

## 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, AUGUST 21, 2024, 6 P.M.

#### Meeting In Person at BTPL

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 from April (see agenda packet)
7. Financial Report – Lynn Bergen, Treasurer and Transparent Bookkeeping – (See packet; Transparent Report will be in separate email)
8. Director Report (see agenda packet)
9. Unfinished Business - Items for Discussion
  - a. Options for forming a District Library in the future as identified as a potential goal in our Strategic Plan – ongoing updates
  - b. Hiring a new Director – September 3<sup>rd</sup> is Sarah’s start date.
  - c. Safety Update – getting quotes
  - d. Department of Labor – Overtime Rule Under FLSA (Fair Labor Standards Act) – Youth Librarian Job Description updated (attached)
  - e. Nepotism Policy – under board review – suggest waiting for new director to weigh in.
  - f. Cisco Meraki warranty renewal (see agenda packet)
  - g. Convergence Networks – web-based server replacement for physical server – quote.
10. Unfinished Business – Items for Action
  - a. Cisco Meraki warranty renewal – proposal attached – vote to support?
  - b. Convergence Networks – web-based server replacement for physical server – quote. Vote to support now? Move to 2025?
11. New Business - Items for Discussion
  - a. PTO Accrual Issue
  - b. Heads-up – Minimum Wage/Paid Leave Issue – Feb 2024 – should we have a subcommittee?
12. New Business - Items for Action
  - a. Any necessary vote for managing **current** PTO accrual issue
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

**Reminder: Next Meeting is September 18, 2024, 6 p.m.**

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, July 17, 2024*

*Present:* (Board Members) Sue Garrity, Lynn Bergen,  
Ken Jensen, Theresa Kidd, Audrey Barton  
(Library Director & Staff) Nayeli (Joana) Bancroft, Jana Slisher

*Absent:* Larry Fewins-Bliss

*Public Present:* Don Keller

*Next meeting: Wednesday August 21, 2024 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:00 pm
- b. Moment of civic reflection.
- c. Lynn **motions** to approve the agenda, Audrey supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Audrey **motions** to approve the minutes with the addition of a clarification about changing "50 hours" to limit it through the end of December in section IV, e. This was agreed to in our prior meeting, but not clear in the minutes. Ken supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer's Report in July meeting packet. Lynn reports that we are 50% of the way through our year, our dividends continue to pay well. She notes that we are at 55.13% of the way through our budget on our budget vs. actuals statement, and that "Budget concerns worth watching were Contractual Services @ 92% and Professional Development @ 142%." She also notes that discrepancies can all be balanced via adjustments later this year, and it is not of major concern. Sue and Lynn add that monies from grants, penal fines and state aide are still expected to arrive this year, when they're provided by the county. Sue and Joana suggest a meeting with the township's treasurer to review this process and with Kate from Woodlands Co-Op, after the November election. Audrey **motions** to accept the financial report, Ken supports, all in favor.

### **III. Director Report**

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

Joana returned from the annual ALA conference in California with a special gift from the conference – blessed feather pens. These came by way of Cindy Hohl, the new ALA president. Joana shares that she spent much of her time focusing on improving staff relationships, supporting homeschool co-ops, properly handling book challenges, catalog standardization, easier collection navigation for patrons, and more.

BTPL is fully staffed, and the search for a permanent director is under way. Joana adds that the library hopes to hire a circulation employee who will focus on teen programming and interactions.

Summer programming is full of fun opportunities. Story times, craft sessions, author visits, playground meet-ups in partnership with RESA, and other events have drawn many attendees. Jana's playground story time events have been especially popular. Take-home craft kits will be available for anyone who was not able to attend special events funded by the "H is for Home" grant.

The library's wireless access points and filters are provided by Meraki (through Cisco), and this service is up for renewal. This is not an emergency, but eventually upgrades to the server and other improvements will be needed. Joana is still waiting for a quote from Convergence, regarding the server. The library's air conditioning was repaired at a cost of about \$120, the community room will be repainted later this summer (and volunteer painters are required!).

Jana notes that the summer reading program boasts the highest ever number of teen participants. This is the first generation of Bath youth who have grown up with access to BTPL, and it's exciting and gratifying to see them becoming avid library users!

Please see Joana's notes in the meeting packet for further details about how the library operates as a cooling center, patron use statistics, BTPL policy changes, tech upgrade information and more. Sue reminds the board that once the new Director is in place, policies should be closely reviewed and updated as needed.

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

- a. Update on Options for forming a District Library in the future, as identified as the potential goal in our Strategic Plan – no update
- b. Hiring a new Director Update -- Interviews began this past Monday, and will conclude later this week. The board hopes to deliberate and decide swiftly. If another round of interviews is required, they will be scheduled and announced as quickly as possible. The final invoice from Brian Mortimore arrived. His consultation services have been incredibly helpful, and he will continue to provide guidance as needed.
- c. Safety Update – no update
- d. Department of Labor Overtime Rule – please see job description in packet
- e. Nepotism Policy – The board discusses various ways the policy can better protect BTPL, and how the policy can be clearly worded and followed. Sue acknowledges that in the past, relatives have worked together at the library without cause for concern. The policy provided in tonight's packet is a simplified version of a policy from Kent District

Libraries. Sue asks for the board to review, reflect and provide comments on the verbiage.

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

- a. Vote on nepotism policy – no vote
- b. Clarification of language from January 2023 meeting regarding the stipend for waiving insurance is for ALL full-time employees. The minutes from that meeting were open to interpretation, and unclear if this was provided to just the Director or all eligible BTPL full-time employees. The Board's intention is for this to be provided to any exempt or non-exempt full-time salary employee. Lynn **motions** that the stipend for waiving insurance is for all full-time employees, Ken seconds, all in favor.

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

- a. Cisco Meraki warranty renewal - awaiting more information

#### **VII. Items for Action**

- a. .

#### **VIII. Closing**

- a. Public Comment: Jana Slisler comments regarding the stipend, and says that the January 2023 minutes were not unclear at all. She made multiple attempts to use this ability, and the former Director repeatedly refused to allow this. Jana has never used this insurance, did not want this coverage, was frustrated by the waste and miscommunication, and requests that the new Director be better educated. She adds that she understands how it happened and that it cannot be undone, and she appreciates that it's being handled now. Sue extends apologies for the frustration, and thanks Jana for bringing it to the Board's attention. Don Keller asks for clarification about the Meraki hardware warranty and whether it will be covered by an extended warranty. Joana will contact Meraki for clarification. This will be on the agenda for the August meeting.
- b. Board Member Comments: Theresa apologizes to Jana for the trouble regarding the stipend issues.
- c. Sue **motions** to adjourn the meeting at 7:04. Theresa seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

**Bath Township Public Library**

*First Meeting Minutes - Library Director Interview*

*Monday, July 15, 2024*

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

*Absent:* none

*Public Present:* Sarah Rick (candidate)

**I. Meeting Business**

- a. Meeting called to order and interview began with Ms. Sarah Rick began at 9:32 am.

**II. Closing**

- a. Interview ended and meeting adjourned at 10:50.

(Minutes recorded by Audrey Barton, Secretary)

**Bath Township Public Library**

*Second Meeting Minutes - Library Director Interview*

Monday, July 15, 2024

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

*Absent:* none

*Public Present:* Kacey Horan (candidate)

**Commented [AB1]:** Should the minutes for the first two meetings be separated, like this, or should they be combined with a recess after meeting #1?

**Commented [AB2]:** Should Kacey be listed here?

**I. Meeting Business**

a. Meeting called to order and interview began with Ms. Kacey Horan at 11:25 am.

The interview concluded at 12:00 pm.

b. Board discussed briefly a matter related to a patron incident report. This will be further discussed at the meeting on Wednesday, July 17.

**II. Closing**

b. Lynn **motions** for the meeting to be adjourned at 12:08. Theresa seconds, all in favor.

**Bath Township Public Library**

*Meeting Minutes - Library Director Interview*

Friday, July 19, 2024

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Larry Fewins-Bliss  
Ken Jensen, Theresa Kidd, Audrey Barton  
(Library Director & Staff) Jeannine Brown (present for first two interviews), Tammy Riley and Nelly Bancroft (present for final interview)

*Absent:* none

*Public Present:* Les Rout (candidate)

**I. Meeting Business**

- a. Meeting called to order and interview with Mr. Les Rout began at 9:35 am. Interview ended and meeting broke for recess at 11:02 am.
- b. Meeting resumed and interview with Ms. Chelsie Grady began at 11:34 am. Interview ended and meeting broke for recess at 12:27 pm.
- c. Meeting resumed at interview with Ms. Nayeli (Joana) Bancroft began at 2:30 pm. Interview ended at 3:27 pm.
- d. The Board began deliberations at 3:33 pm. Chairwoman Sue Garrity **motions** that the Board make an offer to Ms. Sarah Rick for the position of Director of the Bath Township Public Library with a starting salary of \$50,000. Larry seconds, four votes in favor, one against.

