv. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.
 - v. Employees may have pay directly deposited into their bank accounts by filling out the necessary forms. In this case employees will receive an itemized statement of wages instead of a check on a scheduled payday.
- IV. Bids and Major Expenditures
 - I. The Library Director shall clear expenditures expected to total \$1000.00 in advance of purchase with the Library Board.
 - II. The Library Board may authorize, by two-thirds majority vote, expenditures up to \$5000.00 at their discretion without requesting bids.
 - III. If the anticipated expense would exceed \$5000.00, bids must be requested.
- V. Insurance

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- I. Insurance needs shall be reviewed at the annual budget meeting and adequate coverage shall be obtained. The library provides insurance on the building, contents, liability, and health insurance for salaried employees.
- VI. Investment Policy

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Debit Card Policy

- I. The purpose of the debit card policy is to facilitate purchases for the library. The director will procure a debit card for the library from the financial institution offering the most favorable terms for the library.
- II. Designated Custodian
 - a. The library director is the designated custodian of the debit card.
 - b. The library director may give a card to designated staff who oversees a portion of the budget.
 - i. Designated staff must turn in all receipts of purchase made with the card.
 - ii. All purchases made with the card must be for library use.
 - iii. If a purchase is made in error for personal use, the staff must reimburse the library within 30 business days.
- III. Lost/Stolen
 - a. If the card is lost or stolen, the card issuer must be notified immediately.

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Administrative Records

- I. Administrative records of the library shall be kept in the library and shall be available to the public upon request. These include:
 - a. the monthly and annual reports of the library
 - b. all financial reports
 - c. minutes of the library board meetings
 - d. actions and other items the library board or director deem necessary.
- II. Staff personnel record are confidential and shall be kept in a secure place. Only the director or person authorized by the director shall have access to these records.

The Library Facility

- I. This facility is smoke-free in compliance of MI Public Act 188 of 2009 and extends to all property of this facility. Further, any use of devices producing vapor containing nicotine is prohibited. Local ordinances and regulations may address smoking within a certain distance from the entrance of the building.
- II. Meeting Room
 - a. The Meeting Room is available at no charge for use by
 - i. Civic organizations
 - ii. Community
 - iii. Cultural
 - iv. Education organizations
 - v. Not-For-Profit Organizations may schedule the meeting room, at no charge, for non-commercial and non-profit purposes.
 - b. Meeting Rooms are not available for personal parties.
 - c. Use of the meeting room is restricted to hours of operation.
 - d. Groups and organizations will be charged for any damages incurred to the room while in use.
 - e. To use the Community Room, the group or organization must fill out a room reservation form, which can be found at the circulation desk.
 - f. Library sponsored activities always take precedence in scheduling the meeting room.
 - g. Meeting room capacity is guided by Bath Township Fire Marshall.
- III. Community Bulletin Board
 - a. Non-Profit Organizations may post their materials, on a short-term basis, determined by the Library Director.
 - i. Materials may include:
 1. Notification of an event
 2. Information about the organization
 3. Contact information
 - b. For-Profit Organizations may post their materials for a limited time as determined by the Library Director.
 - i. Materials may include:
 1. Notification of an event
 2. Information about the organization
 3. Contact information
 - c. The Library Director or designated staff reserves the right to remove any materials.
 - i. Reasons for removal:
 1. Materials do not meet library standards
 2. Materials are outdated

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- d. Materials without a date will be removed after a reasonable time to allow for room for other notices to be posted.
- IV. Displays and Exhibits
 - a. Due to the limited space in the building, priority to display and exhibit materials is given to library staff.
 - b. Displays and Exhibits highlight
 - i. Library Materials
 - ii. Library Programs
 - iii. Literary Celebrations
 - iv. Seasonal Events
- V. Safety
 - a. In the interest of safety and liability only people authorized by the board may have keys to the building
 - b. In the interest of safety and liability only authorized staff may enter the building while the library is closed.
- VI. Public Use of Library Equipment
 - a. Fax Use
 - i. The library staff will fax information for patrons for a minimal fee as determined by the Library Director.
 - ii. The library will receive faxes for patrons for a minimal fee as determined by the Library Director.
 - iii. The library is not responsible if a fax fails to send.
 - b. Copy Machine
 - i. Patrons can make copies at the Bath Township Public Library for a minimal charge.
 - ii. Patrons are fiscally responsible for mistakes made while completing the copy project.
- VII. Computer Use
 - a. The Bath Township Public Library owns eight computers that are available to patrons of all ages.
 - b. The computers are filtered; however, the filter can be removed at an adult patron's request.
- VIII. Internet Use
 - a. The Bath Township Public Library provides free internet use to patrons.
- IX. Scanner
 - a. The Bath Township Public Library provides a scanner for public use free of charge.
- X. Eating and Drinking
 - a. Eating and drinking may be done in designated areas of the library.

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See Appendix F for Meeting Room Agreement

Lost and Found Items

- I. Valuable Items: Left items of value will be held for three (3) months. If possible, the library staff will attempt to notify the owner of the lost item. If the item is not claimed within three (3) months' time, the item will be turned over to the local authorities.
- II. Money:
 - i. Found money less than \$20.00 will be donated to the library after twenty-four (24) hours.
 - ii. Found money over \$20.00 will be held for three (3) months. If not claimed in that time it will be donated to the library.
- III. Non-valuable items will be placed in the lost and found box. Once the box is full the items will be given to a charity.

Library Standard of Patron Behavior

- I. The Bath Township Public Library's Behavior Policy is intended to protect the rights and safety of library patrons, to protect the rights and safety of staff members, and to preserve and protect the library's materials, facilities, and property.
- II. This policy applies to patrons of all ages. There shall be no discrimination of any kind in the application of this policy.
- III. The Library Director and other staff members to whom the Director delegates the authority (and whom are on duty at the time) shall have the responsibility for enforcing the Behavior Policy and determining when behavior in the library is inappropriate. The following types of behavior is deemed inappropriate and will not be tolerated in the library:
 - a. Any behavior that endangers the safety or health of others.
 - b. Violation of any local, state, or federal law.
 - c. Vandalism or deliberate destruction of library materials.
 - d. Theft of library materials or the personal property of other patrons and staff.
 - e. Taking library materials into the restroom.
 - f. Use of abusive or intimidating language or gestures to patrons or staff members.
 - g. Behavior that is willfully annoying, harassing, or threatening to another person.
 - h. Soliciting of any kind and/or asking for signatures on petitions
 - i. Monopolizing library resources or staff time.
 - j. Loud talking, laughing, or using audio equipment or cell phones that disturbs or could disturb other patrons.
 - k. Use of skateboards, roller blades, skate shoes, or scooters inside the library or on library property.
 - l. Inappropriate dress, such as not wearing a shirt or shoes in the library.
 - m. Loitering on the premises after closing
 - n. Use of alcohol, cigarettes, or illegal substances in the library.
 - o. Eating or drinking beverages except in designated areas.
 - p. Other kinds of behavior deemed inappropriate in the opinion of the Director or designated staff members.
- IV. If a patron's behavior is deemed inappropriate the following actions may occur:
 - a. The patron will be asked to stop the behavior
 - b. The patron will be asked to leave
 - c. The patron's use of the library will be suspended.
 - d. The patron's use of the library will be revoked.
 - e. The police will be called to assist in the removal of unruly patrons from the premises.

