

Bath Township Public Library Board of Trustees

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

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

AGENDA, MARCH 6, 2018 – 6 P.M.

1. Call to Order (including remote participation setup)
2. 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 (Ryan excused, this will come at the next meeting)
8. Librarian Report
9. Unfinished Business
 - a. Items for Discussion (no vote)
 - i. Acquisition of library law attorney for ongoing consultation, and most immediately a review of our bylaws – Anne Seuryneck replied, and letter of understanding has been signed (attached).
 - ii. Update on Library Director job posting – two informal meetings with candidates on 3/4/18. More to come. (see KDL interview notes and resumes attached).
 - iii. Updates on Apollo upgrade from Surpass – training and review of converted data on 3/2/18.
 - iv. Cost for Membership, Overdrive, and other items associated with Woodlands Cooperative – waiting for reply.
 - v. Library Security – Cameras, mirrors, etc.
 - vi. Renegotiation of lease. Mr. Kesler offers to leave amount the same this year to accommodate our first-year budget, with increase to \$7/square foot/year next year with 3% annual increase thereafter. Waiting for reply on 2 years at current rate with us covering cleaning, painting, ceiling tile replacement.
 - vii. Program/Policy Committee – updates.
 - viii. Advertising opportunities – who do we invest with?
 - ix. Participation in Arts & Literacy Night – now 3/14.
 - x. Evaluation of meeting schedule going forward. Will need to consider Director interviews.
 - b. Items for Action (need a vote)
 - i. Upcoming meeting dates
10. New Business
 - a. Items for Discussion
 - i. Facility Usage & Group Visits Form & Process (see form attached)
 - ii. Thursday, 3/1, ASK officially took over IT support (see attached directions for interaction).
 - b. Items for Action
11. Public Comment – Limited to 3 minutes
12. Board Member Comments

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Ken Jensen

13. Adjournment

Minutes 02/20/2018

Board Attendance: Sue Garrity, Lynn Bergen, Ken Jensen, Shannon Vlastic, Ryan Fewins-Bliss (via Skype.) Theresa Kidd absent with notice.

Public: Derek Barth, Elizabeth Evans

Meeting called to order at 6:03pm by Sue.

Moment of civic reflection, 17 seconds for 17 lives lost in the Marjory Stoneman Douglas High School shooting.

Public Comment: None.

Disclosure of conflicts of Interest: None.

Lynn moves to approve minutes with adjustments as discussed, Ken 2nd, all in favor.

Financial Report: No financial report at 2nd meeting of the month.

Librarian Report: 84 new titles and 70 are for children. This includes board books and "read along" books.

DISCUSSION:

Negotiations with Dewitt: no update currently.

Acquisition of attorney: Should be good to go. Sue emailed Anne, waiting for response.

Library Director: Review call at 10am on Friday with KDL. Sue will report back.

ILS: Apollo Contract presented to board. \$800 annual fee, + \$800 onetime fee. All other fees and services are optional and can be added later once need/want is determined. Lynn moves to go forward with quote of initial \$1,600. Shannon 2nd, all approve.

Woodlands/ Overdrive: Kate needs approved minutes showing resolution passed to go forward. Shannon will forward approved minutes from 2/6 to Sue.

Shannon moves to create resolution to become members of Woodlands Overdrive co-op. Lynn second, all in favor.

Security - Keep on agenda. Discuss after director is hired.

Lease: Sue emailed Kesler's regarding potential changes to the lease as discussed last week. Waiting for response.

Program / Policy Committee: Lynn went through existing policies. Meeting with Theresa upon her return from vacation. Keep on agenda.

Art & Literacy Night: Can library be a “station” and punch cards instead of just setting up table? Shannon will check on this with PTA/ elementary school.

Advertising: Baseball club representative coming to future meeting to discuss fundraising/ advertising costs & fees.

RIF: Can we get a grant? Can we write a grant? We need to learn how to write grants. Can we get a grant writing class through tech soup? Ken is checking.

ASK: Taking over IT on 2/22. Sue will get quote for updating staff computers and report back. Plan to update other equipment at a later date but shooting for admin technology to be upgraded prior to new library software system implementation.

NEW BUSINESS:

MELCAT orientation training on 3/7. Sue, Derek and Alex will attend. Shannon moves to close library for staff training on 3/7. Lynn 2nd, all in favor.

Apollo training: Sue will try to schedule a call for a Friday, so Ken can attend.

Public Comment: Elizabeth Evans introduced herself as president of the Friends.

Next meeting is 3/6/18. At that time, the board will re-evaluate future meeting schedule. 2 x's/ month, or go down to 1 x/ month?

Board Comment: none.

Lynn moves to adjourn, Ken 2nd, all support.

Meeting adjourned at 6:59pm.