**II. Closing**

- a. Audrey **motions** that the meeting be adjourned at 5:06 pm. Theresa seconds, all in favor.

**Commented [AB3]:** For this meeting, I included all three interviews and our deliberations as one long meeting. Is this right? Please let me know if you'd like changes made.

**Commented [AB4]:** Should I include board member names here, for and against?

Treasurers Report August 12, 2024

As of July 31, 2024 7 months = 58%

MSUFCU Balances:

	Beginning Balance	Deposit Dividends	Expenses	Ending Balance
One Year Add-On Certificate	\$ 76,730.09	\$ 271.69	-0-	\$ 77,001.98
Business IMMA	86,124.07	126.98	-0-	86,251.05
Business Spartan Saver	7.56	-0-	-0-	7.56
Business Checking	185,479.81	219.20	\$ 29,270.98	156,428.03

Total MSUFCU Dividends paid in June: \$617.87

Total MSUFCU Dividends paid year-to-date: \$4,256.15

Notes:

- All July expenditures were reviewed and verified using Carrie Johnson's Reconciliation and the MSUFCU monthly statement.
- Our Budget vs. Actuals statement shows overall expenses were 63.8%. According to this statement budget concerns are Contractual Services (110%), Professional Development (142%), Travel (90%), Programming (77%), Membership (101%), Office Supplies (81%), and we still have 5 months to go. Going forward, it is my opinion that we need to understand, analyze and address these concerns. Certainly, before our October meeting.

Lynn Bergen, Treasurer



Bath Township Public Library

Financial Reports

July 31, 2024

Prepared by: Transparent Bookkeeping, LLC

Prepared on: August 08, 2024

To the Board of Trustees

Bath Township Public Library

Bath, Michigan

Management is responsible for the accompanying financial statements of Bath Township Public Library (a non-profit, governmental organization), which comprise the balance sheet as of July 31, 2024, the related Profit and Loss, and the Profit and Loss: Budget vs Actuals YTD ending December 31, 2024, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AIPCA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion or a conclusion nor provide any assurance on these financial statements.

Management has elected to omit substantially all disclosures required by the governmental accounting standards generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, the financial statements are not designed for those not informed about such matters.

Transparent Bookkeeping, LLC

Haslett



# Bath Township Public Library

## Balance Sheet

As of July 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 MSUFCU Checking	150,806.45
1010 MSUFCU Savings	7.56
1020 PayPal	45.92
1030 MSUFCU IMMA - 25	86,251.05
1040 MSUFCU C-1	77,001.78
<b>Total Bank Accounts</b>	<b>\$314,112.76</b>
Accounts Receivable	
1200 Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1400 prepaid expenditures	5,697.82
1500 Uncategorized Asset	0.00
1550 American Trust - 401K	36,959.59
Undeposited Funds	31.05
<b>Total Other Current Assets</b>	<b>\$42,688.46</b>
<b>Total Current Assets</b>	<b>\$356,801.22</b>
<b>TOTAL ASSETS</b>	<b>\$356,801.22</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	-192.13
<b>Total Accounts Payable</b>	<b>\$ -192.13</b>
Other Current Liabilities	
2100 Accrued Payroll and Taxes	
2110 Accrued Wages payable	0.00
2120 Accrued Payroll taxes payable	0.00
2130 Accrued Paid Leave	6,727.93
<b>Total 2100 Accrued Payroll and Taxes</b>	<b>6,727.93</b>
2300 Unavailable Revenue	0.00
Direct Deposit Payable	0.00
Michigan Department of Treasury Payable	0.00
Payroll Liabilities	
401K	9.14
Federal Taxes (941/943/944)	0.00
MI Income Tax	480.08
MI Local Tax	-288.74
MI Unemployment Tax	17.16



# Bath Township Public Library

Balance Sheet  
As of July 31, 2024

	TOTAL
<b>Total Payroll Liabilities</b>	<b>217.64</b>
<b>Total Other Current Liabilities</b>	<b>\$6,945.57</b>
<b>Total Current Liabilities</b>	<b>\$6,753.44</b>
<b>Total Liabilities</b>	<b>\$6,753.44</b>
Equity	
3000 Opening Balance Equity.	34,851.34
3500 Retained Earnings	200,816.11
Net Revenue	114,380.33
<b>Total Equity</b>	<b>\$350,047.78</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$356,801.22</b>

**Note**

NOTE 1: Account #1550 American Trust - 401K has been added to the balance sheet. This is the employee retirement fund, where we can track the balance, interest and expenses for managing the account. The \$34,851.34 is the amount provided by PayChex that is in a blackout period until later this month; then the account will be fully funded and reconciled each month.

-Transparent Bookkeeping



# Bath Township Public Library

## Profit and Loss

July 2024

	TOTAL
Revenue	
4000 Donation	3.05
4010 Restricted Donations	195.00
<b>Total 4000 Donation</b>	<b>198.05</b>
4200 State Aid	6,873.10
4300 Tax Revenue	164.06
4600 Service Fees	88.80
4630 Book / Media Replacement	69.67
4710 Dividend	617.87
<b>Total Revenue</b>	<b>\$8,011.55</b>
<b>GROSS PROFIT</b>	<b>\$8,011.55</b>
Expenditures	
6000 Capital Expenses	690.20
6010 Collection Acquisitions	1,385.43
6010-1 Paper, Streaming & Subscription Services	758.01
<b>Total 6010 Collection Acquisitions</b>	<b>2,143.44</b>
6020 Library Programming	360.10
6200 Advertising & Marketing	192.10
6310 Contractual Services	4,271.27
6400 Payroll	13,362.73
6410 Payroll Taxes (Employer)	1,135.48
6420 Employer Retirement Contribution	497.48
6430 Benefits (Employer Health Insurance)	100.44
<b>Total 6400 Payroll</b>	<b>15,096.13</b>
6500 Bank Charges & Fees	4.65
6510 Insurance	291.58
6530 Meals	327.19
6550 Office Supplies & Software	1,363.22
6580 Rent & Lease	3,823.00
6590 Repairs & Maintenance	590.91
6630 Travel	1,796.24
6640 Utilities & Internet	820.38
<b>Total Expenditures</b>	<b>\$31,770.41</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -23,758.86</b>
<b>NET REVENUE</b>	<b>\$ -23,758.86</b>



# Bath Township Public Library

## FY 2024 Budget vs. Actuals Year to Date

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4000 Donation	336.50	2,000.00	-1,663.50	16.83 %
4010 Restricted Donations	1,092.85		1,092.85	
<b>Total 4000 Donation</b>	<b>1,429.35</b>	<b>2,000.00</b>	<b>-570.65</b>	<b>71.47 %</b>
4100 Grant Income		2,000.00	-2,000.00	
4200 State Aid	13,565.32	13,400.00	165.32	101.23 %
4300 Tax Revenue	350,377.34	362,800.00	-12,422.66	96.58 %
4400 Sales	0.30		0.30	
4420 Programming Income	180.00		180.00	
4500 Penal Fines	40,306.67	45,000.00	-4,693.33	89.57 %
4600 Service Fees	741.50	1,500.00	-758.50	49.43 %
4610 Reimbursable Expense Income	22.00		22.00	
4630 Book / Media Replacement	564.01		564.01	
4700 Interest		50.00	-50.00	
4710 Dividend	4,532.15	250.00	4,282.15	1,812.86 %
4712 Refunds	-1.00		-1.00	
<b>Total Revenue</b>	<b>\$411,717.64</b>	<b>\$427,000.00</b>	<b>\$ -15,282.36</b>	<b>96.42 %</b>
<b>GROSS PROFIT</b>	<b>\$411,717.64</b>	<b>\$427,000.00</b>	<b>\$ -15,282.36</b>	<b>96.42 %</b>
<b>Expenditures</b>				
6000 Capital Expenses	1,581.87	5,000.00	-3,418.13	31.64 %
6010 Collection Acquisitions	13,144.14	30,200.00	-17,055.86	43.52 %
6010-1 Paper, Streaming & Subscription Services	4,913.00		4,913.00	
<b>Total 6010 Collection Acquisitions</b>	<b>18,057.14</b>	<b>30,200.00</b>	<b>-12,142.86</b>	<b>59.79 %</b>
6020 Library Programming	5,399.71	7,000.00	-1,600.29	77.14 %
6030 Miscellaneous Expense	5.00		5.00	
6050 Grant Expenses	498.18		498.18	
6060 Restricted Donation Expenses	142.00		142.00	
6070 Reimbursable Expenses	22.00		22.00	
6200 Advertising & Marketing	1,294.28	4,000.00	-2,705.72	32.36 %
6310 Contractual Services	41,572.88	38,110.00	3,462.88	109.09 %
6320 Legal & Professional Services	1,878.00	9,000.00	-7,122.00	20.87 %
6400 Payroll	120,145.92	195,100.00	-74,954.08	61.58 %
6410 Payroll Taxes (Employer)	9,104.57	15,510.00	-6,405.43	58.70 %
6420 Employer Retirement Contribution	2,309.51	4,500.00	-2,190.49	51.32 %
6430 Benefits (Employer Health Insurance)	5,481.96	14,800.00	-9,318.04	37.04 %
<b>Total 6400 Payroll</b>	<b>137,041.96</b>	<b>229,910.00</b>	<b>-92,868.04</b>	<b>59.61 %</b>
6500 Bank Charges & Fees	24.56	200.00	-175.44	12.28 %
6510 Insurance	2,159.83	3,700.00	-1,540.17	58.37 %
6530 Meals	415.72	1,000.00	-584.28	41.57 %
6540 Membership	7,743.66	7,700.00	43.66	100.57 %