Safe Child Policy

- I. The Bath Township Public Library strives to create a safe environment for all its patrons. However, as with all public buildings, there are unsupervised areas that could create a potentially hazardous situation for unattended children. Therefore, the responsibility for the welfare and the behavior of children using the Bath Township Public Library rests with the parent or caregiver. The Bath Township Public Library staff shall be in no way responsible for unattended children.
 - a. Children under the age of nine (9) must be directly supervised by a parent or caregiver age twelve (12) or older while in the library.
 - b. A child may attend a library program by themselves; however, the parent or caregiver is responsible for transportation to and from the library program.
 - c. Children ages nine (9) or older may be left unattended with the understanding that they are required to follow the Library Standard of Behavior Policy.
 - d. Staff does not monitor the arrival or departure of any child from a program or building. Children must know how to reach their parent or caregiver if there is an emergency.
 - e. Parents and caregivers are ultimately responsible for the safety and actions of their children visiting the Bath Township Public Library.
- II. Parents or caregivers are also responsible for ensuring that the child has a safe means of transportation home at closing or if the child is asked to leave the library for a violation of Bath Township Public Library Standard Patron Behavior Policy. Library staff cannot assume responsibility for children's safety and comfort when they are unattended.

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Missing or Abducted Child Policy

- IV. If a Bath Township Public employee suspects a missing or abducted child is on the library premises they are to call 911.

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Library Computer and Internet Policy

- I. The Bath Township Public Library provides free access to the internet via wireless connection or use of the libraries computers.
 - a. Wireless Internet
 - i. Patrons must connect the Bath Township Public Library's wireless connection by using a password created by the library staff.
 1. The password will be changed and posted every three months.
 - ii. By connecting to the internet using the Bath Township Public Library's wireless connection, patrons are agreeing to follow the Computer and Internet Policy.
 - b. Computer use.
 - i. All regular Internet uses must have a current Bath Township Public Library card.
 - ii. Visitors, patrons who only use the library once, may use the library computers, they must sign on as guest.
 - iii. When a patron signs up for a library card they must read through the computer and internet policy. There is a place on the application card for patrons to acknowledge they have read and agree the Compute and internet policy.
 - iv. Patrons under the age of five (5) must have a parent or caregiver use the computer with them.
 - v. The library will not accept reservations for time slots for a computer. They are intended to be used as first come, first serve basis.
 - vi. The computers are intended for a single user.
 - vii. Patrons should report any problems with the computer to the staff instead of trying to fix them on their own.
 - viii. Patrons may not display obscene or sexually explicit material on monitors or printers.
 - ix. Patrons use the computers and the internet at their own risk. The Bath Township Public Library is not responsible for any loss of data or damages incurred.
 - x. Patrons are to respect the privacy of others using library computer work stations at the same time.
 - xi. In compliance with Michigan Public Act 212, the library staff will frequently monitor the use of the Internet by those persons seventeen (17) and younger.
 - xii. Patrons use the internet and the internet computers at their own risk. Not all sources on the internet provide complete, accurate or legal

Bath Township Public Library Policy

2018

information. Internet users will need to evaluate the information found for themselves.

c. Filtering

- i. All computers are filtered. A patron over the age of eighteen (18) may request that a computer be unfiltered. The Bath Township Public Library is not responsible if a patron under the age of eighteen (18) views unsuitable material on the computer they are using or views unsuitable material while looking at computer screen being used by another patron.

d. Privacy

- i. Computers will be restarted at the end of each session in-order to erase the history of the previous user.

See Appendix G for Library Computer and Internet Policy

Library Services

- I. Reference
 - a. The Bath Township Public Library provides information to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence. The library staff also offers reading guidance and advisory through knowledge of various titles, authors, and subject material available at the library. The library staff may refer patrons to other agencies and libraries in pursuit of needed information and encourage the use of interlibrary loans.
- II. Programs
 - a. The Bath Township Public Library will provide a variety of programs that encourage the pursuit of literacy and knowledge for patrons and non-patrons of all ages.
 - b. The Library Director will recommend a budget for programming and set goals for programming based on the library's vision and mission.
- III. Technology
 - a. Bath Township Public Library staff will aid in basic internet searching, accessing tools for more in-depth searching, and setting up access to basic programs. For more information on technology services see our Technology policy.
- IV. Collection Development and Processing
 - a. The Bath Township Public Library works to provide an updated collection by continually adding and removing materials from the collection as needed.
- V. Space
 - a. The Bath Township Public Library provides space for patrons to come in and relax while exploring the collection. Young patrons are encouraged to discover the materials of the library. We provide space for community and small business meetings.
- VI. Extras
 - a. The Library aids with sending faxes, making copies, wireless printing, providing tax forms, and providing space for community notices.

Disasters

- I. Fire
 - a. Staff
 - i. Will know where and how to use fire extinguishers.
 - ii. Will know where the emergency exits are
 - iii. At the sound of the alarm will have all persons vacate the building and call the fire station
- II. Tornado
 - a. At the sound of the tornado alarm the staff will usher all patrons into the meeting room and wait out the storm. Once the all clear is given the patrons will be notified. If a tornado watch has been issued patrons should be notified.
- III. Bomb Threat
 - a. If library staff become aware of a bomb threat they should
 - i. Clear the building
 - ii. Call 9-1-1
- IV. Health Emergencies
 - a. Staff should exercise caution when administering first aid.
 - b. Staff will call 9-1-1.
 - c. They will do their best to keep the injured party comfortable and protected from further injury.
 - d. No medication will be dispensed to the public.

Bath Township Public Library Policy

2018

Review and Revision of The Library Policies

- I. The Library Board will review one to two Library policies during each meeting to assure knowledge and relevance of policies.

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Appendix A:

Library Bylaws

- I. The legal name of the library is the Bath Township Public Library. The Township library was established on December 31st, 2017 under Act 164 of 1877 section 397.21.
 - a. Act 164 of 1877 is an Act to authorize cities, incorporated villages, and townships to establish and maintain, or contract for the use of, free public libraries and reading rooms; and to prescribe penalties and provide remedies.
- II. Powers of the Board of Trustees
 - a. Authority: The Library Board may exercise all the powers granted to it by PA 164 and federal and Michigan law. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.
 - b. Budget: The Library Board shall have exclusive control of the budget of the Library. The fiscal year of the Library shall be the annual period commencing January 1st and ending December 31st. The Library Board, with the assistance of the Library Director, shall prepare and make available to the community an annual budget.
 - c. Audit: The Library Board shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with Michigan law.
- III. Officers:
 - a. Officers: Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.
 - b. Terms: Officers shall be elected at the November meeting and serve a one (1) year term. Officers shall serve until a successor is appointed.
 - c. Vacancies in Office: Vacancies in any officer position shall be filled by a majority vote of the Board, except for President, wherein the office of the President shall be filled by the Vice-President for the unexpired term.
 - d. President: The President of the Board shall preside at all meetings, prepare and distribute the agenda, notify all members of regular or special meetings, appoint all committees, and generally perform any duties of a presiding officer. In the absence of a President, the Vice-President shall preside over any meetings. In the absence of each of these persons, a chairperson chosen by a majority vote of the Board members present at the meeting shall preside over such meeting.
 - e. Vice-President: The Vice-President shall perform the duties of the President in the President's absence. In case of resignation, disability, or death of the President, the Vice-President shall assume the office for the unexpired term.
 - f. Secretary: The Secretary shall be a custodian of all records of the Board and is responsible for all legal correspondence and keeping the minutes of the Board meetings. The Secretary shall see that all public notices of meetings are duly given in accordance with the provisions of these Bylaws or as required by law. Any of these responsibilities may be assigned to the Library Director if the Secretary so directs. In the event of his or her absence, the President shall appoint another Board member to act as Secretary of a meeting.