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH P.C. ATTORNEYS

Lansing | Southfield | Grand Rapids | Detroit | Holland | St Joseph

Lansing
313 S. Washington Square
Lansing MI 48933

Detroit
333 W. Fort Street - Suite 1400
Detroit MI 48226

Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001

Webb A. Smith
Allan J. Claypool
Gary J. McRay
Stephen I. Jermu
Scott A. Storey
Charles A. Janssen
Charles E. Barbieri
James B. Jensen, Jr.
Scott L. Mandel
Michael D. Sanders
Brent A. Titus

Stephen J. Lowney
Jean G. Schtokal
Brian G. Goodenough
Matt G. Hrcbec
Melissa J. Jackson
Nancy L. Kahn
Deanna Swisher
Thomas R. Meagher
Douglas A. Mielock
Scott A. Chernich
Paul J. Millenbach
Dirk H. Beckwith
Brian J. Renaud
Bruce A. Vande Vusse
Lynwood P. VandenBosch
LawTence Korolewicz
James B. Doezeema
Anne M. Seuryneck
Richard L. Hillman
Steven L. Owen

John P. Nicolucci
Michael D. Homier
David M. Lick
Scott H. Hogan
Richard C. Kraus
Benjamin J. Price
Frank T. Mamat
Michael R. Blum
Jonathan J. David
Frank H. Reynolds
Pamela C. Dausman
Andrew C. Vredenburg
John M. Kamins
Jack A. Siebers
Julie I. Fershtman
Todd W. Hoppe
Jennifer B. Van Regenmorter
Thomas R. TerMaat
Frederick D. Dilley
Alexander A. Ayar

David R. Russell
Zachary W. Behler
Joshua K. Richardson
Joel C. Farrar
Laura J. Genovich
Liza C. Moore
Karl W. Butterer, Jr.
Lisa J. Hamameh
Mindi M. Johnson
Ray H. Littleton, IT
Frank J. Defrancesco
Scott A. Dienes
Jack L. Van Coevering
Barbra E. Homier
Anna K. Gibson
Patricia J. Scott
Nicholas M. Oertel
Alicia W. Birach
Adam A. Fadly
Glen A. Schmiede

Gilbert M. Frimet
Mark J. Colon
Paul D. Yared
Ryan E. Lamb
Stephen W. Smith
Michael J. Liddane
Clifford L. Hammond
Jonathan H. Schwartz
Brett R. Schlender
Drew L. Block
Mathew S. Fedor
Nicolas Camargo
Trevor J. Weston
Liam K. Healy
John W. Mashni
Allison M. Collins
Leslie A. Dickinson
Julie L. Hamlet
Michael C. Zahrt
Taylor A. Gast

Grand Rapids
1700 E. Beltline NE - Suite 200
Grand Rapids MI 49525

St. Joseph
728 Pleasant Street - Suite 204
St. Joseph MI 49085

Rachel G. Olney
Tyler J. Olney
Mark J. Deluca
Stefania Gismondi
Thomas K. Dillon
Robert A. Easterly
Katila L. Howard
Ryan S. Mills
David S. Nows
Donsur L. Oliver
Robert A. Hamor
Michael A. Cassar
Hilary J. McDaniel
Toufie R. Saati
Emily R. Wisniewski

Writer's Direct Phone: 616 726.2240

Fax: 517-367.7196

Reply To: Grand Rapids

E-Mail: ASeuryneck@fosterswift.com

February 21, 2018

Via E-Mail

Ms. Sue Garrity, President
Library Board of Trustees
Bath Township Public Library
PO Box 368
14033 Webster Road
Bath, MI 48808

Re: Bath Township Public Library

Dear Ms. Garrity:

We are delighted that you have selected us as your legal counsel and look forward to further demonstrating to you our ability to meet your legal needs. We look forward to doing what we can to help you meet the needs of your patrons.

In establishing any new client relationship, one of the things our firm requires of me is an "engagement letter." This engagement letter confirms our representation of the Bath Township Public Library ("Library"). It serves as an agreement about the nature and scope of our relationship. Our representation will officially commence and we will serve as the Library's counsel when you return a copy of this letter signed by the Library.

The firm is dedicated to the highest ethical standards. Thus, we want to assure you that although we do not believe that the interests of the Library are directly adverse to interests of another client of the firm, if such circumstances were to arise, the firm could withdraw from representing the Library. The firm also may represent existing or new clients in any matter that is not substantially related to our work for the Library.

FOSTER SWIFT

†GSTEILSWWT COLLINS & SMITH PC †ATTORNEYS

Ms. Sue Garrity
February 21, 2018
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We also want to confirm that we will hold strictly confidential all sensitive or proprietary information you give us during the course of our dealings. We will not reveal your confidences or secrets without your consent. If the firm, through its representation of the Library, obtains confidential information that conceivably could be used by another client to the Library's material disadvantage, we may withdraw from representing the Library or that other client in order to avoid a conflict of interest.