# Bath Township Public Library

## FY 2024 Budget vs. Actuals Year to Date

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6550 Office Supplies & Software	5,637.85	7,000.00	-1,362.15	80.54 %
6560 Professional Development	1,419.00	1,000.00	419.00	141.90 %
6580 Rent & Lease	30,584.00	45,900.00	-15,316.00	66.63 %
6590 Repairs & Maintenance	5,997.25	9,100.00	-3,102.75	65.90 %
6620 Technology	1,195.00	9,500.00	-8,305.00	12.58 %
6630 Travel	2,703.55	3,000.00	-296.45	90.12 %
6640 Utilities & Internet	6,171.41	14,100.00	-7,928.59	43.77 %
7000 Cash Over/Short	-12.05		-12.05	
Payroll Expenses				
Wages	0.00		0.00	
<b>Total Payroll Expenses</b>	<b>0.00</b>		<b>0.00</b>	
<b>Total Expenditures</b>	<b>\$271,532.80</b>	<b>\$425,420.00</b>	<b>\$ -153,887.20</b>	<b>63.83 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$140,184.84</b>	<b>\$1,580.00</b>	<b>\$138,604.84</b>	<b>8,872.46 %</b>
Other Revenue				
8000 Investment - Purchase & Sale of stocks	771.14		771.14	
Investment Interest	1,337.11		1,337.11	
<b>Total Other Revenue</b>	<b>\$2,108.25</b>	<b>\$0.00</b>	<b>\$2,108.25</b>	<b>0.00%</b>
Other Expenditures				
9000 Reconciliation Discrepancies	-168.15		-168.15	
<b>Total Other Expenditures</b>	<b>\$ -168.15</b>	<b>\$0.00</b>	<b>\$ -168.15</b>	<b>0.00%</b>
<b>NET OTHER REVENUE</b>	<b>\$2,276.40</b>	<b>\$0.00</b>	<b>\$2,276.40</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$142,461.24</b>	<b>\$1,580.00</b>	<b>\$140,881.24</b>	<b>9,016.53 %</b>

**Note**

NOTE: The numbers on this profit and loss do not match the previous report because the dates are different. The previous P&L stops at July 31 and this report calculates income and expenses through August 8. This is because the period for this report is through December to ensure the board can see the full amount budgeted for each account and the percentages for the year.



TRANSPARENT  
Bookkeeping, LLC

[TransparentBK.com](http://TransparentBK.com)

## Directors Report July 2022

- Legal & Professional  
None
- Staffing
  - The board has officially hired a new director for the library.
    - Sarah Rick
    - Starting September 3rd
    - We need to hire another person, but I have decided to wait for the new director to come in to help write and see what we need.
    - Will talk about it in new business.
  - Staff did wonderful while I was in California.
  - Staff covered all shifts with people on vacation.
  - My ALA presentation is on the website.
- Scheduling
  - Closed July 4 for the Celebration of Independence Day
- Programs
  - We finished off the summer reading program. We have a few summer reading programs still happening for August.
  - We still have Storytime at the park.
  - Letters from Emily was a historical presentation.
  - Adventure movies for adults were a great add-on for the summer and requests have come in to continue all year long.
  - Fantastic Pollinators were a guest speaker for kids.
  - Community Fridge
    - Was used and great program. The fridge stopped cooling. We are now offering just free produce that does not need to be kept cold.
  - B is for bed special Storytime.
- Community outreach
  - Jana continues to go to the daycare once a month.
  - We went to the senior center for the mobile library.
  - Cub scouts partner with us to do a Lego event.
- Technology
  - The public computer is fixed and ready to go.
  - We had an error with the printer and that was fixed with the company we contract with.
  - Meraki quote is in.
    - The recommendation is that we go with the five.
    - The warranty does not cover equipment upgrades.
  - The quote for the serverless Microsoft is in.

- I have asked staff to start cleaning files to make sure we clean what we do not need to help short time of file moving to the server.
    - I would recommend the new director come back to the table and see if there is any room to negotiate prices based on our long-standing time collaborating with the company.
  - Now that we have a camera here should we record board meetings for record use?
- Policy
  - There is an issue with PTO (Please see attachments)
- Continuing Education
  - Started to learn more about the new law taking place for PTO time and sick time in Michigan.
  - Started to learn about pay increases for staff based on the new law in Michigan.
    - Will give recommendations to the new director.
  - Law takes into effect February 2024
- Projects
  - PTO and sick leave for 2024
  - Camera policy
    - For new director
  - Bath Coalition will have to wait till after the summer reading.
    - Started to be connected with people and hopefully have a meeting scheduled in October.
    - Bringing back local hope for calendar use.
  - Getting ready for the new director
    - Paperwork for new hire
    - Odds and end
  - Budget cleaning and reports
    - Separating budget based on youth/teen/ and adult.
    - Book order youth and adult
    - Clean reports in general
- Statistics

July	2023	2024
Visit	1372	1515
Items Checked out	2318	2218
Computer Use	76	50
Wireless use	222	208
Hoopla	163	224
Overdrive	379	383
Kanopy	16	44

New Cards	32	45 (total 3370)
Virtual Program Attendance	2784	11510
Other program attendance	108	683
Story Time Attendance	215	313
Passive Program Attendance	1099	1132
Reference Calls	125	169
Summer Reading	107	273 kids 56 teens 163 adults 492
Outreach	274	75

## **July Youth Report**

July was a hectic month as we wrapped up the 2024 Summer Reading Program. We finished the summer with 273 kids and 56 teens signed up for the read at home program. This was more than double the number of kids that signed up last year and 25 more teens than 2023. There were 4 kid grand prize baskets and 3 teen ones that patrons could enter to win for either completing reading challenges or attending programs. By the completion of summer reading we had 734 kid and 103 teen entries for reading and 236 kid and 79 teen entries for events.

We hosted our second Scholastic family literacy night on July 8th. The theme was B is for Bath and Bedtime and it was tons of wet and messy fun. Kids in attendance played with the water in our sensory table, traced letters in shaving cream, and created their own bedtime routine checklists that staff laminated for them. Families also got to take home free activity sheets, bathtub crayons, rubber ducks, and a selection of books provided by Scholastic. In August we will have our final in-person literacy night, K is for Kitchen.

U.S. Fish & Wildlife came to the library on July 17th and hosted a program about pollinators in Michigan. Attendees learned all about why pollinators are so important and how they can help protect and increase their numbers. Afterwards, Fish & Wildlife helped kids make colorful coffee filter butterflies and handed out stickers, bookmarks, and activity sheets.

We definitely noticed an increase in people coming to the library for events and materials once the construction on Webster Road was completed. Our regular storytimes and the Read & Play at Wiswasser Park had great attendance in July. Patrons have expressed their appreciation that we have an outdoor storytime in the summer and also that our regular storytimes continue year round without breaks so they can always count on it happening. I want to express my gratitude to the rest of the staff for covering storytimes while I was on vacation at the end of July.