- g. Treasurer: The treasurer shall control expenditures from the library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited into the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be kept by the Treasurer and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.
 - h. Checks: All checks must be signed by two officers. Any two (2) of the following officers may sign checks: President, Vice-President, Secretary, Treasurer.
 - i. Conflicts: The Board shall not cause the Bath Township Public Library to enter, directly or indirectly, into any contract or transaction with any Board member or with any corporation, firm, association, or other entity in which one (1) or more Board members have a material financial interest or in which one (1) or more Board members are otherwise involved, unless authorized by and following the procedure set forth in Michigan law.
- IV. Board meetings:
 - a. Regular Meetings: Regular official meetings of the Board shall be held each month. A schedule of the regular meetings for the year, including date, time and location, shall be set by the Library Board at the annual meeting and posted in the Library no later than 10 days following the meeting. Meetings may be cancelled or rescheduled by the President if a poll of the Board shows a quorum will not be present. Regularly scheduled meetings may be cancelled or rescheduled by action of the Board. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.
- V. Special Meetings:
 - a. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which shall be given each member of the Board at least 18 hours in advance of such meeting. Notice shall be provided to the public in the format and manner as provided by the Michigan Open Meetings Act, including the time, place and purpose for which such meeting is called.
- VI. Quorum:
 - a. A quorum for transaction of business shall consist of simple majority (50% plus one) appointed or elected and serving.
- VII. Order of Business
 - a. Call to order
 - b. Moment of Civic Reflection
 - c. Approval of the agenda

- d. Public Comment
 - e. Disclosure of Conflicts of Interest
 - f. Review and Approval of meeting minutes
 - g. Financial Report
 - h. Director's report
 - i. Unfinished Business
 - j. New business
 - k. Board Comment
 - l. Adjournment
- VIII. Board Action:
- a. Any Board action, to be official, must be approved by majority members present at an official Board meeting, unless otherwise required by law.
- IX. Committees:
- a. Special Committees may be appointed by the President, with approval of the Board, to serve until assignments are completed. Unless otherwise directed, a committee's assignment is limited to study and/or investigation and reporting and the committee is only advisory in nature. Committee expenditures must be duly authorized by the Board. Any recommendation by a committee must be approved by the Board.
- X. Appointment of Director:
- a. The Board shall have the right and duty to select, hire, supervise, and terminate a Library Director (or "Director"). The Director shall be considered the executive officer of the Library and shall have charge of the administration of the Library within the framework of Board policies and budget. He/she shall attend all Board meetings.
 - b. Duties: The Library Director shall oversee the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for:
 - i. Overseeing the care of the building and equipment;
 - ii. The employment, development and direction of the staff;
 - iii. The Library's service to the community;
 - iv. The annual preparation of a budget proposal;
 - v. The operation of the Library under the financial conditions set forth in the budget approved by the Board;
 - vi. The submission of the proposed budget to the Board on or before its regular October meeting;
 - vii. The written annual report of the Library, including the financial statements, when they are made available;
 - viii. Any other duty delegated by the Library Board.
- XI. Amending the bylaws: These Bylaws may be amended at any meeting of the Board by majority vote of the members present provided that:

- a. quorum is present; and
- b. The amendment was stated in the notice for the meeting.

Appendix B:

**Bath Township Public Library
Challenged Material**

To consider your request all the challenged material must have been read, listened to or viewed.

Name		Date
Address		Phone
City	State	Zip Code

1. Type of Resource you are challenging (circle one)

Book

DVD

Newspaper

Magazine

Audio Book

Other

2. Did you read, listen or view the entire contents? (circle one)

Yes

No

3. Title of item and author.

4. Where is the item located in the library?

5. How did this resource come to your attention?

6. What is your objection? Be specific.

7. What action would you like the library professional to take regarding this item?

Additional comments may be written on the back of this page

Appendix C

Employee Manual

Appendix D

Employee Standard of Conduct

- I. Each employee has the responsibility to observe and follow the library's policies and to maintain proper standards of conduct. For the guidance and protection of all individuals, rules of conduct have been established. The following are examples of ethical ways in which employees are expected to behave
 - a. Handling money, library materials, or other library property correctly and with respect.
 - b. Being honest and truthful with patrons and staff records.
 - c. Acting appropriate, decent, respectful manner at the library, while attending library functions, or conducting library business.
 - d. Following the directions of the director or employee designated by the director.
 - e. Use appropriate, respectful, non-threatening language when speaking with patrons and other staff.
 - f. Reporting when late or absent from work.
 - g. Staying awake during your shift.
 - h. To not gamble, conduct a lottery or sell chances on property.
 - i. To be sober during work hours and smoke free
 - j. Keep track of your time, while on lunch or break.
 - k. Keep personal phone calls to a minimum.
 - l. Minimalize personal use of computers and library property
 - m. Keeping all private library documents secure
 - n. Professional and ethical conduct
 - o. Perform work tasks and complete assignments in a timely and satisfactory manner

Appendix E

Bath Township Public Library
14033 Webster Rd., Bath, MI 48808
517-641-7111
Email: info@bathtownshippubliclibrary.org
Website: www.bathtownshippubliclibrary.org

Library Volunteer Application Form

Name: _____ Date: _____

Address: _____

Phone: (cell) _____ Email: _____

1. Are you 18 years or older? (circle) **YES NO**
2. I am a (check all that apply):
 - ☐ Middle School Student
 - ☐ High School Student
 - ☐ College Student
 - ☐ Adult
 - ☐ Senior
3. I am seeking this volunteer position:
 - ☐ To satisfy school/class/scholarship requirements
 - ☐ To become a regular volunteer

Volunteer Information:

1. Have you ever volunteered before? ____ If so, where? _____
2. Briefly describe duties:

3. Note any skills, abilities or interests that apply to you:
 - ☐ Previous Library Experience
 - ☐ Arts and Crafts
 - ☐ Story time/Reading to children
 - ☐ Data Processing/computer work
 - ☐ Experience with electronic resources
 - ☐ Experience helping people use computers
4. List any special interests, skills or hobbies:

5. Mark the areas you are interested in:

- ☐ Shelving materials
- ☐ Shelf reading
- ☐ Book processing
- ☐ Clerical tasks
- ☐ Program/project help

Availability:

	Mon	Tues	Wed	Thurs	Fri	Sat
Begin						
End						

Start Date: _____

End Date: _____

I need to complete _____ hours (for school/class/scholarship requirements only)

References: (include name, title, and phone number)

Personal Reference:

Professional/School Reference:

Emergency Contact Information

Name: _____

Phone (cell): _____

Relationship: _____

email: _____

Applicant's Statement:

I certify that the information on this application is true and correct. I authorize investigation of all statements contained in this application as may be necessary in arriving at a volunteer service decision.

By signing this form, I hereby acknowledge I have read and understood the above statements.

Signature of Applicant: _____ Date: _____

Parent or Guardian signature: _____

(if applicant is younger than 18 years of age)

All volunteers must complete the following:

**Bath Township Public Library
Background Check**

I, _____, confirm that the Bath Township Public Library has my permission to run a background check on me through the ICHAT system.

Name Printed

Signature

Date

**Bath Township Public Library
Volunteer Confidentiality Agreement**

I, _____, understand that in my capacity as a Bath Township Public Library volunteer, I may encounter confidential information. In compliance with Michigan Library Privacy Act 455 of 1982, I agree to protect this information to the best of my ability and not divulge it during or after my service as a volunteer has ended.

Name Printed

Signature

Date

**Bath Township Library Center
Photo/Image Release**

I, _____, confirm that the Bath Township Public Library has my permission to use my photograph or videotaped image in publicity about the Bath Township Public Library activities.

Name Printed

Signature

Date

Appendix F:

**Bath Township Public Library
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.

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, at no charge, for non-commercial and non-profit purposes.
- II. Meeting Rooms are not available for personal parties.
- III. Use of the meeting room is restricted to hours of operation.
- IV. Groups and organizations will be charged for any damages incurred to the room while in use.
- V. To use the Community Room, the group or organization must fill out a room reservation form, which can be found at the circulation desk.
- VI. Library sponsored activities always take precedence in scheduling the meeting room.
- VII. 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: _____

Library staff signature: _____ Date: _____

Library Hours:

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

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

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

Appendix F

Bath Township Public Library Computer and Internet Policy

The Bath Township Public Library provides free access to the internet via wireless connection or use of the library's computers.

If you are using our wireless Internet please note that it is password protected. See a library staff member for the password. Also, the password will be periodically changed. By connecting to the internet using the Bath Township Public Library's wireless connection, you are agreeing to follow the Computer and Internet Policy.

