

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, APRIL 17, 2019 – 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
9. Unfinished Business - Items for Discussion
 - a. Policies for Approval
 - i. Material Selection
 - ii. Meeting Room Policy
 - iii. Circulation Policy
 - b. Bylaws
 - i. Article IV, Section 7 Treasurer – Closed Session re: attorney letter
 - c. Strategic Planning Workshop – June 14 & 15
10. Items for Action (need a vote)
 - a. Policy & Employee Manual – drafts from Anne Seurnyck (continuing review)
 - i. Material Selection
 - ii. Meeting Room Policy
 - iii. Bylaws
 1. Article IV, Section 7 Treasurer
11. New Business - Items for Discussion
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is May 21, 2019

Bath Township Public Library
Meeting Minutes

Tuesday, March 19, 2019

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlasic, Ryan Fewins-Bliss, Theresa Kidd

Board not present:

(Library Director & staff) Kristie Reynolds, Derek Barth, Carrie
Frazer

Next meeting: Regular Meeting: Wednesday April 17, 2019 @ 6:00pm.

I. Regular Business

- a. Meeting called to order at 6:09pm.
- b. Moment of civic reflection.
- c. Theresa moves to approve the agenda as amended, Shannon 2nd, all in favor.
- d. Public comment on agenda items: Carrie states that League of Enchantment begins tomorrow.
- e. Disclosures of conflict of interest: Ryan has worked with some of the vendors who have put in proposals for strategic planning. Could be a perceived conflict of interest, but no relationship exists between Ryan and any vendor.
- f. Ryan moves to approve the minutes from 2/19, Theresa 2nd, all in favor.

II. Financial Report

Attached. We are well within budget. Revenue looks high due to timing of collection of funds. Subscriptions category needs to be corrected, added to technology. Ryan will be asking for budget adjustments in the coming months to “fix” some categories. Balance Sheet: Now in 2nd full fiscal year, so we have money from 1st fiscal year that will not show up on budget vs. actuals. It shows as line item on balance sheet. Feb bills and income available to be signed. Lynn moves to approve financial report, Theresa 2nd. All in favor.

III. Director's Report

Attached. Audit was intense, but a great learning experience. Ryan spoke with auditor. Audit is almost done, is in front of "internal" check. They will have recommendations re: policy & procedure, as expected. Statistics are wonderful!

IV. Discussion

a. Policy & Employee Manual;

- I. Violations of the Library: Ken moves to approve as written, Shannon 2nd, all in favor.
- II. Programming Policy: (change "assistant director / program coordinator" to "designated staff" under section's 1 & 3.) Shannon moves to approve with amendments to sections 1 & 3. Ken 2nd, all in favor.
- III. Circulation Policy: Implement annual \$25 card fee for non-resident individual \$50 card fee for non-resident family. Re-visit this policy in a year to determine if this fee is appropriate. Millage cost to residents is \$67 / \$200,000 home, so this seems an appropriate fee. Beginning April 1, 2019.

b. Bylaws;

- I. Article IV, Section 7 Treasurer. We need attorney's advice in writing regarding closed session. Hold for now. Kristie will contact attorney.

c. Strategic Plan;

Discussion. Lynn moves to accept the proposal submitted by Lewis G. Bender. Lynn 2nd, all in favor. Kristie will reach out to this vendor for discussion, as well as send letters to other applicants.

V. New Business:

- a. Kristie has requested to move Tuesday night meetings to Wednesdays. Theresa moves to change meetings to 3rd Wednesday of the month beginning in April.

VI. Closing

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

Meeting adjourned at 7:13pm.

