

## Bath Township Public Library Board of Trustees

Sue Garrity - President  
Lynn Bergen - Treasurer  
Larry Fewins-Bliss

Theresa Kidd – Vice President  
Audrey Barton - Secretary  
Ken Jensen

### AGENDA, JANUARY 19 – 6 P.M. Meeting In Person at BTPL

#### Topic: Board Meeting

Time: Jan 19, 2022 01:00 PM Eastern Time (US and Canada)

#### Join Zoom Meeting

<https://woodlands.zoom.us/j/5295001923?pwd=Vm9kbkdcb0c4WEZRRGFoWU1YbktQdz09>

Meeting ID: 529 500 1923

Passcode: 951848

#### One tap mobile

+13017158592,,5295001923#,,,,\*951848# US (Washington DC)

+13126266799,,5295001923#,,,,\*951848# US (Chicago)

#### Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 529 500 1923

Passcode: 951848

Find your local number: <https://woodlands.zoom.us/j/5295001923>

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 (see agenda packet)
7. Financial Reports – Treasurer & Director (see agenda packet)
8. Director Reports (see agenda packet)
9. Unfinished Business - Items for Discussion
  - a. Refresh of Strategic Plan – Preliminary Meeting February 1<sup>st</sup>, 6 pm, including Trustee Training
  - b. Property Tax Refund – Update
  - c. Completed Circulation Policy
10. Unfinished Business – Items for Action
  - a. Approve updated Circulation Policy
11. New Business - Items for Discussion
12. New Business - Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

**Reminder: Next Meeting is February 16, 2022, 6 p.m.**

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, November 17, 2021*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,  
Theresa Kidd, Larry Fewins-Bliss, Audrey Barton  
(Library Director & Staff) Kristie Reynolds

*Public Present:* none

*Next meeting: Wednesday December 20, 2021 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:07pm
- b. Moment of civic reflection.
- c. Ken **motions** to approve the agenda with a correction to the next meeting's listed date. Theresa supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Larry **motions** to approve the minutes with corrections to items VI, a. and VII a. Ken supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer's Report in the November meeting packet.

Lynn **motions** to accept the adjustments to the Technology and Repair & Maintenance lines in the budget, as presented by Kristie. Theresa supports, all in favor.

The treasurer's report is very positive. Money due to the township in payment for the special election is expected to be paid before the end of 2021, once the final amount due is received from the township.

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

Lynn **motions** to approve the 2022 Budget Plan. Sue supports, all in favor.

### **III. Director Report**

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

October was a busy month full of community engagement and events. Highlights include the big Halloween celebration, meetings with the Safe Routes to School committee, speaking /community outreach events at the Senior Center and American Legion, and Kristie's attendance of the annual MLA conference.

The millage renewal passed in the November election.

The final pieces of grant-funded bookshelves have been installed, and they look great. The Donor Plaque is finished, and will soon be installed.

A few local news outlets have paid some attention to the library, including FOX 47 and Spartan Newsroom. This organically generated interest is also evident on social media. All good news!

Lynn **motions** to cancel the December Board of Trustees meeting. Theresa supports, all in favor.

#### **IV. Unfinished Business – Items for Discussion**

- a. Refresh of Strategic Plan – Plans will advance in early December, when Kristie meets with Kate to discuss options.
- b. Property Tax Refund – Waiting to hear from the township.
- c. Budget Adjustments – Discussed and approved during the Treasurer's Report.

#### **V. Unfinished Business – Items for Action**

- a. Refresh of Strategic Plan
- b. Budget Adjustments - Voted on during the Treasurer's Report. (Lynn **motions**, Sue supports, all in favor.)

#### **VI. New Business - Items for Discussion**

- a. Meeting schedule for 2022, including possible cancellation of December 2021 meeting. The December meeting is canceled. In the new year, the board will continue to meet on the 3<sup>rd</sup> Wednesday of each month, at 6pm.

#### **VII. New Business - Items for Action**

- a. Vote on meeting schedule for 2022 - Sue **motions**. Theresa supports, all in favor.
- b. Lynn **motions** to cancel the March meeting due to multiple schedule conflicts. Larry supports, all in favor.