If you are using one of the library computers, you must have a current Bath Township Public Library Card. Computers are a first come first serve basis the library will not accept reservations for time slots for the computer. The computers are intended as a single user. Exceptions can be made if the patron using the computer is younger and needs help navigating the computer. **Patrons should report any problems with the computer to the staff instead of trying to fix them on their own.**

Patrons may not display obscene or sexually explicit material on monitors or printers. Patrons use the computers and the internet at their own risk. The Bath Township Public Library is not responsible for any loss of data or damages incurred.

Patrons are to respect the privacy of others using library computer work stations at the same time.

In compliance with Michigan Public Act 212, the library staff will frequently monitor the use of the Internet by those persons seventeen (17) and younger.

Patrons use the internet and the internet computers at their own risk. Not all sources on the internet provide complete, accurate or legal information. Internet users will need to evaluate the information found for themselves.

Filtering

All computers are filtered. A patron over the age of eighteen (18) may request that a computer be unfiltered. The Bath Township Public Library is not responsible if a patron under the age of eighteen (18) views unsuitable material on the computer they are using or views unsuitable material while looking at computer screen being used by another patron.

Privacy

Computers will be restarted at the end of each session in-order to erase the history of the previous user.

Visitors, patrons who only use the library once, may use the library computers, they must sign on as guest.

Need to create a place for them to sign!

Bath Township Public Library Policy Manual



14033 Webster Rd

Bath, MI 48808

Phone: 517-641-7111

Website: www.bathtownshippubliclibrary.org

Employee Manual and Standard of Conduct Acknowledgement Form

(This form will be placed in the employees file to acknowledge that employee has been given, read, and understood the Employee Manual and Standards of Conduct.)

The employee handbook describes important information about the Bath Township Public Library, and I understand that I should consult the Director regarding any questions not answered in the handbook. BATH TOWNSHIP PUBLIC LIBRARY IS AN AT-WILL EMPLOYER I have entered my employment relationship with the Bath Township Public Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Bath Township Public Library can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Bath Township Public Library's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of the Bath Township Public Library has the authority to adopt any revisions to the policies in this handbook. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this it and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

Date: _____

Bath Township Public Library

Employee Manual

This Employee Manual outlines some of the principles of employee relations and personnel decisions. The purpose of this manual is to define the library's expectations of all employees and to ensure that there is a guide for the many questions that inevitably arise.

The manual has been designed so that every employee may have direct access to library policies. Employees should feel free to discuss the contents of the manual with the Library Director or the Library Board of Trustees.

The library's needs as well as the employee's needs are in a constant state of change. From time to time, the information outlined in this Manual may be modified or otherwise changed to reflect any changes in the library's practices. Any suggestions an employee may have for changes in the policies set forth are welcome and will be considered.

The Bath Township Public Employee Manual supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this manual.

The Bath Township Public Employee Manual is not a contract and will not be used as a binding legal agreement. However, it is a guide to the common practices used in the Bath Township Public Library.

Management shall consist of the Library Director and the Library Board of Trustees of the Bath Township Public Library, here after referred to as the Library Board.

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Philosophy of the Library

I. Vision Statement

- a. Serve, Support, Grow

II. Mission Statement

- a. We serve and support our community through providing programs and services that help our community grow.

III. Goals

- a. Provides access to books
- b. Provides access to technology
 - i. Tools to access the internet
 - ii. Tools to use the technology
 - iii. Information to learn about technology
- c. Provide programming that
 - i. Enriches the community
 - ii. Serves the communities needs
 - iii. Entertains the community
- d. Provide service that follows the changing times to remain a relevant and integral part of the community

Employment Policies

- I. At-Will Employment
 - a. THE BATH TOWNSHIP PUBLIC LIBRARY IS AN AT-WILL EMPLOYER
 - i. Employment with the Bath Township Public Library is voluntary.
 - 1. The employee is free to resign at will at any time, with or without cause.
 - 2. The Bath Township Public Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.
- II. No Contract
 - a. Policies set forth in this handbook are not intended
 - i. to create a contract
 - ii. constitute contractual obligations of any kind
 - iii. to be a contract of employment between the Bath Township Public Library and any of its employees.
- III. Provisions of the Manual
 - a. The provisions of this manual have been developed at the discretion of the Library Director and Library Board. Except for its policy of employment-at-will, the manual may be amended or cancelled at any time, at the sole discretion of the Board.
- IV. Equal Employment Opportunity
 - a. It is the policy of the Bath Township Public Library to grant equal employment opportunities to all qualified persons without regard to
 - i. Race
 - ii. Color
 - iii. Gender
 - iv. Religion
 - v. National origin
 - vi. Sexual orientation
 - vii. Age
 - viii. Weight
 - ix. Height
 - x. Marital status
 - xi. Disability
 - xii.
 - b. The library will provide equal opportunity in
 - i. Employment
 - ii. Promotion
 - iii. Wages
 - iv. Benefits
 - c. Employees will be selected solely based on
 - i. education
 - ii. Technical skills
 - iii. Personal qualifications required for the position.
 - d. Employees must be eligible to work in the United States pursuant to the **Immigration Reform and Control Act of 1986**
- V. New Hire
 - a. Once offered the position a new hire must

- i. Set a start date with the library director
 - ii. Complete Criminal History
 - iii. Return new hire papers
 - iv. Receive and read a copy of The Employee Manual
 - v. Return the acknowledge form of The Employee Manual
- b. Orientation
 - i. New staff will be given a week orientation. During that time, they will:
 - i. Be given the Employee manual
 - ii. Copy of library policy and procedures manual
 - iii. Job shadow staff
 - iv. Watch various training videos
 - v. Meet with the Library Director
- c. Evaluation
 - i. Evaluation of staff is a tool used by the library director and the staff member to help improve the performance of the staff member. This is an ongoing process in which the director and staff member will meet to discuss the performance of staff member. The process will include but is not limited to
 - i. One (1) formal meeting to review the progress of staff member. In this meeting the following will occur
 - 1. Before the meeting a form addressing the performance of staff will be filled out by both the library director and staff member. The form will contain reference to the following areas of service
 - a. Customer service
 - b. Job performance
 - c. Goals for the year
 - d. Other as needed
 - 2. Review goals for the year
 - 3. Set new goals for the year
 - 4. Review strengths and weaknesses
 - 5. Comments on complaints or complements
 - ii. A minimum of three (3) informal meetings to review the progress of staff member. These meetings may take place traditionally in a sit down scheduled format or more informally.
 - ii. The evaluation process is a fluid process that will evolve to meet the needs of the library director and staff

Harassment

- I. The Bath Township Public Library is committed to providing a work place free of harassment. Therefore, Bath Township Public Library prohibits harassment of employees or members of the public by an employee. Harassment can occur with a single incident or through a pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment can result from a broad range of actions, which might include, but are not limited to, the following:
 - a. Physical or verbal intimidation
 - b. Racial gender or age insults
 - c. Derogatory or ethnic jokes
 - d. Religious slurs
 - e. Sexual harassment
 - i. Sexual harassment is defined as
 1. unwelcome sexual advances
 2. requests for sexual favors
 3. other verbal conduct or communication of a sexual nature
 4. physical conduct or communication of a sexual nature
 - ii. Sexual harassment occurs when
 1. submission to such conduct or communication is made a term or condition, either explicitly or implicitly, a condition of employment
 2. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment
 3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.
- II. The policy also prohibits acts of non-employees which result in an intimidating, hostile, or offensive employment environment or unreasonably interferes with an individual's employment.
- III. If an employee believes they have been harassed
 - a. Report the harassment in writing to the director
 - b. The director will conduct a prompt and thorough investigation
 - c. If a violation is found prompt and appropriate action will be taken
- IV. Employees who violate the policy will be subject to discipline up to and including discharge.
- V. If the charge was falsely brought against another employee the individual who provided the false information will be subject to discipline up to and including discharge.