Bath Township Public Library

# Meraki Subscription Warranty Renewal

[www.convergencenetworks.com](http://www.convergencenetworks.com)

1 Year Renewal	Price	Qty	Ext. Price
<b>1 Year Meraki MR Enterprise Renewal</b> Meraki MR Enterprise License, 1 Year <ul style="list-style-type: none"> <li>S/N: Q2PD-XQHV-T988 (AP1)</li> <li>S/N: Q2PD-YHK6-SBDT (AP2)</li> <li>S/N: Q2PD-YJ2U-NYBQ (AP3)</li> <li>S/N: Q2PD-CC9T-R64L (AP4)</li> </ul> New Expiration will be: 9.10.2025	\$139.15	4	\$556.60
<b>1 Year Meraki MS120-48LP Warranty Renewal</b> Meraki Enterprise Security License and Support for MS120-48LP, 1 year <ul style="list-style-type: none"> <li>S/N: Q2GX-C525-2B78</li> </ul> New Expiration will be: 9.10.2025	\$152.48	1	\$152.48
<b>1 Year Meraki MS220 Warranty Renewal</b> Meraki Enterprise Security License and Support for MS220, cotermin S/N: Z2E3-NBWF-WRXF New Expiration will be: 9.10.2025	\$74.05	1	\$74.05
<b>1 Year Meraki MX64 Warranty Renewal</b> Meraki Enterprise Security License and Support for MX64, 1 year S/N: Q2KN-L2VW-3E79 New Expiration will be:	\$274.43	1	\$274.43
* Optional Subtotal:			<b>\$1,057.56</b>

3 Year Renewal	Price	Qty	Ext. Price
<b>3 Year Meraki MR Enterprise Renewal</b> Meraki MR Enterprise Cloud Controller License, 3 Years - Meraki MR Series Access Point - Subscription License - 5 Year License Validation Period <ul style="list-style-type: none"> <li>S/N: Q2PD-XQHV-T988 (AP1)</li> <li>S/N: Q2PD-YHK6-SBDT (AP2)</li> <li>S/N: Q2PD-YJ2U-NYBQ (AP3)</li> <li>S/N: Q2PD-CC9T-R64L (AP4)</li> </ul> New Expiration will be: 9.10.2027	\$391.37	4	\$1,565.48
<b>3 Year Meraki MS120-48LP Warranty Renewal</b> 3 Year Warranty Renewal for MS120-48LP <ul style="list-style-type: none"> <li>S/N: Q2GX-C525-2B78</li> </ul> New Expiration will be: 9.10.2027	\$429.03	1	\$429.03

3 Year Renewal	Price	Qty	Ext. Price
<b>3 Year Meraki MS220 Warranty Renewal</b> Meraki MS220-8P Enterprise License and Support, 3 Year S/N: Z2E3-NBWF-WRXF New Expiration will be: 9.10.2027	\$167.08	1	\$167.08
<b>3 Year Meraki MX64 Warranty Renewal</b> Meraki MX64 Enterprise License and Support, 3 Years S/N: Q2KN-L2VW-3E79 New Expiration will be: 9.10.2027	\$617.23	1	\$617.23
* Optional Subtotal:			<b>\$2,778.82</b>

5 Year Renewal	Price	Qty	Ext. Price
<b>5 Year Meraki MR Enterprise Renewal</b> Meraki MR Enterprise Cloud Controller License, 5 Years - Meraki MR Series Access Point - Subscription License - 5 Year License Validation Period <ul style="list-style-type: none"> <li>• S/N: Q2PD-XQHV-T988 (AP1)</li> <li>• S/N: Q2PD-YHK6-SBDT (AP2)</li> <li>• S/N: Q2PD-YJ2U-NYBQ (AP3)</li> <li>• S/N: Q2PD-CC9T-R64L (AP4)</li> </ul> New Expiration will be: 9.10.2029	\$602.11	4	\$2,408.44
<b>5 Year Meraki MS120-48LP Warranty Renewal</b> Meraki Enterprise + 5 Years Enterprise Support - Subscription License - 1 Switch - 5 Year - MS120-48LP Cloud Managed Switch - 5 Year License Validation Period <ul style="list-style-type: none"> <li>• S/N: Q2GX-C525-2B78</li> </ul> New Expiration will be: 9.10.2029	\$571.65	1	\$571.65
<b>5 Year Meraki MS220 Warranty Renewal</b> Meraki Enterprise Security License and Support for MS220, cotermin S/N: Z2E3-NBWF-WRXF New Expiration will be: 9.10.2029	\$222.53	1	\$222.53
<b>5 Year Meraki MX64 Warranty Renewal</b> Meraki Enterprise Security License and Support for MX64, 1 year S/N: Q2KN-L2VW-3E79 New Expiration will be: 9.10.2029	\$823.47	1	\$823.47
* Optional Subtotal:			<b>\$4,026.09</b>

# Meraki Subscription Warranty Renewal

Prepared by:  
**Convergence Networks**

Nick McNulty  
nmcnulty@cnwi.net

Prepared for:  
**Bath Township Public Library**

14051 webster rd  
Bath Township, MI 48808  
Joana Bancroft  
(517) 641-7111  
Jbancroft@bathtownshippubliclibrary.org

Quote Information:  
**016500**

Version: 1  
Delivery Date: 07/19/2024  
Expiration Date: 09/08/2024

## \*Optional Expenses

Description	One-Time
1 Year Renewal	\$1,057.56
3 Year Renewal	\$2,778.82
5 Year Renewal	\$4,026.09
Optional Subtotal:	<b>\$7,862.47</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

- Approved quotes will require a 50% down payment if the total of non-recurring line items (product and/or labor) is greater than \$10,000.
- Buyer will be invoiced monthly for work performed and products delivered once the initial deposit is exhausted.

Convergence Networks, Inc (CNWI) does not collect tax on product or services outside of CA, WA, MI, HI or Canada. It is the responsibility of the Buyer to calculate and remit any applicable sales tax and/or other amounts due in connection with any transaction conducted through CNWI. For all product direct shipped from our vendors, CNWI expressly reserves the right to separately invoice Buyer for all applicable taxes, fees, and charges.

## Convergence Networks

Signature:   
Name: Nick McNulty  
Title: Inside Sales Representative  
Date: 07/19/2024

## Bath Township Public Library

Signature: \_\_\_\_\_  
Name: Joana Bancroft  
Date: \_\_\_\_\_

## Authorization Terms

I/we, the undersigned, hereby agree that the aforementioned tasks satisfactorily constitute the desired implementation. Additional tasks beyond the scope of the project; parts requiring replacement; OR additional labour resulting from complications due to third parties; OR any unforeseen circumstances exclusive to the aforementioned are separately billable entities at the discretion of Convergence Networks and with full explanation to the client.

Furthermore, I/we recognize that Convergence Networks and its representatives will strive to the utmost to minimize downtime and inconvenience to myself and my users. However, due to the extensive nature of the implementation, unforeseen circumstances may present unavoidable downtime.

If off-hours labour is involved in the implementation, I/we recognize that unforeseen downtime will be minimal but possible; And in the event it should occur, the client will be given priority response.

In no event shall Convergence Networks be held liable for indirect, special, incidental or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment or other costs.

If the Client wishes to cancel or place the project on hold prior to completion, 2 weeks' notice is required in writing. All scheduled work during the notice period, effort to close-out the project, as well as hardware/licenses will be charged. A flat fee of \$1,000 for project restart will be charged. A hold is defined as a period of no scheduled work greater than 60 days.

Convergence Networks and its representatives may require access to passwords, e-mail accounts, and potentially privileged information. I/we willingly release this information as necessary, provided that Convergence Networks and its representatives abide by the strictest terms of non-disclosure. Should I/we wish to draft a confidentiality agreement, Convergence Networks will willingly endorse such a contract.

Finally, I/we agree to remit payment in the following manner:

- Monthly progress billing for work performed and products delivered each month
- A 50% down payment if the total non-recurring line items (product and/or labor) are greater than \$10,000. The down payment will be applied to all monthly progress bills until the deposit is exhausted.



Bath Township Public Library

# Microsoft 365 - Serverless

[www.convergencenetworks.com](http://www.convergencenetworks.com)

## Confidentiality

We work very hard to continue to innovate in our field and have in many cases been copied by competitors who have been given access to our documentation and processes. We have put our best foot forward to provide you a solution that we hope fits your organization and would simply ask for you to keep our documentation and pricing confidential to those responsible for the decision in your organization.

Thank you in advance for your discretion.

# Executive Summary

## Overview

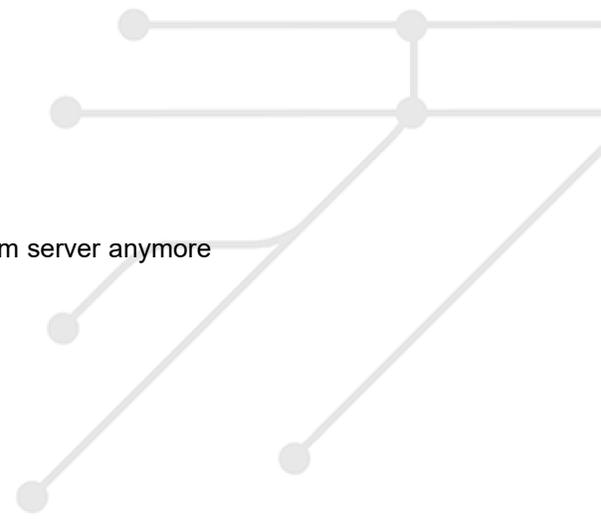
Current server is nearing end of life and client doesn't have the need for an on-prem server anymore

## Project Goals:

- Migrate file shares to Sharepoint
- Move workstations to Azure
- Replicate GPO's that make sense in Azure
- Decommission the server

## Business Impact:

- Moving to Azure makes more sense to the client rather than replacing an on-prem server



## Governance Process

Convergence Networks will assign a Project Manager to this engagement. The Project Manager will:

- Initiate contact within 5 business days of receipt of the signed project agreement
- Schedule a project kick off meeting to review:
  - The overall project goals, their timelines and any potential downtime
  - The resources involved with the deployment and their key tasks
  - Who constitutes the client's project team, what method of communication is desired (email, phone, in person) and how frequently project updates should take place
- Manage and monitor the progress of the project, keeping the client informed throughout the process
- Identify any potential overages, their cause and effect
  - Any out of scope items identified will be reviewed with the client in a formal project amendment indicating additional costs for approval
- Perform a project closure meeting with the client's project team
  - A follow-up project survey will be sent to the client's project team for feedback

The project will be considered successful by both parties if the:

- Project is delivered within the given time frame, cost and identified downtime schedule
- The project governance process identified above is followed

## Statement of Work

Item	Details
<b>Planning and Project Management</b>	
<b>Solutions Architecture</b>	<p>Creation of detailed technical rollout plan</p> <p>Technical review (hardware, applications, network)</p> <p>Review rollout plan with external vendors if required</p> <p>Determine resource &amp; backup requirements</p>
<b>Project Management</b>	<p>Creation of detailed task list and project schedule</p> <p>Scheduling and coordination of resources and tasks</p> <p>Regular review with stakeholders</p>
<b>SI Project Work Plan Review</b>	<p>Technical analysis of rollout plan</p> <p>Review any project changes (time, equipment, timeline) with the client once the technical analysis is complete</p>
<b>Kick off Meeting</b>	<p>Schedule a project kick off meeting to review:</p> <p>The overall project goals, their timelines and any potential downtime</p> <p>The resources involved with the deployment and their key tasks</p> <p>Who constitutes the client's project team, what method of communication is desired (email, phone, in person) and how frequently project updates should take place</p>
<b>Local Infrastructure and Application Configuration</b>	
<b>Migrate DHCP and DNS to Network Firewall</b>	DHCP role will need to be moved to the network firewall since all servers will be shut down.
<b>Verify local apps are configured to work independently of server</b>	Verify local apps are configured to work independently of server
<b>Azure AD and Intune Preparation</b>	
<b>Licensing Update for End Users</b>	Each user moving to Azure Active Directory will require a Business Premium license or an Azure AD add-on license.
<b>Setup Mobile Device Management Authority</b>	Setting up Intune Mobile Device Management Authority involves configuring the primary source of authority for managing mobile devices and applications within an organization, determining how policies and settings are enforced on those devices.
<b>Configure Company Portal</b>	This step includes setting up organizational name, headers, logos, and support contact information.
<b>Setup Security Baseline Policy</b>	Even though Windows and Windows Server are designed to be secure out-of-the-box, many organizations still want more granular control over their security configurations. Convergence has an approved baseline for Intune security policy.
<b>Setup Firewall Policy</b>	Firewall policy will enforce the use of Windows firewall on all company devices.
<b>*Optional Setup Bitlocker</b>	BitLocker through Intune enables seamless management and encryption of Windows devices, safeguarding data from unauthorized access and providing centralized control, compliance, and recovery benefits.
<b>Printix Preparation</b>	
<b>Build Printix Tenant and integrate with Azure AD tenant</b>	Build Printix tenant and integrate with Azure AD tenant for deployment.
<b>Plan Deployment with Client</b>	Plan deployment with the client and discuss any printer renaming, names should be clear, descriptive names that are easy to understand and don't use hardware brands/models.

## Statement of Work

Item	Details
<b>Create Sites and Networks: 2 hours per site</b>	Create sites and networks within the Printix application.
<b>Printix Migration</b>	
<b>Install first Printix client, import printers, review with client, validate</b>	Install first Printix client, import printers, review with client, validate
<b>Configure remote printing proxy server and test</b>	Configure remote printing proxy server and test
<b>Deploy Printix client and printers to all machines and troubleshoot</b>	Deploy Printix client and printers to all machines and troubleshoot
<b>Hybrid Implementation</b>	
<b>Update Entra AD Connect to newest version</b>	
<b>Create an Active Directory Central Store and Update ADMX Group Policy objects</b>	
<b>Hybrid Join Windows Computers</b>	Hybrid Join ADDS Joined Systems
<b>Monitor workstations as they auto-enroll to Hybrid AD</b>	
<b>Migrate Profiles</b>	Convergence will be scheduling a meeting with each user that has a company computer to go through the process of joining the devices to Azure Active Directory. This meeting will ensure the profiles are rebuilt as close to the original and there are no issues with the users.
<b>Azure AD and Intune Migration</b>	
<b>Convert to Cloud Accounts and AZ AD Connect Decommission</b>	Now that the on-prem domain controller will be removed, all office 365 accounts will need to be disabled and then converted to cloud only accounts and re-enabled.
<b>SharePoint Migration</b>	
<b>File Migration to SharePoint</b>	The SharePoint Migration Tool is a Microsoft utility used to migrate on-premises file shares to SharePoint Online or OneDrive for Business, facilitating a straightforward transfer of files, folders, and permissions from the local file server to the cloud-based SharePoint library.
<b>Cleanup</b>	
<b>Decommission Old Domain and Servers</b>	Post migration all servers will be reviewed and shut down to test that all features and data were properly removed.
<b>Onsite Visit for Server Room Cleanup</b>	Removal of all the old hardware and cleaning up loose cabling can improve airflow and cooling efficiency, reduced risk of equipment failure, easier maintenance and troubleshooting, enhanced organization, and the ability to accommodate new hardware more effectively, resulting in a more reliable and manageable data center environment.
<b>Close</b>	
<b>Network Diagram Update</b>	Update network diagram with new devices, management ports, subnets, and other additions or removals.

## Statement of Work

Item	Details
<b>Documentation</b>	Update site documentation with changes to infrastructure, passwords and processes. Update network diagrams.
<b>Technical Audit</b>	A senior tech from Convergence will do a full review to ensure work is complete and documentation is up to date.
<b>Feedback Session</b>	
<b>Hours</b>	
<b>Estimated Duration (After Project Kickoff): 4 - 6 Weeks</b>	

Recurring Monthly	Recurring	Qty	Ext. Recurring
<b>2558 Printix - Non Profit</b>	\$1.39	27	\$37.53
Cloud Printing Solution - Non Profit - Monthly Recurring			
<b>Microsoft 365 Business Premium (Nonprofit Staff Pricing)</b>	\$5.50	16	\$88.00
Microsoft 365 Business Premium Subscription - Monthly Billing (Nonprofit Pricing)			
<b>Monthly Subtotal:</b>			<b>\$125.53</b>

Professional Services	Price	Qty	Ext. Price
<b>Professional Services - Hourly Rate (Estimate)</b> Service will be performed during regular working hours (8am – 5pm), with the exception of services that cause site wide downtime. If the client desires additional work to be performed outside of business hours, additional charges may be required. The client will be advised if there are any out of scope items that arise during the project that may result in additional charges. All travel time and expenses for staff will be covered by the client.	\$195.00	80	\$15,600.00
Subtotal:			<b>\$15,600.00</b>

# Microsoft 365 - Serverless

Prepared by:  
**Convergence Networks**

Nick McNulty  
 nmcnulty@cnwi.net

Prepared for:  
**Bath Township Public Library**

14051 webster rd  
 Bath Township, MI 48808  
 Joana Bancroft  
 (517) 641-7111  
 Jbancroft@bathtownshippubliclibrary.org

Quote Information:  
**016688**

Version: 1  
 Delivery Date: 07/29/2024  
 Expiration Date: 08/23/2024

Quote Summary		Amount
Professional Services		\$15,600.00
	Subtotal:	<b>\$15,600.00</b>
	Estimated Tax:	<b>\$936.00</b>
	Total:	<b>\$16,536.00</b>

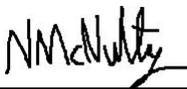
Monthly Expenses Summary		Amount
Recurring Monthly		\$125.53
	Monthly Subtotal:	<b>\$125.53</b>
	Monthly Tax:	<b>\$7.53</b>
	Monthly Total:	<b>\$133.06</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

- Approved quotes will require a 50% down payment if the total of non-recurring line items (product and/or labor) is greater than \$10,000.
- Buyer will be invoiced monthly for work performed and products delivered once the initial deposit is exhausted.

Convergence Networks, Inc (CNWI) does not collect tax on product or services outside of CA, WA, MI, HI or Canada. It is the responsibility of the Buyer to calculate and remit any applicable sales tax and/or other amounts due in connection with any transaction conducted through CNWI. For all product direct shipped from our vendors, CNWI expressly reserves the right to separately invoice Buyer for all applicable taxes, fees, and charges.

