

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, AUGUST 21, 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. Continued Review of Policies for Approval
 - i. FOIA Policy (moved forward from July after request for procedure)
 - ii. Investment Policy
 - b. Bylaws
 - i. Article IV, Section 7 Treasurer – Closed Session re: attorney letter
 - c. Strategic Planning Workshop – presentation of final version
10. Items for Action (need a vote)
 - a. Policy & Employee Manual – drafts from Anne Seurnyck (continuing review)
 - i. FOIA Policy
 - ii. Investment Policy
 - iii. Bylaws
 1. Article IV, Section 7 Treasurer
11. New Business - Items for Discussion
 - a. Performance Review for Director
 - b. Meeting Schedule going forward (Shannon has conflicts for next 3 months)
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is September 18, 2019

Bath Township Public Library
Meeting Minutes

Wednesday, July 17, 2019

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlastic, (Theresa Kidd arriving late)

Board not present: Ryan Fewins-Bliss

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

Public: Teri Cline (arriving late)

Next meeting: Wednesday August 21, 2019 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:10pm
- b. Moment of civic reflection.
- c. Shannon moves to approve the agenda with addition of discussion regarding circulation policy to unfinished business, Lynn 2nd, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Lynn moves to approve the minutes as written, Ken 2nd. All in favor.

II. Financial Report

Attached. 1st budget is January – December and shows percentages, 2nd budget is January – June and shows money. Lynn moves to show IRS recommendations on August financial report, Ken 2nd, all in favor. We will do a more thorough exam of the budget in August when Ryan is here. Some categories will need to be adjusted.

III. Director's Report

Attached. Youth report also attached. Numbers may be slightly higher than depicted as we have been short staffed over last 6 weeks due to vacation season.

IV. Unfinished Business

- a. Policy & Employee Manual;
 - I. ACH Policy; Shannon moves to accept the ACH policy as presented with the appropriate revisions, Ken 2nd, all in favor.
 - II. Credit Card Policy; Shannon moves to accept the Credit Card policy as presented with the appropriate revisions, Sue 2nd, all in favor.
 - III. FOIA Policy; Revisit in August, Kristie will put something together regarding the process in the event of a FOIA event including what information would be redacted vs. what information is public.
 - IV. Circulation Policy; Lynn moves to accept the Circulation Policy as written, Sue 2nd, all in favor.
- b. Bylaws;
 - I. Article IV, Section 7 Treasurer – (Closed Session re: attorney letter): Look at this in August.
- c. Strategic Planning Workshop; Update on staff input, discussion on possibility of project partnership with BS&A Software. Lynn moves to accept Strategic Plan as presented, Shannon 2nd. All in favor. Kristie will have Strategic Plan ready to present professionally at August meeting.

V. New Business – Items for Discussion

- a. Performance Review for Director; review emailed document from 05/23 about how to do a performance review for a library director from United for Libraries.
- b. Draft of Potential Moving Costs; worksheet presented. Homework! Be prepared to discuss at August meeting. Sue will email Camie about discussing estimates.

VI. New Business: None.

VII. Closing

- a. Public Comment: None.
- b. Board Comment: None. Lynn attended EDI class. Library should review strategy plan for equity, diversity & inclusion.
- c. Theresa moves to adjourn the meeting, Ken 2nd, all in favor.

Meeting adjourned at 7:39pm.