- VI. Non-employees, who violate the policy will be considered in violation of the Patron Behavior Conduct policy and by subject to discipline up to and including being barred from the library for a specified time.

Americans with Disabilities

- I. The Bath Township Public Library is subject to the provision of the **Americans with Disabilities Act of 1912** and the **Michigan Handicappers Civil Rights Act**.
- II. The Library does not discriminate based on disability in admission or access to programs or activities or in library employment policies or practices. Reasonable accommodations will be made upon request from either the public or employees.
- III. This is considered an unpaid leave.

Leave of Absence

- I. Disability Leave of Absence
 - a. A disability leave of absence will not be granted for a period of longer than one (1) year.
 - b. Disability leave are only authorized for the period that an employee is disabled. An employee is required to report their availability for work as soon as their physical condition permits.
 - c. This is considered an unpaid leave.
- II. Bereavement Leave
 - a. Upon notice to the Library Director, leave shall be given to attend the funeral of attend to the personal family matters when a death occurs in the employee's immediate family (this shall apply if the relationship is natural, by marriage, adoptive, step, or foster) according to the following procedure:
 - i. Spouse/partner, child, father, mother, sister, brother or equivalent as determined by the employer- up to five (5) days. Employees will be paid for the first three (3) days. The remaining two (2) days will be used as PTO (Paid Time Off)
 - ii. Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, grandparent or grandchild-up to three (3) days, Employees will be paid for all three (3) days.
 - iii. All others leave without pay will be granted up to eight hours.
- III. Personal Leave of Absence without Pay
 - a. Personal leave of absence without pay may be granted at the discretion of the library director. All requests must be in writing and must state the reason for the request and the duration of the requested leave. The written request must be signed by the employee. Approval will be given in writing by the Library Director.
 - b. This is considered unpaid leave.
- IV. Jury Leave
 - a. Employees summoned by a court to serve as jurors shall be given jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as a juror when the employee otherwise would have worked, the employee shall receive their pay.
- V. Military Leave A military leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with the **Uniformed Services Employment and Reemployment Rights Act (USERRA)**.
 - a. Advanced notice of military service is required unless
 - i. military necessity prevents such notice
 - ii. it is otherwise impossible or unreasonable.

- b. Employees who enter active military service in any branch of the Armed Forces of the United States or the National Guard shall be entitled to reemployment rights in effect at the time the employee seeks reemployment with the Library.
- c. Employees on Military leave will have the right to continuation of health insurance benefits, if eligible.
- d. Under USERRA, for each day that a full-time employee is on such non-emergency duty leave, when the employee otherwise would have worked, the employee shall receive the difference between the employee's military salary for up to eight (8) hours per pay period. The amount paid will not exceed the equivalent of the pay the employee would receive for ten (10) days of work.
- e. For each day that a full-time employee is on such emergency duty leave, when the employee otherwise would have worked, the employee shall receive the difference between the employee's military salary for up to eight (8) hours per pay period. The amount paid will not exceed the equivalent of the pay the employee would receive for ten (10) days of work.
- f. All other leaves not specified in this policy shall be unpaid.

Dismissal of an Employee

- I. Employees are at-will and may be dismissed at any time except for the Library Director.
 - a. To ensure the exit, termination and separation of employees is managed efficiently and effectively. Separation may come in the form of but is not limited to:
 - i. Resignation or retirement
 - ii. Death of an Employee
 - iii. Abandonment of employment
 - iv. Unsatisfactory performance
 - v. Probationary employment
 - vi. Serious misconduct
 - vii. Ill health
 - b. All exiting employees will be asked to voluntarily complete an exit survey or interview.
- II. In the case of the Library Director receiving an unsatisfactory work performance:
 - a. The Library Director will be notified of their unsatisfactory performance
 - b. Be given 90 days probationary period in which to improve to a satisfactory level.
 - c. If no improvement is observed the Library Director will be dismissed.

Payroll/Time sheets

- I. Pay
 - a. Staff is paid bi-weekly on Fridays
- II. Timesheets
 - a. Timesheets will be provided by the library director.
 - b. It is the responsibility of the staff member to complete and return timesheets by the Tuesday before the Friday they are paid.
 - c. If timesheets are not completed or returned by the deadline staff will not be paid for that pay period but will have to wait for the following pay period to receive their pay.
- III. Bath Township Public Library participates in direct deposit. Paychecks will automatically be deposited in the bank account of the staff's choice.
- IV. State and Federal withholdings
 - a. The state and federal government will automatically withhold money for taxes.

Library Classifications

- I. Salaried Employees: The Library Director is a fulltime salaried employee working a minimum of 40 hours a week. This position requires a certification according to the minimum standards for Public Libraries as authorized by the State of Michigan. This is a salaried exempt position.
- II. Full-Time Employees: Employees who complete a satisfactory orientation period of three (3) months and regularly work thirty (30) to forty (40) hours per week. This is a non-exempt salaried position.
- III. Part-time Employees: Employees who complete a satisfactory orientation period of three (3) months and regularly work less than thirty (30) hours per week on a continuous basis are considered part-time. Employees are paid hourly.
- IV. Seasonal Employees: Employees who work for short periods of time, such as the three months of summer, are considered the seasonal employees. Employees are paid hourly.

Job Descriptions

I. Library Director:

- a. The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library.
- b. Areas of responsibility:
 - i. Formulates and recommends policies to the library board
 - ii. Implements library policies and procedures
 - iii. Submits an annual budget to the library board in a timely way and directs and monitors expenditures
 - iv. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
 - v. Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community
 - vi. Orients new trustees and serves as a resource for trustee activities
 - vii. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
 - viii. Directs the maintenance of the library building and grounds and recommends future space needs
 - ix. Establishes and maintains a staff manual of library procedures
 - x. Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment
 - xi. Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community
 - xii. Identifies the standards of excellence for all operations
 - xiii. Evaluates the effectiveness of library services in relation to the changing needs of the community
 - xiv. Provides for critical review of internal library operations such as acquisitions, circulation, etc.
 - xv. Analyzes data affecting the library's operation such as legal, physical, and statistical factors
 - xvi. Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library

- xvii. Develops staff job descriptions, recommends and administers personnel policies
- xviii. Hires, evaluates, promotes and terminates staff (except when library board consultation is required)
- xix. Defines expectations for staff performance and sets goals for service and programming
- xx. Works to promote high staff morale
- xxi. Supervises planning for optimum utilization of personnel
- xxii. Provides in-service programs for employee training and development, encouraging staff input
- xxiii. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
- xxiv. Ensures that staff performance appraisals are done on a regular schedule
- xxv. Acts as a consultant, mediator, and facilitator for staff
- xxvi. Recommends and administers public relations programs
- xxvii. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
- xxviii. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the public.
- xxix. Serves as official representative of the library in actions that legally bind or politically influence the library.
- xxx. Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature
- xxxi. Supports and facilitates the work of the Friends of the Library
- xxxii. Attends professional and other meetings to maintain contact with other professional and library-related agencies
- xxxiii. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field
- xxxiv. Other duties as required