Our responsibility in representing the Library is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling the matters you may assign to us. In turn, we will need your full and timely cooperation. This will likely include providing us with written materials relating to the matters you assign to us.

The firm and I will pursue matters on the Library's behalf conscientiously and without delay, but with regard for the firm's workload and the nature of the legal system. Nevertheless, it is our practice to promptly return your calls and to be available when you need us and to keep you reasonably informed about the status of all matters. I welcome requests for information at any time.

We hope to establish a mutually rewarding and enduring relationship as the Library's legal counsel and I hope that, in the end, you will be pleased with our service. Nevertheless, you are free to terminate our services at any time by written notice to us to that effect. We may also terminate our services to the Library, by written notice to you to that effect, in the unlikely event that you unreasonably fail to cooperate with us, you fail to pay our monthly statements in a timely manner, or if we determine that our continued representation of you would violate the rules of professional responsibility applicable to lawyers or would otherwise be impractical. Clearly, we do not expect any of that to be the case.

As previously stated, with the exception of the specialized services of employee benefits and bond work, our rates for the Library for all attorneys would be capped at \$200.00 per hour. Employee benefit work is capped at \$250.00 per hour. The rates for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related fees. For certain matters, fees will be billed on a flat-fee basis as agreed to between the firm and the Library. Associate attorney rates will be anywhere from \$155.00 to \$200.00. We would be happy to provide an estimate for any specific project. We do not charge clients separate fees for secretarial or word processing costs, overtime, or other basic overhead costs.

This letter is intended to govern legal services that you may request in the future, unless we mutually agree in writing to a different arrangement with respect to future matters. To the extent we can help the Library in any way, we are happy to do so.

FOSTER SWIFT
FOSTER SWIFT COLLINS & SMITH PC II ATTORNEYS

Ms. Sue Garrity
February 21, 2018
Page 3

Should you have any questions about this letter, please do not hesitate to call me. If you agree with the above, please sign the enclosed copy and return it so we can officially begin to represent the Library's interests.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC

fuLJJf

Anne M. Seuryneck

AMS:sdc

AGREED:

BATH TOWNSHIP PUBLIC LIBRARY

By:

Sue Garrity

Date:

c2.b.21L2

AMS/sdc

Candidate Profile

Rhonda VanKampen






Candidate Contact Data
Notes Summary

Library Director

Bath, MI
February 2018



Candidate Summary - Rhonda VanKampen

	rvankampen12@gmail.com	
	(313) 926-6891	
	None	
	Grosse Pointe, MI	

Education

MS in Media Technology - University of West Georgia - Carrollton, GA 2005-12

BS in Child Development - Central Michigan University - Mount Pleasant, MI

Notes Summary

Rhonda is an amazing candidate for the Bath Library Director position. While she does not hold a Masters in Library Science, she does have a Masters in Media Technology. She also brings a wealth of knowledge from a number of libraries across the eastern US and provides a fresh perspective to the needs at Bath. She has an amazing attitude toward customer service and teaching others. She hopes to be able to help Bath be available when the customers need them.

Which library service or part of the community library system do you find most interesting? And why?

I find that helping the community locate information or just a fun book to read is an enjoyable part of being a librarian. I like the idea that I'm available to help share knowledge and learning with the community and also learn from them.

Please describe your experience with library finances and managing a fiscally sound library operations. If you do not have direct experience, please share what you think are the important practices needed for a financially sound library.

When dealing with budgetary concerns of a library, I find that working within the limit of a budget and finding the best "deals" very enjoyable. This means that I can find good quality materials and technology for the best price to stretch the budget. As a head librarian/director it is very important to realize that it is necessary to plan out how to acquire both small and large items. This means setting up a 5 – 10 year plan to purchase those items. Also finding ways, such as fund raisers, to expand the budget needs. It is necessary to keep an updated system and to change that plan when things come up. A goal plan for a budget will help to have a smoothly run program.

How do you measure success as to whether or not your library is meeting the community needs. Provide an experience example if possible.

There are different ways to measure the success of a program. The most obvious one is how much community participation is involved. Also having community input on what they would like to see at the local library is also important. This input can be set up by an online survey that they can take, or even just a suggestion box. I always liked to ask the people that came to the library if they had found what they needed and if there was anything/book that we didn't have that they would be interested in. An online survey could work through such programs as Survey Monkey. Sometimes just letting the community know what programs are available and what activities will be coming up through the use of electronic media will reach more than just word of mouth.

Please describe the most successful presentation that you have given. Why was it successful?