Bath Township Public Library

BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - July, 2019

| | TOTAL | | | |
|------------------------------------|---------------------|---------------------|----------------------|-------------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 4000 Donation | 910.16 | 2,916.69 | -2,006.53 | 31.21 % |
| 4200 State Aid | | 2,683.31 | -2,683.31 | |
| 4300 Tax Revenue | 285,703.25 | 166,833.31 | 118,869.94 | 171.25 % |
| 4500 Penal Fines | 64,595.46 | 31,500.00 | 33,095.46 | 205.06 % |
| 4600 Service Fees | 943.67 | 700.00 | 243.67 | 134.81 % |
| 4700 Interest | 13.87 | | 13.87 | |
| 4900 Uncategorized Income | | 1,050.00 | -1,050.00 | |
| 4910 Miscellaneous | 389.46 | 116.69 | 272.77 | 333.76 % |
| Total Income | \$352,555.87 | \$205,800.00 | \$146,755.87 | 171.31 % |
| GROSS PROFIT | \$352,555.87 | \$205,800.00 | \$146,755.87 | 171.31 % |
| Expenses | | | | |
| 6000 Capital Expenses | 1,605.52 | 2,333.31 | -727.79 | 68.81 % |
| 6010 Collection Acquisitions | 16,463.59 | 19,950.00 | -3,486.41 | 82.52 % |
| 6020 Library Programming | 6,364.23 | 7,350.00 | -985.77 | 86.59 % |
| 6030 Miscellaneous Expense | 60.00 | | 60.00 | |
| 6200 Advertising & Marketing | 2,153.97 | 4,083.31 | -1,929.34 | 52.75 % |
| 6310 Contractual Services | 15,294.20 | 13,650.00 | 1,644.20 | 112.05 % |
| 6320 Legal & Professional Services | 10,860.00 | 4,083.31 | 6,776.69 | 265.96 % |
| 6400 Payroll | 61,858.83 | 78,750.00 | -16,891.17 | 78.55 % |
| 6410 Payroll Taxes/Benefits | 30,442.43 | 18,958.31 | 11,484.12 | 160.58 % |
| 6500 Bank Charges & Fees | 44.00 | 145.81 | -101.81 | 30.18 % |
| 6510 Insurance | 549.00 | 2,041.69 | -1,492.69 | 26.89 % |
| 6540 Membership | 3,017.33 | 4,637.50 | -1,620.17 | 65.06 % |
| 6550 Office Supplies & Software | 4,491.61 | 4,083.31 | 408.30 | 110.00 % |
| 6560 Professional Development | 834.35 | 3,500.00 | -2,665.65 | 23.84 % |
| 6580 Rent & Lease | 5,193.54 | 6,125.00 | -931.46 | 84.79 % |
| 6590 Repairs & Maintenance | 3,658.68 | 5,483.31 | -1,824.63 | 66.72 % |
| 6620 Technology | 1,078.03 | 12,512.50 | -11,434.47 | 8.62 % |
| 6630 Travel | 2,120.23 | 2,916.69 | -796.46 | 72.69 % |
| 6640 Utilities & Internet | 3,599.01 | 3,850.00 | -250.99 | 93.48 % |
| Total Expenses | \$169,688.55 | \$194,454.05 | \$ -24,765.50 | 87.26 % |
| NET OPERATING INCOME | \$182,867.32 | \$11,345.95 | \$171,521.37 | 1,611.74 % |
| NET INCOME | \$182,867.32 | \$11,345.95 | \$171,521.37 | 1,611.74 % |

Bath Township Public Library

BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - December 2019

| | | TOTAL | | |
|------------------------------------|---------------------|---------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 4000 Donation | 915.48 | 5,000.00 | -4,084.52 | 18.31 % |
| 4200 State Aid | | 4,600.00 | -4,600.00 | |
| 4300 Tax Revenue | 285,703.25 | 286,000.00 | -296.75 | 99.90 % |
| 4500 Penal Fines | 64,595.46 | 54,000.00 | 10,595.46 | 119.62 % |
| 4600 Service Fees | 1,014.55 | 1,200.00 | -185.45 | 84.55 % |
| 4700 Interest | 13.87 | | 13.87 | |
| 4900 Uncategorized Income | | 1,800.00 | -1,800.00 | |
| 4910 Miscellaneous | 389.46 | 200.00 | 189.46 | 194.73 % |
| Total Income | \$352,632.07 | \$352,800.00 | \$ -167.93 | 99.95 % |
| GROSS PROFIT | \$352,632.07 | \$352,800.00 | \$ -167.93 | 99.95 % |
| Expenses | | | | |
| 6000 Capital Expenses | 1,605.52 | 4,000.00 | -2,394.48 | 40.14 % |
| 6010 Collection Acquisitions | 17,216.63 | 34,200.00 | -16,983.37 | 50.34 % |
| 6020 Library Programming | 6,374.78 | 12,600.00 | -6,225.22 | 50.59 % |
| 6030 Miscellaneous Expense | 60.00 | | 60.00 | |
| 6200 Advertising & Marketing | 3,045.69 | 7,000.00 | -3,954.31 | 43.51 % |
| 6310 Contractual Services | 15,294.20 | 23,400.00 | -8,105.80 | 65.36 % |
| 6320 Legal & Professional Services | 10,860.00 | 7,000.00 | 3,860.00 | 155.14 % |
| 6400 Payroll | 61,858.83 | 135,000.00 | -73,141.17 | 45.82 % |
| 6410 Payroll Taxes/Benefits | 30,442.43 | 32,500.00 | -2,057.57 | 93.67 % |
| 6500 Bank Charges & Fees | 44.00 | 250.00 | -206.00 | 17.60 % |
| 6510 Insurance | 549.00 | 3,500.00 | -2,951.00 | 15.69 % |
| 6540 Membership | 5,368.90 | 7,950.00 | -2,581.10 | 67.53 % |
| 6550 Office Supplies & Software | 5,160.91 | 7,000.00 | -1,839.09 | 73.73 % |
| 6560 Professional Development | 834.35 | 6,000.00 | -5,165.65 | 13.91 % |
| 6580 Rent & Lease | 6,059.13 | 10,500.00 | -4,440.87 | 57.71 % |
| 6590 Repairs & Maintenance | 3,658.68 | 9,400.00 | -5,741.32 | 38.92 % |
| 6620 Technology | 1,078.03 | 21,450.00 | -20,371.97 | 5.03 % |
| 6630 Travel | 2,171.54 | 5,000.00 | -2,828.46 | 43.43 % |
| 6640 Utilities & Internet | 4,024.88 | 6,600.00 | -2,575.12 | 60.98 % |
| Total Expenses | \$175,707.50 | \$333,350.00 | \$ -157,642.50 | 52.71 % |
| NET OPERATING INCOME | \$176,924.57 | \$19,450.00 | \$157,474.57 | 909.64 % |
| NET INCOME | \$176,924.57 | \$19,450.00 | \$157,474.57 | 909.64 % |