II. Library Clerk:

- a. Under the supervision of the library director the library clerk performs a variety of circulation and reference desk duties. Library Clerks work in both technical and patron services. Patron services work is done directly with the public to help them find the information needed. Technical services involve preparing library materials and shelving the material in the correct location. All employees are expected to help keep the library running smoothly during daily operation. The employee may be asked to assist in other areas of the library when the workload and number of staff on duty dictates. This position may be assigned a regular or varied schedule, including days, nights, and weekends.
- b. Areas of Responsibility:
 - i. Checks materials in and out, empties book return, checks for missing parts of AV material, ruined or damaged books or AV materials,
 - ii. Checks shelves for accuracy and re-shelves misplaced books.
 - iii. Answers the phone and takes clear concise messages as needed. Gives the message accurately and in a timely manner to the recipient.
 - iv. Reserves library books for patrons
 - v. Assists patrons in material searches on the library catalog or MelCat.
 - vi. Places orders of materials on MelCat for patrons if needed.
 - vii. Assists patrons with computer questions or accessing the internet.
 - viii. Processes new material to prepare it for circulation.
 - ix. Operates standard library equipment such as copiers, fax machine and scanner
 - x. Assists in maintenance and mending of library materials
 - xi. Performs opening and closing procedures
 - xii. Teaches and assists new employees
 - xiii. Helps volunteers as needed
 - xiv. Greets visitors and regular patrons
 - xv. Has knowledge of upcoming events
 - xvi. Assists with programs as needed
 - xvii. Supports and enforces library policy
 - xviii. Performs other duties as assigned by the Director.
- c. Knowledge, Skills, and Abilities:
 - i. High school diploma.
 - ii. Working knowledge of library principles and practices
 - iii. Protects patron and staff privacy
 - iv. Understands computers
 - v. Works in a pleasant and cooperative manner
 - vi. Works independently and takes initiative to successfully complete duties
 - vii. Familiar with the use of library materials
 - viii. Ability to follow written and oral instructions

- ix. Ability to maintain accurate files and records that will require typing
- x. Must be accurate with mathematical computations, such as counting money and making change
- xi. Sort and file alphabetically
- xii. Lift 50 pounds

III. Youth Librarian:

- a. Under the supervision of the library director the youth librarian leads the youth are of the library.
- b. Areas of Responsibility
 - i. Plans and executes programming for the youth of the community
 - ii. Selects materials for the children's area and the young adult room
 - iii. Promotes and publicizes library events and programs
 - iv. Considerable knowledge of Microsoft Office programs and internet use
 - v. Experience working with children
 - vi. Possesses an understanding of early childhood development
 - vii. Able to work with problem situations
 - viii. Works well with parents, teacher, and staff
 - ix. Coordinates with community groups, day care centers, and local school systems
 - x. Knowledge of children's and young adult literature
 - xi. Organizational skills
 - xii. Visits schools and other community organizations to promote programs and materials
 - xiii. Conducts outreach
 - xiv. Performs other duties as assigned by the director
- c. Knowledge, skills and abilities:
 - i. Bachelor's degree in a child related field
 - ii. Working knowledge of library principles and practices
 - iii. Protects patron and staff privacy
 - iv. Understands computers
 - v. Works in a pleasant and cooperative manner
 - vi. Works independently and takes initiative to successfully complete duties
 - vii. Familiar with the use of library materials
 - viii. Ability to follow written and oral instructions
 - ix. Ability to maintain accurate files and records that will require typing
 - x. Must be accurate with mathematical computations, such as counting money and making change
 - xi. Sort and file alphabetically
 - xii. Lift 50 pounds

IV. Cataloging Librarian:

- a. Under the supervision of the library director the cataloging librarian catalogs all new material.
- b. Areas of Responsibility:
 - i. Familiar with cataloging practices
 - ii. Willingness to learn new practices in cataloging
 - iii. Adds the record of material to the circulation material
 - iv. Runs reports needed for library statistics
 - v. Creates spine labels and bar code labels for materials
 - vi. Prepares the book for circulation
 - 1. Covers the book with book jacket protector
 - 2. Stamps the book with proper stamp
 - vii. Trains staff as needed
- c. Knowledge, Skills, and Abilities:
 - i. High school diploma.
 - ii. Working knowledge of library principles and practices
 - iii. Protects patron and staff privacy
 - iv. Understands computers
 - v. Works in a pleasant and cooperative manner
 - vi. Works independently and takes initiative to successfully complete duties
 - vii. Familiar with the use of library materials
 - viii. Ability to follow written and oral instructions
 - ix. Ability to maintain accurate files and records that will require typing
 - x. Must be accurate with mathematical computations, such as counting money and making change
 - xi. Sort and file alphabetically
 - xii. Lift 50 pounds
 - xiii. Performs other duties as assigned by the director

V. Page

- a. Under the supervision of library director or designated staff the page shelves books, assists in programming, and creates displays.
- b. Areas of Responsibility
 - i. Accurately shelf books
 - ii. Make sure shelves are neat
 - iii. Assist in prepping for programs as needed
 - iv. Assist in crowd control for programs as needed
 - v. Creating displays as directed
- c. Knowledge, Skills, and Abilities:
 - i. Must be 16.
 - ii. Working knowledge of library principles and practices
 - iii. Protects patron and staff privacy
 - iv. Understands computers
 - v. Works in a pleasant and cooperative manner
 - vi. Works independently and takes initiative to successfully complete duties
 - vii. Familiar with the use of library materials
 - viii. Ability to follow written and oral instructions
 - ix. Ability to maintain accurate files and records that will require typing
 - x. Must be accurate with mathematical computations, such as counting money and making change
 - xi. Sort and file alphabetically
 - xii. Lift 50 pounds
 - xiii. Performs other duties as assigned by the director

Expectations for Employee

Employees are expected to comply with all Bath Township Public Library policies, procedures, and work rules applicable to their employment. *Failure to do so may result in disciplinary action, up to and including discharge, depending upon the nature and circumstances of the infraction.*

- I. Employees are expected to:
 - a. Do the very best job you can on every assignment given
 - b. Finish the job in a timely manner
 - c. Ask for help if needed
 - d. Do the assignment correctly
 - e. Work cooperatively with others
- II. Personal Appearance
 - a. As an employee of Bath Township Public Library, your personal appearance contributes significantly to the professional image and reputation of the Library.

This includes

 - i. Discretion in style of dress
 - ii. Discretion in appearance
 - iii. Clothing should be neat and clean
 - iv. Acceptable attire
 1. Slacks, khakis or dockers; pants or knee length shorts
 2. Knee length skirt
 3. Collared shirt, no phrases
 4. Button-down shirt, no phrases
 5. Modest dress shirts must cover undergarments, no sheer garments
 6. Knee length dresses must have sleeves
 7. Shoes should be neat and clean, no flip-flops
 - v. On designated casual days neat, clean, no-hole jeans can be worn.

Attendance and Punctuality

- I. One of the keys to the continued effectiveness of the Library is good employee attendance and punctuality. As a member of the Bath Township Public Library team, we depend on you to be punctual and regular in your attendance. When you are absent or late for work, others must perform your job, just as you must perform theirs when they are absent.
 - a. Arrive at work 10-15 minutes before your shift starts.
 - b. Be at your station at the start of your shift.
 - c. Be at work your whole shift, except for scheduled breaks or authorized leave.
- II. Absences and tardiness
 - a. Employees who are going to be absent or tardy need to inform the director no later than ninety (90) minutes before the start of the shift.
- III. Excused Absences
 - a. Sickness
 - b. Vacation
 - c. Death of a family member
 - d. Jury Duty
 - e. Military Deployment
 - f. Educational Leave of Absence
- IV. Excessive absenteeism or tardiness
 - a. Your employment at the Bath Township Public Library will be terminated if you fail to report to work without notifying the director for a period of three (3) days employment will be terminated.
 - b. Bath Township Public Library reserves the right to request written verification, of the reason for your absence or tardiness to work and your ability or inability to return to work.
 - c. If you have been absent three (3) or more consecutive days due to illness, a statement from a doctor may be required before you will be permitted to return to work.
 - d. Absenteeism or tardiness that is unexcused or excessive, in the judgment of Bath Township Public Library, is grounds for disciplinary action, up to and including discharge.

Transportation Reimbursement

- I. The Bath Township Public Library employees shall be reimbursed for public transportation or mileage and parking expenses incurred while using their private vehicle in the performance of official duties. The employee is responsible for maintaining a record of transportation costs. Mileage shall be reimbursed at the actual IRS rate.