April 2019 Director's Report

- Legal & Professional (like the lease stuff, insurance, etc.)
 - Received letter for closed session from Anne Suerynck
- Staffing (only necessary when we have changes)
 -
- Scheduling (Like changes in hours, upcoming vacations, etc.)
 - Monday and Tuesday April 29th and 30th Kristie, Sue, and Theresa will be at the Small Library Big Impact Conference.
- Upcoming Programs (discussion of programs we're offering in the upcoming month)
 - We continue to have great attendance at our programs
 - We have some fun programs coming up. Escape Room, Star Wars day, Peeps Diorama Contests, Baby Sitting Workshop, 2nd Author visit-Deborah Diesen
- Community outreach (what are we doing out in the community)
 - Alex read at the Farmers Market meet the Cop Dog Event
 - Carrie will have a table at the Science Fair
 - We gave an Easter Basket as a prize from the library
 - We have partnered with Michigan Opera Theatre for discounted tickets. This opportunity is provided through Woodlands Cooperative. They are working on partnering with more local venues such as Wharton Center.
- Technology (if there are updates)
 - Added a DVD player option for the computers
- Policy (If there are updates) The policies are attached as well. I did make small changes based on what we discussed in the past. You have the originals in the forwarded emails from Anne.
 - Meeting Room Policy-approve as is
 - Materials Selection Policy- approve as is
 - Circulation Policy- needs discussion
 - Bylaws
 - Article IV, Section 7 Treasurer
- Continuing Education (training you, your staff, or board members have attended)
 - In the process of setting up training for first aid, AED and Mental health awareness
 - Carrie attended Spring Institute
- Projects (like security, signage, AED's, working with the architects, new shelving, etc.)
 - Strategic Planning is set for June 14/15.
 - Who in the community to invite?
 - Where should the meeting be held?
- Statistics

February	2018	2019	Difference	% difference		
Visit	585	907	322	up 55%		
Items checked out	445	1214	769	up 173%		
Computer use	140	252	112	up 80%		
New Cards	20	40	20	up 50%		
Program Attendance	66	177	111	up 168%		
Storytime Attendance	41	46	5	up 12%		



P.O. Box 820 Holland, OH 43528
800-875-2785

Bath Township Public Library
Digital Account
14033 Webster
Bath MI 48808

Invoice # 97203771
Customer # 2000017008
Customer Ref #
Payment Terms: 30 Days Net
Page 1 of 1

Month Ending 03/31/2019

Description	Quantity	Extended Amount
Digital Audiobook	13	28.52
Digital Ebook	10	10.35
Digital Movie	6	13.94
Digital Music	3	4.47
Digital Television	5	7.95
Amount Due :	37	65.23
Taxes :		0.00
Total Due in USD :		65.23

To view and/or download transactional data for the above charges, please login to your hoopla account at <https://library.hoopladigital.com>

Remit to:

Midwest Tape
P.O. Box 820
Holland, OH 43528

Federal ID# 37-1499686

MATERIAL SELECTION POLICY

I. Purpose:

The purpose of the Material Selection Policy (“Policy”) is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Bath Township Public Library.

II. Definitions:

The term “Library Materials” means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term “Library Materials” does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

III. Goals of Materials Selection:

- A. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

IV. Responsibility for Selection:

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults and adults. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book

selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

V. General Principles:

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made on the basis of anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.

- B. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection in order to impose those restrictions.

- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

- D. It is the responsibility of the Library to provide circulating, reference and research materials for the general public and the student based on the services it is expected to perform.

VI. Specific Principles for Selection:

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual

- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material

VII. Gifts:

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library.

VIII. Maintenance of the Collection:

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

IX. Challenges to Materials:

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons who object to particular Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the patron, attempting to resolve the concern to both the patron's and Library's satisfaction.
- C. If the patron wishes to carry the request further, the Director will provide the patron with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within sixty (60) days of receipt of the appeal.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of this Policy:

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

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Meeting Room Policy

I. Introduction and Purpose of Policy:

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

II. Application and Scheduling of Meeting Room:

- A. General Use. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy (“Users”). The Meetings Rooms are available during regular Library hours.
- B. Scheduling.
 - 1. Applications shall be accepted on a first-come-first-serve basis, with Library business, Library-sponsored or Library-co-sponsored events having first priority. The next priority shall be given to applications that support the cultural, educational and informational needs and interests of the community
 - 2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
 - 3. Non-Library sponsored, or co-sponsored meetings and events will not be scheduled more than 3 months in advance.
 - 4. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.
 - 5. Each Non-Library sponsored, or co-sponsored event shall be scheduled for a time any day not to exceed 8 hours.
 - 6. Meetings and events will not be scheduled more than 3 months in advance but must be scheduled no later than 1 week before the event.
 - 7. No User may use the Meeting Rooms more than 10 times per month.

C. Application Process.

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

III. General Guidelines Affecting all Library Meeting Rooms:

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

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

IV. Fees:

- A. Non-Profit Organizations. Any Non-Profit Organization (non-profit corporation, government entity, or other organization that has the primary purpose of supporting the cultural, educational and informational needs

and interests of the community) may use the Meeting Rooms for no charge.