#### **VIII. Closing**

- a. Public Comment: none
- b. Board Member Comments: In regards to last month's vote for salary increases, Larry wishes to express his full support of the library director.
- c. Ken **motions** to adjourn the meeting at 6:44. Larry supports, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurer's Report 12/05/2021

As of November 30, 2021 11 months = 91.7%

MSUFCU Savings	\$112,001.24*
MSUFCU Checking	\$ 65,679.58

\*Two invoices received for the millage renewal. One from the Township for \$13,802.34 and one from the County for \$2,982.71. Savings will be reduced by \$16,785.05

Notes:

- All November expenses were verified using Kristie's Reconciliation and the MSUFCU Statement.

Lynn Bergen, Treasurer

Treasurer's Report 01/11/2022

As of December 31, 2021 12months = 100%

MSUFCU Savings	\$ 95,220.26
MSUFCU Checking	\$ 42,900.14

Notes:

- All December expenses were verified using Kristie's Reconciliation and the MSUFCU Statement.

Lynn Bergen, Treasurer

**Bath Township Public Library**  
**Budget vs. Actuals: FY2021 - FY21 P&L**  
 January - November, 2021

	Actual	Total Budget	% of Budget
<b>Income</b>			
4000 Donation	8,212.81	2,500.00	328.51%
4100 Grant Income	55,743.65	55,000.00	101.35%
4200 State Aid	10,058.92	9,200.00	109.34%
4300 Tax Revenue	307,217.06	310,670.00	98.89%
4500 Penal Fines	34,703.27	45,000.00	77.12%
4600 Service Fees	963.05	600.00	160.51%
4700 Interest	47.71		
4910 Miscellaneous	340.85	200.00	170.43%
<b>Total Income</b>	<b>\$ 417,287.32</b>	<b>\$ 423,170.00</b>	<b>98.61%</b>
<b>Gross Profit</b>	<b>\$ 417,287.32</b>	<b>\$ 423,170.00</b>	<b>98.61%</b>
<b>Expenses</b>			
6000 Capital Expenses	70,555.43	71,780.00	98.29%
6010 Collection Acquisitions	23,415.00	26,600.00	88.03%
6020 Library Programming	4,553.84	6,000.00	75.90%
6200 Advertising & Marketing	2,443.05	2,800.00	87.25%
6310 Contractual Services	24,648.37	26,140.00	94.29%
6320 Legal & Professional Services	1,176.00	1,800.00	65.33%
6400 Payroll	115,810.47	135,000.00	85.79%
6410 Payroll Taxes/Benefits	13,398.79	16,300.00	82.20%
6430 Benefits	13,001.78	14,200.00	91.56%
6500 Bank Charges & Fees	75.61	200.00	37.81%
6510 Insurance	3,753.47	3,800.00	98.78%
6530 Meals	140.59	300.00	46.86%
6540 Membership	5,802.54	6,600.00	87.92%
6550 Office Supplies & Software	6,698.08	7,000.00	95.69%
6560 Professional Development	120.00	500.00	24.00%
6580 Rent & Lease	42,053.00	45,900.00	91.62%
6590 Repairs & Maintenance	7,182.14	8,000.00	89.78%
6620 Technology	8,411.55	9,500.00	88.54%
6640 Utilities & Internet	9,484.76	13,200.00	71.85%
<b>Total Expenses</b>	<b>\$ 352,724.47</b>	<b>\$ 395,620.00</b>	<b>89.16%</b>
<b>Net Operating Income</b>	<b>\$ 64,562.85</b>	<b>\$ 27,550.00</b>	<b>234.35%</b>
<b>Net Income</b>	<b>\$ 64,562.85</b>	<b>\$ 27,550.00</b>	<b>234.35%</b>