Directors Report – August 2019

- Legal & Professional
- Staffing
 - Starting reviews
- Scheduling
 - We are updating our schedule for the Fall starting August 26.
- Upcoming Programs
 - The new calendar comes out September 1st
- Community outreach
 - Joana and Teri attended Farmers market. It was well attended with over 90 people stopping by the booth.
 - Walked in the Bath Days Parade, highlighting Pete the Cat and Friends
- Technology
 - Looking into purchasing a monitor through a technology grant. The Monitor would advertise our upcoming events allowing us to have more free space
- Policy
 - Investment Policy-approve as is
 - Four FOIA Documents
 - BY-LAWS
- Continuing Education
 - I am applying for Small and Rural Library Academy
 - I am working on a presentation for Small and Rural Library Conference
 - I am looking at applying for a QuickBooks course.
- Projects
 - Added two new bookshelves, rearranging collection
- Statistics

| July | 2018 | 2019 | Difference | % difference | | |
|----------------------|------|------|------------|--------------|--|--|
| Visit | 569 | 1260 | up 691 | 121% | | |
| Items checked out | 748 | 1936 | up 1188 | 159% | | |
| Computer use | 119 | 345 | up 226 | 189% | | |
| New Cards | 31 | 46 | up 15 | 48% | | |
| Program Attendance | 73 | 500 | up 427 | 585% | | |
| Storytime Attendance | 21 | 49 | up 28 | 133% | | |

Youth Services July 2019 Report

Programs

July had 22 Youth and Teen programs with a total attendance of 441:
70 early literacy, 9 teens, and 362 general youth (not specific to either early literacy or teen).

Summer Reading

Summer Reading had a total of 211 register for the 2019 program. The breakdown of that total is 103 for children, 28 for teens, and 80 for adults. According to the Library of Michigan Statistics the average Class 3 library's SRP is 239.

1000 Books Before Kindergarten

As of July, we now have 7 children participating in this program. Eight logs were turned in during July, bringing the total to 24 logs (2400 books read).

Outreach

The library continued to partner with the Bath Schools Meet Up & Eat Up program, by providing activities, and library PR during the Thursday lunch times. During July we were able to interact with 81 kids and parents/caretakers.

Meetings/Conferences

Continued self-training on Ploud.

Community Partnerships

The Sky Dome Planetarium program involved a partnership between the Bath Township Parks and Recreation department (who paid ½ of the costs) and the Bath Community Schools (who allowed us free use of their gym). Program total for Sky Dome was 91.

Bath Days Festival Chair Julie Cotton-Reed loaned the library a Pete the Cat costume to use in the parade and meet & greet opportunities throughout the day on Saturday, August 3. Julie also coordinated a video/book giveaway for the library's Facebook.

Spoke with Tom Straka from the Farmer's Market. He's agreeable to the library setting out advertising at the markets and we hope to set up a meeting to discuss future partnering of programs with the Market.