## Convergence Networks

Signature:   
 Name: Nick McNulty  
 Title: Inside Sales Representative  
 Date: 07/29/2024

## Bath Township Public Library

Signature: \_\_\_\_\_  
 Name: Joana Bancroft  
 Date: \_\_\_\_\_

## Constraints, Risks, Exclusions & Assumptions

Item	Details
<b>AFFECTED PARTIES, BUSINESS PROCESSES, OR SYSTEMS</b>	
<b>Downtime</b>	During scheduled periods of the migration, such as cutovers or equipment installations, users may not be able to access applications and data.
<b>ASSUMPTIONS</b>	
<b>File Renaming</b>	Staff may need to assist us with renaming files that are poorly-formed or too long to properly upload to the Microsoft SharePoint back-end.
<b>Library Design</b>	POC will need to work with the Project Engineer to design SPO libraries and permissions and migration map of what existing folders/files will map to these new libraries.
<b>Share Maintenance</b>	Access to file shares, printing and domain services will be offline for an agreed-upon times during different points of the migration project.
<b>Remote Work</b>	All work for this project will be carried out remotely via Teams meetings, email correspondence and through the use of remote management tool and scripts.
<b>User Count</b>	Convergence has reviewed the existing user count. The final count will be determined at the initial project review and may change the final upfront and monthly fees.
<b>Passwords</b>	Any passwords for IT infrastructure, staff device or accounts and line of business applications will need to be obtained in order to perform a successful migration and installation.
<b>EXCLUSIONS</b>	
<b>Unsupported OS</b>	Unless stated otherwise, systems that are running unsupported versions of Windows will need to be replaced or upgraded separately from this project. If there are any resulting software and/or service incompatibilities that require remediation due to the presence of these unsupported systems in the client's environment, the client acknowledges that this will increase both the time and effort necessary to complete the project and that this will effect the overall costs.
<b>Personal PCs</b>	Configuration of personal workstations are outside of the scope of this project. Instructions will be provided to staff who require installation of applications on personal workstations.
<b>CONSTRAINTS</b>	
<b>Intune Policy</b>	Convergence will provide guidance and consulting on best practice recommendations for the configuration of Intune; however, it is up to the client to decide how to configure it. Convergence is not liable for any potential consequences due to the configuration choices made by the client pertaining to the privacy or data of the client's employee devices if affected by the Intune implementation.

## Authorization Terms

I/we, the undersigned, hereby agree that the aforementioned tasks satisfactorily constitute the desired implementation. Additional tasks beyond the scope of the project; parts requiring replacement; OR additional labour resulting from complications due to third parties; OR any unforeseen circumstances exclusive to the aforementioned are separately billable entities at the discretion of Convergence Networks and with full explanation to the client.

Furthermore, I/we recognize that Convergence Networks and its representatives will strive to the utmost to minimize downtime and inconvenience to myself and my users. However, due to the extensive nature of the implementation, unforeseen circumstances may present unavoidable downtime.

If off-hours labour is involved in the implementation, I/we recognize that unforeseen downtime will be minimal but possible; And in the event it should occur, the client will be given priority response.

In no event shall Convergence Networks be held liable for indirect, special, incidental or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment or other costs.

If the Client wishes to cancel or place the project on hold prior to completion, 2 weeks' notice is required in writing. All scheduled work during the notice period, effort to close-out the project, as well as hardware/licenses will be charged. A flat fee of \$1,000 for project restart will be charged. A hold is defined as a period of no scheduled work greater than 60 days.

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Finally, I/we agree to remit payment in the following manner:

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- A 50% down payment if the total non-recurring line items (product and/or labor) are greater than \$10,000. The down payment will be applied to all monthly progress bills until the deposit is exhausted.

# OLD VERSION FROM EMPLOYEE HANDBOOK – WHERE WE STARTED

## TIME OFF / LEAVE

### Holidays

The Library is normally closed for the following holidays:

- New Year's Day
- MLK Day
- Presidents Day
- Saturday before Memorial Day
- Memorial Day
- Juneteenth
- Independence Day
- Saturday before Labor Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve

Regular full-time employees will be paid for a holiday if the employee would normally be scheduled to work on that day. Regular part-time employees will be paid for the hours they would normally be scheduled to work on that day. The Library Director will be paid for all holidays, and will be given a floating holiday for any holiday which falls on a Saturday or Sunday

### Paid Time Off

On the first day of the calendar year, the Library will grant the Library Director, regular full-time employees, and regular part-time employees paid time off ("PTO") for the calendar year. PTO may be used for vacation, sick days, medical appointments and any personal days. The Library Director and regular full-time employees will be granted three (3) weeks of PTO. Regular part-time employees will be granted a pro-rated share of PTO based upon their regular schedule. For example, a regular part-time employee who regularly works 20 hours per week will be granted the equivalent of three weeks of paid vacation calculated at 20 hours per week, which equals 60 hours.

Requests for leave time, including vacation, should be made as far in advance as possible and must be approved by the Library Director. The Library Director's approval of requests for leave will be based on the Library's ability to maintain normal services, and on a first-come, first served basis.

PTO time may not be carried over into the next calendar year, and may not be cashed out.

## Jury Duty Leave

Employees summoned by a court to serve as jurors shall be given jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as a juror when the employee otherwise would have worked, the employee shall receive their regular pay.

## USERRA and Military Leave

The Library is committed to complying with all aspects of The Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. The Library will not discriminate against past and present members of the uniformed services, and applicants to the uniformed services. The Library will not deny initial employment, reemployment, retention in employment, promotion or any benefit of employment based on your military status.

Subject to certain exceptions, you must give advance notice that you intend to leave your position to perform service in the uniformed services. Notice should be as far in advance as is reasonable under the circumstances.

If you leave your job to perform service in the uniformed services, you may have the right to be reemployed in the position that you would have attained if you had stayed continuously employed or in a comparable position. Upon completing service in the military services, you must notify us of your intent to return to your position by either reporting to work or submitting a timely application for reemployment, depending upon your length of service.

If you leave your job to perform military service, you have the right to elect to continue your existing health insurance coverage offered by the Library for you and your dependents for up to 24 months while on military leave. It is the policy of the Library that continuation under USERRA shall run concurrently with Federal COBRA and state continuation, if applicable, to the extent allowed by law.

Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in the Library's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected injuries.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leave of absence more than two weeks in any one fiscal year will be unpaid. Alternatively, employees may use any available accrued vacation time.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to employment.

Please contact the Library Director if you have any questions.

## Bereavement Leave

Upon notice to the Library Director, leave shall be given to attend to the personal family matters when a death occurs in the employee's immediate family (this shall apply if the relationship is natural, by marriage, adoptive, step, or foster) according to the following procedure:

*Spouse/partner, child, father, mother, sister, brother or equivalent as determined by the employer- up to five (5) days. Employees will be paid for the first three (3) days. The remaining two (2) days will be used as PTO (Paid Time Off)*

*Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, grandparent, or grandchild- Employees will be allowed up to three (3) days, Employees will be paid for all three (3) days.*

*All others- leave without pay will be granted up to eight hours.*

## Leave of Absence

The Library recognizes that there may be compelling personal reasons for an employee to request a leave of absence. A request for a personal leave of absence will be granted at the Library Director's discretion, depending upon workload.

A request for a leave of absence must be in writing and must be presented to the Library Director in advance of the requested date. The request must state the reason for the request and the duration of the requested leave. If granted, the leave will be unpaid and service time and benefits will not continue to accumulate during the absence.

## Family Medical Leave Act

To be eligible for leave under the Family and Medical Leave Act ("FMLA"), an employee must:

- Work for an employer covered by the FMLA.
- Worked for the employer for at least 12 months.
- Had at least 1, 250 hours of service for the employer during the 12-month period immediately preceding the leave; and
- Work at a location where the employer has at least 50 employees within 75 miles.

While the Library is an employer covered by the FMLA, unless and until an employee works at a location where the Library has at least 50 employees within 75 miles, the employee will not be eligible for FMLA leave.

# NEW VERSION – MARCH 2024

## TIME OFF / LEAVE

### Holidays

The Library is normally closed for the following holidays:

- New Year's Day
- Martin Luther King Jr Day
- Presidents Day
- Saturday before Memorial Day
- Memorial Day
- Juneteenth
- Independence Day
- Saturday before Labor Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve

Regular full-time employees will be paid for a holiday if the employee would normally be scheduled to work on that day. Regular part-time employees will be paid for the hours they would normally be scheduled to work on that day. The Library Director will be paid for all holidays, and will be given a floating holiday for any holiday which falls on a Saturday or Sunday

### Paid Time Off

All full-time and part-time employees will accrue PTO (paid time off) starting their first day of employment. Temporary employees and volunteers do not accrue PTO. PTO may be used for vacation, sick days, medical appointments, any personal time, and any purpose provided under the Michigan Paid Medical Leave Act. If used for vacation, employees can use PTO consecutively for up to two weeks.

PTO is accrued based upon the schedule below.

Years of completed continuous service	PTO accrual rate for every hour worked
0-4	.0577
5	.0769
10	.0961
15	.01153

An equivalent work week of PTO is equal to the average number of hours that the employee regularly works in a work week.

An employee may roll over a maximum of one equivalent work week of PTO into the next calendar year.