Honoraria

- II. Bath Township Public Library staff members requested to speak at job-related meetings or workshops are encouraged to do so.
 - a. Formal presentation proposals, if representing the library
 - i. Must be approved by the Library Director prior to acceptance for the commitment
 - ii. Presenter may be reimbursed for
 - 1. Cost of Conference
 - 2. Mileage
 - 3. Travel costs (hotel, air travel)
 - 4. Up to \$20.00 a day for food.
 - 5. Credited work time
 - iii. Any stipend for must be turned into the Library
 - b. Formal presentation proposals, if not representing the library
 - i. Presenter must use own PTO or take unpaid time
 - ii. Will not receive any reimbursement
 - iii. Keep any stipend earned
 - c. This policy does not pertain to an employee hired elsewhere to work as a consultant. Such work must be conducted on the employee's own time.

Professional Association/Community Organization Memberships

- I. The Bath Township Public Library encourages employees to actively participate in professional associations and community organizations related to their work. The library, upon approval of the Library Director, will pay for memberships to such professional associations and community organizations.

Conference Attendance

- I. Bath Township Public Library encourages staff to attend conferences, webinars and workshops. The library, per the approval of the Library Director, will pay for attendance of work-related functions.

Drug Free Work Zone

- I. It is the right, obligation, and intent of the Bath Township Public Library to maintain the highest standards of health, safety, and security for staff, patrons, and the public to protect Library property and operations, and to comply with both the letter and spirit of the **Drug-Free Workplace Act of 1988**.
- II. It is unlawful to
 - a. Manufacture illegal substances
 - b. Distribute illegal substances
 - c. Dispense illegal substances
 - d. Possess illegal substances
 - e. Be under the influence of illegal substances
 - f. Use illegal substances
- III. Violations of this policy will result in immediate termination and may have legal consequences.

Electronic Communications Policy

- I. The following forms of communication are provided to employees for library business use. Occasional personal use of these devices are acceptable, as long as they do not interfere with employee work.
 - a. Telephones
 - b. Fax
 - c. Email
 - d. Internet access
- II. Communication through electronic resources is subject to monitoring by the Bath Township Public Library. The Library reserves the right to act in the following manner with all information and materials created, sent, received, accessed or stored on Bath Township Public Library property.
 - a. Monitor
 - b. Access
 - c. Retrieve
 - d. Read
 - e. Disclose
- III. Any misuse of electronic resources at the Bath Township Public Library is strictly prohibited. This includes but is not limited to
 - a. Gambling
 - b. Obtaining or use of pornography
 - c. All other illegal activity
- IV. Any violation of this policy will be grounds for disciplinary action up to and including termination and may have legal consequences.

Public Relations

- I. External Customer Service (Patrons)
 - a. Good customer relations are essential to the success of the library.
 - i. In person and on the phone: Employees are expected to be
 - 1. Friendly
 - 2. Courteous
 - 3. helpful
 - 4. Be aware of privacy policy
 - ii. Policy and Service
 - 1. Each employee needs to be fully acquainted with the library policies and services to be able to inform the patrons of the following policies and procedures
 - a. Length of checkout of a library item
 - b. Overdue charges and procedures
 - c. Lost or ruined library items,
 - d. Behavior on library property
 - e. Internet usages
 - f. Meeting room usage,
 - g. Interloan procedures
 - h. Reserving library items
 - i. Refer patrons who feel they have been mistreated to the Library Director
- II. Internal Customer Service (co-workers)
 - a. It is expected that employees treat each other respectfully. This means:
 - i. Courteous
 - ii. Friendly
 - iii. Helpful
 - iv. Confidentiality
 - b. All information received by employees regarding patrons and library business in general shall be kept in strict confidence. This includes:
 - i. Patron addresses
 - ii. Patron phone numbers
 - iii. Patron fine balances
 - iv. Patrons Items checked out
 - v. Patrons Check out history
 - vi. Any reference help given

Ethics

- I. The continued success of operation and reputation of the Bath Township Public Library is built upon the principles of good ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.
- II. Employees owe a duty to the Bath Township Public Library, its patrons, and Trustees to act in a way that will merit the continued trust and confidence of the public.
- III. The Bath Township Public Library will comply with all applicable laws and regulations and expects its director and employees to do their work in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.
- IV. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your director or designated staff member.

Standard of Conduct

- I. Each employee has the responsibility to observe and follow the library's policies and to maintain proper standards of conduct. For the guidance and protection of all individuals, rules of conduct have been established. The following are examples of ethical ways in which employees are expected to behave
 - a. Handling money, library materials, or other library property correctly and with respect.
 - b. Being honest and truthful with patrons and staff records.
 - c. Acting appropriate, decent, respectful manner at the library, while attending library functions, or conducting library business.
 - d. Following the directions of the director or employee designated by the director.
 - e. Use appropriate, respectful, non-threatening language when speaking with patrons and other staff.
 - f. Reporting when late or absent from work.
 - g. Staying awake during your shift.
 - h. To not gamble, conduct a lottery or sell chances on property.
 - i. To be sober during work hours and smoke free
 - j. Keep track of your time, while on lunch or break.
 - k. Keep personal phone calls to a minimum.
 - l. Minimalize personal use of computers and library property
 - m. Keeping all private library documents secure
 - n. Professional and ethical conduct
 - o. Perform work tasks and complete assignments in a timely and satisfactory manner

Benefits

Director's salaried

- 3 weeks PTO
- Health insurance, dental and vision
- 401K with a 3% match
- Paid Holidays- Any holiday the library is closed the director would be paid. If a holiday falls on a weekend the director would take it as a floating holiday.
- Inclement weather-. If the library closed due to inclement weather, and the part-time employee would be scheduled to work, they would be paid.

Full-time salary

- 3 Week PTO
- Health insurance, dental and vision
- 401K with a 3% match
- Paid Holidays- Any holiday the library is closed, and the full-time employee would be scheduled to work, they would be paid.
- Paid Holidays- Any holiday the library is closed the full-time salaried staff would be paid. If a holiday falls on a weekend the full-time salaried staff would take it as a floating holiday.
- Inclement weather-. If the library closed due to inclement weather, and the part-time employee would be scheduled to work, they would be paid.

Part-time hourly

- 3 Week PTO
- Paid Holidays- Any holiday the library is closed, and the part-time employee would be scheduled to work, they would be paid.
- Inclement weather-. If the library closed due to inclement weather, and the part-time employee would be scheduled to work, they would be paid.

Page

- Paid Holidays- Any holiday the library is closed, and the page would be scheduled to work, they would be paid.

Benefits for all levels of staff

- Free copies
- Free faxes
- No overdues

Fwd: SIMPLE IRA Regulations

Kristie Reynolds

Mon 10/22/2018 10:54 AM

Inbox

To: Ryan Fewins-Bliss <rfewins-bliss@bathtownshippubliclibrary.org>; Ken Jensen <kjensen@bathtownshippubliclibrary.org>; Lynn Bergen <lbergen@bathtownshippubliclibrary.org>; Suzanne Garrity <sgarrity@bathtownshippubliclibrary.org>; Theresa Kidd <tkidd@bathtownshippubliclibrary.org>; Shannon Vlasic <svlasic@bathtownshippubliclibrary.org>;

Hi All,

Here is the initial email Sara sent me and the follow up. I asked her to send an explanation as to why we would have to offer the simple IRA to everyone.

Kristie

Get [Outlook for iOS](#)

From: Sara Frank-Hepfer <frank@financialtec.com>

Sent: Friday, October 19, 2018 12:33:49 PM

To: Kristie Reynolds

Subject: RE: SIMPLE IRA Regulations

Kristie,

My apologies for taking so long to respond. I have been running around the past few days!

There are several Federal regulations that mandate what is allowable in employer sponsored retirement plans. ERISA sets the template that must be followed. For the purposes of ERISA, you must include all employees that work over 1,000 hours in a year, which equates to averaging 19.23 hours per week. So you would not be able to exclude those folks that work 24 hours per week, unless you know that they take a few weeks off every year (say around the holidays or for vacations).