Meet with Matt Kreh from Bath United Methodist Church to discuss partnering opportunities. He's agreeable to the library setting out advertising materials at the church, bringing activities to some of their Tuesday Dinner Services, and was confident the church ad board would be open to the library using the church's space for programs that exceed our space.

Spoke with Brian Shorkey from Bath Township regarding the plans for this year's tree lighting ceremony. He is very hopeful that the library will participate again this year. He stated the details and approval of the tree lighting will be on the next DDA meeting agenda, which he invited me to attend.

INVESTMENT POLICY

I. Purpose.

It is the policy of the Bath Township Public Library (“Library”) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and Library policies governing the investment of public funds.

II. Scope.

This Investment Policy (“Policy”) applies to all transactions involving the financial assets and related activity of the Library except for any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this Policy or imposes one or more conditions upon an investment listed in this Policy. Further, this Policy does not apply to any funds which are governed by an act other than 1943 PA 20, the Investment of Surplus Funds of Political Subdivisions Act (“Act 20”).

III. Objectives.

Funds of the Library will be invested in accordance with Act 20, as amended, and in accordance with the following objectives in order of priority:

- A. Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital and preservation of investment in the overall portfolio.
- B. Diversification - The investments shall be diversified by specific maturity dates, individual financial institution(s) or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- C. Liquidity - The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.
- D. Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

IV. Authority; Delegation of Authority.

Authority to manage the investment program is derived from state law, including Act 20, as amended, and the District Library Establishment Act, 1989 PA 24. Management responsibility for the investment program is hereby delegated to the Library Board, which shall establish procedures and internal controls for the operation of the investment program, consistent with the Investment Policy. No person may engage in investment transactions except as provided under the terms of this Policy and the procedures established by the Library Board. The Library Board shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Library Board, after approval by the Library Board, may hire consultants, including a bookkeeper, to assist with Library investments.

V. Authorized Instruments.

In accordance with Act 20, as amended, the surplus funds of the Library may be invested as follows:

A. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

B. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. In addition, the Library Board by resolution may authorize its investment officer to invest the funds of the Library in certificates of deposit or depository accounts in accordance with all of the following conditions:

- 1) Certificates of deposit in accordance with all of the following conditions:
 - a) The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - b) The financial institution arranges for the investment of the funds in certificates of deposit in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - c) The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
 - d) The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.

e) At the same time that the funds of the Library are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.

2) Deposit accounts of a financial institution that meet all of the following conditions:

a) The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.

b) The financial institution arranges for the deposit of the funds in deposit accounts in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.

c) The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.

d) The financial institution acts as custodian for the public corporation with respect to each deposit account.

e) On the same date that the funds of the Library are deposited under subdivision b) above, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the Library in the financial institution.

C. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two (2) standard rating services and that matures not more than 270 days after the date of purchase.

D. Repurchase agreements consisting of instruments listed in subdivision A. above. Repurchase agreements must be executed by the bank or dealer and shall be negotiated only with dealers or financial institutions with whom the Library has negotiated a master repurchase agreement approved by the Library's legal counsel.

E. Bankers' acceptances of United States Banks.

F. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one (1) standard rating service.

G. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. The authorization to invest in mutual funds includes securities whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of the following:

- 1) The purchase of securities on a when-issued or delayed delivery basis.
- 2) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
- 3) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

H. Obligations described in 5A through 5G above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g., the MBIA Michigan CLASS program.

I. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121 and the Surplus Funds Investment Pool Act, 1982 PA 367.

VI. Safekeeping and Custody.

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

VII. Prudence.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

VIII. Reports.

The Treasurer may elect to have certificates and other evidence of investments held by a financial institution and sufficient documentation and acknowledgment of investments held on behalf of the Library, provided that such documentation is provided on a quarterly basis. The Treasurer shall provide a quarterly report to the governing body concerning the investment of funds.

IX. Conflict.

The Treasurer shall comply with all statutes related to public fund investments. Any provision of this Policy in conflict with state law, as amended from time to time, is void.

BATH TOWNSHIP PUBLIC LIBRARY

CERTIFICATION

I hereby certify that I have received the Investment Policy of the Bath Township Public Library, have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy regarding the investment of the Bath Township Public Library funds.

Any investment not conforming with your Investment Policy will be disclosed promptly.

We also pledge to exercise due diligence in informing you of all foreseeable risks associated with financial transactions conducted with our firm.