The Library does not pay employees for accrued but unused PTO.

PTO which is not used in the calendar year in which it was accrued and is not rolled over into the next calendar year, is forfeited.

Requests for leave time, including vacation, should be made as far in advance as possible and must be approved by the Library Director. The Library Director's approval of requests for leave will be based on the Library's ability to maintain normal services, and on a first come, first served basis.

## Jury Duty Leave

Employees summoned by a court to serve as jurors shall be given jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as a juror when the employee otherwise would have worked, the employee shall receive their regular pay.

## USERRA and Military Leave

The Library is committed to complying with all aspects of The Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. The Library will not discriminate against past and present members of the uniformed services, and applicants to the uniformed services. The Library will not deny initial employment,

reemployment, retention in employment, promotion or any benefit of employment based on your military status.

Subject to certain exceptions, you must give advance notice that you intend to leave your position to perform service in the uniformed services. Notice should be as far in advance as is reasonable under the circumstances.

If you leave your job to perform service in the uniformed services, you may have the right to be reemployed in the position that you would have attained if you had stayed continuously employed or in a comparable position. Upon completing service in the military services, you must notify us of your intent to return to your position by either reporting to work or submitting a timely application for reemployment, depending upon your length of service.

If you leave your job to perform military service, you have the right to elect to continue your existing health insurance coverage offered by the Library for you and your dependents for up to 24 months while on military leave. It is the policy of the Library that continuation under USERRA shall run concurrently with Federal COBRA and state continuation, if applicable, to the extent allowed by law.

Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in the Library's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g. pre-existing condition exclusions) except for service-connected injuries.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leave of absence in excess of two weeks in any one fiscal year will be unpaid. Alternatively, employees may use any available accrued vacation time.

Benefit accruals, such as vacation, sick leave or holiday benefits, will be suspended during the leave and will resume upon the employee's return to employment.

Please contact the Library Director if you have any questions.

## Bereavement Leave

Upon notice to the Library Director, leave shall be given to attend to the personal family matters when a death occurs in the employee's immediate family (this shall apply if the relationship is natural, by marriage, adoptive, step, or foster) according to the following procedure:

*Spouse/partner, child, father, mother, sister, brother or equivalent as determined by the employer- up to five (5) days. Employees will be paid for the first three (3) days. The remaining two (2) days will be used as PTO (Paid Time Off)*

*Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, grandparent or grandchild-up to three (3) days, Employees will be paid for all three (3) days.*

*All others leave without pay will be granted up to eight hours.*

## Leave of Absence

The Library recognizes that there may be compelling personal reasons for an employee to request a leave of absence. A request for a personal leave of absence will be granted at the Library Director's discretion, depending upon workload.

A request for a leave of absence must be in writing and must be presented to the Library Director in advance of the requested date. The request must state the reason for the request and the duration of the requested leave. If granted, the leave will be unpaid and service time and benefits will not continue to accumulate during the absence.

## Family Medical Leave Act

To be eligible for leave under the Family and Medical Leave Act ("FMLA"), an employee must:

- Work for an employer covered by the FMLA.
- Worked for the employer for at least 12 months.
- Had at least 1,250 hours of service for the employer during the 12 month period immediately preceding the leave; and
- Work at a location where the employer has at least 50 employees within 75 miles.

While the Library is an employer covered by the FMLA, unless and until an employee works at a location where the Library has at least 50 employees within 75 miles, the employee will not be eligible for FMLA leave.

-Name of Employee	Font Loaded	Accrued and front-loaded year 2 date	Accrued from March to year to date	Accrued from Jan – Feb based on hours worked	Total accrued based on hours worked year to date without front-loaded	PTO used Based on Year to date	Predicted to earn from August - December	Predicted to owe at the end of the year	Predicted to have it at the end of the year without removing the front load	Predicted to have with one week for next year PTO	Payout prediction.
Jana	105	146.35	75.80	13.01	54.36	110.66	41.08	-23.22	76.77	76.77-40 36.77	19.24*36.77 707.45
Kaye	48	71.41	23.41	4.15	27.56	58.50	21.11	-9.83	34.02	34.02-20 14.02	14.02*14.28 200.21
Tammy	60	85.55	25.55	9.57	35.12	58	17.08	-5.08	44.63	44.63-18 26.63	26.63*14.28 380.28
Elizabeth	30	43.32	13.33	3.74	17.07	30	10.70	-2.23	24.03	24.03-10 14.03	14.03*14.28 200.35
Kasey	90	126.89	36.89	11.15	48.04	54.77	26.83	20.01(not taking consideration future request of -44) -23.90	72.12 -44(future quest) 28.12	28.12-20 8.12	8.12*16 129.92
Amy	24	49.30	25.30	5.05	30.35	16	19.23	33.58	52.53	32.53 51.879-20	32.53*14.00 455.42
Joana	105	151.42	46.42	12.55	58.97	67	42.47	34.44	126.89	126.89-40 86.89	24*55.10* 1322.40 18.68*31.79 593.84 =1818.15
Total	462	674.24	212.25	61.45	281.73		178.50				*5214.18
		212.24					852.74	664.55			285.74

Note\* Upon hiring, staff members were provided with a handbook stipulating the allocation of three front-loaded weeks of time off at the beginning of each year (refer to attachment A). However, a policy change in March transitioned us from front-loaded to accrued time. The accrued time policy specifies that the equivalent work week of PTO is commensurate with the average hours an employee typically works weekly. (See attachment B) Presently, there is an inconsistency in the calculations. Notably, time off during holidays is not factored into the accrual process, despite having 13 holidays annually.

To illustrate, consider the case of Bob, a full-time exempt employee working 40 hours per week. In a scenario where Bob logs 80 hours in a pay period without any holiday time, his PTO accrual would be  $80 * 0.0577 = 4.616$  hours. If Bob worked the entire year without breaks or holidays, he would theoretically earn 120.016 hours of paid time off. However, considering the 13 holidays, Bob would forfeit 104 hours of accrued time ( $8 \text{ hours} * 13 = 104 / 6.0008$ ), and an additional 6.924 hours of accrued time would be lost due to not accruing while on vacation ( $120 \text{ hours} * 0.0577 = 6.924$ ). Consequently, Bob's total accrued time loss for the year would amount to 12.92 hours, resulting in him receiving only 107.08 hours of vacation time for the year, falling short of the anticipated 120.01 hours (equivalent to 3 weeks).

Bob hours	Bob's PTO for the year	Bob's hours were lost based on holiday and PTO
$80 * 0.0577 = 4.616$	$4.616 * 26 = 120.016$	$8 * 13 = 104$ (holiday) $104 * 0.0577 = 6.008$
		$120 * 0.0577 = 6.924$ (PTO taken)
<b>Total hours</b>	<b>120.01</b> (3 weeks based on a 40-hour work week)	<b>107.08</b> (2.68 weeks based on a 40-hour work week)

## History:

As per the employee manual, the staff was initially given a front load of 3 weeks of PTO at the beginning of 2024. Subsequently, in March 2024, the board and director approved transitioning to an accrual time policy. Under this new policy, all employees began accruing time from March 2024 until the year's end, with the allowance to carry over one week of accrued time to the following year. The excess time taken should equal one week of the employee's allocated time.

## Three Different Scenarios:

### Option #:

The board has opted to eliminate the front load initially provided at the start of the year. Staff members with a projected negative balance by year-end may have their hours zeroed out. All staff will commence at a balance of 0. Employees with a surplus of hours will receive payment based on their accrual time and current pay rate as of August 2024. Negative time projections for Jana, Kaye, Tammy, and Elizabeth will be forgiven. Kasey is expected to be negative by -23.90 due to future time-off requests, which will also be absolved. Alternatively, Kasey could refrain from taking this time as paid time off to prevent a negative balance. However, she may be granted unpaid time off provided no other employees without negative balances request the same time off. This decision should be directed to the new director under the revised schedule. Amy and Joana will receive payment for the excess 3 weeks granted, as they have not utilized sufficient time to go negative by year-end, resulting in a positive balance. The payout for Amy will be based on her current hourly wage, while Joana's payment will be determined by her current hourly rate of \$24.00 due to her tenure as interim director.

### Option \*:

The board has chosen to revoke the front load granted at the beginning of the year and requires employees with negative balances to reimburse the library. Staff members in a negative balance situation are recommended to establish a payment plan equivalent to the negative time multiplied by their hourly rate. For instance, Jana, with a balance of -446.75, could initiate a payment plan of \$50.00 per paycheck over 9 weeks. This approach allows employees to continue accruing time from the start of the year and enables them to take time off. Subtracting time directly from balances would take Jana approximately 2.5 months to reach a balance of zero before recommencing accrual. This delay would mean Jana could not take time off until April, encompassing sick leave or any other form of time off. Allowing negative balances to accumulate would perpetuate the deficit. Should an employee depart with a negative balance, their final paycheck would be utilized to offset the deficit. Employees in negative standing at the start of the year would reset to a balance of 0, while those with positive balances could opt to transfer the equivalent of a week's worth of paid time off to the following year. Staff members with upcoming time off that would deepen their negative balance would be declined time off and would have to take time off without pay, contingent upon no other employees with positive balances requesting the same time off.