Marie Howe  
Supervisor

Brenda Butler-Challender  
Clerk

Steve Wiswasser  
Treasurer

Karen Hildebrant  
Superintendent



Jason Almerigi  
Trustee

Joe Benzie  
Trustee

Ryan Fewins-Bliss  
Trustee

Al Rosekrans  
Trustee

## November 2, 2021 Library Election

Bath Township Public Library  
Attention: Kristie Reynolds  
14051 Webster Rd  
Bath, Mi 48808

11/30/2021  
Invoice: Nov 2021 Election

Quantity	Description	Total
4200	Blue precinct combined postcards (4 & 5) mailing & postage	\$ 1,859.56
3428	Perm AV mailing & postage	\$ 2,057.11
3428	Applications & envelopes for AV mailing (supplies)	\$ 685.60
1480	Absentee ballots postage	\$ 1,080.40
1480	Blue & Green envelopes plus instructions (supplies)	\$ 1,050.80
	Election workers pay	\$ 6,873.86
	Mileage reimbursement	\$ 55.05
	Supplies	\$ 81.96
1	Newspaper Testing notice	\$ 58.00
	Clinton County will send separate bill	
	TOTAL DUE:	\$ 13,802.34

Please submit payment to:  
Bath Charter Township  
P.O. Box 247  
Bath, MI 48808

RECEIVED

1122121

# Diane Zuker Clinton County Clerk ~ Register of Deeds

**County Clerk**  
Courthouse  
100 E. State St., Suite 2600  
St. Johns, MI 48879  
(989) 224-5140 Fax (989) 227-6421



**Register of Deeds**  
Courthouse  
100 E. State St., Suite 2500  
St. Johns, MI 48879  
(989) 224-5270 Fax (989) 227-6473

## INVOICE

Invoice: CLK-2021-45

### Customer

Name Bath Township Public Library  
Attn \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_

Date 11-18-21  
Billing Period November 2021  
Election

Rate	Description	Amount	Total
	<u>November 2, 2021 Special Election</u>		
3	Programming Scan	\$ 150.00	\$450.00
3	Programming Touch Writer	\$ 150.00	\$450.00
1	Election Notices	\$ 134.67	\$134.67
3	Precinct Kits	\$ 37.90	\$113.70
5645	Ballots	\$ 1,704.79	\$1,704.79
	Canvass of Election	\$ 129.55	\$129.55

Remit To:

**BATH TOWNSHIP PUBLIC LIBRARY**  
PO BOX 368  
BATH, MI 48808-0368

3613

74-7966/2724

1129121

Date



PAY to the  
Order of

Clinton County Clerk

\$ 2982.71

two thousand nine hundred eighty-two

Dollars



Photo Safe Deposit  
Details on back

**MICHIGAN STATE UNIVERSITY**  
FEDERAL CREDIT UNION

3777 WEST ROAD, EAST LANSING, MI 48823

For CLK-2021-45

MP



Marie Howe  
Supervisor

Brenda Butler-Challender  
Clerk

Steve Wiswasser  
Treasurer

Karen Hildebrandt  
Superintendent



Jason Almerigi  
Trustee

Joe Benzie  
Trustee

Ryan Fewins-Bliss  
Trustee

Al Rosekrans  
Trustee

### November 2, 2021 Library Election

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Attention: Kristie Reynolds  
14051 Webster Rd  
Bath, Mi 48808

11/30/2021  
Invoice: Nov 2021 Election

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3428	Applications & envelopes for AV mailing (supplies)	\$ 685.60
1480	Absentee ballots postage	\$ 1,080.40
1480	Blue & Green envelopes plus instructions (supplies)	\$ 1,050.80
	Election workers pay	\$ 6,873.86
	Mileage reimbursement	\$ 55.05
	Supplies	\$ 81.96
1	Newspaper Testing notice	\$ 58.00

Clinton County will send separate bill

TOTAL DUE: \$ 13,802.34

Please submit payment to:  
Bath Charter Township  
P.O. Box 247  
Bath, MI 48808

**BATH TOWNSHIP PUBLIC LIBRARY**  
PO BOX 368  
BATH, MI 48808-0368

3618  
74-7966/2724

Date 12-13-21

**PAY to the order of** Bath Charter Township | \$ 13,802.34  
thirteen thousand eight hundred two <sup>3</sup>/<sub>100</sub> Dollars

**MICHIGAN STATE UNIVERSITY**  
FEDERAL CREDIT UNION  
3777 WEST ROAD, EAST LANSING, MI 48823

For millage bill

*Kristie Reynolds* MP

⑆ 2724 7966 3⑆ 090784485⑆ 03618

Photo Safe Deposit® Details on back

# Success

Your transfer has been completed.