The most successful presentation I have made was to the neighborhood Kiwanis to request funds to help send our high school Key Club students to the regional convention. I used not only a simple power point presentation, but also brought members of the club to talk about why the convention was important to them. It was more than successful; we raise enough to send 10 extra students rather than the 5 that we requested funds for. A successful presentation like that also needs to have a follow up presentation demonstrating how their "gift" was used. This made them feel more involved and then were happier to repeat the "gift" the next year.

Rhonda Van Kampen

Teacher - Library

Grosse Pointe, MI 48236
rvankampen12@gmail.com - 313-926-6891

Willing to relocate: Anywhere
Authorized to work in the US for any employer

WORK EXPERIENCE

Teacher

Library - Hampton, VA -

2014 - Present

23663

757-727-1056

5th Grade Classroom Teacher

National Heritage Academies - Detroit, MI -

Present

Teaching 5th grade all academic subjects

Teacher Librarian

Hampton, VA -

2016-08 - 2017-06

Taught library skills and reference knowledge. Dealt with students in grades K - 5.

Media Specialist

Macon County High School - Montezuma, GA -

2005 - 2014

31063

478-472-8579

Teacher

Douglas County Schools - Douglasville, GA -

2002 - 2005

30116

(770)651-2000

Teacher

Carroll County School - Carrollton, GA -

2000 - 2002

30116

(770)832-3568

Teacher

DeKalb County School - Stone Mountain, GA -

1992 - 2000

30083

(678)676-1200

Teacher

Atlanta City Schools - Atlanta, GA -

1989 - 1991

30305

(404) 802-4700

EDUCATION

MS in Media Technology

University of West Georgia - Carrollton, GA

2005-12

BS in Child Development

Central Michigan University - Mount Pleasant, MI

1989-05

SKILLS

typing, 10-key, multiline phone, microsoft office, Google Docs

CERTIFICATIONS/LICENSES

Masters in Media Technology

2024

Candidate Profile

Grace Morris





Candidate Contact Data
Notes Summary

Library Director

Bath, MI
February 2018



Candidate Summary - Grace Morris

	morrisg@uw.edu	
	(517) 667-4059	
	https://www.linkedin.com/in/grace-morris-95b62a25/	
	Lansing, MI	

Education

Michigan State - BS in Anthropology

University of Washington - MLIS

Notes Summary

Grace has been at the MSU Library for over 6 years and is looking to take her career to the next level with Bath Township Library. She is very well versed in the management of the library budget and the need to present information to the Board. She is very competent in working with and acquiring donors for the library. As her capstone project, Grace created a toolkit for youth services in public libraries on how to adapt the libraries processes during a time of crisis. This toolkit is currently being distributed to public libraries nationwide. She has also been published in a couple of publications with the data from her capstone. Grace's out of the box thinking in how to handle diverse situations, will make her an amazing Library Director in Bath.

Which library service or part of the community library system do you find most interesting? And why?

One of my favorite aspects of public libraries is that they reach directly into their community to provide for all persons. From collection development to programming to outreach during community-wide events, watching the impact that the library provides to its patrons is just astounding - and for all ages too!

Please describe your experience with library finances and managing a fiscally sound library operations. If you do not have direct experience, please share what you think are the important practices needed for a financially sound library.

For the past 6 years I have extensively aided in the creation, monitoring, and spending of an undergraduate student employment budget - upwards of \$130,000 yearly spread across several endowments and accounts and including monitoring fringe benefits when applicable (typically summer semesters). I also have aided with a very small collection budget for media in support of research and teaching or replacing damaged/outdated items. Both of these experiences have taught me that the most important part of budgeting is actually paying attention to the numbers. It would be amazing for libraries to continually have an excess in budgets but most times we have to be fiscally creative to make the funds we have cover our needs. Therefore continually monitoring budgets ensures that we can make the most of what we have.

How do you measure success as to whether or not your library is meeting the community needs. Provide an experience example if possible.

The best way to see if your library is truly meeting community needs is to communicate and truly listen to your staff and your community. What are patrons asking for? What programs are well attended and have patrons excited to come back? What adjustments do the frontline staff want to implement? These questions can provide meaningful feedback which can guide the library into maximally meeting the needs of its community.

Please describe the most successful presentation that you have given. Why was it successful?

My most successful presentation within the Michigan State University Libraries would be for a family of cookery ephemera collectors. I presented on our digitization efforts including our large-sized overhead scanner (I2S SupraScan). As a result of my presentation, I accompanied our Development Director and a Metadata Librarian to the collector's house to see their rare and well kept collection of antique farming equipment blueprints and assorted ephemera for possible digitization and dissemination through MSUL. Currently the collector, on demand, will take a blueprint to their public library, scan the item, and email it to the requestee. Our hope is to be able to increase dissemination of these blueprints, conserve the damaged ones, and to provide easier access. I believe this was my most successful presentation, out of the numerous ones I've given, because of the potential for a high-impact project that could reach persons across the nation, and of course because of the potential for endowments to do such work.