- B. All Other Organizations. Any other organization or individual that does not meet the definition of Non-Profit Organization may use the Meeting Rooms for a fee of \$50.00 for up to eight (8) hours.
- C. Clean Up and Damage Fee. A fee of \$25.00 will be charged if the Meeting Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Meeting Rooms.

V. Library Disclaimer:

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

VI. Violation and Appeal Section:

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

CIRCULATION POLICY

I. Eligibility for a Library Card at the Bath Township Public Library.

- A. Township residents. An individual residing in or paying real property taxes (which would include the owners of businesses that pay property taxes) to the Bath Township Public Library is eligible for a Library Card from the Library at no cost. Proof of identity and current address is required as stated more fully in this Circulation Policy (“Policy”). Library Residents are entitled to all Library services provided by the Library.
- B. Non-Resident Library Card Holders. Individuals who are not Library Residents may purchase a Library Card. Non-Resident Library Cards shall only be sold to individuals or family members for a set amount. Non-Resident Cards are valid for one (1) year from the date of purchase.

II. Receiving a Library Card.

- A. Every person wishing to receive a Library Card from the Library must complete an Application for a Library Card. To obtain a Library Card, applicants must provide a valid photo ID with the current address on it, such as a driver’s license, passport or state ID card. If the address on their ID is not current or the ID is from a state other than Michigan, the applicant must provide a proof of address in the form of mail, such as a lease or utility bill, received at their place of residence. For those individuals who are eligible for Library Resident status because they pay property taxes, they must provide documentation of taxpayer or business owner status.
- B. By signing the Application, the person (or parent or guardian for minors under the age of 18) agrees to and acknowledges that they are subject to the policies and procedures of the Library, which may be amended from time to time. Library Cards are valid for a period of one (1) year.
- C. Cards will be renewed after identification, address and telephone number have been verified for accuracy and all fines and fees have been paid to under \$5.00.
- D. Minors between age 5 and 18 are eligible for a Library Card. Minors must be accompanied by a parent or legal guardian when applying for a card. The parent or legal guardian must provide the same valid ID as stated above. By signing the Application, the parent or legal guardian agrees to be liable for payment or return of the materials identified in that Library record. Put another way, the signing parent/guardian is financially responsible for all items checked out on a child's card.
- E. Library Card or Driver’s License must be presented at checkout and patrons are responsible for maintaining control over their cards. Lost cards must be reported immediately because the patron is responsible for all materials checked out to their card.

- F. Patrons may receive a replacement card for a set fee. (Would start on May 1)

III. Circulation of Material; Interlibrary Loan

- A. The Library has exclusive authority to determine what materials will be circulated. Books in the reference section will not be circulated unless specifically authorized by the Library Director.
- B. 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.

IV. Reserving and Reserved Material.

Patrons may place holds on certain materials that are currently checked out by other patrons by reserving the material on the Library's website and logging into the catalog, calling the Library or requesting in person. Patrons will receive a notice by phone or email from the Library when the item is available for them. Reserved library materials will be held for (5) days. Materials must be checked out on the account of the person placing the request. If a patron has placed a hold on an item currently available on the shelf, and that item has not yet been pulled for that patron, the item may be checked out by another patron physically at the Library. The hold will be retained in the system, and the patron with the hold will be the next person to receive the item when it is returned.

IV. Lost and Damaged Material.

- A. Lost Material. Material not returned within sixty (60) days of the due date is considered lost and the patron who checked out the material is responsible for all replacement costs or accrued overdue fees. The Library Director shall determine what the list price is for the material and either notify the patron of the amount due or designate a staff member to notify the patron of the amount due. Overdue fines (maximum \$5.00) shall be assessed until the material is returned or the lost material has been paid for by the patron. If the item is subsequently found after the replacement costs have been paid, the patron may keep the material and no refunds shall be issued.
- B. Damaged Material. If material is returned damaged and may not be put back into circulation, the patron checking out the material is responsible for the payment of the replacement costs. If material is damaged but may be put back in circulation, the Library shall assess a fee of \$2.00 per item. If the material is an audiobook, the Library staff has the authority to determine whether a repair or replacement fee shall be assessed depending on the cause and nature of the damage; for example, whether the damage was a result of negligent use or misuse of the audiobook. The Library shall have the exclusive and final authority to determine whether the book may be repaired.

V. Loan Periods.

Items are loaned out according to the following schedule. The DVD's shall have a limit of 5 items that may be checked out at one time by a patron; however, there is no limit to how many other materials a patron may have checked out. The Library also limits the number of renewals allowed as identified in the chart below. No renewals are permitted for Library material that has been placed on hold. Encyclopedias, reference items and genealogy materials are non-circulating.