To: S85 SMALL BUSINESS CHECKING \$65,607.59  
From: S05 BUSINESS SPARTAN SAVER \$111,996.27  
Amount: \$16,785.05  
When: Now  
Date: December 1, 2021 2:42 pm

Michigan State University Federal Credit Union savings are Federally insured to at least \$250,000 by the [NCUA](#) and backed by the full faith and credit of the United States Government. Call us with all your questions about credit union services. Our Call Center is open Monday through Friday 7:00am to 9:00pm and Saturday from 9:00am to 5:00pm: **(517) 333-2424 or 800-MSU-4-YOU for direct assistance.** [Send us a secure email.](#) APR = Annual Percentage Rate. \*APY = Annual Percentage Yield. [View our Privacy Policy](#) and read our [disclaimer](#) regarding links to other sites. Copyright © 2007 Michigan State University Federal Credit Union. All Rights Reserved.



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# Bath Township Public Library

Budget vs. Actuals: FY2021 - FY21 P&L

January - December 2021

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
4000 Donation	8,312.81	2,500.00	332.51 %
4100 Grant Income	55,743.65	55,000.00	101.35 %
4200 State Aid	10,058.92	9,200.00	109.34 %
4300 Tax Revenue	307,217.06	310,670.00	98.89 %
4500 Penal Fines	34,703.27	45,000.00	77.12 %
4600 Service Fees	971.55	600.00	161.93 %
4700 Interest	51.75		
4910 Miscellaneous	17,125.90	200.00	8,562.95 %
<b>Total Income</b>	<b>\$434,184.91</b>	<b>\$423,170.00</b>	<b>102.60 %</b>
<b>GROSS PROFIT</b>	<b>\$434,184.91</b>	<b>\$423,170.00</b>	<b>102.60 %</b>
<b>Expenses</b>			
6000 Capital Expenses	70,754.43	71,780.00	98.57 %
6010 Collection Acquisitions	24,495.99	26,600.00	92.09 %
6020 Library Programming	4,921.69	6,000.00	82.03 %
6200 Advertising & Marketing	2,486.43	2,800.00	88.80 %
6310 Contractual Services	42,247.28	26,140.00	161.62 %
6320 Legal & Professional Services	1,176.00	1,800.00	65.33 %
6400 Payroll	131,556.69	135,000.00	97.45 %
6410 Payroll Taxes/Benefits	15,184.19	16,300.00	93.15 %
6430 Benefits	13,658.20	14,200.00	96.18 %
6500 Bank Charges & Fees	75.61	200.00	37.81 %
6510 Insurance	4,064.30	3,800.00	106.96 %
6530 Meals	140.59	300.00	46.86 %
6540 Membership	5,802.54	6,600.00	87.92 %
6550 Office Supplies & Software	6,729.40	7,000.00	96.13 %
6560 Professional Development	474.00	500.00	94.80 %
6580 Rent & Lease	42,053.00	45,900.00	91.62 %
6590 Repairs & Maintenance	7,837.13	8,000.00	97.96 %
6620 Technology	8,551.55	9,500.00	90.02 %
6640 Utilities & Internet	10,315.12	13,200.00	78.14 %
<b>Total Expenses</b>	<b>\$392,524.14</b>	<b>\$395,620.00</b>	<b>99.22 %</b>
<b>NET OPERATING INCOME</b>	<b>\$41,660.77</b>	<b>\$27,550.00</b>	<b>151.22 %</b>
<b>NET INCOME</b>	<b>\$41,660.77</b>	<b>\$27,550.00</b>	<b>151.22 %</b>