Institution

Address

Authorized Official & Title

Signature

Date

POLICY APPROVED: _____

EFFECTIVE: _____

PRESIDENT: _____

Bath Township Library

Strategic Plan 2019 - 2022

I. SUCCESSFUL MILLAGE

a. Key Objectives

- i. Marketing and Education Campaign
 - ii. Determine funding levels needed
 - iii. Create a strategy
 - iv. New space opening event
-

II. MEET SPACE AND SERVICE NEEDS

a. Key Objectives

- i. Identify the costs for the expansion
 - ii. Determine the best 6000 sq ft. space for initial utilization
 - iii. Utilities upgrade HVAC/bathrooms/drive up book drop/handicapped accessibility
 - iv. Upgrade signage
 - v. Dedicated book sales space
-

III. ENHANCED PROGRAMS AND SERVICES

a. Key Objectives

- i. Family resource center/referrals – comfortable spaces
 - ii. Enhanced special needs
 - iii. Increased outreach services
 - iv. Engage Southern Township residents
 - v. Community center – meetings
 - vi. Expanded collection
 - vii. Adequate staffing
-

IV. FUNDRAISING

a. Key Objectives

- i. Identify donors.
- ii. Create a campaign with donor recognition.



BATH TOWNSHIP PUBLIC LIBRARY
14033 Webster Rd. Bath, MI 48808 517.641.7111
www.bathtownshippubliclibrary.org

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Bath Township Public Library Director Job Description Adopted 4/16/18

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. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The director is also responsible for the facilities, financial management, and personnel of the library, under the governance and oversight of the board.

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.

AREAS OF RESPONSIBILITY:

1. General Administration and Management
 - a. Formulates and recommends policies to the library board
 - b. Implements library policies and procedures
 - c. Submits an annual budget to the library board in a timely way and directs and monitors expenditures
 - d. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
 - e. Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community
 - f. Orients new trustees and serves as a resource for trustee activities
 - g. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
 - h. Directs the maintenance of the library building and grounds and recommends future space needs
 - i. Establishes and maintains a staff manual of library procedures
 - j. 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
2. Planning, Organization, and Evaluation
 - a. 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
 - b. Identifies the standards of excellence for all operations
 - c. Evaluates the effectiveness of library services in relation to the changing needs of the community
 - d. Provides for critical review of internal library operations such as acquisitions, circulation, etc.

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- e. Analyzes data affecting the library's operation such as legal, physical, and statistical factors
 - f. Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library
3. Personnel Management
- a. Develops staff job descriptions, recommends and administers personnel policies
 - b. Hires, evaluates, promotes and terminates staff (except when library board consultation is required)
 - c. Defines expectations for staff performance and sets goals for service and programming
 - d. Works to promote high staff morale
 - e. Supervises planning for optimum utilization of personnel
 - f. Provides in-service programs for employee training and development, encouraging staff input
 - g. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
 - h. Ensures that staff performance appraisals are done on a regular schedule
 - i. Acts as a consultant, mediator, and facilitator for staff
4. Community and Professional Development
- a. Recommends and administers public relations programs
 - b. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
 - c. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public
 - d. Serves as official representative of the library in actions that legally bind or politically influence the library
 - e. Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature
 - f. Supports and facilitates the work of the Friends of the Library
 - g. Attends professional and other meetings to maintain contact with other professional and library-related agencies
 - h. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field
5. Other duties as required

DESIRED QUALIFICATIONS

1. A Master's degree in library science from an ALA accredited school
2. Professional certification in compliance with state law
3. Two years of library experience preferred, with a proven track record of successfully achieving goals in previous library experiences.
4. Thorough knowledge of the philosophy and techniques of all facets of public library service
5. Ability to think analytically and to develop new services
6. Ability to exercise initiative and independent judgment

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7. Considerable knowledge of computers and data communications especially in regards to library applications
8. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
9. Highly developed verbal and written communication skills, social skills, and adaptability
10. Ability to make administrative decisions, develop policies and supervise staff
11. Effective interpersonal skills consisting of creative and diplomatic management abilities
12. Demonstrated dynamic motivational leadership skills
13. Ability to process information effectively to learn new materials, handle complex concepts, and consider issues macrocosmically
14. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public
15. Visionary regarding library trends, the impact of changing information technology, and the amount of acceptable risk the board is willing to take in implementing new ideas
16. A desire to meet and serve the public

CRITICAL MENTAL REQUIREMENTS

Continuously:

- Is consistently accurate
- Uses good organizational skills at all times
- Maintains absolute confidentiality of library records and administrative matters

Frequently:

- Acts independently and assumes responsibility
- Works effectively with associates, supervisors, and customers
- Is flexible, works well under short time constraints, and meets deadlines
- Makes sound administrative decisions and judiciously interprets and applies policies.
- Interacts positively with co-workers and supervisors, and the public.