GRACE MORRIS, MLIS

3018 Maloney St.
Lansing, MI 48911

(517) 667-4059
morrisg@uw.edu

SELECTED EXPERIENCE

Michigan State University Libraries, East Lansing, Michigan - *Imaging and Digitization Specialist*

September 2011 - Present

August 2005 - September 2011 as Student Supervisor

- Manages all digitization projects; ensures client satisfaction, establishes standards/specifications, provides derivatives, and maintains timelines.
- Trains, evaluates, and supervises 20 - 30 undergraduate student employees in all aspects of sound and print digitization, and front desk management.
- Presents for visitors, internal groups, and donors, often resulting in donations or endowments.
- Cross-trained in management, copyright permissions, and technical support for library events; assists while coworkers are on leave.

Capital Area District Library, Downtown Branch, Lansing, Michigan - *Library Assistant Substitute*

November 2016 - Present

- Answers complex questions regarding technology, collections, and library services for patrons of all ages.

Capital Area District Libraries, Lansing, Michigan - *Intern*

September 2016 - December 2016 as Intern at Okemos Branch

- Weeded, replaced, and maintained the 700's - nonfiction arts collection.
- Organized and managed 'Homemade for the Holidays' book display.
- Observed, participated, and/or ran programs for all ages.

February 2016 - August 2016 as Youth Services Intern at Downtown Branch

- Observed, participated, planned, and/or ran storytime program once a week.
- Created and updated themed book lists for preschoolers and programs for tweens.

EDUCATION

University of Washington, Seattle, Washington - *Masters of Library Information Science, June 2017*

Michigan State University, East Lansing, Michigan - *Bachelor's of Science in Anthropology, August 2011*

AWARDS

Michigan State University - *Ruth Jameyson "Above and Beyond" Award Recipient, May 2017*

Recipient of campus-wide award for support staff members who are pursuing a graduate degree while also performing "Above and Beyond" at MSU. Includes \$2,500 stipend.

Michigan State University Libraries - *Staff Recognition, 2016*

PUBLICATIONS

Morris, G. (August 30, 2017). **Public Libraries can (Literally) Serve as a Shelter in the Storm.** *The Conversation*. - Picked up by the Associated Press. Retrieved from <https://theconversation.com/public-libraries-can-literally-serve-as-a-shelter-from-the-storm-83070>

Gilmore, J., Morris, G., Trotter, E., & Wardrop, A. (June 4, 2017). **Youth Services Programming During a Time of Crisis.** *Sponsored/distributed by Library of Michigan*. Retrieved from http://www.michigan.gov/documents/libraryofmichigan/LM2017_Youth_Services_Programming_in_crisis_toolkit_599639_7.pdf

SELECTED PRESENTATIONS

Michigan Libraries Association Annual Conference - *Presenter*

Annual Conference in Lansing, Michigan, October 20, 2017 - Intentional Youth Services Programming and Collaborations to Better Prepare for Disasters.

Michigan Libraries Association Spring Institute - *Presenter*

Annual Youth Services Institute in Frankenmuth, Michigan, March 31 2017 - Yes, Even in My City: Disaster planning for youth services.

International Federation of Libraries Association and Institutions Annual World Congress - *Poster Presentation, UW iSchool scholarship recipient*

Annual Meeting in Columbus Ohio, August 2016 - Cost Effectiveness of Student Labor Versus Support Staff Labor: a case study of the Gerald M. Kline Digital and Multimedia Center - endowment scholarship covered \$700 toward cost of attendance.

Marantz Picturebook Symposium - *Attendee, scholarship recipient*

The Picturebook as a Work of Art: Inaugural Biennial Symposium at Kent State University, Kent, Ohio, August 2016 - student scholarship covered \$100 toward cost of attendance.

Candidate Profile

Kristina Reynolds






Candidate Contact Data
Notes Summary

Library Director

Bath, MI
February 2018



Candidate Summary - Kristina Reynolds

	pkreynolds73@gmail.com	
	517-231-2715	
	https://www.linkedin.com/in/kristie-reynolds-4470747/	
	Portland, MI	

Education

MLIS - Wayne State University, Detroit, MI
BA - Aquinas College, Grand Rapids, MI

Notes Summary

Kristina came across as an extremely competent and professional candidate with a wealth of knowledge and experience in the Library. She is passionate about the Library and excited for the opportunity to help Bath Library to grow and prosper as she has done over the past years at Portland Library. Kristina has her Masters in Library Science from Wayne State University as well as a number of professional certifications. She is well versed in grant and proposal writing which will assist in needs of the library to write the new policies that will need to be introduced. The most outstanding career achievement of Kristina's is that she has taken a youth program of 3 - 8 week sessions with little to no participation, when she started at Portland and has grown it into a 182 kids programs and 85 teen programs with over 6000 attendees. She also increased the number of available items in the collection to include over 15,000 items. Kristina is aware of the salary expectations for this position. Out of all the candidates I screened and interviewed as part of my selection process, Kristina is by far the strongest and most suitable for the role. She looks forward to hearing from the board to schedule an in person interview.