Material	Loan Period	Limit on Number of Items Checked out at one Time	Renewals allowed
All Books	3 weeks	No limit	One (1) renewal
Magazines	3 weeks	No limit	One (1) renewal
Audio Books and CDs	3 weeks	No limit	One (1) renewal
DVDs (excluding multi-disc television show sets)	1 week	Five (5) titles at one time	One (1) renewal
Multi-disc television show sets DVDs	3 week	Five (5) titles at one time	One (1) renewal
Nontraditional Materials	3 weeks		One (1) renewal

VI. Overdue Charges.

A. The Library's overdue charges are identified in the chart below:

Material	Overdue Charges
All Books Except New Books	\$.10 per day per item
Magazines	\$.10 per day per item
Audio Books and CDs	\$.10 per day per item
DVDs (excluding multi-disc television show sets)	\$.50 per day per item
Multi-disc television show sets DVDs	\$.50 per day per item
Nontraditional Materials	\$.50 per day per item

- B. The above fines are limited to a maximum of \$5.00 per item for all materials that are returned.
- C. The Library is not required to provide notice of overdue material or fines. The Patron is responsible for the fines and fees and the return of material.
- D. When a patron has accumulated fines greater than \$5.00 or has (1) one or more overdue items, the patron shall be considered delinquent. This includes cards on which the patron is the only person identified as well as any card the patron has agreed to take liability for in the returning of materials and the payment of fines.

- E. The Library reserves the right to turn over any delinquent account to a collection agency and the patron will be responsible for all actual costs of collection and a \$10.00 processing fee or any additional fees and costs that the court may order.
- F. Patrons who are delinquent may not check out any additional items or use Library computers until the outstanding fines have been paid in full.

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Bath Township Public Library
BUDGET VS. ACTUALS: BTPL FY2019 BUDGET - 25% OF YEAR
 January - December 2019

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Donation	27.45	5,000.00	-4,972.55	0.55 %
Miscellaneous	23.00	200.00	-177.00	11.50 %
Penal Fines		54,000.00	-54,000.00	
Service Fees	371.61	1,200.00	-828.39	30.97 %
State Aid		4,600.00	-4,600.00	
Tax Revenue	256,129.06	286,000.00	-29,870.94	89.56 %
Uncategorized Income		1,800.00	-1,800.00	
Total Income	\$256,551.12	\$352,800.00	\$ -96,248.88	72.72 %
GROSS PROFIT	\$256,551.12	\$352,800.00	\$ -96,248.88	72.72 %
Expenses				
Advertising & Marketing	40.00	7,000.00	-6,960.00	0.57 %
Bank Charges & Fees		250.00	-250.00	
Capital Expenses	229.96	4,000.00	-3,770.04	5.75 %
Collection Acquisitions	7,195.52	34,200.00	-27,004.48	21.04 %
Contractual Services	3,041.40	23,400.00	-20,358.60	13.00 %
Insurance		3,500.00	-3,500.00	
Legal & Professional Services	6,320.00	7,000.00	-680.00	90.29 %
Library Programming	1,102.98	12,600.00	-11,497.02	8.75 %
Membership	0.00	7,950.00	-7,950.00	0.00 %
Miscellaneous Expense	60.00		60.00	
Office Supplies & Software	2,521.64	7,000.00	-4,478.36	36.02 %
Payroll	29,283.21	135,000.00	-105,716.79	21.69 %
Payroll Taxes/Benefits	14,496.38	32,500.00	-18,003.62	44.60 %
Professional Development	420.00	6,000.00	-5,580.00	7.00 %
Rent & Lease	2,596.77	10,500.00	-7,903.23	24.73 %
Repairs & Maintenance	1,909.82	9,400.00	-7,490.18	20.32 %
Subscriptions	1,082.00		1,082.00	
Technology	469.38	21,450.00	-20,980.62	2.19 %
Travel	1,256.56	5,000.00	-3,743.44	25.13 %
Utilities & Internet	1,477.26	6,600.00	-5,122.74	22.38 %
Total Expenses	\$73,502.88	\$333,350.00	\$ -259,847.12	22.05 %
NET OPERATING INCOME	\$183,048.24	\$19,450.00	\$163,598.24	941.12 %
NET INCOME	\$183,048.24	\$19,450.00	\$163,598.24	941.12 %

TOTAL