CRITICAL PHYSICAL REQUIREMENTS

Continuously: Observing and analyzing

Frequently: Keyboarding or handwriting to complete forms

Occasionally: Walking, sitting

Director Annual Evaluation Form for Trustees

Director's Annual Evaluation

Date:

Form Instructions:

- 1) *each board member should individually respond to this form.*
- 2) *In responding to the form, board members could refer to the plan of service, board minutes, usage statistics, program results or other information sources from the year.*
- 3) *Submit this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.*

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

General Administration & Management

| Areas of Responsibility | Rating |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| • Formulation of policies recommended to the library board | E S N U |
| • Implementation of library policies and procedures | E S N U |
| • Timely submission of annual budget to the library board | E S N U |
| • Directing & monitoring expenditures throughout the year | E S N U |
| • Monthly provision of financial statements to assist in establishing long term and short term priorities | E S N U |
| • Identifies new revenue sources, collaborating with other organizations in the business community with a profit-centered approach to services to the community | E S N U |
| • Orientation of new trustees, serving as a resource for trustee activities | E S N U |
| • Demonstrates effective management techniques in directing, planning, organization, staffing, coordinating, budgeting and evaluation library operations | E S N U |
| • Direction of maintenance of library building and grounds, recommending future space needs | E S N U |
| • Establish and maintain a staff manual of library procedures | E S N U |
| • Demonstrate leadership within organization, taking initiative, solving problems, effecting change through the action of others, encouraging staff development through positive work environment | E S N U |

Planning, Organization & Evaluation

| Areas of Responsibility | Rating |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| • Plans, organizes, coordinates and directs a balanced program of library services to meet the immediate and long-range goals of the library and community | E S N U |
| • Identifies the standards of excellence for all operation | E S N U |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> Evaluates the effectiveness of library services in relation to the changing needs of the community | E S N U |
| <ul style="list-style-type: none"> Analyzes data affecting the library operations such as legal, physical and statistical factors | E S N U |
| <ul style="list-style-type: none"> Investigates new trends and specific library programs and facilitates testing of new techniques, materials and equipment to improve the operation of the library | E S N U |

Personnel Management

| Areas of Responsibility | Rating |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> Develops staff job descriptions, recommends and administers personnel policies | E S N U |
| <ul style="list-style-type: none"> Hires, evaluates, promotes and terminates staff (except when library board consultation is required) | E S N U |
| <ul style="list-style-type: none"> Defines expectations for staff performance and sets goals for service and programming | E S N U |
| <ul style="list-style-type: none"> Works to promote high staff morale | E S N U |
| <ul style="list-style-type: none"> Supervises planning for optimum utilization of personnel | E S N U |
| <ul style="list-style-type: none"> Provides in-service programs for employee training & development, encouraging staff input | E S N U |
| <ul style="list-style-type: none"> Encourage staff professional growth at all levels by supporting participation in professional associations, workshops, seminars and activities | E S N U |
| <ul style="list-style-type: none"> Ensure that staff performance appraisals are done on a regular schedule | E S N U |
| <ul style="list-style-type: none"> Act as consultant, mediator and facilitator for staff | E S N U |

Community & Professional Development

| Areas of Responsibility | Rating |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> Recommends and administers public relations programs | E S N U |
| <ul style="list-style-type: none"> Represents the library and speaks before community, civic and other groups regarding the objectives and activities of the library | E S N U |
| <ul style="list-style-type: none"> Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public | E S N U |
| <ul style="list-style-type: none"> Serves as official representative of the library in actions that legally bind or politically influence the library | E S N U |
| <ul style="list-style-type: none"> Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature | E S N U |

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none">• Supports and facilitates the work of the Friends of the Library | E S N U |
| <ul style="list-style-type: none">• Attends professional and other meetings to maintain contact with other professional and library-related agencies | E S N U |
| <ul style="list-style-type: none">• Participates in professional development opportunities to enhance managerial skills and maintain awareness of new trends and developments in the library field | E S N U |