Option !:

Under this scenario, the board will retain the front-loaded time and allow employees to continue accruing time throughout the year. A board vote will determine the payout for staff in 2024. At year-end, all employees will be given the choice to carry over one week's worth of time to the following year, while the remainder of their paid time off will be disbursed.

Option &:

The board has nullified all accrued time for the current year for staff members who received the front load at the beginning of the year. If the accrued time at year-end exceeds the front-loaded time, employees may retain the excess as earned time for the following year. In case an employee ends the year with a negative balance after accounting for both earned and front-loaded time, a payment plan must be arranged to settle the additional time granted. Any surplus time beyond the front-loaded amount can be utilized to offset negative balances accrued by year-end.

Name	A cruel total to be taken by the end of the year	Time taken off by the end of the year	Time extra accrued is greater than given at the beginning of the year	Would owe with front-loaded	
Jana	95.44	118.66		-13.66	
Kaye	61.58	48.67		-9.83	
Tammy	52.20	58		-5.80	
Elizabeth	27.77	30		-2.23	
Kasey	74.87	54.77(current) Future dates (98.77)		+35.23 -8.77	Must decide what time off not to take so she won't be in a negative Can take 20 hours over for next year
Amy	49.58	16	49.58-24= 25.58	0	Amy would have 49.58 at the end of the year. Can take up to 20 hours next year.
Joanna	101.44	67		0	Would have 38 by the end of the year and can take up to 40 for next year

<b>Jana</b>				
Total			Earn	-Used
			146.35	110.66
Total			75.8	
Used year to date	110.66			
Earn and frontloaded year to date	146.35			
Currently says the employee has	35.69			
Earn from March to date	75.80			
Should have earned from Jan to February	13.01	225.50		225.50*.0577= 13.01135
		Front-loaded 3 weeks at 35 hours a week = 105		
Given at the beginning of the year	105	hours		
Totals earned if we accrued from year to date	54.36	86.42+16.156		
Would owe in August	56.30	91.956-145.11=25.88		
		Without any more days off		
Predicted to earn	41.08	or sick days		712*.0577=
Predicted to owe by the end of the year	23.22	-15.22-8(planned day off)=		110.66

# Tammy

		Earn	Used
Total		85.55	-58
Toal without the front load		25.55	
Used year to date	58		
Earn and frontloaded year to date	85.55		
Currently says employee has	27.55		
Earn from March to date	25.55		
Should have earned from Jan to February	9.57	165.92 hours worked front-loaded 3 weeks	$165.92 * .0577 = 9.57$
Given at the beginning of the year	60	20 hours = 60 hours	Given twice in error
Totals earned if we accrued from year to date	35.12	$33.55 + 9.57$	
Would owe in August	17.88		
		Without any more days off or sick days	
		From August to December	
		8 days off for holiday do	Predicted to work
Predicted to earn	17.08	not accrue time during holiday pay	296 $296.0577 = 17.0792$
Predicted to owe by the end of the year	-5.08		

Kaye					
Total				Earn	Used
				71.41	-58.50
Toal without the front load				23.41	
Used year to date	-58.50				
Earn and frontloaded year to date	71.41				
Currently, the employee has	12.91				
Earn from March to date	23.41				
Should have earned from Jan to February	4.16	72.02 hours worked	$72.02 * .0577 = 4.1$	5554	
Given at the beginning of the year	48	Front-loaded 3 weeks at 16 hours per week=48			
Totals earned if we accrued from year to date	27.56	$23.41 + 4.16$			
Would owe in August	-30.93	-27.934446			
			$40 * .0557$		
Predicted to earn	21.11	Without any more days off or sick days	Predicted to work 365.88	$365.88 * .0577 = 21.11$	
Predicted to owe by the end of the year	-9.83	$84.27954 - 93.75 =$			

			Earn		Used
Elizabeth					
Total			43.32		-30
Toal without the front load			17.46		
Used year-to-date	39.13				
Earn and frontloaded year-to-date			52.46		
Currently, the employee has	13.33				
Earn from March to date			22.46		
Should have earned from Jan to February	3.74	64.80 hours worked		$64.80 * .0577$	
		front-loaded 3 weeks 20 hours = 60			
Given at the beginning of the year	30	hours			
Totals earned if we accrued from year to date	17.07	$22.46 + 3.73$			
Would owe in August	12.93				
		Without any more days off or sick days			
		From August to December			
		8 days off for a holiday			
		do		Predicted	
		not accrue time		to work	
Predicted to earn	10.70	during holiday pay	185.48	$185.48 * .0577 = 10.70$	
Predicted to owe by the end of the year	-2.23	$10.398 + 26.19 - 39.13$	11.1938	$20(\text{hours of no accrual based on holidays}) * .0577 =$	

# Kasey

		Earn	Used
Total		126.89	54.77
Toal without the front load		36.89	
Used year to date	54.77		
Earn and frontloaded year to date	126.89		
Currently says employee has	72.12		
Earn from March to date	36.89		
Should have earned from Jan to February	11.15	193.27 hours worked front-loaded 3 weeks 30 hours = 60 hours	$193.27 * .0577 = 11.151679$
Given at the beginning of the year	90		
Totals earned if we accrued from year to date	48.04		
Would owe in August	-6.74		
		Without any more days off or sick days From August to December 8 days off for holiday do not accrue time during holiday	Predicted to work 465 $465 * .0577 = 26.8305$
Predicted to earn	26.83		
Predicted to owe by the end of the year	0	Positive 20.10	
Has requested for future PTO and would with that time	-23.90	44hours	

Amy					
Total			Earn		Used
			49.3		-16
Total without the front load			25.3		
Used year to date	16				
Earn and frontloaded year to date	49.3				
Currently says employee has	33.3				
Earn from March to date	25.3				
Should have earned from Jan to February	3.81	66.12 hours worked		$66.12 * .0577$	
Given at the beginning of the year	24	front-loaded 3 weeks 8hours = 24 hours			
Totals earned if we accrued from year to date	29.11	25.30+3.78			
Would owe in August	0	Without any more days off or sick days			
		From August to December			
		8 days off for holiday do not accrue time during holiday	Predicted to work		
Predicted to earn	19.23	pay	333.21	$333.21 * .0577 = 19.226$	
Predicted to owe by the end of the year	0	10.398+26.19-39.13	1.2694	$22(\text{hours of no accrual based on holidays}) * .0577 =$	
Predicted to have at the end of the year with no front-loaded	32.34	can only take 20 hours over			

Joana					
Total				Earn	
Toal without the front load				87.42	
Used year to date	108				
Earn and frontloaded year to date	192.42				
Currently says employee has	84.42				
Earn from March to date	86.42				
Should have earned from Jan to February	16.156	280 hours worked	280*.0577		
Given at the beginning of the year	105	front-loaded 3 weeks 35hours =105hours			
Totals earned if we accrued from year to date	102.576	86.42+16.156			
Would owe in August	-5.424	102.576-108			
		Without any more days off or sick days			
		From August to December			
		8 days off for holiday do not accrue time during			
Predicted to earn	42.4672	holiday pay		42.4672	
				46.16-3.6928	
			800*0.0577=	(holidays)=	predicted to work 800
Predicted to owe by the end of the year	0	102.576+42.4672-108	46.16	64(hours of no accrual based on holidays) *.0577=	
Predicted to accrue by the end of the year	37.0432	Can take over 40 hours next year			

**DRAFT - IDEA**

Bath Township Public Library has a small staff available to cover the needs of our community. BTPL for the 2024 fiscal year only will allow staff to have their earned time paid out. There are two options available to each employee. I understand that once I return this agreement to my supervisor my decision is final.

I, \_\_\_\_\_ understand that I currently have \_\_\_\_\_ weeks of PTO due to the hours earning system instituted in 2024. I also understand that I have been earning time as I was given time during that year.

Option 1: I will take my remaining \_\_\_\_\_ weeks as a payout. These hours will be equally divided between the pay cycles of \_\_\_\_\_ and \_\_\_\_\_

Employee initials accepting option 1: \_\_\_\_\_

Option 2: I will roll one week over to be used during the 2025 fiscal year. I will then take a payout for my remaining \_\_\_\_\_ weeks. These hours will be equally divided between the pay cycles of \_\_\_\_\_ and \_\_\_\_\_

The new PTO system for 2025 has been explained to me. I also have been given details about how the system was accruing in 2024. I am in agreement with my decision for this one time alteration of planned benefits.

\_\_\_\_\_  
Employee Signature and Date

\_\_\_\_\_  
Supervisor Signature and Date

\_\_\_\_\_  
President of BTPL Signature and Date