Which library service or part of the community library system do you find most interesting? And why?

The service I find most interesting is working with patrons. There are many ways to help them: providing reference help, readers advisory, computer help or enriching programming experiences. In my opinion, there is nothing more satisfying, both professionally and personally, than a patron leaving the library happy. If the patron leaves the library with a positive feeling they are more likely to return. Also, they will tell their friends and encourage them to visit the library. If the patrons have positive feelings about the library, they will more likely vote yes for a millage.

Please describe your experience with library finances and managing a fiscally sound library operations. If you do not have direct experience, please share what you think are the important practices needed for a financially sound library.

As the Youth Librarian, I have managed my portion of the library for several years. This includes setting and reviewing the budget. The process I use is as follows: Towards the end of the fiscal year, I review the current budget to see where we spent the budgeted money and if there are any adjustments that need to be made. Then I look to the upcoming year and see if there are any places in the budget that need to be modified. Once the modifications are made, I present my portion to the director. We then meet for a preliminary budget meeting with our accountant and board treasurer. Finally, we present it to the board for approval.

How do you measure success as to whether or not your library is meeting the community needs. Provide an experience example if possible.

One way I measure the success of how the library is meeting the community needs is by reviewing our circulation statistics, program attendance, and public feedback. Also, we create a three-year strategic plan based on community input. We use the goals we set during the strategic plans to influence our programming and outreach. As we near the end of the strategic plan cycle we review the plan to see if we are meeting our goals.

i. One example of a successful outreach program is Lunch Time Book Clubs. I go to the schools during the student's lunches and run a book club. I started a high school about seven years ago. We then expanded it to middle school about five years ago. This year I was approached by the 3rd through 5th grade building to create a book club for them. At the first meeting there were over 60 students who attended. The principal said that was over 20% of the population.

ii. An example of a program that needed to change was our Teen Advisory Board. The program started strong and ran really well for several years. However, attendance started to lag and the teens did not seem as interested anymore. I ended up dissolving the group but created other opportunities for teens; such as anime club and teen craft time.

Please describe the most successful presentation that you have given. Why was it successful?

One of my most successful presentations I have given was at the Loleta Fyan Small and Rural Libraries Conference. I spoke on the topic of graphic novels and my experience on The Great Graphic Novel Committee for the Young Adult Library Services Association. I gave several common sense rules on ordering graphic novels, suggested where to place them in the collection, recommended several review websites and several places to order them. I felt this presentation was successful because I was able to share useful information to librarians who may not have a lot of experience with graphic novels or the time to search out this information on their own.

KRISTINA A. REYNOLDS

10929 Grand River Trail, Portland, MI 48875
Cell: 517-231-2715 Email: pkreynolds73@gmail.com

Bath Township Public Library
Board of Trustees
P.O. Box 368
14033 Webster Rd
Bath, MI 48808

February 7, 2018

To Whom It May Concern:

Thank you for taking the time to discuss my qualifications for the position of Director of the Bath Township Public Library. I have worked as the head of the Youth Department at the Portland District Library for over ten years. Much of that time was spent developing the department to effectively provide programs and materials that encourage patron usage of the library. My resume is enclosed to provide you with additional details regarding my experience, career achievements, managerial and technological skills.

I approach work with a positive attitude while developing and implementing new programs that effectively increase interest in the library. I have spent many hours researching the community's needs and analyzing the data to create the successful program I now lead. I strive to collaborate with other organizations in the community and county to promote the services and resources provided by libraries. I manage staff by working with their strengths, while helping to improve their weaknesses.

Currently, my responsibilities include overseeing the budget for the youth department, writing grants, collection development, leading staff, and creating cutting edge programming. In addition to my regular tasks, I act as a liaison for the library on several committees at the local and national level, attend workshops and webinars, and speak at conferences on topics of importance.

Thank you for taking the time to review my resume and cover letter. You can contact me via email (pkreynolds73@gmail.com) or phone (517-231-2715). I look forward to hearing from you and discussing all the opportunities we can create.