Directors Report

- Legal & Professional
- Staffing
  - I interviewed Elizabeth Evans for the position of part-time clerk. She was hired and expected to start in December.
- Scheduling
  - We planned to be closed on Thursday, November 25 and Friday, November 26. However, plans changed, and a staff member came down with Covid-19. We closed Friday and Saturday, November 19 and 20 for deep cleaning and then had to reduce our hours through the rest of November and into December to accommodate the sick staff
- Upcoming Programs
  - We continued with our story time
- Community outreach
  -
- Technology
  - Started to look for a different IT Company
- Policy
- Continuing Education
  - Attended the Library of Michigan Board Meeting
  - Attended the Financial Cohort meeting on Purchasing
- Projects
  - Passed the Millage for 10 years
- Statistics

November	2020	2021
Visit	54	482
Items Checked out	448	1084
Computer Use	N/A	81 for 60.23 hours
Wireless use	69	112
Hoopla	116	144
Overdrive	229	288
Kanopy	N/A	3
New Cards	10	31
Renewal Cards	N/A	34
Virtual Program Attendance	8	91
Events	N/A	73
Story Time Attendance	N/A	6
Passive Program Attendance	N/A	67
Ancesrty.com	N/A	N/A

Tutor.com	N/A	0
Reference Calls	82	169
Outreach	0	134

January 2022 Directors Report

- Legal & Professional
  - We received a Cease-and-Desist email for an image on our website. We contacted the lawyers to see if it was a legitimate because it seemed fishy and found out it was a scam
- Staffing
  - We are fully staffed! YAY!
  - Joana and I have been working to streamline procedures on circulation staff.
  - I was on vacation starting the 21<sup>st</sup> of December. It was quiet over those two weeks; however, we did have another staff member test positive for covid. It did not affect the running of the library.
  - We held a staff holiday party from 7-8 on December 20.
- Scheduling
  - We closed December 24, 25, and 31 for the holidays.
- Programs
  - We continued with our story time
  - Held a wreath making program
  - Cookie making for teens
- Community outreach
  - We held the Safe Routes to School Meeting at the library about 20 people attended.
  - Attended the Tree Lighting program
- Technology
  - Started to look for a different IT Company
- Policy
  - Reviewing all the policies in preparation for the strategic plan
- Continuing Education
  - Finished the payroll class
- Projects
  - Started the process for Strategic Planning
  - Looking at I.T. companies and cleaning companies to compare pricing and support
  - Finished State Aid Report
  - Working on preparing for the Audit
- Statistics

December	2020	2021
Visit	9	381
Items Checked out		1064
Computer Use	2	42
Wireless use	67	100
Hoopla	110	166
Overdrive	217	248
Kanopy	N/A	10

New Members	22	21
Renewal Members	24	21
Virtual Program Attendance	2	83
Events Attendance	0	82
Story Time Attendance	0	2
Passive Program Attendance	20	83
Ancesrty.com	N/A	N/A
Tutor.com	N/A	0
Reference Calls	131	174
Outreach	0	134

## 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 for \$25.00 per year or family card for \$50.00. Non-Resident Cards are valid for one (1) year from the date of purchase.
- C. Students of Bath Community Schools. Students currently attending Bath Community Schools are eligible for a Library Card from the library at no cost. Proof of identity for school attendance is required. (i.e. report card, student i.d.)

### 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 **proof of residency or pay a \$25.00 non-residency fee. Examples are** 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,~~ **or** 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. **If a person signs up for a card online, they will have access to online services. When they come in to borrow materials for the first time, they will need to show their proof of residency and fill out a physical Application.**
- 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 State I.D. 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.

### **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 cost. 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. 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. There are no overdue fines. However, patrons will be charged for lost items.
- B. The library is not required to provide notice of overdue material. The Patron is responsible for the fees and the return of material.
- C. When a patron has accumulated fees greater than \$5.00 or has (1) one or more items 30 days or more overdue, 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.
- D. 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.
- E. Patrons who are delinquent may not check out any additional items or use Library computers until the outstanding fines have been paid in full.