If you think that those folks may take vacations, you can set up a 401(k) plan. There are some fees, though, that might make a 401(k) plan cost prohibitive for the Bath Township Library. You would need an IRS approved plan document, which we charge \$950 for. The plan would then need to be installed, which would cost \$600. Additionally, 401(k) plans have fairly intensive administrative mandates and the fee for those administrative services is \$2,400 annually. So before any money could be deferred or contributed to a 401(k), the Library would have already paid \$3,950 to set up the plan.

There is an alternative, though! The board may want to consider allowing employees to set up salary-deferral IRA accounts. This would mean that any employees that want to participate could defer up to \$5,500 per year, pre-tax, into their retirement accounts. If an employee is over the age of 50, they can contribute an

additional \$1,000. The board could then “bonus” the full-time employees at the end of the year, up to the maximum contribution limit. The fees for this type of plan would be minimal; \$10 per year per participant. The bad thing about this option is that the maximum contribution is pretty low at \$5,500 per year, but when you look at it as a percentage of pay, it’s really pretty high.

I hope this is helpful. Please let me know if I can clarify anything.

Best regards,

Sara J. Frank-Hepfer, CFP®, AAMS®

Vice President



Financial Technology, Inc.
1500 Abbot Road, Suite 150
East Lansing, MI 48823
Website: www.financialtec.com
Tel: 517.351.8600 ext. 120
Fax: 517.853.1044
Email: frank@financialtec.com

Securities and Advisory Services offered through Commonwealth Financial Network, Member FINRA, SIPC, a Registered Investment Advisor. Fixed insurance products and services offered through CES Insurance Agency or Financial Technology, Inc.

TPA services offered by Financial Technology, Inc. are separate and unrelated to Commonwealth.

From: Sara Frank-Hepfer <frank@financialtec.com>

Sent: Monday, October 15, 2018 6:10 PM

To: Kristie Reynolds <kreynolds@bathtownshippubliclibrary.org>

Subject: SIMPLE IRA Regulations

Kristi (I’m sorry, I realize that I’m not sure how to properly spell your name),

It was nice meeting with you this afternoon. I wanted to put together some of the regulations that rule SIMPLE IRAs and give you some numbers to go along with those regulations.

The most restrictive you can make eligibility into a SIMPLE IRA plan would be that somebody has to have earned at least \$5,000 during any 2 years before the current calendar year and expects to receive at least \$5,000 in the current year. Using that criteria would exclude you, though. My suggestion would be that you allow all "employees" the opportunity to participate. That does not mean that they would all choose to join the plan, though.

Worst case scenario, your total payroll with the new part-time employee would be about \$143,100. If every staff member chose to defer enough to receive the match, then the Library would be expected to contribute a total of \$4,293 in matching dollars.

When an employee defers money into the plan, you would legally have up to 30 days after payroll to move those funds into the plan. Best practice is to put employee deferrals into their SIMPLE IRA at the same time you are processing their direct deposit. As we discussed, the Library's matching funds can be deposited on a quarterly basis.

If you like research, which I think most Librarians do, feel free to review the IRS page on the mechanics of a SIMPLE IRA at <https://www.irs.gov/retirement-plans/operating-a-simple-ira-plan>. Also, it may help you to know that if the economy takes a turn and the Library is unable to afford contributions, we can provide a notice to all employees and skip making the matching deferrals for a year.

Starting the plan January 1st is feasible. We would want to get all of your employees together and the paperwork in good order in early December, if you want to pursue this plan. I could also give the "basics of investing" presentation at that time. Please let me know if you would like to proceed.

Best regards,

Sara J. Frank-Hepfer, CFP®, AAMS®

Vice President



Financial Technology, Inc.
1500 Abbot Road, Suite 150
East Lansing, MI 48823
Website: www.financialtec.com
Tel: 517.351.8600 ext. 120
Fax: 517.853.1044
Email: frank@financialtec.com

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QUOTE

Number: ASKQ6594
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Expires: Nov 8, 2018

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 United States

Phone (517) 641-7111

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 Bath Township, MI 48808
 United States

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Your Account Manager

Ed Pryor
Account Manager
517-676-6633
epryor@justask.net

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Replacement PCs

1	Lenovo ThinkCentre M710q Desktop Computer - Intel Core i5 (7th Gen) i5-7500T 2.70 GHz - 8 GB DDR4 SDRAM - 256 GB SSD - Windows 10 Pro 64-bit (English) - Tiny - Black - Intel HD Graphics 630 Graphics - Wireless LAN - Bluetooth - English Keyboard - 6 x Total USB Port(s)	\$731.61	\$731.61
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The above PC comes with a 3 year on site warranty, optiona 5 year onsite warranty quoted below

1	Lenovo Warranty/Support - 5 Year - Warranty - On-site - Maintenance - Parts & Labor - Physical Service (Optional - SELECTED)	\$98.01	\$98.01
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Qty	Description	Unit Price	Ext. Price
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1	Lenovo ThinkVision E24-10 23.8" WLED LCD Monitor - 16:9 - 4 ms - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 3,000,000:1 - Full HD - VGA - DisplayPort - 23 W - Raven Black - EPEAT Gold, EU RoHS, TCO Certified Edge Displays 2.0, China RoHS, RoHS, ENERGY STAR 7.0, ULE Gold, TCO Certified Displays 7.0, TIV, China Energy Label (CEL)	\$177.21	\$177.21
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A VERSATILE DISPLAY THAT'S TRULY AFFORDABLE. There's no need to sacrifice performance for the sake of price. This 23.8" Full-HD monitor with In-Plane Switching displays brilliant images across the full wide-angle screen; and exceptional response time reduces motion blur on fast moving images. Ideal for any office environment, the LenovoTM ThinkVision[®] E24 Monitor features versatile connectivity, Tül;V certification to reduce eye fatigue, and an array of tilt-stand and mounting options. *WHY YOU SHOULD BUY THE LENOVO THINKVISION E24 -10 MONITOR* Truly superior display The brilliant 23.8" Full-HD (1920 x 1080) wide-view display features In-Plane switching for clear, vivid imagery, and response time as low as 4 ms to minimize motion blur. *Primed for business* Suits any environment with the tilt-adjustable stand or VESA[®] mount, and supports ThinkCenter[®] Tiny and optional sound bar. Versatile connectivity with VGA and DisplayPortTM interfaces. *Easy on the eyes* Tül;V certification means reduced blue light to reduce eye fatigue during all-day viewing. *THE LENOVO THINKVISION E24 -10 MONITOR IS BEST SUITED FOR* 1 Businesses that need full, wide-screen monitors that can fit in limited desk space. 2 Customer-facing environments like receptions or cash desks that need superior display performance in a compact footprint. 3 IT managers seeking a versatile, affordably-priced monitor suitable for mass deployment.

1	ASK Flat Rate PC Setup	\$200.00	\$200.00
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Spoke with John McCable at EnvisionWare. The computer access & reservation control software is 1,500 dollars for the first 10 workstations. This includes the licensing, access to download instruction manuals and a 1 year maintenance agreement. Any licenses beyond the initial 10 will be 25 dollars per license (workstation). For an additional 1,000 dollars Envisionware will perform the installation. This includes a work flow review, installation training and they actual deployment. Ongoing support after the first year is 255 dollars per year. The customer must interface with Envisionware directly to purchase products. We would have to be added as a 3rd party vendor to have management access. The software is client/server based but the management console can be installed on any workstation. John McCabe is the Rep. (678)382-6562.

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Qty	Description	Unit Price	Ext. Price
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Please contact me if I can be of further assistance.

SubTotal	\$1,206.83
Tax	\$60.41
Shipping	\$0.00
Total	\$1,267.24

To accept this quote please sign and date below. Please include a PO Number if applicable.
You may then fax to 517-676-6730 or scan and email to sales@justask.net.

If this quote was accepted online, you do not need to fax or email.

ASK Quote Number: ASKQ6594

Signature: _____ Date: _____ PO: _____

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