Sincerely,
Kristina Reynolds

KRISTINA A. REYNOLDS

10929 Grand River Trail, Portland, MI 48875
Cell: 517-231-2715 Email: pkreynolds73@gmail.com

EXPERIENCE:

Portland District Library, Youth Librarian

2006 to Present

Core Responsibilities:

- Manage the youth budget (\$23,100.00) which has increased 31% over the last three years.
- Present monthly board reports for the youth department.
- Supervise numerous volunteers and 3 staff.
- Maintain the children and young adult collections consisting of 15,000 items.
- Customer service.
- Maintain a working relationship with schools and community.
- Create, advertise, organize, and lead or supervise over 180 programs per year for youth ages 6 months to 18 years and families in the community.

Extra Responsibilities / Projects Completed:

- Grant writing.
- Update the library's website, blog, and Facebook page.
- Contribute weekly to newspaper articles.
- Write the youth departments' portion of library's annual report.
- Serve on the Planning and Evaluation Committee for Woodlands Library Cooperative.
- Chair the Youth Ionia County Librarians Committee.
- Served on the YALSA Fabulous Films for Young Adults Committee.
- Served on the YALSA Graphic Novel Committee.
- Speaker at Spring Institute and Rural Conference.
- In process of learning how to fill out the State Report.

Aunt B's Daycare, Director of Education

2015-2016

- Inaugural staff of the daycare. Created the curriculum. Facilitated field trips. Collaborated with teachers.

Portland District Library, Library Clerk

2005 - 2006

- Worked circulation. Assisted patrons. Created programs for students in Middle School. Taught Story Times. Assisted the Youth Librarian in the Summer Reading Program.

Sunfield District Library, Library Clerk

2003-2006

- Worked circulation. Assisted patrons. Cataloged. Lead the Summer Reading Program.

EDUCATION:

Wayne State University, Detroit, MI

August 2008

Masters of Library and Information Science, GPA: 3.85

Aquinas College, Grand Rapids, MI

May 1996

Bachelor of Arts in Social Science, Minor in Early Childhood Endorsement, GPA: 3.3

PROFESSIONAL CERTIFICATIONS / AFFILIATIONS:

- Librarian's Permanent Professional Certificate
- Teacher Professional Certificate
- Member of ALA, YALSA, and ALSC
- Member of MLA
- Past President of Daughters of the Union Veterans of the Civil War
- Past Scholarship Committee Chair for Sunfield Area Sponsors of Programs for Youths
- Current Chair of Dream Big Community Center Committee

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10166 W. St. Joe Hwy, Vermontville, MI
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References

Kate Pohjola-Andrade
Director
Woodlands Library Cooperative
415 S. Superior St. Suite A
Albion, MI 49224
(W): 517-629-9469
(C): 586-801-0725
Email: kate.pohjolaandrade@monore.lib.mi.us

Laura Hager
Library Staff
Portland District Library
334 Kent St
Portland, MI 48875
(W): 517-647-6981 ext 1
(C): 517-648-7072
Email: lhager@portlandmilibrary.com

Kevin Robydek
Principal
Portland Middle School
296 Pleasant St.
Portland, MI 48875
(W): 517-647-2985
(C): 616-350-0004
Email: krobydek@portlandk12.org

Bath Township Public Library Board of Trustees

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

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

Facility Usage/Group Visits

The Bath Township Public Library (BTPL) welcomes the community usage of our facilities, and visits from community and school groups. Usage and visits that aren't related to library business must be during regular library hours. Please fill out the form below so we can assure your place on the calendar and be prepared to assist you. Note that the BTPL's policy is to close on days that Bath Community Schools close for weather-related issues; as a facility user, please monitor school closures accordingly.

Group Name: _____

Contact Person: _____

Phone#: _____ Email: _____

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

Activity: _____

Notes on special assistance needed: _____

Library staff signature: _____ Date: _____

Note: This form should be copied, with one copy retained on file at the BTPL, and another copy retained by the facility user. The event will be noted on the calendar for info@bathtownshippubliclibrary.org.

Library Hours: Monday, Tuesday, Thursday, 2 p.m. to 8 p.m.
Wednesday, 10 a.m. to 6 p.m.
Friday, 10 a.m. to 4 p.m.
Saturday, 11 a.m. to 3 p.m.

TAKING THE HASSLE OUT OF TECHNOLOGY, SO YOU CAN RUN YOUR BUSINESS

You take the time to be an expert in your field. ASK takes the time to be an expert in business technology.

ASK will manage your Information Technology infrastructure and let you concentrate on what you do best.

We stand on a wall and say, "Nothing is going to hurt you tonight, not on our watch!"



FOR ALL YOUR
IT SUPPORT NEEDS,
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Office
517-676-6633

ASK Help Desk
517-999-7861



3125 Sovereign Drive, Suite 9B
Lansing, Michigan 48911-4240



support@justask.net



www.justask.net



CONTACT PROCEDURE

A guide on how to contact your
ASK Total Care Help Desk.



Taking the hassle out of technology so you can run your business.



Taking the hassle out of technology so you can run your business.



Welcome to ASK

Thank you for choosing ASK as your IT support partner. We are excited to have the opportunity to provide your organization access to our portfolio of service offerings.

This brochure is intended to help you make the most of our services. It contains the information necessary to contact us for IT related questions and support.

IMPORTANT ACCOUNT INFORMATION

Account name: Bath Township Public Library

Your ASK Account Manager (AM) is: Ed Pryor

Please refer to this when contacting ASK. Your AM can be reached at 517-999-0243 or epryor@justask.net

How to Contact ASK Support

SUPPORT HOURS: 8:00 AM - 5:00 PM

The ASK Help Desk is staffed from 8am to 5pm Monday through Friday. We have on-call staff available 24x7x365

PHONE: 517-999-7861

Support is just a call away. To Contact the ASK Help Desk please call your dedicated ASK number at 517-999-7861

EMAIL: support@JustASK.net

Email should only be used for the Lowest Priority support. Response times to email can be as long as 24 hours.

To Contact the ASK Help Desk please send requests to support@JustASK.net. If you email the ASK Help Desk in reference to a currently open ticket, please place Ticket:Txxxxxxx.xxxx in the subject line. Replace Txxxxxxx.xxxx with your ASK Ticket Number.

ASK COMMUNICATOR:



This icon will show in the system tray on your computer. It will give you information about your computer and contact procedures.

ASK SUPPORT STAFF

Take comfort in knowing you have an entire IT support team behind you!

Director of Technical Services:

Scott Spalding – sspalding@justask.net
Phone: 517-999-0229

Technical Services Manager:

Justin Kikendall – jkikendall@justask.net
Phone: 517-999-0234

Solutions Director:

Jeff Shannon – jshannon@justask.net
Phone: 517-999-0223

Customer Success Manager:

Daniel Mekhayel — dmekhayel@justask.net
Phone: 517-999-0219

All support calls are addressed by our Tier 1 support team members. If the technology issue cannot be resolved by a Tier 1 support team member, your call will be escalated to our Tier 2 support team.





3125 Sovereign Drive, Suite 9B, Lansing, MI 48911
 t. 517-676-6633 f. 517-676-6730

QUOTE

Number: ASKQ5984
Date: Mar 5, 2018
Expires: Apr 4, 2018

Sold To

Bath Township Public Library
 Sue Garrity
 14033 Webster Rd
 Bath Township, MI 48808
 United States

Phone (517) 641-7111

Ship To

Bath Township Public Library
 Sue Garrity
 14033 Webster Rd
 Bath Township, MI 48808
 United States

Phone (517) 641-7111

Your Account Manager

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

Here is the quote you requested.

Terms	Ship Via
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30 Days

Qty	Description	Unit Price	Ext. Price
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2	Lenovo ThinkCentre M710q Desktop Computer - Intel Core i5 (7th Gen) i5-7500T 2.70 GHz - 8 GB DDR4 SDRAM - 128 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)	\$620.00	\$1,240.00
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*Full-Featured Micro Desktops
 M Series Tiny desktops provide big-business performance with impressive processing power and 15 months of platform stability - all while remaining energy-efficient and saving you space.*

2	Lenovo ThinkCentre Tiny-In-One 24Gen3 23.8" LED LCD Monitor - 16:9 - 6 ms - 1920 x 1080 - 1,000:1 - Full HD - Webcam - DisplayPort - Black - Ukraine RoHS, EU RoHS, ENERGY STAR 7.0, Turkey RoHS, China RoHS, EPEAT Gold, China Energy Label (CEL)	\$201.08	\$402.16
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The ThinkCentre Tiny-in-One 24 is a light and slim monitor that comfortably manages your workspace. Equipped with LED panel, lift and tilt stand, DisplayPort connectivity, this monitor delivers a reliable performance at an affordable price. It also supports Tiny PC. 23.8-inch LED backlit LCD panel 1920 x 1080 resolution 1080p Camera Dual MIC Array DP connection Supports Lenovo Tiny PC Digital Controls with 8 language OSD Support mode for different

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Qty	Description	Unit Price	Ext. Price
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aspect (16:9, 4:3) Energy Star 7.0, EPEAT Gold, China Energy Label Tier 1, EU RoHS, China RoHS, Turkey RoHS, Ukraine RoHS

2	ASK Flat Rate PC Setup	\$200.00	\$400.00
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Please contact me if I can be of further assistance.

SubTotal	\$2,042.16
Tax	\$0.00
Shipping	\$18.00
Total	\$2,060.16

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: ASKQ5984

Signature: _____ Date: _____ PO: _____

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